REPORT OF GENERAL MANAGER

DATE June 7, 2006

BOARD OF RECREATION AND PARK COMMISSIONERS

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

J. Combs J. Kolb
H. Fujita *F. Mok
S. Huntley K. Regan
B. Jensen M. Shull

Approved Disapproved Withdrawn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:

Robert Jensen Executive Officer
James L. Combs Assistant General Manager
Kevin Regan Assistant General Manager
Faith Mok Chief Financial Officer
Regina Adams 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, a Assistant General Manager would act as the Acting General Manager in the absence of the General Manager and Executive Officer; 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 Chief Management Analyst would act as the Acting General Manager in the absence of the five aforementioned employees.
In the absence of the General Manager, the following individuals are authorized to act in place of the Acting General Manager for the purpose of signing and approving accounting documents only:

- Rose Reyes
- Luci De Leon
- Eleanor Chang
- Lilia Sanchez

Departmental Chief Accountant
Principal Accountant
Principal Accountant
Principal Accountant

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 Accountant Employee at any given time, the Departmental Chief Accountant would act as the Acting Chief Accounting Employee in the absence of the Chief Accounting Employee; likewise, a Principal Accountant would act as the Acting Chief Accounting Employee in the absence of the Departmental Chief Accountant:

- Rose Reyes
- Luci De Leon
- Eleanor Chang
- Lilia Sanchez

Departmental Chief Accountant
Principal Accountant
Principal Accountant
Principal Accountant

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
- Emily Lau
- Ellen Linaac
- Daoroong Lahoree
- Antonio Ramos
- Connie Sarmiento
- Cora Rho Dess

Senior Accountant
Senior Accountant
Senior Accountant
Senior Accountant
Senior Accountant
Senior Accountant
Senior Accountant

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Report prepared by Rose Reyes, Departmental Chief Accountant, Finance Division, Accounting Section.