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 fulfils 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.

Exhibit A

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

WHEREAS, the Santa Fe Ski area is a destination that provides jobs and serves as a tourist attraction and economic draw for the region by providing winter recreation opportunities; and

WHEREAS, public transportation is available and "ski shuttle" service is provided by public transit agencies in many cities and towns throughout the Rocky Mountain region; and

WHEREAS, the inter-jurisdictional nature of such service, in Santa Fe County, makes the initiative best suited for coordination by the NCRTD and financed, in part, by the 1/8% regional transit gross receipts tax assessed in Santa Fe County:

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SANTA FE hereby supports initiation of a needs assessment by the North Central Regional Transit District to identify alternative service and financing options for the establishment of regularly scheduled regional transit service to the Santa Fe Ski Basin.

PASSED, APPROVED, and ADOPTED this 30th day of October, 2013.

DAVID COSS, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

GENO ZAMORA, CITY ATTORNEY

M/Melissa/Resolutions 2013/2013-95 Ski Area Shuttle

Exhibit B

National Forest Rooute possible funding scenario

Expenditures	Operating 12 months		Operating 8 months/12 month lease/capital invest-phased	
Capital- Bus stop facilities	$ 31,000.00			***hold till after trial period/use SF Trails bus stops (Can Ski Santa Fe Install the Bus Shelter?)
Year one operating	$ 175,419.00		$1,000.00	*** will need to install at a minimum of 5 stops
Year one vehicle lease	$ 50,568.00	(2 vehicles)		
	$ 256,987.00		**$169,098.73**	
Pueblo Considerations	$ 15,000.00			Youth Ski Lesson Discounts (Ski Santa Fe Value $$$)
Marketing & Info Materials	$ 10,000.00			
	$ 25,000.00		**$5,000.00**	
Total Expenditures	**$ 281,987.00**		**$174,098.73**	

Revenues	Amount	
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)
	$92,000.00	

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 differnce in unrealized revenues

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

Exhibit C

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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)--> SUBLEDGER / SUBSIDIARY	DR / (CR)	INCREASE	DECREASE
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)
			TOTAL	$ 12,500	$ (12,500)

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

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

Lois Amador / [signature] 2/11/15
Prepared By Date

[signature] 02/11/15
Division Director Date

[signature] 02/11/15
Department Director Date

CITY COUNCIL APPROVAL

City Council *Approval Required* ☐

City Council Approval Date

Agenda Item #:

[signature] 2/11/15
Budget Officer Date

[signature] 2-11-2015
Finance Director Date

City Manager Date

Exhibit D

City of Santa Fe, New Mexico

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
Espanola, 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

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