

REPORT TO THE COMMUNITY AND CULTURAL AFFAIRS COMMISSION



DATE: October 11, 2017

TITLE: Agenda Submittal Forms and Special Event/Donation Submittal Forms

Prepared by: Public Works Assistant, Lynne Paul

Reviewed by: Community Development Director, Daniel Porras PE

RECOMMENDATION:

Review the process for submittal of CCAC agenda forms.

BACKGROUND / DISCUSSION:

Staff will review with the Commission the process of submitting agenda items and Special Events/Donations forms.

The submittal forms must be completed and given to Public Works Assistant, Lynne Paul no later than 15 days before the meeting date. Any items received after that date will be placed on the following month's agenda.

EXHIBITS:

- 1) Agenda Submittal Form Sample
- 2) Special Event Submittal Form Sample
- 3) Donation Submittal Form Sample