

**APPROVED**  
JANUARY 2023  
BOARD OF RECREATION  
AND PARK COMMISSIONERS

**BOARD REPORT**

NO. 23-012

DATE January 05, 2023

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	_____
H. Fujita	_____	C. Santo Domingo	_____
B. Jackson	_____	*N. Williams	<u>NDW</u>

  
\_\_\_\_\_  
General Manager

Approved   X                        Disapproved \_\_\_\_\_                      Withdrawn \_\_\_\_\_

RECOMMENDATIONS

Adopt the Resolutions set forth in Attachment 1 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, which are set forth below and attached hereto as Attachment 1:

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 General Manager in the absence of the General Manager, the Executive Officer, and the

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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

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

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:

Angelina Pura	Senior Accountant II
Joseph Tsui	Senior Accountant II
Xiaoning Sun	Senior Accountant II
Wendy Lu	Senior Accountant II
Wei Qin	Senior Accountant II
Cesar De Padua	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

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

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

Attachment 1 - Resolution

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 Aguirre                      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.

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:

1. Noel Williams                        Chief Financial Officer
2. Eleanor Chang                        Departmental Chief Accountant IV
3. Emily Lau                              Principal Accountant II
4. Kimyen Le                              Principal Accountant I

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 I

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. Angelina Pura                        Senior Accountant II
2. Joseph Tsui                           Senior Accountant II
3. Xiaoning Sun                         Senior Accountant II
4. Wendy Lu                              Senior Accountant II
5. Cesar De Padua                       Senior Accountant II

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|-------------------|----------------------|
| 6. Wei Qin        | Senior Accountant II |
| 7. Kim Vo         | Senior Accountant I  |
| 8. 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 5, 2023 (Board Report No. XX-XXX).

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TAKISHA SARDIN, BOARD SECRETARY

Resolution No. \_\_\_\_\_

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Matthew Rudnick

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Kimyen Le

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Belinda Jackson

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Angelina Pura

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Cathie Santo Domingo

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Joseph Tsui

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Brenda Aguirre

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Xiaoning Sun

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Noel Williams

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Wendy Lu

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Eleanor Chang

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Wei Qin

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Emily Lau

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Lusine Uzunyan

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Cesar De Padua

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Kim Vo