#### SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.21 (ID # 25285) MEETING DATE: Tuesday, July 09, 2024

#### FROM : OFFICE OF ECONOMIC DEVELOPMENT

**SUBJECT:** OFFICE OF ECONOMIC DEVELOPMENT: Ratification and Approval of the Memorandum of Understanding Between the City of La Quinta and the County of Riverside for Management of the La Quinta Branch Library and the La Quinta Museum. District 4. [\$0 - 100% City Funds]

**RECOMMENDED MOTION:** That the Board of Supervisors:

 Ratify, approve, and authorize the Chairman of the Board of Supervisors to sign the attached Memorandum of Understanding between the City of La Quinta and the County of Riverside for management of the La Quinta Branch Library and the La Quinta Museum.

ACTION:

Suzanne Holland 6/11/2024

## MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes:	Jeffries, Spiegel, Washington, Perez and Gutierrez	
Nays:	None	Kimberly A. Rector
Absent:	None	Clerk of the Board
Date:	July 9, 2024	By: Many Li
xc:	OED	Deputy
		V

## SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% City Funds				ljustment: N/A
			For Fiscal	Year: 24/25-28/29

C.E.O. RECOMMENDATION: Approve

#### BACKGROUND:

#### Summary

On August 18, 2015 (Agenda Item 3-26), The Board of Supervisors approved the Memorandum of Understanding (MOU) between the City of La Quinta and the County of Riverside for the management of the La Quinta Branch Library and the La Quinta Museum. That MOU and subsequent amendments expired on June 30, 2024. The attached MOU has been developed by the Riverside County Office of Economic Development and the City of La Quinta to memorialize operations for fiscal years 2024/2025 through 2028/2029.

Under the terms of this MOU, the City will continue to partner with the County of Riverside through the Riverside County Library System. Any and all expenses incurred as a result of the MOU will be part of the Riverside County Library System budget utilizing the funds received through the city of La Quinta for library services.

Staff recommends approval of the MOU, which the City of La Quinta has executed.

The MOU has been approved as to form by County Counsel.

#### Impact on Residents and Businesses

This MOU provides library and museum services to the residents of the City of La Quinta and the surrounding community.

#### Additional Fiscal Information

This MOU provides for an operating budget of \$1,454,045 for FY 24/25 with a 3% annual escalator:

- \$927,000 for library operations
- \$120,000 for library collections/materials
- \$221,450 for museum operations
- \$185,595 for makerspace operations

#### ATTACHMENTS

• La Quinta Branch Library Management MOU

Haren Genis 

# MEMORANDUM OF UNDERSTANDING (MOU) TERMS AND CONDITIONS TO PROVIDE MANAGEMENT AND OPERATIONS OF THE LA QUINTA BRANCH LIBRARY AND THE LA QUINTA MUSEUM

This Memorandum of Understanding ("MOU") is made and entered into by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California ("COUNTY"), and the CITY OF LA QUINTA, a California municipal corporation ("City").

#### RECITALS

WHEREAS, the COUNTY has entered into an agreement with Library Systems & Services, LLC, a Maryland limited liability company ("LSS"), for contracted services for the Riverside County Library System ("RCLS") for the provision of library services; and

WHEREAS, the City and COUNTY desire to enhance the delivery of library and museum services within the City, and have reached an agreement that they wish to set forth in writing in the form of this MOU.

NOW THEREFORE, for good and valuable consider, the receipt and adequacy of which are hereby acknowledged, the City and COUNTY hereby agree as follows:

# **SECTION 1: TERM**

This MOU shall take effect on July 1, 2024, and shall remain in effect through and including June 30, 2029 (the "Term"). The City or COUNTY may request an extension of this MOU with modified terms. If either the City or COUNTY desires to extend the Term of this MOU on modified terms, the City and County shall negotiate in good faith to extend this MOU. Unless otherwise agreed to by the City and COUNTY, any extension to this MOU would use the then existing service levels, building size, etc. as the floor of acceptable standards for the future library and museum service. The City fully reserves its rights to withdraw from the RCLS and/or management contract of museum pursuant to existing laws and regulations, effective with the

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expiration of this MOU or subsequent extensions. Any extension(s) shall be memorialized by written amendment.

#### SECTION 2: HOURS OF OPERATION – LA QUINTA BRANCH LIBRARY

During the Term of this MOU, the La Quinta Branch Library, located at 78-275 Calle Tampico ("La Quinta Library" or "La Quinta Branch Library"), shall be open: a minimum of seven (7) days per week, including four (4) evenings; and be open a minimum of fifty-two (52) hours per week.

#### 2.1 HOURS OF OPERATION – LA QUINTA MUSEUM

Using contract staff provided by LSS, the County will provide forty (40) hours per week of management services to the City for the purpose of operating the La Quinta Museum.

## **SECTION 3: LIBRARY COLLECTION**

The City has elected to purchase additional collections and materials for use at La Quinta Library. Upon prior written approval and authorization by the City, City agrees to reimburse the County for County's actual costs of purchasing additional new library materials for La Quinta Library from the City's Library Fund, in a total amount not to exceed \$120,000.00 per year ("Library Collection Not to Exceed Amount"). Library materials purchased with City Library monies shall be and remain the property of City. In the event that the City withdraws from the RCLS, these library materials purchased with City Library Funds shall remain the property of the City. The City shall participate in the acquisition determinations of collection materials through LSS. Collection materials purchased for the La Quinta Branch Library shall be the property of the City and be housed at the La Quinta Branch Library. Such collection materials shall not be permanently transferred or moved from the La Quinta Library without the expressed written consent of the City.

City shall allocate from the \$120,000 Library Collection Not to Exceed Amount, as defined in the preceding paragraph, the amount of \$20,000 to be used for Library Community and Cultural Programming and Events.

#### **SECTION 4: LIBRARY FUNDING AND SERVICE**

COUNTY, through LSS, shall work cooperatively with the City to identify funding/grant opportunities for various programs and services connected with the library facility.

COUNTY shall have a minimum of one (1) Librarian holding a Master's Degree in Library Sciences serving full-time at the La Quinta Branch Library. COUNTY and City will work together on appropriate: A) staffing levels, B) hours of operation, and C) levels of service; all commensurate with the needs of the 20,000 square-foot library. Final determination on A, B, and C shall be at the sole discretion of the City based upon input of COUNTY and LSS.

During each fiscal year, COUNTY shall expend one hundred percent (100%) of City Library Revenues (defined below) on library services at the La Quinta Library until the end of that fiscal year, when any remaining City Library Revenues shall be allocated to the City Library Fund (defined below) pursuant to this MOU.

Notwithstanding any provisions in the MOU to the contrary, City's obligation to provide library revenues from any funding source whatsoever shall be subject to City's annual budget and appropriation process for each fiscal year, and, for each fiscal year during the Term, shall not exceed the following amounts for the following services (the "City Library Revenues"):

(1) For Library Management, City's obligation shall not to exceed the lesser of either
(a) \$927,000.00, of which no more than \$206,000.00 is to be used or attributed to COUNTY overhead costs, or (b) the income and revenues available to the City for Library Management services at the La Quinta Library in the fiscal year, with an annual escalator of three percent (3%) per fiscal year for each remaining fiscal year; and

(2) For Library Materials, City's obligation not to exceed the lesser of either (a)
\$120,000.00, or (b) the income and revenues available to the City for Library Materials at the La
Quinta Library in the fiscal year.

For purposes of this MOU, "Library Management" means staffing, use of utilities, customer service and check out, reference and research services, collection and circulation services, and year round library programs appropriate for all ages, "Library Materials" means books, e-books, audio books, DVDs and all other types of publications in whatever media that may be used in the La Quinta Library as determined by City and consistent with the provisions in Section 3 of this MOU. In explanation of the foregoing library revenues, estimated expenditures including staffing, utilities, collections and materials for Fiscal Year 2024/2025 are \$927,000, including estimated COUNTY operating expenditures for Fiscal Year 2024/2025 of \$206,000.00, with an annual escalator of three percent (3%) per fiscal year for each remaining fiscal year, and, in no event shall City incur any liability under this MOU exceeding income and revenues provided for any fiscal year during the Term of this MOU. COUNTY shall allocate applicable COUNTY operating expenses for the La Quinta Library.

At the end of each fiscal year during the Term of the MOU, once all City Library Revenues are paid or deducted for COUNTY-incurred expenses pursuant to this MOU, one hundred percent (100%) of the remaining balance of the library revenues from that fiscal year shall be transferred to the City Library Fund, maintained and administered by City (the "City Library Fund"). COUNTY shall present said expenses to the City for review prior to transferring funds to the City Library Fund. The first transfer to the City Library Fund shall be made by February 15 of each fiscal year. A second transfer will be made by August 15 of the fiscal year immediately subsequent to the prior fiscal year. A final reconciliation and payment shall be completed by September 30 of the fiscal year immediately subsequent to the prior fiscal year to allow for any year-end fiscal closing procedures of either City or COUNTY related to the prior fiscal year. Late transfers or Page 4 of 14 payments by COUNTY to the City Library Fund shall result in the City charging COUNTY interest, at the City pooled rate during the time of delinquency, based on the amount of the payment and the number of days the payment is late. Once deposited, the funds in the City Library Fund shall be the sole property and shall be under the exclusive control of the City. The City shall have the right, at its sole discretion, to withdraw and use the moneys in the City Library Fund on any and all library-related expenditures including, but not limited to: (1) reimbursement for any City-paid cost and expense for the La Quinta Branch Library, including but not limited to perimeter landscape installation, maintenance or replacement, lighting, custodial services, utilities, maintenance, replacement, and repair expenses relating to the La Quinta Branch Library, including replacement funds; (2) artwork or other enhancement expenditure in or around the La Quinta Branch Library; and (3) any and all other library-related expenses as deemed appropriate by the City.

In the event that State Library revenues decrease significantly, City and County reserve the right to revisit and/or renegotiate this MOU.

#### **SECTION 5: MUSEUM SCOPE OF WORK**

**5.1** Using contract staff provided by LSS, the County shall provide forty (40) hours per week of management services to City for the purpose of operating the La Quinta Museum located at 77-885 Avenida Montezuma ("La Quinta Museum"). COUNTY shall provide a museum manager who shall have a Bachelor of Science in Museum Management or closely related field (such as History, Humanities) (the "Museum Manager"), who shall have expertise in the following areas:

- a) Local history
- b) Cultural programming
- c) Facilities management
- d) Personnel management

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1	e) Budgeting			
2	f) Community Relations			
3	g) Outreach and volunteers coordination			
4	h) Customer Services			
5	i) Working with numerous outside organizations			
6	5.2 During the period of management the Museum Manager shall perform the			
7	following tasks:			
8 9	a) Onsite management of the daily operations of the Museum forty (40)			
10	hours per week			
11	b) Hire and manage the Museum staff			
12	c) Direct special projects, including the installation of special exhibits			
13	d) Stewardship of the assets of the Museum and museum collections			
14	e) Represent the Museum to the public, press, local government, local			
15	history groups, and other organizations and individuals			
16	f) Manage the work of museum volunteers			
17 18	g) Publicize and promote museum activities, programs and exhibits			
19	h) Advise the City on matters pertaining to the operation of the Museum			
20	i) Other tasks associated with the operation of the Museum as required			
21	by the City			
22	<b>5.3</b> The Museum Manager provided by LSS shall report to the City's Director of			
23				
24				
25				
26 27				
27	under the direction of the City Manager appointee.			
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6.1 The parties acknowledge and agree that monies from the City Library Fund shall be used for all Museum operating expenses, including the payment of the fee outlined in Section 7, below.

**6.2** The Museum Manager shall work with the City Manager or City Manager appointee to prepare an annual operating budget and maintain expenses within the budget.

**6.3** Any sales from the museum store and admissions will be deposited into the La Quinta Museum revenue accounts maintained and administered by City (the "Museum revenue accounts") and shall be the sole property of the City. All expenses for inventory of the store shall be included within the approved operating budget. All pricing for museum store items will be approved by the City's Director of Community Services.

## **SECTION 7: MUSEUM FEE SCHEDULE**

Notwithstanding any provisions in the MOU to the contrary, City's obligation to provide museum management revenues from any funding source whatsoever shall be subject to City's annual budget and appropriation process for each fiscal year and, for each fiscal year during the Term, shall not exceed (the "Museum Not to Exceed Amount") the lesser of either (a) \$221,450.00, or (b) the income and revenues available to the City for museum management services at the La Quinta Museum in the fiscal year ("City Museum Management Revenues"). In explanation of the foregoing, the total cost of museum management will be approximately \$221,450.00 for FY 24-25 with an annual escalator of three percent (3%) per fiscal year for the remaining fiscal years, and, in no event shall City incur any liability under this MOU exceeding income and revenues provided for any fiscal year during the Term of this MOU.

City Museum Management Revenues shall be used by COUNTY for employment of the Museum Manager and by City for costs of administration of the La Quinta Museum incurred by City, including for time allocated to such administration by the City Manager or an appointee of the City Manager. CITY shall allocate from the Museum Not To Exceed Amount, the amount of Page 7 of 14 \$20,000.00 to be used for Museum Community and Cultural Programming and Events. COUNTY shall deliver invoices or bills to City for museum management services authorized under this MOU; provided, however, that City's obligation to pay COUNTY for any bill or invoice is subject to the maximum amount of City Museum Management Revenues authorized for a fiscal year pursuant to this MOU. This cost assumes all contract staff and operational expenses for the museum.

City shall be responsible for landscape maintenance, custodial services, replacement or maintenance of lighting, utilities, and repair or replacement relating to the museum.

#### SECTION 8: MAKERSPACE FEE SCHEDULE

Notwithstanding any provisions in the MOU to the contrary, CITY's obligation to provide Makerspace Management revenues from any funding source whatsoever shall be subject to CITY's annual budget and appropriation process for each fiscal year and, for each fiscal year during the Term, shall not exceed (the "Makerspace Not To Exceed Amount") the lesser of either (a) \$185,595.00, or (b) the income and revenues available to CITY for Makerspace Management services at the Makerspace in the fiscal year ("Makerspace Revenue(s)"). In explanation of the foregoing, the total cost of Makerspace Management will be approximately \$185,595.00 for FY 24-25 with an annual escalator of three percent (3%) per fiscal year for each remaining fiscal year, but in no event shall CITY incur any liability under this MOU exceeding the Makerspace revenues available in any fiscal year during the Term of this MOU.

CITY Makerspace revenues shall be used by COUNTY for employment of the Makerspace Manager, additional technical staff, and by CITY for costs of administration of the Makerspace incurred by CITY, including time allocated to such administration by City Manager or their appointee. COUNTY shall deliver invoices or bills to CITY for Makerspace Management services authorized under this MOU; provided, however, that CITY's obligation to pay COUNTY for any bill or invoice is subject to the maximum amount of CITY Makerspace Management revenues Page 8 of 14 authorized for a fiscal year pursuant to this MOU. This cost assumes all contract staff and operational expenses for the Makerspace.

CITY shall be responsible for landscape maintenance, replacement or maintenance of lighting, utilities, and repair or replacement to the Makerspace.

CITY shall allocate from the Makerspace Not to Exceed Amount, as defined above, the amount of \$10,000.00 to be used for Makerspace Operating Supplies and the amount of \$5,000.00 to be used for Equipment Maintenance.

## **SECTION 9: REPORTS/MEETINGS**

COUNTY shall provide City staff quarterly reports appropriate for City Council review. The reports shall be comprehensive and include a status on important library and museum matters such as MOU payment schedule, all related expenditures, collections, programs, service levels, and other matters of interest. Quarterly reports shall be due on or about the following dates: September 15, December 15, March 15, and June 15 of each fiscal year of this MOU. In addition, the County Librarian or his/her designee shall attend quarterly meetings at a mutually agreed upon time with City Hall to review submitted reports before City staff forwards such reports to City Council.

# SECTION 10: CITY WITHDRAWAL FROM COUNTY LIBRARY SYSTEM; STATUS OF LIBRARY COLLECTION, FURNISHINGS, FURNITURE, ETC.

**10.1** All items purchased with City revenues (including City Library Revenues and City Museum Management Revenues) shall be the sole property of the City. In addition, if the City decides at a future date to withdraw from the RCLS, City shall be granted the ownership of the then existing collection, equipment, furniture, or furnishings or for any collection materials, equipment, furniture or furnishing purchased prior to or during the term of this MOU for use at the La Quinta Branch Library.

City and COUNTY have agreed that in recognition of the City of La Quinta's contributions to the RCLS, over the past years, City will be given full credit for the value of the library collection and equipment and will be granted ownership of the then existing collection and equipment without additional payment.

**10.2** To ensure seamless access to the City's library collection by RCLS patrons, if the City withdraws from the RCLS at the expiration of this MOU, City will strongly consider options to link its automated collection management system with COUNTY'S either (i) by contracting with COUNTY for operation of the City's system, or (ii) by the City paying all costs to establish a fully interactive link between the City's automated system and COUNTY'S system.

**10.3** If the City withdraws from the RCLS at the expiration of this MOU, the City will endeavor to become a member of the Inland Library System preserving their citizens' access to holdings in other public libraries in the Inland area (and vice versa).

# SECTION 11: DEFAULT OF COUNTY

**11.1** Pursuant to the terms of this MOU, COUNTY'S failure to comply with the provisions of this MOU shall constitute a default. In the event that COUNTY is in default under the terms of the MOU, City shall have no obligation or duty to continue compensating COUNTY for any work performed after the date of default and can terminate this MOU immediately by written notice to COUNTY. If such failure by COUNTY to make progress in the performance of work hereunder arises out of causes beyond COUNTY'S control, and without fault or negligence of COUNTY, it shall not be considered a default.

**11.2** If the City Manager or designee determines that COUNTY is in default in the performance of any of the terms of conditions of this MOU, City shall serve COUNTY with written notice of the default. COUNTY shall have (10) business days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that COUNTY fails to cure its default within such period of time, City shall have the right, notwithstanding any Page 10 of 14

other provision of this MOU, to terminate this MOU without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this MOU.

## SECTION 12: INDEMNIFICATION AND HOLD HARMLESS

**12.1** Indemnification by City. City shall indemnify and hold COUNTY, LSS, their officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of City, it officers, agents, employees, volunteers subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this MOU to the extent that such liability is imposed on COUNTY by the provisions of California Government Code Section 895.2 or other applicable law, and City shall defend at its expense, including attorney fees, COUNTY, LSS, their officers, agents, and employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

**12.2** Indemnification by COUNTY. COUNTY shall indemnify and hold City, its officers, agents, employees and independent contractors free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, LSS, their officers, agents, employees, volunteers, subcontractors, or independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature arising out of the performance of this MOU to the extent that such liability is imposed on City by the provisions of California Government Code Section 895.2 or other applicable law, and COUNTY shall defend at its expense, including attorney fees, City, its officers, agents, employees and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

## **SECTION 13: INSURANCE**

Both COUNTY and City maintain programs of self-insurance. In the event either party shall cease such program, then that party shall be required to procure insurance which would be typical for its obligations under this MOU.

# **SECTION 14: NOTICES**

Any notices which either party may desire to give to the other party under this MOU must be in writing and may be given either by (i) personal service (ii) delivery by reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing the date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of La Quinta Mailing Address: 78-495 Calle Tampico La Quinta, California 92247-1504 Attn: Community Services Director To County: County of Riverside 3403 10<sup>th</sup> Street, Suite 400 Riverside, CA 92501 Attn: COUNTY Library Administrator **SECTION 15: COMPLETE AGREEMENT** Notwithstanding the foregoing, it is intended that this MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein. Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and Page 12 of 14

executed in writing by all parties hereto, and if required, approved, and implemented by the La Quinta City Council and the County Board of Supervisors.

The waiver of any breach, term, or condition of this MOU by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

The invalidity of any provision in this MOU as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof.

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act (("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this MOU shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county.

The MOU is hereby executed and/or ratified by and between the following authorized 1 representatives of the City and County. 2 3 111 4 111 5 IN WITNESS WHEREOF, County and City have caused this MOU to be duly executed 6 JULU day of \_ , 2024. this 7 COUNTY OF RIVERSIDE: CITY OF LA QUINTA: 8 9 10 By: By: Chuck Washington, Chairman Jon McMillen, City Manager 11 **Board of Supervisors** 12 13 ATTEST: ATTEST: Kimberly A. Rector Monika Radeva 14 Clerk of the Board City Clerk 15 20/24 By: By: 16 Clerk 17 18 APPROVED AS TO FORM: APPROVED AS TO FORM: Minh C. Tran 19 County Counsel 20 By: Willia By: 21 Ryan Yabko 22 Deputy County Counsel William H. Ihrke, City Attorney 23 24 25 26 27 28 Page 14 of 14 JUL 092024 3.21