

REPORT OF GENERAL MANAGER

NO. 04-343

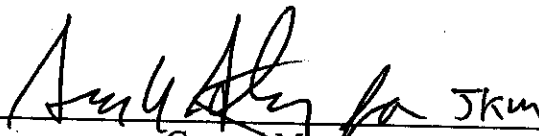
DATE November 3, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY

G. Stigile	___	J. Combs	___
K. Chan	___	F. Mok	___
H. Fujita	___	J. Kolb	___



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

1. That in addition to the Commission Secretary, Lisa Shinsato, Assistant Secretary, Faith Mok, Chief Accounting Employee, and Kathleen Chan, Acting Superintendent, 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 Assistant Secretary, the Chief Accounting Employee would have signature authority and in the absence of the Chief Accounting Employee the Acting Superintendent would be authorized to sign.

Prepared by Mary Alvarez, Commission Secretary.