



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 4, 2020
FROM: CITY MANAGER'S OFFICE WARDS: ALL
SUBJECT: FACILITY USE POLICY UPDATE AND 2019 FACILITY FEE EXEMPTIONS

ISSUES:

Approve the updated Facility Use Policy and receive and file a report on facility fee exemptions approved in 2019.

RECOMMENDATIONS:

That the City Council:

1. Approve the updated Facility Use Policy; and
2. Receive and file a report on facility fee exemptions approved in 2019.

BACKGROUND:

On November 27, 2018, the City Council approved a citywide Facility Fee Exemption Policy to establish consistency, equity and fairness for evaluating and processing outside requests for facility fee exemptions. The Facility Fee Exemption Policy incorporates several existing departmental procedures and includes criteria that external groups must meet in order to receive a facility rental fee exemption. Fee exemptions are considered on a case-by-case basis and may be granted if all of the following criteria are met:

1. Event/program provides an in-kind or other contribution of goods, services or programs that will benefit the residents of Riverside;
2. Event/program must be open to the public at no cost to participants, or have a low cost element;
3. Event/program is organized or co-sponsored by one or more of the following groups:
 - a. Other Governmental Agency
 - b. Local Public School

- c. Community Service Group
- d. Nonprofit Organization

Rental fee exemptions may also be granted for committees, boards or commissions acting under the authority or direction of the City Council.

The policy does not permit facility fee exemptions for the following event/program types and allows the City to revoke fee exemptions if the use of the facility is in conflict with the adopted mission and priorities of the City or if it impacts normal facility operations:

1. Private events, including weddings and memorial services;
2. Political/partisan activities that promote a campaign or candidate for public office;
3. Commercial uses including any event that limits access to the facility by charging an entry fee or selling materials or services for a profit;
4. Organizations that engage in propaganda or attempt to influence legislation; and
5. Religious services or activities.

Approved fee exemptions are for facility and vacant property rental fees only and does not apply to staff time, equipment, audio/visual support, or other fees including applicable deposits and insurance.

The policy does not apply to the following City facilities, which are regulated by their own administrative policies, management agreements or adopted procedures:

1. City Council Chambers
2. Fox Performing Arts Center
3. Grier Pavilion
4. Riverside Convention Center
5. Riverside Municipal Auditorium
6. The Box and the Showcase

DISCUSSION

Facility Fee Exemptions

Each department is responsible for monitoring and tracking facility fee exemptions provided at their own facilities and reporting this information back to the City Manager's Office. Per the requirements of the Facility Fee Exemption Policy, the City Manager's Office will present this information to the City Council on an annual basis.

Facility fee exemptions have been approved for approximately 160 community groups, schools, non-profit organizations and other government agencies in 2019. The majority of fee exemptions were offered at Library facilities and Community Centers, and a few were provided at the Magnolia Police Station Community Room and Mission Square Multi-Purpose Room.

The attached listing (Attachment 2) identifies the groups that received facility fee exemptions in 2019 and includes the group name, event date, facility location, and purpose of the event.

Facility Policy Update

Due to cyber and physical security concerns associated with outside reservations of certain City facilities, additional language is being proposed for the policy to exclude all Police Department, Fire Department and Innovation and Technology Department facilities from being reserved by outside groups. These facilities will only be reservable for department-specific training, meetings, administrative functions, or other events hosted by the department occupying the facility.

Additional wording is also being added to the “Exclusions” section of the policy to further clarify language relating to political/partisan activities.

With the addition of this language, the policy name is being updated from Facility Fee Exemption Policy to Facility Use Policy to reflect the additional provisions proposed in the policy.

FISCAL IMPACT:

The Facility Fee Exemption Policy ratified existing guidelines that were already being utilized by city departments to approve facility fee exemptions and does not permit any new or additional fee exemptions beyond what has already been in place. Therefore, there is no fiscal impact associated with the Facility Fee Exemption Policy and the reporting of groups that received a fee exemption.

Prepared by: Lea Deesing, Assistant City Manager
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Al Zelinka, AICP, City Manager
Approved as to form: Gary G. Geuss, City Attorney

- Attachments:
1. Facility Use Policy
 2. 2019 Facility Fee Exemptions