

DATE: 8/22/23

TO: Councilmembers

FROM: City Manager's Office

SUBJECT: COUNCIL Q&A FOR AUGUST 22, 2023, CITY COUNCIL REGULAR MEETING

Study Session

1. Will the adhoc committees be required to publicly notice their meetings and do their meetings have to be open to the public?

Answer: No. Adhoc Subcommittees are not required to notice their meetings or hold meetings in public. However, subcommittees that include members of the public are subject to the Brown Act. Resolution No. 2015-09.

The City requires that all advisory subcommittees and/ or ad hoc committees created by the City Council or any City Commission will comply with the Brown Act as follows:

- City advisory subcommittees and/ or ad hoc committees created by the City Council or a City Commission that are composed solely of less than a quorum of the body will continue to be ad hoc in nature and shall not be subject to the Brown Act.
- Certain City advisory subcommittees and/ or ad hoc committees created by the City Council or a City Commission and/ or other legislative bodies that are composed of less than a quorum of the body and have members of other City Commissions and/ or members of the public on the committee shall comply with the Brown Act meeting requirements.

2. What is the reason why a commission member can't serve on more than one subcommittee?

Answer: The Los Altos Commission Handbook describes the types of meetings that violate the Brown Act. The chance for a violation of the Brown Act through meetings commonly known as Daisy Chain, Hub and Spoke, or Serial meetings increases when Commissioners serve simultaneously on multiple subcommittees.

3. Will the staff be accountable for ensuring knowledge of conflicts of interest?

Answer: Commissioners are required to complete at least two hours of public service ethics training every two years. This training includes the Brown Act, FPPC and common law conflicts. The City Attorney includes ethics training in the yearly Commission training.

4. Can you provide clarification regarding conflicts of interests and please provide examples.

Answer: The types of conflicts the Council should discuss including in the Commission Handbook are incompatible activities and perceived conflicts of interest. These definitions are provided as an attachment to the staff report.

Examples are as follows:

- A Commissioner serves on the Board of a non-profit and that non-profit receives funds from the City.
- A Commissioner recommends policy changes to the City Council and consults for a company that may receive a contract to implement the policy changes.

It is important to note the Commissioner in these examples is not being asked to recuse themselves from voting. Instead, the Commissioner is being asked to disclose the relationship prior to discussion and a vote taking place. However, if the potential conflict is as defined in the Brown Act or FPPC regulations, the Commissioner should seek advice on the appropriateness of participating in the agenda item.

Agenda Item 1 (Minutes)

5. Page 4 of 6, please identify who seconded CM Dailey's motion, "Motion by Dailey and Seconded by ? to change the setback to 5'."

Answer: Noted. Thank you.

6. See accompanying pdf edits.

Answer: Noted. Thank you.

Agenda Item 4 (Multi-Jurisdictional Meetings on the Stanford Community Plan)

1. Initiated by: SCC Supervisor Joe Simitian (not Commissioner)

Answer: Thank you. This is the correct title.

Agenda Item 7 (Los Altos Grill Parking Agreement)

1. If the Grill is sold or ownership is otherwise transferred, is this license agreement transferrable to the new owner?

Answer: This is covered in the License Agreement Section #10, "Neither this License, nor the rights granted to Licensee within it, shall be assignable or otherwise transferable without the prior written consent of City."

2. In the license agreement, item 3 reads in part:

City shall have the right to make modifications to the Parking Area without notice to, and without obtaining the consent of, Licensee so long as such modifications do not materially interfere with Licensee's non-exclusive right to park in the Licensed Parking Stalls.

What is a "material modification?" Would this provision prevent the City from changing the size of the parking spaces?

Answer: No, this will allow the city to modify the stall dimensions, orientation and overall parking layout.

3. In the license agreement, § 4: On the fourth line of the section, the parenthesis around "6" opens on a space.

Answer: This can be corrected in the final agreement.

4. In the license agreement, § 8: Why is the word "harmless" highlighted?

Answer: This was an error when the packet was published. This would be fixed when the final agreement is routed for signatures.

5. In the license agreement, § 11: Is a violation of CUP 95-UP-1 and/or CUP 03-UP-10, or if the licensee is in violation of any state or federal law, or any local ordinances, grounds for immediate termination?

Answer: Yes.

6. The accompanying map only indicates 15 parking spaces. Where are the other 20? Can staff provide a map showing the location of all 35 of the parking spaces?

Answer: No specific parking stalls are dedicated beyond the first 15 stalls. The additional 20 are allowed in the open parking areas of the parking plazas.

7. Are LAG employees allowed to park in the licensed parking spaces? Can we require the LAG to purchase a minimum number of white dot spaces to ensure that the licensed spaces are only used by restaurant patrons and others visiting downtown?

Answer: No, the Los Altos Grill does have some onsite parking, which is what is utilized by the employees of the establishment. Subsection 5 of the agreement covers that employees shall park onsite at the Grill and are not eligible for parking permits.

8. The rate for the parking stalls in this proposed agreement is based on the rate adopted for the parklet program for the first year (which has the potential to be revised after year 1). These use scenarios are very different, a parklet is a nice-to-have benefit for a restaurant but presumably not required to run the business, whereas in the agreement with Los Altos Grill, a parking solution is required. Please explain why the parklet rate is the right one to use when these examples are so different.

Answer: The rate was utilized based upon the only adopted rate of parking in Downtown Los Altos.

9. Council decided to evaluate the parklet rate at the end of the first year. If we change that rate, do we need to do a new agreement with Los Altos Grill each time the parklet rate is changed?

Answer: There is a 'reopener' clause in subsection 4 of the agreement which means the rate of parking will be reflective of whatever the established fee is, as determined annually.

The license agreement also allows payments to be applied to Parking in Lieu charges when that fee is established. This is the appropriate charge for this type of use. Once established, the City will seek this as a solution to a license agreement.

10. Will this impact the other downtown businesses that utilizes that parking plaza?

Answer: This same agreement was executed 20 years ago and at no time was there any associated impacts to nearby businesses.

[Agenda Item 8 \(Adoption of Salary Schedules to Comply with CalPERS Requirements\)](#)

1. Is this the same full-time salary and part-time/hourly schedule that the Council adopted in June? Have any changes or other modifications been made to the schedule?

Answer: Yes, we have had modifications to the salary schedule since the last adoption in June. We updated the part-time hourly rates to reflect CPI increases. There were also administration updates we previously missed such as, job title updates for Permit Technician to Development Services Technician, and administrative salary calculation errors for some of the classifications such as Finance Director and Wastewater Worker I/II.

Agenda Item 9 (Museum Support)

1. The 2005 agreement obligated the City to provide the museum with \$65,000 annually for “general support.” Is that term defined anywhere? What is “general support?”

Answer from History Museum: General support is a widely accepted term within the non-profit fundraising profession to refer to any unrestricted gift. We are not aware of any further definition being provided inside or outside of the contract beyond this commonly accepted definition. The museum’s normal operating budget is based on the total of its general support, whereas restricted gifts are budgeted separately.

2. Why weren’t cleaning services, gardening services, insurance, and small maintenance expenses allocated to the museum in 2005? What has changed that compels staff to now recommend that the City assume these costs?

Answer: City staff cannot speak to the exact rationale of the expenses in 2005. Currently, City staff recommends that these expenses be included because they involve the ownership of the building or property itself. These expenses are a required cost for the City regardless of whether or not the History Museum operates or hosts programs. It is also more cost and resource efficient to have the History Museum cover the expenses rather than the City.

Additional Answer from History Museum: As a supportive part of the community, the Museum tries not to bother the City unnecessarily. Over time, this has resulted in the non-profit association taking on certain responsibilities and daily operational expenses that rightfully belong to the category of ownership.

3. If the City did not modify its contractual obligations to the museum, what programs would the museum cease to offer?

Answer from History Museum: The requested increase is necessary for the Museum to maintain its level of service to our community. If this contract is not modified beyond its 2005 levels, the Museum will see drastic reductions in collection care, response time to public inquiries, and our free changing exhibits programs in the J. Gilbert Smith House and Main Gallery. Other public programs such as Train Days and the Apricot STEM Fair and planned expansion of our Educational Tours would also be jeopardized.

4. Does any portion of the City’s contribution to the museum go toward staff salaries? Does any portion of the City’s contribution to the museum free up other money used for staff salaries?

Answer from History Museum: The amount of “general support” calculated in 2005 was based on the annual salary of the director, who was an employee of the City’s Parks and Recreation Department at the time that the 2005 agreement was signed. It was understood to the original signers that funds would be used to hire staff directly by the Association. The City contribution goes into the general fund which is used for all operations, maintenance, and staffing.

5. In the 2005 agreement, obligation #5 for the museum requires the museum to provide an annual financial report to the City each year. Please provide the last five annual reports provided to the City by the museum.

Answer from History Museum: The Museum sends an invoice to the City in May and December of each year, and includes a copy of the Annual Report in the December invoice. All of the Annual Reports and the Museum’s tax returns are publicly available on our website: LosAltoshistory.org/about/governance.

The last five annual reports are included with this document.

6. In the 2005 agreement, the museum is obligated to allow the City to examine its financial records at any time upon ten (10) days' notice. Has the museum fulfilled its obligation under this clause of the agreement?

Answer from History Museum: Yes. The Museum maintains all of its records on Quickbooks and we reconcile our books monthly.

Agenda Item 11 (Penalty for Expired Permits)

1. Will this ordinance be retroactive, so apply to all existing permits/projects? Specifically, will it apply to 1540 Miramonte?

Answer: Staff will respond to this question during the discussion item at the City Council meeting.

Agenda Item 12 (Mechanical Equipment)

Staff has requested modifications to the proposed ordinance for Agenda Item #12 as referenced in the attached Memo from the Development Services Director.

Agenda Item 13 (Legislative Body Travel Policy)

1. What is the "adopted budget appropriation for city council travel? (Page 1 of the proposed policy, "Policy," ¶ 3.)

Answer: This budget appropriation has not been determined. City Council can determine this budget appropriation for their travel if City Council feels comfortable with this policy.

2. In the bullets for "Internal Controls" "Prohibited Expenditures," each of the semi-colons is followed by a comma. One of those punctuation marks should be removed.

Answer: Noted. City staff will select one punctuation mark.

3. Does the proposed mileage reimbursement include fuel?

Answer: The mileage reimbursement is provided on a per mile basis, which is set by the IRS.

4. The proposed "meal costs" section suggests that members will be provided a per diem for meals. But the second item in "Business Meeting Expenses" indicates that meals will be reimbursed at their actual cost. Aren't these provisions in conflict?

Answer: These provisions are not in conflict because they relate to two different types of expenses. A per diem for meals is provided for travel to conferences or multi-day travel that are a necessary expense for the member traveling.

Business meeting meal reimbursement is provided for members attending a specific single-day meeting and requesting reimbursement for the meal expense. For example, per diem for meals would be provided for a multi-day conference in Anaheim and business meeting meal reimbursement would be provided for a meeting in the East Bay that is all day for which the member is seeking to apply under this policy.

City staff will clarify that section as it relates to a single-day business meeting.

5. How criteria will be used to be sure that everyone is treated equitably and how can we be sure a denial is justified.

Answer: The legislative body will review each application for travel and make a determination that the conference and the individual member applicant are necessary for City purposes.

Agenda Item 14 (Exploring Offering Public Safety Services to LAH)

1. Is the public safety division adequately staffed to provide police service to LAH? If we need to hire additional personnel and/or purchase additional equipment, do we have sufficient time to do so?

Answer: If the City were to provide police services to the Town additional personnel would be required. The proposed study would determine the appropriate number of personnel, including support staff and overhead, necessary to ensure adequate staffing.

Any future contract would include terms to ensure adequate time to hire personnel.

2. What is the PD's opinion about the Hills' policy of using private security guards to patrol their City? Will that pose any challenges or otherwise hinder our ability to provide services to the Hills?

Answer: The decision to use private security guards is under the purview of Los Altos Hills. City staff does not have an opinion. Staff does not support the same application of private security guards in Los Altos. Staff does not believe this will pose challenges.

3. LA and LAH have different ALPR policies. Please explain how the PD will ensure that it is complying with each of the policies, especially if they are in conflict.

Answer: If an agreement for Police services was reached, the Town would have the same policy as adopted by the City.

4. Does LAH have its own MEUP policy, or will LAH have to abide by our MEUP policy?

Answer: If an agreement for Police services was reached, the Town would be required to have the same MEUP policy as the City.

5. If LA provides police services to LAH, will that negatively impact the time that it takes for the police to respond to emergency calls from LA residents?

Answer: It is believed response times, and secondary response times, could be improved in a Police services agreement. It is part of what would be considered in the study. If response times are increased, staff would not recommend moving forward with an agreement.



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, JULY 11, 2023
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

*Sally Meadows, Mayor
Jonathan Weinberg, Vice Mayor
Pete Dailey, Councilmember
Neysa Fligor, Councilmember
Lynette Lee Eng, Councilmember*

CALL MEETING TO ORDER – Sally Meadows, Mayor, called the meeting to order at 7:00 p.m.

ESTABLISH QUORUM – All Councilmembers were present and in person.

PLEDGE ALLEGIANCE TO THE FLAG – **Sally Meadows, Mayor**, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION – There was no reportable action for the Closed Session meeting of July 11, 2023.

CHANGES TO THE ORDER OF THE AGENDA

Sally Meadows, Mayor, changed the order of the Discussion Items as follows:

- Item 10
- Item 12
- Item 14
- Item 11
- Item 13

Motion by Meadows and Seconded by Fligor to accept the changes to the order of the agenda.
Motion carried unanimously by roll call vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no speakers during Public Comment.

SPECIAL ITEMS

Recognition of Los Altos Employee Award Recipients

Irene Silipin, Human Resources Director, announced Los Altos employees who recently received recognition for their services and showed a brief video of the Employee Recognition Event held earlier in the month for city staff.

Proclamation Recognizing 2023 as the 30-Year Anniversary of the Friends of Stevens Creek Trail

Sally Meadows, Mayor, presented the proclamation to Friends of Stevens Creek Trail members.

CONSENT CALENDAR

The following members of the public spoke regarding items on the Consent Calendar:

• Eric Muller (Item 7)	• Teresa Morris (Item 8)
• Don Bray (Item 7)	• Stacy Banerjee (Item 8)
• Don Weiden (Item 7)	• John McKenna (Item 7)

• Gary Hedden (Item 7)	• Bruce Naegel (Item 7)
• Eric Steinle (Item 8)	• Dashiell Leeds (Item 7)
• Teresa Morris (Item 3)	• Roberta Phillips (Item 1)

Pete Dailey, Councilmember asked to pull Item 7 for further discussion.

Jonathan Weinberg, Vice Mayor, requested to pull Item 7 and 8 for further discussion.

Lynette Lee Eng, Councilmember, requested to pull ~~Items 7 and 8~~ and 9 for further discussion.

Sally Meadows, Mayor, moved Items 7 and 9 to the Discussion Item section of the agenda.

Motion by Weinberg and Seconded by Fligor to approve the Consent Calendar, excluding Items 7, 8 and 9. **Motion carried unanimously by roll call vote.**

Motion by Weinberg and Seconded by Dailey to approve Item 9. **Motion carried 4-1 with Councilmember Lee Eng opposed, by roll call vote.**

Sally Meadows, Mayor, moved Item 7 after Item 10 of the Discussion

1. Approve the Regular Meeting Minutes of June 27, 2023
2. Adopt a Resolution accepting completion of the Sanitary Sewer Video Inspection, Project WW-0101121; and authorize the Environmental Services and Utilities Department Director to record a Notice of Completion as required by law
3. Adopt a resolution to authorize the City Manager to execute Amendment No. 3 to the EOC Design Agreement between the City of Los Altos and Noll & Tam Architects and Planners in an amount not to exceed \$75,583 to evaluate an upsized generator sized for the whole Los Altos Community Center and some capacity for Los Altos Youth Center Office Conversion Project. (M. Loatfi)
4. Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the August 31, 2021, Plan Review Services Agreement between the City of Los Altos and TRB + Associates to provide as-needed civil, grading, and drainage engineering services that encompass plan review and construction inspection for private developments in Los Altos
5. Adopt a resolution to authorize the City Manager to execute an Agreement between the City of Los Altos and Silicon Valley Clean Energy to accept a Community Resilience Program Grant
6. Adopt an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.15 to Title 11 Miscellaneous Property Regulations of the Los Altos Municipal Code Creating a Standalone Chapter for Leaf Blower Regulations and find that this action is Exempt from Environmental Review Pursuant to Section 15061(b)(3) of the State Guidelines Implementing the California Environmental Quality Act of 1970
9. Review and Authorize the Mayor to Sign Letters of Support for SB4 (Wiener) and SB423 (Wiener)

DISCUSSION ITEMS

10. Approve the updated Los Altos Police Department ALPR policy #462

Jonathan Weinberg, Vice Mayor, announced that on July 10, 2023, he received a formal letter from the Fair Political Practices Commission (FPPC), that explained that he did not have a conflict of interest regarding license plate readers in Los Altos, and as such, he would be able to discuss and vote on the subject with the other City Council members. A copy of the letter is on file with the City Clerk's office.

Angela Averiett, Police Chief, presented the report.

The City Council took a recess at 8:36 p.m.

The City Council reconvened at 8:41 p.m.

The following members of the public spoke regarding the item:

- Teresa Morris
- Stacy Banerjee

The Council provided the following amendments to the policy:

- Add language to Section 462.8(d):

“or any local, state or federal agency for purposes that violates this policy or any federal regulation or California law or to track persons seeking reproductive or gender-affirming healthcare.”

- Add language to Section 462.8(a):

“The agency asking to use our data must sign a written affirmation that the data they collect must be destroyed within 30 days of its having been gathered, unless it is being preserved for evidentiary purposes, or as otherwise ~~used in~~authorized by this policy.”

- Add language to Section 462.8:

“In the event of a data breach, Flock Safety is to notify the Police Department within 24 hours of the data breach.”

- Staff to find a place in the policy for the following:

“If Federal law is changed, suspension of use of system while reviewing changes of Federal laws, compelling the release of data contrary with this policy...” *(Staff to insert remaining language)*

- Add language to 462.6 (Second paragraph):

“Any purging of data must ensure that the data is completely purged and sanitized and un-accessible, including, but not limited to, forensically.”

- Add further language to Section 462.11:

“Placement of the cameras shall not be solely based on targeting any particular residential neighborhood, street “and shall never be based solely on protected characteristics or class.”

Motion by Lee Eng and Seconded by Meadows to approve the updated Los Altos Police Department ALPR Policy #462, as amended. **Motion carried unanimously by roll call vote.**

7. Adoption of an Ordinance of the City Council of the City of Los Altos Adding Chapter 11.14 Mechanical Equipment to Title 11 Miscellaneous Property Regulations of the Los

Altos Municipal Code and find that this action is Exempt from Environmental Review Pursuant to Section 15061(b)(3) of the State Guidelines Implementing the California Environmental Quality Act of 1970

Pete Dailey, Councilmember, opened a discussion regarding the item.

The City Council provided the following amendments to the proposed ordinance:

- Change the setback from 10' to 5'
- Remove language pertaining to specific mechanical equipment appurtenances that was previously added during the meeting of June 27, 2023

Motion by Dailey and Seconded by [Weinberg](#) to change the setback to 5'. **Friendly Amendment** by Meadows to remove language pertaining to specific mechanical equipment appurtenances that had been previously added during the meeting of June 27, 2023. **Motion, with the Friendly Amendment, carried 3-2 with Councilmembers Fligor and Lee Eng opposed, by roll call vote.**

The City Council took a recess at 10:05 p.m.

The City Council reconvened at 10:17 p.m.

12. Designate a Voting Representative Delegate and Alternate to Vote on Proposed Resolutions at the CalCities 2023 Annual Conference in Sacramento, CA on September 22, 2023

Sally Meadows, Mayor, opened the item for discussion.

The following City Councilmembers are attending the 2023 Annual Conference in Sacramento, CA:

- Sally Meadows
- Neysa Fligor
- Lynette Lee Eng

The City Council nominated **Sally Meadows** as the Voting Representative Delegate, **Neysa Fligor** as the First Alternate and **Lynette Lee Eng** as the Second Alternate for the CalCities 2023 Annual Conference in Sacramento, CA on September 22, 2023.

Motion by Meadows and Seconded by Dailey to approve the nominations as listed above.

Motion carried unanimously by roll call vote.

14. Discussion Regarding a Council Travel Policy

Sally Meadows, Mayor, opened the item for discussion.

The following member of the public spoke regarding the item:

- Roberta Phillips

The City Council provided the following direction to staff:

- If a Councilmember would like a representative to attend a non-CalCities conference, that Councilmember shall present their request during a meeting for discussion. During that meeting, the Council will either designate a member to attend, or will deny the request.
- The city should only pay for hotel rooms for the specified days of the conference. Extra nights of stay should be paid for by the Councilmember requesting the additional stay.
- To identify a budget, staff should add the costs of registration and hotel for all five Councilmembers to attend two CalCities conferences per year, and the costs of registration and hotel for two members to attend one national conference per year.

Discussion item only. No motion taken.

8. Adopt changes to the City of Los Altos Commission Handbook

Jonathan Weinberg, Vice Mayor and Neysa Fligor, Councilmember, explained why they pulled the item from the Consent Calendar for further discussion.

The City Council provided the following amendments to the Handbook:

- Place the Commission meeting schedule table on the city website to allow for updates to meeting schedules to be made immediately rather than waiting for an update to the Handbook.
- Remove the sentence on Page 4 of the Handbook: “A commission may request modifications to the work plan once a quarter for consideration of the City Council.”
- Change the language on Page 2 of the Handbook from “shall be” to “may be”: “Requests by a commission or commissioner for assistance in completing research or analysis for the benefit of a commission may be directed towards the Department Head which oversees the assigned Staff Liaison.”
- Add language on Page 6 of the Handbook “if possible” : If a Commissioner must miss a meeting they shall inform the staff liaison a minimum of two weeks’ notice prior to the regularly-scheduled commission meeting, if possible.”

Motion by Fligor and Seconded by Meadows to adopt the changes to the City of Los Altos Commission Handbook, as amended. **Motion carried unanimously by roll call vote.**

11. Receive an update on contracted use of café space in the Los Altos Community Center

Gabriel Engeland, City Manager and Manny Hernandez, Parks and Recreation Director, presented the update.

The following member of the public spoke regarding the item:

- Kathleen Foley-Hughes

Council provided the following direction:

- Do not limit the type of service provider.
- Direct Staff to determine the appropriate vendor based on Council direction and discussion.

Discussion item only. No motion taken.

13. Discussion on the Allen Bill and the School District

Lynette Lee Eng, Councilmember, opened a discussion regarding the item.

There were no speakers regarding the item.

The City Council authorized Council representatives of the 2x2 committee with the School District to add this item to a future agenda for discussion.

INFORMATIONAL ITEMS ONLY

15. Tentative Council Calendar and Housing Element Update Calendar

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Neysa Fligor, Councilmember**, requested the following future agenda items:
 - Invitation to Silicon Valley Clean Energy to present an update to the City Council regarding future planning after recent legislation (*No second*)

• **Pete Dailey, Councilmember**, recommended that staff provide a Closed Session meeting to present an update regarding future planning after recent legislation (*Staff would discuss with the City Attorney and report back to Council at a later date regarding this request*)

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ADJOURNMENT – The meeting adjourned at 12:16 a.m. on July 12, 2023.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of August 22, 2023.

Sally Meadows,
Mayor

Melissa Thurman, MMC
City Clerk

The July 11, 2023 City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

The City of Los Altos does not own or operate YouTube, and the videos referenced on these minutes were live at the time the minutes were published.



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: 8/22/2023

TO: City Council

FROM: Nick Zornes, Development Services Director

SUBJECT: STAFF REQUESTED MODIFICATIONS TO PROPOSED ORDINANCE FOR AGENDA ITEM #12 (MECHANICAL EQUIPMENT)

On July 11th, 2023, the City Council directed staff to modify the proposed ordinance to require a distance of five (5) feet from any property line instead of the originally proposed ten (10) feet from any property line. Staff incorporated the modification based on City Council direction, but since the date of publishing this agenda item it was discovered that there is conflicting language contained within the proposed ordinance.

In order to reflect the intent of the City Council's direction the following modifications are requested by staff to be included within the motion to introduce the ordinance:

Section 11.14.040 – General Standards

A. Any mechanical equipment and appurtenances which are higher than eighteen inches as measured from the surface immediately adjacent ~~shall comply with the side and rear yard setbacks of the zoning district of the property where such equipment is located.~~

i. ~~Mechanical equipment and appurtenances~~ shall not be located closer than five (5) feet from any property line.

B. All mechanical equipment and appurtenances shall be screened from public view.

C. All mechanical equipment and appurtenances shall comply with the noise requirements set forth in Chapter 6.16.

A YEAR OF CLARIFYING PRIORITIES

RE-ENERGIZED COMMITTEES AND A NEW MISSION STATEMENT

The Los Altos History Museum has made great strides this past year, befitting our 40th Anniversary. Thanks to the committed leadership and vision of Museum staff and volunteers, our committees have succeeded in taking on new initiatives; our innovative gallery exhibits have inspired visitors to explore new perspectives; and signature special events have provided a joyous opportunity for longtime and new friends to come together to celebrate our museum community.

Linda Eckols and Eleanor Watanabe, Co-Presidents

Committee Highlights

The **Education Committee** had another successful year, and also introduced new colorful, interactive bookmarks for students to take home and, hopefully, share with parents!

Our buildings, grounds and garden have never looked more beautiful thanks to our talented **Facilities and Garden volunteers**. Tulips planted in Past President Ginger Beman's Memorial Garden welcomed the spring with a burst of color.

Museum financial policies were clarified and updated by the **Finance Committee** to provide consistent oversight guidelines.

The Weathervane Society was introduced by the **Fundraising Committee** to provide a unique opportunity for major donors to match the generous Bob and Marion Grimm Family gift. The new fund will supplement the museum's successful Annual Appeal.

Members were encouraged to provide feedback and suggestions regarding Museum programs and services as part of the **Membership Committee's** Membership Satisfaction Survey. The committee supported efforts to update the membership database to be sure that all members receive museum news.

The **Volunteer Recruitment and Recognition Committee** held several successful recruitment open houses and recognized outstanding volunteers at our annual Volunteer Recognition Reception.



2020 Strategic Plan

The Board has spent the past year developing the framework for a new 3-year Strategic Plan including renewed **Values/Vision/Mission** statements:

Values: We uphold the values that represent the best characteristics of the culture of northern Santa Clara Valley historically and today:

- Innovation
- Diversity
- Authenticity

Vision: We aspire to be the premier local center for intergenerational and intercultural connections.

Mission: The Los Altos History Museum gathers and presents compelling stories and artifacts that bridge the past and the present by fostering the creative energy of staff and volunteers to challenge established narratives and produce engaging educational programs and exhibits for our community.

Total # of
volunteers: 336
Total hours: 9,596

EXHIBITS

WE HAD AN AMBITIOUS CHANGING EXHIBIT CALENDAR THIS YEAR:

Eichler Homes: Modernism for the Masses (May - Oct, 2017)

Curated by Joe Eichler’s grandson, Stephen Eichler, and Exhibit Chair, Jane Reed, the Eichler exhibit attracted a record breaking crowd of Eichler-lovers from the entire Bay Area and beyond.

I Want the Wide American Earth: An Asian Pacific American Story (Oct-Jan, 2018)

The Smithsonian traveling exhibit acknowledged how Asian Pacific Americans have shaped and been shaped by the course of this nation’s history. A series of distinguished exhibit enrichment programs was capped by a sumptuous banquet and personal talk of Hope & Opportunity by our own Chef Lawrence Chu.

Instinct Extinct: The Great Pacific Flyway (Jan-Mar, 2018)

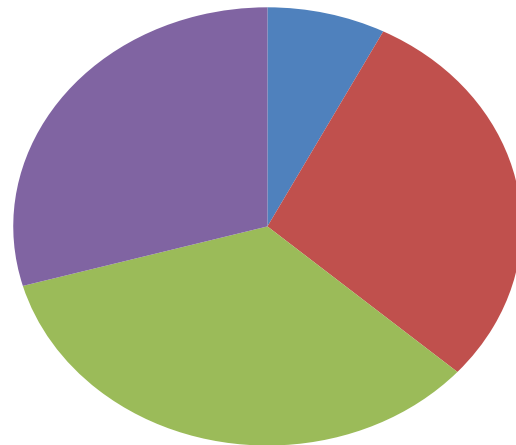
The multimedia art installation was inspired by the spectacular beauty, biology, migrations and ecosystems of birds along the Great Pacific Flyway. Bird Sketching was a popular exhibit activity.

Over Here: Americans at Home in World War I (April - July, 2017)

LAHM joined the national commemoration of the 100th anniversary of the end of WWI with a traveling photo collection from the National Archives. The exhibit featured local family artifacts and treasures.

We welcomed over 19,780 people to the Museum last year, a 9% increase from 2016-17!

Attendance by Type 2017-2018



■ K-12 Impact ■ Open Hours ■ Rental ■ Special Event

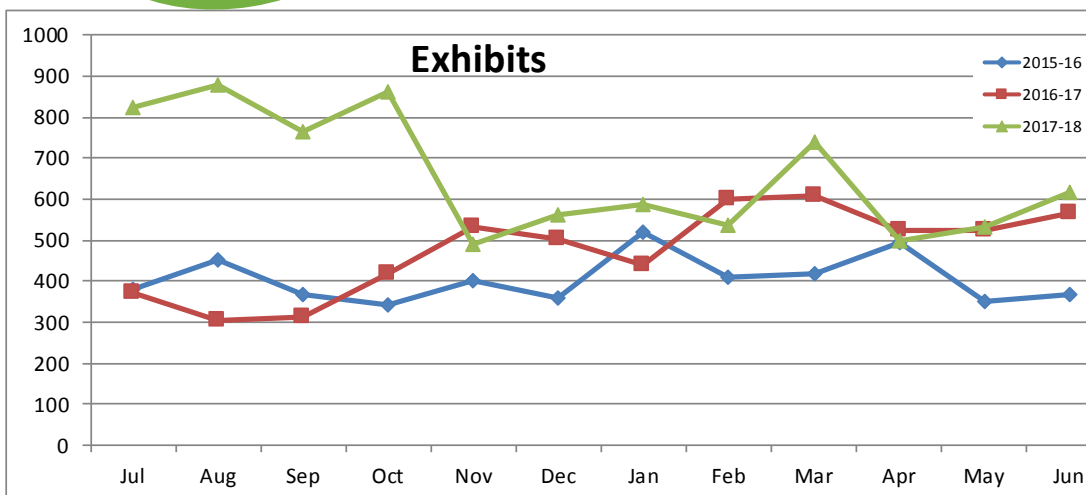
SPECIAL EVENTS

Members celebrated the **Museum’s 40th anniversary** at a festive dinner honoring Marion and Bob Grimm and saluting Museum founding leader, Pinky Whelan.

Train Days saw a 37% increase in attendance – exceeding 3,000 guests, as well as a 35% increase in proceeds at \$15,310. 190 volunteers staffed the two-day event.

Our highly successful **2018 Crab Feed and Catch the Spirit** events brought the community together to celebrate great food and holiday cheer.

The **Apricot STEM Fair** premiered this summer and welcomed over 700 attendees who enjoyed fun family hands-on science, technology, engineering, and math activities and joined in celebrating our valley’s agricultural heritage.



Increased visitorship was led by a very strong performance in our exhibit program.

SMITH HOUSE EXHIBITS

The Smith House was a community exhibition space in 2017 for an exhibit honoring the 100th anniversary of Boy Scout Troop 37, and a display of quilts on loan from the Day Worker Center. Exhibits focused on the Smith Family in early 2018 included *Dormers and Doors: California Bungalow Architecture* and *The Business of Apricots*.

The Museum saw a **26% increase** in Membership Revenue for FY 2017-2018 compared to FY 2016-2017!

Completed Projects

- Mold Remediation in Smith House Basement
- Upgraded gallery media system
- New kitchen refrigerator
- Courtyard lighting brought up to code.
- Lightweight chairs and conference tables with wheels for exhibit programs

Projects in Process

- Outdoor agricultural signage
- New Family Tree iPads; awaiting new history app.
- Tank House restoration grant funding of \$100,000 has been secured from the County of Santa Clara and restoration plans are being coordinated with the City.

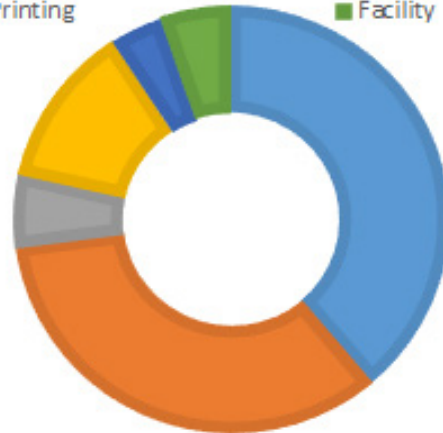
INCOME

- Corporation, Gov't and Funds
- Memberships
- Specials Events and Programs
- Individuals
- Rentals, Store and Other



EXPENSES

- Staff
- Supplies & Equipment
- Printing
- Contract Workers
- Admin Other
- Facility



INCOME

Corp., Govt., & Foundations	\$146,556
Individuals	\$130,283
Membership	\$40,670
Rentals, Store & Other	\$273,772
Special Events	\$135,844

TOTAL INCOME \$727,125

EXPENSES

Staff	\$238,684
Contract Workers	\$209,632
Supplies & Equipment	\$34,292
Admin & Other	\$75,641
Printing	\$24,046
Facility	\$32,247

TOTAL EXPENSES \$614,541

FY 2017 NET \$112,584



BOARD LEADERSHIP

Strong Board leadership has been key to the Museum's success. We appreciate the dedicated service of retiring Board members **Marilyn Henderson** and **Jane Reed**, and welcome newly elected Board members **Gunilla Follett**, **Janet Klinke**, **Larry Lang**, and **Dwight Matthews**.



DONORS

The Museum depends upon the generosity of our community,
and gratefully acknowledges the following for support:

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(\$2500 OR ABOVE)

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City of Los Altos
Los Altos Community Foundation
Mary Lou White Memorial Fund

CORPORATE CONTRIBUTORS

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We gratefully acknowledge a generous legacy gift in memory of Ginger Beman with this garden installation.

INDIVIDUAL DONORS

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Robert Wilhelm and Sunhee Lee
Connie Young Yu
Elaine Yen

**THANK YOU ALL
SO MUCH!**



BUILDING CONNECTIONS

People enjoy feeling connected to their loved ones, to their friends and neighbors, and to where they live. Museums serve the community by providing a place where those connections are made, where families spend quality time together, where volunteers work together, and where strangers become neighbors.

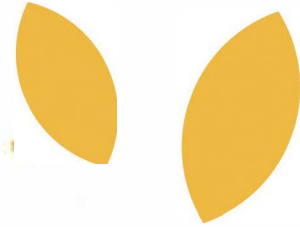
The Los Altos History Museum works to help build connections, and is proud to be able to report on the new and deepening connections we made in 2018 and 2019.

EXHIBITIONS

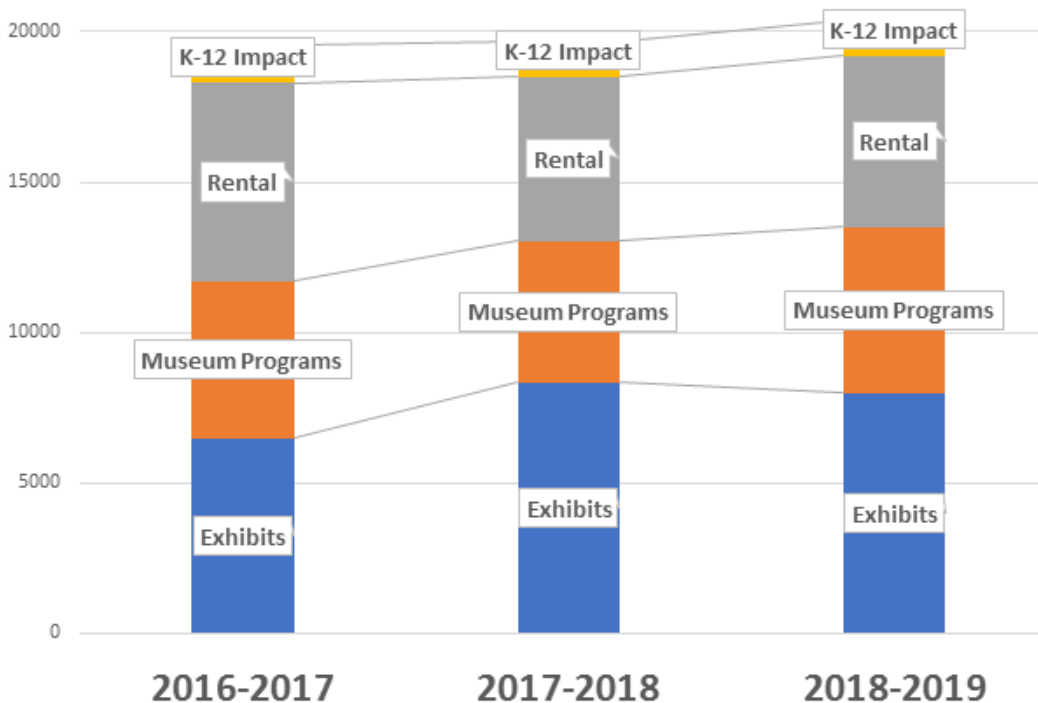
The Museum offers visitors a welcoming and engaging place to converse with one another and with our docents about meaningful topics. In a hectic world, these moments of connection are so important. Our primary exhibition in 2018-2019, **Inspired by Juana: La Doña de la Frontera**, was the museum's first bilingual exhibition, and provided an opportunity to reach out in many directions.

High-school students throughout the area, from San Jose to Redwood City, participated in creating the Juana Briones exhibition, which was on display for six months. The accompanying programs brought in diverse communities, from entrepreneurs to traditional healers. Families celebrated tamale making, Three Kings Day, and Rancho Days.

The subsequent exhibition, **April in Bloom: Celebrating Floral Artistry through the Years**, offered us the chance to work with, and get to know, many of the Ikebana students and the Garden Club members. The Garden Club of Los Altos partnered with the Museum to celebrate their 90th anniversary in 2019, with an exhibition in the Smith House, programs in the Main Gallery, and planned future projects in the garden!



COMMUNITY OUTREACH



The Museum's grounds and courtyard provide a wonderful location for families and friends to come together. 2018-2019 saw the realization of our ideal summer, book-ended by two museum programs that brought in thousands of people. June of 2018 was our first Apricot Stem Fair, and September of 2018 was our tenth, but hopefully not last, Train Days.

The Smith House was the setting for a Victorian funeral, drawing in new visitors to our first-ever "haunted tour." We continued our successful Education Program, bringing in over 1100 elementary school children to the Museum. New in 2018-2019 were tours of our historic orchard, led by Robin Chapman.

These community events represent months of planning and effort, and rely heavily on volunteer support.

of volunteers: 336

Total hours: 9,596

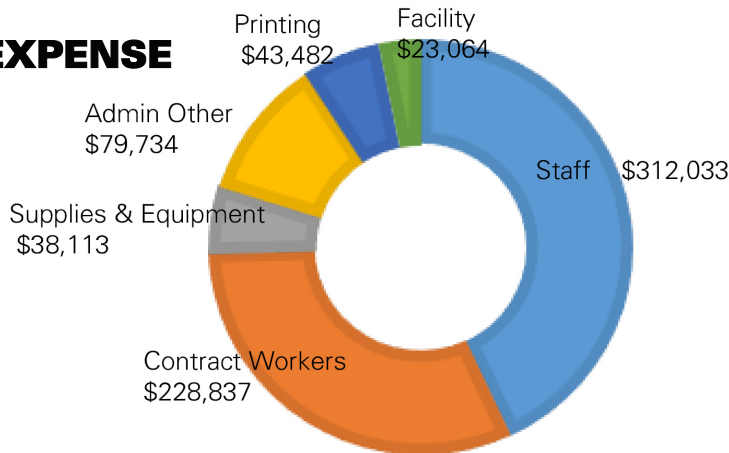
FINANCES

Events and fundraisers are memorable occasions for connections to be solidified over food, beverages and conversations in a safe and welcoming environment. In 2018-2019, the Museum organized a membership picnic on the Museum grounds, and four off-site fundraising events: Crab Feed; two Weathervane Society events at the homes of Jerre Hitz, and Jan and Bob Fenwick respectively; and a wonderful garden party at the historic Merriman-Winchester Home. We also expanded our partnerships with other area non-profits by hosting their fundraisers at the Museum, strengthening the relationship between area non-profits.

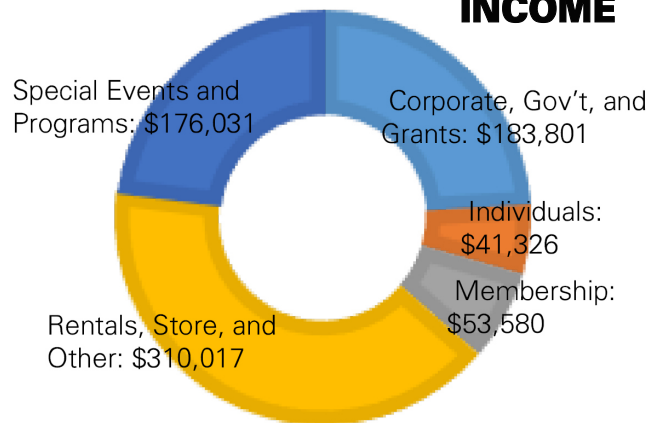
Total Expense: \$725,263

Total Income: \$764,754

EXPENSE



INCOME



Thanks to our donors!

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SHARING KNOWLEDGE

When we know more about our past, we understand it better, and feel more connected to it and to the people who have lived in the area before us. Our Oral History program was reinvigorated last year, with 8 new oral histories completed: Marge Bruno, Art Carmichael, Dick Henning, Carol and Ralph Kuiper, Paul and Liz Nyberg, and Freddie Postman. In addition, we fielded over a dozen research requests and added archival material to our collections from The Los Altos Hills Club, among others.



THE FUTURE

In order to connect the diverse activities of the museum into a cohesive plan that helps everyone see where we are headed, the Museum Board passed a new Strategic plan in March of 2019.

This blueprint helps us see how we can continue to build on our strengths and connect more deeply with our community, with a major focus on expanding our outreach and enhancing our ability to tell the Los Altos story. Our new Vision Statement captures our ambition: "To be the premier local institution of inter-cultural and inter-generational connections."

Thanks to our sponsors!

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Kiwanis Club of Los Altos
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Mary Lou White Foundation

Thanks to Our Supporters

2019-2020 Annual Report



Thanks to you, we have been able to...

Inspire the Next Generation

Our vision is to be the premier local institution for inter-generational and inter-cultural sharing. We work hard to bring people of all ages together with our programming. 2019-2020 saw wonderful success with:

- Recruiting teens as docents. Under the tutelage of Foothill College Humanities Mellon scholar intern, Jocelyn Lambert, our cohort of 15 teen docents brought fresh ideas and energy to the museum, including an Escape Room adventure in the Smith House.
- Over 1/3 of our visitors were under 18!
- We had 244 essays submitted in the Margaret Thompson essay contest, which asked students from 3rd to 6th grade to choose a family photo and imagine themselves as one of their ancestors.



Thanks to you, we have been able to...



Preserve our History

Making sure historic artifacts and local memories of events are able to survive far into the future is at the core of the Museum's efforts to care for the past. This year we:

- Undertook an ambitious project to repair the roof of the Tank House, stopping water damage from further eroding this 100-year old structure. 80% of the cost was covered by a grant from the County of Santa Clara, but the project would not have gone forward without gifts and donations from our supporters. Thanks to you, the Spagnoli Tank House can now survive another 100 years.
- Conducted over a dozen oral histories with local residents ranging from World War II veterans to the founding artistic director of the Los Altos Stage Company.

Donations as of 6/30/2020

Weathervane Society Members (Annual or Planned Gifts above \$2,000)

Marcia and Ted Adams	Paul and Ellen Gonella	Donna and John Shoemaker
Janis and Bill Andrews	Jerre Hitz	Sande Stuart
John Beman	Wayne and Judy Hooper	Ed and Pamela Taft
Neil and Karen Bonke	David and Karen Jessen	Norman and Antonia Tu
David and Dodie Boyd	Penny and Roy Lave	Dennis Young
Art and Jean Carmichael	Kathy and Lee Lera	
Lawrence and Ruth Chu	Lylia Needham and	
David and Ann Crockett	Lee Litzler	
William and Diane Fisher	Paul and Antje Newhagen	
Chuck and Nan Geschke	Julie Rose	

Designated Gifts \$1,500 to \$25,000

Rick Baer and Janis	Gary and Pat Hedden	Jane and John Reed
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Jan and Nikolaus Baer	Bert and Kaye Loughmiller	Eleanor and Masao
Bebe and B.J. Cassin	Chris and Webb McKinney	Watanabe
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Clifton Clark	Pilar Parducci	Karen Yang
Linda and Glen Eckols	John and Kathy Radford	
Adam and Juliane Evans	Ann Rando	

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Thank you!

Donors from \$250 - \$1,500

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Mahesh Bhumralkar

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Patricia Castro

Christine Chang

Carl and Marlene Cottrell

Jan Davis

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Kamrin Desmond

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Cynthia Wemyss

Frank White

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Peter and Judith Wolken

Elaine Yen

Connie Young Yu

Richard Zalisk

Thanks to you, we have been able to...

Tell New Stories

All of our special changing exhibits are made possible by membership dues and other donations. In 2019 and early 2020, we created three new in-house exhibits thanks to ongoing community support:

- *Silicon Valley Eats: A Taste for Innovation* celebrated our local food culture
- *Our Community Prepares: Acts of Nature Then and Now* examined the 30th anniversary of the Loma Prieta Earthquake
- *Gallery 9: Celebrating Art in Los Altos* showcased the talents of many local artists in honor of the gallery's 50th anniversary.



Thanks to you, we have been able to...



Expand our Community

Thanks to bedrock community support, and great board members, we were able to experiment with new fundraisers that brought new friends into the fold and exceeded our fundraising goals:

- New board member Nikki Andrews stepped in to organize a car-themed fundraiser at Auto Vino, sponsored by new board member Janis Ahmadjian-Baer.
- With no Crab Feed to look forward to last winter, we were so honored to be the recipient of the funds raised by the amazing Chef Chu's 50th anniversary event.
- For Giving Tuesday, we held our first online fundraiser, led by new board member Ginny Badros, for the Museum Without Walls on Giving Tuesday, and it was a success.

Thanks to you, we have been able to...

2019-2020 Income

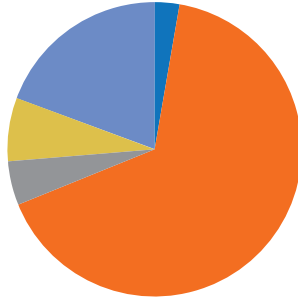
Membership: \$39,074

Restricted Gifts/Grants: \$922,653

Special Events Revenue: \$68,858

Store/Rental Income: \$96,885

Unrestricted Gifts/Grants: \$271,781



2019-2020 Expenses

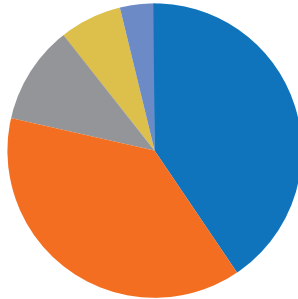
Staff: \$313,642

Contract Workers: \$292,453

Admin/Other: \$84,117

Printed Materials: \$52,830

Supplies & Equipment: \$30,304



Total Income: \$1,399,251 Total Expenses: \$773,346

Keep Working

No one anticipated how much our world would change in March of 2020. But because of our generous donors, we had made investments in 2019 that allowed us to keep working during shelter in place:

- Adopted cloud-based systems
 - For board and volunteer communications
 - For donor management
- Hired tech-savvy new employees
 - Collection Strategist, Dianne Shen
 - Office Administrator, Andrew Mendoza



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Staying on Mission Despite Challenges

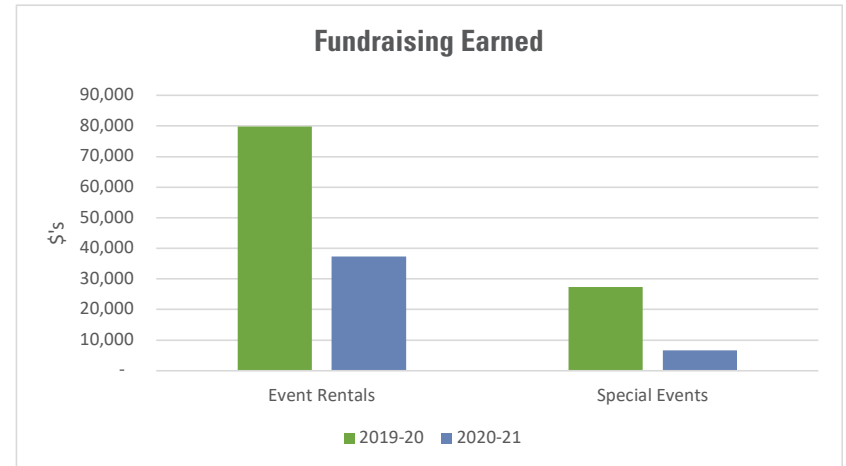
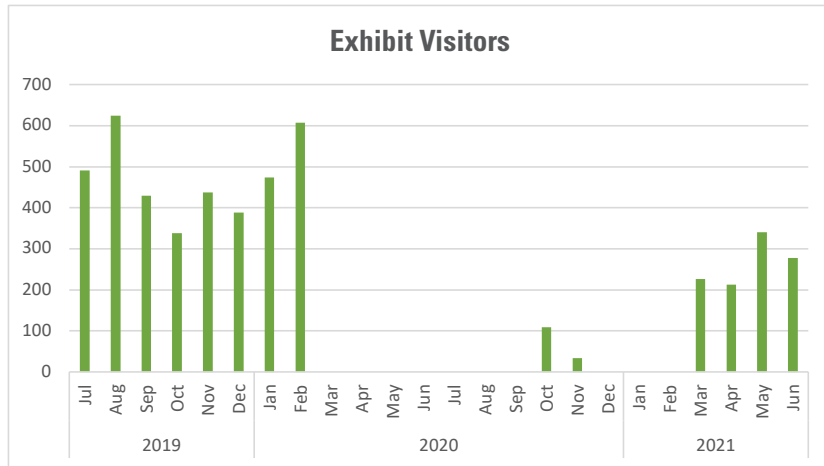


los altos
history
museum

2020-2021
Annual Report



“Los Altos History Museum gathers and presents compelling artifacts and stories that bridge the past and the present by fostering the creative energy of volunteers and staff, challenging established narratives, and producing engaging educational programs and exhibits for the community.”



COVID-19 was an Unprecedented Challenge

Welcome to Los Altos History Museum's Annual Report, covering activities from July 1, 2020 to June 30, 2021. The pandemic overshadowed that 12-month period of time, and this annual report shows the full impact of COVID-19 on Museum operations.

These were challenging times for all of us, and the Museum was not immune to the effects of shelter-in-place orders, closures, and limits on gatherings. Visitorship plummeted, since we could not open our doors, and with no docent shifts for many months, volunteer hours were down from previous years. Due to school closures, we could not offer elementary school tours in the spring of 2020 or 2021, and we were unable to hold family-friendly events. So our outreach to school-aged children was very low.

One of our reliable lines of operational support comes from renting the Museum's beautiful patio to external clients, but county health orders mandated that we had to cancel large gatherings, and offer refunds to many young couples hoping to get married here. Although quite a few of them decided to postpone their celebrations until 2021 rather than cancel, the fiscal impact of cancellations was still considerable. It was primarily the Museum's robust "rainy day" reserve, which the Board voted to utilize during this crisis, that allowed us to keep operating despite the shortfall.

We are therefore especially proud to report that we did not merely survive through the pandemic; we thrived. The board, staff, and volunteers stayed focused on the Museum's mission and achieved remarkable results.

None of this would be possible without the ongoing and steadfast support of our members and donors. What we accomplished together, despite being physically apart for most of this 12-month period, is a testament to the strength of our community. You are invited to review and celebrate what you made possible in this Annual Report.



Elizabeth Reed *Nancy Hedden*



Gathered Compelling Artifacts and Stories

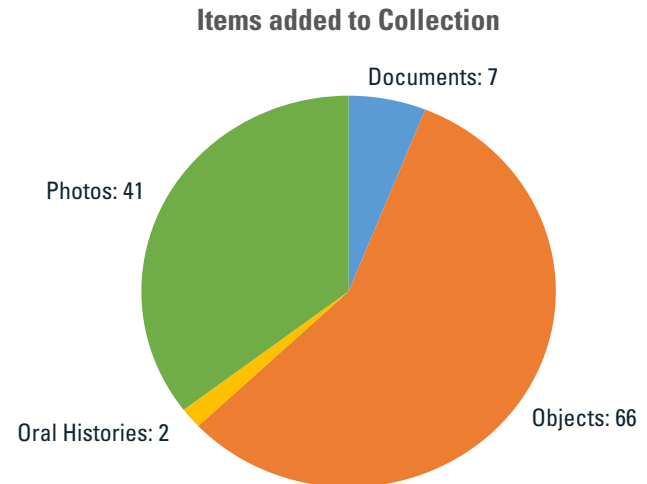
Our mission to gather compelling artifacts and stories that document the lives and experiences of the local community could not be put on hold just because our doors were closed. Instead, we recognized that in the midst of significant upheaval and turmoil, the Museum's obligation to document history is especially vital.

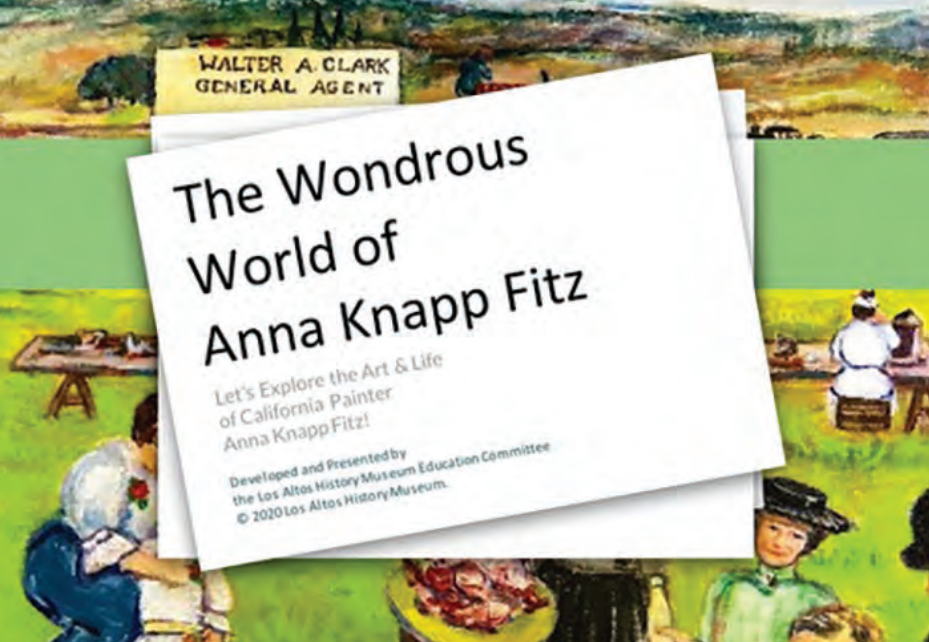
Los Altos History Museum was one of the first museums in the country to issue a call for members of the public to contribute artifacts, art works, photographs, memoirs, poems, videos, or recollections that documented the COVID-19 experience. Called "Collecting COVID," this initiative received dozens of contributions, and is ongoing. We are honored to be the repository for art works and written pieces that capture the shock, stress, and despair, but also resilience and hope, of the pandemic so future generations may understand our experience.

One special effort toward this collection was made by the Oral History Committee. Eric Greenhut interviewed many people of all ages to gather their perspectives on the pandemic. He, and other volunteers on the committee, continued to document the stories of our community, but had to do so over Zoom rather than in-person.

During the last 12 months, as people had more time at home to sort through their personal storage areas, we acquired more artifacts for our collection. We received, for instance, an amazing collection of color slides documenting Los Altos in the 1940s and 50s!

We also completed our Collection Policy during this period, with a Board vote for formal adoption in April of 2021. This document will guide our priorities in collecting an array of material related to local history as we continue our mission to gather and present compelling artifacts and stories.





“If you are interested in what happened in Silicon Valley before tech came to town, this is a very interesting snapshot of life.”

– Michael P, Museum Visitor



Bridged the Past and the Present

A mark of distinction between LAHM and other historical associations is our focus on making the past relevant to the present, which helps shape our shared future. In fact, everything we do is intended to bridge the past and the present, which is why that phrase is at the crux of our mission statement.

During the shelter-in-place, we seized the opportunity to utilize modern technology to help document historic artifacts. After a successful fundraising effort in May of 2020, we invested in new equipment to allow us to scan, photograph, and archive our collection with the latest technology. Thank you to everyone who contributed to the *Museum without Walls* fundraising effort!

The most exciting application of modern technology to historic artifacts was the completion of 3-D modeling of the central artifact of the museum, the historic J. Gilbert Smith House. Filmed during the COVID lockdown, when no one could enter the Smith House, this technology allows for a self-guided, realistic virtual tour, and is now available on our website.

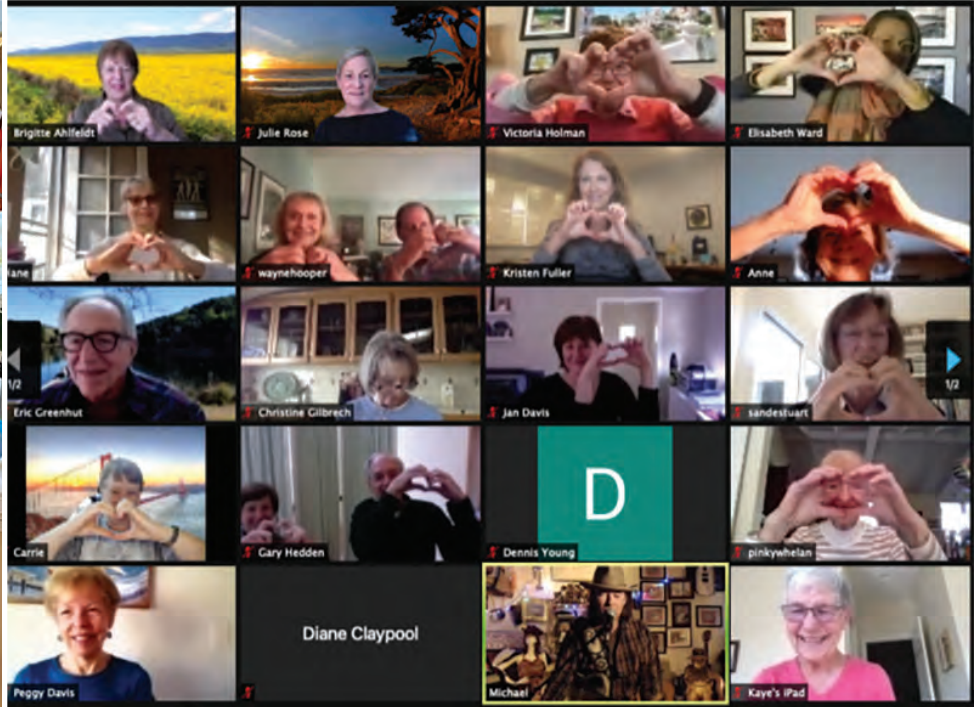
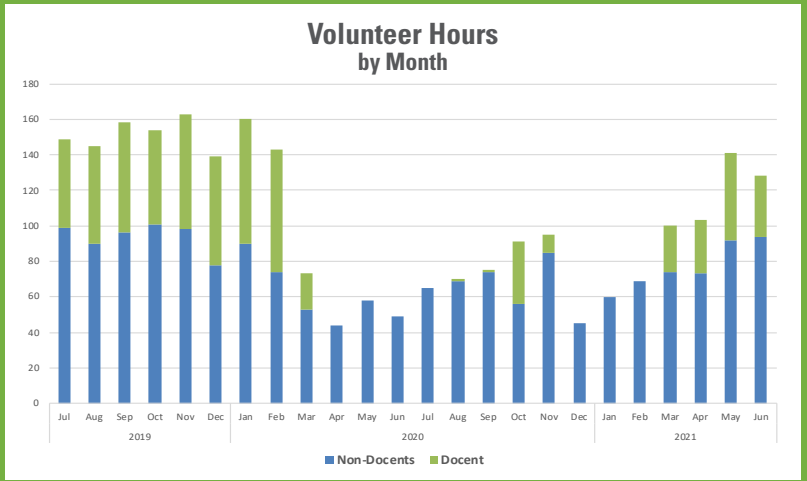
We then embarked on an ambitious effort to expand the content on our website, including a warm and engaging video presentation of the tour normally given

to 4th graders, added to the Educational Resources page. We revamped the Exhibit Section to make it easier to find information about past exhibitions, each of which contain original research into our local history. We added greatly to the Collection Section of the website, with details about our photographs, maps, artifacts, and oral histories.

Creating digital assets like these help bridge the past to the present, inspiring the next generation.



California Agriculture Lesson



Fostered Creative Energy of Volunteers

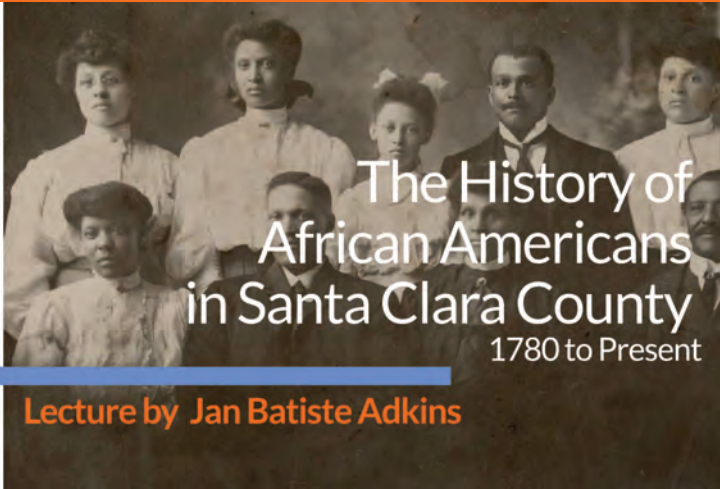
The COVID-19 pandemic changed so much of our daily interactions with others. The hybrid model of LAHM, where staff and volunteers work side-by-side, was not possible during shelter-in-place, and the staff suddenly had to do much of their Museum work alone in the early months of the shutdown. The staff quickly pivoted to more postings on our social media and other outlets, and increased the frequency of our e-newsletter to maintain connection with our members.

Our volunteers continued to find ways to contribute to the Museum's mission. The Garden Committee resumed meeting outdoors once a week to tend to the garden as soon as it was declared safe to do so. The Oral History Committee met online and stayed fully on schedule interviewing subjects. The Public Relations and Website Committee Chair Kristen Fuller was as busy as ever with many projects directly affecting our communications. The Fundraising Committee took on the challenge of mounting a virtual online auction. The Exhibits and Smith House committees learned all about virtual tours. And several board members and past board members joined special committees focused on safely reopening, transitioning our rental program, and creating a Collection Policy, all held via Zoom.

The staff—Amy Ellison, Diane Holcomb, Andrew Mendoza, Dianne Shen, and Elisabeth Ward—oversaw interns from Foothill College who continued to work with us remotely through much of the pandemic. And there were new operational systems to work out as we all learned how to work from home.

The staff remains grateful to the supporters of the Museum for this rewarding and challenging work, and grateful so many of our volunteers came back! That creative energy is the hallmark of LAHM, and one of the best examples in the country of a museum deeply and meaningfully engaged with its community.





The History of African Americans in Santa Clara County 1780 to Present

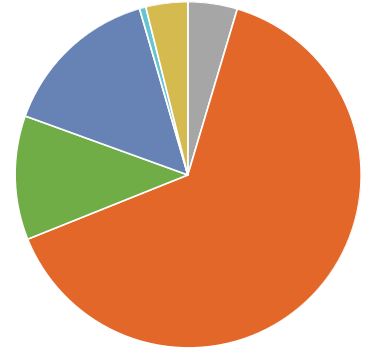
Lecture by Jan Batiste Adkins



Financials

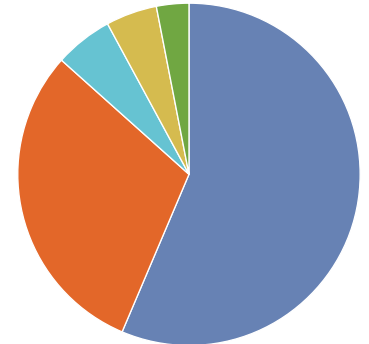
2020-2021 Income

Membership	\$51,668
Restricted Gifts/Grants	720,741
Unrestricted Gifts/Grants	130,045
One-time Investment Gain	167,686
Special Events Revenue	6,695
Store/Rental Income	43,740
Total	\$1,120,575



2020-2021 Expenses

Staff	\$367,189
Special Project Vendors	196,861
Admin/Other	35,712
Printing	31,489
Supplies & Equipment	19,912
Total	651,163



“Los Altos is lucky to have you—you are truly an asset to the community.”

– Pat, Museum Visitor

Challenged Established Narratives

The Mission statement includes the words, “challenging established narratives.” What this means is LAHM is committed to not just repeating the same information year after year. Rather, we embark on original research, we talk to more people, and we gather more evidence so we can tell a more complete history of our community.

During the last fiscal year, staff and teams of volunteers focused their attention into drafting a script for a new, reimagined Permanent Exhibition. The first draft was completed in May of 2021, challenging established narratives by asking new questions about our local history and framing the answers in a dynamic new way.

Instead of asking simply “what happened when,” we also asked, “what happened *where* and when and why.” Adding in the specifics of our local places and geography will help our visitors better appreciate how history is all around us and affects even the shape of the roads we drive on!

We are also telling untold stories of our community. The year 2020 will be remembered for a global health crisis, but also for renewed national attention on the history of racial dynamics in the United States. History museums have been called upon to provide a forum for diverse

voices to be heard. To help us accomplish this, we assembled a wonderful group of local historians who focus on the minority communities in our area. The suggestions of the Diversity Advisory Group have added greatly to the complexity of the stories we will be telling in the new Permanent Exhibition.

We are grateful for the many, many generous donations that came in during 2020/2021 specifically for the new Permanent Exhibition. Those funds are held in reserve until we go into full production of the project in 2022/2023, and have already inspired us to push the boundaries of our historical understanding!





“What a great find! Enthusiastic welcoming docents. Fascinating exhibits. Something for every age to enjoy. Excellent displays explaining the history of Los Altos. And wonderful to have a tour of the house. We will be back. Can't recommend it enough!”

– Elaine P, Museum Visitor



Produced Engaging Exhibits

In order to fulfill our Mission to produce engaging programs and exhibitions for the community in the midst of a global pandemic, LAHM staff had to be especially creative and flexible. We know how much the community looks forward to our surprising and intriguing exhibition topics and that our members deserve enrichment even when our doors are closed.

August of 2020 presented an important milestone—the 100th anniversary of the 19th Amendment granting women the right to vote—and we were determined not to let that historic moment pass by unnoticed. For the first time, we mounted an historic exhibition on the porch of the J. Gilbert Smith House. *Rise Up! The Fight for Women’s Suffrage* outdoor version included photos of national and statewide leaders in the Women’s Rights Movement, and local leaders here in Santa Clara County, as well as the text about the challenges and strategies of the movement. This exhibition opened in time for the 100th anniversary, and was viewable 24 hours a day while staying socially-distanced. When we safely reopened, we unveiled the complete *Rise Up!* exhibition with artifacts and more information, and we produced a teacher’s guide and 3D interactive online tour of the exhibition for students, since

youngsters were still encouraged to stay home.

Other online exhibitions included *Young at Art*, a celebration of the 50th anniversary of the Art Docents program.



As restrictions began to lift, we were able to open *Beauty and the Beast: California Wildflowers and Climate Change*, but all related programs were still hosted online. We also offered online programs of general interest, including a popular program on the history of African Americans in the area. Los Altos History Museum’s YouTube Learning Channel has now been enhanced with recordings of all of our online programs.

We feel we rose to the challenge of 2020, thanks to the incredible support of our community.



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Preparing for the Future



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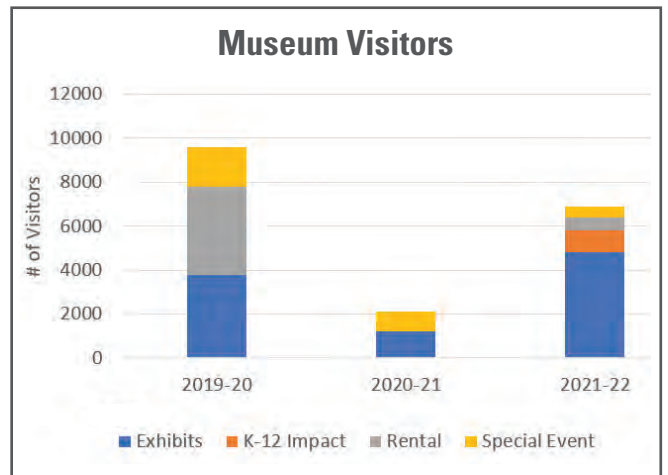
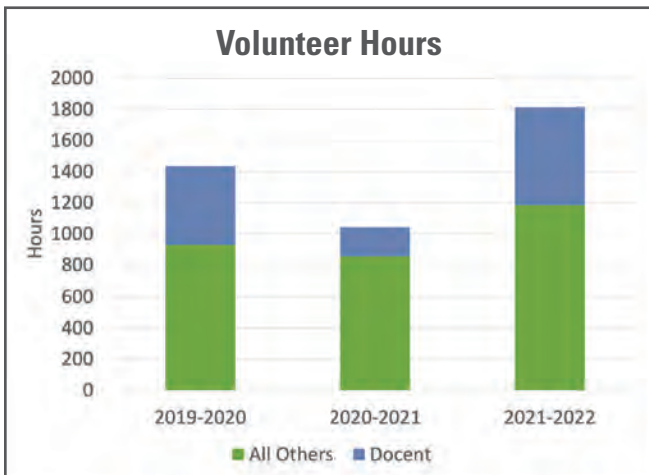
2021-2022
ANNUAL REPORT

"I hope we will never forget to ask about the past."

Maud Daujean



The Museum offered three changing exhibits in the main gallery during last fiscal year—*Gold Fever!*, *Annie Knapp Fitz Paints*, and *Every Wrinkle Tells a Story*—before closing that gallery to make room for construction on the Permanent Exhibition.



Like a caterpillar spinning a cocoon to safely transform into a butterfly, organizations need to take opportunities to prepare for the future. Sometimes these moments come organically, as part of natural organizational change. Other times, external factors compel an organization to adapt to new circumstances and quickly adjust. For Los Altos History Museum in the 12 months spanning our last fiscal year (July 2021 to June 2022), both of those forces were simultaneously at play. With this Annual Report, we’re sharing with you how we’ve put in place structures that will help us emerge transformed in the year ahead.

In the following pages, you’ll hear about how we took the opportunities afforded by the reduced traffic of COVID closures to revamp some of our programs, and how we intend to keep that momentum going for even greater impact in 2023. You’ll also hear about strategic personnel decisions we have made to help poise the museum for future growth, both on the staff and Board. And you’ll hear about new programs we unveiled in 2022. But the most exciting reveal is yet to come: in this report, we are delighted to share news of the wonderful progress being made on our new Permanent Exhibition, which will open in 2023 and truly redefine the Museum.

These processes did not all begin in June of 2021, and they were not all complete by July of 2022. But last fiscal year was a particularly dynamic year internally for Los Altos History Museum, as we simultaneously reopened thanks to lifted COVID restrictions, AND closed portions of our operations due to construction of the Permanent Exhibition. This has in effect meant that the “hibernation” period for the Museum, which began with the parking lot closures associated with the Community Center, and lasted through all of COVID, continues. But in just a few short months, all members, donors, and residents of Los Altos and beyond will be welcomed into a truly dazzling and transformed museum.

Thank you so much for your steadfast support and your belief in our potential.

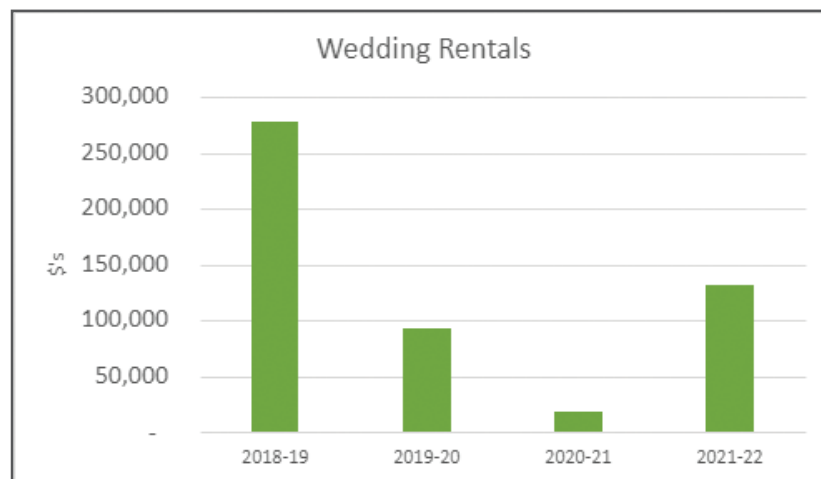


The most dramatic impact of the COVID-19 closures on LAHM was to our external rentals program. It was not until July of 2021 that we were able to once again offer indoor dancing to wedding guests, and many of the weddings that had been scheduled for 2020 were finally able to be held in late Summer and early Fall of 2021. It was our pleasure to welcome these happy couples to the Museum. By allowing them to reschedule without any additional fees, the Museum did see a loss of revenue; those Saturdays would have normally been sold to new clients. To compensate for that, the Museum has been pursuing programs to help shuttered venues, and we are also grateful that we had the reserves to weather this.

During the shutdown period, the Museum implemented several strategic decisions about our external rentals program that will continue to provide dividends into the future. These included repairs to our outdoor surfaces and lighting, as well as more signage.

The biggest change was that we brought the person responsible for these events “in house.” Due to changes in California law, and our own desire to have more Board oversight into the frequency and types of rentals, this position went from being an external contractor to an internal staff member. We were pleased to welcome to the staff in June of 2021 Maria Crowder, who then trained her replacement, Jacqui Marchesinni, in early 2022.

Led by an internal staff member, the external rental program can become better aligned with our mission. We introduced a new pricing structure in 2022, which offers new types of rentals more focused on the needs of local corporations, organizations, and families. Our hope is for ongoing relationships and recurring rentals that strengthen the Museum’s sense of community. We are also grateful for a strong and cooperative relationship with the new Community Center; we’ve already had some couples have their wedding ceremony at the Museum and their reception at the Community Center, and we expect more of that in the future.



In April and May of every year since 2005, Los Altos History Museum has welcomed area 3rd and 4th graders. That was not possible in Spring of 2020 or Spring of 2021. But we used the time off to make some changes to the program, which we were excited to reveal in April and May of 2022, when the kids were finally back! The Museum is grateful to the many members of our Education Committee who returned to teach the program and helped revamp the offerings.

The Museum hired a Museum Educator in 2021 to help with this transformation, Georgianna Shea. With her background in theatre, she suggested our Education Docents dress in costume and play the parts of our historical figures, like J. Gilbert Smith and Annie Knapp Fitz. This change was welcomed by all and helped make the 2022 school tours doubly special!

The Museum Educator position includes not only supporting the youth educational programs, but also all of the adult educational programs, such as lectures and classes. The topics of public programs at the Museum have and will continue to be tied to our Changing Exhibition program, so the Museum Educator will also be working with our Exhibits Committee in deciding on exhibit topics and associated programs. By emphasizing the educational nature of our exhibits and programs, this new position will help guide the Museum and solidify our role in the community. The impact of this change will cause positive ripple effects into the future!



Georgianna Shea with Anya McClatchie and Ghania Medhi, who helped lead the teen docent program in 2022. Over a dozen teens returned to this successful program last year.



Lindsay Carpenter and Carole Katz, playing the roles of J. Gilbert Smith and Margaret Smith for the third-grade tours.



Creating any exhibit always represents many hours of research and planning. Imagine then how much more time, energy, resources, research, and meetings have gone into our new Permanent Exhibition! Meant to last years, not months, this exhibition has taken a team of 7 curators, 3 script writers, 4 special-topic research groups, 9 contractual firms (each with their own team of employees), an oversight committee, and over 100 donors to bring to fruition. Everyone involved in this exhibition has been focused on creating a novel, exciting, informative, engaging, and welcoming experience.

The Museum closed our original Permanent Exhibition, called *Crown of the Peninsula*, in March of 2022. Some of our visitors were disappointed to discover that the model railroad was not available, but happy to hear it will be returning in 2023 with new features.

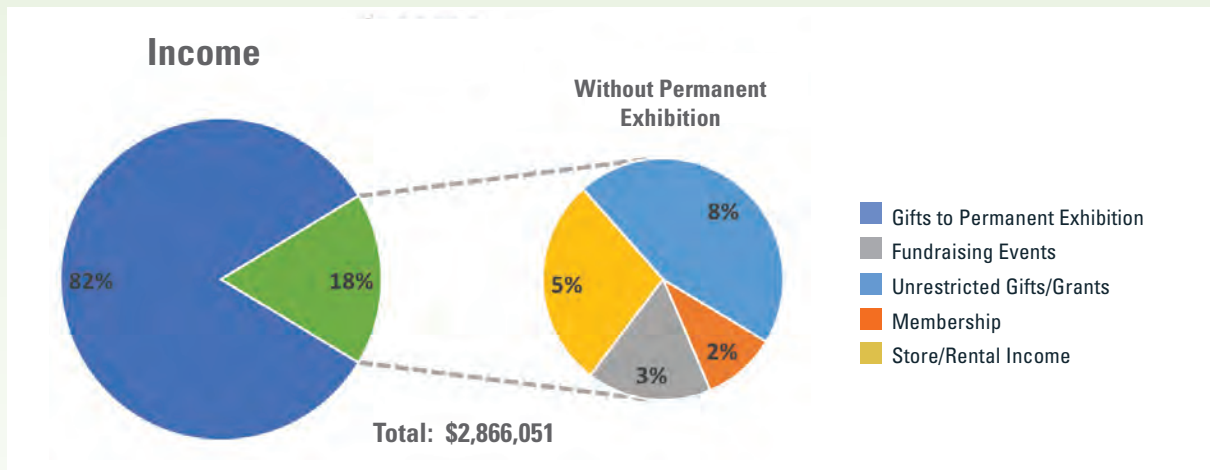
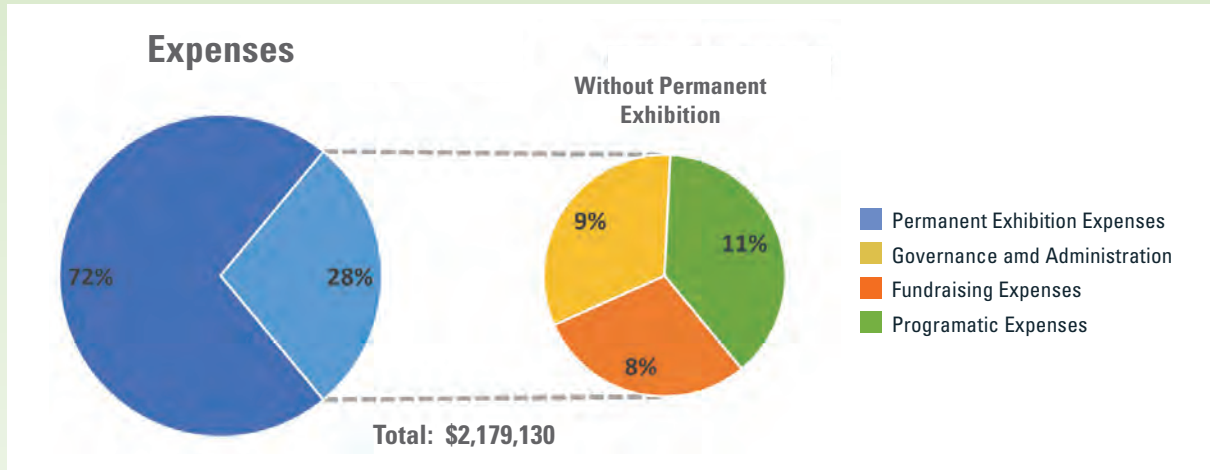
Since then, as contractors worked—ripping up the flooring, checking on the wiring, measuring the walls—the top floor of the museum has been covered in plastic sheeting. It has indeed been cocooned away from the public. But the new Permanent Exhibition, titled *Making Connections: Stories from the Land*, will emerge to absolutely delight the public in early 2023. We cannot wait to share it with everyone!

Behind the scenes, staff, volunteers, and contractors have been taking a deep dive into the Museum’s collection and archives. We’ve digitized many records, and added vast amounts of detail and information to our database. This back-end work will position us for another wonderful reveal: the Museum is planning to present our collection database to the public online in 2023.



To accommodate the construction schedule of the new Permanent Exhibition, all Museum operations moved to the J. Gilbert Smith House, including the Store. We created four changing exhibits in the Smith House Gallery!

Our financial status remained on positive footing, thanks to a strong annual appeal in the Winter of 2021.



The Museum debuted our new annual fundraiser, Dancing through the Decades, in April of 2022, and raised 50% more than at our previous fundraisers. Every spring, we will pick a new decade and create a fun, themed fundraising auction event!



Strategic choices require strong leadership and careful planning. In addition to adding positions to the staff, the Board also spent much of 2021/2022 working on their own “staffing.” During a Board retreat in Fall of 2021, Directors recognized how important it is to have a mix of talents on the Board as they lead the Museum. This also includes a mix of “insiders” (long-term volunteers involved with the Museum) and “outsiders” (members of the community with particular talents new to the Museum).

In late 2021 and early 2022, Gary Hedden and the Nominating Committee created a rubric of all the skills needed to successfully manage a museum, from financial oversight to marketing savvy, fundraising acumen to knowledge of local history, involvement with local organizations to human resource policies. It is a big job, which is why it takes 14 dedicated and talented people working together to make good decisions. Gary appointed several new Board members to fill vacancies that had come up during COVID. Margo Horn of the Historical Commission, Jan Thomas from the docent committee, Kuljeet Kalkat from the Finance Commission, and Catherine Greenberg of the marketing committee, all joined the Board during the last fiscal year.

The rubric tool and the strategic appointment of so many great new Board members were designed to assist the Museum in meeting the challenges of the future. We recognize that in many ways, 2023 will not just be a reopening of the Permanent Exhibition, but also the re-introduction of the Museum to a whole new group of people. Many new people have moved into Los Altos since the Museum opened, and this big new project offers us a renewed opportunity to bring in new audiences.



Catherine Greenberg and Jan Thomas



Kuljeet Kalkat and Margo Horn



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Lori Tuttle, Hospitality
Carole Flores, Membership
Suruchi Mohan, Oral Histories

Jane Packard, Orchard Commons
Kristen Fuller, Public Relations
Sharon Barkoff, Smith House
Vicki Holman, Store
Cliff Olson, Train Committee
Brigitte Ahlfeldt and Peggy Davis, Volunteer Development



Los Altos History Museum was honored by the County of Santa Clara for our 2019-2021 restoration of the Spagnoli Tank House on May 21, 2022.