

APPROVED

REPORT OF GENERAL MANAGER

NO. 15-119

DATE June 18, 2015

JUNE 18 2015
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 _____
R. Barajas _____
H. Fujita _____

V. Israel _____
K. Regan _____
*N. Williams raj

[Signature]
General Manager
Withdrawn _____

Approved

Disapproved _____

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:

- | | |
|---------------|---|
| Kevin Regan | Assistant General Manager, Operations |
| Vicki Israel | Assistant General Manager, Partnerships and Revenue |
| Ramon Barajas | Assistant General Manager, Planning, Construction and Maintenance |
| Noel Williams | Chief Financial Officer |

Since only one (1) person is authorized as Acting General Manager at any given time, the Assistant General Manager for Operations would act as the Acting General Manager in the absence of the General Manager; and the Assistant General Manager for Partnerships and Revenue would act as the Acting General Manager in the absence of the General Manager and the Assistant General Manager for Operations; the Assistant General Manager for Planning, Construction and Maintenance would act as the Acting General Manager in the absence of the General Manager, the Assistant General Manager for Operations and the Assistant General Manager for Partnerships and Revenue. And the Chief Financial Officer would act as the Acting General Manager in the absence of the General Manager, and all three (3) of the Assistant General Managers.

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

Noel Williams	Chief Accounting Employee
Eleanor Chang	Departmental Chief Accountant III
Emily Lau	Principal Accountant II
Putthachart Yip	Principal Accountant II

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 (2) capacities on the same document. The following individuals, in the order the names appear below, are authorized to act as the Acting Chief Accounting Employee in the absence of the Chief Accounting Employee:

Eleanor Chang	Departmental Chief Accountant III
Emily Lau	Principal Accountant II
Putthachart Yip	Principal Accountant II
Cynthia Hirata	Senior Accountant II

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:

Connie Sarmiento	Senior Accountant II
Blas Rafols	Senior Accountant II

FISCAL IMPACT STATEMENT:

Approval of this report results in no fiscal impact to the Department's General Fund. This report was prepared by Sondra Fu, Senior Management Analyst I, Finance Division.