



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 03/26/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 03/17/14**

**ISSUE:**

22. Request for Approval of Budget Transfer of Funds to Anti-Graffiti Program from Police Department and Parks Division for FY 2013/2014 Anti-Graffiti Program. (Gilda Montano)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of budget transfer of funds to Anti-Graffiti Program from police department and parks division for FY 2013/2014 Anti-Graffiti Program in the amount of \$82,312.00.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	Excused		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCMissue

**ACTION SHEET  
PUBLIC UTILITES COMMITTEE MEETING OF 3/5/14**

**ISSUE NO. 13**

Request for approval of a Budget Adjustment Request (BAR) to move funding in the amount of \$82,312.00 from Parks and Police for the operation and reorganization of the Graffiti Program as per Resolution 2013-106 authorizing the organizational transfer of the Office of Anti-Graffiti Coordination and Abatement Program from the Police Department and Parks Division to Keep Santa Fe Beautiful Environmental Services. (Lawrence Garcia)

Public Utilities Committee – 3/5/14  
 Finance Committee – 3/17/14  
 City Council – 3/26/14

**PUBLIC UTILITES COMMITTEE ACTION: 3/5/14 PUC meeting cancelled.  
 Forward to 3/17/14 Finance Committee.**

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:**

<b>VOTE:</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR CALVERT, CHAIR			
COUNCILOR TRUJILLO			
COUNCILOR DOMINGUEZ			
COUNCILOR DIMAS			
COUNCILOR RIVERA			

# City of Santa Fe, New Mexico

## memo

**DATE:** February 21, 2014

**TO:** Public Utilities Committee

**VIA:** Nick Schiavo, Public Utilities Director *NSA*  
Lawrence Garcia, Interim ESD Division Director *SS*

**FROM:** Gilda Montañó, Keep Santa Fe Beautiful Coordinator/Graffiti Superintendent *SS*

**RE:** Graffiti Program Update as requested at the February 5, 2014 Public Utilities Committee Meeting

### SUMMARY:

Per the committee request we have attached a summary outlining the procedures including information requested when graffiti complaints are received, how the data is tracked, how the cleanup is scheduled, how the structure works under the Keep Santa Fe Beautiful (KSFB) Section, and how this section ties into Environmental Services Division (Division).

The current relationship between Graffiti and KSFB is a natural fit. The graffiti program inception in approximately 1992, started under the KSFB division which was then under the Parks & Recreation Department. Now KSFB is a section under the Division overseen by the Public Utilities Department. KSFB is not only a program of the City of Santa Fe but also a non-profit organization and has more opportunity to receive grant funding. We are very excited to have the opportunity to make this a successful and positive program in the City of Santa Fe.

Currently KSFB has hired three temporary youth workers with grant funding which assisted with the Graffiti cleanup. KSFB also utilized grant funding to purchase some graffiti removal supplies for the program. We are planning a "Graffiti Wipe Out" event that will be tied to the Great American Cleanup this spring that will bring out volunteers to help remove graffiti in the City of Santa Fe. We are currently applying for grant funding this next fiscal year through New Mexico Clean and Beautiful which will possibly assist with labor and supplies. KSFB will actively seek additional grant funding as available.

We are currently working on collection and compiling data needed to do a comparison from previous years, and will report at a later date.

Again, as stated previously Keep Santa Fe Beautiful will add this information to the monthly Environmental Services Division Report to the Public Utilities Committee.

# City of Santa Fe, New Mexico

## memo

**DATE:** February 18, 2014

**TO:** Public Utilities Committee

**VIA:** Nick Schiavo, Public Utilities Director  
Lawrence Garcia, Interim Environmental Services Division Director

**FROM:** Gilda Montañó, Keep Santa Fe Beautiful Coordinator/Graffiti  
Superintendent

**RE:** Transfer of Funds to the Anti-Graffiti Program from Police Dept. and  
Parks Division

**SUMMARY:**

At the City Council Meeting on December 11, 2013 a resolution was passed, the Resolution Authorizing the Organizational Transfer of the Office of Anti-Graffiti Coordination and Abatement Program from the Police Department and Parks Division to Keep Santa Fe Beautiful under Environmental Service Division (#2013-106).

The attached Budget Adjustment Request (BAR) is to structure the Anti-Graffiti Business Unit 12117 needed to provide funding for the remainder of fiscal year 13/14.

Keep Santa Fe Beautiful under Environmental Services will submitting a full budget request for F/Y 14/15 within this F/Y budget request.

**Recommendation:**

The Division is respectfully requesting approval of Budget Adjustment to provide funding for the Anti-Graffiti Program for FY 13/4.

# City of Santa Fe, New Mexico

## BUDGET ADJUSTMENT REQUEST (BAR)

<b>DEPARTMENT / DIVISION / SECTION / UNIT NAME</b> Public Utilities/Environmental Services Div./Keep Santa Fe Beautiful	<b>DATE</b> 12/18/2013
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ITEM DESCRIPTION	BU / LINE ITEM	(Finance Dept Use Only)		INCREASE	DECREASE
		SUBLEDDGER / SUBSIDIARY	DR / (CR)		
Salaries	12117.500110			67,312	
Graffiti Coordinator	12189.500110				30,503
Senior Maint. Worker	12112.500100				19,715
Maint. Worker	12112.500110				17,094
Regular Fuel	12117.531000			7,000	
Repair & Maint. Mach. & Equip	12117.520400			1,500	
Operating Supplies	12117.530200			6,500	
Regular Fuel	12112.531000				13,500 <del>-7,000</del>
Repair & Maint. Mach. & Equip	12112.520400				1,500
<del>Operating Supplies</del>	<del>12112.530200</del>				<del>-6,500</del>

**JUSTIFICATION:** (use additional page if needed)  
 --Attach supporting documentation/memo

<b>TOTAL</b>	\$ 82,312	\$ 82,312
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Per Resolution 2013-106 Organization Transfer of the Office of Anti-Graffiti Coordination and Abatement Program from the Police Department and Public Works Department Parks Division to Public Utilities/Environmental Services Division/Santa Fe Beautiful. The Environmental Services Division is structuring B/U 12117 as needed to provide for the Graffiti program as required.

Prepared By: Gilda Montano Date: 2/25/14

Division Director: [Signature] Date: 3/11/14

Department Director: [Signature] Date: 3/11/14

City Council Approval Required

City Council Approval Date:

Agenda Item #:

Budget Officer: [Signature] Date: 3/11/14

Finance Director: [Signature] Date: 3/12/14

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2013-106**

**INTRODUCED BY:**

- Councilor Dominguez
- Councilor Calvert
- Councilor Trujillo
- Councilor Rivera
- Councilor Dimas

**A RESOLUTION**

**AUTHORIZING THE ORGANIZATIONAL TRANSFER OF THE OFFICE OF ANTI-GRAFFITI COORDINATION AND ABATEMENT PROGRAM FROM THE POLICE DEPARTMENT AND PARKS DIVISION TO KEEP SANTA FE BEAUTIFUL, ENVIRONMENTAL SERVICES DIVISION.**

**WHEREAS,** pursuant to the Graffiti Vandalism Ordinance, §20-4.2 SFCC 1987, "Graffiti is a form of vandalism which injures and stains Santa Fe;" and

**WHEREAS,** the purpose and intent of the Graffiti Vandalism Ordinance is to eradicate or minimize the visual blight caused by graffiti; and

**WHEREAS,** the Graffiti Vandalism Ordinance established the Office of Anti-Graffiti Coordination and a process for the City to use to eliminate graffiti; and

**WHEREAS,** Graffiti continues to be problematic for the City of Santa Fe and as a result the City contracted with a consultant to prepare a Graffiti Abatement Strategic Plan ("Strategic Plan"); and

**WHEREAS,** this Strategic Plan provided background information, relevant statutes, a review

1           **WHEREAS**, as a nonprofit 501 (c) (3) organization is well equipped to increase and leverage  
2 resources such as funding grants and in-kind donations under the organization's tax exempt status;  
3 and

4           **WHEREAS**, Keep Santa Fe Beautiful has historically supervised the Anti-Graffiti program;  
5 and

6           **WHEREAS**, the City has made efforts to reorganize the program by housing the Office of  
7 Anti-Graffiti Coordination in the Police Department and the abatement in the Parks Division, which  
8 has led to fragmentation and limited success of the program; and

9           **WHEREAS**, it is the desire of the City of Santa Fe to incorporate recommendations made  
10 through the Graffiti Abatement Strategic Plan 2013 and build on previous successes experienced  
11 under the supervision of Keep Santa Fe Beautiful; and

12           **WHEREAS**, the transfer from the Police Department and Parks Division will have no  
13 additional fiscal impact to the City or the solid waste enterprise fund; and

14           **WHEREAS**, funds presently budgeted for the Parks Division and Police Department will be  
15 transferred to the Environmental Services Division and will continue to be budgeted from the general  
16 fund and will not have an impact on solid waste rates.

17           **NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE**  
18 **CITY OF SANTA FE** that the Governing Body hereby authorizes the organizational transfer of the  
19 Office of Anti-Graffiti Coordination and Abatement Program from the Police Department and Parks  
20 Division to Keep Santa Fe Beautiful, Environmental Services Division; and the re-organization  
21 hereby includes the transfer and placement of the following to Keep Santa Fe Beautiful:

- 22           1. The Anti-Graffiti Coordinator;
- 23           2. Parks Anti-graffiti staff (supervisor and 2 laborers);
- 24           3. Equipment associated with graffiti abatement and removal; and
- 25           4. General fund budget to support the operations of the program (with the exception of the

1 APPROVED AS TO FORM:

2 Kelley A. Brennan

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4 KELLEY BRENNAN, INTERIM CITY ATTORNEY

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*CAO/Melissa/Resolutions 2013/2013-106/Graffiti*

## 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: \_\_\_\_\_  
(A single FIR may be used for related bills and/or resolutions)

Short Title(s): Organizational Transfer of Office of Anti-Graffiti Coordination and Abatement Program, from the Police Department and Parks Division to Keep Santa Fe Beautiful (Environmental Services Division).

Sponsor(s): Councilors Carmichael Dominguez and Chris Calvert

Reviewing Department(s): Public Utilities

Person Completing FIR: Lawrence Garcia/Gilda Montano      Date: 11/12/2013      Phone: 2241/2215

Reviewed by City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Reviewed by Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**Section B.      Summary**

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

Transfer office of Anti-Graffiti Coordination and abatement program from Police Department, Parks Division to Keep Santa Fe Beautiful/Environmental Services Division.

**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)\*

**1. Projected Expenditures:**

- a. Indicate Fiscal Year(s) affected – usually current fiscal year and following fiscal year (i.e., FY 13/14 and FY 14/15)
- 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)

Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
Expenditure Classification	FY 13/14	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY 14/15	"A" Costs Absorbed or "N" New Budget Required	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected Business Units	
Personnel*	\$104,273	A	R	\$185,740	A	R	12110/12112 12117/12189	
Fringe**	\$ N/A			\$				
Capital Outlay	\$ N/A			\$				
Land/ Building	\$ N/A			\$				
Professional Services	\$ N/A			\$				
All Other Operating Costs	\$12,123			\$20,783	A	R	12112	
Total:	\$116,396			\$206,523				

\* 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.

**December 2013 thru June 30, 2014**

**2. Revenue Sources: N/A**

- 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 _____	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs - Recurring or "NR" Non-recurring	Fund Affected	
_____	\$ _____	_____	\$ _____	_____	_____	
_____	\$ _____	_____	\$ _____	_____	_____	
_____	\$ _____	_____	\$ _____	_____	_____	
Total:	\$ _____	_____	\$ _____	_____	_____	

**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.)

The graffiti program is currently housed within two separate departments and several business units. The coordinator is currently in PD with the supervisor and operational staff in the Parks Division. The expenditures have been paid from their business units as shown above.

This FIR does not include an increase in revenues or expenditures, only a transfer to Keep Santa Fe Beautiful within the Environmental Services Division.

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**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.

This resolution replaces Resolution 2009-96 and augments the Graffiti Vandalism Ordinance.

**2. Consequences of Not Enacting This Bill/Resolution:**

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

This resolution is intended to address weakness of the current program which includes organizational fragmentation, with an emphasis on enforcement versus removal. If not enacted the program will remain in its current structure and not allow for improvements.

**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.

The transfer of this program to Keep Santa Fe Beautiful will provide for better program organization and closer supervision of the anti graffiti program. This will also allow greater community involvement through the utilization of Keep Santa Fe Beautiful and its volunteers.