

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

**WEDNESDAY, JUNE 8, 2022
TELECONFERENCE MEETING***

6:30 P.M. – REGULAR MEETING

***IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (NOVEL CORONAVIRUS), AB 361 HAS AUTHORIZED PUBLIC MEETINGS TO TAKE PLACE VIA TELECONFERENCE WHEN STATE AND LOCAL OFFICIALS ARE RECOMMENDING MEASURES TO PROMOTE SOCIAL DISTANCING.**

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

A. LAND ACKNOWLEDGEMENT – Read by Chair Polachek.

B. 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:

ALSO PRESENT: Helen Collins (she/her), Facilities and Field Services Division Manager; Erin Hamant (she/her), Senior Administrative Analyst; Stephanie Martinez (she/her), Recreation Services Manager; Clavon Jubrey (he/him), Recreation Supervisor; and Susana Salazar (she/her), Recreation Coordinator.

C. PLEDGE OF ALLEGIANCE – Led by Commissioner Karliss.

2. APPROVAL OF AGENDA

ACTION: Approve the June 8, 2022 Agenda.

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

3. APPROVAL OF MINUTES

ACTION: Approve the minutes of the prior Public Facilities Commission meeting dated May 11, 2022.

Motion by Polachek, seconded by Karliss, and approved. Vice Chair Mason and Commissioner Torres abstained.

4. PUBLIC COMMENTS – None.

5. COMMISSIONER COMMENTS

Commissioners wished everyone Happy Pride Month and applauded the City's successful inaugural WeHo Pride event. The Commission sent its well wishes to longtime community member and Commissioner Ruth Williams. They also thanked Facilities staff for doing an amazing job cleaning up the city post-event.

6. CONSENT CALENDAR – None.

7. PUBLIC HEARINGS – None.

8. NEW BUSINESS

A. WEBSITE REVIEW

SUBJECT: The Commission will review current website content for the Facilities and Field Services Division and the Recreation Services Division and provide input on items within its purview.

Staff provided background on www.weho.org website updates in-progress by the Recreation Division. Recreation staff worked in tandem with the Communications Department to revamp all content on the Division's webpages: design, logos, color palettes, information coordination, etc. The anticipated completion date is July 2022.

Staff scrolled through various webpages while the Commission reviewed all content under their purview.

Commissioner Torres recommended the mapping tool to be configured closer, so the view is 0.6 mi zoom instead of the current 2 mi zoom. Other recommendations included adding recognizable icons on the map and adding facility entrance information.

Commissioner Solomon recommended mobile compatibility, complete list of amenities, new photos that capture the facility and its amenities, and linking to where users can reserve City facilities. He expressed concerns with the current website especially for new facility users unfamiliar with West Hollywood. He shared a model website is the City's historic preservation website. Staff clarified that the City's website is hosted by Granicus, while the historic preservation website was designed by a contracted web designer as part of a study led by the Planning & Development Services Department and requires an annual fee.

Commissioner Isaacs agreed with the previous comments made and recommended less white space and more photos and/or copy.

Vice Chair Mason inquired about budget and if the City can hire a contracted web designer. Staff explained that the Communication's Department manages the City's website direction. He recommended adding gymnasium and pool specs, pointed out outdated information under Hart Park on the current website, and linking to where users can request filming permits. Staff provided an advanced preview of the Aquatic & Recreation Center specs for the City's reservation site.

Commissioner Karliss agreed that the current website is missing key information the public is interested to see regarding City facilities. He recommended adding background information/history about each facility, interesting facts about each facility, promoting the City's assets in a dynamic manner, and adding more photos.

Commissioner Larry recommended incorporating videos/virtual tours about each City facility in addition to more photos, providing square footage and occupancy capacities, adding each facility's open hours, adding contact emails on each City facility for the public to use when they have questions, and encouraged staff to run website reports and use metrics to keep improving the user experience.

Chair Polachek expressed frustration on behalf of the Commission because they have been asked to comment on content unseen whilst trying to provide good feedback. She recommended adding construction information under each City facility, when applicable, and especially when various amenities may be closed. She shared examples on the City of Santa Monica's website. Staff confirmed many of the draft changes will mimic what other agencies are doing online related to City facilities/parks.

Recreation staff listened to feedback from the Commission about desired content to improve the user experience/navigation. Staff responded to questions describing the draft changes in-progress and the limitations of the City's website such as the limited ability to build new designs and features. Many of the recommendations will be addressed with the Communications Department prior to publishing the new website updates and look forward to sharing the updated website with the Commission at a future date.

Next, staff provided background on recent website updates completed by the Facilities & Field Services Division and highlighted its newest content which highlights the Mayors' Monarch Pledge and the City's commitment to planting monarch butterfly habitat.

Each Commissioner expressed their satisfaction with this section of the City's website. Commissioner Karliss shared his amazement on how responsive the City is regarding graffiti removal service requests. Commissioner Larry liked the before and after photo shared in the graffiti removal area. Many of the Commissioners shared that they use the City's service request app which is another way to submit requests to City staff.

Consensus: The Commission asked staff to share the updated website with them after its published.

ACTION: Provide input.

9. **UNFINISHED BUSINESS**

A. **PLUMMER PARK COMMUNITY CENTER SECURITY UPGRADES**

SUBJECT: The Commission will consider the final layout for security upgrades to the lobby, reception, hallways, and exterior patio areas at the

Plummer Park Community Center.

Staff provided a short presentation that reviewed background information and the proposed security improvements at the Plummer Park Community Center. Proposed upgrades to the gender neutral restrooms are not being incorporated in this item and will be addressed at a future date after the City approves a new Gender Neutral Ordinance. Staff highlighted one project goal to direct traffic entering the facility via the front entrance and the various security improvements to the exterior courtyard spaces.

Commissioner Karliss asked if the hallway doors from the lobby will be operated manually or automatically. Staff explained these decisions are still underway but with card readers they can be automated.

Commissioner Solomon asked about the interior and exterior public restrooms at the facility. Staff concurred both areas will be addressed at a future date and agreed these areas could be incorporated into the bidding documents as add alternates so that staff can acquire cost estimates.

Commissioner Karliss agreed the City should move forward with these security upgrades and liked the design choices for the outdoor courtyard, the transition between active and passive spaces, and the proposed fencing.

Commissioner Isaacs thanked staff for incorporating earlier feedback into the updated presentation.

Commissioner Larry liked the proposed design and cautioned that if the chairs are not fixed there is the potential for them to go missing from the enclosed courtyard.

Commissioner Torres thanked staff for the presentation and supported the proposed security improvements.

Vice Chair Mason suggested adding the restrooms to the bidding documents as add alternates.

Chair Polachek asked Recreation staff if they support the proposed security improvements. Staff concurred and added their support for the project which also improves the facility for the public/facility users.

ACTION: Approve staff's recommendation to proceed with the security upgrades as outlined at the Plummer Park Community Center and to add the single-use restrooms to the bidding documents as add alternates.

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

Roll Call Vote:

**Commissioner Isaacs – Y
Commissioner Karliss – Y
Commissioner Larry – Y
Commissioner Solomon – Y
Commissioner Torres – Y**

**Vice Chair Mason – Y
Chair Polachek – Y**

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

11. **PUBLIC COMMENTS** – None.

12. **ITEMS FROM STAFF**

A. **LOOK AHEAD CALENDAR FOR AGENDA PREP & COMMISSION ITEMS TRACKER**

Staff reviewed the items added since the Commission’s meeting in May. Commissioner Karliss requested to meet with the Kings Road Park Dog Play Area Subcommittee.

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

Commissioner Torres asked the Commissioners to consider supporting World Ocean Day.

Commissioner Solomon shared a report about meeting with the City’s community safety consultant. He asked staff which movies will be shown at “Movies in the Park.” Staff responded to the question and shared information about recreational Summer programs.

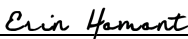
Vice Chair Mason asked for more communications to the public regarding the City’s streetscape projects/traffic disruptions that impact the community during City-sponsored events like WeHo Pride.

Chair Polachek and Commissioners Larry, Karliss, and Isaacs thanked everyone for a great meeting.

14. **ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:32 p.m. to its next regular meeting* which will be on Wednesday, July 13, 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, Acting Recording Secretary

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Elaine Polachek, Chair