

APPROVED

SEP 18 2013
BOARD OF RECREATION
& PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 13-245

DATE September 18, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REIMBURSEMENT FOR CARFARE, TELEPHONE, MILEAGE, PARKING AND
TRANSPORTATION EXPENSES FOR FISCAL YEAR 2013-2014

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
M. Shull _____
*N. Williams PKJ

[Signature]
General Manager
Withdrawn _____

Approved _____

Disapproved _____

RECOMMENDATIONS:

That the Board:

1. Rescind Resolution No. 10376 adopted on May 13, 2013 (Board Report No. 13-133); and,
2. Adopt the Resolution in the Summary of this Report in order to allow parking fees charged to staff for City purposes to be reimbursed in the 2013-2014 Fiscal Year.

SUMMARY:

On May 13, 2013, the Board adopted a Resolution authorizing the reimbursement to officers and employees of the Department for various expenses in connection with their official duties for the current fiscal year. This Resolution did not explicitly include charges for parking. The City Council has amended the City's Financial Policies, to include a Parking Validation Payment Policy, so as to exclude the reimbursement of parking fees for City employees under most circumstances (CF 08-0685). In order that this Department may continue to reimburse staff for these charges, it is required that the Board adopt the following resolution:

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, 2014.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-245

BE IT FURTHER RESOLVED, that such expenditures shall be properly vouched on regular City accounting forms by the General Manager or designee and certified by the Chief Accounting Employee.

FISCAL IMPACT STATEMENT:

There is minimal fiscal impact to the Department's General Fund because most of these expenditures come from special funds.

Report prepared by Sondra Fu, Sr. Management Analyst I, Finance Division and Paul Liles, Clerk Typist, Board Office.