

BICYCLE AND TRAIL ADVISORY COMMITTEE MEETING

Wednesday, April 17, 2013 5:30 p.m. – 7:30 p.m. City Council Chambers Ground Floor, City Hall

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF AGENDA
- D. APPROVAL OF MINUTES from March 20, 2012
- E. CITIZEN COMMUNICATIONS FROM THE FLOOR
- F. COMMUNICATIONS FROM OTHER AGENCIES.
 - 1. Los Pinos Bridge/Ashpaugh Park Opening Event & BTAC, POSAC & COLTPAC Meeting (Bette Booth).
- G. DISCUSSION AND ACTION
 - 1. Discussion Regarding Trails Closures Due to Fire Prevention within the City of Santa Fe (Barbara Salas, Fire Chief).
 - 2. Discussion & Action Regarding a Resolution Relating to Healthy Lifestyles and a Clean Environment; Directing Staff to Design a Bus Pass Rebate Program for Residents of Santa Fe Who Purchase a Bicycle and/or Bicycle Equipment; and Directing Transit Staff to Locate a Funding Mechanism for such Program. (Councilor Dominguez) (Jon Bulthuis).
 - 3. Presentation, Discussion and Action Regarding the Gail Ryba Underground Crossing Fence Replacement and Relocation (Eric Martinez/Leroy Pacheco).
 - 4. Acequia Trail at St. Francis Below Grade Crossing Update (Eric Martinez/Leroy Pacheco).
 - 5. Presentation, Discussion and Action Regarding Reallocation of the Bike Sharing Program CIP Fund \$50,000 (Bob Siqueiros).
 - 6. BTAC Subcommittee Updates:
 - On-Road
 - Mountain Bike
 - Bike Education and Outreach
 - La Tierra Master Plan
- H. STAFF COMMUNICATIONS
 - 1). BTAC Request for Information Log (Bob Siqueiros)
- I. COMMITTEE COMMUNICATIONS
- J. ADJOURNMENT

PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.

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MINUTES OF THE

CITY OF SANTA FÉ

BICYCLE AND TRAIL ADVISORY COMMITTEE

April 17, 2013 5:30 p.m. – 7:30 p.m.

A. CALL TO ORDER

A regular meeting of the City of Santa Fé Bicycle and Trail Advisory Committee was called to order by Chair Patti Bushee on this date at approximately 5:40 p.m. in Council Chambers at City Hall 200 Lincoln Avenue, Santa Fé, New Mexico.

Members Absent:

Lisa Miles [excused]

John Longworth [excused]

Joseph Abbatacola [excused]

B. ROLL CALL

Roll call indicated the presence of a quorum as follows:

Members Present:

Patti Bushee, Chair Frank Herdman, Vice-Chair Gretchen Grogan James Ronald Pacheco Tomás Rivera

Staff Present:

Shelley Robinson

Bob Siqueiros, BTAC Liaison Jamison Barkley, Assistant City Attorney

C. APPROVAL OF AGENDA

Chair Bushee requested to move items G-2 and G-5 to the front of the agenda since she had to leave early and had comments for those two items. She also asked to correct the year on Approval of Minutes.

Mr. Pacheco moved to approve the agenda as amended. Mr. Herdman seconded the motion and it passed by unanimous voice vote.

D. APPROVAL OF MINUTES MARCH 20, 2013

Mr. Herdman moved to approve the minutes of March 20, 2013 as presented. Ms. Grogan

seconded the motion and it passed by unanimous voice vote.

E. CITIZEN'S COMMUNICATIONS FROM THE FLOOR

Mr. Jim Harrington said a traffic calming subcommittee from five years ago had dealt with the problems regarding traffic measures that were impeding bicyclists and had recommended changes to the traffic calming manual. They met with Chris Ortega and Robert Romero. But some of the changes never got into the manual so he wrote to Mr. Siqueiros and he passed it on to John Romero and he responded that they didn't make the changes because there was no traffic calming going on any more. He hoped that if traffic calming work was resumed that those changes would be incorporated into the manual. He mentioned it today so that it wouldn't get lost after several more years of calming inactivity. He briefly explained why the changes were important for those on bicycles.

Mr. Siqueiros agreed to follow up on that item.

Mr. Willard Chilcott, 885 Camino del Este, spoke next. He had spoken some months ago with Gilbert Delgado, the Chair of Sister City Committee and about a bicycle ride he had planned when Chair of the Pasadena California Sister Cities Committee with a sister city in Germany. So he proposed a similar event on the Old Santa Fé Trail, by inviting others from other countries to the event. He met with Mr. Delgado and urged him to consider inviting other sister cities to such an event but nothing had happened. So he came to this meeting to see if it was possible through BTAC. He had already gotten 23 signed up from various other nations including Canada, Switzerland, and England and from other places in this country. He gave out literature on Santa Fé Trail and Sister Cities. He hoped Mr. Delgado would send out letters and emails.

Ms. Margaret Alexander, 1116 Tano del Este, talked about special event parking at La Tierra Trails. May 4th was the La Tierra Trails Torture Mountain Bike Race would occur and they had to cut it down to one day because there was not enough parking on Sunday because they were renting the Unity Church parking lot on Saturday but couldn't on Sunday. She was hoping that within six months or so they could identify an informal field for the next special event. The problem now was that parking was too dispersed and it was hard for people from out of town to find those little parking lots. There was a field on Montoyas that could work and there might be some other alternatives.

Mr. Herdman asked if she had investigated the dog park.

Ms. Alexander felt that was too far away.

Chair Bushee asked Mr. Siqueiros to put that as an agenda item after some investigation.

Mr. Steven Newhall, 601 West San Mateo, Unit 92 asked what had been done regarding traffic light trippers that recognize bicyclists. It was very important to him and wanted to find out what had happened.

Chair Bushee had an article regarding a special bicycle signal light.

Ms. Grogan asked if he was talking about actuators.

Mr. Newhall agreed and said all of the intersections need to work with bicycle actuators. Councilor Bushee has raised this in many committees and he would like this to be worked on.

Chair Bushee asked Mr. Sigueiros to add this as an agenda item as well.

Ms. Robinson in article this is state issue. Chair Bushee DOT issue.

Chair Bushee said it should be run by Mr. Wilson to see if any funding could be used for it.

F. COMMUNICATIONS FROM OTHER AGENCIES.

Los Pinos Bridge/Ashbaugh Park Opening Event & BTAC, POSAC & COLTPAC Meeting (Bette Booth)

Ms. Bette Booth, POSAC Chair, announced the opening event for Los Pinos/Ashbaugh Park on May 4th at 4:00 PM. It would include a ribbon-cutting for the bridge by Mayor Coss and Councilor Bushee She invited everyone to the opening of the park and added that they would have music at the event as well as a disc golf demonstration, a tree planting, a karate demonstration and food with ice cream from Baskin-Robbins. She handed out a map and a description of the event to the members.

She brought a concern about the park sign that was being developed by Leroy Pacheco and the Santa Fé Art Institute. POSAC was very concerned about this because of the process. The Parks Director did not know anything about it. She passed around a picture of the sign. POSAC and BTAC were not informed. The content of the sign needed to include that this improvement was funded by the park bond. We need to make sure the public were seeing what their bond money actually paid for so they later could ask for more. Her Committee believed the quality was not sufficient for a park sign. But if it had to go up, she suggested it go up at the front of the park and not at the back by the bridge and that another sign at the bridge talk about the bond money.

She had asked Mr. Martinez to talk with Mr. Pino about at least putting it somewhere else. In the future, she asked that staff alert Park Staff if signage was to be placed in the park so staff could inform POSAC so they could participate in it.

Ms. Robinson asked if the sign would have verbiage about the bond that funded it.

Ms. Booth said the details were already at the sign shop before she was informed about it. She wanted to bring it to the attention of BTAC because there would be others in the future and asked if BTAC heard of any more to please let POSAC know so it could go through proper channels.

She added that BTAC, POSAC and COLTPAC would have a joint meeting soon and asked for preferred dates from BTAC so they could consider them as they planned for it.

G. DISCUSSION AND ACTION

2. Discussion and Action Regarding a Resolution Relating to Healthy Lifestyles and a Clean Environment; Directing Staff to Design a Bus Pass Rebate Program for Residents of Santa Fé Who Purchase a Bicycle and/or Bicycle Equipment; and Directing Transit Staff to Locate a Funding Mechanism for such Program (Councilor Dominguez) (Jon Bulthuis)

Chair Bushee turned the Committee's attention to amendment that has been introduced [attached as Exhibit A]. She understood that there were already changes proposed. She announced that the City Attorney had informed her that Mr. Rivera could not be involved in this issue because of conflict of interest. Mr. Rivera thought he could be involved in the discussion but not the vote. Chair Bushee said normally those with conflicts of interest had to sit outside during the consideration. She explained that Mr. Rivera was a member of the Chain Breakers' collective.

The Assistant City Attorney, Ms. Jamison Barkley said there were several issues involved in this conflict of interest and Mr. Rivera should not participate in the discussion or in the vote. She acknowledged that there was not a clear conflict of interest here because of the way the resolution was written. But the Chain Breakers Collective would be involved in the program.

Chair Bushee asked what she was trying to say clearly. She explained that she still needed a quorum and a vote on this.

Ms. Barkley said the Committee should discuss what role Chain Breakers would have in the program. As the resolution was written now there was no mention of Chain Breakers so it would require an amendment potentially to proceed with a greater role for Chain Breakers. If the resolution was approved as presently offered she did not think there would be a conflict of interest.

Chair Bushee said Chain Breakers introduced the concept for this legislation and that was it. Mr. Rivera was simply a member of Board or something.

- Mr. Rivera clarified that he was on staff.
- Ms. Barkley said if there was not a greater role for Chain Breakers then it should not be an issue.

Chair Bushee said she did not realize Mr. Rivera was a paid staff.

Ms. Barkley add that if the Committee wanted to give some of the work to Chain Breakers there would be a conflict of interest.

Mr. Rivera said Chain Breakers was not seeking funding for the organization nor did they believe there was any financial interest on this resolution.

After further discussion it was agreed there was no conflict of interest.

Chair Bushee read the resolution and said she was a cosponsor. She said she would allow for limited public comment and wanted to be present for the vote. She noted that one of the City Attorneys had some concern about it.

Ms. Barkley said it was unclear to them and would require more research but gave a heads up to the BTAC that it would function like an anti-trust issue where the City would be essentially "in cahoots" with local retailers vs. the rest of the world. She just wanted to bring it to the attention of the sponsor.

Chair Bushee said this was just conceptual at this meeting and that language could be refined if it was approved here. Ms. Barkley agreed.

Chair Bushee noted that on lines 11-13 they would delete those lines and insert "design a bus pass rebate program for residents of Santa Fé who purchase a bicycle and/or bicycle equipment from a locally owned retailer or a local non-profit organization whose primary place of business was located in Santa Fé, design the program so as to incentivize new ridership on Santa Fé Trails and locate a funding mechanism for such a program. "She said her submitted amendments did not have the "and/or" in it. I approved, she would add that further research would be done.

Chair Bushee invited very brief public comments.

Ms. Angelina Acevedro, 2100 Cerrillos Road, said she was a member of Chain Breakers. She commented that the bus was making her late sometimes for her probation appointment due to not enough buses. She got a bike through Chain Breakers and it has changed her life. She felt more in control. She got involved in the bus rebate program to help the community. It would use money rebated for a bike share program.

Chair Bushee asked that the speakers indicate if they were a bike rider or a bus rider.

Ms. Acevedro said most of the 300 members of Chain Breakers were bus riders and bike riders. She supported the bus rebate program.

Mr. Clemente McFarlande was a business owner at Rodeo Plaza who wanted to expand access to ride ability when he opened his shop. He supported the bus rebate program and had seen bike share programs in other places. He urged the BTAC to use the money from the rebate for bike share. He said he was a bus rider but not as much now with warming weather.

Mr. Jon Bulthuis said that Mr. Rivera and members of Chair Breakers came to the Transit Advisory Board with their ideas and he made a presentation. He affirmed that the funding mechanism and local bike shops proposal was not reducing revenue to the transit program.

Chair Bushee asked if Mr. Bulthuis was willing to work with entities to solve issues.

Mr. Bulthuis said it would be difficult but certainly they would do what they could to help. There was some discussion about the administrative set aside from \$50,000. His perspective was that it was not necessary and he would prefer that the entire amount be rolled into passes used by the public, rather than staff at Santa Fé Trails.

Mr. Bulthuis said they had a lot of discussion regarding program costs. He suggested they ear mark a dollar amount for a pilot program and when the funds were gone they were gone, He didn't have a problem with that. It was a feasible program and the funds would provide a great start.

Chair Bushee asked if he had any thoughts on ridership that would make it possible to have participating businesses offer a discount to riders.

Mr. Bulthuis wasn't sure. One of the discussions at the TAB meeting rather than annual pass was for a dollar amount to be decided and make the pass a monthly pass. The concept to move the resolution forward was endorsed with caveats that he mentioned.

After a few other comments, Chair Bushee suggested discussing both of these items first but have a separate vote for each one.

5. Presentation, Discussion and Action Regarding Reallocation of the Bike Sharing Program – CIP Fund, \$50,000 (Bob Sigueiros)

- Ms. Robinson felt this was a brilliant idea and was absolutely for it.
- Ms. Grogan also supported it and thought it was a great idea.
- Mr. Rivera supported both.
- Mr. Herdman was a little concerned about detaching money from the current location.
- Chair Bushee asked about Chain Breakers giving a bike away.
- Mr. Rivera explained it was a barter thing
- Ms. Barkley said it would not be a problem as long as there were always barter agreements. It might become an anti-donation problem if they were giving away without a voluntary exchange. She was hesitant to make clear statement at this time.

Chair Bushee gave direction to staff to explore how to engage non-profits who were operating on a barter system so clients could benefit from the program.

- Ms. Barkley asked Mr. Rivera how often there was a trade.
- Mr. Rivera said it always was, such as four hours of volunteer time.
- Ms. Barkley said in that instance there would be no problem.

Chair Bushee wanted to make sure the language was clear...

Mr. Herdman noted there was language that suggested purchase. He suggested saying "purchase or trade" and asked if that would work. Mr. Rivera agreed.

Chair Bushee felt they needed the language to be simple. Staff was looking for direction.

Mr. Herdman said it would be an incentive to help people to get bikes they would use and use the bus pass.

Chair Bushee said they were going to rely on Ms. Barkley.

Mr. Herdman thought they should leave out purchase or trade and just say bike.

Ms. Grogan said when someone worked toward something it was called sweat equity.

Mr. Pacheco preferred to keep the purchase or trade language.

Chair Bushee asked Mr. Herdman to chair the rest of the meeting since she had to leave soon.

Mr. Pacheco asked if they were in a rush on this.

Chair Bushee thought the Committee could continue to spend time on this but they would like to see this happen. She reminded them it was conceptual and the Committee should not get mired in the details.

Chair Bushee excused herself from the meeting with the comment that she really supported this program.

Vice-Chair Herdman put "and/or" back in on line 15 and he and Mr. Rivera had further discussion on it.

Mr. Pacheco moved to recommend the Bus Pass Rebate Program resolution for approval with the revised language. Ms. Grogan seconded the motion and it passed by unanimous voice vote.

Mr. Pacheco moved to recommend the Reallocation of the Bike Sharing Program – CIP Fund, \$50,000 as a possible source of funding. Ms. Robinson seconded the motion and it passed by unanimous voice vote.

- 1. Discussion Regarding Trails Closures Due to Fire Prevention with the City of Santa Fé (Barbara Salas, Fire Chief)
- Mr. Greg Gallegos, with the Santa Fé Fire Department made the statement in place of Barbara Salas.

Vice-Chair Herdman gave the background. It was a balance for accessing risk and the Fire Department might not be balancing risk and the importance of the trails. He asked what the general policies

were when the trails were closed.

Mr. Gallegos briefly addressed the current fire frequency or dangers and fire restrictions.

Vice-Chair Herdman asked if the Fire Department did that evaluation for different places. Mr. Gallegos agreed.

- Mr. Gallegos agencies like the federal government and weather stations were part of the consideration. He said he could make suggestions to the Chief regarding trails.
 - Ms. Robinson said one of the issues was accessibility. La Tierra trails were unique
- Mr. Gallegos said he tended to agree. Maybe they could look at La Tierra separately and could recommend that to Chief Salas.
- Ms. Grogan asked if the city kept data on sources of fires.
- Mr. Gallegos said the City kept track of how fires were started. About 90% of human started fires were from camping fires.
 - Ms. Grogan asked if it was possible to close camp sites and keep trails open.
- Mr. Gallegos said with regard to Black Canyon that it was Federal Government territory so they did that. The City could piggy back on that but the City might not have any camp grounds.
 - Ms. Grogan asked if there was something other than blanket closures that could be made.
 - Mr. Gallegos couldn't answer that but they could explore that further.
- Ms. Grogan just wanted the Fire Department in their analysis to think about Santa Fé promoting itself as a recreation location and the economic impact.
 - Mr. Gallegos thought that was a good recommendation and he would take it to the chief.

Margaret Alexander, Bob Gaylord and Steven Newhall made brief comments in support of keeping trails open and have regular hikers and bikers alerted to reporting infractions.

Vice-Chair Herdman was interested in seeing how the fire chief might address some of these concerns. He asked if Mr. Gallegos would be willing to come back or have Chief Salas come back.

Mr. Gallegos agreed.

Vice-Chair Herdman asked Mr. Siqueiros to provide some information to Mr. Gallegos regarding our trails and recognition. Mr. Sigueiros agreed.

- Mr. Rivera asked if there was any way to train people to report fire conditions. Mr. Gallegos agreed.
- Mr. Herdman thanked Mr. Gallegos for coming.
- Mr. Gaylord wondered if during dangerous times the Fire Department could do like the highway department with doubled fine zones.
 - Ms. Alexander said the Fat Tire Society was all abuzz about a report on it.

Vice-Chair Herdman asked Mr. Siqueiros to share the report with Mr. Gallegos and to put this on the next agenda.

3. Presentation, Discussion and Action Regarding the Gail Ryba Underground Crossing Fence Replacement and Relocation (Eric Martínez, Leroy Pacheco)

Mr. Eric Martínez reviewed the report regarding the Gail Ryba Underground Crossing Fence Replacement and Relocation which was included in the packet and spelled out in the memos about it.

Vice-Chair Herdman clarified that the proposal was not to paint the railing but to let it oxidize.

- Mr. Pacheco was interested in how this came up again. He felt it was something they could have done nicer the first time.
 - Ms. Robinson asked if the chain link fence was to be reused. Mr. Martínez agreed.
 - Ms. Grogan asked what funds would be used for this project.
 - Mr. Martínez said it was from funds remaining from trail and crossing projects.
 - Mr. Rivera asked if that money had to be spent by a certain time.
 - Mr. Martínez agreed. The limit was two years from when the bonds were sold
 - To Ms. Grogan Mr. Martinez explained that the new fence would be lower.
 - Mr. Pacheco felt taking that \$38,000 to make a really nice fence there was justified
 - Vice-Chair Herdman shared those observations and said Gail Ryba deserved better...
 - Mr. Rivera asked what the purpose of the fence was.
 - Mr. Martinez said it was to prevent someone from walking over the drop off.
 - Mr. Rivera noted they were waist high so someone could still fall over them.

Mr. Martinez explained this was basically a hand rail. But it would be used in this case to keep a person from walking over the edge.

Vice-Chair Herdman asked about the industry standard for height.

- Mr. Martinez said this design complied with the design standards.
- Ms. Grogan asked if the design had been used elsewhere in the City and if so, if there had been any problems with it.
 - Mr. Martinez showed the design in the packet and said he had not heard of any problems with it.

Vice-Chair Herdman asked if they were satisfied with the safety of this alternative. Mr. Martínez couldn't say for sure.

- Mr. Pacheco thought it was not a huge danger but this was only a visual issue.
- Ms. Grogan thought it was ugly.
- Mr. Pacheco agreed but it did not detract from work being done there
- Mr. Rivera wondered if it was enough of an eyesore to justify this expenditure
- Mr. Martinez said the funds were available.
- Mr. Pacheco was disturbed about using an additional \$38,000...
- Ms. Robinson wondered for the next project how they could avoid this. She didn't remember having a discussion on this design.
 - Mr. Martínez said it was a lesson learned.
- Ms. Robinson moved to accept the design and the plan to spend \$38,000 to put in the fence. Ms. Grogan seconded the motion and it passed by majority (3-2) voice vote with Mr. Pacheco and Mr. Rivera opposed.

Vice-Chair Herdman thanked Mr. Martínez

4. Acequia Trail at St. Francis Below Grade Crossing Update (Eric Martínez & Leroy Pacheco)

Mr. Martinez briefly reviewed the project and said it would go through the Committees and on to Council at the end of the month.

- Mr. Rivera asked if it was to be located where the railroad tracks were. Vice-Chair Herdman agreed
- Mr. Pacheco asked if this type of design had been used at other places on Federal Highways.
- Mr. Martinez said those types of structures were bridge structures. The question was whether the DOT would allow a new structure on their system.
 - Ms. Grogan asked if the preliminary design would come to BTAC.
 - Mr. Martínez agreed and there were also public meetings.
- Ms. Grogan asked if they would refine the preliminary designs based on public input and then bring the final design to BTAC. Mr. Martínez agreed.
 - Ms. Grogan asked why the design phase did not go out in an RFP process.
- Mr. Martinez explained that the contract was already open to process. Staff take them to Council for approval of the contract and subsequent amendments.
 - Ms. Grogan asked if the contractor was local.
 - Mr. Martínez responded that they have a Santa Fé office
 - Ms. Grogan asked if they understand the local conditions
- Mr. Martínez thought they did. They had done other projects for the City and perhaps for Santa Fé County as well.
 - Ms. Robinson said this went back to 2006 with designs that came from Chrissy Orr she thought.
 - Mr. Martinez said she subcontracted to them at that time.

Vice-Chair Herdman thanked Mr. Martínez

- 6. BTAC Subcommittee Updates:
 - a. On-Road
 - b. Mountain Bike
 - c. Bike Education and Outreach

d. La Tierra Master Plan

None of the subcommittees had any report to give.

H. STAFF COMMUNICATIONS

1. BTAC Request for Information Log (Bob Siqueiros)

Vice-Chair Herdman raised the issue of no plastic bags at trails and dog parks for sanitary reasons.

- Mr. Siqueiros agreed to check into it.
- Mr. Siqueiros said he would have update on La Tierra to report at the next meeting.
- Mr. Rivera said he had received no calls about the Bike to Work meetings.
- Mr. Sigueiros would take care of it and have him called.

I. COMMITTEE COMMUNICATIONS

- Ms. Robinson said today she noticed on Camino Lejo that it looked like they were building a bike trail.
- Mr. Sigueiros said he would check it out.
- Mr. Pacheco said the County was putting together a cycling group to discuss county cycling issues. He agreed to get the information to Mr. Siqueiros

Vice-Chair Herdman suggested inviting them to come to BTAC to make a presentation...

- Mr. Pacheco agreed to invite them to come.
- Mr. Siqueiros said he also invited the new County Planner for Transportation to come to meeting.
- Mr. Rivera noted that Smiths did not have a bike rack ...
- Mr. Siqueiros said that was part of the Certificate of Occupancy process

J. ADJOURNMENT

Mr. Pacheco moved to adjourn the meeting. Mr. Rivera seconded the motion and it passed by unanimous voice vote. The meeting ended at approximately 8:10 p.m.

Approved by:

Patti Bushee, Chai

Submitted by:

Carl Boaz, Stenographer

Item #G(2)

CITY OF SANTA FE, NEW MEXICO PROPOSED AMENDMENT(S) TO RESOLUTION NO. 2013-__ Bus Pass Rebate Program

Mayor	and	Members	of the	City	Council
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I propose the following amendment(s) to Resolution No. 2013-_:

- On page 1, line 13, after "EQUIPMENT" insert "FROM A LOCALLY-OWNED RETAILER OR A LOCAL NON-PROFIT ORGANIZATION"
- 2. On page 2, *delete* lines 11 through 13 and *insert* the following, in lieu thereof:
 - Design a bus pass rebate program for residents of Santa Fe who purchase a bicycle and/or bicycle equipment from a locally-owned retailer or local non-profit organization whose primary place of business is located in Santa Fe, New Mexico;
 - Design the program so as to incentivize new ridership for the Santa Fe Trails; and
 - Locate a funding mechanism for such program.

	Respectfully submitted,
	Councilor Patti J. Bushee
ADOPTED: NOT ADOPTED: DATE:	
Yolanda Y. Vigil, City Clerk	