

REPORT OF GENERAL MANAGER

NO. 03-389

DATE December 10, 2003

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY

G. Stigile _____
T. Coroalles _____
B. Lukehart _____
H. Fujita _____

J. Kolb _____
F. Mok _____
L. Barth _____

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

1. That in addition to the Commission Secretary, Petrona Johnson, Assistant Secretary, Bill Lukehart, Superintendent, and Faith Mok, Chief Accounting Employee, 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; and,
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 Chief Accounting Employee would have signature authority and in the absence of the Secretary, the Assistant Secretary, and the Chief Accounting Employee the Superintendent would be authorized to sign.

Prepared by Mary Alvarez, Commission Secretary.