1. Welcome and call to order

2. Oral communications
   • None

3. Approval of July 11th meeting action notes
   • Approved

4. Discussion of 7/19/12 Policy Advisory Committee responses to questions from CCAC
   i. The CCAC should assume that the short-term of the scope is the renewal periods, the medium term will be when the need arises for a middle/high school, and the long-term will be the useful life of new structures.
   ii. The CCAC should consider in the short-term some form of lease renewal but not be constrained by it, in the medium-term assume a need for at least one additional school on the site but in a manner that makes it so community needs can still be served there, and in the long-term understand that new buildings will be needed (if they are not constructed sooner). The CCAC should focus their efforts on the short, medium, and long term using a 50/40/10 ratio.
   • The CPAC advised the CCAC that they should take a 50/40/10 approach to their Cubberley recommendation meaning that the focus of the CCAC’s work should be 50% on the near-term needs, 40% on the middle-term needs, and 10% on the long-term needs.
   • Request: Confirm what the middle term of the 50/40/10 equation references. Is there an implication that a middle and/or high school will for sure be needed or is that conclusion still yet to be made?
   • Cobb said the timeline for the CCAC’s recommendations has changed. The due date is no longer July 2013, it is now February 2013.
   • Cobb and Beecham said the CCAC has responded to that due date by proposing that a “coarse grain” report be delivered in February 2013 and a “fine grain” (or final) report be delivered in the summer of 2013.
• Cobb said driving the need to get the recommendations completed by February 2013 is both the upcoming lease expiration and the potential of a bond measure.

• Question: What are the issues surrounding a joint City/PAUSD bond measure since they have different geographic boundaries? Can it be done as one ballot measure or does the City and PAUSD need separate, parallel measures? What would the passage requirement be?
  o The Finance Committee said they are looking into this issue

ii. The Greendell and 525 San Antonio sites should be considered as part of the CCAC scope, but will most likely be needed for an elementary school given their location.

ii. The Greendell and 525 San Antonio sites can be considered as part of the CCAC scope, but will most likely be needed for an elementary school given their location remain unchanged.

• Staff/Cobb said the CPAC was theoretically open to the possibility of refiguring that site but based on the practical needs of an elementary school the CPAC couldn’t see any scenario where it could be moved from its current location.

iii. In Considering Relocation of Community/non-profit uses, the CCAC should not consider off-site locations

iii. In considering relocation of community/non-profit uses, the CCAC need not find off-site locations

• Beecham clarified, and staff agreed, that there was no edict from the CPAC that everything that is at Cubberley must stay at Cubberley. Rather he understood the CPAC as saying that anything that the CCAC determined should no longer be at Cubberley was not the CCAC’s responsibility to relocate. Relocation would ultimately be the responsibility of the City (and possibly the PAUSD).

• Cobb said the CCAC’s job is to figure out what services/needs should be at Cubberley noting that the CCAC represents so many different Cubberley stakeholders for just that reason.

• Some thought providing no recommendations for potential relocation sites might unnecessarily raise fears among the Cubberley tenants
  o Staff suggested a that if it is determined that a service should not be housed at Cubberley the CCAC suggest that it is relocated elsewhere in the City just not get into the details of where
  o Cobb believes there is a way to work around not raising those fears and encouraged creativity in the recommendations

• Beecham said the CPAC charged the CCAC with prioritizing the existing uses as one of its tasks
iv. It should be assumed that there will always be a need for both school and community uses on the site.
iv. It should be assumed that there will always be a need for both school and community uses on the site but that doesn’t mean at any single point in time the entire site will be used for both school and community uses on the site. That said, the CPAC is comfortable with the exploration of joint use.

- Staff said the role of the CCAC is to find creative uses for the site that meet the needs of both the City and PAUSD
- Beecham clarified that the CCAC should assume that there will always be a need for City and PAUSD use at the site but that doesn’t mean it has to reflect the arrangements currently at the Cubberley site
- Skelly clarified that if joint use does occur those facilities will be driven in part by the architectural standards that the PAUSD has to adhere by

v. The CCAC should assume that the City and PAUSD intend to renew the Cubberley lease, but that should not inhibit creativity.
v. The CCAC should assume that the City and PAUSD have a desire to keep something going at the Cubberley site but whether or not that is done through the renewal of the existing lease is still TBD.

- Beecham clarified saying that the Council would entertain a new lease arrangement and the PAUSD would entertain anything that maintains their revenue stream.

- Staff will notify the CCAC of when the next CPAC meeting is
- Beecham recommended staff further clarify and revise the summary provided to the CCAC of the most recent CPAC meeting and staff agreed
- Cobb also commented in response to a question that he believes the CCAC interim and final reports should be written by the CCAC members not staff, and others agreed

5. Subcommittee reports (Formerly agenda item #6)
- Subcommittee Chairs were invited to attend the Co-Chair’s planning meetings held the Monday prior to CCAC meetings
- Subcommittee Chairs to email staff their subcommittee meeting minutes so they can be posted to the web
- School Needs Subcommittee
  - PAUSD presented data on school projections/needs
  - The short term data was great but it became clear that the School Needs Subcommittee needs to find out from the CCAC what information the CCAC needs from them
- Facilities Subcommittee
  - Developing their approach for facility needs around “what if” scenarios
  - Identified six categories of facilities relevant to Cubberley
    1. School
2. Community
3. Joint use
4. Recreation
5. Site support (parking, pedestrian ways, etc.)
6. Child care
   o Discussed exploration of the Sobrato non-profit model in San Jose, Milpitas, and Redwood City
   o Also looking at a portion of the site as possibly revenue generating
• Finance Subcommittee
   o Planning to show revenue opportunities
   o First exploring the history of revenue flow, bonds, timelines, and other financing mechanisms currently being considered to understand possibilities
   o Will study other communities’ joint-use examples from a financial perspective to determine how they work
   o Will valuate private revenue generation options
   o Will explore new lease scenario possibilities
   o Will explore a joint powers district
• Community Needs Subcommittee
   o Four questions will drive their subcommittee’s process
     1. What programs/services are currently offered at Cubberley and who is using them (age, residency, etc.)?
     2. Are these programs/services provided elsewhere in town?
     3. Is there a demand for more of these programs/services?
     4. What other community needs exist that are not currently offered? How will population growth impact these program/service needs?
   o Will also evaluate the Palo Alto Comprehensive Plan amendment that addresses future community needs
6. Discussion of Subcommittee timeline and milestones (Formerly agenda item #5)
   • CPAC has condensed the timeline for when they would like a recommendation from the CCAC so staff asked the subcommittees to keep that in mind when working on their deliverables
   • Beecham proposed that each subcommittee have their intended deliverables prepared by the CCAC meeting on August 8th
   • CCAC then discussed the final report and what it entails
     o The 50/40/10 approach was identified as a significant policy constraint given to them by the CPAC
     • Many felt the long-term needs are more important and that the long-term should drive the short-term but that is not how it stands now based on the CPAC policy direction given
   • Beecham noted the CCAC needs to understand what is needed in the long-term so the City Council and PAUSD can make a lease decision in the short-term
• Cobb would like to take what has been discussed at this meeting back to the CPAC and see what can be agreed upon
• Cobb proposed that at the August 8th CCAC meeting that CCAC milestones are discussed including proposals from each subcommittee about when they can complete their assignments
• CCAC members reiterated frustrations with the time constraints given to them by the CPAC
• Cobb reiterated his vision that the CCAC give the CPAC an interim report in February 2013 and then continue working until they can finish a more detailed, final report
• A discussion then ensued on what the subcommittees had worked on so far and thoughts people had on each of them
• Schmidt said that the work of the Finance Subcommittee made him a little uneasy because he felt it’s one thing to take a scenario and assign cost estimates to it but it’s another thing to say having estimated it to cost x dollars here is the way we propose to pay for it – those are very different things
• Beecham said regarding the Finance Subcommittee that he would like the subcommittee to as much as possible put themselves in the shoes of the PAUSD and City Council and consider their current financial situation when making recommendations so any recommended proposal has the best chance of working
• Member said when thinking about the lease and a possible renewal the CCAC should consider what lease variations are out there that might work for all involved parties aside from the lease that currently exists
• Member asked what the total square foot cost of any improvements would be beyond just the construction cost (example: loss of revenue during construction, etc.)
• It was reiterated that the current Cubberley site plans are only intended to aid the CCAC in their thinking, the CCAC is not limited by those site plans
• Request: Have Cobb create a draft project timeline for the CCAC final report and present it at a future meeting
• Cobb suggested that the Community Needs Subcommittee should be the one to do an initial evaluation of what services are currently at Cubberley and which should stay and which might be located elsewhere
• Shared facilities require staff so it must be determined who will staff any shared facilities that are recommended
• School Needs Subcommittee wants to know if PAUSD can dedicate any land at this point to certain school uses or if all of the land needs to remain flexible to a variety of different possible school uses
• School Needs and Community Needs subcommittees should identify needs they both have that could be served through shared facilities
7. **Schedule next meeting(s)**
   - Once the school year starts a Doodle poll will be done of the CCAC to determine the optimum meeting date and time factoring in school year commitments
   - Next meetings
     - August 8
     - August 22

8. **Adjournment**