



## Legislation Text

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**File #:** 17-0129, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Mark Danaj, City Manager

**FROM:**

Stephanie Katsouleas, Public Works Director  
Sanford Taylor, Information Technology Director  
Prem Kumar, City Engineer  
Tim Birthisel, Project Manager

**SUBJECT:**

Formally Accept the Live Oak Park Tennis Office Communication Project as Complete, and Authorize Filing of the Notice of Completion and Release of Retention in the Amount of \$2,450 (Public Works Director Katsouleas).

**APPROVE**

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**RECOMMENDATION:**

Staff recommends that the City Council:

1. Formally Accept the Live Oak Park Tennis Office Communication Project as Complete.
2. Authorize Filing of the Notice of Completion and Release of Retention in the Amount of \$2,450.

**FISCAL IMPLICATIONS:**

The construction work was completed for the contract award amount of \$49,000. It was not necessary to utilize the construction contingency amount approved for the project.

**BACKGROUND:**

Live Oak Park Tennis Office currently does not have access to the City Network or a reliable internet connection. Approximately 15,000 reservations are made manually either through walk-in or via call-in, which leaves room for error. Approximately 45,000 participants play tennis annually at Live Oak Park. With a reliable connection to the internet, online tennis reservations will be available, creating an opportunity for better customer service as participants will have the opportunity to make a reservation from home and pay by credit card, a better system for auditing and increase revenues. On January 17, 2017, City Council authorized the City Manager to award a construction contract in the amount of \$49,000 to Alfaro Communication Construction Inc.

**DISCUSSION:**

Construction started on February 2, 2017 and was completed on February 24, 2017. No change orders were issued during the course of the project. Consequently, it was not necessary to utilize the

construction contingency approved for this project.

The Contractor has completed all contract work and is requesting formal acceptance of the project. A five percent (5%) retention in the amount of \$2,450 would be released upon 35 days after recordation of the Notice of Completion with the County Recorder. All work inspected by the Public Works Department has been found to be in conformance with the plans and specifications.

**POLICY ALTERNATIVES:**

Do not accept the construction contract to for the Live Oak Park Tennis Office Communication Project as complete and authorize filing of the Notice of Completion and release of retention.

**PROS:**

Funds would not be expended because the retention amount would not be released. However, this would be inconsistent with the provisions of the executed contract that the Contractor must be fully paid for the work completed.

**CONS:**

The Contractor may be entitled to contract dispute claims resulting in additional cost incurred by the City.

**PUBLIC OUTREACH/INTEREST:**

The work was coordinated and scheduled to minimize impact to the applicable park activities.

**ENVIRONMENTAL REVIEW:**

The Live Oak Park Tennis Office Communication Project is exempt from the provisions of the California Environmental Quality Act (CEQA). Per the CEQA Guidelines, the project is exempt pursuant to the following provision: Section 15304 (e), "Minor Alterations to Land". No permanent environmental effects were present thus, no further environmental review was necessary.

**LEGAL REVIEW:**

The City Attorney reviewed and approved the Agreement prior to award of contract.

**Attachments:**

1. Live Oak Park Location Map