

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** The Honorable City Council

**FROM:** Jeremy Laurentowski, Parks and Landscape Superintendent *SL*

**DATE:** August 19, 2010 (CC Meeting of September 1, 2010)

**SUBJECT:** Consider Authorization of Recordation of the Notice of Completion for the Community Center and Arroyo Vista Recreation Center Roofing Project

**BACKGROUND**

On October 7, 2009, the City Council awarded a contract to Commercial Roofing Systems, Inc. in an amount not to exceed \$103,296 to replace the flat roof at the Community Center and Arroyo Vista Recreation Center. Commercial Roofing Systems, Inc. has completed this project per the contract specifications and staff is requesting that the City Council authorize the recordation of the Notice of Completion.

**DISCUSSION**

Construction began on March 19, 2010 and all work was completed on August 2, 2010. With the City Council's authorization to record the Notice of Completion, the City Clerk's Office will be authorized to release the project bonds in accordance with provisions as follows:

- Payment Bond No. SU1103731 shall be released six (6) months after recordation of the Notice of Completion.
- Performance Bond No. SU1103731 shall be released one (1) year after recordation of the Notice of Completion.

**FISCAL IMPACT**

During the roof top installation, several problems were discovered with the current installation of the existing HVAC units at the Community Center and the current condition of the plywood underlayment at Arroyo Vista Recreation Center. Both of these issues required Change Orders, as the additional work exceeded the contract specifications. The following change orders were approved by City Council on June 16, 2010:

Change Order No. 1: The existing sleepers for three of the existing HVAC units did not

meet current installation standards of the National Roofing Contractors Association (NRCA). The existing sleepers were removed and replaced with 6"x12" wood sleepers.

Change Order No. 2: Three of the existing HVAC units were not structurally supported from below the units. 6"x12" wood beams were installed under the existing roof to support the units.

Change Order No. 3: Several areas of dry rot and water damage were discovered in the plywood underlayment. The damaged plywood was removed and replaced.

Funding for the required change orders was obtained from the FY 2009/2010 Facilities Division (7620), Community Facilities Property Maintenance expenditure accounts.

Original Contract amount:	\$103,296.00
Change Order No. 1:	\$5,469.47
Change Order No. 2:	\$6,577.17
Change Order No. 3:	\$2,492.80
Total	\$117,835.44

**STAFF RECOMMENDATION**

Authorize the City Clerk to file the Notice of Completion for the project, and authorize the release of the project bonds as outlined above.

Attachment 1: Notice of Completion

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

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

- The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- The full name of the owner is City of Moorpark
- The full address of the owner is 799 Moorpark Avenue, Moorpark, CA 93021
- 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")
- 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
- 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
- A work of improvement on the property hereinafter described was completed on August 2, 2010. The work done was:  
Community Center and Arroyo Vista Recreation Center Re-Roofing Project.
- The names of the contractor, if any, for such work of improvement was Commercial Roofing Systems, Inc.  
October 7, 2010  
(If no contractor for work of improvement as a whole, insert "None") (Date of Contract)
- 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: Moorpark Community Center and Arroyo Vista Recreation Center Re-Roofing Project.
- The street address of said property is 799 Moorpark Avenue and 4550 Tierra Rejada Road, Moorpark, CA 93021  
(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 \_\_\_\_\_, 2010 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

