City of Palo Alto
City Council Staff Report

Report Type: Consent Calendar
Meeting Date: 5/14/2012

Summary Title: Cubberley Guiding Principles

Title: Council Approval of Guiding Principles for the Cubberley Policy Advisory Committee and the City Manager and Superintendent Community Advisory Committee

From: City Manager

Lead Department: City Manager

Recommendation
Staff recommends that the City Council approve the Guiding Principles for the Cubberley Policy Advisory Committee and the Community Advisory Committee (CAC) appointed by the City Manager and PAUSD Superintendent.

Background and Discussion
On May 8, 2012, the Palo Alto Unified School District (PAUSD) approved the draft Guiding Principles without amendments. As Council is aware, the draft Guiding Principles were revised and forwarded by Council to the Policy Advisory Committee (PAC) composed of Council Members Yeh, Shepherd and Klein; and Board Members Mitchell and Townsend. The PAC met on April 20, 2012 and prepared the draft presented to the PAUSD School Board. The draft is now before the Council for final approval and is as Attachment A.

The PAUSD School Board also suggested an additional member of the CAC in the “Other Community Members” category. Brian Carilli was suggested to the City Manager and Superintendent and has been added to the draft CAC list.

Timeline
Once Council approves the final Guiding Principles and all suggestions for the CAC
members have been made, Staff will poll the CAC for a convenient meeting time the 3\textsuperscript{rd} or 4\textsuperscript{th} week of May.

**Attachments:**

- Attachment A: Final Draft Cubberley PAC Guiding Principals (DOC)
- Attachment B: PAUSD Board Packet 5.8.12 Action Item 9 (PDF)

Prepared By: Steve Emslie, Deputy City Manager

Department Head: James Keene, City Manager

City Manager Approval: [Signature] James Keene, City Manager
Attachment A

Cubberley Policy Advisory Committee
City Manager and PAUSD Superintendent Community Advisory Committee

Guiding Principles
Approved by the Board of Education Agenda May 8, 2012
Draft for the Palo Alto City Council May 14, 2012

The Cubberley Policy Advisory Committee (PAC) consists of two Palo Alto Unified School District (PAUSD) Board members appointed by the School Board President and three City Council members appointed by the Mayor. The PAC shall be the primary advisor to the Council and the School Board on issues related to the lease and possible re-use or joint use of the Cubberley campus.

The Cubberley Community Advisory Committee (CAC) is jointly appointed by the City Manager and Superintendent, and shall represent a cross section of Cubberley, neighborhoods, schools and citywide representatives. The CAC shall review Cubberley background and history and provide the PAC with community input including but not limited to possible re-use scenarios, alternative lease arrangements, site plan configurations, possible funding plans, identification of joint use opportunities and compatible standards.

1. The City and PAUSD recognize that our citizens have substantial investments, both emotional and financial in the Cubberley Campus, and shall work to reach decisions for the benefit of our entire community.

2. The Committees shall maintain open and transparent processes at all times, and members of the public shall be invited to all meetings. The CAC shall complete a final report. PAC and CAC meetings shall be audio-recorded with minutes completed for the PAC, and notes completed for the CAC. (Costs of minutes shall be cost-shared by the City and PAUSD).

3. Documents, architectural drawings and other written communication provided to the Committees shall be made available to the general public as soon as possible.

4. The City and PAUSD recognize that Cubberley is a major cultural, educational, recreational and non-profit resource, very important to the community’s health and vitality.

5. Acknowledging that each entity has different regulations and governing legislation, the City and PAUSD shall seek to work cooperatively to explore all practical joint-uses of the Cubberley campus for both educational and community services.

6. The City and PAUSD have ownership interests in portions of the campus: PAUSD owns 27 acres and the City owns 8 acres. The parties may consider relocation of
their ownership interests within the site to facilitate optimal site layout and efficiency.

7. The City Manager and PAUSD Superintendent shall jointly prepare a project budget for 2012/13, with costs shared equally between the City and PAUSD.

8. While the Policy Advisory Committee planning shall occur as cooperatively as possible, the City Council representatives and the PAUSD Board Members shall retain independent recommending authority should consensus not be reached.

9. Maintaining the quality of PAUSD schools is a significant community value, and planning for a growing population is essential to maintaining educational excellence and the overall health and well-being of our community.

10. Cubberley programs enrich the community and criteria shall be developed to prioritize and/or retain existing uses as well as assess prospective new uses.

11. The City and PAUSD recognize that joint-use could result in stronger educational and cultural programs provided more efficiently.

12. The City Council and PAUSD representatives on the Policy Advisory Committee shall report, not less often than every other month, to their respective bodies on Cubberley planning activities.

13. The City and PAUSD shall work to continue community access to Cubberley to the extent possible. Recreation facilities provided at the Cubberley campus produce important services benefitting the community at large.

14. The residential neighborhoods surrounding Cubberley shall be considered in determining the compatibility of possible changes on the Cubberley campus.

15. Transportation issues and access to and within Cubberley shall be considered in determining possible options including improved bicycle and pedestrian facilities.

16. All recommendations shall be mindful of the dynamic short-, mid-, and long-term forces impacting the PAUSD and City.
TO: Board of Education
FROM: Kevin Skelly, Superintendent of Schools
SUBJECT: Cubberley Community Advisory Committee Composition and Cubberley Policy Advisory Committee Guiding Principles

STRATEGIC PLAN INITIATIVE
Governance and Communication

BACKGROUND
A process for discussing the Cubberley site began in November of 2011. The plan is to achieve consensus on a vision for the future of the Cubberley site one year prior to the City's current lease expiration in December 2014. The process involves forming three groups: a Technical Advisory Committee (TAC) made up of executive staff from PAUSD and the City; a Community Advisory Committee (CAC) to be appointed by the City Manager (with recommendations from the School Superintendent); and a Policy Advisory Committee (PAC) composed of three City Council members (Yeh, Shepherd and Klein) and two PAUSD members (Mitchell and Townsend).

Note: At the last meeting, conceptual site plans were presented and discussed. This part of the item from the last meeting has been removed.

COMMUNITY ADVISORY COMMITTEE (CAC)
The CAC is intended to represent a cross section of Cubberley, neighborhoods, schools and city-wide representatives. The members are appointed by the City Manager, with input by the Superintendent of Schools. They will provide the PAC with community input. A listing of the proposed membership as of May 3, 2012 is attached. The Board is asked to approve this list for consideration by City Council on May 14, 2012.

GUIDING PRINCIPLES
A draft set of Guiding Principles (GPs) for use by the PAC and CAC has been developed. The GPs are intended to reflect community values of transparency ensuring that the public is invited to meetings and offered opportunities to interact with both groups. In addition, the Guiding Principles set up very broad objectives to clarify that the process is intended to be collaboration between the City and the School district, emphasizing joint use of the facilities where possible. A discussion regarding these GPs took place at the PAC meeting on Friday, April 20, 2012 and the PAUSD Board meeting on April 24, 2012. Staff has provided an updated version of the Guiding Principles based on Board input and recommends approval. These Guiding Principles are scheduled for consideration by the City Council at its May 14, 2012 meeting.

PROCESS AND TIMELINE
The City's Cubberley lease expires in December 2014. At that time, the lease may be extended an additional 5 years upon mutual consent of the City and the District. The City's schedule assumes providing
the District notice of its intentions regarding renewal of the lease at the end of 2013 to provide the District with one year’s notice prior to the lease expiration. The first meeting of the CAC was anticipated to be in early May and there will be approximately 12 months of meetings. As mentioned, the PAC had their first meeting on Friday, April 20.

As discussed above, the CAC and PAC are scheduled to meet over the course of 2012 concluding their recommendations in 2013. This timeline allows the Council to engage in lease negotiations with the School District two years prior to the expiration of the lease in 2014. The timeline anticipates a decision on the lease by the end of 2013, providing a one-year notice period if either party decides to not exercise the 5 year option to extend the lease.

RECOMMENDATION
The Guiding Principles and Citizen's Advisory Committee composition, as attached, are recommended for approval.
The Cubberley Policy Advisory Committee (PAC) consists of two Palo Alto Unified School District (PAUSD) Board members appointed by the School Board President and three City Council members appointed by the Mayor. The PAC shall be the primary advisor to the Council and the School Board on issues related to the lease and possible re-use or joint use of the Cubberley campus.

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