



**Agenda Item No: 4.f**

**Meeting Date: August 18, 2025**

**SAN RAFAEL CITY COUNCIL AGENDA REPORT**

**Department: Public Works**

**Prepared by: Andrew Powell, Junior Engineer  
April Miller, Public Works Director**

**City Manager Approval:** \_\_\_\_\_

**TOPIC: DOWNTOWN LIBRARY RENOVATION PROJECT COMPLETION**

**SUBJECT: ACCEPT COMPLETION OF THE DOWNTOWN LIBRARY RENOVATION PROJECT, CITY PROJECT NO. 11439, AND AUTHORIZE THE CITY CLERK TO FILE THE NOTICE OF COMPLETION**

**RECOMMENDATION:**

Staff recommends that the City Council accept the completion of the Downtown Library Renovation Project (Project No. 11439) and authorize the City Clerk to file the Notice of Completion.

**BACKGROUND:**

The San Rafael Downtown Public Library, or "Downtown Library," is located adjacent to City Hall and bounded by Fifth Avenue, E Street (main entrance), and Mission Avenue (1100 E. Street). The original Downtown Library opened on January 9, 1909. This Carnegie-funded library has been modified significantly with a 1960 addition and a 1976 further modification (enclosing a parking garage to become usable library space) to increase its capacity. Additional requests for capacity increase and facility upgrades have been received from the public in the years since 1976.

Growing community demand and practical need for more spacious, modern library facilities to serve the residents of San Rafael have been affirmed through numerous needs assessments, studies, and facility analyses. A 2019 Existing Facilities Report of the Downtown Library facility revealed substantial weaknesses in the areas of safety and access, building systems, and architectural issues.

The Downtown Library Renovation Project addressed the most pressing safety and infrastructure needs, including fixing the roof, upgrading plumbing and electrical to meet code, installing a fire alarm system, making accessibility improvements, repairing the heating ventilation and air conditioning (HVAC) system, and completing hazmat remediation, as well as design improvements to enhance the patron experience.

On [September 16, 2024](#), the City Council awarded the construction contract to Unger Construction Co. in the amount of \$1,825,000 and approved a construction contingency of \$275,000 for a total of \$2,100,000. On [April 7, 2025](#), the City Council awarded additional construction contingency funds in the amount of \$100,000 for a total of \$2,200,000. Construction began on November 4, 2024, and was completed on June 27, 2025.

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**FOR CITY CLERK ONLY**

**Council Meeting:**

**Disposition:**

**ANALYSIS:**

Pursuant to [Civil Code Section 8182](#), the City is required to record a Notice of Completion upon City acceptance of the improvements. This acceptance initiates a period during which project subcontractors may file Stop Notices seeking payment from the City of the funds owed to the Contractor for the project work.

**FISCAL IMPACT:**

The Downtown Library Renovation Project was funded through appropriations within the Library Fund (214) for the Downtown Library Modernization Project. The total cost for completion of this project is approximately \$3,050,000, which includes design, construction, and construction management.

The remaining funds of \$50,000, consisting of unused project funds, from the Downtown Library Renovation Project shall be returned to the Library Special Assessment Fund (formerly Measure C – Fund 215) balance for future programming.

In accordance with project specifications, the City retained five percent of the full amount due on each progress payment to Unger Construction Co., resulting in a total construction retention of \$108,270. The final payment and release of retention will be made 35 days after the recordation of the Notice of Completion.

**RECOMMENDED ACTION:**

Staff recommends that the City Council accept the completion of the Downtown Library Renovation Project (Project No. 11439) and authorize the City Clerk to file the Notice of Completion.

**ATTACHMENTS:**

1. Notice of Completion

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:  
\_\_X\_\_ Fee Ownership    \_\_ Lessee    \_\_ Other Public Right of Way Easement
5. Construction work on the Project performed on City's behalf is generally described as follows: fixing the roof, upgrading plumbing and electrical to code, installing a fire alarm system, accessibility improvements, repairing the heating ventilation and air conditioning (HVAC) system, and hazmat remediation, as well as repainting and other design improvements to enhance public experience.
6. The name of the original Contractor for the Project is: Unger Construction Co., located at 910 X St, Sacramento, CA, 95818
7. The Project was accepted as complete on: August 18, 2025
8. The Project is located at: San Rafael Downtown Public Library, 1100 E St, San Rafael

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.

August 18, 2025, City of San Rafael  
Date and Place

\_\_\_\_\_  
Signature

April Miller, Director of Public Works  
Name and Title

*EXEMPT FROM NOTARY ACKNOWLEDGMENT REQUIREMENTS PER  
GOVERNMENT CODE § 27287 AND CIVIL CODE § 9208*