



**SPECIAL MEETING
COMMUNITY CENTER ADVISORY COMMITTEE
MONDAY, JULY 8, 2013, 4:30 PM
94 ASHFIELD ROAD
ATHERTON, CALIFORNIA**

COMMITTEE PRESENT: Dobbie, Dostart, Fisher, Hau, Lively, Merredew, Tonelli, Lewis

COMMITTEE EXCUSED: DeGolia, Fisher

OTHERS PRESENT: Gordon Siebert, City Engineer, George Rodericks, City Manager, Theresa DellaSanta, City Clerk

CALL TO ORDER OF REGULAR MEETING

The meeting of the Community Center Advisory Committee (CCAC) was called to order at 4:30 pm.

PUBLIC COMMENTS

There were no public comments.

REGULAR AGENDA

3. Approval of Minutes

Approval of Minutes – June 3 - Approved.

4. Ad Hoc Committee Reports

a. Master Plan Ad Hoc Committee

The CCAC reviewed the Master Plan Consultant, HMC's, reduced cost and work plan proposal.

Gordon Siebert noted that HMC reduced their initial scope and fee of \$289,000 following their review of the considerable amount of background material provided by the Town, especially the programming efforts for the Library and Town Center, and the reports already done by various Committees. This allowed a reduction in data collection and programming, as well as reduced analysis, development and documentation. HMC also reduced their estimate of the number of drawings and renderings necessary to communicate results, which reduced the proposed fee by approximately \$105,000. Therefore, HMC proposed a revised scope and fixed fee of \$157,500, which included a \$7,500 contingency.

The committee went through line item by line item and made recommendations to staff to go back to consultant with revised schedule which reduced number of meetings, but added requirement that consultant be present in neighborhood outreach meetings.

The CCAC also suggested an allowance of \$13,000 for optional graphic recording at neighborhood meetings conducted by CCAC members, plus a contingency of \$13,400, equal to about 9% of the base contract, to allow for the Town to direct the consultant to perform additional work outside their scope. The contingency, graphic recordings, and any additional services would be at the Town's direction, and performed on a time and materials basis. This brought the revised proposal cost to \$184,500, including the \$13,400 contingency.

Once revised based on the CCAC's recommendation, staff will bring the contract before Council at their July 17 meeting.

b. Library Ad Hoc Committee

The Committee's principal charter is to determine a reasonable size for the new library as part of the Civic Center Project. The Committee at its first meeting created a general roadmap to come up with a recommended size and to educate Committee members of the reasonable needs for the Atherton library. At this meeting, the committee agreed to review the prior Needs Assessment in detail and to meet with local county and city librarians and administrators in order to understand new thinking in library design and needs assessment, with a particular focus on understanding the impact of digital and electronic information and how that is impacting what the Atherton public library can and should offer to the service population.

It was suggested that one approach to conducting the needs assessment for the new library would be to have ABA (the consultant that did the previous study) to revise the 2010 needs assessment to reduce the service population, as directed by the Committee, and to take into account the increased importance of electronic books and digital information.

Finally, a brief summary of the Committee's experience as a result of its library visits are that the previously recommended 11,100 square footage seems too much for the Atherton Library. It was agreed that there needs to be a well-designed and located multi-purpose room for library programs, a segregated children's library area that is colorful and focused on children, and a room for the Atherton Archives to be organized and at least one display case that can be used to display some of this information.

The Committee contacted Brad Cox who worked on the 2010 Needs Assessment. The Committee agreed to recommend to City Council that staff contract with Brad Cox, Architect, Inc. to update the 2010 Library Needs Assessment at a cost not to exceed \$6,500.

5. Need to Form Other Ad Hoc Committees

None.

6. Committee and Staff Member Comments

None.

ADJOURN

The Committee meeting was adjourned at 3:30 pm.

Respectfully submitted,

Theresa DellaSanta, City Clerk

Minutes of the Community Center Advisory Committee are summary only. Audio and Video of the meeting is archived and available via the Town's website. The audio and video files represent the full account of the public meeting.