



**MINUTES
PARKS & RECREATION COMMISSION
SPECIAL MEETING
November 17, 2021
Virtual Conference
Palo Alto, California**

Commissioners Present: Chair Anne Cribbs, Keith Reckdahl, David Moss, Amanda Brown,
Vice Chair Greenfield

Commissioners Absent: Jeff LaMere

Others Present: Council Member Kou

Staff Present: Daren Anderson,

I. ROLL CALL

II. AGENDA CHANGES, REQUESTS, DELETIONS

III. ORAL COMMUNICATIONS

IV. DEPARTMENT REPORT

Mr. Anderson updated the Commission regarding Cubberley. Resurfacing of the tennis courts is scheduled for spring of 2022. The Palo Alto Soccer Club started their annual seasonal lighting for the Cubberley turf field on November 7th. They will have use of the lights for practices Monday through Friday, 5:30 to 8:30 p.m., and this will extend through March 11th.

Mr. Anderson reported that Council discussion on the Measure E site and Byxbee has not yet been scheduled. He will continue to check on this and let the Commission know when it is scheduled.

He reported that the capital budget planning process has started informally. They have not yet heard from the City Office of Management and Budget, which is in charge of the capital budget. The schedule for the timeframes for submittals has not yet been released; however, the Community Services Department and the Public Works Engineering staff are now working on preparing and getting things ready. Mr. Do will be scheduling a time for the Ad Hoc Committee to meet with staff, hopefully early next week. They will be

meeting soon to discuss projects and timeframes.

Mr. Anderson shared details of recent event. The Second Annual Jack-O-Jaunt event was held on Friday, October 29th at Lytton Plaza and was a very successful event, with 62 jack-o-lanterns submitted and 550 viewers throughout the event. The Junior Museum and Zoo opened on November 12th to high demand, with almost 5,000 tickets sold for November and December dates, 312 memberships sold since November 1st, and all available tickets in November have been sold out. The JMZ is currently open Friday through Sunday, from 10:00 a.m. to 4:00 p.m., and it will open Tuesday through Sundays starting December 21st. More information is available on cityofpaloalto.org/jmz.

Mr. Anderson shared information on upcoming events. A tree-lighting ceremony is to be held at Lytton Plaza on Friday, December 3rd from 5:30 p.m. to 7:00 p.m. It will include an in-person tree-lighting, youth performances, holiday snacks and crafts and a holiday decorating contest. Applications must be completed online by December 14th, and awards will be announced December 23rd. The Children's Theater first mainstage production opened in November and sold out with waiting lists for tickets. Classes are running fully enrolled, most with waiting lists. There is an Art Center Studio Holiday Sale taking place December 4th through 5th, and the winter *Enjoy! Catalog* will be mailed to Palo Alto residents the first week of December.

Mr. Anderson referred to the agenda item for the October meeting regarding creation of an Ad Hoc Committee for the Measure E site at Byxbee Park, in which he was tasked with confirming what the City's process would be for Boards and Commissions to add things to their Council-approved work plans. He has spoken with CSD Director, Kristen O'Kane, about this, and she is looking into the matter. He will update the Commission as soon as he has more information about that.

Mr. Anderson said the City Clerk's Office informed him that the interviews for the Parks and Recreation Commission applicants will be held on November 22nd, and the appointments of the members will be held on December 13th. There are 15 applicants, and the City Council agenda from November 8th has a staff report with all of the applications.

Mr. Anderson reported that the grand opening and ribbon cutting ceremony for the Highway 101 Pedestrian and Bike Bridge is scheduled to take place on Saturday, November 20th at 10:00 a.m., weather permitting. The event begins with a speaker program at 10:00 a.m. on the Baylands side of the bridge. Ribbons will be cut on both sides of the bridge entrances on the east and west Bayshore Roads. An ice cream truck will also be available.

Mr. Anderson gave a brief update on pickleball activities, stating that staff, the Ad Hoc Committee and members of the Palo Alto Pickleball Club Board met on November 4th to discuss collaborating on cleaning the courts and keeping them looking their best. He noted

that the club was very helpful and willing to work and coordinate with staff to keep the courts clean and improve the current maintenance of them.

Chair Cribbs invited questions for Mr. Anderson from the Commissioners and Council Member Kou. Hearing none, she closed the item.

V. BUSINESS

1. Adoption of a Resolution Authorizing Use of Teleconferencing for Parks and Recreation Commission Meetings During Covid-19 State of Emergency

Mr. Anderson advised that under a new State law, local boards and commissions need to adopt certain findings every 30 days beginning in November in order to continue meeting remotely without following the traditional teleconference rules in the Brown Act. He said City Council has been doing this since November 1st. Each board and commission needs to do their own, and it will need to be done again at the December meeting.

Vice Chair Greenfield asked if they would need to have the same motion repeated in December, when they will be meeting less than 30 days from now. Mr. Anderson said that he was told to do it at each meeting. Vice Chair Greenfield said he would understand if they had standing committees meeting during the month that were subject to the Brown Act, and it would make sense that they would need to do that. Otherwise, he said it doesn't make sense, but he is happy to do it if that's what they need to do.

MOTION

Motion to Adopt a Resolution Authorizing Use of Teleconferences for Parks and Recreation Commission Meeting During COVID-19 State of Emergency was moved by Vice Chair Greenfield and seconded by Commissioner Reckdahl. The motion passed, 5-0, by roll call vote.

Chair Cribbs asked if they would be back to in-person meetings in January. Mr. Anderson said that is the tentative plan, and it would be a hybrid meeting, so the Commission will be in-person and the public can attend remotely if they choose.

2. Approval of Draft Minutes From the October 26, 2021, Parks and Recreation Commission Meeting

Chair Cribbs requested a revision on the last page, regarding Council Member Kou's comment about the Parks and Recreation Commission being a fun commission, that it be moved to the paragraph above where the Commissioners were discussing applicants for the Parks and Recreation Commission for the next term, since this is what Council Member Kou's comment related to.

MOTION

Motion to approve the minutes, as revised, of the October 26, 2021, Parks and Recreation Commission was moved by Commissioner Reckdahl and seconded by Commissioner Moss. The motion passed, 5-0, by roll call vote.

3. Ad Hoc and Liaison Updates

Chair Cribbs noted that at the last meeting, for both the Baylands Tidegate and Sidewalk Vendor policy, it had been recommended that those change to a liaison status, rather than an ad hoc committee, because they have essentially completed most of their job. She asked Mr. Anderson if they needed to send this on for permission, or could just do it, and determine if one of the members of each committee would be willing to act as a liaison. Mr. Anderson thought the Commission could just make the call, but he would be glad to check with the Clerk's Office. He did not recall any vote of disbanding ad hocs in the past. Chair Cribbs suggested they assume there was not a need to vote and asked if one of the members of the Baylands Tidegate committee would act as the liaison to this group. Vice Chair Greenfield volunteered to do so. Chair Cribbs asked if a member of the Side Vendor Ad Hoc would serve as liaison. Commissioner Brown volunteered to do so. Mr. Do will arrange for these changes on the Commission's list of assignments.

CIP Review - Commissioner Moss mentioned that there was discussion about the general CIP process and whether or not fundraising would have an impact on the process and whether or not they could or should fundraise for some of the CIPs that have not even yet been approved for this year. He said the bottom line was that they can think about it and start preparing, but until the first preliminary list of CIPS comes out, there is not much they can do. He said there will be more to come on that.

Dog Park and Restrooms - Chair Cribbs said they have not been able to have a meeting with the dog community. She assumes the restrooms are proceeding as planned, and asked Mr. Anderson to report on this. Mr. Anderson thought they would have more information as they dig into the CIP conversation regarding the different restroom projects.

Foothills Nature Preserve – Chair Cribbs said there is a report coming up to the Council. Vice Chair Greenfield said the Ad Hoc continues to meet regularly and is working towards presenting at the December meeting.

Fund Development - Chair Cribbs said this is on the agenda for later in the meeting.

Recreational Activities – Chair Cribbs noted that discussion about the gym is scheduled later on the agenda. Regarding the racquet court policy, Commissioner Reckdahl said they had one meeting with the pickleball group to talk about the court cleaning. Chair Cribbs said from an email, she understands that Adam is doing a complete review later on of court

1 policy, to answer some questions. Commissioner Brown thought it was more that there
2 were agreements coming and it was part of just a review of the court usage policy.
3 Commissioner Reckdahl said the USTA has a monopoly right now, being the only group
4 that can reserve spaces, and they will be looking to broaden that.

5 Aquatics – Chair Cribbs said they will have the report from Tim Sheeper in January. They
6 have had a good meeting with the lap swimmers, who have formed an unofficial support
7 group for Rinconada and for swimmers. She was pleased to hear the spirit of cooperation
8 that exists and desire to be partners to make the swimming experience better, with the
9 additional protocols required by COVID. The different community groups who use the
10 pool and the different stakeholders are talking, and Mr. Sheeper seems very receptive to a
11 discussion, so they look forward to getting the report. Vice Chair Greenfield added that it
12 seems like more than an informal group, as they seem well-organized, with a name and a
13 list of members. Chair Cribbs agreed, although less formal than a group with bylaws and
14 rules, et cetera.

15 Baylands 10.5 – Chair Cribbs said she has reached out a couple times to the new President
16 of the Palo Alto Soccer Club, and they have traded emails about some additional people
17 to include in a potential meeting but have not set anything up yet. She expects this to
18 happen in the next couple of weeks.

19 Community Gardens: Mr. Anderson reported that they are hopeful to be filling Catherine
20 Bourquin’s position soon. She had been managing that program, so he and Mr. Do have
21 been doing the best they can with support from the Community Garden Liaisons.

22 Cubberley: Commissioner Moss said things are continuing after they talked last month
23 about Cubberley being used while Hoover and Palo Verde are being updated. Since that
24 announcement there has been pushback by parents, but it is moving along. Commissioner
25 Reckdahl said their meeting is on Thursday. There hasn’t been a meeting since the last
26 Parks and Recreation Commission meeting. Council Member Kou said they are trying to
27 get a joint Council and PAUSD study session together, but that is not firmed up yet.

28 Field Users: Vice Chair Greenfield said he met with some members of Palo Alto Soccer
29 Club at Cubberley Field and discussed some adjustments to the temporary lights, which
30 have been made. They discussed some field permit issues that they have had. Staff has
31 helped sort them out. They talked about issues of field conditions at Stanford’s Mayfield
32 Soccer Complex playing fields, and at El Camino Park. At both sites discussions involve
33 issues of the turf infield material melting. At El Camino Park there are also issues of lines
34 and seams and penalty marks lifting up and disappearing. He has spoken with staff about
35 this, and it sounds like something they will be able to address quickly, getting some glue
36 back on the existing lines. The issue with addressing the fields is a matter of concern. They
37 are moving forward with getting materials, but the timeline for all of it is drawn out. They
38 also discussed the temporary restroom at Cubberley. There is one porta-potty there, and

1 the Club was asking if a second one could be put in at their expense to address the needs
2 at times. This is something that they can move forward with, but it raised the issue of the
3 permanent restrooms that have been planned for Cubberley and approved over two years
4 ago, and they would like to know how they can move the implementation and construction
5 of them forward to address the legitimate need.

6 Chair Cribbs asked if there is any timeline regarding the permanent restrooms. Vice Chair
7 Greenfield's understanding was the issue right now was to get the Public Works
8 Department to finalize the plans so they can go through ARB and get approved. Mr.
9 Anderson added that as they look at the CIPs, he will be able to get fresh information on
10 timelines for things like this. He said there is always shuffling as the CIP season comes up
11 and they reprioritize timelines for things. He acknowledged this project has been
12 languishing and subject of discussion for a long time and needs to move forward as soon
13 as possible. Vice Chair Greenfield said he appreciates that there are other restroom projects
14 in the queue for Ramos and Boulware, but recommended and hoped the projects would be
15 separated and prioritized to get the Cubberley one done as soon as possible, rather than
16 trying to do them in bulk, since the Cubberley plan has been out there the longest. Chair
17 Cribbs asked if there was anything the Commission should do to try to get some attention
18 on this. Mr. Anderson said he would convey this to the Public Works Engineering team
19 and the rest of the CIP review folks on the City side. He said staff shares that interest, but
20 it is a matter of limited staff and a lot of projects. Also, when they come back to the full
21 Commission to discuss this, they will reiterate that sentiment and the Commission can
22 vocalize it, and they will help share the feedback with the rest of the team. Chair Cribbs
23 asked if he could tell them approximately how long it would take. Mr. Anderson was not
24 prepared to answer at that moment, but would make sure with the next department report
25 or when the CIP comes for discussion he will get a good answer. Chair Cribbs
26 acknowledged it was not easy to have an answer, but she wanted a sense of how long it
27 would take, especially since the soccer groups are asking to have another portable or two
28 installed.

29 Commissioner Moss added, regarding the Cubberley lights, he was happy to see that the
30 footprint is half or less than what it was last year and previous years and is a big
31 improvement. He said whatever prompted that change, it was great. Vice Chair Greenfield
32 thought one of the differences is there is no generator included, simply a solar panel and
33 battery. Commissioner Moss noticed that the solar panel slides out, so the footprint is only
34 one panel. Vice Chair Greenfield said one of the considerations they talked about is that
35 the panel needs to slid up during games so it's further away from the playing and at a
36 height that is less likely to be an obstacle or hazard. Commissioner Moss noted there is
37 more yellow tape than there was a week ago, and he appreciates that. Vice Chair
38 Greenfield said getting the tape and the pylon cones placed around the lights was another
39 change.

1 Skateboard Park – Mr. Anderson said they had a meeting with Sam, who has been leading
2 the endeavor and his team. They discussed next steps, to make sure the skateboard
3 community was behind the proposed area they have been looking at Greer Park. He met
4 independently with his team. Since staff is limited right now to lead public meetings and
5 discussions, Sam volunteered to do this. He came back to the Chair and Mr. Anderson and
6 said he had built some consensus around the idea, and they were in support in general
7 around a particular area of Greer Park. He thought the next step would be for Public Works
8 Engineering to hopefully help manage the process. They would hold a community meeting
9 for all the neighbors and the bigger skateboard community, neighbors, other sports users,
10 tell them what they are thinking and ask for feedback. They would come back to the
11 Commission to share that. A recommendation from the Commission would then go to the
12 Council. Commissioner Moss asked if they would help with fundraising, and Mr.
13 Anderson answered that they would.

14 Sustainability – Commissioner Brown said their meetings are ongoing. The latest one was
15 on electric vehicles. All the materials and presentations are on the website if anyone wants
16 to look at it. The next meeting will be on December 9th, on mobility. Chair Cribbs asked
17 if Commissioner Brown had any conversations or interaction with the Bay Area Council
18 and their Sustainability Action Plan. She wondered if different groups are sharing
19 information or are connected with each other. Commissioner Brown said there are a variety
20 of groups that have meetings on this. She didn't know if that specific one did, but she will
21 check on this.

22 Urban Forestry – Vice Chair Greenfield said they will be scheduling a meeting with staff
23 and the PRC Liaisons to review the details of the PRC-Urban Forestry relationship.

24 Youth Council – Chair Cribbs said she tries to make it to the meetings, but has not been
25 very successful. She hopes to be there either next week or the following week. She said
26 there is a great group of leaders in the youth community, and it is fun to see them
27 develop their ideas and move ahead.

28 **4. Update on Fundraising Opportunities from Friends of Palo Alto Parks and the** 29 **Palo Alto Recreation Foundation**

30 Roger Smith from Friends of the Palo Alto Parks and Jack Morton from the Recreation
31 Foundation joined the Commission to give updates on their ability to take contributions
32 through their foundations, as well as the focus of their current plans.

33 Mr. Smith said one of the reasons Friends of Palo Alto Parks was started 14 years ago was
34 the premise that the City would never have enough money to do all the things they would
35 like to do, and should do. Currently, they have 11 different funds. He highlighted two of
36 the funds, including the Bike Palo Alto Fund and the One Bowling Fund. Their
37 organization is a 501(c)3 and has the ability to open new funds for any project related to

1 the City in regard to Parks and Recreation. Next year, they would like to try to access some
2 of the mass amount of money in the city, as everyone in the nonprofit world are attempting
3 to do. They will continue to work with Mr. Anderson and staff, who have been very helpful
4 to them in illuminating which areas they might be able to help with.

5 Chair Cribbs asked Mr. Anderson to share the Friends of Palo Alto Parks website, which
6 shows the “buckets” that people can contribute to. She encouraged the Commissioners to
7 visit the website as well, to learn the different ways to donate, special donations, and
8 opportunities. Mr. Anderson shared the Boulware Nature Plant Garden entry as an
9 example. Chair Cribbs said she is hopeful that once the skate park comes back to the
10 Commission with a plan, that there will be an entry on the website for it as well.

11 Chair Cribbs invited questions from the Commissioners for Mr. Smith.

12 Vice Chair Greenfield was interested in Mr. Smith’s opinion on the most exciting work
13 the organization has been able to do in the challenging past year. Mr. Smith replied that
14 their biggest project for the year has been working diligently with staff on the signage at
15 the Baylands which will run from their Interpretive Center over to Cooley Landing. He
16 shared that the signage will be in English and Spanish. Vice Chair Greenfield affirmed
17 their work and commented that it will benefit and provide enjoyment for the community
18 and the region. Mr. Smith mentioned their involvement in the 501(c)3 designation was key
19 for them to get some outside donations to jumpstart the project.

20 Commissioner Reckdahl asked what the process is for adding something to the
21 organization’s projects. Mr. Smith said they just have to know that it is an “honorable”
22 project. They are the keeper of the money, so they make sure it goes to the proper place.
23 He said they can open a project tomorrow, if needed. Mr. Anderson added that the one
24 question that comes up with larger projects like the skate park is whether they can form a
25 partnership and begin generating funds prior to Council approval. He advised that, in
26 checking with the City Attorney’s Office, the answer was no, and that they do need
27 Council approval first for things like that. He said for funding smaller-scale things such as
28 a drinking fountain or bench, they could work with Mr. Smith and his team and see if they
29 would be willing to support it. But when it comes to an asset where the City will be
30 responsible for long-term maintenance of an asset like a skate park or gym, they need
31 Council approval before embarking on fundraising for it.

32 Commissioner Moss, in follow-up, asked whether a CIP would be moved up to an earlier
33 year if there was fundraising, or if they have to put the CIP into a certain year and wait
34 until then to fundraise for it. Mr. Anderson responded that private funds to help support a
35 capital project can get it onto the five-year plan and also potentially move it forward under
36 certain conditions. It is not the only factor, but is an important one when there are funding
37 shortages and they have a share in the cost via a grant or partnership or donation. There
38 are other critical criteria as well. Whether the money is raised or not, if there is not staff to

1 manage the project, it will not move it forward. Secondly, regarding which comes first –
2 funding or progression on the CIP – he thought it depends. For example, they will not
3 plan to have a CIP in place when they go to Council in regard to the skate park. They will
4 state that they have been given a directive to find a location and determine if it fits in the
5 priorities. If Council approves of that, they can then have fundraising start ahead of it being
6 on the CIP, so in this circumstance, he felt they would be able to move forward with
7 fundraising. Commissioner Moss offered another example – the pickleball center at
8 Mitchell Park, which was never on the CIP.

9 Mr. Smith shared that they are very flexible on their side. He thought there may be an in-
10 between idea, and if they could legally have non-binding pledges to help them determine
11 if there is enough money out there, they would love to have an account for the skate park
12 or any other projects.

13 Commissioner Reckdahl asked what would happen to the money if they raised money for
14 a skate park but then did not raise enough and the project died. Mr. Smith thought that
15 their assessor in San Jose had raised money for his campaign and then no one ran against
16 him, so he sent all the donors a check back. Possibly, the money would go back to the
17 donors, although that might create a big problem, taxwise. It may be that they think about
18 a pledge instead. He said it seems that there should be a “Friends of the Skate Park,” not
19 for the entire project, but for things that come up over time, that could probably be funded.

20 Mr. Morton added that, as an accountant, in regard to Mr. Smith’s comments, when an
21 individual donates to a 501(c)3 they get a tax deduction, which is often the primary reason
22 for the donation. However, if the 501(c)3 has a change of focus or a change of project, that
23 money belongs to the 501(c)3, which has a commitment to raise money for that thing, but
24 the money stays with the nonprofit. A contribution belongs to the nonprofit, so he felt on
25 the issue of raising money they would not lose the money. Chair Cribbs felt these were
26 very important details, but she preferred that they be confident of raising enough money
27 to cover the skate park, and would not have to deal with that scenario.

28 Chair Cribbs asked Mr. Morton to respond to her initial two questions – the Recreation
29 Foundation’s ability to make contributions and the focus of the Foundation and their plans
30 for 2022. Mr. Morton stated that they are a 501(c)3 with a restricted beneficiary, which is
31 the civic projects in the community. Their priority is to the City of Palo Alto. Since they
32 fund programs, they started with a small horizon – keeping the May Fete parade in
33 existence, keeping the Moonlight run going. At that time there was generally less wealth
34 in the community than there is currently, and their focus was on extra funds so that they
35 weren’t at risk for the amount of money that they got through an appeal, so there would
36 always be some source of funds. He said the Black and White Ball was, for years, a popular
37 event for adults in the community. He felt that initially they funded activities focused on
38 kids which would keep them active. As time went on, they added small projects. He said

they don't have a five-year fund, because their experience has been that recreation is the one place that the City cuts every time there is a constriction in their funding.

Mr. Morton explained that the Foundation generally does not look at holding money. They are happy that Mr. Smith's organization is there to help raise money for capital items, because initially their efforts were focused on ensuring that money given to them would be used in the community. They chose programs for the things that were most crucial and they were things that young people who grew up and went elsewhere would benefit most from. Chair Cribbs asked if it was accurate to say that the Recreation Foundation used special events like the Black and White Ball to raise money and have excess, which was used to support other programs that needed funding. Mr. Morton agreed, but said there was never enough money to fund fields and projects like that, but it was more for funding activities. Chair Cribbs asked if they get contributions from citizens. He said they used to but the demographics of the community have changed that. He said all of the City's programs are beloved, and they all need funding. The Foundation has never felt they had space to hold money, so anytime Mr. Anderson comes up with needs, the Foundation helps until their funds run out. They try to keep a minimal balance. They have stocks and things they hold, but they are relatively small and none are restricted funds for a certain purpose. They look year-to-year at the City to see where the shortfall is, and they don't fund city staff, but they fund city programs.

Chair Cribbs invited questions of Mr. Morton from the Commissioners.

Vice Chair Greenfield asked Mr. Morton what the most rewarding or exciting contribution they have made in the past challenging year. Mr. Morton responded that if there is a five-year-old riding his bicycle down University Avenue in the May Fete Parade for eight or so blocks, and that is the intensity of the child's life, then that is the most important thing for the Foundation. If there is a kid that wants to hike a trail in Foothills Park and something gets washed away, and if with \$20,000 they can correct that, then that is the most exciting thing. He said it is the joy of the activity. He said when Mr. Smith raises money for things neglected in the City, it's fantastic. For the Foundation, it is not a single project for them or a single age group. He mentioned the New Year's Eve Senior Ball, for seniors who don't get out much, they get to go to a special event, and for them that's the most exciting thing. Everything the Foundation did was exciting for some group in the community. Their sadness is that money got tight and the type of donors available didn't quite understand their program as much.

Commissioner Reckdahl asked Mr. Anderson how the Recreation Foundation fit into their funding, whether it was for unexpected items or figured in at budget time. Mr. Anderson said it is primarily a consideration of the Recreation Division, so less the Operations and Maintenance team that he is in charge of, but he added that there is a mix. There are some ongoing programs that the Recreation Foundation regularly funds, and then periodically

1 they will reach out to the organization to ask for particular help on a particular item. Mr.
2 Morton explained that Mr. Anderson tells them about a specific idea that is not in his
3 budget and asks if they can help. They look at their funds for the rest of the year, and help
4 out when they can. He said this has become for the age group between roughly four and
5 twelve, things that are big events for them. He said at times they have to say that they are
6 out of funds and can't help until the next year. A lot of what they do has been COVID-
7 limited. The Fourth of July events, things not traditionally funded by the City, but are City-
8 perceived activities, they fund some part of most of them.

9 Commissioner Moss commented that he thought the ability to have a May Fete Parade and
10 a Moonlight Run this year after the terrible previous year was fantastic, and he appreciated
11 that. He asked further about advertising. He noticed their huge ad for the Moonlight Run
12 and the May Fete Parade and wondered if they ask specifically for donations in those ads
13 and if they would do so in the future for other things. Mr. Morton said when they get an
14 event like the Moonlight Run and it gets popular they talked weekly about taking over that
15 event. They knew the City would not continue to fund it in those years. But it was
16 something that fit in with the City's perception of wanting to be community-active, so they
17 have taken it over. He said the Foundation will happily divest themselves of any event
18 where they have confidence that someone will take over and nourish them. Things like
19 checker and chess clubs or limited-ability adult activities at Cubberley, when they can find
20 somebody that will happily adopt them, they are not averse to letting them go, because
21 there are a lot of orphaned activities out there that need help. In terms of how they raise
22 money, they have a small board of four to five people who are program-focused.

23 Commissioner Moss asked again about advertising and whether they have considered it.
24 Mr. Morton said *The Weekly* will take ads for activities but will not become the applier
25 of a specific foundation. They do advertise and let the community know what funds are
26 supporting an activity but when there is not a major fundraiser, it is hard to do it. They are
27 often remembered in people's wills, and they occasionally get an unexpected donation, but
28 never large enough. He said they spend on today because that is when kids need it.

29 Commissioner Brown remarked there are other foundations in the Bay Area that do a sort
30 of letter-writing campaign to try to promote wills that have been very successful. She said
31 their organization seems very needs-based, and when something comes up that they are
32 able to address the need. She wondered if, prior to COVID, there were any conversations
33 with the City or with Mr. Smith on strategically prioritizing funds with relation to where
34 the financial need is, where the community interest is, and where the history lies, to help
35 think of where funds could be allocated in advance, or if it is more responsive. Mr. Morton
36 said Mr. Smith can focus on a project, and they've had other groups build things that Mr.
37 Smith has helped with, but that was not the Foundation's focus. They initially didn't have
38 any conviction that the City would ever fund any of the events that they didn't want to
39 lose. Even in a wealthy city like Palo Alto, when things get rough, community services

1 and recreation are hit. He said they are also entirely volunteer, and they do what the group
2 can do.

3 Chair Cribbs thought there were certain things that the Foundation funds on a regular basis
4 every year, such as the bands for May Fete and other things, and when the City has requests
5 for either a new program or help for an existing program, they also step in. She thought it
6 was good to hear from both organizations, so they can understand the similarities and
7 differences of the two and how they can work together to ensure Palo Alto continues to be
8 the place they want it to be. She is supportive of both, and they all look forward to working
9 with them in the future.

10 [Commissioner LaMere joined the meeting]

11 Commission LaMere thanked both Mr. Smith and Mr. Morton for their years of service
12 and philanthropic work, including the example they've set for the community. He
13 appreciated the idea that not funding something for one year is one year that a child misses
14 out on something. Moments go by, and during COVID they've stopped doing certain
15 things while childhoods fly by. He appreciated the urgency with which they carry on the
16 Foundation to fund these activities. He hoped a younger generation could take up the
17 mantle as the City changes.

18 Commissioner Reckdahl said they do a great service with so much to fund, more so since
19 COVID has slashed budgets. He shared a sense of helplessness with so many funding
20 opportunities, but not knowing how to help. He said he would love to advertise and
21 advocate for the two organizations. For example, he said many people who are getting up
22 in age have too much stuff, and he would like to know how to go about giving them the
23 experience of going to a park and knowing that they helped to make it better. Mr. Morton
24 affirmed that it is something they have to do right now. If they can't hold the events, they
25 don't raise the money that the programs need. He said they need people like Mr. Smith to
26 get major projects going. He thought it would be great, whenever they get a project going,
27 to also have an endowment for the project. Yet, when endowments run out, there is a
28 continual need to raise money. For a wealthy city like Palo Alto, he wonders how cities
29 like Oakland or East Palo Alto manage to do these things. He said he is happy to take
30 suggestions such as lawn signs or cards to hand out at Halloween to raise awareness and
31 financial support for the Foundation. He thanked the Commission for their inspiration and
32 acknowledged the need to find ways to replace themselves down the road.

33 Mr. Smith recounted how Mr. Morton saved the Winter Lodge when they first met. He
34 said they have all been involved in startups, and one of the things they were hoping when
35 starting Friends of Palo Alto Parks was that each park would have a group of people to
36 take care of the park, perhaps a "Junior Ranger" program, but they have not been able to
37 put that off. There are neighbors that say, "This is my park," but it is generally difficult to
38 do that. He remarked that Commissioner Brown is an expert in the field about how they

might try to see big needs and how to fulfill them. They have found that, like with the Magical Bridge, it took a long time to get it going but they hit a place where a few people in the community wrote six-figure checks. There is money, but they just haven't cracked it yet. It is not magical. He said they have raised money, but not jillions of dollars.

Mr. Anderson, on behalf of staff he acknowledged and thanked both men, noting that many times both have called and asked if there is anything they need and how they could help. They have been very supportive, walked the talk, and done much for Parks.

Commissioner Moss said this was the reason he brought up advertising. He noted that Mr. Martin has a core group in his network, and he commented that you can't do everything with a few very wealthy people, but must branch out and get the younger generation involved, the people who are going to primarily benefit from the activities and facilities. He felt that people would donate to such things and suggested entrance fees along with donations. He would like to see almost every event advertised include a note regarding donating to the group, which would help expand the donor community, including the people who benefit from the events. He noted PIE, the similar group for the schools, who advertise heavily to get their funding.

Chair Cribbs closed the discussion saluting Mr. Smith and Mr. Morton and their groups for all they have done for their community.

5. Create an Ad Potential Fundraising Opportunities for Parks and Recreation Programs and Projects

Chair Cribbs said she was requesting a conversation based on the Ad Hoc and things they have been considering. She said a previous Ad Hoc met two years ago and put together reports with some great ideas, and then COVID happened, and she wanted to make sure those ideas and suggestions were not lost. They called this group of ideas Ad Hoc Number One. Chair Cribbs asked Vice Chair Greenfield to speak about the work done by the first Ad Hoc, followed by Commissioner Moss and her. Ad Hoc Number Two, the current year committee, Commissioner Brown and Commissioner LaMere, would then talk about the current situation and fundraising ideas. She asked the group to remember that the City has a budget crisis and that there are few funds and less staff available now to implement their ideas.

Vice Chair Greenfield shared from Attachment A, the September 22, 2020, PRC summary. They were in the midst of COVID at the time, and their focus was to address immediate funding and resource gaps, and how to explore opportunities for larger projects. The three approaches they developed for the immediate gaps included updating and promoting a summary of donor and volunteer opportunities for community members, clarifying and publicizing them. He said they tried to clearly document things, and it was like writing a playbook with many different opportunities but each one different. They tried to highlight

1 unique opportunities and, in terms of the bigger, longer-term projects, they were looking
2 into the funding mechanism for them. The overall focus of the group was to put things
3 together so that people could understand it, and to document it, so they can understand
4 where they are, moving forward. One of the obstacles they ran into was the City website
5 was in the process of being updated, so much of their work was put on hold. He said it is
6 now time to revisit these opportunities.

7 Commissioner Moss agreed with this summary. Regarding the bigger picture, he said they
8 have been working on this for a long time. He remembered a meeting with the people who
9 had the very daunting task of spearheading the Library. He said he was excited to see all
10 of the ideas that will be presented by the Second Ad Hoc, and thought they did a good job
11 of taking what the first group started and moving it ahead. Knowing for many years that
12 this subject would have to be dealt with, he thought they were now on the cusp of actually
13 being able to do something about it.

14 Chair Cribbs highlighted the importance of figuring out how to fund a grant writer, so that
15 they could pursue some grants available from government and private foundations. She
16 stressed the situation of the budget and resources of staff as they request and start to
17 publicize the needs and opportunities for contributions. She remarked there is a wonderful
18 Master Plan which has outstanding ideas, which all take time and money, as a structure
19 and foundation for their ideas. Lastly, she said in view of the last couple years, they must
20 be mindful of equity and fairness and including the whole community in the opportunities
21 that exist.

22 Chair Cribbs invited questions or comments from the public. Hearing none, she asked Ad
23 Hoc Number Two to present their ideas. Chair Cribbs commended Commissioner Brown
24 for great points she made in their meetings regarding focus and prioritizing.

25 Commissioner Brown said she became very sensitive to the staffing responsibilities and
26 being familiar with the restrictions of the roles and time constraints. She thought there
27 were opportunities and strengths to take advantage of in terms of making people more
28 aware of opportunities and promoting organizations like the Friends of Palo Alto Parks
29 and the Parks Foundation. Some of her ideas were shown on page five of the report. Taking
30 a page from how Libraries have done funding, she suggested an Adopt-A-Park program.
31 Many library branches have specific branches. For each branch, a “Friends of” or local
32 community could fund through donations. She said she looked at a variety of budgets and
33 some of the library budgets were 90 percent funded by friends and the rest by the local
34 agency, just because there was so much support and the feeling of “That’s my park,” They
35 could take advantage of this by providing the opportunity clearly on the website, hopefully
36 with minimal staff time impact. She suggested having a simple landing page of
37 opportunities to donate on the City website making it easy for a grassroots campaign for
38 people to share the information. She said the committee discussed a giving day, a single

1 day or week to really promote giving, rather than trying to constantly do it day in and day
2 out, and bombarding people with information. She acknowledged the great foundation
3 provided by Ad Hoc Number One.

4 Commission LaMere agreed that the first Ad Hoc did much work to get this started and
5 also Commissioner Brown, who put a lot of thought into it. He agreed with her focus on
6 simplifying things. Lastly, he credited the Chair for pushing the idea and pushing the
7 projects. He felt that they need champions and stakeholders for all of the things they do
8 and with the projects that they look at, because this is what really moves a project, when
9 there are passionate people behind them. He hoped the document could provide a sort of
10 roadmap for people who may be a bit lost. They many have an idea but don't know how
11 to get it to Council or before the Commission. They don't know how to raise money or
12 what money is available to be raised. He felt finding stakeholders and being able to give
13 them a roadmap of sorts for raising funds was important. He complimented the Ad Hoc
14 for putting in the time to come up with the different ideas they have.

15 Chair Cribbs said she appreciated and enjoyed the time working on both Ad Hoc
16 committees. She thought everyone had great ideas, such as Commissioner Reckdahl's
17 lawn signs. She thought there were probably some things to pull out and further summarize
18 and simplify, things that cost little in terms of money and staff time, things they already
19 have that could be pulled together. She liked the one-stop-shop portal idea on the website
20 and would like to work on it to make sure that fundraising opportunities are all in the same
21 place. The current Ad Hoc will go back and further summarize some simple things that
22 don't cost money and very little staff time, things they already have. She like the one-
23 stop-shop portal on the website and would like to work on it to make sure that fundraising
24 opportunities are all in the same place. She also felt there are many partner organizations
25 and stakeholders they could continue to talk to about future plans. She said they ran into a
26 stone wall because the website was being changed, and now the Ad Hoc needs to go back
27 and look at this and make suggestions for a fundraising page. Chair Cribbs said the CIP
28 group will be meeting, so they will be able to see some gaps. She thought the key was in
29 communication, creating a vision and continuing to be in conversation with people who
30 want to help the city continue to be the city they've loved for so long.

31 Chair Cribbs added that she hoped to work with the field committees regarding
32 opportunities to do some good work right now on fundraising, but they need to be able to
33 talk together, so she would look to Mr. Anderson for guidance on the Brown Act on how
34 they can do that. She thought once they see some "wins" they will be able to make some
35 exciting things happen. Chair Cribbs asked Council Member Kou if she had any
36 comments. Council Member Kou said it was good to hear her excitement and wanted her
37 to keep going.

38 Chair Cribbs invited comments from the Commissioners on what they would like to see

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done right away. Commissioner Reckdahl said the report looks good and the Ad Hoc has done good work. He thought the City needs to take aggressive action in the sense that Mr. Anderson gets a lot of funding through it. For example, when registering for a class on the *Enjoy!* Catalog, it would be nice if it could say “Optional donation” or “tax deductible donation to Friends of Palo Alto Parks.” Or, if registering for a \$100 class, the option to throw an extra \$5 in. Perhaps in-line ads on the Palo Alto website. Perhaps putting up signs for a captive audience sitting on bleachers or on fences of baseball fields. Events where people sit for two hours watching a baseball game, having a sign in front of them saying, “Give to Friends of Palo Alto Parks,” perhaps it would sink in. he thought they needed to look at where the City has captive audiences, and try to target them in those places. Chair Cribbs said that idea should go on their list.

Commissioner Brown said, in looking at the notes from the first Ad Hoc, she thought maybe representing it graphically or working it out for things like a new request and how it relates to an Ad Hoc might be an interesting exercise so they could visually look at it, so when an opportunity does arise, they have something to share with them or to show that the process is not that scary. Chair Cribbs gave credit to Commissioner Moss for writing all of those notes out, in specific steps, and it would be great to have it visually represented.

Chair Cribbs pointed out Commissioner Brown’s suggestions of good websites to look at from cities that have done good things and had good ideas in terms of parks. She thought it would be worthwhile to look and see what colleagues in other places have done. She asked if they could invite the City of San Francisco Parks Alliance group to give a presentation either at a Commission or maybe at an Ad Hoc meeting about what they’ve done in San Francisco. She asked if staff could suggest what might be better related to Brown Act considerations. Mr. Anderson said he would check on this. He initially didn’t see a problem with them sharing with the full Commission, but he will check into it. Chair Cribbs thought they would provide some useful models of big projects they’ve gotten done over past 10 to 20 years, as well as good reactions to COVID, and programming for that as well. Vice Chair Greenfield commented that he agreed that it would be a good presentation to have for the full Commission and that the Ad Hoc role is really to work on things and bring them back to the full Commission to review. A meeting with the SF Parks Alliance and learning from them as a body would be helpful and appropriate.

Commissioner Moss commented, regarding champions and stakeholders, that he firmly believes identifying these is very important for each and every CIP and every project that Mr. Morton is trying to raise funds for. He highlighted the comment about a sign at the entrance to each park and in front of each field inviting contributions for the upkeep of a particular item. He said he didn’t think they even needed to mention a restroom specifically but just a statement that there are a number of projects to help this park, and contributions could be made at certain place. Whether or not there is enough money to do a restroom is beside the point, but getting people to realize that there are constant improvements going

1 on which the public can contribute to would be an easy thing to do. Chair Cribbs interjected
2 that if a sign went up, they would need to have a place for the money to go and approval
3 from the Council for the money to go someplace. Mr. Anderson thought it depended on
4 what they are fundraising for. For example, for a skate park, they would need approval
5 from Council as well as a repository, like the Friends of Palo Alto Parks.

6 Commissioner Moss was thinking if a fund was set up for each park, people could donate
7 to the fund and then the question is, when it finally gets to City Council and they decide
8 to put a restroom in, for example, then money could be drawn from the fund. He wondered
9 if they needed City Council permission to draw money from the fund to offset costs of a
10 project, such as a restroom. Mr. Anderson said that they don't. Chair Cribbs wanted to
11 make sure she was clear, but asked, if they went to Mr. Smith and asked to have a bucket
12 on his website for each park, and people could put money in it without approval from the
13 Council. Mr. Anderson said this is correct as long as it is not tied to some expectation for
14 a large City project in which the City is beholden to fund maintenance and upkeep.

15 Commissioner Moss had a question about grant writers. He asked if a grant writer is a staff
16 member, or a consultant, and whether they could fund a grant writer without Council or
17 City Manager approval. Mr. Anderson said this has been done both ways. Many staff have
18 written and received grants of varying sizes. The issue is typically that there is not enough
19 staff capacity to do so, especially in his division. It includes not only getting the grant, but
20 also managing the grant, which can extend out for years, so there is a burden that comes
21 with that generous gift of cash. He said, yes, staff could do it and they could also hire a
22 grant writer to chase specific grant funding. For example, if and when they get approval
23 from Council to do some improvements to the Buckeye Creek as discussed long ago, there
24 will definitely be potential for grants. He said maybe part of the CIP funding would be a
25 certain amount to bring on a consultant grant writer who would pursue and get grants for
26 the City. However, he said they do get Council or City Manager approval sometimes
27 before pursuing grants. In certain situations they would need Council approval before
28 pursuing a grant, such as Buckeye Creek. Mr. Anderson said first, the project itself hasn't
29 been reviewed and approved by Council, and neither has the ability to pursue funding for
30 it.

31 Chair Cribbs invited further Commissioner questions or comments from Council Member
32 Kou.

33 Vice Chair Greenfield commented that he appreciated the great work the Ad Hoc has done
34 preparing the report and materials and furthering the effort. He affirmed Commission
35 LaMere's comments about champions, and he said Commissioner Brown's fingerprints
36 are all over the materials and are great work. Finally, he said Chair Cribbs' passion for the
37 subject and driving of the subject in ways to channel private resources for the benefit of
38 the community is great also. Chair Cribbs said they have a great team and great staff to

work with as well.

6. Vision for a New Palo Alto Gym

Chair Cribbs said this is an item she has been excited about for a long time. She included a memo and discussion. Although they know there is no budget and very little staff, the Ad Hoc tried to work on this subject, and tried to do so without spending too much staff time creating it. The group has been discussing a gym. The Master Plan that called out the need for a gym for many reasons back in 2016 or 2017. She said the Ad Hoc met for the past year on a regular basis to talk about three things they needed to know. First, the location in Palo Alto for a gym if they were able to have one. Second, the needs of a gym, and the kinds of things in a gym that are important. Third, the scope of the gym and if there was the appetite in the community to raise the money for a privately-funded gym. She distinguished two kinds of money to be raised. One, the capital cost of funding a gym, and secondly, the operating costs and ongoing expenses into the future.

Chair Cribbs wanted the Ad Hoc to explain their thoughts and where they wanted to go. She also wanted to get the full support of all members of the Commission in thinking a gym is a good idea and not just the Ad Hoc committee. When looking for that support, they must also prioritize the capital projects that they put in their work plan accepted by Council. One was a city gym. One was what to do with the 10.5 acres. Another was the partnership with First Tee, and finally the skate park, which the Council directed the Commission to look at and get back to them on. She also added a discussion about the fields, but said tonight just wanted to talk about the gym. She asked Commission LaMere and Commissioner Reckdahl to comment on this issue.

Commission LaMere appreciated the Chair's desire to research this project and continue to push. Speaking of champions, it takes shape in all forms, whether by citizens or by Commission who have an idea. He said sees a city gym as something that is sorely lacking for a city of Palo Alto's stature and wealth. He thought a gym could be an anchor of health and wellness for the community and something that should be a priority for the Commission. He said he felt they sometimes get stuck in a dream of Cubberley and are able to push off some ideas of a community center and a gym and place of gathering because there is Cubberley, and Cubberley would get renovated and built. Since 1991, this has not happened, and it is an area of disrepair, with the City owning only eight acres of it. He said they have put time into thinking of different locations and how a gym could be used by every member of the population. It could have areas of accessibility, things for seniors, things for toddlers. It could meet the needs of every citizen in the community. He said much of it comes down to priorities. The City and its citizens make decisions and vote on things and think about things, and make priorities. They can be \$40 spent on a parking structure, which is important for business and traffic and flow. Or, \$18 million on a bike bridge. There are big projects that have been done, and they are important for the

community. Some have been awarded some grants, but he pointed out that when something is a priority, funding can be found or things made to happen. He felt for the City not to have a gym and need to always rely on availability at a school or the state of Cubberley, he is very excited to work on and try to push forward this project, trying to come up with ideas and solutions to help it along.

Commissioner Reckdahl said one of the things they looked at was locations. There were numerous competing factors in this discussion. One was whether the neighborhood had existing facilities. For example, Ventura has very few facilities, so this would be a center point of the neighborhood; whereas if put in Mitchell Park, which already has a community center nearby, it wouldn't have as much impact. Another consideration was that having it nearby schools, during the day when the community was not using it as much, the schools could use it. In that sense, Mitchell Park, with three schools nearby, would be a good option. Another consideration is accessibility to youth. They would like to have kids be able to bike to the location. The 10.5 acres has a lot of land, but it is not that accessible to people on bicycles. So again, Mitchell Park or Greer might be a better location. Finally, they considered nearby neighbors. One of the nice things about Ventura is there are not many competing facilities there, but there are neighbors right next door. Outreach would be crucial to find out if neighbors would embrace this or view it as just another source of traffic into their location. If neighbors were a problem then a place like Greer or Mitchell Park, where it could be toward the center of the park might be a better use. He said they haven't identified a perfect site, but many tradeoffs would have to be weighed.

Chair Cribbs said they looked at the many sites listed in the report. There may be a site someplace that is not used for office buildings that could be used for gym that they don't know about that perhaps a property manager may know. One of the things the committee felt important to focus on was location, so in this report they were recommending two different places. One would be to focus on the 10.5 acres with the idea of looking at all of the stakeholders, including baseball and softball, and see if 22 acres could be utilized – the Baylands Athletic Center and the 10.5 acres, which would give 21 to 22 acres to redo a whole complex. The second option would be to look at Ventura again and try to figure out a way to get some additional land to put about a 1.7-acre gym and parking in that area. They are also interested in what happens at Greer and at Mitchell Park. She said they are probably the least interested in Cubberley, as Commission LaMere expressed. They have waited for a long time for Cubberley. They understand the reasons why they have needed to wait and why it has not worked out, but she said it is just too risky right now, and they need to start a gym on a place where they are confident about the land. She invited Commissioners to offer any ideas.

Commissioner Moss said certainly Ventura would get his main vote. However, he wanted to know if it would really be that much faster than putting a bond measure on the ballot, a bond measure for Cubberley and other things. When they did a bond measure for Palo Alto

1 Schools they got two swimming pools and two gyms and a theater from one bond measure
2 in one fell swoop. Chair Cribbs agreed and thought it should at least be looked at. She
3 hoped to discuss, first of all, whether the Commission is all in favor of this, or if it is just
4 the Ad Hoc's idea of what they should do. She wanted to see unanimous consent of the
5 Commission. Secondly, she hoped to get Council Member Kou's advice on the way to
6 proceed in terms of process, to get the idea to Council and get Council's direction to pursue
7 it further.

8 Commissioner Brown asked if there was a little bit more background regarding the
9 conversations with the City Manager to date and if the process of bringing it forward from
10 the Ad Hoc to the full Commission and whether it would be a recommendation to the
11 Council for inclusion in the CIP in the future. Chair Cribbs said it was meant to be a private
12 partnership, so that the City would have to have a piece of it, with staffing, and to go
13 through the process. However, the assumption is that they can raise the money, and the
14 model they would use would be the agreement that the Junior Museum had for the City
15 with some modifications about what they learned, both the City and the JMZ, going
16 through the process, because there were some things that they would both do differently.

17 Commissioner Brown then asked about costs. She said the survey that was done of the
18 gyms were mostly privately-funded gyms, and she asked if there was any research done
19 into gyms with public bidding requirements and what the delta would be between the
20 estimate and if it was publicly bid. Also, the 10.5 acres, if there was any sort of additional
21 cost, given the soil conditions. She liked the Burgess Gym example and thought if they
22 could get information from them, publicly available, to create a case study, on revenue,
23 staffing, the accounting of costs, she felt it would be very helpful as the process unfolds.
24 She said there has been a lot of work done since 1991. Chair Cribbs said this is why she is
25 excited about an opportunity to at least have a conversation about it in Palo Alto. She said
26 Commissioner Brown's two questions could go on the staff list, which Mr. Anderson
27 provided, included in the report, things that staff suggests. Chair Cribbs wanted to at least
28 have a discussion with the Commission about it before finding a way to take it to Council.

29 Council Member Kou asked what motion they will be asking for. Chair Cribbs said the
30 motion would be to suggest to the Council what they are doing and what they have
31 explored so far and asking for their support. Council Member Kou asked if this was the
32 process they had suggested. Mr. Anderson said the Commission can always make a
33 recommendation to Council. The feedback he provided to the Ad Hoc was a long list of
34 things the Council would need to know if they made this recommendation, such things as
35 long term costs, financial plan, exhaustive background details that Council would need.
36 He felt the Chair has tried to get all of that information, and ultimately would like to bring
37 it to Council. He felt that this is a prerogative of the Commission. Council Member Kou
38 said she agreed with this plan.

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Vice Chair Greenfield felt the Ad Hoc had done great research and analysis. He felt it was exciting to discuss and envision this idea. It is called out in the Master Plan but is a major project and undertaking, and he thought understanding where in the priorities it fits in is important. He thought it important to step back and specifically talk about the need for the gym as he didn't think it has been clarified. Although, the City doesn't own a gym, he wondered if they could better quantify the need for it based on current usage and demand. He appreciated Commission LaMere's comments about a gym serving as an anchor or hub for the community for both health and wellness and a general gathering point. He asked where they are at right now in terms of gyms and usage with youth groups and adult groups for the gyms at Cubberley, the private gyms, the ones at the YMCA, et cetera. He wondered if they had assessed and quantified the overall demand for gym space from the community. He said it is appropriate to go out and ask for Council's permission to pursue this first, but he suggested that an important step is to do some community outreach.

Chair Cribbs responded that they do know that they no longer have access to Stanford facilities. They do know that both Paly and Gunn are not available to the community in her understanding. Commission LaMere said they are available to rent occasionally but usually only on a Sunday. Sometimes the junior highs are available after 7 or 8 pm, but the high gyms are usually only available on Sundays. Chair Cribbs added that in the past they were unable to open the city to have access to school district gyms until 12:00 at night, for example, to do midnight basketball to keep kids off the streets, et cetera. The access to high school gyms she believes is very limited. She thought it was difficult for other than established groups to rent a facility in Palo Alto, and she felt Cubberley may not be the most attractive place for kids. She said anecdotally they could say they should have a gym in Palo Alto that is City-owned and either City-operated or privately-operated.

Vice Chair Greenfield felt that it is clear that anecdotally they do have a need, but he thought City Council may be interested in more specific quantitative data regarding reservations for youth basketball leagues. He said he believes the demand, the shortage, is there. He wondered what programs City staff currently manages in terms of allocating spaces for the gyms contracted with at Cubberley and what information they have about other organizations – basketball, volleyball, indoor soccer, et cetera. Chair Cribbs responded that they could get such information easily, but she felt asking a lot of questions before City Council knows they are embarking on that may not be the best way to go. Commissioner Reckdahl asked if Adam controls the junior high gyms after hours. Mr. Anderson said that is not part of the brokering agreement.

Vice Chair Greenfield reiterated that community outreach is a key next step and added that staff input and resources to assess this in terms of what long-term staffing and maintenance support implications would be. Chair Cribbs said the Ad Hoc is getting also information from outside sources regarding operating costs of a gym and creating an endowment going forward if the City were to say they don't have the resources to operate a gym. She

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1 remarked that it appears that they are operating a gym right now at Cubberley, essentially,
2 with staff making reservations and maintenance people fixing things and asked Mr.
3 Anderson to comment on this. Mr. Anderson said there would be a lot more work to do
4 in estimating the costs for a new building, so didn't think he could answer the question
5 currently regarding transferring the costs of operating the Cubberley gyms over to a new
6 building. Mr. Anderson said he thought the staff at Cubberley are probably managing a
7 number of things at the site. Chair Cribbs said she thought there was a formula that is used
8 to decide the costs of operating a building or a pool or a gym. There's a multiplier available
9 to estimate costs.

10 Chair Cribbs shared the Ad Hoc's research on things that a gym would need, including:

- 11 -Space for three basketball-sized courts which could accommodate basketball,
12 volleyball, pickleball, indoor soccer, badminton or table tennis, with appropriate
13 lines on the floor and equipment storage.
- 14 -Restrooms, changing rooms (but not including showers, which could be optional).
- 15 -Administrative offices
- 16 -Exercise rooms including space for yoga, Zumba, and cardiac programs.
- 17 -A meeting room and classrooms.

18
19 Chair Cribbs asked for any further suggestions for the list. Commissioner Brown
20 commented that she worried about recommending specific amenities too early in the
21 process, because it is something that could benefit from community engagement and
22 feedback on what the community wants or envisions in a gym. She agreed about needing
23 a bit more information and thought they could use a dollar amount per square footage
24 estimate of getting that information and then arrange those sizes for the gym. Chair Cribbs
25 said the reason they wanted to have at least a summary of what could go in the gym was
26 just to have people understand the vision from the Ad Hoc for the gym, but certainly
27 community outreach would be started.

28 Commissioner Reckdahl said one thing that always worries him is project creep. Everyone
29 wants the Cadillac. Badminton people want badminton. Others want weightlifting and
30 other things, and the project ends up being not buildable, so he was sensitive about
31 specifying amenities prematurely. Chair Cribbs offered that they could just specify three
32 basketball courts. Commissioner Moss remarked whether the changing rooms have
33 showers or not seemed like a no-brainer to him that they would. He also thought it
34 unnecessary to get into all of the details initially.

35 Vice Chair Greenfield agreed about not getting too far into the details. He thought the
36 general vision was great but asked if they have also given thought to what type of space
37 allocation there would be regarding the needs of youth versus adult, versus seniors, versus
38 special needs, as there will be overlap and shared space, as well as time-sharing. He

1 thought it seemed there would need to be some spaces dedicated for specific activities. He
2 said certainly community outreach and understanding the priorities of the community is
3 important. Regarding the three gyms, he asked if there would be separate rooms besides
4 that for smaller-scale activities. Chair Cribbs said that was their vision. If they had three
5 basketball sized courts, then they could accommodate the list of indoor sports described.
6 They would contemplate a couple classrooms and smaller exercise rooms that could be
7 multi-purpose use for seniors or for kids or adults.

8 Commissioner Moss asked if they had used as a model some of the other private gyms
9 they've seen in the area. Commission LaMere commented that they looked at other gyms
10 in the area and gotten some cost estimates, but they didn't have a lot of examples of
11 publicly-funded projects. He added that they could also do more research into that with
12 some nearby cities. Commission LaMere said the gyms they looked at serve different
13 groups. One of them specifically serves a school. Those that serve schools are private gyms
14 serving private entities, but all of them do serve multiple sports and events. He said the
15 Burgess gym would be one example that serves multiple stakeholders in the community.
16 It is the one public gym on the list, as opposed to the four private gyms that are school
17 gyms. These were examples of what the Ad Hoc was looking at in regard to space,
18 additional programming and additional meeting rooms. Commissioner Moss commented
19 that they all have to be ADA compliant and have some of those features.

20 Chair Cribbs asked the Commissioners to view the proposed motion and give their
21 thoughts and comments, and if the Commissioners could support the motion.

22 Commissioner Reckdahl thought the motion was somewhat nebulous in regard to funding
23 and wondered if they should make it clear that it was to be privately funded. Chair Cribbs
24 replied that their thoughts have always been that it would be privately funded, as with the
25 Junior Museum. She did not believe that the Junior Museum has funding going forward.
26 Mr. Anderson said he didn't believe the operational costs had been finalized. Chair Cribbs
27 thought the agreement that was used would be a model, although they would have to make
28 some changes and additions. She said it has been her thought that, since there is no money
29 and no staff, they will have to figure out a way for the community to fund this so that it
30 would be privately funded.

31 Vice Chair Greenfield thought for Council to be able to support this, it would be important
32 for them to understand that the Commission is envisioning it as a privately funded project.
33 Commissioner Reckdahl said he was thinking they could add something at the end stating
34 that the Commission intends for the construction and operation of the gym to be privately
35 funded and that the Commission should pursue funding sources. Vice Chair Greenfield
36 asked if the Ad Hoc's intention was for operation to be privately funded, in addition to the
37 construction. Commissioner Reckdahl thought it would be impossible for staff to operate
38 the gym, so they would have to raise enough money to not only build it but also fund

ongoing operating expenses. Commissioner Brown commented that since they don't have that information yet, she would feel more comfortable asking Council to support an initial discovery phase or preliminary phase of a gym by getting information on the cost/revenue of operations, doing a demand assessment, and then the dollars per square foot rather than specific gym amenities. She also suggested putting a timeline on this phase, with a deadline for the Commission to report back with an update, because they are asking for Council approval to utilize staff time and resources to support this phase. Chair Cribbs supported this suggestion. Vice Chair Greenfield liked the idea and advocated wording at the end that the Commission envisions that construction and operation would be publicly funded.

The Commission, along with Mr. Anderson and Council Member Kou, discussed at length the content and wording for a proposal to the City Council. Their discussion included:

- Assessment of demand for a gym
- Analysis of potential cost, on a cost-per-square-foot basis, and potential revenue
- A timeline for a preliminary exploration phase with clear benchmarks and an expiration date
- A vision for funding of construction as well as funding of operations
- A discussion regarding potential for a bond measure as a means of funding
- Whether or not to include potential locations

MOTION

Motion for the Parks and Recreation Commission to support investigating a plan, design and construction of a new public gymnasium was moved by Commission LaMere and seconded by Commissioner Moss. The motion passed, 6-0, by roll call vote.

VI. TENTATIVE AGENDA FOR THE DECEMBER 14, 2021, MEETING

Mr. Anderson advised that the Foothills Nature Preserve policies would be an action item. He said Adam Howard had discussed the possibility of having court usage on the agenda, and potentially CIPs, which he needed to confirm. Mr. Do said he thought December might be premature for a report because it was potentially not solidified. Mr. Anderson said he and Mr. Do would discuss this in more detail. He did not want to miss giving the full Commission a chance to weigh in and for the public to vet it. He said they will do their best to make that happen at the next meeting.

Chair Cribbs asked if there was a way to do anything about the skatepark, or if they would need to wait until January. Mr. Anderson said he wants to move forward with it very soon and would love to have it on the December agenda. He has a request in to one of his colleagues to see if they can help lead the next step, so it is contingent on that. He said he was loathe to say again that he is short on staffing, but unfortunately this is the case on the skatepark project. Chair Cribbs said there was no reason to apologize, as the Commission has discussed budget and staff shortage throughout the meeting.

Mr. Anderson said he wanted to put on people's radar that they were thinking for the January agenda they would have updates on Golf and Aquatics, Tree Protection, and potentially the Baylands Comprehensive Conservation Plan coming back to the Commission after a very long delay. He looked forward to meeting with the Vice Chair and Chair to discuss agenda planning in more detail.

Commissioner Moss asked for an update on the Baylands signage project. Mr. Anderson said he would incorporate this into his next Department Report.

Council Member Kou commented that the December meeting date falls on a Policy and Services meeting date, so she would not be in attendance at the Parks and Recreation meeting. Given it would be her last meeting, if she is not assigned to the PRC for the next year, she wanted to comment that it was an absolutely enjoyable year being Liaison to the Parks and Recreation Commission. She said it was, in fact, a very fun committee, but the amount of work that the Commissioners do is also tremendous, and she wanted to say a big thank you for all the work they do. Chair Cribbs responded that she has been very happy that they have had a Liaison who was so interested and present at every meeting, because that is not always the case, and it is very helpful, and they appreciated her commitment.

Commissioner Moss said he had the same thoughts, and appreciated Council Member Kou's participation. It made their job easier and upped their game to have her there. He wanted to make sure as she goes through the arduous process of finding new Parks and Recreation Commissioners that the cohesiveness, calmness and patience of the group is an important aspect that needs to be promoted, and he appreciated having Council Member Kou participate.

Council Member Kou responded by thanking Commissioner Moss for all his years of service as well. She asked what he would do with all of his time now. She also thanked Mr. Anderson and Mr. Do. Mr. Anderson said it has been wonderful having Council Member Kou and they are very grateful. Vice Chair Greenfield added his thanks for her engagement and support for the past two years, commenting in his time on the Commission they have not had the same Council Member repeat a term and it's been great. Council Member Kou shared that the nature environment is very important to her, and she has learned a lot being on the Commission and has enjoyed all of the moments. Mr. Do thanked her for her service and enthusiasm.

VII. COMMENTS AND ANNOUNCEMENTS

Commissioner Moss wanted to mention that the Searsville Dam project has been ongoing for about ten years, trying to figure out what to do with the dam in the Jasper Ridge Preserve at Stanford. The reason it is important for the Commission is first, it's a good model for the Buckeye Creek project, because even though Stanford is very wealthy, they

are going to be going for federal and state grants to work on this project. It is a major flood control project that will affect everything downstream, half of which is Palo Alto, all the way into the Baylands. If they remove this dam it will have major implications for flood control, which is exactly the same issue that the Buckeye Creek Project is dealing with, so it will be a good model for them to watch over the next year or two to see how they get their grants and how quickly they can move, and all of the agencies that they need to deal with, including the Joint Powers group. Secondly, he wanted to mention that he appreciated very much the JMZ tour that he had, and he is looking forward to the opening. He appreciated the statistics from Mr. Anderson about how well-received it is. Thirdly, he brought up resurfacing the Cubberley tennis courts in the spring. He said with that there will be demand for lighting in the fall and winter of 2022 and 2023. He encouraged the Commission to see if there is some way to have temporary lights, like the ones at Cubberley Field, and that they find a way to get the tennis players association to help fund the placement of temporary lights for the Cubberley tennis courts.

Chair Cribbs wished everyone a happy Thanksgiving and said she is thankful to be serving on this Commission with all of them, and she is very thankful for the staff and all of Mr. Anderson's work, as well as Mr. Do's.

VIII. ADJOURNMENT

Motion to adjourn by Vice Chair Greenfield, seconded by Commissioner Moss.

Meeting adjourned at 10:05 p.m.