



Agenda

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DATE 11.1.17 TIME 10:30am

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**PUBLIC WORKS/CIP & LAND USE
COMMITTEE MEETING
COUNCIL CHAMBERS
MONDAY, NOVEMBER 6, 2017
5:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES FROM OCTOBER 23, 2017, PUBLIC WORKS COMMITTEE MEETING

CONSENT AGENDA

6. REQUEST FOR APPROVAL OF A RESOLUTION RECOGNIZING THE IMPORTANCE OF LIVING RIVER FLOWS TO ALL THE RESIDENTS OF SANTA FE CALLING FOR THE STUDY OF RIVER AND HYDRO-GEOLOGIC CONDITIONS, AND THE BETTER MANAGEMENT OF BYPASSED FLOWS AND IRRIGATION FLOWS TO INCREASE EFFICIENCIES IN THE DELIVERY OF WATER TO THE ACEQUILAS; AND FOR THE FUTURE MANAGEMENT OF LIVING RIVER FLOWS FOR THE MAXIMUM BENEFIT OF THE CITY OF SANTA FE, ITS CITIZENS, AND THE CITY'S BENEFICIAL USE OF ITS WATER RIGHTS **(COUNCILOR IVES) (ALAN HOOK)**

COMMITTEE REVIEW

Public Utilities Committee (Scheduled)	11/01/17
Santa Fe River Commission (Scheduled)	11/09/17
Finance Committee (Scheduled)	11/13/17
Council (Scheduled)	12/13/17

7. REQUEST FOR APPROVAL OF A RESOLUTION SUPPORTING AN ANNUAL SANTA FE JEWISH COMMUNITY CENTER-CHABAD CHANUKAH MENORAH LIGHTING CEREMONY ON ONE SUNDAY OF EACH CHANUKAH SEASON ON THE SANTA FE PLAZA; AND WAIVER OF ANY ASSOCIATED CITY FEES **(MAYOR GONZALES) (BARBARA LOPEZ)**

COMMITTEE REVIEW

Public Safety Committee (Scheduled)	11/21/17
Finance Committee (Scheduled)	12/04/17
Council (Scheduled)	12/13/17

8. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE CITY MANAGER TO ESTABLISH A PROGRAM REPLACING ADMINISTRATIVE CITY FLEETS CURRENTLY RUNNING ON GASOLINE OR DIESEL WITH ELECTRIC VEHICLES BY 2025 **(MAYOR GONZALES) (JOHN ALEJANDRO)**

COMMITTEE REVIEW

Sustainable Santa Fe Commission (Scheduled)	11/14/17
Finance Committee (Scheduled)	12/04/17
Council (Scheduled)	12/13/17

9. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING CITY STAFF TO COLLABORATE WITH THE PUBLIC SERVICE COMPANY OF NEW MEXICO (PNM) TO DEVELOP A SOLAR ENERGY PROJECT THAT WOULD PROVIDE CITY-OWNED FACILITIES WITH SOLAR POWER, IN ACCORDANCE WITH THE CITY OF SANTA FE'S STATED GOAL OF ACHIEVING CARBON NEUTRALITY BY 2040 **(MAYOR GONZALES) (JOHN ALEJANDRO)**

COMMITTEE REVIEW

Sustainable Santa Fe Commission (Scheduled)	11/14/17
Finance Committee (Scheduled)	12/04/17
Council (Scheduled)	12/13/17

10. REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING CITY OF SANTA FE LEGISLATIVE PRIORITIES FOR CONSIDERATION BY THE NEW MEXICO STATE LEGISLATURE DURING THE 53RD LEGISLATURE – STATE OF NEW MEXICO – SECOND SESSION, 2018 **(MAYOR GONZALES, COUNCILORS LINDELL, DOMINGUEZ, HARRIS, IVES, MAESTAS, RIVERA, TRUJILLO, AND VILLARREAL) (BRIAN SNYDER)**

COMMITTEE REVIEW

Finance Committee (Scheduled)	11/13/17
Public Utilities Committee (Scheduled)	12/06/17
Council (Scheduled)	12/13/17

11. REQUEST FOR APPROVAL OF AN ORDINANCE RELATING TO THE LAND DEVELOPMENT CODE, CHAPTER 14 SFCC1987, AMENDING SUBSECTION 14-5.5(C)(1) TO CLARIFY THAT INCENTIVIZING CERTAIN USES IS PART OF THE PURPOSE OF THE OVERLAY DISTRICT; AMENDING SUBSECTION 14-5.5 (C)(5) TO PROVIDE THAT THE LAND USE DIRECTOR MAY ALLOW VEHICULAR ACCESS FROM OTHER THAN THE SIDE OF REAR OF A LOT IF SUCH ACCESS IS INFEASIBLE AND TO PROVIDE SETBACKS FROM THE AIRPORT ROAD RIGHT-OF-WAY FOR NEW DEVELOPMENT OF CERTAIN TYPES OF USES; AMENDING SUBSECTION 14-5.5(C)(11) TO MODIFY THE TYPES OF USES ELIGIBLE FOR INCENTIVES; AND MAKING SUCH OTHER CHANGES THAT ARE NECESSARY TO CARRY OUT THE PURPOSE OF THIS ORDINANCE **(COUNCILORS DOMINGUEZ AND RIVERA) (LISA MARTINEZ AND MATTHEW O'REILLY)**

COMMITTEE REVIEW

Planning Commission (Scheduled)	11/02/17
Council (Request to publish)	11/08/17
Finance Committee (Scheduled)	12/04/17
Council (Public hearing)	12/13/17

12. REQUEST FOR APPROVAL OF AN ORDINANCE REPEALING SECTION 2-22 SFCC 1987 INTERNAL AUDIT DEPARTMENT IN ITS ENTIRETY; AND AMENDING SECTION 6-5 SFCC 1987 TO CHARGE THE AUDIT COMMITTEE WITH THE MANAGEMENT OF AN INDEPENDENT AUDIT CONTRACT TO PERFORM THE FUNCTIONS CURRENTLY PERFORMED BY THE INTERNAL AUDITOR **(MAYOR GONZALES) (KELLEY BRENNAN)**
- a. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE CITY MANAGER TO DEVELOP A PLAN TO OUTSOURCE THE FUNCTIONS CURRENTLY PERFORMED BY THE INTERNAL AUDITOR IN ACCORDANCE WITH SAID RECOMMENDATIONS WITHIN 60 DAYS OF THE ADOPTION OF THIS RESOLUTION **(MAYOR GONZALES) (KELLEY BRENNAN)**

COMMITTEE REVIEW

Council (Request to publish)	11/08/17
Finance Committee (Scheduled)	12/04/17
Audit Committee (Scheduled)	12/06/17
Council (Public hearing)	12/13/17

13. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING THE PLACEMENT OF A QUESTION ON THE BALLOT OF THE REGULAR MUNICIPAL ELECTION, TO BE HELD ON MARCH 6, 2018, TO ASK THE VOTERS OF THE CITY OF SANTA FE WHETHER OR NOT THE SANTA FE MUNICIPAL CHARTER SHOULD BE AMENDED TO INCLUDE A PROVISION TO ESTABLISH AN INDEPENDENT OFFICE OF INSPECTOR GENERAL FOR THE CITY OF SANTA FE **(COUNCILOR MAESTAS) (RENEE MARTINEZ)**

COMMITTEE REVIEW

Finance Committee (Scheduled)	11/13/17
Council (Scheduled)	12/13/17

14. MATTERS FROM STAFF
15. MATTERS FROM THE COMMITTEE
16. MATTERS FROM THE CHAIR
17. NEXT MEETING: **MONDAY, DECEMBER 11, 2017**
18. ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520
five (5) working days prior to meeting date

**SUMMARY INDEX FOR
PUBLIC WORKS/CIP & LAND USE COMMITTEE
November 6, 2017**

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2. Roll Call	Quorum Present	1
3. Approval of Agenda	Approved as presented	1
4. Approval of Consent Agenda	Approved as amended	2
5. Approval of Minutes - October 23, 2017	Approved as presented	2
 CONSENT AGENDA LISTING	 Listed	 2-3
 CONSENT AGENDA DISCUSSION		
8. Fleet Replacement with electric vehicles	Approved	3-6
9. Solar Power for City Buildings	Approved as amended	7-9
10. Legislative Priorities	Forwarded without recommendation	9-11
12. Ordinance abolishing Internal Auditor position	Postponed	11-16
13. Ordinance to establish Inspector General	Postponed	17-20
 14. Matters from Staff	 None	 20
15. Matters from the Committee	Comments	21
16. Matters from the Chair	None	21
17. Next Meeting:	December 12, 2017	21
18. Adjournment	Adjourned at 7:55 p.m.	21

MINUTES OF THE
CITY OF SANTA FÉ
PUBLIC WORKS/CIP & LAND USE COMMITTEE
Tuesday, November 6, 2017

1. CALL TO ORDER

A regular meeting of the Public Works/CIP & Land Use Committee was called to order on the above date by Councilor Peter Ives, Chair at approximately 5:00 p.m. in City Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fé, New Mexico.

2. ROLL CALL

Roll Call indicated the presence of a quorum as follows:

MEMBERS PRESENT:

Councilor Peter N. Ives, Chair
Councilor Ronald S. Trujillo, Vice Chair
Councilor Joseph M. Maestas
Councilor Christopher M. Rivera
Councilor Renee D. Villarreal

MEMBERS EXCUSED:

STAFF PRESENT:

Nick Schiavo, Interim Public Works Director
Bobbi Huseman, Public Works Staff

OTHERS PRESENT:

Carl Boaz, Stenographer

NOTE: All items in the Committee packet for all agenda items were incorporated herewith by reference. The original Committee packet is on file in the Public Works Department.

3. APPROVAL OF AGENDA

MOTION: Councilor Trujillo moved to approve the agenda as presented. Councilor Rivera seconded the motion and it passed by unanimous voice vote.

4. APPROVAL OF CONSENT AGENDA

Councilor Rivera requested discussion on items 8, 10, and 13.

Councilor Villarreal requested discussion on items 8, 9, 10, 12, and 13.

Councilor Trujillo requested discussion on items 8, 9, 12, and 13.

Councilor Maestas requested discussion on items 8, 9, 12, and 13.

Chair Ives asked to be listed as a cosponsor on items 7 and 8.

MOTION: Councilor Trujillo moved to approve the consent agenda as amended with items pulled for discussion. Councilor Rivera seconded the motion and it passed by unanimous voice vote.

5. APPROVAL OF MINUTES FROM OCTOBER 23, 2017 PUBLIC WORKS COMMITTEE MEETING

MOTION: Councilor Maestas moved to approve the October 23, 2017 minutes as presented. Councilor Rivera seconded the motion and it passed by unanimous voice vote.

CONSENT AGENDA LISTING

- 6. REQUEST FOR APPROVAL OF A RESOLUTION RECOGNIZING THE IMPORTANCE OF LIVING RIVER FLOWS TO ALL THE RESIDENTS OF SANTA FE CALLING FOR THE STUDY OF RIVER AND HYDRO-GEOLOGIC CONDITIONS, AND THE BETTER MANAGEMENT OF BYPASSED FLOWS AND IRRIGATION FLOWS TO INCREASE EFFICIENCIES IN THE DELIVERY OF WATER TO THE ACEQUIAS; AND FOR THE FUTURE MANAGEMENT OF LIVING RIVER FLOWS FOR THE MAXIMUM BENEFIT OF THE CITY OF SANTA FE, ITS CITIZENS, AND THE CITY'S BENEFICIAL USE OF ITS WATER RIGHTS (COUNCILOR IVES) (ALAN HOOK)**

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COMMITTEE REVIEW

Public Safety Committee (Scheduled)
Finance Committee (Scheduled)
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11/21/17
12/04/17
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COMMITTEE REVIEW

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Council (Request to publish)
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Council (Public hearing)

11/02/17
11/08/17
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8. **REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE CITY MANAGER TO ESTABLISH A PROGRAM REPLACING ADMINISTRATIVE CITY FLEETS CURRENTLY RUNNING ON GASOLINE OR DIESEL WITH ELECTRIC VEHICLES BY 2025 (MAYOR GONZALES, COUNCILOR IVES) (JOHN ALEJANDRO)**

COMMITTEE REVIEW

Sustainable Santa Fe Commission (Scheduled)
Finance Committee (Scheduled)
Council (Scheduled)

11/14/17
12/04/17
12/13/17

Councilor Rivera asked Mr. Alejandro if he knew how many diesel vehicles were in the fleet right now.

Mr. Alejandro said the last assessment was in late 2014 and he didn't know that number. He wondered if Public Works recalled.

Mr. Schiavo didn't remember but knew there are a little over 1,000 total vehicles. That included backhoes, road graders, etc.

Councilor Rivera said, assuming everything else remains the same, by 2025, there would be some departments that require vehicles of higher power for purposes such as towing, etc. He asked if this provides an exemption for those.

Mr. Alejandro said there was no exemption in this resolution. He recalled a resolution in fall of 2014 provided some guidelines around procurement of lower emission vehicles and might have put in an exemption for emergency vehicles.

Councilor Rivera pointed out that fire vehicles need strong horsepower and didn't know how electric vehicles would fare but diesel vehicles when long periods of idling are required. Maybe we could put that exemption in here that could be acceptable to the Governing Body under such circumstances.

Mr. Alejandro said he could look at that and will get with Mr. Guillen to craft some language for that.

Councilor Rivera said there might be electric vehicles by then that can handle that.

Councilor Villarreal said she was supportive but asked how we can develop the plan. She asked about a time line to develop the plan. It is not stated in the resolution and should have one.

Mr. Schiavo agreed it is important to add one. We could have a plan ready in 3-6 months. A challenge is to identify where we can to buy electric vehicles for small trips in city cars and other outlying city facilities but would be challenging to wholesale replace the fleet. We need at least three months to look at the cost. Right now, we are able to get the government rate with the Nissan Leaf electric cars at \$15,500. The City could do that and consider the turnover rate of the fleet.

Councilor Villarreal asked to add that as a friendly amendment at the end of the resolution to develop the plan within 3-6 months.

Chair Ives asked to have it done in four months.

Councilor Villarreal agreed.

Mr. Alejandro noted that from the date of Governing Body passage, that would be mid-April.

Mr. Schiavo pointed out that February is budget month.

Councilor Villarreal proposed the plan be completed in three months.

Mr. Alejandro said they could do that by mid-February.

Councilor Villarreal asked if there are CIP funds for this.

Mr. Schiavo said there could be if the vehicle will be kept five years. He would recommend that. The Water Department had two 2015 Leaf's that they turned back in after three years because meter readers

don't drive around to read them anymore.

Councilor Trujillo had no problem with the administrative fleet but was concerned about the fire and police departments. An electric vehicle could not tow a vehicle. Nobody asked him to come on board and fleet management is what he does for a living. They service over 6,000 vehicles. Not every vehicle has the same towing capacity, etc. He has been willing to lend his expertise. If they don't want it, he couldn't force it on them, but we need to be realistic. Does our Staff know how to maintain them? They don't have that expertise to fix them. A lot of electric cars are great, but the batteries cost almost as much as the vehicle. That needs to be considered also. In higher climates, alternate fuels gel and you must replace the engine. Just be aware of what you are getting into. It is not easy. He wanted to know how many diesel and how many gas vehicles we have, and he was willing to help.

Mr. Alejandro thanked him and said his comments are well taken. We would take a look at those individual vehicles and the 2014 resolution exempted those emergency vehicles.

Councilor Maestas recalled the last time we discussed fleet replacement, we talked about \$2 million and in the discussion, became aware that the City doesn't have a vehicle replacement policy. We directed the police dept. to come up with such a policy for their fleet. It was done under pressure. So what about the rest of the city? He didn't think we have a replacement policy for gas powered vehicles.

Mr. Alejandro was unaware of a fleet policy and this study is designed to come up with such a policy. He appreciated those concerns. Other staff members can help inform the policy as well as Councilor Trujillo. We must assess all the criteria mentioned. That analysis could help us come up with plan to replace vehicles. He would get input from other staff.

Councilor Maestas pointed out that we've been involved in sustainable measures to be carbon neutral by 2040. We are moving ahead of the final plan with recommendations. In the plan, we need a series of initiatives. What is the gap right now? What is the cost/benefit analysis? He was frustrated. He wanted to see the plan and all the initiatives to help achieve the goal and look further to figure out most bang for the buck. He noted the carbon neutral shown on page 3, line 25. He thought the plan was near completion but asked if we are anywhere close to listing these great initiatives.

Mr. Alejandro explained this is not the cart before the horse but low hanging fruit we need to take advantage of. Most carbon emissions are related to vehicles. They didn't have answers yet. The 25-year plan will have recommendations for a handful of things the City can pursue in operations.

Councilor Maestas understood but it is not premature to talk about costs. We just promised 6% increase in CBA, park bonds, debt payment on SFUAD, etc. He didn't know where the costs will come from. Even the low hanging fruit is part of the 25-year plan. He asked when Council would get that.

Mr. Alejandro said it would be in mid-December and they are on target with it.

Councilor Maestas wondered why we would amend the implementation plan before getting the new sustainable plan.

Mr. Alejandro said the new plan does contain an update of the implementation plan. What is active now is not the previous administration plan.

Councilor Trujillo said we don't even have a plan for gas vehicles. With police, we forced it upon them. The Plan should include the feasibility and a cost-effective analysis. He suggested being proactive. Some of our vehicles are 25 years old and not safe to drive. That's where we should start the assessment. They keep track of every vehicle oil change, etc. Some are not worth keeping. We should get rid of them.

Mr. Schiavo agreed with Councilors on those challenges. Almost every department has vehicles not driven or driven very little. There are guidelines to get a new vehicle. We have to sign off on replacement of the old vehicles. In the past, they repurposed old police vehicles and those are part of the thousand. He agreed to take a comprehensive survey of the fleet. The electric vehicles cost about \$1 per 50 miles.

Councilor Trujillo said the City should not have a vehicle ten years old with only 5,000 miles on it.

Chair Ives reminded the Committee that this is asking for a study to be done and these are all valid issues to include in the study. Part of that is the potential cost savings for the city. He had asked for an amendment to target mid-February for a study draft and an exemption for fire and police and comprehensive fleet replacement plan and answers to the number of each kind of vehicle as it moves forward. This is the next logical step for us.

Councilor Rivera noted the heading says electric vehicles and asked if a hybrid would fit into that.

Mr. Alejandro said he would be happy to include hybrids in the assessment for comparisons and he would work with Mr. Guillen on that amendment.

MOTION: Councilor Rivera moved to approve the resolution as amended. Councilor Villarreal seconded the motion.

Councilor Maestas appreciated the Mayor wanting to roll out low hanging fruit but to make sure - it isn't brand new but needs to make sense to us. There is time to get things done correctly.

Councilor Trujillo said electric and hybrid vehicles need to be accomplished through a plan to deal with what we have right now. It will lead to electric but needs to be a plan for what we have right now.

VOTE: The motion passed by majority voice vote with all voting in favor except Councilor Trujillo who dissented.

9. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING CITY STAFF TO COLLABORATE WITH THE PUBLIC SERVICE COMPANY OF NEW MEXICO (PNM) TO DEVELOP A SOLAR ENERGY PROJECT THAT WOULD PROVIDE CITY-OWNED FACILITIES WITH SOLAR POWER, IN ACCORDANCE WITH THE CITY OF SANTA FE'S STATED GOAL OF ACHIEVING CARBON

NEUTRALITY BY 2040 (MAYOR GONZALES) (JOHN ALEJANDRO)

COMMITTEE REVIEW

Sustainable Santa Fe Commission (Scheduled)

11/14/17

Finance Committee (Scheduled)

12/04/17

Council (Scheduled)

12/13/17

Councilor Villarreal had talked with Mr. Alejandro about the City doing its own microgrid. He asked Mr. Schiavo to explain why it is not an option.

Mr. Schiavo explained - that has to occur behind a PNM meter and that could be done at SFUAD behind the single PNM meter.

Councilor Villarreal felt there would be another option for more autonomy, like a public utility.

Mr. Schiavo said the value of a microgrid is to combine heat and power with a natural gas turbine and heat with the waste. Electricity is being generated throughout the State and get higher efficiency. This is a partnership with PNM whereby they would own and operate it and sell us electricity at a flat rate. It has been challenging to site renewable energy. We could not put enough on this building to supply what is needed for this building. A ground mounted facility would give us better efficiency if we could transmit the energy to the twenty-two city buildings. We want to do a cost analysis on per KWH basis to see what they are offering us and what would break even and then break even on the project. They could become 100% from renewable energy.

Councilor Villarreal asked if he was saying it is not cost efficient.

Mr. Schiavo agreed. The Convention Center covers about 10% of the need. At Siringo we have to decide how many acres to tie up. GCCC is closer to 25%. Siringo has no system and the challenge would be finding places to site them. He would not recommend rooftop installations. A challenge with rooftop is consider the size of the roof compared to the need within. There is no value in oversizing it. Over generating is not cost effective.

Councilor Villarreal thought the collaboration with PNM happened years ago.

Mr. Schiavo said PNM has been working on this and opened it up with the way Facebook did it. They are willing to share. But the matter has to go before the PRC. PNM could answer that question.

Ms. Sayuri Yamada, Director of Government Relations with PNM, said she totally understand that this has taken way too long. PNM has to be a better job. PNM has missed many opportunities to work with the City on carbon neutrality. It takes more than just words to be a reliable partner and not an obstacle.

She said Pat Vincent-Collawn is the new Chairwoman of Edison-Electric and has been a catalyst in New Mexico to help communities reach their goals. She is also asking their advocacy team to be better listeners and allies in New Mexico to understand what each community needs. Those communities want

PNM to help them reach the goals. PNM partnered with Los Lunas and the Government to help Facebook reach their sustainable goals. This year- we are shutting down two of the four units at San Juan and by 2021 will move away from coal generation entirely. PNM is committing to work with New Mexico and Santa Fe to not be left behind. She hoped this project could be a step forward in the right direction in listening to customers' needs and to build back that trust.

Councilor Maestas asked why we don't we have any parameters. Signing off on a collaboration is great but we don't know how many bites of the apple we will have. Why can't we identify parameters that already exist? Taos has community solar and PNM went on the record not to share ownership. But if we collaborate and PNM retains ownership, he asked if the City could purchase it or perhaps a lease-purchase. Obviously, it would lower the electric bill and he didn't want that to go back to the General Fund. Can we leverage any of the savings for facilities? The collaboration is great and what Ms. Yamada said is great.

Mr. Schiavo agreed to bring back a cost analysis for PV facilities and how much renewable energy to squeeze into each building to be handled by solar on each building. Right now, the cost is 11-12% higher than the City is currently paying. Many of the costs are around customer charge and fee building charge, neither of which would be affected by this. The saving is going down over the years. What is being offered is a unique deal and one which could get the City to 100% renewable on these 22 buildings. What the Committee should ask for is the full analysis, rather than individually.

Councilor Maestas wanted some kind of parameters on the feasibility before signing off. He noted on page two of the resolution, that the contract of PNM to access power would not be exclusive.

Mr. Schiavo said that was his understanding - if they could build something larger to serve their own needs.

Councilor Maestas asked if there would be any possible storage to use for our facilities.

Mr. Schiavo said storage is possible but it is very short term. The inverters vary quite a bit and the storage is in fraction of a second. He imagined that Tesla is offering something for the home and the batteries get better and better. It is the most cost-effective right now. Batteries require more energy in than you get out.

Councilor Maestas asked what the next step is.

Mr. Schiavo said if it is approved, he would come back with that cost/benefit analysis and determine at what additional cost to put PV facilities on each of the 22 buildings and when we would break even.

Councilor Maestas asked what a reasonable time frame for cost/benefit would be.

Mr. Schiavo said they could meet the proposed amendment.

Councilor Maestas said the amendment is for Staff to provide a cost/benefit analysis in two months.

MOTION: Councilor Maestas moved to approve with that amendment that appropriate Staff will present a cost/benefit analysis on the collaboration process in two months as the fourth "be it resolved" on page 2.

Councilor Villarreal understood the other part was to direct Staff to collaborate with PNM to develop a PV project and that should happen after the analysis.

Councilor Maestas agreed.

Councilor Villarreal seconded the motion.

Mr. Schiavo clarified the collaboration is between PNM and the City although PNM is reaching out to the County and the schools is a great idea to include them for cost efficiency.

Councilor Trujillo and Councilor Maestas supported that.

Chair Ives thought adding charging stations should be part of it.

Mr. Schiavo said PNM is donating at least one charging station.

Councilor Rivera asked to be cosponsor as well. He asked if PNM is looking at keep their workforce and training their staff in solar energy.

Ms. Yamada clarified that PNM has contracted with local solar companies to build the solar facilities and there would be no impact on their workforce.

VOTE: The motion passed by unanimous voice vote with Councilor Maestas and Councilor Rivera added as co-sponsors.

**10. REQUEST FOR APPROVAL OF A RESOLUTION ESTABLISHING CITY OF SANTA FE
LEGISLATIVE PRIORITIES FOR CONSIDERATION BY THE NEW MEXICO STATE LEGISLATURE
DURING THE 53RD LEGISLATURE – STATE OF NEW MEXICO – SECOND SESSION, 2018
(MAYOR GONZALES, COUNCILORS LINDELL, DOMINGUEZ, HARRIS, IVES, MAESTAS, RIVERA,
TRUJILLO, AND VILLARREAL) (BRIAN SNYDER)**

COMMITTEE REVIEW

Finance Committee (Scheduled)	11/13/17
Public Utilities Committee (Scheduled)	12/06/17
Council (Scheduled)	12/13/17

Councilor Rivera said he just pulled it for item a which has SWAN Park in for \$250,000 for cameras and was informed there is enough in the bond to complete this project without going to Council, so he and Councilor Dominguez will discuss a project to Mr. Guillen tomorrow before going to Council.

Councilor Maestas pointed out to Mr. Snyder that there is only one project in District 2 and is the lowest one - a pedestrian crossing. He brought up this project at the joint City Council-County Commission meeting with Katherine Miller that it should have joint funding since the court is the major source of the pedestrian traffic. He asked what progress has been made.

Mr. Snyder was not aware of any county funding for it. He was not at the meeting but talked with Ms. Miller about it.

Councilor Maestas questioned why the request is only \$100,000 when the cost is over \$700,000.

Mr. Snyder explained that Mark Duran recommended \$100,000 as more likely to get funded by the Legislature which would cover the design, so it could move forward.

Councilor Maestas noted that the other district requests are well above \$100,000 and some over \$500,000.

Mr. Snyder didn't have an answer. The past direction by the lobbyist is to fund projects that are around \$100,000.

Councilor Maestas thought the exorbitant requests will hurt the more modest ones. He supported the Agua Fria project but had concerns with SWAN Park cameras. He added that he has had a longstanding request on Canyon Road. It is an unfunded project to do sidewalk design and street improvements. It has no trash receptacles and the infrastructure is crumbling. The water museum is now down to phase 3 - interior elements and then it is finished. We had five priorities, and this is supposed to be in the top five. He didn't see much parity from district to district.

Chair Ives said Phase 3 of the water history building includes bathrooms and a storage area in the building for public functions. It was more in the \$350,000 range.

Mr. Snyder said, "This resolution is your resolution. It had a great discussion at Finance last week. This is before you this evening. And you can comment on the projects and could incorporate others into it for Mark Duran. "Councilor Rivera and Councilor Dominguez are going to collaborate to introduce others and the same could be done in District 2 or the amount requested increase. This is for your discussion. And ultimately, it goes to the Council for the lobbyist.

Councilor Maestas pointed out that the Chavez Center language is exactly the same language as Fort Marcy's.

Mr. Snyder said they should substitute GCCC there.

Chair Ives noted this comes to Council on December 13, so there is time for councilors to present potential modifications.

Councilor Maestas asked Mr. Snyder the status of the Manhattan intersection at Sandoval where it splits with Cerrillos.

Mr. Snyder said it has been under design and he couldn't recall if it is on CIP as funded.

Mr. Schiavo didn't recall either.

Councilor Maestas suggested that could be another intersection to add. And Chair Ives and he could propose it as an addition.

Councilor Villarreal said she will work with Councilor Lindell regarding Fort Marcy.

Mr. Snyder said that is a top priority.

Councilor Villarreal said it has been problematic. The other project is Solid Waste road maintenance to the facility. It is a joint partnership to get funding so that City, County and State share the cost. We will talk about it on Thursday at SWMA. It is more regional, but maintained by the City right now.

Mr. Snyder said whatever the direction is from the Governing Body is what will be in the documents. There were some on Finance and he expected more focus at the next meeting.

Councilor Villarreal asked what the deadline is for deleting things that shouldn't be there.

Mr. Snyder said the Councilors can deal with them here or give a request to Mr. Guillen for considering at Council.

MOTION: Councilor Maestas moved to forward this without recommendation. Councilor Trujillo seconded the motion and it passed by unanimous voice vote.

**12. REQUEST FOR APPROVAL OF AN ORDINANCE REPEALING SECTION 2-22 SFCC 1987
INTERNAL AUDIT DEPARTMENT IN ITS ENTIRETY; AND AMENDING SECTION 6-5 SFCC 1987
TO CHARGE THE AUDIT COMMITTEE WITH THE MANAGEMENT OF AN INDEPENDENT AUDIT
CONTRACT TO PERFORM THE FUNCTIONS CURRENTLY PERFORMED BY THE INTERNAL
AUDITOR (MAYOR GONZALES) (KELLEY BRENNAN)**

- a. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE CITY MANAGER TO
DEVELOP A PLAN TO OUTSOURCE THE FUNCTIONS CURRENTLY PERFORMED BY THE
INTERNAL AUDITOR IN ACCORDANCE WITH SAID RECOMMENDATIONS WITHIN 60 DAYS
OF THE ADOPTION OF THIS RESOLUTION (MAYOR GONZALES) (KELLEY BRENNAN)**

COMMITTEE REVIEW

Council (Request to publish)
Finance Committee (Scheduled)
Audit Committee (Scheduled)

11/08/17
12/04/17
12/06/17

Councilor Villarreal said to Ms. Brennan that she knew a lot came from the forensic auditor, but she was trying to figure out how to deal with what is in place and what will happen to that position and how the Audit Committee would work with a contracted auditor.

Ms. Brennan said the assessment did suggest that eliminating the department and outsourcing was desirable. What occurred is that we brought in an outside contractor for the assessment and an external auditor for analysis and staff also, as we go along, and the Governing Body supported the system modifications before the study, but the study addresses many of them. Eliminating the department will eliminate the internal auditor position and take up the circumstance to eliminating positions in the budget.

Regarding working with the Audit Committee, they reviewed and recommended that it proceed and many of the changes were suggested by Audit Committee members and provides for their participation in contract with external auditor position and now at a stage of bringing new people in and auditing their performance and past transactions and making suggestions. So in the middle of analysis and maybe in a year - maybe an internal auditor could be a function or an Inspector general. It is in discovery phase.

Councilor Villarreal suggested maybe a hybrid model where the Audit Committee is still in place and contract an outside auditor for specific projects. She was hoping to see some flexibility. She had mixed feelings about it because an internal person may have a better perspective and an external auditor might have another perspective. And an external auditor wouldn't be there day-to-day. She asked if Ms. Martínez had any thoughts about it or a hybrid.

Ms. Brennan said this is the bill she was asked to draft.

Councilor Villarreal understood that was by the Mayor. She asked if the Audit Committee had other suggestions.

Ms. Brennan said she did not attend the meeting but felt they supported it.

Councilor Villarreal said she attended their last meeting and agreed with Ms. Brennan they were supportive and helped Councilor Harris make some adjustments to it.

Councilor Villarreal said she definitely wanted an Audit Committee.

Ms. Brennan said they are in conversation with the Audit Committee. Regarding inside knowledge and outside objectivity and independence, the department heads know a lot about operations and it is not always an internal person who knows how things operate.

Councilor Villarreal was worried that we don't even know what it would look like with a staffed department instead of just one person. If we had an auditing team, that might have functioned better. She didn't want to kick out the table but saw the benefit of a contracted auditor. We are in uncharted territory.

Councilor Maestas didn't have a strong opinion either way but, looking at the charter that created the Audit Committee, he was convinced the reaction is too abrupt and just a reaction to what happened. The charter was amended to create an audit committee and there is nothing too detailed about it. They have in 9.4 a code section to identify the function of the audit committee.

Ms. Brennan agreed, and that is what is being changed.

Councilor Maestas understood the change is not repealing the audit committee.

Ms. Brennan agreed. Section 6.5 is the audit committee and the ordinance that regulates them. It is a two-part ordinance that addresses the role of the audit committee.

Councilor Maestas looked at 2.22 of the code as the codification of the audit committee that the department would support the audit committee. He wondered why we are repealing the entire code. 2.22.2 has the purpose and goals and not so specific to the department but the internal oversight of the city and that is gone. Section 2.22.4 on resources and staff is all gone. But part of 2.22 has a part that could still be salvaged like scope of the audits in 2.22.6; the deadlines and he didn't look at amendments of 6.5. He asked if we are removing any of it.

Ms. Brennan said it repeals all of 2.22 but we are enhancing the work of the Audit Committee per proposals of the Committee.

Councilor Maestas said 2.22 has what is tied to the Audit Committee and tied to the Charter and that is extreme. The new liaison is the Finance Director and that is the subject of ongoing forensic investigation. Someone has to oversee the performance of the Committee but there is still a contractual relationship with the City so how will the work be managed? Who will be the contract manager?

Ms. Brennan said the fraud assessment was initiated by the Finance Director. It criticized the isolation of those functions of the City and was one of the major criticisms of the Internal Auditor and that the auditor should have known. She was not sure we could find anyone better than the Finance Director. That is really the source of their effort.

Councilor Maestas considered it much too extreme to repeal all of 2.22 and should have had a decision to find someone with that skill set. He didn't want someone to make that decision for him. It creates a vacuum in internal auditing and lessens that function by contracting it out. What is less disruptive and would instill more confidence in our City? Not to repeal an entire section of the code because one person didn't fulfill that function.

We still don't have a way to objectively enforce the ethics code either. There is no function for fraud prevention or allegations of fraud, waste, and abuse. There are still great needs. He thought this step is too extreme and instead, should have changed the job description to fit with this framework. A lot of the intent of the audit committee in the charter went into this code. This is much too extreme and an overreaction. The community at large is wondering what is going to happen. We should not have this vacuum and repealing it will shake the confidence of the community. The report was just based on a sampling. He

couldn't support this.

Councilor Rivera agreed with most of that. The Audit Committee has had a chance to review it. So why is it going back to the Audit Committee?

Ms. Brennan said it is to review the changes.

Councilor Rivera thought it might have changes they did not support.

Ms. Brennan said if the Committee suggests amendments, it would presumably go back to them for their recommendations.

Councilor Rivera said it could still have additional ideas we would not hear until the public hearing on December 13.

Chair Ives said for several years, he has had a request to supplement the Internal Auditor with a forensic auditor that might have exposed our weaknesses several years ago, but it never found purchase in budget discussions. He was ready now to take a bold step forward in implementing a change to join this as a cosponsor. It reflects the report of the McHard report and we approved \$50,000 more for those auditors and they are functioning in that capacity also. We are already on this pathway.

Given the issues that have been identified, it sends a strong message that we are dealing with this seriously and in a way not too dissimilar than what is called for in this proposal. It is a chance to beef up our internal audit staff, so he was highly in favor of it.

Ms. Brennan added that the fraud assessment identified a large number of system failures and that was even before that contract report addressed them. They did not identify instances of fraud. What we found on the hot line are not systemic, but instances do arise that can be dealt with. The report at GCCC indicated it is not a common thing and could be contracted it out to an attorney for a report on which action that could be taken.

Chair Ives agreed that makes sense, but we have had problems that are not insignificant regarding policies and procedures. Moving to an external audit makes sense. It is underway and indicates changes we need to use. And our new enterprise system will identify some of those and adopting a new cash-handling policy is addressing what is in the McHard report. So, we are taking steps to address them.

Ms. Brennan agreed. The system failures are an opportunity for fraud, not so much actual fraud, and allows us to identify discrepancies earlier.

Chair Ives added that the McHard Report was identifying a potential for those problems. Now we are taking the next steps to determine whether it occurred.

Councilor Maestas didn't see in the expansion of committee duties, any authority to request a budget. Section 2.22.4J is where they should develop a budget and propose it to the City Manager, to carry out

their duties. He asked who will set the budget for this. When you remove this process. What if we hire a contractor and have such a constrained budget that an additional budget is needed and requested.

Ms. Brennan said the Internal Audit budget was always presented by the City Manager. Ms. Kerr developed a request the same way she did. The Audit Committee is charged for review of the Audit functions. That contract would have to be funded as all our contracts are.

Councilor Maestas said this is missing the budget-setting function. It would have to be the Audit Committee.

Ms. Brennan said the City Manager proposes the budget. The Audit Committee would recommend to the City Manager and it is the decision of the Governing Body.

Councilor Maestas agreed. But it still has to be developed somehow and we need to make sure that is done.

The last thing is on page 3 of the resolution, lines 18-22. He asked why we are expanding the parties involved in decisions made - why add the City Manager to the Finance Committee in making these recommendations?

Ms. Brennan read it and thought the parties that are mentioned are because with the enhanced responsibility comes more interactions and they need to interact with the City Manager and the Governing Body.

Councilor Maestas asked what would be done if there is a conflict that involves the administration and what the alternative is so that they are fully addressed. There is now more administrative oversight. How is conflict dealt with?

Ms. Brennan said it involves more in the decision making. You are enhancing the chance of those things happening, with a very narrow door which often deals with personnel. It requires a budget and they have to deal with the Governing Body.

The Finance Committee will likely be a regular contact. The Audit Committee has asked for more contact with Finance.

Councilor Maestas asked if the Audit Committee been briefed about status of the Internal Auditor.

Ms. Brennan thought so.

Councilor Maestas just wanted to make sure the City Manager has done that.

Ms. Brennan said the Internal Auditor has been informed and she is not on administrative leave.

MOTION: Chair Ives moved to approve the amended ordinance. There was no second and the motion died.

Councilor Maestas wanted to deny this. It is too great a change and there is a long history through the charter of the Audit Committee with the Internal Auditor. This is a big change and there is actually more administrative interaction than for independence.

Councilor Rivera asked when the current auditors would be finished with their work.

Ms. Brennan said it would not be any time soon but less than a year. That is a very broad estimate. Anderson is the company contracted for day-to-day operations. The external auditor is Clifton.

Councilor Rivera asked about the findings.

Ms. Brennan said we prioritized them and are trying to get priorities from Anderson and from Clifton. "One thing leads to another up to a point."

MOTION: Councilor Rivera moved to postpone this matter until the audit group, internally and externally, complete their work to determine what needs to be done and make a decision then.

Councilor Maestas noted that part of the problem is that we don't have the scope of this contract and cannot assume that those functions of Section 2.22 would appear in the scope of this contract. This is a major change in the internal audit and has a lot of missing information and part of it is the scope of this contract and how it will be overseen, and what happens if it is part of the Finance Department. The McHard report had 60+ findings and we shouldn't get caught flat-footed and pinning our hopes on an external auditor with less oversight.

Chair Ives said he wasn't aware of less than independent oversight. It is a process we've already engaged in by virtue of approving \$100,000 for the conduct of those studies. The notion at Finance was to have Items 12 and 13 come forward together for the December 13, 2017 Council meeting. He would like to see them forwarded together to Council. He was not in favor of having one go forward without the other because the Governing Body should be able to look at both of them together.

Councilor Maestas seconded that motion and asked for a friendly amendment to see that a recommended scope of a contract with an internal auditor would be.

Councilor Rivera accepted the amendment as friendly to the maker.

In response to Councilor Villarreal, Councilor Rivera repeated his motion that this be postponed until the audit group internally and externally complete their work to see what needs to be done.

Ms. Martínez said Adam Johnson is the best person to say how long it would take.

Councilor Villarreal said we don't have any information to make a decision on how it fits together or how an Inspector General would fit into it or any hybrid options. She would really like to hear from the Audit Committee and didn't know how that could happen.

Ms. Brennan reported the Audit Committee is considering it again. She presumed they will take action then and the Committee will hear from them. She indicated that Chair de Schweinitz has quite frequently been at Council meetings.

VOTE: The motion to postpone passed by majority roll call vote with Councilor Maestas, Councilor Trujillo, Councilor Villarreal and Councilor Rivera voting in favor and Councilor Ives dissenting.

13. REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING THE PLACEMENT OF A QUESTION ON THE BALLOT OF THE REGULAR MUNICIPAL ELECTION, TO BE HELD ON MARCH 6, 2018, TO ASK THE VOTERS OF THE CITY OF SANTA FE WHETHER OR NOT THE SANTA FE MUNICIPAL CHARTER SHOULD BE AMENDED TO INCLUDE A PROVISION TO ESTABLISH AN INDEPENDENT OFFICE OF INSPECTOR GENERAL FOR THE CITY OF SANTA FE (COUNCILOR MAESTAS) (RENEE MARTÍNEZ)

COMMITTEE REVIEW

Finance Committee (Scheduled)
Council (Scheduled)

11/13/17
12/13/17

Councilor Rivera asked Councilor Maestas, as sponsor, why he decided to put this in front of the voters for a charter amendment rather than just incorporating it into the present code.

Councilor Maestas said in looking at the Ethics Code 1-7.9, under the enforcement section, it gives the City the option to create an Inspector General position by ordinance. The reason why he went with a ballot question was when we litigated this issue in 2015, the state of the practice for home rule cities with Inspectors General, amended their charter by ballot initiative. It is such an important part of the organizational structure of the government. It is completely independent and has its own authorities by design. It is a common mechanism for creating it and secondly, Santa Fe is at a cross roads right now. Given the preliminary recommendations of this fraud risk assessment with more investigations to come, that we as a Governing Body need to send a strong message that we want complete independence once and for all and this Inspector General would give us that.

He said this is identical to the resolution he proposed in 2015. There is no cost. It simply lets the voters weigh in on a position of Inspector General as a distinct position. There are some basic principles under which the Inspector General operates.

It is what we considered in 2015 and he still felt it is the best way to do it. That is what the Bar Association did, and he consulted with the Attorney General Association and it is the way they recommended.

Councilor Rivera called attention to the packet and asked where it came from.

Councilor Maestas said this is from David Parker. What he had forwarded was an unsolicited letter. It was sent to him because Ms. Kerr had contacted him about OIG standards and he looked into what we were doing and sent this with all the attachments. That all came from him.

Councilor Rivera said the members just got it and it might be great material, but he had not had time to review any of it. There was also an email requesting a meeting on it. He just wanted to hear Councilor Maestas' thought process for sending it to the voters.

Councilor Maestas said he really does think we are at crossroads and this will be a defining moment and we need to demonstrate we want to stay ahead of this unfolding situation across the City for a position already provided for. It is nothing new, but a tried and true good government tool and the function is two-fold not just to investigate fraud, waste and abuse. We don't have a completely independent way to investigate.

This is a function that could be handled by an Inspector General and provide fraud prevention by the Inspector General. It is possible the Inspector General could recoup the cost of investigation from other entities that are guilty of misconduct. It is also a function that can help the City improve our processes and administrative functions with an Inspector General.

He thought they should allow the public to weigh in on it. There was a ballot to create the Audit Committee and an Inspector General is just as significant as an Audit Committee.

Councilor Maestas read the charter section. The situation was a lack of integrity for the City. If we just keep reacting to it, the public will lose confidence in the City. It is not a fund but just to approve creating a position of Inspector General. The stakes are even higher now and strong consideration of this is warranted. That is why he asked the Inspector General of Albuquerque to visit with the Mayor and City Manager to share his perspective as an Inspector General in their model. They are all active across the country. That is why he felt it is very important and should not wait another two years. Mr. Harper said it is the way to go by charter amendment.

We have an opportunity to do it now with no extra cost. The window is a short one, but we have an opportunity to go through that window.

Councilor Villarreal thought it would help to talk with David Harper and didn't know how the Inspector General would work with the Audit Committee.

Councilor Maestas said it would serve the same function as an Internal Auditor. We might have to revisit their authority, but the ethics code and the existing committee are already in place and would complement the Inspector General.

Councilor Villarreal asked how it would be staffed. The Inspector General in Albuquerque has a staff.

Councilor Maestas said they are not involved in budget negotiations but ask for a percentage of the budget so that is also completely independent from the rest of the City. Oscar's calculation was very close for the internal Audit Department back in 2015.

Councilor Villarreal didn't believe it would be the same. It would require more than one person.

Councilor Maestas said the only cost for this is the cost of putting it on the ballot.

Councilor Villarreal said the function is greater and it would require more personnel.

Ms. Brennan said personnel would not be part of the equation.

Councilor Maestas said law enforcement has their own investigators.

Ms. Brennan agreed and that goes through personnel procedures.

Councilor Villarreal said the process and procedures are related to Finance.

Ms. Brennan said the role would be typical for an internal auditor, and fraud, waste and abuse split off but didn't know that it is necessary to separate them.

Councilor Maestas said Albuquerque has an Internal Auditor and an Inspector General but an Inspector General can include the internal audit function.

Councilor Villarreal said she would wait to hear more.

Ms. Martínez said she spoke with Mr. Harper on Friday. They set up the Inspector General office in 2004 and it was housed in the Internal Auditor Department in 2012. Albuquerque sought more independence and established that office. David Harper was hired in 2016.

She said the Internal Audit office has four full-time auditors with different specialties and one Administrative Assistant. And the Inspector General has three full-time staff. They have two separate committees - one for Internal Auditor and one for Inspector General and all are volunteers.

Councilor Villarreal asked if these offices were voted on by the public.

Ms. Martínez didn't ask about that.

Councilor Trujillo understood they would still have audit department and a separate Inspector General. He said he deals with an Inspector General's on a regular basis at DOT and it is a good thing. There was never a finding as far as he knew. The Inspector General oversees investigations and the internal audit section. Having gone through it, he understood how valuable this could be for the City. It is a great tool, but he didn't know what the time sensitivity is for the ballot.

Councilor Maestas noted the City Clerk said ballot resolutions would have to be approved on December 13 by the Governing Body.

Councilor Trujillo asked if it doesn't need publication.

Ms. Brennan said that would be positioned to go into the resolution.

Councilor Trujillo liked it. We need to be diligent and let voters know we are taking it seriously. It can't be created overnight, and no FIR needed but we do need time to cover the publication requirements.

Councilor Maestas added that they could move it forward. It is going to Finance on November 13 and give time for Councilors to study it. Even voting to forward without recommendation would get it on the agenda.

Ms. Brennan said it would not if it fails at Finance. Finance did ask to hear both together. She didn't think advancing it without recommendation is sufficient.

Councilor Maestas commended Chair Ives for bringing this here instead of just relying on Finance. There could be support here, and the Inspector General was willing to come but he wanted to give the Committee a chance to review the material. He thought maybe we could bring it back to the December meeting.

Chair Ives agreed that would work.

MOTION: Councilor Trujillo moved to postpone this matter to the December 11 Public Works Committee meeting. Councilor Maestas seconded the motion.

Chair Ives asked about the indication in the FIR that putting this on the ballot is relatively low cost and Clerk has no funds for it. Beyond that, it is not clear how the Office of Inspector General cost would be funded and that might need to be known by voters. So he would like to know what the likely cost would be, how many positions, etc. It is important for voters in this time. And the Independent Commission on the Mayor's salary was not fair until people knew the cost.

Chair Ives pointed out possible overlap of duties and responsibilities of Internal Auditor and Inspector General and asked if there is a need for both departments. In the discussion on item 12, it was suggested we took steps that were too big, to eliminate that department. As this comes forward, he would like to understand how we would resolve those conflicts. Our current Internal Auditor has power to subpoena and engage in the type of activity the Inspector General would carry out. He needed to understand that better of staff.

Finally, he understood the Inspector General could recoup funds from its work. But he hated to have that as an incentive.

Councilor Maestas noted for the record, that the Inspector General office was also recommended by the McHard team and one of the partners had a partner who was the Inspector General in Albuquerque beforehand.

The motion passed by unanimous voice vote.

14. MATTERS FROM STAFF

There were no matters from Staff.

15. MATTERS FROM THE COMMITTEE

Councilor Trujillo asked Staff to take care of the Chinese Elm trees along Cerrillos Road.

Mr. Schiavo agreed to pass that along.

16. MATTERS FROM THE CHAIR

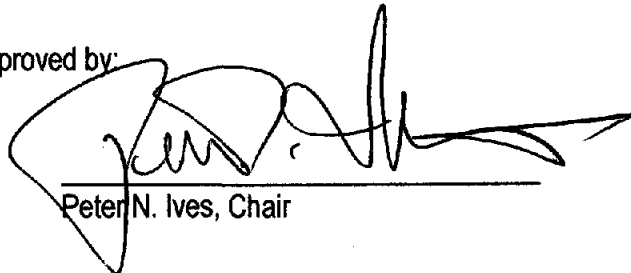
There were no matters from the Chair.

17. NEXT MEETING: Monday, December 11, 2017

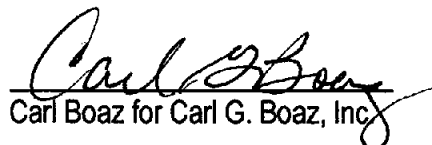
18. ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

Approved by:


Peter N. Ives, Chair

Submitted by:


Carl Boaz for Carl G. Boaz, Inc.