



# City of Huntington Beach

File #: 24-197

MEETING DATE: 3/19/2024

## REQUEST FOR CITY COUNCIL ACTION

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

**SUBMITTED BY:** Eric G. Parra, Interim City Manager

**VIA:** Travis K. Hopkins, Assistant City Manager

**PREPARED BY:** Catherine Jun, Deputy City Manager

**Subject:**

**Request authorization to issue a Request for Proposals for Managed Library Services for the Huntington Beach Public Library system**

**Statement of Issue:**

Consider issuing a Request for Proposals (RFP) to identify a third-party contractor to operate the Huntington Beach Public Library (HBPL) system on behalf of the City. An agreement with any such contractor will be presented to City Council for consideration at a future date.

**Financial Impact:**

Not applicable

**Recommended Action:**

- A) Authorize staff to issue a Request for Proposals for Managed Library Services for the Huntington Beach Public Library system and return to City Council with an agreement for consideration; and
- B) Direct staff to begin a meet and confer process with affected labor associations to discuss this potential opportunity.

**Alternative Action(s):**

Do not approve the recommended action, and direct staff accordingly.

**Analysis:**

Earlier this year, the City was approached by a third-party contractor proposing to deliver managed library services for HBPL system. The contractor stated they would provide the same level of services that exists today and at a substantial annual cost savings for the City.

During staff's preliminary review of the proposal, they learned there may be other contractors that provide similar services. Should the City Council wish to consider outsourcing, staff recommends issuing an RFP to identify a third-party contractor to operate the HBPL system at equal or higher operating levels.

Initiating this RFP process does not commit the City Council to outsourcing. Rather, it provides the City Council with a proposed agreement with a third-party contractor for further consideration at a future date. Furthermore, outsourcing library operations will not cede ownership of the HBPL system to the contractor. The City would continue to retain ownership of the HBPL system and facilities, while the contractor oversees day-to-day operations at the City's direction.

The RFP is intended to identify a third-party contractor and negotiate the terms of an agreement. This agreement would then be presented to City Council at a future meeting.

If directed to issue an RFP, staff will also begin a meet and confer process with affected labor associations to discuss this potential opportunity.

**Environmental Status:**

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.

**Strategic Plan Goal:**

Non Applicable - Administrative Item

For details, visit [www.huntingtonbeachca.gov/strategicplan](http://www.huntingtonbeachca.gov/strategicplan)  
<<http://www.huntingtonbeachca.gov/strategicplan>>.