



STUDY SESSION

Agenda Item # 1

AGENDA REPORT SUMMARY

Meeting Date: June 25, 2019

Subject: New City Community Meeting Room (Council Chambers)

Prepared by: Jon Maginot, Deputy City Manager

Approved by: Chris Jordan, City Manager

Attachment(s):

1. Usage summary of Los Altos Youth Center

Initiated by:

City Council

Previous Council Consideration:

February 27, 2018, January 8, 2019 (approval of design contract for City Hall Council Chambers A/V Upgrade), May 14, 2019

Fiscal Impact:

The City will have an estimated \$1 million in Public, Educational and Governmental (PEG) funds available to provide a Council Chambers space. The fiscal impact of this project is unknown at this time and will be dependent on Council direction.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to direct staff to explore an option which would move the Council Chambers from City Hall to another location and allow for the use of the current Council Chambers as the front entrance and lobby to City hall?

Summary:

- The City Hall Council Chambers are undersized and often do not allow members of the public to comfortably attend meetings
- The temporary move of the front entrance and lobby of City Hall to the Council Chambers has been well received by members of the public coming to City Hall
- A separate multi-use building which includes Council Chambers could provide additional community meeting space to complement the new community center

Reviewed By:

City Manager

CJ

City Attorney

CD

Finance Director

SE



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Staff Recommendation:

Receive the report and provide direction to staff as desired by Council



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Purpose

To discuss and consider moving the Council Chambers to another location

Background

On January 8, 2019, the City Council approved a design contract for the City Hall Council Chambers Audio/Visual Upgrade, Project CD-01021. The project will replace outdated and obsolete technology related to the recording and/or broadcasting of Council and Commission meetings held in the Council Chambers. On May 14, 2019, the Council requested an agenda item to consider options for moving the Council Chambers from City Hall and converting that space to be the front lobby of City Hall.

Discussion/Analysis

The Community Meeting Chamber, or Council Chambers (Chambers), is located at the north end of City Hall and hosts City Council meetings as well as meetings of the following Commissions: Complete Streets, Design Review, Environmental, Financial, Historical, Parks and Recreation, Planning, and Public Arts. Outside of these meetings, the Chambers are occasionally used as an additional conference room for City Hall, but are unused the majority of the time.

The Chambers are approximately 2,200 sq. ft. and include the primary meeting room, two restrooms, an entrance lobby, an A/V room and a storage closet. The posted occupancy for the room is 95, though typical seating capacity is 65 to 70.

As part of the current City Hall Restroom and Lobby Upgrade project, the front entrance of City Hall has been temporarily moved to the north end of the building closest to the parking lot, and the Chambers have been converted into the front lobby for City Hall. All visitors to City Hall now come in and meet with staff in the Chambers area. Since this space has been converted to a front lobby, all Council and Commission meetings normally held in the Chambers have been successfully moved to other facilities.

The current set-up of having the Chambers serve as the front lobby for City Hall has been very well received by members of the public and front counter staff. The space in the Chambers is significantly larger than the lobby of City Hall (even with the current expansion of that space) and therefore allows for greater room for individuals to wait or to meet with staff.

A dedicated Council Chambers building could be designed in a way that it would also serve as additional meeting and activity space for the community, similar to other communities such as Los Altos Hills. The building could have separate conference rooms to be used by the community or Commissions. As well, the main meeting area can be designed in a flexible way to allow a variety of uses, similar to the current Council Chambers.



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There are options for placement of the Chambers should Council wish to relocate, the most feasible of which is to repurpose the Los Altos Youth Center (LAYC). LAYC was built in 1976 and is an approximately 6,000 sq. ft. building (or three times the size of the current Council Chambers) located between City Hall and the Police Department and includes the main event space, a smaller entry space, restrooms, kitchen, storage area, office and mechanical closet.

Currently, LAYC is used primarily for exercise classes, pickleball and Scout Troop meetings. A detailed listing of those regular uses of LAYC is included as Attachment 1. Many of these uses can be accommodated in the new Community Center. Those uses which occurred primarily during the day or on the weekend could potentially be accommodated in a new multipurpose facility constructed at the site of LAYC.

In November 2017, staff proposed converting LAYC into a state-of-the-art Emergency Operations Center (EOC) and Council Chambers. Council determined not to move in that direction but approved construction of a standalone EOC to be located next to the Police Department building. That building is moving forward and will double as the Police Department briefing and training room. The new building will free up space in the Police Department which will allow the Traffic team to move back into the building.

There will be costs associated with constructing a new multipurpose space, however, it is not anticipated that these costs will be overly burdensome to the City. Some of the costs will be defrayed by \$1 million in PEG funds. Further estimates will be formulated following Council direction.

Recommendation

The staff recommends Council provide direction on whether to begin exploring a standalone Council Chambers in the location of the current Los Altos Youth Center or not. Should Council wish to not move forward, the current Council Chambers A/V Upgrade project will continue as planned.

Los Altos Youth Center Regular Usage

Use	Occurrence	Conflict with current Council/Commission schedule
Boy Scouts	Weekly (Monday PM)	Yes
Jazzercise (morning)	Weekly (M/Tu/W/Th/F/Sa AM)	No
Jazzercise (evening)	Weekly (Tu/Th)	Yes
Fit 4 Mom	Weekly (Tu/F) AM	No
Ballroom	Weekly (Thursday PM)	Yes
Senior Pickleball	Weekly (Thursday early PM)	Potentially
MVLA Senior Fitness	Weekly (M/W AM)	No
World Affairs Council	Monthly (Wednesday PM)	Yes
Terrible Adult Chamber Orchestra	Monthly (Sunday)	No

Los Altos Youth Center Usage by Category (FY 2018/19)

Category	Hours	%
Program (offered through Recreation and Community Services)	832	44%
Rental	567	30%
Scouts	210	11%
Internal (City events/meetings)	286	15%
Total	1895	100%