

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
April 9, 2014**

1. **CALL TO ORDER:** Chair Anthony called the meeting to order at 6:32 pm.

A. ROLL CALL:

PRESENT: Commissioner Woodell, Commissioner Ettman arrived at 6:35 pm, Commissioner Rorie, Commissioner Bass, Commissioner Goldenberg, Commissioner Saur and Chair Anthony.

ABSENT: None.

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 Rorie led the Pledge of Allegiance.

2. **APPROVAL OF AGENDA:**

ACTION: Chair Anthony requested to Table Item 8.A. to the May 10, 2014 meeting.
Motion by Chair Anthony, seconded by Commissioner Ettman and unanimously approved. Motion by Commissioner Bass, seconded by Commissioner Saur and unanimously approved.

Commissioner Bass stated that he would not be in attendance at the May 10, 2014 meeting and that the item on the Median at Crescent Heights Boulevard and Sunset Boulevard be removed from the Work Plan since Los Angeles is planning a development that will incorporate the median.

3. **APPROVAL OF MINUTES:**

ACTION: Amend Item 7C. second paragraph to include "Brown Act rules and regulations"; and amend the Draft minutes to reflect the motion by Commissioner Ettman "to agendize an item to discuss planning a study session with City Council regarding the purview of the Public Facilities Commission", which was requested during Commissioner Comments.

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

4. **PUBLIC COMMENT:**

Larry Block, West Hollywood - spoke about the ADA access to the West Hollywood Park Pool. He also stated that there will be a joint meeting of the Disability Advisory Board and the Senior Advisory Board on Wednesday, April 23, 2014.

5. PUBLIC HEARINGS: NONE.

6. CONSENT CALENDAR: NONE.

7. NEW BUSINESS:

A. Earthquake Preparedness Overview:

Steve Campbell, Manager of Facilities and Field Services Division, introduced Shirley Berry, Emergency Management Coordinator for the City of West Hollywood. Ms. Berry provided a detailed presentation on the facilities and the programs in place for the City of West Hollywood in preparation of an earthquake or disaster. She also provided information as to how to prepare oneself, pets and home.

Commissioner Goldenberg inquired about the location of the emergency shelters in the City.

Ms. Berry stated that currently there are three: West Hollywood Park, Plummer Park and St. Thomas Church. She further stated that she is looking to add more locations.

Commissioner Woodell asked if FEMA has grants to defer costs for emergency kits for those less fortunate to afford them. Ms. Berry responded that she is working with Koontz Hardware to provide emergency kits at a cost savings for residents. She also stated that the Kid's Fair is Saturday, April 26th and Koontz Hardware and Public Safety will have a booth where they are giving out Earthquake Preparedness information.

B. Flag Pole Installation, Crescent Heights Blvd. Update:

Steve Campbell, Manager of Facilities and Field Services Division, gave a brief overview regarding the City Council resolution and the direction that he was given to install a separate flagpole at the Matthew Shepherd Human Rights Triangle to fly the Rainbow Flag and the Transgender Flag. He introduced Davie Gonzalez as the Project Manager in charge of this project.

Davie Gonzalez, Project Coordinator, Facilities and Field Services presented information on the cost and placement of the flagpole. He stated that the flagpole would mimic the flagpole located there now on the west side and be placed on the eastside of the triangle. He further stated that the costs that came in from the four submittals through the informal bid process range from \$39,000 to \$28,500. The low bid will include running conduit for electricity, upgrading to LED lights for energy conservation, and two up lights.

Davie Gonzalez explained that the costs are composed of the pole, electricity for the lighting and the labor.

Steve Campbell explained that placing the flagpole on the eastside of the triangle would be a better balance since the memorial and the flagpole which flies the State and the United States flag is on the westside of the triangle. He also stated that since the costs are deemed to be negligible it was a better balance.

Steve Campbell stated that there is a limit of two flags per pole. He further stated that the City flag flies over City Hall and all City facilities.

Commissioner Rorie asked if putting the pole next to the other pole would be significantly cheaper or negligibly cheaper.

Davie Gonzalez stated that it would be negligibly cheaper.

Commissioner Goldenberg expressed concerns with the cost.

Davie Gonzalez explained that the cost is the pole, lighting, and putting in the power.

Commissioner Woodell stated that he does not feel that the Transgender Flag and the Rainbow Flag have anything to do with government. He expressed concerns about the cost of the project.

Commissioner Ettman stated that the location was perfect for the flags and promoting the diversity of the City.

Chair Anthony spoke in support of the project and the Matthew Shepherd family.

Steve stated that the Commissioners are being asked to give comments on the item and that the item has been approved by the City Council.

Commissioner Bass spoke in support and asked if it would make sense to switch out the lights on the westside for LED lights at the same time.

Steve said that they want to see what the lights look like on the new flagpole and then assess the situation to see if they like the lighting fixture which is rather expensive first.

Commissioner Rorie spoke in support and asked that costs be as close to the \$28,500 as possible and to replace the LED lights on the westside if they are proven to be satisfactory on the eastside.

Commissioner Saur spoke in support of the item and planting flowers around the flagpole.

Davie Gonzalez explained that the present flagpole would not support three flags.

Chair Anthony spoke in support of the item and planting flowers around the flagpole.

Steve Campbell stated that there is a lot of foot traffic and that they will explore which plants would best suit the area.

Steve thanked the commissioners for their comments.

ACTION: Motion by Commissioner Ettman to support the item, seconded by Commissioner Bass and unanimously approved.

C. 2014 Commission Tour Agenda - May 10, 2014:

Helen Collins, Sr. Analyst gave a brief presentation on the agenda planned for the tour and meeting on May 10, 2014. She explained that the Work Plan would be the first item on the agenda in accordance with the Commission's wishes and other items which the Commission expressed interest in.

Commissioner Saur wanted to add the Community Garden on Detroit.

Steve Campbell spoke about walking through Fiesta Hall, the exterior of Great Hall/Long Hall, the Tennis Pro Shop and other structures. He also added that there would be some upcoming projects as staff moves forward with plans at Plummer Park.

Chair Anthony stated that the 1343 Laurel Avenue Committee might meet prior to the Public Facilities Commission meeting on Saturday May 10, 2014 and if so he would have a report to share with the Commission.

Commissioner Ettman stated that he would like to add to the agenda a tour of vacant lots or work plan sites.

Steve Campbell stated that he would do the research to identify any available lots and add them to the tour.

Chair Anthony stated that he would like to use the meeting as a strategizing session and that he and Vice Chair Ettman would meet with staff to narrow down the scope.

ACTION: Motion by Commissioner Ettman to approve the agenda giving the Chair and Vice Chair the flexibility after meeting with Staff to make changes, seconded by Commissioner Goldberg and unanimously approved.

Stephanie Harker, West Hollywood - spoke in support of new park space at Gardner and Vista on the north side of the street.

D. Budget Process 2014-2016:

Steve Campbell presented the CIP projects included in the budget, i.e. Upgrading the fleet with hybrid vehicles, and add a propane fueling system; ADA implementation and

Senior accessibility; water conservation efforts; medians and streetscape greening; City building maintenance which covers projects inside City Hall; Roof Replacement Program; Romaine facilities, which includes the fueling infrastructure; Kings Road Park upgrades; Playground Safety Program and Fee Nexus Study. He added there he would like a volunteer from the Commission to work with Staff and a bid for landscaping maintenance in the future.

Commissioner Woodell volunteered to work with staff on the bid process for the landscaping maintenance.

Steve Campbell explained that the budget had not been submitted yet and asked for input from the Commissioners.

Commissioner Bass asked about including a dog park in the budget.

Steve Campbell explained that the process for it would be that once a location was identified, a staff report would be submitted to the City Council to request funding at that time.

8. UNFINISHED BUSINESS:

A. 2014 Public Facilities Work Plan - Update Tabled to May 10, 2014 meeting.

9. EXCLUDED CONSENT CALENDAR: NONE.

10. PUBLIC COMMENTS:

Stephanie Harker, West Hollywood - spoke about changing the scheduled date for the Eastside Committee since it is on the same date as the Public Facilities Commission meetings. She also spoke in support of streaming all the meetings.

11. ITEMS FROM STAFF:

Steve Campbell stated that it is necessary to have a quorum at the Hart Park Dog Committee meetings since it is governed by the Brown Act.

He reminded the Commissioners that Arbor Day will be on Saturday, April 12, 2014 and two trees will be planted at Hart Park.

He stated that the purchase order has been issued for additional microphones for the West Hollywood Community Room.

Helen Collins thanked Commissioner Saur and Commissioner Bass for coming to the Vaccination Clinic and she stated that the next one would be in October 18, 2014. She also stated that Animal Control will be managed by the Code Compliance Division from now on.

12. COMMISSIONER COMMENTS/SUBCOMMITTEE REPORTS:

Commissioner Woodell stated that he has two men interested in being a member of the Hart Park Off Leash Dog Sub-Committee. He asked about the gate on the south side of the park opened.

Steve Campbell stated that it should be discussed with the Hart Park Committee since they know the operations of the park.

Commissioner Woodell reminded the Commission about the Re-Org on April 21, 2014 at Plummer Park. He thanked Shirley Berry, Emergency Management Coordinator for her presentation. He wished Happy Passover to the Commissioners who celebrate.

Commissioner Bass spoke in support of different days and times for all the Commission meetings. He thanked the City Council and staff for their proclamation regarding Arbor Day where he and Commissioner Saur attended.

Commissioner Goldenberg wished Happy Easter to everyone and she spoke about her attendance at the Womens Leadership Conference and the acoustics in the Autocourt.

Commissioner Saur stated that there should be better communication when Commissioners cannot attend an event.

Commissioner Ettman spoke in support of a resolution between the meeting dates of the Eastside Working Group and the Public Facility Commission meetings so that there is no conflict for those wanting to attend both meetings. He stated that he spoke to the City Council members regarding more representation from the Public Facilities Commission on the West Hollywood Park Phase II Planning Committee. He encouraged the Commissioners to advocate for more representation since parks are the Commission's purview.

Chair Anthony thanked Commissioner Bass and Commissioner Saur for attending the City Council meeting to receive the Arbor Day Proclamation on behalf of the Commission. He spoke in support of rescheduling the date of the Eastside Working Committee meeting. He thanked staff. He encouraged the Commissioners to review the draft Work Plan and be prepared to discuss the items at the next meeting.

Commissioner Goldenberg asked for one minute of silence in memory of Ric Rickles, who was a long time member of the Senior Advisory Board.

13. ADJOURNMENT:

A motion to adjourn the Public Facilities Commission was made by Commissioner Ettman in memory of Ric Rickles, seconded by Commissioner Rorie at 9:31 pm. to their next meeting, which will be held on Saturday, May 10, 2014 at 9:00 a.m. in the West Hollywood Auto Court at, West Hollywood Park, located at 625 N. San Vicente Boulevard.

A handwritten signature in cursive script that reads "Michelle Bell". The signature is written in black ink and is positioned above a horizontal line.

Michelle Bell
Michelle Bell, Recording Secretary