City of Santa Fe, New Mexico

LEGISLATIVE SUMMARY
BILL NO. 2014-____
Department Rename

SPONSOR(S): Councilors Lindell and Ives

SUMMARY: The bill relates to the establishment of certain city of Santa Fe departments by:

1. Repealing Section 2-19 SFCC 1987 to delete the "Administrative Services Department";
2. Creating a new Section 2-19 SFCC 1987 to establish the "Parks and Recreation Department"
3. Amending Section 2-21 SFCC 1987 to rename the "Convention and Visitors Bureau," the "Tourism Santa Fe department".

PREPARED BY: Rebecca Seligman, Legislative Liaison Assistant

DATE: May 28, 2014

ATTACHMENTS: Bill
FIR

CITY OF SANTA FE, NEW MEXICO

BILL NO. 2014-___

INTRODUCED BY:

Councilor Signe Lindell

Councilor Peter Ives

AN ORDINANCE

RELATING TO THE ESTABLISHMENT OF CERTAIN CITY OF SANTA FE DEPARTMENTS; REPEALING SECTION 2-19 SFCC 1987 TO DELETE THE "ADMINISTRATIVE SERVICES DEPARTMENT"; CREATING A NEW SECTION 2-19 SFCC 1987 TO ESTABLISH THE "PARKS AND RECREATION DEPARTMENT"; AND AMENDING SECTION 2-21 SFCC 1987 TO RENAME THE "CONVENTION AND VISITORS BUREAU," THE "TOURISM SANTA FE DEPARTMENT".

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF SANTA FE:

Section 1. Section 2-19 SFCC 1987 (being Ord. #1987-36, as amended,) is repealed.

[~~**2-19 ADMINISTRATIVE SERVICES DEPARTMENT.**~~

~~**2-19.1 Creation of Department.**~~

~~There is created a department of city government to be known as the "administrative services department."~~]

Section 2. A new Section 2-19 SFCC 1987 is ordained to read:

2-19 [<u>NEW MATERIAL</u>] PARKS AND RECREATION DEPARTMENT.

2-19.1 Creation of Department.

There is created a department of city government to be known as the "parks and recreation department."

Section 3. Section 2-21 SFCC 1987 (being ord. #2007-45, §23) is amended to read:

2-21 [~~CONVENTION AND VISITORS BUREAU~~] TOURISM SANTA FE.

2-21.1 Creation of Department.

There is created a department of city government to be known as the [~~"convention and visitors bureau."~~] "TOURISM Santa Fe department".

APPROVED AS TO FORM:

Kelley A. Brennan

KELLEY A. BRENNAN, INTERIM CITY ATTORNEY

M/Melissa/Bills 2014/Department rename

FIR No. 2527

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: X Resolution: _____

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

Short Title(s): **AN ORDINANCE RELATING TO THE ESTABLISHMENT OF CERTAIN CITY OF SANTA FE DEPARTMENTS; REPEALING SECTION 2-19 SFCC 1987 TO DELETE THE "ADMINISTRATIVE SERVICES DEPARTMENT"; CREATING A NEW SECTION 2-19 SFCC 1987 TO ESTABLISH THE "PARKS AND RECREATION DEPARTMENT"; AND AMENDING SECTION 2-21 SFCC 1987 TO RENAME THE "CONVENTION AND VISITORS BUREAU," THE "TOURISM SANTA FE DEPARTMENT".**

Sponsor(s): Councilors Lindell and Ives

Reviewing Department(s): City Attorney's Office

Persons Completing FIR: Rebecca Seligman Date: 5/28/14 Phone: 955-6501

Reviewed by City Attorney: Kathy A. Brennan (Signature) Date: 5/29/14

Reviewed by Finance Director: (Signature) Date: 5/29/14

Section B. **Summary**

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

The purpose of this bill is to repeal Section 2-19 SFCC 1987 to delete the "Administrative Services Department" and create "Parks and Recreation Department" and amending Section 2-12 SFCC 1987 to rename the "Convention and Visitor's Bureau," the "TOURISM Santa Fe Department".

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 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: _____

___X___ Check here if no fiscal impact

Column #: 1	2	3	4	5	6	7	8
Expenditure Classification	FY _14/15_	"A" Costs Absorbed or "N" New Budget Required	"R" Costs Recurring or "NR" Non-recurring	FY _15/16_	"A" Costs Absorbed or "N" New Budget Required	"R" Costs – Recurring or "NR" Non-recurring	Fund Affected
Personnel*	$___	___	___	$___	___	___	___
Fringe**	$___	___	___	$___	___	___	___
Capital Outlay	$___	___	___	$___	___	___	___
Land/ Building	$___	___	___	$___	___	___	___
Professional Services	$___	___	___	$___	___	___	___
All Other Operating Costs	$___	___	___	$___	___	___	___
Total:	$___			$___			

* 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 ___	"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.)

N/A

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.

No

2. Consequences of Not Enacting This Bill/Resolution:

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

The City will not be able to repeal a department, create a new department and rename a current department.

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 of which staff is aware.

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.

This ordinance will delete section 2-19 of the City Code to eliminate Administrative Services Department, create Parks and Recreation Department and rename the Convention and Visitors Bureau.

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