

**ACTION MINUTES  
REGULAR MEETING  
OF THE CITY OF SAN MARINO RECREATION COMMISSION  
CROWELL PUBLIC LIBRARY, 1890 HUNTINGTON DR., SAN MARINO, CA  
APRIL 24, 2017 – 7:00 P.M.**

**CALL TO ORDER**

Chairperson Woo called the meeting to order at approximately 7:04 p.m.

**PLEDGE OF ALLEGIANCE**

Chairperson Woo lead the pledge of allegiance.

**ROLL CALL**

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

**ABSENT:** Commissioner Stephanie Perry (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**

1. Minutes of the January 23, 2017 Regular Meeting

Vice Chair Suetsugu made a motion to approve the January 23, 2017 minutes; seconded by Commissioner Cook. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Commissioner Chen, Commissioner Yoo; NOES: None.

**NEW BUSINESS**

2. Track Meet Recap

Supervisor Covarrubias gave a preliminary report for the 2017 Track Meet. Staffing levels and sponsorships were discussed. Vice Chair Suetsugu requested adding the net gain/loss to the report. Manager Pinuelas said that the information could be included on the final report.

3. Egg Hunt Recap

Supervisor Covarrubias gave a preliminary report for the 2017 Easter Egg Hunt. Commissioners inquired about event details such as maximum event participation, increased attendance, volunteers and staffing. Vice Chair Suetsugu suggested that staff reach out to the commission before the event to assist with getting the word out to high school students about volunteering to the event.

**CONTINUED BUSINESS**

4. Stoneman Project Update

Interim City Manager Collins provided information regarding the RFP and the two bids received. Interim City Manager Collins indicated that the plan was to react to the bids in June, but Council will first be looking at the bigger picture to create an overall vision before moving forward with the bids, however, the City would address any safety issues to ensure safety.

**DIRECTOR'S REPORT**

5. Operations

A. San Marino Organizational Structure – Ad Hoc

Interim City Manager Collins provided background information and discussed the changes to the organizational structure based on Ad Hoc findings and recommendations. Councilman Yung and Vice Mayor Ward provided further details about the recommendations made by the Ad Hoc committee and Council's decision. Commissioners expressed their views on the organizational changes.

B. Commissioner Recruitment Update & Commission Composition

Interim City Manager Collins discussed recruitment and possible reduction of the number of voting commissioners from eight to seven. She also discussed the Commission's meeting schedule and asked for commission feedback regarding meeting every other month versus quarterly. The commissioners discussed meeting bi-monthly. Vice Chair Suetsugu moved to meet bi-monthly; seconded by Commissioner Cook. Further discussion continued regarding both the frequency of meetings and the number of voting members. Vice Chair Suetsugu reiterated his motion to meet bi-monthly; again seconded by Commissioner Cook. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Commissioner Chen, Commissioner Yoo; NOES: None.

After further discussion regarding the reduction of voting members, Commissioner Chen moved to decrease the number of voting commissioners from eight to seven; seconded by Commissioner

Yoo. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chair Suetsugu, Commissioner Cook; NOES: None.

6. Budget Report

A. Monthly Expenditure/Revenue Monitor – January-March FY 16/17 Prelim

Manager Pinuelas referred to the spreadsheet entitled “January-March FY 16/17” and reported on the budget.

B. Budget for Fiscal Year 17/18 – Draft

Manager Pinuelas reported on the draft of the budget for fiscal year 17/18. The commission inquired about and discussed the differences in the proposed budget compared to the current budget in the areas of revenues, salaries, FTE’s, administrative costs and the San Marino Center. The allocation for part-time sick time was also discussed.

**RECREATION MANAGER’S REPORT**

7. Programming, Events and Services

A. Winter Enrollment Review

Manager Pinuelas provided a report on Winter 2017 enrollments compared to Winter 2016. Discussion ensued regarding Snow Day’s costs, revenues, and cost recovery.

B. Spring Highlights

Manager Pinuelas and Supervisor Padilla provided information regarding various spring events and activities.

C. Upcoming Events Update

Manager Pinuelas shared details and information regarding upcoming events. Discussion ensued regarding school orchestra participation in summer events. Councilman Yung shared information regarding a future trip to the Republic of San Marino and a community picnic scheduled for August.

**COMMISSIONER REPORTS**

8. Updates and Information

The Commission discussed the presentation and delivery of the meeting's agenda packet. It was decided that the packet would be presented and delivered in that manner going forward.

**LIAISON'S REPORTS**

9. City Council Liaisons

There were no reports at this time.

10. School Board Liaison

SMUSD Liaison Chang provided information regarding Huntington Middle School Gym project and Ground-Breaking Ceremony. There was also discussion regarding an article about lead levels that had been released the previous Friday.

**PUBLIC COMMENTS**

There were no public comments at this time.

**ADJOURNMENT**

The San Marino Recreation Commission adjourned at 9:26 pm to the next regular meeting to be held on Monday, July 24, 2017, at 7:00 p.m. at the Crowell Public Library.