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SENATE BILL 93

44TH LEGISLATURE - STATE OF NEW MEXICO - FIRST SESSION, 1999

INTRODUCED BY

Ben D. Altamirano

FOR THE LEGISLATIVE FINANCE COMMITTEE

AN ACT

RELATING TO INFORMATION SYSTEMS; CREATING THE INFORMATION SYSTEMS MANAGEMENT COMMISSION; PROVIDING POWERS AND DUTIES; REQUIRING ANNUAL PLANNING FOR STATE-FUNDED INFORMATION SYSTEMS.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. SHORT TITLE. -- This act may be cited as the "Information Systems Management Act".

Section 2. PURPOSE. -- The purpose of the Information Systems Management Act is to coordinate the central and individual executive agency information systems in a manner that ensures that the most cost-effective and efficient information and communication systems and resources are being used by executive agencies. Coordination will be achieved through the development of a five-year strategic plan for . 125152. 1

information and communication management that is developed and updated annually by the information systems management commission. The plan shall include an inventory of current services, resources and systems.

Section 3. DEFINITIONS. -- As used in the Information Systems Management Act:

- A. "commission" means the information systems management commission;
- B. "executive agency" means a state agency that is not part of the judicial or legislative branch of government, a state educational institution or local political subdivision; and
- C. "information system" means computer and voice and data communication software and hardware, including imaging systems, terminals and communications networks and facilities, staff information systems services and professional service contracts for information systems services.

Section 4. COMMISSION CREATED -- COMPOSITION -- STAFF. --

- A. The "information systems management commission" is created. The commission consists of the secretaries of finance and administration and general services or their designees and six members appointed by the governor as follows:
 - (1) two representatives from the major

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information and communication units of Los Alamos national laboratory and Sandia national laboratories;

- (2) two cabinet secretaries or their designees, one of whom represents a large information systems user in the state mainframe environment and one of whom represents a medium or small information systems user in a non-mainframe environment, who shall serve on a rotating basis for terms not to exceed two years; and
- (3) two public members with experience in information systems technology and management, but who are not employees of the state or any of its political subdivisions and who do not have any financial interest in state information systems or state contracts.
- B. Laboratory representatives and public members shall serve five-year terms, and vacancies shall be filled by appointment by the governor for the unexpired term. Members who are not paid from state funds may be reimbursed for per diem and travel expenses as provided in the Per Diem and Mileage Act.
- C. Executive agencies represented on the commission shall provide staff for their respective members of the commission.
- D. The governor shall appoint, with the advice and consent of the senate, a "chief information officer", who shall serve as chairman of the commission and act as the

director of the commission's permanent staff. In addition, the commission may employ the following permanent staff:

- (1) a deputy director;
- (2) three information and communication management analysts with responsibilities for a certain set of assigned agencies, agency plans and emerging technologies;
- (3) two performance auditors to conduct performance audits of all executive agency information management and technology resources; and
 - (4) support staff.

Section 5. POWERS AND DUTIES. --

A. The commission shall develop and update annually a detailed five-year strategic plan on information systems management to be presented to the governor and the legislative finance committee. The plan shall include the development of policies, standards and procedures for the management of information and communication technology for all executive agencies. The annual updates of the plan shall reflect how the individual agency plans conform to and support the five-year strategic plan.

B. The first strategic plan developed under the provisions of the Information Systems Management Act shall provide the framework from which to develop, analyze and approve individual executive agency information systems management plans and resource allocations. The strategic plan

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shall define the strategic policy direction for executive agencies and the responsibilities of those agencies in the acquisition and use of information systems and technologies.

- C. In carrying out its duties pursuant to Subsection A of this section, the commission shall:
- (1) coordinate the preparation and facilitate the implementation of executive agency plans;
- (2) review and approve such plans and document the approval to the governor and legislature;
- (3) monitor information systems development and conduct performance audits of information systems and management and technological resources;
- (4) advise the governor and legislature on information management and technology matters;
- (5) develop a strategic information systems management annual plan review policy and process that requires each executive agency to develop an acceptable information systems management annual plan no later than September 1 of each year for review and approval by the commission no later than November 15 of each year to ensure appropriate input into the executive and legislative budget processes;
- (6) review and evaluate the agency plans against a specific set of criteria set forth in Section 6 of the Information Systems Management Act;
 - (7) review and approve all rate structures

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for information systems services in the review and evaluation of the plan for the general services department; provided, however, that the approval authority shall provide the secretary of general services flexibility in rate designs for a variation of plus or minus five percent without commission approval;

- **(8)** approve the acquisition of information services, resources and systems, including services relating to project or contract management, to ensure compliance with the Procurement Code and the five-year strategic plan;
- (9)develop a schedule for ongoing monitoring of major system development projects with a written report that shall be sent to the head of the agency as specified in the schedule and to the legislative finance committee and shall specify compliance with information architecture and audit guidelines, provide recommendations for improved compliance and provide agency recommendations;
- review all budget requests for (10)appropriations for information and communications systems for all executive agencies for each fiscal year, and for each request the commission shall designate a priority based on the five-year strategic plan, which priority listing shall be furnished to:
- (a) the department of finance and admi ni strati on;

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 $(b) \quad the \ legislative \ finance \ committee;$

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(c) each submitting agency; and

(11) make written recommendations to the department of finance and administration and the legislative finance committee for information and communication systems-related budget adjustment requests.

Section 6. POWERS AND DUTIES OF COMMISSION AND EXECUTIVE AGENCIES PURSUANT TO DEVELOPMENT OF AGENCY PLANS. --

A. The commission shall ensure, through the development of specific policies, procedures and guidelines, that agency plans include strategic and operational assessments; provide a formal linkage between information systems management planning and department strategies and processes; use standard formats when appropriate; allow for stratification of projects to require less detail for smaller projects and an increasingly detailed level of analysis and justification as project size, cost and risk increase; and have an increased and enhanced emphasis on evaluation of the economics of all information and communication systems investments.

- B. The commission shall specifically ensure the following:
- that the plan is the product of a continuous institutional process;

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- (2) that the primary responsibility for general supervision of information systems management resides within each department;
- (3) that each executive agency demonstrates that its information technology planning process is closely linked to its agency strategic planning process and to its program planning activities;
- (4) that rigorous management processes are applied to ensure that implementation of information systems and resources represents an investment for the state that yields specific, measurable services and financial objectives;
- (5) that efficient and judicious incorporation of information system technology innovations supports executive agency operations to control expenses, increase productivity, improve service and improve controls; and
- (6) that the requirement for prudent risk management practices preserves the integrity and security of information and information system facilities and ensures timely resumption of operations following a disaster.
- C. The commission shall require each executive agency's plan to include the following:
 - (1) an executive agency overview;
- (2) a summary of the agency's existing information and communications hardware and software resources . 125152.1

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and network connectivity;

- (3) a strategic information systems plan,including cost and benefit analyses;
- (4) a tactical information systems plan, including specific budget data;
- (5) a method for revising and reporting on the plan;
- (6) the requirement for a feasibility study to be included in the plan for all projects with a total cost equal to or greater than five hundred thousand dollars (\$500,000) or for any ongoing project the scope of which will exceed five hundred thousand dollars (\$500,000) as well as include a detailed assessment of project management methodology; and
- (7) contingency planning and disaster recovery.
- D. Each executive agency plan shall be evaluated against the following criteria:
- (1) the agency has created a discernible direction for information systems as represented by improving the level of services to citizens, establishing pragmatic measurements, identifying cost and benefit estimates, demonstrating concern for quality products and performance, establishing feasible, relevant, attainable and measurable objectives;

(2)	the plan demonstrates a consistent,
interrelated action p	lan of the executive agency's mission and
strategic objectives	in conjunction and coordination with its
information systems p	roj ects;

- (3) the plan puts forth a demonstrated leadership or management factor as represented by awareness of training needs, recognition of and response to issues and challenges, successful completion of projects, consideration of alternative courses of action and development of strategies that are results oriented for executive agency programs;
- (4) the plan identifies sound technical direction based on proven technology, with current technical resources leveraged to gain maximum value, and the plan comprehensively addresses potential limits of current and proposed technology;
- (5) the plan focuses on effective and efficient use of available resources, including staff, funds, existing capital and time;
- (6) the plan clearly isolates risks and recognizes and mitigates risks by providing for a realistic assessment of risks, careful evaluation of alternative action, flexibility to respond to changes and opportunities, application of new concepts and techniques and systematic evaluation of options in terms of results;
 - (7) the plan clearly demonstrates the value

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of projects to the agency, state government and the citizens of the state as well as other customers and associates in the form of costs, tangible benefits and intangible benefits;

- (8) the plan specifically details communities of interest, internal and external, for potential duplication of effort and data sharing;
- (9) conformance to planning processes as set forth by the commission; and
- direction of the plans and policies of the overall strategic plan, including conformance for methods and procedures for disaster recovery, evidence of management commitment to project implementation success and mitigation of risks, a description of how the agency's information and communication systems and databases are designed, provision that information and communication bases are designed to work with communities of interest to facilitate the sharing of information across agencies and system conformance to overall information and communication management and technology strategies.
- Section 7. STATE-FUNDED INFORMATION SYSTEMS--STRATEGIC
 PLANNING--REPORTS TO COMMISSION AND LEGISLATURE. --
- A. An administering agency of a state-funded information system that is not part of the executive branch of state government shall develop and update annually a detailed five-year strategic plan on information management for that

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system. The strategic plan shall define the policy direction for the administering agency in the acquisition, use and management of the information system, including services, resources and services for the information system's users.

Each year's update of the plan shall include:

- $\hspace{1cm} \textbf{(1)} \hspace{0.2cm} \text{an inventory of the current information} \\ \text{systems; and}$
- (2) an evaluation of the necessity for integration and compatibility of the information system with other state-funded information systems, an evaluation of how well that integration and compatibility are being accomplished and a description of the barriers to integration and compatibility.
- B. The strategic plan shall be filed with the commission and the legislative finance committee, along with recommendations for legislative action needed to ensure appropriate optimum integration and compatibility of state-funded information systems.
- C. The legislative finance committee may request the assistance of experts to evaluate strategic plans and budget requests for state-funded information systems.
- D. For the purposes of this section,

 "administering agency" means the organizational unit of a

 state-funded branch, institution or political subdivision of

 the state that is responsible for the development, maintenance

and improvement of the branch's, institution's or political subdivision's information system and includes the judicial information system council, legislative council service, public school districts and post-secondary educational institutions.

Section 8. TERMINATION OF COMMISSION LIFE. -- The information systems management commission is terminated on July 1, 2003 pursuant to the provisions of the Sunset Act. The commission shall continue to operate until July 1, 2004. Effective July 1, 2004, the Information Systems Management Act is repealed.

Section 9. EFFECTIVE DATE. -- The effective date of the provisions of this act is July 1, 1999.

- 13 -

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FORTY-FOURTH LEGISLATURE FIRST SESSION, 1999 February 17, 1999 Mr. President: Your **PUBLIC AFFAIRS COMMITTEE**, to whom has been referred **SENATE BILL 93** has had it under consideration and reports same with recommendation that it **DO NOT PASS**, but that SENATE PUBLIC AFFAIRS COMMITTEE SUBSTITUTE FOR **SENATE BILL 93** DO PASS, and thence referred to the FINANCE COMMITTEE. Respectfully submitted,

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7	Adopted_		Not	
8	Adopted_			
9		(Chief Clerk)		(Chief Clerk)
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11		Date		
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14	The roll	call vote was <u>5</u> For	o Agai nst	
15	Yes:	5		
16	No:	0		
17	Excused:	Feldman, Garcia, Stock	kard, Smith	
18	Absent:	None		
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SENATE PUBLIC AFFAIRS COMMITTEE SUBSTITUTE FOR SENATE BILL 93

44TH LEGISLATURE - STATE OF NEW MEXICO - FIRST SESSION, 1999

AN ACT

RELATING TO INFORMATION TECHNOLOGY; CREATING A MANAGEMENT COMMISSION; CREATING AN OFFICE; CREATING A LEGISLATIVE OVERSIGHT COMMITTEE; PROVIDING POWERS AND DUTIES; REQUIRING ANNUAL PLANNING; MAKING APPROPRIATIONS; DECLARING AN EMERGENCY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

Section 1. SHORT TITLE.--Sections 1 through 9 of this act may be cited as the "Information Technology Management Act".

Section 2. PURPOSE. -- The purpose of the Information Technology Management Act is to:

- A. assess and inventory current information systems' services and resources:
- \$B.\$ coordinate the central and individual executive . 126959.

agency information systems in a manner that ensures that the most cost-effective and efficient information and communication systems and resources are being used by executive agencies;

- C. develop a five-year state strategic plan for information and communication management that is updated annually by the information technology commission; and
- D. promote data sharing between governmental entities and provide a mechanism for information technology expertise to be shared between the branches of state government and local governments.
- Section 3. DEFINITIONS. -- As used in the Information Technology Management Act:
- A. "agency plan" means an executive agency's annual information technology plan;
- B. "commission" means the information technology commission;
- C. "development project" means the period from when funding is made available for information technology development until after system implementation;
- D. "executive agency" means a state agency of the executive branch of government;
- E. "information technology" means computer and voice and data communication software and hardware, including imaging systems, terminals and communications networks and facilities, staff information systems services and professional services contracts for information systems services;

	F.	"office"	means	the	information	technol ogy
managemer	nt of	fice;				

- G. "state information architecture" includes the standards, guidelines, policies and protocols to implement information technology; and
- H. "state strategic plan" means the executive information technology planning document that spans a three-to five-year period.

Section 4. COMMISSION CREATED--MEMBERSHIP. --

- A. The "information technology commission" is created. The commission consists of thirteen members as follows:
- (1) five members appointed by the governor, three of whom are from agencies whose primary funding is not from internal service funds;
- (2) one staff member with telecommunications regulatory experience appointed by the chairman of the public regulation commission;
- (3) two members representing education, one appointed by the commission on higher education and one appointed by the president of the state board of education;
- $\hspace{1cm} \textbf{(4)} \hspace{0.2cm} \textbf{two members from the national laboratories;} \\$
- (5) three members appointed by the governor to represent the public with information technology and . 126959.1

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management experience, but who are not employees of the state or a political subdivision of the state and who do not have any financial interest in the state information systems or state contracts. The public members shall serve for staggered three-year terms.

- B. Additionally, the following advisory members may be appointed at the request of the commission:
- (1) two members from the judicial information systems council appointed by the chairman of the council;
- (2) two members from the house of representatives and two members from the senate appointed by the New Mexico legislative council; and
- (3) two members representing local governments, one appointed by the New Mexico association of counties and one appointed by the New Mexico municipal league.
- C. The members of the commission who are not supported by public money may receive per diem and mileage pursuant to the Per Diem and Mileage Act, but shall receive no other compensation, perquisite or allowance.
- D. For the initial year of operation, the chief information officer shall act as chairman. Thereafter, the commission shall elect a chairman and vice chairman for a two-year term.
- E. The commission shall meet at least semiannually and may meet at the call of the chairman or a majority of the .126959.1

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members.

Section 5. COMMISSION--POWERS AND DUTIES.--The commission shall:

- A. adopt and promulgate rules that specify the state information architecture to implement the state strategic plan;
- B. adopt and promulgate other rules necessary for the administration of the Information Technology Management Act and the conduct of the affairs of the office;
- C. develop strategies for identifying and managing development projects that involve multiple agencies to ensure appropriate and timely resolution of system development problems;
- D. provide information technology planning guidelines for agency annual plans;
- E. update the state strategic plan annually, including identifying areas of noncompliance with the state strategic plan; and
- F. submit proposed rules to the information technology oversight committee for its review prior to adoption.
- Section 6. INFORMATION TECHNOLOGY MANAGEMENT OFFICE

 CREATED--ADMINISTRATIVE ATTACHMENT--CHIEF INFORMATION

 OFFICER--QUALIFICATIONS--STAFF.--
- A. The "information technology management office" is . 126959.1

created. The office is administratively attached to the office of the governor.

- B. The head of the office is the "chief information officer", who is appointed by the governor with the advice and consent of the senate. The chief information officer shall have a minimum of seven years' experience in the management of a large information technology enterprise. The chief information officer serves at the pleasure of the governor.
- C. The chief information officer may hire staff as necessary to carry out the provisions of the Information

 Technology Management Act. Staff of the office are subject to the provisions of the Personnel Act.

Section 7. OFFICE--POWERS AND DUTIES.--

A. The office may:

- (1) obtain information, documents and records that are not confidential by law from an executive agency as needed to carry out the provisions of the Information Technology Management Act;
 - (2) enter into contracts;
- (3) perform performance or other audits or reviews of executive agency development projects or management processes; and
- (4) when requested, offer assistance or expertise to the judiciary, legislature, institutions of higher education, counties, municipalities, public school . 126959.1

districts and other political subdivisions of the state.

B. The office shall:

- (1) review agency plans and make recommendations to the commission regarding prudent allocation of information technology resources; reduction of data, hardware and software redundancy; improving system interoperability and data accessibility among agencies;
- (2) approve executive agency requests for proposals and information technology professional service contracts for technical sufficiency as they pertain to information technology;
- (3) monitor executive agency compliance with its agency plan, the state strategic plan and state information architecture and report to the commission and executive agency management on noncompliance;
- (4) review information technology cost recovery mechanisms and information systems rate structures of executive agencies and make recommendations to the commission;
- (5) provide technical support to executive agencies in the development of their agency plans;
- (6) review appropriation requests related to executive agency information technology requests to ensure compliance with agency plans and the state strategic plan and make written recommendations to the department of finance and administration, the legislative finance committee and the

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information technology oversight committee by November 30 of each year;

- (7) provide oversight of development projects, including ensuring adequate risk management and disaster recovery practices and monitor compliance with strategies developed by the commission for timely resolution of development project problems; and
- (8) perform any other function assigned by the commission.

Section 8. AGENCY PLANS--CERTIFICATION. --

A. Agency plans shall:

- (1) be consistent with the state strategic plan;
- (2) demonstrate the executive agency has developed information technology objectives consistent with the agency plan, the state strategic plan and the state information technology architecture;
- (3) show appropriate coordination with other executive agencies to improve customer service and reduce redundant data, hardware and software;
- (4) include information about information technology objectives, inventories, data and expenditures for each fiscal year;
- (5) demonstrate consistency with appropriations and budgets approved by the department of finance and . 126959.1

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administration; and

- include any other components required by the office or the commission.
- Prior to making information technology purchases, an executive agency shall certify to the office that its proposed information technology purchases are consistent with its agency plan, the information architecture adopted by the commission and the state strategic plan. The office may delay or stop a purchase if it believes that the proposed purchase may not meet the requirements of the agency plan, state information architecture or state strategic plan.

TERMINATION OF AGENCY LIFE--DELAYED REPEAL. --Section 9. The information technology commission and information technology management office are terminated July 1, 2005 The commission and office shall pursuant to the Sunset Act. continue to operate according to the provisions of the Information Technology Management Act until July 1, 2006. Effective July 1, 2006, that act is repealed.

INFORMATION TECHNOLOGY OVERSIGHT COMMITTEE Section 10. CREATED- - APPOI NTMENT. - -

The "information technology oversight committee" A. is created as a joint interim legislative committee. committee shall function from the date of its appointment until December 1 prior to the first session of the fortyseventh legislature unless terminated earlier by the New

Mexico legislative council.

- B. The committee shall be composed of eight members. The New Mexico legislative council shall appoint four members from the house of representatives and four members from the senate. At the time of making the appointments, the legislative council shall designate the chairman and the vice chairman.
- C. Members shall be appointed from each house so as to give the two major political parties in each house the same proportionate representation on the committee as prevails in each house; however, in no event shall either party have less than one member from each house on the committee. At the request of the committee chairman, members may be removed from the committee by the legislative council for nonattendance according to council policy. Vacancies on the committee, however caused, may be filled by the legislative council or the council may reduce the size of the committee by not making replacement appointments and, in such case, need not readjust party representation.
- D. No action shall be taken by the committee if a majority of the total membership from either house on the committee rejects such action.
- E. Staff for the committee shall be furnished by the legislative council service. The legislative council service may request the assistance of the legislative finance

committee in staffing the committee.

Section 11. OVERSIGHT COMMITTEE DUTIES. --

A. The information technology oversight committee shall hold one organizational meeting each year to develop a work plan and budget for the ensuing interim. The work plan and budget shall be submitted to the New Mexico legislative council for approval.

B. The committee shall:

- (1) monitor the work of the information technology commission and the information technology management office, including reviewing the commission's rules setting out the policies, standards, procedures and guidelines for information architecture and development projects and the annual update of the state strategic plan;
- (2) oversee the implementation of the Information Technology Management Act, the work of the judicial information systems council and division and any other state-funded systems;
- (3) meet on a regular basis to receive and evaluate periodic reports from the information technology commission and information technology management office; and
- (4) perform such other related duties as assigned by the legislative council.
- C. The committee shall make a report of its findings and recommendations for the consideration of each session of . 126959.1

the legislature. The report and any suggested legislation shall be made available to the legislative council by December 31 preceding that session.

Section 12. APPROPRIATIONS.--

A. One hundred fifty thousand dollars (\$150,000) is appropriated from the general fund to the information technology office for expenditure in fiscal year 1999 to carry out the provisions of the Information Technology Management Act. Any unexpended or unencumbered balance remaining at the end of fiscal year 1999 shall revert to the general fund.

B. Seven hundred thousand dollars (\$700,000) is appropriated from the general fund to the information technology office for expenditure in fiscal year 2000 to carry out the provisions of the Information Technology Management Act. Any unexpended or unencumbered balance remaining at the end of fiscal year 2000 shall revert to the general fund.

Section 13. EMERGENCY.--It is necessary for the public peace, health and safety that this act take effect immediately.

- 27 -

FORTY-FOURTH LEGISLATURE SB 93/a
FIRST SESSION, 1999

March 3, 1999

Mr. President:

Your **FINANCE COMMITTEE**, to whom has been referred

SENATE PUBLIC AFFAIRS COMMITTEE SUBSTITUTE FOR SENATE BILL 93

has had it under consideration and reports same with recommendation that it **DO PASS**, amended as follows:

- 1. On page 1, line 14, strike "MAKING APPROPRIATIONS;".
- 2. On page 11, line 20, after the comma insert "review".

underscored material = new [bracketed material] = delete

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FORTY- FOURTH LEGISLATURE FIRST SESSION, 1999

2 3 SFC/SB 93 Page 29 4 On page 11, line 21, before "any" insert "oversee". 3. 5 6 4. On page 12, strike Section 12 in its entirety. 7 8 **5**. Renumber the succeeding section accordingly. 9 10 Respectfully submitted, 11 12 **13** 14 **15** 16 Ben D. Altanirano, Chairnan **17** 18 **19** 20 Adopted_____ Not 21 Adopted____ 22 (Chief Clerk) (Chief Clerk) 23 24 25

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SPAC/SB 93

FORTY- FOURTH LEGISLATURE FIRST SESSION, 1999

3 SFC/SB 93 Page 30

Date _____

9 The roll call vote was 8 For 0 Against

Yes:

11 No:

12 Excused: Campos, Griego, Lyons, Rodriguez, Tsosie

13 Absent: None

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FORTY-FOURTH LEGISLATURE FIRST SESSION, 1999

March 9, 1999

Mr. Speaker:

Your **GOVERNMENT AND URBAN AFFAIRS COMMITTEE**, to whom has been referred

SENATE PUBLIC AFFAIRS COMMITTEE SUBSTITUTE FOR SENATE BILL 93, as anended

has had it under consideration and reports same with recommendation that it **DO PASS**, and thence referred to the **APPROPRIATIONS AND FINANCE COMMITTEE.**

Respectfully submitted,

Jones C. Toylon Chainnen

James G. Taylor, Chairman

1	FORTY-FOURTH	LEGISLATURE
2	SPAC/SB 93 FIRST SESS	SION, 1999
3 HGU	AC/CS/SB 93	Page 32
4	Adopted N	ot Adopted
5	(Chi ef Cl erk)	(Chi ef Cl erk)
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7	Date	
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•	The roll call vote was <u>7</u> For <u>0</u> A	gai nst
10	Yes: 7 Excused: None	
11	Absent: None	
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