

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council
FROM: Yugal K. Lall, City Engineer/Public Works Director
Prepared by: Shaun Kroes, Management Analyst
DATE: January 3, 2008 (CC Meeting of 01/16/2008)
SUBJECT: Consider Authorization of Recordation of the Notice of Completion for the Installation of the Moorpark Metrolink Security Camera System (Project 8073)



SUMMARY

The City Council is being requested to authorize a recordation of the Notice of Completion for installation of the Moorpark Metrolink Security Camera System, installed at 300 High Street (Train Station) and 610 Spring Road (Moorpark Police Services Center).

DISCUSSION

A. Background

As part of the City Council's Goals and Objectives for FY 2005/06, staff evaluated the use of a digital camera surveillance system at the Metrolink Station to increase security. On January 17, 2007, the City Council approved the plans and specifications and authorized staff to advertise the project for construction bids. On May 16, 2007, a construction contract, in the amount of \$163,242, was awarded to Direct AV.

B. Project Scope

The security camera system includes the following:

- Four, 30-foot monopoles installed in the South Parking Lot for cameras and motion detectors. Two, 30-foot monopoles installed in the North Parking Lot for cameras and motion detectors.
- Six pan/tilt/zoom color cameras, capable of functioning in both the day and night.
- The cameras record both parking lots and the Metrolink platform.

- All images are recorded in the Metrolink communications room using a digital video recorder (DVR). Images are saved on the DVR for approximately two weeks (14 days) before being re-recorded.
- The DVR is connected to the Moorpark Police Services Center via radio frequency (RF) technology.
- Although the cameras will not be actively monitored at the Police Services Center, real-time images can be viewed and personnel can control the cameras if an on-going incident is observed. Recorded images on the DVR can be downloaded to the computer at the Police Services Center.

C. Changes

1. **Change Orders:** There were six (6) Contract Change Orders approved for this project, listed and generally described as follows:

Description (Direct A/V Contract)	Amount (\$)
1 Spec Sheet Adjustments	0.00
2 Pole Location Adjustments	0.00
3 Additional Conduit	3,800.00
4 Re-establishing Continuity	8,685.50
5 Irrigation Repairs	(1,665.00)
Total	10,820.50
Description (Schirmer Engineering)*	Amount (\$)
1 Electrical Plans Revisions	3,000.00
Total	3,000.00

* Schirmer Engineering was the City's design consultant.

D. Final Inspection and Acceptance

The City has completed a final inspection of the project and has found the work to be acceptable. At this time it would be appropriate for the City Council to accept the project as complete so that the City Clerk may record the Notice of Completion (Attachment 1). If no Stop Notices are received from subcontractors or suppliers, the ten percent retention will be released thirty-five (35) days after the date of the recordation of that notice. Additionally, the City Clerk's Office will be authorized to release the project bonds in accordance with the contract provisions.

FISCAL IMPACT

1. **Construction Contract Cost.** The total final construction contract amount is as follows:

<u>Description</u>	<u>Amount (\$)</u>
Bid Amount	163,242.00
Quantity Adjustments	0.00
Change Orders	10,820.50
Total	174,062.50

2. **Total Project Cost.** Total project costs are summarized as follows:

<u>Description</u>	<u>Prior Years Cost (\$)</u>	<u>FY 07/08 Est. Cost (\$)</u>	<u>Total Appropriations (\$)</u>
Design	14,578	11,822	26,400
Construction	0	174,063	174,063
Misc. Expenses*	0	10,870	10,870
Inspection	0	5,000.00	5,000
Total	14,578	201,754.31	216,332.51

* Misc. Expenses includes tree trimming, computer purchase, security camera poles and plan printing. These items were funded through the "Construction" budget.

3. **Current Budget.** The current FY 07/08 Budget is as follows:

By Work Category:

<u>Description</u>	<u>Prior Years Costs</u>	<u>FY 07/08 Budget</u>	<u>Total Appropriations</u>
Design	\$21,060	\$6,940	\$28,000
Construction*	\$22,200	\$199,800	\$222,000
Total	\$43,260	\$206,740	\$250,000

* Misc. Expenses and Inspection were funded using "Construction" budget.

By Fund:

<u>Fund</u>	<u>Prior Year Costs</u>	<u>FY 07/08 Budget</u>	<u>Total Appropriations</u>
5000: FTA UZ 5307 Grant	\$34,608	\$165,392	\$200,000
5000: TDA 8C	\$8,652	\$41,348	\$50,000
Total	\$43,260	\$206,740	\$250,000

4. **Budget Surplus:** The estimated budget surplus for the project is summarized as follows:

Project 8073			
Element	Budget (\$)	Less Actual (\$)*	Budget Surplus (\$)*
9601 - Design	28,000	(26,400)	1,600
9632 - Construction	222,000	(189,933)	32,067
Total	250,000	(216,333)	33,667

* Actual (\$) is estimated.

Note: Surplus appropriations will remain in the funding sources when the project is closed-out.

STAFF RECOMMENDATION

Authorize the City Clerk to file the Notice of Completion for the project and authorize the release of the balance of payment, due upon satisfactory clearance, thirty-five (35) days after Notice of Completion records, release bonds in accordance with the contract, and completion of closeout contractual obligations on the part of contractor.

ATTACHMENTS

1. Notice of Completion

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

NAME City of Moorpark
STREET ADDRESS 799 Moorpark Avenue
CITY Moorpark, CA 93021
STATE
ZIP Attn: City Clerk

No Fee Required (Govt Code Sec 6103 & 27383)

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 Moorpark
- 3. The full address of the owner is 799 Moorpark Avenue, Moorpark, CA 93021
- 4. The nature of the interest or estate of the owner is: In fee.

Purchaser under contract of purchase

(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 January 16, 2008. The work done was: Installation of a digital security camera system at Moorpark Metrolink Train Station w/ computer install at Police Center.
- 8. The names of the contractor, if any, for such work of improvement was Direct A/V

(If no contractor 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 Moorpark
County of Ventura, State of CA, and is described as follows: Metrolink Train Station.

- 10. The street address of said property is 300 High Street

(If no street address has been officially assigned, insert "none")

Dated _____

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

Steven Kueny, City Manager, City of Moorpark

VERIFICATION

I, the undersigned, say: I am the City Manager 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 to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 2008 at Moorpark, California

(Personal signature of the individual who is swearing that the contents of the Notice of Completion are true)
Steven Kueny, City Manager, City of Moorpark

