

May 5, 2020

C-16

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Authorize the City Manager, or designee, to execute a permit with the Long Beach Public Library Foundation, a California nonprofit public benefit corporation, for use of space in the Billie Jean King (BJK) Main Library, for a period of five years, with the option to renew for two additional one-year periods, at the discretion of the City Manager. (District 2)

DISCUSSION

The Long Beach Public Library Foundation (Foundation), a nonprofit corporation, was created in 1996 to provide funding for services and programs beyond what is provided by the General Fund for the Department of Library Services. Since the inception of the Foundation, the Department has received support for 12 Family Learning Centers, the Learning Lab at Michelle Obama Library, the Studio at BJK Main Library, book and material resources, and special programming for youth. The support that the Foundation provides has assisted the Department tremendously in providing services and materials to library users. The success of the Family Learning Centers is due to the support of the Foundation and its goals to promote literacy and enhance opportunities for the entire community.

To assist the Foundation in fulfilling its goals, the Department is requesting that the City Council approve a permit for use of office space in the BJK Main Library by the Foundation. The Foundation will continue to pay for telephone and internet service and will provide insurance coverage, as they did at the old Main Library space. The use of space by the Foundation is beneficial as it allows staff in the Department to work closely with the Foundation, particularly on issues regarding the Family Learning Centers, grant applications, and related issues.

The proposed permit for use of space contains the following major provisions:

- Address: 200 West Broadway, Long Beach (approximately 735 square feet (SF)).
- Length of term: Five years, with the option to renew for two additional one-year periods.
- Rent: The monthly base rent will be \$1.65 per SF, for a total of \$1,212.75 per month, or \$14,553 annually. This rate is taken from the Quarterly Downtown Office Market Survey conducted by Cushman & Wakefield. Rent will be due annually in arrears. In consideration of the financial assistance and community services provided annually to the Long Beach community by the Foundation, the financial assistance and community services may be credited against annual rent due only within the lease year in which they were provided. As a result, no rent will be charged to the Foundation during these lease years.

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- Security Deposit: None.
- Use: General office and meeting space.
- Utilities: Foundation will pay for telephone service and internet.
- Improvements: No alterations, improvements or repairs by the Foundation are permitted.
- Other: Plenary Edgemoor Civic Partners will maintain the site. Foundation will provide insurance.

This matter was reviewed by Deputy City Attorney Amy R. Webber on April 7, 2020 and by Revenue Management Officer Geraldine Alejo on April 13, 2020.

TIMING CONSIDERATIONS

City Council action is requested on May 5, 2020, to ensure the Foundation continues to use office space in the BJK Main Library as the current permit expired on November 30, 2019.


FISCAL IMPACT

The annual rent due from the Long Beach Public Library Foundation is \$14,553. However, the Foundation will be provided rental credits to offset its annual financial assistance and community service provided to the City. Any future revenues that should arise in the event of a lack of rental credits will accrue to the General Fund Group in the Library Services Department. The Foundation will be responsible for payment of telephone and internet services, all other operating costs will continue to be funded in the General Fund Group in the Library Services Department as part of general BJK Main Library operations. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



GLEND A WILLIAMS
DIRECTOR OF LIBRARY SERVICES

APPROVED:



THOMAS B. MODICA
CITY MANAGER

Attachment A
Use of Space Map

