Cubberley Community Advisory Committee (CCAC)

Meeting # 18

January 16, 2013
Cubberley Community Center
4000 Middlefield Road, Palo Alto, CA 94303
Theater
5:30-7:30 PM

1. Welcome and call to order
2. Oral communications
3. Approval of the January 9 meeting action notes
4. Continued discussion and voting on initial Cubberley policy proposals
5. Update and discussion regarding the next CCAC Community Forum
   a. Thursday, Jan. 24, 2013 from 7:30-9:30 PM in the Cubberley Theater
6. Future meetings
7. Adjournment

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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)

DRAFT Action Notes

Meeting # 17

January 9, 2013
Cubberley Community Center
4000 Middlefield Road, Palo Alto, CA 94303
Room H-1
5:30-7:30 PM

1. Welcome and call to order

2. Oral communications
   • None

3. Approval of the December 12 and December 19 meeting action notes
   • Approved

4. Continued discussion and voting on initial Cubberley policy proposals
   • CCAC Co-Chair Mike Cobb introduced the topics that will be discussed and asked the CCAC to work towards getting through as many policy recommendation votes as possible. He reminded the CCAC that there did not appear to be a consensus recommendation from the last meeting on whether the CCAC should recommend a five or a ten-year lease and his hope is that they would be able to reach a consensus on that issue tonight.

<table>
<thead>
<tr>
<th>CCAC Members Present for Voting</th>
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<tr>
<td>Ken Allen</td>
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<td>Jerry August</td>
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<td>Susan Bailey</td>
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<td>Bern Beecham</td>
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<td>Michael Bein</td>
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<td>Lessa Bouchard</td>
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<td>Brian Carilli</td>
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<td>Mike Cobb</td>
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<td>Tom Crystal</td>
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<td>Penny Ellson</td>
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<td>Jennifer Hetterly</td>
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<td>Claire Kirner</td>
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<td>Mandy Lowell</td>
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<td>John Markevitch</td>
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<td>Diane Reklis</td>
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<td>Rachel Samoff</td>
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<td>Jim Schmidt</td>
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<td>Lanie Wheeler</td>
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<td>Jean Wilcox</td>
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<td>Anne Wilson</td>
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- It was discussed that an MOU should guide the creation of a master plan for the site and that ultimately the MOU might go through multiple iterations but there needs to be an initial agreement to get the process started. It’s important an MOU come before a master plan is created.
- It was agreed that a community needs assessment should also be developed at the same time as the master plan.
**Recommendation** | **Vote**
--- | ---
As a condition of any lease extension or renewal, an MOU shall be developed within one year of its execution that determines how a community needs assessment and master plan will be developed within five years. | 19-0-0

- Ken Allen arrived
- The CCAC discussed the role that expanded joint-use of existing facilities should have in a lease extension and it was agreed upon that this is important for the City and PAUSD to explore because it is reflective of their willingness to work together which is important to the CCAC.
- It was then discussed and agreed upon that this is a general, free-standing recommendation that is not intended to be included in a lease extension.

**Recommendation** | **Vote**
The City and PAUSD shall explore the possibility of expanding City/PAUSD joint-use agreement models including the expansion of joint-use at City and PAUSD facilities. | 20-0-0

- It was discussed that improvements to Cubberley shall be identified that can serve most, if not all, current and potential site uses but funding and implementation methods do not have to be identified within the one-year horizon.

**Recommendation** | **Vote**
As a condition of any lease extension or renewal, within one year of its execution near term improvements to Cubberley shall be identified that can serve most, if not all, current and potential site uses (example: restrooms for playing fields). | 20-0-0

- It was conveyed that there is currently a review process in place that is used by the City for who gets space when it becomes available at Cubberley.
- It was clarified that all things that are terms of the lease do not have to be part of the lease.
- It was clarified that some of these recommendations are recommended as conditions of agreements not agreements themselves.

**Recommendation** | **Vote**
Any new leasing of the space should be done so in the context of the developing MOU, community needs assessment, and revised master plan. | 20-0-0

- It was generally agreed that funding site improvements at Cubberley is not compatible with a 2014 bond measure because of time constraints and general uncertainties surrounding the project.
- It was proposed that some of the short-term Cubberley needs be considered for inclusion in a 2014 bond measure but ultimately it was generally agreed upon that logistically that would not work because bonds can only pay for “bricks and mortar” not analysis and at this time there is not a plan in place to construct.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Vote</th>
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<tr>
<td>A long-term master plan for Cubberley should not be part of a 2014 ballot measure.</td>
<td>20-0-0</td>
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- The CCAC discussed the pros and cons of a five-year versus a ten-year lease but once again the group was not able to reach a consensus on which alternative they should recommend.
- For the sake of future conversations a straw vote was taken of the CCAC of which alternative they favor and the results are presented below but not all CCAC members present voted.

<table>
<thead>
<tr>
<th>Straw Vote</th>
<th>Vote</th>
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<tr>
<td>5 year lease</td>
<td>8 In favor</td>
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<tr>
<td>10 year lease</td>
<td>9 In Favor</td>
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5. Update and discussion regarding the next CCAC Community Forum
- It was stated that the next CCAC forum would be Thursday, January 24th at 7:30 PM in the Cubberley Theater.

6. Future meetings
- The next CCAC meeting is Wednesday, January 16th at 5:30 PM

7. Adjournment
The following are the proposed initial CCAC policy decisions remaining from our initial 12/19/12 list after our 12/19/12 and 1/9/13 meetings. Decisions made to date are: shown in red. Issues not yet decided upon are shown in blue;

Medium and long-term scenarios
A number of medium and long-term scenarios were considered for the future of Cubberley. Which of these are recommended for continued study:

Scenario A — The entire Cubberley site becomes a joint / shared City / PAUSD use facility. SUPPORTED 17 - 0
Scenario B — The City retains 8 acres and the PAUSD retains 27 acres with each cooperatively determining their respective uses. (In this scenario, the location of the 8 acres on the site may be changed if mutually agreed).
Scenario C — The City pursues planning for and use of its 8 acres independent of the PAUSD plans/uses for their 27 acres.
Scenario D — No decision is made about the medium-term use of the Cubberley site by the PAUSD, with the assumption that there will be no high school use for a 15 - 25 year time period (status quo). The PAUSD decision regarding the use of the site for a high school will be made at some future time, but not immediately.
Scenario E — The entire 35 acre site will eventually be returned to PAUSD uses.

Lease renewal
Should the City and PAUSD negotiate a renewal of the Cubberley lease? SUPPORTED 17 - 0
Should renewal of the Covenant Not to Develop be included in the renewal? COVENANT TO NOT BE INCLUDED SUPPORTED 18 - 0
Should the agreement continue to include child care space at each of the elementary schools? SUPPORTED 18 - 0
If yes ...

Lease terms and conditions
Term: What should be the term of the lease ... 5 years or longer? 8 VOTES IN SUPPORT OF A FIVE YEAR LEASE 9 VOTES IN SUPPORT OF A TEN YEAR LEASE

Should the CCAC recommendation be divided, with reasons provided for each alternative

Or, is there a consensus on either a 5 or 10 year term.?
Conditions:

As a condition of any lease extension or renewal, an MOU shall be developed within one year of its execution that determines how a Community Needs Assessment and Master Plan will be developed within 5 years.

**SUPPORTED 19 - 0 - 0**

The City and PAUSD shall explore the possibility of expanding City/PAUSD joint use agreement models including the expansion of joint use at City and PAUSD facilities.

**SUPPORTED 20 - 0 - 0**

As a condition of any lease extension or renewal, within one year of its execution, improvements to Cubberley shall be identified that can serve most, if not all, current and potential site uses (example: restrooms for playing fields)

**SUPPORTED 20 - 0 - 0**

Development of a Community Needs Assessment with professional support?

**SUPPORTED 17 - 0 - 1**

Should the lease include an agreement to share operating costs?

**NON-SHARING OF OPERATING COSTS SUPPORTED 19 - 0**

**SHARING OF CAPITAL COSTS SUPPORTED 15 -2 -1**

Should facilities upgrades beyond routine maintenance be negotiated?

**SUPPORTED 19 - 0**

* During five year term.

**Operations during the term of the lease**

Which of the following operational steps should be undertaken during the term of the lease (some of which are time-critical)?

Any new leasing of the space should be done in the context of the developing MOU, Community Needs Assessment, and revised Master Plan.

**SUPPORTED 20 - 0 - 0**

Establish/implement policies for reuse of soon to be vacated Foothills space

Explore options for self-improvement of their own facilities by tenants

Agreement for on going maintenance ... including payment responsibility

Explore continued community use of the playing fields, together with the creation of additional fields to accommodate uses that might be displaced from Cubberley.

Increase public awareness of Cubberley services
Finances
A long-term Master Plan for Cubberley should not be part of a 2014 ballot measure.

SUPPORTED 20 - 0 - 0

Should Cubberley improvements that could serve likely future scenarios be included in the bond issue?

Should the City/PAUSD investigate and implement, where feasible, expanded revenue opportunities?

Should the City/PAUSD investigate joint funding opportunities and/or mechanisms for long term improvements/operations?

Governance issues (Scenario A)
Should the City /PAUSD investigate alternative forms of governance for a joint use facility (e.g., a Joint Powers agreement or Agency)?

Ownership issues (Scenario B)
Should the City keeps control of 8 acres?

Should the City develop plans for development of its 8 acres before the PAUSD determines its plans for a school use?