



**FOSTER CITY RECREATION CENTER  
NEEDS ASSESSMENT AND MASTER PLAN**



**February 8, 2017**

**Prepared by: RJM Design Group, Inc.**



## EXECUTIVE SUMMARY

Between November 2016 and January 2017, RJM Design Group collaborated with City of Foster City staff to gather community input, provide an assessment of the current recreation programming capabilities and study the effectiveness of the existing Foster City Recreation Center to provide adequate space for current and future recreation programs. Four community input tools were provided:

1. Key stakeholder individual interviews
2. Focus group meetings
3. Communitywide internet survey
4. Community workshop meeting

The detailed reports from each of the four community input tools provide insights into the consensus results of each method of outreach. The following summary provides the synthesis of all four input tools into an overall consensus list of needs and goals for the facility:

- The location and views of the lagoon are great attributes but the size and inefficient floor plan of the building negatively impact the effectiveness of the facility to meet the current and future recreation needs of the community
- Lack of adequate electrical service, technological capabilities, and a commercial kitchen impact the relevance and usefulness of the facility
- Need for an environmentally sustainable project
- Need for better parking and sense of arrival at the destination
- Need for additional and larger multi-purpose rooms, performing arts space, a café or restaurant, and casual lounging spaces
- Need for larger dedicated senior programming space, adequate space for pottery studio/visual arts program, and more variety of sizes of meeting spaces and recreation program/class rooms
- Importance in maintaining or enhancing access to and relationship with existing features of the amphitheater, bocce courts, boat docks, VIBE, skatepark, and open park areas of the site

A technical study of the roof was prepared in December 2016, and found that persistent leaks in the structure require repairs to the roof, the waterproof membrane, flashing and perhaps some unseen structural or dry rot issues could be necessary. Part of the problem lies in the fact that the building was originally three separate structures that were all combined into one roof in 1997, with multiple penetrations added for HVAC equipment and screens on the flat deck of the roof. The preliminary estimate of roof renovations are in excess of approximately \$2,000,000, not including any dryrot, structural or aesthetic interior ceiling work.

In summary, given that there would be a major expense inevitable to repair the roof, and that the existing layout of the building has an inefficient space plan as a result of adding onto the building in 1997, and that the demographic composition of the City has changed greatly since the original construction of the facility, the consultant team recommends that a new replacement structure be considered, master planned and budgeted for future consideration of Capital Improvement Plan budget cycles.

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## METHODOLOGY

Preparing a needs assessment and master plan for a project as significant as a citywide recreation center and community park requires a multiple-faceted approach of analysis, community input, professional and technical input and oversight. The following input methods and analysis tools were utilized in the planning process to engage the community in the dialogue and assess the conditions of the structure and park:

- Building condition report
- Programming and space planning analysis
  - Demographics
  - Community context
- Community input
  - Key Stakeholder Individual Interviews
  - Focus Groups Meetings
  - Communitywide Internet Survey
  - Community Workshop Meeting
- City Council oversight (Council and subcommittee meetings)
- Parks and Recreation Committee oversight
- Planning Commission oversight

## EXISTING CONDITIONS REPORT

### ROOF REPORT

The roof was studied by a non-destructive diagnostic testing technique by Tremco on December 5, 2016, and was found to have multiple leaks and weaknesses symptomatic of a 20-year old built-up membrane roofing system. The recommendations from Tremco advised at a minimum a repair project should be done for approximately \$200,000 that would result in a short term (5-year, approximately) extended life span of the roof, and that a larger removal and replacement project of approximately \$2,000,000 cost to remove the roof screens, HVAC units, plumbing and mechanical penetrations would be required now or within at most 5 years.

The full Tremco report can be found in the Appendix.

### ELECTRICAL CONDITIONS

City maintenance staff and user groups report inadequacies in the existing electrical wiring, switching and controls systems that results in regular overloading of the circuits. While this does not present an immediate electrical risk, it does result in inconveniences during community events for users of the facility and maintenance staff interruptions, and awkward extension cord utilization.

The wiring of the building is at least 20 years old, and probably older in some areas of the unaltered original building, and would require complete replacement with new electrical engineering design so as to comply with current building code requirements if repairing the existing system is desired.

### HVAC CONDITIONS

User groups, City staff and City maintenance staff report inadequacies in the ventilation system, air handling capabilities, heating and cooling systems that manifest in hot spots, cold spots and inefficient air flow and balance within and throughout the building envelope. These problems may not present long term health risks but do result in inconveniences in terms of comfort of the building spaces and comingling of odors from the pottery studio with airflows in the common areas of the structure.

Resolution of this problem would require comprehensive analysis of the existing mechanical systems, new mechanical engineering design, replacement of the ducts, air handlers, air conditioning units, heaters, coils etc, and if sustainable and energy efficient systems are desired, it is possible that a new approach should be considered such as heat pumps, etc. that may require structural changes to the building for loading, etc.

## DEMOGRAPHICS AND CONTEXT

### DEMOGRAPHICS ANALYSIS

Foster City was officially incorporated in 1971, after Jack Foster had developed an engineering solution to building homes on what was estuary mudflats of the San Francisco Bay. A culturally diverse town emerged in Foster City because the leadership of the development team established from the beginning that persons of any ethnicity could purchase a home, which was surprisingly not the norm for new community planning in the late 1960's.

On February 9, 1974, the Recreation Center was dedicated and opened. The US Census reports that in 1970 the population of Foster City was 8,389, and grew quickly to 23,297 by 1980, then to 28,176 by 1990. Since 1990 the population growth has flattened, with a population of 28,803 by the 2000 Census, 31,000 in 2010, and is expected to grow mostly through increases in density (multi-family housing) to 31,700 by 2020. The ethnicity of the City has become much more diverse over the decades, for example the following table illustrates changes in demographic ethnicities over time.

	1970	1980	1990	2000	2010
Population	8,389	23,279	28,176	28,803	31,700
White (%)	89.9%	81.8%	73.5%	59.3%	45.5%
African American	1.8%	3.9%	3.1%	2.1%	1.9%
American Indian	.1%	.3%	.1%	.1%	.1%
Asian	6.3%	12.6%	22%	32.5%	45%
Nat. Hawaiian	Not reported	.2%	.3%	.6%	.6%
Hispanic/Latino	Not reported	6.5%	6%	5.3%	6.5%
Median Age	Not reported	32.1 yrs	35.6 yrs	38.1 yrs	39.3 yrs
Works at home		2%	2.5%	3.6%	6.6%
Carpooled		13.3%	9.9%	8.2%	9.4%

In order for communitywide recreation facilities and programs to remain relevant and appropriate for the community, they should keep pace with changing demographics over time. From the above chart it can be summarized that Foster City has a stable population that will continue to be similar but increase slightly due to density increases, has slowly gotten older, and has significantly increased in ethnic diversity over time. Planning for recreation programs and facilities should focus on expanding senior services, providing open space and flexible space for increasing population density levels (especially in and around the neighborhood where the recreation center is located), and increased capabilities to host events and programs that promote ethnic diversity, festivals, programs and special events.

## COMMUNITY CONTEXT

Foster City is not alone in the region to grapple with the effectiveness of older recreation center buildings; the cities of Burlingame, San Mateo, Millbrae, and Belmont are all in various stages of planning for the replacement of (or adding new) recreation center structures. Staff has met with these cities to discuss potential collaborative programming and utilization, and will continue to pursue potential mutually beneficial programs and facilities. Through these discussions it has been determined that each community has distinct and local programs that would be best served by providing its own local recreation center.

## RECREATION PROGRAMS AND SPACE PLANNING

The diversity of recreation programs, special events, user group utilization and rentals has increased over the decades along with growth of the community and the changing demographic makeup of the City. The building has evolved somewhat, undergoing a renovation in 1997 to encapsulate the three separate structures originally constructed in 1974. The current spaces within the building and their sizes are shown on the following table (a floor plan diagram is included on the following page for reference):

Key Map Number	Room Name	Size	Dimensions	Use
1	Lagoon	3,381 SF	91' x 36'	Large Groups, Assembly
2	Bluebird	978 SF	31' x 33'	Small Group Meetings, Lunch
3	Sunfish	750 SF	30' x 25'	Meetings, Senior Activities
4	Clipper	750 SF	30' x 25'	Meetings, Senior Activities
5	Mist	1,213 SF	38' x 32'	Active (Yoga, Martial Arts, etc.)
6	Spray	527 SF	24' x 22'	Classes, Meetings
7	Crane	804 SF	27' x 27'	Meetings
8	Gull	703 SF	33' x 19'	Meetings, Art
9	Mallard	929 SF	33' x 19'	Meetings
10	Spirit	1,393 SF	40' x 34'	Dance, Fitness
11	Offices	1,360 SF	30' x 34'	Staff Workspace
12	Ceramics	1,452SF	44' x 33'	Ceramics, Arts & Crafts
13	Preschool	1,410SF	47' x 30'	Classroom Spaces
14	Senior Center	2,400SF		Senior Programs & Functions
TOTAL		18,050		Usable, rentable floor space
GROSS		35,682		Gross building footprint
		17,632		Circulation, restrooms, halls storage, utility and inefficient loading space
Utilization Rate		50.5%		

The utilization rate is very inefficient, and is a result of the oversized halls and awkward circulation plan that occurs when three separate structures are combined into a building envelope.





Recreation Center Floor Plan Diagram

## COMMUNITY INPUT

Between November, 2016 and January 2017 a Community Outreach Plan was conducted through a variety of methods in comprehensive efforts to engage a wide variety of stakeholders and collect diverse viewpoints and opinions. Outreach forums included:

- Key Stakeholder Individual Interviews
- Focus Group Meetings
- Communitywide Internet Survey
- Community Workshop Meeting

The dialogue at the above meetings was focused, thoughtful and respectful of different viewpoints and opinions. The tools utilized were intentionally diverse so as to collect input from user groups, the general public, specialized areas of focus, diverse ages and ethnicities, residents who normally utilize the facility as well as residents that may not have ever utilized the facilities. Inputs on the recreation programs and facilities of the building and the site were discussed so as to complete a full inventory of input from the community. The following is a consensus summary of the items common to all the topics identified by the four input tools:

- The location and views of the lagoon are great attributes but the size and inefficient floor plan of the building negatively impact the effectiveness of the facility to meet the current and future recreation needs of the community



- Lack of adequate electrical service, technological capabilities, and a commercial kitchen impact the relevance and usefulness of the facility
- Need for an environmentally sustainable project
- Need for better parking and sense of arrival at the destination
- Need for additional and larger multi-purpose rooms, performing arts space, a café or restaurant, and casual lounging spaces
- Need for larger dedicated senior programming space, adequate space for pottery studio/visual arts program, and more variety of sizes of meeting spaces and recreation program/class rooms
- Importance in maintaining or enhancing access to and relationship with existing features of the amphitheater, bocce courts, boat docks, VIBE, skatepark, and open park areas of the site

The following summaries of each of the four outreach tools provides details on the discussions and consensus summaries; please see the appendix for complete reports with all the subgroup summaries:

## **KEY STAKEHOLDER INTERVIEWS**

### **SUMMARY REPORT**

#### **INTRODUCTION**

This report summarizes the results of ten (10) key stakeholder interviews conducted as part of the Foster City Recreation Center Master Plan. The following lists the various steps in the process.

#### **INTERVIEW INTRODUCTION**

As part of the planning process, ten (10) interviews were conducted over a period of three separate days (The first being Wednesday, November 2<sup>nd</sup>, the second Monday, November 14<sup>th</sup>, and the third Thursday, Dec 1<sup>st</sup>).

A list of key stakeholders were selected by Foster City, from a variety of backgrounds and interests to provide input regarding the use of the Recreation Center. Stakeholders included council members from Foster City, regular users of the facilities, and community organizers/leaders.

#### **PROCESS**

Each of these stakeholders were given a list of questions prior to the interviews, which aimed to address their specific concerns and interests. During the interviews, the responses from each party were recorded.

After the final set of interviews were conducted, these responses were typed, and a cross-comparison of all ten stakeholders was done to analyze areas of overlap in responses. Finally, a consensus was drawn from the areas of overlap between responses.

#### **INTERVIEW SUMMARY**

The following summarizes the input from all interviews:

**Issues**

Parking  
Insufficient capacity and inflexibility of space  
Lack of performance space  
Outdated equipment/technology  
Lighting  
Infrastructure  
Safety  
Accommodation for a variety of ages  
Sustainability

**Recreational Programs**

Arts and Performance  
After-school programs  
Weddings  
Dance programs  
Cultural events

**Opportunities/ Vision and feel**

Primarily active space, with elements of passive  
Open spaces  
Outdoor sports areas  
Unobstructed views of the lagoon  
Two or three stories

**Funding/ Financial Sustainability**

Bond measures or existing funds  
Commercialization, Corporate sponsors

**Recreation Facilities**

Connections to the library  
Amphitheatre  
Children's play apparatus

## **FOCUS GROUP MEETINGS SUMMARY REPORT**

### **Introduction**

This report summarizes the results of six focus group meetings conducted as part of the Foster City Recreation Center Master Plan project. The following lists the various steps in the process.

### **WORKSHOP INTRODUCTION**

As part of the planning process, six focus groups were held in November and December 2017. A total of seventy-five stakeholders attended the six focus group meetings. Participants included City residents and City Staff as well as representatives from the business, volunteer, seniors, youth, sports and community organizations.

Similar topical questions were asked of all the groups, and the responses were recorded during the meetings. The responses of all six focus groups were analyzed together, and where there was a similarity of responses, the synthesis of the common responses formed the consensus shown below.

### **SUMMARY (Consensus of all six focus group sessions):**

#### **Strengths and Benefits of the Existing Recreation Center**

- Location
- Major focal point
- Large venue for communitywide gatherings
- Parking
- Variety of spaces

#### **Issues Regarding the Existing Recreation Center**

- Size of facility inadequate
- Electrical issues, roof leaks & energy inefficiency
- Inadequate storage
- No sense of arrival/poor building layout & flow
- No flexibility

#### **Opportunities for the Recreation Center**

- Café
- Go up two or three stories
- Commercial kitchen
- Larger space capability
- Pedestrian overpass or crossing

#### **Recreation Programs Important for the Recreation Center**

- Art
- Music programs and performances

Dance programs  
Cooking classes  
Guest speaker lecture series  
Fitness programs  
Weddings

**Recreation Facilities Important for the Recreation Center**

Commercial kitchen  
Pedestrian sky bridge  
Dedicated rooms for seniors programs  
Performing arts  
Ceramics / art studio  
Classrooms  
Bocce courts

**Funding / Financial Sustainability Ideas for the Recreation Center**

Public/Private partnerships  
Grants / Sponsorships  
Use existing available funds / bonding / tax

## COMMUNITYWIDE INTERNET SURVEY

### SUMMARY REPORT

#### INTRODUCTION

This report summarizes the public response to the internet survey open from Tuesday, October 25<sup>th</sup> 2016, to Saturday, December 31<sup>st</sup> 2016.

#### SURVEY INTRODUCTION

As part of the public outreach component of the Foster City Recreation Center Needs Assessment and Master Plan, Foster City compiled an internet survey with the aid of the consulting firm Peak Democracy. This survey was an attempt to better understand the qualitative needs of the broader Foster City community, specifically oriented towards users of the Foster City Recreation Center programs and facilities, and Leo Ryan Park.

A total of two hundred and eighty-six (286) responses were collected between the initial release of the survey on Tuesday, October 25<sup>th</sup> 2016, and Saturday, December 31<sup>st</sup> 2016. Advertising for the survey was done through a combination of emails, announcements during public workshops regarding the planning process, and announcements printed on mailed utility bills.

#### PROCESS

The survey contained four initial questions regarding community suggestions:

1. What is one park feature, element, or design concept that you would suggest for the upgrade, expansion or rebuilding of the current Foster City Recreation Center?
2. Describe one amenity in the Recreation Center which would contribute to creating a sense of place / a gathering space and community destination.
3. How could the Recreation Center integrate better with its location in Leo Ryan Park to support activities and special events? (You may rank all or some of the initiatives below according to your priorities)
4. Please describe one recreation activity or community service that ought to be added in Foster City.

In addition to these responses, an optional second portion included questions regarding use-related information depending on what portion of the general public the responder identified themselves as (i.e. on behalf of an organized group, or simply a member of the general public). The final question addressed in this summary (In general, what recreation activities do you participate in at the FOSTER CITY Recreation Center?) was taken from this portion of the survey.

All responses of the survey were first scanned, to determine broad, and most frequently occurring response categories for each question. Then, all responses were tallied and counted using an Excel spreadsheet. After tallying, percentage answers were determined for each category.

## **SURVEY RESULTS**

Compiling the responses onto an Excel spreadsheet, the following percentage of responses for each category were observed below:

### **QUESTION 1: WHAT IS ONE PARK FEATURE, ELEMENT, OR DESIGN CONCEPT THAT YOU WOULD SUGGEST FOR THE UPGRADE, EXPANSION OR REBUILDING OF THE CURRENT FOSTER CITY RECREATION CENTER?**

1. LARGER MULTIPURPOSE ROOM (27.3%)
2. OUTDOOR SEATING AREA (18.8%)
3. GYMNASIUM (13.3%)
4. RESTAURANT OR CAFÉ (10.2%)
5. PLAY AREA (7.8%)
6. REBUILD AMPHITHEATER (7.0%)

### **QUESTION 2: DESCRIBE ONE AMENITY IN THE RECREATION CENTER WHICH WOULD CONTRIBUTE TO A SENSE OF PLACE / A GATHERING SPACE AND COMMUNITY DESTINATION?**

1. COFFEE BAR / SNACK BAR (24.3%)
2. RESTAURANT (13.6%)
3. OUTDOOR PATIO SPACE (12.6%)
4. THEATER FOR PERFORMANCES (12.6%)
5. DANCE HALL (10.7%)
6. PLAY AREA (5.8%)

### **QUESTION 3: HOW COULD THE RECREATION CENTER INTEGRATE BETTER WITH ITS LOCATION IN LEO RYAN PARK TO SUPPORT ACTIVITIES AND SPECIAL EVENTS? (YOU MAY RANK ALL OR SOME OF THE INITIATIVES BELOW ACCORDING TO YOUR PRIORITIES)**

1. CAFÉ / REFRESHMENT (67.3%)
2. OPEN AIR SPACES THAT BLEND THE INDOORS WITH THE OUTDOORS (49.8%)
3. ROOFTOP DECK (43.4%)
4. OUTDOOR RESERVABLE SPACE/ROOM/PATIO (42.4%)
5. FUNCTIONAL ACCESS TO OUTDOOR SPECIAL EVENTS (EX. POWER, STORAGE, CHANGING AREA, RESTROOM) (42.0%)
6. RESTING / SEATING OUTDOORS (39.0%)
7. ENHANCED LAGOON ACCESS / DOCK (36.6%)
8. EXERCISE ROOM (36.1%)
9. PLAY AREA (28.3%)
10. ARTS / CERAMICS STUDIO (25.9%)
11. INTERACTIVE ELEMENTS (22.0%)
12. INDOOR RUNNING / TRACK (22.0%)
13. PET FRIENDLY (16.6%)

**QUESTION 4: PLEASE DESCRIBE ONE RECREATION ACTIVITY OR COMMUNITY SERVICE THAT OUGHT TO BE ADDED IN FOSTER CITY**

1. SENIOR PROGRAMS (24.3%)
2. SWIMMING (18.4%)
3. CAFÉ / COFFEE BAR (13.6%)
4. GYMNASIUM (13.6%)
5. ICE SKATING (8.7%)
6. PICKLEBALL (7.8%)
7. EXERCISE EQUIPMENT (6.8%)
8. FOREIGN LANGUAGE CLASSES (5.8%)
9. BOCCE BALL (2.9%)

**QUESTION 5: IN GENERAL, WHAT RECREATION ACTIVITIES DO YOU PARTICIPATE IN AT THE FOSTER CITY RECREATION CENTER?**

1. REST AND RELAXATION, ENJOYING THE PARK (73.5%)
2. SPECIAL EVENTS (54.8%)
3. LAGOON ACCESS (45.8%)
4. COMMUNITY MEETING SPACE (32.5%)
5. OTHER FORMS OF EXERCISE (28.3%)
6. MUSIC (25.3%)
7. SENIOR ACTIVITIES (21.7%)
8. YOUTH PROGRAMS (INCLUDING CAMPS) (19.3%)
9. VOLUNTEER ACTIVITIES (18.1%)
10. BOCCE BALL (16.3%)
11. ART (E.G. PAINTING, DRAWING, CERAMICS) (15.1%)
12. SPORTS (14.5%)
13. TENNIS (13.3%)
14. TEEN PROGRAMS (12.0%)
15. OTHER (10.8%)
16. NONE (6.6%)
17. PRESCHOOL (6.0%)



## **COMMUNITY WORKSHOP SUMMARY RESULTS**

### **Introduction**

This report summarizes the results of the communitywide workshop conducted as a part of the public outreach effort to assist in the preparation of the needs assessment and master plan for the Foster City Recreation Center. The workshop was held on Saturday January 28<sup>th</sup> from 10:00am to 2:00pm at the VIBE Teen Center multi-purpose room in Leo Ryan Park. The Consultant Team worked with Foster City staff to develop and coordinate the workshop program. City recreation staff and the public information department provided outreach to the community through multiple print, digital, social and multi-media advertising campaigns to spread the word of the workshop. There were 43 residents in attendance at the four-hour workshop.

Jennifer Liu, Director of Foster City Parks and Recreation Department began the workshops by welcoming and thanking the attendees for their participation in the process. John Courtney, Principal of RJM Design Group, then reviewed the overall process and schedule for the needs assessment and master plan project, as well as a general review of the input tools used so far, and the workshop objectives and proceeded to facilitate the process.

### **WORKSHOP GOALS**

The results of the workshop are discussed below and do not include the results from other outreach efforts such as individual interviews, recent input from the internet survey and the focus groups.

The goals of the workshop were presented as follows:

1. Provide a summary overview of the process and existing site characteristics;
2. Review a summary of the community inputs that have been analyzed to date;
3. Gather input from the workshop attendees on the existing recreation center and park site, needs for future planning of the recreation programs and facilities, and priorities for the facilities.

The following lists summarize the consensus of all the input provided during the workshop. The 43 individuals in attendance were divided into six tables of 5 to 8 persons at each table. For each of the topics below, the attendees were asked to answer the topical question with a quick personal response of their top 5 lists. Then they were instructed to discuss their answers in the small group settings and develop a consensus list of 8 responses for the table small group. The consultants then compiled all the small group responses and determined where there was consensus among all the group lists. The following summary lists represent the responses common to all six of the small groups.

**TOPIC A**

**Please list the 5 favorite things you like most about the existing recreation center and/or Leo Ryan Park**

Views of the lagoon from the building  
Meeting rooms (large and small variety)  
Location  
Specialty features (pottery studio and bocce courts)  
Kitchen access  
Amphitheater  
Outdoor use  
Senior facilities

**TOPIC B**

**Please list the 5 least favorite things you dislike most about the existing recreation center and/or Leo Ryan Park**

Lack of parking  
Electrical wiring inadequate for current needs & technology  
Senior wing too small  
Wasted space, inefficient layout  
Inadequate kitchen facilities  
Nondescript architectural design

**TOPIC C**

**Please list the 5 most important existing amenities or features you think need to be emphasized in the recreation center and/or Leo Ryan Park**

Amphitheater  
Outdoor activity areas/skatepark  
Senior center  
Water use / boating facilities  
Passive space in park  
Class/event space

**TOPIC D**

**Please list the 5 most important recreation programs or activities enjoy at the recreation center and/or Leo Ryan Park**

Special events & summer concerts

- Recreation center classes
- Senior programs
- Sports & exercise programs (pickleball, bocce, badminton)
- Community & cultural events
- Boat rentals & windsurfing classes
- Passive park utilization programs (walking)

**TOPIC E**

**Please list your top 5 most important new recreation amenities or features you would like to see added to the recreation center and/or Leo Ryan Park**

- Restaurant / Café
- Large multipurpose room with high tech a/v
- Preschool space
- Kitchen
- Senior facilities
- Bocce courts

**TOPIC F**

**Please list your top 5 new recreation programs or activities you would like to see added to the recreation center or Leo Ryan Park.**

- More adult classes
- Concerts
- Water related boating programs
- Movie nights
- Classes on technology, computers, device, social media use

**TOPIC G**

**Please list your top 3 priorities for the future of the recreation center and Leo Ryan Park**

- Environmentally sustainable building with more usefulness
- Accommodate cultural diversity of community
- Enhance and leverage views and use of the lagoon
- Enhance quality of life for Foster City residents and attract regional visitors
- Fiscally responsible

## APPENDIX 1 – Tremco Roof Report

### Tremco Inc.

5674 Drysdale Drive, San Jose CA 95124



December 5, 2016

Kurt Zander  
City of Foster City  
100 Lincoln Center Blvd.  
Foster City, CA 94404

RE: Rec Center

Dear Mr. Zander,

We have completed the roof diagnostic testing at the Rec center. The tests consisted of a non-destructive moisture analysis survey coupled with a Trace core test. The moisture survey was conducted over a 3 day period of September 28<sup>th</sup> – 30<sup>th</sup> using a nuclear backscatter moisture meter on a 10' x 10' grid pattern. Per the Moisture Survey Report dated 11/3, no wet insulation was found during the scan. Moisture was however detected between the membrane and patching compounds installed near the site screen indicating a failed patch.

The Trace core test involved extracting a 14" x 18" section of the roof membrane and conducting several ASTM tests to determine the composition and condition of the roof membrane. The laboratory analysis includes the estimated weight of the waterproofing membrane, the type and weight of the surfacing and interply bitumen, the penetration of the bitumen, softening point of the bitumen, the types of plies used, presence of asbestos, and finally the tensile strength of the membrane in both the machine and cross machine direction. A copy of the laboratory report is attached.

The Trace test results were indicative of what one would expect to find with a 20 year old, 4 ply built up roof. The tensile strengths, particularly the cross-machine direction, were approaching minimum acceptable levels. As the roof continues to age, these numbers will continue to decrease below an adequate level and will increase the likelihood of splitting in the roof membrane. In addition, the bitumen softening point and penetration points indicated the waterproofing asphalt has become highly oxidized, hard and brittle.

#### Recommendations:

Based on the information gathered from the Moisture Survey and Trace tests coupled with the lengthy leak history, restoration of the roof would not be advised. Repairs can be done to address active leak areas and provide short-term (5 years) relief. These repairs would improve the waterproofing integrity of the roof but would likely have a short-term impact. The recommended work would include removal and replacement of the site screen (Rec center side), localized replacement of the roofing in the immediate area of the site screen, re-stripping all base flashing tie-ins, and replacement of all sheet metal flashings on electrical and pipe penetrations.

**Tremco Inc.**

5674 Drysdale Drive, San Jose CA 95124



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Cost estimates for repairs would range from \$70,000 - \$90,000+ based on the final scope of work.

Replacement of the roof would provide long-term waterproofing performance. Due to the phased construction at this site, poor slope conditions, and plethora of roof top mechanical equipment and conduit, this would be an extensive replacement project. Based on a roof area of approximately 40,000 square feet, the preliminary budget estimates to replace the roof in kind and install a new site screen to match the existing location is approximately \$1,160,000. Not included in this preliminary cost study is HVAC work, carpentry, plumbing, painting or contingencies for dry rot in the roof deck, mold abatement, etc.

Please do not hesitate to contact me if there are any questions or if you would like to further discuss either option in greater detail.

Regards,

Dan Lajeunesse  
Sr. Field Advisor  
Tremco, Inc.



## **APPENDIX 2 – Key Stakeholder Interviews Summary Report**

### **FOSTER CITY RECREATION CENTER NEEDS ASSESMENT**

#### **KEY STAKEHOLDER INTERVIEWS**

##### **SUMMARY REPORT**

#### **INTRODUCTION**

This report summarizes the results of ten (10) key stakeholder interviews conducted as part of the Foster City Recreation Center Master Plan. The following lists the various steps in the process.

#### **INTERVIEW INTRODUCTION**

As part of the planning process, ten (10) interviews were conducted over a period of three separate days (The first being Wednesday, November 2<sup>nd</sup>, the second Monday, November 14<sup>th</sup>, and the third Thursday, Dec 1<sup>st</sup>).

A list of key stakeholders were selected by Foster City, from a variety of backgrounds and interests to provide input regarding the use of the Recreation Center. Stakeholders included council members from Foster City, regular users of the facilities, and community organizers/leaders.

#### **PROCESS**

Each of these stakeholders were given a list of questions prior to the interviews, which aimed to address their specific concerns and interests. During the interviews, the responses from each party were recorded.

After the final set of interviews were conducted, these responses were typed, and a cross-comparison of all ten stakeholders was done to analyze areas of overlap in responses. Finally, a consensus was drawn from the areas of overlap between responses.



## **INTERVIEW SUMMARY**

The following summarizes the input from all interviews:

### **Issues**

Parking  
Insufficient capacity and inflexibility of space  
Lack of performance space  
Outdated equipment/technology  
Lighting  
Infrastructure  
Safety  
Accommodation for a variety of ages  
Sustainability

### **Recreational Programs**

Arts and Performance  
After-school programs  
Weddings  
Dance programs  
Cultural events

### **Opportunities/ Vision and feel**

Primarily active space, with elements of passive  
Open spaces  
Outdoor sports areas  
Unobstructed views of the lagoon  
Two or three stories

### **Funding/ Financial Sustainability**

Bond measures or existing funds  
Commercialization, Corporate sponsors

### **Recreation Facilities**

Connections to the library  
Amphitheatre  
Children's play apparatus

# FOSTER CITY RECREATION CENTER NEEDS ASSESMENT

## KEY STAKEHOLDER INTERVIEWS

### INDIVIDUAL RESPONSES

Interview #1 (11-2-16)

Three Key Issues and Outcomes

- Antiquated 50 year old building, life span end. Knock it down. Constantly full
- Works with youth group! And seniors (remember Senior Ball?)
- Wedding lots - (How far out are they reserved?)
- 2 Building rooms for rental (Go up, not out)
- Where to put it? In meadow?
- Parking – Not too much land hogged, but not too little
- Traffic concerns
- Use parks heavily
- Lots of boats (6 or 2 concerts, 40-50 boats with motors, not enough cleats or docks)
- Get blogger, accommodate boats, and study location carefully

Program Accommodations?

- Have plenty of ball fields, come back to program

Vision and feel

- Small town characteristic
- Not too tall (took down some wood frame, New England – traditional 2-story max)
- Do not reduce library
- Not nuts about the vibe either

Active or Passive Rec

- Need for an active area. Indian and Chinese population increase
- Common cultural festivals
- Model Sailboats – Spectator

Pressing Demands

- Can't accommodate demand now

Funding

- G.O. bonds

Partnering

- Keynote Corp. Naming rights – not so much.
- ULSA family names – okay (rooms not so much)
- Gilead – want control of the names, but buildings okay

## Commercialization

- Commercial okay, but pay close attention to exclusivity in agreements

## Concerns

- Lots of walking

## Interview #2 (11-2-16)

### Three Key Issues and Outcomes

- Safety of kids is big priority indoors and outdoors.
- Safe play areas with fencing, indoor play 5 years or older

### Program accommodations

- Safe place for students

### Vision and Feel

- Coherent with area styles. Take advantage of the lagoon, make use of outdoor spaces
- Create weather protected outdoor areas with drinking fountain

### Active or Passive Rec

- Mixture of both active and passive

### Pressing Demands

- Need space, has the potential to grow (program has) better if they want to get bigger

### Funding

- Bond measure okay, but not a lot of others would

### Partnerships

- Partnership would be okay with today's makeup

## Commercialization

- Commercialization okay but limitations for safety/security impact

## Concerns

- Worries during construction
- Private, age-appropriate restrooms, so don't have to share with adults
- Performing arts opportunities, for Christmastime plays, etc.

## Interview #3 (11-2-16)

### Three Key Issues

- Welcome wagon, improved police system

- Boothbay Park
- Make more cosmopolitan
- Modifications to outreach, to make it more inclusive
- Foster City Historical Society
- Include Historical Display Area Zone
- Celebration of Unity, Black History Month
- Ethnic food series
- Music room, appreciating, teaching
- BBQs and free use pool
- Own risk pool, shopping center in transition

#### Interview #4 (11-14-16)

##### Three Key Issues

- Location is the focal point of a community. Was supposed to be a downtown.
- Parking, roof, infrastructure
- Internal issues – no large groups larger than 180 people
- Circulation issues, security issues/lack of control
- Acoustics bad
- Technology complaints, lighting adequate
- Inefficient, not sustainable
- Perhaps split parking and maximize space

##### Program Accommodations

- Rec Programs: Indoor aquatics, shuffleboard or horseshoe
- Outdoor table tennis, beach volleyball, water element
- Small community programs in HOAS board rooms
- PJCC is packed, and should be more like a cultural arts center. Palo Alto has similar thing.
- Large flexible room, water access, parks viewed as backyards
- Commercial kitchen, dedicated space

##### Vision and Feel

- Street crossing safety
- Flexibility, comfort
- Multi-use space, creating synergy

##### Funding

- Pretty operational budget, commissary, ethnic serving areas (LA)
- Marketing popup marketplace

## Concerns

- How to pay for it? Is the city willing to put existing funds in?
- How is it maintained? How to pay for it?
- Energy costs
- Transition from old to new facility – temporary housing or existing programs?

## Interview #5 (11-14-16)

### Three Key Issues

- Notices lots of vacant commercial land is now formed nonprofit for Indian culture
- Cultural events (ex. Festival of color – all ethnicities)
- Wants capacity to do larger events (1000-1500 people)
- Venue for dance! 750, for the auditorium, with open terraces, decks, patios, special events center
- Sustainable building
- Use of technology – online sign ups, skype for conference rooms
- Parks and rec hub, teach dance here

### Program Accommodations

- Parks and recreation is a hub – dance lessons, lots of great programs, but need to utilize space better
- Diversity of room sizes
- Outgrown usefulness
- Conventions for PlayStation, Visa, Gilead, Amazon, Visa

### Vision and Feel

- Character – Family friendly, colorful, feeling of community and energy
- Children's play area
- Lots of glass

### Active or Passive Recreation

- Prefers passive

### Pressing Demands

- Funding, corporate sponsors, lagoon room
- Resident vs. nonresident use

### Funding

- Bonding measure – positive idea

## Interview #6 (11-14-16)

### Three Key Issues

- Community center with no sports complex
- Types of use for a variety of ages, etc.

### Vision and Feel

- Character – Open space park, add another picnic area

### Passive or Active

- More active

### Funding

- User fees or TOT tax, can't go higher. Crown Plaza Building another, too many taxes.

### Partnership

- Public private okay to keep staffing

### Commercialization

- Don't over-commercialize it, but okay.

### Concerns

- Add music, arts, drama centers (think Hillbarn)
- Library connector

## Interview #7 (11-14-16)

### Three Key Issues

- Expand and market meeting rooms
- Bathroom on second floor
- Always booked, often 80-90% occupancy
- Parking issues, loud Friday concerts, noise issues
- Use library for meetings, room setup
- Equipment is not up to par

### Vision and Feel

- Open space feeling, lots of glass where appropriate, an atrium space
- View, glass, water

### Pressing Demands

- Middle school group used to come, but because of parking, had to leave
- It's alright to sacrifice some park space for parking or the building

### Funding

- Bonds, cooperate sponsors, Gilead or Visa
- Hire marketer of meeting rooms, event planners

#### Specific Concerns

- Nice room with plan above the library
- Lighted fields (lights at sea park)
- Softball league for over 55
- Overall, Foster City does a great job

#### Interview #8 (12-1-16)

##### Three key Issues

- Feels we should tear it down, building too old and limited
- 280 for sit down dinner, weddings, funerals, birthday parties
- 2 story building so we don't lose too much park site

##### Vision and Feel

- Character – like nice designs and color of new modern styles
- Lots of glass
- Roof terrace on 3<sup>rd</sup> floor, green roof

##### Partnerships

- Organizations need a new space
- Enter agreements with neighbors to use their spaces while faculty while under construction

##### Finances

- Not too many consultant fees
- Would be okay with tax after other construction is done
- Sustainable and pay for itself
- Resident/nonresident fee

##### Special Concerns

- Better oversight on design

#### Interview #9 (12-1-16)

- Don't change the vibe, transition from the site to the amphitheater and make community facilities
- Retail component on left side, PJCC – bagel café
- Put community near fine art center – Hillbarn
- Soccer courts



- 2 stories, try not to block the view
- Don't duplicate PJCC. No pool, but gym would be nice.

#### Interview #10 (12-1-16)

##### Top 3 issues

- Process good, community concert, meet wants not needs
- Prime real estate, and should promote community gathering. Should have energy, multi-purpose.
- Downtown destination, congregation at the city center, foster square – dialogue with it
- Restaurants should attract outsiders
- Amphitheatre
- Plaza, cricket, badminton

##### Finances

- Bond, pay as we go

##### Vision and Feel

- Likes open park, boardwalk feel, use the meadow
- More open, modern, inviting, welcoming
- Glass high ceiling, connected to the library

## APPENDIX 2 – Focus Group Meeting Summary Report

### FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT / MASTER PLAN FOCUS GROUP SUMMARY

#### INTRODUCTION

This report summarizes the results of six focus group meetings conducted as part of the Foster City Recreation Center Master Plan project. The following lists the various steps in the process.

#### WORKSHOP INTRODUCTION

As part of the planning process, six focus groups were held in November and December 2017

A total of seventy-five stakeholders attended the six focus group meetings. Participants included City residents and City Staff as well as representatives from the business, volunteer, seniors, youth, sports and community organizations.

Similar topical questions were asked of all the groups, and the responses were recorded during the meetings. The responses of all six focus groups were analyzed together, and where there was a similarity of responses, the synthesis of the common responses formed the consensus shown below.

#### **SUMMARY (Consensus of all six focus group sessions):**

##### **Strengths and Benefits of the Existing Recreation Center**

Location  
Major focal point  
Large venue for communitywide gatherings  
Parking  
Variety of spaces

##### **Issues Regarding the Existing Recreation Center**

Size of facility inadequate  
Electrical issues, roof leaks & energy inefficiency  
Inadequate storage  
No sense of arrival/poor building layout & flow  
No flexibility

### **Opportunities for the Recreation Center**

Café

Go up two or three stories

Commercial kitchen

Larger space capability

Pedestrian overpass or crossing

### **Recreation Programs Important for the Recreation Center**

Art

Music programs and performances

Dance programs

Cooking classes

Guest speaker lecture series

Fitness programs

Weddings

### **Recreation Facilities Important for the Recreation Center**

Commercial kitchen

Pedestrian sky bridge

Dedicated rooms for seniors programs

Performing arts

Ceramics / art studio

Classrooms

Bocce courts

### **Funding / Financial Sustainability Ideas for the Recreation Center**

Public/Private partnerships

Grants / Sponsorships

Use existing available funds / bonding / tax

## **INDIVIDUAL FOCUS GROUP DISCUSSION NOTES:**

### **FOCUS GROUP #1 – Seniors Representatives/Council**

#### **Strengths and Benefits**

1. Location/Views
2. Place for Weddings
3. Special Events
4. Meeting Space
5. Memorials
6. Variety of Uses

7. Emphasis on Family Activities
8. Preschool – Early Childhood Development
9. Volunteer Opportunities
10. Resource Center – Assistance (Tax, Housing)
11. Trips – Social Enlargement
12. Cultural Experiences
13. Health – Farmer’s Markets
14. Food Trucks – Sharing Meals
15. Fundraising for Community Benefit
16. Graduation Ceremonies

### **Issues**

1. Senior Wing Too Small
2. Noisy – Incompatible Use/Times
3. Better Use/Scheduling Events
4. Underutilized Areas
5. Electricity Substandard (Fuses)
6. Freezer in Both Kitchens, Better Designed Kitchens
7. Improve Maintenance /Sanitation
8. Adequate Functional Design (R.R.)
9. Storage Space
10. Improve Security (Theft of Equipment) – Surveillance Cameras
11. Awareness/Advertising Existing Programs
12. Coordination Within City

### **Opportunities**

1. Outdoor Pergola – Really Nice for Weddings (Photo Opportunity)
2. Pedestrian Overpass
3. Better Utilization of Ex. Resources (Community Center) and J.C.C.
4. Take Advantage of Demand for Large Rentals (Weddings)
5. Can You Schedule Vibe for Before 2:00 Uses?
6. Art Classes Strong

### **Recreation Program Needs**

1. Bus Service
2. Community Education/Outreach (Public Safety)
3. Tech Skills Development Class
4. Education Opportunities
5. Guest Lecture Series (Professors)
6. Music Participation & Education
7. Music Performance (Indoor)
8. Pops in Park
9. Expanded Visual Arts/Pottery Sculpture Program
10. Adult Coloring Book Club

## **Facilities**

1. Indoor/Outdoor Stage/Perf. Arts
2. Bigger Pottery Studio (90+ waiting list)
3. Quiet Rooms (Music, Lectures)
4. Larger Senior Wing and Better Flexibility w/rest of Center
5. More Storage – Arts/Pottery
6. Outdoor Wedding Pergola/Gazebo
7. Adequate Drinking Fountains
8. Second Banquet Room
9. Dividable Space (Sound Proof)
10. No Wasted Space/Rooms
11. Gallery Space
12. P.A. System

## **Funding**

1. Bonding
2. Nominal Higher Nonresident Fee
3. Sales Tax
4. Strategic User Fee/Increases
5. Partner w/Private Groups/Providers

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### Shuttle

Can we add 1 more out of town day?

Parking issues at Special Events

Better Cross Cultural Events

Awareness Opportunities

# FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

## FOCUS GROUP #2 – Department Heads

### **Strengths and Benefits**

1. Events – Availability
2. Classes
3. Photogenic
4. Running Trails
5. Beautiful Environment
6. Well Maintained
7. Flexibility of Open Spaces Around Park (Activities)
8. Traditions Outside (Graduation)
9. Special Events – 4<sup>th</sup> of July
10. Preserving Traditions

### **Issues**

1. Changing Demographics (More Young Kids, Seniors)
2. Downtown Center Question
3. How to Get Family or More Modern Facility
4. All Ages Served
5. Make Feel Like Lifestyle Center
6. Café – Small Local Business
7. Teens aren't here because the High School is out of town.
8. High Schoolers (But not Obvious)
9. Inviting

### **Opportunities**

1. Music
2. Keep Good Relation of Spaces – Just Make Bigger
3. Go up to two stories (or 3)
4. Lots of Rental Capability
5. Careful about too many Weddings – Disturbing Use of Park
6. Sense of Arrival / Welcome
7. Better Sequence of Spaces
8. Modern, Lots of Glass
9. More Branding

## **Recreation Programs**

1. Dance Program – Ethnic Diversity
2. Girl Scout Program Strengthened
3. Visible Program from Street and Lagoon
4. More Weekend Programs and Activity Around Building
5. Brand It, Marque
6. Arts Wing or Lounge
7. Relax Space
8. Lounge – Quiet
9. Juice Bar
10. Coffee Shop
11. Pottery
12. Music
13. Coding
14. Tutoring and Study Hall

## **Facilities**

1. Conference Rooms Open for Study Hall & Tutoring
2. Class Rooms
3. Distinguishing Features in Rooms
4. Natural Light in all Rooms
5. Bridge Element
6. Café
7. Lounge
8. Juice Bar
9. Family Center
10. Wellness, Healthy
11. Use Outdoor
12. Dock at Amphitheater
13. Entrance noticeable and inviting
14. Solar Panels
15. Yoga on Deck
16. 2 Floors, Lots of Glass
17. Modern

# FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

## FOCUS GROUP #3 – Teenagers / Youth Advisory Board

### **Strengths and Benefits**

1. Location, Location, Location
2. City center synergy (civic center)
3. Major focal point
4. Potential connector
5. Large venue for gatherings

### **Issues**

1. Parking
2. Internal design limitations
  - a. Circulation
  - b. Lack of front door
  - c. No sense of arrival
  - d. Lack of control
  - e. Technology lacking
  - f. Acoustics
  - g. Lighting / energy efficiency
  - h. Sustainability
  - i. Limited outdoor connection
  - j. Size of facility – multi story

### **Opportunities**

1. Better connection to civic center
  - a. Street crossings
2. Better flexibility for events
3. Create “identity” (branding)
4. Create a destination
5. Private / public partnership
6. Space for community events
  - a. Plays / music
  - b. Guest speaker
  - c. Cultural activities



- d. Corporate events
- 7. Potential connections to commercial centers
  - a. Businesses
  - b. PJCC

### **Recreation Programs**

- 1. Indoor pool / aquatics
- 2. Shuffle board
- 3. Horseshoe pits
- 4. Beach volleyball
- 5. Water feature
- 6. Speaker (lecture) series
- 7. Live music
- 8. Basketball
- 9. Water recreation

### **Recreation Facilities**

- 1. Large commercial kitchen
  - a. Ethnic gatherings
  - b. Weddings
  - c. Cooking classes
- 2. Ceramics / arts crafts studio

### **Funding / Financial sustainability**

- 1. Food service opportunities
  - a. Ethnic groups
  - b. Outside vendors
- 2. Big question: "how to pay?"
  - a. City capital infrastructure
- 3. How to maintain?
  - a. Energy costs (operations)
- 4. Temporary housing during construction

# FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

## FOCUS GROUP #4 – Recreation & Parks Operations Staff

### **Strengths and Benefits**

1. Setting / location / views
2. Accessibility
3. Public transit
4. Free public parking (plenty)
5. Offsite parking (formal agreements)

### **Issues**

1. Not enough flexibility in rooms
  - a. Timing / scheduling conflicts
  - b. No room for growth
  - c. Large room – no flexibility
  - d. No designated multi-purpose space
2. Not adequate storage
3. Ceramic room issues
  - a. Smells
  - b. Footprints
  - c. Noise
4. Roof leaks
5. Design deficiency
  - a. No front door sense to main entry
  - b. Not inviting
  - c. Front door not used
  - d. Awkward arrival to building
  - e. Rush hour parking issue – 5pm

### **Opportunities**

1. Gymnasium
  - a. Dedicated / multi-use
  - b. Fitness classes
  - c. Wood (maple) flooring
2. Space for 300 – 400 people

3. Need more power outside
4. Variety of room sizes
5. Stable fee policy
6. Lagoon opportunities
  - a. More viewing locations
  - b. Weddings / photo opportunities
  - c. Dedicated area for weddings, etc.
  - d. Coffee shop in gazebo

### **Recreation Programs**

1. Classes / programs via skype
2. Dance programs
3. Programs need dedicated spaces
  - a. Dance / art
4. Pre-school
5. Conflict with rented programs (spaces)
6. Top 3:
  - a. Fitness / sports
  - b. Art
  - c. Cooking classes

### **Recreation Facilities**

1. Bocce courts
2. Staff restrooms (more)
3. Rooms of varying sizes
  - a. 70-100 (current need)
4. Indoor / outdoor room – glass wall
5. Dedicated rooms for senior programs
6. Centralized mechanical / electrical room
7. Dedicated maintenance rooms
8. Conference rooms (small to large)
9. Pedestrian sky bridge
10. Current (dedicated) emergency / cooling center

### **Funding / Financial sustainability**

1. Public / private partnerships
2. Corporate rentals

## **FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT**

### **FOCUS GROUP #5 – Businesses and Nonprofit Organizations**

#### **Strengths and Benefits**

1. Recreation opportunities
2. Location – access to lagoon
3. Open to community
4. Ample parking (some peak time problems)
5. Highly active- used all the time 7 days
6. Variety of spaces for different uses

#### **Issues**

1. Recreation center / community center conflicts?
2. No museum space
3. Electrical / maintenance issues
4. Some design deficiencies
5. Knock down and rebuild
6. Kitchen needs upgrading
7. Dated facility

#### **Opportunities**

1. Second story
2. Cultural opportunities (museum)
3. City center (current location)
4. Accommodate various constituents
5. Café
6. Room larger than 200 people (large, dividable)
7. Commercial kitchen
8. Center as a draw to area

9. Auditorium
10. Performing arts center
11. More docking space @ lagoon

### **Recreation Programs**

1. Sports programs (leagues)

### **Recreation Facilities**

1. Museum
2. Performing arts center
3. Bocce courts
4. Meeting spaces for small groups
  - a. Corporate meetings
  - b. Conference center
5. Classrooms (instructional)
6. Computer labs
7. Hobby rooms
8. Ceramics larger space than current
9. Maker's space
  - a. Photo lab
  - b. 3D printing
  - c. Other creative pursuits
10. Preschool
11. Outdoor spaces for festivals
12. Access to water
13. Sustainable building

### **Funding / Financial sustainability**

1. Public / private partnerships
2. Sustainable building grants
3. Use existing allocated funds

# FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT

## FOCUS GROUP #6 – Volunteers, Citizens and Sports Groups

### **Strengths and Benefits**

1. Nice scale of building
2. Nice features (promenade and amphitheater)
3. Central location
4. Accommodates variety of uses / groups
5. Tennis courts
6. Bocce courts
7. Lots of outdoor spaces
8. Landscaping (roses)

### **Issues**

1. Layout not ideal
2. Shell boulevard hard to cross
3. Front desk too far
4. No specific room designation
5. No room variety
6. Not enough rooms
7. Electrical / power
8. More flexibility for large room
9. More outdoor access from rooms
10. Amphitheater too isolated
11. Better flow into building
12. Vibe located on prime real estate
13. No outdoor restroom access from tennis courts
14. No small children's playground (maybe next to bocce courts?)
15. Dedicated space for work
16. No multi-purpose room
17. Wifi inadequate

### **Opportunities**

1. Café / coffee shop / juice bar
2. Food / coffee 'cart' vendors
3. Youth group / scouts type meeting room and outdoor spaces
4. Kitchen for cooking classes

5. Larger kitchen (commercial)
6. Second story
7. Solar

### **Recreation Programs**

1. Fitness classes / programs
2. Expand art program
3. Technology

### **Recreation Facilities**

1. Pedestrian bridge over Shell Blvd
2. More parking
3. Sports spaces
4. Gymnasium
5. Walking track
6. Rooftop garden

### **Funding / Financial sustainability**

1. Construction: private partnerships / sponsorships
2. Operations/Maintenance: rentable spaces, concessions, classes

## APPENDIX 2 – Community Workshop Meeting Summary Report



### FOSTER CITY RECREATION CENTER NEEDS ASSESSMENT & MASTER PLAN COMMUNITY WORKSHOP SUMMARY RESULTS

#### INTRODUCTION

This report summarizes the results of the communitywide workshop conducted as a part of the public outreach effort to assist in the preparation of the needs assessment and master plan for the Foster City Recreation Center. The workshop was held on Saturday January 28<sup>th</sup> from 10:00am to 2:00pm at the VIBE Teen Center multi-purpose room in Leo Ryan Park. The Consultant Team worked with Foster City staff to develop and coordinate the workshop program. City recreation staff and the public information department provided outreach to the community through multiple print, digital, social and multi-media advertising campaigns to spread the word of the workshop. There were 43 residents in attendance at the four-hour workshop.

Jennifer Liu, Director of Foster City Parks and Recreation Department began the workshops by welcoming and thanking the attendees for their participation in the process. John Courtney, Principal of RJM Design Group, then reviewed the overall process and schedule for the needs assessment and master plan project, as well as a general review of the input tools used so far, and the workshop objectives and proceeded to facilitate the process.

#### WORKSHOP GOALS

The results of the workshop are discussed below and do not include the results from other outreach efforts such as individual interviews, recent input from the internet survey and the focus groups.

The goals of the workshop were presented as follows:

4. Provide a summary overview of the process and existing site characteristics;
5. Review a summary of the community inputs that have been analyzed to date;



6. Gather input from the workshop attendees on the existing recreation center and park site, needs for future planning of the recreation programs and facilities, and priorities for the facilities.

The following lists summarize the consensus of all the input provided during the workshop. The 43 individuals in attendance were divided into six tables of 5 to 8 persons at each table. For each of the topics below, the attendees were asked to answer the topical question with a quick personal response of their top 5 lists. Then they were instructed to discuss their answers in the small group settings and develop a consensus list of 8 responses for the table small group. The consultants then compiled all the small group responses and determined where there was consensus among all the group lists. The following summary lists represent the responses common to all six of the small groups.

#### **TOPIC A**

**Please list the 5 favorite things you like most about the existing recreation center and/or Leo Ryan Park**

- Views of the lagoon from the building
- Meeting rooms (large and small variety)
- Location
- Specialty features (pottery studio and bocce courts)
- Kitchen access
- Amphitheater
- Outdoor use
- Senior facilities

#### **TOPIC B**

**Please list the 5 least favorite things you dislike most about the existing recreation center and/or Leo Ryan Park**

- Lack of parking
- Electrical wiring inadequate for current needs & technology
- Senior wing too small
- Wasted space, inefficient layout
- Inadequate kitchen facilities
- Nondescript architectural design

#### **TOPIC C**

**Please list the 5 most important existing amenities or features you think need to be emphasized in the recreation center and/or Leo Ryan Park**

- Amphitheater

Outdoor activity areas/skatepark  
Senior center  
Water use / boating facilities  
Passive space in park  
Class/event space

#### **TOPIC D**

**Please list the 5 most important recreation programs or activities enjoy at the recreation center and/or Leo Ryan Park**

Special events & summer concerts  
Recreation center classes  
Senior programs  
Sports & exercise programs (pickleball, bocce, badminton)  
Community & cultural events  
Boat rentals & windsurfing classes  
Passive park utilization programs (walking)

#### **TOPIC E**

**Please list your top 5 most important new recreation amenities or features you would like to see added to the recreation center and/or Leo Ryan Park**

Restaurant / Café  
Large multipurpose room with high tech a/v  
Preschool space  
Kitchen  
Senior facilities  
Bocce courts

#### **TOPIC F**

**Please list your top 5 new recreation programs or activities you would like to see added to the recreation center or Leo Ryan Park.**

More adult classes  
Concerts  
Water related boating programs  
Movie nights  
Classes on technology, computers, device, social media use

## TOPIC G

**Please list your top 3 priorities for the future of the recreation center and Leo Ryan Park**

- Environmentally sustainable building with more usefulness
- Accommodate cultural diversity of community
- Enhance and leverage views and use of the lagoon
- Enhance quality of life for Foster City residents and attract regional visitors
- Fiscally responsible

Individual Table Responses:

The following pages record the full text of each group's responses to each of the seven topics discussed during the four-hour workshop:

## TOPIC A

**Please list the 5 favorite things you like most about the existing recreation center and/or Leo Ryan Park**

### Group 2

- Open space activities / central location, bocce, concerts, food trucks art & wine
- Community social events (bingo, rotary, weddings, etc.)
- Classes (dance, exercise)
- Games (bridge, cards, ping-pong)

### Group 3

- Classroom facilities & multi-use
- Bocce ball
- Access to water – boating, etc.
- View of lagoon
- Kitchen
- Amphitheater
- Lagoon room – large gathering area
- Senior center

### Group 4

- Access to / view of lagoon
- Rentable rooms / variety of activities / seamless connection among activity areas & concurrent activities/ great views from primary event room
- Access to water sports equipment & boats
- Walking areas / trails / benches
- Convenient & unobtrusive parking
- Tennis courts / bocce ball

Existing design / architectural features / fits into its location / has inviting open spaces / has good transition to water / merges inside and outside uses

Group 5

Views of water from building  
Pottery studio & bocce court (special interest)  
Meeting rooms (large and small variety)  
Community events and activities  
Cleanliness  
Kitchen access  
Amphitheater  
Location

Group 6

Focal point of Foster City  
Walking paths with ample seating  
Court sport areas (tennis, pickleball, etc.)  
Picnic facilities / large outdoor areas  
The views of the lagoon  
Indoor facilities, meeting rooms, dancing classes  
Amphitheater  
Adequate parking (for non-event days)

Group 7

Lagoon views  
Central location  
Senior dedicated area/single level (ease of access)  
Space for variety of activities (i.e. exercise, lectures, preschool)  
Venue for large group events  
Kitchen facilities  
Patio / outdoor use area  
Passive / active outdoor activities (boating, bocce, tennis, skatepark)

**TOPIC B**

**Please list the 5 least favorite things you dislike most about the existing recreation center and/or Leo Ryan Park**

Group 2

Clinical, cold feeling  
Lighting  
Parking  
Inefficient layout

Group 3

Outdated – kitchen, electrical, technology, climate control, acoustics  
Lack of appropriate space for classes, lack of auditorium, lack of spaces to support a variety of activities (performing arts, lectures/talks, eating)  
Lack of boating access/docking for all types of watercraft

Lack of reasons to come to / stay at the park or rec center is mostly a pass-through and there is no reason to come to rec center unless for a specific event (not a gathering space)  
Landscaping in the park is not environmentally friendly, not well maintained, tired

Group 4

- Parking space & access
- Restroom & outside access (closes too early)
- Room quantity and size
- Restaurant with a view
- Better kitchen facilities (larger and multiple kitchens)
- Larger pottery studio
- Not enough bocce ball courts
- No preschool space
- Signage improvements and no lobby
- Noise in hallway (soundproofing needed)

Group 5

- Insufficient for large events
- Flooring dull
- More activities for active seniors
- Need more lounge space to encourage usage
- Bad acoustics
- Poor layout, entry waterfront access
- Goose droppings
- Tennis overcrowded

Group 6

- Cleanliness of building
- Lack of parking
- Senior wing too small
- Wasted space
- Energy inefficient and nondescript architectural design
- Electrical wiring inadequate for current technology needs
- Unrealized revenue potential

Group 7

- Facility used too often by non-residents
- Lack of adequate kitchen facilities (we need a commercial kitchen, not 2 small ones)
- More programs
- Not enough parking

**TOPIC C**

**Please list the 5 most important existing amenities or features you think need to be emphasized in the recreation center and/or Leo Ryan Park**

Group 2

- Bocce ball courts
- Amphitheater
- Senior center
- Landscaping

- Meeting facilities
- Food, catering
- Boating, rental access
- Parking

Group 3

- Beautiful, inviting surroundings (inside and out)
- Amphitheater
- Passive use space in park
- Water use / boating facilities
- Senior center
- Class / event space
- Skatepark

Group 4

- Indoor/outdoor recreation activities (bocce, tennis, BBQ, amphitheater, pottery, yoga)
- Meeting rooms & large ballroom (for 250+)
- Views
- Kitchen spaces
- Docks, walkways, open space
- Senior center
- Rose garden

Group 5

- Amphitheater
- Outdoor sports facilities: tennis, bocce, basketball, pickleball
- Common area / game room / activities
- Walking trails
- Senior facility

Group 6

- Senior wing / dedicated
- Available parking
- Kitchen
- Integrated passive & active indoor / outdoor areas
- Attractive landscaping

Group 7

- Large and small meeting rooms
- Bocce courts
- Ceramic studios
- Preschool
- Boat rental / dock area
- Concert area
- Kitchen

**TOPIC D**

**Please list the 5 most important recreation programs or activities enjoy at the recreation center and/or Leo Ryan Park**

## Group 2

- Bocce ball
- Concerts & festivals
- VIBE
- Senior center
- Classes
- Hosting meetings
- Walking pathways
- Windsurfing, boating activities

## Group 3

- Concerts (summer) & events (4<sup>th</sup> of July, Holi, etc.)
- Boat rentals / windsurfing classes
- Recreation center classes
- Senior off-site excursions
- Park – walking trails, paths passive use

## Group 4

- Summer concert
- Community & cultural events
- Bocce ball, yoga, pottery, tennis
- Kids camp
- Senior programs
- 4<sup>th</sup> of July event
- Rose garden & training
- Enjoy the park

## Group 5

- Classes
- Racquet sports programs/clubs
- Events/festivals
- Concerts
- Senior trips, senior rides
- Foster City Village
- Community arts program

## Group 6

- Community events (concerts, 4<sup>th</sup> of July, Cityfest)
- Art programs
- Sports programs/facilities (bocce, skatepark, boating)
- Senior activities / classes
- Adult education classes
- Food trucks
- After school programs
- Fundraising events

## Group 7

- Dance & exercise programs
- Summer concerts & camps

Bocce  
Movies  
Senior luncheons & trips  
VIBE  
Computer instruction  
Discussion programs

#### **TOPIC E**

**Please list your top 5 most important new recreation amenities or features you would like to see added to the recreation center and/or Leo Ryan Park**

##### Group 2

New bocce ball courts & maintenance for everything  
Cleaner restrooms  
Swimming pool  
Running track  
More comfortable meeting rooms  
Gym facilities  
Boat docks, marina  
Performing arts center

##### Group 3

Café / restaurant / wine bar  
Outside / inside views save from seagulls  
Overall improvements in technology

##### Group 4

Large multipurpose room with a/v  
Restaurant / café  
Preschool space  
Boating facilities - docks, marina, charging station  
Technology spaces & classes  
Nature walk with gardening classes (roses, fruit trees, community garden)  
Sound-proofed rooms  
Scoreboard for bocce court

##### Group 5

Pickleball courts  
Outdoor movies & amphitheater  
Indoor movie theater (like R.W.C. senior center)  
Café in recreation center  
Informative entrance at senior center and parking lot entrance

##### Group 6

Expand what we have now  
Expand free or inexpensive shuttle to SFO, BART, CalTrain  
Expand senior space, amenities, programs  
Community pub and or café  
Full service restaurant  
Repair café / maker fair



City gym with workout equipment

Boats

Group 7

Picnic & BBQ facilities

Commercial kitchen

More bocce courts

Parcourse / putting green

Expanded preschool

**TOPIC F**

**Please list your top 5 new recreation programs or activities you would like to see added to the recreation center or Leo Ryan Park.**

Group 2

More adult and teen programs

Pool

More concerts

Lecture series

Track and field

Things offered by PJCC

Adult education programs

Group 3

Card rooms

Offsite activities (shopping, museums, overnights)

Classes – swimming, boat safety hiking, camping, outdoor skills, art, foreign languages,  
50+exercise classes, water aerobics

Boat rides, not rentals

Water taxis

Goose deterrent measures

Floating island for cafe

Group 4

Gardening

Cooking (& BBQ)

Preschool

Tech classes (robotics, coding)

Grandparent and child activities

Flyfishing

Calligraphy

Outdoor movies in summer

Group 5

Pickleball programs, classes, tournaments

Swimming

Community arts projects

Bowling alleys

Movie program

“ . . . and Wine” programs (for example, bocce and bowling)

Exercise in the park

Group 6

More adult classes (computer, tech, fashion)

Drop in consultation for tech, computer, phone, home repair

Gym with equipment, personal trainer, fitness classes

Cooking classes

Monthly coffee hour with city council, city employees, e.g. community development, police,  
City Manager

Group 7

More programs for active seniors

Christmas concert

Adult discussion groups

Bicycle club

Water sport competition

Revival of “anything goes” activity

**TOPIC G**

**Please list your top 3 priorities for the future of the recreation center and Leo Ryan Park**

Group 2

Levee and water plant issues

Renovation, not replacement (roof, heating, lighting, aesthetics)

Improved bocce ball facilities

Kitchen for catering

Group 3

Continue to leverage and enhance views of and use of lagoon

Have a rec center building that is everything that a building should be: safe, flexible, technologically up-to-date, but that is also memorable and spectacular, and that works for more diverse groups / changing demographics

A park that continues to have the same amount of landscaped passive areas and that is beautiful, environmentally friendly and more usable so people want to spend time there, not just pass through

Enhance quality of life for Foster City residents and at the same time attract people from other areas to come to Foster City, enjoy it, and contribute the Foster City’s economy

Develop programs that encourage a lifestyle that includes health, activity and cultural awareness / education

Group 4

Better parking

Larger & state of the art recreation center to accommodate increasingly diverse population

Nice restaurant with water view

Preschool

Keep costs minimal for Foster City residents

Group 5

Improvement to facilities (LEED Certified)

Increase community engagement with new programs

Add relevant new programs to support all age groups  
Focus on fundraising activities/events for programs  
Informal & friendly gathering places

Group 6

Expand senior space, amenities, programs; how about a VIBE for seniors?  
Build a new recreation center 1 or 2 stories, attractive, sustainable architecture that integrates with water and park, including revenue producing, events/rental  
Long-term commitment from City Council, staff (especially parks & rec), community, including plan for future expansion

Group 7

Financial accountability regardless of what improvements are going to be made – proceed only if citizen funding is approved  
Fewer classes that are contracted out  
Have recreation staff actually teaching classes