

APPROVED
SEP 05 2012

REPORT OF GENERAL MANAGER

NO. 12-268

DATE September 5, 2012

BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY

as amended



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

1. That in the absence of the Commission Executive Assistant I (CEA I), the employees listed in the body of this report be authorized to sign all documents requiring the signature of the CEA I, 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 CEA I to forward said Resolution to the City Clerk.

SUMMARY:

Numerous agreements, contracts, and correspondence require the signature of the CEA I. To assure timely transmittal and completion of these documents in the absence of the CEA I, it is recommended that the following three staff members be authorized to sign on her behalf:

Regina Adams	Executive Officer
Kevin Regan	Assistant General Managers
Noel Williams	Chief Accounting Employee

Vicki Israel

The City Attorney previously advised staff that at any given time, there should be only one Commission Executive Assistant II (CEA II) to the Board. Therefore, the CEA I would have signature authority in the absence of the CEA II; likewise, the Executive Officer would have signature authority in the absence of the CEA II and CEA I, and the Assistant General Manager would have signature authority in the absence of the CEA II, CEA I, and Executive Officer; and the Chief Accounting Employee would have signature authority in the absence of the four aforementioned employees.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

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