

## FY 2021/22 Fees and Charges Update; New Library Fees

Finance Department

Budget Engagement Commission

May 13, 2021

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1

## LEGISLATIVE HISTORY

Riverside Municipal Code Chapter 3.30.040 establishes the requirements for the annual Master Fees and Charges Schedule:

*"The City Council shall, at least annually in conjunction with the City annual budget process, receive at a regularly scheduled meeting oral and written presentations concerning fees and charges proposed to be decreased, increased or deleted. At least ten days prior to such public meeting, the City Manager shall make available to the public appropriate data indicating the cost, or estimated cost, required to support the fees and charge for which changes are proposed to be made or fees or charges imposed. The City Manager also shall provide a summary of the present fee and charge schedules and those proposed at such annual public meeting."*

2



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2

## BACKGROUND

Summary of changes to fees and charges approved or pending approval by the City Council action since the last compilation of the Master Fees and Charges Schedule.

Council Approval Date	Department Summary Description	Action Summary	Schedule Page #
05/18/21	Library • Main Library Room Rental	New Fees; Pending approval by City Council	22-23
04/27/21	Police • Tobacco Retail Establishment Permit	New Fee	38
04/13/21	Community and Economic Development • Local Development Mitigation Fee (LDMF)	Increase	11-12
03/16/21	Public Works: Parking Rate and Hour Schedule amended	Revised rates and times to provide for emergency parking programs	56-58
09/01/21	Public Works • Citywide Bike Share Program	Program discontinued as of October 2020	N/A
07/07/20	Parks, Recreation, and Community Services • Fairmount Golf Course • Youth Group Field Lighting • Private Youth Group Field Usage	Increase	31-32 and 34
07/01/89	Finance • Collections Payment Plan • Returned Check (NSF) Processing • Street Vendor Regulation / Permit	Increased by Consumer Price Index (CPI) per Riverside Municipal Code 5.04.300	14



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3

## DISCUSSION

The Master Fees and Charges Schedule includes all fees and charges previously approved by Council action through April 23, 2021 and excludes fees no longer being charged.

### New Fees: Library Department

1. Community room rentals at other library locations Chapter 3.30 of the Riverside Municipal Code (RMC)
2. Existing fees do not capture new spaces at Main Library
  - a) Add Facility Reservation Application, Rules and Regulations, and fees to RMC: Main Library Community Room, 3rd floor Terrace/Quiet Reading Room, Covered Arcade, and Archive



4

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4

## MAIN LIBRARY - PROPOSED FEES

Amenity	Hourly Rate Group 1	Hourly Rate Group 2	Hourly Rate Group 3	Flat Rate	Maximum Occupancy	Deposit	Processing Fee
Community Room and Covered Arcade	\$200	\$250	\$350	N/A	560 - 1,680	\$500	\$25
Community Room	\$105	\$130	\$180	N/A	215	\$500	\$25
Covered Arcade	\$160	\$200	\$280	N/A	560* / 1,200** / 1,680***	\$500	\$25
3 <sup>rd</sup> Fl Quiet Reading Room/Event Terrace	\$105	\$130	\$180	N/A	148	\$500	\$25

\* Tables/chairs only

\*\* Chairs only

\*\*\* Standing only; no furniture <sup>5</sup>

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5

## MAIN LIBRARY - PROPOSED FEES

Amenity	Hourly Rate Group 1	Hourly Rate Group 2	Hourly Rate Group 3	Flat Rate	Maximum Occupancy	Deposit	Processing Fee
Archive Reading Room Off-Hours Events	\$30	\$40	\$55	N/A	22	\$250	\$25
PA System				\$50			
Podium				\$50			
Projector and screen				\$50			
TV/DVD				\$75			
After hours Staff Fee (per employee, minimum 2)	\$40	\$40	\$40				

6



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6

## MAIN LIBRARY - CAPACITY COMPARISON

A comparison of the Orange Terrace Community Rooms and the Main Library Rooms capacity:

Library Rooms	Capacity	Orange Terrace Community Rooms	Capacity
Community Room	216	Grand Ballroom	320
Arcade	560-1,680	Half Grand Ballroom	120
Quiet Reading Room, 3 <sup>rd</sup> floor	168	Meeting Room	8
3 <sup>rd</sup> Floor Terrace	148		
Archive	22		



7

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7

## MAIN LIBRARY - ADDITIONAL REQUIREMENTS

1. Security fees are paid directly to security vendor by Applicant.
2. Alcohol Service is \$125 payable to the City of Riverside.
3. Insurance is the responsibility of the Applicant and the Applicant is responsible for all costs associated with obtaining additional insurance documentation naming the City of Riverside as "Additionally Insured."
4. Staffing fee of \$40 per hour per employee (minimum 2).
5. Catering Fee is no charge.



8

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8

## COMMUNITY ROOM

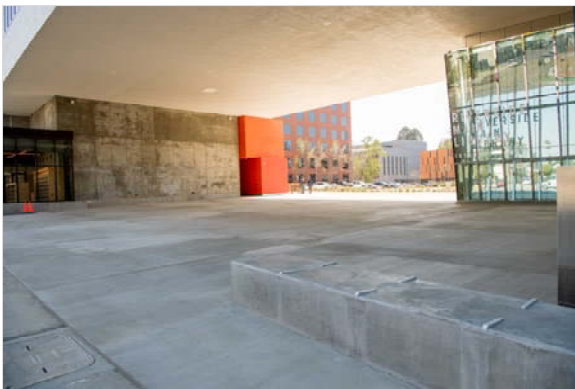


9

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9

## COVERED ARCADE



10

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10

## COMMUNITY ROOM AND COVERED ARCADE



11

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11

## QUIET READING ROOM (3<sup>RD</sup> FLOOR)



12

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12



## TERRACE (3<sup>RD</sup> FLOOR)

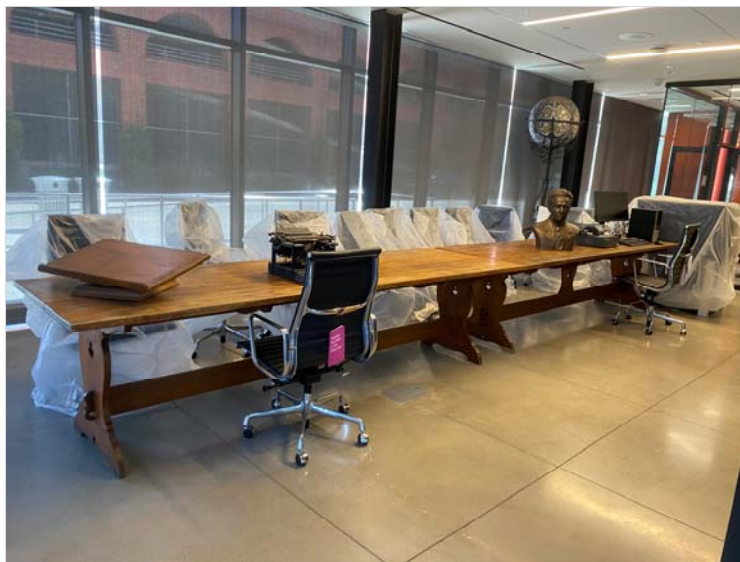


13

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13

## ARCHIVE



14

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14

## RECOMMENDATION

That the Budget Engagement Commission receive an update on fees and charges and recommend the City Council approve new Library Fees and the Fiscal Year 2021/22 Master Fees and Charges Schedule.



15

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