



**CITY OF LOS ALTOS
CITY COUNCIL MEETING
October 13, 2015**

DISCUSSION ITEM

Agenda Item # 6

SUBJECT: Receive input from the Parks and Recreation, Senior, and Youth Commissions regarding the Community Center design process, and direct staff accordingly

BACKGROUND

At the August 25, 2015 City Council meeting, an agenda report was included to confirm the Hillview Community Center and Park project design phase planning process. The Council continued this report to a future meeting in order to allow time for the Parks and Recreation, Senior, and Youth Commissions to provide input regarding programming, usage and design of the proposed new Hillview Community Center and Park project for Council to consider during the next step of planning for the project.

EXISTING POLICY

None

PREVIOUS COUNCIL CONSIDERATION

Most recently March 24, 2015; April 28, 2015; May 27, 2015; June 23, 2015; July 14, 2015; July 28, 2015 and September 15, 2015

DISCUSSION

The Parks and Recreation, Senior, and Youth Commissions have provided the following input for consideration by City Council:

Parks and Recreation Commission

The Parks and Recreation Commission (PARC) had the Hillview Community Center Master Plan discussion on five meeting agendas in 2014. Discussion related to the preparation and execution of a survey to identify best practices for a new Community Center. The Commission was also involved in Stakeholder Engagement meetings on February 26 and May 8, 2014. The PARC made a presentation for the City Council on September 9, 2014 to show the results of the completed survey. The PARC then discussed the Council presentation at its September 10, 2014 regular meeting.

At its September 9, 2015 regular meeting, the PARC provided additional feedback on community needs in the new Hillview Community Center and Park. All but one Commissioner felt the pool facilities are an important component to the project. Further Commission input emphasized the importance of the sports fields, and having a Community Center that promotes intergenerational usage fully utilizing the facility to provide services for all populations of the community.

Senior Commission

During the 2014 review of the Civic Center Master Plan, the Senior Commission actively participated in various stakeholder meetings and community input sessions. Since only one member was continuing on the newly constituted Commission, the Senior Commission has dedicated meeting time since April 2015 to discussions related to the new Community Center and Park project.

At its September 9, 2015 meeting, the Senior Commission approved a written proposal to City Council regarding senior needs within the proposed Hillview Community Center and Park (Attachment 2). This recommendation contains three main areas of focus:

- The new facility should have a dedicated “Senior Wing” with a minimum of 10,000 net square feet on the first floor. Outdoor activity space should be adjacent for ease of access.
- One Council member would work with the Senior Commission for outcomes and design recommendations that best meet the community’s senior requirements and desires.
- The Senior Commission would be able to meet with the consultants and architects to assist with the design of the senior-oriented facilities.

In an effort to clarify some of the concepts of the Senior Commission proposal, the Commission had additional discussion regarding space utilization by seniors at the Community Center during its October 5, 2015 regular meeting (Attachment 3). At that meeting, the Commission approved a more detailed description of the preferred use of 10,000 square feet of facility space for senior programs (Attachment 4). This recommendation includes space for dedicated use (Lounge) and exclusive use (all other proposed rooms). Dedicated use means facilities that are available for senior use only all day/every day and exclusive use means facilities that are designated as senior use only during specified time periods. Those facilities which are exclusive use would be open to non-seniors during all other time periods. The exclusive use time periods are to be determined during the design phase and based upon actual need.

The Senior Commission acknowledges that additional program space in other parts of the Community Center may be utilized for senior use on an as needed basis. Likewise, if certain senior spaces are not being fully utilized for senior programming, they could be utilized for other uses.

Youth Commission

The Youth Commission provided input at Stakeholder Engagement meetings on February 26 and May 8, 2014. In addition to input on the Mission Statement and core purpose of the Community Center, the Commission also reviewed the identified programming elements and provided input on the needs of Los Altos youth.

At its September 8, 2015 regular meeting, the Youth Commission provided additional input on the needs of the youth in the new Hillview Community Center and Park. The feedback from the Commission covered facility composition as well as programming. The following is a list of what the Youth Commission feels would best serve the Los Altos youth:

- Large multi-purpose room
- Fitness center
- Pool
- Tech center similar to the library
- Gym and/or padded wall room for sports
- Soundproof room for yoga, meditation

Receive input from the Parks and Recreation, Senior, and Youth Commissions regarding the Community Center design process, and direct staff accordingly

- Music room
- Teen specific programming (meeting rooms for teens, stress workshops)

Summary

The Council is requested to provide staff with direction on the additional Commission recommendations included in this report for consideration and/or implementation during the design phase of the Hillview Community Center and Park project.

PUBLIC CONTACT

Posting of the meeting agenda serves as notice to the general public.

FISCAL/RESOURCE IMPACT

None

ENVIRONMENTAL REVIEW

Not applicable

RECOMMENDATION

Receive input from the Parks and Recreation, Senior, and Youth Commissions regarding the Community Center design process, and direct staff accordingly

ALTERNATIVES

None

Prepared by: Manuel A. Hernandez, Recreation & Community Services Director
Marcia Somers, City Manager

ATTACHMENTS:

1. Council report dated August 25, 2015
2. Senior Commission recommendations to City Council dated September 9, 2015
3. Senior Commission report dated October 5, 2015
4. Senior Center Use of Space Recommendation Details dated October 5, 2015

Receive input from the Parks and Recreation, Senior, and Youth Commissions regarding the Community Center design process, and direct staff accordingly



**CITY OF LOS ALTOS
CITY COUNCIL MEETING
August 25, 2015**

CONSENT CALENDAR

Agenda Item # 12

SUBJECT: Confirm the Hillview Community Center and Park project design phase planning process

BACKGROUND

As part of the January 12, 2013 City Council retreat, the Council set a priority to develop the Community Center as part of the first phase of Civic Center site improvements. In September 2013, the Council reviewed the Civic Center Master Plan highlights and proposed site alternatives for the Community Center facilities. As part of the Council's 2014 priorities, a focus on the Community Center included approval of a Community Center development plan with public engagement as well as discussion of funding strategies and potential partnerships.

Subsequently, Council approved a Community Center Conceptual Design and Civic Center Master Plan Update process diagram and consultant scope of work. Beginning in February 2014, a year-long public engagement process was initiated that included focus groups, joint meetings with the City's Commissions, Community Workshops, a design charrette and Council study sessions to re-validate and update previous public input on the Community Center. In March 2015, subsequent to an extensive review, discussion and input process, the Council accepted the preferred Community Center site alternative and cost model, and identified November 2015 as the preferred date for a potential bond election.

In July 2015, the Council approved the submission of a proposition of incurring bonded debt to the qualified voters of the City of Los Altos at a regular municipal election to be held on November 3, 2015 for the purpose of the construction and improvement of Hillview Community Center and Park. The ballot measure has been designated as Measure A by the Santa Clara County Registrar of Voters.

EXISTING POLICY

None

PREVIOUS COUNCIL CONSIDERATION

Most recently March 24, 2015; April 28, 2015; May 27, 2015; June 23, 2015; July 14, 2015; and July 28, 2015

DISCUSSION

The City has received inquiries regarding the differences between the conceptual plan, which was intended to provide a framework for the proposed project, and the final site layout and architectural design of the facilities.

Once funding is secured for the Hillview Community Center and Park project, the design phase can be initiated. It is anticipated that a Request for Proposal process will be developed soliciting the services of architectural firms experienced in designing public facilities. After the architect is selected, the City will work closely with the chosen firm to create a process for developing the final

facility plan, which will form the basis of the project design. This process will include a series of public meetings and opportunities for community engagement, including participation of the City's Commissions.

As part of their advisory functions, the Parks and Recreation, Public Arts, Senior and Youth Commissions are involved in providing input on the types of uses – programs, classes, services and events – that occur at the Community Center and Park. They have previously offered feedback regarding program elements that were essential and/or desired for the new facilities. Building upon prior input, these Commissions will provide additional insights regarding the type and size of rooms, what amenities are preferred and the extent to which specific indoor and outdoor facilities will have dedicated or shared uses.

Additionally, other groups such as the Bicycle and Pedestrian Advisory, Planning and Transportation, and Environmental Commissions will provide input into the design process regarding elements of the facility plans that involve the subject area for which they provide advisory recommendations.

Active involvement by the City's Commissions and the public-at-large will be invaluable to the Council in order to have a final facility design and program plan which ensures Hillview Community and Park meets both the current and future needs of Los Altos residents of all ages.

It is anticipated that this phase will last approximately 12 months prior to the City Council approving a final architectural design. Once the design is approved, plans and specifications will be developed to be used for the solicitation of construction bids.

Confirmation by Council of these general steps anticipated in the design phase will enable staff to further develop the Frequently Asked Questions regarding the project and address inquiries that have been received to-date.

PUBLIC CONTACT

Posting of the meeting agenda serves as notice to the general public.

FISCAL/RESOURCE IMPACT

None

ENVIRONMENTAL REVIEW

Not applicable

RECOMMENDATION

Confirm the Hillview Community Center and Park project design phase planning process

ALTERNATIVES

1. Provide additional input regarding the design phase planning process
2. Do not confirm the design phase planning process

Prepared by: Marcia Somers, City Manager

ATTACHMENTS: None

Confirm the Hillview Community Center and Park project design phase planning process

SENIOR COMMISSION RECOMMENDATIONS TO THE LOS ALTOS CITY COUNCIL

The Community Center redevelopment is a positive, and when completed, an overdue benefit for the Los Altos general community and especially for the Los Altans over fifty-five years young! The Senior Commission commends the Los Altos City Council taking on the project.

As the City Council engages the Los Altos community, which is the largest percentage over fifty-five years old in Santa Clara County, attention by the Senior Commission to the concept plan has been studied. Feedback from seniors and professional gerontologist has led to numerous recommendations, some of which are outlined below.

1. The new facility should have a dedicated "Senior Wing" with a minimum of 10,000 net sq. ft. on the first floor. Outdoor activity centers should be adjacent for ease of access.

2. After a successful bond outcome, the City Council or one Council person, works with the Senior Commission for outcomes and design recommendations that best meet the community's Senior requirements and desires. This could be accomplished using a "straw man" set of design goals created thru numerous senior town hall meetings. Once approved by the Senior Commission, the City Council has the final approval.

3. The Senior Commission meets with consultants and awarded architects to design best practice senior facilities. It is desired that a Councilperson be assigned to work with the Senior Commission as a liaison. All final decisions belong to the City Council.

These limited but not inclusive recommendations are based on the Los Altos City Commission Handbook responsibilities of the Senior Commission Areas of Responsibility, which states, "The Senior Commission advises the Los Altos and Los Altos Hills Councils in all matters pertaining to seniors". This Senior Commission embraces this duty and asks for consideration of the aforementioned recommendations to benefit the high percentage of Los Altos Seniors.

Respectfully submitted this 9th day of September, 2015



DATE: October 5, 2015

AGENDA ITEM # 2

TO: Senior Commission

FROM: Manuel A. Hernandez, Recreation & Community Services Director

SUBJECT: Use of space for senior programs in the new Hillview Community Center

RECOMMENDATION:

Discuss and recommend space prioritization and utilization for senior programs in the new Hillview Community Center

BACKGROUND

At its September 9, 2015 Special Meeting, the Senior Commission approved a recommendation to City Council pertaining to the design and use of Hillview Community Center facilities for senior program use (Attachment A). The recommendation covered consideration of dedicated space for seniors as well as Senior Commission involvement in the design process including working with the City Council and the architect.

At its September 15, 2015 Special Meeting, the City Council requested that the Senior Commission further define and refine its recommendation including prioritizing senior programming and related uses of the new facilities prior to the Council review of this matter at the October 13, 2015 City Council meeting.

DISCUSSION

On an annual basis, the City of Los Altos provides approximately 130 different programs and services for those 50 years and older. To facilitate the Commission discussion regarding facility uses for senior-oriented programs and services, the following list highlights the key categories of the City's current offerings:

Active Living

Pickle ball
Bocce Ball
Shuffleboard
Table tennis
Line dancing
Gardening
Yoga
Tai Chi
Wii Fit and free play
Stretch and Flex class
Stretch with Eleanor
Chair Workout with Nora
Strength and Balance class

Special Interest

Art classes and open studio
Piano lessons
Guided book club
AARP smart driver course
English as a Second Language (ESL)
Card games instruction
Monkey Toy Makers
Movie screenings with refreshments
Lunches (weekly, monthly)
Men's groups
Women's groups
Speaker series (bi-monthly)
Intergenerational programming

Drop-in programs

Card games
Puzzles
Coffee/cookie bar
Socializing

Services and resources

Notary service
Property tax relief counseling
VITA tax preparation services
Housing information and counseling
DMV practice tests and booklets
Technology resource tutoring
Community bulletin board
Program scholarship
Senior Assistance for Seniors that are Homebound
Health Insurance Counseling & Advocacy Program

Trips and Tours

Chorus Casual Dining
Day trips to local attractions
Multi-day excursions

Health and Safety

In-home repair program
Equipment loan closet
Medicine disposal program
Smoke detector check program
Household battery recycling
AARP Mature Driving courses
Vial of L.I.F.E.
(Life Saving Information for Emergencies)

Potential future programs and services include:

Expanded fitness programs (indoor/outdoor)
Lap swim
Water fitness
Expanded table tennis play
Community Services Association case management
Expanded HICAP sessions
Senior Adult Legal Assistance

Programs recommended by previous Senior Commission:

Technology and communication center
Adaptive physical education center
Pop-up clinic
Green banquet and dining center

Terms and concepts regarding types of uses that the Commission refers to in its previous recommendation or have been brought up in past discussions need to be reviewed. The following definitions are offered for consideration:

- Dedicated Use (Senior use only)
- Exclusive Use (Senior use during specified time periods)
- Flexible Use (Senior use as scheduled)

Considering the types of programming that will take place in the facility will assist in understanding what the levels of usage will be, what times the seniors will utilize the facilities, and ultimately, what amenities and features will be included in the rooms.

October 5, 2015

Discuss and recommend prioritization and utilization of space for senior programs

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The new Community Center will contain several different types of rooms with certain amenities as described below:

- Assembly room - Large occupancy (up to approximately 250), high ceilings, table and chair storage, wood floor for dancing, A.V.-equipped, adjacent to outside seating or patio area is preferred
- Kitchen – Commercial kitchen appliances, sinks, food preparation countertops, adjacent to assembly room preferred
- Meeting rooms – Medium occupancy (up to approximately 75), carpet, A.V.-equipped
- Meeting rooms – Small occupancy (up to approximately 25), carpet, A.V.-equipped
- Counseling room – Room for one-on-one consultations, small group meetings (up to 6-8)
- Specialty use rooms – fitness, art, technology and dance are all the sort of activities that may benefit from having specific amenities and/or room layouts that may, but not necessarily, preclude other uses

Summary

Given the current and planned City senior programs, the Commission is asked to discuss the priority of the various program offerings in the context of the type of uses (dedicated, exclusive, flexible) and the types of rooms noted above.

If there are any other items related to the use of the new Community Center facilities for senior programs that the Council should consider, the Commission is encouraged to discuss them at this time.

RECOMMENDATION

Discuss and recommend prioritization and utilization of space for senior programs in the new Hillview Community Center

Attachments:

- A. Senior recommendation to City Council entitled *Senior Commission Recommendations to the Los Altos City Council*, dated September 9, 2015.

Senior Center Use of Space Recommendation Details Part 1

The Senior Commission provides additional data to the City Council as it considers the Senior Center recommendations proposed at the September 2015 Commission meeting. It is this Commission's opinion that the A.B. concept vision is disproportionately skewed to shared space. Although the shared space concept may work for other services provided at the Los Altos Community Center, the best practice of successful Senior Centers on the peninsula identifies DEDICATED Senior Centers as a priority.

The Los Altos Senior Commission supports dedicated Senior Areas in the 10,000 sq. ft. recommendation. Note that shared uses and dedicated uses are included below as a starting point for discussions.

<u>SHARED sq. ft.</u>		<u>DEDICATED sq.ft.</u>	
Kitchen	3,000	Lounge	3,000
Indoor			
Covered outdoor		Dining	2,500
Activity Area	2,000		
Storage	1,000	Fitness	1,500

Bocce Ball Courts
2 X outdoor 13'X91' 3,000

Class Rooms 2,000
2X1,000

Pickle ball Court 880
Outdoor 20' X 44'

Craft Room 1,000

Note: shared sq. ft. is adjacent
To dedicated sq. ft. for ease
of access

Note: dedicated
hours 8AM to 8PM
Mon. – Fri.
1.Sat & Sun shared
with Senior
priority.

Recognizing the success of dedicated space for seniors not only guarantees future services and community for our aging population, but aides independence and supports aging in place. Other topics of concern that need to be discussed for possible consideration is the walkability index to the Downtown; the inclusion of a health clinic and Senior Housing.

The Senior Commission respectfully submits this Use of Space Recommendation Details Part #1 on this 5th of October 2015.