

**CITY OF SEBASTOPOL CITY COUNCIL****AGENDA ITEM REPORT FOR MEETING OF:****September 15, 2026**

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To: Honorable Mayor and City Councilmembers
From: Oriana Hart, Public Works Director
Department: Public Works
Subject: Award of Contract for Corporation Yard Fuel Filling Station Upgrade (CIP No. 25.03)

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RECOMMENDATIONS:

That the City Council authorize the City Manager to execute a contract with Stroupe Petroleum Maintenance, Inc. for the Corporation Yard Fuel Filling Station Upgrade Project, CIP No. 25.03, in the amount of \$73,435, and authorize the City Manager to approve change orders up to 10% of the contract award, or \$7,344, if needed

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:

- Presentation by staff
- Council questions and discussion
- Public comment
- Council deliberation and action

EXECUTIVE SUMMARY:

The Corporation Yard Fuel Filling Station Upgrade Project will replace the existing fuel dispensers and associated equipment at the City's Corporation Yard at 714 Johnson Street. The existing fuel station equipment is past its useful life, with parts and labor becoming increasingly difficult to obtain, and the existing facility is out of compliance with applicable California Air Resources Board (CARB) requirements. The proposed work includes replacement of two fuel dispensers, installation of new fuel filters, anti-siphon valves, dispenser containment, electrical and plumbing components, dispenser pan sensors, shear valves, and associated equipment. The work also includes removal of the existing pumps and plumbing, installation and startup of the new dispensers, calibration and functional testing, and cleanup of the work area. The City received a proposal from Stroupe Petroleum Maintenance, Inc. in the amount of \$73,435. The project is included in the City's Capital Improvement Program with \$85,000 in General Fund – Measure U funding.

BACKGROUND:

The Corporation Yard fuel filling station is located at 714 Johnson Street and is used to fuel City vehicles and equipment. The City's Capital Improvement Program identifies the Corporation Yard Fuel Filling Station Upgrade as Project No. 25.03. The project was identified to address the age and condition of the existing fuel dispensing equipment and to bring the fueling station into compliance with current CARB requirements. The existing pumps are past their useful life, and parts and labor necessary for repairs are becoming increasingly unavailable. The project includes replacement of the existing fuel dispensers and associated equipment while maintaining the City's existing fueling station. The proposed work is intended to provide reliable fueling equipment for continued City operations while addressing the identified regulatory requirements.

DISCUSSION:

The City obtained a proposal from Stroupe Petroleum Maintenance, Inc. for the fuel station upgrade in the amount of \$73,435. The proposed scope includes the replacement of two fuel dispensers and associated equipment, including fuel filters, anti-siphon valves, dispenser containment, conduit, sensors, shear valves, and miscellaneous plumbing and electrical supplies. The contractor will also remove the existing pumps and plumbing, install the replacement equipment, start up and calibrate the dispensers, validate system operation, provide a startup report, and clean up the



work area. The proposal includes the removal of two sections of the existing dispenser island by a subcontractor and includes the applicable Sebastopol CUPA fire permit. The proposed work is identified as a California public works project and will be subject to applicable prevailing wage and public works requirements.

The estimated project costs are summarized in Table 2 below:

Description	Amount
Construction Contract Award	\$73,435
Construction Contingency (20%)	\$7,344
Total Estimated Project Cost	\$80,779

The Project is funded through available roadway maintenance and/or Capital Improvement Program funding sources.

Funding Programmed into the FY 26-27 CIP summarized in Table 3 below:

Funding Sources	Amount
100 – General Fund – Measure U	\$85,000
Budget Approved in FY26/27 CIP Program	\$85,000

STAFF ANALYSIS:

The Corporation Yard fuel station is an operational asset that supports the City's fleet and field operations. The existing equipment has reached the end of its useful life and is increasingly difficult to maintain. In addition, the fueling station is not currently meeting applicable CARB requirements. Continuing to operate the existing system without the proposed upgrade would leave the City with an aging fueling system and an identified regulatory compliance issue. The proposed project provides an opportunity to address both issues through a single upgrade rather than continuing to make repairs to equipment for which parts and specialized service are becoming less available. Replacing the dispensers and associated components will also provide the City with updated monitoring and safety equipment and a more reliable fueling system for ongoing municipal operations. Given the age of the existing equipment and the nature of work at an existing fueling facility, the requested contingency provides reasonable flexibility to address conditions that may not be apparent until the existing equipment is removed, while maintaining Council control over costs beyond the authorized contingency.

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

This agenda item 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 (if applicable):

- Circulation CIR 1-11: Provide high quality regular maintenance for existing and future transportation facilities including streets, sidewalk, and paths.

PUBLIC COMMENT:

This agenda 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.

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

FISCAL IMPACT:

The proposed contract amount is \$73,435, with authorization for change orders of up to 10% of the contract award, or \$7,344, if needed. This results in a maximum construction authorization of \$80,779. The project has \$85,000 in General Fund – Measure U funding programmed in the Capital Improvement Program.

Construction Contract Award: \$73,435

20% Construction Contingency: \$7,344

Total Construction Authorization: \$80,779

RESTATED RECOMMENDATION:

That the City Council authorize the City Manager to execute a contract with Stroupe Petroleum Maintenance, Inc. for the Corporation Yard Fuel Filling Station Upgrade Project, CIP No. 25.03, in the amount of \$73,435, and authorize the City Manager to approve change orders up to 10% of the contract award, or \$7,344, if needed to address unforeseen field conditions, quantity adjustments, or other necessary work associated with completing the project. The project will replace aging fuel dispensing equipment, improve the reliability of the City's fueling facility, and address the existing California Air Resources Board (CARB) compliance requirements identified for the Corporation Yard fuel station.

CITY COUNCIL OPTION(S):

1. Award the construction contract to DC Electric
2. Reject all bids and direct staff to rebid the Project.
3. Provide other direction to staff.

ATTACHMENT(S):

1 – Resolution

2 – Contract Award

APPROVALS:

Department Head Approval:

Approval Date:

CEQA Determination (Planning):

Approval Date:

Administrative Services (Financial)

Approval Date:

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

Account Code (If applicable) Funds

City Attorney Approval:

Approval Date:

City Manager Approval:

Approval Date: