

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

**WEDNESDAY, AUGUST 10, 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 Mason called the meeting to order at 6:30 p.m.**

**A. LAND ACKNOWLEDGEMENT – Read by Chair Mason.**

**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); Chair Polachek (she/her).

**ABSENT:**

**ALSO PRESENT:** Helen Collins (she/her), Facilities and Field  
Services Division Manager; Erin Hamant  
(she/her), Senior Administrative Analyst;  
Eugene Maysky, Tenant Outreach  
Organizer, Coalition for Economic Survival.

**C. PLEDGE OF ALLEGIANCE – Led by Commissioner Polachek.**

**2. APPROVAL OF AGENDA**

**ACTION:** Approve the August 10, 2022 Agenda.

**Motion by Karliss, seconded by Isaacs, and approved unanimously.**

**3. APPROVAL OF MINUTES**

**ACTION:** Approve the minutes of the prior Public Facilities Commission meeting dated July 13, 2022.

**Motion by Isaacs, seconded by Polachek, and approved. Abstention noted by Vice Chair Solomon.**

4. **PUBLIC COMMENTS** – None.

5. **COMMISSIONER COMMENTS**

All Commissioners expressed their enthusiasm for the grand opening of the Aquatic and Recreation Center (ARC) and the West Hollywood Park playground.

Commissioners Karliss, Polachek, and Torres congratulated Chair Mason and Vice Chair Solomon.

Commissioner Polachek reminded everyone of the Plummer Park Cooling Center.

Commissioner Torres thanked staff for a great National Night Out event and asked staff about park shading in the workout areas at West Hollywood Park. She shared the Playhouse Design City Manager Advisory Group meetings wrapped up and she's excited to see which vision will be selected by City Council to move forward.

Vice Chair Solomon shared his excitement for the year ahead and encouraged all Commissioners to attend an upcoming City Council meeting where they will discuss Commission purview review.

Chair Mason thanked everyone for their support.

6. **CONSENT CALENDAR** – None.

7. **PUBLIC HEARINGS** – None.

8. **UNFINISHED BUSINESS** – None.

9. **NEW BUSINESS**

A. **WEST HOLLYWOOD SERVICES AVAILABLE BY THE COALITION FOR ECONOMIC SURVIVAL**

**SUBJECT:** The Commission will receive a presentation on free services available to all residents of West Hollywood by the Coalition for Economic Survival.

Tenant Outreach Organizer Eugene Maysky provided a presentation on free services available to all residents of West Hollywood by the Coalition for Economic Survival (CES). He reviewed their tenant

legislation advocacy, tenant association services, renter's rights workshops, landlord maintenance and upkeep requirements workshops, and other services available. Upcoming virtual events include Tenants' Weekly Legal Clinics (every Wednesday at 6:00pm and Saturday at 10:00am) and Tenants' Learn Your Rights Forum (on August 29 at 6:00pm and September 26 at 6:00pm).

Chair Mason asked the Commissioners if they had any questions.

Commissioner Polachek asked about lawsuits and if there were examples when monetary damages had been paid to a tenant by a landlord. Maysky shared an example. CES can provide tenants with free consultations with attorneys and can assist tenant with finding pro bono legal services.

Commissioner Isaacs commended CES for the services they provide to community members.

**ACTION: Receive and file.**

**B. UPDATE THE COMMISSION'S SUBCOMMITTEE ROSTER**

**SUBJECT:** The Commission will review its subcommittee roster and make adjustments and appointments as required.

Staff asked the Commissioners if there is interest to change any current appointments to its subcommittee roster.

Vice Chair Solomon asked if the Library Naming Request Ad Hoc Subcommittee can be removed since their work has been completed. Staff agreed.

Commissioner Torres confirmed her placement on the Kings Road Park Playground Ad Hoc Subcommittee and asked staff about upcoming meetings. Staff responded.

Commissioner Polachek volunteered to be the alternate on the Parks and Recreation Rules and Guidelines Focus Group.

Staff confirmed the Playhouse Design City Manager Advisory Group and the Pet Memorial Ad Hoc Subcommittee can both be removed since their work have been completed.

Vice Chair Solomon asked about how Ad Hoc Subcommittees and Working Groups are formed. Staff explained that Ad Hoc Subcommittees are temporary in nature and are formed by request

of the full Commission to perform a specific item or task prior to disbanding. Working Groups are formed by invitation from another City Team who seek the Commission's input on an item or work objective. The City Attorney and the City Clerk must approve the creation of all Ad Hoc Subcommittees created by City Boards and Commissions.

**Motion by Polachek, seconded by Karliss, and approved unanimously.**

**ACTION: Review the subcommittee roster, which consists of Standing Subcommittees, Ad Hoc Subcommittees, and Working Groups, and make adjustments and appointments as required.**

**Roll Call Vote:**

**Commissioner Isaacs – Y**

**Commissioner Karliss – Y**

**Commissioner Larry – Y**

**Commissioner Polachek – Y**

**Commissioner Torres – Y**

**Vice Chair Solomon – Y**

**Chair Mason – Y**

**C. PUBLIC FACILITIES COMMISSION FY22-23 WORK PLAN**

**SUBJECT: The Commission will consider adopting the proposed FY22-23 Work Plan.**

Staff reviewed the Commission's current work plan for FY21-22 (adopted on January 12, 2022) and the proposed new work plan for FY22-23. Staff explained the timing for this item now matches the City Clerk's direction to move from calendar year work plans to fiscal year work plans.

Vice Chair Solomon asked to add the scooter pilot program. Staff explained this project is not under the Commission's current purview which excludes parking and transportation-related facilities. The scooter pilot program is overseen by the City's Transportation Commission.

Vice Chair Solomon added "Provide recommendations on the Facilities and Field Services Division's website."

Commissioner Torres asked to add park shading in the workout areas at West Hollywood Park. Staff explained that this project is not currently budgeted and ineligible to be assigned to the work plan.

The two shading projects that did get budgeted for FY22-23 have been added to the work plan: Plummer Park Playground Shade Structures and West Hollywood Park Dog Park Shade Structures. Commissioner Torres asked staff to add the City's fiscal year dates (July 1 to June 30) to the work plan. Staff made this update.

**Motion by Polachek, seconded by Larry, and approved unanimously.**

**ACTION: Adopt the Public Facilities Commission FY22-23 Work Plan as amended.**

**Roll Call Vote:**

**Commissioner Isaacs – Y**

**Commissioner Karliss – Y**

**Commissioner Larry – Y**

**Commissioner Polachek – Y**

**Commissioner Torres – Y**

**Vice Chair Solomon – Y**

**Chair Mason – Y**

10. EXCLUDED CONSENT CALENDAR – None.

11. PUBLIC COMMENTS – None.

12. ITEMS FROM STAFF

Staff shared that both the Plummer Park Community Center and the West Hollywood Library are Los Angeles County cooling center locations, and they are activated when temperatures reach above 90 degrees. Staff reviewed various West Hollywood Park/ARC items that are still being corrected. Staff shared information about the ARC's ribbon cutting event.

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

Staff reviewed all changes made since the previous meeting.

Vice Chair Solomon added by consensus to the Commission's look ahead calendar: City Property Leases. This request is for a staff presentation.

Commissioner Torres added by consensus to the Commission's items tracker: West Hollywood Park Workout Area Shading.

Vice Chair Solomon added by consensus to the Commission's items tracker: Add Electricity at Plummer Park Tennis Courts.

**B. DISCUSSION ON IN-PERSON & TELECONFERENCE MEETINGS**

Staff polled the Commissioners about their preference to hold future meetings in-person or via teleconference.

**Motion by Mason, seconded by Polachek, and approved unanimously.**

**ACTION: The Commission's preference is to move forward with teleconference meetings until the scheduled meeting room at the Plummer Park Community Center is equipped with hybrid meetings; and the Commission will continue to check in each month at its meetings.**

**Roll Call Vote:**

**Commissioner Isaacs – Y**

**Commissioner Karliss – Y**

**Commissioner Larry – Y**

**Commissioner Polachek – Y**

**Commissioner Torres – Y**

**Vice Chair Solomon – Y**

**Chair Mason – Y**

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

Commissioner Karliss asked staff about the status of the Log Cabin on Robertson. Staff shared that the Log Cabin property including its parking lot area was purchased from the City of Beverly Hills under the condition that the City continues community recovery programs. Future capital projects may take place and will be led by the City's Urban Design and Architecture Studio. He also asked about the status of the dog park shade projects. Staff will bring an update soon to the Commission about these projects. Commissioner Karliss commended staff for a great National Night Out event.

Commissioners Isaacs, Larry and Torres thanked everyone for a great meeting.

Commissioner Polachek thanked Commissioner Torres for representing her feedback at the second and final meeting held by the Playhouse Design City Manager Advisory Group. She informed staff about a possible outage on the overhanging lanterns on the westside of Santa Monica Blvd.

Vice Chair Solomon asked about the Landscape Structures staff report to City Council. Staff responded. He highlighted the upcoming Ciclavia event and affected road closures.

Chair Mason thanked everyone for a great meeting and encouraged all Commissioners to attend an upcoming City Council meeting where they will discuss Commission purview review.

14. **ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:09 p.m. to its next regular meeting\* on Wednesday, September 14, 2022 at 6:30 p.m. via Teleconference.

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*Erin Hamant*

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**Erin Hamant, Acting Recording Secretary**

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*Jake Mason*

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**Jake Mason, Chair**