



**CITY OF DESERT HOT SPRINGS**

**REGULAR MEETING OF THE  
COMMUNITY AND CULTURAL AFFAIRS COMMISSION**

**ACTION MINUTES**

**JULY 13, 2016**

**6:00 PM**

**CITY COUNCIL CHAMBERS  
CARL MAY COMMUNITY CENTER  
11711 West Drive, Desert Hot Springs, California**

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**CALL TO ORDER**

Chairman Buchanan called the meeting to order at 6:01 PM.

**ROLL CALL**

Present:  
Commissioners: Michael Burke, Pamela Berry, Kephyan Sheppard  
Vice-Chairman: Requita Grant  
Chairman: Larry Buchanan

**PLEDGE OF ALLEGIANCE**

Commissioner Sheppard led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

Action: Burke moved to approve staff recommendation, motion seconded by Grant, motion carried 5/0 by the following vote:

Vote: AYES: 5 - Buchanan, Berry, Burke, Grant, Sheppard  
Passed NOES: 0 - (None)

There were no public comments.

## **DISCUSSION ITEMS AND STATUS REPORTS:**

### **1. Entry Sign Monument**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

Joe McKee, Mayor Pro Tem, spoke regarding the former sign.

Daniel Porras, Public Works Manager, presented the staff report and responded to questions.

A discussion ensued.

Action: Buchanan moved to refer to the Sub-Committee in regards to the size and lettering for the sign, motion seconded by Burke, motion carried 4/0 by the following vote:

Vote: AYES: 4 - Buchanan, Berry, Burke, Sheppard

Passed NOES: 0 - (None)

ABSTAIN: 1 - Grant

### **2. Art Inventory**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

Vice Chairman Grant presented the Sub-Committee's report.

Item continued to September 14, 2016.

### **3. Parks and Recreation Sub-committee**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

There were no updates.

Chairman Buchanan suggested keeping this item on all CCAC meeting agendas in the future.

Daniel Porras, Public Works Manager, provided an update regarding various repairs and improvements.

### **4. Sand to Snow Monument Sub-committee**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

Commissioner Burke and Chairman Buchanan presented the Sub-Committee's report.

A discussion ensued.

5. **Public Art Sub-committee**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

Vice Chairman Grant presented the report and responded to questions.

Action: Grant moved to ribbon cutting for Spakes butterflies on October 15, 2016, motion seconded by Buchanan, motion carried 5/0 by the following vote:

Vote: AYES: 5 - Buchanan, Berry, Burke, Grant, Sheppard  
Passed NOES: 0 - (None)

6. **Yard Beautification**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

Vice Chairman Grant presented a draft flyer and suggested moving item to the September 14, 2016 Agenda.

7. **Dog Park Design**

*Nathan Bouvet, Community Development Director*

**Recommendation:** Update and Discussion

Daniel Porras, Public Works Manager, presented the staff report and responded to questions.

Jeffrey Spakes proposed pieces of art.

Chairman Buchanan advised it was ok for staff to proceed with bids.

**CHAIR AND COMMISSIONER REPORTS**

Commissioner Berry gave overview of community events for future dates.

Vice Chairman Grant requested to agendize the Master Arts Calendar.

Commissioner Burke provided updates.

Kephyan Sheppard provided updates to upcoming Community events.

## COMMUNITY DEVELOPMENT DIRECTOR REPORT

Daniel Porras, Public Works Manager, advised he will provide an updated budget at the September 14, 2016 meeting.

Chairman Buchanan questioned whether meeting minutes will be completed for 2016 meetings.

Daniel Porras, Public Works Manager, advised the City is working to hire more staff to complete this task moving forward.

## ADJOURN REGULAR MEETING

Chairman Buchanan adjourned the meeting at 7:20 PM.

Prepared by: Richard Min  
Office of the City Clerk

Respectfully submitted,

  
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Jerryl Soriano, CMC, City Clerk