

APPROVED
JUN 05 2019

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

BOARD REPORT

NO. 19-093

DATE June 5, 2019

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

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

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



General Manager

Approved X Disapproved _____ Withdrawn _____

RECOMMENDATION

Adopt the Resolution set forth in the Summary of this Report 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 Resolution.

SUMMARY

RAP staff recommends that the Board of Recreation and Park Commissioners (Board) adopt 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 | Acting 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
Putthachart Yip	Principal Accountant II
Cynthia Hirata	Principal Accountant II

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
Putthachart Yip	Principal Accountant II
Cynthia Hirata	Principal Accountant II

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 for the purpose of signing and approving of accounting documents only, but that 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
Xiaoning Sun	Senior Accountant II

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.