

DRAFT

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.

DRAFT

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 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.

DRAFT

MINUTES OF THE MEETING OF THE HILLVIEW COMMUNITY CENTER PROJECT TASK FORCE OF THE CITY OF LOS ALTOS, HELD ON THURSDAY, JUNE 29, 2017, AT 6:00 P.M. AT NEUTRA HOUSE, 181 HILLVIEW AVENUE, LOS ALTOS, CALIFORNIA

ROLL CALL

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

ABSENT: Maria Bautista and Katherine Cushing

PUBLIC COMMENTS

Los Altos residents Citlali Tolia, Golnaz Golshau, Bianca Ling and Darren Liccardo stated their experiences and urged the City to provide space for Children's Corner in the Hillview Community Center.

Los Altos resident Birgitte Goossen spoke on behalf of the Community Center Alliance (CCA) Steering Committee and offered the CCA's assistance with community engagement.

Los Altos resident Nancy Bremau urged the Task Force to consider long term planning and finances.

DISCUSSION ITEMS

1. Receive information and announcements from City staff

Process Liaison J. Logan requested the Task Force to track time spent on categories of activities via spreadsheet to both enable metrics reporting to City Council and assist Task Force members with allocating time to various areas of focus. Task Force members agreed to give this a try.

Ms. Logan also relayed plans to notify the City Commissions about the Hillview Project and encourage them to provide input to the Task Force. Methods of doing so included an email announcement to Commission liaisons to agenzize a Hillview Community Center discussion at July or August Commission meetings. If it is determined the Commissions have input they'd like to share, they should develop a plan to engage with the Task Force earlier rather than later.

Engineering Services Manager Christopher Lamm informed Task Force members the Design Review Commission, Planning and Transportation Commission and Bicycle and Pedestrian Advisory Commission are all part of the City's standard design review process.

Ms. Logan announced that a Study Session with City Council and the Task Force is scheduled on September 26, 2017. The Study Session will provide an opportunity for the Task Force to give a status update on their progress, ask clarifying questions if needed and ensure the Task Force efforts are focused and in-line with Council's expectations.

2. Approve minutes of the meeting of June 15 and 22, 2017

Approval of minutes continued until next meeting to provide adequate time for members to review.

3. Discussion and review of the Community Center Feasibility Assessment: STRATAap Report

Mr. Lamm engaged the Task Force in a discussion on the following items:

- a. Scope of study was to provide City Council information on the impact budget and construction type have on the available program space
- b. Outcomes of the report included review of three alternatives: 1) major renovation of the existing community center; 2) new Community Center; and 3) new Community Center with option for phased build-out to accommodate entire desired program
- c. Application to the Task Force: 1) report resulted in City Council establishing a \$25 million budget for the project; 2) space allocation outlined in the report can be used as a starting point should the Task Force choose; and 3) Council is willing to consider a 2-story Community Center building if built well

4. Presentation by the Recreation and Community Services Director

Recreation & Community Services Director Manny Hernandez provided an overview of current Recreation & Community Service facilities and programs and discussed the components of an ideal Community Center based on the established parameters.

5. Recommended community center site visitations

Mr. Hernandez provided a list of comparable community centers in the area and encouraged Task Force members to visit. Those community centers include the following:

Roosevelt Community Center
901 E. Santa Clara Street
San Jose, CA 95116

Quinlan Community Center
10185 N. Stelling Road
Cupertino, CA 95014

Santa Clara Community Recreation Center
969 Kiely Boulevard
Santa Clara, CA 95051

6. Architect selection update

Mr. Lamm provided an update on the architect selection process. A total of eight (8) RFPs were submitted. The selection committee consisting of five (5) City staff and three (3) Task Force members narrowed the group down to four (4) architecture firms that will be invited back to interview on July 11, 2017. The group of architecture firms that will be interviewed include Group 4, EHDD, Noll & Tam, and Siegel & Strain.

TASK FORCE AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

Task Force members brainstormed ideas for their next meeting on July 13 and how to best move forward with accomplishing their mission to provide a recommendation to City Council on interior space allocation and exterior building design.

ADJOURNMENT

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