

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

**CALL TO ORDER:** Vice Chairperson Suetsugu called the meeting to order at 7:04 p.m.

**PLEDGE OF ALLEGIANCE:** Vice Chairperson Suetsugu led the pledge.

**ROLL CALL**

**Commissioners Present:** Vice Chairperson Hal Suetsugu, Commissioners Chun-Yen Chen, Louise Cook, and Stephanie Perry

**Commissioners Absent:** Chairperson Raymond Woo, Council Liaison Allan Yung, Council Liaison Richard Ward, SMUSD Liaison Joseph Chang, SMUSD Student Representative Mary Alford, and Commissioner Timothy Yoo

**City Staff Present:** Interim City Manager Collins, Rec. Manager Pinuelas, Rec. Supervisor Covarrubias, Rec. Supervisor Padilla

**POSTING OF AGENDA:** Vice Chairperson Suetsugu explained the posting of the Agenda.

**PUBLIC COMMENTS**

The following person(s) spoke:  
Susan Jakubowski, San Marino

**APPROVAL OF MINUTES**

1. Minutes of the April 24, 2017 Regular Meeting

Commissioner Chen made a motion to approve the April 24, 2017 minutes; seconded by Commissioner Cook. The motion carried unanimously by the following vote: AYES: Vice Chairperson Suetsugu, Commissioner Chen, Commissioner Cook, and Commissioner Stephanie Perry; NOES: None.

**NEW BUSINESS**

2. Establish Meeting Dates for Fiscal Year 17/18

Manager Pinuelas presented the staff report. Commissioner Perry made a motion to adopt a resolution establishing that the Commission would meet in August, October, January, March, April, and May; seconded by Commissioner Chen. AYES: Vice Chairperson Suetsugu, Commissioner Chen, Commissioner Cook, and Commissioner Stephanie Perry; NOES: None.

3. Upcoming Special Meetings Discussion

Manager Pinuelas discussed meeting on August 28, 2017 and October 23, 2017. Those meetings would be called as special meetings as the ordinance increasing the frequency of meetings would not have taken effect before then. Ms. Pinuelas also informed the Commission that the Joint City Council and Recreation Commission meeting would take place on November 8, 2017.

4. San Marino Tsunamis Update

Manager Pinuelas provided information regarding the San Marino Tsunamis Swim Team's decision to separate from the Department.

**CONTINUED BUSINESS**

5. Track Meet Report

Supervisor Covarrubias presented the staff report.

6. Easter Egg Hunt Report

Supervisor Covarrubias presented the staff report.

**\*\*At this point the group began discussing item 7b. Projects/Subcommittees Discussion\*\***

City Manager Collins discussed the concept of staff bringing forward projects/key topics to the Commission to review, evaluate and make recommendations. Vice Chair Suetsugu made a motion directing staff to come back to Commission with a framework for evaluating these projects/topics; seconded by Commission Cook. AYES: Vice Chairperson Suetsugu, Commissioner Chen, Commissioner Cook, and Commissioner Stephanie Perry; NOES: None.

**RECREATION MANAGER'S REPORT**

7. Operations

A. Commissioner Recruitment Update

Manager Pinuelas provided an update on the recruitment to fill the vacancy on the Commission.

B. Projects/Subcommittees Discussion

**\*\*Discussion of this topic began during topic #6.\*\*** Although discussed earlier in the meeting, at this point in the agenda, City Manager Collins provided additional information explaining the reason for bringing this concept to the Commission for discussion.

8. Budget Report

A. Monthly Expenditure/Revenue Monitor – April-May FY 17/18

Manager Pinuelas referred to the spreadsheet entitled “April-May FY 17/18” and reported on the budget.

B. Budget for Fiscal Year 17/18 – Approved

Manager Pinuelas referred to the budget worksheets and reported on the approved budget for fiscal year 17/18.

9. Programming, Events, and Services

A. Spring Enrollment Review

Manager Pinuelas provided a report on spring enrollments.

B. Summer Highlights

Supervisor Padilla provided information regarding various summer activities.

C. Upcoming Events Update

Manager Pinuelas shared information regarding upcoming events, Free Rec Day and National Night Out. Staff was directed to connect with the schools and the PTA. This is in the interest to market department events and programs at the upcoming elementary school events, such as Parent Coffees and Ice Cream Socials.

D. Military Banners & Thanksgiving Breakfast

Manager Pinuelas provided an update on the Military Banner Program and shared information regarding the planned Active Military Thanksgiving Breakfast.

**COMMISSIONER REPORTS**

10. Updates and Information

Manager Pinuelas and Commissioner Cook provided information regarding the Smarter Living Series seminar topics and the series marketing.

Commissioner Chen provided information for opportunities to market through the Chinese Club.

Commissioner Perry discussed seeking PTA liaisons to the Commission.

Vice Chair Suetsugu shared that at the July Council meeting, City Council proclaimed July as Parks and Recreation month with Chair Woo and Vice Chair Suetsugu in attendance.

**LIAISON'S REPORTS**

11. City Council Liaisons

There were no reports at this time.

12. School Board Liaison

There were no reports at this time.

**PUBLIC COMMENTS**

The following person(s) spoke:

Mitch Lehman

**ADJOURNMENT**

The San Marino Recreation Commission adjourned at 8:37 pm.