

APPROVED  
JUN 15 2011

REPORT OF GENERAL MANAGER

NO. 11-190

DATE June 15, 2011

BOARD OF RECREATION  
and PARK COMMISSIONERS

C. D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FINANCE-ESTABLISHMENT OF ACCOUNT IN FUND 302 FOR DEPOSIT OF FEES FROM COMMUNITY GARDENS OPERATED UNDER PERMITS OR AGREEMENTS.

R. Adams _____	K. Regan _____
H. Fujita _____	M. Shull _____
*V. Israel <u>JH</u>	N. Williams _____

[Signature]  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board authorize the Department's Chief Accounting Employee to establish an account and subaccounts in Department 89 Fund 302 for deposit of annual fees and utility reimbursements received from organizations which operate Community Gardens independently pursuant to permits or agreements with the Department and in conformance with the Schedule of Rates and Fees.

SUMMARY:

On May 4, 2011, the Board adopted a new "Community Operated Open Spaces" Policy and guidelines for Department-operated gardens, which set revised fees for gardens and provided specific actions for each community garden on park property (Board Report No. 11-121). In relation to community-operated Community Gardens, the Rate and Fee schedule re-aligned the collection of community garden fees to the start of the Department's fiscal year, July 1<sup>st</sup>, with fees to be then paid semi-annually going forward. Three fee ranges were established based on the number of plots in the Community Garden. In the five Community Gardens where separate utility billing direct to the organization is not yet in place, reimbursement for utilities must also be made to the Department.

The first collection of fees will occur on July 1, 2011. Since the collection of fees and reimbursements from community-operated Community Gardens will be an on-going, long term process, establishing a separate account will allow transparency and ease of tracking payments made by organizations authorized to operate Community Gardens.

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FISCAL IMPACT STATEMENT:

Establishing an account for receipt of Community Garden-related payments has no direct impact on the Department's General Fund.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.