

REPORT OF GENERAL MANAGER

APPROVED
JUN 07 2006

NO. 06-155

DATE June 7, 2006

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

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

J. Combs _____
H. Fujita _____
S. Huntley _____
B. Jensen _____

J. Kolb _____
*F. Mok fm
K. Regan _____
M. Shull _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a Resolution authorizing the list of Department 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:

Robert Jensen	Executive Officer
James L. Combs	Assistant General Manager
Kevin Regan	Assistant General Manager
Faith Mok	Chief Financial Officer
Regina Adams	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; likewise, a Assistant General Manager would act as the Acting General Manager in the absence of the General Manager and Executive Officer; the Chief Financial Officer would act as the Acting General Manager in the absence of the General Manager, Executive Officer and Assistant General Manager; and the Chief Management Analyst would act as the Acting General Manager in the absence of the five aforementioned employees.

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In the absence of the General Manager, the following individuals are authorized to act in place of the Acting General Manager for the purpose of signing and approving accounting documents only:

Rose Reyes	Departmental Chief Accountant
Luci De Leon	Principal Accountant
Eleanor Chang	Principal Accountant
Lilia Sanchez	Principal Accountant

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. Since only one person is authorized as the Acting Chief Accounting Employee at any given time, the Departmental Chief Accountant would act as the Acting Chief Accounting Employee in the absence of the Chief Accounting Employee; likewise, a Principal Accountant would act as the Acting Chief Accounting Employee in the absence of the Departmental Chief Accountant:

Rose Reyes	Departmental Chief Accountant
Luci De Leon	Principal Accountant
Eleanor Chang	Principal Accountant
Lilia Sanchez	Principal Accountant

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:

Cynthia Hirata	Senior Accountant
Emily Lau	Senior Accountant
Ellen Linaac	Senior Accountant
Daoroong Lahoree	Senior Accountant
Antonio Ramos	Senior Accountant
Connie Sarmiento	Senior Accountant
Cora Rho Dess	Senior Accountant

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Report prepared by Rose Reyes, Departmental Chief Accountant, Finance Division, Accounting Section.