CITY OF MORGAN HILL

Regular Meeting Agenda

Parks and Recreation Commission

Maureen Grzan - Commissioner
Craig van-Keulen - Commissioner
LaRene Green - Commissioner
Mary Seehafer - Commissioner
Matt Wendt - Commissioner
Richard Scott - Commissioner
Ronald Locicero - Commissioner

Tuesday, April 17, 2018 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)

RECOGNITION

COMMUNITY SERVICES DIRECTOR REPORT

ADOPTION OF THE AGENDA

BUSINESS:

1. APPROVE THE MARCH 20, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

2. URBAN FOREST MANAGEMENT PLAN INTRODUCTION

Recommendation:

Accept Report

3. REVIEW OF CONCEPTUAL DESIGN FOR CENTENNIAL RECREATION CENTER EXPANSION PROJECT

Recommendation:

Recommend approval Conceptual Design for the Centennial Recreation Center (CRC) Expansion Project.

4. CENTENNIAL RECREATION CENTER OPERATIONS UPDATE

Recommendation:

Accept the report on Centennial Recreation Center operations.

5. REVIEW OF PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM

Recommendation:

1. Receive report on Proposed FY 2018/19 through FY 2023/24 Capital Improvements Program for Parks and Recreation Facilities; and
2. Provide Input for Final Capital Improvements Program.

6. COMMISSION WORK PLAN UPDATES

Recommendation:

1. Discuss and provide updates on Work Plan items; and
2. Begin planning process for FY 2018/19 Work Plan.

7. SELECTION OF CHAIR AND VICE CHAIR

Recommendation:

Select Chair and Vice Chair.

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 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.

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, March 20, 2018 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	Present	
Craig van-Keulen	Commissioner	Present	
LaRene Green	Commissioner	Absent	
Mary Seehafer	Commissioner	Absent	
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

PUBLIC COMMENT

No comments

COMMUNITY SERVICES DIRECTOR REPORT

Report Provided

ADOPTION OF THE AGENDA

Motion van Keulen, Second Wendt, Adopted 5-0

BUSINESS:

1. APPROVE THE FEBRUARY 20, 2018 MEETING MINUTES

Recommendation:

Approve Minutes.

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

2. PARK MAINTENANCE UPDATE

Recommendation:

Receive update on City Park Maintenance.

Received Report

3. REVIEW OUTDOOR SPORTS CENTER OPERATOR PROPOSALS

Recommendation:

1. Recommend to the City Council that staff be directed to negotiate and operator agreement with NewCo for operation of the Outdoor Sports Center; and
2. Provide feedback and comments the proposal submitted by NewCo.

Motion to adopt staff reccomendation. "Recommend to the City Council that staff be directed to negotiate and operator agreement with NewCo for operation of the Outdoor Sports Center".

Commissioner Haskell Shared the following considerations for the negotiations process:

- A clear process on managing perceived bias that may accompany NewCo, as a soccer-based organization, when dealing with other sports groups;
- Accounting for "internal customer fees" when the fields are utilized by the partner organizations;
- A minimum income to the City in the shared profit model;
- A joint management approach, which involves the City as a "partner"; and
- Consult with the current operator management on agreement points.

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

4. COMMISSION WORK PLAN UPDATES

Recommendation:

Discuss and provide updates on Work Plan items.

Commissioners provided update.

ANNOUNCEMENTS

FUTURE COMMISSION AGENDA ITEMS:

ADJOURNMENT

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: April 17, 2018

PREPARED BY: Anthony Eulo, Program Administrator
APPROVED BY: Chris Ghione, Community Services Director

URBAN FOREST MANAGEMENT PLAN INTRODUCTION

RECOMMENDATION(S)
Accept Report

REPORT NARRATIVE:

The City applied for and received a grant from CAL FIRE to develop an urban forest management plan. The grant is funding the employment of a temporary staffperson to conduct research, prepare the draft plan, and coordinate the activities of a volunteer advisory group established to guide the plan.

As indicated in the attached plan outline, the plan will address the City's overall canopy and trees on both public and private property. To date, the advisory group has had three productive meetings and is assisting with the development of the goals and policies that guide the plan's specifics. As sections of the draft plan are prepared, the City's contracted consultant will review the draft and assist in finalizing the plan. Plan adoption by the City Council is scheduled for this summer.

PRIOR BOARD ACTIONS:

This item has not been heard by the Commission previously.

FISCAL AND RESOURCE IMPACT:

A State grant is funding the development of the plan and the support services needed to develop the plan are included in the City's Adopted Budget.

LINKS/ATTACHMENTS:

1. Guided outline
2. Muirhead Pulbic Comment for items #2,#3,#5

City of Morgan Hill Urban Forest Management Plan

Guided Outline

1. **Executive Summary**
2. **Introduction**
3. **Overview**
    a. Environmental & Historical Context
    b. Why A Plan Is Needed
    c. Benefits Provided by Trees
    d. Community Values
        i. Survey Overview
    e. Estimating the Economic Value of Morgan Hill's Urban Forest
    f. Vision Statement
4. **Current Status of Morgan Hill's Urban Forest**
    a. Tree Resource Assessment
        i. Morgan Hill's Canopy Cover
        ii. Morgan Hill Tree Inventory
            1. Streets & Parks
    b. Current Tree Management
        i. Overview of How Trees are Maintained
        ii. Community Services Department
            1. How They Maintain Public and Open Space Trees
    c. Tree Regulations
        i. Significant Tree Ordinance
        ii. Invasive Tree Species Ordinance
        iii. Tree Removal & Vandalism Fines
        iv. Morgan Hill's General Plan
    d. Issues and Trends
        i. Tree Plantings
        ii. Tree Care
        iii. Infrastructure
        iv. Enforcement
        v. Education
        vi. Management
        vii. City Programs
5. **Tree Planting**
    a. Tree Planting Goals
        i. Community & City Goal for Canopy Cover
            1. How to Achieve Goal
        ii. Master-Tree Planting Plan
            1. Optimum Age and Species Diversity
            2. Who Acts: Community Services Department

- b. Recommendations
    - i. Types of Trees
        1. Broad Leaf, Shade Trees
        2. Propose Revised Street Tree Selection List
    - ii. Planting Opportunities in Morgan Hill
        1. Public Property
        2. State and Federal Properties

6. Tree Preservation & Maintenance:

- a. Protect Existing Trees
    - i. Implement Best Management Practices
        1. City's Tree Planting Guide
        2. Best Water Management Practices in Drought Climate
            - a. Drip Irrigation
            - b. Deep Root Watering
            - c. Water Bags
        3. Insect Prevention
            - a. Types of Pest Prevention
        4. Disease Prevention
            - a. Types of Disease Prevention
    - ii. Proactive Schedule of Tree Maintenance
        1. Young Tree Care Program
            - a. Watering, Structural Pruning, Staking & Removal, Regular Inspections
        2. Mature Tree Care Program
            - a. Regular Inspections
            - b. Frequency Feasible for Pruning (5-7 years)
- b. Tree Removal & Replacement
    - i. Recognition of Aging, Poorly Planted, Diseased, and Problem Trees
        1. Implement Age & Species Diversity in Removals
        2. Removal Ratios
            - a. Public land- 2:1
            - b. Development Sites- 1:1
- c. Emergency Management Plan:
    - i. Coordination between various departments for tree emergencies
        1. Wildfire Plan
        2. Flood Plan
        3. High Wind Plan
        4. Drought Plan
- d. Recommended Ordinances & Regulations
    - i. Anti-Topping Ordinance
    - ii. Oak Preservation Ordinance
        1. Regulating Encroachment Under Drip-Lines
    - iii. Require Use of Public Arborist for Tree Removals
        1. Permit Needed

iv. Green Infrastructure Policy

7. **Risk Management**
    a. Hardscape Issues
    b. Utility and Powerline Avoidance
    c. Preventing Downed Trees
8. **Education & Awareness:**
    a. Comprehensive Tree Education Page on City Website
    b. How to Select the Right Tree for Your Space
    c. Types of Soil Specific for Certain Trees
    d. Watering Needs
    e. Proper Pruning Techniques
        i. Wildlife Protection
    f. Community Tree Planting Programs
        i. When Funding is Available
9. **Financing the Urban Forestry Program**
    a. Budget History
        i. Street Trees
        ii. Parks
        iii. Maintenance Assessment Districts (MAD)
    b. Costs of Tree Planting, Pruning and Trimming
        i. Tree planting
        ii. Tree pruning
    c. Options for Funding the Urban Forest
    d. Projected Costs for Tree Planting, Pruning, and Trimming
10. **Plan Administration**
    a. Short-Term Goals
        i. Objectives and Actions for 2018-2022
    b. Long-Term Goals
        i. Objectives and Actions for 2018-2057

From: D. Muirhead
To: Parks Recreation Commission
Cc: Anthony Eulo
Subject: comments Parks and Recreation Commission meeting April 17, 2018 #2,#3,#5
Date: Sunday, April 15, 2018 10:30:54 PM

Dear Parks and Recreation Commission,
Comments for your meeting Tuesday, April 17, 2018

Support #3. REVIEW OF CONCEPTUAL DESIGN FOR CENTENNIAL RECREATION CENTER EXPANSION PROJECT
Question #5. REVIEW OF PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM
Suggest #2. URBAN FOREST MANAGEMENT PLAN INTRODUCTION

Thank you for your consideration, Doug Muirhead, Morgan Hill

#3. REVIEW CONCEPTUAL DESIGN FOR CENTENNIAL RECREATION CENTER EXPANSION PROJECT

I am pleased to see that the expansion plan includes a new 4,000 sq ft senior day care center with courtyard. Each City Department should be developing an action plan to address the increasing percentage of older adults in our City in the coming years.

#5. REVIEW OF PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM

The two timeframes for the West Little Llagas Creek Trail Project No. 117001 in the Project Description appear to contradict each other.
* The two reaches remaining are:
  1) Watsonville Road to Silveira Park wetlands area, FY 18/19,
  2) Spring Avenue to the Downtown core, FY 17/18.
* The southern portion is projected to begin in 2018 and the northern portion in 2020.

#2. URBAN FOREST MANAGEMENT PLAN INTRODUCTION

Since the City of Morgan Hill provides only a "Guided Outline" for the Urban Forest Management Plan, with no explanatory text, I can only imagine what is or is not intended.

5.Tree Planting
Planting Opportunities in Morgan Hill
1. Public Property
2. State and Federal Properties

Are MHUSD and Water District lands included?

6.Tree Preservation
 Regular Inspections

8.Education & Awareness

Should the County include the following proposal in the proposed budget for the coming year, you might look at their tree mapping software.
  Office of the County Executive Budget Submittal - Proposal 16371
    107.34 Allocate Resources to Support Integrated Pest Management
Tree mapping software allows the County to display and share an online map of trees that have been inventoried or recently planted on County-managed areas and in unincorporated County land.
Tree maps will allow staff members to visualize the County's urban forest and effectively plan future planting goals by cataloging where trees are located and displaying empty planting locations. Tree maps also summarize tree benefits including energy conserved, storm water filtered, air quality improved and carbon dioxide emissions removed.
Tree map information can be shared with the public, allowing residents to learn how the County is planting and maintaining trees to benefit the community environment.
Significant expense was already budgeted ($15,000) for County tree inventory services. This mapping tool will help extract the most value from that expense by organizing the inventory results into a more usable format.
en

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: April 17, 2018

PREPARED BY: Yat Cho, Senior Project Manager
APPROVED BY: Chris Ghione, Community Services Director

REVIEW OF CONCEPTUAL DESIGN FOR CENTENNIAL RECREATION CENTER EXPANSION PROJECT

RECOMMENDATION(S)
Recommend approval Conceptual Design for the Centennial Recreation Center (CRC) Expansion Project.

REPORT NARRATIVE:

The Centennial Recreation Center (CRC) opened in October, 2006 and is currently operated as a partnership between the City of Morgan Hill and the YMCA of the Silicon Valley. The initial constructed facility was anticipated to accommodate 2,250 membership units (8,000 Members). By 2009, the facility had nearly 3,200 membership units (over 10,000 members). As the popularity of the CRC increased, it necessitated the first expansion in 2010. This resulted in the addition of over 2,000 square feet of useable fitness space and a variety of additional fitness equipment.

Since the completion of the first CRC expansion, facility membership has continued to rise. The current facility membership base is now at 5,100 units (over 16,000 members) and continues to rise. While creative use of programming and space have been used, another facility expansion is necessary to accommodate future programming needs and membership growth.

From June through August 2017, staff conducted a needs assessment to determine the expansion areas of health, wellness, and recreation. Staff collected feedback on the proposed expansion from facility users and staff through customer comment cards, annual SEER Customer Satisfactory Survey, Online Survey for Member Use and Expansion, and Focus Groups. The feedback came back with suggestions of additional group exercise space, added parking, and larger fitness center space being the largest priorities.

With the above information, staff issued a Request for Proposal (RFP) to firms for design services to expand the CRC. On October 27, 2017, the City received proposals from Noll & Tam Architects and Weston Miles Architects. Upon reviewing the two proposals, Weston Miles Architects showed a clearer understanding of the CRC expansion project.

On December 6, 2017, the City Council awarded the design agreement for the CRC expansion to Weston Miles Architects. Once the agreement was executed, Weston Miles Architects began work to further understand the City and user needs for this phase of the expansion. With a construction of $1.8 million, Weston Miles Architect, Inc.'s design and estimate includes additional parking spaces as well as a 4,000 square foot expansion specifically for additional group exercise and storage space. Depending on construction costs, add alternates to the project may include additional parking and office space restructuring and a fitness area.

The conceptual plan for the CRC expansion is scheduled on the City Council Agenda on May 2, 2018 for review and approval. Should the City Council approve the conceptual design, Staff and Weston Miles Architects will continue with design and construction document completion. Design and construction documents shall be completed in 2018 with a construction start date of Spring, 2019.

This project is identified as a high priority in the Bikeways, Trails, Parks and Recreation Master Plan and it is funded through Recreation Facility Impact Fees.

LINKS/ATTACHMENTS:

1. Conceptual Design Presentation 4-11-18
2. Muirhead Pulbic Comment for items #2,#3,#5

CITY OF MORGAN HILL

WESTON MILES ARCHITECTS

CENTENNIAL RECREATION CENTER EXPANSION PROJECT

CRC History

CITY OF MORGAN HILL

- **2006** – CRC opens in October. 52,000 sq. ft. facility
- **2008** – Aquatics Center added to membership
- **2010** – Facility expanded (2,000 sq. ft.)
- **Spring 2019** – Next planned expansion

CRC Membership

- Avg. of 4982 Membership Units
- 15,800 members
- 24.21% penetration rate

CITY OF MORGAN HILL

Need for Expansion

- First priority identified in Bikeways, Trails, Parks and Recreation Master Plan
- Funded by Recreation Facility Impact Fee

CITY OF MORGAN HILL

CRC Member Needs

CITY OF MORGAN HILL

Data Sources:

- Customer comment cards
- Annual SEER Customer Satisfactory Survey
- Online Survey
- Focus Groups

Identified Needs

- Expanded Space for Group Exercise Classes
- Expanded Fitness Center
- Additional Parking

CITY OF MORGAN HILL

Consultant Selection

- Received two proposals
- Interview and consultant selection

Construction Budget and Schedule

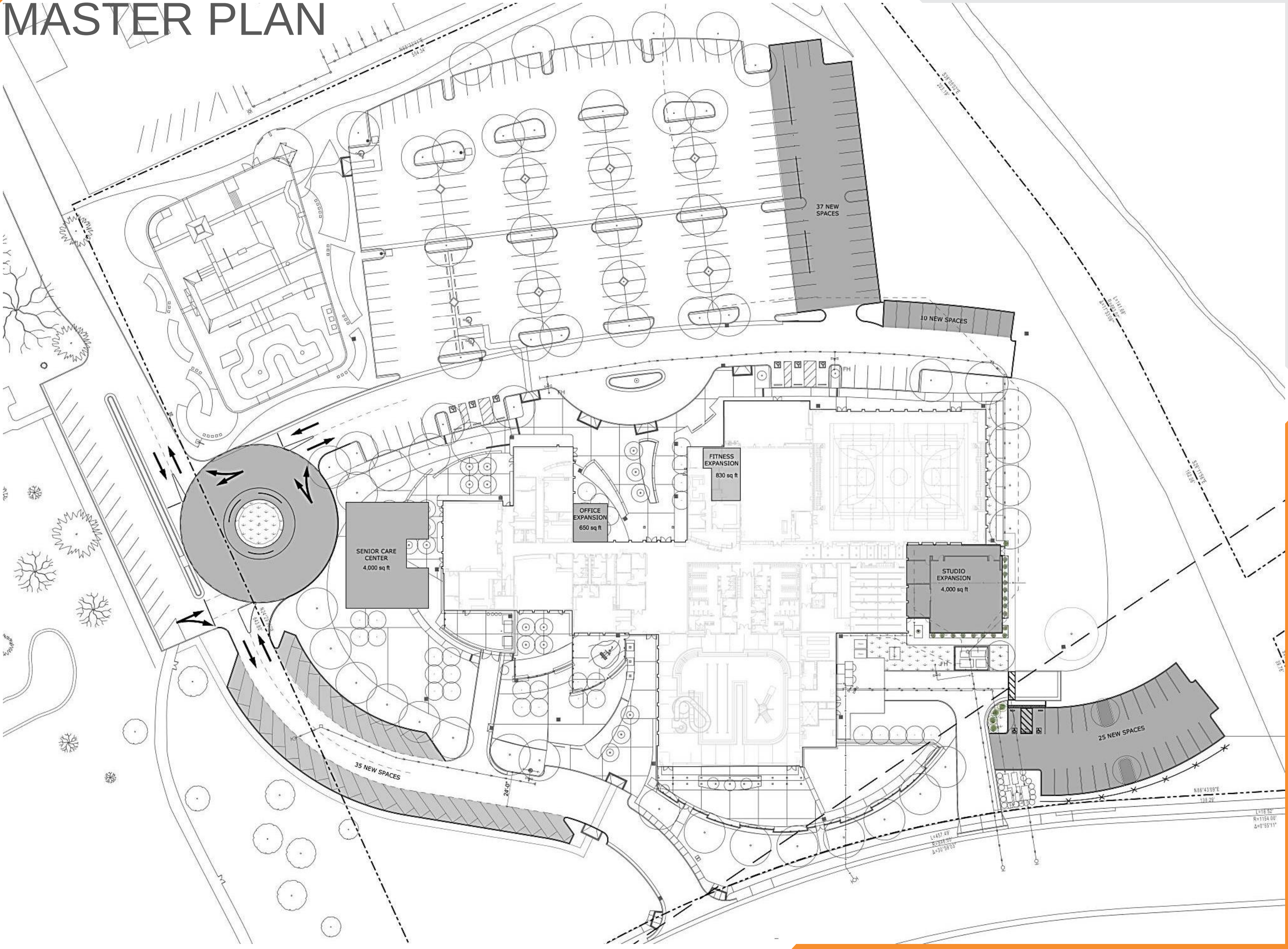
- Construction Budget of $1.8 million
- Design completed by December, 2018
- Construction in Spring, 2019

CITY OF MORGAN HILL

7

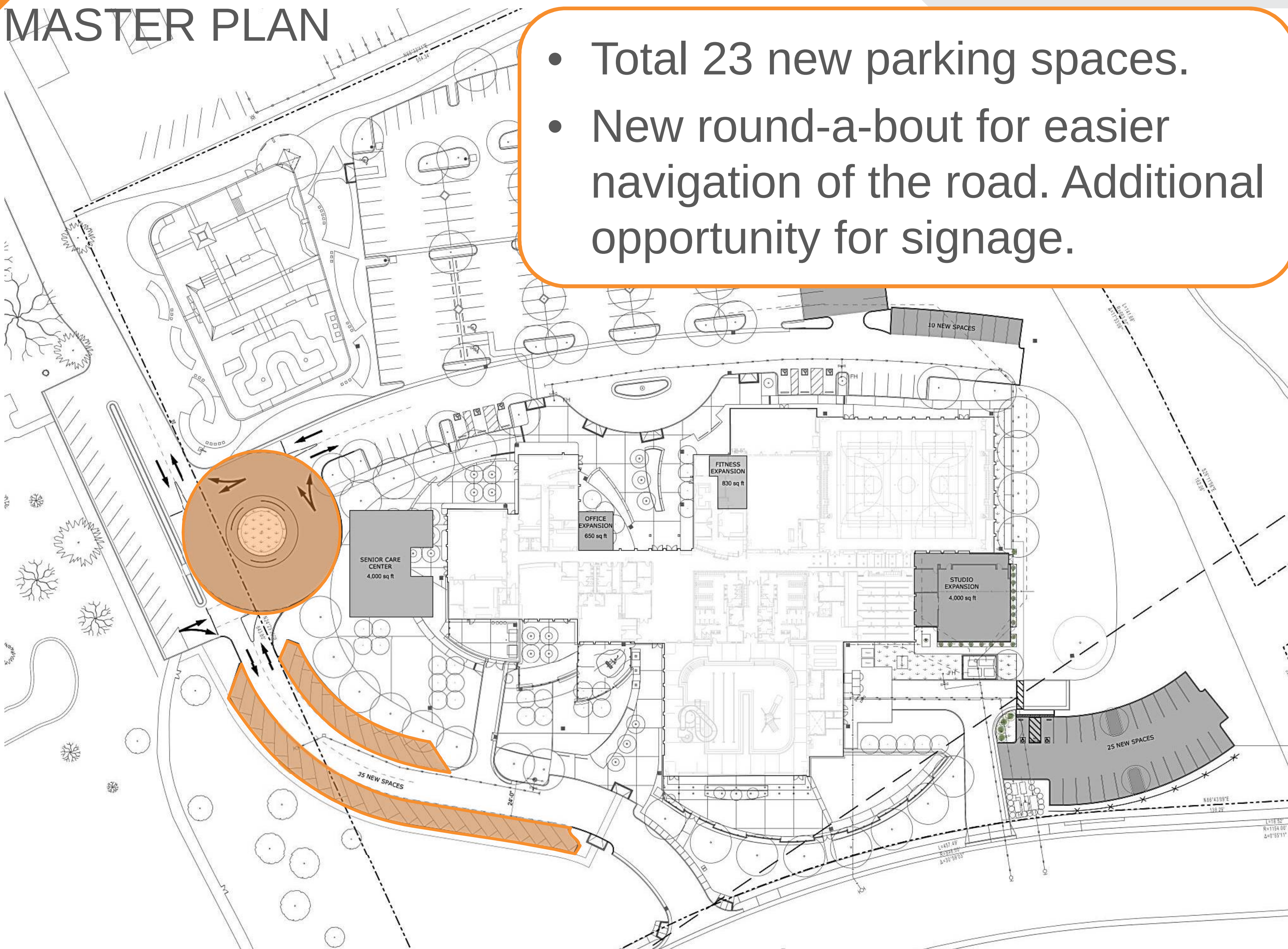
EXISTING SITE

MASTER PLAN


37 NEW SPACES
10 NEW SPACES
FITNESS EXPANSION 830 sq ft
OFFICE EXPANSION 650 sq ft
SENIOR CARE CENTER 4,000 sq ft
STUDIO EXPANSION 4,000 sq ft
25 NEW SPACES
35 NEW SPACES

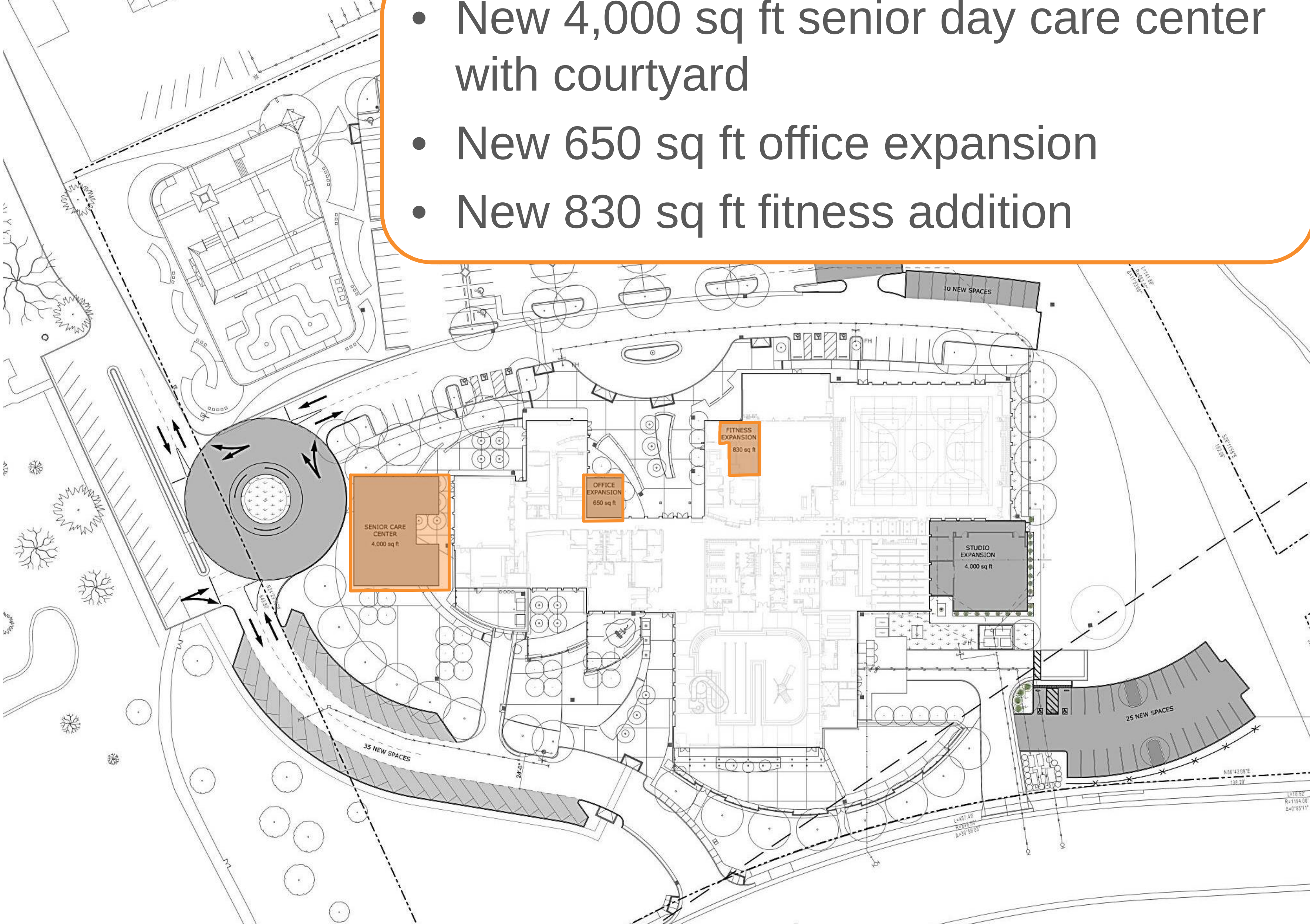
MASTER PLAN

- Total 23 new parking spaces.
- New round-a-bout for easier navigation of the road. Additional opportunity for signage.

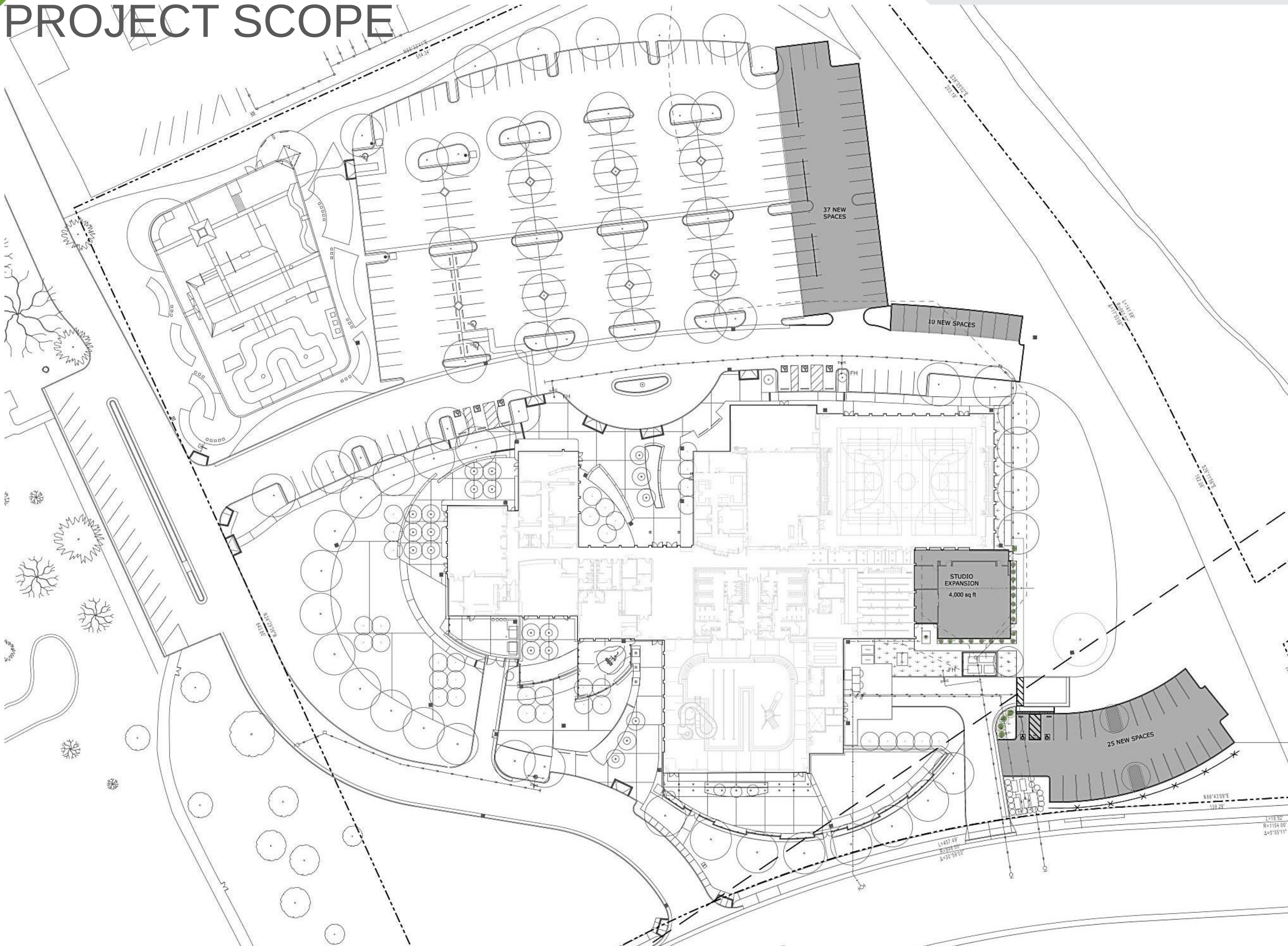


MASTER PLAN

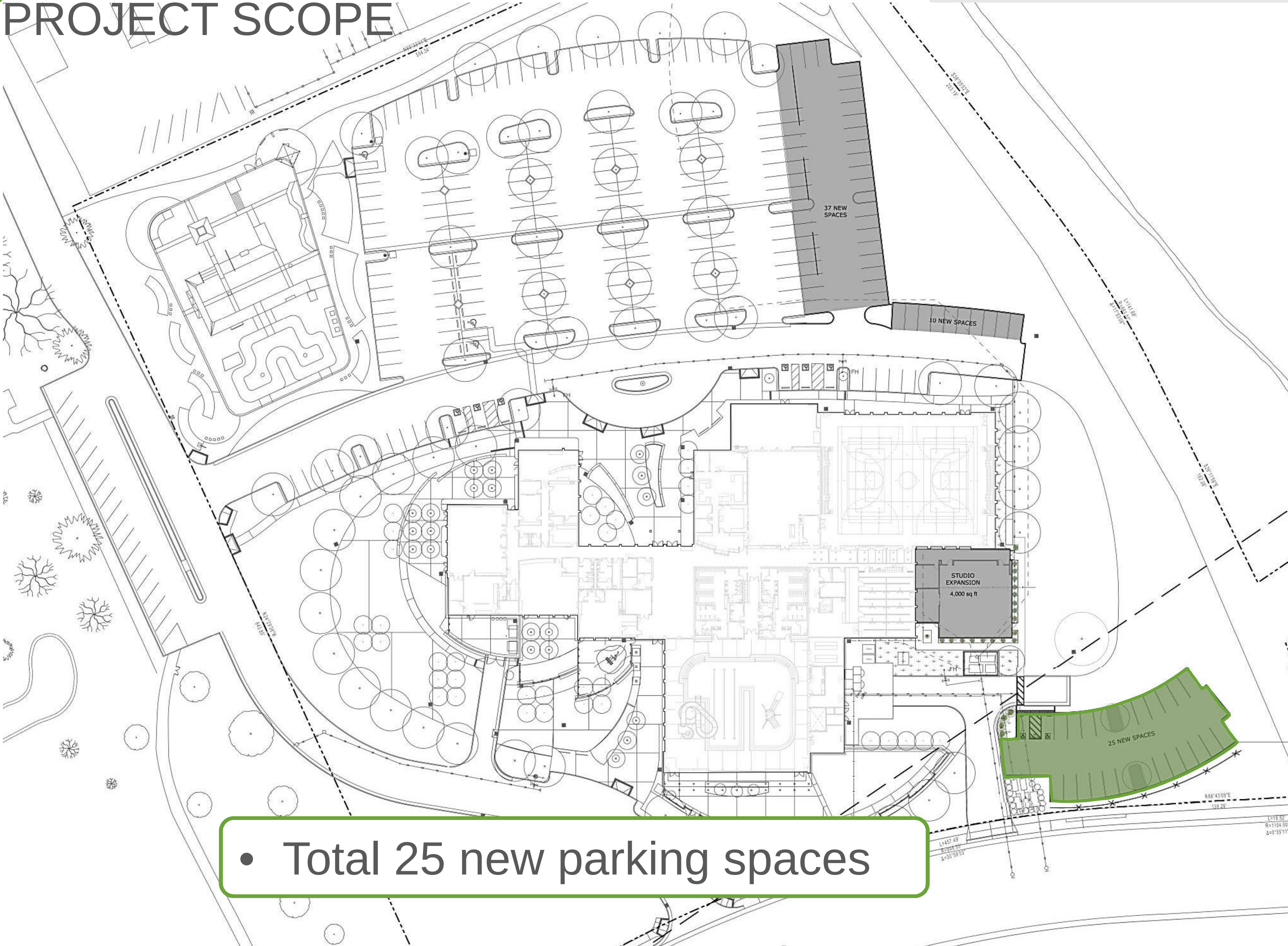
- New 4,000 sq ft senior day care center with courtyard
- New 650 sq ft office expansion
- New 830 sq ft fitness addition



PROJECT SCOPE



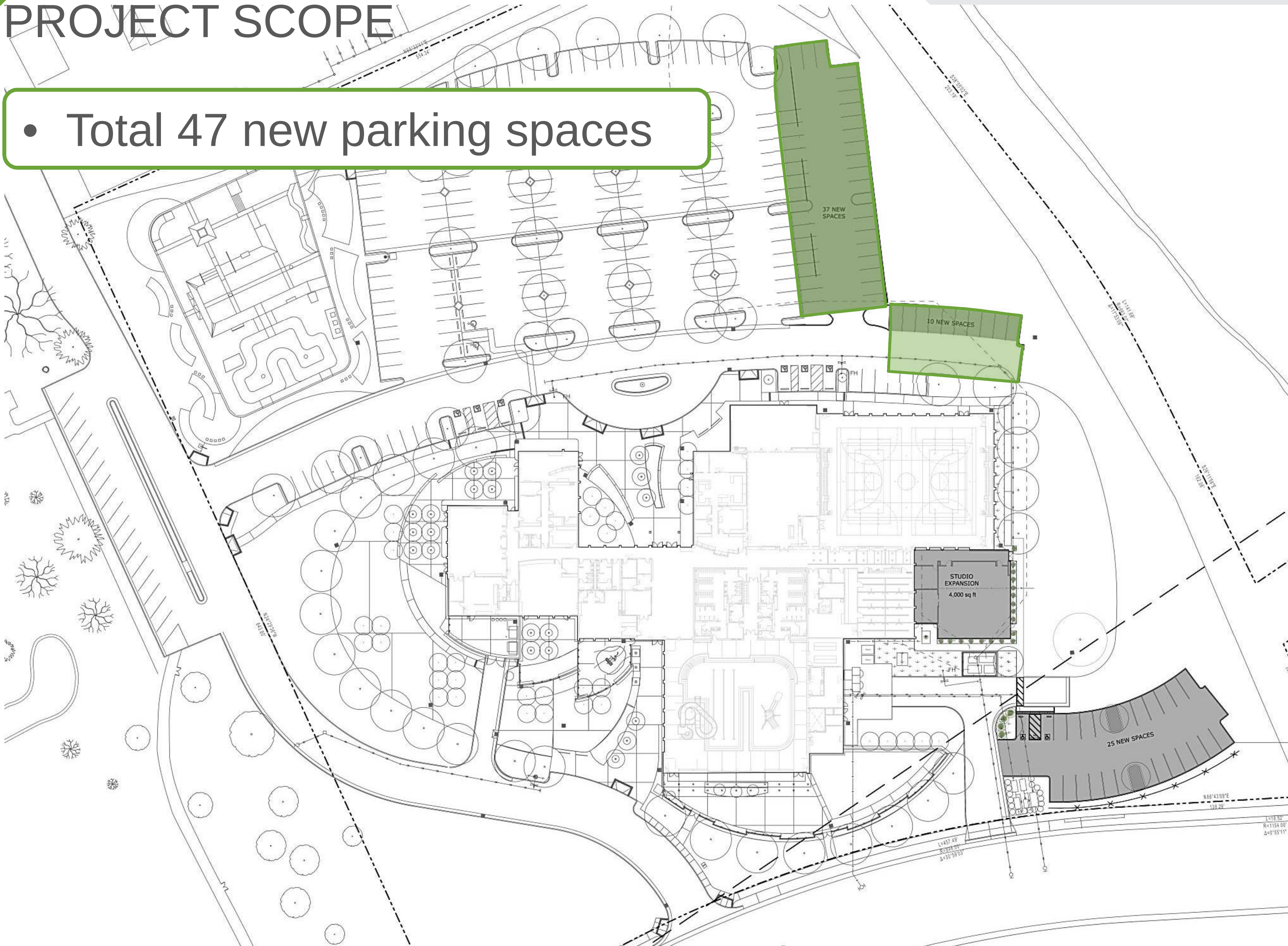
PROJECT SCOPE



- Total 25 new parking spaces

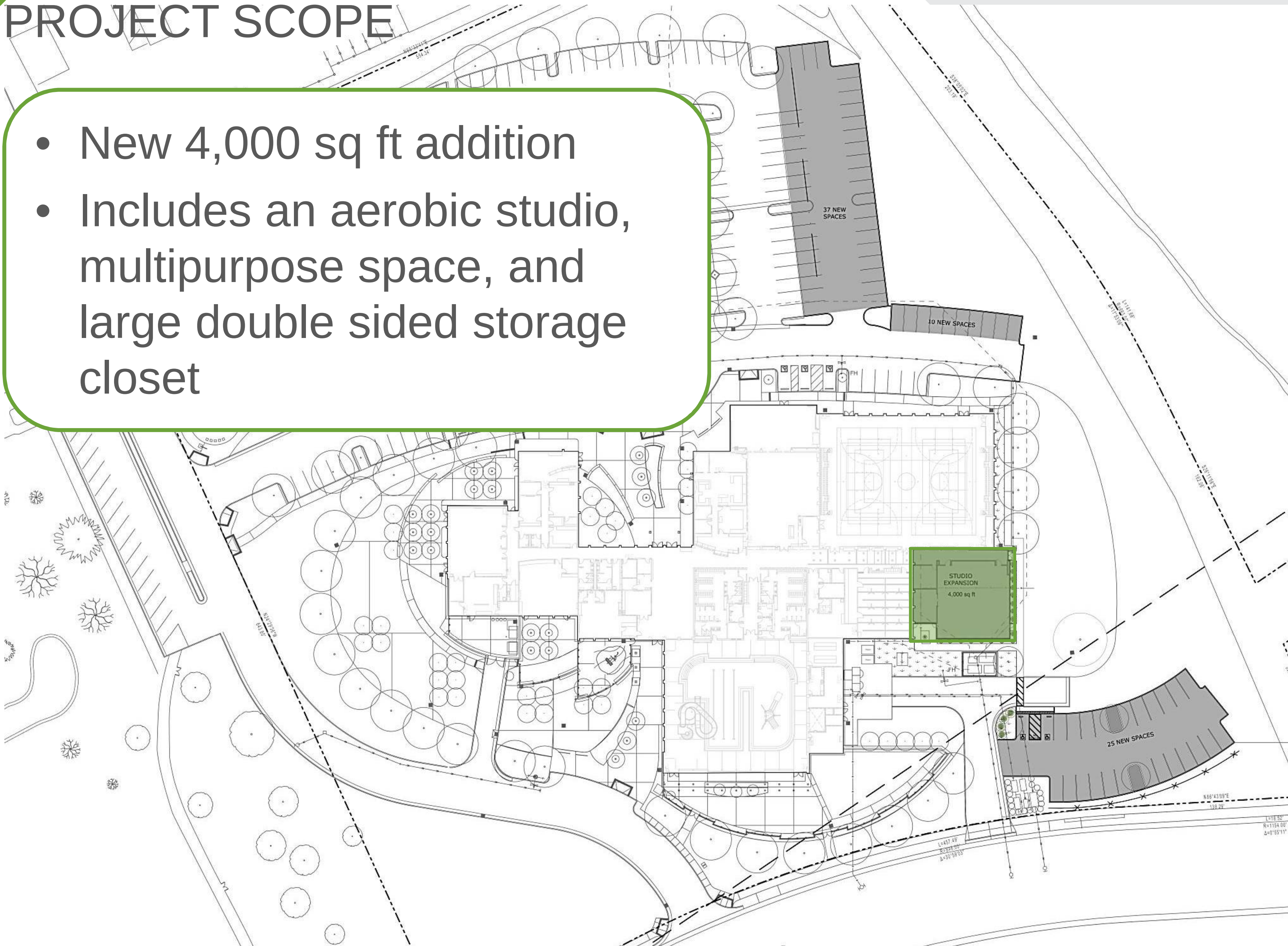
PROJECT SCOPE

- Total 47 new parking spaces

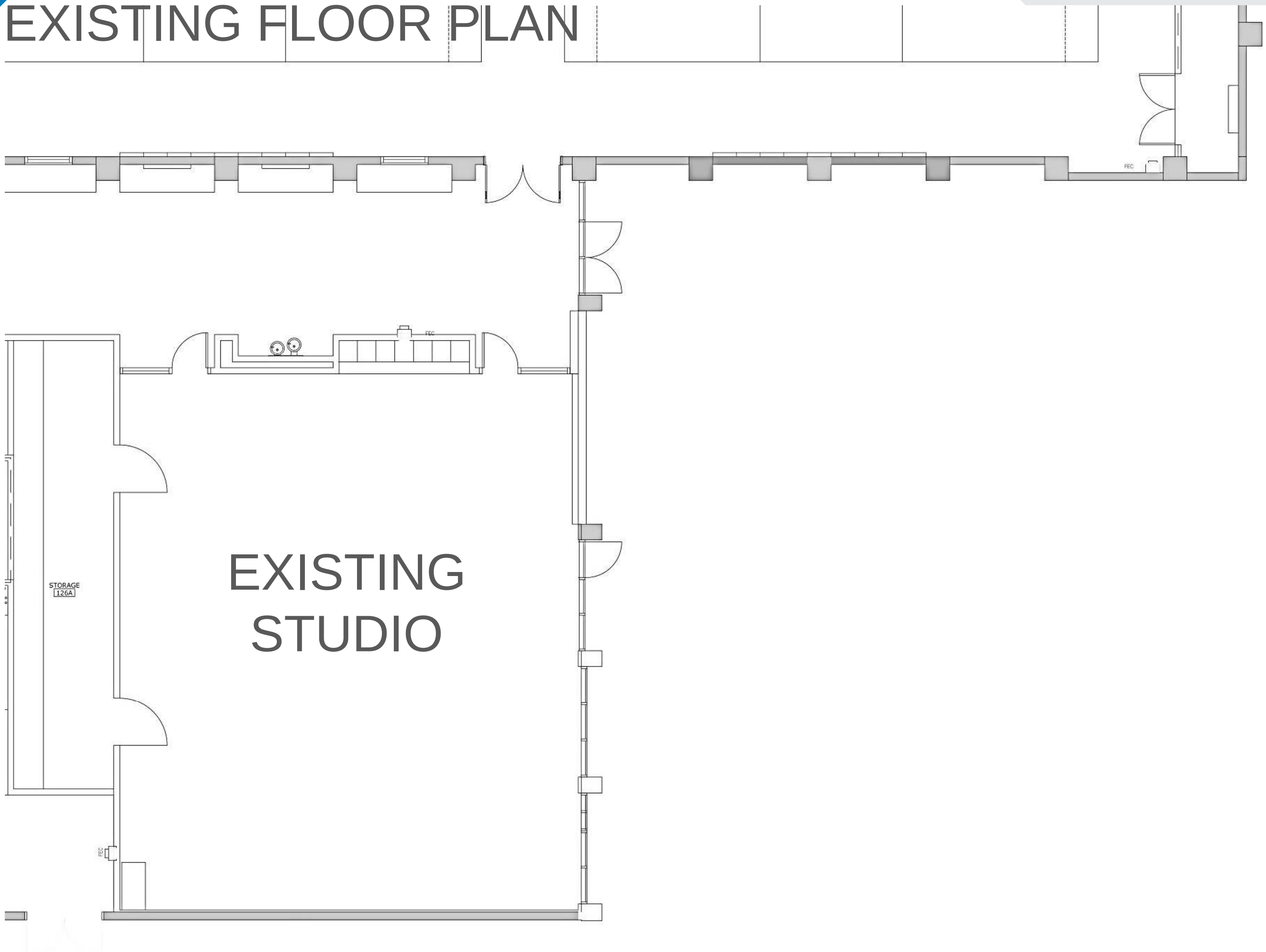


PROJECT SCOPE

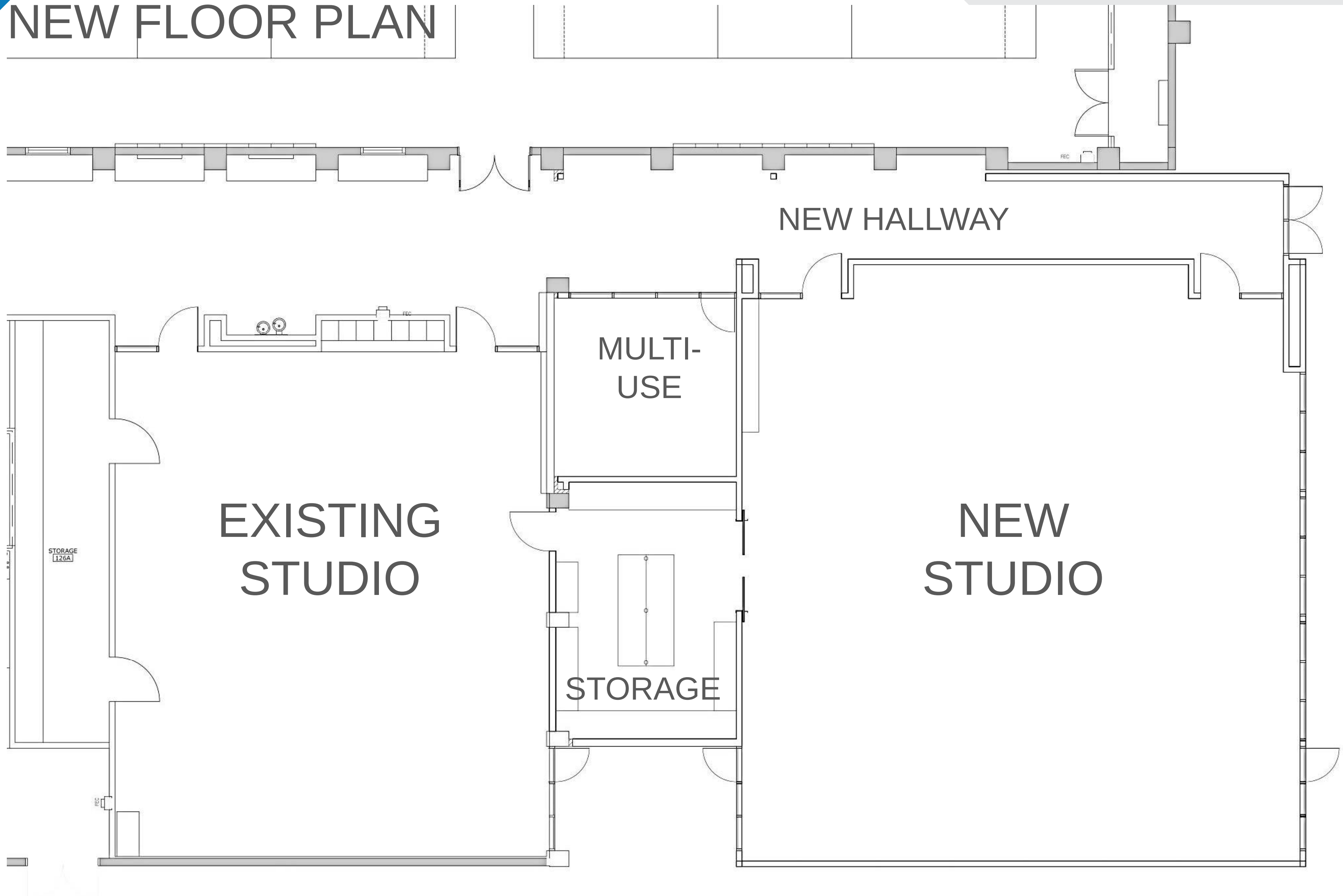
- New 4,000 sq ft addition
- Includes an aerobic studio, multipurpose space, and large double sided storage closet



EXISTING FLOOR PLAN



NEW FLOOR PLAN




EXISTING


NEW


NEW

From: D. Muirhead
To: Parks Recreation Commission
Cc: Anthony Eulo
Subject: comments Parks and Recreation Commission meeting April 17, 2018 #2,#3,#5
Date: Sunday, April 15, 2018 10:30:54 PM

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CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: April 17, 2018

PREPARED BY: Nick Calubaquib, Recreation Manager
APPROVED BY: Chris Ghione, Community Services Director

CENTENNIAL RECREATION CENTER OPERATIONS UPDATE

RECOMMENDATION(S)
Accept the report on Centennial Recreation Center operations.

REPORT NARRATIVE:

Centennial Recreation Center Operations
On May 3, 2006, the City Council approved an agreement with the YMCA of Santa Clara Valley to cooperatively operate the City's new Centennial Recreation Center (CRC). The CRC was built to promote multi-generational interaction and advance the physical well-being of our community.

As partners, the City and YMCA provide high quality health and fitness, youth, teen, family, and senior programs for Morgan Hill residents and the surrounding community to enjoy. The 54,000-square foot facility includes a community center, which houses the Senior Center and Teen Center, and a recreation center, which serves as a membership-based health and wellness facility. This report focuses on the latter. The partnership agreement between the City and YMCA requires that an annual report be presented to the City Council, which is also a key purpose of this report.

The CRC offers a wide variety of fitness and recreational options for the whole family. The CRC offers several membership types for individuals and families. Membership includes:

- Unlimited access to the Fitness Center
- 120+ weekly group exercise classes for the entire family
- Free personalized wellness coaching sessions
- Drop-in sports in the gymnasium, including basketball, volleyball, badminton, and pickleball
- Lap swim, aqua fitness classes, and recreational swim at both the CRC and Aquatics Center
- Free access to summer recreational swim at the Aquatics Center
- Kids' Club while at the CRC
- Free access for children (through age 21)
- Member pricing on swim lessons and specialty classes
- Easy access to the Teen Center, Senior Center, Skate/BMX Park, Dog Park, Tennis Courts, softball fields, and Community Park
- Access to all YMCAs nationwide

The CRC currently serves over 4,950 membership units comprising of over 15,800 individual members. Of these members, 80% are Morgan Hill residents (24% of Morgan Hill residents are CRC members) and 54% are under the age of 24. An average of 800 individuals visit the CRC each day.

Member Satisfaction

As part of the City's Partnership Agreement with the YMCA of Silicon Valley, the CRC participates in the YMCA's annual SEER Analytics Member Satisfaction Study. The purpose of the study is to retain and recruit new members by assessing member satisfaction and identifying areas for improvement. The results of the SEER study provide information for the City and YMCA to make well-informed, member-focused decisions about future service delivery.

This year's survey will be conducted in the month of May. The results of the 2017 survey revealed that the CRC is ranked the highest in Overall Satisfaction among all 10 facility-based branches in the YMCA of Silicon Valley Association. This ranking demonstrates that the unique characteristics of the Partnership continue to be successful and that the CRC team is working as one, high performing team.

The continued success of the CRC hinges on understanding how service can be improved and then striving to enhance operations. The SEER study also provides an opportunity for respondents to provide "free form recommendations" to improve the facility. The most frequent enhancement recommendations include the need for additional space for classes, a larger fitness center, and additional parking. The CRC continues to support a large number of facility members. The CRC Team has made adjustments over the years to schedules and expanded programming at the Aquatics Center and Community and Cultural Center to lessen the impact of the restraints of time and space, however, there continues to be a need for additional space to accommodate member demand. Staff is working to address these recommendations long term through the Recreation Center Impact Fee and the Capital Improvement Program (CIP). A facility expansion is planned for Fiscal Year 2019-20.

Financial Performance

CRC Membership generates the largest percentage of revenue for Recreation and Community Services. This market driven revenue source is dependent on attracting and retaining members and daily customers.

Prior to opening the CRC, a market study was performed to assist in better understanding the expected results. The study's objectives were to identify key service areas that should be provided to meet the needs and desires of the community; the community's willingness to pay; and to identify other issues that may positively or negatively impact CRC membership levels. At the conclusion of the study, it was communicated that the partnership should expect to sell approximately 2,250 membership units at the approved membership rates. CRC membership has increased year over year every single year since opening.

Membership grew significantly each year since the facility was opened through FY 2012-13. The growth rate began to plateau in FY 2013-14 as the facility reached its load limit and an unprecedented community penetration rate (percentage of the population that is members – currently 25%) stabilized. The continued focus is on retaining the existing customer base through member engagement initiatives, while promoting services to realize new customer growth and providing well maintained facilities and equipment.

A key element of the partnership agreement is the fact that both the City and YMCA agreed to share in the financial risk/reward. Since FY 2006-07, the two organizations have collaboratively developed the partnership portion of the CRC's operating budget. It is expected that the membership revenues will greatly support the recovery of a significant portion of both YMCA and City expenses for personnel, utilities, supplies, and maintenance responsibilities.

At the conclusion of each fiscal year, the partnership budget is reconciled. In the event that the partnership's net revenue is greater than budgeted, the City receives 60 percent of the difference and the YMCA receives 40 percent. Conversely, if the partnership budget does not meet its net revenue budget, then the City is responsible for 60 percent and the YMCA is responsible for 40 percent. For each fiscal year, the partnership's actual net revenue has been greater than budgeted.

The City and YMCA continue to promote the scholarship program for CRC membership and recreation programs, providing over $247,000 annually to individuals and families, with the YMCA providing an additional $37,000 for non-residents.

Staff continues to seek out ways to improve organizational effectiveness by enhancing the partnership model.

PRIOR BOARD ACTIONS:

The PRC has accepted reports on CRC operations on various occasions since the facility's opening.

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: April 17, 2018

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

REVIEW OF PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM

RECOMMENDATION(S)

1. Receive report on Proposed FY 2018/19 through FY 2023/24 Capital Improvements Program for Parks and Recreation Facilities; and
2. Provide Input for Final Capital Improvements Program.

REPORT NARRATIVE:

As a part of the annual budget process, the City Council will be asked to approve the Capital Improvements Program (CIP) for fiscal years 2018/19 through 2023/24. Of important consideration for the Parks and Recreation Commission is the Parks and Recreation Facilities component of the CIP. This 6-year spending plan for investment into the City's parks and recreation facilities is prepared under the collaboration of the Community Services and Public Works departments.

The Parks and Recreation component of the CIP is prepared with the following guiding criteria:

- The Bikeways, Trails, Parks and Recreation Master Plan Update
- Projects must meet City Council goals
- Sufficient revenues must be available to deliver proposed projects
- Projects should follow established PRC objectives and master planning documents
- The City should have a plan to maintain facilities that are built

The proposed CIP contains a robust list of projects that will further the recreation and parks amenities for the community for many years to come. Staff will present the proposed projects and will seek input from the commissioners. That input will be forwarded to the Council as they consider adoption of the full CIP document.

For reference, the Bikeways, Trails, Parks and Recreation Master Plan is available at the following link: http://www.morgan-hill.ca.gov/1429/Master-Plan-for-Parks-Trails-and-Bikeway

LINKS/ATTACHMENTS:

1. CIP for Parks and Recreation
2. Link to Master Plan

3. Muirhead Pulbic Comment for items #2,#3,#5

Project	Agricultural Preservation	Project No.	140016
Category	Parks & Recreation	**Department**	CSD & Development Services Dept
Council Priorities	Planning Our Community	**Location**	Citywide

Project Description

The Citywide Agricultural Lands Preservation Program provides for the acquisition of agricultural conservation easements. In March of 2016, the City Council renamed the existing Open Space Fund to the "Agriculture and Open Space Preservation Fund" and dedicated $6,000,000 in funding for the acquisition of these easements. The City has engaged a consultant to implement the program and support acquisition efforts. City staff will continue to work with the County of Santa Clara and the Open Space Authority to coordinate efforts on the regional "Sustainable Agricultural Lands Policy Framework" for Southern Santa Clara County.

Project Justification

This project has been identified in the City's Parks and Recreation Facilities Master Plan. The City has identified the preservation of agricultural lands within the City's Sphere of Influence (SOI) as an important City objective. The acquisition of agricultural conservation easements is an important element of this program.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 140016

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
PROJECT COST	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f306 - Agriculture & Open Space Preservation	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
FUNDING TOTALS	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**	**$1,000,000**

Financial Comments

This project accounts for the City spending $1,000,000 per year over the next six years on agricultural conservation easements. This allocation would also include funding for any required mitigation for City facilities developed on agricultural lands. The actual amounts spent each year will vary depending on the costs of actual easements or related property purchases.

Estimated Project Schedule

	Timeframe
Planning	Year-round activity
Project Design	None
Right-of-Way Acquisition & Permitting	Year-round activity
Construction	None
Project Closeout	Year-round activity

Operating Cost Impacts

The purchase of agricultural preservation easements is not expected to create any additional long term operating costs for the City as the easements are planned to be transferred to another entity to enforce them.

Project	Borello School Park	Project No.	110018
Category	Parks & Recreation	**Department**	Community Services
Council Priorities	Supporting Our Youth, Seniors and Entire Community	**Location**	Future Borello School Site

Project Description

The Borello School Park has been identified in the updated Bikeways, Trails, Parks and Recreation Master Plan. The Morgan Hill Unified School District is planning on constructing an elementary school in the coming years off Peet Avenue in the northeast area of the City. The intent of this project is to fund the development of a joint park/school facility on a portion of the site.

The joint park/school site is anticipated to account for 3-4 acres of the site and serve as a neighborhood park site. Community engagement will occur prior to development of the site, as adjacent residents have expressed some concerns with creating a joint park/school site. The park space will be designed jointly with the Parks and Recreation Commission and the City Council reviewing design. There will be limitations for park uses due to the shared nature of the site. The site would be intended for use by the school during the school day and be open to the community as a park during the afterschool hours and on weekends. Park amenities may include: parking, walking paths, basketball courts, a multi-use field, play structures, trees, drinking fountains, bike racks, shade structures, lighting and signage.

It is anticipated that after the planning process, the Morgan Hill Unified School District would construct the site and the City would provide funding equal to development costs up to $2,000,000. The use of Park Impact Funds for the project will require the development of a long-term joint-use/funding agreement to ensure open access for decades into the future. The agreement will also be required to account for actual development related costs spent by the District.

Project Justification

The project was identified as a top priority in the recently adopted Bikeways, Trails, Parks and Recreation Master Plan. The City and Morgan Hill Unified School District have been working on the partnership at this site for several years.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 110018

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition						
86200 - Professional Services						
86201 - Environmental Clearances						
86220 - Architecture and Design						
86230 - Legal Services						
86360 - Construction		$2,000,000				
86530 - Project Implementation						
PROJECT COST		**$2.000,000**				

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund		$2,000,000				
FUNDING TOTALS		**$2.000,000**				

Financial Comments

No funds have been expended on this project in previous fiscal years.

Estimated Project Schedule

	Timeframe
Planning	Planning for the project is currently underway
Project Design	Design led by the Morgan Hill Unified School District to be finalized in Fiscal Year 2018-19
Right-of-Way Acquisition & Permitting	
Construction	Construction is anticipated to be completed in 2019-20
Project Closeout	Fiscal Year 2019-20

Operating Cost Impacts

The City has limited funds as it relates to operating costs to fund maintenance of new park facilities. It is anticipated that a joint-use agreement will be developed to outline maintenance responsibilities for the site. At this time operational costs are unknown as the design and size of the joint use facility could have a significant impact on a shared cost model or shared responsibility model. The operating cost impacts will be considered during the development of the joint use/funding agreement with the Morgan Hill Unified School District and may have an impact on the decision to move the project forward.

Project	Butterfield Blvd Connector Path	Project No.	148017
Category	Parks and Recreation	**Department**	E&U and CSD
Council Priorities	Protecting the Environment, Maintaining Fiscal Responsibility, Supporting Our Youth, Seniors, and Entire Community	**Location**	Butterfield Blvd

Project Description

The Butterfield Boulevard Connector Path Project will create a green corridor for pedestrians and cyclists in the center of Morgan Hill by extending an existing urban bike and pedestrian path along one of the City's major north-south arterial roadways, and planting trees along the roadway and adjacent storm water channel while converting some of the existing roadway for greener purposes. This new bike/pedestrian path will add approximately 1.2 miles to the existing Class 1 path along Butterfield Boulevard from San Pedro Avenue to Railroad Avenue. It will connect the southeast area of the community to the amenities and major employment opportunities, which include downtown Morgan Hill, Dunne Avenue shopping centers and the City's major employment centers. It will also connect residents in the downtown to the new Community Garden site.

Project Justification

This project was identified in the Bikeways, Trails, Parks and Recreation Master Plan. The City received a grant to cover the majority of the costs associated with this project.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation 148017

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86200 - Professional Services	$20,000					
86220 - Architecture and Design	$140,000					
86360 – Construction	$1,575,493					
86530 – Project Implementation	$150,000					
PROJECT COST	**$1,885,493**					

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
F301 – Park Impact Fund	$1,885,493					
FUNDING TOTALS	**$1,885,493**					

Financial Comments

Received Urban Greening Grant from the State of California in the amount of $1,761,980. Fund balances include project funding for this activity from the prior year.

Estimated Project Schedule

	Time Frame
Planning	Planning for this project was completed in Fiscal Year 2017/18.
Project Design	Design for this project will be completed in early Fiscal Year 2018/19
Right of Way Acquisition & Permitting	
Construction	Construction will commence on the second quarter of Fiscal Year 2018/19
Project Closeout	Closeout is anticipated in early in the 2019/20 Fiscal Year.

Operating Cost Impacts

This facility will, when fully completed, will increase Park Maintenance operating costs in by approximately $1,000 annually for litter monitoring and other maintenance. It expected that significant pavement repairs will be required on a 20-year cycle.

Project	Centennial Recreation Center Expansion	Project No.	138016
Category	Parks & Recreation	**Department**	E&U and CSD
Council Priorities	Supporting Our Youth, Seniors and Entire Community, Fiscal Responsibility	**Location**	Centennial Recreation Center

Project Description

The Centennial Recreation Center (CRC) opened in October of 2006. At that time, it was anticipated that the facility would accommodate 2,250 membership units. By the end of June 2009, the facility had nearly 3,200 membership units equaling over 10,000 memberships. Then in the Spring of 2010 the CRC Fitness Center was expanded providing over 2,000 additional square feet of useable fitness space and a variety of additional fitness equipment. Since that time, membership has continued to grow, and the facility now has over 5,100 membership units and nearly 16,000 members. While creative programming has been used the facility is at functional capacity.

This project will expand the facility accommodating future programming needs and membership growth. A needs assessment has been conducted to determine the expansion plans and designs for the expansion are in progress. The assessment identified the current greatest need is more group exercise space. Included in this expansion is the expansion of the parking lot at the CRC. Additional parking is necessary to accommodate the growing users of the CRC and those visiting the adjacent amenities in Community Park. Additional phases of expansion at the CRC are identified in the Master Plan and those will occur at a later date.

Project Justification

Due to the overwhelming popularity of the CRC and the facility serving as the hub of recreation programs for the community, this project was identified during the needs assessment performed for the Recreation Center Impact Fee study during the fall of 2015. This project was also identified as a top priority in the recent Bikeways, Trails, Parks and Recreation Master Plan.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 138016

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86200 - Professional Services	$30,000					
86201 - Environmental Clearances	$15,000					
86220 - Architecture and Design	$25,000					
86360 - Construction	$1,800,000					
86530 - Project Implementation	$200,000					
PROJECT COST	**$2,070,000**					

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f360 - Community Center Impact Fund	$2,070,000					
FUNDING TOTALS	**$2,070,000**					

Financial Comments

Estimated Project Schedule

	Timeframe
Planning	Completed
Project Design	Fiscal Year 2017/18
Right-of-Way Acquisition & Permitting	
Construction	Fiscal Year 2018/19
Project Closeout	Fiscal Year 2018/19

Operating Cost Impacts

As part of the Recreation and Community Services Department, the Centennial Recreation Center operations, balance cost recovery and community access. The additional costs for operation of the expanded facility will be recovered through increased memberships and program fees.

Project	Community Garden	Project No.	142017
Category	Parks & Recreation	**Department**	Community Services
Council Priorities	Supporting Our Youth, Seniors, and Entire Community	**Location**	Railroad Ave. @ Butterfield

Project Description

The City is working with our local community gardener group to construct a new community garden site on City Property adjacent to the Butterfield Overpass. The construction for the project will be completely grant funded.

Project Justification

This project was necessitated by the pending construction of a new fire station at the existing community garden site.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 142017

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86360 - Construction	$220,000					
PROJECT COST	$220,000					

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund	$220,000					
FUNDING TOTALS	$220,000					

Financial Comments

Construction at the site is financed by a grant from the Santa Clara Valley Open Space Authority. Administrative matching funds and site acquisition costs from the City contribute to the project and have already been funded outside of the project budget. Fund balances include project funding for this activity from prior year.

Estimated Project Schedule

	Timeframe
Planning	Completed
Project Design	Construction documents in Quarter 4 of FY 2017/18
Right-of-Way Acquisition & Permitting	
Construction	Commence Summer 2018
Project Closeout	Winter 2018

Operating Cost Impacts

The community group maintains most of the garden and pays for the water consumed at the facility. The City does not have appreciable ongoing operational costs at the community garden.

Project	El Toro Trail	Project No.	132008
Category	Parks & Recreation	**Department**	Community Services
Council Priorities	Protecting the Environment, Supporting Our Youth, Seniors and Entire Community	**Location**	El Toro Mountain

Project Description

This project will provide a non-paved public trail (meeting City Trail Study guidelines) on El Toro Mountain. On February 4, 2015, Council approved an "Access Strategy", which details a primary access to El Toro Mountain near the DeWitt/Spring intersection. The funding in this CIP relates to acquisition and development of the primary access in partnership with the Open Space Authority (OSA). The City and OSA recently collaboratively purchased property off West Main Avenue for potential future neighborhood access. Staff will continue to address concerns raised by the public, such as parking, safety, etc. Currently, neither the City nor the OSA has property rights encircling the El Toro summit area which would be required to provide a trail all the way to the top and the current focus is on the access points of the trail. The City and OSA will partner to develop the trail. Both agencies will assist with the acquisition, design, and construction.

Project Justification

This project was identified in the Bikeways, Trails, Parks and Recreation Master Plan and continues to be a priority for the community.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 132008

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition	$700,000					
86220 - Architecture and Design						
86360 - Construction		$500,000				
86530 - Project Implementation						
PROJECT COST	**$700,000**	**$500,000**				

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f306 – Open Space	$700,000	$500,000				
FUNDING TOTALS	**$700,000**	**$500,000**				

Financial Comments

Estimated Project Schedule

	Timeframe
Planning	Ongoing
Project Design	Fiscal Year 2019/20 if acquisition is successful in 2018/19.
Right-of-Way Acquisition & Permitting	Fiscal Year 2018/19.
Construction	Fiscal Year 2020/21 if acquisition is successful in 2018/19.
Project Closeout	Undetermined at this time.

Operating Cost Impacts

Maintenance costs for the project are undetermined. The City anticipates partnering with the OSA to jointly manage the open space area on El Toro. It is estimated once the trail is open to the public the City may spend $30,000-$50,000 annually to maintain the trail.

Project	Inclusive Playground	Project No.	137015
Category	Parks & Recreation	**Department**	E&U and CSD
Council Priorities	Supporting Our Youth, Seniors and Entire Community, Economic Development, Inclusiveness	**Location**	Community Park

Project Description

In 2014, a group of volunteers formed the Morgan Hill Inclusive Playground Committee to work on the planning and fundraising to build an inclusive playground for the Morgan Hill Community. Inclusive playgrounds provide play opportunities for all children, including those with disabilities. The location of the facility is planned for Community Park. Concept designs were completed in 2016. In 2017, the City of Morgan Hill contracted with the Magical Bridge Foundation to support the development of the playground through fundraising support, grant writing, and design support. The City was awarded a $2 million grant from the County to support the project in early 2018 and now has approximately $2.6 of the $3.7 million goal needed to fully fund the park.

Project Justification

The development of a universally accessible playground supports a number of the City Council's Priorities and Goals. The project was also identified as a top priority in the Bikeways, Trails, Parks and Recreation Master Plan. This project will receive approximately 50% of total funding from grants and fundraising.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 137015

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition						
86200 - Professional Services	$105,000					
86201 - Environmental Clearances						
86220 - Architecture and Design	$250,000					
86230 - Legal Services						
86360 - Construction	$4,995,000					
86530 - Project Implementation	$100,000	$150,000				
PROJECT COST	**$5,450,000**	**$150,000**				

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund	$5,450,000	$150,000				
FUNDING TOTALS	**$5,450,000**	**$150,000**				

Financial Comments

$700,000 has previously expended or appropriated to support the design and grant support for this project. Grant Funds totaling $2.37 million have been secured for this project. $1.3 million in additional fundraising is necessary to fully fund this project.

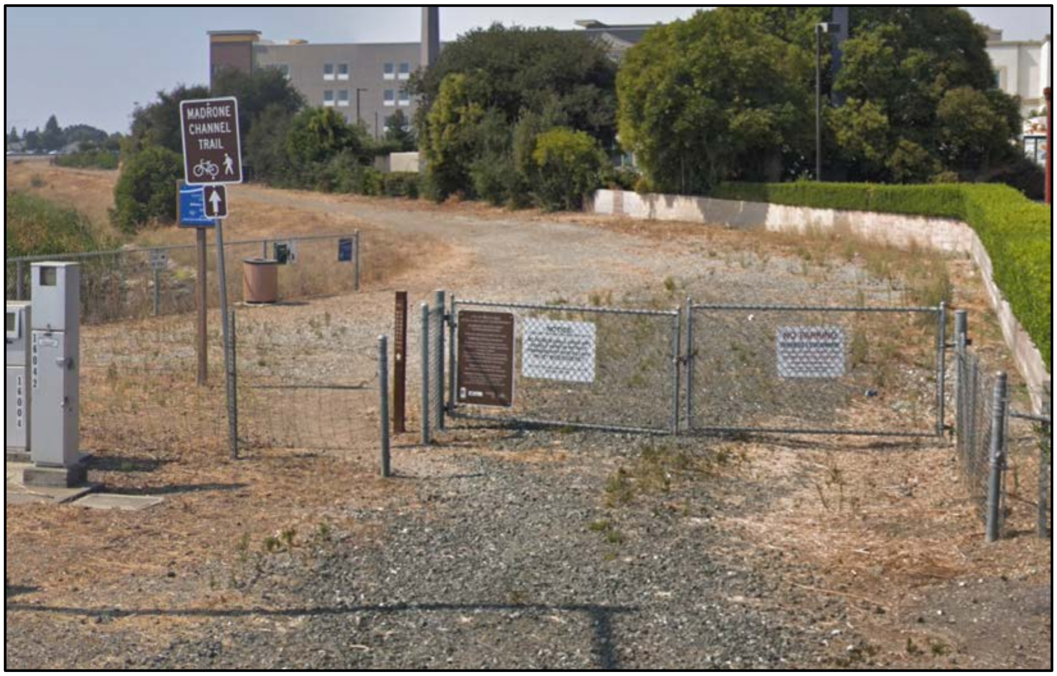
Estimated Project Schedule

	Timeframe
Planning	Completed.
Project Design	Construction documents in Quarter 1 of FY 2018/19
Right-of-Way Acquisition & Permitting	
Construction	Commence Summer 2019
Project Closeout	Summer 2020

Operating Cost Impacts

Maintenance costs would vary by design, location and size of the playground. It is estimated that maintenance of the facility could cost between$30,000-$50,000 annually if maintained by the City. However, it is envisioned that volunteers could offset some of this annual cost.

Project	Madrone Channel Trail Improvements	Project No.	117018
Category	Parks & Recreation	**Department**	Community Services
Council Priorities	Supporting Our Youth, Seniors and Entire Community	**Location**	Along Madrone Channel



Project Description

The Madrone Channel Trail has been identified as a key improvement for the City's Bikeway System. The trail travels the length of the City adjacent to Highway 101, providing for a north/south off-street bicycle and pedestrian connection. Currently the trail is only a dirt maintenance road that the City utilizes as a trail through a joint-use agreement with the Santa Clara Valley Water District. This project would construct a continuous Class 1 pedestrian pathway along the channel. Additionally, a second component of the project would be to extend the Trail north from where it currently ends at Cochrane Road to connect with the Los Gatos Creek Trail.

The estimated cost to construct this project is approximately $1,5 million. Currently, there are no City funds allocated for the project, but City staff are actively looking for grant funds to complete it. It is believed that the project has a high likelihood of receiving grant dollars related to transportation. Sections of the paved trail may also be constructed individually based on grant funding received.

Project Justification

The adopted Bikeways, Trails, Parks and Recreation Master Plan calls for this project specifically and the local Bicycle Advocacy Group is working to support the project.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 117001

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86121 - Right-of-Way Acquisition						
86200 - Professional Services						
86201 - Environmental Clearances						
86220 - Architecture and Design		$25,000				
86360 - Construction						
86530 - Project Implementation						
PROJECT COST		**$25,000**				

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund		$25,000				
FUNDING TOTALS		**$25,000**				

Financial Comments

There are currently no City funds associated with the construction of this project. It is proposed that it not be funded until grant dollars can be allocated. $25,000 has been appropriated to help with design work in FY 2019/20 to design the project.

Estimated Project Schedule

	Timeframe
Planning	Planning work is ongoing
Project Design	The project will likely be a design build project
Right-of-Way Acquisition & Permitting	
Construction	Dependent upon grant funding
Project Closeout	

Operating Cost Impacts

This facility will, when fully completed, will increase Park Maintenance operating costs in by approximately $2,000 annually for litter monitoring and other maintenance. It expected that significant pavement repairs will be required on a 20-year cycle.

Project	Park Improvements	Project No.	149018
Category	Parks & Recreation	**Department**	E&U & CSD
Council Priorities	Supporting Our Youth, Seniors and Entire Community	**Location**	Various City Parks

Project Description

This is a multi-year project, focused on improvements that expand the use of City Parks, specifically the construction of new shade facilities and park restrooms.

The project would develop a new shade structure within a City Park every other year starting in Fiscal Year 2018/19. The need for additional shade in parks was identified during the recent community outreach for the Bikeways, Trails, Parks and Recreation Master Plan update. These amenities will allow for increased use of park facilities in the summer and would be strategically placed above or adjacent to play structures. Parks identified for future shade structures include: the Civic Center Tot Lot, Galvan Park, Paradise Park, Nordstrom Park and Jackson Park.

Park restrooms are planned to be added at Paradise Park and Nordstrom Park in Fiscal Year 2022/23. Restrooms at specific parks were one of the most desired amenities outlined in the updated Master Plan. They would allow for longer stays at the parks that have been designated as “Small Community Parks” per the Master Plan. Prior to the restrooms being constructed, funds for the ongoing maintenance of the restrooms would need to be identified and secured.

Project Justification

The project was identified as a top priority in the recently adopted Bikeways, Trails, Parks and Recreation Master Plan. This project supports longer stays at parks and increased use of parks.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 149018

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition						
86200 - Professional Services						
86201 - Environmental Clearances						
86220 - Architecture and Design						
86230 - Legal Services						
86360 - Construction	$40,000		$40,000		$690,000	
86530 - Project Implementation	$10,000		$10,000		$60,000	
PROJECT COST	**$50,000**		**$50,000**		**$750,000**	

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund	$50,000		$50,000		$750,000	
FUNDING TOTALS	**$50,000**		**$50,000**		**$750,000**	

Financial Comments

No funds have been expended on this project in previous fiscal years.

Estimated Project Schedule

	Timeframe
Planning	Ongoing planning for location of shade structures will occur.
Project Design	Shade will be bid design build. Restroom design begin Summer 2022.
Right-of-Way Acquisition & Permitting	
Construction	Fiscal year identified per project.
Project Closeout	Fiscal year identified per project.

Operating Cost Impacts

Addition of the shade structures is not anticipated to impact operating costs. The Shade structures have a life expectancy of 15 to 20 years. Maintenance funding for the restrooms would need to be identified before moving forward with the project in Fiscal Year 2022/23.

Project	Parks Land Purchase and Development	Project No.	110097
Category	Parks & Recreation	**Department**	Community Services
Council Priorities	Protecting the Environment, Supporting Our Youth, Seniors and Entire Community	**Location**	Citywide

Project Description

The purchase of land for future parks is identified in the Bikeways, Trails Parks and Recreation Master Plan and the General Plan. In 2015, the City acquired property for future development of a 23-acre softball and baseball field complex at the corner of Tennant and Condit. In 2017, the City completed the purchase of an additional 10 acres of property on Murphy Avenue adjacent to the Outdoor Sports Center and Dennis Kennedy Morgan Hill Aquatics Center. The additional 10 acres of space is currently being used for overflow parking for events at the two adjacent facilities. Since this site and the ball field site are located in the County, payment of property taxes for both sites are accounted for in this project.

The future City parkland purchase and development priorities outlined in the Master Plan include the purchase, planning and development of two new neighborhood parks and one new community park located on the east side of the City. Fiscal Year 22/23 has funding allocated for the future land banking of a community park site. The other park acquisition and developments are not planned in the current six-year CIP. The City is working actively on potential public-private partnerships to develop the two land banked park properties.

Project Justification

Acquiring property for new parks helps ensure an adequate parks inventory in the future and is a required element of the Master Plan.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 110097

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition	70000	$70,000	$70,000	$70,000	$2,070,000	$70,000
86200 - Professional Services						
86201 - Environmental Clearances						
86220 - Architecture and Design						
86230 - Legal Services						
86360 - Construction						
86530 - Project Implementation						
PROJECT COST	**$70,000**	**$70,000**	**$70,000**	**$70,000**	**$2,070,000**	**$70,000**

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund	$70,000	$70,000	$70,000	$70,000	$2,070,000	$70,000
FUNDING TOTALS	**$70,000**	**$70,000**	**$70,000**	**$70,000**	**$2,070,000**	**$70,000**

Financial Comments

This project pays approximately $70,000 in property taxes annually for land banked park property in the County.

Estimated Project Schedule

	Timeframe
Planning	Ongoing
Project Design	
Right-of-Way Acquisition & Permitting	Next park acquisition is planned for FY 2022-23
Construction	
Project Closeout	

Operating Cost Impacts

No new operational costs are incurred prior to development if other alternate uses, such as farming, can be identified. Without an alternate use, annual cost to abate weeds would be approximately $125 per acre. Property land banked in the County for future City use requires payment of property taxes. New park development will require additional funds for maintenance. New funding levels will be dependent on the size and amenities developed within each park.

Project	Outdoor Sports Center Improvements	Project No.	148018
Category	Parks & Recreation	Department	CSD & E&U
Council Priorities	Supporting Our Youth, Seniors and Entire Community, Economic Development	Location	Outdoor Sports Center

Project Description

The Outdoor Sports Center is the most utilized field facility in Morgan Hill. Adjacent to the Outdoor Sports Center is the Dennis Kennedy Morgan Hill Aquatics Center. Bordering both sites is ten acres of undeveloped property recently purchase by the City. The funding for this project is intended to develop these sites in coordination and support of providing increased sports facilities for the community and economic development through regional users. The first phase of the project relates to improvements at the Outdoor Sports Center, while the later phases relate to development of future parking areas and recreation facilities, possibly sand volleyball. The later phases are contingent on a feasibility study planned for Fiscal Year 2019-20.

The Outdoor Sports Center supports local youth sports leagues and regional tournaments. It is a key component in the City's Parks and Recreation System and is the most important recreation facility in relation to sports tourism, which is identified in the Economic Blueprint as one of the key areas of focus for the City. This project would provide for expansion of components of the facility to increase capacity. This may include lighting, parking upgrades, and other features to increase use.

The City will coordinate with the operator of the Outdoor Sports Center to attempt to leverage and maximize resources. The City is currently in negotiations with a new operator that intends to fund facility enhancement as a part of the agreement to operate the Outdoor Sports Center.

Project Justification

These projects were all identified as priorities in the recently adopted Bikeways, Trails, Parks and Recreation Master Plan and are consistent with the City's goal of supporting economic development. The project will also support increased use by local sports leagues.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan, Economic Blueprint

Expenditure Schedule & Category

Parks & Recreation: 148018

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86120 - Property Acquisition						
86200 - Professional Services		$30,000				
86201 - Environmental Clearances						
86220 - Architecture and Design				$240,000		
86230 - Legal Services						
86360 - Construction		$1,000,000			$1,045,000	$835,500
86530 - Project Implementation				$10,000	$100,000	$50,000
PROJECT COST		**$1,030,000**		**$250,000**	**$1,145,000**	**$885,500**

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund		$1,000,000				
f360 – Com/Rec Ctr Impact Fund		$30,000		$250,000	$1,145,000	$885,500
FUNDING TOTALS		**$1,000,000**		**$250,000**	**$1,145,000**	**$885,500**

Financial Comments

No funds have been expended on this project in previous fiscal years.

Estimated Project Schedule

	Timeframe
Planning	Ongoing, feasibility study for sand volleyball FY 2019-20
Project Design	Phase 1 project will be bid as design build, Design FY2020-21 for remainder of project
Right-of-Way Acquisition & Permitting	
Construction	Fiscal Year 2019/20, FY 2021-22, FY2022-23
Project Closeout	Following each phase of construction

Operating Cost Impacts

Improvements will be designed to improve cost recovery and will result in a positive net impact in relation to facility costs.

Project	Tree Planting/Urban Forestry Plan	Project No.	143017
Category	Parks & Recreation	**Department**	Community Services
Council Priorities	Protecting the Environment	**Location**	Citywide

Project Description
The City is working to develop an Urban Forest Management Plan and to plant 473 trees using a grant from CAL FIRE. The trees to be planted will be at the Outdoor Sports Center and at other locations in the CalEnviroScreen disadvantaged zone in the community.

Project Justification
The City received a grant for this project.

Strategic Planning Documents
General Plan, Environmental Agenda

Expenditure Schedule & Category

Parks & Recreation: 143017

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86360 - Construction	$212,000					
PROJECT COST	$212,000					

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund	$212,000					
FUNDING TOTALS	$212,000					

Financial Comments

The plan and related plantings are funded by a grant from CAL FIRE. Matching City funds and donated trees will contribute to the overall effort. Fund balances include project funding for this activity from the prior year.

Estimated Project Schedule

	Timeframe
Planning	Completed
Project Design	Summer
Right-of-Way Acquisition & Permitting	
Construction	Fall
Project Closeout	Winter

Operating Cost Impacts

The trees planted will create ongoing maintenance expenses of approximately $6,000 annually assuming that they are pruned on a five-year cycle by the City's contracted tree maintenance contractor.

Project	Villa Mira Monte	Project No.	144017
Category	Parks & Recreation	**Department**	CSD & E&U
Council Priorities	Preserving Our Cultural Heritage, Supporting Our Youth, Seniors and Entire Community	**Location**	Villa Mira Monte

Project Description

The Morgan Hill Historical Society operates and maintains the 2.5-acre site known as Villa Mira Monte, including the Hiram Morgan Hill House, Museum and Centennial History Trail. In 2017, the City entered into a partnership with the Historical Society to preserve the site and support the operation of the site as a park facility. This partnership included funding needed repairs and small-scale improvements.

The Bikeways, Trails, Parks and Recreation Master Plan further calls for the future development of Villa Mira Monte. The future improvements include additional outdoor event space and buildings to fully build out the site to support increased utilization as an event center, while at the same time improving the site as a historical resource. The improvements are broken into two phases. The first is phase would create the parking and finalize landscaping at the site, while the second phase would add a building and covered pavilion area. The first phase is funded in FY20/21. Moving forward with the design and construction would occur after evaluation of the currently proposed site plan. In FY2018/19 funding for a consultant to work with the City and the Historical Society to review and evaluate the current Villa Mira Monte facility master plan with consideration of best use of the site from a long-term sustainability perspective (cost recovery, revenue generation, and operations and maintenance).

Project Justification

Partnering to enhance the Villa Mira Monte site is consistent with the Council priority of Preserving Our Cultural Heritage and is prioritized in the Master Plan.

Strategic Planning Documents

Bikeways, Trails, Parks and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation : 144017

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86200 - Professional Services	$20,000					
86220 - Architecture and Design		$250,000				
86360 - Construction			$1,800,000			
86530 - Project Implementation						
PROJECT COST	**$20,000**	**$250,000**	**$1,800,000**			

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f360 - Community Center Impact Fund	$20,000	$250,000	$1,800,000			
FUNDING TOTALS	**$20,000**	**$250,000**	**$1,800,000**			

Financial Comments

Fund balances include project funding for this activity from the prior year.

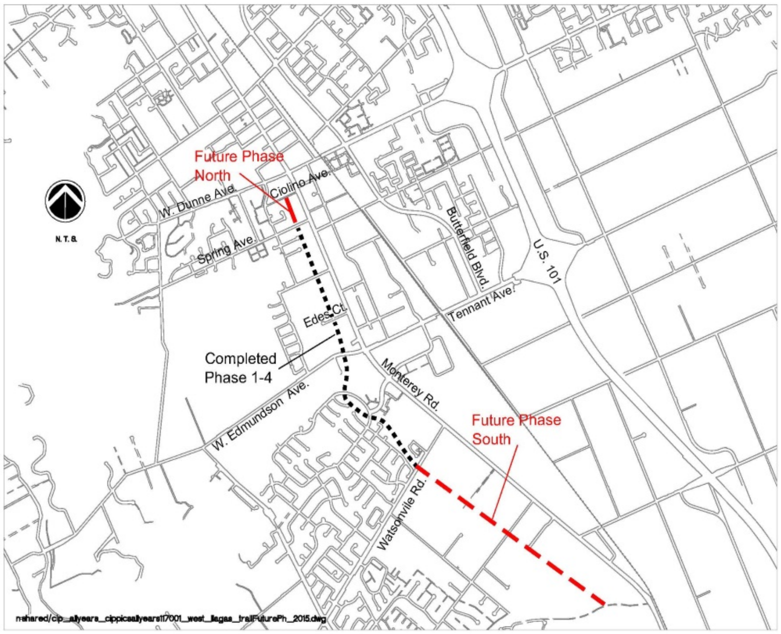
Estimated Project Schedule

	Timeframe
Planning	Fiscal Year 2018/19
Project Design	Fiscal Year 2019/20
Right-of-Way Acquisition & Permitting	
Construction	Fiscal Year 2020/21
Project Closeout	Fiscal Year 2021/22

Operating Cost Impacts

The City currently provides $20,000 per year support the Historical Society's operations of Villa Mira Monte. The enhancements will be designed to support improved cost recovery at the site, so no additional operational costs are anticipated for the City in relation to this project.

Project	West Little Llagas Creek Trail	Project No.	117001
Category	Parks & Recreation	**Department**	E&U and CSD
Council Priorities	Enhancing Public Safety, Supporting Our Youth, Seniors, and Entire Community	**Location**	Along West Little Llagas Creek



Project Description

The project provides for a continuous Class 1 pedestrian pathway along the West Little Llagas Creek Trail from the City's Downtown south to the future Silveira Park wetlands area. The alignment of this trail will follow the Upper Llagas Flood Control project taking advantage of the maintenance roads required for that project. The scope includes a meandering asphalt pathway, including trees, benches, lit crosswalks (where necessary at street crossings), and interpretive landmarks and signage (where appropriate). The two reaches remaining are: 1) Watsonville Road to Silveira Park wetlands area, FY 18/19, 2) Spring Avenue to the Downtown core, FY 17/18.

Completion of the northern and southern portions of the project cannot commence until the Santa Clara Valley Water District (District) completes the Upper Llagas Flood Control project in those areas. The City continues to coordinate efforts with the District on this project and on the future recreation amenities. The southern portion is projected to begin in 2018 and the northern portion in 2020. Funding for this reach will come from grants and Park Impact Funds.

Project Justification

The adopted Bikeways, Trails, Parks and Recreation Master Plan calls for installation, where possible, of bike and pedestrian trails along all creeks and channels. In addition, the plan specifically outlines this project. Due to the current work planned by the District, timing the work with the project may result in cost savings. This project is believed to be extremely competitive for several regional and state grants.

Strategic Planning Documents

Bikeways, Trails, Parks, and Recreation Master Plan

Expenditure Schedule & Category

Parks & Recreation: 117001

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86121 - Right-of-Way Acquisition						
86200 - Professional Services						
86201 - Environmental Clearances	$ 10,000					
86220 - Architecture and Design	$ 60,000	$ 22,400				
86360 - Construction		$ 824,000				
86530 - Project Implementation	$ 41,200	$ 41,200				
PROJECT COST	$ 111,200	$ 887,600				

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f301 - Park Impact Fund	$ 111,200	$ 887,600				
FUNDING TOTALS	$ 111,200	$ 887,600				

Financial Comments

For the total project, $229,500 is being sought from a State grant, $200,000 is being sought from a Santa Clara Valley Water District Grant, and $100,000 is being sought from the Open Space Authority. Remaining project funds would be provided by park impact funds and/or Measure B funds.

Estimated Project Schedule

	Timeframe
Planning	Summer 2018
Project Design	Summer 2018 – Winter 2020
Right-of-Way Acquisition & Permitting	Summer 2018
Construction	Spring 2020 – Winter 2020
Project Closeout	Winter 2020

Operating Cost Impacts

This facility will increase Park Maintenance operating costs in the General Fund by approximately $1,000 annually for landscape maintenance, weed control, tree trimming, utilities, occasional trail minor repair work, graffiti/vandalism and repair/replacement of trail benches. It is expected that significant pavement repairs will be required on a 20-year cycle.

Project	Library Expansion	Project No.	25105
Category	Public Facilities	**Department**	Engineering & Utilities
Council Priorities	Supporting Our Youth, Seniors and Entire Community	**Location**	Morgan Hill Library (Dewitt & Main)

Project Description

Santa Clara County operates the Morgan Hill Library and has collaborated with the City to layout a phased expansion and tenant improvement plan that could ultimately increase the size of the facility by 10,600 SF and improve the services the library provides to the community. The Friends of the Morgan Hill Library sponsored an initial space needs assessment study to address the expansion of the Morgan Hill Library to meet growing program needs. The following is a list of programs/activities and the associated improvements needed to address them:

o Phase I: Children's area, storytime, reading garden & bookstore: 4,900 SF of new space, 1,480 SF of new landscaping and 1,220 SF of interior improvements.

o Phase II: Staff administrative needs, additional storage & larger program area: 2,250 SF of new space and 4,400 SF of interior improvements.

o Phase III: Adult book stacks & quiet reading: 3,400 SF of new space and 330 SF of interior improvements.

Phase I is currently planned for construction in Fiscal Year 2018/19. This loan is scheduled to be paid back within two years. Future phases will be constructed when funding when adequate funds are available.

Project Justification

The expansion is required to meet the future library needs of the Morgan Hill community. The Library was opened in 2007 and has seen a growing demand in children's programs and adult reading areas that cannot be met in the space provided within the existing facility. In addition, the staff at the Library has identified better and more efficient uses of the space inside the existing facility that occur with reconfiguration of that space.

Strategic Planning Documents

Morgan Hill Library Space Needs Assessment

Expenditure Schedule & Category

Public Facilities: 251015

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
86200 - Professional Services	$100,000					
86201 - Environmental Clearances						
86220 - Architecture and Design						
86360 - Construction	$3,055,364					
86530 - Project Implementation	$110,000					
PROJECT COST	**$3,265,364**					

Funding Source(s)

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
f348 - Library Impact Fund	$3,265,364					
FUNDING TOTALS	**$3,265,364**					

Financial Comments

There is not sufficient Library Impact Funds available to complete Phase I, so the shortfall will be made up with a temporary interfund loan. Previous expenditures and encumbrances on this project total $533,000 in prior years.

Estimated Project Schedule

	Timeframe
Planning	Complete
Project Design	Complete
Right-of-Way Acquisition & Permitting	
Construction	FY 2018/19
Project Closeout	Year-end FY 2018/19

Operating Cost Impacts

The County is responsible for interior expense and responsible to pay for any increases.

From: D. Muirhead
To: Parks Recreation Commission
Cc: Anthony Eulo
Subject: comments Parks and Recreation Commission meeting April 17, 2018 #2,#3,#5
Date: Sunday, April 15, 2018 10:30:54 PM

Dear Parks and Recreation Commission,
Comments for your meeting Tuesday, April 17, 2018

Support #3. REVIEW OF CONCEPTUAL DESIGN FOR CENTENNIAL RECREATION CENTER EXPANSION PROJECT
Question #5. REVIEW OF PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM
Suggest #2. URBAN FOREST MANAGEMENT PLAN INTRODUCTION

Thank you for your consideration, Doug Muirhead, Morgan Hill

#3. REVIEW CONCEPTUAL DESIGN FOR CENTENNIAL RECREATION CENTER EXPANSION PROJECT

I am pleased to see that the expansion plan includes a new 4,000 sq ft
senior day care center with courtyard. Each City Department should be
developing an action plan to address the increasing percentage of
older adults in our City in the coming years.

#5. REVIEW OF PARKS AND RECREATION CAPITAL IMPROVEMENT PROGRAM

The two timeframes for the West Little Llagas Creek Trail Project
No. 117001 in the Project Description appear to contradict each other.
* The two reaches remaining are:
  1) Watsonville Road to Silveira Park wetlands area, FY 18/19,
  2) Spring Avenue to the Downtown core, FY 17/18.
* The southern portion is projected to begin in 2018 and the
  northern portion in 2020.

#2. URBAN FOREST MANAGEMENT PLAN INTRODUCTION

Since the City of Morgan Hill provides only a "Guided Outline" for the
Urban Forest Management Plan, with no explanatory text, I can only
imagine what is or is not intended.

5.Tree Planting
Planting Opportunities in Morgan Hill
1. Public Property
2. State and Federal Properties

Are MHUSD and Water District lands included?

6.Tree Preservation
 Regular Inspections

8.Education & Awareness

Should the County include the following proposal in the proposed budget for the coming year, you might look at their tree mapping software.
Office of the County Executive Budget Submittal - Proposal 16371
107.34 Allocate Resources to Support Integrated Pest Management
Tree mapping software allows the County to display and share an online map of trees that have been inventoried or recently planted on County-managed areas and in unincorporated County land.
Tree maps will allow staff members to visualize the County's urban forest and effectively plan future planting goals by cataloging where trees are located and displaying empty planting locations. Tree maps also summarize tree benefits including energy conserved, storm water filtered, air quality improved and carbon dioxide emissions removed.
Tree map information can be shared with the public, allowing residents to learn how the County is planting and maintaining trees to benefit the community environment.
Significant expense was already budgeted ($15,000) for County tree inventory services. This mapping tool will help extract the most value from that expense by organizing the inventory results into a more usable format.
en

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: April 17, 2018

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

COMMISSION WORK PLAN UPDATES

RECOMMENDATION(S)
1. Discuss and provide updates on Work Plan items; and
2. Begin planning process for FY 2018/19 Work Plan.

REPORT NARRATIVE:
The Parks and Recreation Commission finalized its Work Plan on May 16. The City Council approved the Work Plan on June 21, 2017. Commissioners may use this item to discuss and provide progress on Work Plan items.

The planning process for the Fiscal Year 2018/19 Work Plan should also begin this evening. It is recommended that commissioners discuss status of existing items as well as potential new items. After direction from the Commission staff would plan to bring back a draft version of a Work Plan for the Commission to review and adjust in May. The draft Work Plan would then move forward to the Council for approval in June.

The 2017/18 Fiscal Year Work Plan is attached.

LINKS/ATTACHMENTS:
1. PRC Workplan 1718 Final

Parks & Recreation Commission

FY 2017-18 Work Plan – Final – Approved by Council June 21, 2017

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**

CITY OF MORGAN HILL

PARKS AND RECREATION COMMISSION STAFF REPORT
MEETING DATE: April 17, 2018

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

SELECTION OF CHAIR AND VICE CHAIR

RECOMMENDATION(S)
Select Chair and Vice Chair.

REPORT NARRATIVE:
City Council Policy dictates the order of selection of Chair and Vice Chair for City Commissions. Should a commissioner not wish to serve as Chair or Vice Chair, that individual could pass on his or her “turn” to serve in these roles. The current order per Council Policy to serve as Chair and Vice-Chair is:

1. Commissioner Locicero - Appointed in 9/2013
2. Commissioner Scott - Appointed in 4/2016
   Commissioner Wendt- Appointed in 4/2016
3. Commissioner Grzan – Appointed 2/2018 (Eligible for Vice Chair Only)
4. Commissioner van Keulen - Last served as Chair in 4/2014.
5. Commissioner Seehafer – Last served as Chair in 4/2017
6. Commissioner Green - Appointed in 4/2014 Last served as Chair in 4/2018

LINKS/ATTACHMENTS:
1. Council Policy-96-02 - Commission Selection of Chair and Vice Chair

CITY OF MORGAN HILL
CITY COUNCIL POLICIES AND PROCEDURES

CP 96-02

SUBJECT: **POLICY REGARDING TERM AND SELECTION OF CHAIR AND VICE CHAIR OF CITY BOARDS AND COMMISSIONS**

DATE: **APRIL 17, 1996**

REVISION DATE: **DECEMBER 15, 1999, REVIEWED JUNE 27, 2007; AMENDED APRIL 16, 2008**

ORIGINATING DEPT: **CITY CLERK**

In order to provide an efficient method for the selection of Chair and Vice-Chair from the members of the Boards and Commissions, it shall be the policy of the City Council of Morgan Hill to have these officers serve a one (1) year term beginning the first regular meeting date when the Boards and Commissions reorganize; following City Council appointments. A rotation system shall be followed in the selection of the Chair and Vice-Chair. The member who has served the longest on the Board or Commission without serving as Chair during the previous four (4) years shall be selected for the position of Chair. The member second in seniority who has not yet served during the previous four (4) years as Chair shall become Vice-Chair. If the member selected as Vice-Chair is on the Board or Commission at the time the next Chair is selected he/she shall become Chair.

Prior to selection as Chair, a Board or Commission member must serve a minimum of twelve (12) months on the Board or Commission. Each member's seniority shall begin upon the effective date of that member=s appointment to the Board or Commission. If two (2) or more members have equal seniority, the Board or Commission shall make the selection. In the event a member otherwise eligible for selection declines the position, the member next in seniority shall be selected. A Board or Commission member will be eligible to serve another term as Chair and Vice Chair provided at least four (4) years have transpired since having previously served as Chair or Vice Chair respectively. Such period may be reduced by one year increments if no other Board or Commission member is eligible to serve due to a recent appointment or because a member otherwise eligible for selection declines the position. If two or more members are eligible to serve another term as Chair, the member who has served the longest on the Board or Commission since having previously served as Chair shall be first in seniority to serve another term as Chair and Vice Chair.

This policy shall remain in effect until modified by the City Council.

APPROVED: ______________________
STEVE TATE, MAYOR

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