

APPROVED

REPORT OF GENERAL MANAGER

NO. 11-298

DATE November 2, 2011

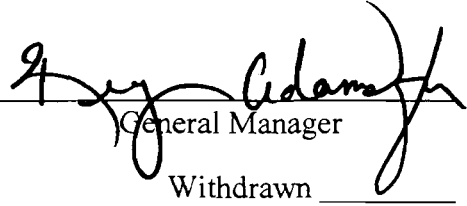
BOARD OF RECREATION  
AND PARK COMMISSIONERS

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

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

|           |       |              |            |
|-----------|-------|--------------|------------|
| R. Adams  | _____ | K. Regan     | _____      |
| H. Fujita | _____ | M. Shull     | _____      |
| V. Israel | _____ | *N. Williams | <u>No.</u> |

  
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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_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:

- |               |   |
|---------------|---|
| Regina Adams  | Executive Officer                       |
| Kevin Regan   | Assistant General Manager, Operations   |
| Vicki Israel  | Assistant General Manager, Partnerships |
| 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; and the Chief Management Analyst would act as the Acting General Manager in the absence of the four 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:

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|                 |                           |
|-----------------|---------------------------|
| Noel Williams   | Chief Accounting Employee |
| Putthachart Yip | Senior Auditor            |

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:

|                 |                      |
|-----------------|----------------------|
| Putthachart Yip | Senior Auditor       |
| 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:

|                  |                      |
|------------------|----------------------|
| Cora Rho'Dess    | Senior Accountant I  |
| Connie Sarmiento | Senior Accountant II |
| Blas Rafols      | Senior Accountant I  |
| Maureen Wan      | 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.