

REPORT OF GENERAL MANAGER

**APPROVED**  
JUN 07 2006

NO. 06-155

DATE June 7, 2006

**BOARD OF RECREATION  
and PARK COMMISSIONERS**

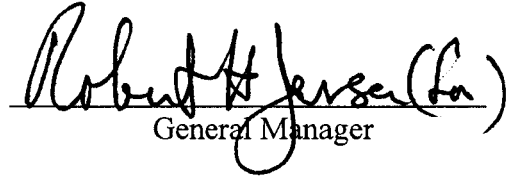
C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

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

J. Combs \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
S. Huntley \_\_\_\_\_  
B. Jensen \_\_\_\_\_

J. Kolb \_\_\_\_\_  
\*F. Mok fm  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

  
General Manager

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Withdrawn \_\_\_\_\_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.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 06-155

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	Departmental Chief Accountant
Luci De Leon	Principal Accountant
Eleanor Chang	Principal Accountant
Lilia Sanchez	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 Accounting 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	Departmental Chief Accountant
Luci De Leon	Principal Accountant
Eleanor Chang	Principal Accountant
Lilia Sanchez	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	Senior Accountant
Emily Lau	Senior Accountant
Ellen Linaac	Senior Accountant
Daoroong Lahoree	Senior Accountant
Antonio Ramos	Senior Accountant
Connie Sarmiento	Senior Accountant
Cora Rho Dess	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.