

## HISTORICAL COMMISSION 2015/16 Work Plan

Goal	Projects	Assignments	Target Date	Status
Administer the annual Margaret Thompson Essay Contest	Administer the essay contest and coordinate with the History Museum's Education Committee	<ul style="list-style-type: none"> <li>• Coordinate outreach to Los Altos schools once an essay topic is established</li> <li>• Receive and judge essay entries, and determine winners (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) for each grade.</li> <li>• Prepare award certificates</li> <li>• Administer Ice Cream Social to recognize winners</li> </ul>	December – May each year	
Implement the Historic Plaque Program	Organize a kick-off event to publicize and recognize the historic plaque recipients		May/June 2015	
Administer the annual Historic Preservation Award	Review nominations, hear testimony and hold vote to determine the award recipient		April each year	
Maintain the City's Certified Local Government Status	Review and approve the annual CLG report that is submitted to the State Office of Historic Preservation		January each year	
	Seek historic education and training opportunities, with a focus on the local community activities and educational opportunities			

Foster Partnership with Los Altos History Museum	Hold an annual joint meeting with the Museum Board of Directors		Summer each year	
	Seek opportunities to partner with the Museum on historic education and outreach			
Update the Historic Commission Website	Provide information on structures participating in the Historic Plaque program			
	Provide additional information including the Historic Resource Inventory, Historic Plaque program			
Brochure for Historical Plaque Program Houses	Create a Historical Plaque Program brochure to publicize the program and recipients			
Halsey House at Redwood Grove	<ul style="list-style-type: none"> <li>• Pursue evaluation of the Halsey House at the Redwood Grove</li> <li>• Provide a recommendation to the City Council.</li> </ul>			