



**CITY OF PACIFICA  
BEAUTIFICATION ADVISORY COMMITTEE  
MEETING MINUTES**

**Wednesday, August 5, 2020  
Virtual Meeting via Zoom**

**CALL TO ORDER: 6:33 P.M. by Chairperson Melinda Moses**

**ROLL CALL:**

- 1. Members Present:** Gail Bennett, Ryann Hoffman, Patty Hontalas, Linda Jonas, David Martinez, Melinda Moses, and Dan Wells
- 2. City Council Liaison:** Sue Beckmeyer
- 3. Staff Members:** Aren Clark, Lawrence Henriquez, and Michelle Trayer from Public Works

**APPROVAL OF AGENDA:** Approved.

**APPROVAL OF July 1, 2020 Minutes:** Approved.

**PUBLIC COMMENT:** No members of the public present

**DISCUSSION ITEMS:**

- A. Existing Agreements/Areas of Adoptions:** Gail reported the areas look good overall, but she noticed there are some plants present that they did not plant. Gail first wanted to gather volunteers to add fresh mulch, weed, and plant lavender, and then contact the sponsors about their sites. Dave reminded the Committee that the sponsors agreed to upkeep the area when they signed the agreement, so volunteers should not be necessary. Dave also shared that the best time to plant is October to November and that mulch is available for sponsors to take at the open yard from 8 am.-4:30 p.m. during the week. Gail will communicate a maintenance work plan and due date to the sponsors.
- B. Mayor's Beautification Awards:** No new updates at this time. The members will meet the week of August 10 to discuss.
- C. Community Center – southwest side planter:** Melinda will measure the planter box at the Community Center to see how to divide the sections up for future adoptions. Melinda also asked for ideas on how to pay for additional Adopt-A-Spot signs. Councilmember Sue Beckmeyer stated her understanding was that the City department who the committee is connected to absorbs the costs of the committee's projects. Sue also shared that as of right now, the Economic Development Committee is the only Committee that has a budget because they presented a work plan and budget request to the Council. Melinda decided the committee should start the same process.

Memorial benches and plaques were also discussed. At this time, there are no locations available, and Public Works is still addressing the replacement of the stolen plaques. Melinda asked Lawrence about the number of utility boxes owned by the City because the BAC received a public art inquiry. Lawrence stated some are owned by Caltrans, and believes the city owns 5-6 traffic signal boxes. Aren will look into locations to make sure the City is sole owners of the boxes and report back.

**D. Mural Sub-committee update to Falk project:** No new updates at this time until the committee is able to meet and discuss a work plan.

**STAFF COMMUNICATIONS:** No items.

**NEW BUSINESS/ITEMS FOR NEXT MEETING AGENDA:** No items.

Patty did inquire about the start date of the Eagle Scout project at the Community Center. Melinda stated the troop is scheduled to start the project the 2<sup>nd</sup> or 3<sup>rd</sup> week of August after the agreement is signed.

Ryann asked where BAC documents are stored. Michelle communicated that the City keeps these records on file and members can go through her to access them.

**GOOD OF THE ORDER:** Reminder to email, text, or call if not attending the meeting as it is important for quorum. Please review minutes and agenda before meeting.

**ADJOURNMENT:** There being no further business, Chairperson Moses closed the meeting at 7:29 p.m.

The next meeting of the Beautification Advisory Committee is scheduled for Wednesday, September 2, 2020 at 6:30 p.m. and is subject to change.