

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MINUTES
August 12, 2015**

1. **CALL TO ORDER:** Chair Bass called the meeting to order at 6:30 p.m.

A. ROLL CALL:

PRESENT: Commissioner Rorie, Commission Rodriguez, Commissioner Dolan and Commissioner Omelczenko, Commissioner Buckles, Vice Chair Saur and Chair Bass.

ABSENT: None.

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

B. PLEDGE OF ALLEGIANCE: Jay Fuentes led the Pledge of Allegiance.

2. **OATH OF OFFICE** – Steve Campbell introduced the Mayor and Councilmember Duran to swear in the new appointees.

A. The Oath of Office was administered to Margaret Buckles, by Mayor Lindsey P. Horvath.

B. The Oath of Office was administered to Manny Rodriguez, by Councilmember John J. Duran.

C. The Oath of Office was administered to Michael Dolan, by Mayor Lindsey P. Horvath.

3. **APPROVAL OF AGENDA:**

ACTION: Approve the August 12, 2015 agenda.

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

4. **APPROVAL OF MINUTES:**

ACTION: Approve the minutes dated July 8, 2015.

Motion by Vice Chair Saur, seconded by Commissioner Rorie, and with an abstention by Commissioner Dolan and approved 6-0-1.

5. **PUBLIC COMMENT:**

Michael Wojtkielewicz, West Hollywood spoke regarding an email to the Mayor and he thanked her for items relating to the Metro Bus Stops, Detroit Garden and the drinking fountain at Plummer Park.

Cathy Blaivas, West Hollywood thanked the Mayor and Staff for the drinking fountain and thanked staff for getting Great Hall/Long Hall ready for the Historic Preservation Commissions Annual Gala and she commented on Councilmember Duran's wonderful signing at the event. She also mentioned that ladies at Plummer Park want the benches returned.

6. **PUBLIC HEARINGS - NONE.**

7. **CONSENT CALENDAR - NONE.**

8. **NEW BUSINESS:**

- A. Kings Road Park
 - 1. Tenant Improvement Project Update

Staff provided a presentation on the upcoming Kings Road Park Project and explained that the project is predominately grant funded.

Commissioner Buckles inquired about the removal of vine and if it required the removal of a tree. Staff responded no trees are being removed as part of the project.

Commissioner Omelczenko inquired how often a grant of this type becomes available. Staff stated annually, however, there are requirements that need to be met to apply and we are not in a position to reapply at this time.

There was discussion among the Commissioners regarding the Fountain improvements. Staff informed the Commission that the changes are for safety reasons. The Commission also discussed the water usage and staff explained that it is minimal.

Commissioner Dolan inquired about the timeline for the project and staff explained the process and the requirement to be finished by June 2016.

9. **UNFINISHED BUSINESS – NONE.**

- A. Election of Chair and Vice Chair
 - 1. Nomination(s) for Chair:

ACTION: Commissioner Rorie nominated Commissioner Saur for Chair.

Motion to adopt the nomination by Commissioner Dolan to elect Commissioner Saur for Chair, seconded by Commissioner Omelczenko and unanimously approved by Roll Call Vote.

2. Nomination(s) for Vice Chair

ACTION: Commissioner Saur nominated Commissioner Rorie for Vice Chair.

Motion to adopt the nomination by Commissioner Dolan to elect Commissioner Rorie for Vice Chair, seconded by Commissioner Omelczenko and unanimously approved by Roll Call Vote.

B. Standing and AD Hoc Committee

1. Appointments

The Standing and AD Hoc Committee appointments were updated as highlighted in yellow below:

Public Facility Commission
Standing Committee and AD Hoc Committee List
As of 8-12-2015

1. Greening West Hollywood - Standing Committee.
 - Margaret Buckles
 - Chair
 - Frank Rorie
2. Hart Park Off Leash Dog Use - Standing Committee.
 - Manny Rodriguez
 - Mike Dolan
 - Margaret Buckles
3. Heritage Tree - Standing Committee
 - Chair
 - Adam Bass
 - Frank Rorie
4. Memorial / Tribute Tree Review - Standing Committee. *
 - Commission Chair

* Member of Committee established by Council Resolution No. 04-3135 A Memorial, Tribute Tree and Plaque Policy.

5. Naming Policy Guideline - Standing Committee. **
 - Commission Chair

** Member of Committee established by Council Resolution No. 00-2297 A Naming Policy Guideline.

6. Park Acquisition Guidelines and Revenue – AD HOC Committee
 - Mike Dolan
 - Victor Omelczenko
 - Frank Rorie

- ~~7. Citywide Roof Inspection Consultant Selection Committee~~
 - ~~• Donna Saur DELETED~~

7. Pedestrian and Bicycle Mobility Plan – Representative
 - Victor Omelczenko

8. Aging In Place - Representative
 - Manny Rodriguez - Primary
 - Mike Dolan - Alternate

10. **EXCLUDED CONSENT CALENDAR: None.**

11. **PUBLIC COMMENTS: None.**

12. **ITEMS FROM STAFF:**

Staff provided an update to the Commission on the City's acquisition of 8120 Santa Monica Boulevard.

Commissioner Bass inquired if the Commission has strong feeling about what the use of the property should be, should they voice that. Staff stated that it was up to the Commission.

Commissioner Omelczenko mentioned that funds for the purchase of the property came from parking and he was concerned that the fate of the property is already determined. He stated that he would like the Commission to make it known that they would like to be involved in the discussion regarding the end use of the property. He went on to state that there should be neighborhood involvement and the outreach should be greater than a 500 foot radius.

Commissioner Dolan mentioned that where the money comes from does not necessarily define what type of project it will be.

Commissioner Dolan went on to say that he thinks that the Commission is getting ahead of itself and they should wait and see what happens with the property.

Commissioner Rorie and Commissioner Rodriguez agreed that they support a wait and see approach.

Commissioner Omelczenko inquired as to what he should say as he gets questions from his neighbors.

Commissioner Rodriguez responded that he is sure there will be a lot of public outreach and the Commission should wait and see where it goes. He went on to state that he is happy that in the meantime it will be a useful parking lot.

Staff mentioned that the creation of the maintenance plan for the Hart House has started.

Staff provided an overview of some of the topics slated for the September 9, 2015, televised Commission meeting.

Staff provided a brief update on the maintenance and special event support at City facilities since its last meeting.

Commissioner Rorie inquired on the benches mentioned in Public Comment; staff stated that they made a note to re-install the benches in question.

Commissioner Omelczenko inquired about the park sign at Plummer Park, staff said that they are working on replacing it.

Commissioner Dolan inquired if anything has changed regarding the watering of street trees. Staff responded that the City is still watering the younger trees.

13. COMMISSIONER COMMENTS/SUBCOMMITTEE REPORTS:

Commissioner Omelczenko spoke about the event at Great Hall/Long Hall and thanked staff for fixing up the area. He also mentioned the work done by the OWN in fixing up Plummer Park.

Commissioner Rodriguez stated that he is excited about working with the Commission on developing useful public facilities and space for the well-being of the Community.

Commissioner Rorie welcomed the new Commissioners and thanked Chair Bass for his great work as the Chair.


Commissioner Dolan thanked Councilmember Heilman for appointing him to the Commission and expressed his excitement about being on the Commission. He then thanked Mayor Horvath for swearing him in. He stated that his first meeting went very smoothly and he told Chair Bass that he had heard that he was one of the best Chairs and he congratulated the new Chair.

Commissioner Saur welcomed the new Commissioners, thanked Chair Bass for his wonderful service as the Chair and thanked the Commissioners for voting her in as the new Chair.

Commissioner Bass thanked the Commission for the privilege of serving as the Chair for the past year. He went on to thank the outgoing Commissioners and he welcomed the new Commissioners. He told the Commissioners not to hesitate in contacting staff ahead of the meeting about small things. He went on to say that the Historic Preservation Commission Gala was a great event. He stated that he is looking forward to having the Park Rules on the Agenda. Commissioner Bass closed with his concerns about empty tree wells.

14. ADJOURNMENT:

The meeting was adjourned, at 8:00 pm to their next regularly scheduled meeting, which will be held on Wednesday, September 9, 2015 at 6:30 p.m. in the West Hollywood Public Meeting Room (Council Chambers) at, West Hollywood Park, located at 625 N. San Vicente Boulevard.



Helen Collins, Recording Secretary



Donna Saur, Chair

A copy of the audio recording of this meeting can be obtained from the City Clerk's office upon request. (Disclaimer: Staff records the meetings for the sole purpose of composing the official meeting minutes; therefore the recordings are not of commercial quality.)