

APPROVED
JUN 06 2011

REPORT OF GENERAL MANAGER

NO. 11-178

DATE June 6, 2011

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 _____	K. Regan _____
H. Fujita _____	M. Shull _____
V. Israel _____	*N. Williams <u>NW</u>



 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Approved _____ Disapproved _____ Withdrawn _____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:

Regina Adams	Executive Officer
Kevin Regan	Assistant General Manager, Operations
Vicki Israel	Assistant General Manager, Partnerships
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 would act as the Acting General Manager in the absence of the General Manager and Executive Officer; the Assistant General Manager for Partnerships would act as the Acting General Manager in the absence of the General Manager, the Executive Officer and the Assistant General Manager for Operations; and the Chief Management Analyst would act as the Acting General Manager in the absence of the four aforementioned employees.

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:

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Noel Williams	Chief Accounting Employee
Perla Veneracion	Principal Accountant
Emily Lau	Senior Accountant (Acting Principal Accountant)
Putthachart Yip	Senior Auditor

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 Chief Accounting Employee in the absence of the Chief Accountant Employee:

Perla Veneracion	Principal Accountant
Emily Lau	Senior Accountant (Acting Principal Accountant)
Putthachart Yip	Senior Auditor

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
Cora Rho'Dess	Senior Accountant
Connie Sarmiento	Senior Accountant
Blas Rafols	Senior Accountant
Maureen Wan	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 Noel D. Williams, Chief Management Analyst, Finance and Accounting Division.