

**MINUTES
PUBLIC FACILITIES COMMISSION
CITY OF WEST HOLLYWOOD
WEDNESDAY, OCTOBER 14, 2020
TELECONFERENCE**

6:30 P.M. – REGULAR MEETING

1. CALL TO ORDER – Chair Sunnanon called the meeting to order at 6:34 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: Chair Sunnanon led the pledge of allegiance.

2. APPROVAL OF AGENDA

ACTION: Approve the October 14, 2020 Agenda.

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

3. APPROVAL OF MINUTES

ACTION: Approve the minutes, dated September 9, 2020, of the prior Public Facilities Commission meeting.

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

4. PUBLIC COMMENT: None.

5. COMMISSIONER COMMENTS:

The Commissioners expressed how pleased they were with the outcome of the Green City Awards Ceremony.

Commissioner Karliss wished Commissioner Torres and Commissioner Block the best of luck on the upcoming City Council Election.

Vice Chair Polachek wished Commissioner Torres and Commissioner Block good luck on the upcoming City Council Election.

Chair Sunnanon thanked staff for their support and their hard work. He also expressed that he is happy to be serving in the Public Facilities Commission and most importantly happy to be serving the West Hollywood Community.

6. CONSENT CALENDAR - None.

7. PUBLIC HEARINGS – None.

8. UNFINISHED BUSINESS- None.

9. NEW BUSINESS

A. 2020-2021- PUBLIC FACILITIES COMMISSION WORK PLAN

SUBJECT: The Commission will consider the proposed 2020-2021 Work Plan for adoption.

Helen Collins provided a presentation on the subject.

Chair Sunnanon spoke about increasing the Commission’s visibility in the City and what that would look like. He also spoke about ways the Commission Liaisons could collaborate with other Commissions and Advisory Boards.

Commissioner Torres suggested having a social media page to showcase projects and hold virtual events.

Vice Chair Polachek spoke about ways to bring awareness about the Commissions programs to the public. She suggested presenting updates to other Commissions and Boards.

Commissioner Stapleton spoke about ways to further engage the community members and make the Commission more accessible to them.

Staff spoke about doing educational workshops on trees in various neighborhoods in the City to engage the community.

ACTION: Adopt the 2020-2021 Public Facilities Commission Work Plan noting the discussion items. **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

B. ANNUAL REVIEW OF THE GREEN CITY AWARDS PROGRAM

SUBJECT: The Commission will conduct its annual review of the Green City Awards Program.

Erin Hamant provided information on the subject and collected feedback from each commissioner.

Commissioner Block suggested implementing a scoring system, modifying the rules and procedures for the bilateral treatment of communication with the nominees and nominators by commissioners, and adjusting the conceptual

project award category.

Commissioner Stapleton spoke in support of eliminating the conceptual project category. He suggested breaking down the business category into small business and large business category. He also suggested schools have their own category.

Commissioner Karliss spoke in support of Staff's recommendations.

Commissioner Torres spoke in support of adding language to the rules and regulations regarding communication between nominees and Commissioners.

Vice Chair Polachek spoke in support of Staff's recommendations. She also spoke in support of splitting up the business category.

Commissioner Isaacs suggested the questionnaire be more specific to gain a better understanding of the project.

Chair Sunnanon spoke in support of including more specific questions regarding the projects.

The commission reached a consensus to develop a Year 2 Ad Hoc Committee.

ACTION: Develop a Year 2 Green City Awards Ad Hoc Committee and return to the Commission with the Ad Hoc Committee's recommendations to approve the updated Green City Awards Program for implementation in Year 2 (2021). **Motion by Commissioner Torres, Seconded by Commissioner Block, and approved unanimously.**

C. ANNUAL CALENDAR UPDATE

SUBJECT: The Commission will consider amending its Annual Calendar for its November meeting.

Debbie Gonzalez provided background information on the subject.

ACTION: 1) Cancel the previously approved November 2020, Annual Tour of City Facilities, in lieu of the November 11, 2020 regularly scheduled meeting; 2) Select November 4, 2020 as the Commission's special meeting date for November via Teleconference. **Motion by Commissioner Stapleton, Seconded by Commissioner Karliss, and approved unanimously.**

10. EXCLUDED CONSENT CALENDAR – None.

11. PUBLIC COMMENTS – None.

12. ITEMS FROM STAFF

Helen Collins provided an update on the cancellation of Halloween events in the City. She provided an update on the Plummer Park Parking Lot project and the Formosa Park entryway and walkway renovations. She added that the City has increased lighting at Laurel Park due to safety concerns. Staff also provided an update on the

City Hall roofing project.

13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

The Hart Park Ad Hoc Committee provided an update on the Hart Park Improvements Project.

Commissioner Karliss inquired if it is possible to have a virtual tour of the West Hollywood Park Project in lieu of the Public Facilities Annual Tour.

Commissioner Torres reminded everyone that October is Breast Cancer Awareness Month.

Chair Sunnanon encouraged everyone to go out and vote.

14. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 8:27 P.M. to its next Special meeting, which will be held on Wednesday, November 4, 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
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Tai Sunnanon, Chair