



_____ CALENDAR
Agenda Item # _____

AGENDA REPORT SUMMARY

Meeting Date: July 11, 2023

Subject: Community Center Café Space Usage - UPDATE

Prepared by: Manny A. Hernandez, Parks & Recreation Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. None

Initiated by:

City Council

Previous Council Consideration:

None

Fiscal Impact:

None

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does City Council have input or direction to provide staff regarding the Community Center café space?

Summary:

- Staff has prepared an RFP that is ready to release for contracted Café services at the Community Center.
- The RFP will allow staff to receive and evaluate the different business models of contract food and beverage concession services proposed for the Community Center.

Staff Recommendation:

City Council to receive an update on contracted use of café space in the Los Altos Community Center.

Reviewed By:

City Manager

GE

City Attorney

JH

Finance Director

JD



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Purpose

This report is to provide City Council with a status update on the planned services at the Community Center café space. City Council will then be able to ask questions and provide input or direction as desired.

Background

The design process for the Los Altos Community Center began in 2017. The Community Center Task Force, consisting of Los Altos residents selected by City Council, began the public process through a series of community meetings that included staff and the selected project architect. The mission of the Task Force was to 1) hold public meetings to gather community input and, 2) provide a recommendation to City Council on the interior space allocation, exterior design, and layout of the future Los Altos Community Center. The Task Force held 13 public meetings.

One of the major components of the Task Force’s recommendation was to “create a community meeting space.” The café space, that was built near the building’s front entrance, was included in the design to make the Community Center a destination to meet by enticing visitors with food and beverages. This café space currently exists in the building and is currently being used, on occasion, as an area for displays.

Demolition and construction of the Community Center began in October 2019, with completion slated for December 2020. Originally, the RFP was planned to be released during construction, with the intent of the café space being operational by the grand opening of the Community Center. However, the COVID-19 Pandemic hit in March 2020. During this time, staff had already prepared a draft RFP for café services, and inquired with potential vendors.. Feedback received by staff indicated that there was not much interest in submitting proposals because of the financial uncertainty in the food service industry due to the Pandemic. As a result, the release of the RFP for the café space was postponed. In addition, although the Los Altos Community Center opened in October 2021, Pandemic protocols were still quite restrictive, and the food service industry was still struggling, therefore the releasing of the RFP was again delayed.

It is important to note that an investment in food service equipment from a potential vendor would be required as the café space was not built with that included. The equipment needed and the layout required would be vendor specific, based upon the type of food and beverage served. Staff did not want to limit potential proposals from vendors as a result of a preset layout and equipment.

Discussion/Analysis

In the fall of 2022, Parks & Recreation staff began looking into releasing the RFP for café services at the Community Center. In the months since, staff gathered updated information on the potential for receiving competitive proposals and used that information to update the RFP.



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Currently, staff has a final draft of an RFP that is planned for release in August 2023. Releasing this RFP will allow staff to evaluate and select the business model for the café space that is in the best interest of community center visitors and the City. The proposed timeline in the RFP would have a vendor for food and beverage services occupying the café space in the Community Center as early as December 2023.

Recommendation

City Council to receive an update on contracted use of café space in the Los Altos Community Center.