




**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Public Works**  
**April Miller, Public Works Director**

**Prepared by: Theo Sanchez, Associate Civil Engineer**      **City Manager Approval:** 

**TOPIC: SOUTHERN HEIGHTS/COURTRIGHT/PEARCE RETAINING WALLS PROJECT**

**SUBJECT: ACCEPT COMPLETION OF THE SOUTHERN HEIGHTS/COURTRIGHT/PEARCE RETAINING WALLS PROJECT, CITY PROJECT NO. 11371, AND AUTHORIZE THE CITY CLERK TO FILE THE NOTICE OF COMPLETION**

**RECOMMENDATION:**  
Accept completion of the Southern Heights/Courtright/Pearce Retaining Walls Project and authorize the City Clerk to file the Notice of Completion.

**BACKGROUND:**  
This project consists of two retaining wall sites located approximately one-quarter of a mile apart on Southern Heights Boulevard. The first location is at the intersection of Southern Heights Boulevard and Courtright Road. The second location is near the intersection of Southern Heights Boulevard and Pearce Road.

On [August 21<sup>st</sup>, 2023](#), the City Council awarded the construction contract to Valentine Corporation in the amount of \$993,369 and approved a construction contingency of \$156,631 for a total appropriation of \$1,150,000. Construction began on October 16<sup>th</sup>, 2023, and was completed on April 5<sup>th</sup>, 2024.

**ANALYSIS:**  
Under Civil Code Section 8182, the City records a Notice of Completion upon City acceptance of the improvements. This acceptance initiates a time period during which project subcontractors may file Stop Notices seeking payment from the City for the funds owed to the Contractor for the project work.

**FISCAL IMPACT:**  
No fiscal impact is associated with this report.

**RECOMMENDED ACTION:**  
Accept completion of the Southern Heights/Courtright/Pearce Retaining Walls Project and authorize the City Clerk to file the Notice of Completion.

**ATTACHMENTS:**  
1. Notice of Completion

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

Recording Requested By:  
The City of San Rafael

When Recorded Mail To:  
Lindsay Lara, City Clerk  
1400 Fifth Avenue  
San Rafael, CA 94901

EXEMPT FROM RECORDING FEES PER  
GOVERNMENT CODE §27383

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

**NOTICE OF COMPLETION**  
Civil Code §§ 8182, 8184, 9204, and 9208

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the agent of the owner of the Project described below.
2. Owner's full name is the City of San Rafael ("City")
3. City's address is 1400 Fifth Ave, San Rafael, CA 94901
4. The nature of City's interest in the Project is:  
\_\_ Fee Ownership    \_\_ Lessee    X Other Public Right of Way Easement
5. Construction work on the Project performed on City's behalf is generally described as follows: Installation of retaining walls and improvements of adjacent roadways and drainage.
6. The name of the original Contractor for the Project is: Valentine Corporation located at 111 Pelican Way, San Rafael CA 94901
7. The Project was accepted as complete on: April 5, 2024
8. The Project is located at: Southern Heights/Courtright and near Southern Heights/Pearce, San Rafael CA 94901

Verification: In signing this document, I, the undersigned, declare under penalty of perjury under the laws of the State of California that I have read this notice, and I know and understand the contents of this notice, and that the facts stated in this notice are true and correct.

\_\_\_\_\_  
Date and Place

\_\_\_\_\_  
Signature

April Miller, Director of Public Works  
Name and Title

*EXEMPT FROM NOTARY ACKNOWLEDGMENT REQUIREMENTS PER*

