

APPROVED  
AUG 12 2015

BOARD OF RECREATION  
AND PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 15-169

DATE August 12, 2015

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Withdrawn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 Iris Davis 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:

Pursuant to the Rules of the Board of Recreation and Park Commissioners (Board Rules), "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) Numerous agreements, contracts, resolutions, and correspondence require the signature of the Board Secretary, and timely transmittal and execution of these documents is vital. Ms. Iris Davis has been appointed as a Commission Executive Assistant I in the Board Office. Thus, it is appropriate to appoint Ms. Davis to the position of Acting Secretary in order to carry out the duties and responsibilities of the Board Secretary as stipulated in the Board Rules during his absence or other inability to act.

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Departmental protocol has been established wherein other staff members are authorized to sign on behalf of the Board Secretary and Acting Secretary in order to conduct the business of the Board. Therefore, to assure timely processing of these documents in the absence of the Board Secretary and Acting Secretary, it is recommended that the following staff members be authorized to sign on their behalf, in the given order:

Kevin Regan	Assistant General Manager, Operations
Vicki Israel	Assistant General Manager, Partnerships and Revenue
Ramon Barajas	Assistant General Manager, Planning, Construction and Maintenance

Therefore, the Assistant General Manager (AGM) for Operations would have authorization to sign for the Board Secretary in the absence of the Board Secretary and Acting Secretary; the AGM for Partnerships and Revenue would have authorization to sign for the Board Secretary in the absence of the Board Secretary, Acting Secretary, and the AGM for Operations; and the AGM for Planning, Construction and Maintenance would have authorization to sign for the Board Secretary in the absence of the Board Secretary, Acting Secretary, the AGM for Operations, and the AGM for Partnerships and Revenue.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Prepared by Paul Liles, Clerk Typist.