

**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER  
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON THURSDAY,  
JUNE 15, 2017, AT 7:00 P.M. AT HILLVIEW COMMUNITY CENTER, 97 HILLVIEW  
AVENUE, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Claudia Coleman (Chair), Maria Bautista, Philip Chou, Brian Cilker, Katherine Cushing, Stuart Eckmann, Stuart Klein, Cathy Lazarus, Barbara Loebner, Susan Mensinger, Dennis Young

ABSENT: None

**PUBLIC COMMENTS**

Los Altos resident Gary Hedden expressed concerns that teens were not represented on the Task Force and urged the City to include Children's Corner in planning for a future Hillview Community Center.

Los Altos resident Gerry Madea urged the Task Force to rely on the Recreation & Community Services Director when considering what space is needed to accommodate current and future uses.

Los Altos resident Jack Tooley asked members to share their motivation for joining the Task Force.

Los Altos resident Lindsey Pollack urged the Task Force to consider the needs of young families.

**DISCUSSION ITEMS**

1. Introduction of Task Force members and Staff

Each Task Force member and staff including City Manager Chris Jordan, City Clerk/Assistant to the City Manager Jon Maginot, Recreation & Community Services Director Manny Hernandez and Public Information Coordinator Erica Ray introduced themselves.

2. Role and goals of the Task Force and Staff

City Manager Jordan discussed the Task Force's mission and role. Per City Council and Resolution No. 2017-15, the mission of the Hillview Community Center Project Task Force is to hold public meetings to gather community input and provide a recommendation to the City Council on the interior space allocation and exterior design and layout of the future Hillview Community Center.

City Clerk/Assistant to the City Manager Maginot provided information about the Ralph M. Brown Act.

3. Process

Chair Coleman discussed meeting process and desire to develop a framework for the Task Force as well as a timeline for deliverables to City Council.

Staff confirmed eight (8) architect proposals had been received in response to the Hillview Community Center Redevelopment Project RFP. City Manager Jordan asked 2-3 Task Force members to volunteer to be part of the architect proposal review and selection process and requested members send him an email indicating their interest.

4. Community Center Considerations

Recreation & Community Services Director Hernandez discussed considerations including timeline, budget, building location, second phase considerations and the final product expected by City Council. He also provided an overview of nearby community center facilities that are similar in size and budget to the project outlined in the recent STRATAap report.

**TASK FORCE AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

At the next meeting scheduled for June 29, 2017 at 6:00 p.m., staff will provide an overview of the 2009 Civic Center Master Plan project and 2014/15 Civic Center Master Plan Update focusing on outreach that was conducted, insights gained and the final plans developed.

**ADJOURNMENT**

Chair Coleman adjourned the meeting at 9:30 p.m.

**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER  
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON THURSDAY,  
JUNE 22, 2017, AT 7:00 P.M. AT HILLVIEW COMMUNITY CENTER, 97 HILLVIEW  
AVENUE, LOS ALTOS, CALIFORNIA**

**ROLL CALL**

PRESENT: Claudia Coleman (Chair), Maria Bautista, Philip Chou, Katherine Cushing, Stuart Eckmann, Stuart Klein, Cathy Lazarus, Barbara Loebner, Dennis Young

ABSENT: Susan Mensinger and Brian Chilker

**PUBLIC COMMENTS**

Los Altos residents Autumn Looiyen and Emily Cheng urged the City to consider young families and desire for a preschool program in the Hillview planning process.

Los Altos resident Richard Clark would like to see the Hillview site utilized as a transportation hub.

Los Altos Hills resident David Strothers requested the Friends of Los Altos Library group be kept updated on development plans for the Hillview site.

Los Altos resident Bert Vincent discussed space allocation for seniors and urged the Task Force to consider outdoor exercise equipment for space and cost savings.

**DISCUSSION ITEMS**

2. Tour of Hillview Community Center (taken out of order)

Recreation & Community Services Director Manny Hernandez led the Task Force and public on a walking tour of the Hillview Community Center.

1. Receive information and announcements from City staff

Assistant City Manager J. Logan discussed process for the Task Force moving forward. The plan being to spend June gathering information on past planning efforts and July distilling information. The Task Force is going through the same process as the architects will once they're brought on board.

Ms. Logan discussed plans for staff to provide a Task Force meeting agenda for each meeting with accompanying staff reports which will follow existing Commission templates. A public binder will be maintained.

Discussion evolved to cover how staff will prioritize and respond to information inquiries from Task Force members. Task Force members are to send their questions to Public Information Coordinator Erica Ray. Ms. Ray will forward requests to staff and follow-up as necessary. All public correspondence for the Task Force should be sent to [communitycenter@losaltosca.gov](mailto:communitycenter@losaltosca.gov) and Ms. Ray will distribute to Task Force members.

### 3. Discussion of 2009 Civic Master Plan Review

Public Information Coordinator Ray provided an overview of the community engagement and outreach conducted as part of the 2009 Civic Center Master Plan and reviewed the insights gained from outreach activities and the final plans produced.

### 4. Discussion of 2014 Civic Center Master Plan Update Review

Public Information Coordinator Ray provided an overview of the outreach conducted as part of the 2014/15 Civic Center Master Plan Update and reviewed the insights gained from outreach activities and the final plans produced.

Task Force member Klein asked what would happen to current Recreation programming while the new community center is being built and whether the new facility must be built in the existing Hillview footprint. Recreation & Community Services Director Hernandez explained his plans to keep as much programming running as possible with the understanding that programming during construction will be limited.

The Task Force members expressed desire to gather clarification from City Council at a later date, possibly in September, regarding building location and budget constraints.

Task Force member Young discussed differences in square footage cost estimates from ABA and STRATAap and his hopes that the Hillview architect, once hired, will provide solid cost estimates.

Task Force members discussed that we are in an inflationary construction environment due to large and widespread development projects in the area. Members agreed their current challenge is to gather reasonable cost estimates, focus on flexible space in building design as well as a design that will allow for buildings to be expanded in the future as funding is available.

Task Force member Loebner discussed desire for collecting statistically valid community feedback. Claudia Coleman reaffirmed earlier discussion that the Task Force would first gather information on past efforts, distill the information and then decide what, if any information is still needed for members to accomplish their mission to provide Council with a recommendation on interior space allocation and exterior building design.

## **TASK FORCE AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

Meeting dates scheduled for Thursday, July 13, 2017 at 7:00 p.m. and Tuesday, July 25, 2017 at 7:00 p.m. Next meeting on Thursday, June 29, 2017 will focus on review of the STRATAap report and a presentation from Recreation & Community Services Director Hernandez on current Recreation programming, facility use and desired space.

## **ADJOURNMENT**

Chair Coleman adjourned the meeting at 7:40 p.m.