TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: COMMUNITY SERVICES
DATE: AUGUST 5, 2002 CMR: 365:02

SUBJECT: FRIENDS OF THE LIBRARY BOOK SALES LOCATION

This is an informational report and no Council action is required.

BACKGROUND
In September 2001, the City of Palo Alto, the Palo Alto Unified School District (PAUSD) and the Jewish Community Center (JCC) came to an agreement to transfer ownership of the Terman Community Center back to the PAUSD for use as a third middle school. Consequently, the JCC needed to relocate from Terman. The City and PAUSD committed to house the JCC’s operations on the Cubberley Community Center and Greendel sites. The Terman agreement also impacted the Friends of the Palo Alto Library (FOPAL) book sale operations. On March 22, 2002, FOPAL was notified by PAUSD that it would need to vacate the site on or before September 25, 2002 (Attachment A). Subsequently, staff will be finding a location for FOPAL on the Cubberley campus.

DISCUSSION
The relocation of the Terman facility uses to Cubberley has been difficult at best. To complicate the situation even more, staff recognized the serious overcrowding of the Mitchell Park Library and agreed to relocate the office space of the traffic adjudicator and the City’s emergency services from Mitchell Park to the Cubberley site.

As staff considered options, the following guiding principals were observed:
  ➔ Adhere to the approved master plan of the Cubberley facility,
  ➔ Minimize the impact on revenue generation,
  ➔ Minimize the impact on the site’s parking capacity.

At the same time, staff prioritized efforts to focus on the JCC relocation first, as it was tied to a City agreement and had the greatest impact and the tightest time frame. Second
in priority, are options for the FOPAL book sales and the relocation of the Mitchell Park Library uses.

The following are the complex twists and turns that have occurred as we strive to satisfy all the necessary changes:

- In November 2001, the City and JCC reached an agreement to lease 1500-2000 sq. ft. of existing classroom and office space plus a gymnasium to meet the JCC’s needs.
- In the winter of 2002, the new JCC administration said it needed 3000-4000 sq. ft. of classroom space and a gymnasium to meet its needs.
- Due to a lack of available space, staff pursued the alternative of providing a grouping of relocatables to move all the JCC’s space needs into one location.
- Initially, it was suggested to locate 3000-3500 sq. ft. of portables on Site A (Attachment B) and it was also suggested to the FOPAL that the City could pursue providing 3000-4000 sq. ft. of relocatables on a dirt parking lot on Site B (Attachment B) if the JCC option was approved.
- The FOPAL organization proposed that staff pursue the re-designation of one of the artist studio wings for FOPAL and displace the existing artists or require that the artists combine in the remaining studios (Attachment D). Staff responded to the organization that this was not an acceptable proposal as it went against the spirit of the creation of the Cubberley Community Center (Attachment E).
- At the same time, staff pursued the Mitchell Park Library project by moving the Police adjudicator office to Room 3 at the Mitchell Park Community Center, which displaced the Youth Community Services (YCS) office. The Office of Emergency Services and the YCS offices were relocated to two 700-sq. ft. classrooms on the Cubberley site.
- When the proposal on Site A proved to be too small for the JCC and ran into problems with the City building codes, the JCC facility was relocated to Site B, along with the FOPAL building.
- Subsequently, staff learned that the Greendell property line runs diagonally through the Site B location, thus limiting the location to only one building on that property (Attachment C).
- Because there was an August 10, 2002 deadline on the JCC relocation, staff proceeded with facilitating the JCC’s project as a priority.
- Staff is now re-evaluating Site A for a possible FOPAL location. The site is smaller than FOPAL requested, at 3000 sq. ft., but there are covered walkways and adjacent rooms that could be made available for books sale days.
- As recommended by City planning staff, Rolf Jensen and Associates, Inc. of Walnut Creek has been hired to investigate what size building, if any, could be located on this site. This may be answered before the August 5 Council meeting.
If this action does not work out, the only options left are to not renew some present leases for existing tenants, reduce the amount of space Foothill College uses or put relocatables elsewhere on the parking lot and further impact the present parking problem.

**RESOURCE IMPACT**
There will be some costs to install the relocatables.

**POLICY IMPLICATIONS**
Staff will concentrate its efforts on placing relocatables on the Cubberley site to minimize impact on the Cubberley Master Plan.

**ATTACHMENTS**
Attachment A: March 22, 2002 Letter from PAUSD to Palo Alto City Manager regarding the Friends of the Library Use of Terman
Attachment B: Cubberley Community Center Site Map
Attachment C: Map showing PAUSD/ Cubberley Property Lines
Attachment D: March 22, 2002 Letter and Memo from FOPAL to Palo Alto City Manager Regarding Space Allocation for Book Sales Operation at Cubberley Community Center
Attachment E: April 1, 2002 City of Palo Alto Response to the FOPAL

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