


DATE: April 18, 2001

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

1. That in addition to the Commission Secretary, Petrona Johnson, Assistant Secretary, Marjorie Matthews, Executive Officer, and John Duggan, Chief Financial Officer, be authorized to sign, as the Board's designee, all documents necessary to conduct the business of the Board which will require the signature of the Commission Secretary.
2. That the Commission Secretary forward said authorization to the City Clerk along with the required exemplar.

SUMMARY:

Currently many agreements and correspondence require the signature of the Commission Secretary. To assure timely transmittal and completion of these documents in the absence of the Commission Secretary, it is recommended that three other staff members be authorized to sign on her behalf.

The City Attorney has advised on a prior occasion that at any given time there should only be one Secretary to the Board. In the absence of the Secretary, the Assistant Secretary would have signature authority and in the absence of the Secretary and the Assistant Secretary, the next individual would be authorized to sign.

Prepared by Dorothy Mason, Commission Secretary.