



NEWPORT BEACH

City Council Staff Report

June 23, 2026
Agenda Item No. 17

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Amendment No. One for an Agreement with Interior Office Solutions, Inc. DBA PeopleSpace Inc. for Space Planning and Freestanding Modular Furniture Installation Services (Contract No.10127-1)

ABSTRACT:

On December 9, 2025, the City Council approved a reorganization of the City of Newport Beach's (City) organizational structure. As part of the reorganization, several departments were relocated to different bays within City Hall. Existing space constraints, particularly within the Public Works Department, also created a need to reconfigure workspace layouts to improve space utilization and accommodate current and anticipated staffing levels.

To address these needs, staff has been working with Interior Office Solutions, Inc., doing business as PeopleSpace, Inc. (PeopleSpace), to develop and implement workspace modifications. For the City Council's consideration is an amendment to the PeopleSpace Inc. agreement for \$183,056.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve Amendment No. One to the Purchase and Installation Agreement with Interior Office Solution, Inc. DBA PeopleSpace Inc. for Space Planning and Freestanding Modular Furniture Installation Services to increase the contract by \$183,056.65 for a new not-to-exceed amount of \$303,057 and authorize the Mayor and City Clerk to execute the amendment.

DISCUSSION:

On March 9, 2026, the City entered into an agreement with PeopleSpace to evaluate and redesign workspace layouts within city hall in bays of 2A, 2D and 2E, for the Newport

Beach Fire Department, Public Works Department, City Attorney's Office and City Manager's Office. The proposed workspace modifications are summarized below:

Bay 2A Changes – Newport Beach Fire Department:

- Add one standard desk row to create a consistent workspace layout and provide uniform workstation for staff.

2D Changes – Public Works Department

- Add two standard desk rows to address existing space constraints and provide additional workstations for current and future staff as well as adding workstations to already existing desk rows.

Bay 2E Changes – City Attorney's Office and City Manager's Office

- Add one standard desk row to accommodate additional staff associated with the organizational restructuring as well as adding workstations to already existing desk rows.
- Add one standard desk row to accommodate the Real Property Division moving to this department from the Community Development Department.

FISCAL IMPACT:

The current budget includes sufficient funding for this purchase. It will be expensed to 01020005-911039, Office Furniture/Fixtures account in the City Manager's Office. These funds will be encumbered in the current Fiscal Year 2025-26 for the next FY 2026-27.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

Attachment A – Amendment No. One to the Purchase and Installation Agreement with
Interior Office Solutions, Inc. DBA PeopleSpace Inc.