

**MINUTES  
PUBLIC FACILITIES COMMISSION  
CITY OF WEST HOLLYWOOD  
WEDNESDAY, DECEMBER 9, 2020  
TELECONFERENCE**

**6:30 P.M. – REGULAR MEETING**

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

**A. ROLL CALL**

**PRESENT:** Chair Sunnanon; Vice Chair Polachek; Commissioner Block; Commissioner Isaacs; Commissioner Karliss; Commissioner Stapleton; 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:** Commissioner Isaacs led the pledge of allegiance.

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the December 9, 2020 Agenda.

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

**ADJOURNMENT MOTION:**

Commissioner Stapleton requested that the meeting be adjourned in memory of Lee Carpenter.

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated November 4, 2020, of the prior Public Facilities Commission meeting.

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

**4. PUBLIC COMMENT: None.**

**5. COMMISSIONER COMMENTS:**

Chair Sunnanon informed the Commission that the Hart Park Improvements item will be presented on a later date.

**6. CONSENT CALENDAR - None.**

**7. PUBLIC HEARINGS – None.**

## 8. UNFINISHED BUSINESS

### A. RECOMMENDATIONS FOR YEAR 2 GREEN CITY AWARDS PROGRAM

**SUBJECT:** The Commission will consider approving the updates 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.

Members of the Year 2 Green City Awards Ad Hoc Committee (Commissioner Block, Commissioner Stapleton, and Commissioner Torres) provided background information on the new recommendations.

Commissioner Isaacs asked for clarification on the eligibility requirements edits. She expressed concern with the questions on the application for the conceptual project category.

Commissioner Karliss spoke in favor of the green seedlings category.

Vice Chair Polachek spoke in favor of the green seedlings category.

Chair Sunnanon shared about how other cities with similar programs are approaching the conceptual project and ongoing project categories. He asked staff to look into the possibility of having a grant implemented into the program.

Commissioner Block asked for the City Attorney to review the program to ensure there are no issues.

Commissioner Stapleton spoke about not using the word “award” for the green seedlings prize type.

#### **ACTIONS:**

- 1) Adopt staff’s recommendations as provided.
- 2) Direct staff to return to the Commission with the next items for implementation.

**Motion by Commissioner Stapleton 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**

## 9. NEW BUSINESS

### A. PET MEMORIAL UPDATE

**SUBJECT:** The Commission will receive an update on the progress of the Pet Memorial Ad Hoc Committee’s work and provide input.

Helen Collins introduced the subject and provided a presentation.

Vice Chair Polachek shared that the Human Services Commission showed interest in the program. She spoke in favor of a pet tribute concept. She spoke in favor of having images on the survey.

Commissioner Karliss spoke in favor of the proposed survey. He spoke in favor of

having images on the survey.

Commissioner Isaacs provided comments on the images being used on the proposed survey.

Commissioner Block spoke in favor of the pet tribute concept.

Commissioner Stapleton suggested using various species in the memorial.

Commissioner Torres shared design concept ideas. She suggested getting local pet stores involved to assist in getting the word out about the survey.

Chair Sunnanon asked how the survey will be distributed to the public. He provided input on the proposed survey. He spoke in opposition of having images on the survey.

The Commission discussed funding for the project.

**ACTION:** Receive and file input from the Public Facilities Commission.

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

**11. PUBLIC COMMENTS – None.**

**12. ITEMS FROM STAFF**

Helen Collins provided an update on the City's park closures based on the recent County orders. She informed the Commission that the link to the official business parking permit applications will be emailed to them soon. Collins provided an update on the demonstration garden. Finally, she provided an update on the Hart Park Improvements project.

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

Commissioner Block expressed safety concerns with the parklet at Bikes and Hikes and the parklet in front of Fiesta Cantina.

Chair Sunnanon asked to be put on other Commissions and Boards calendars. He also asked staff to provide the Commission with any closure updates of facilities that are in their purview.

The Commission wished everyone a happy and safe holiday season.

**14. ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:58 P.M. in memory of Lee Carpenter and Alfonso Guzman to its next Regular meeting, which will be held on Wednesday, January, 13 2021 at 6:30 P.M. via Teleconference.\*

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*Debbie Gonzalez*

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Debbie Gonzalez, Recording Secretary

DocuSigned by:

*Tai Sunnanon*

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Tai Sunnanon, Chair