REPORT OF GENERAL MANAGER

DATE June 15, 2005

NO. 05-184

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
K. Regan

Approved

Disapproved

Withdrawn

General Manager

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
James L. Combs
Faith Mok
Kevin Regan

Executive Officer
Assistant General Manager
Chief Financial Officer
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.
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  
Rose Reyes  
Philip Tse  
Principal Accountant II  
Departmental Chief Accountant  
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  
Rose Reyes  
Philip Tse  
Principal Accountant II  
Departmental Chief Accountant  
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  
Cynthia Hirata  
Emily Lau  
Ellen Linaac  
Antonio Ramos  
Janet Wong  
Senior Accountant II  
Senior Accountant II  
Senior Accountant II  
Senior Accountant II  
Senior Accountant I  
Senior Accountant II

Report prepared by Rose Reyes, Departmental Chief Accountant