



DATE: January 23, 2017

AGENDA ITEM #4

TO: Historical Commission
FROM: Sean K. Gallegos, Assistant Planner
SUBJECT: 2017 Commission Meeting Schedule

RECOMMENDATION:

Determine Commission meeting schedule for 2017

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 2017:

January 23, 2017
February 27, 2017
March 27, 2017
April 24, 2017
May 22, 2017
June 26, 2017
July 24, 2017
August 28, 2017
September 25, 2017
October 23, 2017
November 27, 2017
December 25, 2017

The Yearly Calendar of Events is provided to outline work and meeting agenda items for 2017.

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
- *Staff* – Send Letters to Historic Resource Property owners for Plaque Program (Last week)

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 1st
- *Staff* – Post Historic Preservation Award nomination request on City website
- *Staff* – Submit check request to Finance for Plaque program (Last week)

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
- *Staff* – Send invitation to Historical Plaque recipients for plaque presentation
- *Staff* – Submit invoice with mock-up to plaque production company (1st week in April)

Meeting Agenda

- Review nominations and vote on Historic Preservation Award recipient

MAY

Work Items

- Margaret Thompson Essay Contest Cream Social (2nd Tuesday)
- Historic Preservation Award recipient recognized by City Council (2nd Tuesday)
- Annual Joint Meeting and Commissioner Training with City Council
- Museum and Historic Preservation Celebration and Plaque Presentation
- *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

Work Items

- Annual joint meeting with History Museum Board of Directors

Meeting Agenda

AUGUST

Work Items

Meeting Agenda

SEPTEMBER

Work Items

Meeting Agenda

OCTOBER

Work Items

Meeting Agenda

NOVEMBER

Work Items

Meeting Agenda

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

DECEMBER

Work Items

- *Staff* – Prepare CLG annual report.

Meeting Agenda

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