

REPORT OF GENERAL MANAGER

APPROVED
MAY 02 2007

NO. 07-104

DATE May 2, 2007

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY

Approved _____

General Manager

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Withdrawn _____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:

Lisa Shinsato	Assistant Secretary
Regina Adams	Acting Executive Officer
Faith Mok	Chief Accounting Employee

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 Acting Executive Officer would have signature authority in the absence of the Secretary and Assistant Secretary, and the Chief Accounting Employee would have signature authority in the absence of the three aforementioned employees.

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FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

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