

City of Desert Hot Springs 65950 Pierson Boulevard, Desert Hot Springs, CA 92240 · www.cityofdhs.org · 760-329-6411 · Fax: 760-288-0639

COMMUNITY AND CULTURAL AFFAIRS COMMISSION AGENDA ITEM SUBMITTAL

Agenda items must be submitted no later than fifteen (15) days before the meeting date. Any items submitted after this deadline will be placed on the following agenda.

Please complete this submittal in its entirety. A description must be included to provide information to the commission and the public. The person completing this form will be responsible for reporting on this topic during the meeting.

To place item on agenda, signat	tures from two (2) commissioners required; (if Chairman is submit	ting, no ac	ditional signatures required)
Name (please type):	Person submitting agenda item print here	Date:	Add date of submission
Submitted By (signature):	Sign your name		
Name (please type):	If the above is other than the Chair, a second name is needed - print your name here.	Date:	Add date of submission
Submitted By (signature):	Sign your name		
Agenda Item Title:	Be specific as possible with the title. (Sample-Desert Hot Springs Hig	h School F	OTC Donation)
Recommendation (required): Be specific with the recommendation. (Sample-Approve that the Community and Cultural Affairs Commission donate up to \$ to pay for .)			
(Recommendation example: Approve that the Community and Cultural Affairs Commission)			
Description (required) - please provide as much information as possible:			
In order for the Commission to make an informed decision and the public to be well informed, descriptive information for the item is			
needed. Try to think in terms of Who, What, Where, When, Why and How.			
	mark that there is an attachment, the agenda item will not be ad	ded unles	ss the attachment is
submitted with this form.			
Do you have any Exhibit attachı (e-mail along with submittal-if m	ments for this agenda item?	the agenc	No la)
Return the completed form to:	Lynne Paul, Public Works Assistant lpaul@cityofdhs.org 760-329-6411 x219		

CCAC Agenda Item Submittal Revised 9/22/17