

APPROVED

JUN 06 2018

BOARD REPORT

BOARD OF RECREATION AND PARK COMMISSIONERS

NO. 18-097

DATE June 06, 2018

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

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

AP Diaz	_____	V. Israel	_____
R. Barajas	_____	S. Piña-Cortez	_____
H. Fujita	_____	*N. Williams	<u>now</u>



General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATION

Adopt a Resolution authorizing the list of the Department of Recreation and Parks (RAP) staff in this Report as Acting General Manager and Acting Chief Accounting Employee consistent with the procedures set forth in this Report.

SUMMARY

In the absence of the General Manager, the following individuals listed below are authorized to act as the Acting General Manager:

Anthony-Paul (AP) Diaz	Executive Officer and Chief of Staff
Vicki Israel	Assistant General Manager, Recreational Services
Ramon Barajas	Assistant General Manager, Planning, Maintenance and Construction
Sophia Piña-Cortez	Assistant General Manager, Special Operations
Noel Williams	Chief Financial Officer
Matthew Rudnick	Chief Management Analyst

Since only one person is authorized as Acting General Manager at any given time, the Executive Officer would act as the Acting General Manager in the absence of the General Manager; the Assistant General Manager for Recreational Services would act as the Acting General Manager in the absence of the General Manager and the Executive Officer; the Assistant General Manager for Planning, Maintenance and Construction would act as the Acting General Manager in the absence of the General Manager, the Executive Officer, and the Assistant General Manager for Recreational Services; and so forth in the order listed above.

In the absence of the General Manager or the Executive Officer, the following individuals are authorized to sign and approve accounting documents:

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Noel Williams	Chief Accounting Employee
Eleanor Chang	Departmental Chief Accountant IV
Emily Lau	Principal Accountant II
Putthachart Yip	Principal Accountant II
Cynthia Hirata	Principal Accountant II

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

Eleanor Chang	Departmental Chief Accountant IV
Emily Lau	Principal Accountant II
Putthachart Yip	Principal Accountant II
Cynthia Hirata	Principal Accountant II

In the absence of the Chief Accounting Employee, the following individuals 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 capacities on the same document:

Connie Sarmiento	Senior Accountant II
Angelina Pura	Senior Accountant II
Joseph Tsui	Senior Accountant II
Kimyen Le	Senior Accountant II
Jill Song	Senior Accountant I

FISCAL IMPACT STATEMENT

Approval of this Report results in no fiscal impact to RAP's General Fund.

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