

REPORT TO CITY COUNCIL

DATE: JULY 13, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

BY: JESSICA FORTE, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

SUBJECT: NOTICE OF COMPLETION FOR RECREATION & EVENT CENTER IMPROVEMENTS PROJECT; NIB #21-03, CDBG NO. 602305

On February 10, 2021, the City Council approved Resolution No. 21-1967, which identified the City's Community Development Block Grant (CDBG) programs and projects for the 47th Program Year (July 1, 2021 – June 30, 2022). As part of the approval, \$122,408 of CDBG Funds were allocated for constructing accessibility improvements at the City's Recreation and Event Center facility (Project). The City Council ultimately allocated \$100,000 of CDBG funds to the Project in the FY 2021-22 Capital Improvement Program Budget.

On January 12, 2022, the City Council awarded the construction contract for the Project to JTEC Corporation (JTEC) in the amount of \$79,200. City Council also authorized the City Engineer to issue change orders within a 15% contingency. The scope of work under this project included construction of a concrete ramp and metal rails connecting from the deck at the east side of the facility to the parking lot and the grass area, installation of lights within the ramp, relocation of two bollard lights, installation of truncated domes, and removal and mitigation of one oak tree.

The Project had one (1) change order for the painting of the ramp rails. The final cost for the project is as indicated in the table below.

Original Contract	\$79,200.00
Change Order No. 1	\$5,035.26
Total Revised Contract	\$84,235.26
Total Allocated Budget	\$100,000.00

JTEC completed construction of the improvements on May 18, 2022. The Project was completed on time and within allocated contingency, performed to the satisfaction of staff, and is expected to serve the community well for many years to come.

Los Angeles County Development Authority (LACDA) performed a labor compliance file review on June 28, 2022, and determined that the Project is in compliance and a Notice of Completion for the Project can be issued by City Council.

RECOMMENDATION

Staff respectfully recommends the City Council approve the following:

1. Approve, and accept as complete, the work of JTEC Corporation for the Recreation and Event Center Improvements Project NIB No. 21-03, CDBG No. 602305.
2. Authorize the Public Works Director/City Engineer to sign the Notice of Completion for the project and authorize the City Clerk to forward the Notice of Completion to the County recorder for recordation.
3. Authorize the Public Works Director/City Engineer to release the retention amount 35 days after the Notice of Completion is recorded.

Attachment: Notice of Completion

RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:

NAME CITY OF AGOURA HILLS
STREET ADDRESS 30001 Ladyface Court
CITY, STATE, ZIP Agoura Hills, CA 91301

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for Complete requirements.) Notice is hereby given that:

- 1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is CITY OF AGOURA HILLS
3. The full address of the owner is 30001 LADYFACE COURT, AGOURA HILLS, CA 91301
4. The nature of the interest or estate of the owner is: In fee.

*

(IF OTHER THAN FEE, STRIKE "IN FEE" AND INSERT, FOR EXAMPLE, "PURCHASER UNDER CONTRACT OF PURCHASE, OR "LESSEE")

- 5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:
NAMES ADDRESSES

- 6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:
NAMES ADDRESSES

- 7. A work of improvement on the property hereinafter described was completed on May 18, 2022 The work done was:
Recreation & Event Center Accessibility Improvements Project; NIB 21-03, CDBG No. 602305-21

- 8. The name of the contractor, if any, for such work of improvement was JTEC Corporation

(IF NO CONTACTOR FOR WORK OF IMPROVEMENT AS A WHOLE, INSERT "NONE")

(DATE OF CONTRACT)

- 9. The property on which said work of improvement was completed is in the City of Agoura Hills, County of Los Angeles, California and described as follows:
At east side of the Event Center, 29900 Ladyface Court, Agoura Hills, CA 91301

- 10. The street address of said property is 29900 Ladyface Court, Agoura Hills, CA 91301
(IF NO STREET ADDRESS HAS BEEN OFFICIALLY ASSIGNED, INSERT "NONE".)

Dated: 7/13/2022 Kimberly Rodrigues, City Clerk (SIGNATURE OF OWNER OR CORPORATE OFFICER OF OWNER NAMED IN PARAGRAPH 2 OR HIS AGENT)

VERIFICATION

I, the undersigned, say: I am the Public Works Director/City Engineer, the declarant of the foregoing notice of completion; (PRESIDENT OF, "MANAGER OF", "PARTNER OF", "OWNER OF", ETC.)

I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on 7/13/2022 at AGOURA HILLS, COUNTY OF LOS ANGELES, CALIFORNIA (Date) (City, County, & State)

Jessica Forte, P.E.

(Personal signature of the individual who is swearing that the contents of the Notice of Completion is true.)