

PUBLIC FACILITIES, RECREATION, AND  
INFRASTRUCTURE COMMISSION  
NEW BUSINESS

OCTOBER 9, 2024

SUBJECT: UPDATE THE COMMISSION'S SUBCOMMITTEE ROSTER

INITIATED BY: FACILITIES AND FIELD SERVICES DIVISION  
(Helen Collins, Manager)  
(Erin Hamant, Senior Administrative Analyst)

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STATEMENT ON THE SUBJECT:

The Commission will review and make adjustments and appointments to its subcommittee roster, as required, and set a prioritization schedule related to upcoming subcommittee meetings.

RECOMMENDATIONS:

Make adjustments and appointments to the Commission's subcommittee roster, as required, and set a prioritization schedule related to upcoming subcommittee meetings.

BACKGROUND:

The primary means to form a new subcommittee to a City Advisory Board or Commission is via the City Council Directive which directs staff and provides a description of the desired scope of work. The City Clerk and City Attorney require all staff liaisons to submit the "Proposed Subcommittee Form" prior to the formation of a subcommittee when the request is not mandated by City Council. Information required on the approval form includes the proposed name and purpose of the subcommittee, identification as an ad hoc or standing subcommittee, an estimation on number of meetings, and if staff has the capacity to support the new subcommittee.

Refer to Attachment A to see the Commission's current appointments, vacancies, and subcommittee descriptions. The Commission revisits its subcommittee roster – which consists of Standing Subcommittees, Ad Hoc Subcommittees, and Working Groups – to make adjustments and appointments on an annual basis following the selection of Chair and Vice Chair and as required such as after a new Commissioner is appointed.

ATTACHMENT A: Subcommittee Roster & Descriptions



**PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION (PFC)  
SUBCOMMITTEE ROSTER & DESCRIPTIONS**  
*Revised on 08/14/24*

**ATTACHMENT A**

Name of Subcommittee	Chair	Vice-Chair	Dorian J. Jackson	Deepa Krishna	Jake Mason	Santo Ragno	Kali E. Rogers
	Richard Karliss	Nicole Payton					
<b>STANDING SUBCOMMITTEES – Required To Conduct Formal Meetings With An Agenda And Minutes</b>							
Budget	X			X		X	
Greening West Hollywood <b>1 Vacancy</b>	X*	X					
Heritage Tree <b>1 Vacancy</b>	X*		X				
Memorials, Tribute Trees & Plaques	X*						
<b>AD HOC SUBCOMMITTEES – Dissolves Upon Completion Of Task Assignment; Agenda &amp; Minutes Are Not Submitted</b>							
Kings Road Park Playground	X	X	X		Recused		
LGBTQ+ Suicide Memorial			X		X	X	
Naming	X*						
<b>WORKING GROUPS / FOCUS GROUPS / ADVISORY GROUPS – Appointed &amp; Report Back to PFC</b>							
Fountain Avenue Streetscape Steering		X Primary	X Alternate				
Romaine St. Greening <b>Completed; Final Video Pending</b>	X						
<b>STANDING LIAISON APPOINTMENTS TO OTHER CITY ADVISORY BOARDS &amp; COMMISSIONS – Appointed As-Needed &amp; Report Back to PFC</b>							
Planning Commission							
Transportation & Mobility Commission				X			
<b>*Assignment Is To The Commission’s Chair</b>							

**DESCRIPTIONS**

**Budget Subcommittee** - This Standing Subcommittee is comprised of up to three Commissioners. Its task is to make recommendations within the purview of the Public Facilities, Recreation, and Infrastructure Commission for review by the full body regarding funding for repairs or improvements for inclusion in the annual budget or five-year capital improvement program. Members will meet at minimum once per year and at maximum once per quarter.

**Greening West Hollywood Subcommittee** - This Standing Subcommittee is comprised of the Chair plus two Commissioners. Its purview is to implement the Greening West Hollywood Plan. Examples of subjects previously reviewed include: environmental education, proposed areas for future greening, and developing promotional items for the public.

**Heritage Tree Subcommittee** - This Standing Subcommittee is comprised of the Chair plus two Commissioners, and the following: Facilities & Field Services Division Manager, Landscape Maintenance Supervisor, Urban Designer, a community representative with familiarity in urban forestry and, if required, an ISA Certified Arborist. Its purview includes the City’s Heritage Tree Program and the formal review process of all applications submitted for consideration.

**Memorials, Tribute Trees & Plaques Subcommittees** - Each Standing Subcommittee was established by Council Resolution No. 20-5350 for the purpose of creating a “formal and uniform policy regarding the nomination, consideration, justification and review of placing memorials, tribute trees and plaques on or within City-owned or leased land, buildings or facilities.” The Public Facilities, Recreation, and Infrastructure Commission would provide a formal recommendation to Council as a part of the process.

**Memorial Subcommittee** is comprised of the Chair, and the following: Mayor, Mayor Pro Tempore, City Manager and Human Services Department Director.

**Tribute Tree Review Subcommittee and Plaque Review Subcommittee** are each comprised of the Chair, and the following: Facilities & Field Services Manager, Recreation Services Administrator and Human Services Department Director.

**Kings Road Park Playground Subcommittee** - This Ad Hoc Subcommittee is comprised of three Commissioners. Its purview is to discuss the playground replacement project at Kings Road Park including to review proposals and form a recommendation for the full body to consider.

**LGBTQ+ Suicide Memorial Subcommittee** – This Ad Hoc Subcommittee is comprised of three Commissioners. Its purview is to gather further input from the Human Services Commission, Transgender Advisory Board, Lesbian and Gay Advisory Board, and suicide prevention/mental health experts to assist the Commission to form a recommendation by the full body for City Council.

**Naming Subcommittee** - This Ad Hoc Subcommittee is comprised of the Chair, and the following: Mayor, Mayor Pro Tempore, City Manager, and Facilities and Recreation Services Department Director. It was established by Council Resolution No. 00-2297 and updated by Council Resolution No. 21-5376 for the purpose of creating a “formal policy and uniform procedures regarding the nomination, consideration, justification and review of naming City-owned or leased land, buildings or facilities.” The Public Facilities, Recreation, and Infrastructure Commission provides a formal recommendation to Council as a part of the process.

**Fountain Avenue Streetscape Steering** - This Steering Committee is comprised of one primary member and one alternate member from the Public Facilities, Recreation, and Infrastructure Commission. The work is led by the City’s Long Range Planning Division and the primary role and responsibilities will be to advise the design team on streetscape design considerations for the Fountain Avenue Protected Bike Lanes Project. Commission members serving will be asked to act as liaisons to facilitate information dissemination and gather feedback from their respective Commissions/Advisory Boards.

**Romaine St. Greening** - This Working Group is comprised of two Public Facilities, Recreation, and Infrastructure Commission representatives serving as primary and deputy. They are tasked to work with City staff to gauge the City of Los Angeles’ interest in collaborating with the Commission’s demonstration garden/greening efforts on Romaine Street between Poinsettia Place and Fuller Avenue.

**Standing Liaison Appointments** - The purpose of a standing liaison is to attend meetings and report back to the Public Facilities, Recreation, and Infrastructure Commission on items of interest. A standing liaison serves as a representative of the Commission and acts upon items only with approval by the Commission.