


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGEND ITEM

Meeting Date: November 16, 2021
To: Honorable Mayor and Honorable City Council Members
From: Larry McLaughlin, City Manager
Subject: Approval of Contract Amendment No. 2 for City Engineering Consultant Services
Recommendation : By Resolution, Amend the Contract for City Engineering Consultant Services
Funding: Currently Budgeted: Yes No N/A

Net General Fund Cost:

FY 21-22	Budgeted	\$30,000
Remainder of FY 21-22	Budget Amendment Request	\$15,000

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION:

This item is to request the City Council to approve a Resolution amending the City Engineer Consultant Services Contract Amendment No. 2

BACKGROUND:

On May 18, 2021, The City Council approved Amendment No. 1 to Contract 2015-01-01, Agreement for City Engineering Consultant Services (Joseph G. Gaffney Civil Engineering). That amendment extended the existing contract until December 31, 2021 and budgeted \$15,000 for City Engineer services through the end of the calendar year.

DISCUSSION:

The City Engineer performs a variety of services for the City. Many of those services are paid for through developer deposit accounts and are thus not an impact on the General Fund. However, many of the services are not covered by deposit accounts and are charged to the General Fund. Such services include attendance at City Council and other meetings, representation of the City on the Groundwater Sustainability Agency Advisory Committee, coordination with Caltrans for downtown improvements, and many others.

When the FY 21-22 Budget was formulated, an amount for City Engineer services was included and budgeted for \$30,000. In practice, this amount has proven to be short of the actual fees involved. Rather than cut back on City Engineer services, many of which are vital to the City, a contract amendment No 2 to tap the remainder of the \$30,000 budgeted is requested.

As of November 8, 2021, the City Engineer has also submitted a letter of resignation effective December 31, 2021, which is also the end of his current contract. The City has accepted his resignation and in the process of transitioning all of his pending projects to GHD to ensure there will be no interruptions to any of the pending capital projects that are currently in the pipeline.

GOALS:

- This action supports the following City Council Goals and General Plan Actions: Operate City government in a fiscally responsible and responsive manner.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, public comment from interested parties following the publication and distribution of this staff report will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council or public requests to provide public comment on this item.

PUBLIC NOTICE:

This item was 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.

FISCAL IMPACT:

The approved Engineering Department budget for FY 21-22 included \$30,000 for Engineer consultant services funded by the General Fund. With the approval of Amendment No. 1 to the City Engineer contract, the budget through the end of the calendar year was set at \$15,000. As of November 2021, Mr. Gaffney's billings for City Engineer through the end of October 2021 for a total of 15,232.50 which has exceeded the allotted amount of \$15,000. Based upon the transition workload through December 31, 2021, it is proposed to use the remainder of the budgeted amount of \$15,000 to continue the transition duties of this position without interruptions.

The City Engineer also invoices against deposit accounts. Deposit accounts are established for the prepayment of expenses related to development review, conceptual planning, or any other planning, reviews, inspections as deemed necessary by the city as well as invoices against capital project.

RECOMMENDATION:

By Resolution, approve a Contract Amendment No. 2 in the amount of \$15,000 for City Engineer services.

Attachments:

Resolution

Contract Amendment

RESOLUTION NO. _____

RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE
AMENDMENT NO. 2 TO CONTRACT NO 2015-01-01
CITY ENGINEER SERVICES
in the City of Sebastopol, Sonoma County, California

WHEREAS, the City of Sebastopol requires certain City Engineer services; and

WHEREAS, Joseph G Gaffney Civil Engineering has provided those services since 2015; and

WHEREAS, the existing Contract No. 2015-01-01 was amended by Contract Amendment No. 1 on May 18, 2021;
and

WHEREAS, the cost estimates for Engineering services for Contract Amendment No. 1 was \$15,000; and

WHEREAS, FY 21-22, Engineering Consultant Services for General Fund was budgeted at \$30,000; and

WHEREAS, as the current contract terminates on December 31, 2021, it is proposed that this Contract Amendment
No. 2 include an addition of \$15,000 for transitioning of any pending projects due to resignation.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorizes the City Manager to execute
Amendment No. 2 to Contract No. 2015-01-01, Agreement for City Engineering Consultant Services (Joseph G.
Gaffney Civil Engineering) for services through December 31, 2021 and approves a budget amendment for an
additional \$15,000.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on
the 16th day of November, by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney

**AMENDMENT NO. 2
TO MASTER AGREEMENT 2015-01-01
FOR ENGINEERING CONSULTING SERVICES
TO EXTEND TERM OF AGREEMENT
Joseph G. Gaffney Civil Engineering**

Parties hereto entered into a Master Agreement for Consulting Services on January 1, 2015, with an initial term of 5 (five) years. The agreement was amended to change the expiration date to December 31, 2021, by Contract Amendment No. 1, approved by the City Council on May 18, 2021.

In the approval of Contract Amendment No. 1, the budget for City Engineer services was set at \$15,000 for the period of the agreement. That amount is hereby amended to be an additional \$15,000 for City Engineer services through December 31, 2021.

All of the terms and conditions of Master Agreement 2015-01-01 are hereby incorporated by reference and made a part of this contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers on the dates indicated below.

CITY OF SEBASTOPOL

CONSULTANT

Joseph G. Gaffney Engineering

Larry McLaughlin, City Manager

Joseph G. Gaffney

Date:_____

Date:_____