

**ACTION MINUTES  
REGULAR MEETING  
OF THE CITY OF SAN MARINO RECREATION COMMISSION  
SAN MARINO CENTER, 1800 HUNTINGTON DR., SAN MARINO, CA  
JANUARY 23, 2017 – 7:00 P.M.**

**CALL TO ORDER** Chairperson Woo called the meeting to order at 7:09 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PRESENT:** Chairperson Raymond Woo, Council Liaison Allan Yung, SMUSD Liaison Joseph Chang, SMUSD Student Representative Mary Alford, Commissioners Chun-Yen Chen, Louise Cook, Stephanie Perry and Hal Suetsugu

**ABSENT:** Commissioner Timothy Yoo (excused)

**POSTING OF AGENDA**

Chairperson Woo explained the posting of the Agenda.

**PUBLIC COMMENTS**

There were no public comments at this time.

**APPROVAL OF MINUTES**

Minutes of the October 24, 2016 Regular Meeting.

Commissioner Perry made a motion to approve the October 24, 2016 minutes, second by Commissioner Chen. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Commissioner Cook, Commissioner Suetsugu; NOES: None.

**NEW BUSINESS**

A. New Council Liaison.

Director Lucy Garcia introduced the new Council Liaison, Councilman Allan Yung.

B. Nomination of Commission Officer, Vice Chair.

Commissioner Perry made a motion to nominate Commissioner Suetsugu to be Vice Chair in the next year, second by Commissioner Chen. Commissioner Suetsugu accepted the nomination.

C. Donation/Gift Policy.

Manager Rosa presented a draft Donation/Gift policy to the Commission for review and discussion. The Commission provided feedback. A revised draft of the policy will be brought back to Commission when complete for a final review.

D. Recreation Commission Meeting Schedule Discussion.

Director Garcia presented a staff report recommending a new meeting schedule for approval by the Commission. She reported that any changes to the meeting schedule would need to take place at a July Commission meeting. Discussion ensued. Staff was not directed to proceed with a schedule change.

E. Snow Day Recap.

Manager Pinuelas gave a preliminary report on the 2017 Snow Day event.

**CONTINUED BUSINESS**

A. Stoneman Project Update.

Director Garcia informed the Commission that staff is in the process of gathering proposals for architectural drawings and construction documents of Stoneman as authorized by Council. She reported that the proposals would be taken to Council for award of bid at a later date.

**DIRECTOR'S REPORT**

A. Operations.

a. Commissioner Recruitment Update.

Director Garcia informed the Commission of her efforts to fill the two open spots by requesting that the City Clerk advertise the vacancies a second time. Discussion ensued regarding the Recreation Commission Code, Article 13. Staff will review and bring the issue back to commission for further discussion at a later date.

b. Commissioner Training Per New Legislation

Director Garcia informed the Commission of new legislation regarding new training requirements for commissioners. She also informed the Commission that a training session may be held in June and that an online option may be available.

B. Budget Report

a. Monthly Expenditure/Revenue Review – Final Year End 15/16.

Manager Pinuelas referred to the spreadsheet entitled “June 2015-2016 (YEAR-END)” and reported on the budget. Discussion ensued regarding the lack of rental revenue at the San Marino Center as well as potential improvements of the center and the facility’s potential as a community center.

Public comment was made at this time by Kev Kurdoghlian, regarding recent and past discussions regarding a community center and the various viewpoints for and against. He recommended the Commission review archives at the Tribune to see the evolution of the discussions over the past 10 years.

Manager Pinuelas also referred to the spreadsheet entitled “Yearly Budget and General Fund Recovery Comparison Summary Fiscal Year 2015/2016” and reported on notables for the past fiscal year in comparison to years past.

b. Monthly Expenditure/Revenue Review – September-November 16/17.

Manager Pinuelas referred to the spreadsheet entitled “November FY 2016-2017” and reported on the budget.

c. Budget Calendar

Director Garcia shared notable budget programming areas being monitored and reviewed by staff as part of the mid-year budget review process. Director Garcia also discussed upcoming meetings regarding budget topics, including the Mid-Year 16/17 Review and an upcoming Financial Forecast. Lastly, she discussed new source of funding for maintenance of the Thurnher House, which would be available in the 18/19 fiscal year.

C. Miscellaneous City Updates.

a. SMUSD Gym.

Director Garcia informed the Commission that discussions are ongoing between the City and the School District regarding the SMUSD Gym at Huntington Middle School. School Board Liaison Joseph Chang provided the Commission with an update regarding the Gym.

b. Golden Streets Event.

Director Garcia informed the Commission of the Golden Streets event scheduled on March 5, 2017, would use Stoneman as a staging area for the event.

**RECREATION MANAGER'S REPORT**

A. Programming, Events and Services.

a. Fall Enrollment Review.

Manager Pinuelas provided a report on Fall 2016 enrollments compared to Fall 2015.

b. Winter Highlights.

Manager Pinuelas provided highlighted various winter events.

c. Upcoming Events Update.

Manager Pinuelas shared details and information regarding upcoming events.

**COMMISSIONER REPORTS**

A. Updates and Information

There were no reports at this time.

**LIAISON'S REPORTS**

A. City Council Liaison

Council Liaison thanked the Commissioners for their service and handed out city branded patches.

B. School Board Liaison

Liaison Chang reported that there may be a new School Board Liaison assigned to the Commission before the next meeting. Liaison Chang also discussed the Huntington Middle School Gym project and shared that the School Board would be discussing the item at a meeting the next evening.

**ADJOURNMENT**

The San Marino Recreation Commission adjourned at 9:03 pm to the next regular meeting to be held on Monday, April 24, 2017, at 7:00 p.m. at the San Marino Center.