

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MINUTES
March 11, 2015**

1. **CALL TO ORDER:** Chair Bass called the meeting to order at 6:31 p.m.

A. ROLL CALL:

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

ABSENT: Commissioner Goldenberg.

ALSO PRESENT: Department of Public Works, Steve Campbell, Manager of Facilities and Field Services, Facilities and Field Services Division and Kevin Trudeau, Superintendent of Facilities and Field Services Division.

- B. PLEDGE OF ALLEGIANCE:** Vice Chair Saur led the Pledge of Allegiance.

2. **APPROVAL OF AGENDA:**

ACTION: Approve the March 11, 2015 agenda.

Motion by Commissioner Woodell, seconded by Vice Chair Saur and unanimously approved.

3. **APPROVAL OF MINUTES:**

ACTION: Approve the minutes dated February 11, 2015.

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

4. **PUBLIC COMMENT:**

STEPHANIE HARKER, WEST HOLLYWOOD – thanked staff for their work on the City Elections.

CATHY BLAIVIS, WEST HOLLYWOOD - spoke in support of the educational component of the City Elections.

MICHAEL WOJTKIELEWICZ, WEST HOLLYWOOD - spoke about dogs off leash; Plummer Park and boot camps usage.

5. **PUBLIC HEARINGS - NONE.**

6. **CONSENT CALENDAR:**

A. Hart Park Off-Leash dog Park Committee

1. Dog Park Site Recommendations

ACTION: Receive and file. Approved as part of the Approval of the Agenda.

7. **UNFINISHED BUSINESS:** None.

8. **NEW BUSINESS:**

A. Hart Park Off-Leash Dog Park Committee

1. Appointment of New Members:

Kevin Trudeau, Facilities and Landscape Maintenance Superintendent provided background information and introduced the two new members to the Commission Patricia Wolfe.

ACTION: Approve Chris Rolczynshi and Patricia Wolfe as new members to the Hart Park Off-Leash Dog Park Committee.

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

B. Arbor Day Celebration:

1. Steve Campbell, Facilities and Urban Landscape Manager stated that staff recommended that the Commissioners receive a Proclamation at the April 6th City Council Meeting
2. Steve also recommended that in commemoration of Arbor Day be a tree be replaced that was taken out at Havenhurst Park which was lost due to a developed in conjunction with a condominium building on the property and leased back to the City. This event would take place at 10am on April 18th.

PUBLIC COMMENTS:

MICHAEL W, WEST HOLLYWOOD - spoke about other locations for replacing trees at 7530 Santa Monica Blvd. and small trees on Sierra Bonita. He also spoke about putting plants in the parkway near the Community Gardens.

STEPHANIE HARKER, WEST HOLLYWOOD - spoke about trees being removed due to development; replacing a 100 year old carob tree on Spaulding and protecting aging trees; she asked about the City becoming a Tree City.

Commissioner Woodell suggested the lost trees mentioned be replaced as well as the three on DeLongpre along with a press release.

Steve stated that as an event is difficult to replace all the trees mentioned at five or six locations as a community planting, however all of them are on the

list for the Urban Forest Guy, Scott Smith. Sierra Bonita might have an issue with underground utilities that has prevented re-planting.

Commissioner Ettman has requested the process to include Public Facilities when there is a development where several trees are removed.

Steve explained the difference between trees on private property versus trees on public property. He further stated that the process is within the Zoning Code.

Vice Chair Saur invited the Commissioners to come to the City Council meeting on April 6th and let the public know that some trees have been removed due to disease.

Chair Bass suggested that an item return to discuss including Public Facilities in the process of removing several trees when there is a development.

Steve stated that to be a member of Tree City USA we have nine-tenths of the requirements for it. The remaining points are being handled through the consultant for our tree designation.

ACTION: Approve the Arbor Day Event on April 18, 2015.

MOTION: Commissioner Woodell, seconded by Vice Chair Saur and unanimously carried.

C. Facility Maintenance:

Kevin Trudeau, Facilities and Landscape Superintendent provided an activity report on items that the facility and maintenance crew are working on.

Commissioner Ettman asked if any additional shade is being provided in Plummer Park and Steve responded that there have been no requests; to which Commissioner Ettman made the request for shade over the benches.

D. Upcoming Projects:

1. Plummer Park Teen Center:

Steve Campbell presented graphics on a new renovations and configurations for the Teen Center. Creating additional office space for employees and optimize supervision for the building. It will also include more activity space.

Discussion ensued about cost, timing of the move and whether the teens will be displaced for any time.

Steve stated that the contractor will begin in May to complete the project in June. No will be displaced for long, perhaps day or two but moved to another part of the space or park.

Vice Chair Saur asked what the cost of \$180,000 included. Steve stated that walls will be removed and there will be plumbing, electrical, ceiling, flooring and data work costs associated with the renovation.

2. Hart Park - William S. Hart House:

Steve Campbell reiterated that the property is owned by the City of Los Angeles and designated a historical property. Steve said that a plan is being developed to maintain the historical integrity of the site with a consultant that West Hollywood has hired. Work will be initiated in August and September based on the plan.

PUBLIC COMMENTS:

STEPHANIE HARKER, WEST HOLLYWOOD - spoke in support of the renovations at the Teen Center in Plummer Park. She asked if the work had gone out to bid and asked if the Plummer Park budget decreased from \$350K to \$180K

E. Commission Annual Calendar

1. Steve Campbell, presented the proposed calendar as follows:
 - Arbor Day Proclamation - Aril 6, 2015
 - PFC April Meeting - Dark
 - Arbor Day Celebration - April 18, 2015
 - PFC November Meeting - November 14, 2015 (Tour)
 - Televised Meeting - September 9, 2015

Commissioner Rorie spoke in support of the schedule and suggested the tour date wait until the new members come on board.

Commissioner Ettman questioned cancelling the April meeting thinking that another meeting might be cancelled during the summer months.

ACTION: Approve the dates and schedule as proposed by staff.

MOTION made by Commissioner Anthony, seconded by Ettman and unanimously approved.

9. EXCLUDED CONSENT CALENDAR: NONE.

10. PUBLIC COMMENTS:

MARCY NORTON, WEST HOLLYWOOD - spoke about electrical capacity in the EOC.

MICHAEL WOJKIELEWICZ, WEST HOLLYWOOD - spoke in support of the children using Plummer Park.

11. ITEMS FROM STAFF: None.

12. COMMISSIONER COMMENTS/SUBCOMMITTEE REPORTS:

Commissioner Rorie spoke in support of adding language to the tree policy.

Commissioner Anthony thanked staff for the renderings and minutes from the West Hollywood Phase II Design Steering Committee meeting. He encouraged staff to stay abreast of the meetings regarding our facilities. Support an item on Plummer Park before June Election.

Chair Bass stated that he will work with staff on an item regarding Plummer Park in May.

Commissioner Woodell spoke about receiving statistics on how many dogs are in the City and how many children.

Steve stated that he would gather the information and return to the Commission.

Commissioner Woodell requested that staff report on the EOC and the electricity capacity.

Commissioner Woodell thanked staff for the new lobby at City Hall.

Commissioner Ettman urged the Commissioners to speak to their Councilmembers about items coming before the Commission.

Commissioner Ettman requested a report regarding the concrete areas around the school and creating more green space at the West Hollywood Elementary School. He would like more information on the issues between the LA Unified School District and the City to investigate whether there is something that can be done to further the discussions.

Vice Chair Saur apologized for not attending the last two meetings.

Vice Chair spoke in support of naming a public facility after John Heilman and receiving information on the naming policy.

Chair Bass reminded Commissioners that they stay as Commissioners until they are told otherwise.

Chair Bass stated his support in a tree policy on private property and suggested that the committee the Commission has established for the Heritage Committee or Greening Committee take on the tree policy.

Steve stated that the Urban Forestry plan is moving forward and he will come to the Commission within the next few months.

Steve state that staff will bring back the policy and what was determined by the ad hoc committee.

13. ADJOURNMENT:

Vice Chair Saur adjourned the meeting, seconded by Chair Bass , at 8:07pm to their regularly scheduled meeting, which will be held on Wednesday, May 13, 2015 at 6:30 p.m. in the West Hollywood Community Room at, West Hollywood Park, located at 625 N. San Vicente Boulevard.
d at 625 N. San Vicente Boulevard.



Chair, Adam Bass



~~Helen Collins~~, Recording Secretary
MICHELLE BELL

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