



MEETING DATE: 8/1/05  
ITEM NO. 2

**COUNCIL AGENDA REPORT**

DATE: JULY 29, 2005  
TO: MAYOR AND TOWN COUNCIL  
FROM: DEBRA J. FIGONE, TOWN MANAGER *[Signature]*  
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, 2005 to August 1, 2005.

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, 2005 to August 1, 2005. During this recess, and pursuant to authority granted by the Town Council, the Town Manager executed the following actions, in consultation with the Mayor:

*Pamela S. Jacobs*

PREPARED BY: PAMELA S. JACOBS  
Assistant Town Manager

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Reviewed by: \_\_\_\_\_ Assistant Town Manager *[Signature]* Town Attorney \_\_\_\_\_ Clerk \_\_\_\_\_ Finance  
\_\_\_\_\_ Community Development Revised: 7/22/05 3:55 pm

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MAYOR AND TOWN COUNCIL

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

JULY 22, 2005

1. Award of construction contracts to the lowest responsible bidder for:
  - a. Joseph J. Albanese, Incorporated - Project 04-16A - Base Repairs and Patching for Fiscal Year 04-05 – Cape Seal Project (\$32,194.50 plus change order authority up to \$2,000.00)
  - b. Western States Surfacing, Incorporated - Project 04-16 for Fiscal Year 04-05 – Street Repair and Resurfacing (\$922,262.00 plus change order authority up to \$90,000.00)
2. Approve plans and specifications for Project 04-64 - Installation of equipment of the chiller/cooling tower replacement and authorize staff to advertise for bids

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.