

REPORT OF GENERAL MANAGER

DATE February 19, 2014

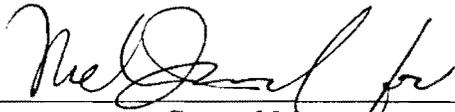


NO. 14-045

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - ACTING SECRETARY AND SIGNATURE AUTHORITY



 General Manager

Approved

Disapproved

Withdrawn

RECOMMENDATIONS:

That the Board:

1. Appoint Tanzi Cole as Acting Secretary;
2. Authorize the employees listed in the Summary of this Report, in the absence of the Board Secretary and Acting Secretary, to sign all documents requiring the signature of the Board Secretary, in order to conduct the business of the Board;
3. Adopt a Resolution containing the signature exemplars of the Acting Secretary and authorized employees; and,
4. Instruct the Board Secretary to forward said Resolution to the City Clerk.

SUMMARY:

Per the Rules of the Board of Recreation and Park Commissioners, "An Acting Secretary or Secretaries shall be appointed with full power to act in the place of the Secretary in case of the latter's absence or other inability to act." (Rule III.3) Ms. Tanzi Cole is a Commission Executive Assistant I and is a member of the Board Office staff. Thus, it is appropriate to appoint her to this position.

Numerous agreements, contracts, and correspondence require the signature of the Board Secretary, and timely transmittal and completion of these documents is vital. As stated above, the Acting Secretary has full power to act in the place of the Secretary in case of the latter's absence or other inability to act. As this has not proved to be sufficient, the practice has arisen that other staff

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members are authorized to sign on the Board Secretary's behalf. Therefore, to assure timely processing of these documents in the absence of the Board Secretary, it is recommended that the following staff members be authorized to sign on her behalf:

Regina Adams	Executive Officer
Kevin Regan	Assistant General Manager
Vicki Israel	Assistant General Manager

Therefore, the Executive Officer would have signature authority in the absence of the Secretary and Acting Secretary, and each Assistant General Manager would have signature authority in the absence of the Secretary, the Acting Secretary, the Executive Officer and the Assistant General Managers prior in the list.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Prepared by Paul Liles, Clerk Typist.