



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/18/2024

ITEM NO: 22

DATE: June 10, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Provide Any Additional Direction on Near-term Improvements to the Interim Community Center and Operational Support for Community Partners

RECOMMENDATION:

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

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. The Adopted Fiscal Year (FY) 2024/25 Budget programmed an additional \$11,333, increasing the total available funding to \$877,614. 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 which involves the following steps:

1. *(Completed January 25, 2024)* **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.

PREPARED BY: Katy Nomura
Assistant Town Manager

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

BACKGROUND (continued):

2. *(Completed February 15, 2024)* **Receive the Community Health and Senior Services Commission's (CHSSC) recommendation on items relevant to a Request for Interest (RFI) for community partners**, such as the types of community partners and selection criteria.
3. *(Completed March 5, 2024)* **Return to Council with CHSSC's recommendation for Council input and approval on items relevant to the Request for Interest (RFI) for community partners**, such as the types of community partners and selection criteria.
4. *(Completed March 29, 2024)* **Issue the RFI.**
5. *(Completed May 7, 2024)* **Return to Council with the final selection of community partners.**
6. *(Completed May/June 2024)* **Discuss any potential physical near-term improvements and operational support needed by selected community partners** with Los Gatos Saratoga Recreation (LGS Recreation).
7. *(Completed June 11, 2024)* **Receive CHSSC's recommendation on near-term improvements and operational support** for Council's consideration, taking into account ideas shared at the community meeting and budget constraints.
8. *(We are here.)* **Return to Council with CHSSC's recommendation on near-term improvements and operational support** for consideration.
9. **Hire an architect (if needed) 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 implementation, design, and bidding, as applicable.

DISCUSSION:

After discussions with Los Gatos Saratoga Recreation (LGS Recreation) and the community partners Council selected on May 7, 2024, staff has gathered the following information for the Council's consideration. Recommendations from the CHSSC's June 11, 2024 meeting are also included.

Hybrid Meeting Equipment

On March 5, 2024, Council directed staff to proceed with creating a space at the Interim Community Center for hybrid/Zoom meetings with modern equipment. Staff proceeded with this work and had determined that 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 per setup. If a portable setup is used, it can provide the hybrid functionality in whichever room it is placed in; however, due to the large nature of the screens involved, it is not practical to bring a system up and down the elevator on a regular basis.

On June 11, 2024, the CHSSC recommended that the Council proceed with two systems, one for the first floor and one for the second floor.

DISCUSSION (continued):

Staff looks forward to Council's direction on whether to pursue one portable system or two systems to accommodate both the first and second floors.

Office for Shared Desk Space for Community Partners

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 the community partners a nominal fee of \$24 per hour. They would also be willing to waive their normal deposit (\$500), application fee (\$10), and facility attendant fees (\$24 per hour). Each participating community partner would need to complete an application with a liability waiver and provide proof of insurance. In addition to allowing LGS Recreation to recover their costs for providing the space, another consideration for the nominal fee is that it may help ensure that any time booked will be fully utilized and that time will be reserved wisely.

On June 11, 2024, the CHSSC requested clarification on whether or not the current lease agreement with LGS Recreation obligated them to provide space to community partners at no charge. After legal review, it has been determined that the existing lease does not require LGS Recreation to provide the space for free. It is also worth noting that since the office space will be fully dedicated to the community partners on an ongoing/weekly basis, it is a different arrangement from the occasional event rentals that are common with community centers.

Staff recommends that Council direct staff to proceed with the keypad for the office and to provide any direction regarding the nominal charge to community partners to cover LGS Recreation's related operating expenses.

Other Improvements

While reviewing the input received at the community meeting (Attachment 1) and throughout this process, 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 as a next step.

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

DISCUSSION (continued):

independent spaces for current and future programming and partnerships. 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 Lighting:** Staff could explore additional safety lighting on the exterior of the building as well as on the interior for the installation of emergency lighting, such as in the restrooms. If these are improvements that Council is interested in, staff would determine cost estimates for the work for further consideration.

In addition to safety lighting, it has been indicated that upgrading to pendant lighting in the lobby area could make the space brighter and more welcoming. Preliminarily, it is estimated that this lobby lighting upgrade may cost an estimated \$100,000, and if Council is interested in this option, staff would determine more formal costing for further consideration.

On June 11, 2024, the CHSSC recommended that the Council proceed with the motorized large hall divider replacement and a lockable, secure second divider so that the portable hybrid meeting equipment could be stored securely. The CHSSC further recommended that the Council explore additional safety lighting on the exterior and interior of the building, including emergency lighting for the bathrooms.

Staff recommends that Council direct staff to proceed with the large hall divider and safety lighting. Staff looks forward to Council's direction regarding the second large hall divider for storage, the lobby lighting upgrade, and any other near-term improvements of interest.

CONCLUSION:

Staff looks forward to any additional direction from Council on near-term improvements to the Interim Community Center and operational support for community partners.

CONCLUSION (continued):

The following summarizes staff's recommendations and requests for Council's direction throughout this report:

- Hybrid Meeting Equipment: Staff looks forward to Council's direction on whether to pursue one portable system or two systems to accommodate both the first and second floors.
- Office for Shared Desk Space for Community Partners: Staff recommends that Council direct staff to proceed with the keypad for the office and to provide any direction regarding the nominal charge to community partners to cover LGS Recreation's related operating expenses.
- Other Improvements: Staff recommends that Council direct staff to proceed with the large hall divider and safety lighting. Staff looks forward to Council's direction regarding the second large hall divider for storage, the lobby lighting upgrade, and any other near-term improvements of interest.

COORDINATION:

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

FISCAL IMPACT:

The \$877,614 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.

ENVIRONMENTAL ASSESSMENT:

This informational update and request for direction is not a project defined under CEQA, and no further action is required.

Attachment:

1. Input Received from January 25, 2024 Community Meeting