

**MINUTES  
CITY OF WEST HOLLYWOOD  
PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION**

**WEDNESDAY, JUNE 14, 2023  
PLUMMER PARK COMMUNITY CENTER, ROOMS 5 & 6  
7377 SANTA MONICA BLVD.  
WEST HOLLYWOOD, CA 90046**

**6:30 P.M. – REGULAR MEETING**

**LAND ACKNOWLEDGEMENT**

**THE PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION ACKNOWLEDGES THAT THE LAND ON WHICH WE GATHER AND THAT IS CURRENTLY KNOWN AS THE CITY OF WEST HOLLYWOOD IS THE OCCUPIED, UNCEDED, SEIZED TERRITORY OF THE GABRIELEÑO TONGVA AND GABRIELEÑO KIZH PEOPLES. (PRONOUNCED “KEECH”)**

**1. CALL TO ORDER – Chair Mason called the meeting to order at 6:32 p.m.**

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

**B. ROLL CALL**

**PRESENT: Commissioner Jackson (she/her);  
Commissioner Karliss (he/him);  
Commissioner Payton (she/her);  
Vice Chair Solomon (he/him); and  
Chair Mason (he/him).**

**ABSENT:**

**ALSO PRESENT: Helen Collins (she/her), Facilities and Field  
Services Division Manager; Erin Hamant  
(she/her), Senior Administrative Analyst;  
Yvonne Quarker (she/her), Community  
Services Department Director; Stephanie  
Martinez (she/her), Recreation Services  
Manager; Clavon Jubrey (he/him),  
Recreation Supervisor; Michael Gasca  
(he/him), Recreation Supervisor; and  
Cortez Jordan (he/him), Aquatics  
Supervisor.**

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

**2. APPROVAL OF AGENDA**

**ACTION: Approve the June 14, 2023, Agenda.**

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

**Roll Call Vote:**

**Commissioner Jackson – Y**

**Commissioner Karliss – Y**

**Commissioner Payton – Y**

**Vice Chair Solomon – Y**

**Chair Mason – Y**

**3. APPROVAL OF MINUTES**

**ACTION: Approve the minutes of the prior Public Facilities, Recreation, and Infrastructure Commission meeting dated May 10, 2023.**

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

**Roll Call Vote:**

**Commissioner Jackson – Y**

**Commissioner Karliss – Y**

**Commissioner Payton – Y**

**Vice Chair Solomon – Y**

**Chair Mason – Y**

**4. PUBLIC COMMENTS**

**Kali Rogers, WEST HOLLYWOOD, spoke of their disappointment with the City’s renewal of the Tennacity agreement and pointed out the need for public feedback on these contracted services.**

**Cole Ettman, LOS ANGELES, agreed with the previous speaker and added that pickleball is the fastest growing sport in the nation with a rapidly growing community in West Hollywood, and as such pickleball should have been a consideration when the service agreement was renewed by the City.**

**Natalie Martello, LOS ANGELES, shared that they play pickleball daily at Plummer Park and expressed disappointment for the lack of remedies provided to-date to the pickleball community. They reviewed a list of grievances: nets are falling down, players have to tape up holes in the nets, balls are not supplied to pickleball players, morning court play is often delayed because personnel are not on site, locked courts, players do not receive rain delay notifications in advance of arrival, poor overall communication, pickleball fees are double tennis fees, and players told court play times may change to later hours if they continue to complain.**

**Santo Ragno, WEST HOLLYWOOD, shared similar frustrations as the previous speakers on pickleball play in Plummer Park and added that credits and refunds are not often processed correctly, and asked the City to open more pickleball courts.**

**Michael W., WEST HOLLYWOOD**, thanked Commissioners Payton and Solomon for visiting the City's community garden which is set to close later in the year. He questioned why West Hollywood, which proclaims progressive green thinking, lacks action to retain its community garden.

**Don, LOS ANGELES**, agreed with previous comments about Tennacity's contract renewal and lack of customer service for pickleball players, and advocated for the City to stripe more courts and increase flexible court play options.

**Benjamin Simpson, TOLUCA LAKE**, explained that the outright lack of respect to pickleball players (name calling, demeaning treatment, threats to reduce court play times, and punitive measures like account suspension) is their biggest concern especially since players are paying fees. They shared that the pickleball community is trying to find solutions whilst not perceiving the same motivations from Tennacity and pointed out that pickleball players pay the same fees as tennis players even though the sport takes up half of the court space.

**Wes, WEST HOLLYWOOD**, asked for the Commission to have a bold vision when it comes to community gardening and entreated community members to take action by reaching out to the City Council and requesting them to create a budgeted line item for a permanent community garden.

## **5. COMMISSIONER COMMENTS**

**Commissioner Karliss, Commissioner Payton, and Commissioner Jackson** represented the Public Facilities Commission at WeHo Pride and had a great time riding the float at the Sunday parade.

**Commissioner Karliss** thanked the City for keeping the West Hollywood Dog Parks open for all but one day during WeHo Pride prep, referencing previous years they would be closed off. He noticed the Dog Parks remained closed for all three days during WeHo Pride breakdown and the children's playground was closed for the entirety of the event. He would like to see all of these areas remain open for public use for as long as logistically possible. He also attended the POPS + PARTS Symposium.

**Commissioner Payton** recently visited the Detroit St. Community Garden and has a signed petition to hand off to staff from community members advocating a permanent community garden location.

**Commissioner Jackson** recently visited the Detroit St. Community Garden and asked staff to investigate whether the tennis players are also having problems with Tennacity.

Vice Chair Solomon asked staff if it would be possible to share public comment speakers' email addresses with the Commissioners so they can follow up. City Clerk Crowder confirmed she will look into this request but clarified that the speaker request forms used by the City are a formality to assist staff with transcribing meeting minutes and are not an eligibility requirement to provide public comment. Solomon applauded staff for their hard work leading the cleaning crews after WeHo Pride. He recently visited the Detroit St. Community Garden and shared his appreciation for the local gardening community. He expressed disappointment that the Commission has not discussed park operations/park activities which are now included in their new purview as of March. Solomon expressed his desire for the public to have a place to discuss City vendors and their expectations for these vendors, and when City vendors occupy and operate on public property, especially when accepting fees/money from the public, there should be a mode in place for the public to leave feedback based on the provision of these public services.

Chair Mason suggested that oversight appears to be the missing component related to the Tennacity conversations though he was unsure how much oversight City staff are allowed related to Tennacity's operations. City Clerk Crowder stepped in to remind the Commission not to dive too deep into a topic not on the agenda. Mason expressed disappointment that public commenters leave after their comment and typically do not opt to stay for the whole meeting.

6. CONSENT CALENDAR – None.

7. PUBLIC HEARINGS – None.

8. UNFINISHED BUSINESS

A. **FABRIC COLOR SELECTION: WEST HOLLYWOOD PARK DOG PARKS SHADE STRUCTURES**

**SUBJECT:** The Commission will finalize their fabric color selection preference for the proposed shade structures at the West Hollywood Park Dog Parks.

Staff summarized the Commission's discussion and action from its May meeting. Staff brought the fabric manufacturer's color wheel for the Commission to make the fabric color selection.

Commissioner Karliss asked if the fabric color could match the shade fabric used at the children's playground. Staff explained this may not be possible because the dog park shade structure project team is different including the fabric manufacturer and environmental conditions like sun exposure and fading affect the color not being able to match completely.

Chair Mason asked the Commission to make its selection so this item will not need to come back at to their next meeting. He shared his preferences to select the highest quality material and it does not have to match the shade fabric used at the children’s playground.

**ACTION:** The Commission asked staff to confirm with the fabric manufacturer if there is a more exact color match to the West Hollywood Park children’s playground shade structure fabric and, if this is not possible, the Commission selects fabric color “Rivergum” for the new shade structures at the West Hollywood Park Dog Parks.

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

**Roll Call Vote:**

- Commissioner Jackson – Y**
- Commissioner Karliss – Y**
- Commissioner Payton – Y**
- Vice Chair Solomon – Y**
- Chair Mason – Y**

**9. NEW BUSINESS**

- A. UPDATES TO THE PUBLIC FACILITIES, RECREATION, AND INFRASTRUCTURE COMMISSION PURVIEW, AMENDMENT TO THE ATTENDANCE POLICY FOR APPOINTED OFFICIALS, CHANGES TO THE REQUIREMENTS FOR APPLICANTS TO THE COMMISSION, AND REVISED BY-LAWS**

**SUBJECT:** City Clerk will review the changes to the purview of the Public Facilities, Recreation, and Infrastructure Commission, term limits for appointed officials, revised attendance policy for appointed officials, new requirements for applicants to the Commission, and the revised Commission by-laws.

City Clerk Crowder reminded the Commission that they are representing the community’s interests at-large. She reviewed the changes made to the Commission’s purview including a new name: Public Facilities, Recreation, and Infrastructure Commission. The acronym will remain the same: PFC. Public right-of-way is defined as the area between the private property lines that contain the roadway, parkway, and sidewalk areas of streets and alleys throughout the city. The Recreation Division will now agendize items for the Commission twice a year and identified the months of November and April to provide their biannual reports to the Commission. There is a new residency requirement for the Commission, a new background check requirement, and a new term limit requirement which caps total service on the Commission by any single individual at 4 terms or 8 years. There is also a new parental leave policy for Commissioners.

**Chair Mason asked how the Commission should reach out to the various staff members when they have questions. City Clerk Crowder explained that Helen Collins is the Commission's designated staff liaison and therefore the Commission's primary staff contact.**

**Staff shared they are still working out the logistics on how the various City Divisions/Departments will now submit reports to the Commission based on its new purview. City Clerk Crowder said her office will support staff to ensure the various City Divisions/Departments understand the new purview as well.**

**Vice Chair Solomon asked staff to define infrastructure since the new term was added to the Commission's name. Staff provided a description on types of public infrastructure such as streets, sewers, and storm drains. Solomon referenced subparagraphs a-d in Section 2.56.080 Duties of the West Hollywood Municipal Code for the Public Facilities Commission and explained that the duties as defined do not use the term infrastructure. He asked staff to clarify their new name, its relationship to their new purview, and to provide a description of what the new purview items will be. He asked if Wi-Fi and streetlights are defined as infrastructure. He asked questions about the Commission's meeting location and video recordings. He also asked why recreational items are limited to twice per year and asked Recreation staff to provide information on the items they plan to bring to the Commission. City Clerk Crowder explained that the Rec Reader is published twice a year and, in the future, if it is determined that more meetings are needed for recreational items then this change to the Commission's By-laws can be considered by the City Council.**

**Commissioner Karliss asked if the Commission would have to wait months between meetings to receive answers on their questions. City Clerk Crowder explained that follow up by Recreation staff may be provided to the Commission as an informational item or consent calendar item at any of the Commission's regularly scheduled meetings.**

**Commissioner Payton asked how community members can comment on recreational items if the Commission only agendizes these items twice per year. City Clerk Crowder offered another avenue to provide public input since the City Council meets regularly twice per month. Other methods suggested is to use the Commission's Work Plan and the Look Ahead Calendar to set its objectives related to these recreational items.**

**Commissioner Jackson summarized that infrastructure is a large purview and many other City Divisions/Departments will now be presenting to the Commission including the Recreation Division. Staff also explained that the City Council issues directives which become another mode for how topics**

are agendized and brought to the Commission.

Chair Mason asked if parking and if parking valet contracts are under their new purview. City Clerk Crowder confirmed that parking is under their new purview, but contracts/contracts approvals are under the purview of the City Council. She also provided a general description about how the City is a general law contract city which means that the City does not employ enough fulltime staff to provide full services to the community but instead uses contracted services, in compliance with government contracting laws, to fully operate and provide services to the community. Examples of contracted services in West Hollywood include sanitation services, police services, etc. Additionally, there is insufficient space within the city to store the vehicles, equipment, and supplies required for the City to be a full-service city.

**ACTION: Receive the report from the City Clerk.**

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

11. **PUBLIC COMMENTS** – None.

12. **ITEMS FROM STAFF**

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

Staff provided background about the Look Ahead Calendar & Items Tracker which both assist staff to streamline Commission-related work. The Look Ahead Calendar is a list of items planned for the agenda at future Commission meetings, and the Items Tracker is a list of work tasks added by a consensus of the Commission and then Facilities staff will prioritize and try to complete the requests.

Staff confirmed they will agendize the community garden item at the Commission's next regular meeting per the request made by Commissioner Karliss earlier in the meeting. All Commissioners confirmed they are eager to hear this item at their next meeting.

Chair Mason asked staff about the status of the Plummer Park Community Center Improvements & Security Upgrades Project. Staff shared that the construction design process is underway for the Project. Staff also mentioned that the Tennis Pro Shop Restrooms Project will return to the Commission to fulfill a grant outreach requirement.

Vice Chair Solomon referenced the Commission's By-laws, a section called Adding Items of Business to a Future Agenda, and pointed out that the correct area to discuss the agenda is during Items from Commissioners. Staff agreed and will include this correction on future meeting agendas.

Commission Meeting Location was added to the Look Ahead Calendar by consensus.

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

**LIAISON UPDATE ON PLAYHOUSE DESIGN STEERING COMMITTEE**

Commissioner Karliss attended the third and final meeting of the City Playhouse Steering Committee and shared his enthusiasm for the project. The Committee provided guidance on materials selection and a proposed outdoor space. Project construction is anticipated to commence within the next year. Vice Chair Solomon also attended this meeting.

Vice Chair Solomon shared that he recently learned their meeting audio recordings are saved on the City's website. The City Clerk's staff confirmed they will add the link to these recordings to each of the Board and Commission webpages. Solomon asked staff to provide an email update to the Commission about the status of their budget requests. Staff confirmed this information will be sent prior to the next City Council meeting.

Chair Mason shared he will not be able to attend the July meeting and thanked everyone for their assistance throughout his tenure serving as Commission Chair.

**14. ADJOURNMENT**

The Public Facilities, Recreation, and Infrastructure Commission meeting adjourned at 8:40 p.m. to its next regular meeting on Wednesday, July 12, 2023, 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*

**Erin Hamant, Acting Recording Secretary**

DocuSigned by:

*Jake Mason*

**Jake Mason, Chair**