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.

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, Recreation Services
Ramon Barajas Assistant General Manager, Planning, Maintenance and Construction
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 Recreation 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 Recreation Services; and so forth in the order listed above.

In the absence of the General Manager or an Acting General Manager, the following individuals are authorized to act in place of the General Manager for the purpose of signing and approving accounting documents only:
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  
Kimyen Le  Senior Accountant II  
Angelina Pura  Senior Accountant II  
Joseph Tsui  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 Sondra Fu, Senior Management Analyst II, Finance Division.