

**ACTION MINUTES
SPECIAL MEETING
OF THE CITY OF SAN MARINO RECREATION COMMISSION
BARTH ROOM AT THE CROWELL PUBLIC LIBRARY
October 29, 2019 – 7:00 P.M.**

CALL TO ORDER Chairperson Woo called the meeting to order at 7:04 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 April 22, 2019

Chairperson Woo requested that Analyst Zubiarte review the minutes from April 22, 2019 and bring back the minutes at the January 27, 2020 meeting.

CONTINUED BUSINESS

I. Community Services Director Recruitment Update

Interim Director Espinosa provided an overview of the recruitment for a permanent Community Services Director, which may tentatively begin around February 2020 after the responses from the Recreation Needs Assessment survey are tabulated.

2. Re-envisioning Recreation Programming Update

Interim Director Espinosa informed the Commission that the Recreation Needs Assessment survey closed on October 28, 2019 and the results will aid in the development of future recreation programming. The Commission requested a summary of the survey results to be brought back if they are available by the January 2020 meeting.

3. Track Meet Donations Account Update

Recreation Supervisor Covarrubias provided an update on the fund balance in the Track Meet Donations Reserves account per the request of the Commission. The tentative costs affiliated with the Track Meet will be reported on at the January 2020 meeting.

NEW BUSINESS

1. Free Rec Day Update

Recreation Supervisor Covarrubias provided an overview of the successful 2019 Free Rec Day that occurred on August 21, 2019.

2. Fiscal Year 2019-2020 Budget

Analyst Zubiata summarized the Recreation budget for Fiscal Year 2019-2020. Based on projections, Recreation is expected to reach a 75.5% cost recovery rate.

PUBLIC WRITINGS DISTRIBUTED

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

The San Marino Recreation Commission adjourned at 8:10 p.m. to the next regular meeting at to be held on **MONDAY, January 27, 2020 at 7:00 p.m.** in the San Marino Center (Fireside Room), 1800 Huntington Drive, San Marino, California.

ROBERT ZUBIATE
ADMINISTRATIVE ANALYST