

Department of Administration

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Memorandum

To: Councilwoman Theresa Castellano
From: Robert K. Drasheff, Business Administrator 
Date: 2/9/04
Re: Parking Utility Personnel

Thank you for your letter of February 9, 2004. John Corea has been named as Director of the Parking Utility. (Please note however that the title Director actually signifies appointment as a Division Head. The Utility as a Division of Administration cannot have a full director, that title is reserved only for the main departments, e.i. Administration, Human Services, Environmental Services and Community Development. Although many others serve with the title of Director such as Court Director, Recreation Director, Cultural Affairs Director, the title only signifies the head of a Division.)

Joanne Serrano has been named as Assistant to the Director. My intention has been to relegate administrative duties to Mrs. Serrano with Mr. Corea's supervision. Mr. Corea will be running operations of the Utility. I will provide a more definitive breakdown of duties after Mrs. Serrano returns to work. She has been out sick since last Thursday and I prefer to detail all duties to the staff personally so that their comments or suggestions are noted.