CITY OF MORGAN HILL

Regular Meeting Agenda

Parks and Recreation Commission

Bill Haskell - Commissioner
Craig van Keulen - Commissioner
LaRene Green - Commissioner
Mary Seehafer - Commissioner
Matt Wendt - Commissioner
Richard Scott - Commissioner
Ronald Locicero - Commissioner

Tuesday, June 20, 2017 7:00 PM

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

ROLL CALL ATTENDANCE

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Members of the public are entitled to address the Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

COMMUNITY SERVICES DIRECTOR REPORT

ADOPTION OF THE AGENDA

BUSINESS:

1. **APPROVE THE MAY 16, 2017 MEETING MINUTES**

   Recommendation:

   Approve Minutes.

2. **GRANT UPDATE FOR PRC**

   Recommendation:

   Receive grant update report.

3. **COMMUNITY SERVICES DEPARTMENT FACILITY RENTAL REPORT**

   Recommendation:

   Receive report on facility rentals at recreation facilities

4. **COMMISSION WORK PLAN UPDATES**

   Recommendation:

   Discuss and provide updates on Work Plan items.

ANNOUNCEMENTS

FUTURE COMMISSION AGENDA ITEMS:

ADJOURNMENT

NOTICE

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

PUBLIC COMMENT

Members of the Public are entitled to directly address the Commission concerning any item that is described in the notice of this meeting, before or during consideration of that item. If you wish to address the Commission on any issue that is on this agenda, please complete a speaker request card located in the foyer of the Commission Chambers, and deliver it to the Minutes Clerk prior to discussion of the item. You are not required to give your name on the speaker card in order to speak to the Commission, but it is very helpful. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the Commission on any other item of interest to the public, you may do so by during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.

Please submit written correspondence to the Minutes Clerk, who will distribute correspondence to the Commission.

Persons interested in proposing an item for the Commission agenda should contact a member of the Commission who may plan an item on the agenda for a future Commission meeting. Should your comments require Commission action, your request may be placed on the next appropriate agenda. Commission discussion or action may not be taken until your item appears on an agenda. This procedure is in compliance with the California Public Meeting Law (Brown Act) Government Code §54950.

City Council Policies and Procedures (CP 03-01) outlines the procedure for the conduct of public hearings. Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

The time within which judicial review must be sought of the action by the Commission, which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.

For a copy of Commission Policies and Procedures CP 97-01, please contact the City Clerk's office (408) 779-7259, (408) 779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the City Clerk's Office at (408)779-7259, (408)779-3117 (fax) or by email michelle.wilson@morganhill.ca.gov. Requests must be made as early as possible and at least two-full business days before the start of the meeting.

Sustainable Morgan Hill Vision

Morgan Hill is a socially responsible, environmentally conscious, and economically sound community that embraces inclusiveness with participation by all.

CITY COUNCIL ONGOING PRIORITIES

Enhancing Public Safety · Protecting the Environment · Maintaining Fiscal Responsibility · Supporting Our Youth, Seniors, and Entire Community · Fostering a Positive Organizational Culture · Preserving and Cultivating Public Trust · Preserving Our Cultural Heritage

2017 STRATEGIC PRIORITIES

High Speed Rail

Inclusiveness

Infrastructure

Regional Initiatives

Telecommunications

2017 STRATEGIC PRIORITIES:

High Speed Rail

The City of Morgan Hill will directly advocate for our community's needs through our communications, discussions, and decisions. We will continue to engage the community, the High Speed Rail Authority, our state and federal legislators, and other regional agencies to mitigate negative impacts and convey our position that the High Speed Rail Authority should only use the existing Highway 101 right-of-way to avoid all impacts to residents, schools, and businesses. Should the Authority decide the 101 right-of-way is not feasible, we will strongly advocate for the route with the least impact on Morgan Hill.

Inclusiveness

We will celebrate the diversity, history, and culture of our community. Through City Council workshops, community meetings, and researching successes in other communities, the City will listen to and collaborate with the community to define how inclusiveness will be further woven into our community's fabric and to increase public participation. The City's communications, services, public spaces, and projects will embrace all community members as partners, advancing our vision of being a socially responsible community.

Infrastructure

The City will review its streets, parks, and public facilities infrastructure needs initially by updating its 2014 infrastructure study to quantify the funding gap. We will identify potential funding options as ongoing revenue is insufficient to fund our vital community assets at a sustainable level without significantly impacting existing service levels that our community has come to expect. Morgan Hill will actively work with the Valley Transportation Agency, the County, and the State to secure funding for the Santa Teresa extension and road maintenance. We will continue to work closely with our community to inform them of the needs and engage them to find an affordable and sustainable solution.

Regional Initiatives

City Council and staff will focus on influencing regional decisions that benefit Morgan Hill. This regional involvement will include, but not be limited to, partnering with the League of California Cities, Valley Transportation Authority, Santa Clara Valley Water District, Cities Association of Santa Clara County, the City of Gilroy, Santa Clara County, Morgan Hill Unified School District, the Local Agency Formation Commission, the Open Space Authority, and Silicon Valley Clean Energy to advance projects that further Sustainable Morgan Hill.

Telecommunications

The City will collaborate with the private sector to explore ways to provide fast, reliable access and wireless connectivity for residents and businesses. The 2016 Telecommunications Infrastructure and Economic Development Blueprint reports will be the foundation for continuing discussions with broadband providers, public utilities, and other infrastructure service providers in developing an implementation plan for growing our telecommunications infrastructure. The plan will be used to signal Morgan Hill's support for business expansion.

DRAFT

CITY OF MORGAN HILL

Meeting Minutes
Parks and Recreation Commission

Bill Haskell	-	*Commissioner*
Craig van Keulen	-	*Commissioner*
LaRene Green	-	*Commissioner*
Mary Seehafer	-	*Commissioner*
Matt Wendt	-	*Commissioner*
Richard Scott	-	*Commissioner*
Ronald Locicero	-	*Commissioner*

Tuesday, May 16, 2017 7:00 PM

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

ROLL CALL ATTENDANCE

Attendee Name	Title	Status	Arrived
Bill Haskell	Commissioner	Absent	
Craig van van Keulen	Commissioner	Present	
LaRene Green	Commissioner	Present	
Mary Seehafer	Commissioner	Present	
Matt Wendt	Commissioner	Present	
Richard Scott	Commissioner	Present	
Ronald Locicero	Commissioner	Present	

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

Minutes Acceptance: Minutes of May 16, 2017 7:00 PM (BUSINESS:)

PUBLIC COMMENT

COMMUNITY SERVICES DIRECTOR REPORT

ADOPTION OF THE AGENDA

Motion van Keulen, Second Locicero, 6-0

BUSINESS:

1. APPROVE THE APRIL 18, 2017 MEETING MINUTES

Recommendation:

Approve Minutes.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Bill Haskell, Craig van van Keulen, Ronald Locicero
AYES:	van Keulen, Green, Seehafer, Wendt, Scott, Locicero
ABSENT:	Haskell

AQUATICS CENTER SUMMER SEASON

Recommendation:

Accept the report on the 2017 Aquatics Center Summer Season

Received Report

MASTER PLAN CONCEPT MAPS

Recommendation:

Review concept maps and provide comments for direction to staff on specific updates to the maps.

Public Comment received from Doug Muirhead on development of educational feature near stream at Paradise Park.
Public Comment recieved from Shantih Wnesmann,Scott Leimas,Jorge Briones, Jason Herr, Tracy Drummond regarding removal of dog park from Oak Creek Park Map.
Public Comment from Kathy Sullivan regarding including Villa Mira Monte in concept maps.

Commission motion to remove the dog park from all concept maps and improve basketball court layout at Oak Creek Park.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Craig van van Keulen, Commissioner
SECONDER:	LaRene Green, Commissioner
AYES:	van Keulen, Green, Seehafer, Wendt, Scott, Locicero
ABSENT:	Haskell

2. PRC FY 2017/18 WORK PLAN DEVELOPMENT

Recommendation:

Minutes Acceptance: Minutes of May 16, 2017 7:00 PM (BUSINESS:)

Finalize Fiscal Year 2017/18 Work Plan.

Motion to approve work plan.

Add Seehaffer, van Keulen, and Green to item 5.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Craig van van Keulen, LaRene Green, Richard Scott
SECONDER:	Ronald Locicero, Commissioner
AYES:	van Keulen, Green, Seehafer, Wendt, Scott, Locicero
ABSENT:	Haskell

ANNOUNCEMENTS

FUTURE COMMISSION AGENDA ITEMS:

- 3 month Park Planning Update
- Nordstrom Park Timeline
- Grant Update

ADJOURNMENT

8:24pm

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: June 20, 2017

PREPARED BY: Chris Ghione, Community Services Director
APPROVED BY: Chris Ghione, Community Services Director

GRANT UPDATE FOR PRC

RECOMMENDATION(S)
Receive grant update report.

REPORT NARRATIVE:
The Commission previously requested that the City provide a regular update on grants relating to parks and recreation. Attachment 1 outlines the current grants the City is in the process of applying for or considering applying for. The attachment additionally shows the grants the City has received recently.

The grants that the City has received since the last grant update was provided to the Commission, include:

Urban Open Space Grant for a new Community Garden Location – The City was awarded $250,000 from the Open Space Authority for construction of a new community garden on City property next to the Butterfield overpass. This project will be done in conjunction with the volunteers of the Morgan Hill Community Garden group.

Energy Watch Grant – The City has received a grant for approximately $90,000 to improve energy efficiency in City buildings.

Cal Fire Urban Forestry Grant – The City has a $242,000 grant for the City to develop an Urban Forestry Management Plan. This will be the first formal plan for the City in this area. The grant will also help to fund tree planting through the City.

PICH Grant – The City received funding of $15,000 to develop a bike map than can be used by residents. Funding is from the federal government, but managed by the County Health Department. This map will be available in the next month.

CA Recycle Grant – The City has received a grant to pay for a portion of the rubber surfacing used in the downtown parks and inclusive playgrounds for approximately $30,000.

Summer Fun in the Park – The Health Trust has awarded the City $1,500 to support the Summer Fun in the Park events held at Galvan Park this summer.

Bike Racks – the City received $3,000 to purchase Bike Racks in the downtown area,

including those that will be used in new Downtown Parks.

The City is also in the process of applying for several more grants as identified in attachment 1.

LINKS/ATTACHMENTS:

1. Attachment 1 - Grant Tracking Sheet for PRC

GRANTS IN PROGRESS						
Grant	**Purpose of Application**	**Funding**	**Staff Member**	**App Deadline**	**Current Status**	**Other Notes**
Union Pacific	Fnding for Railroad Park	TBD	Chris	Opens in July 2017	Apply in 2017	Follow-up Mid August. Did not receive in 2016
Water District	Madrone Channel Trail	TBD	Chris	TBD - 2017		Waiting on water District to announce grant cycle.
State Urban Greening	Butterfield Linear Park Completion	$ 1,761,980	Cynthia	5/1/2017	Submitted	Waiting on results from the State.
Outdoor Ed Facilities	Education Center at Silvera Park + other locales	TBD	Tony/Tanya	TBD - Spring	Developing proposal.	Meeting with South County friends and County Parks to develop proposal.
Habitat Conservation Fund	Build the West Little Llagas Creek Wildlife Trail	$ 350,000	Tanya	Submitted	Did not receive	Working with the State to develop a more competitive proposal in 2018.
2017 Charge! Program	BAAQMD - Charging Stations - CCC and CRC	TBD	David G		Not pursuing	Grant not sufficient and installations are too expensive to proceed.
Pet Safe Dog Park Grant	Dog Park Maintenance or Improvements	$ 10,000	Cynthia	6/30/2017	Working on grant.	Discussing with MHDOG on who the best applicant is.
Historic Heritage Grant	Villa Mira Monte, Hiram House Roof	$ 300,000	Kathy S	Due July 7. 2017	Historical Society is applying	City support may be necessary.
VTA TDA Grant	Madrone Channel Trail	$ 150,000	David G	April 2018???	Next Round Spring 2018	We have money banked here, just need project to be ready.
CPRS Playcore	Small Playground Area	TBD	TBD	8/15/2017	Workshop on 7/13	Grant materials are confusing, more discussion after July Workshop.
GRANTS IN PROGRESS						
Grant	**Purpose of Application**	**Funding**	**Staff Member**	**Implementation**	**Current Status**	**Other Notes**
Energy Watch Grant	Install energy improvements at city facilities	$ 90,000	Tony	FY17/18	Awarded	Awaiting recept of executed contract from CSJ
Cal Fire Urban Forestry	Urban Forestry Management Grant _ Tree Planting	$ 241,355	Cynthia	FY17/18	Awarded	Awaiting recept of executed contract from State
PICH Grant	Trail signage	$ 17,225	Nick	FY16/17	Awarded	Completed, signs installed
Healthy Cities	Bike & Trail Map	$ 15,000	Chris	July 2017	Awarded	Completion by July
BAAQMD Bike Rack Grant	Funding for 25 DERO HRHD-FT-GV Bike Racks	$ 3,000	Cynthia	April 2017	Awarded	Completed for DT Parks and nearby areas.
Measure Q OSA Grant	Relocation of Community Garden	$ 248,012	Tony	FY17/18	Awarded	Moving forward in FY 17/18.
Housing Related Parks Grant (2015)	Used for Downtown Parks and Galvan Park	$ 1,493,100	Judy	FY16/17	Awarded	Funding received.
Housing Related Parks Grant (2016)	Downtown Parks	$ 609,750	Judy	FY17/18	Awarded	Reimbursement after expenses.
CA Recycle	Crumb Rubber for Playground Surfaces	$ 30,235	Chris	FY17/18	Awarded	Reimbursement after expenses.
Health Trust	Summer Fun in the Park 2017	$ 1,500	Jennie	Summer 2017	Awarded	
Health Trust	Summer Fun in the Park 2016	$ 2,250	Jennie	Summer 2016	Awarded	

Attachment: Attachment 1 - Grant Tracking Sheet for PRC (1293 : Grant Update for PRC)

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: June 20, 2017

PREPARED BY: Jennie Tucker, Community Services Supervisor
APPROVED BY: Chris Ghione, Community Services Director

COMMUNITY SERVICES DEPARTMENT FACILITY RENTAL REPORT

RECOMMENDATION(S)
Receive report on facility rentals at recreation facilities

REPORT NARRATIVE:

The Community Services Department (CSD) is responsible for event management, facility leases, and daily reservations for use of the City's parks and recreation facilities. Balancing cost-recovery with community access and affordability is the foundation for all recreation service delivery. The CSD Team strives to balance local and regional use to ensure that the Morgan Hill community's recreation facility needs are satisfied, while at the same time encouraging individuals and groups from the Bay Area to utilize the City's facilities. This provides the City with an opportunity to serve its local groups and generate additional revenue by hosting large events (such as sports tournaments), including sales and transient occupancy taxes. The RCSD Team continually evaluates facility usage, user demand and CSD program needs.

Room Rentals

Rooms are available to rent at the Community and Cultural Center (CCC), Centennial Recreation Center (CRC), Aquatics Center (AC) and Council Chamber Building. Hourly room rental rates are differentiated by time of rental between peak time (Friday 5:00pm through Sunday night), sub-peak (CCC only – Friday 5:00pm-1:00am) and non-peak (CCC – Sunday 2:00pm-Friday 5:00pm, CRC and AC – Monday 6:00am-Friday 5:00pm), as well as by the status of the group or individual renting (resident, non-resident, non-profit). Rental rates are highest during peak rental times and vary depending on the status of the renter. Residents receive a 5% discount off the non-resident peak rate, while non-profits receive a 15% discount. Sub-peak rates at the CCC are 25% less than peak rates. Non-peak rates are lower than sub-peak rates and are the same regardless of renter status.

Community Use Policy

The City's Community Use policy promotes the use of the City's public facilities' meeting rooms by community groups by offering a subsidized flat rate of $15 per use. This rate is offered to Morgan Hill based service organizations, non-profits and other groups that directly provide a public service for residents. Organizations/groups qualify if 60% of

their participants reside in Morgan Hill and they are a formal or informal non-profit. Rental reservations must also involve a typical room set up, be for a meeting that is directly related to conducting the group's business, be free and open to the public and serve a "Morgan Hill" purpose. Organizations may request up to two meetings per month under this policy.

Sports Fields and Courts
City sports fields and courts are open to the public and may be reserved for a rental fee. This does not include fields at the Outdoor Sports Center managed by the Morgan Hill Youth Sports Alliance.

Over the last few years the CSD has seen an increase in facility usage at all of the facilities. This increase can be associated with multiple factors, including the upturn of the economy, improved customer service and ease of renting a facility, and the additional marketing to help educate residents and organizations about rental opportunities.

Leases and Agreements
In addition to the room rentals and sports and field rentals, a substantial portion of the rental revenue for the Department comes from the leases and agreements the City manages. Currently the City has a lease with Gavilan College, South Valley Civic Theater for use at the Playhouse, Aquatic Center pool rentals and the Outdoor Sports Center concessionaire agreement with the Morgan Hill Youth Sports Alliance.

Fiscal Year 17/18 Goals
This coming year CSD will be working on updating and improving our rental marketing materials. These new materials will help with our continued efforts on renting underutilized facilities (playhouse and council chambers) and during underutilized rentals days and times.

Additionally, updates to the current municipal code on city facilities and public parks will be brought to City Council to include usage of drones as part of rental permits.

LINKS/ATTACHMENTS:
Facility Rental PowerPoint Presentation

LINKS/ATTACHMENTS:
1. 2017 Facility Rentals

Facility Rentals

Attachment: 2017 Facility Rentals (1289 : Rental Report)

16/17 Highlights

- Every Saturday at the Community and Cultural Center was reserved for an event
- After several years without increase, successfully implemented a small price increase in rentals
- Continued to cross-train part time teammates at all facilities with extra emphasis on customer service
- Increase in organizations and businesses renting on a regular basis and using City facilities as their preferred meeting location

Facility Rental Statistics (Current Fiscal Year)

- 39,732 Rental Reservation Hours
- 191,979 Facility Visitors
- 300 Community Use (CUP) Hours; Average of 27 hours per month

Attachment: 2017 Facility Rentals (1289 : Rental Report)

17/18 Goals

- Create marketing material to increase rentals at the Community and Cultural Center during underutilized time
- Continue efforts in cross-training teammates in all facilities about rental options within the City
- Review and recommend changes to the Municipal code to include drone usage during events and at city facilities

Attachment: 2017 Facility Rentals (1289 : Rental Report)

Meeting in El Toro Room

Wedding in Hiram Room

Friday Night Music Series

Attachment: 2017 Facility Rentals (1289 : Rental Report)

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: June 20, 2017

PREPARED BY: Chris Ghione, Community Services Director
APPROVED BY: Chris Ghione, Community Services Director

COMMISSION WORK PLAN UPDATES

RECOMMENDATION(S)
Discuss and provide updates on Work Plan items.

REPORT NARRATIVE:
The Parks and Recreation Commission finalized its Work Plan on May 16. The City Council will review the draft Work Plan on June 21, 2017. Although the Work Plan is not yet approved by Council, Commissioners may still discuss and provide progress on Work Plan items.

The Draft 2017/18 Fiscal Year Work Plan is attached.

LINKS/ATTACHMENTS:
1. PRC Workplan 1718 Draft for Council

Parks & Recreation Commission

FY 2017-18 Work Plan - DRAFT

Project (Commissioner Responsible)	City Council Priority Supported	Start Date	Com-pletion Date	Staff Resources Required	Desired Outcome
1. Develop a Plan to Get Youth More Active in Parks and Recreation (Locicero)	Support Youth, Seniors and Entire Community	7/17	6/18	Recreation Manager (Minimal)	Plan for youth involvement.
2. Support Bicycle and Trails Coordination Effort (Haskell, Green)	Support Youth, Seniors and Entire Community	7/17	6/18	CS Director (Minimal)	Support the VTA Bicycle and Pedestrian Advisory Committee. Coordinate sub-committee working with community members on bicycle and trails issues with volunteer Bicycle and Pedestrian Advocacy Group.
3. Support efforts to create an inclusive playground (Locicero, Wendt, Scott)	Support Youth, Seniors and Entire Community	7/17	6/18	CS Director (Significant) CS Coordinator (Moderate)	Support the group that has formed for the creation of an inclusive playground in Morgan Hill. Support in the planning and fundraising efforts.
4. Support planning for updated operations at the Outdoor Sports Center (van Keulen, Haskell)	Support Youth, Seniors and Entire Community Maintaining Fiscal Responsibility	7/17	6/18	CS Director (Significant)	Support development of RFP for OSC operator. Provide recommendations on capital improvement projects.
5. Support the Planning for the CRC Health and Wellness Expansion Project (van Keulen/Seehaffer/Green)	Support Youth, Seniors and Entire Community	7/17	6/18	Recreation Manager (Significant)	Support planning for future health and wellness needs. Provide recommendations on proposals and designs.

Staff Resources Required: 0-50 hours = Minimal 51-100 hours = Moderate 100+ hours = Significant

Attachment: PRC Workplan 1718 Draft for Council (1294 : PRC Workplan Updates)