

**RESOLUTION NO. 2023 – \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN CARLOS  
ACCEPTING THE 2022 2<sup>ND</sup> FLOOR LIBRARY TENANT IMPROVEMENT PROJECT C2202  
AND AUTHORIZING THE BUILDING OFFICIAL TO ISSUE AND RECORD A  
NOTICE OF COMPLETION.**

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**WHEREAS**, with the increase in development and capital projects, there is an additional demand for personnel and consulting services; and

**WHEREAS**, San Carlos City Hall at 600 Elm Street has limited space and capacity for growth and therefore, it was necessary to expand into the 2<sup>nd</sup> floor library space; and

**WHEREAS**, the space required a floorplan layout change, new offices, work cubicles, electrical, plumbing, and mechanical equipment; and

**WHEREAS**, staff retained Viotti Architects to provide architectural plan services and prepare the construction documents for the 2<sup>nd</sup> Floor Library Tenant Improvement Project C2202 ("Project") and the City Council approved the plans and specifications and authorized a call for bids at its June 27, 2022 meeting; and

**WHEREAS**, the City advertised for bids for construction of the Project on July 1, 2022, and bids were opened on July 26, 2022; and

**WHEREAS**, the City Council awarded the Project to Rodan Builders, Inc. at its meeting on August 22, 2022; and

**WHEREAS**, the Project began on October 13, 2022 and was completed on July 17, 2023 in accordance with the approved plans and Project specifications.

**NOW, THEREFORE BE IT RESOLVED**, that the San Carlos City Council hereby accepts the 2022 2<sup>nd</sup> Floor Library Tenant Improvement Project C2202 and authorizes the Building Official to issue and record a Notice of Completion.

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I, City Clerk Crystal Mui, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Carlos at a scheduled meeting thereof held on the 13<sup>th</sup> day of November 2023, by the following vote:

**AYES, COUNCILMEMBERS:** \_\_\_\_\_

**NOES, COUNCILMEMBERS:** \_\_\_\_\_

**ABSENT, COUNCILMEMBERS:** \_\_\_\_\_

\_\_\_\_\_  
**CITY CLERK** of the City of San Carlos

APPROVED:

\_\_\_\_\_  
**MAYOR** of the City of San Carlos