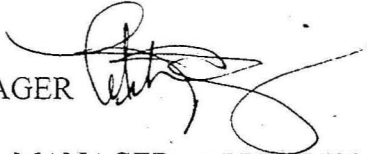




MEETING DATE: 08-02-04
ITEM NO. 8

COUNCIL AGENDA REPORT

DATE: JULY 29, 2004
TO: MAYOR AND TOWN COUNCIL
FROM: DEBRA J. FIGONE, TOWN MANAGER 
SUBJECT: ACCEPT REPORT ON TOWN MANAGER APPROVED ACTIONS DURING COUNCIL RECESS

RECOMMENDATION:

Accept report of actions taken by Town Manager during the official Town Council legislative recess from July 1, 2004 to August 1, 2004.

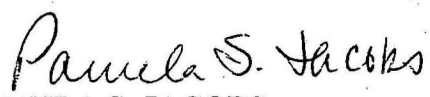
BACKGROUND:

On July 1, 2002, the Town Council adopted a resolution authorizing the Town Manager to execute the following duties during periods of official Town Council recess, in consultation with the Mayor:

1. Approval of plans and specifications for capital projects and authorization to advertise for bids.
2. Award of construction contracts and construction contract change orders in excess of the amount included in the contingency.
3. Execution of agreements and amendments to agreements in excess of \$25,000 that ordinarily require Council approval.

DISCUSSION:

The Town Council took an official legislative recess from July 1, 2004 to August 1, 2004. During this recess, and pursuant to authority granted by the Town Council, the Town Manager executed the following actions, in consultation with the Mayor:


PREPARED BY: PAMELA S. JACOBS
Assistant Town Manager

PSJ:pg
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Reviewed by: _____ Assistant Town Manager OK Town Attorney _____ Clerk JK Finance
_____ Community Development Revised: 7/29/04 10:24 am

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MAYOR AND TOWN COUNCIL

SUBJECT: ACCEPT REPORT ON TOWN MANAGER APPROVED ACTIONS DURING
COUNCIL RECESS

JULY 29, 2004

1. Award of construction contracts to the lowest responsible bidder, Joseph J. Albanese.
Incorporated for:
 - a. Project 04-08 - Ross Creek Bridge ADA Improvements (\$58,392.00 plus change order authority up to \$2,000.00)
 - b. Project 04-36 - 2003-04 Safe Routes to Schools Grant Funded Sidewalk Project (\$203,852.25 plus change order authority up to \$40,000 to facilitate completion of project before or soon after the start of the school year)
2. Execution of agreements for recruitment consulting services with Avery & Associates to conduct senior management recruitments for the Human Resources Director and Economic Vitality Manager positions (not to exceed \$42,800-\$29,800 for recruitment services and up to \$13,000 for reimbursable expenses such as cost of recruitment brochures, ads, mailings, travel to interview candidates, etc.)

In consultation with the Mayor, the Town Manager determined that immediate action on the above items was necessary in order to avoid critical scheduling delays or additional costs associated with delays. All contract awards and change order approvals are within budget allocations. All normal bidding practices and processes for documentation of recommendations were followed.

CONCLUSION:

It is recommended that the Town Council accept this report of actions taken by the Town Manager during the Council recess, as authorized by Town Council resolution on July 1, 2002.

ENVIRONMENTAL ASSESSMENT:

Is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

There is no fiscal impact associated with this action.