

CITY/SCHOOL LIAISON COMMITTEE
MINUTES

Regular Meeting
March 15, 2012

The City/School Liaison Committee held a Regular Meeting at the City of Palo Alto, 250 Hamilton Avenue, 1st Floor, Council Conference Room, Palo Alto. Chair Klein called the meeting to order at 8:17 a.m.

Present: City of Palo Alto Representatives

Chair Larry Chair Klein
Deputy City Manager Steve Emslie

Palo Alto Unified School District Representatives

Melissa Baten Caswell, Board Member
Barbara Klausner, Board Member
Cathy Mak, Chief Business Officer
Bob Golton, District Facilities and Bond Program Manager

Absent: Council Member Yiaway Yeh

1. Oral Communications

None

Chief Transportation Officer Jaime Rodriguez announced the kick-off date for the Safe Routes to School Walkabout Program was Tuesday, March 20th, 8:15-10:00 a.m. The program was a series of walkabouts on each of the public schools and a survey of safe routes to schools. Mr. Rodriguez gave out a 3-month schedule for the upcoming Walkabouts.

2. Approval of Minutes –January 19, 2012 and February 16, 2012

Board Member Baten Caswell said corrections to the Minutes were sent to Assistant City Clerk Beth Minor to reflect Board Members Barbara Mitchell and Camille Townsend were part of the Cubberley discussion team.

MOTION: Council Member Klein moved, seconded by Board Member Baten Caswell to approve the Minutes of January 19, 2012 and February 16, 2012.

Motion Passed: 3-0, Yeh absent

3. Review Recent City Council / PAUSD Board Meetings

Chair Klein spoke of the building project located at the corner of Alma Street and Lytton Avenue. He said the Council had approved a semi-conceptual plan for the building on March 12, 2012. There had been discussions to have 14 housing units on the top floor but was voted against on a split vote. No impacts to the School District.

Ms. Baten Caswell said it was her understanding that the City was going to choose a non-profit to be housed in the building.

Chair Klein clarified that issue was undecided at this time. A plan had been received and rejected. The applicant was asked to redo the plans according to the City's guidelines. The plan would require the Planning and Transportation Commission (PT&C) to review if variances were needed.

Deputy City Manager, Steve Emslie said the Council had authorized on March 5th, the use of \$250,000 from the Stanford Hospital Development Agreement for the design and development of a Bicycle/Pedestrian connection. The pathway would connect Downtown Palo Alto and the Stanford Shopping Center and campus via the transit center and El Camino Park.

Chair Klein announced that he and Council Member Yeh could not participate in Stanford discussions because they both had ties with Stanford. He said discussions were pending regarding the modification of the Golf Course and three playing fields. The community lacked playing fields and the Golf Course modification came about because of flood control issues.

Ms. Baten Caswell asked if playing fields would be the size of the standard Mayfield soccer fields.

Mr. Emslie said yes, about 2.5 acres each and would also be used for other sport activities.

Ms. Baten Caswell said the School District recently had a Study Session that included ongoing discussions regarding the change in graduation requirements. "Search Program", a nationwide program involved students working with the Department of Rehabilitation to develop job skills. The School District anticipated placing 16 students into a community internship program for the upcoming year. She also spoke of the Palo Alto High School Tower Building getting painted and windows refurbished.

Bob Golton, Facilities and Bond Program Manager, stated the structure was a Historical Building and the project would preserve the structure and the windows would help control the inside climate of the building.

Ms. Baten Caswell stated there were future plans to renovate the interior and the building would house Administrative Offices and classrooms. She spoke about combining the Cubberley meetings with City/School meetings. The School Board did not feel that would be a good idea and felt it would reduce the City/Schools communication on non-Cubberley items by five meetings. She said Chair Klein and Mayor Yeh had received correspondence regarding the issue

Chair Klein said a response was drafted stating the City disagreed and asked the School Board for a different plan.

Ms. Baten Caswell stated that the School Board had items to share beyond Cubberley issues and that and five meetings would cut into that substantially.

Ms. Klausner said the City/Schools meetings was a vehicle to share information and Cubberley meetings were Advisory Committee meetings for decision-making at a policy level.

Ms. Baten Caswell stated they had a charter to participate in the City/School meetings to share information and not make policy decisions. Their attendance was to not represent the entire School Board in making policies.

Ms. Klausner stated that the School District had their second interim budget report and noted that budget reductions needed to be made and to balance their budget with ending fund balances. She spoke of a Study Session regarding enrollment growth and ongoing conversations to predict the next facilities and building capacities. There were recommendations for a housing development along the El Camino and California Avenue. Boundary changes needed to be considered in Escondido and Barron Park, Stanford West and Oak Creek, and the north cluster that encompassed Water Hayes and Addison School overflows. The District used the latest demographer's figures and figures from the last 10-years to determine percentage in enrollment growth. The next Study Session was scheduled for the week of April 23rd.

Ms. Baten Caswell said a strategy was needed for the upcoming Middle School crunch.

Ms. Klausner spoke regarding the lease for additional space at 525 San Antonio and the possibility of entering into a relationship with the City's Dark Fiber service. The School Board meeting of February 28th received a comprehensive Staff presentation on Connectedness, Developmental Assets, and Project Safety Net (PSN) that give an overview of what was being accomplished at the schools.

Ms. Baten Caswell stated regular updates should be given on "Youth Wellbeing."

Chair Klein invited the Board Members to view the City's Mobile Emergency Command Center currently parked in front of the Police Department. Portions of City Hall were having earthquake retrofitting work done and the mobile unit was activated to house the City's Communication Dispatch Center. The cost of the unit was funded through federal grant monies and was approximately \$600,000. When not in use, the unit was housed at the Stanford grounds.

Ms. Baten Caswell spoke of a new cafetorium under construction at Jordan Middle School (JLS) to replace the small and rundown eating and staging area.

Mr. Golton said the cafetorium and more classrooms were being added near the parking lot at Middlefield Road and California Avenue. The new facilities would accommodate 1100 people and completion time was anticipated in summer 2013.

Mr. Emslie said the City had advocated for reduction in the Regional Housing Needs Allocation (RHNA) and the Association of Bay Area Governments (ABAG) announced the numbers were cutback significantly. He said neighboring cities were being rebalanced and housing units that had been assigned to Palo Alto were allotted to Redwood City and Mountain View for potential housing.

Ms. Baten Caswell spoke of the new Ohlone School building and suggested the Committee get a tour of the building. She said it was a Green Building that included a green roof that contained a live garden.

4. Bicycle and Pedestrian Transportation Plan

Chief Transportation Officer Mr. Rodriguez gave a brief presentation that covered the Bicycle and Pedestrian Transportation Plan. He said the Plan had evolved from community outreach, information gathering, survey, and public comments. The first bike plan was implemented at the end of 2011

and the first enhanced bike lane was put in at Channing Avenue. He said that 40-50 percent of students in Palo Alto biked to school, which was the highest in most parts of the country.

The Council felt the plan was good but wanted more input from the south-end community of Palo Alto and opted for better regional connections. There was a need for better connections across railroad tracks south of Charleston Avenue and a bridge or an overpass to line up with Loma Verde. There was also the interest for connections to the Los Altos schools and Monroe Street.

Ms. Baten Caswell asked if that portion was an unincorporated area.

Chair Klein confirmed that was part of the City and the last unincorporated area was eliminated 25 years ago.

Mr. Rodriguez said the process was approved in February to continue the plan. The Parks & Recreation Commission reviewed the plan and recommended the Council's approval. On March 28, the plan would be presented to the P&TC and downloaded on to the City's website for a 30-day public review. The City recently added 6 more bike corrals in the downtown area. On April 9th, a recommendation was being presented to the Council for a signal traffic light at the corner of Oregon Express Way and Ross Road.

Ms. Baten Caswell asked how the public was informed about the public comment period.

Mr. Rodriguez said through the Palo Alto Weekly publications.

Ms. Baten Caswell suggested using the School's communication network through to the Palo Alto PTA Council's newsletters.

Ms. Klausner asked what was the status on the Oregon and Ross traffic signal.

Mr. Rodriguez explained that the City and county held a series of meetings in 2008-09 and the City recommended pursuing the new traffic signal. The County agreed and felt that it would be an improvement and recommended to the Council that a fair share of \$410,000 be allocated for the light and to provide microwave based bicycle detection at intersections.

Ms. Baten Caswell asked if the path along the edge of JLS property had public access during the day.

Mr. Rodriguez said it did.

Ms. Baten Caswell asked if that was School District or City land.

Mr. Golton said the path bordered on to Mitchell Park and spoke of a problem putting up a School District sign because the path ran along the Mitchell Park boundary line. He would check on the property ownership issue.

Ms. Baten Caswell asked that access to pathways be defined since they could interfere with how the schools functioned.

Mr. Golton said path access could change as school renovations occurred.

Ms. Baten Caswell had raised concerns regarding the installation of the new traffic signal at Oregon and Ross Roads and what impacts it would have on connecting pathways.

Mr. Rodriguez said the Bicycle and Pedestrian Transportation Planner introduced new concepts to Palo Alto and explored new improvements to expand Palo Alto's network. He said the color green was used to highlight bicycle facilities and helped motorists and bicyclists identify conflict points on streets. He spoke of the Green Lane project, a nationwide program, to create comfortable spaces for people on bicycles.

Chair Klein spoke of the increase in bike corrals throughout the downtown area that converted parking spaces into bicycle corrals. Corrals were recently installed at Form Fitness, Sancho's Taqueria, the California Pizza Kitchen, and the All Saints Episcopal Church. The City's first corral was installed in 2011 in front of Coupa Café on Ramona Street and on A-level at City Hall. Corrals were installed at the businesses' requests and funded by the City.

5. Library Updates

Assistant Director Cornelia Van Aken said the Library Staff had attended the Youth Collaborative, Project Safety Net and Developmental Assets meetings with focus on Developmental Assets. An all-Staff training was held on Developmental Assets and asset charts posted at the library branches to keep the program aligned and a clear outlook on where they wanted to go in that area. Staff was in the process of developing a programming calendar for the next fiscal year. The focus was on seeking opportunities to increase intergenerational programs, volunteer and parenting programs. The opening of the Mitchell Park Library and Community Center was still undetermined at this time and would have a better idea in April. The

Friends of the Library gave substantial support in developing the programming plan as well as provided generous funding.

Ms. Baten Caswell asked if there were opportunities for afterschool and homework support and to collaborate with the schools on programs.

Ms. Van Aken said there was a new program called "Book Buddies" that trained teenagers to read to young children. Staff was looking into other possibilities in getting teens involved and to restructure the volunteer program.

Ms. Klausner asked if the Library was in charge of coordinating all library spaces.

Ms. Van Aken said the Library worked with the Community Center Staff and had cross-departmental programming. The teens' input was used to help determine the usage of the Library and the Community Center to have the best of both worlds.

Ms. Klausner asked if the Library Staff had a standing youth organization they worked with.

Ms. Van Aken said there was a small Library Teen Advisory group that had been working with kids that in the Drop program.

Ms. Baten Caswell introduced Ann Dunkin, Palo Alto Unified School District (PAUSD) Technology Director. She felt the Library could take advantage on Ms. Dunkin's shared information.

Ms. Dunkin said the School District had two new high school libraries. Gunn High School library was the center of the campus with innovative and creative activities. Both schools offered checkout laptop programs, Kindle books and the libraries had social spaces where students could work together on projects.

Ms. Baten Caswell said books could be ordered instead of having them directly in front of them.

Ms. Dunkin said this gave added room for students to collaborate and work on projects. Students had access to computers and could get a catalog of materials. The Citywide library and E-books were available in the libraries.

Ms. Van Aken said the City Library had a laptop checking out program for several years and working on a pilot program with Google in checking out

Chrome Books. The Teen Room at the Mitchell Park branch had two sections. A study room with a smart board and technology for presentations and another area that was more casual that will have Wi-Fi.

Chair Klein suggested a tour of the new Library facilities

Ms. Baten Caswell suggested inviting the librarians to the tour giving them the opportunity to meet each other and cross-collaborate on ideas.

6. SEA Report and Presentation by City Auditor

Chair Klein introduced Jim Pelletier, the City Auditor. He said the City Manager appointed the Auditor in most cities. Palo Alto created the City Auditor's position in the 1980's and the Auditor reported to the City Council.

City Auditor, Jim Pelletier gave a presentation regarding the Service Efforts & Accomplishments Report (SEA) FY2011. The presentation was an overview of the SEA's background, scope & methodology, the National Citizen Survey (NCS) and the Citizen Centric Report. The Auditor's Office coordinated with all City departments and reviewed other data such as the State Controller's City's Report, United States Census Bureau, Federal Bureau of Investigation Crime Statistics, and the Association of Bay Area Governments (ABAG) and compiled into the SEA Report. The SEA was an annual report, July 1 through June 30, and the Auditor's Office performed limited testing on samples of data. The SEA was based on guidance from the Government Standards Accounting Board and the Association of Government Accountants. This was the 9th Annual National Citizen Survey (NCS) and focused on eight broad categories: community quality, community design, public safety, environmental sustainability, recreation and wellness, community inclusiveness, civic engagement, and public trust. The NCS drivers for Palo Alto were: city parks, public library services, police services, public schools, preservation of natural areas and traffic signal timing. He spoke of the General Funding Spending chart and the Citywide Staffing chart that compared data for the current year, prior year, and FY2007. The Council Priority Chart reflected the Council's Top 5 Priorities: City Finances, Land Use & Transportation, Emergency Preparedness, Environmental sustainability and Youth Wellbeing and compared resident perceptions for the current, prior, and FY2007. The Citizen Centric Report provided a snapshot of the City organization and information, Progress in FY2011, Revenues and Expenditures and Economic outlook and looking forward. He said the SEA Report and the Citizen Centric Report were available on the City Auditor's Office website www.cityofpaloalto.org/auditor.

Ms. Baten Caswell asked about a list of recommended steps for the City that resulted from the audit.

Mr. Pelletier said that was a different report. He said the traditional audit that the Auditor's office performed was to help the City in decision-making processes and strategy, performance information and how the City progressed over time. The report was a tool for elected officials, City management to be used for planning and decision-making. He said current audits were Contract Administration Audit and Utilities Reserves Audit. Most recent audit was on the Library Bond audit, and a security audit on SAP, the Enterprise Resource System. He said all audits could be viewed on the City Auditor's website.

Ms. Baten Caswell asked about a general audit that was performed on the City that included recommendations.

Chair Klein explained that each audit produced by the Auditor's office had recommendations attached and that an outside auditor audited the City's financial statements annually.

Mr. Pelletier said the City's Municipal Code required that the auditor provide annually the status on recommendations on all of the audits and audits over time that remained open.

Ms Baten Caswell asked when that occurred.

Mr. Pelletier said at the end of the fiscal year, in July or August depending on the Council's schedule.

Chair Klein said Council Members used the SEA Report to refer to significant changes, especially any downward movement.

7. Future Meetings and Agendas

Chair Klein recommended having tours during the month of April, and suggested a tour of the Ohlone Elementary School and library.

Mr. Golton said if the Committee visits more than one site, the travel schedule should be posted. A majority of the Committee should not travel together.

Mr. Emslie said he would work on handling the logistics and set up the sites for the April meeting.

Ms. Baten Caswell felt too much was included in today's agenda.

Herb Borck spoke of how Committee meetings seemed to conflict in meeting time and found it necessary to continually schedule Special Meetings. He suggested they hold meetings during their regular scheduled time.

Adjournment: 10:07 AM