



TOWN OF LOS GATOS
COMMUNITY HEALTH AND SENIOR SERVICES
COMMISSION AGENDA REPORT

MEETING DATE: 06/11/2024

ITEM NO: 3

DATE: June 7, 2024
TO: Community Health and Senior Services Commission
FROM: Katy Nomura, Assistant Town Manager
SUBJECT: Provide Any Additional Input on Near-term Improvements to the Interim Community Center and Operational Support for Community Partners.

RECOMMENDATION:

Provide any additional input on near-term improvements to the Interim Community Center and operational support for community partners.

BACKGROUND:

On January 25, 2024, the Town of Los Gatos, with the tremendous support of the CHSSC, 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. Input from this Community Meeting is compiled in Attachment 1.

On February 15, 2024, in addition to recommendations regarding the selection of community partners, the Community Health and Senior Services Commission (CHSSC) recommended that the Interim Community Center 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. It was 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. On March 5, 2024, the Town Council passed a motion in alignment with the CHSSC's recommendations on Interim Community Center funds with direction to not complete the design for the shared desk space until determining the needs of the service providers.

After completing a Request for Interest (RFI), on May 7, 2024, the Town Council approved West Valley Community Services, Counseling and Support Services for Youth (CASSY), and AWO as potential community service partners to provide their respective services at the Interim Community Center.

PREPARED BY: Katy Nomura
Assistant Town Manager

DISCUSSION:

After discussions with Los Gatos Saratoga Recreation (LGS Recreation) and the community partners, staff has gathered the following information for the Commission's consideration.

Hybrid Meeting Equipment

Depending on which models are selected, modern hybrid meeting equipment can cost an estimated \$4,500-\$10,000 per setup along with a \$50/month Zoom room license. If a mobile setup is used, it can provide the hybrid functionality in whichever room it is placed in. Due to the large nature of the screens involved, it is not practical to bring the system up and down the elevator. It would be helpful if the Commission weighed in on whether it felt one set was sufficient or if there should be two systems to accommodate both the first and second floors.

Office for Shared Desk Space

LGS Recreation was able to identify and graciously offer an office space that could be used for the rotational desk space shared by community partners without any major retrofitting. The one retrofit that LGS Recreation recommended would be to put a keypad or key fob lock on the door to allow multiple partners entry. This is estimated to cost \$1,400-\$2,000, however, this is a preliminary estimate.

To cover the operating costs of using the space such as custodial, utilities, and front office staff support to help direct clients appropriately when visiting, LGS Recreation would charge their nonprofit rate of \$24/hr. They would also be willing to waive their normal deposit (\$500), application fee (\$10), and facility attendant fees (\$24/hr). Each participating community partner would need to complete an application with a liability waiver and provide proof of insurance.

Any recommendations to Council that the Commission has on these matters are welcome.

Other Improvements

While reviewing the input received, staff recommends the following improvements for consideration. If the Council ultimately would like to move forward with these items, more formal costing would be determined.

1. **Large Hall Divider:** The current room divider is not fully functional and requires multiple staff to move. Replacing the existing divider would allow the room to easily be divided for multiple programs to occur at the same time. This could be beneficial to allow more programming to occur. In addition, a fully functional divider that was lockable would allow the Main St. side of the room to be used without opening access to the full facility.

This could be beneficial should a community partner in the future be interested in a food pantry or some type of pick-up service that did not require a restroom. Replacing this room divider and including a motor mechanism is estimated to cost approximately \$100,000.

- a. There was also interest from LGS Recreation to have a second divider put in to secure the storage area that holds the tables and chairs. While this second divider is not part of staff's recommendation due to the higher costs of the structural analysis, permitting, and construction associated with new railing and partitions, this secured storage area could also be beneficial for storing the hybrid meeting system if one was placed downstairs.
2. **Additional Safety Lighting:** Staff could explore additional safety lighting on the exterior of the building as well as on the interior, such as in the restrooms to install emergency lighting. If this is an improvement that Council is interested in, staff could determine cost estimates for the work.

Any recommendations to Council that the Commission has on these matters, or any other recommended improvements, are welcome.

ATTACHMENT:

1. Input Received from January 25, 2024 Community Meeting