

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
- *Staff* - 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)
- *Receive Santa Clara County Historic Preservation Award Details?*

MARCH

Work Items

- Margaret Thompson Essay Contest
- *Staff* - 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)

APRIL

Work Items

- Margaret Thompson Essay Contest
- *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.

JUNE

Work Items

- None

JULY

Work Items

- None

AUGUST

Work Items

- None

Meeting Agenda

SEPTEMBER

Work Items

- None

OCTOBER

Work Items

- None

Meeting Agenda

- Review and approve Commission accomplishments and workplan – before CC joint meeting in January or February.
- Review and approve Commission work plan
- Nominate Chair/Vice-Chair

NOVEMBER

Work Items

- None

DECEMBER

Work Items

- *Staff* – Prepare CLG annual report.