

APPROVED

MAR 20 2013

REPORT OF GENERAL MANAGER

NO. 13-084

DATE March 20, 2013

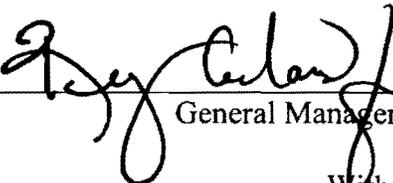
**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE - SIGNATURE AUTHORITY

Approved _____



General Manager

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

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

SUMMARY:

Numerous agreements, contracts, and correspondence require the signature of the Board Secretary, and timely transmittal and completion of these documents is vital. The City Attorney has advised that at any given time, there should be only one Secretary to the Board, so the standard practice is that other staff members are authorized to sign on the Board Secretary's behalf. In addition, while the Board Rules allow for an Acting Board Secretary, there is currently no Commission Executive Assistant I assigned to the Board Office to fulfill the function of an Acting Board Secretary. 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:

<currently vacant>	Acting Board Secretary
Regina Adams	Executive Officer
Kevin Regan	Assistant General Manager
Vicki Israel	Assistant General Manager

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Vicki Israel	Assistant General Manager
Michael Shull	Assistant General Manager
Noel Williams	Chief Accounting Employee

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

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Prepared by Paul Liles, Clerk Typist.