



# STAFF REPORT – CITY COUNCIL MEETING

---

**TO:** Honorable Mayor and City Council Members

**FROM:** Netra Khatri, City Engineer

**PREPARER:** Mara Grow, Administrative Specialist

**DATE:** April 27, 2026

**TITLE:** **Adopt Resolution No. 256-54, Authorizing the City Manager or City Engineer to Accept Deeds and Grants to the City on Behalf of the City Council.**

---

## **RECOMMENDATION:**

It is recommended that the Council adopt Resolution No. 256-54 to authorize and direct the City Manager or City Engineer to accept, on behalf of the City of Arcata, any and all deeds or grants conveying any interest in or easement upon real estate to the City of Arcata for a public purpose.

## **INTRODUCTION:**

The City of Arcata periodically receives deeds, easements, and other grants conveying interests in real property to the City for public purposes. These interests are often associated with development projects, public infrastructure improvements, or other municipal functions.

Currently, acceptance of such documents may require formal City Council action, which can delay recordation. Timely recordation is necessary to ensure that the City's interests in real property are legally effective and properly documented in the Official Records of Humboldt County.

Delegating authority to the City Manager or City Engineer to accept such deeds or grants and execute the required Certificates of Acceptance pursuant to Section 27281 of the California Government Code will streamline administrative processes and improve efficiency.

## **DISCUSSION:**

The proposed resolution authorizes the City Manager or City Engineer to:

- Accept deeds or grants conveying real property interests to the City for public purposes;
- Execute Certificates of Acceptance required for recordation; and
- Execute escrow instructions necessary to facilitate recordation of such documents.

This delegation is administrative in nature and is intended to ensure timely processing and recording of property interests.

**ENVIRONMENTAL REVIEW (CEQA):**

This action is not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5), as it involves administrative activities that will not result in a direct or indirect physical change in the environment.

**BUDGET/FISCAL IMPACT:**

There is no direct fiscal impact associated with adopting this resolution. The action may result in minor administrative cost savings by reducing delays and streamlining staff processing time.

**RECOMMENDED COUNCIL ACTION:**

Motion to Adopt Resolution No. 256-54, authorizing the City Manager or City Engineer to accept deeds and grants to the City on behalf of the City Council. Consent Calendar vote.

**ATTACHMENTS:**

- A. Resolution No. 256-54 DRAFT