



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: 11/25/2024	Department: Admin	Presented By: City Manager
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AGENDA ITEM: Discussion / Action: To authorize Jacob and Martin to produce a spacing study and plan for the use of the City's building located at 120 El Chico, and form a committee to oversee the project.

BACKGROUND: At the request of Mayor Pro Tem Lea Young, staff has reached out to Tal Fillingham, with Jacob and Martin, who we have worked with previously to develop a spacing plan for city building located at 120 El Chico with the goal of determining the City's future needs. The estimated cost is \$10,000.

To assist and oversee the project, staff recommends the Council form a committee of Council members and city staff to provide direction and guidance to Jacob and Martin. It is expected that the Committee would bring recommendations back to the Council no later than May of 2025.

Suggested Memo: I move to authorize the City Manager to execute a contract with Jacob and Martin for the purpose producing a spacing plan for 120 El Chico, and forming a Committee including the following members: _____
_____.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$