



MEETING DATE: 8/6/07

ITEM NO: 4

COUNCIL AGENDA REPORT

DATE: AUGUST 31, 2007
TO: MAYOR AND TOWN COUNCIL
FROM: PAMELA S. JACOBS, INTERIM TOWN MANAGER *PSJ*
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, 2007 to August 1, 2007.

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, 2007 to August 1, 2007. During this recess, and pursuant to authority granted by the Town Council, the Town Manager executed the following actions, in consultation with the Mayor:

1. Award of Construction Contract to Joseph J. Albanese, Inc for PPW Job No. 07-07 Elm Street Reconstruction Project (930-0811)

PREPARED BY: **PAMELA S. JACOBS**
Assistant Town Manager

PSJ:pg

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Reviewed by: _____ Assistant Town Manager OK Town Attorney
_____ Clerk Administrator _____ Finance _____ Community Development

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MAYOR AND TOWN COUNCIL

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JULY 31, 2007

2. Engineering Consultant Services

Approve an amendment to the Professional Services Agreement with Harris & Associates to extend the agreement for four more months effective July 1, 2007 to perform engineering development review and processing in the Town of Los Gatos

3. Approve accepting the work of Duran and Venables, Inc. and Authorizing the Town Manager to Execute Certificate of Acceptance and Notice of Completion for Recording by the Clerk Administrator

4. PPW Job No. 07-05 – Fiscal Year 2007/08 Curb, Gutter, and Sidewalk Replacement Project (Program 400-0349)

Approve plans and specifications for the Curb, Gutter, and Sidewalk Replacement Project and authorize staff to advertise the project for bid

5. Approve Accepting the Work of Alliance Roofing Company and Authorizing the Town Manager to Execute Certificate of Acceptance and Notice of Completion for Recording by the Clerk Administrator

6. Approve amendment to agreement for services by and between the Town of Los Gatos and the Town of Los Gatos Chamber of Commerce for Fiscal Year 2007-08

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.