



STAFF REPORT

MEETING DATE: August 26, 2024

TITLE:

Update on the status of moving the BEDC office to City Hall when the current office lease expires in December 2024.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Executive Director and City Manager

BACKGROUND/HISTORY:

The existing office space lease for the BEDC expires in December 2024. Plans to move BEDC office space into City Hall are moving along.

BEDC will occupy what was previously Utility Billing located adjacent to Development Services. Utility Billing staff are expected to complete their move in September 2024.

It will take City Facilities staff approximately 30 days to complete any painting and moving of partition walls in the area.

Notice to the existing landlord will occur on or before October 1, 2024.