



POLICY AND SERVICES COMMITTEE FINAL MINUTES

Special Meeting
Tuesday, June 11, 2013

Chair Kniss called the meeting to order at 6:13 P.M. in the Council Conference Room, 250 Hamilton Avenue, Palo Alto, California.

Present: Holman, Klein, Kniss (Chair), Price

Absent:

ORAL COMMUNICATIONS

J. West stated the Maybell Avenue project was expected to provide low-income housing for people that were displaced. He remarked that there was a difference between low-income housing and affordable housing. In conclusion, he thought Palo Alto Housing Corporation should have addressed residents' concerns better.

AGENDA ITEMS

1. Discussion and Consideration of Recommendation to the City Council on Whether to Complete a Needs Assessment Study for Cubberley.

Chair Kniss recalled the circumstances of the Council referral of this Agenda Item. The Cubberley Community Advisory Committee (CCAC) suggested the City perform a Needs Assessment; however, no one suggested a timeframe for performing a Needs Assessment.

James Keene, City Manager reported that Staff did not recommend performing a Needs Assessment at the current time. The CCAC connected a Needs Assessment with developing a Master Plan over the next five years. Staff set a deadline of the end of 2013 to complete lease negotiations with Palo Alto Unified School District (PAUSD) with respect to the Cubberley Community Center. Staff was not able to support a Needs Assessment Study for an undefined project concurrent with negotiating a lease. He suggested that the Policy and Services Committee (Committee) begin discussing parameters for a Needs Assessment Study.

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Chair Kniss understood the Council's Motion to indicate a Needs Assessment would not occur until the City and PAUSD executed a lease.

Mr. Keene explained that the terms of a lease with PAUSD affected the Needs Assessment Study that was related to Cubberley only.

Chair Kniss felt the City needed to make decisions regarding the eight acres that were owned at Cubberley sometime soon. She presumed that costs would be shared with PAUSD.

Mr. Keene inquired whether the Council's direction to renegotiate the lease with PAUSD presumed continuation of services and activities made available at Cubberley.

Jennifer Hetterly, Cubberley Community Advisory Committee Member understood Staff's concerns about performing a Needs Assessment. In the CCAC Report it was recommended that the Needs Assessment be part of a Master Plan process. However, a decision regarding the necessity for a Needs Assessment needed to be made sooner rather than later. The City needed a community-wide Needs Assessment for the purpose of stating major programming and infrastructure investments.

Council Member Price understood Staff was working on documents which provided the Council with preliminary information regarding community needs. She asked when that information would be presented to the Council.

Greg Betts, Community Services Director reported there were a number of plans either existing or in development. The Parks and Recreation Master Plan, for example, was due in approximately 12 months and provided information regarding fields and gymnasiums. The Human Relations Commission (HRC) performed a Needs Assessment with respect to seven areas that were thought to be of need. As a result, a report was published that discussed unmet needs for the homeless, seniors, and children. In connection with this discussion, there was a study performed in the late 1980s, during the Master Planning Process that informed people of the creation of the Artist Studio Program; that data needed updating and the update to the Comprehensive Plan provided the City-wide information that was needed. He noted that the key concept for programming at Cubberley was for shared use.

Council Member Price inquired whether those documents and that information would be presented to the Council in the next few months.

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Mr. Betts indicated that the Comprehensive Plan update would be presented to the Council soon and said the 'Needs for Community Services' followed the housing component.

Chair Kniss suggested that any Needs Assessment include a Cost Assessment as well. Staff needed to provide a general idea of the condition of the building.

Mr. Betts did not have an easy answer. The City invested \$800,000 in artificial turf for the football field and updated the track, they also invested in new irrigation systems for playing fields, and they were in good shape. He said the tennis courts were being maintained and the Cubberley Theater was scheduled for updating of the lights and sound boards. Foothill College invested a great deal of money to keep classrooms current and the parking lot was in poor shape due to the City deferring its maintenance.

Chair Kniss indicated the playing fields were heavily used by the community.

Council Member Klein supported the Staff recommendation and suggested the Committee reconsider the Agenda Item once the City and PAUSD signed their lease involving Cubberley. Potential programs for Cubberley were not within the purview of PAUSD, and PAUSD did not want to pay for those programs; a Needs Assessment was a subset of Master Planning. He suggested proposals for programs at Cubberley contain public and private partnerships with respect to funding.

Council Member Holman agreed that Master Planning was essential. A community-wide Human Needs Assessment was a necessity. She respected the importance of funding considerations; however, the community needed to be allowed to consider all possibilities. She inquired as to how the Comprehensive Plan update fit into this piece of the proposal.

Mr. Betts reported that participants at the public meetings for the Comprehensive Plan update represented a broad range of stakeholders. The Comprehensive Plan offered a great deal of information regarding appropriateness of services, programs and facilities, and areas of additional need.

Council Member Holman felt community wishes, wants, and needs were as important as costs when planning for the future was under consideration. She inquired whether the Parks and Recreation Commission (PARC) would be willing to research Needs Assessments performed in other communities.

Ms. Hetterly answered yes.

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Mr. Keene expressed concerns about the impact on Staff time and their workload. He enumerated several large projects that were consuming Staff's time at present and added that there needed to be more clear parameters, or scope of a potential Needs Assessment. He suggested a more defined Needs Assessment was needed before informing the Council about Staff's capacity to support it.

Council Member Holman suggested that the PARC could assist with a definition of a Needs Assessment. With respect to potential playing fields at the Golf Course, a Needs Assessment determined whether they were softball fields or soccer fields. She advocated the Committee to review existing projects in order to prioritize them.

Council Member Price agreed with many of the City Manager's comments. There was an interest and necessity for a Needs Assessment based on CCAC comments. Staff was working on several projects which could provide background for the discussion and a foundation for future work. The Committee did not have a context or a clear definition of a problem, and did not know the interests of stakeholders.

MOTION: Council Member Price moved, seconded by Chair Kniss to recommend the City Council to defer discussion of a Needs Assessment of Cubberley Community Center until after a lease agreement has been signed.

Council Member Klein inquired whether the Motion would defer the study or discussion of a study.

Chair Kniss indicated the discussion would be deferred.

Council Member Price wanted to defer discussion of a Needs Assessment until additional information was available. Lease negotiations yielded information regarding the next steps and identify funding sources for future planning activities.

Chair Kniss stated it was difficult to discuss a Needs Assessment without knowing whether one would be needed.

Council Member Holman inquired about a specific time period for renewing the discussion after the lease agreement was signed.

Council Member Price suggested lease negotiations could inform the appropriate time to renew discussions, which was why she purposely did not want to state a specific time.

Chair Kniss noted the lease's expiration date was December 2014.

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Council Member Holman felt the Committee might want to discuss a Needs Assessment sooner than that.

MOTION PASSED: 3-1 Holman no

MOTION: Council Member Price moved, seconded by Chair Kniss to recommend the City Council request that Staff outline a process to formalize the City's and PAUSD's interests and commitment to a joint or complementary Master Planning of the Cubberley site.

Chair Kniss indicated if the renegotiated lease term was five years or longer, then Master Planning was appropriate.

Council Member Price suggested that Master Planning for Cubberley occur during discussion of Council Priorities or Budget because then there was a better understanding of how it fit with other projects. She felt it was better to know the interests of the City, PAUSD, their commitments, and their resources so that the Committee could make better comprehensive plans.

Council Member Klein needed more clarification on the Motion because Chair Kniss' comments indicated the joint interests were determined after negotiation of a lease, while Council Member Prices' comments indicated that the joint interests would be determined while negotiating the lease.

Council Member Price felt lease discussions could define interests and commitments by both parties. Staff needed to work with the Committee to create a process to define those commitments.

Council Member Klein inquired when Staff would begin this work.

Council Member Price expected the work to begin during 2014.

Council Member Klein asked if Council Member Price meant 2014 generally or when the new lease became effective in 2014.

Council Member Price replied during the period of 2014.

Council Member Klein noted that State law forbade the Council from disclosing comments made in Closed Session. Some of Council Member Prices' comments were inconsistent with tentative actions taken by the Council in the Closed Session.

Chair Kniss suggested that Council Member Price might have wanted Staff to determine possible relationships between the City and PAUSD under a lease. If the City and PAUSD were not able to work together, then the City needed to concentrate on its eight acres, rather than the 35 acres. She made it

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clear that she would not agree to a specific timeframe and remarked that a Motion was not needed to capture the discussion.

Council Member Price noted a great deal of work was in process that could provide more definition for the Motion.

Chair Kniss suggested Council Member Price withdraw the Motion.

Council Member Holman agreed with the importance of the discussion; however, this topic was not agendized, as it was not part of a Needs Assessment.

Chair Kniss reiterated that it was difficult to discuss a Needs Assessment when a lease was not in effect.

Council Member Holman felt the topic was more part of lease negotiations.

Council Member Price wanted the issue resolved in less than 10-15 years.

Chair Kniss reported that if a lease was signed, then the Needs Assessment discussion would return in the first few years of the lease term.

MOTION WITHDRAWN BY THE MAKER

Mr. Keene noted that CCAC identified the importance of Master Planning taking place in the next five years. He emphasized that Council Member Price expressed a desire to reach an agreement about Master Planning.

FUTURE MEETINGS AND AGENDAS

Chair Kniss reported the next meeting was scheduled for June 25, 2013.

Sheila Tucker, Assistant to the City Manager noted Human Habitation of Vehicles and Allocation of Stanford University Medical Center Funds were agendized for June 25, 2013.

Council Member Klein inquired about the start time of the meeting.

Ms. Tucker replied the start time would be 6:00 P.M. and said the Stanford issue would be discussed first during the meeting.

James Keene, City Manager speculated that public comment for Human Habitation of Vehicles could be lengthy. He inquired about attendance for the next meeting.

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Council Member Holman mentioned that she would be absent for the next meeting.

Chair Kniss reiterated that Council Member Klein and Council Member Price would be present.

Council Member Price asked why Habitation of Vehicles was returning to the Policy and Services Committee (Committee).

Ms. Tucker reported that the Committee requested Staff to return with a draft of the proposed Ordinance.

Chair Kniss requested the June 25, 2013 meeting be held in the Council Chambers.

Mr. Keene requested Chair Kniss set the Agenda order for the meeting.

Chair Kniss suggested Human Habitation of Vehicles be continued to August 2013 if Staff could not be present. She thought discussion of the Allocation of Stanford Funds could be completed on June 25, 2013.

Ms. Tucker understood Staff needed to be present at another meeting and requested Habitation of Vehicles be second on the Agenda.

Chair Kniss requested estimates for the length of discussion related to Allocation of Stanford funds.

Ms. Tucker estimated 60-90 minutes.

Chair Kniss reported discussion of Allocation of Stanford Funds would be held on June 25, 2013.

ADJOURNMENT: Meeting adjourned at 7:25 P.M.