



Regular Meeting Agenda

Parks and Recreation Commission

Maureen Grzan-Pieracci - Commissioner

Neil Berman - Commissioner

Craig van Keulen - Chair

Mary Seehafer - Commissioner

Matt Wendt - Commissioner

Richard Scott - Vice Chair

Ronald Locicero - Commissioner

Tuesday, August 20, 2019 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 JULY 16, 2019 MEETING MINUTES

Recommendation:

Approve Minutes.

2. COMMUNITY SERVICES DEPARTMENT FACILITY RENTAL REPORT

Recommendation:

Receive report on facility rentals at recreation facilities.

3. COMMISSION WORK PLAN UPDATES

Recommendation:

Review Fiscal Year 2019-20 Work Plan and provide updates on items.

4. DISCUSSION ON USE OF CONSENT CALENDAR

Recommendation:

Discuss potential use of the consent calendar.

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 cityclerk@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 cityclerk@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



Meeting Minutes Parks and Recreation Commission

Maureen Grzan-Pieracci - Commissioner
Neil Berman - Commissioner
Craig van Keulen - Commissioner
Mary Seehafer - Commissioner
Matt Wendt - Commissioner
Richard Scott - Commissioner
Ronald Locicero - Commissioner

Tuesday, July 16, 2019 7:00 pm

Council Chamber
17555 Peak Avenue, Morgan Hill, CA 95037

CALL TO ORDER

ROLL CALL ATTENDANCE

Attendee Name	Title	Status	Arrived
Maureen Grzan-Pieracci	Commissioner	Present	
Neil Berman	Commissioner	Present	
Craig van Keulen	Commissioner	Present	
Mary Seehafer	Commissioner	Present	
Matt Wendt	Commissioner	Present	
Richard Scott	Commissioner	Absent	
Ronald Locicero	Commissioner	Present	

DECLARATION OF POSTING OF AGENDA

Per Government Code 54954.2

PLEDGE OF ALLEGIANCE

Minutes Acceptance: Minutes of Jul 16, 2019 7:00 PM (BUSINESS:)

PUBLIC COMMENT

None

COMMUNITY SERVICES DIRECTOR REPORT

Provided by Chris Ghione Community Services Director

ADOPTION OF THE AGENDA

Motion Locicero, Second Berman, Adopted 6-0

BUSINESS:

1. APPROVE THE JUNE 18, 2019 MEETING MINUTES

Recommendation:

Approve Minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ronald Locicero, Commissioner
SECONDER:	Neil Berman, Commissioner
AYES:	Grzan-Pieracci, Berman, van Keulen, Seehafer, Wendt, Locicero
ABSENT:	Scott

2. BUTTERFIELD PARK GRANT APPLICATION

Recommendation:

Recommend the City Council authorize staff to prepare and submit a Statewide Park Development and Community Revitalization Program Grant Application to the State of California Department of Parks and Recreation for an amount not to exceed \$8,500,000 for the development of the proposed park at Butterfield Boulevard and Monterey Road.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ronald Locicero, Commissioner
SECONDER:	Matt Wendt, Commissioner
AYES:	Grzan-Pieracci, Berman, van Keulen, Seehafer, Wendt, Locicero
ABSENT:	Scott

3. FUNDING AGREEMENT WITH THE BOYS AND GIRLS CLUBS OF SILICON VALLEY

Recommendation:

1. Accept report on proposed partnership with Boys and Girls Clubs of Silicon Valley for Park Place Apartments youth program services.
2. Provide recommendations to the City Council on the proposed partnership.

Minutes Acceptance: Minutes of Jul 16, 2019 7:00 PM (BUSINESS:)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Matt Wendt, Commissioner
SECONDER:	Maureen Grzan-Pieracci, Commissioner
AYES:	Grzan-Pieracci, Berman, van Keulen, Seehafer, Wendt, Locicero
ABSENT:	Scott

4. COMMISSION WORK PLAN UPDATES

Recommendation:

Review Fiscal Year 2019-20 Work Plan and provide updates on items.

Commissioners provided updates on items.

RESULT:	ACCEPTED
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ANNOUNCEMENTS

FUTURE COMMISSION AGENDA ITEMS:

Discussion on Meeting Format and Use of Consent Calendar for future meetings.

ADJOURNMENT



PARKS AND RECREATION COMMISSION STAFF REPORT

MEETING DATE: August 20, 2019

PREPARED BY: Mariah Dabel, Community Services Supervisor
APPROVED BY: Chris Ghione, Public Services Director

COMMUNITY SERVICES DEPARTMENT FACILITY RENTAL REPORT

RECOMMENDATION(S)

Receive report on facility rentals at recreation facilities.

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 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 greater 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 CSD team continually evaluates facility usage, user demand, and CSD program needs.

Facility rentals began to increase a few years ago, and CSD has seen sustained high levels of facility usage. This is likely associated with multiple factors, including a strong economy and positive customer experiences.

Room Rentals

Rooms are available to rent at the Community and Cultural Center (CCC) and Community Playhouse, 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.

Sports Fields and Courts

City sports fields and tennis courts are open to the public and may be reserved for a rental fee. The Outdoor Sports Center operator manages field rentals at that site separate from the City's rental program.

Outdoor Rentals

Rental options for outdoor events include the downtown amphitheatre and smaller park picnic sites, including the Community Park Gazebo, and sites at Galvan and Paradise parks.

Community Use Policy

The City's Community Use policy promotes the use of the City's public facility meeting rooms by community groups by offering a subsidized flat rate of \$15 per use. This rate is offered to Morgan Hill service organizations that provide a public service for residents. Community Use reservations must be free and open to the public and benefit the Morgan Hill community. They require minimal teammate time by using the standard room set up and occurring during the facility's operating hours. Organizations may request up to two meeting room uses per month under this policy.

Leases and Agreements

In addition to the above facility rentals, a substantial portion of CSD's rental revenue is generated by leases and agreements the City manages. Currently the City manages facility leases with Gavilan College, South Valley Civic Theater for use at the Playhouse, Boys and Girls Club of Silicon Valley at the Friendly Inn, Community Christian at the El Toro Youth Center, Aquatic Center pool rentals, and the Outdoor Sports Center concessionaire agreement. The City coordinated the transition of the Outdoor Sports Center to the new operator, MHOSC, LLC, effective July 8, 2019.

Fiscal Year 18/19 Accomplishments

- Continued strong rental activity, with Saturday Hiram banquets at the CCC booked a year and half in advance.
- Met and exceeded facility rental revenue targets.
- Successfully oversaw the transition of the Outdoor Sports Center to a new operator.

Fiscal Year 19/20 Goals

- Continue to cross train teammates at all facilities with focus on customer service.
- Continue marketing underutilized facilities and non-peak days/times.
- Support the new Outdoor Sports Center operator to ensure successful management of facility.
- Modernize CCC meeting rooms and thoughtfully invest in facility maintenance.
- Implement scheduled fee increase in January 2020.

LINKS/ATTACHMENTS:

1. PRC 2019 Facility Rentals 082019



Facility Rentals Annual Report

Parks & Recreation Commission

August 20, 2019



Facility Rentals

2018-2019 Highlights

- Every Saturday at the Community and Cultural Center was reserved for an event.
- Rentals continued to increase, with Saturday Hiram banquets fully booked a year and half in advance.
- Transitioned the Outdoor Sports Center to a new operator

Facility Rentals

2018-2019 Performance Data

228,390

Facility Visitors



44,913



Rental Reservation Hours

363



Community Use Hours
(average 30 hours per month)

Data includes: CCC, CRC, AC, Council Chambers, and Park Picnic rentals

Facility Rentals

2019-2020 Goals

- Continue to cross-train part time teammates at all facilities with emphasis on customer service.
- Continue efforts to market underutilized days/times and rooms.
- Assist new Outdoor Sports Center operator.
- Modernize CCC meeting rooms
- Implement scheduled fee increase (2020)

El Toro Room



2.a



Attachment: PRC 2019 Facility Rentals 082019 (2428 : Facility Rental Report)

Hiram Room Quinceañera



Friday Night Music Series



Facility Rentals Annual Report

Parks & Recreation Commission
August 20, 2019





PARKS AND RECREATION COMMISSION STAFF REPORT

MEETING DATE: August 20, 2019

PREPARED BY: Chris Ghione, Public Services Director

APPROVED BY: Chris Ghione, Public Services Director

COMMISSION WORK PLAN UPDATES

RECOMMENDATION(S)

Review Fiscal Year 2019-20 Work Plan and provide updates on items.

REPORT NARRATIVE:

The Commission develops its Work Plan annually each fiscal year. The Commission Fiscal Year 2019-20 Work Plan was approved by the City Council on June 26, 2019. The Council also requested the Commission place emphasis on potential sand volleyball development and including youth engagement as it relates to bicycling and bike infrastructure.

Commissioners may use this item to provide updates on their Work Plan items.

LINKS/ATTACHMENTS:

1. PRC Workplan 1920 Final

Parks & Recreation Commission

FY 2019-20 Work Plan – Approved by City Council 6.26.19

Project (Commissioner Responsible)	City Council Priority Supported	Staff Resources Required	Desired Outcome
1. Get Youth More Active in Parks and Recreation	Supporting Our Youth, Seniors & Entire Community	Recreation Manager (Minimal)	Review program opportunities for new youth programming. (Locicero)
2. Support Bicycle and Trails Development Efforts	Supporting Our Youth, Seniors & Entire Community	PS Director (Minimal)	1. Support the VTA Bicycle and Pedestrian Advisory Committee. (Berman) 2. Work to coordinate with community members on bicycle and trails issues with volunteer Bicycle and Pedestrian Advocacy Group. (Seehaffer)
3. Support efforts to create an inclusive playground	Supporting Our Youth, Seniors & Entire Community	PS 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. (Locicero/Wendt/Scott)
4. Support planning for updated sports facilities and partnerships	Supporting Our Youth, Seniors & Entire Community Economic Development	PS Director (Moderate) CS Supervisor (Moderate)	1. Evaluate opportunities to construct sand volleyball facilities in partnership with a facility operator, including support for upcoming feasibility study. (Wendt/Berman) 2. Monitor Outdoor Sports Center transition to new operator. (van Keulen) 3. Monitor Centennial Recreation Center Expansion Project progress. (van Keulen)
5. Support City in Grant Opportunities	Supporting Our Youth, Seniors & Entire Community	PS Director (Significant) Mngt Analyst (Significant)	Support City staff in identifying and evaluating grant opportunities and associated projects. (Scott/Berman)
6. Increase volunteer Adopt a Park Program participation	Supporting Our Youth, Seniors & Entire Community Maintaining Fiscal Responsibility	PS Director (Minimal) CS Coordinator (Minimal)	As an exploratory committee, evaluate the opportunity to recreate ongoing volunteer groups to support park maintenance. (Scott/Grzan-Pieracci)

Attachment: PRC Workplan 1920 Final (2430 : PRC Work Plan Updates)

Project (Commissioner Responsible)	City Council Priority Supported	Staff Resources Required	Desired Outcome
7. Evaluate opportunities to increase Youth involvement in Park Planning	Supporting Our Youth, Seniors & Entire Community	PS Director (Minimal) Rec Coord (Minimal)	Work with City staff to review opportunities to more formally include youth in park planning projects. (Grzan-Pieracci)
8. Support City Park Planning Efforts	Supporting Our Youth, Seniors & Entire Community	PS Director (Minimal)	Evaluate future opportunities for parkland acquisition and development. (van Keulen)
<u>Staff Resources Required:</u> 0-50 hours = Minimal 51-100 hours = Moderate 100+ hours = Significant			



PARKS AND RECREATION COMMISSION STAFF REPORT

MEETING DATE: August 20, 2019

PREPARED BY: Chris Ghione, Public Services Director

APPROVED BY: Chris Ghione, Public Services Director

DISCUSSION ON USE OF CONSENT CALENDAR

RECOMMENDATION(S)

Discuss potential use of the consent calendar.

REPORT NARRATIVE:

This item was placed on the agenda by the Chair for the purpose of discussion on the potential use of a consent calendar and the potential elimination/reduction of verbal staff reports at Commission meetings.