

**MINUTES  
PUBLIC FACILITIES COMMISSION  
CITY OF WEST HOLLYWOOD  
WEDNESDAY, MARCH 11, 2020  
WEST HOLLYWOOD CITY HALL, 1<sup>ST</sup> FLOOR CONFERENCE ROOM  
8300 SANTA MONICA BLVD  
WEST HOLLYWOOD, CA 90069**

**6:30 P.M. – REGULAR MEETING**

**1. CALL TO ORDER – Chair Block called the meeting to order at 6:30 P.M.**

**A. ROLL CALL**

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

**ABSENT:** None.

**ALSO PRESENT:** Helen Collins, Facilities and Field Services Division Manager; Erin Hamant, Senior Administrative Analyst; and Debbie Gonzalez, Administrative Coordinator.

**B. PLEDGE OF ALLEGIANCE:** Michael Sweeney led the pledge of allegiance.

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the March 11, 2020 Agenda.

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

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated February 12, 2020, of the prior Public Facilities Commission meeting.

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

**4. PUBLIC COMMENT: None.**

**5. COMMISSIONER COMMENTS:**

**Commissioner Karliss reported on his attendance of the Arts and Cultural Affairs Commission meeting. He shared about their presentation of the Aids Monument at West Hollywood Park.**

Commissioner Stapleton expressed his enthusiasm about the upcoming Arbor Day event.

Commissioner Polachek expressed her enthusiasm about the upcoming Green City Awards.

Commissioner Torres shared about the Homeless Services Connect Day event she attended.

Vice Chair Sunnanon spoke about meeting Public Facilities Commission counterparts while in Texas. He shared about the work they are doing including their own version of the Green City Awards.

Chair Block reported on his attendance of the Public Safety Commission meeting. He shared about the presentation they had regarding the increase of foot patrol in the City. He also spoke about the Postmates Autonomous Delivery Program.

6. CONSENT CALENDAR - None.

7. PUBLIC HEARINGS – None.

8. NEW BUSINESS

**A. GUIDELINES FOR GREEN CITY AWARD SELECTION PROCESS**

**SUBJECT:** The Commission will receive the guidelines developed for the selection process for the Green City Awards Program, at its April 29, 2020 special meeting.

Helen Collins presented the guidelines developed for the selection process.

STEPHANIE HARKER, WEST HOLLYWOOD, expressed some confusion regarding the program.

The Commissioners asked clarifying questions regarding the guidelines presented.

**ACTION:** Receive and File.

**Motion by Commissioner Stapleton and Seconded by Commissioner Torres.**

**Roll Call Vote:**

**Commissioner Karliss – Yes**  
**Commissioner Stapleton – Yes**  
**Commissioner Polachek – Yes**  
**Commissioner Isaacs – Yes**  
**Commissioner Torres – Yes**  
**Vice Chair Sunnanon – Yes**  
**Chair Block – Yes**

## **B. GREEN CITY AWARDS CONCEPTUAL STYLES FOR TROPHY**

**SUBJECT:** The Commission will consider conceptual styles for the award trophy and select one for the 2020 Green City Awards Program.

Erin Hamant provided a presentation of the conceptual styles for the award trophy.

The Commission asked clarifying questions regarding the trophy options presented.

**STEPHANIE HARKER, CITY OF WEST HOLLYWOOD,** suggested, for future Green City Awards, hiring local West Hollywood artists to design the award trophies.

The Commission discussed their preferred styles and voted on the trophy options.

### **Roll Call Vote:**

**Commissioner Karliss – Option 1**

**Commissioner Stapleton – Option 2**

**Commissioner Polachek – Option 2**

**Commissioner Isaacs – Option 2**

**Commissioner Torres – Option 2**

**Vice Chair Sunnanon – Option 2**

**Chair Block – Option 1**

**ACTION:** Staff will use the preferred conceptual style, Option 2, to finalize the trophy order with the City's Communication Department.

## **9. UNFINISHED BUSINESS**

### **A. CERTIFIED WILDLIFE HABITATS**

**SUBJECT:** The Commission will consider public park locations for the City to pursue Certified Wildlife Habitat.

Helen Collins provided a presentation on the subject.

Commissioner Karliss spoke in favor of having the Certified Wildlife Habitat at Havenhurst Park and Formosa Park.

Commissioner Stapleton inquired if the public would be excluded from being in the Certified Habitat Areas. Ms. Collins stated that the public would not be excluded from those areas, however, if necessary, a small fence may be installed to protect the area from being damaged.

Vice Chair Sunnanon spoke in favor of the program and suggested having an educational component for the local schools.

Ms. Collins shared that there will be an educational component as well as a campaign to promote the program.

**MIKE CARTER, CITY OF WEST HOLLYWOOD,** spoke about Monarch Butterfly sanctuary gardens and encouraged the City to consider promoting them.

**DANNY ROMAN, CITY OF WEST HOLLYWOOD, spoke about Monarch Butterfly sanctuary gardens and getting certified.**

**STEPHANIE HARKER, CITY OF WEST HOLLYWOOD, spoke about the Nature Conservancy and how to get certified. She spoke in favor of the Certified Wildlife Habitat program being presented.**

**ACTION: Accept staff recommendation with an addition to look at expanding the program to all parks in the future.**

**Motion by Commissioner Torres, Seconded by Commissioners Karliss, and approved unanimously.**

**B. FY19-20 CAPITAL IMPROVEMENT PROGRAM (CIP) PRESENTATION**

**SUBJECT: The Commission received an update on the Facilities and Field Services Division's CIP projects for FY19-20.**

**Helen Collins introduced the subject and provided a presentation.**

**Commissioner Torres inquired about the installation of the Solar Big Belly trash receptacles. She inquired about the City's plans for the vacant space adjacent to the Council Chambers.**

**Commissioner Karliss inquired about the City's rainbow crosswalk maintenance.**

**MICHAEL SWEENEY, CITY OF WEST HOLLYWOOD, inquired about rooftop solar installations in the City. He also spoke about electric vehicles for City use.**

**STEPHANIE HARKER, CITY OF WEST HOLLYWOOD, spoke about the projector screens at Council Chambers. She also spoke about the City's rainbow crosswalk.**

**ACTION: Receive and File.**

**Motion by Commissioner Polachek, Seconded by Commissioner Stapleton, and approved unanimously.**

**10. EXCLUDED CONSENT CALENDAR – None.**

**11. PUBLIC COMMENT:**

**STEPHANIE HARKER, CITY OF WEST HOLLYWOOD, spoke about the success of the Hart Park Improvement community outreach events that she attended. She spoke against the Postmates Autonomous Delivery Program that the City Council approved. Ms. Harker suggested that the maintenance of the public restrooms should be increased to help stop the spread of Covid-19.**

**BRIAN FLORES, CITY OF WEST HOLLYWOOD, expressed concerns with**

the licensing process for medical dispensaries.

**12. ITEMS FROM STAFF**

Helen Collins spoke about the rooftop solar buildings in the City. She provided an update on the City's plans to purchase staff electric trucks. Collins provided an update on the closed caption screens at Council Chambers. She also provided an update on the current maintenance schedule of the City public restrooms.

**13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS**

The Commissioners thanked the public for their comments and feedback.

Commissioner Polachek provided an update on the Pet Memorial Ad Hoc Committee meeting.

Chair Block spoke about the Green City Awards program. He thanked staff for their hard work and thanked the public for attending the meeting and sharing their comments.

**14. ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:35 P.M. to its next meeting on Wednesday, April 29, 2020 at 6:30 P.M. at West Hollywood City Hall, 1st Floor Conference Room, 8300 Santa Monica Blvd., West Hollywood, CA 90069.

DocuSigned by:

*Debbie Gonzalez*

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**Debbie Gonzalez, Recording Secretary**

DocuSigned by:

*Larry Block*

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**Larry Block, Chair**