



www.cityofvallejo.net

AGENDA
BEAUTIFICATION COMMISSION
MEETING
6:00 P.M.
VIDEO CONFERENCE
SEPT 2, 2020

Commissioners
Erica Chappell, Chair
Brian Duquette, Vice Chair
Isabel Angel
Rick Wayrich
Susan Slater
Yessinia Martinez
Brenda Coleman

IMPORTANT NOTICE REGARDING September 2, 2020 BEAUTIFICATION COMMISSION MEETING

This meeting is being conducted using teleconference and electronic means consist with the State of California Executive Order N-29-30 regarding the COVID-19 pandemic. The live stream of the meeting may be viewed on television or online. Details may be found at <https://www.cityofvallejo.net/> In accordance with Executive Order N-29-30, the public may only view the meetings on television and/or online and not in the Council Chamber.

PUBLIC COMMENT:

Links to make a public comment **open at 4:00 p.m. on the day of the Beautification Commission meeting.** Each agenda item has a unique link. You must find the item you wish to comment on in the agenda and use that link. The links will close at the conclusion of each agenda item. To learn more about how to place a public comment, visit: <https://www.vimeo.com/430097790>

VIEW THE MEETING:

There are three different ways you can view this public meeting:

☐ Watch Vallejo local channel 28 ☐ Stream from the City website: www.cityofvallejo.net/Streaming ☐
Join the Zoom webinar: <https://zoom.us/j/91400750676>

Want more City Information - Members of the public can: Like us on Facebook (www.facebook.com/cityofvallejo) Sign up to receive City Communications via e-mail (www.cityofvallejo.net/living/connect) Sign up to receive City updates and get connected with your neighbors on Nextdoor (www.nextdoor.com)

CALL AND NOTICE OF MEETING

AT 6:00PM

OF THE BEAUTIFICATION COMMISSION VIA VIDEO CONFERENCE

The Public Comment link opens at 4:00 p.m. on the day of the Beautification Commission meeting. To access the link for public commenting, find the agenda item you wish to comment on and select that link to submit your comment. The hyperlinks to submit public comment will close at the conclusion of public comment for each item.

SEPTEMBER 2, 2020

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. SWEARING IN NEW COMMISSIONERS – City Council Liaison Verder- Aliga

5. COMMUNICATIONS & CORRESPONDENCE

6. COMMUNITY FORUM

Due to the current Shelter at Home order and in conformance with the Governor's Executive Order N2930, the City of Vallejo has opted to hold Commission meetings via teleconference. Any interested members of the public desiring to communicate with the Commission as part of the Community Forum must do so by accessing the link at the conclusion of this paragraph. There will be no public access to City Hall for any meetings until further notice.
<https://www.opentownhall.com/9616>

7. PRESENTATIONS

8. CITY COUNCIL LIASION REPORT

9. AGENDA APPROVAL

A. **Recommendation:** By motion, approve the Agenda.

10. APPROVAL OF MINUTES

A. **Recommendation:** By motion, approve the Regular Meeting Minutes from March 5, 2020

11. NEW BUSINESS

Proposal to reinstate Adopt-A- Block (AAB) citywide program

12. COMMITTEE / ACTIVITY REPORTS

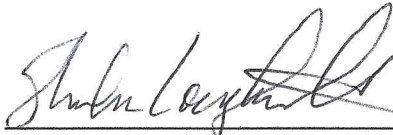
A. Recognition Program for Neighborhoods, Homes, and Commercial Building Ad Hoc Committee Update– Chair Chappell

B. Comprehensive Calendar Events –Secretary Loughmiller

C. Beautify Vallejo Ad Hoc Committee Update – Chair Chappell

I, Shelee Loughmiller, Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Beautification Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 11:30 a.m. Monday, August 31 2020.

Dated: Monday, August 31 2020.

A handwritten signature in black ink, appearing to read 'Shelee Loughmiller', written over a horizontal line.

Shelee Loughmiller, Executive Secretary

**BEAUTIFICATION COMMISSION
REGULAR MEETING MINUTES
PUBLIC WORKS CONFERENCE ROOM
February 5, 2020**

1. CALL TO ORDER

The meeting called to order by Chair Chappell at 6:05 p.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Present: Chair Chappell, Vice Chair Duquette, Commissioner Poynter, Commissioner Angel, Commissioner Myslik, Commissioner Olsen, Commissioner Weyrich
Absent: Council Liaison: Rozzana Verder-Aliga
Staff: Secretary Crutchfield

4. COMMUNICATIONS & CORRESPONDENCE –

- A. Secretary Crutchfield reminded the Beautification Commission about the upcoming Boards and Commissions Banquet that will be held on March 4, 2020 at 6 p.m. and asked all of Commissioners to attend.
- B. Decorum and Ethics – Secretary Crutchfield informed the Commission that according to City Attorney, anyone who missed the presentation from the December 4, 2019 meeting on Decorum and Ethics could watch the video from that meeting and to satisfy the requirement.

5. PRESENTATIONS

- A. Shawn Gilroy – Advertising and Marketing Director at the Vallejo Times Herald; the 2020 Chair of the Vallejo Chamber of Commerce and Rotary Immediate Past President gave a presentation on the Welcome to Vallejo signs.

Ms. Gilroy looked at several signs of various communities and the Rotary settled on a sign similar to the signs from the City of Chico. The Sign is 18 feet tall and 22 ft. wide and all the service club logo signs will be graffiti proof. Community Branding worked on the rendering of the sign. The 23 service clubs have each been asked to contribute \$5,000, and \$79,000 in Participatory Budgeting has been raised so far. The estimated cost to have the signs built and installed is \$300,000.

They are currently working with Caltrans on easement rights, which will help speed up the installation of the signs. In closing, Ms. Gilroy provided a list of all the potential locations for the placement of the signs.

6. COMMUNITY FORUM - None

7. CITY COUNCIL LIAISON REPORT - None

8. AGENDA APPROVAL

- A. **Recommendation**: By motion, approve the Agenda

Action: Moved by Commissioner Myslik, seconded by Vice Chair Duquette and the motion carried unanimously; with Commissioner Weyrich abstaining, to approve the Agenda.

9. APPROVAL OF MINUTES

- A. **Recommendation**: By motion, approve the Special Meeting minutes from January 8, 2020

Action: Moved by Vice Chair Duquette, seconded by Commissioner Angel and the motion carried unanimously; with Commissioner Weyrich abstaining, to approve the Special Meeting minutes from January 8, 2020

10. ACTION CALENDAR

A. 2020-2021 STRATEGIC PLANNING

Recommendation: By Motion, approve the discussion regarding setting and prioritizing the 2020-2021 goals and objectives for the Beautification Commission

Action: Moved by Vice Chair Duquette, seconded by Commissioner Olsen and the motion carried unanimously, with Commissioner Weyrich abstaining, to approve the discussion setting and prioritizing the 2020-2021 goals and objectives for the Beautification Commission.

11. COMMITTEE / ACTIVITY REPORTS

- A. Recognition Program for Neighborhoods, Homes, and Commercial Building Ad Hoc Committee Update- Chair Chappell and Commissioner Myslik is making progress and their new goal is to have the program ready to roll out by March 1, 2020. Secretary Crutchfield is not familiar with form stack or the logistics of how the program will work. Commissioner Myslik, would like to meet with Secretary Crutchfield to go over the program to hope get the program ready for the second quarter.

Action: Moved by Commissioner Myslik, seconded by Vice Chair Duquette and the motion carried unanimously, with Commissioner Weyrich abstaining, to add Commissioner Angel to the Recognition Program for Neighborhoods, Homes, and Commercial Building Ad Hoc Committee.

- B. Comprehensive Calendar Events – Commissioner Myslik provided a calendar that would be used internally by the Beautification Commission to identify upcoming events. Secretary Crutchfield will add upcoming City-wide events and distribute the calendar at upcoming meeting and give other Commissioners to add events and tabling opportunities to the calendar. Commissioner Olsen reported that on February 22nd there will be Lemon Festival Fundraiser at Redman Hall on Georgia St. for the Capital Street Stairs project. The cost to attend the fundraiser is \$25.00 and Commissioner Olsen will provide flyers.

- C. Caltrans Letter Writing Campaign – Commissioner Olsen reported that Caltrans had a work crew cleaning up Hwy.29 and the off ramps looked better. Secretary Crutchfield reported that there was also a Caltrans work crew cleaning up Sonoma Blvd. Unfortunately, we are unsure if

the Caltrans presences is due to the letters and phone calls that the Commissioners were making to Caltrans; however, the Commissioners were encouraged to continue to reach out to Caltrans.

- D. Beautify Vallejo Ad Hoc Committee Update – Commissioner Angel that she received confirmation to have a table at the Art Walk on February 14th. Secretary Crutchfield will provide Commissioner Angel with the necessary supplies for the Art Walk. Chair Chappell and Commissioner will both volunteer to work this event. In addition, Commissioner will also like to volunteer to have a table at the March 13th Art Walk. Unfortunately, she still has not received permission to have a table at the Farmers Market. Commissioner Angel will check the Beautification Commission email to ensure that it is work.

- E. T-Shirts – The Beautification Commission voted to have green hoodies.

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

Moved by Commissioner Myslik, seconded by Commissioner Olsen and the motion carried unanimously; with Commissioner Weyrich abstaining, to adjourn the meeting at 7:26 p.m.

ERICA CHAPPELL, CHAIR

ATTEST:

DEREK CRUTCHFIELD, SECRETARY



Adopt-A-Block Handbook

*The Adopt-A-Block program energizes new
neighborhood volunteers to participate in community activities.*

*Street by street, neighbors inspire each other by setting an example of
environmental and community stewardship, dramatically improving their quality of life.*

★ **Make Vallejo Pretty** ★

OUR MISSION

We engage diverse communities, to create vibrant public places, helping people and nature thrive.

- We aim to empower neighbors to bring beautification and neighborhood revitalization down to the smallest unit, the block.
- We hope to energize new neighborhood volunteers to participate in community activities.
- We build capacity for neighborhoods to create vital, beautiful greenspaces.



TABLE OF CONTENTS

Block Captain Responsibilities.....	3
Native Plant and Tree Distribution.....	5
Little BIG (Block Improvement Grants)	6
Events and Opportunities.....	7
Great Vallejo Cleanup.....	8
42 Ways to Engage Your Neighbors.....	9
Contact Us.....	11

BLOCK CAPTAIN RESPONSIBILITIES

RESPONSIBILITIES AND COMMITMENT

Adopt-A-Block is a by-yearly program, which means that you are your block's Captain for two years. If at any time you wish or need to end your participation for any reason, you may do so by giving us a heads up.

As a block captain, your essential duty is to maintain your block, and any storm drains within it, free of litter and debris on an ongoing basis, to communicate with your neighbors about your efforts, and to try to get them involved as well.

Our assumption is that you will spend around 4 hours per month (except during months with bad weather) clean up your block and reaching out to neighbors as a part of your efforts. This may mean picking up trash on a daily basis when you return home from work, a once a week pic-up with a few neighbors, or a larger monthly cleanup where everyone is involved.

Finally, share your efforts with us! We ask that once a month you submit an Adopt-A-Block Litter Report, which will help us understand the impact Block Captains make, where KVB needs to focus, as well as improve the program overall.

TOOLS AND SUPPLIES

Each block captain receives access to our Community Clean Up Trailer calendar so you can reserve the trailer for groups of 20 or more. Each block captain receives a cleanup kit that includes his or her choice of **four of the following items: a broom, shovel, bags, gloves, scoop, bucket or litter-grabber**. We provide door hangers for after you receive your starter kit, we will provide you with gloves and trash bags on an annual basis. We encourage captains to pick up their supplies during our **annual Supplies Distribution, which takes place the end of March**. If you are unable to attend the event, you can arrange to pick up your cleanup kit at the MVP office (Public Works Maintenance Yard 111 Amador St.)

BLOCKS AND BOUNDARIES

The size and shape of the block you would like to adopt is entirely your choice. A block is considered to be between two streets. We may have captains that have adopted multiple blocks.

Your block boundaries: You are responsible for cleaning up both sides of your street, and the side of each alley that pertains to your block. This covers storm drains as well. If you have any questions about your boundaries, please do not hesitate to contact us!

MONTHLY NEWSLETTER & BLOCK SCORING

In the monthly newsletter, we share an array of information relevant to your work, such as news articles, online resources, and other MVP volunteer opportunities!

Along with the above, your block will be scored at least two times between May and October by MVP. We will send you a letter or e-mail whenever you are scored.

Your block is scored on a scale of 1 to 4. 1 = no litter (GOOD); 2 = some litter; 3 = moderately littered; 4 = heavily littered (NOT SO GOOD). This litter index was developed by Keep America Beautiful and is used across the country.

Your block will only be scored on the amount of litter present in the public areas of your streets and alleys (i.e. street, curb, sidewalk, and public parts of the alley). However, the inspector may also note other issues on public or private property that you may report to the Community Volunteer Coordinator, including: junk; trash and debris; graffiti; high weeds and grass; etc. you will be notified of such conditions in your monthly score letter. Report these conditions to the Community Volunteer Coordinator at 707-648-8616 or on [SeeClickFix](#).

Abandoned/Inoperable Vehicles

Report abandoned vehicles directly to the Police Department, Traffic Division. The Police Department is responsible for handling all abandoned vehicle reports. The following are approved by the Traffic Division for filing Abandoned Vehicles on Public Property. In order to streamline the proceed, please choose ONE option to make your report.

Call 707-648-4682 OR Email trafficmobile@cityofvallejo.net

OR Use the online reporting tool:

<https://secure.coplogic.com/dors/startreport/100209801/100447901>

Please be prepared to provide the following information:

Vehicle Make – Vehicle color – License plate number – Location of the vehicle – Info about why the vehicle appears abandoned. Currently, there is a backlog of reports on the abandoned vehicle list, and providing detailed information to ONE of the approved reporting tools will help the Traffic Division more efficiently investigate reports given their reduced resources.

DISTRIBUTIONS



NATIVE PLANT DISTRIBUTION (in partnership with local garden club/Forest Service)

At the end of each scoring season in October, your monthly scores will be averaged. If your yearly block score averages out to be a 2 or better and you come to our annual Native Plant workshop, you are eligible for free perennial flowers the following year! You will be notified of your average score and if you are eligible for flowers in advance of the flower distribution. We have distributed plants in a variety of ways (pick-up event, mailed out), so keep an eye on the Adopt-A-Block newsletter to find out the details!

TREE DISTRIBUTION (in partnership with local garden club/Forest Service)

In October MVP is fortunate to be able to offer a tree distribution to Adopt-A-Block captains. Each block captain may request up to 2 trees. They can choose which type from a list of species we will provide each year. These trees will come to you 5-15 feet tall, and you water them with 15 gallons of water a week, May-October, for the first two years.

Through Make Vallejo Pretty Community Forestry Program, your block or neighborhood can get 20+ trees to plant along your residential streets or in neighborhood common areas. Please check out [<insert link to community forestry partner>](#) for more info.

Little BIG (Block Improvement Grants) Awards

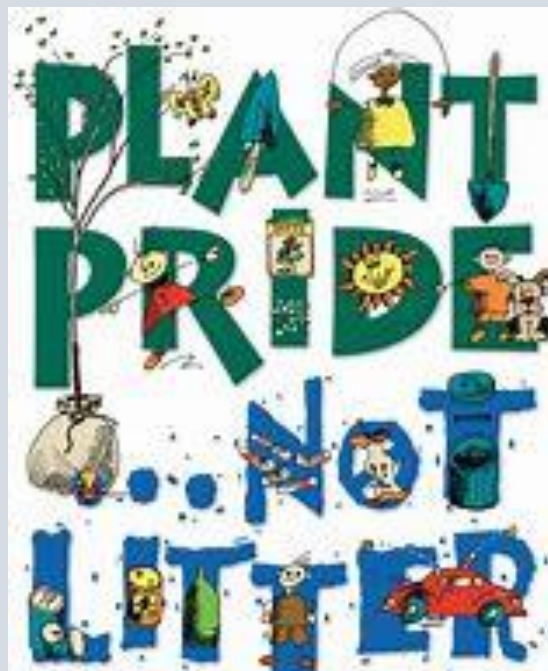
This Adopt-A-Block Micro-Grant program is a way for you and your fellow captains to get together and make your neighborhood better! Make Vallejo Pretty will be funding at least three Adopt-A-Block community projects each year, up to \$500 each.

ABOUT

Your grant proposal can target anything that you and at least two other Adopt-A-Block Captains in your neighborhood believe will make your community better. It should be a project you can accomplish on your own with seed money from MVP. Maybe it's adding signage, fixing up a community greenspace, or throwing a neighborhood party. We want to hear from you about what's important to you and your neighbors!

Grant applications will be reviewed on a rolling basis by MVP Staff and the Adopt-A-Block Steering Committee at monthly Steering Committee Meetings, application's will be accepted from January 1st until the funding pool has been depleted. Your committee must consist of at least three current Adopt-A-Block Captains. Awards will be reimbursed in the form of a check from MVP when the budgeted work has been completed.

MVP is looking for new ways to engage community members and help them increase the quality of life for everyone in their neighborhoods. Below are some examples of projects completed but use your imagination in how we can support you in making your neighborhood better!



EVENTS AND OPPORTUNITIES

VOLUNTEER & DONOR APPRECIATION DINNER

Every year we host the Volunteers and Donors Appreciation Dinner to recognize and appreciate all MVP donors and volunteers, including Block Captains, that served the previous year. At this dinner, you will hear about past successes, upcoming projects and an array of awards that will encourage and motivate you to get ready for spring cleaning! We provide you with a full catered dinner and an opportunity to socialize with others citywide that are passionate about block beautification.



FREE
Fall Clean up Day!

City of VALLEJO California Recology

November 2, 2019
8:00 am-12:00 pm
Railroad St. on Mare Island

Accepted

- Tires (9 tire limit)
- Furniture
- Mattresses
- Refrigerators
- Garbage
- Yard waste
- All Appliances
- E-Waste (anything with a plug)
- Metal objects

Not Accepted:

- Household Hazardous Waste
- Chemicals
- Sharps or Medical Waste
- Construction & Demolition Debris

Vehicles: Pickups or smaller with trailers are OK but
NO BOX TRUCKS or U-HAULS ALLOWED
Participants will need to enter from HWY37-
No Mare Island Bridge Access

for Vallejo Residents only

This is a City of Vallejo & Recology sponsored event. **This event is open to Vallejo Residents ONLY and proof of residency will be required to participate.** NO Commercial Businesses or Contractors allowed!! For more information please call (707) 552-3110 or (707) 648-5346.



GREAT VALLEJO CLEANUP

MVP's Great Vallejo Cleanup (GVC) is an anti-litter, community empowering program in partnership with the City of Vallejo. We provide to people who want to lead the charge against heavy litter, illegal dumping, and debris in the public spaces in their neighborhood.

WHAT MVP PROVIDES

- **Cleanup supplies:** Trash bags and gloves (additional supplies available in April)
- **A dumpster:** In partnership with the City of Vallejo and through a generous donation from Recology, MVP is able to provide dumpsters for your community cleanup.
- **How-To Planning Guide:** We've laid out a [checklist](#) of what you need to run your own cleanup.
- **Media resources:** Need flyers? Social media posts? MVP's logo? [We created a media guide to help you publicize your event.](#)

WHAT WE NEED FROM YOU

- **The desire to make a difference in your neighborhood:** You provide the labor; we provide the resources to make you successful!
- **The completed request form:** You can request two cleanups per year, April through October.
- **Your voice:** Let your neighbors know about the resources available for cleanups through Make Vallejo Pretty. Share your cleanup photos on our Facebook page!

The Great Vallejo Cleanup runs every weekend, from April through the end of October. Dumpsters will be delivered up to two days before your scheduled event, and will be picked up within two days following the event. Resources are reserved on a first-come, first-served basis. Cleanup request forms are available on the web at [Free Neighborhood Dumpster Program](#).

This program is not intended for personal use (garage/basement cleanouts, etc.), but is based on generous donations from the City of Vallejo Department of Public Works and Recology to assist volunteers dedicated to making a difference in their community. Please help us to ensure these donated resources are put to the highest community good! The Great Vallejo Cleanup would not be possible without the support of our sponsors. A huge thank to Recology, whose generous donations of trash disposal services makes this program possible.

42 Ways to Engage Your Neighbors

1. Institute Sunday evening walks in the neighborhood, where neighbors get out and walk together after dinner.
2. Hold monthly potluck brunches. One Saturday a month, have a different person host the potluck brunch in their home.
3. Have a pre-cleanup walk, where you and your neighbors walk the block and alleys to scope out what needs to be cleaned up before you do your actual cleanup.
4. Go door to door and pass out the Adopt-A-Block door hangers from MVP. When you leave a door hanger, also leave a trash bag and pair of gloves for the neighbor to get started.
5. Hold an ice cream social.
6. Walk your dog regularly, and make sure to talk to neighbors when you do so.
7. Mail nice invitations to your neighbors about your community event.
8. Clean a neighbor's yard, especially an elderly or disable neighbor.
9. Do a tool swap with your neighbors – borrow a shovel and let them borrow a rake!
10. Partner with a neighborhood school church or business and use their youth groups and staff to volunteer at your community cleanups.
11. Keep an updated roster of all Adopt-A-Block captains in your neighborhood, complete with their addresses, phone numbers and e-mails. Have a weekly or monthly cleanup and rotate show block you will work on.
12. Invite someone you want to get involved in Adopt-A-Block as your guest to the Adopt-A-Block Annual Meeting and Appreciation Dinner in March. Then get them to sign up that night.
13. Don't try to do it all in one day.
14. Wear an MVP T-Shirt when you work. It will formalize your cleanup activities.
15. Always smile and wave.
16. Meet the parents of children you would like to involve in helping to clean the street. Get their permission to involve the child, and explain to them what you are trying to.
17. Organize a "gutter cleanup" day and take turns cleaning each other's gutters, including the gutters of elderly or disable residents.
18. Ask the children to offer refreshments at your cleanups.
19. Use blogging, Twitter and Facebook to communicate with Techno-savvy neighbors.
20. Engage institutions to help – use university students to help canvass the neighborhood and do asset mapping of your community.
21. Organize a nature walk of a nearby natural area or park.
22. Print your flyers and newsletter in both Spanish and English.
23. Hold a fish fry at a local park.
24. Invite an MVP representative to a block meeting to encourage and inspire your neighbors to get involved in cleaning up the neighborhood.
25. Ask local merchants to donate goods and service to your projects, Don't be afraid to ask.

26. Clean up the yard of a vacant house or abandoned house. Pick up the trash, weed and mow. Your neighbors will really take notice.
27. Recruit new Adopt-A-Block captains during your annual neighborhood cleanup, if you already do one.
28. Hold monthly front porch meetings or social gatherings.
29. Organize regular morning litter cleanups, such as on Saturday mornings. Offer coffee and rolls as an incentive to participants.
30. Use your neighborhood organization as a platform to recruit more blocks to be involved.
31. Create a block roster and make sure everyone on the block has one. Include each person's address, phone number and e-mail address and make sure the list is continually updated and distributed.
32. Make personal phone calls inviting and reminding neighbors of community events, using the block roster.
33. Pass out reminder flyers a day ahead of events.
34. Ask neighbors who are already cleaning up in their yards to participate officially through Adopt-A-Block.
35. Use your school-aged children to engage other kids in the neighborhood – ask them to set an example of not littering, therefore developing a “clean” conscience on the street.
36. Gang up on problem properties. Have a group of neighbors watch nuisance properties and call the [Neighborhood Law Program](#) regularly to report violations.
37. Create a block newsletter, highlighting events, personal stories, and neighborhood history.
38. Form a Gardening Activity Club. Work on each other's yards or focus your energy on common spaces such as medians, neighborhood entryways or community gardens.
39. Organize a neighborhood Garden and Flower Show, where neighbors can take tours of each other's gardens, or neighbors can create competitive bouquets with flowers from their own gardens.
40. Hold a beautification contest for the most beautiful yard, - Award the “best yard” with the flowers that MVP grants every year through the Spring Flower Distribution.
41. Choose a new neighbor every year to be the recipient of a ‘garden’ – All of the other neighbors get together to design and plant up the yard using the flowers the MVP gives through the spring Flower Distribution. The rest of the flowers are divided amongst the rest of the neighbors to be put in their own yards.
42. Organize a tree planting with MVP.

CONTACT US WITH ANY QUESTIONS!

Lieutenant Kenny Park

Code Enforcement

Community Services Division Commander

707-648-4469

code.enforcement@cityofvallejo.net

William Roberts

Assistant Public Works Director – Maintenance

707-648-5235

william.roberts@cityofvallejo.net

Derek Crutchfield

Recycling Coordinator

707-648-5346

derek.crutchfield@cityofvallejo.net

Shelee Loughmiller

Community & Volunteer Coordinator

707-648-8616

shelee.loughmiller@cityofvallejo.net