

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 07/29/2015
ITEM FROM FINANCE COMMITTEE MEETING OF 07/13/2015

ISSUE:

22. Request for Approval of a Resolution Requesting the Governing Body Consider and Approve a Grant Agreement from the State Tourism Department, Litter Control Beautification Section, for Keep Santa Fe Beautiful. (Councilor Trujillo) (Gilda Montano)

Committee Review:

Public Utilities Committee (approved) 07/01/15
 City Council (scheduled) 07/29/15

Fiscal Impact – Yes (Expenditures = \$78,000; Revenues = \$78,000)

FINANCE COMMITTEE ACTION:

Approved as Consent item.

FUNDING SOURCE:

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	Acting Chair X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ	Excused		

06/29/2015

ACTION SHEET
PUBLIC UTILITES COMMITTEE MEETING OF 7/1/15

ISSUE NO. 11

Request for approval of Resolution No. 2015- _____. A resolution requesting the State Tourism Department, Litter Control Beautification Section, to consider and approve an application and program from Keep Santa Fe Beautiful. (Gilda Montano) (Councilor Trujillo)

Public Utilities Committee – 7/1/15
 Finance Committee – 7/13/15
 City Council – 7/29/15

PUBLIC UTILITES COMMITTEE ACTION: Approved on Consent

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR			
COUNCILOR MAESTAS	x		
COUNCILOR BUSHEE	x		
COUNCILOR DIMAS	x		
COUNCILOR IVES	x		

City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY

Resolution No. 2015-____ Litter Control and Beautification

SPONSOR(S): Councilor Trujillo

SUMMARY: The proposed resolution requests the City Council approve the attached grant agreement between State Tourism Department, Litter Control Beautification Section, and Keep Santa Fe Beautiful.

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

FISCAL IMPACT: Yes

DATE: June 23, 2015

ATTACHMENTS: Resolution
FIR
Exhibit A – Litter Control and Beautification Grant Agreement

1 CITY OF SANTA FE, NEW MEXICO

2 RESOLUTION NO. 2015- _____

3 INTRODUCED BY:

4
5 Councilor Ronald Trujillo

6
7
8
9
10 A RESOLUTION

11 REQUESTING THE GOVERNING BODY CONSIDER AND APPROVE A GRANT
12 AGREEMENT FROM THE STATE TOURISM DEPARTMENT, LITTER CONTROL
13 BEAUTIFICATION SECTION, FOR KEEP SANTA FE BEAUTIFUL.

14
15 WHEREAS, the City of Santa Fe is a popular destination for visitors from all over the world,
16 who seek out the natural beauty, culture and arts that are in bountiful supply; and

17 WHEREAS, the City of Santa Fe desires to maintain a community that is environmentally
18 friendly, clean, and welcoming to all visitors; and

19 WHEREAS, the City of Santa Fe recognizes the existence of a litter problem within the
20 boundaries of Santa Fe; and

21 WHEREAS, it is the desire of the City to provide a community whose image is not marred
22 by the constant presence of litter and trash; and

23 WHEREAS, the New Mexico Litter Control & Beautification Act of 1985 ("Act") provides,
24 through the New Mexico State Tourism Department, Litter Control and Beautification Section, for the
25 allocation of public funds in the form of grants for the purpose of enhancing local litter control and

1 beautification programs; and

2 **WHEREAS**, the City of Santa Fe has reviewed and considered the regulations and the
3 agreement covering administration and use of said funds.

4 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
5 **CITY OF SANTA FE** that the City of Santa Fe:

- 6 1. Endorses and supports the litter control and beautification program, and delegates the
7 administration of such program to Keep Santa Fe Beautiful, as indicated in Exhibit "A"
8 attached hereto and incorporated herein by reference.
- 9 2. Authorizes Keep Santa Fe Beautiful to plan, budget and apply for a grant under the Act which
10 if approved, will be used to fund said programs.
- 11 3. Requests the City of Santa Fe approve the attached grant agreement from State Tourism
12 Department, Litter Control Beautification Section. The program has been developed in
13 accordance with the Act and related regulations governing the use and expenditure of
14 approved funds.

15 PASSED, APPROVED AND ADOPTED THIS ____ DAY OF ____ 2015.

16
17
18 ATTEST:

JAVIER M. GONZALES, MAYOR

19
20
21 _____
YOLANDA Y. VIGIL, CITY CLERK

22 APPROVED AS TO FORM:

23
24 

25 KELLEY A. BRENNAN, CITY ATTORNEY

Legislation/Resolutions 2015/Litter Control and Beautification

**LITTER CONTROL & BEAUTIFICATION
GRANT AGREEMENT**

THIS AGREEMENT, entered into between the State Of New Mexico, New Mexico Tourism Department, "Department" and the Keep Santa Fe Beautiful, "Public Entity".

RECITALS

The purpose of the "New Mexico Litter Control and Beautification Act," NMSA § 67-16-1 et. Seq. (1978), "Act," is to control litter by authorizing the Department to eliminate litter from New Mexico to the maximum practical extent through a State-coordinated plan of education, control, prevention, and elimination;

The Act, NMSA §67-16-12, provides that the Department may allocate up to fifty percent (50%) of the funds generated annually by the Act to local governments to establish and sustain local Keep America Beautiful system programs;

The Act, NMSA §67-16-12, provides that the Department may allocate up to sixty percent (60%) of fees generated annual to local governments to establish a youth employment program to aid in litter control and beautification projects;

The Public Entity is a local government as defined under the Act;

Exhibit 1, Grant Award Distribution are incorporated by reference; and

The Parties hereto intend to fulfill the requirements of the Act through this Agreement.

THEREFORE, pursuant to the Act, the Parties agree as follows:

SECTION ONE- The Department

A. The Department shall:

1. Allocate funds generated by the Act and pay to the Public Entity an amount not to exceed \$78,000 ("Funds") to the Public Entity to establish or sustain a local Keep America Beautiful system program; and/or to fund a youth employment program to aid in litter control and beautification projects as stipulated in Exhibit 1.
2. Not reimburse the Public Entity more than fifty percent (50%) of the Funds during the first half of the fiscal year in which this Agreement is executed.
3. Reimburse funds on a quarterly basis, quarters are designated as: July through September; October through December; January through March; and April through June.



4. Not disburse any Funds until the Public Entity submits proper written documentation of its expenditures.

5. Allow the Public Entity to request reallocation of Funds between the program resources allocation to the youth employment allocation, based on the Public Entity's need to support local youth interests. Provided the request is in writing, submitted before request for reimbursement and includes specific reference to line items from which Funds will be debited, information about how those Funds will be spent, where the Funds will be credited and any other information requested by the Department.

6. Amend the Public Entity's budget if the Department approves a written request to amend.

SECTION TWO- The Public Entity

A. The Public Entity shall:

1. Perform and complete the Litter Control, Graffiti Eradication, Beautification, Recycling, and related community programs, projects and events as in furtherance of the statewide Keep America Beautiful system programs, pursuant to the Act, and as set forth in Exhibit 1.

2. Spend the funds allocated as required by, and according to, the provisions of the Act, the applicable rules and regulations of the Department, and this Agreement. The Public Entity shall only expend funds allocated under this agreement on equipment, projects, promotional programs, services, education and other matters, only if they are related to litter prevention, elimination, control programs, beautification, and recycling.

3. Mail reimbursement requests postmarked on or before the tenth (10th) calendar day after the end of each quarter, EXCEPT FOR THE FOURTH QUARTER. Public Entity must submit its final requests for reimbursement for the fourth quarter postmarked no later than June tenth (10th), except for request on reimbursement for Youth Employment, which Public Entity may submit postmarked July tenth (10th).

4. Include the following in its requests for reimbursement to the Department:
- a. A detailed accounting of expenditures of all Funds allocated and paid by line item;
 - b. Copies of the detailed Public Entity purchase documents, receipts and proof of payment for equipment, materials, or supplies purchased, (including model and serial numbers, if any);
 - c. Copies of the payroll for youth employees;
 - d. A Final Performance and Accounting Report as defined below, must accompany all fourth quarter requests; and
 - e. Any other information required by the Department.

5. Make reallocation requests in writing to the Department pursuant Section 1 (A)(5), prior to submitting the request for reimbursement.
6. Keep accounting records for the Litter Control, Graffiti, Beautification, Recycling, and related community programs and submit an accounting and performance report to the Department with its final request for reimbursement.
7. Include the following in its Final Performance and Accounting Report:
 - a. An accounting of expenditures of all Funds by line item;
 - b. A certification that Public Entity used purchased equipment only for the purpose of fulfilling this Agreement and for no other purpose;
 - c. A detailed summary of accomplishments towards the objectives and goals of the program;
 - d. Any other information necessary to explain the program accomplishments; and
 - e. Any other information required by the Department.
8. Use the equipment purchased in whole or part with the Funds only for the anti-litter and beautification purposes as required by the Act.
9. Not assign or transfer any interest in this Agreement including any claims or money due or that may become due under this Agreement.
10. Not subcontract any portion of the services to be performed, or programs to be fulfilled and accomplished, or consultants to be hired, under this Agreement without prior written approval of the Department.
11. Maintain detailed records documenting the date, time, and nature of services rendered and the progress of programs undertaken and understands that these records shall be subject to inspection by the Department, the Department of Finance and Administration, and the New Mexico State Auditor. The Department shall have the right to audit billings both before and after payment; payment under this Agreement shall not foreclose the right of the Department to recover excessive payment.
12. Not currently have and not acquire any interest, direct or indirect, that would cause a conflict of interest in any manner or degree in relation to the performance or services required under this Agreement.
13. Release the Department, its officers, and employees, and the State of New Mexico as provided for by law from all liabilities, claims and obligations whatsoever arising from or under this Agreement.
14. Not purport to bind the Department or the State of New Mexico to any obligation not assumed herein, unless Public Entity has written authority to do so, and then only within the strict limits of that authority.

B. A Public Entity's illegal or unauthorized expenditures under this Agreement shall constitute a debt to the State of New Mexico, owed by Public Entity. In the case of such debt, parties agree the Department may elect to withhold or recover Funds from the Public Entity, its successors, or assignees or recover through appropriate legal action.

SECTION THREE- General Obligations

A. The Parties shall adhere to the requirements set forth in Department's Litter Control and Beautification Grant Requirements Rule for grant approval, allocation, and reporting.

B. Direct costs of travel or per diem incurred by the Public Entity shall be the sole responsibility of the Public Entity. A Public Entity may propose and request direct and separate travel reimbursement, in advance, for cost associated with Conferences, trainings, workshops or other meetings that directly benefit attendees in relationship to the programs they implement and oversee with funds received under this Agreement. Reimbursement requests for direct costs of travel or per diem for one attendee per Conference, etc. *must be* accompanied by a written report including the following items: (1) an evaluation of each session attended, (2) one key learning from each and, (3) at least three ideas for how to incorporate those concepts into future initiatives. Receipts submitted without the proper documentation demonstrating conference attendance will not be reimbursed.

C. Equipment purchased with Funds that has a service life longer than this Agreement shall be used for agreed upon purposes for the length of that equipment's service life. Before the Department reimburses the Public Entity's expenses for such equipment purchased for more than one thousand dollars (\$1,000.00), the parties shall agree and specify its expected service life based on the kind of equipment, amount of anticipated use, service that will be performed, and the equipment's normal service life.

1. If upon termination or expiration of this Agreement the Public Entity has any property acquired pursuant to this Agreement, then Public Entity shall only dispose of it as directed by Department.

D. The Public Entity's failure to submit reimbursement requests postmarked on or before the dates outlined in SECTION TWO for the first three quarters will result in a penalty assessed on the invoice equal to ten percent (10%) of the total invoice submitted for that quarter. PUBLIC ENTITIES' REQUESTS POSTMARKED AFTER THE FOURTH QUARTER DEADLINES OUTLINED IN SECTION TWO WILL NOT BE PAID.

E. The Public Entity and its agents and employees are independent contractors fulfilling their obligations to Department under this Agreement and are not employees of the State of New Mexico. Public Entity and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of State vehicles, or any other benefits afforded to the employees of the State of New Mexico as a result of this Agreement.

F. Any unexpended or unencumbered balance upon termination of this Agreement allocated by the Department will revert back to the Department.

SECTION FOUR- Amendment

A. This Agreement shall not be altered, changed or amended except by a written instrument, executed by both parties.

B. All properly submitted and approved reallocations for Funds do not require a formal amendment to this Agreement, provided the Department does not increase Public Entity's allocation.

SECTION FIVE- Appropriation

A. The Department reserves the right to terminate this Agreement if funds appropriated by the Legislature are insufficient to fulfill its obligations under this Agreement.

B. The Department's decision as to whether funds under the Act are sufficient for fulfillment of this Agreement shall be final.

SECTION SIX -- Term and Termination

A. This Agreement shall not take effect until executed by the parties hereto. This Agreement shall terminate on June 30, 2016, unless terminated pursuant to the following paragraphs of this Section.

B. The Department may terminate this Agreement if Public Entity fails to commence program activities by the end of the second quarter of the fiscal year or have a plan to complete program activities by the last day of the eleventh (11th) month of the fiscal year, if Public Entity fails to communicate its intentions or does not comply with this Agreement as determined by The Department.

C. Either party may terminate this Agreement with thirty (30) days written notice to the other party. By such termination, neither party may nullify obligations already incurred for performance or failure to perform for the programs rendered prior to the date of termination of the Agreement. However, neither party shall have any obligation to perform services or make payment for services or specified programs rendered after such date of termination.

SECTION SEVEN -- Integration

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof. No prior agreements or understanding, verbal or otherwise, of the parties or their agents shall become valid or enforceable unless embodied in this Agreement.

SECTION EIGHT – Controlling Law

The laws of the State of New Mexico shall govern this Agreement. The parties agree that the District Courts of the State of New Mexico have jurisdiction over any lawsuits brought by either party to enforce its rights hereunder. Venue shall be in Santa Fe County, New Mexico.

SECTION NINE – Intent Of Agreement

This Agreement is not intended by any of the provisions or any part of the Agreement to create in the public, or any member thereof, a third party beneficiary; nor is it intended to authorize anyone not a party to this Agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury, damage(s) to property(ies), and/or any other claims(s) whatsoever pursuant to the provisions of this Agreement.

SECTION TEN – New Mexico Tort Claims Act

By entering into this Agreement, neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1 to -14 (1985, as amended through 2002). This paragraph is intended only to define the liabilities between the parties hereto and it is not intended to modify, in any way, the parties' liabilities as governed by common law or the New Mexico Tort Claims Act. Public Entity and its "public employees," as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defenses, and/or do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies and/or waives any provisions of the New Mexico Tort Claims Act.

SECTION ELEVEN – Equal Opportunity Compliance

Public Entity agrees to abide by all federal and state laws, rules, and regulations pertaining to equal employment opportunity. In accordance with all such laws and rules and regulations, Public Entity agrees to assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits, or be otherwise subjected to discrimination under, any program or activity performed under this Agreement. If Public Entity is found to have failed to comply with these requirements during the term of this Agreement, Public Entity agrees to take appropriate steps to correct these deficiencies.

SECTION TWELVE – Civil Rights Laws And Regulation Compliance

Department and Public Entity shall comply with all federal, state, and local laws and ordinances applicable to the work called for herein. Department and Public Entity further agree to operate under and be controlled by Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Employment Act, the Americans with Disabilities Act of 1990, and the New Mexico Human Rights Act.

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of execution by the Department.

New Mexico Tourism Department

By: _____

Rebecca Latham,
Cabinet Secretary

Date: _____

Public Entity

By: _____

Date: _____

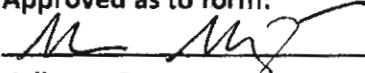
Title: _____

Attest:

Yolanda Y. Vigil, City Clerk

Date

Approved as to form:



Kelley A. Brennan, City Attorney

Approved:

Oscar S. Rodriguez, Director of Finance

Use this form to revise the Scope of Work set forth in your application to your new budget.

Project or Event 1

KSFB Entryway Beautification Entry Ways: In our application we stated our goal was to provide signage and landscaping to 4 Santa Fe Entry Ways. Due to grant funding available we will only provide using the grant funds for process and design of the entry ways signs.

Youth Employment

In our application we stated that we would like to hire 10 youths during the months July through October. Due to grant funding available we will hire one less employee and keep the youths for a shorter amount of time in the summer.

Project or Event 3

Project or Event 4

**City of Santa Fe
Fiscal Impact Report (FIR)**

This Fiscal Impact Report (FIR) shall be completed for each proposed bill or resolution as to its direct impact upon the City's operating budget and is intended for use by any of the standing committees of and the Governing Body of the City of Santa Fe. Bills or resolutions with no fiscal impact still require a completed FIR. Bills or resolutions with a fiscal impact must be reviewed by the Finance Committee. Bills or resolutions without a fiscal impact generally do not require review by the Finance Committee unless the subject of the bill or resolution is financial in nature.

Section A. General Information

(Check) Bill: _____ Resolution: X

(A single FIR may be used for related bills and/or resolutions)

Short Title(s): A RESOLUTION REQUESTING THE GOVERNING BODY CONSIDER AND APPROVE A GRANT AGREEMENT FROM THE STATE TOURISM DEPARTMENT, LITTER CONTROL BEAUTIFICATION SECTION FOR KEEP SANTA FE BEAUTIFUL.

Sponsor(s): Councilor Ronald S. Trujillo

Reviewing Department(s): Keep Santa Fe Beautiful

Persons Completing FIR: Gilda Montano Date: 6-23-15 Phone: 955-2215

Reviewed by City Attorney: Kelly A. Brennan Date: 6/24/15
(Signature)

Reviewed by Finance Director: [Signature] Date: 6-23-2015
(Signature)

Section B. Summary

Briefly explain the purpose and major provisions of the bill/resolution:

The purpose of the resolution is to approve a grant agreement pursuant to the New Mexico Litter Control and Beautification Act of 1985, which provides public funds in the form of grants for the purpose of enhancing local litter control and beautification programs.

Section C. Fiscal Impact

Note: Financial information on this FIR does not directly translate into a City of Santa Fe budget increase. For a budget increase, the following are required:

- a. The item must be on the agenda at the Finance Committee and City Council as a "Request for Approval of a City of Santa Fe Budget Increase" with a definitive funding source (could be same item and same time as bill/resolution)
- b. Detailed budget information must be attached as to fund, business units, and line item, amounts, and explanations (similar to annual requests for budget)
- c. Detailed personnel forms must be attached as to range, salary, and benefit allocation and signed by Human Resource Department for each new position(s) requested (prorated for period to be employed by fiscal year)*

I. Projected Expenditures:

- a. Indicate Fiscal Year(s) affected -- usually current fiscal year and following fiscal year (i.e., FY 03/04 and FY 04/05)
- b. Indicate: "A" if current budget and level of staffing will absorb the costs
"N" if new, additional, or increased budget or staffing will be required
- c. Indicate: "R" -- if recurring annual costs
"NR" if one-time, non-recurring costs, such as start-up, contract or equipment costs
- d. Attach additional projection schedules if two years does not adequately project revenue and cost patterns
- e. Costs may be netted or shown as an offset if some cost savings are projected (explain in Section 3 Narrative)

Finance Director: _____

Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY <u>15/16</u>	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY _____	"A" Costs Absorbed or "N" New Budget Required	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected BU 22813
	Personnel*	\$56,437	_____	_____	\$ _____	_____	_____	_____
	Fringe**	\$ _____	_____	_____	\$ _____	_____	_____	_____
	Capital Outlay	\$ _____	_____	_____	\$ _____	_____	_____	_____
	Land/ Building	\$ _____	_____	_____	\$ _____	_____	_____	_____
	Professional Services	\$ _____	_____	_____	\$ _____	_____	_____	_____
	All Other Operating Costs	\$21,563	_____	_____	\$ _____	_____	_____	_____
	Total:	\$78,000	_____	_____	\$ _____	_____	_____	_____

* Any indication that additional staffing would be required must be reviewed and approved in advance by the City Manager by attached memo before release of FIR to committees. **For fringe benefits contact the Finance Dept.

2. Revenue Sources:

- a. To indicate new revenues and/or
- b. Required for costs for which new expenditure budget is proposed above in item 1.

Column #:	1	2	3	4	5	6
	Type of Revenue	FY <u>15/16</u>	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected
	Grant	\$78,000	_____	\$ _____	_____	_____
	_____	\$ _____	_____	\$ _____	_____	_____
	_____	\$ _____	_____	\$ _____	_____	_____
	Total:	\$ 78,000	_____	\$ _____	_____	_____

3. Expenditure/Revenue Narrative:

Explain revenue source(s). Include revenue calculations, grant(s) available, anticipated date of receipt of revenues/grants, etc. Explain expenditures, grant match(s), justify personnel increase(s), detail capital and operating uses, etc. (Attach supplemental page, if necessary.)

This grant is a recurring application that the City has applied for and been granted every year since 1985. The grant monies are allocated for Keep Santa Fe Beautiful's many programs that promote litter prevention, beautification, recycling and other solid waste management. The funds are also used to hire youth to work under the Parks arterial crews. They help with litter, weeds and illegal dumping clean ups and beautification projects. Funds are budgeted and 100% reimbursable as the funds are expended. The grant allows Keep America Beautiful Certified affiliates the opportunity to apply for funds to promote their programs.

Section D. General Narrative

1. Conflicts: Does this proposed bill/resolution duplicate/conflict with/companion to/relate to any City code, approved ordinance or resolution, other adopted policies or proposed legislation? Include details of city adopted laws/ordinance/resolutions and dates. Summarize the relationships, conflicts or overlaps.

None

2. Consequences of Not Enacting This Bill/Resolution:

Are there consequences of not enacting this bill/resolution? If so, describe.

It would be very difficult for Keep Santa Fe Beautiful/City of Santa Fe to continue with these very important programs that Keep Santa Fe Clean & Beautiful.

3. Technical Issues:

Are there incorrect citations of law, drafting errors or other problems? Are there any amendments that should be considered? Are there any other alternatives which should be considered? If so, describe.

None

4. Community Impact:

Briefly describe the major positive or negative effects the Bill/Resolution might have on the community including, but not limited to, businesses, neighborhoods, families, children and youth, social service providers and other institutions such as schools, churches, etc.

Keep Santa Fe Beautiful brings in \$16.98 worth of volunteer hours and in kind donations for every dollar that the city spends on Keeping Santa Fe Clean & Beautiful. We consider this to be a major plus for the City of Santa Fe.

Form adopted: 01/12/05; revised 8/24/05; revised 4/17/08