



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 1, 2016**

**FROM: RIVERSIDE PUBLIC LIBRARY      WARD: 4**

**SUBJECT: COST ALLOCATION OF \$3,600 ANNUAL LANDSCAPE MAINTENANCE AT  
CASA BLANCA LIBRARY PLAZA AND VACANT LOT FISCAL YEAR 2018/19**

## **ISSUE:**

Approve the cost allocation for landscape maintenance at Casa Blanca Library Plaza and vacant lot behind the parking lot

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the cost allocation for landscape maintenance at the Casa Blanca Library Plaza and vacant lot for an annual cost of \$3,600 to begin on July 1, 2018; and
2. Direct the Library Director to submit a budget increase request to the City Manager's Office for the next budget cycle.

## **BACKGROUND:**

In 2005, the Casa Blanca Customer Service Center project was led by Riverside Public Utilities (RPU). RPU does not own the Plaza parcel. However, RPU installed the improvements i.e. seating wall, walkways, pergola, landscape, irrigation system, etc. Since then, the landscape maintenance costs have been shared between RPU and the Library Department through a contract administered by the Parks, Recreation and Community Services Department.

RPU pays for the Casa Blanca Customer Service Center parcel and the Waterwise Garden. The Library Department pays for the Casa Blanca Family Learning Center. RPU and the Library share the maintenance costs for the common areas such as the parking lot and Plaza.

## **DISCUSSION:**

Library and RPU staff have discussed the need to memorialize responsibility for landscape maintenance at the Casa Blanca Library Plaza and vacant lot. The Library will assume landscape

responsibility of the Plaza area and the vacant lot in the back of the parking lot area. The annual cost is \$3,600 (Plaza - \$2,400 and vacant lot - \$1,200).

However, since the City Council has recently adopted the 2-year budget (FY 2016/17 and 2017/18), the Library will start with landscape maintenance on July 1, 2018 (FY 2018/19). The Library Department will need to submit a budget increase request to the City Manager's Office for inclusion in the next budget cycle to cover the increase in cost.

The Riverside Public Utilities Manager concurs with this report.

**FISCAL IMPACT:**

Cost allocation to the Fiscal Year 2018/19 budget in the total amount of \$3,600 for the landscape maintenance of the Casa Blanca Library Plaza and vacant lot behind the parking lot.

Prepared by: Tonya Kennon, Library Director  
Certified as to  
availability of funds: Scott G. Miller, PhD, Chief Financial Officer/City Treasurer  
Approved by: Alexander T. Nguyen, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney

**Attachments:**

1. County Assessor Map
2. Map of Area of Responsibility