

**MINUTES
CITY OF WEST HOLLYWOOD
PUBLIC FACILITIES COMMISSION**

**WEDNESDAY, APRIL 13, 2022
TELECONFERENCE**

6:30 P.M. – REGULAR MEETING

1. **CALL TO ORDER** – Chair Polachek called the meeting to order at 6:32 p.m. and read aloud the City’s Land Acknowledgement.

A. ROLL CALL

PRESENT: Commissioner Isaacs (she/her); Commissioner Karliss (he/him); Commissioner Larry (he/him); Commissioner Solomon (he/him); Commissioner Torres (she/her); Vice Chair Mason (he/him); and Chair Polachek (she/her).

ABSENT: None.

ALSO PRESENT: Helen Collins (she/her), Facilities and Field Services Division Manager; and Erin Hamant (she/her), Senior Administrative Analyst.

B. PLEDGE OF ALLEGIANCE – Led by Commissioner Torres.

2. **APPROVAL OF AGENDA**

ACTION: Approve the April 13, 2022 Agenda.

Motion by Karliss, seconded by Larry, and approved unanimously.

3. **APPROVAL OF MINUTES**

ACTION: Approve the minutes of the prior Public Facilities Commission meeting dated March 9, 2022.

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

4. **PUBLIC COMMENTS**

Yola Dore, WEST HOLLYWOOD, thanked the Commission for their volunteerism and participation.

5. **COMMISSIONER COMMENTS**

Commissioner Isaacs wished everyone well.

Commissioner Karliss discussed the hardship when extended dog park closures occur due to City events and City-approved private events and suggested the City to explore alternative entry options that could allow public access and shorten the full closure period.

Commissioner Solomon concurred with the hardship on residents and requested the Commission to be advised on such closures at least two weeks in advance.

He asked for a bench to be replaced at Kings Road Park that was removed about a year ago. There is an upcoming pickleball round robin tournament in June (date TBD) and encouraged everyone to attend.

Commissioner Larry thanked staff for sharing information about the upcoming community clean up events.

Commissioner Torres shared her enthusiasm to participate in the upcoming community clean up.

Vice Chair Mason asked staff to provide a status update on the bench replacement at Kings Road Park and shared support for the City to limit dog park closures while keeping dog safety top of mind when event construction activities occur.

Chair Polachek noted all dog park closures and schedules were approved by City Council, and the Commission may want to consider alternative ways the City could minimize community impact when these full closures are approved at the dog parks such as increased communication with the event coordinators.

6. **CONSENT CALENDAR** – None.

7. **PUBLIC HEARINGS** – None.

8. **NEW BUSINESS**

A. **COUNCIL DIRECTIVES UPDATE**

SUBJECT: The Commission will receive a status update and provide input on the current Council Directives assigned to the Facilities and Field Services Division.

Staff provided an overview of what Council Directives are and how they are assigned. Staff conducted a review of all items currently assigned to the Facilities and Field Services Division and the Commission:

1. Green Building Strategic Plan for City Facilities
2. Eastside Parkway Beautification Pilot Program
3. Public Safety Callboxes and Emergency Preparedness Training
4. Request to Rename the West Hollywood Library in Honor of Supreme Court Justice Ruth Bader Ginsburg
5. Request to Install a Memorial in Remembrance of Lives Lost to Suicide in the LGBTQ+ Community
6. Tree Giveaway Program and Monthly Tree Planting
7. Exploration of Alternative and Additional Public Restrooms

Staff suggested to the Commission that a tracking list could be created to manage the items and issues that are within purview.

Commissioner Torres asked staff to expand on their idea. Staff and Commissioners talk through the idea.

Commissioner Solomon supported staff to work out a system for tracking and providing status updates to the Commission.

Commissioner Karliss supported staff's idea and asked a question about Council Directive No. 7. Staff explained that the intent is to seek new public restroom locations and explore alternative restroom types.

Commissioner Isaacs supported public restroom safety and access and suggested the City to create a public restroom program for the unhoused community to use. Additionally, she expressed support for Commissioner Karliss and Solomon's request for the Commission to receive advance notification when dog parks will be closed for an extended period.

Vice Chair Mason supported staff's idea to create a tracking system.

Chair Polachek shared two ideas with the preferred idea to agendize the tracker as a standing agenda item. Staff shared their support for this idea.

Consensus: Staff will create a Public Facilities Commission Items Tracker. The Commission will provide their items to staff during the first Commissioner Comments item of each meeting. Staff will gauge group consensus to add and edit items in the tracker during the Staff Comments item of each meeting. Staff will work on and track these items and provide formal status updates at each meeting.

ACTION: Receive and provide input.

B. REVIEW THE LOOK AHEAD CALENDAR FOR AGENDA PREP

SUBJECT: The Commission will review the look ahead calendar staff uses to prepare the meeting agendas and provide input.

Staff provided an overview on the look ahead calendar and asked the Commission to review and provide their input on the items.

Per the City Attorney, one upcoming agenda item – Kings Road Park Dog Park Listening Session – will require three (3) Commissioners to recuse themselves from these discussions and from voting on this item due to these Commissioners living near Kings Road Park.

Commissioner Solomon suggested the City to create a park closure policy and asked how the Commission could appeal to City Council to allow events-related closures to come before the Commission for programming input prior to when City Council approves these events.

Consensus: Commissioners agreed to add the Kings Road Park Bench Replacement and the Public Facility Closure Policy to the new tracker.

ACTION: Provide input and discuss any changes to the look ahead calendar.

9. UNFINISHED BUSINESS – None.

10. EXCLUDED CONSENT CALENDAR – None.

11. PUBLIC COMMENTS – None.

12. ITEMS FROM STAFF

Staff reviewed typical events in a year when City facilities are closed to the public. The Commission requested staff to update them in advance of when these events go before City Council for approval. The Commission's next regular meeting in May will be in-person at the Plummer Park Community Center. This will be the Commission's first in-person meeting since the pandemic closures moved all public meetings virtually to teleconference. All future meetings, unless noticed otherwise, will be in-person and currently the technology equipment does not allow for hybrid meetings to be conducted. Staff encouraged everyone to participate in the upcoming community clean up events. Lastly, staff wished everyone a happy Earth Day.

13. ITEMS FROM COMMISSIONERS & SUBCOMMITTEE REPORTS

Commissioner Karliss encouraged everyone to attend the upcoming pet vaccinations at Plummer Park, asked staff to share the gingerbread contest results from over the holidays, and asked if there are opportunities for the Commission to participate in June's Pride Parade.

Commissioner Solomon asked staff about the next Plummer Park Council Subcommittee meeting and where to access meeting minutes. Staff confirmed they will look into this.

Vice Chair Mason would like to see a PFC liaison to participate in the Plummer Park Council Subcommittee meetings.

Chair Polachek was pleased to see the Commission dive into these important and productive administrative items and wished everyone well until the next meeting.

14. ADJOURNMENT

The Public Facilities Commission meeting adjourned at 7:58 p.m. to its next regular meeting, which will be on Wednesday, May 11, 2022 at 6:30 p.m. at Plummer Park Community Center, Rooms 5 and 6, 7377 Santa Monica Blvd., West Hollywood, CA 90046.

DocuSigned by:

Erin Hamant

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Erin Hamant, Acting Recording Secretary

DocuSigned by:

Elaine Polachek

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Elaine Polachek, Chair