

**ACTION MINUTES
REGULAR MEETING
OF THE CITY OF SAN MARINO RECREATION COMMISSION
SAN MARINO CENTER, 1800 HUNTINGTON DR., SAN MARINO, CA
JANUARY 25, 2016 – 7:00 P.M.**

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

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Chairperson Perry, Vice Chair Woo, Council Liaison (At this time Steve Talt introduced himself as the new Council Liaison to the Recreation Commission), SMUSD Liaison Joseph Chang, Commissioners Chen, Cheng-Taylor, Cook, Flynn, Suetsugu and Yoo

ABSENT: None

POSTING OF AGENDA

Chairperson Perry explained the posting of the Agenda.

PUBLIC COMMENTS

There were no public comments at this time.

APPROVAL OF MINUTES

Minutes of the October 26, 2015 Regular Meeting

Commissioner Suetsugu made a motion to approve the October 26, 2015 minutes, second by Commissioner Yoo. The motion carried unanimously by the following vote: AYES: Chairperson Perry, Vice Chair Woo, Commissioners Chen, Cheng-Taylor, Cook, Flynn, Suetsugu and Yoo, NOES: None.

NEW BUSINESS

A. New interim Director – Cindy Collins.

Chairperson Perry introduced Cindy Collins as the Interim Community Services Director. Director Collins commented briefly about her background.

B. Community Budget Meetings

Director Collins gave an update on important budget dates and deadlines. She asked the Recreation Commission to make a motion to schedule a Special Meeting of the Recreation Commission on February 29, 2016, at which time the budget would be reviewed.

Commissioner Woo made a motion to hold a special meeting of the Recreation Commission for the purpose of reviewing the budget on February 29, 2016 at 7:00 p.m., second by Commissioner Cheng-Taylor. The motion carried unanimously by the following vote: AYES: Chairperson Perry, Vice Chair Woo, Commissioners Chen, Cheng-Taylor, Cook, Flynn, Suetsugu and Yoo, NOES: None.

CONTINUED BUSINESS

A. July 4th Entertainment Selection Protocol

Director Collins re-capped the discussion of the July 4th entertainment selection protocol from the October 26, 2015 meeting and asked if the Recreation Commission would like to recommend a change to the protocol or keep the current tradition. The Recreation Commissioners indicated that they would like to keep the current tradition.

DIRECTOR'S REPORT

A. Operations

1. Updated Organizational Chart (This item was removed from the discussion because it was mistakenly placed on the Agenda.)
2. Budget issues impacting the Department
 - minimum wage increases
 - PERS Unfunded Liability
 - Part-time employee sick leave

Director Collins discussed the impact of minimum wage increases, PERS unfunded liability and part-time employee sick leave on the Recreation Department budget.

B. Budget Report

1. Monthly Expenditure/Revenue Review – mid year 15/16

Director Collins referred to the spreadsheet entitled “December 2015-2016” and reported on the mid year budget.

RECREATION MANAGER'S REPORT

A. Programming, Events and Services

1. Fall Enrollment Review

Manager Pinuelas provided a report on fall enrollment.

2. Winter Highlights

Manager Pinuelas highlighted the winter programs and upcoming winter events.

3. Events updates

Manager Pinuelas gave an update on upcoming events.

(At this time, 7:50 p.m., Commissioner Suetsugu excused himself from the meeting.)

COMMISSIONER REPORTS

A. Updates and Information

There were no reports at this time.

LIAISON'S REPORTS

A. City Council Liaison

Council Liaison, Steve Talt discussed putting together a voluntary Needs Assessment Committee to assess facility use and needs of the City and the development of a volunteer list to be developed through the Recreation Department.

B. School Board Liaison

School Board Liaison, Joseph Chang explained that the School Board has also discussed conducting a needs assessment for the San Marino School District.

ADJOURNMENT

The San Marino Recreation Commission adjourned at 8:10 p.m. to the special meeting to be held on Monday, February 29, 2016, at 7:00 p.m. at the San Marino Center.