



STAFF REPORT

MEETING DATE: September 25, 2024

TITLE:

Consider and act on giving E&M Properties official notice of the intend to not renew the lease at the current BEDC office effective October 1, 2024.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim Director and City Manager

BACKGROUND/HISTORY:

It has been previously discussed during board meetings that the BEDC office is going to be relocating to City Hall.

The BEDC's current lease requires notification of intent to vacate with a minimum of 60 days' notice.

Setting the effective date as of the beginning of the fiscal year, October 1, 2024, allows for ample notification.

FISCAL IMPACT:

The current cost of the BEDC office is \$3,600/month, most of which will now be a cost savings to the BEDC.

RECOMMENDATION:

Approve moving the BEDC office to City Hall and to give official notification to the current landlord, E&M Properties, of the BEDC's intent not to renew the current lease.