



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 19, 2026

FROM: FINANCE DEPARTMENT WARDS: ALL

SUBJECT: PROPOSED FISCAL YEAR 2026/27 MASTER FEES AND CHARGES SCHEDULE AND REVISE RIVERSIDE MUNICIPAL CODE TO APPLY ANNUAL CONSUMER PRICE INDEX INFLATOR – SET PUBLIC HEARING

ISSUE:

Receive and provide input on proposed Fiscal Year 2026/27 Master Fees and Charges Schedule and set a public hearing for the adoption of the proposed Fiscal Year 2026/27 Master Fees and Charges and revise the Riverside Municipal Code to include an annual fees and charges inflator based on the Consumer Price Index.

RECOMMENDATIONS:

That the City Council:

1. Receive and provide input on the Fiscal Year 2026/27 Master Fees and Charges Schedule;
2. Receive and provide input on the revision of the Riverside Municipal Code to apply an annual inflator to the fees and charges based on the Consumer Price Index; and
3. Set a public hearing to occur on June 23, 2026, for the adoption of the proposed user fees and charges and resolution amending the Fiscal Year 2026/27 Master Fees and Charges Schedule and proposed municipal code changes.

LEGISLATIVE HISTORY

The State Constitution provides the authority for cities to impose user and regulatory fees for services and activities; however, the fees may not exceed the estimated reasonable cost of providing the service or performing the activity.

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 Council review in June, 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.

In 2023, the City initiated a comprehensive update to its user fees and charges based on a cost-of-services study conducted by MGT of America Consulting, LLC (MGT). This resulted in a citywide update to most fees adopted by the City Council in June 2024. At that time, development-related fees were not included in the update, as further analysis was needed to ensure appropriate fee levels.

On April 22, 2025, the City Council approved updated development-related fees and charges for the city departments of Public Works, Community & Economic Development, and Parks, Recreation and Community Services, based on the cost study performed by MGT. The City Council also approved targeted adjustments to Refuse fees, Police fees, Parking Bail fees, and the Transportation Uniform Mitigation Fee Program.

These costs studies serve as the foundation for the current fee and charge levels and used FY 23/24 estimated costs as the basis for the fee levels.

DISCUSSION:

The Proposed FY 2026/27 Master Fees and Charges Schedule (Attachment 2) include all fees and charges previously approved by Council action through September 16, 2025. The proposed fees and charges incorporate a recommended increase to most fees and charges based on Consumer Price Index, rounds fees to account for federal policy to discontinue penny production, and other departmental requested adjustments.

Consumer Price Index (CPI) Increase

In order to have fees and charges keep pace with rising city costs, staff propose changes to the Riverside Municipal Code that would require the Finance Department to recommend CPI increases for fees and charges as part of the required annual adoption by City Council. The annual increase will be based on the CPI for the Riverside-San Bernardino-Ontario region or according to a comparable measure of inflation as determined by the city’s Finance Director and rounded to the nearest dollar unless a different rounding is otherwise specified. The Fiscal Year

2026-27 Fees and Charges would have a CPI increase of approximately 5.7%. Exceptions to CPI increases would include, but not be limited to, fees set by outside agencies and fees that departments identified could potentially have a significant negative effect on the demand of the service.

Rounding Adjustments

The U.S. Treasury discontinued penny production on November 12, 2025. Although pennies remain legal tender, banks will no longer replenish penny inventory. Staff recommend adjusting fees and charges to the nearest dollar for most fees, with some fees to be rounded to the nearest nickel. Staff incorporated this rounding as part of the recommended CPI adjustments. However, there are some fees, such as building permit and inspection fees that are calculated based on square feet of projects that still maintain pennies as part of the methodology. There are other fees that charge actual costs, which may include pennies. In cases where pennies are still included in the master fees and charges schedule, staff request authority to round the final payment to the nearest nickel or dollar, whichever is more practical. The timeline to implement this rounding for fees and charges that maintain pennies is contingent on changes to the city's various payment processing systems and will be implemented at the earliest time possible. The Finance Department finds that rounded fees continue to fall within the range of estimated reasonable costs of providing services.

Department Changes

The Fiscal Year 2026-27 Master Fees and Charges schedule includes recommended revisions to the City Clerk, Fire, Parks, Recreation and Community Services, and Public Works Departments, as summarized below.

City Clerk

The addition of two new fee categories and eight new fees. The Notary Services fee category will be added with seven new fees related to services that will be provided by the City Clerk. The recommended fee levels align with amounts identified in Government Code 8211 and are projected to cover estimated reasonable costs of providing the service. Public Records fee category will be added with one new fee for the Public Records Duplication Fee or Statutory Fee (per page).

New Service Fee	Fee Description	Proposed Fee (2026/27)
Office of the City Clerk		
Public Records Duplication Fee or Saturator Fee (Per Page)	Fixed Fee	\$0.15
Notary Service Fees		
Acknowledgements Per Signature	Fixed Fee	\$15.00
Oath Confirmation (Per Person)	Fixed Fee	\$15.00
Jurats	Fixed Fee	\$15.00
Deposition Services - All services rendered in connection with taking a deposition	Fixed Fee	\$30.00
Deposition Services - Administering Oath to the witness	Fixed Fee	\$7.00
Deposition Services - Certificate of Deposition	Fixed Fee	\$7.00

New Service Fee	Fee Description	Proposed Fee (2026/27)
Power of Attorney Certifying Copy of power of attorney under Probate Code Section 4307	Fixed Fee	\$15.00

Fire Department

The Fire Department has implemented a late payment penalty structure for Defensible Space Inspection/Re-inspection fees and Fire Safety Inspections. The purpose of this update is to improve timely payment compliance, reduce administrative follow-up efforts, and support the collection of outstanding balances associated with inspection services.

New Service Fee	Fee Description	Proposed Fee (2026/27)
Fire Department		
Defensible Space Inspection/Reinspection		
Late Fee - 30 Days	% of base fee	20%
Late Fee - 60 Days	% of base fee	40%
Late Fee - 90 Days	% of base fee	60%
Fire Safety Inspection		
Late Fee - 30 Days	% of base fee	20%
Late Fee - 60 Days	% of base fee	40%
Late Fee - 90 Days	% of base fee	60%

Parks Recreation and Community Services Department

The Parks Recreation and Community Services Department has added 19 new fees and deleted 26 existing fees as shown in the charts below.

New fees are included in the Recreation, Rentals and the Bourns Youth Innovation Center categories.

New Service Fee	Fee Description	Proposed Fee (2026/27)	Reason
Parks, Recreation, & Community Services			
Recreation			
Adult Sports Programs			New fees are being added to reflect the Department's expansion into emerging sports and recreational programming, ensuring appropriate cost
Adult Volleyball	Fixed Fee	\$220.00	
Adult Boxing Club	Fixed Fee	\$30.00	
Challenged Citizen Activities			
Skills Adaptive Programming - Social	Fixed Fee	\$20.00	
Adaptive Programming - Dance	Fixed Fee	\$18.00	
Adaptive Programming - Fitness/Sports	Fixed Fee	\$60.00	

New Service Fee	Fee Description	Proposed Fee (2026/27)	Reason
Day Camp and Other Youth Class Programs			recovery for new offerings.
Little Totters Camp (monthly)	Fixed Fee	\$95.00	
Youth City Activities			
Afterschool Program - Participant/School Pick-up	Fixed Fee	\$30.00	
Youth Sports Programs			
Youth Volleyball	Fixed Fee	\$75.00	
Little Explorers	Fixed Fee	\$95.00	
Senior Citizens Programs			New fees are being introduced to align with updated programming offered through Eldertainment and other enhanced senior services.
Senior Eldertainment	Fixed Fee	\$10.00	
Senior Social Enrichment	Fixed Fee	\$10.00	
Rentals			
Use of Other Department Facilities			A half-field rental fee is being added to reflect current reservation practices. This will improve customer service by allowing organizations to reserve space based on actual needs and usage.
Half Field No Lights	Hourly Fee	\$52.00	
Half Field Lights	Hourly Fee	\$72.00	
Bourns Family Youth Innovation Center			
Residents Military Membership	Fixed Fee	\$20.00	A reduced membership fee is being introduced for military personnel in response to increased demand and to recognize their service.
Non Residents Military Membership	Fixed Fee	\$30.00	
Youth City Activities			A revised, more flexible fee structure is being implemented to support the addition of new programs without requiring ongoing updates to the fee schedule.
STEAM Based Classes	Fixed Fee	\$75.00	
STEAM Based Camps	Fixed Fee	\$150.00	
Trade & Specialty Classes	Fixed Fee	\$50.00	
Video & Music Classes	Fixed Fee	\$75.00	

Department\Deleted Service Fee	Current Fee	Reason
Parks, Recreation and Community Services		
Recreation		
Senior Computer Class	No Charge	Fees are being removed to align with the Department's current and planned programming model titled Eldertainment
Senior ESL Class	No Charge	
Senior Arts Program	No Charge	
Senior Special Events - Major	\$26.00	
Senior Special Events - Minor	\$11.00	
Boathouse Rentals Group Discount	20%	Operations are through a concessionaire - Under this new structure, the concessionaire is responsible for the day-to-day operations, maintenance, staffing, and customer service associated with the boathouse.
Weekday 9 Holes Twilight Golf	\$11.75	The standalone tournament fee is no longer needed, and twilight rates are being eliminated for both weekdays and weekends, as current pricing is already competitively set.
Weekday 18 Holes Twilight Golf	\$17.00	
Weekend 9 Holes Twilight Golf	\$12.75	
Weekend 18 Holes Twilight Golf	\$18.00	
Adult Group Field Lighting Penalty Per Hour Per Field	\$29.50	Existing penalty fees are being removed and replaced with a revised structure that charges at a higher hourly rate. This adjustment strengthens enforcement, promotes compliance, and ensures cost recovery for improper use.
Youth Group Field Lighting Penalty Per Hour Per Field	\$39.00	
Private Youth Group Field Lighting Penalty Per Hour Per Field	\$29.75	
Security Deposit if rental is less than \$50	\$36.25	Specific processing fees and deposits are being removed to maintain consistency across all Department facilities.
Security Deposit if rental more than \$50	\$361.25	
Experiment Tuesday's	\$65.00	Individual Programs-specific fees are being removed to allow for greater flexibility in program development. A more general fee structure will be implemented at equivalent rate levels, reducing the need for frequent updates when introducing new activities.
Intro to Tinkercad	\$83.00	
Chemistry for Kids	\$77.00	
Space Club	\$75.00	
STEAM Club	\$75.00	
Homeschool Adventures	\$102.00	
Intro to Sewing	\$75.00	
Robotics for Kids	\$75.00	
Beginning Music Production	\$75.00	

Department\Deleted Service Fee	Current Fee	Reason
Intro to Open Broadcast	\$75.00	
Web Design	\$75.00	

Public Works Animal Services

Public Works Animal Services has added two fees and deleted one related to animal traps. The revisions are to align fees with the County of Riverside Department of Animal Services.

New Service Fee	Fee Description	Proposed Fee (2026/27)
Public Works		
Animal Services		
Lost or Destroyed Cat Traps	Fixed Fee	\$73.00
Lost or Destroyed Dog Traps	Fixed Fee	\$355.00

Department\Deleted Service Fee	Current Fee	Reason
Public Works		
Animal Services		
Lost or Destroyed Traps	\$90.00	In accordance with County of Riverside Animal Services Fees

Public Works Parking Bail

Public Works has added a late fee structure for Parking Bail ranging between \$23 and \$100. The attached schedule notes recommended late fee levels per parking bail violation.

Public Works Refuse

The Public Works Refuse Division has added a new Contamination Fee in Recycling/Organics within the Residential Solid Waste category to address repeated contamination of trash, recycling or organics carts. This fee will be assessed upon the third documented instance of contamination occurring on separate collection dates and across applicable categories, including the presence of non-recyclable materials, improper disposal in organics carts, or other violations of established sorting guidelines. The added fee is intended to promote proper waste-sorting practices, reduce operational costs, improve the quality of collected materials, and support compliance with state and local waste-diversion mandates, including the requirements of SB 1383, thereby enhancing the overall efficiency and long-term sustainability of the City's solid waste programs.

New Service Fee	Fee Description	Proposed Fee (2026/27)
Public Works		
Refuse		
Residential		

Contamination Fee in Recyclng/Organics Container for Three or More Collection Dates	Fixed Fee	\$49.00
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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. Staff estimate approximately an increase of General Fund revenue of approximately \$862,000 associated with recommended CPI increases, which are included in the proposed FY 2026-2028 biennial budget. Fiscal impact of new fees are unknown given that there is no baseline level of data to determine anticipated volume.

Prepared by: Gabriella Garcia, Principal Management Analyst
 Approved by: Sergio Aguilar, Deputy Finance Director

Certified as to
 availability of funds: Julie Nemes, Interim Finance Director
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/
 City Treasurer
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. FY 2026/27 Proposed Master Fees & Charges Schedule
2. Comparison of FY 2026/27 Proposed and Fiscal 2025/26 Fees and Charges
3. Presentation