



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 18, 2021

FROM: FINANCE DEPARTMENT WARDS: ALL

SUBJECT: PUBLIC HEARING – FISCAL YEAR 2021/22 MASTER FEES AND CHARGES SCHEDULE; RESOLUTION AMENDING CITY FEES AND CHARGES SCHEDULE PROVIDING FOR FACILITY RENTAL FEES OF THE MAIN LIBRARY

ISSUE:

Receive an update on fees and charges and conduct a public hearing for the resolution amending City Fees and Charges Schedule providing for facility rental fees of the Main Library.

RECOMMENDATION:

That the City Council:

1. Receive an update on Fiscal Year 2021/22 Master Fees and Charges Schedule;
2. Conduct a public hearing for the resolution amending the City Master Fees and Charges Schedule to establish facility rental fees for reservable public space at the Main Library; and
3. Adopt a resolution amending the City Fees and Charges Schedule providing for facility rental fees for reservable public space at the Main Library.

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.”

BACKGROUND:

On an annual basis and in conjunction with the annual budget process, the Budget Office compiles all active and previously approved fees and charges into a single publication titled “Master Fees and Charges Schedule” (Attachment 2). Following City Council review, the updated Schedule is made available to the public via the City’s website at: <https://RiversideCA.gov/Finance/Fees.asp>. If new fees or revisions to existing fees are requested by City departments during this same timeframe, those requests are presented at a public hearing conducted by the City Council; if approved by the City Council, the fees are added to the Master Fees and Charges Schedule.

The following summarizes the changes to fees and charges approved by City Council action since the last compilation of the Master Fees and Charges Schedule. For ease of review, the updates are highlighted in the attached FY 2021/22 Master Fees and Charges publication (Attachment 2).

SUMMARY OF CHANGES TO 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	Increase by Consumer Price Index (CPI) per Riverside Municipal Code 5.04.300	14

The annual Master Fees and Charges publications are available to the public at the Finance Department website (<https://riversideca.gov/finance/fees.asp>). Changes approved by the City Council during the fiscal year are listed on the website and incorporated into the next annual publication.

DISCUSSION:**New Library Fees**

The Library currently has fees for community room rentals at other library locations as listed in the following table and in Chapter 3.30 of the Riverside Municipal Code. The existing fees do

not capture the new reservable public spaces located at the Main Library that will be available for rent once the Main Library is completed and open to the public.

Chapter 3.30 of the Riverside Municipal Code		
5101	LIBRARY ROOM RENTAL	
	Reservation (non-refundable)	\$ 20.00
	Cleaning Fee - Required if refreshments are served and/or use of craft materials	\$ 20.00
	Group 1 - Qualified Non-Profits, governmental agencies, public schools, Friends and Foundation, and Riverside Public Library sponsored groups)	No Charge
	Group 2 - agencies not identified in Group 1 and organizations charging an entrance fee to the event	\$ 100.00

On April 12, 2021, the Board of Library Trustees, with five members present, discussed the facility application, rules and regulations and fees. Following discussion, the five members of the Board of Library Trustees unanimously approved the facility fees and recommended that the City Council consider adding the fees to the Riverside Municipal Code.

The Budget Engagement Commission is scheduled to hear this matter at their meeting on May 13, 2021.

The Library Department is seeking City Council approval to add the Facility Reservation Application, Rules and Regulations, and fees for the Main Library's Community Room and Covered Arcade, Main Community Room, Main Covered Arcade, Multi-Purpose Room / Event Terrace, and Archive Reading Room.

Itemized proposed fees include:

Main Library Room Rental	
Reservation processing fee (non-refundable)	\$ 25.00
PA System (flat rate)	\$ 50.00
Podium (flat rate)	\$ 50.00
Projector and Screen (flat rate)	\$ 50.00
TV/DVD (flat rate)	\$ 75.00
After Hours Staff Fee (per employee, 2 minimum; \$40 per hour per employee)	\$ 40.00
Alcohol Service (Alcoholic Beverage Control License required)	\$ 125.00

Community Room and Covered Arcade	
Deposit	\$ 500.00
Group 1 – Non-Profit Organization within City limits and Riverside Public Schools (per hour)	\$ 200.00
Group 2 – City of Riverside residents, for-profit organizations within City limits, and non-profit organizations outside of City limits (per hour)	\$ 250.00
Group 3 – Non-Residents and for-profit organizations located outside City limits (per hour)	\$ 350.00

Main Community Room	
Deposit	\$ 500.00
Group 1 – Non-Profit Organization within City limits and Riverside Public Schools (per hour)	\$ 105.00
Group 2 – City of Riverside residents, for-profit organizations within City limits, and non-profit organizations outside of City limits (per hour)	\$ 130.00
Group 3 – Non-Residents and for-profit organizations located outside City limits (per hour)	\$ 180.00

Main Covered Arcade	
Deposit	\$ 500.00
Group 1 – Non-Profit Organization within City limits and Riverside Public Schools (per hour)	\$ 160.00
Group 2 – City of Riverside residents, for-profit organizations within City limits, and non-profit organizations outside of City limits (per hour)	\$ 200.00
Group 3 – Non-Residents and for-profit organizations located outside City limits (per hour)	\$ 280.00

Multi-Purpose Room / Event Terrace	
Deposit	\$ 500.00
Group 1 – Non-Profit Organization within City limits and Riverside Public Schools (per hour)	\$ 105.00
Group 2 – City of Riverside residents, for-profit organizations within City limits, and non-profit organizations outside of City limits (per hour)	\$ 130.00
Group 3 – Non-Residents and for-profit organizations located outside City limits (per hour)	\$ 180.00

Archive Reading Roof (Off Hour Events Only)	
Deposit	\$ 250.00
Group 1 – Non-Profit Organization within City limits and Riverside Public Schools (per hour)	\$ 30.00
Group 2 – City of Riverside residents, for-profit organizations within City limits, and non-profit organizations outside of City limits (per hour)	\$ 40.00
Group 3 – Non-Residents and for-profit organizations located outside City limits (per hour)	\$ 55.00

The Library Department reviewed the Parks, Recreation and Community Services Facility Rental Application, Rules and Regulations, and fees and determined the fees are reasonable for the capacity for each space at the Main Library. A comparison of the square footage for the

Orange Terrace Community Rooms and the Main Library Rooms is listed below. The Library took into consideration the square footage, capacity, and amenities available in the new spaces and determined they were similar to the Tier 1 Parks, Recreation and Community Services facilities fees. The Library reduced the rental fee price slightly to provide equity in the pricing since the Library does not provide the facility set-up services the Parks, Recreation and Community Services Department provides.

Main Library Rooms	Capacity	Orange Terrace Community Rooms	Capacity
Community Room and Covered Arcade	560 – 1,680	Grand Ballroom (Full)	320
Main Community Room	215	Grand Ballroom (Half)	120
Main Covered Arcade	560 – 1,680	Meeting Room	8
Multi-Purpose Room / Event Terrace	148 – 168*		
Archive Reading Room (Off Hours Only)	22		

* Considered an assembly space and its Occupant Load (square feet per person) is seven. The room is 1,174 square feet, so 1,174 square feet/7square foot per person ratio results in a total room occupancy of 168. Calculations were completed with the assumption no furniture is in the room since the space is flexible.

The Main Covered Arcade on the ground floor plaza can have an arrangement of chairs, not fixed, for a maximum capacity of 1,200. Standing space only, with no furniture, is a maximum capacity of 1,680. If tables and chairs are being used and not fixed, then the maximum capacity is 560.

Library staff is not responsible for set-up or clean-up of events. The Facility Rental Application (Attachment 4) includes additional costs to the applicant for the following:

1. Required security fees are paid directly to the security vendor. The applicant is required to provide a security contract and paid invoice to Riverside Public Library prior to the rental date;
2. Alcohol Service is a fee of \$125 payable to the City of Riverside. An Alcoholic Beverage Control license will be required if alcohol is sold or if admission is charged at the event;
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. Staffing requirements are determined by the Riverside Public Library Director. All events will require a minimum of two staff onsite; and
5. Catering Fee is no charge, but outside caterers must be licensed and insured.

FY 2021/22 Master Fees and Charges Schedule

The Proposed FY 2021/22 Master Fees and Charges Schedule (Attachment 2) includes all fees and charges previously approved by Council action or proposed for approval through April

27, 2021, and excludes fees no longer being charged. The proposed Schedule and public hearing will be presented to the City Council on May 18, 2021. Following Council adoption on May 18, 2021, the FY 2020/21 Master Fees and Charges Schedule inclusive of all fees and charges approved to date will be published on the City's website.

FISCAL IMPACT:

Fees and charges are intended to offset the cost of providing the services rendered; however, the actual recovery of costs varies per fee. In FY 2021/22, the City will conduct a comprehensive review of fees and charges to assess the current cost of service and recommend updates to the existing fees.

The fiscal impact of the proposed room rental fees at the Main Library is dependent upon rental volume. Revenue generated from the new fees will be recorded in the General Fund and help to offset the operating costs of the Library.

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Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Moises Lopez, Deputy City Manager
Approved as to form: Kristi J. Smith, Interim City Attorney

Attachments:

1. Resolution
2. Resolution Exhibit "A": FY 2021/22 Proposed Master Fees & Charges Schedule
3. Proposed Main Library Fees
4. Draft Library Facility Reservation Application and Rules and Regulations
5. Board of Library Trustees Draft Minutes April 12, 2021
6. Presentation