REPORT OF GENERAL MANAGER

DATE January 2, 2013

BOARD OF RECREATION AND PARK COMMISSIONERS

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

R. Adams  K. Regan
H. Fujita  M. Shull
V. Israel  *N. Williams

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
Vicki Israel  Assistant General Manager, Partnerships
Michael Shull  Assistant General Manager, Planning, Construction and Maintenance
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 would act as the Acting General Manager in the absence of the General Manager and Executive Officer; the Assistant General Manager for Partnerships would act as the Acting General Manager in the absence of the General Manager, the Executive Officer 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 Executive Officer, the Assistant General Manager for Planning, Construction and Maintenance; 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 General Manager for the purpose of signing and approving accounting documents only:

- Noel Williams  
  Chief Accounting Employee
- 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 capacities on the same document. The following individuals, in the order the names appear below, would act as the Chief Accounting Employee in the absence of the Chief Accounting Employee:

- Emily Lau  
  Principal Accountant II
- Putthachart Yip  
  Principal Accountant II
- Cynthia Hirata  
  Senior Accountant II

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:

- Connie Sarmiento  
  Senior Accountant II
- Cora Rho'Dess  
  Senior Accountant I
- Blas Rafols  
  Senior Accountant I
- Victoria Reodica  
  Senior Accountant I

**FISCAL IMPACT STATEMENT:**

Approval of this report results in no fiscal impact to the Department’s General Fund.

This report was prepared by Noel D. Williams, Chief Management Analyst, Finance and Accounting Division.