



DATE: September 11, 2017

AGENDA ITEM # 1

**TO:** Hillview Community Center Project Task Force

**FROM:** J. Logan, Process Liaison

**SUBJECT:** Receive Information and Announcements from City Staff

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## **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 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. 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.
3. 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?
4. TF members are encouraged to speak, meet, communicate and engage with their networks, neighborhood groups or individuals in the community to disseminate information about the TF mission and Community Center design process that is currently underway. During these engagement activities, TF members are encouraged to listen to community members' perspectives, invite persons to attend and provide public comment at the TF meetings and report back to the TF ideas and perspectives gained from these outreach activities for public discussion. Communication with community members can be recorded on the TF Activities Time-sheet
5. Future TF meeting dates are October 3 and 18, 7 PM, and November 7 and 30, 7 PM. Locations for October 3 and November 7 and 30 are in Community Chambers, City Hall. September 26 Study Session with City Council will take place in the Community Chambers at Los Altos City Hall at 5 P.M. The architect design team will attend and participate in all meetings.
6. Commissions are responding to the request for input to the TF. A copy of input received to date is attached. Other Commission responses are anticipated and will be provided to the TF ongoing.

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.

Attachments:

- A. Task Force Process
- B. Task Force Speaker Notes
- C. Commission reports to Task Force received to date

