

**MINUTES
PUBLIC FACILITIES COMMISSION
CITY OF WEST HOLLYWOOD
WEDNESDAY, NOVEMBER 4, 2020
TELECONFERENCE**

6:30 P.M. – SPECIAL MEETING

1. CALL TO ORDER – Chair Sunnanon called the meeting to order at 6:31 P.M.

A. ROLL CALL

PRESENT: Chair Sunnanon; Vice Chair Polachek; Commissioner Block; Commissioner Isaacs; Commissioner Karliss; Commissioner Stapleton; and Commissioner Torres (joined at 7:07pm).

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: Chair Sunnanon led the pledge of allegiance.

2. APPROVAL OF AGENDA

ACTION: Approve the November 4, 2020 Agenda.

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

3. APPROVAL OF MINUTES

ACTION: Approve the minutes, dated October 14, 2020, of the prior Public Facilities Commission meeting.

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

4. PUBLIC COMMENT - None.

5. COMMISSIONER COMMENTS

The Commission commended Commissioner Block and Commissioner Torres for the hard work they put into their respective Council Elections campaign.

6. CONSENT CALENDAR - None.

7. PUBLIC HEARINGS – None.

8. UNFINISHED BUSINESS

A. RECOMMENDATIONS FOR YEAR 2 GREEN CITY AWARDS PROGRAM

SUBJECT: The Commission will review the recommendations made by the Year 2 Green City Awards Ad Hoc Committee.

Erin Hamant introduced the subject and went over the recommendations made by the Year 2 Green City Awards Ad Hoc Committee.

Commissioner Karliss spoke in favor of recommendations number 1 and 2. Karliss spoke regarding recommendation number 4 and expressed that the conceptual projects category should not be eliminated.

Commissioner Block provided some background information on how the Ad Hoc Committee came up with the individual youth conceptual projects category.

Commissioner Isaacs stated that a set of criteria should be met when submitting a conceptual project.

Chair Sunnanon agreed that a set of standards and criteria should be met for the rater to fully understand the project. He added that the guidelines and protocols in place for submitting a conceptual design project should be attainable regardless of the level of technology available to the applicant.

Commissioner Stapleton provided further explanation on the Ad Hoc's recommendation for the youth conceptual project category.

Vice Chair Polachek inquired about the type of outreach that will be done to promote the program to the youth. Commissioner Stapleton stated that teachers will be asked to share the information with their students and encourage them to submit individual projects.

Commissioner Torres suggested providing a grant or scholarship to the recipient of the individual youth conceptual project award.

ACTIONS:

- 1) Adopt staff's recommendation 1 through 3 and 5 through 7.
- 2) Send recommendation 4 back to the Ad Hoc Committee for further discussion and return with a new recommendation for approval.

Motion by Commissioner Stapleton and Seconded by Vice Chair Polachek.

Roll Call Vote:

Commissioner Block – YES

Commissioner Isaacs – YES

Commissioner Karliss – ABSTAIN

Commissioner Stapleton – YES

Commissioner Torres – YES

Vice Chair Polachek – YES

Chair Sunnanon - YES

9. NEW BUSINESS

A. STANDING COMMITTEES

SUBJECT: The Commission will conduct a comprehensive review of its Standing Committees to assess the application of, and possible modifications to, their associated policies, work plans, and functions.

Helen Collins provided an overview of the Ad Hoc and Standing Committees.

ACTION: Develop an Ad Hoc Committee to review the current list of Standing Committees and make updates as needed. **Motion by Vice Chair Polachek and Seconded by Commissioner Karliss.**

Roll Call Vote:

Commissioner Block – YES

Commissioner Isaacs – YES

Commissioner Karliss – YES

Commissioner Stapleton – YES

Commissioner Torres – YES

Vice Chair Polachek – YES

Chair Sunnanon – YES

Ad Hoc Committee Members: Vice Chair Polachek, Commissioner Isaacs, and Commissioner Stapleton. Alternate: Commissioner Torres.

10. EXCLUDED CONSENT CALENDAR – None.

11. PUBLIC COMMENTS – None.

12. ITEMS FROM STAFF

Helen Collins provided an update on the Plummer Park Parking Lot project. Erin Hamant reminded the Commission about the request for volunteers for the Transgender Day of Remembrance and encouraged anyone interested to reach out to the Legislative Affairs Department.

13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

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

Commissioner Block spoke about the Green City Awards and expressed how proud he is of the program. He congratulated Commissioner Torres for a great city council race and thanked the Commission for their support during his City Council campaign.

Commissioner Torres thanked the Commission for their support during her City Council campaign. She wished everyone a happy Thanksgiving.

Vice Chair Polachek wished everyone a happy Thanksgiving.

Chair Sunnanon reminded the Commission about the upcoming Ethics training. He

wished Commissioner Karliss a happy birthday.

The Commission once again, applauded Commissioner Torres and Commissioner Block for their dedication and hard work they put into their City Council campaigns.

14. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 8:08 P.M. to its next regular meeting, which will be held on Wednesday, December 9, 2020 at 6:30 P.M. via Teleconference.*

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Debbie Gonzalez

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Debbie Gonzalez, Recording Secretary

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Tai Sunnanon, Chair