

APPROVED

REPORT OF GENERAL MANAGER

NO. 16-090

DATE April 06, 2016

04-06-2016
BOARD OF RECREATION
& PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY AS ACTING GENERAL MANAGER AND ACTING CHIEF ACCOUNTING EMPLOYEE

R. Barajas _____
A.P. Diaz _____
H. Fujita _____

V. Israel _____
K. Regan _____
* N. Williams NDW



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a Resolution authorizing a list of Department staff as Acting General Manager and Acting Chief Accounting Employee.

SUMMARY:

Acting General Manager

Only one (1) person shall be designated as Acting General Manager at any given time. In the absence of the General Manager, the following designated Department staff are authorized to act as the Acting General Manager in the following order:

1. Anthony-Paul Diaz Executive Officer and Chief of Staff
2. Kevin Regan Assistant General Manager, Operations
3. Vicki Israel Assistant General Manager, Partnerships and Revenue
4. Ramon Barajas Assistant General Manager, Planning, Construction and Maintenance
5. Noel Williams Chief Financial Officer

Acting Chief Accounting Employee

In the absence of the General Manager or Acting General Manager, the following individuals are authorized to sign and approve accounting documents only, with no individuals having the ability to sign in two (2) capacities on the same document, in the following order:

1. Noel Williams Chief Financial Officer
2. Eleanor Chang Departmental Chief Accountant III
3. Emily Lau Principal Accountant II

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- 4. Putthachart Yip Principal Accountant II
- 5. Cynthia Hirata Principal Accountant II

In the absence of the Chief Accounting Employee, the following individuals, in the order the names appear below, are authorized to act as the Acting Chief Accounting Employee; however, no individual can sign in two (2) capacities on the same document:

- 1. Eleanor Chang Departmental Chief Accountant III
- 2. Emily Lau Principal Accountant II
- 3. Putthachart Yip Principal Accountant II
- 4. Cynthia Hirata Principal Accountant II

In the absence of the Chief Accounting Employee and the Acting Chief Accounting Employee, the following individuals in the order the names appear below, are authorized to act in place of the Acting Chief Accounting Employee for the purpose of signing and approving of accounting documents only; however, no individual can sign in two (2) capacities on the same document:

- 1. Connie Sarmiento Senior Accountant II
- 2. Blas Rafols Senior Accountant II
- 3. Kimyen Le Senior Accountant I
- 4. Nivedita Verma Senior Accountant I
- 5. Xiaoning Sun Senior Accountant I

FISCAL IMPACT STATEMENT:

Approval of this report results in no fiscal impact to the Department's General Fund.

This report was prepared by Noel Williams, Chief Financial Officer, Finance Division.