

Agenda Report

November 22, 2021

TO: Honorable Mayor and City Council

FROM: Department of Libraries and Information Services

SUBJECT: AUTHORIZATION TO AMEND CITY AGREEMENT NO. 13,991 WITH THE PASADENA UNIFIED SCHOOL DISTRICT TO ALLOW THE CITY USE OF THE JEFFERSON ELEMENTARY SCHOOL CAMPUS FOR AN AMOUNT NOT TO EXCEED \$600,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed actions are exempt from the California Environmental Quality Act ("CEQA") in accordance with State CEQA Guidelines Section 15301, Class 1 existing facilities, and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances; and
2. Authorize the City Manager, or his designee, to enter into a further Addendum to the Joint Use of Facilities Agreement to amend City Agreement No. 13,991 with the Pasadena Unified School District for the use of Jefferson School primarily for library services and for other City programs for an amount not to exceed \$100,000, per year, for six years.

BACKGROUND:

Due to the closure of Central Library in May 2021 because of seismic structural concerns, it is necessary for the Library Department to address space needs related to public access for collections browsing, computer centers, community meeting rooms, and special programs.

Jefferson Elementary School closed in May of 2020 after operating for nearly 40 years as a traditional public elementary school for grades K-5. Pasadena Unified School District ("PUSD") has granted permission to the City to use most of the Jefferson Elementary School ("Jefferson") campus, located at 1500 E. Villa Street, for a period of six years beginning December 1, 2021 through December 1, 2027. The City will operate portions of Jefferson primarily for library services, but also for other City programs, employee training, and other activities for the public.

Library services may include housing library collections, providing adult, teen, and children's services and programs, a computer center, local history archives and resources, public areas for reading and using library materials, programming space, staff office space, and other similar uses.

Library services and other City programs will be operated at Jefferson at times and manners consistent with all laws, regulations, and permits applicable to the site. Specific operating hours will be determined by the City Manager and may be modified periodically.

The City will provide its own equipment, supplies and other items needed for operations, including technology, cabling/network needs, shelving, furniture, etc. with the exception of what is already installed at Jefferson such as built-in cabinetry and the alarm system. Staff will return to City Council in January for an appropriation for the work that needs to be done at Jefferson in order to move in. Once addendum is approved by both the City Council and the Pasadena School Board, further assessment and cost estimates will be done by Public Works and submitted to the City Council for approval. Appropriate signage at Jefferson, including a marquee sign on Villa Street, will be provided by the City. PUSD will provide access to the marquee sign, and the City may also use banners, flags, etc. to promote services. The City will provide all staff needed for Library services and other City programs.

It will be the City's responsibility to secure and directly pay for all utilities, security, landscaping and janitorial services while at Jefferson, as well as provide regularly scheduled maintenance. The City will be responsible for minor repair work at Jefferson, defined as having a total expense of ten thousand dollars (\$10,000) or less per project or incident. The City may make tenant improvements as necessary at the discretion of the City Manager to provide a safe, usable space at the sole cost and expense of the City. PUSD, at its own cost and expense, will maintain and provide for any major structural repairs to Jefferson, defined as having a total expense greater than ten thousand dollars (\$10,000) per project or incident.

PUSD will provide a complete set of keys, combinations and/or codes to the City for all door locks at Jefferson's buildings and any other locks within the infrastructure on Jefferson's property. In addition, PUSD will provide codes, passwords, or other access to all electronic systems for life safety, security, public access, etc.

The MOU shall be covered by the liability, insurance and indemnity provisions of the joint use of facilities agreement, City Agreement No. 13,991 (as amended).

Utilizing space at Jefferson is a viable, cost-effective option for the City. The ability to enter into a long-term agreement with PUSD allows the City to make plans for the foreseeable future by addressing the space needs that are connected to the closure of Central Library, as well as the needs of other City programs.

COUNCIL POLICY CONSIDERATION:

The proposed modification to the 13,991 agreement with PUSD furthers the City Council's strategic planning goals to maintain fiscal responsibility and stability, and to support and promote quality of life for all patrons.

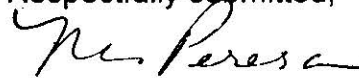
ENVIRONMENTAL ANALYSIS:

The contract has been determined to be categorically exempt from CEQA per section 15301 of the State CEQA Guidelines, the existing facilities exemption. The existing facilities exemption can be applied when the project consists of the operation of existing public structures and facilities involving negligible or no expansion of existing or former use. The proposed action will not result in any new development or physical change. In addition, the City's operation of Jefferson would be consistent with the types of operations that have occurred at the site for nearly 40 years. The City's primary use of the facility would be for library services, with additional example uses including employee training; adult, teen, and children's services and programs; staff office space; a computer center; and programming space. These uses are substantially similar to the prior school uses in type and are anticipated to be less intense than the prior school use. Therefore, no expansion of use is anticipated. Finally, there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

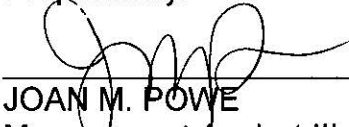
The total cost of this action is \$600,000 for six years. Funding for this action will be addressed by the utilization of existing funds in FY2022 and future appropriations budgeted in subsequent years for rent expense, account 21219006-810600 within the Library Services Fund. Additional expenses will be incurred for tenant improvements and ongoing maintenance. That assessment is under way and will be completed once full access is given after adoption by City Council and School Board approval. There is no anticipated impact to other operational programs as a result of this action.

Respectfully submitted,



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Services

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