

**CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION
MEETING MINUTES
WEDNESDAY, DECEMBER 12, 2018**

1. **CALL TO ORDER:** Chair Torres called the meeting to order at 6:30 p.m.

A. ROLL CALL:

PRESENT: Chair Torres, Vice Chair Millan, Commissioner Block, Commissioner Rodriguez, Commissioner Isaacs, and Commissioner Sunnanon.

ABSENT: None.

ALSO PRESENT: Helen Collins, Facilities and Field Services Manager; Scott Smith, Urban Forest & Landscape Maintenance Supervisor; Erin Hamant, Senior Administrative Analyst; and Debbie Gonzalez, Administrative Coordinator

B. PLEDGE OF ALLEGIANCE:

2. **APPROVAL OF AGENDA**

ACTION: Approve the December 12, 2018 Agenda.

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

3. **APPROVAL OF MINUTES**

ACTION: Approve the meeting minutes dated October 10, 2018.

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

4. **PUBLIC COMMENTS: None.**

5. **CONSENT CALENDAR: None.**

6. **PUBLIC HEARING: None.**

7. **UNFINISHED BUSINESS**

A. Urban Forest Management Plan

SUBJECT: The Public Facilities Commission received a list of recommended trees as part of the Urban Forest Management Plan, when adopted by the City Council.

PUBLIC COMMENT: None.

Urban Forest and Landscape Maintenance Supervisor, Scott Smith, provided information on the proposed trees for the City of West Hollywood.

Commissioner Block inquired about how the trees are chosen and implemented into the neighborhoods. Staff replied by saying that trees will be implemented based on the Urban Management Plan. In addition to the Urban Forest Management Plan, trees will be removed and replaced under special circumstances such as trees being diseased. Commissioner Block went on to ask what happens in the case that a tree is damaging a sidewalk. Staff responded by saying that the City would evaluate the situation to determine the severity of the disruption in order to determine if it is necessary to remove.

Commissioner Sunnanon inquired if climate change and its long term impacts on trees are being considered when selecting trees. Staff responded by saying that they are working with consultants and those factors are being considered when selecting trees.

Vice Chair Millan requested that the item be tabled, and requested that staff bring back the Urban Forest Management Plan in its entirety with the amendments recommended by the Public Facilities Commission.

ACTION: This item was Tabled. Staff will bring back to the Public Facilities Commission the complete Urban Forest Management Plan with the exception of the Heritage Tree Program.

8. **NEW BUSINESS**

A. Hart Park Lease Agreement

SUBJECT: The Public Facilities Commission received an update on the Hart Park Lease Agreement.

PUBLIC COMMENT: None.

Commissioner Isaacs spoke in support of having the Chair reach out to her counterpart in the City of Los Angeles to assist in expediting the approval of the lease agreement.

Commissioner Sunnanon spoke in support of having the Chair reach out to her counterpart in the City of Los Angeles.

Commissioner Rodriguez spoke in support of having the Chair reach out to her counterpart in the City of Los Angeles.

ACTION: Receive and file the update; and 2) Empower Chair Torres to communicate with the Chair of the Recreation and Parks Board for the City of Los Angeles. **Motion by Vice Chair Millan, seconded by Commissioner Rodriguez.**

Roll Call Vote:

Commissioner Block: Abstain

Commissioner Isaacs: Yes

Commissioner Sunnanon: Yes

Commissioner Rodriguez: Yes

Vice Chair Millan: Yes

Chair Torres: Yes

B. Public Facilities Commission

SUBJECT: The Public Facilities Commission received an overview of the creation of the Commission.

PUBLIC COMMENT: None.

Commissioner Sunnanon commented on the amount of Receive and File items the Commission had in the year.

Commissioner Rodriguez spoke about the history of the Public Facilities Commission and the shift in the Commission's responsibilities.

Commissioner Block suggested changing the format of the Agenda to have better discussions on agenda items. He requested that an item be agendaized recommending changing the format of the Public Facilities Commission Agenda.

ACTION: A motion was made to agendaize an item with staff recommendations on ways to review the Commission's purview. **Motion by Vice Chair Millan, seconded by Commissioner Block.**

Roll Call Vote:

Commissioner Block: Yes

Commissioner Isaacs: Yes

Commissioner Sunnanon: Yes

Commissioner Rodriguez: No

Vice Chair Millan: Yes

Chair Torres: Yes

9. PUBLIC COMMENT: None.

10. ITEMS FROM STAFF

Facilities and Field Services Manager, Helen Collins, welcomed Erin Hamant the new Senior Administrative Analyst for the Facilities and Field Services Division.

11. ITEMS FROM SUBCOMMITTEE REPORTS/COMMISSIONERS

Commissioner Block spoke in favor of the street cleaning in the City. He requested for a street cleaning schedule to be posted. He went on to wish everyone happy holidays.

Commissioner Isaacs welcomed Erin to the City. She wished everyone happy holidays.

Commissioner Sunnanon spoke in favor of the sidewalk expansion in front of the Grafton Hotel. He asked for an update on the City's parklet program. He expressed concern with the sidewalk expansion near The Soup parklet. He wished everyone happy holidays.

Commissioner Rodriguez spoke about the parklet located near Book Soup and expressed concerns with the sidewalk extension. He inquired about the relocation of the dog waste station near The Dylan. He went on to wish everyone happy holidays and a happy new year.

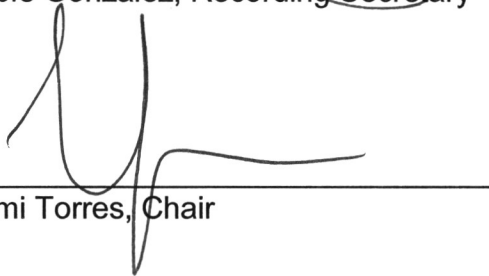
Vice Chair Millan welcomed Erin and thanked staff for a great year. He recommended revisiting the Standing and Ad Hoc Committees to fill any new vacancies. He inquired about the damaged bollard lights in West Hollywood Park. He also expressed concern with excessive signage at the West Hollywood Dog Parks. He wished everyone happy holidays and a happy new year.

Chair Torres welcomed Erin and thanked staff for their hard work. She wished everyone happy holidays and happy new year.

12. **ADJOURNMENT** – The meeting adjourned at 8:04 p.m. to the next meeting of the Public Facilities Commission scheduled for January 9, 2019 at City Hall – 8300 Santa Monica Blvd., West Hollywood, CA 90069.



Debbie Gonzalez, Recording Secretary



Noemi Torres, Chair