



STAFF REPORT

MEETING DATE: November 18, 2024

TITLE:

Consideration and possible action on Resolution R-2024-0011 approving the bid(s) for the completion of the renovations at City Hall for the BEDC office.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

BACKGROUND/HISTORY:

After the BEDC's budget reduction, the board made the decision to reduce expenses and move the BEDC office to City Hall where the Utility Business Office was previously housed.

At the beginning of the project, two offices were identified along with a conference room. After discussion with the Chair, Ron Spencer, a third office was proposed to house a future Executive Director.

The change to three offices sent the design back to the drawing board, and as a result, bids have been delayed. The vast majority of the work can occur within 30 days, or before the end of the year.

If the office is not complete for occupancy by December 31st, there are two extra offices at City Hall which can be occupied, as well as shared conference space.

The last remaining issues are two-fold:

- 1) Sale/auction of the existing furniture that will not be used.
- 2) Storage rental for boxes of documents not yet completely scanned in.

The sale and auction can occur pretty quickly after the board acts. (Action is expected in December after an inventory is completed.)

The rental of storage space is also a pretty simple solution that will require logistics of either Public Works staff or an outside moving company. At the time of the agenda posting, staff was investigating costs and will be presented to the board on Monday.

The proposed office remodel will require a budget amendment, and the amount will be moved from fund balance into operations.

FISCAL IMPACT:

\$84,449

Fund balance is approximately \$8.6M with an additional \$2M being held back for the Accutronic land purchase rebate and the \$1M incentive for infrastructure.

RECOMMENDATION:

Approve the layout and bid cost.

ATTACHMENT:

1. Bid documents
2. Resolution R-2024-0011