

APPROVED

JUNE 18 2020

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 20-097

DATE June 18, 2020

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESOLUTIONS FOR FISCAL YEAR 2020-2021 FOR REIMBURSEMENT AND/OR ADVANCES FOR PETTY CASH AND EXPENSES, AND REFUNDS

AP Diaz, H. Fujita, V. Israel, S. Pina-Cortez, C. Santo Domingo, *N. Williams (with handwritten 'now' next to name)

Handwritten signature of Nando Williams, General Manager

Approved X Disapproved Withdrawn

RECOMMENDATIONS

Adopt the Resolutions set forth in the Summary of this Report (Resolutions) in order to provide reimbursements, advances and refunds as more fully set forth in this Report and the Resolutions.

SUMMARY

Pursuant to the City of Los Angeles Charter, Section 591 (b), the Board of Recreation and Park Commissioners (Board) has the power to control, appropriate, and expend all money in the Recreation and Parks Fund. In order to provide authorities for certain types of expenditures from the Recreation and Parks Fund for the Fiscal Year ending June 30, 2021, staff recommends that the Board adopts the following Resolutions:

BE IT RESOLVED, that authority is hereby granted to reimburse from the Petty Cash Fund in the Department of Recreation and Parks for reimbursements of petty cash made to officers and employees of the Department of Recreation and Parks entitled the same during the Fiscal Year ending June 30, 2021.

BE IT RESOLVED, that authority is hereby granted to advance to or to reimburse officers and employees of the Department of Recreation and Parks for traveling and personal expenses incurred in connection with their official duties for the Fiscal Year ending June 30, 2021.

BE IT RESOLVED, that authority is hereby granted to reimburse officers and employees of the Department of Recreation and Parks for carfare, telephone, mileage, parking, and transportation expenses incurred in connection with their official duties for the Fiscal Year ending June 30, 2021.

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BE IT RESOLVED, that authority is hereby granted to the General Manager of the Department of Recreation and Parks to make refunds on the Recreation and Parks fund to persons entitled to the same during the Fiscal Year ending June 30, 2021.

BE IT RESOLVED, that the General Manager of the Department of Recreation and Parks is hereby authorized to incur and to be reimbursed for such miscellaneous work-related expenditures as may be necessary in the course of conducting Department of Recreation and Parks business for taxi fares, parking fees, and other job related expenses in the amount not to exceed Two Thousand Dollars (\$2,000.00) for the Fiscal Year ending June 30, 2021.

BE IT FURTHER RESOLVED, that all expenditures for which reimbursement, advances and/or refunds are authorized under these Resolutions shall be properly vouched on regular City accounting forms by the General Manager of the Department of Recreation and Parks and certified by the Chief Accounting Employee.

FISCAL IMPACT

There is minimal fiscal impact to the Department of Recreation and Parks' General Fund for these reimbursements, advances and refunds because most of these expenditures come from special funds.

STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP's Strategic Plan by supporting:

Goal No. 7: Maintain a Diverse and Dynamic Workforce

Result: Development and retention of a workforce that meets the park system's public service and management needs.

This Report was prepared by Noel D. Williams, Chief Financial Officer, Finance and Administrative Services Division.