

CITY OF SAN MARINO
RECREATION COMMISSION AGENDA

Raymond Woo, Chair
Hal Suetsugu, Vice Chair
Melissa Boozell
Chun-Yen Chen
Louise Cook
Stephanie Perry
Timothy Yoo
Steve Talt, Council Liaison
Ken Ude, Alt. Council Liaison
Corey Barberie, SMUSD Liaison



www.cityofsanmarino.org
Recreation Division
(626) 403-2200 Phone
(626) 403-2212 Fax
Mailing Address:
2200 Huntington Drive
Physical Address:
1560 Pasqualito Drive
San Marino, CA 91108

REGULAR MEETING
OF THE SAN MARINO RECREATION COMMISSION
MONDAY, APRIL 22, 2019 AT 7:00 P.M.
CROWELL PUBLIC LIBRARY (BARTH COMMUNITY ROOM)
1890 HUNTINGTON DRIVE
SAN MARINO, CA 91108

The City of San Marino appreciates your attendance. Citizens' interest provides the Recreation Commission with valuable information regarding issues of the community.

Regular meetings are held the 4th Monday of August, October, January, March, April and May.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the City Clerk's Office at (626) 300-0705 at least 48 hours prior to the meeting.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

POSTING OF AGENDA

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>.

PUBLIC COMMENTS

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Recreation Commission on any item of interest to the public that is within the subject matter jurisdiction of the Recreation Commission.

APPROVAL OF MINUTES

1. Recommendation: “A motion to approve the Minutes of the Regular Meeting of March 25, 2019.”

CONTINUED BUSINESS

1. Track Meet Update
2. Community Services Director Recruitment Update
3. Reenvisioning Recreation Programming Update

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

All public writings distributed by the City of San Marino to at least a majority of the Recreation Commission regarding any item on this agenda will be made available at the Recreation Department, located at 1560 Pasqualito Drive, San Marino, CA, 91108.

PUBLIC COMMENTS**ADJOURNMENT**

The San Marino Recreation Commission will adjourn to a special meeting to be held on **Monday, May 20, 2019, 7:00 pm at the San Marino Center (Fireside Room).**

Dated: April 17, 2019
Posted: April 17, 2019

CHRISTOPHER YOO
ADMINISTRATIVE ANALYST

**MINUTES
REGULAR MEETING
OF THE CITY OF SAN MARINO RECREATION COMMISSION
BARTH ROOM AT THE CROWELL PUBLIC LIBRARY
March 25, 2019 – 7:00 P.M.**

CALL TO ORDER Chairperson Woo called the meeting to order at 7:07 p.m.

PLEDGE OF ALLEGIANCE Chairperson Woo led the Pledge of Allegiance.

ROLL CALL **PRESENT:** Chairperson Raymond Woo, Vice Chairperson Hal Suetsugu, Commissioner Melissa Boozell, Commissioner Chun-Yen Chen, and Commissioner Louise Cook

ABSENT: Commissioner Stephanie Perry and Commissioner Timothy Yoo

POSTING OF AGENDA

Chairperson Woo explained the posting of the agenda.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

I. Minutes of the Regular Meeting of January 28, 2019

Vice Chairperson Suetsugu moved to approve the minutes of January 28, 2019; seconded by Commissioner Boozell. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, and Commissioner Cook. NOES: None. ABSENT: Commissioner Perry and Commissioner Yoo.

NEW BUSINESS

I. Track Meet Debrief

Chairperson Woo provided a review of the Track Meet.

Commissioner Suetsugu directed staff to provide information regarding number of participants, cost of event, number of volunteers and which organizations involved at the next Commission Meeting.

2. Designation of Commissioner to participate in the Community Services Director Interview

Interim Community Services Director Throne provided an update to the recruitment process of the Community Services Director, and requested the Commissioners to designate a Commissioner to participate in the recruitment process.

Chairperson Woo moved to designate Commissioner Cook to participate in the Community Services Director recruitment process; seconded by Commissioner Boozell. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, and Commissioner Cook. NOES: None. ABSENT: Commissioner Perry and Commissioner Yoo.

3. Report from Focus Group Committee

Chairperson Woo provided the report on behalf of the Focus Group Committee.

The following person(s) spoke:

Jennifer Chuang, Blue Ribbon Committee Member

Commissioners discussed how to move forward in crafting a recreation programming survey and conducting focus groups.

Chairperson Woo moved to recommend to the City Council to appropriate the amount not-to-exceed \$30,000 to secure an expert consultant to develop and implement a recreation programming survey; seconded by Vice Chairperson Suetsugu. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, and Commissioner Cook. NOES: None. ABSENT: Commissioner Perry and Commissioner Yoo.

PUBLIC WRITINGS DISTRIBUTED

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The San Marino Recreation Commission adjourned at 7:50 p.m. to the next regular meeting at to be held on **MONDAY, April 22, 2019 at 7:00 p.m.** in the Barth Room at the Crowell Public Library, 1890 Huntington Drive, San Marino, California.

CHRISTOPHER YOO
ADMINISTRATIVE ANALYST



City of San Marino

Staff Report

TO: San Marino Recreation Commission
FROM: Michael Throne, Interim Community Services Director
BY: Eddie Covarrubias, Recreation Supervisor
Christopher Yoo, Administrative Analyst

DATE: April 15, 2019

SUBJECT: TRACK MEET UPDATE

BACKGROUND

The following is a summary of the expenditures, revenues and status of rollover funds associated with the 2019 Track Meet event. This summary represents a majority of the event expenses, but it should be noted that there will be additional expenses associated with the track participants that will advance to the SCMAF-SGV Meet as well as SMHS custodial fees.

Expenditures

Item	2016	2017	2018	2019
Staff	\$1,484*	\$1,179*	\$1,277*	\$1,426*
Contract Services	\$1,000	\$1,250	\$1,458	\$1,485
Materials & Supplies	\$527	\$1,581	\$2,019	\$2,075
SMHS Custodial Fee	\$263	TBD	\$0	\$0
SCMAF Entry Fees	\$324	TBD	\$324	TBD
Total Expenditures	\$3,598	\$4,192	\$5,078	\$4,914

*Does not include full-time staff

Revenue

Item	2016	2017	2018	2019
Entry Fees	\$2,580	\$3,140	\$3,595	\$3,532
SMCAA Donation	\$2,000	\$2,000	\$2,000	\$2,000
Total Revenue	\$4,580	\$5,140	\$5,595	\$5,532

Estimated Donation/Rollover Fund Remaining

Item	2016	2017	2018	2019
Rollover Fund	\$5,595	\$5,522	TBD	TBD

Participation

Item	2016	2017	2018	2019
Number of Entries	516	628	713	699
Number of Participants	256	305	356	342

There were a total of 33 volunteers from the following associations:

- San Marino Unified School District – 1
- San Marino High School / San Marino Schools Foundation – 21
- San Marino Athletic Club – 6
- Recreation Commissioners – 3 (Chairperson Raymond Woo, Vice Chairperson Hal Suetsugu, and Commissioner Stephanie Perry)
- San Marino Resident Parents – 2

RECOMMENDATION

It is recommended that the Recreation Commission provide comments and suggestions to Recreation personnel related to the track meet.





City of San Marino

Staff Report

TO: San Marino Recreation Commission

FROM: Michael Throne, Interim Community Services Director

BY: Christopher Yoo, Administrative Analyst

DATE: April 22, 2019

SUBJECT: COMMUNITY SERVICES DIRECTOR RECRUITMENT UPDATE

BACKGROUND

Since the January 28, 2019 Recreation Commission Meeting, staff has been continuing to recruit the position of a Community Services Director position and has recently closed the application period on March 18, 2019 at 5:00 p.m. The Community Services Director is a newly-budgeted position that will reunite the Recreation and Library programs under one umbrella. The Director will directly report to the City Manager and oversee the Recreation and Library divisions with a combined staff of ten (10) full-time employees and approximately sixty (60) part-time and seasonal employees.

At the moment, Interim Community Services Director Michael Throne has been providing broad policy oversight to the Recreation division, and the Recreation Supervisors have been handling day-to-day operations. Additionally, Administrative Analyst Chris Yoo has been providing analytical support to both Library and Recreation divisions, and will be reporting directly to the new Director, once hired.

At the March 25, 2019 Recreation Commission Meeting, Commissioners were asked to designate a Commissioner to participate in the Community Services Director Interview Process. After brief discussion, the Commissioners designated Commissioner Louise Cook to participate in the process.

DISCUSSION

Interim Community Services Director Throne to provide update to the Community Services Director recruitment process.



City of San Marino

Staff Report

TO: San Marino Recreation Commission

FROM: Michael Throne, Interim Community Services Director

BY: Christopher Yoo, Administrative Analyst

DATE: April 22, 2019

SUBJECT: REENVISIONING RECREATION PROGRAMMING UPDATE

BACKGROUND

On January 28, 2019, focus groups were formed and facilitated by pairs of teams – one Recreation Commissioner paired with one Blue Ribbon Committee member. Jennifer Chuang and Liz Hollingworth, Blue Ribbon Committee members joined Recreation Commission Chair Raymond Woo and Vice Chair Hal Suetsugu as the subcommittee tasked with developing a recreation programming survey and conducting focus groups with interested community organizations to assist the future Community Services Director in recommending recreation programming.

At the March 25, 2019 Recreation Commission Meeting, Chairperson Woo provided review of the Focus Group Committee's research and findings. Upon discussion of the Focus Group Committee's conclusions the Recreation Commissioners moved to recommend to the City Council to appropriate the amount not-to-exceed \$30,000 to secure an expert consultant to develop and implement a recreation programming survey. The item was removed from the April 10, 2019 City Council Meeting, so that the City Manager can explore other options.

DISCUSSION

Interim Community Services Director Throne to provide update to reenvisioning recreation programming.