

**MINUTES**  
**PUBLIC FACILITIES COMMISSION**  
**CITY OF WEST HOLLYWOOD**  
**SATURDAY, SEPTEMBER 21, 2019**  
**WEST HOLLYWOOD CITY HALL, 1<sup>ST</sup> FLOOR CONFERENCE ROOM**  
**8300 SANTA MONICA BLVD**  
**WEST HOLLYWOOD, CA 90069**

**9:00 A.M. – SPECIAL MEETING**  
**9:15 A.M. – 12:00 P.M. – ANNUAL TOUR OF THE PUBLIC FACILITIES**

**1. CALL TO ORDER – Chair Block called the meeting to order at 9:02 A.M.**

**A. ROLL CALL**

**PRESENT:** Chair Block; Vice Chair Sunnanon, Commissioner Isaacs; Commissioner Karliss; Commissioner Polachek; Commissioner Stapleton; and Commissioner Torres.

**ABSENT:** None.

**ALSO PRESENT:** Helen Collins, Facilities and Field Services Division Manager; Erin Hamant, Senior Administrative Analyst; Paul Hertz, Landscape Maintenance Superintendent; and Lisa Nolan, Building Maintenance Supervisor.

**B. PLEDGE OF ALLEGIANCE:** Member of the public, Jeffrey Waack, led the Pledge of Allegiance.

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the September 21, 2019 Agenda.

**Motion by Commissioner Stapleton, seconded by Commissioner Isaacs, and approved unanimously.**

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated August 14, 2019, of the prior Public Facilities Commission meeting.

**Motion by Vice Chair Sunnanon, seconded by Commissioner Polachek, and approved unanimously.**

**4. PUBLIC COMMENT - None.**

**5. CONSENT CALENDAR - None.**

**6. PUBLIC HEARINGS – None.**

**7. NEW BUSINESS**

**A. STANDING LIAISON ASSIGNMENTS TO OTHER CITY ADVISORY BOARDS & COMMISSIONS**

**SUBJECT:** The Commission will consider making standing liaison appointments to other City Advisory Boards and Commissions.

Helen Collins introduced the subject and provided a brief background to the Commission on standing liaison assignments, which previously were approved to be assigned on an as-needed basis.

Chair Block discussed the important role that standing liaison assignments can provide. For example, recently the standing liaison to the Public Safety Commission provided a report on safety concerns at Plummer Park.

The Commissioners reviewed the Boards and Commissions with subject matter that could pertain or related to the purview of the Public Facilities Commission. Chair Block and Commissioners selected the Boards and Commissions which they would be interested to act as standing liaison, and listed below.

<b>NAME</b>	<b>PUBLIC FACILITIES COMMISSION LIAISON APPOINTMENTS</b>
Disabilities Advisory Board	Commissioner Isaacs
Lesbian and Gay Advisory Board	Commissioner Stapleton
Senior Advisory Board	Chair Block
Arts and Cultural Affairs Commission	Commissioner Karliss
Historic Preservation Commission	Vice Chair Sunnanon
Human Services Commission	Commissioner Stapleton
Public Safety Commission	Commissioner Polachek
Transportation Commission	Commissioner Torres

The Commissioners reviewed the rules of conduct to be followed when acting in the capacity as a standing liaison, including: reviewing the agenda of the body to determine if topics of interest to the Public Facilities Commission will be discussed; when attending a meeting, take notes on the topics of interest and report back to the full Public Facilities Commission for discussion; and the full Public Facilities Commission must approve any and all actions taken by the standing liaison - such as a liaison report to other Boards and Commissions and letters of support/no support to City Council.

**ACTION:** Add “Standing Liaison Appointments to other Advisory Boards and Commissions” to its Annual Work Plan, and approve liaison appointments.

**Motion by Commissioner Polachek, seconded by Commissioner Karliss, and approved unanimously.**

**B. ANNUAL TOUR OF CITY FACILITIES**

The Commission adjourned to the Tour at 9:35 A.M.

- Plummer Park, 7377 Santa Monica Boulevard
- Formosa Pocket Park, 1140 N. Formosa Avenue
- Werle Building/ West Hollywood Park Phase II Project Overview, 626 Robertson Boulevard
- Return to City Hall

No actions were taken as part of the Tour and two members of the public accompanied the Commission and staff on the Tour.

The Commission resumed the special meeting at 11:20 A.M.

8. UNFINISHED BUSINESS – None.

9. EXCLUDED CONSENT CALENDAR – None.

10. PUBLIC COMMENTS – None.

11. ITEMS FROM STAFF

Helen Collins provided a status update on the Hart Park lease agreement with the City of Los Angeles. Work will commence soon for the ad hoc committees for Hart Park Improvements and Kings Road Park Playground. Collins also provided a briefing on the West Hollywood Green City Awards item that will go before City Council for approval on September 23 and, if approved, would fall under the purview of the Public Facilities Commission.

12. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

Chair Block solicited and received consensus by the Commission to hold a special meeting on October 23, 2019 to hold a discussion on the Green City Awards, and provided the item is approved by City Council.

Vice Chair Sunnanon thanked staff for the Tour and expressed enthusiasm for the proposed Green City Awards.

13. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 11:40 A.M. to its special meeting on Wednesday, October 23, 2019 at 6:30 P.M. at West Hollywood City Hall, 1st Floor Conference Room, 8300 Santa Monica Blvd., West Hollywood, CA 90069.

  
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Erin Hamant, Recording Secretary

  
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Larry Block, Chair