



Agenda Report

Fullerton City Council

MEETING DATE: JUNE 15, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEVE DANLEY, ACTING CITY MANAGER

PREPARED BY: CHRISTA JOHNSON, INTERIM DEPUTY CITY MANAGER

SUBJECT: CITY COUNCIL OFFICE SPACE PROJECT

SUMMARY

Consideration of a City Council Office Space Project that creates individual private offices for City Council members. This will require the move of City Manager's Office staff to the 3rd floor of City Hall, and the move of Housing and Code Enforcement staff to the City Hall lower level, for a total estimated cost of \$75,000.

RECOMMENDATION

1. That the City Council discuss and provide direction to staff regarding whether to approve the creation of private office spaces for Council members, and the resulting relocation of the City Manager's Office and other departments in City Hall.
2. If the City Council directs staff to proceed with the City Council Office Space Project, then direct the City Manager, or designee, to engage Oak Hollow Restoration, Inc. and Staples Contract and Commercial, LLC to construct and furnish an additional office for the City Council; approve necessary budget adjustments; and authorize the carry-over of any FY 2020-21 unexpended appropriation into Fiscal Year 2021-22 to complete the City Council Office Space Project.

PRIORITY POLICY STATEMENT

- Infrastructure and City Assets

FISCAL IMPACT

The estimated cost to implement this project is \$75,000. The City would engage Oak Hollow Restoration which is on the City's pre-vetted on-call list previously approved by City Council and Staples both of which are within the Public Works Director and City Manager respective approval limits. Funding for this project can be made available through the Building and Facility Maintenance internal service fund (Fund 69) by redirecting unexpended budget allocation from FY 2020-21 operating and project costs.

DISCUSSION

Currently, the Mayor is assigned a private office in City Hall, and the Mayor Pro Tem and three City Council members each have small, open and adjacent cubicles. In close proximity to the City Council's workspace is the City Manager's Office workspace area. The City Manager's Office consists of three private offices, a public counter and three cubicles. Earlier this year, interest was conveyed by several City Council members to create private offices for each member of City Council as their cubicle space does not allow for any privacy nor the ability for Council members to meet with anyone in their cubicle space. Several other cities have private offices for individual Council members.

Staff explored several space configurations and office arrangements in City Hall that would best achieve the goal of creating adequate office space for Council members and providing appropriate and workable space for those staff who would be relocated as a result of this project. Considering Council and staff needs, associated anticipated costs and non-budgetary factors, if this project is approved, staff proposes to expand the City Council workspace area into the current City Manager's Office area. By taking over the three existing private offices there and constructing one new private office in the area currently housing the four City Council cubicles, each City Council member would have a private office. Plans for this layout include a small reception area, a public counter, and two open workstations. This new configuration would necessitate moving the City Manager's Office to the 3rd Floor, thereby bumping the Housing and Code Enforcement divisions/staff to the City Hall lower level.

This approach is less costly than other options evaluated because only incidental costs are required to relocate staff.

The project does require a transfer of monies out of a City internal service fund and the dedication of significant staff time to implement the office moves. It will also result in the separation of executive assistant staff resources that currently back each other up in the current City Council/City Manager workspace.

Project specifics:

The estimated cost for this project is \$75,000. This includes additional furniture where needed provided by Staples, build-out services provided by Oak Hollow Restoration and costs to implement Information Technology (IT) computer and phone set ups.

- Public Works staff will remove the existing four City Council workstation cubicles next to the Mayor's office.

- Oak Hollow Restoration will construct a new, permanent 14' long hollow study partition wall and a door to create the new private office for a City Council member.
- Staples will purchase, deliver and assemble furniture for the newly constructed private City Council office.
- Equipment costs and desktop computer and monitor set up for City Council members.
- Relocate City Manager and Housing and Code Enforcement staff to other workspace areas.

Cost breakdown:

- Construction for one new City Council private office = \$50,000
- IT/phone set up = \$12,000
- Furniture and miscellaneous = \$13,000

Next Steps:

If this project is approved, staff recommends that City Council direct the City Manager, or designee, to engage Oak Hollow Restoration with a not-to-exceed amount of \$50,000, and Staples with a not-to-exceed amount of \$10,000. Per the City's purchasing policy, Oak Hollow Restoration is a part of the pre-vetted list of Public Works contractors and the Staples contract will be executed through Sourcewell. Sourcewell is a cooperative purchasing State agency that has competitively solicited bids for various products and services establishing predetermined pricing for other governmental agencies. This is authorized by Fullerton Municipal Code Section 2.64 and related City of Fullerton Policy and Procedures Manual – Procurement of Goods and Services – Policy 4.1.2 Section IV.D, which allows an exemption to the open market process when participating in an established governmental "Cooperative Purchasing Agreement." Cooperative purchasing is "Procurement conducted by, or on behalf of, one or more Public Procurement Units" as defined by the American Bar Association Model Procurement Code for State and Local Governments.

It is estimated that the project could be completed this summer, assuming the supplies and contractor are immediately available.