



DATE: July 13, 2017

AGENDA ITEM # 1

TO: Hillview Community Center Project Task Force

FROM: J. Logan, Process Liaison

SUBJECT: Receive Information and Announcements from City Staff

BACKGROUND

Staff will provide information and announcements related to; 1) communications from the public since the last Task Force (TF) meeting that are addressed to the TF; and 2) information requests from the Task Force (TF) that need further clarification. Staff will provide updates to the TF regarding activities that occurred during the period between TF meetings. Staff will also provide updates on processes and procedures related to the organizational efficiencies of the TF.

DISCUSSION

The following items will be reviewed:

1. Communications received from the public that are addressed to the TF
2. Individual TF member requests for information that need further clarification and discussion with TF members at large
3. Update from TF on the progress made for recording time spent on categories of TF activities. Categories of activities include time spent in meetings; reading reports, materials and research; site visitations; special assignments such as the architect review process and chair position; preparing reports; communications with the community; and other.
4. Invite Commissions to respond to the following inquiry: Within the focus of your Commission, are there considerations for the Hillview Community Center project you would like the Task Force to know?
5. Set meeting dates in August and in September if feasible

REMINDER - Please let Erica Ray know if you will not attend any TF meetings to ensure a quorum is attained and other TF members are notified accordingly.

Attachment: none