



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/17/2024

ITEM NO: 9

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DATE: September 11, 2024  
TO: Mayor and Town Council  
FROM: Katy Nomura, Interim Town Manager  
SUBJECT: Receive Interim Community Center Improvement Cost Estimates and Implementation Update

**RECOMMENDATION:**

Receive Interim Community Center improvement cost estimates and implementation update.

**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:** Robert Gray  
Chief Building Official

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

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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. *(Completed June 18, 2024)* **Return to Council with CHSSC's recommendation on near-term improvements and operational support** for consideration.
9. (Item not needed) **Hire an architect (if needed) to provide cost estimates for the prioritized items.**
10. (We are here.) **Return to Council with cost estimates** for selection of which prioritized items to move forward for implementation, design, and bidding, as applicable.

#### DISCUSSION:

Staff has continued working with the selected Community Partners, LGS Recreation, and outside vendors to determine more accurate costs of upgrades and enhancements for the Interim Community Center. On June 18, 2024, Town Council provided direction to implement the following Interim Community Center Improvements: furniture and enhancements for the designated shared office space to make the space more inviting and welcoming, a keypad lock to secure the shared office space, a divider in the large hall of the Adult Recreation Center, one portable hybrid meeting equipment system, and improved safety lighting in the restrooms and exterior of the building.

#### **Hybrid Meeting Equipment**

On Thursday, September 5, 2024, the Community Health and Senior Services Commission (CHSSC) Chair and Vice Chair participated in a hands-on demonstration of the hybrid meeting equipment system currently in use at the Police Operations Building (POB). The feedback received was positive overall and staff was able to clarify any questions. This is the same type of system that LGS Recreation is interested in implementing. Staff will coordinate with LGS Recreation for the final determination and purchase of the necessary equipment. The cost is estimated to be \$11,000.

LGS Recreation plans to use the hybrid meeting system to expand the capabilities of some of their existing programs and offerings to allow for remote participation. This will improve the community's accessibility to these programs. LGS Recreation currently has a standard rental process that can be found at <https://www.lgsrecreation.org>. They do not currently offer free use of space and use of the hybrid meeting system will be subject to availability and discretion of LGS Recreation staff.

### **Office for Shared Desk Space for Community Partners**

On June 18, 2024, the Town Council authorized up to \$20,000 to be used to furnish the Community Partner office and lobby areas to make them more welcoming and inviting. The designated Community Partners have met with staff to tour and discuss furnishings to the rotational office space. Discussions and suggestions were centered on making the space functional and inviting for the intended use of each provider. Recommendations included new chairs, couch, desk, and wall decorations, all of which are expected to be well under the \$20,000 authority. West Valley Community Services (WVCS) has decided not to use this rotational desk space at the current time to focus on the mobile food pantry service. They are in the process of purchasing a new, smaller mobile food pantry vehicle and intend to provide services outside in two parking spaces in the parking lot to the side of the Library.

As directed by Town Council on June 18, 2024, a programmable keypad lock for the rotational office has been identified that is similar to the keypads currently in use throughout the building. The cost is estimated to be \$2,000.

As directed by Town Council on June 18, 2024, staff is actively working with LGS Recreation to determine an alternative cost recovery model for the use of the rotational office space so that the Community Partners do not have to pay LGS Recreation's reduced fee of \$24 per hour.

### **Room Divider for Large Hall**

During the process of securing interest from vendors for the replacement of the non-motorized room divider, staff located the installer of the original divider from 1979. It was determined that attempting to motorize the replacement divider would require structural and electrical modifications that would render the replacement infeasible structurally. A non-motorized divider will still be a significant benefit as the current divider is in need of repair and difficult to use. As a result, staff recommends moving forward with a non-motorized divider which is estimated to cost \$70,000.

### **Interior/Exterior Safety Lighting**

Staff evaluated the building's existing exterior lighting and determined that reconfiguration and upgrades of existing exterior lighting will enhance visibility and provide an increased level of safety for visitors to the Interim Community Center.

Emergency lighting has been installed in the existing restrooms under a separate maintenance purchase order and will not require upgrading as part of this project. As part of this Interim Community Center project, emergency lighting will be added to the new ADA compliant restroom to provide the same level of visibility as the other restrooms in the event of a power outage. The interior and exterior lighting improvements are estimated to cost \$15,000.

**CONCLUSION:**

Staff communicated to the Town Council that an item would return once more precise cost estimates had been secured. This item serves to provide those updates. No action is required at this time given that estimated cost of the recommended improvements are within the budget for the Interim Community Center Project. Staff will continue to implement these improvements as previously directed. The Town Council may provide any further direction as it sees fit.

**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.

Adult Recreation Center - Interim Community Center CIP No. 821-2208		
	Budget	Costs
GFAR	\$ 877,614	
<b>Total Budget</b>	<b>\$ 877,614</b>	
		Costs
Enhancement of Shared Office Space		\$ 20,000
Keypad Lock		\$ 2,000
Large Hall Divider		\$ 70,000
Portable Hybrid Meeting Equipment		\$ 11,000
Safety Lighting		\$ 15,000
<b>Total Costs</b>		<b>\$ 118,000</b>
<b>Available Balance</b>		<b>\$ 759,614</b>

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SUBJECT: Interim Community Center

DATE: September 10, 2024

ENVIRONMENTAL ASSESSMENT:

This project is exempt from CEQA, because it involves improvements to an existing facility.  
(CEQA Guidelines Section 15301.)