

**CITY OF WEST HOLLYWOOD  
PUBLIC FACILITIES COMMISSION  
MEETING MINUTES - REVISED  
WEDNESDAY, AUGUST 9, 2017**

1. **CALL TO ORDER:** Vice Chair Rodriguez called the meeting to order at 6:35 pm p.m.

**A. ROLL CALL:**

**PRESENT:** Vice Chair Rodrigues, Commissioner Dolan, Commissioner Saur, and Commissioner Torres, Commissioner Sunnanon and Commissioner Bowen and Commissioner Millan

**ABSENT:** None.

**ALSO PRESENT:** Steve Campbell, Manager, Facilities & Field Services Division, Helen Collins, Senior Administrative Analyst, and Christina Sarkees, Senior Project Manager, Supervisor, Paul Hertz, Facilities and Landscape Maintenance Superintendent, and Scott Smith, Urban Forrest and Landscape Supervisor.

2. **OATH OF OFFICE**

The Oath of Office was administered to Brandon Millan, appointed as an At-Large Member for a term ending May 31, 2019.

**Oath of Office was conducted prior to the start of the meeting by Councilmember Lindsey Horvath.**

3. **APPROVAL OF AGENDA**

**ACTION:** Approval of the August 9, 2017. **Motion by Commissioner Dolan, seconded by Commissioner Rodriguez and approved unanimously.**

4. **APPROVAL OF MINUTES**

**ACTION:** Approved the meeting minutes dated July 12, 2017. **Motion by Commissioner Saur, seconded by Commissioner Dolan and approved unanimously.**

5. **PUBLIC COMMENTS**

CATHY BLAIVAS, WEST HOLLYWOOD; spoke regarding the Capital Project item on the recent Council Agenda. She expressed her concern on the lower prioritized position of Laurel Park and Plummer Park on the list and the fact that there is no money slated for Laurel Park. She spoke about the public process for

the West Hollywood Park Project and stated that she would like to see the same level of outreach for the Plummer Park Project.

STEPHANIE HARKER, WEST HOLLYWOOD; spoke about the Plummer House being located in Calabasas. She stated that she is excited that the City has the 9 million dollars for Plummer Park. Ms. Harker also mentioned that she hopes this time around there will be more outreach. She went on to speak about, Commissioner Levin from the Historic Preservation Commission mentioning the condition of one porte cocheres on the Laurel House. She went on to thank Scott Smith and Paul Hertz for being so responsive when she calls or emails.

MICHAEL WOJTKIELEWICZ, WEST HOLLYWOOD; acknowledged Rob Bergstein for wanting to upgrade the plantings around the Sheriff's Station. He spoke about Victor Omelczenko and his tenure as a Public Facilities Commissioner and how he visited the Detroit Community Garden. He mentioned that the Garden is going away and he referenced his attendance at the Community Meeting for the City owned property at 8120 Santa Monica Blvd. Mr. Wojtkielewicz then spoke about memorials in the City.

**6. UNFINISHED BUSINESS – None.**

**A. Election of Chair and Vice Chair**

*SUBJECT:* In accordance with the Commission's By-Laws, the election of Chair and Vice Chair was placed on the Commission's July 12th meeting Agenda and tabled to the August 9, 2017 meeting.

1. The Vice Chair Opened Nominations for the Chair.

**ACTION:** Nominated Vice Chair Rodriguez for Chair. **Motion by Commissioner Saur, seconded by Commissioner Rodriguez.**

**ACTION:** Nominated Commissioner Dolan for Chair. **Motion by Commissioner Millan, seconded by Commissioner Dolan.**

**ACTION:** Vice Chair Rodriguez elected as Chair to the Public Facilities Commission by roll call vote.

**Roll Call Vote for Vice Chair Rodriguez nomination to Chair:**

Commissioner Saur – Yes

Vice Chair Rodriguez – Abstained

Commissioner Dolan – Abstained

Commissioner Torres - Yes

Commissioner Bowen – Yes

Commissioner Sunnanon – Yes

Commissioner Millan – Yes

Total 5 yes' and 2 abstentions

**Roll Call Vote for Commissioner Dolan nomination to Chair:**

Commissioner Saur – No  
Vice Chair Rodriguez – Abstained  
Commissioner Dolan – Yes  
Commissioner Torres - No  
Commissioner Bowen – No  
Commissioner Sunnanon – No  
Commissioner Millan – No

Total 1 yes - 5 no's and - 1 abstention and

2. The Vice Chair Opened Nominations for the Vice Chair.

**ACTION:** Nominated Commissioner Dolan for Vice Chair. **Motion by Commissioner Millan, seconded by Commissioner Rodriguez.**

**ACTION:** Nominated Commissioner Sunnanon for Vice Chair. **Motion by Commissioner Dolan, seconded by Commissioner Bowen.**

**ACTION:** Commissioner Dolan elected as Vice Chair to the Public Facilities Commission by roll call vote.

**Roll Call Vote for Commissioner Dolan nomination to Vice Chair:**

Commissioner Saur – Yes  
Vice Chair Rodriguez – Yes  
Commissioner Dolan – Yes  
Commissioner Torres - Yes  
Commissioner Bowen – Yes  
Commissioner Sunnanon – Yes  
Commissioner Millan – Yes  
Total 7 yes' and 0 no's

**Roll Call Vote for Commissioner Sunnanon nomination to Vice Chair:**

Commissioner Saur – No  
Vice Chair Rodriguez – No  
Commissioner Dolan – No  
Commissioner Torres - No  
Commissioner Bowen – No  
Commissioner Sunnanon – No  
Commissioner Millan – No

Total 0 yes' and 7 no's

Staff apologized that the nomination process was cumbersome and stated they would work with the City Clerk to simplify the process in the future.

**B. Urban Forest Management Plan**

**SUBJECT:** The Public Facilities Commission received a presentation on the proposed Tree Pruning Standards and Practices for the City of West Hollywood's Public Trees from staff.

**PUBLIC COMMENT:**

**MICHAEL WOJKIELEWICZ, WEST HOLLYWOOD;** spoke about the staining of the sidewalks by trees. He inquired into what can be done to mitigate the staining of the sidewalks from the trees. He also spoke about the disease threatening the ficus.

**STEPHANIE HARKER, WEST HOLLYWOOD;** inquired as to who she would report low hanging limbs to and she asked if there is anything that can be done about the fungus that looks like mushrooms at the base of the trees.

The Commissioners inquired about private property tree maintenance, tree trimming budgets, standard pruning percentages, and disease and pest infestation mitigation, and other items related to the presented Pruning Standards.

**ACTION:** Provide a recommendation to the City Council to adopt the following standards for tree pruning:

- a. American National Standards Institute (ANSI) A300 Pruning Standards;  
and
- b. International Society of Arboriculture (ISA) Best Management Practices:  
Tree Pruning.

**Motion by Commissioner Dolan, seconded by Commissioner Millan and approved unanimously.**

**7. NEW BUSINESS.**

**A. Integrated Pest Management Program**

**SUBJECT:** The Public Facilities Commission considered the incorporation of an Integrated Pest Management Program into the City Maintenance Standards and provided comment as proposed by staff.

The Commissioners inquired about any application of EPA Level I pesticides in the City. Staff responded that they are not aware of any. Commissioner Sunnanon spoke about the lesser of the two evils of damage to property or the long-term health effects from use of pesticides. The Commissioner Millan inquired about the tolerance levels and how often are they updated, staff stated

that the IPM Program is a living document that is adjusted as needed. Commissioner Dolan expressed his concerns about the EPA roll backing requirements. Staff stated that the laws in California are pretty stringent and the penalties are high.

**ACTION:** Recommended adoption of the presented Integrated Pest Management Program by the City Council. **Motion by Commissioner Dolan, seconded by Commissioner Rodriguez.**

B. Standing Committee and AD Hoc Committee

The Committee Roster was updated as follows through a general consensus of the Commission. (Highlighted names are new members)

**Public Facility Commission  
Standing Committee and AD Hoc Committee List  
Revised 8/9/17**

1. Greening West Hollywood - Standing Committee.
  - Chair
  - Donna Saur
  - Brandon Milan
  
2. Hart Park Off Leash Dog Use - Standing Committee.
  - Manny Rodriguez
  - Mike Dolan
  - Noemi Torres
  
3. Heritage Tree - Standing Committee
  - Chair
  - Tai Sunnanon
  - Chris Bowen

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. Parks and Recreation Rules and Guidelines – Representative

- Noemi Torres

7. Dog Park AD Hoc Committee

- Chair
- Noemi Torres
- Chris Bowen

8. **PUBLIC COMMENT None.**

9. **ITEMS FROM STAFF**

Staff provided an update on West Hollywood Park Phase II Project and Werle Building Project. Staff mentioned that they have been in contact with the County regarding the request for additional book drops in the City.

Staff reminded the Commission about the upcoming training on September 5, 2017.

10. **ITEMS FROM SUBCOMMITTEE REPORTS/COMMISSIONERS**

Commissioner Sunnanon inquired as to when the West Hollywood Park Phase II Project would allow for the alley to reopen, staff stated that it would still be awhile.

Commissioner Torres spoke about the gate arm at the 5 Story Parking Structure and inquired if it was going to stay that way. Staff responded that the gate arm has been moved to the other side and that the problem has been alleviated.

Commissioner Saur stated that it was a good meeting and she welcomed Commissioner Milan and congratulated the new Chair and Vice Chair.

Commissioner Millan thanked the public for its comments, he then congratulated the newly elected Chair and Vice Chair. Commissioner Millan also stated that it is a privilege to be part of the Commission.

Commissioner Torres welcomed Commissioner Millan and congratulated the new Chair and Vice Chair.

Commissioner Sunnanon welcomed Commissioner Millan and congratulated the new Chair and Vice Chair. Commissioner Sunnanon asked if the podium at the end of the table could be moved slightly to allow the Commissioner sitting at the end of the table to see the public. He then spoke about the Plummer Park Project in the past and mentioned that it torn the City apart and he hoped that in the future there could be greater public discourse regarding the project. Commissioner Sunnanon commented that he appreciated Mr. Wojtkielewicz comments on memorials in the City. In closing he asked if staff could provide the actuals budget amounts for FY16-17.

Commissioner Dolan spoke about the Plummer Project and stated that he hoped for much more productive process in the future.

11. **ADJOURNMENT** – The meeting adjourned at 8:34 p.m. to the next meeting of the Public Facilities Commission scheduled for September 13, 2017 at 6:30 p.m. at West Hollywood – City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069.



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Helen Collins, Recording Secretary



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Manny Rodriguez, Chair