




MEETING DATE: 3/21/05  
ITEM NO. 6

## COUNCIL AGENDA REPORT

DATE: MARCH 17, 2005

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER 

SUBJECT: PROJECT 05-31 - NEIGHBORHOOD CENTER FRESH AIR EXCHANGE  
ADOPT RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
FOR THE NEIGHBORHOOD CENTER FRESH AIR EXCHANGE AND  
AUTHORIZING STAFF TO ADVERTISE THE PROJECT FOR BIDS

### RECOMMENDATION:

Adopt Resolution approving plans and specifications for the Neighborhood Center Fresh Air Exchange and authorizing staff to advertise the project for bids.


### BACKGROUND:

The adopted Capital Improvement Program designates funding for the Neighborhood Center Fresh Air Exchange project and is consistent with the Town's goals to improve public health and safety.

### DISCUSSION:

This project is necessary because currently there is no fresh air exchange serving the second floor of the Neighborhood Center. Full and complete fresh air is necessary to eliminate current issues with odor and potential health problems. This project will provide a comfortable and safe environment for the public and the staff.

The Neighborhood Center Fresh Air Exchange project is expected to start in April and be completed by May 31, 2005. Plans and Specifications for Project No. 400-0531 are complete and are available for review in the Clerk Department.

  
PREPARED BY: JOHN E. CURTIS  
Director of Parks and Public Works

Reviewed by: PSJ Assistant Town Manager OK Town Attorney \_\_\_\_\_ Clerk Administrator  
xx Finance \_\_\_\_\_ Community Development Revised: 3/17/05 8:49 am

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MAYOR AND TOWN COUNCIL

SUBJECT: PROJECT 05-31 - NEIGHBORHOOD CENTER FRESH AIR EXCHANGE

MARCH 17, 2005

CONCLUSION:

It is recommended that the Council adopt the attached Resolution approving plans and specifications for the Neighborhood Center Fresh Air Exchange and authorize staff to advertise the project for bids. If the Council acts as recommended, the project will be advertised and a construction contract will be presented for Council award on May 2, 2005.

ENVIRONMENTAL ASSESSMENT:

This is a project as defined under CEQA but is Categorically Exempt (Section 15301(c)). A Notice of Exemption will not be filed.

FISCAL IMPACT:

The total estimated design and construction cost for this project is \$50,000 and is funded with GFAR funds per the approved FY2004/05 Capital Improvement Program. To date, \$4,035 has been expended for design costs, with the remaining budget funds slated for the project's construction costs.

| <b>FY 2004/05</b>                           | <b>FY 2004/05</b> | <b>Fiscal Year Actual</b> | <b>FY 2004/05</b> |
|---|-------------------|---------------------------|-------------------|
| <b>NC Fresh Air Exchange 400-0531</b>       | <b>Adopted</b>    | <b>Expended/Encumbers</b> | <b>Available</b>  |
|   | <b>Budget</b>     | <b>Or Planned To Date</b> | <b>Balance</b>    |
|   |                   |                           |                   |
| <b>FY 2004/05 Allocation</b>                | 50,000            | 4,035                     |                   |
| <b>Total NC Fresh Air Exchange 400-0531</b> | <b>\$ 50,000</b>  | <b>\$ 4,035</b>           | <b>\$ 45,965</b>  |
|   |                   |                           |                   |
|   |                   |                           |                   |
|   |                   |                           |                   |

Attachment:

Resolution approving plans and specifications for the Neighborhood Center Fresh Air Exchange

## RESOLUTION

RESOLUTION OF THE TOWN COUNCIL  
OF THE TOWN OF LOS GATOS  
APPROVING THE PLANS AND SPECIFICATIONS FOR  
CAPITAL PROJECT 05-31  
NEIGHBORHOOD CENTER FRESH AIR EXCHANGE  
AND AUTHORIZING STAFF TO ADVERTISE THE PROJECT FOR BIDS

**WHEREAS**, plans and specifications for the Neighborhood Center Fresh Air Exchange have been prepared by the Town Engineer and duly filed in the Clerk Department; and

**WHEREAS**, the Town Council of the Town of Los Gatos has reviewed said plans and specifications.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Town Council hereby approves the plans and specifications for the Neighborhood Center Fresh Air Exchange.

**BE IT FURTHER RESOLVED THAT** the Town Clerk is hereby authorized and directed to advertise the Neighborhood Center Fresh Air Exchange for bids in the manner prescribed by the Town Municipal Code.

**PASSED AND ADOPTED** at a regular meeting of the Town Council of the Town of Los Gatos held on the    day of    , 2005 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:    MAYOR OF THE TOWN OF LOS GATOS  
                  LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA