



City of San Juan Bautista

The "City of History"

**CITY COUNCIL
PUBLIC SAFETY (AD-HOC) SUBCOMMITTEE
AGENDA FOR MONDAY
APRIL 25, 2022 AT 4:00 P.M.**

The Mission of the Public Safety Ad-Hoc Committee is to recommend to the City Council the City of San Juan Bautista actions for the Council to take which:

1. Apply equitable, community-based Public Safety philosophies and best practices;
2. Enhance the safety security and quality of life of residents to the City of San Juan Bautista;
3. Encourage citizen engagement and involvement; and
4. Respect and value diversity and coexistence throughout the community.

ZOOM ONLY- (see the bottom of the Agenda)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. REVIEW OF NOTES FROM FEBRUARY 28TH AND MARCH 28TH MEETING (attached)
4. GUEST SPEAKERS:

a. none

5. BUDGET CONSIDERATIONS

City Manager will update the Committee on the City's Budget, and present various ideas previously considered by the Committee to recommend to the City Council

6. PATH OF TRAVEL
 - a. Ideas yet to be addressed: guest speakers, 911-Netcom?;
 - b. New ideas to add?
7. May 30th is a holiday ?

Join Zoom Meeting

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CITY COUNCIL

PUBLIC SAFETY (AD-HOC) SUBCOMMITTEE MEETING

February 28, 2022

DRAFT MINUTES

(Meeting held via Zoom Internet Video/Audio Conference Service)

1. CALL TO ORDER – 4:02 P.M.

Freels, Delgado, Jordan, Medeiros, Ponce, Reynolds

ROLL CALL:

Present: Medeiros, Jordan, Delgado, Ponce, Reynolds, Code Enforcement Officer Brown

Late: Superintendent Michele Huntoon (4:14pm)

Absent: Freels

2. PLEDGE OF ALLEGIANCE

Lead by David Medeiros

3. REVIEW OF NOTES FROM JANUARY 24TH MEETING (attached)

An error was detected by Delgado on page 4 of the January meeting minutes. The minutes were approved as corrected.

4. GUEST SPEAKERS:

Seeing as the Superintendent Huntoon was not present at this moment, the council decided to begin with item 4b, the Code Enforcement Update.

b. Code Enforcement Officer Rich Brown was joined by Reynolds and presented to the Committee the Code Enforcement Update.

Reynolds led the presentation by demonstrating a slideshow. He informed the committee that the new City Attorney Bob Rathie was currently reviewing Chapter 13 (Enforcement) of the Municipal Code. Reynolds stated that one of the first actions taken in updating Chapter 13, was to broaden the description for the word "nuisance" (since the City's definition was too narrow). He also mentioned the need to update the bail schedule, since it is outdated. Reynolds then informed the committee that Officer Brown was currently working on tackling animal control, homelessness, and vehicle violators.

Officer Brown then opened the floor for questions.

Delgado- Expressed concern over a vehicle owner with expired tags whom owns a chicken and a dog. She then questioned why some residents with basketball hoops were being green tagged and others were not? She also questioned if Officer Brown was selective on who he



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was giving citations to. She would prefer if Officer Brown did not tell residents that he is citing them due to a neighbor's complaint.

There was discussion about the manner in which citations are being distributed.

Medeiros- Stated that he was grateful with how things are going in the City, but is concerned about the traffic control. He also mentioned how the new traffic circle is making residents more cautious. Then, Medeiros emphasized the need for fire control for the 4th of July.

Ponce- Questioned the Code Enforcement memorandum (on page 2 and last sentence on paragraph 3). She wondered how the complaints about discrimination were unfounded.

Reynolds- Answered Ponce's question, stating that the attorney is the one who came to the conclusion.

Delgado- Mentioned that the attorney did not contact the 2 witnesses.

Reynolds- Said that he was open to go back to the complaint.

Jordan- Questioned if the issue regarding the collection of traffic violations had been resolved?

Reynolds- Responded that the tickets had to be rewritten and will be taking an ordinance to council for the March 15 Regular City Council meeting. He also mentioned that the Data Ticket contract has been updated, allowing Data Ticket to now follow up with the ticket holder. He also mentioned that the issue pertaining to administrative citations has been resolved.

Jordan- Questioned if the administrative Citation was similar to Una Mas'? She also questioned if the traffic citation was a part of Municipal Code?

Reynolds- Answered yes to both questions

Jordan- Questioned if there were any traffic violations regarding Semi-trucks

Officer Brown- Mentioned that there had only been one incident where a semi-truck got stuck. He cites them under City code 7-3-100.

Jordan- Questioned how much the vehicles were being charged?

Officer Brown- Mentioned that he can take them to a scale where they will be charged per pounds over.

Jordan- Questioned if the billing process was through MuniBilling?

Reynolds- Responded that the citing process is through Data Ticket



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Officer Brown- Mentioned to the council that he is the one looking though vehicle codes. He noted that parking on sidewalks and the blocking driveways need to be enforced more. He then mentioned that a common issue, in Franklin Circle, is nose-dive parking. It is important not to nose-dive because it will impede emergency vehicles from entering. The process for his citations is that he first places a green sticker on the vehicle, as a warning for parking 18 inches from the curb. Then, if the code continues to be broken, after 72 hours he cites the vehicle.

Jordan- Mentioned that there are Cul-de-sacs all over the City and that all should be cited equitably.

Officer Brown- Stated that he is very thorough with his work and treats everyone equally. He noted that the cul-de-sacs with the most activity are Franklin Circle and Copperleaf.

Jordan- Questioned if they were issued citations?

Officer Browns- Informed the council that he does cite them.

Jordan- Was confused about having open cases

Officer Brown- Wanted to continue with the option of having open cases. He finds it important to allow the ticket holder to appeal their citation. Officer Browns mentioned that if a vehicle ignores the 72-hour warning and remains parked, they will be towed. He then stated that since he has been hired, there have been few moments when vehicles are needed to be towed.

Jordan- Mentioned that ignorance is not an excuse of the law. She would like Code Enforcement Officer Brown to sit with Level 1, go through monthly reports, and to discuss the citation process.

Officer Brown- Reminded the committee of his work schedule. If he cites a vehicle on Tuesday, he won't be able to check on it until Friday. He stated that for the most part people are compliant and move their vehicles.

Jordan- Questioned if a Sheriff would be able to check the Violating vehicle (with green warning stickers) on Thursdays? She also questioned if it would be possible to have a sheriff in town Wednesday, Thursday and Friday until the City is assigned a dedicated deputy? Then, she questioned at what point is Level 1 able to cite vehicles?

Reynolds- Mentioned the need to look at private security helping with ticket citations. He also noted that ticket citations would require modifications to the contract.

Jordan- Questioned if possible, doing a change order to Level 1's contract?

Reynolds- Reminded the committee that Level 1's contract was not amended nor renegotiated. The last proposal to modify the contract was an increase in their rates.

Jordan- Questioned if Officer Brown takes photos of the violating vehicles?



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Officer Brown- Answered that he takes a photograph every time.

Ponce- Questioned why the Sheriffs are constantly parked in the Cemetery? She believes that they should be spending their time more productively.

Jordan- Stated bring to council a discussion about equity and observance of the City's laws and to remind residents on how they are supposed to park.

Medeiros- Would like to speak on updating the Municipal code.

Officer Brown- Informed the council that there are no warnings when parking in a crosswalk and next to a fire hydrant, violators will be cited.

Reynolds- Added that parking in a handicap also did not need a warning.

Jordan- Mentioned that there will not be citations regarding the basketball hoops until there is a location for the youth.

Ponce- Would like to continue this discussion on next month's meeting. Jordan and Reynolds agreed.

Officer Brown- Mentioned that a security from Level 1 could place their report in the grey box outside of city hall.

Guest Speaker ended at 4:58 pm

- a. Superintendent Michele Huntoon lead the presentation, asking how the Aromas San Juan Bautista Unified School District could help the City with programs regarding the basketball courts. She then mentioned looking forward to the Recreation Center for the Youth and older members of the community to use. Then, she stated how Reynolds and her constantly communicate diligently finding a way to open the track and basketball courts for the community.*

Jordan- Mentioned having seen people playing on school property in the afternoon and questioned how they had access?

Superintendent Huntoon- Responded that most likely the individuals jumped the fence.

Delgado- Mentioned the idea of grant writing for the youth and adult center.

Medeiros- Would like the school and staff to bring ideas on what the City can do to improve.

Superintendent Huntoon- Mentioned that Reynolds and her meet every Friday to discuss ways that can open the school grounds for the kids in the community.

Ponce- Mentioned that with new residents being more exercise minded, the community would try helping more if they knew.



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Superintendent Huntoon- Informed the committee that there is an app called Peachjar where the school posts information about fundraising, current news, and flyers.

Guest Speakers Ended at 5:10 pm

5. ANIMAL REGULATION

Reynolds- mentioned that the City's animal regulation is a 17-page ordinance that needs to be updated. He recently reached out to Police Chief Reynoso to speak about this issue. Reynolds is thinking about getting a feral agreement for animal control.

6. SECURITY CAMERAS

Reynolds led the presentation mentioning how he spoke to multiple people about the best way to approach cameras and a way to store data. He first spoke to Paul, from the IT department for the council chambers. Then, Reynolds spoke with the sheriffs. Reynolds informed the council that the sheriffs will have access to the cameras and the data. The sheriff mentioned the importance of correctly storing data and preserving evidence to Reynolds.

Delgado- Questioned if business owners on third street could be charged for the Cameras? And if the grant writers could find a grant regarding safety?

Reynolds- Mentioned that the focus on the grants at that moment were for water, but he will look into safety ones.

Delgado- Questioned if the security officers have body cameras?

Officer Browns- Answered that there is only a camera in the vehicle.

Delgado- Would like bigger code enforcement sign markers on the Code Enforcement vehicle.

Jordan- Questioned how many animals were registered to the City?

Reynolds- Answered that animal registration is in the code, but has not been enforced.

Medeiros- Mentioned potentially storing camera data on the cloud.

Delgado- Questioned having the Police Department on the next safety meeting?

7. PATH OF TRAVEL

a. Ideas yet to be addressed:

Reynolds mentioned- following up on:

- i. Code Enforcement items
- ii. Working with the School Superintendent Michele Huntoon



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- iii. Better communication between Level 1 and Code Enforcement
- iv. Inviting Hollister PD
- v. Inviting Lieutenant to speak about animal control

Delgado- Would like the Sheriffs to be invited. She would also like to speak about the influx of dogs in the City.

b. New ideas to add?

Medeiros- Would like to speak about traffic control

Ponce- Would like to speak about how prepared the City is for upcoming events. She is concerned about overcrowding in the fair and how the city is preparing for the public safety. Also, she is concerned with pedestrians walking on the streets on Third Street.

Jordan- Mentioned the need for a checkoff list during events. She mentioned that each promoter needs to have a plan about direction and the flow of traffic.

Ponce- Questioned if the promoters hire their own security?

Reynolds- Answered that the Design Review Committee still requires a traffic, security, and safety plan from the person hosting the event.

Ponce- Questioned if the traffic, security, and safety plan goes to council for approval?

Reynolds- Informed the committee that the sheriffs are the ones who review and approve/deny the safety plans.

8. MARCH 28, 2022 MEETING- FUTURE AGENDA ITEMS

Ponce- Would like to continue the discussion with Superintendent Michele Huntoon.

Motion to Adjourn at 5:42 p.m.



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CITY COUNCIL

PUBLIC SAFETY (AD-HOC) SUBCOMMITTEE MEETING

March 28, 2022

DRAFT MINUTES

(Meeting held via Zoom Internet Video/Audio Conference Service)

1. CALL TO ORDER – 4:00 P.M.

Freels, Delgado, Jordan, Medeiros, Ponce, Reynolds

ROLL CALL:

Present: Medeiros, Jordan, Delgado, Ponce, Reynolds, Deputy Miller

Late:

2. PLEDGE OF ALLEGIANCE

Lead by Medeiros

3. REVIEW OF NOTES FROM THE FEBRUARY 28TH MEETING (attached)

The minutes of the February 28th meeting were not approved. There were requests to correct a misnamed comment and to add more on the discussion about how Code Enforcement distributes citations.

4. GUEST SPEAKER

Reynolds led the presentation by introducing Deputy Miller to the Committee and informed them that Deputy Miller will assume his position April 6, 2022. He then spoke of the need to coordinate with Deputy Miller to meet with the City's Private security. Currently there is a need to get the storefront ready by the Windmill Market for Deputy Miller to use. Reynolds then informed Deputy Miller of traffic enforcement issues that the City is facing.

Deputy Miller- Informed the council that the store front near the Windmill Market will be his main location to do work. He then reassured the council of having a good understanding on how to proceed with the City's traffic enforcement issues.

Delgado- Asked if Deputy Miller would have a problem giving citations to individuals who speed, run stop signs, are not properly parked, and those who do not have proper vehicle registrations? She then mentioned that the City has an abundance of abandoned cars with no tags or registration as well as vehicles parked for long periods of time.

Deputy Miller- Stated that in order to cite a vehicle owner, for parking in a spot for too long, the City would need to have signs posted to inform the community members of the timed parking.

Freels- Is excited that Deputy Miller lives in town.



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Medeiros- Mentioned that traffic management is needed on First Street due to the high cases of speeding.

Ponce- Emphasized being happy that the City finally has a dedicated deputy. She wondered how Deputy Miller will make himself disposable to the community. Then, she questioned if he planned on having an event called Coffee with a Deputy? She then hopes that Deputy Miller will communicate with Level 1 on what they report.

Miller- Mentioned that he plans to go to local businesses in town, every day for about 5 minutes, to introduce himself. He then stated that he is not a big fan of social media, or coffee, and the best way to reach him is via cell phone.

Jordan- Questioned if Deputy Miller will do both vehicle and foot patrol?

Miller- Mentioned that his normal schedule is from 2pm to midnight, Wednesday through Saturday. He has flexible hours, and his time is subject to change if there are special events occurring in town or when he is needed. He does plan to do foot patrols once a day.

Jordan- Mentioned also liking the idea of coffee with a deputy and that Level 1 and the Deputy Miller having an hour that overlaps in their schedule. She then asked how to reach Deputy Miller.

Deputy Miller- answered Jordan, informing the Committee to tell dispatch "I need 134" so their call goes directly to him.

5. CODE ENFORCEMENT UPDATE

Reynolds led the presentation informing the council that he is trying to get better tools for the code enforcement officer in regards to nuisance properties and parking citations. He has been working on developing better laws that will make Code enforcement more effective. He recently spoke with Captain Keylon regarding the vehicle owner that possesses a chicken and a dog. Captain Keylon assigned the case to his sergeant to resolve the issue. Reynolds then informed the Committee that the new bail schedule is now in place allowing Data Ticket to process administrative citations.

Delgado- Mentioned reaching out to Deputy Miller on ways the City's Code Enforcement can be more effective. She then informed the council of a new homeless man residing next to the Post Office and wondered if Deputy Director Enrique Arreola would be able to provide him help. She then informed council that the Vehicle owner, that possesses a chicken and a dog, got another dog.

Reynolds- Stated that he will speak to the officer who is assigned the case, regarding the vehicle owner, to see what progress has been made. They had a goal to take action by the end of March.



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Ponce- Had a question regarding code enforcement. Seeing as Deputy Miller mentioned the need for signs, she was wondering who does research on what is needed to follow through on resident concerns.

Reynolds- Informed Ponce that the code enforcement officer does the research regarding improvements that the City is making. He then mentioned potentially needing to amend the ordinance to include timed parking. The process of an ordinance is as such: Code enforcement officer does research then emails it to Reynolds. Then, Reynolds directs the research to the City attorney. After, the city attorney reviews the vehicle code, makes sure it's legal, he then drafts the ordinance.

Ponce- Mentioned being shocked that the City did not have an ordinance pertaining to not parking in the red zone. Which brought the question of who is supposed to find out this information and inform community members on how to enforce it.

Leslie- Questioned now that the City has updated the citations and Data Ticket will administrate them, when will the private security take on some responsibility regarding citing?

Reynolds- Said that it will take an amendment to the current contract. If someone protests the citation it then needs to be reviewed. Officers reviewing citation will need time set aside for that. He has an RFP drafted for private security companies that will be sent out shortly. He mentioned having asked Level 1's lawyer if the City will have their help for Fourth of July, because it is work done outside of their contract.

Jordan- questioned when Level 1's contract ended?

Reynolds – June 30th

6. ANIMAL REGULATION

Reynolds met with Sergeant Rosie Betanio to potentially enter a contract with them sharing an animal control officer. Sergeant Betanio responded that San Juan Bautista should hire their own part-time officer. Reynolds does not believe that the City needs an animal control officer for 20 hours a week and had hoped to share an animal control officer, but was denied. He mentioned that the Code Enforcement Officer does respond to cases of animal abuse. Reynolds then mentioned that the City's currently has an animal license, that cost \$10, but due to lack of advertisement the community members don't purchase the license. Recently there has been an influx of new dogs but not one for animal licenses. He then mentioned that the current system is outdated. He would like the City to have a software in place to track the animal licenses. Typically, the license is recorded in a software and tracked so that when its expired, renewal notices go out in advance". He then introduced what Moorpark City does for animal control. The Moorpark Program is a full program that consists of shelter Services, field services, rabies control, animal nuisance hearings, animal license processing, administrative citation processing and license canvassing. In Moorpark they subsidize about 80% of the program with the general



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fund. About \$177,000 a year. The City can do something less expensive. If the city were to increase their licensing fees it can offset the cost of inputting the new system (typically licenses cost around \$35). Noticed they need doggy bags for festivals.

Freels- Wanted to confirm that it's not the county's animal control but the City of Hollister. Then, he mentioned the city attempted to work with Hollister in the past regarding animal control, but was denied then too. He is sure that San Juan Bautista's counter person would be able to handle the licensing. He believes that an increase in the fee to \$35 would be too expensive for dog owners, he pitched charging \$15. Freels then suggested that a public works employee can potentially catch stray animals in town.

Medeiros- Believes that it is the animals owners' responsibility to take care of their own animals. He mentioned Code enforcement needs to inform the community that they need an animal license. Then, he questioned if the animal license fee would only pertain to dogs or is it for all animals? And if the fee is a one-time fee or reoccurring annually?

Reynolds- Responded that the fee is only for dogs

Medeiros- Noted that there's other animals in the City as well. Questioned how to tailor the City of Moorpark's Program to San Juan Bautista's needs?

Ponce- Questioned how does the City get the message across to the community, that has animals, that they need an animal license and to renew it? She also questioned how would the City get the owners to renew their license here in the city instead of another city?

Reynolds- Answered that the community needs to be informed of the City's code for animals. He emphasized that the the City needs to be prepared to receive the data that animal owners provide. Once program is established, we would need to promote it.

Jordan- Mentioned that she walked into city hall asking for the animal fees and Carmen said \$10, but Trish said that there is an updated fee schedule. She then mentioned that the City does not need an animal control officer for 20 hours a week. She questioned how often is code enforcement called for animals?

Reynolds- Let the Committee know that the city mainly gets called for roosters

Delgado- Pitched adding onto the responsibility of the new part-time public works employee of catching loose dogs.

Reynolds- The code enforcement vehicle is equipped with transporting animals. He was thinking of putting kennels in the Public Works shop so that animals could potentially be held there over the weekend and taken to Hollister on Monday. Maintenance workers have set schedules for what they need to do. He would prefer to hire an animal control officer that knows what they are doing.



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7. SECURITY CAMERAS

No comments

8. BUDGET CONSIDERATIONS

Reynolds- Reminded the Committee that The City Council did set aside \$100,000 for public safety initiatives. He questioned if the Committee wants to keep that focused on cameras? Reynolds then questioned if there are new ideas on public safety on how the money can be put to use?

Delgado- Wondered if Don said in the past that the City had \$250,000 and if we can input that money for the installation of cameras. She wondered if our grant writers can look into grants pertaining to public safety? She then questioned how much it would cost to install 3 cameras.

Reynolds- Hollister IT folks informed him that the City is mainly spending on computers and servers rather than cameras themselves. A system to store, organize, and index data. With Adam Smith, the IT from sheriff's department, that's where it will start. The cameras will be placed by phases. Reynolds would like to hire a consultant. As for the \$250,000, we've received 1 installment of 2 from the American rescue plan. The second installment should come in June.

Delgado- Wondered if with the \$250,000 the City could install the three cameras? She then wondered why the City needed a consultant if we can communicate with the City of Hollister and King City.

Reynolds- Mentioned that in cameras there is a lot of technology a staff member needs to be well informed on and the City does not currently have an IT person with this knowledge.

Freels- Likes the idea of Cameras and having someone who knows security systems to help the City with the installation. Freels Wonders if Reynolds can contact the League of California to see what other cities are doing.

Medeiros- Emphasized contacting the schools to see what they are doing when we go with the consultants. He also mentioned that there are students in technology that might want to help small communities.

Ponce- Likes the idea of reaching out to the League of Cities. She pitched forming a coalition to reduce the cost in camera installation. Also liked the idea of reaching out to schools, like Gavilan college, and getting help there. She then mentioned budgeting for signage that needs to be purchased to enforce the traffic concerns.

Jordan- Agrees with placing the budget into the installation of cameras and strategically placing them into the City's entry points. She would like to communicate with what the City of Hollister, Soledad, and King City have.



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9. SPECIAL EVENT MARCH 26-27, 2022 DEBRIEFING

Reynolds led the presentation by sharing the Sheriff's approved safety plan for the Arts & Craft Festival. The Combo of safety protocol for the event and the map, that the sheriff provided, were used as tools for the code enforcement officer during the event.

Delgado- Mentioned that due to the construction in Franklin Circle it reduced the amount of parking spaces.

Freels- Was worried about the event spilling out into the Alameda. He mentioned that traffic on Franklin, entering into the festival, was bad. Was unsure why the Fire Marshal chose that route.

Ponce- Was concerned about the amount of the congestion of people between Franklin and Mariposa Street. She mentioned that part of the problem was because of the food booths and people not wanting to lose their place in line. For a future event she believes spreading out the food booths would reduce congestion. She noticed someone directing Franklin and third and felt it was a good precaution. Then, she mentioned that Fourth Street was bumper to bumper and trying to leave her driveway was a challenge.

Jordan- Was discouraged to hear that residents and local merchants didn't know where the event was taking place. A couple merchants didn't know that it was going down the Alameda. She believes that having a debriefing after the event is needed. She then mentioned being discouraged to see trash in the box's the day after the event. She noticed a lot of Yard Sales throughout the city and wondering if there were community members who got permits and if Code Enforcement officer when to verify if the individuals had permits. Then she pitched potentially having a free day of yard sales. She mentioned needing to do a better job to get merchants to join the business meeting that happens on a monthly basis.

Delgado- Mentioned not having to get a permit for yard sales when the Arts and Craft event is occurring in the past.

Ponce- Mentioned that she was told there was no need for a permit during the Flea Market event. She also wanted to note that in the map provided for the festival, she noticed some error with the labeling. For future instances she finds it important that it be identified appropriately.

10. PATH OF TRAVEL

a. IDEAS YET TO BE ADDRESSED

Delgado- Mentioned getting a new superintendent and principle for San Juan School District

Ponce- Answered that the superintendent is not leaving, she has 2 years left in her contract, and there is an interim principal at San Juan Bautista School.

Freels- Curious to see what Netcom has to say.



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Medeiros- Was thinking about businesses not being in tune with what is occurring in the City. He also mentioned discussing a Civic Center for the City of San Juan Bautista.

Ponce- Looking at the strategic plan (page 2) the quality-of-life 5B- she questioned if it was something that the Committee is supposed to be recommending and when do they do that?

Reynolds- Reassured the Committee that they are currently working on it. He reminded them that the dedicated officer is a result of the Committee. Thinks that the city is well aligned with the quality of life.

Medeiros- Mentioned not seeing too much language when it comes to Native American Culture and Heritage. Would like to see more discussion on that in the future.

Reynolds- Let Medeiros know that there was a public comment on that discussion, number 1 letter f is a result.

Jordan- Blue Zone and Civic well, Brian reached out to Val Lopez leader of tribal land. There's a component of the walking trail behind the school, soccer field and mission that part of their presentation involved a city that incorporated information of their Native Heritage. Placed plaques around trail giving information of heritage. Section 1 was incorporated in the ATP.

Ponce- (looking at page 5-regarding youth Commission) Would like to see some communication from Hollister's Diane Ortiz regarding Youth Alliance to see what can be done in the community.

b. NEW IDEAS TO ADD

- i. Conversation regarding level of service*

11. FUTURE AGENDA ITEMS

-Having someone from Netcom as a guest speaker

Motion to Adjourn at 5:57pm