

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

**WEDNESDAY, MARCH 9, 2022
TELECONFERENCE**

6:30 P.M. – REGULAR MEETING

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

A. ROLL CALL

PRESENT: Commissioner Karliss; Commissioner Larry;
Commissioner Solomon; Vice Chair Mason; and
Chair Polachek.

ABSENT: Commissioner Isaacs; and Commissioner Torres.

ALSO PRESENT: Helen Collins, Facilities and Field Services
Division Manager; and Erin Hamant, Senior
Administrative Analyst.

B. PLEDGE OF ALLEGIANCE – Led by Commissioner Solomon.

2. APPROVAL OF AGENDA

ACTION: Approve the March 9, 2022, Agenda.

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

3. APPROVAL OF MINUTES

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

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

4. PUBLIC COMMENTS

Ruth Williams, WEST HOLLYWOOD, spoke about Plummer Park bathroom and safety issues occurring and of concern for neighbors, residents, and visitors.

Stephanie Harker, WEST HOLLYWOOD, thanked the Commission for discussing Plummer Park improvements in February. She asked staff to attach the Community Center design presentation online for public access. She expressed concern for gender neutral restrooms in public settings.

Michael Wojtkielewicz, WEST HOLLYWOOD, expressed concern for gender neutral restrooms in public settings.

Tory Berger, WEST HOLLYWOOD, shared they are representing the Public Safety Commission as its liaison to the Public Facilities Commission. They have concerns for the Plummer Park Community Center bathroom designs and public safety. Additionally, the Public Safety Commission would like an update on West Hollywood Park restrooms and public safety. Suggested staff to correspond with local vendors on their issues related to gender neutral restrooms and to connect

with the Public Safety Department.

Yola Dore, WEST HOLLYWOOD, shared concern for people with disabilities using single-use public restrooms at Plummer Park, West Hollywood Park, and Council Chambers and how these restrooms get tied up and become inaccessible. She clarified this restroom is not related to being gender neutral.

Cathy Blaivas, WEST HOLLYWOOD, shared concern for safety, park residents, and park staff and would like to see greater community outreach on these topics.

5. **COMMISSIONER COMMENTS**

Commissioner Karliss shared support for the Ukrainian people and was pleased to see the Budget Standing Subcommittee's recommendations on the agenda.

Commissioner Larry looked forward to the meeting.

Commissioner Solomon thanked the members of the public for their comments and asked staff to ensure last month's presentation is accessible online.

Vice Chair Mason shared that both public safety and equity are priority topics and thanked the members of the public for their comments and being engaged.

Chair Polachek shared support for the Ukrainian people and encouraged blood donations in support of Red Cross Month.

6. **CONSENT CALENDAR** – None.

7. **PUBLIC HEARINGS** – None.

8. **NEW BUSINESS**

A. **FY22-24 BIENNIAL BUDGET**

SUBJECT: The Commission will receive an overview of the biennial budget process and consider the recommendations made by the Budget Standing Subcommittee for FY22-24 biennial budget which includes the 5-year Capital Work Plan.

Staff provided background on the City's budget process and ensured the budget presentation will be shared online and accessible to the public. Staff reviewed the Facilities and Field Services Division's draft budget items and introduced three (3) recommendations developed by the Budget Standing Subcommittee for consideration by the Commission to be added to the FY22-24 biennial budget:

1. Add additional funding Plummer Park Tennis Pro Shop Exterior Restroom Improvements in FY22-23
2. Add Plummer Park Playground Shade Structures in FY22-23
3. Add West Hollywood Park Dog Park Shade Structures in FY22-23

Next, the Commissioners provided their feedback and asked questions.

Commissioner Solomon asked staff to describe how the Detroit Community Garden will work. Staff explained the installation work led by the Facilities and Field Services Division and the sign up process for garden plots is led by the Recreation Division. Commissioner Solomon had additional questions about Hart Park and the Actor's Studio on the property. Staff answered those questions and explained the Hart Park Redesign project (new dog parks and ADA accessibility) is led by the Architecture and Urban Design Studio, and an update on that project will be returning to the Commission at a future date.

Commissioner Larry asked about turf renovations and why they are classified as capital projects. Staff answered this question by explaining operating funds are reserved for the Division's recurring and routine maintenance items and capital funds are reserved for the Division's and City's projects that are for one-time, large budget projects/maintenance projects.

Commissioner Karliss asked where the Hart Park project is in the budget. Staff explained that the project design has an approved budget, but the project construction costs do not have budget approval at this time.

Vice Chair Mason thanked staff for the presentation and had no questions.

PUBLIC COMMENTS: Chair Polachek asked for public comment.

Stephanie Harker, WEST HOLLYWOOD, asked if staff have considered replacing the grass at West Hollywood Park with artificial grass and asked when programming will begin at the Laurel Park House.

Michael Wojtkielewicz, WEST HOLLYWOOD, expressed disappointment in closing public parks throughout the pandemic because they are vital to mental health and wellbeing and did not hear budget recommendations for enhanced cleaning routines at these sites. Concerns related to ADA accessibility at West Hollywood Park were also shared.

Chair Polachek thanked members of the public for providing their comments.

ACTION: Approve the recommendations made by the Budget Standing Subcommittee for FY22-24 as part of the Facilities and Field Services Division's biennial budget submission.

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

Roll Call Vote:

Commissioner Karliss - Y

Commissioner Larry - Y

Commissioner Solomon - Y

Vice Chair Mason - Y

Chair Polachek - Y

B. UPDATE ON VARIOUS ENVIRONMENTAL INITIATIVES & ANNUAL TREE PLANTING EVENT

SUBJECT: The Commission will receive an update on various environmental initiatives being led by the Facilities and Field Services Division and consider approving the program for the 2022 Annual Tree Planting Event.

Staff provided background on the various environmental initiatives being led by the Facilities and Field Services Division: 2022 Tree Giveaway Program, Annual Tree Planting Event, and National Wildlife Federation's Mayors' Monarch Pledge along with two upcoming events that will feature educational monarch butterfly programming. The 2022 Annual Tree Planting will take place along N. Fuller Ave at Plummer Park.

Next, the Commissioners provided their feedback and asked questions.

Commissioner Karliss applauded the City's commitment to support and enhance the urban forest and asked if there is a limit on the tree giveaway. Staff explained that current budget is \$5,000 and do not anticipate receiving applications that exceed the budget.

Commissioner Larry shared excitement for the upcoming Tree Giveaway Program and staff's work to identify trees that require low supplemental water and asked about application eligibility. Staff explained that the only requirement is for applicants to submit their West Hollywood address on the application form and after verification they would be qualified to pick up a free 15 gal tree from the City. A 15 gal tree is the standard size the City purchases for new tree plantings.

PUBLIC COMMENTS: Chair Polachek asked for public comment.

Michael Wojtkielewicz, WEST HOLLYWOOD, thanked the Commission for their acknowledgement that it does take time for the public to be engaged and shared his happiness for the Detroit Community Garden reopening and hopes the City will identify a permanent location in the future.

Stephanie Harker, WEST HOLLYWOOD, shared excitement for the upcoming monarch butterfly educational event with school children and encouraged staff to continue inviting kids to join City events.

Michael Carter, WEST HOLLYWOOD, shared admiration for the City's goal to plant one tree each month in 2022 along with the Tree Giveaway Program as well as the City's support for monarch butterflies and habitat and the City's participation in the National Wildlife Federation's program.

Chair Polachek thanked members of the public for providing comments.

ACTION: Approve the proposed program for the 2022 Annual Tree Planting Event.

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

Roll Call Vote:

Commissioner Karliss - Y

Commissioner Larry - Y

Commissioner Solomon - Y

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

- 9. **UNFINISHED BUSINESS** – None.
- 10. **EXCLUDED CONSENT CALENDAR** – None.
- 11. **PUBLIC COMMENTS** – None.
- 12. **ITEMS FROM STAFF**

Staff informed the Commission that the City typically plants 30 - 40 trees each year and the Tree Giveaway Program is directing staff to plant one additional tree each month in 2022. Regarding school children at City events, staff will reach out to local schools to invite kids to join this year’s Annual Tree Planting Event. Commissioners were invited to all the upcoming events and to please let staff know if they want to attend.

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

A. **GREENING WEST HOLLYWOOD STANDING SUBCOMMITTEE MET ON MARCH 1 AT 5:00 PM**

Commissioner Karliss reported that the Subcommittee discussed the planting palettes for the traffic calming circles.

B. **BUDGET STANDING SUBCOMMITTEE MET ON MARCH 2 AT 1:00 PM**

Chair Polachek shared that this meeting information was shared with the earlier agenda item on the FY22-24 biennial budget.

Commissioner Solomon thanked staff for a great meeting and asked staff about the completion timeframe for the new rainbow crosswalks along Santa Monica Boulevard and materials used. Staff responded that the anticipated completion date is within the week and the materials used are thermoplastic sheets. The lighter colors used have decreased longevity and require weekly cleaning.

Chair Polachek, Vice Chair Mason, and Commissioner Larry thanked staff for a great meeting and members of the community for their participation.

14. **ADJOURNMENT**

The Public Facilities Commission meeting adjourned at 8:07 p.m. to its next regular meeting on Wednesday, April 13, 2022, at 6:30 p.m. via Teleconference.

DocuSigned by:



Erin Hamant, Acting Recording Secretary

DocuSigned by:



Elaine Polachek, Chair

Capital Projects by Division			DRAFT DOCUMENT ONLY - THESE ITEMS ARE PROPOSED AND HAVE NOT BEEN APPROVED				
			FY23*	FY24*	FY25*	FY26*	FY26*
Facilities & Field Services		New Projects					
55-01 VEHICLE PURCHASE	Service vehicles and pool vehicles.		100,000	50,000	55,000	55,000	55,000
55-03 WATER CONSERVATION PROJECTS	Assessment and implementation of water conservation measures for City buildings and landscaped areas.	FY24 landscape improvements on SMB	-	150,000	25,000	25,000	
55-06 ROOF REPLACEMENT PROGRAM	Development of Roof Replacement Plan and the cost for the schedule replacement of the Roof at City Hall and the Romaine Facility in FY18-19.	5 year roof replacement program implementation	150,000	250,000	175,000	100,000	75,000
55-07 ROMAINE MAINTENANCE FACILITY	Phase II Improvements to the Romaine Maintenance Facility.		35,000	15,000	15,000	15,000	15,000
55-09 PLAYGROUND SAFETY PROGRAM	Playground improvements and safety audits		5,000	5,000	5,000	5,000	
55-10 CITY HALL SECURITY IMPROVEMENTS	Security Improvements in City Hall		5,000	5,000	5,000	5,000	
55-12 WEHO PARK IMPROVEMENTS & MAINTENANCE	Short-term improvements to facilities until completion of Phase II construction.	Shade Structure for West Hollywood Park Dog Parks (\$350,000) Annual amount for capital maintenance items. (\$25,000)	375,000	25,000	25,000	25,000	
55-13 WERLE BUILDING IMPROVEMENTS	Window Replacement and exterior skim coat and paint.		150,000	150,000	10,000	10,000	
55-14 PLUMMER PARK COMMUNITY CENTER MAINT	Plummer Park Comprehensive Center Improvements - various projects including: Senior Center Furnishing Replacement; and Exterior Trellis Repair, Security Upgrades. Indoor and outdoor restroom modification		50,000	50,000	25,000	25,000	
55-16 PARK TURF RENOVATION	Turf renovation and replacement program for City parks. Program includes aeration, dethatching, topdressing, fertilization, and replacement as needed.		65,000	45,000	45,000	45,000	
55-18 KINGS ROAD PARK PLAY EQUIPMENT	Development, Upgrades, and Replacement of Existing Equipment. See also CIP 55-08 and CIP 55-09.		-	-	-	-	
55-19 PARK RESTROOM FACILITY PLUMMER PARK	Installation of restroom facility at north end of Plummer Park.	Requesting to increase existing amount by \$200,000	200,000	-	-	-	
55-20 TENNIS COURT UPGRADES PLUMMER PARK	Upgrade lighting, fence replacements, reinstallation of net posts to meet standard court size, resurfacing of courts and installation of shade areas outside of courts.		75,000	25,000	25,000	25,000	40,000
55-21 ENERGY CONSERVATION PROJECT	Continued Energy Conservation Efforts and Implementation of Net Zero/Green Building Strategic Plan Per City Council directive 1431-1435.		-	-	-	-	
55-22 STREETSCAPE FURNISHINGS	Procurement and installation of replacement street furniture (i.e., benches, chairs, regular and Big Belly trash receptacles).	Replace Big Belly's and dog waste bag dispensers	20,000	20,000	20,000	20,000	20,000
55-23 HART HOUSE MAINTENANCE & IMPROVEMENTS	This CIP includes: Implementation of the capital maintenance plan for the buildings.		150,000	150,000	15,000	15,000	15,000
55-33 FORMOSA PARK	Formosa Park entry and walkway improvements.		25,000			25,000	
55-34 Paving & Curb Maintenance (Roads, Sidewalks, Alleys)	Paving and curb maintenance projects for streets, sidewalks, and alleys		15,000	15,000	15,000	15,000	
55-37 Park Equipment & Safety Upgrades	City Council directed staff to install water bottle refilling stations in City parks and facilities at two outdoor locations: Plummer Park Tennis Courts and Kings Road Park. City Council directed staff to install emergency call boxes in public locations at Laurel Park, Hart Park, and Kings Road Park.	Shade Structure for Plummer Park Playground	300,000	-	-	-	
West Hollywood Park Outdoor Sports Courts		Basketball and Tennis Court resurfacing and equipment replacements	25,000	25,000	50,000	25,000	25,000
56-01 CITY LIBRARY - FURNISHINGS, FIXTURES & EQUIPMENT	Enhancing interior/exterior lighting; improving seating opportunities for patrons; replace furnishing; upgrade camera and security systems.		100,000	20,000	20,000	20,000	20,000
56- West Hollywood Park ARC Capital Maintenance			1,845,000	1,000,000			

Projects 2021-22











