

DRAFT
**MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER
PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON TUESDAY,
AUGUST 8, 2017, AT 7:00 P.M. AT LOS ALTOS YOUTH CENTER (LAYC), 1 NORTH
SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA**

ROLL CALL

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

ABSENT: Katherine Cushing, Stuart Klein, Barbara Loebner

PUBLIC COMMENTS

Los Altos residents Gary Anderson, Jim Basiji, Frank Martin, Connie Mariottini, and Jack Truard urged the Task Force to provide adequate dedicated space for seniors. Mr. Basiji, a member of the Los Altos Senior Commission indicated the Commission had appointed a Commission liaison to attend Task Force meetings. Mr. Truard and Mr. Anderson urged Task Force members to visit the Hillview and Grant Senior Programs. Ms. Mariottini suggested the Task Force make recommendations to build up the Senior Center at Grant Park and focus on making the new Community Center flexible and designed for future generations.

Los Altos residents Hardin Smith and Darwin Poulos, both members of Friends of the Library (Friends), encouraged the Task Force to provide dedicated space to Friends so they can continue operations.

Los Altos resident Bill Lonergan urged the Task Force to consider neighborhood traffic as they develop recommendations for a new community center.

Los Altos resident Richard Clark suggested the new Community Center be used as a transportation complex to generate revenue and improve bus routes as well as downtown parking and traffic.

Los Altos resident and Community Center Alliance (CCA) member Gary Hedden urged the Task Force to conduct more community outreach and offered the CCA to help conduct door-to-door surveys.

Los Altos resident Roberta Phillips expressed concern regarding the City's discussions with Children's Corner and urged the City to maintain a transparent process that is focused on a community center for all its residents.

Los Altos resident Natalie Elefant encouraged the Task Force to consider the needs of young families and other groups in the City who will also use the community center but may not be able to attend Task Force meetings.

DISCUSSION ITEMS

1. Receive information and announcements from City staff

Process Liaison, J. Logan noted that Agenda Item #1, *Receive Information and Announcements from City Staff*, Discussion Item 5 had been updated to explain that while June was a month to absorb and assimilate information, July was a month for the Task Force to process and distill information, August is an opportunity to for members to communicate their knowledge to the public. Ms. Logan also pointed out Agenda Item #1, Attachment A, *Task Force Processes*, Item 10 describes August as a time for the Task Force to speak, meet, communicate, and engage with their networks and community members, making sure to record any time on their timesheets. Finally, Ms. Logan reminded the Task Force that per the Brown Act, they are not to engage in discussion on agenda topics with other Task Force members except in a public meeting where the public is able to listen and to provide comment. It is important, she stressed, that the information Task Force members provide to the public is complete, accurate, and factual. Resources for materials to discuss with the public is available in staff reports and agenda materials. Should anything be unclear, Task Force members can consult their previous agenda packets or ask staff members for clarification. If a group of 5 or less than a majority of Task Force members wish to meet together with a group of community members to hear their presentations or comments, this is fine, however, Task Force members should not continue discussion on the topics with other Task Force members but instead, reserve comments for the next public meeting of the Task Force.

2. Approve minutes of the meeting of July 25, 2017

Upon a motion by Task Force member Cathy Lazarus, seconded by member Dennis Young, the Task Force unanimously approved 8 - 0 the minutes of the July 25, 2017 meeting.

3. Finalize goal setting, purpose and vision

Architect team Noll & Tam began the discussion on finalizing goal setting with an introduction to the team: Principal in Charge Janet Tam, Project Manager James Gwise, Interiors Architect Trina Goodwin, MIG Landscape Principal Matthew Gaber, and Oppenheim Lewis Cost Estimating Principal Scott Lewis. Ms. Tam walked the Task Force through current trends in community center design and revisited discussion from the July 25 meeting to “define our touchstone.” She asked, what is the guiding light, what will resonate with Los Altos, what gets to the heart of Los Altos, and how do we design a community center that does just that?

4. Cost discussion

Oppenheim Lewis Cost Estimating Principal Scott Lewis led the Task Force through a preliminary cost discussion based on the \$25M budget proposed by City Council. His goal was to provide the Task Force with an understanding of the range of the building based on that budget. After accounting for factors like soft costs, demolition of the existing building, escalation, and inflation, the budget decreases to a range of \$14.325M to \$14.825M. Mr. Lewis presented two scenarios with differing costs per square foot.

Task Force member Dennis Young asked why the community center appeared to be so much more expensive than a commercial office building. Mr. Lewis responded that many factors contribute to the

difference in prices such as economies of scale as it relates to building size and frequency of hardware like phone jacks, lighting, power, etc., and density of office space.

Task Force member Cathy Lazarus asked if the demolition costs included environmental investigations. Mr. Lewis explained that while investigations would come out of the soft costs described in the cost breakdown as some amount of mitigation is likely, the cost estimate presented allots a generous amount to soft costs and there may end up being more funding available after site assessment. Ms. Lazarus followed up by asking if the level of LEED certification was built into the cost projections. Mr. Lewis pointed out that silver LEED is relatively easy to attain and is included in the cost, but that gold LEED and above requires on site energy generation and thus was not included in these projections. Mr. Lewis did note that this would require some trade-offs; the Task Force would have to determine their priorities considering that cost is a limiting factor and recognize that they may have to sacrifice size for quality or vice versa.

Task Force member Dennis Young asked if creativity or character of the building had been included. Mr. Lewis explained that the team had picked an average estimate based on a range of previous projects, but that they had not made any assumptions about the form or material of the building.

Task Force member Susan Mensinger asked if the design team would be presenting trade-offs between investing in certain life cycle costs. Mr. Lewis answered that a mechanical engineer would be available to explain what kind of up-front investments would save more money down the road.

Task Force Chair Claudia Coleman asked how much of the building would be revenue generating because it would impact how they recommend it be designed. Manny Hernandez, Recreation & Community Services Director explained that the department currently recovers a percentage of its costs at the current facility and that there is the potential to generate more revenue with a newer, nicer building, but that it is not guaranteed. Task Force member Young asked whether the Task Force could ask the City Council for more money if they could show that a particular design would generate a certain amount of revenue and would it be possible to present that at the September 26 Study Session. Mr. Hernandez responded that because prices are market driven, the department needs to charge the market rate, regardless of whether programs are held in certain facilities, but he does anticipate that programs will be better attended in a nicer facility. Task Force member Cathy Lazarus asked if there is a city policy for cost recovery that would apply to the new facility. Mr. Hernandez responded that there is not a current policy but that his department recovers approximately 80-85% of its current operating budget and that last fiscal year the department recovered 90% of the direct costs of its \$2.2M budget.

PUBLIC COMMENT

Los Altos resident Janet Harding emphasized the need for a multi-ethnic and multi-generational community center that provides programming to attract different parts of the community, like a cooking class.

Los Altos resident Frank Martin urged the City to maximize cost recovery by making everything free. Mr. Martin expressed that the city should not be worrying about a cost recovery program because they are not in the business of generating revenue.

Los Altos resident Gary Anderson inquired if the 21,000 to 23,000 square feet mentioned by Noll & Tam was gross or just activity space and wondered how it compared to the available activity space at the current Hillview Community Center. Noll & Tam Principal Janet Tam replied that the range was gross square feet. Mr. Hernandez also replied that Hillview Community Center's total square footage is about 29,000 with 21,000 available for programming.

Los Altos resident John Bayer reminded the Task Force to think about how much space the community center needed and where it would go, as well as how it will be used and shared to ensure it is used in an intelligent and efficient manner.

5. Developing an interior space recommendation

Noll & Tam Interiors Architect Trina Goodwin led the Task Force through an interior space allocation exercise. The Task Force was split into two groups of four and asked to create a building program for the assignable 15,000 square feet of interior space. They were also given an additional 3,000 square feet of bonus space. After the activity, the Task Force regrouped and reported out.

Group 1: Claudia Coleman, Maria Bautista, Philip Chou, and Brian Cilker

Group 2: Cathy Lazarus, Susan Mensinger, Stuart Eckmann, and Dennis Young

Ms. Goodwin pointed out that even though the two groups used different approaches, they both included senior space, childcare, a community room, a kitchen, and a café. She encouraged the Task Force to think more about this before the August 26 meeting, as they will repeat the exercise. Ms. Tam explained that the next iteration of this activity would add another layer of meaning as the Task Force would examine the layouts and ask if they achieved their vision and ultimate purpose for the community center.

6. Communications

Task Force Chair Claudia Coleman described a recent experience at a LEAD alumni event where she served as an ambassador for the Hillview Community Center Project Task Force and expressed that it would be a key element in reaching out to the community and being accessible. Staff Liaison Erica Ray provided the Task Force with business cards, which include the email and website for the project, designed to be handed out to community members to encourage feedback. Chair Coleman requested the Task Force come to a consensus on how they would handle requests for speakers or additional outreach. The Task Force discussed various approaches and concluded that because the City Council did not authorize a formal community engagement survey and the Task Force is on such a tight timeline, additional outreach would best be conducted on an individual or small group basis (five members or fewer, per Brown Act). Task Force members concur they will reach out to their networks and seek out opportunities to meet with groups from which they have yet to hear.

7. Preparation for next meetings; August 26, September 11, September 26

Ms. Tam expressed that for the next meetings the Task Force will provide input on pros and cons of potential site scenarios, focus on outdoor space, and regroup to determine if their proposals achieve their ultimate goals. Noll & Tam hopes to come away from the August 26 meeting with ideas of potential layouts which they will bring back to the September 11 meeting with various cost schedules.

FUTURE AGENDA ITEMS

Task Force member Dennis Young requested time at the end of the September 11 meeting to begin outlining and rehearsing for the September 26 Study Session with City Council. Process Liaison J. Logan explained that the process for study sessions involves the Task Force Chair and staff members creating a staff report with explanatory attachments, which are sent to City Council prior to the meeting, to maximize the amount of time Council has to ask clarifying questions and gather the feedback they need to make a decision. Ms. Logan went on to say that the Task Force would provide the guidance and input for the staff report at the September 11 meeting, but staff and Task Force Chair Coleman would prepare and submit the report to council without providing drafts to the rest of the Task Force. Task Force member Maria Bautista requested time at the end of the August 26 meeting to debrief in preparation for the September 11 meeting.

FUTURE MEETING DATES

August 26, 2017, 9:00 AM until 1:00 PM, Hillview Community Center, Social Hall

September 11, 2017, 7:00 PM, Los Altos Youth Center (LAYC)

September 26, 2017, Time TBD, Study Session with City Council, Community Chambers

October-December dates TBD

ADJOURNMENT

Chair Coleman adjourned the meeting at 10:00 p.m.