REPORT OF GENERAL MANAGER

JUN 1 5 2011

NO. 11-190

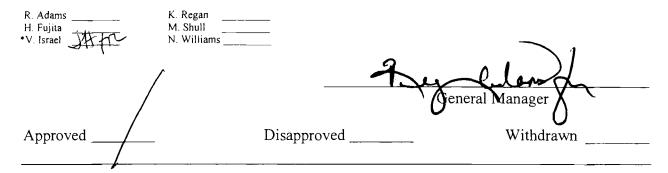
DATE June 15, 2011

OARD OF RECREATION and PAPK 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.



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 1st, 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.