

**MINUTES**  
**LOMPOC BEAUTIFICATION & APPEARANCE COMMISSION**  
**Wednesday, April 10, 2019**

This meeting was called to order at 6:30 P.M. in the Administrative Conference Room located at City Hall, 100 Civic Center Plaza, Lompoc, California.

- I.           ROLL CALL:           Chairperson Warren Keller  
  Vice-Chairperson Susan Gallacher  
  Commissioner Judith McKinnon
- STAFF:                   Sean O’Neil, City Staff/Urban Forestry  
  Supervisor/Commission Secretary  
  Diane Najera, City Staff/Office Staff Assistant III

**PUBLIC COMMENTS:**

No Public Comments were received at this Meeting.

**WRITTEN COMMUNICATIONS:**

No Written Communications were received at this Meeting.

**COMMISSION AND STAFF COMMUNICATIONS:**

No Commission or Staff communications were received at this Meeting.

**CONSENT CALENDAR:**

1.           **APPROVAL OF MINUTES:**

On a motion by Commissioner Gallacher and a second by Commissioner McKinnon, the 3/13/19 Regular Meeting Minutes were approved.

**UNFINISHED BUSINESS:**

1.       2019 Arbor Day/Recognition Grove – Saturday, April13th, 10:00 am @ River Park.

Some logistics of the Program were discussed and finalized. Vice-Chairperson Gallacher relayed that a couple of Councilmembers said they did not receive any notice of the event. Staff Najera said letters soliciting to read the honoree resolution of their choice were send out along with official invitations to all Councilmembers and the Mayor. Chairperson Keller also said the Mayor noted no one else received notice of the event. Staff Najera elaborated on the standard procedures for dissemination of the letter and invitations. Staff O’Neil said we should investigate into the matter.

## 2. Results of Annual Field Inspection.

Chairperson Keller said all previous work project locations look okay, but noted the area by the Library could really use some help because of the excessive amount of weeds. Staff Najera inquired if the Nazarene Church adjacent to the location is still performing their agreed upon weed abatement services in the area. Staff O'Neil said they stopped a long time ago (when Commissioner Scott Reardon resigned from the Commission). Staff Najera suggested the Commission ask them again about performing weed abatement in the area. Chairperson Keller asked if the Commission performing maintenance work with volunteers would be a problem with the Union. Staff O'Neil said you have to be careful on the type of work and amount as that is where an issue with the Union may arise. Commissioner McKinnon asked if the city crew can keep up with the work or do they need some help. Staff O'Neil said they are doing the best they can to keep it how it is but if the Commission wants it to look better then they need to step in and help. Staff O'Neil said he would check into whether or not a Letter Of Understanding (LOU) would need to be submitted. Chairperson Keller relayed that Matthew Dudley from Matthew's Landscaping in town has offered his services if the Commission ever needs help. Vice-Chairperson Gallacher said she had a friend that offered to come out with his tractor and mow along the walking path on Olive Avenue as well. Staff O'Neil felt the area is not bad enough to warrant this right now and Staff Najera suggested to save the offer for when it is really needed. Staff O'Neil noted the volunteer forms would just need to be filled out. Vice-Chairperson Gallacher said she believes she could pull resources together to get some help in these areas. Chairperson Keller recalled the suggestion from Sean about installing split level fencing at the Farmer's Parking Lot area and everyone expressed their support of the great idea! Staff O'Neil clarified it would be an Urban Forestry project not a Commission work day project. Staff Najera will clarify on Brown Act regulations with the City Clerk about more than two Commissioner being at the same event. A brief discussion on the advertising of the maintenance work projects occurred. Staff O'Neil said his crew would pick up trash bags after the maintenance work project. Vice-Chairperson Gallacher suggested the adopt a block program for these areas. Staff O'Neil said some similar proposals (in the Parks Department) have been submitted but are still in the review process and he will inquire on the program after the review process has been completed. Staff Najera suggested to keep it simple and just get the work done and maybe think about expansion later down the road. The Commission elected to meet on 4/24/19 @ 3 pm by the Library to perform weed abatement and 6/12/19 at 8 am at the Farmer's Parking Lot. Use of Facebook for event dissemination was mentioned and it was also noted the name change issue has still not been corrected. Staff Najera said she will get the volunteer forms to Chair Keller ASAP.

## NEW BUSINESS

1. 2019 "Say it with Flowers" Beautification Awards Judging Schedule & Annual Appreciation & Awards Presentation Program.

The Commission expressed their desire to hold the event and efforts to solicit donations. They chose to hold the event on Tuesday, 6/25 at 6 pm at the Dick DeWees Senior & Community Center. It was decided judging will begin May 20th and to have all information to Diane by 5/31. A brief discussion on the specifics of spending money from certain line item accounts and about donations ensued. The Commission recalled the great slide presentation and requested the service again for this year. Further discussion about ribbons and shadow boxes was held. Chairperson Keller asked how many years this event has been going on. Commissioner McKinnon suggested not to be terribly elaborate with the awards as they will be proudly displayed for a while then stored in a back bedroom. Staff Najera replied it was the 40<sup>th</sup> "Say it with Flowers" Beautification Awards in 2017 but the 4<sup>th</sup> Annual Appreciation & Awards Presentation Program. The Commission inquired about the press process and Staff Najera said everything goes through the City's Public Information Officer, Samantha Scroggins. The Commission discussed mentioning this event at the upcoming Arbor Day/Recognition Grove event this Saturday. Staff O'Neil requested one over all ribbon award Winner and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place ribbon awards in each judging section be given. Staff O'Neil noted the importance of immediate and continual press coverage on this event; to give residents time to spruce up their yards. Staff Najera gave a brief review of last year's awards. A brief discussion on the award specifics was held. Staff Najera noted having problems in the past with getting resident's names from mobile home parks. Vice-Chairperson Gallacher noted she may be able to help with that. The Commission requested this item to be on the next Agenda for further discussion. Staff requested donations be submitted as soon as possible. The Commission inquire on how to go about asking city council for funds to help support this event. Staff O'Neil reminded the Commission that they run on contributions, which are independent funds, generated through public donations, interest income and fund raising. All programs of the Commission are self-supporting and operate without contributions from the City. He also noted donations received for a certain event, have to be used for that event only and maybe they should be non-specific with their donation requests so the money can be used where needed. Staff O'Neil suggested a meeting with him, the Chairperson and perhaps the Mayor to get a better understanding of how much is needed for what project and strategize on how to achieve what is required. Staff O'Neil requested Chairperson Keller speak to the Mayor and request the meeting. Staff Najera brought up the need for the Commission to fundraise in general. Staff O'Neil said he will speak with Finance on the correct procedure to request more funds for the Commission.

NEW BUSINESS:

STAFF ITEMS:

COMMISSIONER REQUESTS:

ADJOURNMENT:

Chairperson Warren Keller seeing no further business noted the meeting of the Beautification & Appearance Commission adjourned at 7:44 P.M.

Respectfully Submitted,

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Warren Keller, Chairperson

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Sean O'Neil, Secretary

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