

**SUBJECT: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD, AMENDING WEST HOLLYWOOD MUNICIPAL CODE SECTION 1.16.010 “PUBLIC PLACES FOR POSTING NOTICES”**

**PREPARED BY: ADMINISTRATIVE SERVICES DEPARTMENT**  
Janet Jimenez, Director of Administrative Services  
Melissa Crowder, City Clerk  
Lulu Morales, Assistant City Clerk

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**STATEMENT ON THE SUBJECT:**

The City Council will consider an Ordinance to update the public places for posting in the West Hollywood Municipal Code. The law requires that the City post agendas for Brown Act meetings, notices of public hearings, notices inviting bids, and other documents and requires that these locations are codified in our municipal code.

**RECOMMENDATION:**

Introduce on First Reading Ordinance No. 24-\_\_\_\_\_: “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST HOLLYWOOD, AMENDING WEST HOLLYWOOD MUNICIPAL CODE SECTION 1.16.010 “PUBLIC PLACES FOR POSTING NOTICES.”

**BACKGROUND / ANALYSIS:**

At the February 5, 2024, the City Council adopted a change to West Hollywood Municipal Code Section 1.16.010 “Public Places for Posting Notices” and directed staff to add the West Hollywood Aquatics & Recreation Center (ARC) as a courtesy posting location. Since the ARC is a location under the City’s control, Staff is recommending that an amendment to this Code section be approved making the ARC one of the City’s legally-required posting locations. If approved, the ARC, Plummer Park Community Center, and City Hall will be the City’s legally-required posting locations while the West Hollywood Sheriff’s Station and the West Hollywood Library will be courtesy posting locations.

By way of this Item, Staff requests that the City Council introduce this Ordinance on first reading.

**CONFORMANCE WITH VISION 2020 AND THE GOALS OF THE WEST HOLLYWOOD**

**GENERAL PLAN:**

This item is consistent with the Primary Strategic Goal(s) (PSG) and/or Ongoing Strategic Program(s) (OSP) of:

- OSP-1: Adaptability to Future Change.
- OSP-2: Institutional Integrity.

In addition, this item is compliant with the following goal(s) of the West Hollywood General Plan:

- G-1: Ensure that the community is active and engaged in the decision-making process.
- G-2: Maintain transparency and integrity in West Hollywood's decision-making process.

**EVALUATION PROCESSES:**

N/A

**CLIMATE ACTION AND ENVIRONMENTAL SUSTAINABILITY:**

N/A

**COMMUNITY ENGAGEMENT:**

N/A

**OFFICE OF PRIMARY RESPONSIBILITY:**

ADMINISTRATIVE SERVICES DEPARTMENT / CITY CLERK DIVISION

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

- A. Ordinance (redline version)
- B. Ordinance (clean version)