

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
MARCH 8, 2017**

1. **CALL TO ORDER:** Chair Rorie called the meeting to order at 6:32 p.m.

A. ROLL CALL:

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

ABSENT: None.

ALSO PRESENT: Steve Campbell, Facilities & Field Services Division Manager, Paul Hertz, Facilities & Landscape Maintenance Superintendent, and Scott Smith. Urban Forest & Landscape Maintenance Supervisor and Michelle Bell. Admin Analyst, Department of Public Works.

2. **PLEDGE OF ALLEGIANCE:** Chair Rorie led the pledge.

3. **APPROVAL OF AGENDA:**

ACTION: Approve the March 8, 2017 Agenda. **Motion by Commissioner Saur, seconded by Commissioner Dolan and unanimously approved.**

APPROVAL OF MINUTES:

ACTION: Approved the meeting minutes dated February 8, 2017. **Motion by Commissioner Dolan, seconded by Commissioner Omelczenko and unanimously approved.**

4. **PUBLIC COMMENT:**

STEPHANIE HARKER, WEST HOLLYWOOD, spoke regarding the new plan for Plummer Park and the date requirements for the use of the 9 million dollars from the State.

5. **CONSENT CALENDAR - NONE.**

6. **PUBLIC HEARINGS - NONE.**

7. **UNFINISHED BUSINESS - NONE.**

8. **NEW BUSINESS:**

A. Tree Trimming Program:

1. Steve Campbell, Facilities & Field Services Manager, introduced Scott Smith, Urban Forest & Landscape Maintenance Supervisor, who provided a power point presentation on the following: trimming standards, trimming schedule and the procurement schedule. Staff requested that the Commission appoint a Commissioner to assist in reviewing the submissions for the City's Tree Trimming Services Proposals.

2. Appointment of Commissioner:

Steve Campbell, Facilities & Field Services Manager, explained that there would be one meeting to review the submittals either in the morning or afternoon.

ACTION: Appoint Chair Rorie to assist with reviewing the submittals for the Tree Trimming Services and to appoint Commissioner Bass as the alternate. **Motion by Chair Rorie, seconded by Vice Chair Rodriguez and unanimously approved.**

- B. Arbor Day:

1. Date Selection:

Manager Campbell provided background information on Arbor Day and suggested Pacific Hills School at 8628 Holloway as the location this year, since they had recently lost a tree. He further stated that the teaching staff was very enthusiastic to use the experience as an education component for the students.

STEPHANIE HARKER, WEST HOLLYWOOD, spoke regarding trees lost on Gardner Street and on Curson Avenue.

Commissioner Dolan mentioned three dead trees on Fuller Avenue.

The Commissioners came to a consensus to support the staff recommendation to hold Arbor Day at Pacific Hills School where the children can participate and be educated.

Saturday, April 22nd was agreed upon by a consensus of the Commissioners.

Commissioner Omelczenko stated that he would be out of town.

ACTION: Approve Pacific Hills School as the location and confirm the date of Saturday, April 22nd as the day the event.

Motion by Chair Rorie, seconded by Commissioner Dolan and unanimously approved.

PUBLIC COMMENT- NONE.

9. **EXCLUDED CONSENT CALENDAR -NONE.**

10. **PUBLIC COMMENT- NONE.**

11. **ITEMS FROM STAFF:**

Christina Sarkees, Sr. Project Management Supervisor provided an update on West Hollywood Park Phase II.

Steve Campbell, Facilities & Field Services Manager, stated that the City Hall Staff elevator modernization will commence on March 20, 2017 and continue for three weeks.

He also stated that staff was working with the Energy Coalition to replace lighting in both garages which will lower cost.

He also announced that the ribbon cutting to celebrate the end of the installation of an Ocean Friendly Garden on Santa Monica Boulevard between Doheny and Almont takes place at 10am on Wednesday, March 29th at the location.

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

Commissioner Dolan asked staff to clarify the details regarding the use of the 9 million dollars from the state regarding the new plan for Plummer Park.

Commissioner Omelczenko asked staff to research the requirements to become a member of Tree City USA.

He also asked staff to make the Commission aware if the new plans for Christopher Street West will include any additional City facilities.

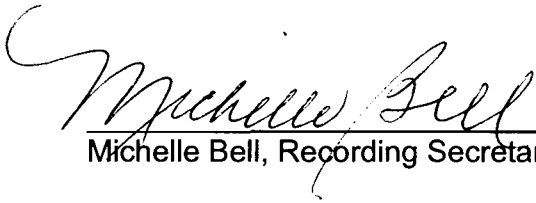
Chair Rorie asked staff to find out if the Sunset Gateway Project included direction to redo the West Hollywood sign.

Commissioner Buckles shared information she discovered regarding the relationship of International Women's Day and public facilities.


Vice Chair Rodriguez, Commissioner Saur and Commissioner Bass had no comments.

13. **ADJOURNMENT:**

The meeting was adjourned, at 7:35 p.m. to its next meeting, which will be held on Wednesday, April 12, 2017 at 6:30 p.m. in the Community Meeting Room (City Hall) at 8300 Santa Monica Blvd., West Hollywood, CA. 90069.



Michelle Bell, Recording Secretary



Frank Rorie, Chair

**A copy of the audio recording of this meeting can be obtained from the City Clerk's office upon request.
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the recordings are not of commercial quality.)**