



STAFF REPORT – CITY COUNCIL MEETING

June 07, 2023

TO: Honorable Mayor and City Council Members

FROM: Emily Sinkhorn, Director of Environmental Services

PREPARER: Emily Sinkhorn, Director of Environmental Services

DATE: January 27, 2022

TITLE: **Approve Lease Agreement between the City of Arcata and the County of Humboldt for the Arcata Branch Library; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council approve the Lease Agreement between the City of Arcata and the County of Humboldt for the Arcata Library; and Authorize the City Manager to Execute All Applicable Documents.

INTRODUCTION:

In 1983 the City of Arcata entered into an Agreement for a Library Construction Grant to fund construction of the Arcata Branch Library adjacent to City Hall. Since completion of the Arcata Branch Library construction in 1984, Humboldt County has conducted operations providing public library services out of the building, while the City has provided maintenance, repairs, janitorial services and payment of utilities. The City is committed to codifying the relationship through a lease agreement, which would designate an initial lease term commencing July 1, 2023 and ending December 31, 2036.

BACKGROUND:

Since 1984, the County of Humboldt has conducted operations providing public library services out of the Arcata Library, a building owned by the City and located just to the east of City Hall. The City has provided maintenance, repairs, janitorial services, and payment of utilities, including water, sewer, gas, electric, and refuse collection services for the building. It was the shared intent of both the City and Humboldt County to enter into an agreement for use of the City library building as a County library branch, but such agreement was never formalized. Both parties wish to formalize this agreement as a lease is required to finalize a grant agreement for accessibility upgrades to the building.

DISCUSSION:

On March 9, 2022 the City Council authorized submission of a grant application to the State Library's Building Forward grant program. The City and County collaborated on the grant proposal to enhance accessibility to the Library and its services. The City was notified of the grant award which is contingent upon having a lease in place for library services at the Arcata Library. The Humboldt County Board of Supervisors will also be considering approval of this lease this month as well as a matching fund contribution towards the Building Forward grant.

The lease template follows the City's template as the building's landlord. City and County staff collaborated with each jurisdiction's respective counsel/attorney to refine the parameters of the lease language. Under the lease, the County will continue to be responsible for staffing the library, providing library services free of charge and without discrimination to all members of the community served by the City, and providing furniture, office equipment, and materials which shall remain County property. Ownership of all donated furniture, equipment, fixtures and other personal property shall, at all times, remain vested in the Party to whom the donation was made as designated by the donor. The County will continue to determine what library materials to be included in the collection and the size of the collection.

The lease has an initial term of over thirteen years, commencing July 1, 2023 and ending December 31, 2036, as the Building Forward grant requires a lease be in place for at least ten years following project completion. The lease may be extended with the same terms and conditions for an additional three years upon mutual consent of the parties.

By formalizing a lease, the City is providing further commitment to Arcata residents that they will continue to have a branch of the Humboldt County library within City limits. The proximity of the Library to the Arcata Transit Center, provides residents an easily accessible branch to access the greater offerings of the Humboldt County library system.

Following lease approval, City staff anticipate finalizing the Building Forward grant agreement in summer 2023, designing improvements over the winter 2023-24 and initiating construction in late 2024 or 2025.

POLICY IMPLICATIONS:

This lease is consistent with the Council's identified 2022/23 Priority Projects and goals of Enhance Appearance, Public Safety and Livability of the City and Resident and Community Health.

BUDGET/FISCAL IMPACT:

No additional expenses are anticipated to arise from this lease as it codifies the existing level of service the City provides for janitorial services budgeted under Activity Budget 85 Government Buildings.

ATTACHMENTS:

- A. Arcata Library Lease Agreement_Final (PDF)