



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 02/26/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 02/17/14**

**ISSUE:**

17. Request for Approval of a Resolution Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority for the Procurement of Seven Heavy Duty Transit Buses. (Councilors Calvert and Bushee) (Jon Bulthuis)

A. Request for Approval of Public Project Revolving Fund Equipment Application – Repayment Plan for Procurement of Seven (7) Replacement Transit Buses; New Mexico Finance Authority. (Jon Bulthuis)

**Committee Review:**  
 Public Works Committee (approved) 02/10/14  
 City Council (scheduled) 02/26/14

Fiscal Impact – Yes

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

Requested approval of public project revolving fund equipment application for repayment plan for procurement of seven (7) replacement transit buses with new Mexico Finance Authority in the amount of \$348,000 for 12 years.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR BUSHEE	Excused		
COUNCILOR CALVERT	X		
COUNCILOR DIMAS	X		
COUNCILOR IVES	X		
CHAIRPERSON DOMINGUEZ			

3-19-12/FCIssue

**ACTION SHEET  
ITEM FROM THE  
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING  
OF  
MONDAY, FEBRUARY 10, 2014**

**ITEM 15**

TRANSIT DIVISION

- REQUEST FOR APPROVAL OF NEW MEXICO FINANCE AUTHORITY LOAN APPLICATION, AND REPAYMENT PLAN, FOR THE PROCUREMENT OF SEVEN (7) REPLACEMENT TRANSIT BUSES (JON BULTHUIS)
- REQUEST FOR APPROVAL OF A RESOLUTION AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY FOR THE PROCUREMENT OF SEVEN HEAVY DUTY TRANSIT BUSES (COUNCILOR CALVERT) (JON BULTHUIS)

**PUBLIC WORKS COMMITTEE ACTION: Approved**

**SPECIAL CONDITIONS OR AMENDMENTS:**

**STAFF FOLLOW UP:**

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON WURZBURGER	Excused		
COUNCILOR CALVERT, Acting Chair	X		
COUNCILOR IVES	X		
COUNCILOR RIVERA	X		
COUNCILOR TRUJILLO	Excused		

# City of Santa Fe, New Mexico

# memo

Date: January 31, 2014  
To: Public Works Committee  
Via: Isaac Pino, Public Works Department Director  
From: Jon Bulthuis, Transportation Department Director *1/31 Fork*  
RE: Bus Fleet Replacement: New Mexico Finance Authority's Public Project Revolving Fund

---

## Item & Issue

The Transit Division is in need of funds for routine bus replacement in order to maintain existing levels of fixed-route transit service currently delivered to residents of, and visitors to, the City of Santa Fe. This need was discussed at a Transit Advisory Board meeting, in October 2013, and was subsequently covered in an Albuquerque Journal North article (Exhibit A).

At present, the Transit Division maintains and operates an active fleet of twenty-nine (29) buses. Of these, eighteen (18) buses are 12-13 years old and have exceeded their useful life in transit service. Five of these older units will be replaced with new buses that are on order and expected to be delivered this calendar year. Another six units will be retired – but not replaced – when the CNG tanks expire in July 2015. The Transit Division will absorb this loss by reducing the fleet spare ratio at that time. The remaining seven buses will need to be replaced by the end of the 2015 calendar year, as the CNG tanks will expire in February 2016.

Without a funding source for replacement buses, a significant portion of the Transit Division's fleet will simply "time-out," resulting in immediate service reductions to the City of Santa Fe (e.g., eliminations of bus routes).

Federal funding sources typically used in the past for fleet replacement (e.g., earmarks from our Congressional delegation; competitive grant opportunities) are no longer available in the current transportation legislation. With this in mind, City staff and the Transit Advisory Board began exploring other options for funding sources. One such option is to obtain local financing through the New Mexico Finance Authority (NMFA) Public Project Revolving Fund.

Unlike other financing prospects, which were determined to be not applicable to the Transit Division's immediate fleet replacement needs, the NMFA revolving fund offers reasonable terms that best fit our needs (Exhibit B). A loan would provide \$3.5 million for fleet replacement, at 2.85% interest per year, with average annual debt payments of approximately \$348,000 per year, for a period of twelve (12) years – the useful life of the replacement buses.

Staff proposes that repayment of the annual debt service be covered from a combination of two sources, as follows:

1. Cost savings of approximately \$100,000 per year from a restructuring of service delivery to Museum Hill (Exhibit C). Rather than providing this service with a full-size transit bus, as has been done traditionally, staff believes the service can be provided more efficiently and effectively with the smaller Santa Fe Pick-Up shuttle vans. Although the service level will be reduced, the important connection to Museum Hill will be maintained – versus the alternative of eliminating the service entirely. If staff is directed to pursue this course, the service modification would begin with the new fiscal year on July 1, 2014.
2. An “earmarked” allocation of funds generated by the ¼% GRT adopted by public referendum and imposed by the City of Santa Fe pursuant to Ordinance No. 23 in 1991 (Exhibit D). This tax was established and dedicated to fund operations of a public bus system, as detailed in Section 18-10.4 of the ordinance. GRT is up at this time and the Finance Director feels comfortable that an additional \$248,000 will be received from the ¼% GRT dedicated to public transit. Coupled with the cost savings from a controlled service reduction to Museum Hill, the additional GRT allocation will provide the required \$348,000 needed to repay the loan over the next 12 years.

With the Governing Body’s approval, the loan application will be considered by the NMFA Board of Directors at one of its upcoming meetings. The attached Resolution (Exhibit E) and Public Project Revolving Fund Equipment Application (Exhibit F) will be included in the agenda packet to be submitted to NMFA.

#### **Action Requested**

1. Direct staff to pursue restructuring of service delivery to Museum Hill, which results in a controlled service reduction to Route M and an annual operational savings of over \$100,000 per year – while maintaining public transit service to this key destination through the use of Santa Fe Pick-Up operations.
2. Approve an earmarked allocation of at least \$248,000 for the next 12 years to cover the annual debt service payment from revenue that accrues from the ¼% GRT imposed by Ordinance No. 23 (1991).
3. Approve the Resolution that is required by NMFA to accompany the application for funds through the Public Project Revolving Fund.
4. Approve the Public Project Revolving Fund Equipment Application to be submitted to NMFA.



IM THOMPSON/JOURNAL  
A Santa Fe Trails bus moves through downtown and past the New Mexico Museum of Art on Monday. City transit officials are worried about a reduced bus fleet in coming years because of dwindling federal funds.

# Santa Fe Trails may 'hit the wall'

As funding dwindles, so could the number of buses

BY KIERA HAY  
Journal Staff Writer

Santa Feans may have places to go and people to see, but in a few years there could be fewer public transportation options to take them there.

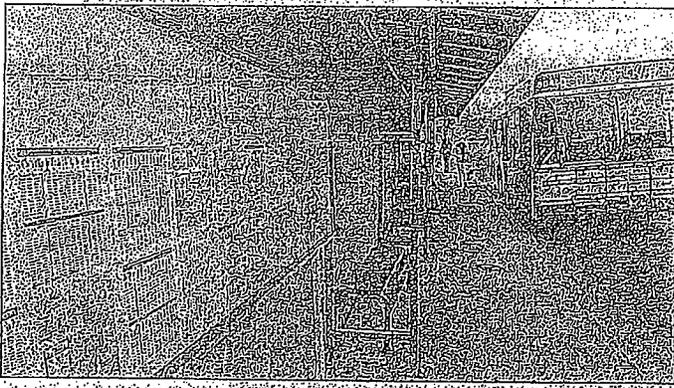
As federal funding dwindles, the city's Santa Fe Trails could be facing a bus shortage by 2016.

"If we don't have the equipment we need we'll have to look at what places in the system's service would be rolled back," city Transit Division director Jon Bulthuis said.

"Which would be a shame because we've seen so much strong growth in ridership. I'd really hate to see us go that way," he said. Last year the bus system had more than 1 million rider-trips for the first time.

Santa Fe Trails currently operates a fleet of 36 buses. Of those, 22 buses are on the road during the busiest times of the day. The remaining are parked as reserves.

Santa Fe Trails will



A Santa Fe Trails bus waits for riders at a transit center on Sheridan Street on Monday.

replace five buses at the end of 2014 with new models already on order — the last of the city's planned bus purchases. By the middle of 2015, six more buses will need to be replaced, and seven buses are scheduled to go in early 2016.

Altogether, the city's fleet is expected to shrink to 23 buses by February 2016.

That's when "we hit the wall, basically," said Ken Smithson, Santa Fe Trails' director of operations and maintenance.

"That wipes out our spare ratio. We have no spare buses and that's not a good situation to be in, and we will have to reduce service unless we can get new buses," Smithson said.

That means finding a way to bring more buses into the system — or cutting services to accommodate fewer buses.

A good bus system fleet should be at least 25 percent spare buses, Smithson said.

Of Santa Fe Trails' current fleet, 10 buses were

See SANTA FE on PAGE 4

AZONED PUBLICATION OF  
**Journal Santa Fe**  
AIRBORNE JOURNAL

TUESDAY  
OCTOBER 29, 2013  
75 CENTS  
EDITION

# Santa Fe Trails may 'hit the wall' in 2016

from PAGE 1

purchased in 2000-2001. Another six were purchased in 2008, four were purchased in 2009, six in 2011 and two in 2012.

Federal money is still trickling into Santa Fe, but at a rate greatly reduced from what was previously considered the norm. Under the Federal Public Transportation Act authorized in 2012, Santa Fe gets a little less than \$200,000 a year for two years. In contrast, the city has received between \$800,000 and \$1 million annually from the federal government in the recent past.

Not only has funding been cut, but the funding formula was changed so that small urban centers like Santa Fe get less money, Bulthuis said.

Santa Fe Trails' most recent purchases have been heavy-duty buses with a price tag of \$450,000 each.

The city isn't completely without options. The life of the buses slated for retirement over the next few years could be extended, for instance, by replacing their compressed natural gas tanks, which would cost around \$40,000 each.

However, it's a real question as to whether it makes sense to pump significant money into buses that are near, or even past, their useful life, Bulthuis said. Older buses are more expensive to maintain and also put greater demands on maintenance staff.

Another idea is to look at purchasing lighter-duty buses that cost less money but also have a shorter lifespan.

Santa Fe could also use

bond money to buy more buses, although it's still uncertain whether the city will issue bonds for such purposes in the next couple of years.

"This is new territory because we've always been so successful in using those federal monies for capital replacement, so we're going to be at the table now with other capital needs the city has, which is a difficult situation because there aren't enough funds to go around with everybody," Bulthuis said.

In the meantime, Bulthuis said he wants to make sure that the city's elected officials have a grasp of the seriousness of the situation, as does the local congressional delegation, which can be urged to work toward a more generous funding policy.

Even if an influx of money is found, the city may still find itself in a jam. Depending on the type of bus, it can take manufacturers up to 14-18 months to fill an order.

"If you get heavy-duty equipment it does have a long-lead time. That's part of the equation, too, making sure we have orders in time," Bulthuis said.

Bulthuis said he's hopeful that Santa Fe's long-term prospects for federal money will brighten, although he believes the short term is going to be tough.

"It's not just Santa Fe suffering. All urban areas are suffering across the country. I do think in time there will be some return to a normalized funding stream, but it won't happen quickly, I think," Bulthuis said.

SOURCES AND USES OF FUNDS

City of Santa Fe  
Series 2013 Transportation Fleet Loan

Sources:

---

Bond Proceeds:	
Par Amount	3,526,449.00
	<hr/>
	3,526,449.00

---

Uses:

---

Project Fund Deposits:	
Project Fund	3,500,000.00
Delivery Date Expenses:	
NMFA Fee	26,448.37
Other Uses of Funds:	
Additional Proceeds	0.63
	<hr/>
	3,526,449.00

---

## BOND SUMMARY STATISTICS

City of Santa Fe  
Series 2013 Transportation Fleet Loan

Dated Date	04/18/2014
Delivery Date	04/18/2014
Last Maturity	06/01/2026
Arbitrage Yield	2.815305%
True Interest Cost (TIC)	2.815305%
Net Interest Cost (NIC)	2.849788%
All-In TIC	2.937797%
Average Coupon	2.849788%
Average Life (years)	6.886
Duration of Issue (years)	6.242
Par Amount	3,526,449.00
Bond Proceeds	3,526,449.00
Total Interest	692,055.91
Net Interest	692,055.91
Total Debt Service	4,218,504.91
Maximum Annual Debt Service	351,542.54
Average Annual Debt Service	348,077.42
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Bond Component	Par Value	Price	Average Coupon	Average Life
Bond Component	3,526,449.00	100.000	2.850%	6.886
	3,526,449.00			6.886

	TIC	All-In TIC	Arbitrage Yield
Par Value	3,526,449.00	3,526,449.00	3,526,449.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense			
- Other Amounts		-26,448.37	
Target Value	3,526,449.00	3,500,000.63	3,526,449.00
Target Date	04/18/2014	04/18/2014	04/18/2014
Yield	2.815305%	2.937797%	2.815305%

## DETAILED BOND DEBT SERVICE

City of Santa Fe  
Series 2013 Transportation Fleet Loan

Bond Component (BOND)

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
12/01/2014			50,280.66	50,280.66	
06/01/2015	260,676	0.450%	40,585.29	301,261.29	351,541.95
12/01/2015			39,998.77	39,998.77	
06/01/2016	271,545	0.660%	39,998.77	311,543.77	351,542.54
12/01/2016			39,102.67	39,102.67	
06/01/2017	273,337	0.980%	39,102.67	312,439.67	351,542.34
12/01/2017			37,763.32	37,763.32	
06/01/2018	276,015	1.420%	37,763.32	313,778.32	351,541.64
12/01/2018			35,803.61	35,803.61	
06/01/2019	279,935	1.800%	35,803.61	315,738.61	351,542.23
12/01/2019			33,284.20	33,284.20	
06/01/2020	284,974	2.210%	33,284.20	318,258.20	351,542.40
12/01/2020			30,135.23	30,135.23	
06/01/2021	291,272	2.580%	30,135.23	321,407.23	351,542.47
12/01/2021			26,377.83	26,377.83	
06/01/2022	298,786	2.840%	26,377.83	325,163.83	351,541.65
12/01/2022			22,135.06	22,135.06	
06/01/2023	307,272	3.040%	22,135.06	329,407.06	351,542.13
12/01/2023			17,464.53	17,464.53	
06/01/2024	316,613	3.330%	17,464.53	334,077.53	351,542.06
12/01/2024			12,192.92	12,192.92	
06/01/2025	327,156	3.580%	12,192.92	339,348.92	351,541.85
12/01/2025			6,336.83	6,336.83	
06/01/2026	338,868	3.740%	6,336.83	345,204.83	351,541.66
	3,526,449		692,055.91	4,218,504.91	4,218,504.91

## NMFA Loan – Service Reduction Alternatives

At present, Santa Fe Trails operates approximately 1500 service hours per week. In order to dedicate funds currently budgeted for operations to annual debt service payments associated with required fleet replacement financed through the New Mexico Finance Authority, a reduction in service will be necessary. Several service reduction options, along with cost saving estimates, are listed below:

### *Eliminate Route M (Museum Hill):*

- Route M is the least productive route on the system funded by "quality of life gross receipt tax revenues"
- Connection to Museum Hill maintained through service provided by the Santa Fe Pick-Up shuttle system
- Achieves a savings of approximately 78 fixed-route service hours/week
- *Labor Cost Savings: \$100,200*
- *Fuel Cost Savings: \$31,900*

### *Eliminate Evening Service:*

- Evening service hours are generally less productive than daytime service hours
- Ending operations between at 8:00 p.m. on weekdays would save approximately 85 fixed-route service hours/week
- Elimination of evening service hours also allows earlier facility closure thereby realizing additional cost savings in maintenance and para-transit operations
- *Labor Cost Savings: \$110,100*
- *Fuel Cost Savings: \$6,700*

### *Eliminate Sunday Service:*

- Sunday is the least productive operational day (*ridership is significantly lower than any other day of the week*)
- Achieves a savings of approximately 62 fixed-route service hours/week
- Elimination of Sunday service would allow complete facility closure one day per week realizing additional cost savings in maintenance and para-transit operations
- *Labor Cost Savings: \$80,100*
- *Fuel Cost Savings: \$18,200*

CITY OF SANTA FE  
ORDINANCE NO. 23, 1991

AN ORDINANCE

ADOPTING A MUNICIPAL GROSS RECEIPTS TAX.

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

Section 10-10.1 Imposition of Tax. There is imposed on any person engaging in business in this municipality for the privilege of engaging in business in this municipality an excise tax equal to one quarter (1/4) of one percent (1%) of the gross receipts reported or required to be reported by the person pursuant to the New Mexico Gross Receipts and Compensating Tax Act as it now exists or as it may be amended. The tax imposed under this ordinance is pursuant to the Municipal Gross Receipts Tax Act as it now exists or as it may be amended and shall be known as the "municipal gross receipts tax." Imposition of this 1/4 of 1% increment of Municipal Gross Receipts Tax raises the total Municipal Gross Receipts Tax within the City of Santa Fe to one and one quarter percent (1.25%).

Section 10-10.2 General Provisions. This ordinance hereby adopts by reference all definitions, exemptions and deductions contained in the Gross Receipts and Compensating

1 Tax Act as it now exists or as it may be amended.

2 Section 18-10.3 Specific Exemptions. No municipal  
3 gross receipts tax shall be imposed on the gross receipts  
4 arising from:

5 A. the transmission of messages by wire or other means  
6 from one point within the municipality to another point  
7 outside the municipality;

8 B. transporting persons or property for hire by  
9 railroad, motor vehicle, air transportation or any other means  
10 from one point within the municipality to another point  
11 outside the municipality; or

12 C. a business located outside the boundaries of a  
13 municipality on land owned by the municipality for which a  
14 gross receipts tax distribution is made pursuant to Subsection  
15 C of Section 7-1-6.4 MMSA 1978.

16 Section 18-10.4 Dedication. Revenue from the  
17 municipal gross receipts tax will be used for the purpose(s)  
18 listed below:

19 a) The proceeds of the gross receipts tax shall first  
20 be used to finance the acquisition, operation, maintenance and  
21 any other expenses necessary for or incidental to the  
22 provision of a public bus system. After satisfying the  
23 provision of a public bus system as set forth herein, the  
24 remaining proceeds of the gross receipts tax shall be  
25 allocated as set forth in subparts b) and c) herein. In the



1 event that the public bus system is ever discontinued, the  
2 proceeds allocated pursuant to this subpart shall be used for  
3 general municipal operations and the discontinuance of the  
4 public bus system shall not affect the allocations set out in  
5 subparts b) and c) herein. The governing body shall not  
6 discontinue the public bus system until the notice and hearing  
7 requirements of §§ 2-2.3A, 2-2.3B, 2-2.3C, 2-2.4A, 2-2.4D, 2-  
8 2.6 SFCC 1987 have been met.

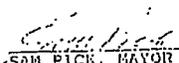
9 b) Up to two-thirds of the proceeds remaining following  
10 the distributions provided for in subpart a) of the gross  
11 receipts tax shall be used for general municipal operations.

12 c) Up to one-third of the proceeds remaining following  
13 the distributions provided for in subpart a) of the gross  
14 receipts tax shall be used exclusively for the following  
15 quality of life purposes: recreation, open space, libraries  
16 and parks. The allocation for quality of life purposes  
17 pursuant to this subpart shall be made for a period of five  
18 consecutive years from the effective date of this ordinance,  
19 after which the use of these proceeds shall be evaluated by  
20 the governing body. Such evaluation by the governing body  
21 shall assess the need for continuing specified quality of life  
22 projects and balance these needs against funding of general  
23 municipal operations, the results of which shall be an  
24 appropriation of the more essential program.

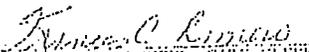
25 Section 1A-10.5 Effective Date. The effective date

1 of the municipal gross receipts tax shall be January 1, 1992,  
2 unless an election is held pursuant to Section 7-19-4 (C) (2)  
3 IMSA 1978 on the question of disapproving the ordinance, in  
4 which case the effective date shall be either July 1 or  
5 January 1, whichever date occurs first after the expiration of  
6 three months from the date when the results of the election  
7 are certified to be in favor of the ordinance's adoption.

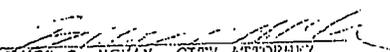
8 PASSED, APPROVES AND ADOPTED this 26th day of June, 1991.

9  
10   
11 SAM PICK, MAYOR

12 ATTEST:

13   
14 CHARLES C. ROBERTS, CITY CLERK

15 APPROVED AS TO FORM:

16  
17   
18 JAMES C. MCKAY, CITY ATTORNEY

19 /s/

20  
21  
22  
23  
24  
25

# City of Santa Fe, New Mexico

## LEGISLATIVE SUMMARY

Resolution No. 2014-\_\_\_\_  
NMFA Transit Buses

---

**SPONSOR(S):** Councilors Calvert and Bushee

**SUMMARY:** The proposed resolution authorizes and approves submission of a completed application for financial assistance and project approval to the New Mexico Finance Authority for the procurement of seven heavy duty transit buses.

**PREPARED BY:** Rebecca Seligman, Legislative Liaison Assistant

**FISCAL IMPACT:** Yes

**DATE:** February 4, 2014

**ATTACHMENTS:** Resolution  
FIR

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

**CITY OF SANTA FE, NEW MEXICO**

**RESOLUTION NO. 2014-\_\_**

**INTRODUCED BY:**

Councilor Chris Calvert

Councilor Patti Bushee

**A RESOLUTION**

**AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY FOR THE PROCUREMENT OF SEVEN HEAVY DUTY TRANSIT BUSES.**

**WHEREAS**, the City of Santa Fe ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Santa Fe City Council ("Governing Body") is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit; and

**WHEREAS**, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects; and

**WHEREAS**, the Governing Body intends to undertake the procurement of seven (7) heavy duty transit buses ("Project"), to replace equipment that has exceeded its useful life, and for the

1 benefit of the Governmental Unit and its citizens; and

2           **WHEREAS**, the application prescribed by the Authority has been completed and submitted  
3 to the Governing Body and this resolution approving submission of the completed Application to the  
4 Authority for its consideration and review is required as part of the Application.

5           **NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY:**

6           **Section 1.** That all actions previously taken by the Governing Body and the Governmental  
7 Unit and their respective officers and employees in connection with the Application and the Project  
8 are hereby ratified, approved and confirmed.

9           **Section 2.** That the completed Application submitted to the Governing Body is hereby  
10 approved and confirmed.

11           **Section 3.** That the officers and employees of the Governing Body are hereby directed and  
12 requested to submit the completed Application to the Authority, and are further authorized to take  
13 such other action as may be requested by the Authority in connection with the Application and to  
14 proceed with arrangements for financing the Project.

15           **Section 4.** All acts and resolutions in conflict with this resolution are hereby rescinded,  
16 annulled and repealed.

17           **Section 5.** This resolution shall take effect immediately upon its adoption.

18           **BE IT FURTHER RESOLVED THAT THE GOVERNING BODY OF THE CITY OF**  
19 **SANTA FE** directs staff to make service revisions, effective with the start of FY2015, that result in  
20 decreasing system operating costs by \$125,000.00 per year, for twelve years, beginning in FY2015.  
21 Rather than paying Transit Division operating costs, this \$125,000.00 will be applied toward annual  
22 debt service payments to the Authority, with the necessary balance being covered through revenues  
23 collected from the ¼% GRT that was instituted in 1991.

24           PASSED, APPROVED, and ADOPTED this \_\_\_ day of \_\_\_\_\_, 2014.

25

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

\_\_\_\_\_  
DAVID COSS, MAYOR

ATTEST:

\_\_\_\_\_  
YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

Kelley A. Brennan

KELLEY A. BRENNAN, INTERIM CITY ATTORNEY

### 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):  AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY.

Sponsor(s):  Councilor Calvert, Councilor Bushee

Reviewing Department(s):  Transportation

Persons Completing FIR:  Jon Bulthuis  Date:  February 12, 2014  Phone:  955-2006

Reviewed by City Attorney:  Kelly A Brennan  Date:  2/12/14   
(Signature)

Reviewed by Finance Director:  [Signature]  Date:  2/13/14   
(Signature)

**Section B. Summary**

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

The resolution will enable staff to apply for a loan from the New Mexico Finance Authority Public Project Revolving Fund in the amount of \$3.5M to be used for the replacement of seven (7) transit buses that have exceeded their useful life. It also directs staff to restructure service delivery such that \$125,000 in operating costs will be reallocated to debt service with the balance of debt service payments allocated from revenues generated through the ¼% GRT resulting from Ordinance No. 23 (1991).

**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: \_\_\_\_\_

\_\_\_\_\_ Check here if no fiscal impact

Column #:	1	2	3	4	5	6	7	8
	Expenditure Classification	FY 2015- FY 2027	"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

Personnel*	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____
Fringe**	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____
Capital Outlay (Debt Service)	\$ <u>\$350K/yr</u>	_____	R	_____	\$ _____	_____	_____	_____
Land/ Building	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____
Professional Services	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____
All Other Operating Costs	\$ _____	_____	_____	_____	\$ _____	_____	_____	_____
Total:	<u>\$350K/yr</u>				\$ _____			

\* 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 2015- FY 2027	"R" Costs Recurring or "NR" Non- recurring	FY _____	"R" Costs - Recurring or "NR" Non- recurring	Fund Affected

<u>Operational Cost Savings</u>	<u>\$125K/yr</u>	R	\$ _____	_____	_____	_____
<u>Reallocation of 1/4% GRT</u>	<u>\$225/yr.</u>	R	\$ _____	_____	_____	_____
_____	\$ _____	_____	\$ _____	_____	_____	_____
Total:	<u>\$350K/yr</u>		\$ _____			

**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 \$350K debt service payments, due each year for the 12-yr term of the loan, will be funded by service restructuring (transit service to Museum Hill provided by SF Pick-Up rather than SF Trails) and allocation of funds generated by the ¼% tax imposed for transit services through Ordinance No. 23 (1991).

---

**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.

If funds are not made available to purchase seven (7) replacement buses, Santa Fe Trails would be required to eliminate approximately 1/3 of service currently being provided by the fixed route bus system.

**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.

No.

**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.

If funds are not made available for necessary fleet replacement, the Transit Division would be forced to dramatically reduce the level of public transportation service delivered in the City of Santa Fe at a time when ridership is at an all-time high and continues to grow.

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



NEW MEXICO  
FINANCE AUTHORITY

NMFA Use Only:	
App. #:	-PP
FA assigned: Legislative Authorization	

PUBLIC PROJECT REVOLVING FUND  
EQUIPMENT APPLICATION

I. GENERAL INFORMATION

A. APPLICANT / ENTITY

		Application Date:	1/31/2014
Applicant/Entity:	City of Santa Fe - Santa Fe Trails		
Address:	2931 Rufina St., Santa Fe, NM 87501		
County	Santa Fe	Census Tract:	12.02
Federal Employer Identification Number (EIN) as issued by the IRS:	85-6000168		
Legislative District: 3	Senate:	Heinrich	House: Lujan
Phone: 505-955-2000	Fax: 505-955-2020	Email Address:	jrbulthuis@santafenm.gov
Individual Completing Application:	Kenneth E. Smithson		
Address:	2931 Rufina St., Santa Fe, NM 87501		
Phone: 505-955-2223	Fax: 505-955-2020	Email Address:	kesmithson@santafenm.gov

II. PROJECT SUMMARY

A. **Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of Equipment:

Seven (7) replacement buses for Santa Fe Trails fleet. Buses are 35-ft, heavy duty, low

☐

2. When do you need NMFA funds available? 1 year after buses are ordered.

**B. Total Project Cost & Sources of Funds Detail.**

Equipment Items	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Seven (7) replacement buses	\$ 3,500,000	\$ 0	\$ 0	\$ 3,500,000
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total Cost:</b>	\$	\$	\$	\$

**III. FINANCING**

A. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify: 1/4-cent Transit Gross Receipts Tax
- County Option GRT – please specify: \_\_\_\_\_
- Other Tax-Based Revenue: \_\_\_\_\_
- State-Shared GRT
- Law Enforcement Funds
- Fire Protection Funds
- Other Revenue: \_\_\_\_\_

B. Preferred financing term: 12 years.

C. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes  No

If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.

**IV. READINESS TO PROCEED ITEMS**

A. The following items must accompany this application in order for this application to be considered complete:

- Equipment cost breakdown (if applicable)
- Three most recently completed fiscal year audit reports

- Current unaudited financials
- Current fiscal year budget
- Equipment Application
- Application Resolution
- Minutes of public hearing meeting approving submission of application
- Any additional information requested by NMFA

**V. CERTIFICATION**

**I certify that:**

**We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.**

**We will comply with all applicable state and federal regulations and requirements.**

**To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.**

**Signature:**

\_\_\_\_\_

(highest elected official)

**Title:** Mayor

\_\_\_\_\_

**Jurisdiction:**

City of Santa Fe

\_\_\_\_\_

**Print Name:**

David Coss

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Finance Officer/Director:**

Marcos Tapia

\_\_\_\_\_

CITY OF SANTA FE:

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

*Kelley A. Brennan for*  
KELLEY A. BRENNAN, INTERIM CITY ATTORNEY 2/13/14