

AARC Workgroup  
May 16, 2016 Minutes  
Summit Elementary School  
11:30 – 12:50

Attending: Vince Cobalis (Chair), Nu Chanpheng, Thuy Nguyen, Taja Beekley (AARC), David Taylor (PW) by phone.

1. Discussed Commission Budget recommendations related to AARC and AISD that will be reviewed by the full Commission on Tuesday, May 17<sup>th</sup>.
2. Update on AARC commercial kitchen construction – phone discussion with David Taylor, Public Works project manager.
  - a. Timeline has been pushed out once again.
    - i. Assigned Architect left and a new person had to get up to speed.
    - ii. PARD Project Manager left and John McKennis is now PARD representative.
  - b. Oversized hood required by Health Dept. may increase overall cost, but not yet determined.
  - c. David Taylor agreed to provide a **weekly update** so the Commission can stay abreast of any problems
  - d. New timeline:
    - i. 5/13 QMD Final Submittal
    - ii. 6/10 Clear permits and reviews
    - iii. 6/15 Final documents to JOC
    - iv. 7/1 JOC pricing
    - v. 7/15 JOC contract
    - vi. 11/15 Substantial completion
3. Discussed draft Commercial Kitchen policies and rules
  - a. Discussed separate rental fee for the kitchen  
(**recommendation due for budget process now**)

- b. Discussed several cleaning fee and damage deposit options, with no firm decision. Struggling to keep fees affordable while still protecting the City and public health.
  - c. Emphasized the importance of complying with Health Department standards, particularly in regards to cleaning.
  - d. Discussed whether older children (age TBD) can assist in kitchen and what would be allowed.
4. Monthly program reports not yet available due to the big Celebrate Asia event on Saturday 5/14. It was very successful with 1,000 attendees.

Next meeting Wednesday, June 8, 2016 at Summit Elementary  
11:30 – 12:30