

REPORT OF GENERAL MANAGER

APPROVED

NO. 13-310

DATE December 11, 2013

DEC 11 2013

C.D. All

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

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	<u>S.F.</u>



 General Manager

Approved as amended Disapproved _____ Withdrawn _____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:

Regina Adams	Executive Officer
Kevin Regan	Assistant General Manager, Operations
Vicki Israel	Assistant General Manager, Partnerships and Revenue
Ramon Barajas	Superintendent of Planning, Construction and Maintenance

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; and 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 Superintendent of Recreation and Parks would act as the Acting General Manager in the absence of the General Manager, the Executive Officer, the Assistant General Manager for Operations and the Assistant General Manager for Partnerships.

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:

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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 (2) capacities on the same document. The following individuals, in the order the names appear below, would act as the Acting 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 (2) capacities on the same document:

Connie Sarmiento	Senior Accountant II
Cora Rho'Dess	Senior Accountant I
Blas Rafols	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 Sondra Fu, Senior Management Analyst I, Finance and Accounting Division.