CAC Facilities Sub-Committee Meeting  
August 16, 2012  
Meeting Notes

The Facilities Sub-Committee met Thursday, August 16, at the home of Susie Thom with the following people attending: Sub-committee members Susie Thom, Jerry August, Penny Ellson, Jennifer Hetterly, Jim Schmidt, and from city staff Richard Hackmann.

Susie began the meeting with an update and highlights from the Cubberley Policy Advisory Committee Meeting held August 15, 2012.

**Sub-committee Milestone 1 — Data Collection Piece**
1) Brian Carilli was unable to attend, however, he sent us a sample of what he has been working on for the sub-committee’s review and comments. The city map Brian is working on will place city/school properties with a pin and visually show what type of facility is located at each pinpoint. (sample attached)

Each one of the markers could link to an excel spreadsheet with sizes and capacity of each one. This graphic will also be useful to the other sub-committees and to the CCAC to visually map facilities, service levels provided, and their distribution across the city.

**Action Item**: Brian continue work on mapping project

2) We discussed with Richard building a spreadsheet for types of facilities and their use, and conditions/characteristics of the facilities at Cubberley similar in format, not content, to the one produced by the Infrastructure Blue Ribbon Commission, where all sub-committees and staff could provide input to the spreadsheet. This was particularly useful to the Infrastructure Committee as they assimilated data. Sub-committees could request information, and all CCAC members would have a shared link to view the information.

**Action Item**: Jennifer agreed to provide Richard with initial data requests to start the process of building the spreadsheet.

3) Jen reported that the Cubberley Community Center Long-term Renters and Tenants Survey (requested by the Community Needs Sub-Committee) was expected to be sent out this week.

4) Jerry reported his findings in researching the Community Services Element as part of the City’s Comprehensive Plan Amendment effort and presented us copies of the summary pages and the link to the full Community Services Background Report.

**Additional Action Item** for Milestone 1: Jim will follow up on Cubberley MEPs
Sub-committee Milestone 2 — Brainstorming Piece
We began to discuss joint use trends in other communities. Jim had done some research and outlined for us: the Martin Luther King Library (San Jose State and City of San Jose); the branch San Jose public library at Educational Research Park, which never opened; and the embryonic at this point Sunnyvale Library on the site of the public Lakewood Elementary School. Richard also presented a spreadsheet of Santa Clara County & San Mateo County Joint Use Facilities he began.

Our group began to identify some of the facilities that are specialized and unique to the Cubberley site: gym space, music and dance studios, individual artists studios, and to some extent the theatre, and shortage of child-care facilities.

Action Items:
Susie to follow-up with CCAC Co-Chairs and Sub-Committee Chairs re Bern’s suggestion that staff research appropriate school districts and cities for successful uses of shared facilities.

Penny to research Cubberley child-care facility space needs.

Sub-committee Milestone 3 — Problem-solving Piece
Although the status and timing is not clear, Jen reported that the city is putting together a Service Fee User Study.

Action Items:
Susie will request re-introduction of the Cubberley financial data in the “Cubberley Community Center Background Information” booklet dated September 1, 2011, pages 10-14. Our sub-committee would like to look more in depth at this data.

Questions from discussion:
1) Who is responsible for deferred maintenance on PAUSD leased buildings at Cubberley? What happens if/when lease ends?
2) What is the baseline cost of a “do nothing” approach

Schedule of Facilities Sub-Committee meetings through September:
Thursday, August 30, 4 p.m., Location TBA
Thursday, September 13, 4 p.m., Location TBA
Thursday, September 27, 4 p.m., Location TBA

Note: The Community Needs Sub-Committee has requested a Cubberley Community Center Tour tentatively scheduled for Tuesday, August 28, 2 p.m. All CCAC committee members are invited to attend.

Susie Thom
Facilities Sub-Committee Chair