



DATE: August 26, 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. 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. 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
6. Meeting dates are September 11, 7 PM, Los Altos Youth Center (LAYC) and September 26 Study Session with City Council, Community Chambers. The architect design team will attend and participate in all meetings.

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

