

**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*



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Mailing Address:  
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1560 Pasqualito Drive  
San Marino, CA 91108

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**REGULAR MEETING**  
**OF THE SAN MARINO RECREATION COMMISSION**  
**MONDAY, MARCH 25, 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 January 28, 2019.”

**NEW BUSINESS**

1. Track Meet Debrief
2. Designation of Commissioner to participate in the Community Services Director Interview Process
3. Report from Focus Group Committee

**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 the next regular meeting to be held on **Monday, APRIL 22, 2019, 7:00 pm at the Crowell Public Library (Barth Community Room)**.

Dated: March 19, 2019  
Posted: March 19, 2019

CHRISTOPHER YOO  
ADMINISTRATIVE ANALYST

**MINUTES  
REGULAR MEETING  
OF THE CITY OF SAN MARINO RECREATION COMMISSION  
FIRESIDE ROOM OF THE SAN MARINO CENTER  
JANUARY 28, 2019 – 7:00 P.M.**

**CALL TO ORDER** Chairperson Woo called the meeting to order at 7:09 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, Commissioner Louise Cook, and Commissioner Timothy Yoo

**EXCUSED:** Commissioner Stephanie Perry

**POSTING OF AGENDA**

Chairperson Woo explained the posting of the agenda.

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

I. Minutes of the Regular Meeting of March 19, 2018.

Vice Chairperson Suetsugu moved to approve the minutes of March 19, 2018; seconded by Chairperson Cook. The motion carried unanimously by the following vote: AYES: Chairperson Woo, Vice Chairperson Suetsugu, Commissioner Boozell, Commissioner Chen, Commissioner Cook, and Commissioner Yoo. NOES: None. ABSENT: Commissioner Perry.

Vice Chairperson Suetsugu reordered agenda item 3 to be discussed first.

**CONTINUED BUSINESS**

**COMMISSIONER REPORTS**

3. Updates and Information

a. Track Meet – March 1, 2019

Recreation Supervisor Eddie Covarrubias provided an update on the Track Meet.

**CONTINUED BUSINESS**

**2. UPDATE ON RE-ENVISIONING RECREATION PROGRAMMING**

- a. Overview by staff
- b. Blue Ribbon Committee and Recreation Commission Discussion Session

City Manager Marcella Marlowe provided an update regarding the Recreation Department.

The following person(s) spoke:

Brady Onishi, Blue Ribbon Committee Member  
John Chou, Blue Ribbon Committee Member  
Corey Barberie, San Marino Unified School Board  
Jennifer Chuang, Blue Ribbon Committee Member

**PUBLIC WRITINGS DISTRIBUTED**

None.

**ADJOURNMENT**

The San Marino Recreation Commission adjourned at 8:52 p.m. to the next regular meeting at to be held on **MONDAY, MARCH 25, 2019 at 7:00 p.m. at the San Marino Center, 1800 Huntington Drive, San Marino, California.**

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NIA HERNANDEZ  
ADMINISTRATIVE ANALYST



# City of San Marino

## Staff Report

TO: San Marino Recreation Commission  
FROM: Michael Throne, Interim Community Services Director  
BY: Christopher Yoo, Administrative Analyst  
DATE: March 25, 2019  
**SUBJECT: TRACK MEET DEBRIEF**

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### **BACKGROUND**

On Friday, March 1, 2019, Recreation hosted its 44<sup>th</sup> Annual San Marino Community Track and Field Meet at San Marino High School's track field from 4:00 p.m. to 9:00 p.m. Participants were students from various elementary and middle schools within San Marino Unified School District, and were students born from 2004 to 2012.

### **DISCUSSION**

The San Marino Community Track and Field Meet was a huge success with 358 participants. Recreation would not have been able to organize the Meet without the support of all its 21 volunteers. Volunteers ranged from San Marino High School student volunteers, Recreation Commission Members, city staff and other volunteers within the community.

Participants competed in the following events:

- Boys and Girls - 50m, 100m, 200m, 400m, 800m, 1600m
- Boys and Girls - 400m relay
- Boys and Girls - Softball Throw
- Boys and Girls - Long Jump
- Boys and Girls - High Jump

First and Second place winners were invited to participate in the San Gabriel Valley Track Meet on Saturday, May 11, 2019 at San Dimas High School.

### **FISCAL IMPACT & PROCUREMENT REVIEW**

For this year's San Marino Community Track and Field Meet the following was budgeted:

<b>Account Code</b>	<b>Description</b>	<b>Budgeted Amount</b>
281-66-4150-0002	Track Meet Contract Services	\$2,000
101-66-4376-0002	Track Meet Materials and Supplies	\$215

**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: March 25, 2019

**SUBJECT: DESIGNATION OF COMMISSIONER TO PARTICIPATE IN THE COMMUNITY SERVICES DIRECTOR INTERVIEW PROCESS**

### 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, Parks & Public Works 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.

### DISCUSSION

The Community Services Director position will have the unique opportunity to revitalize and rebrand the recreation function in the City of San Marino. It will require a visionary change-agent who has “big ideas” and passion to engage with the community to enhance department programs, facilities and services. One of the ways those “big ideas” can come across will be to have both the Recreation Commission’s and Library Board’s City Council-appointed community members participate in the interview process.

On February 25, 2019 at the Library Board of Trustees meeting, the Trustees designated Trustee and Blue Ribbon Committee member Liz Hollingsworth to review and participate in the Community Services Director Interview process.

The recruitment closed on March 18 and it is expected that an appointment will be made within the next two months.

## **RECOMMENDATION**

Staff recommends that the Recreation Commission designate a commissioner whose term has not expired to participate in the Community Services Director Interview 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: March 25, 2019  
**SUBJECT: REPORT FROM FOCUS GROUP COMMITTEE**

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### **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.

### **DISCUSSION**

The focus group will discuss the status of their work and make recommendations for City Council consideration related to community surveys.