

REPORT OF THE GENERAL MANAGER

NO. 03-358

DATE November 5, 2003

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

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

J. Combs \_\_\_\_\_  
F. Mok J.M.  
J. Kolb \_\_\_\_\_

T. Coroalles \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board adopt the 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:

James L. Combs	Assistant General Manager
Anthony M. Coroalles	Assistant General Manager
Bill Lukehart	Superintendent, Planning and Construction

In the absence of the General Manager, the following individuals are authorized to act as the Acting General Manager for signing and approving accounting documents only:

Luci De Leon	Principal Accountant II
Christine Leung	Fiscal Systems Specialist I
Faith Mok	Director of Finance
Rose Reyes	Departmental Chief Accountant

REPORT OF GENERAL MANAGER

Page 2 No. 03-358

In the absence of the Chief Accounting Employee, the following individuals, in alphabetical order, are authorized to act as the Acting Chief Accounting Employee:

Luci De Leon	Principal Accountant II
Christine Leung	Fiscal Systems Specialist I
Rose Reyes	Departmental Chief Accountant

In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee for the signing and approving of accounting documents only:

Irineo Celestino	Senior Accountant I
Cynthia Hirata	Senior Accountant II
Lidia Lim	Senior Accountant II
Ellen Linaac	Senior Accountant II
Antonio Ramos	Senior Accountant I
Janet Wong	Senior Accountant II

Prepared by: Rose Reyes