

**MINUTES
PUBLIC FACILITIES COMMISSION
CITY OF WEST HOLLYWOOD
WEDNESDAY, FEBRUARY 10, 2021
TELECONFERENCE**

6:30 P.M. – REGULAR 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.

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 Stapleton led the pledge of allegiance.

2. APPROVAL OF AGENDA

ACTION: Approve the February 10, 2021 Agenda.

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

3. APPROVAL OF MINUTES

ACTION: Approve the minutes, dated January 13, 2021, of the prior Public Facilities Commission meeting.

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

4. PUBLIC COMMENT - None.

5. COMMISSIONER COMMENTS:

Chair Sunnanon and Vice Chair Polachek shared about their outreach efforts to other Commission and Advisory Boards.

Commissioner Block spoke about the Green City Awards and thanked Commissioner Stapleton for his efforts.

Commissioner Isaacs thanked Chair Sunnanon and Vice Chair Polachek for being ambassadors for the Commission.

Commissioner Karliss thanked Commissioner Stapleton for his hard work during his tenure as Commissioner.

Commissioner Stapleton thanked his fellow Commissioners for their comments and well wishes. He expressed his gratitude for his fellow Commissioners and staff.

Commissioner Torres thanked Commissioner Stapleton for his service as Commissioner and wished him well in future endeavors.

Vice Chair Polachek thanked Commissioner Stapleton for the good work he did during his tenure as Commissioner.

6. CONSENT CALENDAR - None.

7. PUBLIC HEARINGS – None.

8. UNFINISHED BUSINESS

A. FINAL REVISIONS TO THE GREEN CITY AWARDS PROGRAM & 2021 TIMELINE

SUBJECT: The Commission will review the draft website content and consider approving the final revisions to the Green City Awards Program for year two implementation, which includes the award criteria for the Green Seedlings Prize, the five draft nomination forms, new incorporations into the Rules and Procedures for the Green Seedlings Prize, and the 2021 timeline.

Erin Hamant provided background information as outlined in the staff report.

Commissioner Block spoke about the green seedling prize category.

Commissioner Stapleton provided input on the green seedling prize category.

Commissioner Karliss spoke about the draft website content.

Commissioner Isaacs spoke about the conceptual project submittals. She also provided input on the green seedling prize category.

Commissioner Torres spoke about providing opportunities to the youth.

Vice Chair Polachek spoke about the different award categories.

Chair Sunnanon provided input on the draft website content. He also spoke about the green seedling prize category.

ACTION: The Public Facilities Commission recommends sending the item back to the Year 2 Green City Awards Ad Hoc Committee for review and return with the new proposed changes. **Motion by Vice Chair Polachek and Seconded by Commissioner Stapleton, and approved unanimously.**

9. EXCLUDED CONSENT CALENDAR – None.

10. PUBLIC COMMENTS – None.

11. ITEMS FROM STAFF

Helen Collins bid farewell to Commissioner Stapleton. She shared that staff is working with Commissioner Torres and Commissioner Karliss on a beautification

demonstration garden on the east side. She provided an update on items going to City Council.

Debbie Gonzalez updated the Commission on a holiday activity that the Facilities Division participated in.

12. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

Commissioner Block spoke regarding the Community Visioning project at Laurel Park.

Commissioner Isaacs thanked Commissioner Stapleton for his hard work during his tenure as Commissioner.

Commissioner Karliss spoke about parkways in the City that have hazardous plants and inquired if Code Compliance could address them.

Commissioner Torres shared that she is excited to work on the beautification demonstration garden.

Vice Chair Polachek spoke about the great work the Commission does.

Chair Sunnanon requested the link to the Pet Tribute survey once it is completed to assist with getting the word out. He shared a timeline of Commissioner Stapleton's contributions to the Public Facilities Commission.

13. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 8:17 P.M. to its next Regular meeting, which will be held on Wednesday, March 10, 2021 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