

REPORT TO THE COMMUNITY AND CULTURAL AFFAIRS COMMISSION



DATE: January 30, 2018

TITLE: Agenda Item Submittals

Prepared by: Public Works Administrative Assistant, Lynne Paul
Reviewed by: Community Development Director, Daniel Porras PE

RECOMMENDATION:

Discussion

BACKGROUND / DISCUSSION:

Agenda Submittal Forms are completed so the Public and the Commission have a clear direction of the discussion items for a Commission meeting.

Agenda Submittal Forms must be submitted to the Public Works Administrative Assistant, Lynne Paul, no later than fifteen (15) days before the meeting date. Any items submitted after this deadline will be placed on the following agenda.

A reminder e-mail will be sent to Commissioners on the Monday preceding the submission date.

To place an item on the agenda, signatures from two (2) Commissioners are required (if the Chair is submitting the form, no additional signatures are needed).

It is important to complete the submittal in its entirety. Make sure to include:

- Signature(s)
- Date
- Agenda Item Title - as descriptive as possible
- Recommendation - note that if you submit this with a recommendation of "Discussion", you will not be able to take an action during the meeting.
- Description - A full description of the agenda item to provide the Public and the Commission details about the topic.
- Exhibits - all exhibits (attachments) must be included with the Agenda Submittal Form or it will not be placed on the agenda

The Commissioner(s) submitting the form will be responsible for reporting on this topic during the meeting.

EXHIBITS:

- 1) Agenda Submittal Form Example