



# City/School Liaison Committee Minutes



Special Meeting  
March 17, 2016

The City School Liaison Committee met in the Community Meeting Room at this date at 8:05 A.M, 250 Hamilton Avenue, Palo Alto, California.

Present: City of Palo Alto  
Tom DuBois, Council Member, Committee (Chair)  
Cory Wolbach, Council Member (arrived at 8:10 am)  
Khashayar "Cash" Alaei, City Manager's Office

Palo Alto Unified School District  
Terry Godfrey, Vice President  
Camille Townsend, Board Member  
Cathy Mak, District Chief Business Officer

Absent: Melissa Baten Caswell

## Oral Communications

None.

1. Approval of Minutes- February 18, 2016.

Terry Godfrey, School Board Member, after a cursory review moved to accept the minutes.

Chair DuBois seconded the Motion.

Ms. Godfrey noted with only two voting members available she suggested holding the vote until Council Member Wolbach was present.

Chair DuBois agreed. He requested the Staff announce their names and positions.

Kristen O'Kane, Assistant Director of Community Services, standing in for Director Rob De Geus.

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Stephanie Douglas, Superintendent of Recreation.

Katya Villalobos, Palo Alto Unified School District Adult School Principal and Coordinator of the K-12 Summer School Program.

Jorge Quintana, Palo Alto Unified School District Communications Manager.

Khashayar Alaei, Senior Management Analyst.

Camille Townsend, School Board Member.

Cathy Mak, Palo Alto Unified School District, District Chief Business Officer.

## 2. Review of Recent City Council/PAUSD Board Meetings.

Chair DuBois announced there were not a large number of items that impacted the School District. There was a positive Study Session on the transportation management, approval of an amortized schedule for Communications & Power Industries, Inc. (CPI).

Camille Townsend, School Board Member, was pleased that CPI was discussed; there were neighborhoods with concerns.

Chair DuBois stated there were three tiers created of different levels of toxic categories.

Council Member Wolbach said airplane noise had been an issue the Council and Staff were working on, he was not certain if it affected the schools.

Chair DuBois noted the agreement to begin the designing process at Cubberley had been signed.

Terry Godfrey, School Board Member, PAUSD held a discussion on budget priority; the Governor's budget cycle drove the Palo Alto Unified School District (PAUSD). She announced that PAUSD was having more working study sessions. Some of the budget discussions were around extending the kinder program, class sizes, and the introduction of computer science classes.

Chair DuBois asked what grades computer science classes would start.

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Ms. Godfrey said the computer science classes would be for grades 6 through 12. She returned to the topic of budget discussions and mentioned construction at Addison School has been a part of the conversations as well.

Ms. Townsend asked if the discussion of dogs on Addison property had been mentioned at this Committee.

Ms. Godfrey stated yes, that discussion was during the February meeting. She noted one of the last agenda items was communication and how to better communicate to the broader community.

Ms. Townsend felt it was important to note in 2017, the Spangenberg Theatre was going under reconstruction while the new Performing Arts Center at Palo Alto High School (PALY) will be open so there may be Gunn events held there.

Council Member Wolbach asked about the timeline for Spangenberg Theatre and how substantial the reconstruction was.

Katya Villalobos, Palo Alto Unified School District, stated the Central Building Project was the name for the reconstruction of the Spangenberg Theatre which was to become a two level building in the center of the campus entrance.

Ms. Townsend mentioned the Student Wellness Center would be created on the top tier of the building.

Ms. Godfrey explained the painting project at Gunn would provide color coordination and directional assistance. Students were able to have a voice in the process.

Ms. Townsend noted during the budget season was a timewhen the PAUSD selected new courses for the District.

Chair Dubois asked if there had been a decision made on language courses available to the student body.

Ms. Godfrey stated no budget decisions were finalized until May.

Chair Dubois stated the initial Council discussion on transportation involved whether or not there should be a local tax; the City was awaiting the final decision from the County on their sales tax. The discussion encompassed Palo Alto was one of the few cities without a Business License Tax; if one

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was approved during the election the funds could be filtered to transportation matters.

Ms. Townsend clarified as in an increase to the shuttle service.

Chair DuBois stated yes.

Council Member Wolbach noted during one of the two Study Sessions on transportation, Stanford Research Park representatives spoke on their Transportation Demand Management (TDM) working group.

Ms. Townsend recommended reviewing and gathering data from the PAUSD since they were one of the largest employers in the City.

Chair Dubois acknowledged Gunn High School was on Stanford land although they were excluded from the data files. There were some web based application programs for carpooling that could assist the PAUSD staff in their commute.

Council Member Wolbach added the Downtown Transportation Demand Program could possibly expand in the future. At the present time its focus was on reducing car trips going downtown.

### 3. Discussion of Residential Parking Program.

Terry Godfrey, School Board Member, stated School Board Member, Melissa Baten Caswell had questions on where the Palo Alto Unified School District (PAUSD) was in the City's process.

Cathy Mak, District Chief Business Officer, explained the City was moving into Phase Two in April. Addison School was the only school affected in Phase One. The PAUSD purchased permits for Phase One and requested to be granted a reduced rate for permits in Phase Two. The City had been in discussions with the PAUSD to implement measures to reduce traffic; although, schools were on a fixed bell schedule which eliminated flexibility. The PAUSD has 17 schools but the program only affected one school which applied pressure for those teachers which was why the PAUSD were requesting an exemption.

Chair Dubois asked if Joshua Mello, the Chief Transportation Official was the contact.

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Jorge Quintana, Palo Alto Unified School District, was not certain if there was a meeting; however, the PAUSD was looking for a liaison from the District to work with Josh in order to best facilitate the next steps.

Ms. Mak appreciated the liaison role and wanted to remove the burden from the Addison principal.

Chair DuBois clarified there were two tiers to the parking permit program; \$450 and \$100 annual per employee costs. Phase One cleared up issues in the downtown area while Phase Two was more expansive. The City had approved the lower fee to \$100 for the PAUSD. He stated it might be considered to designate a specific residential block near a school for permitting teachers to park during school hours.

Camille Townsend, School Board Member, asked if Chair DuBois was saying to designate a specific block for teacher parking.

Chair DuBois stated yes that was in discussion with no completion.

Ms. Mak said Addison School needed approximately 60 permits per day for the year.

Chair DuBois asked who the permits would be for.

Ms. Mak clarified teachers, volunteers, and parents who help who may need to be at the school longer than a few hours.

Council Member Wolbach asked how many of the specific permit requestors were there on a given day.

Mr. Quintana stated the principal of Addison determined 40 permits were requested. It was established the permits could be shared.

Council Member Wolbach suggested the program will have hang tags for the employer and the staff would take a tag as they arrived and returned them to the office when they were finished.

Chair DuBois noted the Ordinance was structured so that at the end of March the process would begin and there were two neighborhoods who had requested to be participants in the permit program.

Katya Villalobos, Palo Alto Unified School District, suggested the parking issues in the Southgate Neighborhood may be due to construction. Over the

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past couple of years only seniors had parking permits. When the gates go up for construction equipment access in the next few weeks, the Embarcadero side will be tied up. The parking on the south side of the school; the Churchill side, will be closed temporarily.

Chair DuBois acknowledged if the shutdown was temporary there may not be cause for parking signs to be made and put up.

Ms. Villalobos stated there was enough parking for school and PAUSD staff but it was more about the students.

Ms. Godfrey noted part of the issue may be caused due to the Southgate streets being so narrow that when students walk off campus they block the center of the street.

Chair DuBois wanted to be clear the permit process was initiated by residents in the Southgate Neighborhood.

Ms. Townsend mentioned Ms. Baten Caswell's initial concern with the construction was the impact on the parking. She anticipated working on a plan between the entities where everyone was onboard working together.

Ms. Godfrey stated as the permit program rolled out there may be other schools with issues.

Claudia Keith, Chief Communications Officer, had noticed over the past year increased parking issues in the Southgate Neighborhood.

Ms. Godfrey noted currently the construction for Palo Alto High School (PALY) was on the Embarcadero side but the next phase would be affecting the Churchill side of the school.

Council Member Wolbach asked what the timeline was for completion.

Ms. Godfrey stated more than a year out.

Ms. Townsend asked where City employees parked.

Chair DuBois stated they were provided a permit to park in the City Hall garage with an option to turn it in for a commuter pass.

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Khashayar Alaei, Senior Management Analyst, clarified as of now, the City Staff received permits although the Council was in negotiations with each labor group where the permit would be a topic for discussion.

Ms. Godfrey asked if City Staff had flex time or flex schedules.

Mr. Alaei said the schedule was based on the work unit. Some had the ability to start later and leave later while others came in early and left early. The majority of City Staff that assisted the public needed a standard work schedule though.

Chair DuBois noted there were multiple City facilities where half of the employees were at City Hall and half were out in the other facilities which had their own parking lots or open streets.

Mr. Alaei stated yes, such as the Municipal Service Center (MSC), the Cubberley Community Center(s), the fire stations and water district. He was uncertain of any exemption for the PAUSD before the April 1<sup>st</sup> implementation. The District will pay \$100 per permit and the number of permits needed would be great. The City did quite a bit in investment for the PAUSD in the areas of safety and traffic. In addition, there was a commitment to work with the District but the City was working with all of the employers in the City to assist with traffic.

Council Member Wolbach mentioned the traffic affected the quality of life for the entire community not simply the employees.

Mr. Alaei requested to sit down with the proper person in the District to work on the Traffic Demand Management (TDM) Program. The goal would be to work through some of the issues such as flexible schedules and teachers needing to bring supplies.

Ms. Townsend stated if all of the government workers were receiving free parking the District should too. She requested the parking permit be treated the same as a government entity.

Ms. Godfrey acknowledged teachers and District staff did not have the flexibility on time that other government Staff may.

Council Member Wolbach understood both entities assisted one another. The schools were a large part of what made Palo Alto a great place. Traffic was a problem for all involved. The goal was to provide superior alternatives to Staff, the District and the community to reduce the traffic.

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Chair DuBois noted it was not only public entities that were experiencing issues with traffic and parking. Castilleja School was expanding, thereby creating more issues. Caution needed to be exercised in providing exemptions on public access ways. There was a law where certain classes could be exempt such as corporations purchasing permits to park on public streets.

#### 4. Discussion of City and PAUSD Summer Programs.

Khashayar Alaei, Senior Management Analyst, announced there were two presentations; the Palo Alto Unified School District (PAUSD) and the Community Services Department, so he combined them into one.

Katya Villalobos, Palo Alto Unified School District, presented the PAUSD summer school programs. All programs begin June 13<sup>th</sup>, each level of the program changed for the satisfaction of the student and age. There were two sessions for the summer programs at the elementary level. The summer programs allowed for credit recovery and some apply to credit acceleration in classes. Summer programs were to be held in 2016 at Escondido, Juana Briones, Terman and JLS Schools. The standard concept for summer school has been Science, Technology, Engineering and Math (STEM) now there was Science, Technology, Reading, Engineering, Art and Math (STREAM). The High School summer program enrollment was the largest at 1,300 students; therefore, there was a Principal and an Assistant Principal on site.

Chair DuBois asked the size for elementary enrollment.

Ms. Villalobos stated elementary and middle school enrollment was at 600 students each program.

Stephanie Douglas, Superintendent of Recreation, summer camps focused on engagement providing experience. For 2016 there were 319 camps being offered. There were 398 swimming lessons available. There were 6,169 kids enrolled in the 2015 summer sessions.

Council Member Wolbach asked if there are duplications in enrollment.

Ms. Douglas stated she was uncertain but believed they were unduplicated.

Chair DuBois asked the number of Palo Alto residents versus non-Palo Alto.



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Kristen O'Kane, Assistant Director for Community Services, stated majority were Palo Alto residents partly because residents received a lower rate per class than non-residents.

Ms. Douglas estimated 70 percent because a number of the parents who work in Palo Alto bring their children and sign them up for the programs. New classes for the 2016 season included analytics robotics, society skateboard camp, teen academy and Teen Week Out camps, and a wild life camp. The highest demand in 2016 was for science camps; bay camp, camp Oceana, kinetics camp, Foothills camp, kids love soccer, kinder science, twisted preschool and zoo camp. The aquatics program was very popular so next season there will be a need for 50 lifeguards.

Chair DuBois asked how the Community Services Department (CSD) recruited lifeguards and camp counselors.

Ms. Douglas stated City Staff went to local schools and recruited and there was a camp design for becoming a camp counselor.

Ms. Godfrey mentioned the camp counselor camp was in the Enjoy Catalog.

Chair DuBois asked if CSD had a solid connection with PAUSD to assist with the advertising.

Ms. O'Kane stated the counselor in training program outreach was through the teen program, e-Newsletters and the Enjoy Catalog.

Chair DuBois understood there was difficulty in finding lifeguards.

Ms. O'Kane stated yes, it was difficult. School demands provide difficulty as well as a competitive wage with surrounding pools both public and private.

Camille Townsend, School Board Member, asked if the difficulty was during the school year or summer as well.

Ms. O'Kane acknowledged both.

Ms. Douglas stated it was competitive with other programs paying more. Each CSD Staff member had a connection to the District and the word spreads via word of mouth. Teen Week Out camp was focused on older teens (14-17). The library program focused on preventing learning loss over the summer but also to develop the pleasure of reading. The youth library staff goes to the District to promote their programs.

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Ms. Godfrey asked if the Teen Library Advisory Board was still viable.

Ms. Douglas stated there was a Teen Services Advisory Board but it was not specific to library. Transportation was a need every year for summer programs. CSD was renting buses but they only held a small number of kids. Omega was a small therapeutic camp for those with limited abilities.

Chair DuBois asked if CSD only used the JLS pool for their aquatics programs or if there were others available.

Ms. Douglas noted the Rinconada pool was available.

Chair DuBois believed the Gunn pool was open to the public.

Ms. O'Kane stated at one point, yes, although she was uncertain as to its availability now.

Mr. Alae stated Gunn had redone the pool and upon its completion the logistics were no longer suitable for the uses of the CSD programs. He mentioned Palo Alto High School (PALY) was close to Rinconada and the idea of the aquatics program was to be geographically located; so the close proximity was not feasible. Based on Mitchell Park's proximity to JLS it was easier to manage the programs with JLS.

Cathy Mak, District Chief Business Officer, announced in 2016 the pool needed to close for maintenance at Gunn and because of the construction at PALY, their pool was closed for the needed last two weeks of aquatics camps.

Ms. Godfrey asked how the waitlist/drop out management process worked.

Ms. Douglass stated there was a cancellation policy that prevented last minute drop outs; although people did cancel in a timely manner and Staff pulled from the waitlist.

Ms. Townsend asked if the Districts' summer program had a drop out issues.

Ms. Villalobos stated yes, but there was a waiting list that staff fell back on.

Ms. Townsend asked if staff was lined up for the summer programs.

Ms. Villalobos stated yes.

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Chair DuBois asked if CSD asked parents for transportation because the District relied heavily on them.

Ms. Douglas stated yes, although most parents worked.

Chair DuBois believed a large sect of the community was unaware the school pools were open to the public.

Ms. Godfrey agreed.

Chair DuBois asked if summer school programs had been cut back but now appears to be expanding.

Ms. Villalobos stated yes, the program scaled back four years ago.

Chair DuBois understood the District could not charge for classes but was there a way for the City and PAUSD to work together to provide summer vocational classes that would be a revenue generator.

Ms. Villalobos stated yes, but only because she ran the adult education portion of the PAUSD.

Chair DuBois asked if there could be enrichment classes where a fee could be charged located on the campus.

Ms. Mak confirmed, if the City was running the program or enrichment classes, it would be possible to charge a fee.

Ms. Villalobos stated it would be a contract-vendor situation in that instance, but they would have to find out if it is doable.

Ms. Mak again stated, if it is a City run program, they could charge for it. She added the District would then rent the facility to the City for those type of programs or classes.

Chair DuBois asked if there had been requests for that type of class or service.

Ms. Villalobos said every so often an email or request would come through inquiring as to why those types of classes were no longer available.

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Chair DuBois was focusing on the high school students to have more fun classes rather than adult career classes.

Ms. Villalobos noted at the high school level the District was trying to expand or open up more enrichment classes.

Ms. Godfrey acknowledged some of the courses taken in the summer were used as a breather for the students to alleviate stress during the school year.

Chair DuBois asked if there were times the pools needed to be closed because of a lack of life guards.

Ms. O’Kane stated yes. So CSD has been reaching out to the schools for assistance and there have been postings on the job boards.

## 5. Discussion Regarding Shared Communications Between the City and PAUSD.

Terry Godfrey, School Board Member, revealed communicating to teenagers was difficult so the District had a Parent, Teacher Association (PTA) which had a news list and e-newsletter that was provided to all 17 schools which was sent out to all of the parents. The goal was for the parents to pass the information on to the teens. [enews@PaloAltopta.org](mailto:enews@PaloAltopta.org)

Camille Townsend, School Board Member, noted using the PTA channels is a great opportunity to create relationships with certain individuals in the District. She provided examples such as Mary Gyves, who works for both PALY and Gunn High School and teaches classes on career and work experience. She added other valuable contacts include Christina Owen, who works with the volunteer programs, and John who works with Christina on her applied original research program. She described the applied original research program and the benefits it provides to the participants. She said she is willing to share these names with the City to assist in building up its network with the District.

Chair DuBois asked for a discussion on City to school communications and where there were gaps.

Claudia Keith, Chief Communications Officer, noted she and Jorge Quintana, Palo Alto Unified School District Communications Manager were connected to align discussions between the two organizations. The City has the Our Palo Alto e-Newsletter that is distributed to approximately 7,000 community

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members. There is the Mayor's Newsletter and departments throughout the City had their own smaller newsletters that could be subscribed to.

Chair DuBois noticed the volunteer citizens groups normally focused on senior citizens or citizens without children, he felt there was a gap and suggested focusing on parents for a better understanding.

Ms. Keith understood parents were busy although she believed involvement from parents would broaden the knowledge base for the programs involving kids. There was a Teen Services Subcommittee that focused on getting kids their service hours for graduation as well as using it as a way to get information out to them.

Ms. Godfrey mentioned the [enews@PaloAltopta.org](mailto:enews@PaloAltopta.org) was developed by the PTA Council (PTAC) organization. Susan Usman was a PTAC President and she was very helpful and frequently when the Palo Alto Unified School District (PAUSD) was putting together an organization they asked the PTA to spread the word. She felt a relationship between the PTAC and the City would be very useful.

Chair DuBois clarified each school had a PTA and PTAC was the overall Council for the individual PTA's.

Ms. Godfrey stated yes, that was correct.

Chair DuBois asked if the PTAC communicated with the individual PTA's.

Ms. Godfrey stated yes, that was correct.

Ms. Keith agreed a relationship with the PTAC would be a great place to spread out to a vast network.

Ms. Godfrey mentioned although each PTA had a parent education system the PTAC had parent education at a district level.

Kristen O'Kane, Assistant Director for Community Services, announced the Counsel in Training Program was distributed through the e-Newsletter and Counseling Service Programs through the schools.

Council Member Wolbach noted the City was piloting a series of Town Hall meetings in various neighborhoods throughout the City. He felt it would be worth mentioning throughout the PAUSD, PTAC, and the parents. The first meeting had a good turnout of participants.

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Ms. Godfrey stated each School Board Member was a liaison to specific schools and it would be a positive outreach for that School Board Member to be notified if the Town Hall was to be held at one of their Liaison schools.

Ms. Townsend recalled in the past where the Council worked closely with the PAUSD and she felt the current Council was committed to the same.

Council Member Wolbach mentioned the Human Relations Commission hosting events highlighting aspects of the community and the Palo Alto culture at the Mitchell Park Community Center.

Ms. Godfrey stated that was great and requested if Claudia and Jorge could communicate those types of events to one another to share through the different communities that would be helpful.

Council Member Wolbach noted the last items he wanted to mention was the use of social media as an outreach. He asked how Claudia and Jorge felt about social media as a means for communications.

Ms. Keith stated social media was a huge platform to communication in the City. She was happy to add PAUSD information.

Ms. Godfrey asked if the applications that existed such as "Palo Alto 311" and "Our Palo Alto" were considered communication vehicles.

Ms. Keith stated the "Our Palo Alto" application not as much although the "Palo Alto 311" was considered the go to application for the community to notify the City of issues they see as they travel out and about. The "Palo Alto 311" could also be used as a tracking mechanism for follow-up.

Ms. Townsend was uncertain of the application content.

Ms. Keith explained the "Palo Alto 311" was where a pothole, use of a leaf blower type complaints could be logged. A photo could be uploaded to show what and where the issue was, the proper department was notified and once the repair or issue was resolved the notifying party was notified.

Chair DuBois asked if there were channels to teens, a teen's newsletter or social media aimed specifically towards teens.

Ms. Keith clarified the City directly did not but at the CSD teen center had implemented PAClick which was one program she new of.

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Jorge Quintana, Palo Alto Unified School District, stated engaging with teenagers was a high priority. There were currently no District social media geared towards the kids but they were moving in that direction. Being responsible for the safety of all of the kids there was a high alert on how to approach such an idea.

Ms. Townsend noted there needed to be parent approval for anything the kids would be participating on.

Chair DuBois mentioned the Bryant Street Garage Fund which was receiving a lot of press lately.

Mr. Quintana stated the PAUSD staff was presently drafting a policy and guidelines to be reviewed by the School Board soon.

Ms. Godfrey requested to be better prepared for crisis communications. She was suggesting a closer relationship to be prepared for any type of situation.

Ms. Keith agreed there should be knowledge of the roles in each entity and who should be responding to whom in what type of situation.

Chair DuBois mentioned there were school events that the community could benefit from if they were aware; such as plays and fundraising events.

Ms. Godfrey felt the Walk and Roll Program would be a good event to spread around.

Chair Dubois stated when the District formed volunteer committees it would benefit the committee if one or two of the members were broader community member.

Ms. Godfrey clarified there were press releases sent out when committees were needed or being formed.

Chair DuBois suggested those types of press releases could be fed into the City's communications.

Ms. O'Kane mentioned the CSD Community Center had a Staff member with specific duties to teen programs. There was a teen forum, which collected contact information from teens as they applied for things, signed up for things or simply repeatedly went to different events. Mitchell Park

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Community Center had a teen's e-Newsletter which promoted all of the teen events upcoming.

Ms. Godfrey believed different teen groups in the City had Facebook pages created for that specific group.

Mr. Quintana stated a tool the District was using often as of late was webinars with the Superintendent which were available on the District website.

Ms. Townsend asked who fed the Twitter account for the City.

Ms. Keith clarified her department and Staff.

## 6. Review Upcoming Calendar and Agendas.

Khashayar Alaee, Senior Management Analyst, stated the upcoming agenda items included middle school athletics.

Cathy Mak, District Chief Business Officer, suggested checking with Rob de Geus to verify he was ready to have the discussion in April.

Mr. Alaee said if Mr.de Geus was not available for discussion on the middle school athletics, he asked what topic the Committee wished to pursue.

Chair DuBois mentioned transportation and parking which was partially touched on during today's meeting.

Mr. Alaee noted some of the items on the list were Cubberley, the Comprehensive Plan, and communications.

Chair DuBois shared the tentative list from the February meeting as April hosting the middle school athletics, transportation and parking and Cubberley in June.

Terry Godfrey, School Board Member, asked if there was any reason to discuss the Comprehensive Plan in April.

Chair DuBois noted it was in process and was not certain it would be ready for a discussion. The communication process was one of the items on deck.

Council Member Wolbach asked if there could be more follow-up on the transportation. He felt the discussion was opened during the meeting but



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was uncertain whether bringing Staff in in April would be useful. He felt it would be beneficial to continue to topic on transportation and the Residential Parking Program (RPP), bringing the PAUSD in o a broader discussion on the Transportation Demand Management (TDM) Program; sharing thoughts on the shuttle.

Ms. Godfrey asked if there would be ample time for that size of a discussion.

Mr. Alae felt if the District had selected a point person and the City's transportation Staff could attend it could be a viable and efficient meeting.

Chair DuBois stated the shuttle routes should be ready for discussion.

Council Member Wolbach said that was a large topic because the largest users of the shuttle were the school kids.

Chair DuBois asked if the Bike Path Plan Update could be considered.

Council Member Wolbach felt between the shuttle, bike and continued discussion on parking it would be a full meeting.

Camille Townsend, School Board Member, asked to broach the topic of a Google or Facebook type bus transportation system. She asked if the City had discussed the idea for transporting staff from other areas to work.

Council Member Wolbach stated the Downtown Transportation Demand Management (TDM) and the Stanford Research Park Transportation Demand Management groups were looking in ways to pool resources so collectively they had enough employees that running a long-range shuttle was feasible.

Chair DuBois clarified the Downtown TDM had a small area they served and there were no discussions of expansion.

Mr. Alae agreed those ideas would be great to have Staff available for to broaden the discussion.

Chair DuBois wanted to hear middle school athletics in April but understood it was reliant on Staff availability. If that item was removed then the transportation items moved up; he requested an updated Bike Plan be presented for a greater transportation discussion. He asked if the Committee members had another topic to be on deck for the upcoming rolling three month agenda.

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Ms. Godfrey mentioned the minutes from February had not been approved yet.

Chair DuBois suggested the Comprehensive Plan and the California Environmental Quality Act (CEQA) be on deck for June.

Ms. Townsend thought the topic of libraries was always a learning experience. Both the City and District had massive libraries and to the degree of how they interact was interesting to learn.

Chair DuBois wondered if the ballot discussion needed to be brought up. He asked if the District had any election items.

Ms. Godfrey stated no.

Council Member Wolbach was good with the Comprehensive Plan being discussed in June.

Mr. Alae understood the upcoming agenda list of topics as; middle school athletics in April or May if Community Services Department (CSD) Staff was ready which would coincide with the Transportation Bike Plan, and June would be the Comprehensive Plan.

Ms. Townsend asked if there was a topic of the construction happening throughout the City and the impact that may have on schools.

Ms. Godfrey stated no.

Chair DuBois expressed that being a good topic for discussion.

Ms. Townsend asked if the Committee was meeting in July.

Mr. Alae stated Council break began just before the 4<sup>th</sup> of July therefore he believed there would not be a meeting in July.

Chair DuBois asked to agendaize school and Public Works construction projects for May.

Mr. Alae recommended inviting Development Services to discuss major developments throughout the City.

Chair DuBois asked Staff to be sure the discussion included plans for Embarcadero Road.

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Mr. Alae stated the title would be broad enough to encompass a wide array of conversations.

Mr. Godfrey moved to approve the minutes.

Council Member Wolbach seconded the Motion.

**MOTION:** School Board Member Godfrey moved, seconded by Council Member Wolbach to approve the February 18, 2016 minutes.

**MOTION PASSED:** 3-0, Board Member Baten Caswell absent

Adjournment: This meeting was adjourned at 10:10 A.M.