

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: October 21, 2025

=====

To: Honorable Mayor and City Councilmembers
From: Toni Bertolero, Public Works Engineer
Subject: Notice of Completion for the Fire-Related Building Improvements at the Community Cultural Center

=====

RECOMMENDATION:

That the City Council accept improvements for public use and authorizing staff to file a Notice of Completion for the Fire-Related Building Improvements at the Community Cultural Center CIP #0713-24.09 (the Project).

EXECUTIVE SUMMARY:

The Community Cultural Center sustained major flood damage during the 2019 Flood. To make the necessary flood-related repairs, the Project was included in the adopted Fiscal Year 2024-25 Capital Improvement Plan. On September 17, 2024, Council awarded the contract to Earthtone Construction. On July 17, 2025, Council approved Contract Change Order 1 in the amount of \$12,153.14 for a final construction contract amount of \$71,405.14.

The work has been satisfactorily completed by Earthtone Construction and staff is recommending the work be accepted by Council and a Notice of Completion be approved and filed with the County Recorder.

BACKGROUND AND DISCUSSION:

On September 17, 2024, Council approved the award of contract to Earthtone Construction for the Project for amount of \$59,252.00. During the construction, it was determined that additional work was needed to make the newly constructed waterproof membrane walls needed a smooth coat finish. On July 17, 2025, Council approved Contract Change Order 1 (CCO-1) for this additional work in the amount of \$12,153.14. The final construction cost is \$71,405.14.

STAFF ANALYSIS:

The work has been deemed to be complete by the Public Works Supervisor, who was overseeing the work performed by Earthtone Construction. All work is satisfactory, and it is recommended that the Notice of Completion be approved. There were no retentions of payment and therefore all payments due Earthtone Construction have been completed. Once the Council accepts completion of the work staff will file the Notice of Completion with the County Recorder.

CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:

This agenda represents the City Council goals/priorities as follows:

- Goal 3 – Infrastructure. Maintaining high quality infrastructure, facilities and services includes repairing/ replacing outdated city facilities, improving streets, stormwater and wastewater infrastructure.

This agenda item represents the City Council General Plan Consistency:

- Community Services and Facilities CSF-6-16: Support improvements to expansion of, or replacement of the Sebastopol Community Cultural Center to address flood issues, and to improve services and facilities

available to the community in order to enhance the quality of life for all City residents through the provision of quality community services and facilities.

FISCAL IMPACT:

There is no fiscal impact with this approval.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting.

RESTATED RECOMMENDATION:

That the City Council accept improvements for public use and authorizing staff to file a Notice of Completion for the Fire-Related Building Improvements at the Community Cultural Center CIP #0713-24.09 (the Project).

CITY COUNCIL OPTION(S):

There are no options as the work is now complete.

ATTACHMENTS:

1-Notice of Completion

APPROVALS:

Department Head Responsible for Agenda Item:

Approval Date: 10/6/25

CEQA Determination (Community Development/Planning):

Approval Date: 10/3/25

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial):

Approval Date: N/A

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

City Attorney Approval

Approval Date: N/A

City Manager Approval:

Approval Date:

When Recorded Return to:

City of Sebastopol
P. O. Box 1776
Sebastopol, CA 95472

Recorded for the benefit of the City of Sebastopol
and exempt from recording fees pursuant to
Government Code Section 27383.

(Space Above this Line is for Recorder's Use Only)

**NOTICE OF COMPLETION
CIP #0713-24.09**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner of the interest or estate below in the property hereinafter described.
2. The full name of the undersigned is the City of Sebastopol, a Municipal Corporation.
3. The address of the undersigned is P.O. Box 1776, Sebastopol, CA 95472
4. The nature of the title of the undersigned is owner in fee.
5. All work of improvement on the property hereinafter described was completed as of September 5, 2025.
6. The name of the original contractor for the work of improvement is Earthtone Construction, Inc., of Healdsburg, California.
7. The work of improvement is described as follows:

Fire-Related Building Improvements at Community Cultural Center

Original Contract Price: \$59,252.00
Final Contract Price: \$71,405.14

I am the Interim City Manager for the City of Sebastopol, a Municipal Corporation, the owner of the indicated interest or estate in the property described above. I make this verification on behalf of the City of Sebastopol. I have read the Notice and know its contents. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CITY OF SEBASTOPOL
A Municipal Corporation

Dated: _____

Mary Gourley, Interim City Manager