

APPROVED

FEB 21 2018

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 18-035

DATE February 21, 2018

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Withdrawn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 of Recreation and Park Commissioners (Board):

1. Appoint Harold Arrivillaga 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:

Rule III. 3 of the Rules of the Board of Recreation and Park Commissioners (Board Rules) states the following: "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. Mr. Harold Arrivillaga has been appointed as a Commission Executive Assistant I in the Board Office. Thus, it is appropriate to appoint Mr. Arrivillaga 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 the Board Secretary's absence or other inability to act.

The Department of Recreation and Parks (RAP) staff recommends that a protocol be 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

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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 following given order:

Anthony-Paul Diaz	Executive Officer and Chief of Staff
Vicki Israel	Assistant General Manager, Recreational Service
Ramon Barajas	Assistant General Manager, Planning, Maintenance and Construction
Sophia Pina Cortez	Assistant General Manager, Special Operations
Noel Williams	Chief Financial Officer

Consistent with this order, the Executive Officer and Chief of Staff would have signature authority in the absence of the Secretary and Acting Secretary; the Assistant General Manager (AGM) for Recreational Service would have authorization to sign for the Board Secretary in the absence of the Board Secretary, Acting Secretary, and Executive Officer and Chief of Staff; the AGM for Planning, Maintenance and Construction would have authorization to sign for the Board Secretary in the absence of Board Secretary, Acting Secretary, Executive Officer and Chief of Staff, and AGM for Recreational Service; the AGM for Special Operations would have authorization to sign for the Board Secretary in the absence of Board Secretary, Acting Secretary, Executive Officer and Chief of Staff, AGM for Recreational Service, and AGM of Planning, Maintenance and Construction; and the Chief Financial Officer would have authorization to sign for the Board Secretary in the absence of Board Secretary, Acting Secretary, Executive Officer and Chief of Staff, AGM for Recreational Service, AGM of Planning, Maintenance and Construction, and AGM for Special Operations.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the General Fund.

Prepared by Iris L. Davis, Commission Executive Assistant II.