

APPROVED

DEC 15 2022

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 22-302

DATE December 15, 2022

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOARD OFFICE – Appointment of Secretary, Acting Secretary and Signature Authority

General Manager

Approved

Disapproved

Withdrawn

RECOMMENDATIONS:

That the Board of Recreation and Park Commissioners (Board):

1. Appoint Takisha Sardin as Board Secretary effective August 14, 2022;
2. Appoint Esther Alailima Semeatu as Acting Board Secretary to act in place of the Board Secretary and to sign all documents requiring the signature of the Board Secretary in the absence of the Board Secretary, in order to conduct the business of the Board;
3. Adopt the Resolution attached to this Report as Attachment 1, containing the signature exemplars of the Acting Board Secretary and signature authority for various Department of Recreation and Park staff; 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. . Thus, it is appropriate to appoint Ms. Esther Alailima Semeatu to the position of Acting Board 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 or Acting Board Secretary (together "Secretary") in order to conduct the business of the Board. Therefore, to assure timely processing of these documents in the absence of the Secretary, it is recommended that the following staff members be authorized to sign on their behalf, in the following given order:

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Matthew Rudnick	Executive Officer and Chief of Staff
Cathie Santo Domingo	Assistant General Manager, Planning, Maintenance and Construction
Brenda Aguirre	Acting Assistant General Manager, Special Operations
Belinda Jackson	Acting Assistant General Manager, Recreational Service
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; the Assistant General Manager (AGM) Planning, Maintenance and Construction would have authorization to sign for the Secretary in the absence of Secretary and the Executive Officer and Chief of Staff (Executive Officer); the Acting AGM Special Operations would have authorization to sign for the Secretary in the absence of the Secretary, Executive Officer and AGM Planning, Maintenance and Construction; the Acting AGM for Recreational Service would have authorization to sign for the Secretary in the absence of the Secretary, the Executive Officer and Chief of Staff, the AGM Planning, Maintenance and Construction, and the Acting AGM Special Operations;; and the Chief Financial Officer would have authorization to sign for the Secretary in the absence of the Secretary, Executive Officer and Chief of Staff, the AGM Planning, Maintenance and Construction, the Acting AGM Special Operations, and the Acting AGM for Recreational Service.

### FISCAL IMPACT:

There is no fiscal impact to the General Fund.

Attachment 1 - Resolution

SIGNATURE AUTHORITY  
SECRETARY OF THE BOARD  
AND AUTHORIZED EMPLOYEES

RESOLUTION NO \_\_\_\_\_

WHEREAS, pursuant to the Rules of the Board of Recreation and Park Commissioners, "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); and,

WHEREAS, numerous agreements, contracts, and correspondence require the signature of the Board of Recreation and Park Commissioners (Board) Secretary to assure their timely processing, transmittal, and execution of such documents; and

WHEREAS, Departmental protocol has been established wherein Executive Office employees are authorized to sign on behalf of the Board Secretary and Acting Board Secretary in order to conduct the business of the Board; and

THEREFORE, BE IT RESOLVED, that Takisha Sardin, shall be appointed Board Secretary effective August 14, 2022;

BE IT FURTHER RESOLVED, that Esther Alailima Semeatu shall be appointed Acting Board Secretary;

BE IT FURTHER RESOLVED; in the absence of the Board Secretary or other inability to act, the following employees shall be authorized to sign all documents requiring the signature of the Board Secretary in the given order presented herein with an exemplar of their legal signatures:

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Esther Alailima Semeatu, Acting Board Secretary  
Board Office

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Matthew Rudnick, Executive Officer and Chief of Staff

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Cathie Santo Domingo, Assistant General Manager  
Planning, Maintenance, and Construction Branch

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Brenda Aguirre, Acting Assistant General Manager  
Special Operations Branch

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Belinda Jackson, Acting Assistant General Manager  
Recreational Services Branch

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

\_\_\_\_\_  
Noel Williams, Chief Financial Officer

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 December 15, 2022 (Report No. ).

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TAKISHA L SARDIN, BOARD SECRETARY

RESOLUTION NO.