

APPROVED

ROE 18 2021

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 24-018

DATE January 18, 2024

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY AS ACTING GENERAL MANAGER AND ACTING CHIEF ACCOUNTING EMPLOYEE

B. Aguirre _____	M. Rudnick _____
B. Jones _____	*C. Santo Domingo _____
B. Jackson _____	N. Williams <u>NDW</u>

General Manager

Approved x

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

Adopt the Resolutions set forth in the Summary of this Report (Resolutions) authorizing the list of the Department of Recreation and Parks (RAP) staff identified in this Report as Acting General Manager and Acting Chief Accounting Employee consistent with the procedures set forth in this Report and Resolutions.

SUMMARY

RAP staff recommends that the Board of Recreation and Parks Commissioners (Board) adopts the following Resolutions:

BE IT RESOLVED, that in the absence of RAP's General Manager, the following individuals listed below are authorized to act as the Acting General Manager:

Matthew Rudnick	Executive Officer and Chief of Staff
Belinda Jackson	Assistant General Manager, Recreational Services
Cathie Santo Domingo	Assistant General Manager, Planning, Maintenance and Construction
Brenda Aguirre	Assistant General Manager, Special Operations
Noel Williams	Chief Financial Officer

BE IT RESOLVED, that since only one person is authorized as Acting General Manager at any given time, the Executive Officer would act as the Acting General Manager in the absence of the General Manager; the Assistant General Manager for Recreational Services would act as the Acting General Manager in the absence of the General Manager and the Executive Officer; the Assistant General Manager for Planning, Maintenance and Construction would act as the Acting

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General Manager in the absence of the General Manager, the Executive Officer, and the Assistant General Manager for Recreational Services; and so forth in the order listed in the above resolution.

BE IT RESOLVED, that in the absence of the General Manager or the Executive Officer, the following individuals, in the order the names appear below, are authorized to sign and approve accounting documents:

Noel Williams	Chief Accounting Employee
Eleanor Chang	Departmental Chief Accountant IV
Emily Lau	Principal Accountant II
Kimyen Le	Principal Accountant II
Angelina Pura	Principal Accountant II

BE IT RESOLVED, that in the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee, but that no individual can sign in two capacities on the same document, and that the following individuals, in the order the names appear below, would act as the Acting Chief Accounting Employee in the absence of the Chief Accounting Employee:

Eleanor Chang	Departmental Chief Accountant IV
Emily Lau	Principal Accountant II
Kimyen Le	Principal Accountant II
Angelina Pura	Principal Accountant II

BE IT RESOLVED, that in the absence of the Chief Accounting Employee, the following individuals are authorized to act in place of the Acting Chief Accounting Employee for the purpose of signing and approving of accounting documents only, but that no individual can sign in two capacities on the same document:

Joseph Tsui	Senior Accountant II
Xiaoning Sun	Senior Accountant II
Wei Qin	Senior Accountant II
Cesar De Padua	Senior Accountant II
Wendy Lu	Senior Accountant II
Kim Vo	Senior Accountant I
Lusine Uzunyan	Senior Accountant I

FISCAL IMPACT

Approval of this Report results in no fiscal impact to RAP's General Fund.

STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP's Strategic Plan by supporting:

Goal No. 6: Build Financial Strength & Innovative Partnerships

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Result: The Department's operating budget meets the needs of the park system for all Angelenos

This report was prepared by Noel Williams, Chief Financial Officer, Finance Division.

RESOLUTION NO. _____

BE IT RESOLVED, that in the absence of RAP's General Manager, the following individuals listed below are authorized to act as the Acting General Manager:

- | | |
|-------------------------|---|
| 1. Matthew Rudnick | Executive Officer and Chief of Staff |
| 2. Belinda Jackson | Assistant General Manager, Recreational Services |
| 3. Cathie Santo Domingo | Assistant General Manager, Planning, Maintenance and Construction |
| 4. Brenda Aquirre | Assistant General Manager, Special Operations |
| 5. Noel Williams | Chief Financial Officer |

BE IT RESOLVED, that since only one person is authorized as Acting General Manager at any given time, the Executive Officer would act as the Acting General Manager in the absence of the General Manager; the Assistant General Manager for Recreational Services would act as the Acting General Manager in the absence of the General Manager and the Executive Officer; the Assistant General Manager for Planning, Maintenance and Construction would act as the Acting General Manager in the absence of the General Manager, the Executive Officer, and the Assistant General Manager for Recreational Services; and so forth in the order listed in the above resolution:

- | | |
|------------------|----------------------------------|
| 1. Noel Williams | Chief Financial Officer |
| 2. Eleanor Chang | Departmental Chief Accountant IV |
| 3. Emily Lau | Principal Accountant II |
| 4. Kimyen Le | Principal Accountant II |
| 5. Angelina Pura | Principal Accountant II |

BE IT RESOLVED, that in the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee, but that no individual can sign in two capacities on the same document, and that the following individuals, in the order the names appear below, would act as the Acting Chief Accounting Employee in the absence of the Chief Accounting Employee:

- | | |
|------------------|----------------------------------|
| 1. Eleanor Chang | Departmental Chief Accountant IV |
| 2. Emily Lau | Principal Accountant II |
| 3. Kimyen Le | Principal Accountant II |
| 4. Angelina Pura | Principal Accountant II |

BE IT RESOLVED, that in the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee for the purpose of signing and approving of accounting documents only, but that no individual can sign in two capacities on the same document:

- | | |
|-------------------|----------------------|
| 1. Joseph Tsui | Senior Accountant II |
| 2. Xiaoning Sun | Senior Accountant II |
| 3. Wei Qin | Senior Accountant II |
| 4. Cesar De Padua | Senior Accountant II |
| 5. Wendy Lu | Senior Accountant II |
| 6. Kim Vo | Senior Accountant I |
| 7. Lusine Uzunyan | Senior Accountant I |

BE IT FURTHER RESOLVED, that the exemplar of signatures contained herein in the following page are the legal signatures of the aforementioned individuals.

I HEREBY CERTIFY that the foregoing is a full, true, and correct copy of a Resolution adopted by the Board of Recreation and Park Commissioners of the City of Los Angeles at its meeting held on January 18, 2024 (Board Report No.).

TAKISHA SARDIN, BOARD SECRETARY

Resolution No. _____

Matthew Rudnick

Kimyen Le

Belinda Jackson

Joseph Tsui

Cathie Santo Domingo

Wei Qin

Brenda Aguirre

Xiaoning Sun

Noel Williams

Cesar De Padua

Eleanor Chang

Wendy Lu

Angelina Pura

Kim Vo

Emily Lau

Lusine Uzunyan