BOARD REPORT

DATE October 18, 2017

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  

Approved X  Disapproved  Withdrawn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.

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
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 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, the following individuals are authorized to sign and approve accounting documents:

Executive Officer or Assistant General Managers the following individuals are authorized to sign and approve accounting documents:
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

**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.
BE IT RESOLVED that in the absence of the 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 (AP) Diaz  Executive Officer and Chief of Staff
2. Vicki Israel    Assistant General Manager, Recreation Services
3. Ramon Barajas  Assistant General Manager, Planning, Maintenance and Construction
4. Sophia Piña-Cortez  Assistant General Manager, Special Operations
5. Noel Williams  Chief Financial Officer
6. Matthew Rudnick  Chief Management Analyst

BE IT RESOLVED that 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 IV
3. Emily Lau  Principal Accountant II
4. Putthachart Yip  Principal Accountant II
5. Cynthia Hirata  Principal Accountant II

BE IT FURTHER RESOLVED that 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 IV
2. Emily Lau  Principal Accountant II
3. Putthachart Yip  Principal Accountant II
4. Cynthia Hirata  Principal Accountant II

BE IT FURTHER RESOLVED that 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. Angelina Pura  Senior Accountant II
3. Joseph Tsui  Senior Accountant II
4. Kimyen Le  Senior Accountant II

BE IT FURTHER RESOLVED, that the exemplar of signatures contained herein in the following page are the legal signatures of the aforementioned individuals.
I HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a Resolution adopted by the Board of Recreation and Park Commissioners of the City of Los Angeles at its meeting held on October 18, 2017 (BR No. 17-XXX).

IRIS L. DAVIS, BOARD SECRETARY
Resolution No. XXXXX