1. Welcome and call to order

2. Oral communications

3. Approval of June 13 and June 20 meeting action notes

4. Continuation of the overview of high-level Cubberley issues, questions, and concerns including draft questions for the Cubberley Policy Advisory Committee (see the attached revised list of CCAC high-level issues, questions, and concerns)

5. Appointment of subcommittees and discussion of subcommittee process

6. Schedule next meeting

7. Adjournment

ADA. Persons with disabilities who require auxiliary aids or services in using City facilities, services, or programs or who would like information on the City's compliance with the Americans with Disabilities Act (ADA) of 1990, may contact (650) 329-2550. Sign language interpreters will be provided upon request with 72 hours in advance notice.

Meeting materials will be provided at the meeting. Visit www.cityofpaloalto.org or call (650) 617-3174 for more information.
Cubberley Community Advisory Committee (CCAC)

Action Notes

Meeting # 1

June 13, 2012
Room G-4
(See attached map-G referred to as GAR)
6:00 PM

1. Welcome

2. Self-introductions (1-2 minutes each)

3. Cubberley History and Background
   • Steve Emslie of the City of Palo Alto gave a background information presentation on Cubberley including its history and past and present financial information
   • Emslie noted that a wide variety of groups currently occupy the facility including educational, cultural, early-childhood, artistic, health & wellness, and non-profit groups
   • Emslie noted the City of Palo Alto pays approximately $7.3M per year to PAUSD in both rent and for their Covenant Not to Develop. The City in turn receives approximately $2.5M per year in rental income from the various groups that occupy the facility. Expenses to operate the facility for the City total approximately $2.2M per year.
   • The Utility User’s Tax which was passed to aid schools in 1987 after several school sites had been closed and sold, currently brings about $10 million to the City.
   • Bob Golton of the PAUSD described PAUSD’s increasing enrollment and how the school population has grown 2% for nearly every year in the past 20 years

4. Overview of Mission and Guiding Principles
   • Emslie explained the background on how the Cubberley Community Advisory Committee (CCAC) was formed and its relationship to the Cubberley Policy Advisory Committee (CPAC), a five member panel made-up of Palo Alto School Board and City Council members.
   • Emslie told the CCAC members that they were to operate under the constraints outlined in the Cubberley Guiding Principles document, drafted by the CPAC, but that the document leaves them a high degree of latitude
   • Golton thanked everyone for participating and said the two priorities for PAUSD are (1) the continuation of the revenue stream from the Lease and Covenant; and (2) the provision for sites to accommodate the increasing PAUSD enrollment
5. **Staff support**
   - Emslie introduced the staff who would be working on the project and let the group know they are a resource for assisting them in their decision making
   - Emslie also noted that with such a large group staff would first focus on responding to requests of the majority of the group before responding to individual requests

6. **Discussion of Meeting Logistics**
   - Co-Chairs and Emslie facilitated a discussion of questions, requests, and thoughts that the group had on meeting logistics/next steps
   - **CCAC Questions/Requests:**
     - Meetings should focus more on Q & A than staff presentations, thus, meeting packets should be out up to a week in advance so members can prepare on their own time (CMO)
     - Provide information on PAUSD enrolment projections and what schools will be needed in the future (PAUSD)
     - Provide “who, what, where, when, why, how” information on the different groups that use Cubberley (CSD)
     - Provide “who, what, where, when, why, how” information on all PAUSD shared facilities (PAUSD/CSD)
     - Provide walking tours of Cubberley (and other relevant sites) for CCAC members who would like to better orient themselves with the facility (CMO)
     - Provide a high-level presentation on City and PAUSD issues and questions regarding a lease extension (i.e. Why is the lease not being renewed without question) (CMO)
     - Provide information on other facilities in Palo Alto that provide similar services to Cubberley? (PAUSD/City)
     - Provide information on who the hourly renters of Cubberley are (CSD)
     - Provide hard copies of the Cubberley scenario maps (CMO)
     - Provide copies of the Cubberley Guiding Principles document (CMO)
     - Provide as much information as possible on the website regarding other similar community centers (CMO)
     - Provide information and/or a presentation on extraordinary information such as what the adjoining properties are, seismic requirements, etc. (PAUSD)
     - Provide information on the City/PAUSD field use agreement (currently for the middle school sites) (CSD/PAUSD)
     - Provide information on deferred maintenance needs at Cubberley from the City’s Public Works department (PW)

7. **Adjournment**
Cubberley Community Advisory Committee (CCAC)

Action Notes

Meeting #2

June 20, 2012
Cubberley Community Center
4000 Middlefield Road, Palo Alto, CA 94303
Room H-1
6:00 - 8:00 PM

1. Welcome and Call to Order

2. Overview of high-level Cubberley issues, questions, and concerns
   - An open-floor, Q & A session occurred around things that were still unclear to CCAC members.
   - Jim Schmidt, who was on the Infrastructure Blue Ribbon Commission (IBRC), conveyed to the CCAC that the IBRC recommended not to renew the lease.
   - Ann Dunkin, the Chief Technology Officer for the PAUSD, told the CCAC that an elementary school and a middle school will be needed in 8 years.
   - A number of questions were then asked...
   - Question: Can the City create pin maps of population 10 years out?
   - Question: What would joint use of the facility look like and what would the parameters be?
   - Question: What horizon is the CCAC evaluating needs for? 10 years, 20 years, 30 years?
   - Question: What are the uses, needs, and potential revenue opportunities at Cubberley?
   - Question: Does the Palo Alto City Council want to renew the lease?
   - Question for PAUSD: What long term proposals can be taken off of the table?
   - Question for CPAC: What is the timeframe for Cubberley recommendations?
   - Question for CPAC: What did the CPAC mean by “the site?” Is that the Cubberley lease area only? Does that include Greendell and 525 San Antonio Road?
   - Question for CPAC: Should the CCAC consider Cubberley in the context of the whole City or confine recommendations to the PAUSD lease and City owned areas only?
   - Question for CPAC: Is the CCAC planning for Cubberley to eventually be returned to school only uses or should on-going joint community/school use be considered?
• Question for CPAC: Should Cubberley be used by the City in a way that the PAUSD can take it back later?

3. Discussion of possible Subcommittee structure
   • CCAC members had an open floor discussion on subcommittees including recommendations, opinions, and a vote on which grouping of subcommittees they preferred.
   • Winning grouping
     o School District Needs
     o Community Needs
     o Finance
     o Facilities
   • Losing grouping 1
     o Programs
     o Population Growth
     o Finance & Tradeoffs
     o Facilities
   • Losing grouping 2
     o What We Want
     o What We Have
   • The CCAC then agreed that all members should submit via email his or her preferences ranked one through four to Richard Hackmann by 3:00pm on Friday, June 22 for tabulation

4. Oral Communications
   • None

5. Adjournment
1. **School Enrollment:**
   A. What are PAUSD’s projections for school facility needs short medium and long term (including and understanding of uncertainty and variability of assumptions)?
   
   B. What are the timeframes for an elementary, middle, and high school?

2. **Capital Improvements and Finances:**
   A. What capital expenses are required for Cubberley to remain status quo?
   
   B. What are the City’s long term financial obligations for City-wide infrastructure maintenance?

3. **Community Serving Uses:**
   A. What are the community-serving uses unique to Cubberley? From child care to the arts, what are the alternatives (or not) for relocating and/or prioritizing those services if they aren't part of the Cubberley future?
   
   B. Should the CCAC assume joint City/PAUSD uses for the long-term?
   
   C. Are there programs and uses that are duplicated elsewhere in the City?
   
   D. What are the playing fields needs and uses?
   
   E. What are the facilities unique to Cubberley (example, the gym) and the future of the services related to those facilities if displaced from Cubberley?

4. **Population and Housing Growth:**
   A. What are the City’s population and housing growth based on ABAG housing mandates? Are there adequate Community facilities to accommodate projected
   
   B. How will the demographic profile of Palo Alto change? Will there be a change in community services provided?

5. **PAUSD Finances:**
A. What would the impact of reducing City lease and covenant payments be to School programs and services?

B. How can the City and PAUSD collaborate to ensure school finances are stable and the City can catch up with its infrastructure obligations?

C. What is the market value of the subleases and what is the revenue potential?

6. City Ownership and adjacent PAUSD properties: What role if any would the City’s 8 acres and PAUSD’s Greendale and 525 San Antonio Sites have in resolving long term school and community service needs?

7. Re-Use of Cubberley:
   A. What could a potential re-use or re-construction of the Cubberley campus offer in the way of additional community center and school facilities?

   B. How could construction be phased to minimize disruption to schools or community services?

   C. Would it be possible to share school facilities when not in use by PAUSD?

   D. How will visual or other construction impacts be made compatible with the adjoining neighborhoods?

   E. How will site access from vehicles, bicycles and pedestrians be facilitated to reduce traffic and traffic related impacts on the surrounding community?

8. General Policy

   A. Does the City want to renew the Cubberley lease with PAUSD?

   B. What should the future of Cubberley be?
**Draft Questions for the Cubberley Policy Advisory Committee (CPAC)**

1. What is the timeframe for Cubberley recommendations?

2. What did the CPAC mean by “the site?” Is that the Cubberley lease area only? Does that include Greendell and 525 San Antonio Road?

3. Should the CCAC consider Cubberley in the context of the whole City or confine recommendations to the PAUSD lease and City owned areas only?

4. Is the CCAC planning for Cubberley to eventually be returned to school only uses or should on-going joint community/school use be considered?

5. Should Cubberley be used by the City in a way that the PAUSD can take it back later?