

DRAFT
**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
SEPTEMBER 11, 2017, AT 7:00 P.M. AT LOS ALTOS YOUTH CENTER, 1 NORTH SAN
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ROLL CALL

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

ABSENT: None

PUBLIC COMMENTS

None

DISCUSSION ITEMS

1. Receive information and announcements from City staff

TF Process Liaison J. Logan pointed out that the informational item included input from City Commissions that addressed the question posed by the TF:

Within the focus (jurisdiction) of your Commission, are there considerations for the Hillview Community Center Project you would like the Task Force to know? Please discuss and respond back to the Task Force staff liaison.

Parks and Recreation Director Manny Hernandez updated the TF on the status of the Children's Corner discussion. City staff has listened to the Children's Corner proposal and believes it warrants passing the proposal on to the City Council for consideration. The terms are preliminary and general and will be included in the upcoming City Manager's Weekly Update. Mr. Hernandez discussed some of the terms including the establishment of a 20-year lease that will be funded on a monthly lease payment basis. The City would provide the initial funding for the 3,000 ft² space with 3,500 ft² outdoor space an initial \$600,000 payment from Children's Corner. Average monthly lease payments would be \$17,500 per month for the next 20 years, bringing their total payment to approximately \$4.2 million, not including CPI annual increases. Other general terms include Children's Corner having exclusive access to outdoor space during their operating hours; upon lease expiration the building remains property of the City. The proposal will go to the Financial Commission for review before being forwarded to the City Council, which will make the final decision.

Katherine Cushing suggested the TF conduct targeted outreach at the middle and high schools to engage the youth population in the community. She will be meeting with the principal of Eagan Middle School to discuss outreach opportunities. She encourages other members to join her in the effort.

2. Approve minutes of the meeting of August 26, 2017

Upon a motion by Dennis Young and a second by Susan Mensinger, the minutes of August 26 were approved 11-0, pending the amendment by Barbara Loebner to add to her comments the following sentence: She feels it's unfortunate the TF does not plan to do public outreach.

3. Presentation by Noll & Tam design architects

a. Tonight's goals:

Janet Tam, Principal at Noll & Tam reviewed the evening's goals including site location recommendation, interior space allocation recommendation, and preparation for the study session with the City Council on September 26, 2017.

b. Aug 26th Workshop Recap

Trina Goodwin, Noll & Tam Interiors Architect reviewed the interior space allocation recommendation that emerged during the August 26 workshop. The TF discussed the recommendation and confirmed a final scheme that included 20,000 total ft² and 15,000 ft² net usable space. The interior space recommendation will include a commitment to multi-generational and flexible use space, a large community room, a café and kitchen, and the maximization of outdoor activity space. Some space will be dedicated to seniors and kinder prep.

Parks and Recreation Director Manny Hernandez presented information about current programming and the vision for continued programming in the new space, including how the new community center would be integrated into the city-wide Parks and Recreation system.

c. Continue review of three site options and evaluation criteria

Janet Tam and James Gwise, Noll & Tam Project Manager reviewed three site options previously selected by the TF as the preferred options: Site options three, four, and five. Ms. Tam and Mr. Gwise also identified evaluation criteria used to analyze each site: relationship of new community center to surrounding civic center campus buildings, impact to neighbors, downtown connection, potential for reuse of existing buildings, parking and traffic, pedestrian circulation, cost, future expansion, political sensitivity, impact to existing trees, new utility connections, useable outdoor space potential, and phasing or scheduling impacts.

Upon reviewing the top three options, the TF determined that options 4 and 5 were the most appropriate to bring to the City Council for the September 26 Study Session.

d. Project cost analysis presented by Scott Lewis, Cost Estimator

Mr. Lewis presented the cost estimates based on the site plans and preliminary space layouts. The base cost of the building remains consistent across all three sites to

compare the site work and soft costs that would be associated with each site location option. He then presented and explained potential cost reductions or additions for each site option.

4. Review draft staff report for study session with City Council

The TF discussed potential tradeoffs for each site option and a list of prioritized criteria they would like to present to the City Council that exceed the \$25M budget including: Adjacency and connectivity to Civic Center core, Connection to downtown, Pedestrian circulation, Outdoor space potential, Future expansion potential, Parking, Impact to neighbors, Impact to existing trees, Interim phasing, Anticipated political sensitivities, and Estimated construction cost.

TF Process Liaison J. Logan presented the draft staff report that will be presented to City Council for the Sept 26 Study Session. Ms. Logan requested the TF bring enthusiasm, energy, and a unified voice to create a positive atmosphere with City Council. She reminded the TF that they are the experts on the Community Center and they will educate the Council.

The staff report will be published 8 days prior to the Study Session meeting, which will be posted to the website and made public information. Ms. Logan described the process, which will begin with opening remarks from TF Chair Claudia Coleman and Mayor Mary Prochnow. Noll & Tam will provide a presentation on the ongoing process, the recommendations to Council, and the questions for Council consideration. The considerations include:

1. Provide direction to the TF before the TF moves on to develop the exterior building design recommendations
2. Would Council consider additional project funding to increase the building size and/or provide for high end building materials, durability, and aesthetics.

The TF asked clarifying questions and provided comments and revisions.

5. Preparation for City Council Joint Study Session on September 26, 2017

The TF discussed the process and flow of the upcoming study session, which will begin with a presentation by Noll & Tam, review of the pending policy questions before City Council, and a guided discussion with specific TF members identified to lead portions of the discussion.

PUBLIC COMMENTS

Gary Anderson, Los Altos resident provided for consideration that energy in Los Altos now comes from a sustainable source and that it is not necessary to design a new building that is 100% self-sustained. He also shared that he believes the café at the Palo Alto facility is only 100-200 ft² and is not a full-service café, nor does it provide seating, which indicates that if a café is included in the new community center design, it does not need to be very large. He also suggested reconfiguring the kitchen to use it as a café. Mr. Anderson reminded the TF that 1.) they are doing long-range planning and the decisions they make now will make a difference long-term 2.) quality and maintenance are part of the same costs 3.) leadership is the ability to make unavoidable decisions on the basis of insufficient

data. He also spoke about reconfiguring the floorspace to maximize the multigenerational aspect of the senior and teen space.

Maria Lonergan, chair of the Community Center Alliance, reminded the TF that funds should be used equitably across the city. She also shared her support for the TF comments regarding the importance of a vision, and sharing that vision with the community.

Catherine Nunes, Los Altos resident commends the TF on creating and using ranking criteria to weigh the site options, however, she believes based on the data that more attention should be paid to what criteria is used. Her criteria suggestions are: adjacency specific to the library, a buffer for the residents in the Hillview Community, the environmental elements that will be impacted by the new center, and the use of outdoor space.

FUTURE AGENDA ITEMS

FUTURE MEETING DATES

September 26, 2017, 7PM, Los Altos Youth Center

October 3, 2017, 7PM, Community Chambers, City Hall

October 18, 2017, 7PM, Grant Park Community Center, Multipurpose Room

November 7, 2017, 7PM, Community Chambers, City Hall

November 30, 2017, 7PM, Community Chambers, City Hall

ADJOURNMENT

Adjourned at 11:00 PM

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**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON TUESDAY,
SEPTEMBER 26, 2017, AT 7:00 P.M. AT LOS ALTOS YOUTH CENTER, 1 NORTH SAN
ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ROLL CALL

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

ABSENT: Stuart Eckmann

PUBLIC COMMENTS

Laurie Kurgas, Los Altos resident and founder of Basic Living Ministries, suggested the TF use any extra space for a drop-in healing center for teens and young adults. She discussed the high rates of depression among young adults and pointed out that suicide is the second highest cause of death in teens.

DISCUSSION ITEMS

1. Receive information and announcements from City staff

Process Liaison, J. Logan pointed out that additional feedback from Commissions had been received and included in the staff report. Staff also informed the TF that the October 3 meeting was cancelled to give Noll & Tam adequate time to develop new schematics based on the direction provided by City Council and to provide exterior design options.

2. Recap of Joint Meeting with City Council

The TF debriefed the study session meeting with City Council and reviewed the decisions that were made. City Council provided the following direction:

- a. Support the proposed space allocation, based on the decision to increase the size of the community center
- b. Support site location option 4
- c. Support additional budget allocation as presented by Noll & Tam
 - i. Increase building quality: \$1.2 million
 - ii. Increase building functionality: \$750,000
 - iii. Upgrade from LEED Silver equivalent to LEED Gold equivalent: \$500,000
 - iv. Provide improved pedestrian connectivity: \$1million
 - v. Increase building square footage: \$3 million
 - vi. Increase outdoor program space: \$500,000

vii. Refinish parking lot: \$750,000

Additional \$7.7 million to the Option 4 cost estimate

Total budget: \$34.7 million

The TF discussed potential ways to use the extra space, comparing and contrasting adding new rooms or increasing the size of the existing spaces.

Noll & Tam discussed what they would provide to the TF at the October 18 meeting, including alternative floor plans, a more detailed site plan with options for pedestrian circulation, indoor/outdoor spaces, and a schematic. They plan to bring conceptual ideas to generate conversation and collect feedback about the TF preferences and reactions and to get at the heart of how the community center will encompass the spirit of the Los Altos community. Although TF members requested to see the schematics and designs prior to the meeting, Noll & Tam was unable to guarantee they could provide the materials in advance. TF member Barbara Loebner expressed frustration at not being provided education on exterior design elements ahead of viewing and making decisions at the October 18 meeting. Noll & Tam did agree to provide the TF with some information to help guide their thinking and suggested that TF members send pictures or ideas about design elements they like to Erica Ray, Staff Liaison, who will then forward them to Noll & Tam.

TF member Susan Mensinger requested a status update on the Children's Corner proposal. TF member Dennis Young stated the City Council would review the proposal at its October 10 meeting and the TF would receive news following that meeting.

TF member Philip Chou told the TF he would be working with the Community Center Alliance (CCA) to host a pop-up outreach event at the Los Altos Library on Saturday, October 1 from 10 AM to 12 PM, and suggested other members join him if available.

FUTURE AGENDA ITEMS

FUTURE MEETING DATES

October 18, 2017, 7PM, Grant Park Community Center, Multipurpose Room

November 7, 2017, 7PM, Community Chambers, City Hall

November 30, 2017, 7PM, Community Chambers, City Hall

ADJOURNMENT

Chair Coleman adjourned the meeting at 8:07 PM.