



Agenda Report

Fullerton City Council

MEETING DATE: NOVEMBER 2, 2021

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: STEVE DANLEY, ACTING CITY MANAGER

SUBJECT: CITY-OWNED BUILDING SPACE NEEDS ASSESSMENT

SUMMARY

At the request of Council Member Jung, consider authorizing staff to prepare and release a Request for Proposal to engage a consultant to perform an assessment of and provide recommendations for the efficient and effective use of space in City buildings.

RECOMMENDATION

Direct staff to prepare and release a Request for Proposal for an assessment of and provide recommendations for the efficient and effective use of space in City buildings.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Fiscal and Organizational Stability
- Infrastructure and City Assets.

FISCAL IMPACT

Staff will include the cost of engaging a consultant along with bid proposals by consultants at a future City Council meeting for consideration. The project will determine the magnitude of savings the City may realize through a consolidation of and/or more efficient use of building space.

DISCUSSION

Over the past several years, the City of Fullerton has seen a reduction in staffing levels, further exacerbated by the COVID-19 pandemic. In addition, City Council is currently considering potential additional budget cuts which could further reduce staffing levels. With these reductions, it behooves the City to conduct an assessment of its space needs within City buildings to ensure the City uses that space effectively and efficiently and then to provide recommendations for potential cost savings in the use of or reduction of that space.