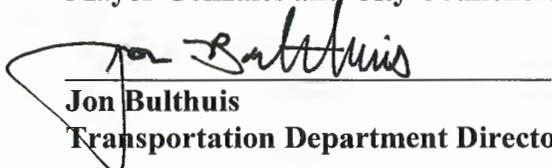


City of Santa Fe, New Mexico

memo

DATE: March 5, 2015

TO: Mayor Gonzales and City Councilors

FROM: 
Jon Bulhuis
Transportation Department Director

RE: NCRTD "Mountain Trail" Route Pilot Project

Please see attached documents submitted by NCRTD staff at the request of the Finance Committee at the February 16, 2015 meeting.

Note that the City match requirement amount has decreased from \$28,549 to \$25,172. As such the commitment of Lodger's Tax Funds required from the City would be reduced from \$16,049 to \$12,672.

Evaluation Summary – Mountain Trail Route (South Capital to Ski Santa Fe/Santa Fe National Forest)

Benefits	<ul style="list-style-type: none"> ○ Transit Service will result in the elimination of single or multi person vehicles on the roadway to the area. ○ RTD experience indicates that as many as ~25-35 vehicles/day could be eliminated from usage of the roadway. Resulting in a reduction of peak day vehicle usage of up to approximately 5%. ○ Elimination of vehicles from the roadway would provide for a reduction in hydrocarbons (~63 tons/year) and vehicle miles (~189,000 miles/annually), resulting in less wear and tear of the roadway and needed maintenance. ○ Elimination of vehicles from the roadway would enhance safety for users of this roadway due to a decrease in vehicle traffic and the possibility of vehicle accidents, or encounters with wildlife and people. ○ Use of transit can result in savings for those utilizing this service. ○ There currently is no reliable information that the provision of transit will result in new or increased skier visits or that transit service will attract additional skiers from outside the area. However, over time the service might be viewed as an advantage for those visiting and skiing the area due to the convenience and safety it presents. ○ Most riders are likely to be residents of the area who want to utilize public transportation. ○ May contribute to SF County Gold-level designation by the International Mountain Biking Association by having shuttle service for downhill mountain biking.
Ridership	<ul style="list-style-type: none"> ○ 5,000 passengers for winter (estimate is 3% of total annual skier visits of 160,000) ○ 1,000 passengers for summer ○ 4.2 passengers per trip
Service	<ul style="list-style-type: none"> ○ 8 months of service (winter season= October – March) (summer season=July – August) Route will start at South Capitol and ends at Ski Santa Fe (round trip) ○ 4 round trips per day (8 one way trips) ○ Total of ~15-20 stops ○ 7 days per week, estimated to operate between 700a-600p with service to be provided in the morning, midday, and early evening
Fares	<ul style="list-style-type: none"> ○ \$5 one way fare during winter ○ \$5 roundtrip fare during summer
Physical Assets	<ul style="list-style-type: none"> ○ Two fully equipped 28 passenger buses (auto-deployed snow chains and four wheel drive) will be leased for a one year period (if this routes is designed to be a two year trial period then the lease would be for a two year period)
Costs	<ul style="list-style-type: none"> ○ \$172,344 (est. see spread sheet)

<i>Revenues</i>	<ul style="list-style-type: none"> ○ \$50,000 fares winter ○ \$5,000 fares summer ○ \$12,000 stop sponsorship (unknown) ○ \$15,000 Rio Metro RTD (verbal commitment) ○ \$15,000 NCRTD (requires Board approval) ○ City of Santa Fe – financial contribution unknown ○ County of Santa Fe – financial contribution unknown ○ Ski Santa Fe - \$5 reduction on Lift Ticket for those using public transit (value based upon 5,000 winter passengers is \$25,000 and could increase since Ski Santa Fe has not placed a cap on this at this time)
<i>Financial Funding Gap</i>	<ul style="list-style-type: none"> ○ \$75,344 (split amount \$37,672) ○ \$50,344 (if NCRTD Board authorizes use of District owned 4 wheel drive vehicle {split amount \$25,172})
<i>Decisions/Implementation</i>	<ul style="list-style-type: none"> ○ Meeting with Tesuque and Nambe Pueblos to address concerns (March) ○ City of Santa Fe and Santa Fe County: decision to participate financially (March) ○ North Central Regional Transit District Board of Directors: discussion and review of service request and Tribal member concerns. Decision on service request (April 3, 2015) ○ If approved to go forward by Board of Directors staff will place order for vehicle(s), finalize route design, recruit and train staff and market the service. (May – September) ○ Service commencement targeted for October, 2015.
<i>Metrics to gauge success</i>	<ul style="list-style-type: none"> ○ Overall ridership meets or exceeds estimates ○ Reduction in single or multi person vehicles travelling to Ski Santa Fe ○ Reduction in hydrocarbons(carbon emissions) ○ Fare revenue generated decreases ongoing subsidies

****Draft document for discussion only and not for dissemination beyond the working group! "Mountain Trail" Route**

03/05/2015

<u>Expenditures</u>	<u>Operating 12 months</u>	<u>Operating 8 months/12 month lease/capital invest-phased</u>
Capital- Bus stop facilities	\$ 31,000.00	\$1,000.00 ***hold till after trial period/use SF Trails bus stops (Can Ski Santa Fe Install the Bus Shelter?)
Year one operating	\$ 175,419.00	\$ 115,776.54 *** will need to install at a minimum of 5 stops
Year one vehicle lease	\$ 50,568.00 (2 vehicles)	\$50,568.00
	<u>\$ 256,987.00</u>	<u>\$167,344.54</u>
Pueblo Considerations	\$ 15,000.00	Youth Ski Lesson Discounts (Ski Santa Fe Value \$\$\$)
Marketing & Info Materials	\$ 10,000.00	
	<u>\$ 25,000.00</u>	<u>\$5,000.00</u>
Total Expenditures	\$ 281,987.00	\$172,344.54

<u>Revenues</u>	<u>Amount</u>
Ski Santa Fe	\$0.00 (indirect/\$5.00 lift ticket reduction for those using transit)
Lodger's Tax - City of SF	?????
Stop sponsorship	\$12,000.00 (10 stop sponsors @ \$100/mo. x 12 mo. min.)
SF County - Lodger's Tax	?????
Rail Runner	\$15,000.00
Winter Fares	\$50,000.00 (see Ski Santa Fe - \$5.00 reduction on lift tickets for those paying the \$5.00 one way bus fare x 5,000 passengers) (passengers represents 3% of 160,000 annual skier visits or 4.2 passenger per trip/day)
Summer Fares	\$5,000.00 (\$5.00 roundtrip fare x 1,000 passengers)
NCRTD GRT	\$15,000.00 (Needs RTD Board approval) (if vehicle contributed additional value of \$25,000 = cost reduction)
	<u>\$97,000.00</u>

Backstop Commitments: (if fares and stop sponsorship do not produce the revenue to off set expenses)

SF County/SF City

Deficiency	\$ 184,987.00	\$ 75,344.54 (\$37,672 for City and County if split evenly)
Backstop exposure		(If RTD Board approves use of existing 4 wheel drive vehicle the deficiency would drop to \$50,344/\$25,172 ea.for City and County Split)
		\$ 24,500.00 (No stop sponsorship, no summer fares and winter fares \$7500 below estimate)
Total possible deficiency		\$ 99,844.54 (\$49,922 for City and County if split evenly)
		(If RTD Board approves use of existing 4 wheel drive vehicle the deficiency would drop to \$74,844/\$37,422 ea. for City and County Split)

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 02/25/15
ITEM FROM FINANCE COMMITTEE MEETING OF 02/16/15

ISSUE:

24. Request for Approval of Budget Adjustment to Fund Implementation of NCRTD Santa Fe National Forest/Ski Santa Fe Shuttle Pilot Project. (Jon Bulthuis)

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

Requested approval of budget adjustment to fund implementation of NCRTD Santa Fe National Forest/Ski Santa Fe Shuttle Pilot Project in the amount of \$28,549.

FUNDING SOURCE: 51400.439100

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

Approved with direction to staff.

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

3-17-14

City of Santa Fe, New Mexico

memo

DATE: February 10, 2015
TO: Finance Committee
FROM: Jon Bulthuis, Transportation Department Director ~~✍~~
RE: NCRTD Santa Fe National Forest/Ski Santa Fe Shuttle Pilot Project

Item and Issue

On October 30, 2013, the Governing Body of the City of Santa Fe adopted Resolution 2013-95 (*see attached Exhibit A*) that supports the North Central Regional Transit District (NCRTD) in identifying alternative service and financing options for the establishment of regularly scheduled regional transit service to the Santa Fe Ski Basin.

Since that date, NCRTD staff have worked with the various stakeholders associated with implementation of such service and developed a financing plan that identifies the financial contributions necessary from a number of entities required to initiate such service. As indicated on the attached worksheet (*see Exhibit B*), the contribution needed from the City of Santa Fe is in the amount of \$28,549.00 for the duration of the pilot project. Part of this amount, \$12,500.00, will be made available through reallocation of resources currently included in the Transit Division's FY2014/15 operating budget as detailed on the attached BAR (*see Exhibit C*). The remaining \$16,049.00 will be funded through an allocation of unbudgeted Lodgers Tax receipts, collected in FY2014/15, and transferred to the Transit Division's revenue account. The NCRTD will deduct \$28,549.00 from payment due to the Transit Division, for services rendered on behalf of the NCRTD in the second quarter of FY2014/15, as detailed on the attached invoice (*see Exhibit D*).

Implementation of the NCRTD's Santa Fe National Forest/Ski Santa Fe Shuttle Pilot Project is dependent on other financial partners also providing the required financial contribution, but approval of this action fulfills the City of Santa Fe's financial partnership in the proposed project.

Action Recommended

Approval of the attached BAR, fund transfer between TOURISM Santa FE AND THE Transit Division, and NCRTD invoice that provides the NCRTD with \$28,549.00 from the City of Santa Fe toward implementation of the Santa Fe National Forest/Ski Santa Fe Shuttle Pilot Project.

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CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2013-95

INTRODUCED BY:

Councilor Bushee
Councilor Wurzburger

A RESOLUTION

SUPPORTING INITIATION OF A NEEDS ASSESSMENT BY THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO IDENTIFY ALTERNATIVE SERVICE AND FINANCING OPTIONS TO BEGIN PROVISION OF SCHEDULED REGIONAL TRANSIT SERVICE TO THE SANTA FE SKI BASIN.

WHEREAS, regional transit districts function to provide public transit services that connect towns, pueblos, and cities throughout the region and coordinate service needs among different levels of government and jurisdictions; and

WHEREAS, the North Central Regional Transit District (hereinafter referred to as "NCRTD") was created by agreement between the City of Espanola, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the City of Santa Fe, Santa Fe County and Tesuque Pueblo; and

WHEREAS, the NCRTD provides regional transit service that provides access to jobs and retail establishments, medical centers, recreation and cultural sites, and other destinations throughout the four-county service area, all of which fosters economic activity and opportunity in the region; and

National Forest Route possible funding scenario

<u>Expenditures</u>	<u>Operating 12 months</u>
Capital- Bus stop facilities	\$ 31,000.00
Year one operating	\$ 175,419.00
Year one vehicle lease	\$ 50,568.00 (2 vehicles)
	<u>\$ 256,987.00</u>
Pueblo Considerations	\$ 15,000.00
Marketing & Info Materials	\$ 10,000.00
	<u>\$ 25,000.00</u>
Total Expenditures	\$ 281,987.00

<u>Operating 8 months/12 month lease/capital invest-phased</u>
***hold till after trial period/use SF Trails bus stops (Can Ski Santa Fe Install the Bus Shelter?)
\$1,000.00 *** will need to install at a minimum of 5 stops
<u>\$169,098.73</u>
↓ Youth Ski Lesson Discounts (Ski Santa Fe Value \$\$\$)
<u>\$5,000.00</u>
↓
<u>\$174,098.73</u>

<u>Revenues</u>	<u>Amount</u>
Ski Santa Fe	\$0.00 (indirect/\$5.00 lift ticket reduction for those using transit)
Lodger's Tax - City of SF	?????
Stop sponsorship	\$12,000.00 (10 stop sponsors @ \$100/mo. x 12 mo. min.)
SF County - Lodger's Tax	?????
Rail Runner	\$15,000.00
Winter Fares	\$25,000.00 (see Ski Santa Fe - \$5.00 reduction on lift tickets for those paying the \$5.00 bus fare x 5,000 passengers)
Summer Fares	\$25,000.00 (\$5.00 roundtrip fare x 5,000 passengers)
NCRTD GRT	\$15,000.00 (Needs RTD Board approval)
	<u>\$92,000.00</u>

Backstop Commitments: (if fares and stop sponsorship do not produce the revenue to off set expenses)
 SF County/SF City/NCRTD/Ski Santa Fe will committ to equally making up the difference in unrealized revenues

<u>Deficiency</u>	<u>\$ 189,987.00</u>	<u>\$ 82,098.73</u> (\$41,049 for City and County if split evenly)
Backstop exposure		(If RTD Board approves use of existing 4 wheel drive vehicle the deficiency would drop to \$57,098/\$28,549 ea.)
		\$ 37,000.00
<u>Total possible deficiency</u>		<u>\$ 119,098.73</u> (\$60,000 for City and County if split evenly)
		(If RTD Board approves use of existing 4 wheel drive vehicle the deficiency would drop to \$94,098/\$47,049 ea.)

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME				DATE		
Transportation/Transit/5400				02/11/2015		
ITEM DESCRIPTION	BU / LINE ITEM	---(Finance Dept. Use Only)---		INCREASE	DECREASE	
		SUBLEDDGER / SUBSIDIARY	DR / (CR)			
Other-Reimbursement Expense (NCRTD Rev)	51400.439100		Dr	12,500		
Communication	52414.514100		(CR)		(500)	
Safety Supplies	52414.530300		(CR)		(500)	
In state travel	52402.560250		(CR)		(800)	
rep/maint bldg structure	52402.520100		(CR)		(3,000)	
rep/maint mech equip	52402.520200		(CR)		(4,000)	
compliance contracts	52402.510250		(CR)		(1,900)	
Inventory exempt	52401.572400		(CR)		(500)	
dues	52401.561900		(CR)		(1,300)	
JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo				TOTAL	\$ 12,500	\$ (12,500)

BAR is for one time payment for Ski Shuttle service NCRTD will be providing

Lois Amador Prepared By _____ Date 2/11/15	<p align="center">CITY COUNCIL APPROVAL</p> City Council Approval Required <input type="checkbox"/>	Budget Officer _____ Date 2/11/15
Division Director _____ Date 02/11/15	City Council Approval Date _____	Finance Director _____ Date 2-11-2015
Department Director _____ Date 02/11/15	Agenda Item #: _____	City Manager _____ Date



City of Santa Fe, New Mexico

Exhibit D

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909
www.santafenm.gov

Javier M. Gonzales, Mayor

Councilors:

Peter N. Ives, Mayor Pro Tem, Dist. 2
Patti J. Bushee, Dist. 1
Signe I. Lindell, Dist. 1
Joseph M. Maestas, Dist. 2
Carmichael A. Dominguez, Dist. 3
Christopher M. Rivera, Dist. 3
Ronald S. Trujillo, Dist. 4
Bill Dimas, Dist. 4

February 10, 2015

Anthony Mortillaro, Executive Director
North Central Regional Transit District
1327 North Riverside Drive
Española, NM 87532

Dear Mr. Mortillaro:

I've enclosed an invoice for transit services delivered by Santa Fe Trails and Santa Fe Pick Up, on behalf of the NCRTD, for the second quarter of FY2014/15.

Please note that \$28,549.00 is deducted from the total due. This amount shall be counted as the City of Santa Fe's one time contribution toward the proposed Santa Fe National Forest/Ski Santa Fe Shuttle Pilot Project. Should final implementation of that project not move ahead as planned in FY2014/15, the City of Santa Fe will resubmit an amended invoice for the second quarter of FY2014/15, that includes the \$28,549.00 presently deducted, for future reimbursement.

If you have any questions about the invoice, feel free to contact me at 955-2006.

Sincerely,

Jon Bulthuis, Director
City of Santa Fe Transit Division



Santa Fe Trails
 2931 Rufina Street
 Santa Fe, NM 87507
 505-955-2010 fax 505-955-2020

Invoice No.
 02/10/15

North Central Regional Transit District

1327 N. Riverside Drive
 Espanola, New Mexico 87532
 (505) 438-3257

2ndt Qtr 14/15

Date	Description	Units	Unit Price	Total
Oct-15	Santa Fe Trails Bus Service			
	Route 2: Cost/Mile	5,287	\$1.40	\$7,401.80
	Route 2: Cost/Hour	562	\$62.28	\$35,001.36
	Route 2: Cost/Vehicle	1.44	\$1,087.00	\$1,565.28
	Route 4: Cost/Mile	5,871	\$1.40	\$8,219.40
	Route 4: Cost/Hour	558	\$62.28	\$34,752.24
	Route 4: Cost/Vehicle	1.12	\$1,087.00	\$1,217.44
	Route 22: Cost/Mile	1,002	\$1.40	\$1,402.80
	Route 22: Cost/Hour	51	\$62.28	\$3,176.28
	Route 22: Cost/Vehicle	1	\$1,087.00	\$1,087.00
Nov-15	Santa Fe Trails Bus Service			
	Route 2: Cost/Mile	4,530	\$1.40	\$6,342.00
	Route 2: Cost/Hour	482	\$62.28	\$30,018.96
	Route 2: Cost/Vehicle	1.44	\$1,087.00	\$1,565.28
	Route 4: Cost/Mile	5,068	\$1.40	\$7,095.20
	Route 4: Cost/Hour	480	\$62.28	\$29,894.40
	Route 4: Cost/Vehicle	1.12	\$1,087.00	\$1,217.44
	Route 22: Cost/Mile	828	\$1.40	\$1,159.20
	Route 22: Cost/Hour	42	\$62.28	\$2,615.76
	Route 22: Cost/Vehicle	1	\$1,087.00	\$1,087.00
Dec-15	Santa Fe Trails Bus Service			
	Route 2: Cost/Mile	5,074	\$1.40	\$7,103.60
	Route 2: Cost/Hour	539	\$62.28	\$33,568.92
	Route 2: Cost/Vehicle	1.44	\$1,087.00	\$1,565.28
	Route 4: Cost/Mile	5,638	\$1.40	\$7,893.20
	Route 4: Cost/Hour	536	\$62.28	\$33,382.08
	Route 4: Cost/Vehicle	1.12	\$1,087.00	\$1,217.44
	Route 22: Cost/Mile	958	\$1.40	\$1,341.20
	Route 22: Cost/Hour	49	\$62.28	\$3,051.72
	Route 22: Cost/Vehicle	1	\$1,087.00	\$1,087.00

Total Routes Billed -2nd Qtr.	\$265,029.28
Specials Billed - 2nd Qtr.	\$7,283.00
Santa Fe Pick Up 2nd Qtr.	\$84,154.00
Total	\$356,466.28

Less one time fee for Ski Shuttle -28,549.00

Amount Due \$327,917.28