

## CITY OF REDONDO BEACH

### Budget Response Report #22

June 9, 2020

#### Question:

*What organizations use City meeting rooms at no charge and what is the value of their use?*

#### Response:

For at least ten years, the Redondo Beach Chamber of Commerce and the North Redondo Beach Business Association have held meetings in Library meeting rooms on a regular basis, and, in accordance with the Library room policy, have not been charged for the rooms due to City staff regularly attending the meetings. Neither group has used the meeting rooms since the Library closed in March due to COVID-19.

The Redondo Beach Chamber of Commerce has historically met once monthly in the large meeting room at the Main Library, typically from 7:30 a.m. until 10:00 a.m. on a Wednesday morning, when the Main Library is closed to the public. The value of this meeting room booking is approximately \$3,840.00 annually if charged the non-profit rate as shown below.

|                 |   |
|-----------------|---|
| \$ 15.00        | charge to reserve room                                |
| \$ 175.00       | fee for a non-profit, City based organization         |
| \$ 100.00       | set up assistance fee                                 |
| <u>\$ 30.00</u> | refreshment fee                                       |
| \$ 320.00       | per meeting – ( $\$320 \times 12 = \$3,840$ annually) |

The North Redondo Beach Business Association meets once a month in the meeting room at the North Branch Library, typically from 7:30 am – 9:30 am, when the North Branch is closed to the public. The value of this meeting room booking is approximately \$3,420.00 annually.

|                 |   |
|-----------------|---|
| \$ 15.00        | charge to reserve room                                |
| \$ 140.00       | fee for a non-profit, City based organization         |
| \$ 100.00       | set up assistance fee                                 |
| <u>\$ 30.00</u> | refreshment fee                                       |
| \$ 285.00       | per meeting – ( $\$285 \times 12 = \$3,420$ annually) |

A limited number of other outside organizations use the Library meeting rooms without charge due to the City's participation through the applicable Board of Directors (e.g. SBCCOG) or when City staff is involved. However, these groups do not meet at the library on a regular basis.

In 2019, these meetings included the following:

South Bay Aerospace Alliance reserved the large meeting room at the Main Library from 10:00 am – 12:00 pm on January 8, May 7, July 9, September 10, and November 5.

|                  |  |
|------------------|--|
| \$ 15.00         | charge to reserve room   |
| \$ 80.00         | fee for a non-profit, City based organization, during open hours at \$40.00 per hour x 2 hours |
| <u>\$ 100.00</u> | set up assistance fee  |
| \$ 195.00        | fee per meeting (\$195.00 x 5 = \$975.00 annually)   |

The Redondo Beach Round Table reserved the small conference room at the Main Library from 7:30 am – 9:00 am on January 24, April 25, May 23, July 25, August 22, October 24, and November 21.

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|-----------------|--|
| \$ 15.00        | charge to reserve room   |
| <u>\$ 60.00</u> | fee for a non-profit, City based organization, during closed hours at \$40.00 per hour x 1 ½ hours |
| \$ 75.00        | fee per meeting (\$75.00 x 7 = \$525.00 annually)  |

SBCCOG reserved the large meeting room at the Main Library from 3:00 pm – 9:00 pm on July 25.

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| \$ 15.00         | charge to reserve room   |
| \$ 200.00        | fee for a non-profit, City based organization, during open hours at \$40.00 per hour x 5 hours |
| \$ 70.00         | fee for a non-profit, City based organization during closed hours at \$70.00 per x 1 hour      |
| <u>\$ 100.00</u> | set up assistance fee  |
| \$ 385.00        | fee per meeting (one-time cost)  |

SBCCOG reserved the large meeting room at the Main Library from 2:30 pm – 5:30 pm on September 4.

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|------------------|--|
| \$ 15.00         | charge to reserve room   |
| \$ 120.00        | fee for a non-profit, City based organization, during open hours at \$40.00 per hour x 3 hours |
| <u>\$ 100.00</u> | set up assistance fee  |
| \$ 235.00        | fee per meeting (one-time cost)  |

SBCCOG reserved the large meeting room at the Main Library from 4:00 pm – 9:00 pm on October 24.

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| \$ 15.00         | charge to reserve room   |
| \$ 160.00        | fee for a non-profit, City based organization, during open hours at \$40.00 per hour x 4 hours |
| \$ 70.00         | fee for a non-profit, City based organization during closed hours at \$70.00 per x 1 hour      |
| <u>\$ 100.00</u> | set up assistance fee  |
| \$ 345.00        | fee per meeting (one-time cost)  |

SBCCOG reserved the large meeting room at the Main Library from 11:00 am – 2:00 pm on December 4.

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| \$ 15.00         | charge to reserve room   |
| \$ 120.00        | fee for a non-profit, City based organization, during open hours at \$40.00 per hour x 3 hours |
| <u>\$ 100.00</u> | set up assistance fee  |
| \$ 235.00        | fee per meeting (one-time cost)  |

The Housing Rights Center reserved the large meeting room at the Main Library from 5:30 pm– 7:30 pm on April 24 and from 5:00- 7:00 on May 2.

|                 |  |
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| \$ 15.00        | charge to reserve room   |
| <u>\$ 80.00</u> | fee for a non-profit, City based organization, during open hours at \$40.00 per hour x 2 hours |
| \$ 95.00        | fee per meeting (\$95.00 x 2=\$190.00 annually)  |

The midyear estimates for meeting room revenue in FY19-20 was \$4,700.00 and the Library has collected \$4,432.00 before closing in March due to COVID-19. The below chart shows the breakdown of meeting revenue collected this fiscal year.

|                           |            |
|---------------------------|------------|
| PROCTORING FEES           | 150.00     |
| BOOKING FEES              | 195.00     |
| REFRESHMENT FEES          | 120.00     |
| CANCELLATION FEES         | 75.00      |
| EQUIPMENT FEES            | 50.00      |
| CITY BASED/NON-PROFIT     | 320.00     |
| CITY BASED/FOR PROFIT     | 475.00     |
| NON-CITY BASED/NON-PROFIT | 510.00     |
| NON-CITY BASED/FOR-PROFIT | 2,537.00   |
| TOTAL                     | \$4,432.00 |