



CITY OF DESERT HOT SPRINGS

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

DRAFT ACTION MINUTES

**OCTOBER 12, 2016
6:00 PM**

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

CALL TO ORDER

Chairman Buchanan called the meeting to order at 6:07 PM.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Commissioner Berry led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Action: Vice-Chairman Grant moved to approve the October 12, 2016 Regular Meeting agenda rearranging the order of items, motion seconded by Commissioner Burke, motion carried 4/1 by the following vote:

Vote: AYES: 4 - Buchanan, Burke, Grant, Sheppard
Passed NOES: 1 - Berry

PUBLIC COMMENTS

Jeff Horton spoke regarding the Veteran's Committee.

DISCUSSION ITEMS AND STATUS REPORTS:

Item 11 was discussed at this time.

1. [Entry Monument Sign](#)

Daniel Porras, Public Works Manager

Recommendation: Update and discussion

Daniel Porras, Public Works Manager, presented an update and responded to questions.

A discussion ensued.

Commissioner Berry stated her preferences regarding font and size.

Action: Buchanan moved to approve the sign with Commission Berry's revisions and recommend approval, motion seconded by Burke, motion carried 5/0 by the following vote:

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

A discussion ensued.

Chairman Buchanan requested that the item be placed on the November 9, 2016 agenda.

2. [Jeffery Spakes Butterflies](#)

Daniel Porras, Public Works Manager

Recommendation: Discussion and Possible Action

Vice-Chairman Grant provided an update.

3. [Vietnam Veterans Memorial Wall](#)

Daniel Porras, Public Works Manager

Recommendation: Discussion and Possible Action

Vice-Chairman Grant provided an update.

4. [Yard Beautification](#)

Daniel Porras, Public Works Manager

Recommendation: Discussion and Possible Action

Action: Vice-Chairman Grant moved to approve the program, motion seconded by Commissioner Burke, motion carried 5/0 by the following vote:

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

Item 7 was discussed at this time.

5. [Dabah Sculptures Update](#)

Daniel Porras, Public Works Manager

Recommendation: Update and Discussion

There were no updates.

Vice Chairman Grant requested to continue this item to November 9, 2016 meeting.

Item 8 was discussed at this time.

6. [Christmas Tree Lighting](#)

Daniel Porras, Public Works Manager

Recommendation: Update

Item 6 was discussed following Item 7.

Commissioner Burke and Commissioner Berry provided an update.

A discussion ensued.

7. [Public Art Subcommittee](#)

Daniel Porras, Public Works Manager

Recommendation: Update and Discussion

Item 7 was discussed following Item 4.

There were no reports. Vice-Chairman Grant advised they will provide a report at the November 9, 2016 meeting.

Item 6 was discussed at this time.

8. **Parks and Recreation Sub-committee**
Daniel Porras, Public Works Manager
Recommendation: Update and Discussion

Daniel Porras, Public Works Manager, provided updates.

Item 8 was discussed following Item 5.

9. **Sand to Snow Monument Sub-committee**
Daniel Porras, Public Works Manager
Recommendation: Update and Discussion

Commissioner Burke provided an update.

A discussion ensued.

10. **Special Event Sub-committee**
Daniel Porras, Public Works Manager
Recommendation: Update and Discussion

Commissioner Burke provided an updates.

Commissioner Berry provided updates.

Item 13 was discussed at this time.

11. **Art Master Calendar**
Daniel Porras, Public Works Manager
Recommendation: Discussion and Possible Action

Item 11 was discussed following Item 1.

A discussion ensued.

Action: Buchanan moved that Vice-Chairman Grant be assigned to utilize the “DHS Daily” website, motion seconded by Vice-Chairman Grant, motion carried 4/0 by the following vote:

Vote:
Passed AYES: 4 - Buchanan, Berry, Grant, Sheppard
 NOES: 0 - (None)
 ABSTAIN: 1 - Burke

12. [Martin Luther King Jr. Sub-committee](#)

Daniel Porras, Public Works Manager

Recommendation: Discussion and Possible Action

Commissioner Sheppard provided an update.

Judy Shea spoke.

Item 1 was discussed at this time.

13. [Budget](#)

Daniel Porras, Public Works Manager

Recommendation: Receive and File

Commissioner Berry asked Daniel Porras, Public Works Manager, to confirm that the money owed was returned to CCAC budget.

The item was continued to the November 9, 2016 meeting.

[CHAIR AND COMMISSIONER REPORTS](#)

Chairman Buchanan requested the previous meeting's minutes be completed as soon as possible.

Daniel Porras, Public Works Manager, advised that Gianina Milan, Administrative Assistant, was being trained to catch up on all of the previous meeting minutes.

A discussion ensued.

Commissioner Burke agreed that the completion of minutes should be made a priority.

[COMMUNITY DEVELOPMENT DIRECTOR REPORT](#)

Daniel Porras, Public Works Manager, provided updates.

[ADJOURN REGULAR MEETING](#)

Chairman Buchanan adjourned the meeting at 7:22 PM.