

APPROVED  
JAN 06 2010

REPORT OF GENERAL MANAGER

NO. 10-007

DATE January 6, 2010

BOARD OF RECREATION  
and PARK COMMISSIONERS

C.D. All

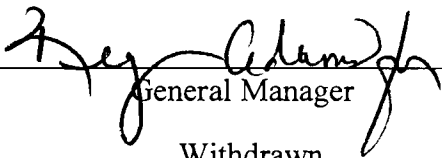
BOARD OF RECREATION AND PARK COMMISSIONERS

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

  
 General Manager  
 Withdrawn \_\_\_\_\_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 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 four aforementioned employees.

REPORT OF GENERAL MANAGER

PG. 2

NO. 10-007

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:

Eleanor Chang	Principal Accountant (Acting Departmental Chief Accountant)
Lilia Sanchez	Principal Accountant
Emily Lau	Senior 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. Since only one person is authorized as the Acting Chief Accounting Employee at any given time, the Acting 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 Acting Departmental Chief Accountant, the following individuals, in the order the names appear below, would act as the Chief Accounting Employee in the absence of the Acting Departmental Chief Accountant:

Eleanor Chang	Principal Accountant (Acting Departmental Chief Accountant)
Lilia Sanchez	Principal Accountant
Emily Lau	Senior 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
Kanda Law	Senior Accountant
Ellen Linaac	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 Eleanor Chang, Principal Accountant, Accounting and Finance Division.