



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

Finance Department

City Council  
May 18, 2021

RiversideCA.gov

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



RiversideCA.gov

2

## BACKGROUND

Summary changes to fees and charges approved 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	Decrease and amended hour schedule	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 RMC 5.04.300	14



3

RiversideCA.gov

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
  - Add Facility Reservation Application, Rules and Regulations, and fees for Main Library's Community Room and Covered Arcade, Main Community Room, Main Covered Arcade, Multi-Purpose Room / Event Terrace, and Archive Reading Room



4

RiversideCA.gov

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		560 - 1,680	\$500	\$25
Main Community Room	\$105	\$130	\$180		215	\$500	\$25
Main Covered Arcade	\$160	\$200	\$280		560* / 1,200** / 1,680***	\$500	\$25
Multi-Purpose Room / Event Terrace	\$105	\$130	\$180		148	\$500	\$25

\* Tables/chairs only

\*\* Chairs only

\*\*\* Standing only; no furniture 5



RiversideCA.gov

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 Only)	\$30	\$40	\$55		22	\$250	\$25
PA System				\$ 50			
Podium				\$ 50			
Projector and screen				\$ 50			
TV/DVD				\$ 75			
Alcohol Service				\$125			
After hours Staff Fee (per employee, minimum 2)	\$40	\$40	\$40				

6



RiversideCA.gov

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



7

RiversideCA.gov

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. Alcohol Beverage Control (ABC) license is required if alcohol is sold or if admission is charged
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.
6. Library staff is not responsible for set-up and clean-up of events.



8

RiversideCA.gov

8

## COMMUNITY ROOM AND COVERED ARCADE



9

RiversideCA.gov

9

## MAIN COMMUNITY ROOM



10

RiversideCA.gov

10

## MAIN COVERED ARCADE



11

RiversideCA.gov

11

## MULTI-PURPOSE ROOM



12

RiversideCA.gov

12



## EVENT TERRACE



13

RiversideCA.gov

13

## ARCHIVE READING ROOM



14

RiversideCA.gov

14

## 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's Master Fees and Charges Schedule to establish facility rental fees for reservable public space located at the Main Library; and
3. Adopt a resolution amending the City's Fees and Charges Schedule providing for facility rental fees for reservable public space located at the Main Library.



15

[RiversideCA.gov](http://RiversideCA.gov)