

# Capitola City Council

## Agenda Report



**Meeting:** January 9, 2025

**From:** Public Works Department

**Subject:** Notice of Completion - City Hall Roof Restoration

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**Recommended Action:** 1) Accept as complete the City Hall Roof Restoration Project completed by American Foam Experts; 2) authorize the City Clerk to file and record a Notice of Completion; and 3) authorize the release of the contract retention of \$4,902 as prescribed in the contract.

**Background:** The Fiscal Year 2022-23 adopted budget included a general fund allocation of \$100,000 for "Minimal City Hall Maintenance." During the May 19, 2022, budget hearing, staff recommended a silicone coating system with a 10-year warranty for the City Hall Roof Restoration Project. In November 2022 construction bids were advertised based on approved plans, specifications, and construction estimate, with a project budget of \$75,000. Bids were received on Tuesday, November 15, 2022, and American Foam Experts submitted the lowest bid of \$58,480. The City Manager executed the agreement with American Foam Experts on November 22, 2022.

**Discussion:** Construction of the project began on December 5, 2022, and was completed on October 24, 2024. In January 2023, a change order totaling \$10,280 was executed to cover additional roof coverage not included in the original bid. The extended timeline resulted from the need to address deficiencies caused by issues with the initial installation over multiple seasons. Staff has inspected the completed improvements and confirmed that the work complies with the approved plans and specifications.

**Fiscal Impact:** The total available funding for construction of the project was \$75,000. Final American Foam Experts contract cost was \$68,760 with the remaining funds expended on additional City Hall maintenance.

**Attachments:**

1. Notice of Completion

**Report Prepared By:** Kailash Mozumder, Public Works Project Manager

**Reviewed By:** Jessica Kahn, Public Works Director; Julia Gautho, City Clerk

**Approved By:** Jamie Goldstein, City Manager