

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
March 12, 2014**

1. **CALL TO ORDER:** Chair Anthony called the meeting to order at 6:45 pm.

A. **ROLL CALL:**

PRESENT: Commissioner Woodell, Commissioner Ettman, Commissioner Rorie, Commissioner Bass, Commissioner Goldenberg, Commissioner Saur and Chair Anthony.

ABSENT:

ALSO PRESENT: Steve Campbell, Manager of Facilities and Field Services Division, Department of Public Works, Helen Collins, Sr. Administrative Analyst, Facilities and Field Services Division, Department of Public Works and Michelle Bell, Sr. Administrative Analyst, Department of Public Works.

B. **PLEDGE OF ALLEGIANCE:** Commissioner Woodell led the Pledge of Allegiance.

2. **APPROVAL OF AGENDA:**

ACTION: Approve the agenda for March 12, 2014.

Motion by Commissioner Bass, seconded by Commissioner Woodell and unanimously approved.

3. **APPROVAL OF MINUTES:**

ACTION: Approve the minutes of February 12, 2014.

Motion by Commissioner Woodell, seconded by Commissioner Goldenberg and unanimously approved.

4. **PUBLIC COMMENT:**

Cathy Blaivas, West Hollywood - thanked Kevin Trudeau and Scott Smith for the tour around Plummer Park to address any repairs and complaints. She also spoke about numerous trainers in the park and how to regulate them.

Stephanie Harker, West Hollywood - thanked Kevin Trudeau and Scott Smith for addressing the repairs at Plummer Park. She also commented on an email regarding a commissioner's comments.

Norman Chamroff, West Hollywood - spoke about the outside patio proposed at the Cooleys on Santa Monica Blvd. He invited commissioners to attend the City Council meeting to comment on the land use.

5. **PUBLIC HEARINGS: NONE.**

6. **CONSENT CALENDAR: NONE.**

7. **UNFINISHED BUSINESS:**

A. Arts and cultural Affairs Update:

1. Steve Campbell, Manager of Facilities and Field Services Division, introduced Andrew Campbell, Cultural Affairs Coordinator and he gave a presentation on the three sub-committees of the Cultural Affairs Program as well as an overview of the current and upcoming art presentation in the City.

Commissioner Woodell commented that the "Boxers" that were on Santa Monica Blvd. would look nice at Hart Park. Andrew Campbell stated that they were on loan to the City.

Commissioner Rorie asked about the utility box project and was reminded that the project was from the LGBT Advisory Board.

Chair Anthony asked about how to keep the artwork from turning into play equipment. Andrew Campbell stated that the structures were planted in key positions to deter climbing and playing on them. He also stated that there will be signage to deter over engagement with the art.

B. 2014 Commission Calendar

1. Meeting Calendar

Staff presented the calendar which included a proposed date for Arbor Day of April 19, 2014. The Commission expressed concern over the date of April 19th since it is Easter Weekend and people may be out of town. The Commission came to a consensus that the date of Saturday, April 12, 2014 was a better date.

Staff went on to present the dates of May 10, 2014 for the Commission Tour and September 10, 2014 for the Annual Televised Commission as agreed upon at the previous meeting.

ACTION: Approve the Calendar for 2014

Motion by Commissioner Woodell, seconded by Commissioner Goldenberg and unanimously approved.

2. Recognition - Public Works Week

Staff provided an overview of the significance and dates for Public Works Week and let the Commission know that we would returning with more

information at a future meeting and this was merely was strictly an informational item requiring no action at this time.

C. Hart Park Off-Lease Dog Area Subcommittee
1. Appointments/Removals from subcommittee

Kevin Trudeau, the Facilities and Field Services Division Superintendent provided an update on the current status of the subcommittee members and recommended that the Commission consider the removal of two members who have not been attending the meetings and allow for the recruitment of new members.

Commissioner Woodell asked for clarification about when the sub-committee will meet. Mr. Trudeau stated that we will check and see if we are required to meet Brown Act rules and regulations.

ACTION: To provide staff direction to move forward to fill the two vacant spots on the Subcommittee.

Motion by Commissioner Bass, seconded by Commissioner Goldenberg and unanimously approved.

Commissioner Saur mentioned that it shouldn't be very difficult to recruit people with all the dog lovers in the City.

Commissioner Ettman recommended that we post the recruitment flyers at all the parks.

It was also suggested that social media should be utilized to recruit as well.

Commissioner Bass recommended that if possible maybe one of the Commissioners on the Subcommittee should sit on the interviews with the perspective new members.

ACTION: Request staff to move forward with the strategies provided for the recruitment of new members for the Hart Park Off-Leash Dog Committee.

Motion by Commissioner Ettman, seconded by Commissioner Bass and unanimously approved.

8. **NEW BUSINESS:**

A. 2014 Public Facilities Workplan
1. Update

The Chair gathered consensus on the layout and content of the 2014 Public Facilities Work Plan.

ACTION: Staff was requested to make the changes as provided by the Commission; distribute the draft document to the Chair and Vice Chair for review and return to the next meeting with the final draft for review and recommended approval.

Motion by Commissioner Bass, seconded by Commissioner Saur and unanimously approved.

B. Arbor Day 2014

1. Proclamation - April 7, 2014

Staff presented a draft copy of a proclamation for the Commission to review and make comments.

Commissioner Rorie asked that the word National be removed on the proclamation.

ACTION: Approved the proclamation as amended.

Motion by Commissioner Saur, seconded by Commissioner Anthony and unanimously approved.

2. Event - Location & Time, April 19, 2014, 9:00 a.m.

Staff provided an overview of two proposed events for Arbor Day to include a ceremonial planting at Hart Park and a program at West Hollywood Elementary.

Commissioner Ettman mentioned that he liked the idea of working with the school.

Commissioner Rorie stated that Hart Park draws attention to the location.

Steve Campbell mentioned that we could do both events, the weekend event at Hart Park and the school during the week day.

ACTION: April 12, 2014 is the date set for the Arbor Day Tree Planting at Hart Park and staff has been requested to work with West Hollywood Elementary to find a week day for an event.

Motion by Commissioner Bass, seconded by Commissioner Anthony and unanimously approved.

C. Facilities and Field Services Division

1. Update

Staff provided an update on items that recently went before the City Council as well as upcoming items and items which may be of interest to the Commission.

Commissioner Saur mentioned that she has seen graffiti on trash cans in her neighborhood. Staff stated that they would draw that to the attention of Athens.

9. **EXCLUDED CONSENT CALENDAR: NONE.**

10. **PUBLIC COMMENTS: NONE.**

11. **ITEMS FROM STAFF:**

Steve Campbell let the Commission know that the construction of the Automated Parking Garage behind City Hall has begun and everyone is making adjustments to the change.

Steve Campbell also let the Commission know that the Mothballing of the Laurel House has been substantially completed.

Steve Campbell also mentioned that the budget process has started. He also provided and update on the new flags.

Helen Collins reminded the Commissioners about the upcoming Low Cost Dog and Cat Vaccination Clinic on March 21, 2014 at Fiesta Hall in Plummer Park.

12. **COMMISSIONER COMMENTS/SUBCOMMITTEE REPORTS:**

Commissioner Woodell asked about getting the benches cleaned at Hart Park. He also commented that there are two dog poop stations on DeLongpre within 300 ft. of each other. He asked for a definition of a **park** and a **memorial**. He also asked that a disaster plan for the parks.

Commissioner Bass commented that he uses Twitter often to report abandoned items and other quality of life issues.

Commissioner Saur expressed her concern about exercise equipment at Plummer Park and asked staff to look into it.

Commissioner Rorie thanked Chair Anthony, staff and the public speakers. He apologized for comments made about a constituent.

Commissioner Goldenberg thanked staff and the Commissioners.

Commissioner Ettman thanked Chair Anthony for his leadership in moving the Workplan item through the agenda. He also asked for a study group with the City Council. **ACTION: Commissioner Ettman** made a motion to agendize an item to discuss planning a study group with the City Council, seconded by Commissioner Saur and carried. Noting the NO vote of Commissioner Woodell.

Commissioner Ettman also requested that we add more microphones in the room and Steve Campbell responded that doing so would require an additional cost.

Commissioner Saur supported the idea of a joint meeting with the City Council. Commissioner Woodell opposed the idea.

Commissioner Anthony thanked the Commissioners and apologized to Stephanie Harker for comments she talked about in Public Comment.

13. **ADJOURNMENT:**

A motion to adjourn the Public Facilities Commission was made by Commissioner Woodell, seconded by Commissioner Saur at 9:31 pm. to their next scheduled meeting, which will be held on Wednesday, April 9, 2014 at 6:30 p.m. in the West Hollywood Community Room at, West Hollywood Park, located at 625 N. San Vicente Boulevard.



Michelle Bell, Recording Secretary