

**ACTION MINUTES
REGULAR MEETING
OF THE CITY OF SAN MARINO RECREATION COMMISSION
CITY HALL, 2200 HUNTINGTON DR., SAN MARINO, CA
OCTOBER 23, 2017 – 7:00 P.M.**

CALL TO ORDER Chairperson Woo called the meeting to order at 7:06 p.m.

PLEDGE OF ALLEGIANCE Chairperson Woo lead the pledge of allegiance

ROLL CALL

PRESENT: Chairperson Raymond Woo, Vice Chairperson Hal Suetsugu, SMUSD Liaison Joseph Chang, SMUSD Student Representative Alyssa Escamilla, Commissioners Chun-Yen Chen, Louise Cook, Stephanie Perry, and Melissa Boozell

ABSENT: Council Liaison Allan Yung, Council Liaison Richard Ward, 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 July 24, 2017 Regular Meeting.

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

NEW BUSINESS

A. Introduction of New Recreation Commissioner: Melissa Boozell

Manager Pinuelas introduced the new Recreation Commissioner, Melissa Boozell

B. Oath of Office: Commissioner Boozell

Manager Pinuelas swore in Commissioner Boozell

C. Introduction of New Student Representative: Alyssa Escamilla

Manager Pinuelas introduced the new Student Representative, Alyssa Escamilla

D. Introduction of New Administrative Analyst: Rachel Yeo

Manager Pinuelas introduced the new Administrative Analyst, Rachel Yeo

E. Snow Day 2018 Discussion

Manager Pinuelas presented the Staff Report on Snow Day. Vice Chairperson Suetsugu made a motion to suspend Snow Day and research an alternate event to be held in the FY 18/19, seconded by Commissioner Cook. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Chen, Commissioner Cook, Commissioner Perry, Commissioner Boozell; NOES: None.

CONTINUED BUSINESS

A. Projects and Subcommittees Discussion - Framework

Manager Pinuelas presented the Projects and Subcommittees Framework Staff Report. Commissioner Chen made a motion to recommend that the Recreation Department keep moving forward with the process outlined, seconded by Commissioner Perry. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Chen, Commissioner Cook, Commissioner Perry, Commissioner Boozell; NOES: None.

RECREATION MANAGER'S REPORT

A. Operations

a. Updated Organizational Chart.

Manager Pinuelas presented the updated Organizational Chart for the Recreation Department.

B. Budget Report

a. Monthly Expenditure/Revenue Review – July-August FY 17/18.

Manager Pinuelas referred to the spreadsheet entitled “August FY 2017-2018” and reported on the budget.

C. Miscellaneous City Updates.

a. City Administration Update

Manager Pinuelas provided information on the appointment of the new City Manager, Dr. Marcella Marlowe.

b. Commission Meeting Calendar

Manager Pinuelas informed the Commission that two potential conflicts were found upon compiling a list of Commission meeting dates for FY 17/18. Commissioner Chen made a motion to move the meeting dates in March and May to the 3rd Monday of March and the 3rd Monday of May, second by Commissioner Perry. The motion carried by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Chen, Commissioner Cook, Commissioner Perry, Commissioner Boozell; NOES: Vice Chairperson Suetsugu

D. Programming, Events and Services.

a. Summer Enrollment Review.

Manager Pinuelas presented the Summer 2017 Enrollment Comparison Report.

b. Fall Highlights

Supervisor Covarrubias highlighted the Fall programs and events.

c. Special Events Updates and Calendar

Supervisor Covarrubias informed the Commission of the 2018 Special Events dates.

COMMISSIONER REPORTS

A. Updates and Information

There was no report at the time.

LIAISON'S REPORTS

A. City Council Liaison

There was no report at this time.

B. School Board Liaison

SMUSD Liaison Chang informed the Commission that the Huntington Middle School construction would start May 2019.

ADJOURNMENT

The San Marino Recreation Commission adjourned at 8:45 p.m. to the next regular meeting to be held on Monday, January 22, 2018, at 7:00 p.m. at the Crowell Public Library.