



125 SW "E" Street, Madras, OR 97741 Telephone (541)475-2344 - Fax (541)475-1038

## **GRAFFITI REMOVAL ASSISTANCE POLICY**

The Madras City Council recognizes that graffiti negatively impacts the appearance of the City and as funds are available seeks to provide assistance to residents, property owners and business owners in the City to remove graffiti in a timely manner. Accordingly, the City Council authorizes expenditure of applicable City funds for graffiti removal subject to the following conditions being satisfied as specified herein.

### **Definitions:**

**Applicant:** Any resident, property owner or business owner residing, owning property or conducting business within the city limits of the City of Madras. This also may include Homeowners Associations (HOAs) and not-for-profit organizations.

### **Administration:**

1. The City Administrator or designee will develop an application form that states any required information that must be provided.
2. The City Administrator or designee will authorize funding to applicants subject to compliance with the Funding Criteria set forth in this policy.

### **Use of City Community Clean Up Funds:**

1. Funding for graffiti removal shall be authorized annually by the City Council. This Policy is not intended to require the City Council to allocate funds for graffiti removal annually and therefore this Policy shall be utilized as funding becomes available through the agreement with Jefferson County from collection of the Jefferson County Unified Fee.
2. A maximum of \$200 will be awarded to each applicant. The City Administrator or designee shall award funds to applicants to remove graffiti in a manner that is consistent with the extent of the graffiti damage. Additional funding may be granted, but would require formal approval by the City Administrator.
3. City Community Clean Up funds shall only be used for the purchase of paint and materials necessary to remove graffiti. Funding shall not be used for labor costs.
4. The funding that is awarded shall only be used for painting the exterior of a building. Funds cannot be used for interior paint, building repairs, fence repairs, etc.

**Procedures:**

1. Residents, property owners and business owners (i.e. applicants) will be required to submit an application and all necessary information (i.e. pictures of the graffiti) to the City Administrator or designee for consideration of funding.
2. The City Administrator or designee shall notify the applicant within 14 days of the date the application is submitted, specifying whether funds will be awarded and, if so, the amount of the award.
3. Upon notification of award, the applicant shall obtain a quote from a local supplier for all materials and supplies needed to remove the graffiti.
4. The City Administrator or designee shall review the quote to determine if the proposed expenses are eligible expenses pursuant to the intent of this Policy.
5. If the proposed expenses in the quote are eligible expenses, the City Administrator or designee will provide written authorization to the local supplier to invoice the City for the specified materials and supplies in the quote.
6. The applicant shall commence graffiti removal upon authorization from the City and obtaining the necessary materials and supplies.

**Funding Criteria:**

1. Funding shall be awarded to applicants where it has been determined that there is a violation of Ordinance 806, Section 2.1(A) which requires graffiti to be removed.
2. The applicant agrees to use City funds to erase, paint over, or otherwise eradicate and make not visible graffiti within 45 days of the City Administrator or designee notifying the applicant of award of funds, notwithstanding inclement weather, availability of materials and other related limitations. If the applicant is not able to remove the graffiti within 45, the applicant shall submit a written request to the City Administrator or designee requesting an extension of not more than 15 days.