



new location: Agenda

Poyaque Room, Santa Fe Community Convention Center

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF CONSENT AGENDA
5. APPROVAL OF MINUTES:

CITY CLERK'S OFFICE

DATE 7-1-10 TIME 3:40

SERVED BY Laura Ors

RECEIVED BY Amelia Cullis

JUNE 21, 2010

CONSENT AGENDA

6. BID OPENINGS:
 - A. BID NO. 10/14/B – RAGLE PARK RENOVATION AND AGREEMENT BETWEEN OWNER AND CONTRACTOR; HEADS UP LANDSCAPE CONTRACTORS (BEN GURULE)
 1. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND
 - B. BID NO. 09/36/B AND 8/43/B – CHEMICALS FOR WASTEWATER DIVISION; POLYDYNE, INC. (LUIS OROZCO)
7. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 2 AND AGREEMENT BETWEEN OWNER AND CONTRACTOR – FRENCHY'S AND LARRAGOITE PARKS PHASE 2 RENOVATIONS; HEADS UP LANDSCAPE CONTRACTORS (BEN GURULE)
8. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 21 – SANTA FE COMMUNITY CONVENTION CENTER LANDSCAPING CONSTRUCTION CONTRACT; CAMERON/SWINERTON (CHIP LILIENTHAL) (Postponed at Finance Committee meeting of June 21, 2010)
9. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 5 – POWER PLANT PARK; AIC GENERAL CONTRACTORS (CHIP LILIENTHAL)
 - A. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – PROJECT FUND



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JULY 6, 2010 – 5:00 PM

10. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 2 EXTENSION TO CONTRACT – CITY HALL VENTILATION; CAC, INC. (CHIP LILIENTHAL)
11. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – DIGITAL SECURITY CAMERA RECORDING SYSTEMS FOR RETROFIT OF TRANSIT BUSES, PARATRANSIT VEHICLES AND TRANSIT FACILITIES (RFP #10/26/P); SEON DESIGN, INC. (JON BULTHUIS)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – GRANT FUND
12. REQUEST FOR APPROVAL OF “LEASE LETTER OF CONSENT FOR A CAPITAL IMPROVEMENT PROGRAM” AND APPROVAL OF “NOTICE OF FEDERAL INTEREST” – CITY OWNED PROPERTY LEASED BY LA FAMILIA MEDICAL CENTER LOCATED AT 1035 ALTO STREET IN SANTA FE; LA FAMILIA MEDICAL CENTER (DAVID CHAPMAN)
13. REQUEST FOR CONCEPT APPROVAL OF LEASE AGREEMENT – USE OF CITY PUBLIC RIGHT-OF-WAY WITHIN BURRO ALLEY; MAHER MOFTAH D/B/A DANCING WOLF TRADING COMPANY (EDWARD VIGIL)
14. REQUEST FOR CONCEPT APPROVAL OF LEASE AGREEMENT – USE OF CITY PUBLIC RIGHT-OF-WAY WITHIN BURRO ALLEY APPURTENANT TO RESTAURANT LOCATED AT 207 W. SAN FRANCISCO STREET; MAJED HAMDOUNI D/B/A CASABLANCA (EDWARD VIGIL)
15. REQUEST FOR CONCEPT APPROVAL OF LEASE AGREEMENT – USE OF SANTA FE COMMUNITY CONVENTION CENTER FOR OPERATING A SATELLITE TICKET OFFICE; LENSIC PERFORMING ARTS CENTER D/B/A TICKETS SANTA FE BOX OFFICE (EDWARD VIGIL)
16. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – CONDUCT PRE-EMPLOYMENT PHYSICALS REQUIRED BY JOB DESCRIPTIONS FOR CITY OF SANTA FE (RFP #10/30/P); NEW MEXICO MEDWORKS (VICKI GAGE)
17. REQUEST FOR APPROVAL OF REVISED CITY OF SANTA FE INVESTMENT POLICY (HELENE HAUSMAN)



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JULY 6, 2010 – 5:00 PM

18. REQUEST FOR APPROVAL OF AMENDMENT NO. 8 TO PROFESSIONAL SERVICES AGREEMENT – SERVICES FOR CITY OF SANTA FE 400TH ANNIVERSARY CELEBRATION; SANTA FE 400TH ANNIVERSARY (DARLENE GRIEGO)
19. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PUBLIC RELATIONS SERVICES FOR SANTA FE CONVENTION AND VISITORS BUREAU (RFP #10/17/P); LOCAS COMMUNICATION, INC. (KEITH TOLER)
20. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – ADVERTISING SERVICES FOR SANTA FE CONVENTION AND VISITORS BUREAU (RFP #10/16/P); TKO ADVERTISING, INC. (KEITH TOLER)
21. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – WEBSITE MANAGEMENT, HOSTING, MAINTENANCE AND TRACKING STATISTICS FOR SANTA FE CONVENTION AND VISITORS BUREAU; STUDIO X, INC. (KEITH TOLER)
22. REQUEST FOR APPROVAL OF PROFESSIONAL SERVICES AGREEMENT – PUBLISH 2011 OFFICIAL SANTA FE VISITOR GUIDE FOR CITY OF SANTA FE (RFP #10/18/P); BELLA MEDIA, INC. (KEITH TOLER)
23. REQUEST FOR APPROVAL OF PROCUREMENT UNDER STATE PRICE AGREEMENT – BOOKS AND LIBRARY SERVICES FOR LIBRARY DIVISION; VARIOUS VENDORS (PATRICIA HODAPP)
24. REQUEST FOR APPROVAL OF PAYMENT OF CITY'S SHARE OF RECC CAPITAL EXPENDITURES (KATHRYN RAVELING)
 - A. REQUEST FOR APPROVAL OF BUDGET INCREASE – POLICE AND FIRE SAFETY FUNDS
25. REQUEST FOR APPROVAL OF A RESOLUTION DIRECTING THE OFFICE OF AFFORDABLE HOUSING TO MOVE FORWARD WITH THE DEVELOPMENT AND POSSIBLE CONSTRUCTION OF AFFORDABLE HOUSING AT THE 635 ALTO STREET PROPERTY AND TO PURSUE FURTHER ANALYSIS OF THE WINNING LOCAL DESIGN BY ASSESSING ARCHITECTURAL PLANS AND SITE DEVELOPMENT COSTS (COUNCILOR CALVERT) (MELISA DAILEY)



Committee Review

Public Works (no quorum) 6/28/10
City Council (scheduled) 7/14/10

Fiscal Impact – Yes

26. REQUEST FOR APPROVAL OF A RESOLUTION REQUESTING THE GOVERNOR TO ORDER THE SECRETARY OF THE DEPARTMENT OF TAXATION AND REVENUE TO DIRECT THE MOTOR VEHICLE DIVISION TO IMPLEMENT COMPREHENSIVE BICYCLE SAFETY AND ROAD-SHARING EDUCATIONAL PROVISIONS IN THE NEW MEXICO DRIVERS HANDBOOK, THE NEW MEXICO DRIVERS TEST AND STUDENT DRIVERS EDUCATION CURRICULUM (COUNCILOR BUSHEE) (BOB SIQUEIROS)

Committee Review

Bicycle & Trails Advisory Committee (approved) 6/24/10
Public Works (no quorum) 6/28/10
City Council (scheduled) 7/14/10

Fiscal Impact – No

27. REQUEST FOR APPROVAL OF A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF SANTA FE, NEW MEXICO DECLARING ITS OFFICIAL INTENT TO REIMBURSE ITSELF WITH THE PROCEEDS OF A FUTURE TAX-EXEMPT BORROWING FOR CAPITAL EXPENDITURES PAID TO ACQUIRE, CONSTRUCT AND IMPROVE PARK AND RECREATION PROJECTS; IDENTIFYING THE CAPITAL EXPENDITURES AND THE FUNDS TO BE USED FOR SUCH PAYMENT; AND PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH (KATHRYN RAVELING)

Committee Review

City Council (scheduled) 7/14/10

END OF CONSENT AGENDA



Agenda

FINANCE COMMITTEE MEETING
CITY COUNCIL CHAMBERS
JULY 6, 2010 – 5:00 PM

DISCUSSION

28. OTHER FINANCIAL INFORMATION:
 - A. UPDATE ON CITY OF SANTA FE INVESTMENT PORTFOLIO AS OF MARCH 31, 2010 (HELENE HAUSMAN)
29. MATTERS FROM THE COMMITTEE
30. 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 OF ACTION
FINANCE COMMITTEE MEETING
Tuesday, July 6, 2010**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER AND ROLL CALL	Quorum	1
APPROVAL OF AGENDA	Approved [amended]	2
APPROVAL OF CONSENT AGENDA	Approved [amended]	2
CONSENT AGENDA LISTING		2-5
APPROVAL OF MINUTES: JUNE 21, 2010 REGULAR FINANCE COMMITTEE MEETING	Approved	5
<u>CONSENT CALENDAR DISCUSSION</u>		
REQUEST FOR APPROVAL OF CHANGE ORDER NO. 21 – SANTA FE COMMUNITY CONVENTION CENTER, LANDSCAPE CONSTRUCTION CONTRACT; CAMERON/SWINERTON	Decision postponed for 6 months	5-7
REQUEST FOR APPROVAL OF A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF SANTA FE, NEW MEXICO, DECLARING ITS OFFICIAL INTENT TO REIMBURSE ITSELF WITH THE PROCEEDS OF A FUTURE TAX-EXEMPT BORROWING FOR CAPITAL EXPENDITURES PAID TO ACQUIRE, CONSTRUCT AND IMPROVE PARK AND RECREATION PROJECTS; IDENTIFYING THE CAPITAL EXPENDITURES AND THE FUNDS TO BE USED FOR SUCH PAYMENT; AND PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH *****	Approved	7-8
END OF CONSENT CALENDAR DISCUSSION *****		
<u>DISCUSSION</u>		
OTHER FINANCIAL INFORMATION:		
UPDATE ON CITY OF SANTA FE INVESTMENT PORTFOLIO AS OF MARCH 31, 2010	Information/discussion	8-9
MATTERS FROM THE COMMITTEE	None	10
ADJOURN		10

**MINUTES OF THE
CITY OF SANTA FE
FINANCE COMMITTEE
Tuesday, July 6, 2010**

1. CALL TO ORDER

A meeting of the City of Santa Fe Finance Committee was called to order by Chair Matthew E. Ortiz, at approximately 5:00 p.m., on Tuesday, July 6, 2010, in the Council Chambers, City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT:

Councilor Matthew E. Ortiz, Chair
Councilor Rosemary Romero
Councilor Rebecca Wurzbarger

MEMBERS EXCUSED:

Councilor Patti J. Bushee
Councilor Carmichael A. Dominguez

OTHERS ATTENDING:

Kathryn Raveling , Acting Finance Director
Laura Vigil, Finance Division
Melessia Helberg, Stenographer.

There was a quorum of the membership in attendance for the conducting of official business.

NOTE: All items in the Committee packets for all agenda items are incorporated herewith by reference. The original Committee packet is on file in the Finance Department.

3. APPROVAL OF AGENDA

Chair Ortiz said staff has requested to pull Items 13 and 14 from the consent agenda, and staff will decide when these items are placed on the agenda in the future.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Romero, to approve the agenda, as amended.

VOTE: The motion was approved unanimously on a voice vote.

4. APPROVAL OF CONSENT AGENDA

MOTION: Councilor Wurzbarger moved, seconded by Councilor Romero, to approve the following Consent Agenda, as amended.

VOTE: The motion was approved unanimously on a voice vote.

CONSENT AGENDA

6. BID OPENINGS:

- A. BID NO. 10/14/B – RAGLE PARK RENOVATION AND AGREEMENT BETWEEN OWNER AND CONTRACTOR; HEADS UP LANDSCAPE CONTRACTORS. (BEN GURULE)
 - 1. REQUEST FOR APPROVAL OF BUDGET INCREASE – PROJECT FUND.
- B. BIG NO. 09/36/B AND 8/43/B – CHEMICALS FOR WASTEWATER DIVISION; POLYDYNE, INC. (LUIS OROZCO)

- 7. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 2 AND AGREEMENT BETWEEN OWNER AND CONTRACTOR – FRENCHY'S AND LARRAGOITE PARKS PHASE 2 RENOVATIONS; HEADS UP LANDSCAPE CONTRACTORS. (BEN GURULE)

- 8. *[Removed for discussion by Councilor Wurzbarger]*

- 9. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 5 – POWER PLANT PARK; AIC GENERAL CONTRACTORS (CHIP LILIENTHAL)
 - A. REQUEST FOR APPROVAL OF BUDGET ADJUSTMENT – PROJECT FUND.

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This item was removed from the agenda to be rescheduled by staff at a future meeting
14. REQUEST FOR CONCEPT APPROVAL OF LEASE AGREEMENT – USE OF CITY PUBLIC RIGHT-OF-WAY WITHIN BURRO ALLEY APPURTENANT TO RESTAURANT LOCATED AT 207 W. SAN FRANCISCO STREET; MAJED HAMDOUNI D/B/A CASABLANCA. (EDWARD VIGIL)
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26. REQUEST FOR APPROVAL OF A RESOLUTION REQUESTING THE GOVERNOR TO ORDER THE SECRETARY OF THE DEPARTMENT OF TAXATION AND REVENUE TO DIRECT THE MOTOR VEHICLE DIVISION TO IMPLEMENT COMPREHENSIVE BICYCLE SAFETY AND ROAD-SHARING EDUCATIONAL PROVISIONS IN THE NEW MEXICO DRIVERS HANDBOOK, THE NEW MEXICO DRIVERS TEST AND STUDENT DRIVERS EDUCATION CURRICULUM (COUNCILOR BUSHEE). (BOB SIQUEIROS) Committee Review: Bicycle & Trails Advisory Committee (approved) 6/24/10; Public Works (no quorum) 6/28/10; and City Council (scheduled) 7/14/10. Fiscal Impact – No.

27. *[Removed for discussion by Councilor Ortiz]*

END OF CONSENT AGENDA

5. APPROVAL OF MINUTES: JUNE 21, 2010 REGULAR FINANCE COMMITTEE MEETING.

MOTION: Councilor Wurzburger moved, seconded by Councilor Romero, to approve the minutes of the Regular Finance Committee Meeting of June 21, 2010, as presented.

VOTE: The motion was approved unanimously on a voice vote.

CONSENT CALENDAR DISCUSSION

8. REQUEST FOR APPROVAL OF CHANGE ORDER NO. 21 – SANTA FE COMMUNITY CONVENTION CENTER, LANDSCAPE CONSTRUCTION CONTRACT; CAMERON/SWINERTON (CHIP LILIENTHAL) (Postponed at Finance Committee meeting of June 21, 2010)

Councilor Wurzburger said she has read the material in the packet, and knows we have line items, but she has no sense of what we're getting physically for almost \$500,000. She had hoped we would see the plan at this meeting. She asked where the brick is going to be placed.

Martin Valdez said this work originally was included in the bid documents which were sent out on the Community Convention Center, but at that time, as a cost savings measure, the bid alternates were not awarded, noting they were able to save a significant amount on this project by doing this. He would like to move forward and complete the landscaping as contained in the bid document. He said the work includes completing a substantial area just north of "here," additional trees and to make the area on the northeast corner more usable for convention visitors and the convention center.

Councilor Wurzburger said then for half a million dollars, we are getting some trees and brick in the area, noting she has received no complaints from constituents saying this is bare and we need brick.

Councilor Wurzburger said she doesn't quite understand what is going to happen on the Federal Place side near the parking.

Mr. Valdez said it was originally designed to be a drainage collection area, and this would make it more usable to visitors and City hall staff.

Councilor Wurzbarger asked Ms. Raveling if we didn't do this project, how this money can be spent otherwise on the Convention Center or elsewhere for that matter.

Ms. Raveling said they are using bond funds, and the bonds were issued for the Convention Center.

Councilor Wurzbarger said she understands the funds would have to be used for the Convention Center, but she wants to know how else these funds could be used, other than for landscaping.

Mr. Romero said it could be used for anything.

Councilor Wurzbarger asked if the funds could be used for marketing, or to improve the carpet we had to purchase.

Ms. Raveling said it would have to be used for capital items.

Councilor Wurzbarger said she knows the funds can't be used for marketing. She asked if it could be used for unforeseen repairs, noting we seem to have a tradition in the City with new buildings experiencing problems a year or so down the line.

Ms. Raveling said the funds could be used for unforeseen repairs.

Councilor Wurzbarger asked Darlene Griego what remains to be done on the final punch list for the Community Convention Center, and if there are any remaining issues surrounding "finishing."

Ms. Griego said no, they have worked through the majority of the items, and what is left is minor.

Councilor Wurzbarger asked what would happen 2-3 years in the future if a major system were to go down.

Ms. Griego said for FY 2010/2011 there are maintenance agreements on the HVAC, but after this year, she will have to see what the next fiscal year brings.

Councilor Romero asked Mr. Romero what would be the repercussions of postponing this item for 6 months.

Mr. Romero asked Ms. Raveling if there are arbitrage issues.

Ms. Raveling said the only issue is that the City is paying interest on the money we are holding, and in this climate, we're not making any interest on those funds.

Mr. Romero said there is no rush to finish this project, and these can be used as rainy day funds as an option.

Councilor Wurzbarger asked when the warranties on the Community Convention Center will go away.

Ms. Griego said the only thing under warranty right now is the roof, which is a 20-year warranty, and everything else is now out of warranty.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Romero, to postpone consideration of this Agenda item for six months.

DISCUSSION: Mr. Romero asked if this motion means it won't go to the Public Works Committee.

Chair Ortiz said it still has to go to the Public Works Committee because when it went to that Committee previously, there was a lack of a quorum, so it has to go back. He said that Committee will now know that this Committee moved to postpone it, and if there is a disparity between the actions of both committees, it would have to be placed on the Council Agenda as a discussion item.

Mr. Romero said he will pull it from the next Council Agenda and see what happens at the next Public Works Committee meeting.

VOTE: The motion was approved unanimously on a voice vote.

- 27. REQUEST FOR APPROVAL OF A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF SANTA FE, NEW MEXICO, DECLARING ITS OFFICIAL INTENT TO REIMBURSE ITSELF WITH THE PROCEEDS OF A FUTURE TAX-EXEMPT BORROWING FOR CAPITAL EXPENDITURES PAID TO ACQUIRE, CONSTRUCT AND IMPROVE PARK AND RECREATION PROJECTS; IDENTIFYING THE CAPITAL EXPENDITURES AND THE FUNDS TO BE USED FOR SUCH PAYMENT; AND PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH. (KATHRYN RAVELING). Committee Review. City Council (scheduled) 7/14/10.**

Chair Ortiz said he pulled this item, and asked who is the sponsor of the Resolution.

Ms. Raveling said it is a staff Resolution, and the Mayor or the Finance Committee will sponsor it.

Responding to the Chair, Ms. Raveling said the Resolution provides that we will reimburse any expenditures that we make before the bond issue is done, and the City still is planning on issuing the second phase of the bond issue. This is just a formality to say that the City will reimburse itself from the second phase of the bond issue.

Chair Ortiz asked how much is anticipated to be spent before the second issuance of the Park bonds.

Ms. Raveling said it isn't significant, and this is just in case we have expenditures so the City can repay itself from the second bond issue.

MOTION: Councilor Wurzbarger moved, seconded by Councilor Romero, to approve this request

VOTE: The motion was approved unanimously on a voice vote.

END OF CONSENT CALENDAR DISCUSSION

DISCUSSION

28. OTHER FINANCIAL INFORMATION:

A. UPDATE ON CITY OF SANTA FE INVESTMENT PORTFOLIO AS OF MARCH 31, 2010. (HELENE HAUSMAN)

Ms. Hausman said the City has hired an investment advisor, noting that we are going to end the year a little better than we at first thought. She said the June report will come to the Committee at the end of August. She said in December/January, she had thought we would be down \$500,000 in interest, but she believes we now will be down only \$200,000 from the budgeted amount of \$2.2 million, which is extremely conservative.

Ms. Hausman said during the past two months, people have been talking about the possibility of a second round of the recession tied closely to problems in state and local governments nationwide. She said with the G-20 summit last week, the United States is saying that it will cut its debt by 20%, which means it won't issue bonds. She said this means New Mexico will compete "with the whole world," to buy what is issued.

Ms. Hausman said in April she attempted to purchase a \$3 million piece of a bond, but she was scooped by the Asian market which bought the entire bond issue. She expects more of this to happen this year, and the increase in demand for a lower number of bonds will keep the yield low, and she doesn't look for an improvement of interest rates for the next year. She said the forecast now is that the Federal Reserve won't consider increasing interest rates until 2012. She said she is still comfortable with this year's budget projection, which is very conservative in terms of the amount of cash managed by the City. She said it is possible she will wind up with more in cash because she will have trouble investing it. She wants the Committee to know that they are doing the best they can in this environment.

Councilor Wurzbarger thanked Ms. Hausman for being so conservative over the past year. She said when she was at the U.S. Conference of Mayors, she was shocked that the jobs program being pushed by the Conference of Mayors isn't for industry, it is for bailing out cities to provide funds to compensate for the financial situation. She thanked Ms. Hausman for her work and said she believes this is the course we should stay on, commenting she doesn't think things will be "rosy" for the next 2-3 years.

Chair Ortiz thanked Ms. Hausman for all she has done, and if the situation continues as is, he hopes we will continue with the policy she started which is to invest in the local banks so we can have our funds locally, commenting it is better to put money into local banks than into multi-state banks.

Ms. Hausman said the local banks are not taking public funds right now, and she doesn't know when they will be doing so in the future. She said a lot depends on what happens with the financial crisis and the Federal Reserve Bank.

Ms. Hausman said some of our CDs are maturing and she can't reinvest them in the local banks, because the banks aren't capable of doing that. She said First National Bank asked to liquidate two of our Certificates of Deposits early and pay interest to the original term. She said First National Bank has kept its four-star bank rating, noting Wells Fargo and Century Bank went back to a four. She said banks are working to address the issues, but right now it is very tough. She doesn't know when we will be able to invest in the local banks, but she will stay in touch with them.

Chair Ortiz asked why it wouldn't be to the banks' benefit to have those assets on their ledger sheet.

Ms. Hausman said the bank has to collateralize our funds, and right now buying that collateral is very expensive, noting the banks are having difficulty investing the money right now and can't turn those funds over.

29. MATTERS FROM THE COMMITTEE

There were no matters from the Committee.

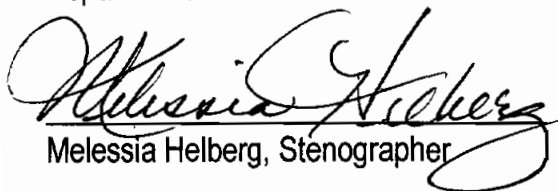
30. ADJOURN

There was no further business to come before the Committee, and the meeting was adjourned at approximately 5:30 pm.

Matthew E. Ortiz, Chair

Reviewed by:

Kathryn L. Raveling, Acting Director
Department of Finance


Melessia Helberg, Stenographer