



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 03/05/2024

ITEM NO: 10

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DATE: February 26, 2024  
TO: Mayor and Town Council  
FROM: Laurel Prevetti, Town Manager  
SUBJECT: Review Input on the Interim Community Center and Authorize the Town Manager to Issue a Request for Proposals for Potential Service Providers

**RECOMMENDATION:**

Review input on the Interim Community Center and authorize the Town Manager to issue a Request for Proposals (RFP) for potential service providers.

**BACKGROUND:**

On August 15, 2023, the Town Council allocated \$866,281 to a Community Center Development Fund to design and construct near-term improvements to the Adult Recreation Center to achieve two major purposes. One purpose is to facilitate the use of space for a variety of non-profit agencies to provide services to the community. The second purpose is to reconfigure the existing space to make it more open and inviting to the community. This effort is referred to as the Interim Community Center.

On November 21, 2023, the Town Council provided additional feedback on the Interim Community Center effort. At this meeting, staff explained that a full remodel of the Adult Recreation Center to transform it into a Community Center would be a multi-million-dollar project that would need to be considered as part of the longer-term Capital Improvement Program. Any large investments to remodel the facility should be reserved for the full remodel to ensure that the transformation of the facility is planned holistically and that financial resources are used in the most efficient manner possible.

With this in mind, the Interim Community Center effort focuses on near-term improvements that can be implemented in the interim without substantial remodeling. Staff also identified the proposed steps for this effort:

**PREPARED BY:** Katy Nomura  
Assistant Town Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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BACKGROUND (continued):

1. **Host Community Meeting** to receive community input on:
  - a. Preferred types of community partners/services,
  - b. Community partner selection criteria, and
  - c. Ideas for near-term improvements to the ARC/Community Center.
2. **Receive the Community Health and Senior Services Commission's (CHSSC) recommendation on items relevant to the Request for Proposals (RFP) for community partners**, such as the types of community partners and selection criteria.
3. **Return to Council with CHSSC's recommendation for Council input and approval on items relevant to the Request for Proposals (RFP) for community partners**, such as the types of community partners and selection criteria.
4. **Issue the RFP.**
5. **Return to Council with the final selection of community partners.**
6. **Discuss any potential physical near-term improvements and operational support needed by selected community partners** with Los Gatos Saratoga Recreation (LGS Recreation).
7. **Receive CHSSC's recommendation on near-term improvements and operational support** for Council's consideration, taking into account ideas shared at the community convening and budget constraints.
8. **Return to Council with CHSSC's recommendation on near-term improvements and operational support** for consideration.
9. **Hire an architect to provide cost estimates for the prioritized items.**
10. **Return to Council with cost estimates** for selection of which prioritized items to move forward for design and bidding.

In alignment with Step 1, on January 25, 2024, with the support of the CHSSC, the Town held a community meeting to gather input on near-term improvements to the Adult Recreation Center (ARC) to transition it to an Interim Community Center by making the space more welcoming for all ages and creating opportunities for a variety of community partners to provide services to the community. Approximately 40 community members attended, including representatives from several community partners. The attendees were divided into five (5) groups to discuss and respond to the following three (3) questions:

- What near-term improvements would you like to see at the Adult Recreation Center/Interim Community Center to make the space more welcoming for all ages?
- What types of community partners and services would you like to see at the Adult Recreation Center/Interim Community Center?
- What criteria do you believe should be used when selecting community partners and services?

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BACKGROUND (continued):

Step 2 was completed on February 15, 2024, when the CHSSC reviewed the input compiled from the community meeting (Attachment 1). The CHSSC recommended that the following criteria be included in the RFP and that eligible service providers should:

- Be a nonprofit that serves Los Gatos and others;
- Have a volunteer support base;
- Have needs themselves, such as for space and possibly financial needs;
- Address basic needs such as health, wellness, mental health, food needs, housing, and transportation; and
- Be willing to rotate in a shared space.

In addition, the CHSSC also provided a non-exhaustive list of examples of service providers it felt would be the types the Town should be looking for: CASSY, West Valley Community Services, Health Trust, Sourcewise, Santa Clara County Behavioral Health Services, and Plant-Based Advocates.

While the conversation focused on service providers and the CHSSC will revisit recommendations on physical near-term improvements, the Commission also recommended that the funds be applied to create a space for hybrid/Zoom meetings with modern equipment and a space with shared desks to be used by local service providers. They also recommended that consultant and designer work expenses should be kept to a minimum and that all additional funds should be conserved for developing a future community center.

DISCUSSION:

Based on the input received and the recommendations from the CHSSC, staff recommends that the RFP be open to any non-profit service providers serving Los Gatos, with an emphasis on those addressing basic needs such as health, wellness, mental health, food needs, housing, and transportation. The following criteria are recommended to assist in selecting the top service providers:

- The extent to which the provider serves basic needs and serves an unmet need in the community.
- The extent to which they already serve Los Gatos residents and the community.
- The extent to which the provider could expand or enhance services with the additional Interim Community Center space. This would include an evaluation of how much the provider needs additional space for their services.
- The extent of the provider's volunteer base and how they can effectively support a service at the Interim Community Center.
- The extent to which the provider's service lends itself to being successful in a rotational shared space at the Interim Community Center.

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DISCUSSION (continued):

- Each service provider selected should provide a service that is unique and not duplicative of other selected service providers. Since service providers can offer a variety of services, some of their services can overlap but each must have at least one unique offering or service.

Additionally, there was feedback to review the provider's financial solvency as well as their financial need to see if providing this space could help support their cause. Since these two criteria seemed to be in opposition in terms of valuing financial strength or financial need, these criteria were not included. However, Council could direct staff to include or adjust any criteria as desired.

At the community meeting, a question that was asked whether or not service providers would need to pay for the space and whether they would be paid to provide services. Staff recommends that if service providers are charged a fee that they only be asked to pay a nominal fee to cover administrative costs of their rotational scheduling, printing, storage, internet, janitorial, etc. In addition, since this is an effort to provide an opportunity and space for service providers, the Town would not monetarily compensate providers selected to take advantage of this opportunity. The hope is that it would be mutually beneficial opportunity for all parties involved. Staff looks forward to Council's direction on these matters.

CONCLUSION:

Staff looks forward to Council's discussion and direction on the types of service providers, the criteria for evaluating service providers, and what costs service providers should expect. With this direction, it is recommended that the Council authorize the Town Manager to issue a Request for Proposals (RFP) for service providers.

After the RFP concludes, staff will return to Council with the final selection of service providers. Once the service providers are selected, staff will return to the CHSSC for its recommendations on physical, near-term improvements for the Interim Community Center with consideration for any needs of the service providers.

COORDINATION:

The preparation of this report was coordinated with the Town Manager's Office and the Town Attorney.

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Manager to issue a Request for Proposals for Service Providers

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FISCAL IMPACT:

The \$866,281 allocated to the Community Center Development Fund can be used for near-term improvements to the Adult Recreation Center/Community Center. Additional funding may be required to support the operational and administrative needs of coordinating and supporting the service providers if the providers do not pay those costs directly.

PUBLIC COMMENT:

Attachment 2 contains public comment received on this topic.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENTS:

1. Input Received from January 25, 2024 Community Meeting
2. Public Comment