



DATE: January 25, 2016

AGENDA ITEM #4

**TO:** Historical Commission  
**FROM:** Sean K. Gallegos, Assistant Planner  
**SUBJECT:** 2016 Commission Meeting Schedule

**RECOMMENDATION:**

Determine Commission meeting schedule for 2016

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**DISCUSSION**

The Historical Commission holds its regular meetings on the fourth Monday of each month beginning at 7:00 p.m. in the Community Meeting Chambers.

**DISCUSSION**

The following is the proposed list of meeting dates for 2016:

January 25, 2016  
February 22, 2016  
March 28, 2016  
April 25, 2016  
May 23, 2016  
June 27, 2016  
July 25, 2016  
August 22, 2016  
September 26, 2016  
October 24, 2016  
November 28, 2016  
December 26, 2015

The Yearly Calendar of Events is provided to outline work and meeting agenda items for 2016.

Attachments

A. Yearly Calendar of Events

# Yearly Calendar of Events

## Los Altos Historical Commission

### JANUARY

#### *Work Items*

- Margaret Thompson Essay Contest

#### *Meeting Agenda*

- Review and approve Certified Local Government (CLG) annual report
- Review Commissioner City Council meeting assignments for the year

### FEBRUARY

#### *Work Items*

- Margaret Thompson Essay Contest
- Publicize Historic Preservation Award
- *Staff* – Post Essay Contest prompt and instructions on the City website

#### *Meeting Agenda*

- Review and approve Commission accomplishments

### MARCH

#### *Work Items*

- Margaret Thompson Essay Contest
- Publicize Historic Preservation Award
- Commissioners submit Form 700 (Statement of Economic Interests) to City Clerk by April 1<sup>st</sup>
- *Staff* – Post Historic Preservation Award nomination request on City website

#### *Meeting Agenda*

- Review and approve Commission work plan
- Nominate Chair/Vice-Chair

### APRIL

#### *Work Items*

- Margaret Thompson Essay Contest
- Publicize Historic Preservation Award
- *Staff* – Submit check request to Finance for Essay Contest winner checks

#### *Meeting Agenda*

- Review nominations and vote on Historic Preservation Award recipient

### MAY

#### *Work Items*

- Margaret Thompson Essay Contest Cream Social (2<sup>nd</sup> Tuesday)
- Historic Preservation Award recipient recognized by City Council (2<sup>nd</sup> Tuesday)
- Annual Joint Meeting and Commissioner Training with City Council
- *Staff* – contact History Museum to schedule joint meeting with Museum Board.

#### *Meeting Agenda*

- Meeting usually canceled due to Memorial Day – special meeting scheduled if necessary

### JUNE

#### *Work Items*

#### *Meeting Agenda*

## **JULY**

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### *Work Items*

- Annual joint meeting with History Museum Board of Directors

### *Meeting Agenda*

## **AUGUST**

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### *Work Items*

### *Meeting Agenda*

## **SEPTEMBER**

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### *Work Items*

### *Meeting Agenda*

## **OCTOBER**

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### *Work Items*

### *Meeting Agenda*

## **NOVEMBER**

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### *Work Items*

### *Meeting Agenda*

- Meeting sometimes canceled due to Thanksgiving – special meeting scheduled if necessary

## **DECEMBER**

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### *Work Items*

- *Staff* – Prepare CLG annual report.

### *Meeting Agenda*

- Meeting usually canceled due to Christmas – special meeting scheduled if necessary