

APPROVED
JUN 04 2008

REPORT OF GENERAL MANAGER

NO. 08-157

DATE June 4, 2008

**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

R. Adams _____	J. Kolb _____
H. Fujita _____	*F. Mok <u>am.</u>
S. Huntley _____	K. Regan _____
V. Israel _____	M. Shull _____

Approved _____ Disapproved _____ Withdrawn _____

Regina Adams
General Manager

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:

- | | |
|---------------|--|
| Regina Adams | Executive Officer |
| Kevin Regan | Assistant General Manager, Operations West |
| Vicki Israel | Assistant General Manager, Operations East |
| Faith Mok | Chief Financial Officer |
| Noel Williams | 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, the Assistant General Manager for Operations West would act as the Acting General Manager in the absence of the General Manager and Executive Officer; the Assistant General Manager for Operations East would act as the Acting General Manager in the absence of the General Manager, the Executive Officer and the Assistant General Manager for Operations West; and the Chief Financial Officer would act as the Acting General Manager in the absence of the General Manager, Executive Officer and both Assistant General Managers; and the Chief Management Analyst would act as the Acting General Manager in the absence of the five aforementioned employees.

REPORT OF GENERAL MANAGER

PG. 2

NO. 08-157

In the absence of the 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:

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 Financial Officer; likewise, in the absence of the Departmental Chief Accountant, a Principal Accountant, in the order the names appear below, would act as the 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
Kanda Law	Senior Accountant
Ellen Linaac	Senior Accountant
Antonio Ramos	Senior Accountant
Cora Rho' Dess	Senior Accountant
Connie Sarmiento	Senior Accountant
Blas Rafols	Senior Accountant

FISCAL IMPACT STATEMENT:

Approval of this report results in no fiscal impact to the Department's General Fund.

This report was prepared by Rose Reyes, Departmental Chief Accountant, Accounting and Finance Division.