

# STAFF REPORT



**Meeting Date:** Wednesday, July 15<sup>th</sup> 2020  
**To:** Board of Directors  
**From:** Michael J. Aho, District Administrator  
**Subject:** Discussion and Possible Action on Potential Changes to the Fireside Room in the Community Clubhouse  
**Prepared By:** Sean Ventura, Parks & Facilities Manager

## **I. Recommendation**

Staff recommends modifying the renovation plans for the Fair Oaks Community Clubhouse in order to utilize the Fireside Room as a storage facility for the District and instructor's utilizing the facility.

## **II. Background**

The Fireside Room in the Community Clubhouse is a small room adjacent to the main entrance's foyer. The room has been used as a meeting room for early District Board meetings, a green room for theater productions, and typically houses the District's auditors on a yearly basis. In addition, the District uses the space for storage during some events which are held in the Clubhouse. Current plans for the Fireside Room are to renovate the space to create an enhanced meeting space.

## **III. Problem /Situation/ Request**

Staff recognizes several issues with the current plans for the Fireside Room. First, the Community Clubhouse Auditorium is our most rented facility and, due to the composition of the flooring within the main room and the types of the activities hosted there, the noise levels in the Fireside Room can be prohibitive for meeting activities. Second, the Fireside Room has no restroom access if there are other rentals within the building at the same time. Third, Village Hall is already a meeting room in which the district plants to expend funds to improve.

The District is critically low on storage spaces throughout our facilities. Staff proposes that the current storage space, located in the fire sprinkler control room, be renovated so as to restore the Community Clubhouse foyer to its original size. Staff also recommends that the Fireside Room itself be renovated to be accessed through double doors from the main Auditorium and to be converted completely into storage for District property and accessible lockers and/or cubbies for instructor belongings related to classes held within the facility.

#### **IV. Financial Analysis**

Staff does not have a financial analysis of this change to the renovation at this point, as staff feels that Board approval is necessary before the District's architects and design teams are instructed to spend time and resources drafting a design and providing a cost estimate for this change to the overall renovation project.

Respectfully Submitted,

Michael J. Aho  
District Administrator