Cubberley Community Advisory Committee (CCAC)

DRAFT Action Notes

Meeting # 19

January 30, 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
   • None

3. Approval of the January 16 meeting action notes
   • Approved

4. Community Needs Subcommittee presentation on how to select future Cubberley tenants when space becomes available
   • Presentation was made by Community Needs Subcommittee Chair Diane Reklis
   • SEE ATTACHED POWER POINT
   • CCAC members had a conversation about the pros and cons of this methodology
   • CCAC member Penny Ellson asked if the presented selection criteria would be helpful to policymakers.
   • Multiple CCAC members asked if it would be possible to really quantify all tenants in this way
   • CCAC members recognized that the process for selecting new tenants was difficult but did not believe that the presented methodology would be that easy to implement and had concerns about being able to accurately quantify the applicants in the manner presented
5. Continued discussion and voting on initial Cubberley policy proposals

<table>
<thead>
<tr>
<th>CCAC Members Present for Voting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Allen</td>
<td>Tom Crystal</td>
</tr>
<tr>
<td>Susan Bailey</td>
<td>Penny Ellson</td>
</tr>
<tr>
<td>Bern Beecham</td>
<td>Sheri Furman</td>
</tr>
<tr>
<td>Michael Bein</td>
<td>Jennifer Hetterly</td>
</tr>
<tr>
<td>Lessa Bouchard</td>
<td>Claire Kirner</td>
</tr>
<tr>
<td>Brian Carilli</td>
<td>Mandy Lowell</td>
</tr>
<tr>
<td>Mike Cobb</td>
<td>John Markevitch</td>
</tr>
</tbody>
</table>

- Susan Bailey left
- Question #1 Discussed: Should the CCAC recommend the inclusion of the next five years of deferred maintenance costs in a 2014 bond measure?
- Group discussed pros and cons of going out for such funds and whether or not it should be limited to the first five years
- Based on the direction of the conversation by the group, Deputy City Manager Steve Emslie proposed wording the following recommendation as follows:

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CCAC recommends the City Council include in a 2014 bond measure the flexibility to include capital improvements necessary to maintain building life for 10 years at Cubberley</td>
<td>18-0-0</td>
</tr>
</tbody>
</table>

- Lessa Bouchard left
- Question #2 Discussed: Given the flattening and potential decline in UUT revenues, should the new lease continue to include an automatic CPI inflator?
- CCAC members decided not to vote on this
- Question #3 Discussed: In the new lease, should PAUSD contribute to the cost of ongoing maintenance and routine repairs?
- CCAC members decided not to vote on this
- Question #4 Discussed: There have been $18 M of capital improvements which have been identified to extend the life of the buildings for 25 years ($10 M on PAUSD owned buildings; $8 M on City owned buildings). Funding for these improvements has not been identified. Should the costs be shared between the City and PAUSD?
- By way of the vote on Question #1 the CCAC decided there will not be a vote on Question #4
- Question #5 Discussed: What should the CCAC recommend occur in the event that the City and PAUSD are not able to successfully accomplish the task that will be outlined for them to complete in the first five years of a lease extension?
- CCAC members decided not to make a recommendation on this
CCAC members then had a discussion about a recommendation made on December 19, 2012 that ended in a 10-3-5 vote and how by changing the categorization of the vote they would be able to more accurately reflect the tone of the conversation that night. From that conversation they came up with the following recommendation:

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the recommendation made on December 19, 2012 that reads “The CCAC should recommend a five year lease extension that is automatically extended to ten years if certain milestones are met” from a recommendation to a straw vote</td>
<td>17-0-0</td>
</tr>
</tbody>
</table>

It was also requested and agreed upon that the dates of any policy recommendation votes should be added to any record of them.

6. Discussion of the CCAC final report outline
   - Finance Subcommittee reported they are on their second to last draft
   - School Needs subcommittee reported they are almost done with their report
   - Finance Subcommittee reported they are basically done with their report but might need to clean it up slightly
   - Community Needs Subcommittee is down to the final revisions of their report

7. Discussion of how the CCAC will present its final report and findings
   - Co-Chair Mike Cobb reported his plan for presenting the CCAC’s findings, the main element of which is holding a joint, public meeting in early March with the City Council and School Board at Cubberley
   - The CCAC was agreeable to this and staff will poll the policymakers for that joint session

8. Future meetings
   - Next meeting is Wednesday, February 13, 2013 at 5:30 PM

9. Adjournment
DRAFT Recommendation for Future Renting and Leasing of Cubberley Space

Community Needs Subcommittee
January 30, 2013

Constraints
• Defining “soul of our community” clearly beyond scope of this committee.
• Future needs of community will change and we cannot try to define what tenants will be appropriate into the future.
• We can define guidelines for renting and leasing space.
• Foothill leaving demands open process now.

Guidelines
• Selection process should be guided by 1991 Cubberley Master Plan.
• Juried system developed for Resident Artists should continue for this group.
• Long term needs should be determined by comprehensive City / District Community Needs Assessment. We expect that results of this assessment will include a new Cubberley Master Plan.

Core Filters for Evaluating Proposals
• How does proposal score on varied criteria from alignment with Master Plan to perceived community benefit? (See next slide.)
• Does this program or service exist elsewhere in Palo Alto?
• Can the service provider afford to pay for the space requested or will it need subsidy?

1st filter – scoring criteria
• Aligned with Cubberley Master Plan
• Appropriateness of space
• Current long-term renter
• % of residents served
• Demonstrated community need
• Complements existing services
• Adds to the diversity of Cubberley (e.g., Age, Culture, Interest)
• High number of people served
• Safety Net Service
• Directly supports the City’s Comprehensive Plan
• High community benefit

2nd filter – alternative coverage
• Does the community have access to similar services elsewhere in Palo Alto?
• When the alternative coverage is low, proposal will rank higher for getting space at Cubberley; when alternative coverage is high, proposals will score relatively lower for getting space at Cubberley.
3rd filter – ability to pay

- The City of Palo Alto is obligated to pay PAUSD millions of dollars for the lease of Cubberley.
- The offsetting rental and lease revenue is a critical factor in the selection process.
- It is not the only criteria but nevertheless one that must be considered thoughtfully.

Cubberley Tenant Selection Matrix

<table>
<thead>
<tr>
<th>Financial Impact</th>
<th>No Subsidy Required</th>
<th>Subsidy Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Services available outside of Cubberley</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Alternative Services available outside of Cubberley</td>
<td>High</td>
<td>Low</td>
</tr>
</tbody>
</table>

Financial Impact

- Financial Impact
- No Subsidy Required
- Subsidy Required

Alternative Services available outside of Cubberley

- Low
- High

Provide Space

- as available
- if financially feasible

Do not provide Space

- as available
- if financially feasible

Provide Space if available

- if financially feasible
- if available

- as available

Provide Space as available

- if available
- as available

- if available

Provide Space if available

- if available
- if available

- if available

- if available