



# Agenda Item

300 E. Chapman Avenue  
Orange, CA 92866

## City Council

Item #: 3.12.

4/13/2021

File #: 20-353

**TO:** Honorable Mayor and Members of the City Council

**THRU:** Rick Otto, City Manager

**FROM:** Bonnie Hagan, Assistant City Manager / Community Services Director

### 1. SUBJECT

Appropriation of \$19,490 in revenue from community garden plot leases and user group sports field maintenance and renovation reimbursements.

### 2. SUMMARY

Invoiced and collected revenues are recommended to be appropriated for community garden maintenance and sports field maintenance and renovation.

### 3. RECOMMENDED ACTION

1. Accept into the City's revenue budget \$19,490 in community garden plot fees and user group maintenance reimbursements into the following accounts:
  - \$ 3,343 - 100.7001.44210.20227, General Fund - Garden Plots
  - \$16,147 - 100.7022.42480.00000, General Fund - User Group Maintenance Fees
2. Authorize the appropriation of \$3,343 into expenditure account number 100.7001.51700.20227, General Fund - Garden Plots.
3. Authorize the appropriation of \$16,147 into expenditure account number 100.7022.51424.00000, General Fund - User Group Maintenance.

### 4. FISCAL IMPACT

The revenue received funds the requested appropriations.

### 5. STRATEGIC PLAN GOALS

Goal 3: Enhance and promote quality of life in the community

- a: Refurbish, maintain, develop and/or expand public use places and spaces.

### 6. DISCUSSION AND BACKGROUND

#### Community Garden Lease Revenue

The City owns and operates a 48 plot community garden located at 254 North Main Street. Registered community members pay an annual lease fee of \$75 per plot to cover the cost of utilities, maintenance, and repairs of the community garden. Lease revenue of \$3,525 collected for 2021, combined with a forfeited deposit of \$100, minus administrative costs of 8% of lease revenues (\$282) totals \$3,343. This amount is available for appropriation to cover garden costs.

#### Sports Field Maintenance and Renovation Reimbursement

The Community Services Department developed a cooperative program with ongoing youth sports groups to fund annual maintenance and renovation of sports fields, based on significant wear resulting from repetitive use. After each season, the City contracts for the renovation work to bring fields back to pre-season standards. User groups reimburse the City based on a formula for multi-use fields, or actual amounts for work performed on a single-user field. This process allows for equitable contributions by each user group and avoids any potential liability issues that may arise from unauthorized contractors doing work on City property.

The City billed a total of \$13,150 to South Sunrise Little League for field renovations at McPherson Athletic Facility. The associated renovations were completed last Fiscal Year; however, the City recently received the invoice from the maintenance contractor. Staff subsequently billed South Sunrise Little League for the requested renovations. South Sunrise Little League remitted the full amount to the City on February 1, 2021. Staff is requesting the appropriation of this amount to the associated expenditure account.

The City also billed a total of \$2,870 to South Sunrise Little League for pitching mound maintenance at the McPherson Athletic Facility. The associated renovations were completed earlier this calendar year and the City invoiced the user group for the work on February 24, 2021.

Additionally, the City began charging a Field Preparation fee to specified field renters this Fiscal Year. To date, the City has collected one Field Preparation fee in the amount of \$127. Staff is requesting the appropriation of this amount to the associated expenditure account.

### Summary of Revenue Sources

The total appropriation request is \$19,490.

<u>Revenue Source</u>	<u>Total Collected</u>	<u>Location</u>
Garden Plot Leases and Deposits	3,343	Community Garden
South Sunrise Little League	13,150	McPherson Athletic Facility
South Sunrise Little League	2,870	McPherson Athletic Facility
Field Preparation Fee	127	El Modena
<b>TOTAL</b>	<b>\$19,490</b>	

## 7. ATTACHMENTS

- None