



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 12/16/2025

ITEM NO: 8

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DATE: December 16, 2025  
TO: Mayor and Town Council  
FROM: Chris Constantin, Town Manager  
SUBJECT: **Authorize the Town Manager to Execute a Notice of Completion for the Civic Center HR Offices and ADA Ramp Project (CIP No. 821-2117) and Authorize Staff to Record the Notice of Completion**

**RECOMMENDATION:** Accept the Civic Center Human Resources Offices and ADA Ramp Project (CIP No. 821-2117) and authorize the Town Manager to execute a Notice of Completion; and direct staff to record the Notice of Completion.

**FISCAL IMPACT:**

There are no fiscal impacts associated with this action. The contract amount and associated expenses are accounted for within the adopted Capital Improvement Program Budget for the Civic Center HR Offices Project (CIP No. 821-2117).

**STRATEGIC PRIORITY:**

This item is not associated with a strategic priority. However, the project supports the Town's Core Goal of Quality Public Infrastructure by providing an entryway to the lower level of the Civic Center that is compliance with the Americans with Disabilities Act, creating new offices for the Town's Human Resources staff.

**BACKGROUND:**

Construction bids were opened on September 18, 2024, and eight contractors submitted bids. On October 15, 2024, Town Council authorized the Town Manager to execute a Construction Agreement with Alex Kushner General Inc. for this project in the amount of \$540,000, including a 20% contingency for unforeseen services.

**PREPARED BY:** Dan Keller  
Facilities and Fleet Operations Manager

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Reviewed by: Town Manager, Town Attorney, Parks and Public Works Director and Finance Director

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SUBJECT: Civic Center Tenant Improvements (CIP No. 821-2117)

DATE: December 16, 2025

DISCUSSION:

Construction of this project was completed on November 18, 2025. The work has been completed to the satisfaction of the Fleet and Facilities Operations Manager and the Director of Parks and Public Works as noted in Attachment 2. A summary of project accounting is below.

<b>Civic Center Improvements</b>		
CIP Project 821-2117 (4118710)		
<b>Budget</b>		
<b>Existing Appropriations</b>		
GFAR	\$	980,000
<b>Subtotal</b>	<b>\$</b>	<b>980,000</b>
<b>Expenditures</b>		
<b>Existing Expenditures including Encumbrances</b>		
Construction Services - Alex Kushner General Inc	\$	517,620
Consultation Services - SHI International Corp	\$	10,174
Consultation Services - The KPA Group	\$	205,759
Other Project Costs	\$	33,757
<b>Subtotal</b>	<b>\$</b>	<b>767,310</b>
<b>Balance</b>	<b>\$</b>	<b>212,690</b>

CONCLUSION:

With Council's authorization of the recommended action, the construction contract with Alex Kushner General Inc. will be formally closed and staff will proceed with the remaining project closeout steps.

COORDINATION:

This staff report was coordinated with the Town Attorney and Finance Director.

ENVIRONMENTAL ASSESSMENT:

This is not a project as defined under CEQA; therefore, no environmental review is required.

Attachments:

1. Certificate of Acceptance and Notice of Completion
2. Verification of Work