

REPORT OF GENERAL MANAGER

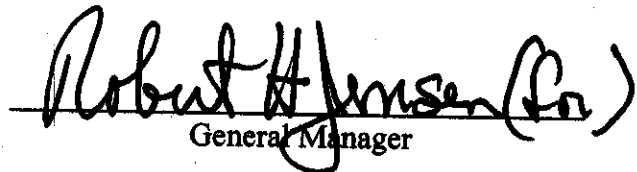
NO. 05-185

DATE June 15, 2005

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

1. That in the absence of the Commission Secretary, the employees listed in the body of this report be authorized to sign all documents requiring the signature of the Commission Secretary, in order to conduct the business of the Board; and,
2. That the Board adopt a Resolution containing the signature exemplars of the authorized employees, and instruct the Commission Secretary to forward said Resolution to the City Clerk.

SUMMARY:

Numerous agreements, contracts, 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 the following three staff members be authorized to sign on her behalf:

Sonia Bond	Assistant Secretary
Faith Mok	Chief Accounting Employee
Susan Huntley	Acting Superintendent, Planning and Construction

The City Attorney previously advised staff that at any given time, there should be only one Secretary to the Board. Therefore, the Assistant Secretary would have signature authority in the absence of the Secretary; likewise, the Chief Accounting Employee would have signature authority in the absence of the Secretary and Assistant Secretary, and the Acting Superintendent would have signature authority in the absence of the three aforementioned employees.

Prepared by Mary E. Alvarez, Commission Executive Assistant II.