

**ACTION MINUTES
REGULAR MEETING
OF THE CITY OF SAN MARINO RECREATION COMMISSION
January 22, 2018 – 7:00 P.M.**

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

PLEDGE OF ALLEGIANCE Chairperson Woo led the pledge of allegiance

ROLL CALL

PRESENT: Chairperson Raymond Woo, Vice Chairperson Hal Suetsugu, Commissioners Chun-Yen Chen, Louise Cook, Stephanie Perry, Timothy Yoo, and Melissa Boozell

ABSENT: None

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 23, 2017 Regular Meeting.

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

NEW BUSINESS

A. Introduction of New Council Liaison: Ken Ude

Manager Pinuelas introduced the new Council Liason, Ken Ude.

B. Introduction of New City Manager, Marcella Marlowe, Ph.D.

Manager Pinuelas introduced the new City Manager, Marcella Marlowe Ph.D.

C. Re-envisioning Recreation Programming - Discussion

City Manager Marlowe opened the discussion of reenvisioning recreation programming. Commissioners discussed the item and directed staff to collect data points relevant to the discussion. The Commission decided to adjourn to a February 26th meeting to further discuss this topic.

CONTINUED BUSINESS

A. None

RECREATION MANAGER'S REPORT

A. Information

a. Updated Commission Meeting Calendar

Manager Pinuelas presented the updated Commission Meeting Calendar. Manager Pinuelas informed the Commissioner that the joint meeting with Council on Wednesday, April 11, 2018; 5 p.m. at the Emergency Operations Center was not listed.

b. Updated Special Events Calendar

Manager Pinuelas presented the updated Special Events Calendar.

B. Budget Report

a. Monthly Expenditure/Revenue Review – Year-End FY 16/17.

Manager Pinuelas referred to the spreadsheet entitled “June FY 2016-2017 (Year End)” and reported on the budget.

b. Yearly Budget and General Fund Recovery Comparison Summary – FY 16/17

Manager Pinuelas referred to the spreadsheet entitled “Yearly Budget and General Fund Recovery Comparison Summary Fiscal Year 2016/2017”.

c. Monthly Expenditure/Revenue Monitor – September - November FY 17/18

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

C. Programming, Events and Services.

a. Special Events Updates

Supervisor Covarrubias gave an overview of the Military Banner Program and Presentation that had taken place.

a. Fall Enrollment Review

Manager Pinuelas provided a report on Fall 2017 enrollments compared to Fall 2016.

b. Winter Highlights

Supervisor Padilla gave an overview of the Winter programs and events.

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

There was no report at this time.

ADJOURNMENT

The San Marino Recreation Commission adjourned at 8:38 p.m. to an adjourned meeting to be held on Monday, February 26, 2018, at 7:00 p.m. at the Crowell Public Library.

ROSA PINUELAS
RECREATION MANAGER