

APPROVED
FEB 07 2007

REPORT OF GENERAL MANAGER

NO. 07-34

DATE February 7, 2007

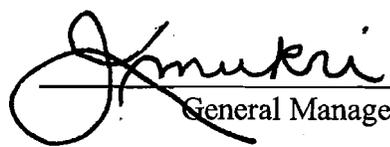
BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

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

J. Combs _____	J. Kolb _____
H. Fujita _____	*F. Mok _____
S. Huntley _____	K. Regan _____
R. Adams _____	M. Shull _____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board adopt a Resolution to revise the list of employees authorized to assume the functions as listed in the Summary of this Report.

SUMMARY:

A recent change in Department staffing requires updating the authorized signatory list of Acting General Manager.

DELETE:	Regina Adams, Chief Management Analyst
DELETE:	Robert Jensen, Executive Officer
ADD:	Regina Adams, Acting Executive Officer

In the absence of the Chief Accounting Employee, the following individual is authorized to act as the Acting Chief Accounting Employee for the approval and signing of accounting documents only:

ADD:	Kanda Law, Senior Accountant
DELETE:	Daoroong Lahoree, Senior Accountant

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Report prepared by Faith Mok, Chief Financial Officer, Finance Division