

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

**6:30 P.M. – REGULAR MEETING**

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

**A. PLEDGE OF ALLEGIANCE:** Chair Sunnanon led the pledge of allegiance.

**2. OATH OFF OFFICE**

**A. The Oath of Office was administered to Jake Mason by Councilmember Sepi Shyne.**

**B. The Oath of Office was administered to Andrew Solomon by Councilmember John Erickson.**

**3. ROLL CALL**

**PRESENT:** Chair Sunnanon; Commissioner Block; Commissioner Isaacs; Commissioner Karliss; Commissioner Mason; Commissioner Solomon; 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

**4. APPROVAL OF AGENDA**

Staff requested that item 10.A. be moved to the upcoming April meeting.

Commissioner Block requested that item 10.B. be moved to the upcoming April meeting.

**Motion by Commissioner Block, seconded by Commissioner Isaacs, to approve the March 10, 2021 agenda as amended, and approved unanimously.**

**ADJOURNMENT MOTION:**

Chair Sunnanon requested that the meeting be adjourned in memory of Ivy Bottini.

**5. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated February 10, 2021, of the prior Public Facilities Commission meeting.

**Motion by Commissioner Isaacs, seconded by Commissioner Karliss, and approved unanimously, with abstentions from Commissioner Mason and Commissioner Solomon.**

**6. PUBLIC COMMENT:**

**ELAINE POLACHEK, WEST HOLLYWOOD,** congratulated newly appointed Commissioner Mason and Commissioner Solomon. She thanked the Public Facilities Commission for their outstanding work and comradery during her tenure as Commissioner and Vice Chair. She also took this time to thank staff for their support and hard work.

Chair Sunnanon shared a timeline of former Vice Chair Polachek's contributions to the Public Facilities Commission.

**ALANA ROSHAY, WEST HOLLYWOOD,** presented as Public Safety Commissioner. Alana welcomed new Commissioner Mason and Commissioner Solomon. She shared about the upcoming Human Trafficking training that the City is offering and encouraged everyone to participate.

**KEVIN BURTON, WEST HOLLYWOOD,** spoke about the Heritage Tree Program.

**STEPHANIE HARKER, WEST HOLLYWOOD,** spoke about the temporary dog park on the east side that was approved by City Council. She shared about an opening event for the new coffee shop, Monarch Café.

**7. COMMISSIONER COMMENTS:**

The Commission welcomed Commissioner Mason and Commissioner Solomon. They bid farewell to Vice Chair Polachek and Commissioner Stapleton.

Commissioner Mason shared that he is happy to be a part of the Public Facilities Commission and thanked his fellow Commissioners for their support.

Commissioner Solomon thanked Councilmember Erickson for appointing him to the Public Facilities Commission and expressed that he is excited to work with his fellow Commissioners.

Chair Sunnanon thanked the public speakers for their comments.

**8. CONSENT CALENDAR - None.**

**9. PUBLIC HEARINGS – None.**

**10. UNFINISHED BUSINESS**

**A. ELECTION OF VICE-CHAIR**

This item was tabled.

**B. ANNUAL TREE PLANTING EVENT**

This item was tabled.

**C. NATIONAL WILDLIFE FEDERATION MAYORS' MONARCH PLEDGE**

**SUBJECT:** The Commission will receive an informational item on the Council's recent direction authorizing the City to sign on to the National Wildlife Federation's Mayors' Monarch Pledge.

Staff introduced the item and opened it up for questions or comments.

**MIKE CARTER, WEST HOLLYWOOD**, submitted a comment via e-mail.

**STEPHANIE HARKER, WEST HOLLYWOOD**, spoke about the upcoming event at the Monarch Café and shared that there will be organizations providing information on how to start a monarch garden.

**ACTION:** Receive and File.

## **11. UNFINISHED BUSINESS**

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

**SUBJECT:** The Commission will consider approving the final revisions to the Green City Awards Program for year two implementation (2021), as proposed by the Ad Hoc Committee.

Staff provided background information on the item.

The Ad Hoc Committee (Commissioner Block and Commissioner Torres) provided background information on the recommendations.

Commissioner Isaacs provided comments regarding the green seedlings prize category.

Commissioner Karliss spoke in favor of the proposed revisions. He provided comments regarding the youth award and the individual award category.

Commissioner Torres spoke about the possibility of offering a grant to the youth.

Commissioner Mason supports the idea of having a grant or scholarship opportunity for the youth. He also spoke about the submission requirements.

Commissioner Solomon spoke in favor of having a category for the youth. He provided comments on the draft website content.

Commissioner Block spoke about the green seedlings prize category.

Chair Sunnanon spoke about providing opportunities to the youth in the community.

#### **ACTIONS:**

- 1) Review and provide input on recommendation 1, the draft website content, with the consensus to expand the previous winner information to include images, link to their websites, and interviews. **Motion by Commissioner Mason, Seconded by Commissioner Karliss.**

#### **Roll Call Vote:**

**Commissioner Block – YES**

**Commissioner Isaacs – YES**

**Commissioner Karliss – YES**

**Commissioner Mason – YES  
Commissioner Solomon – YES  
Commissioner Torres – YES  
Chair Sunnanon – YES**

- 2) Approve recommendation 2, the four categories for the Green City Awards, with the following changes: 1) change ages in the Individual Adult category (over 21) and Individual Youth category (ages 21 and younger); and 2) expand the Individual Youth category to include completed, ongoing, and conceptual projects. **Motion by Commissioner Block, Seconded by Commissioner Torres.**

**Roll Call Vote:  
Commissioner Block – YES  
Commissioner Isaacs – YES  
Commissioner Karliss – YES  
Commissioner Mason – YES  
Commissioner Solomon – YES  
Commissioner Torres – YES  
Chair Sunnanon - YES**

- 3) Approve recommendation 3, the Green Seedlings Prize, with the following changes: 1) exclude Individual Youth category; and 2) only one Prize may be bestowed. **Motion by Commissioner Block, Seconded by Commissioner Karliss.**

**Roll Call Vote:  
Commissioner Block – YES  
Commissioner Isaacs – YES  
Commissioner Karliss – YES  
Commissioner Mason – YES  
Commissioner Solomon – YES  
Commissioner Torres – YES  
Chair Sunnanon - YES**

- 4) Approve recommendations 4 through 7, as written: award criteria for the Green City Awards and Green Seedlings Prize, the revised five draft nomination forms, the revised Rules and Procedures, and the 2021 timeline for the Green City Awards Program. **Motion by Commissioner Torres, Seconded by Commissioner Solomon.**

**Roll Call Vote:  
Commissioner Block – YES  
Commissioner Isaacs – YES  
Commissioner Karliss – YES  
Commissioner Mason – YES  
Commissioner Solomon – YES  
Commissioner Torres – YES  
Chair Sunnanon - YES**

**12. EXCLUDED CONSENT CALENDAR – None.**

**13. PUBLIC COMMENTS – None.**

**14. ITEMS FROM STAFF**

Helen Collins provided an update on the Heritage Tree Program. She provided a recap of the food giveaway event that took place at West Hollywood Park. She shared that Plummer Park is a designated Covid testing site and shared that the County is looking to host vaccine clinics for individuals experiencing homelessness. She provided an update on the bid for the roof replacement at City Hall. She also provided an update on the demonstration garden at Romaine.

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

Commissioner Block thanked the Commission for their comments and collaboration on developing the Green City Awards.

Commissioner Isaacs thanked the Commission and the public for their comments.

Commissioner Karliss thanked the public for their comments.

Commissioner Mason thanked everyone for a great meeting.

Commissioner Solomon spoke about the Green City Awards.

Commissioner Torres shared about a pet community app that she learned about recently.

Chair Sunnanon reminded the Commissioners to complete their Form 700.

**16. ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 9:01 P.M. in memory of Ivy Bottini to its next Regular meeting, which will be held on Wednesday, April 14, 2021 at 6:30 P.M. via Teleconference.\*

DocuSigned by:  
*Debbie Gonzalez*

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**Debbie Gonzalez, Recording Secretary**

DocuSigned by:  
*Noemi Torres*

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**Noemi Torres, Acting Chair**