

SENIOR SERVICES COMMISSION
Minutes
Special Meeting
August 30, 2012

The Senior Services Commission meeting was called to order by Chair Rowe at 9:03 a.m.

A. ROLL CALL

Commissioners present: P. Davis, A. Esparza, R. Fischer, N. Kobashigawa,
N. Rowe, A. Sweetland, D. Thibeault, L. Villareal
Yu

Commissioners absent: D. Ford

Staff Present: R. Alamillo, Construction Project Manager
G. Barnes, Interim Recreation Supervisor
M. Eastlake, RSVP Director
M. Erickson, Legislative Affairs Manager
S. Fischer, Assistant City Attorney
P. Friend, Construction Project Coordinator

B. PUBLIC COMMENTS

Bert Perello questioned whether past studies could be used to determine senior needs as opposed to paying for a new study and asked how the meeting was noticed.

D. STUDY SESSION

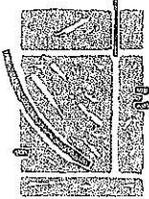
Ralph Alamillo, Construction Project Manager, told Commissioners the City Council had approved a \$55,000 contract for study design, distribution and response analysis to help determine potential new senior center sites, what amenities a new facility might include and preliminary site plans for a final location. Additionally, findings will be used to develop a Senior Master Plan. Ilona Scott, Managing Architect with Lauterbach and Associates, further discussed her firm's role, saying they would study eight City-owned sites to determine which best met needs as determined by the survey and return to the Commission with analysis of three sites before a final location is selected.

Commissioners discussed the target age range for the survey and method of distribution. Commissioner Davis suggested ways to reduce distribution costs, such as including the survey within another city mailing and using volunteers to process the mailing.

Commissioner Thibeault moved the Commission appoint a subcommittee to work with Lauterbach & Associates; Commissioner Davis seconded. Motion approved. Subcommittee members are commissioners Thibeault, Davis and Rowe.

J. ADJOURNMENT

Motion to adjourn by Commissioner Fischer, and seconded by Commissioner Esparza. Motion passed, meeting adjourned at 10:20 a.m.



LAUTERBACH & ASSOCIATES, ARCHITECTS, INC.

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Steven D. Geoffrion, Architect, AIA
David C. Kosterson, Architect, AIA
Mark S. Patti, Architect, AIA/NCARB
Ilona S. Scott, Architect, AIA/NCARB

CONFERENCE REPORT

Date: August 31, 2012

Meeting Date: August 30, 2012 - Thursday

Project: City of Oxnard/Senior Center

Project No.: 20-120602

Prepared by: Yvette C. Ortiz - Project Manager
Lauterbach & Associates, Architects, Inc.

Location: Wilson Center
Oxnard, California

Attending: City of Oxnard

- Stephen Fischer - Assistant City Attorney
- Greg Barnes - Interim Senior Services Supervisor
- Marisue Eastlake - Director (Oxnard RSVP)
- Rep for City Manager
- Ralph Alamillo - Construction Project Manager
- Pat Friend - Construction Project Coordinator
- Carmen Ramirez - Councilmember

Senior Commissioners

- Nancy Rowe - Chair
- Ady Esparaza - Vice Chair
- Don Thiebalt
- Lourdes Villareal Yu
- Preston Davis
- Nancy Kobashigawa
- Ron Fisher
- Alice Sweetland

Lauterbach & Associates, Architects

- Ilona S. Scott, AIA, NCARB - Managing Architect
- Steven D. Geoffrion, AIA, ICC - Managing Architect
- Yvette C. Ortiz - Project Manager

Public

- Steve Nash
- Gloria
- Linda
- Rick
- Doug

Subject: Project Intent for Proposed Senior Center Master Plan

Distribution: Other than those listed above:
File

Diago

On Thursday, August 30, 2012, a meeting was held to introduce Lauterbach & Associates, Architects to the Senior Commissioners and discuss the intent of the proposed Senior Center Master Plan. The following items summarize the discussion and address action items with regards to the scope applicable to Lauterbach & Associates, Architects; items discussed that do not directly pertain to our scope has been omitted. Please review the contents of this report and advise our office within ten (10) days of any noted inconsistencies or discrepancies.

I. INTRODUCTION

- A. Ralph Alamillo (R. Alamillo) gave a brief recap of Lauterbach & Associates, Architects (L&A) role with respects to Contract Awarded by the City, the budget allocated and a question regarding why this project cannot be completed in-house since there are already a number of studies [not directly related to Senior Services] previously completed.
1. R. Alamillo explained that L&A is being brought on to help take the project to the next level. L&A will gather as much information as currently available and analyze that along with the data received from returned surveys to determine what all of the sites currently offer and how a new or refurbished center can meet as much of the priorities as possible.
 2. L&A's scope of work is to prepare a Master Plan for a potential new Senior Center and/or refurbishment of an existing Center.
- B. Ilona Scott (I. Scott) introduced herself as well as our team (Steve Geoffrion and Yvette Ortiz) and discussed our roles for the project:
1. Ilona Scott - Primary Architect
 2. Steve Geoffrion - Secondary Architect
 3. Yvette Ortiz - Project Manager
- C. I. Scott explained that our goal is to come up with one or two sites for the Seniors' review to potentially become the location for a Senior Center. We plan to achieve this goal by soliciting input from the Seniors to understand their needs and wants and then preparing visual exhibits representing the decisions made throughout the process with a final result of a Master Plan exhibit for a single site.

II. SURVEY

- A. Content
1. There were questions with regards to why we could not use the survey that had already been created and why L&A was needed for the service.
 - a) I. Scott and Y. Ortiz explained that the intent of the survey L&A prepared was to focus on the requirements for space and development of an Architectural Program. For example, the responses regarding the priority of a dancehall would determine how large the space would need to be.
 - b) Our original survey excluded services that were not necessarily related to space requirements. Per request, we revised the survey (copy provided at meeting) to include items requested by the City to be added, which were related to services, etc.
- B. Target Age Range
1. There was concern about limiting the age range at 62 to 85 years old, as was currently proposed.
 2. The Senior Commissioners would like to extend the survey to all ages as they would like to be sure to get input from users further in the future.
 - ▶ **To be determined:** *What age range will Lauterbach & Associates, Architects be required to analyze with regards to returned surveys.*

C. Distribution & Methods

1. A quote was provided identifying the potential costs (~\$5,000) to distribute the survey to the seniors between ages 62 and 85 "registered" in the City of Oxnard. Total number of seniors was solely dependent on the list culled by the Mailing Service Company.
 - a) Steve Nash (S. Nash) pointed out that should we use a Mailing Service, we should outsource the job to a local company.
2. Preston Davis (P. Davis) highly suggested that we offset the costs for the mailing service by attaching the survey to the City's water bill and using the City Corps team for the labor associated with the mailing.
 - a) P. Davis was also concerned that if the survey was sent as a standalone item, it will most likely be overlooked and ignored by recipients.
 - ▶ *To be determined: Can the survey be inserted with the City's water bill?*
 - ▶ *To be determined: Can City Corps volunteer time for the mailing services?*
 - b) Yvette Ortiz (Y. Ortiz) identified the following potential issues:
 - (1) Sending the survey as an attachment to the water bill means that instead of making a set number of copies for the 13,000 seniors (number currently identified by the mailing services quote), we would have to make copies for however many people receive a water bill in the City of Oxnard, which could raise printing and packaging costs;
 - (a) This led to the discussion and request to not limit the age range for distribution (per Item II.B. above).
 - (2) The original intent of the survey was to limit it to a single page (front and back print) for each language (English and Spanish), which would result in a total of two pages per mailing. Because the intent of the survey has expanded, the survey is now two pages (front and back print) for each language, which results in a total of four (4) pages, which increases the postage costs. Would this be covered by the City?
 - c) City of Oxnard Staff confirmed that they would look in to the option of sending the survey with the water bill as well as soliciting the help of City Corps.
3. The Senior Center designated areas was an appreciated option. Another option mentioned was advertisement on local TV Channel 10.
 - ▶ *Action Item: Determine process for advertisement on Channel 10.*
4. The survey needs to accommodate responses from a spouse.

D. Deadline from Distribution

1. Y. Ortiz suggested that the deadline for return be one to two (1-2) weeks from distribution.
 - a) It was noted by a couple of Senior Commissioners that more time would be needed.
 - ▶ *Action Item: Senior Commissioners to identify the deadline timeframe.*

III. PROJECT INTENT

A. Confirm focus and Architect's scope

1. I. Scott identified that our focus for the proposed project is to review the information available and solicited, develop and Architectural Program, study the eight sites identified by the City, narrow the eight sites to three, then down to a single site for a new or refurbished Center or two sites to do one of each.
 - a) L&A and R. Alamillo confirmed for the Senior Commissioners that our intent for the project is to evaluate two options: refurbish an existing center, the Wilson Center being an option, and new construction.
 2. I. Scott listed the following seven sites currently identified by the City of Oxnard for the project:
 - a) Sports Park;
 - b) Wilson Center;
 - c) Southwest Community Park;
 - d) Campus Park;
 - e) Oxnard Community Park East;
 - f) Del Sol Park;
 - g) South Oxnard Park; and
 - h) A site to be determined.
 3. P. Davis listed the following sites that he would like for L&A to consider:
 - a) at Oxnard Boulevard around Deodar (this was subsequently noted by S. Nash as property slated for multi-housing);
 - b) on F Street and Doris at south side of Sycamore Senior Center;
 - c) at Campus Park/PACC Center and the old Chevrolet dealership at which there is already a building shell available.
- I. Scott explained that the City's intent is to use property already owned by the City.

IV. PLAN OF ACTION

A. Process Timing Outline and Process Flow Chart

1. I. Scott and Y. Ortiz briefly went over the proposed process based on the Process Flow Chart and Timing Outline as distributed at the meeting.
2. Y. Ortiz, in response to R. Fischer, explained that the timing for distribution of the survey would be dependent on approvals to move forward; that our intent is to keep the ball rolling steadily through each phase once we are given approval to distribute the survey. In order to do this, we need to understand the process for obtaining approvals.

B. Approval Process

1. The Senior Commissioners decided and determined a subcommittee that would be responsible for serving as the interface for the City and L&A. The subcommittee would report back to all of the Senior Commissioners throughout the project and will coordinate the necessary reviews and comments.
 - a) For now, the line of communication is the Senior Commissioners to Greg Barnes to Ralph Alamillo.
- *To be determined: It is still unclear with regards to who and how approvals for deliverables and moving forward throughout the process will be determined. A deciding party will need to be identified.*

C. Scheduling and Coordinating Community Meetings

1. Y. Ortiz explained that the survey currently includes a line item identifying when and where the first Community Vision Workshop is scheduled and requested that the Senior Commissioners discuss the time and location specifics for this first Workshop because it will help the project maintain momentum from distribution of the survey. The survey recipients will know from the very beginning that the process is in progress and that they will have more opportunities to voice their opinion.
 - a) Chair Nancy Rowe confirmed that the Commissioners would discuss the item and report back to us in two weeks.
- *To be determined: Can the first workshop be scheduled and identified on the survey?*

V. CLOSING

- A. The Senior Commissioners will be meeting on 9/11/12 and at this time, they will further discuss the items that need decisions, determinations and/or response, which include the following:
 1. Survey Content: confirm if anything to be added, removed, etc.;
 2. Survey Deadline: confirm the timing allowed for responses;
 3. Target Group: confirm that we want to distribute the survey to any and all in the city of Oxnard and whether L&A will be required to analyze the data from all recipients regardless of age;
 4. First Vision Workshop: confirm whether or not the survey will include when and where the first vision workshop is scheduled and, if so, when and where the workshop is preferred; and
 5. Approval Process: identify for L&A the process for submitting deliverables and getting okay for proceeding.
- B. The Senior Commissioners will report back with responses in two weeks time.

END