

REPORT OF GENERAL MANAGER

NO. 05-184

DATE June 15, 2005

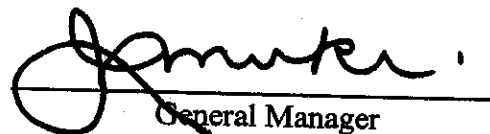
C.D. ALL

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 F.M.
K. Regan _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt the 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
Faith Mok	Chief Financial Officer
Kevin Regan	Acting Assistant General Manager

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 would act as the Acting General Manager in the absence of the General Manager and Executive Officer, while 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 Acting Assistant General Manager would act as the Acting General Manager in the absence of the four aforementioned employees.

REPORT OF GENERAL MANAGER

PG. 2

NO. 05-184

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

Luci De Leon	Principal Accountant II
Rose Reyes	Departmental Chief Accountant
Philip Tse	Principal Accountant II

In the absence of the Chief Accounting Employee, the following individuals, in alphabetical order, are authorized to act as the Acting Chief Accounting Employee. No one individual can sign in both capacities on the same document.

Luci De Leon	Principal Accountant II
Rose Reyes	Departmental Chief Accountant
Philip Tse	Principal Accountant II

In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee for the signing and approving of accounting documents only:

Eleanor Chang	Senior Accountant II
Cynthia Hirata	Senior Accountant II
Emily Lau	Senior Accountant II
Ellen Linaac	Senior Accountant II
Antonio Ramos	Senior Accountant I
Janet Wong	Senior Accountant II

Report prepared by Rose Reyes, Departmental Chief Accountant