

**MINUTES  
PUBLIC FACILITIES COMMISSION  
CITY OF WEST HOLLYWOOD  
WEDNESDAY, JULY 14, 2021  
TELECONFERENCE**

**6:30 P.M. – REGULAR MEETING**

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

**A. ROLL CALL**

**PRESENT:** Commissioner Isaacs (arrived at 7:15 P.M.);  
Commissioner Karliss; Commissioner Solomon;  
Commissioner Torres; Vice Chair Mason; and Chair  
Polachek.

**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 - Led by Commissioner Karliss.**

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the July 14, 2021 Agenda.

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

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes, dated June 9, 2021, of the prior Public Facilities  
Commission meeting.

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

**4. PUBLIC COMMENT- None.**

**5. COMMISSIONER COMMENTS:**

Commissioner Karliss would like to recommend that the City offer dog training  
classes and low-cost pet vaccine clinics.

Commissioner Solomon thanked staff for the work on the pet memorial survey. He  
inquired about the responses received from other Commissions and Advisory Boards  
regarding the West Hollywood Library naming request.

Vice Chair Mason thanked staff for their dedication to the Commission.

Chair Polachek thanked field staff for keeping the streets clean and presentable.

**6. CONSENT CALENDAR - None.**

7. PUBLIC HEARINGS – None.

8. UNFINISHED BUSINESS - None.

9. NEW BUSINESS

**A. FY21-22 BUDGET UPDATE**

**SUBJECT:** The Commission will receive an update on the Facilities and Field Services Division’s budget for FY21-22 and an overview of the City budgeting process.

Staff introduced the item and provided a presentation.

Commissioner Solomon asked how the Commission can be more involved in the budget process. Staff suggested developing a Budget committee to formalize a process to get input from the Commission.

The Commissioners thanked staff for the detailed presentation.

**ACTION:** Receive and File. Motion by Vice Chair Mason, Seconded by Commissioner Karliss.

**Roll Call Vote:**

**Commissioner Isaacs - YES  
Commissioner Karliss - YES  
Commissioner Solomon - YES  
Commissioner Torres - YES  
Vice Chair Mason - YES  
Chair Polachek - YES**

**B. ELECTION OF THE CHAIR AND VICE-CHAIR**

**SUBJECT:** The Commission will complete the election process to select the next Chair and Vice-Chair, in accordance with its Bylaws.

1. Chair Polachek opened nominations for the position of Chair.

**Motion by Commissioner Isaacs to nominate Chair Polachek as Chair, Seconded by Commissioner Karliss.**

**Roll Call Vote:**

**Commissioner Isaacs - YES  
Commissioner Karliss - YES  
Commissioner Solomon - YES  
Commissioner Torres - YES  
Vice Chair Mason - YES  
Chair Polachek – YES**

**ACTION:** Chair Polachek is elected as Chair to the Public Facilities Commission.

2. Chair Polachek opened nominations for the position of Vice Chair.

**Motion by Commissioner Solomon to nominate Vice Chair Mason as Vice Chair, Seconded by Chair Polachek.**

**Roll Call Vote:**

**Commissioner Isaacs - YES  
Commissioner Karliss - YES  
Commissioner Solomon - YES  
Commissioner Torres - YES  
Vice Chair Mason - YES  
Chair Polachek – YES**

**ACTION:** Vice Chair Mason is elected as Vice Chair of the Public Facilities Commission.

**C. UPDATE TO STANDING COMMITTEES, AD HOC COMMITTEES, WORKING GROUP & STANDING LIASON APPOINTMENTS**

**SUBJECT:** The Commission will review its list of Standing Committees, Ad Hoc Committees, Working Groups, and Standing Liaisons and make adjustments and appointments, as required.

Commissioner Solomon inquired about forming an ad hoc committee for Plummer Park.

Vice Chair Mason inquired about forming a budget committee.

Motion by Commissioner Solomon to develop a Budget Standing Committee, seconded by Chair Polachek.

Friendly amendment by Chair Polachek to include tabling the rest of the item. Commissioner Solomon accepts the friendly amendment.

**ACTION:** Develop a Budget Standing Committee, and table the rest of the item.

**Roll Call Vote:**

**Commissioner Isaacs - YES  
Commissioner Karliss - YES  
Commissioner Solomon - YES  
Commissioner Torres - YES  
Vice Chair Mason - YES  
Chair Polachek – YES**

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

**11. PUBLIC COMMENTS – None.**

**12. ITEMS FROM STAFF**

Staff spoke about the upcoming Racial Justice Conversation training and shared that it is mandatory for city official. Staff provided an update on the Green City Awards deadline to submit nominations. Staff provided an update on the naming request survey. Staff spoke about a Council directive regarding ash trays that will be coming to the commission.

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

Vice Chair Mason spoke about getting clear information out regarding the Naming Policy process.

Commissioner Isaacs thanked staff for their great work.

Commissioner Karliss congratulated the newly elected Chair and Vice Chair. He spoke about the Green City Awards.

Commissioner Solomon thanked everyone for a great meeting.

Commissioner Torres congratulated the newly elected Chair and Vice Chair.

Chair Polachek looks forward to the work the Commission has in the upcoming year.


#### 14. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 8:01 P.M. to its next Regular meeting, which will be held on Wednesday, August 11, 2021 at 6:30 P.M. via Teleconference.\*

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**Debbie Gonzalez, Recording Secretary**

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**Elaine Polachek, Chair**