

# APPROVED

JUNE 18 2020

## BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 20-096

DATE June 18, 2020

C.D. ALL

### BOARD OF RECREATION AND PARK COMMISSIONERS

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

AP Diaz	_____	S. Pina-Cortez	_____
H. Fujita	_____	C. Santo Domingo	_____
V. Israel	_____	*N. Williams	<u>now</u>

*Noel D Williams*  
\_\_\_\_\_  
General Manager

Approved   X                        Disapproved \_\_\_\_\_                      Withdrawn \_\_\_\_\_

### RECOMMENDATIONS

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

### SUMMARY

RAP staff recommends that the Board of Recreation and Park Commissioners (Board) adopts the following Resolutions:

BE IT RESOLVED, that in the absence of RAP's 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
Cathie Santo Domingo	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

BE IT RESOLVED, that 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

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Assistant General Manager for Recreational Services; and so forth in the order listed in the above resolution.

BE IT RESOLVED, that in the absence of the General Manager or the Executive Officer, the following individuals are authorized to sign and approve accounting documents:

Noel Williams	Chief Accounting Employee
Eleanor Chang	Departmental Chief Accountant IV
Emily Lau	Principal Accountant II
Cynthia Hirata	Principal Accountant II
Kimyen Le	Principal Accountant I

BE IT RESOLVED, that in the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee, but that no individual can sign in two capacities on the same document, and that 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
Cynthia Hirata	Principal Accountant II
Kimyen Le	Principal Accountant I

BE IT RESOLVED, that 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, but that no individual can sign in two capacities on the same document:

Angelina Pura	Senior Accountant II
Joseph Tsui	Senior Accountant II
Xiaoning Sun	Senior Accountant II
Kim Vo	Senior Accountant I
Lusine Uzunyan	Senior Accountant I

FISCAL IMPACT

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

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.

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