



CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: July 7, 2026

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To: Honorable Mayor and City Councilmembers
From: Oriana Hart, Public Works Director
Department: Public Works
Subject: Authorization of Agreement for City Engineer Services and Designation of City Engineer

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RECOMMENDATION:

That the City Council adopt a Resolution authorizing the City Manager to execute an agreement with Moe Engineering, Inc. to provide City Engineer services for Fiscal Year 2026-27 and authorize John Moe, PE, to continue serving as City Engineer and sign engineering documents and related forms on behalf of the City.

PROCESS OF AGENDA ITEM:

If the item remains on the Consent Calendar, no presentation is required, and the item will be approved as part of the Consent Calendar. If the item is removed from the Consent Calendar, it will be heard as a regular agenda item and will proceed as follows:

- a. Presentation by staff
- b. Council questions and discussion
- c. Public comment
- d. Council deliberation and action

EXECUTIVE SUMMARY:

The City requires ongoing access to licensed engineering services to support development review, capital improvement projects, grant administration, regulatory compliance, and other functions requiring the review and certification of a licensed Professional Engineer. The proposed agreement with Moe Engineering, Inc. will provide City Engineer services on an as-needed basis during Fiscal Year 2026-27. John Moe, PE, will continue serving as the City's designated City Engineer and will provide professional engineering services in support of the Public Works Department. The Fiscal Year 2026-27 Public Works operating budget includes \$50,000 for City Engineer services. The proposed agreement is structured as an on-call professional services agreement with services provided on an as-needed basis and expenditures subject to annual budget appropriations.

BACKGROUND:

The City utilizes contract City Engineer services to perform functions requiring the review, certification, and signature of a licensed Professional Engineer. These services support development review, capital improvement projects, grant funded projects, permit review, engineering studies, mapping activities, and other municipal engineering functions.

The Public Works Director oversees department operations, project delivery, and engineering activities; however, certain documents and actions must be reviewed, certified, or signed by a licensed Professional Engineer acting as City Engineer. The City therefore maintains an agreement for City Engineer services to ensure continuity of operations and compliance with applicable state and federal requirements.

DISCUSSION:

Moe Engineering, Inc. currently provides City Engineer services to the City and has supported a variety of Public Works, development review, and capital improvement activities. The proposed agreement will allow the City to continue utilizing these services during Fiscal Year 2026-27 on an as-needed basis.

Services may include acting as City Engineer, providing technical engineering support, reviewing development and encroachment permits, supporting capital improvement projects, reviewing engineering plans and specifications,



certifying engineering documents, and attending meetings as requested by staff. Work will continue to be assigned on an as-needed basis, allowing the City to scale services depending on workload and available budget. Continuing City Engineer services through a professional services agreement provides flexibility for the City while ensuring access to licensed engineering expertise. Under this structure, the Public Works Director maintains responsibility for department operations and project delivery, while the City Engineer provides professional engineering review, certification, and signature authority where required. Approval of the proposed agreement and continued authorization of John Moe as City Engineer will ensure that the City can continue to advance development applications, deliver capital projects, administer grants, and meet regulatory requirements without interruption.

STAFF ANALYSIS:

The City requires ongoing access to licensed engineering services to support infrastructure projects, development activities, grant administration, and regulatory compliance. Continuing the agreement with Moe Engineering provides access to qualified professional engineering services without the need to establish a full-time City Engineer position. John Moe, PE, is familiar with the City's infrastructure, development review process, and ongoing capital improvement projects. Continuing these services will provide consistency and support the efficient delivery of Public Works programs and projects during Fiscal Year 2026-27.

CITY COUNCIL GOALS/PRIORITIES/ GENERAL PLAN CONSISTENCY:

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

- Goal 4 – High Performance Organization: Achieving staffing/ Program targets that match best standards and efficiency/operational staffing efficiencies/baseline budgets/performance management

PUBLIC COMMENT: As of the preparation of this staff report, no public comments have been received on this item. Any comments received after distribution of the report will be provided to the City Council as supplemental materials. Public comment will also be accepted during the meeting.

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 schedule 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.

FISCAL IMPACT:

The Fiscal Year 2026-27 adopted Public Works budget includes \$50,000 for City Engineer services. Services will be provided on a time and materials basis and expenditures will be controlled through approved budget appropriations. Development review services will continue to be cost recovered through applicant fees, and project-specific engineering services may be charged to individual capital improvement project budgets, as appropriate.

The agreement does not establish a guaranteed expenditure amount. Rather, it provides the City with access to licensed engineering services as needed to support Public Works operations, development review, capital improvement projects, grant administration, and regulatory compliance activities throughout Fiscal Year 2026-27.

RESTATED RECOMMENDATION:

That the City Council adopt a Resolution authorizing the City Manager to execute an agreement with Moe Engineering, Inc. to provide City Engineer services for Fiscal Year 2026-27 and authorize John Moe, PE, to continue serving as City Engineer and sign engineering documents and related forms on behalf of the City.



CITY COUNCIL OPTION(S):

The City Council may choose not to approve the proposed agreement. Under this option, the City would not have a designated licensed City Engineer to certify and sign engineering documents, which may delay capital improvement projects, development review, and processing of state and federal grant documentation.

ATTACHMENTS:

- 1 – Resolution
- 2 – Proposal Moe Engineering

APPROVALS:

Department Head Responsible for Agenda Item: Approval Date: 6/16/2026

CEQA Determination (Community Development/Planning): Approval Date: NA

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

Administrative Services (Financial): Approval Date:

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

Account Code: 100-41-07-4210

City Attorney Approval Approval Date: 6/30/26

City Manager Approval: Approval Date: 6/30/26

**RESOLUTION NUMBER: XXXX-2026
CITY OF SEBASTOPOL**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH MOE ENGINEERING, INC. FOR CITY ENGINEER SERVICES AND AUTHORIZING JOHN MOE, PE, TO ACT AS CITY ENGINEER AND SIGN ENGINEERING DOCUMENTS AND FORMS ON BEHALF OF THE CITY.

WHEREAS, the City requires licensed engineering services to review, certify, and sign engineering documents, plans, and related materials in support of City operations, development review, and capital improvement projects; and

WHEREAS, Moe Engineering Inc. has been servicing as City Engineer since May 1, 2026; and

WHEREAS, the Public Works Director will oversee department operations, projects, and engineering review, with Moe Engineering providing licensed engineering support and certification services; and

WHEREAS, the California Department of Transportation requires City Council authorization for a consultant to act as City Engineer and sign grant related documents on behalf of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby authorize the City Manager to execute an agreement with Moe Engineering, Inc. to provide on-call City Engineer services, with compensation subject to annual budget appropriations.; and

BE IT FURTHER RESOLVED that the City Council designates John Moe, Professional Engineer, as City Engineer for the City of Sebastopol, authorized to review, certify, and sign engineering documents, plans, right of way certifications, and related forms on behalf of the City, including documents required by state and federal agencies; and

BE IT FURTHER RESOLVED that the City Council authorizes John Moe, PE, to sign forms and documents required for submission to and approval by the California Department of Transportation and other regulatory agencies.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 7th day of July 2026 by the following vote:

VOTE:

Ayes:
Noes:
Absent:

Abstain:

APPROVED: _____
Mayor Jill McLewis

ATTEST: _____
Mary Gourley, City Manager

APPROVED AS TO FORM: _____

Alex Mog, City Attorney



2950 Montecito Avenue
 Santa Rosa, CA 95404
 (707) 544 - 6274

March 9, 2026

City of Sebastopol
 Attn: Mary Gourley, Interim City Manager
 7120 Bodega Avenue
 Sebastopol, CA 95472

Subject: Proposal for General City Engineering Services
 City of Sebastopol, CA

Dear Mary:

We are pleased to provide this proposal for General City Engineering Services for the City of Sebastopol. We understand that the scope of work will consist of the following 3 categories:

- **Part 1 – Performing duties as City Engineer**

This scope of work includes:

- Day to day operations such as attending meetings as requested;
- Responding to requests for inquiries;
- Minor development and encroachment permit reviews (not covered under the City’s cost recovery program);
- Meeting in the Public Works office as needed and upon mutual verbal agreement;

Duties performed as City Engineer will be provided by John Moe, Civil Engineer No. C 48460, California.

Estimated hours is 4 hours per week.

The hourly rate for Part 1 services will be categorized as “Senior Engineer” as shown on the Moe Engineering Fee Schedule (attached)

- **Part 2 – Development Review Services**

This scope of works includes:

- On-call as requested by the city, for development review services under the city’s cost recovery program for medium and large developments including review of improvement plans, final maps, parcel maps, lot line adjustments/mergers, and associated documentation;

- Encroachment permits that are covered under the City’s cost recovery program.

Duties requiring a licensed land surveyor will be provided by John Moe, Land Surveyor No. L 8400, California.

Moe Engineering has the capacity to provide a minimum of 4-6 hours per week, understanding that the hours will vary depending on the development review required.

The hourly rate for Part 2 services will be categorized as “Principal Engineer” as shown on the Moe Engineering Fee Schedule (attached)

Part 3 – Engineering Services for Capital Improvement Projects (CIP)

This scope of work includes:

- Preparing “front end” specifications
- Review and approval of CIP projects designed by others
- Attending progress meetings as the City Engineer for the City of Sebastopol

Estimated hours is 4 to 6 hours per week.

Travel expenses for attending meetings is estimated to be 20 miles (round trip) at the IRS standard mileage rate.

The hourly rate for Part 3 services will be categorized as “Principal Engineer” as shown on the Moe Engineering Fee Schedule (attached)

Additionally, we understand that John Moe will be assigned the title of “City Engineer” for the City of Sebastopol. The hourly rate will be categorized as “Principal Engineer” (except as noted above under Part 1, which is an hourly rate categorized as “Senior Engineer”) as shown on the Moe Engineering Fee Schedule (attached). Our engineering team consists of the following individuals:

1. John Moe, PE, LS – Principal Engineer
2. Nathan Valles, PE – Senior Engineer
3. Kevin McDonnell, PE – Senior Engineer
4. David Silzle, EIT – Associate Engineer/Inspector or Assistant Engineer
5. Joshua Moe – Drafting Technician
6. Jeannette Moe – Administrative Support

Moe Engineering is prepared to start the above scope of services upon notice by the City of Sebastopol.

Moe Engineering is also available to provide design and inspection services for special capital improvement projects, upon request and by separate task order.

If you have any questions or would like clarification of the proposed services, please feel free to contact me. Thank you for the opportunity to provide this proposal for General City Engineering Services. We look forward to working with the City of Sebastopol.

Sincerely,

A handwritten signature in blue ink that reads "John Moe". The signature is written in a cursive style. To the right of the signature is a vertical yellow line.

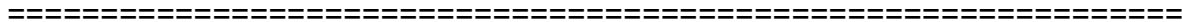
John L. Moe, PE, President
Moe Engineering, Inc.

Attachment: Moe Engineering Fee Schedule



FEE SCHEDULE

Effective 2026



Principal	\$261.00/hour
Senior Engineer	\$228.00/hour
Land Surveyor	\$228.00/hour
Associate Engineer/Inspector	\$197.00/hour
Assistant Engineer	\$176.00/hour
Engineering/Survey Technician	\$163.00/hour
Drafting Technician	\$143.00/hour
Administrative Support	\$ 100.00/hour
Field Survey Crew (2-person)	\$391.00/hour

All charges and fees including subconsultant fees, cost of prints, copies, travel, telephone toll charges and other non-labor related expenses paid by this firm to others on behalf of the client shall be billed at the cost of the charge or fee plus 15% handling and accounting fee. All invoices are due within 30 days of the date of the invoice.

Annual rate escalation will be calculated at 3% on a calendar-year basis.