



Agenda

DATE 5/14/18 TIME 3:07p

SERVED BY Lois Amador

RECEIVED BY [Signature]

TRANSIT ADVISORY BOARD MEETING

TUESDAY, MAY 22, 2018

5:00 PM – 7:00 PM

SANTA FE TRAILS FACILITY

2931 RUFINA STREET

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES: APRIL 24, 2018

PUBLIC COMMENT

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. A RESOLUTION SUPPORTING NATIONAL DUMP THE PUMP DAY ON JUNE 21, 2018; AND PROVIDING FREE FARES ON THE CITY OF SANTA FE TRANSIT SYSTEM FOR THAT DAY.
2. REQUEST FOR APPROVAL OF PROCUREMENT IN THE AMOUNT OF \$1,018,184 (INCLUSIVE OF GRT) FOR TWO (2) HEAVY DUTY 30-FOOT LOW-FLOOR CNG NEAR ZERO EMISSIONS BUSES VIA COOPERATIVE AGREEMENT FROM THE STATE OF VIRGINIA COOPERATIVE AGREEMENT #E194-75548 MA2274 WITH GILLIG LLC. REQUEST FOR APPROVAL OF A BAR IN THE AMOUNT OF \$118,184 FROM CASH RESERVES (FUND 5416) TO 52416.571000.
3. 2019 NCRTD AND TRANSIT SERVICE PLAN-STAFF
4. FREE FARES FOR JUNE PRIMARY ELECTION-STAFF
5. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES - STAFF
6. BUDGET UPDATE - STAFF
7. ROUTEMATCH UPDATE – STAFF
8. CNG FACILITY UPDATE - STAFF
9. SOUTHSIDE TRANSIT CENTER UPDATE - STAFF
10. DOWNTOWN (SHERIDAN) TRANSIT CENTER UPDATE – STAFF
11. STAFFING UPDATE - STAFF
12. SYSTEM RIDERSHIP: FIXED ROUTE, PARATRANSIT, AND SF PICK-UP - STAFF
13. CUSTOMER COMMENT/COMPLAINT SYSTEM - STAFF
14. OPERATIONS AND MAINTENANCE - STAFF

PUBLIC COMMENT

ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

Transit Advisory Board
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April 24, 2018

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Call to Order	Colin Messer, Chair called the meeting of the Transit Advisory Board to order at 5:06 p.m. at the Santa Fe Trails Facility, 2931 Rufina Street, Santa Fe, NM.	1
Roll Call	A quorum was established at 5:22 p.m.	1
Approval of the Agenda	Ms. Bleck moved to approve the agenda as presented with a second from Ms. Mazares which was approved by voice vote.	1
Approval of Meeting Minutes of March 27, 2018	s. Bleck moved to approve the minutes as presented with a second from Ms. Mazares which was approved by voice vote.	1
Public Comment		1,2
Items for Discussion and Possible Action:		2
1. Review and Approval of Proposed Bus Schedule Changes	Mr. Calvert moved to approve the schedule with a flexible date of completion of June 4, 2018 with a second from Ms. Mazares which passed by voice vote.	2,3
2. FTA Grant Award for Southside Transit Center		3
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11. System Ridership-Fixed Route, Paratransit, and SF Pick Up		5
12. Customer Comment/Complaint System		5
13. Operations and Maintenance		5
Public Comment		6
Adjourn	With all business complete the Transit Advisory Board was adjourned at 6:57 p.m.	6
Signature Page		6

Transit Advisory Board Meeting

Tuesday, April 24, 2018

5:00 p.m. to 7:00 p.m.

Santa Fe Trails Transit Facility
2931 Rufina Street Santa Fe, NM

1. CALL TO ORDER

Colin Messer, Chair called the meeting of the Transit Advisory Board to order at 5:06 p.m. at the Santa Fe Trails Facility, 2931 Rufina Street, Santa Fe, NM. A quorum was established at 5:22 p.m.

2. ROLL CALL

Present

Colin Messer, Chair

Aurore Bleck

Chris Calvert

Alexandra Mazares

Stan Cooper (*telephonically*)

Excused

Paul Thompson

Mary McGinnis

Rebecca Estrada

Others Present

Keith Wilson, City Transit

Tomas Martinez, City Transit Operations

Lois Amador, City Transit Staff

Linda Vigil, Stenographer

3: APPROVAL OF AGENDA

MOTION: Ms. Bleck moved to approve the agenda as presented with a second from Ms. Mazares which was approved by voice vote.

4. APPROVAL OF MINUTES: MARCH 27, 2018

MOTION: Ms. Bleck moved to approve the minutes as presented with a second from Ms. Mazares which was approved by voice vote.

5. PUBLIC COMMENT

Ms. Bleck reported from the Mayors Committee on Disability that the new signs were presented and Mr. McQuarrie did not approve and was not happy with it. Mr. Wilson states he mentioned before that they would give it to the ADA Coordinator for feedback and then present to that Committee. Ms. Bleck stated Mr. McQuarrie mentioned Section 700.

Ms. Bleck states there was a letter to the editor complaining about public transportation from the airport. (*See Exhibit A*)

Mr. Wilson explained they have reviewed it and at this time it doesn't make sense to run the route. The flights aren't coordinated with the nearby routes. They offered other options. Mr. Wilson will discuss in more detail later the idea for a review of all service plans.

A brief discussion was held about other options and future road connections.

6. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

1. REVIEW AND APPROVAL OF PROPOSED BUS SCHEDULE AND ROUTE CHANGES

Mr. Wilson explained the route changes he discussed last month. (*See Exhibit B*)

Mr. Calvert asked if the stops on route 26 are temporary until the transit center is running. Mr. Wilson explained it was, however the system should still be the same.

Mr. Wilson explained the public comment period was held and there was an email shared from a customer who was happy to have the VA stop. (*See Exhibit C*) Mr. Wilson explained during the public comment period, they had a booth set up at the mall and they received good input.

Mr. Wilson explained the stop at Beckner Road. Mr. Martinez explained the safety issue and the lights there. Mr. Wilson would like to keep the June date flexible and incorporate the changes for printing. Mr. Wilson explained the Arroyo Chamiso and Presbyterian bus stops aren't complete yet, he would like to evaluate the time it will take in order to add it to the new schedule.

MOTION: Mr. Calvert moved to approve the schedule with a flexible date of completion of June 4, 2018 with a second from Ms. Mazares which passed by voice vote.

2. FTA GRANT AWARD FOR SOUTHSIDE TRANSIT CENTER

Mr. Wilson explained that Mr. Dave Chapman worked on the application and they were granted by NMDOT. Mr. Wilson states NCRTD received money for their maintenance facility as well.

3. BUDGET DEVELOPMENT

Mr. Wilson explained the budget hearing was held this morning before the Finance Committee. Mr. Wilson states once Councilor questioned the need for new buses. Mr. Wilson explained the pie chart with figures (*See Exhibit D*).

Mr. Calvert asked if they explained to the Committee that there is a durability issue. Mr. Cooper asked about the GRT and what is the ½ % for. Mr. Wilson explained how it gets dispersed and the costs and formulas are broken down.

Mr. Wilson states the revenues don't balance, over half is for personnel. With the budget approval, the temporary positions will become permanent positions.

Mr. Calvert asked about the bus loan. Mr. Wilson explained the line items and how some are put under expenditures.

Mr. Wilson explained the ITT services and assessments. There is funding for the remix software in order to conduct a run cut later.

4. ROUTEMATCH UPDATE

Mr. Wilson stated the representative is on site now and is working on paratransit. There are some immediate changes that can be done to save trips in multiple areas. Mr. Wilson explained the features it has for automated calls.

A discussion was held about times and late no shows and the ways it can be fixed. The representative will be here until Friday and will be back in May for fixed route work.

Mr. Wilson discussed the new mounts for the tablets. Mr. Wilson discussed the features it will have for the GPS and farebox issues.

A brief discussion was held about the training.

5. CNG FACILITY UPDATE

Mr. Wilson states the process is still in the 90% design plans, the permits have been submitted for the temporary CNG station while they demolish the old one. The design plans should be in by next week.

The facility should be complete by mid-October. Mr. Wilson states they want to put in the panel and hook up the mobile unit while they work on the other section.

6. SOUTHSIDE TRANSIT CENTER UPDATE

Mr. Wilson reported that they may be able to add some other ideas. They will meet with the stakeholders to discuss renovations. They can discuss options of revenue ideas and rental space.

Ms. Bleck asked if there was a potential space for food service. Mr. Wilson would like to see what pieces they can add.

Mr. Calvert asked if there is more funding available can the City portion be lowered. Mr. Wilson states it could, they will discuss.

Chair Messer asked if Santa Fe Ride can be situated there. Mr. Martinez stated it may not work due to staffing and maintenance.

Mr. Wilson states the environmental assessment still has to be granted.

Ms. Bleck asked about the NMDOT section across from Cerrillos there is not room for a wheelchair or scooter. Mr. Martinez states he went to the site and there is a way but you have to go further along the sidewalk. Ms. Bleck explained there are large traffic poles really close.

A discussion was held about including it in this project, or a separate project. Chair Messer asked about the sale of land. Mr. Wilson states it is dedicated to this project.

7. DOWNTOWN (SHERIDAN) TRANSIT CENTER UPDATE

Mr. Wilson states there is nothing new happening on this project.

Ms. Bleck asked about the route for a temporary location close by to the plaza. Mr. Wilson explained that they will do what they need to meet the ADA obligations. Mr. Wilson states it is on his list of issues.

8. BUS PROCUREMENT UPDATE

Mr. Martinez explained the coop they can model from Virginia. There will be 30 foot Gilligs that are CNG ordered. If the contract isn't locked in by June the price will go up.

Mr. Cooper asked about the funding. Mr. Wilson states it is in the budget, they will try to order all four buses because of the time constraints.

Mr. Calvert asked about the deadlines coming up. Mr. Wilson states they are working towards getting it done before any deadlines.

A discussion was held about the changes to the service area plan that is cost effective. Mr. Wilson explained once the remix software is used it will help with mapping it out.

Mr. Wilson explained they may phase out the project in order to get a portion of the public outreach done by a consultant. A brief discussion was held about consultants and better use of time and money. Mr. Wilson would like to tap into resources that are close by.

9. BIKE TO WORK- DUMP THE PUMP EVENTS

Mr. Wilson explained Bike to Work Week is May 14-18, 2018. Mr. Wilson explained the new underpass will be included in the events. (*See Exhibit E*) Transit will also set up a booth.

Mr. Wilson discussed the Dump the Pump event is on June 21, 2018. On that morning, the transit groups will set up for the morning trains and set up tables with information.

Ms. Amador states they will post it on the website and radio shows are scheduled. The Mayor would like to offer a fare free day on that day and offset revenue.

10. STAFFING UPDATE

Mr. Martinez explained that there will be one vacancy. Santa Fe Pickup, the shop and the fixed route is full. Mr. Wilson announced the database specialist is retiring next week.

11. SYSTEM RIDERSHIP: FIXED ROUTE, PARATRANSIT, AND SF PICK UP

Mr. Martinez explained the winds could be discouraging people to be out. The gas prices are going up so ridership could change. (*See Exhibit F*)

Mr. Martinez explained the on time performance is holding on at 89%. Mr. Martinez believes it could be the extra drivers helping. However, Santa Fe Pick Up is down a little.

12. CUSTOMER COMMENT/COMPLAINT SYSTEM

Mr. Martinez stated all of the complaints have been closed out. (*See Exhibit G*)

13. OPERATIONS AND MAINTENANCE

Mr. Martinez stated there has not been any major breakdowns and things are running smooth. (*See Exhibit H*)

Mr. Martinez explained one repair was done in house.

7. PUBLIC COMMENT

Mr. Cooper mentioned he attended a conference where a speaker addressed the federal funding and gave good examples. Mr. Wilson explained the urban routes and how the funds can be negotiated, he will report more next month.

Mr. Wilson discussed the classification study is almost complete.

Mr. Wilson announced he will now be appointed to the NMTA Board.

8. ADJOURN

With all business complete the Transit Advisory Board was adjourned at 6:57 p.m.

SIGNATURES

Colin Messer, Chair

Linda Vigil, Stenographer

DISCUSSION AND POSSIBLE ACTION ITEM

- 1 . A RESOLUTION SUPPORTING NATIONAL DUMP THE PUMP DAY ON JUNE 21, 2018; AND PROVIDING FREE FARES ON THE CITY OF SANTA FE TRANSIT SYSTEM FOR THAT DAY.

CITY OF SANTA FE, NEW MEXICO

RESOLUTION NO. 2018-__

INTRODUCED BY:

Mayor Alan M. Webber

A RESOLUTION

**SUPPORTING NATIONAL DUMP THE PUMP DAY ON JUNE 21, 2018; AND
PROVIDING FREE FARES ON THE CITY OF SANTA FE TRANSIT SYSTEM FOR
THAT DAY.**

WHEREAS, national Dump the Pump day is sponsored by the American Public Transportation Association (APTA) and will celebrate the 13th annual event in 2018 and encourages people to ride public transportation, as public transit offers economic opportunity and powers community growth by driving economic development and revitalizing neighborhoods;
and

WHEREAS, according to an APTA report, individuals in a two-person household can save an average of nearly \$10,000 annually by downsizing to one car; and

WHEREAS, every \$1 invested in public transportation generates \$4 in economic returns;
and

WHEREAS, public transportation is a \$68 billion industry that directly employs 420,000 people and supports millions of private sector jobs; and

1 **WHEREAS**, 87% of public transit trips directly impact the economy by connecting
2 people to jobs, retail, and entertainment venues; and

3 **WHEREAS**, use of public transportation in the United States saves nearly 4.2 billion
4 gallons of gasoline annually; and

5 **WHEREAS**, the public transit system that serves City of Santa Fe includes Santa Fe
6 Trails, Santa Fe Ride, Santa Fe Pickup, North Central Regional Transit District, NMDOT Park
7 and Ride, and the New Mexico Rail Runner; and

8 **WHEREAS**, the City's Transit Division transports around 1 million passengers per year:
9 and

10 **WHEREAS**, on June 21st the City of Santa Fe Transit Division, North Central Regional
11 Transit District, NMDOT Park and Ride and the New Mexico Rail Runner will participate in a
12 Dump the Pump Promotional Event at the South Capital Station from 6:00AM to 9:00AM.

13 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**
14 **CITY OF SANTA FE** that the Governing Body hereby supports national Dump the Pump Day
15 on June 21, 2018.

16 **BE IT FURTHER RESOLVED** that the Governing Body hereby authorizes the City of
17 Santa Fe Transit Division to provide public transportation services (Santa Fe Trails and Santa Fe
18 Ride) free of charge for Dump the Pump Day on June 21, 2018.

19
20 PASSED, APPROVED AND ADOPTED this _____ day of _____, 2018.
21
22
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ALAN M. WEBBER, MAYOR

1 ATTEST:

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4 YOLANDA Y. VIGIL, CITY CLERK

5 APPROVED AS TO FORM:

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8 GENO ZAMORA, INTERIM CITY ATTORNEY

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4 *M/Legislation/Resolutions 2018/Dump the Pump*

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): **A RESOLUTION SUPPORTING NATIONAL DUMP THE PUMP DAY ON JUNE 21, 2018;
AND PROVIDING FREE FARES ON THE CITY OF SANTA FE TRANSIT SYSTEM FOR THAT DAY.**

Sponsor(s): Mayor Alan M. Webber

Reviewing Department(s): Transit

Persons Completing FIR: Keith Wilson Date: 4/25/18 Phone: 955-2223

Reviewed by City Attorney: _____ Date: _____
(Signature)

Reviewed by Finance Director: _____ Date: _____
(Signature)

Section B. Summary

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

To authorize the City of Santa Fe Transit Division to provide public transportation services (Santa Fe Trails and Santa Fe Ride) free of charge for Dump the Pump day on June 21, 2018

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 17/18	"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 \$ _____ _____ _____ \$ _____ _____ _____ _____

Land/ Building \$ _____ _____ _____ \$ _____ _____ _____ _____

Professional Services \$ _____ _____ _____ \$ _____ _____ _____ _____

All Other Operating Costs \$ 1,100 A NR \$ _____ _____ _____ _____

Total: \$1,100 _____ \$ _____

* 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.)

Providing Free Fares on a week day will cost approximately \$1,100 is lost farebox revenue. Because Dump the Pump is a promotional event for Transit we are proposing to utilize our Advertising Budget (BU/LI 52401.561850) to cover the loss in farebox revenue.

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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.

None.

2. Consequences of Not Enacting This Bill/Resolution:

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

Fares will be charged on this day.

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.

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.

Providing free fares on June 21st will reward regular riders of the public transit system and possibly attract those who have not ridden transit before to try it for a day and into the future.

DISCUSSION AND POSSIBLE ACTION ITEM

2 . REQUEST FOR APPROVAL OF PROCUREMENT IN THE AMOUNT OF \$1,018,184 (INCLUSIVE OF GRT) FOR TWO (2) HEAVY DUTY 30-FOOT LOW-FLOOR CNG NEAR ZERO EMISSIONS BUSES VIA COOPERATIVE AGREEMENT FROM THE STATE OF VIRGINIA COOPERATIVE AGREEMENT #E194-75548 MA2274 WITH GILLIG LLC. REQUEST FOR APPROVAL OF A BAR IN THE AMOUNT OF \$118,184 FROM CASH RESERVES (FUND 5416) TO 52416.571000.

City of Santa Fe, New Mexico

memo

DATE: May 8, 2018

TO: Public Works Committee
Finance Committee
Governing Body

VIA: _____
John Romero, P.E., Acting Public Works Department Director

FROM: Thomas Martinez, Transit Division Director of Operations and Maintenance *T.M.*
Keith Wilson, Transit Division Director of Administration and Grants *KPW*

ITEM:

Request for approval of procurement in the amount of \$1,018,184 (inclusive of GRT) for two (2) heavy duty 30-foot low-floor CNG near zero emissions buses via cooperative agreement from the State of Virginia Cooperative Agreement #E194-75548 MA2274 with Gillig LLC. Request for approval of a BAR in the amount of \$118,184 from cash reserves (Fund 5416) to 52416.571000.

BACKGROUND:

In the FY2017/18 Budget the Governing Body approved \$900,000 for the purchase of two new buses to keep up with the replacement schedule of the Transit Division Bus Fleet, at minimum, 2 buses must be replaced each year. The next buses in need of replacement are four (4) 2009 Eldorado Passport buses. These vehicles have past their useful life and have experienced constant mechanical problems in recent years, resulting in two of the vehicles being out of service for an extended period of time. Additionally, if these buses are not replaced by the end of 2019, they will be forced into retirement due to the expiration of their CNG Tanks. The current fixed route fleet (thirty buses) is made up of twelve 35ft Heavy Duty buses, fourteen 30ft Heavy Duty buses and four 29ft light duty buses.

Transit Staff reviewed a number of different options, including size, for the replacement vehicles from a number of different manufacturers. Based on this review staff determined that 30-foot buses would meet our current and future needs. The transit division transports between 900,000 and 1 million passenger trips per year.

The next consideration was whether to go with the cheaper light duty buses verses the more expensive heavy duty buses. Light duty buses are built on truck chassis that are adapted to fit a bus body and not intended for the constant tough treatment of the life of a transit vehicle. Additionally, light duty buses typically have a life of no more than 10 years and experience has shown they have higher maintenance costs. Heavy duty buses are custom built for this purpose with heavy duty components, such as engines, transmissions, axles, wheels, tires and overall structure built to support 50,000 miles a year use. This results in lower maintenance costs and

down time. Additionally, heavy duty buses typically have a life of at least 14 years and with proper maintenance can last up to 18 years effectively.

With the determination of the size and type of bus, staff reviewed a number of manufacturers and determined that the 30-foot low floor CNG near zero emissions bus produced by Gillig provides the most cost effective option for the fleet based on the quality of the product (we have 14 Gillig Buses in the fleet dating from 2011), reliability and expected life of the vehicle. These are the smaller versions of the 35-foot vehicles most recently purchased by the Transit Division in 2014 and 2015.

The City recently renewed its commitment to utilizing Compressed Natural Gas (CNG) for the fuel type for the Transit and Environmental Services Division fleets with the approval of an 8-year contract with Clean Energy for a new fueling station on Rufina Street. The near zero emission CNG fueled engines used in these vehicles run incredibly efficiently and produce near zero emissions. These engines meet the 0.02 g/bhp-hr California Air Resource Board standards of near zero for NOx Emissions and the exhaust emissions are 90% lower than the current EPA NOx limits.

For the purchase of these buses, two options were available. We could release our own Request for Proposals (RFP) or we could identify a completed RFP process conducted by another entity that meets the City's procurement criteria. In this case, with the purchase of only 2 buses we determined that utilizing a RFP process for a larger volume of buses would produce the best deal for the City.

Transit Staff identified the cooperative agreement from the State of Virginia (Cooperative Agreement #E194-75548 MA2274 with Gillig LLC. We have received approval from both the State of Virginia and Gillig to purchase these buses under this agreement.

Gillig has indicated that based on their current production schedule that these buses will be delivered within 14 months.

REQUESTED ACTION:

Request for approval of procurement in the amount of \$1,018,184 (inclusive of GRT) for two (2) heavy duty 30-foot low-floor CNG near zero emissions buses via cooperative agreement from the State of Virginia Cooperative Agreement #E194-75548 MA2274 with Gillig LLC.

Request for approval of a BAR in the amount of \$118,184 from cash reserves (Fund 5416) to 52416.571000.

ATTACHMENTS

Summary of Contracts

Finance Packet Checklist

Other Procurement Checklist

Budget Adjustment Resolution (BAR)

Professional Services Agreement (PSA)

DISCUSSION AND POSSIBLE ACTION ITEM

3 . 2019 NCRTD AND TRANSIT SERVICES PLAN

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2018 -**

3 **INTRODUCED BY:**

4 Councilor _____

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10 **A RESOLUTION**

11 **ENDORISING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT’S FY2019**
12 **BUDGET PROPOSAL, APPROVING THE FY 2019 CITY OF SANTA FE REGIONAL**
13 **TRANSIT PLAN AND DIRECTING STAFF TO SUBMIT THE CITY OF SANTA FE**
14 **REGIONAL TRANSIT PLAN FOR FY 2019 TO THE NORTH CENTRAL REGIONAL**
15 **TRANSIT DISTRICT BOARD OF DIRECTORS FOR CONSIDERATION AND APPROVAL.**

16
17 **WHEREAS**, the North Central Regional Transit District (hereinafter referred to as
18 “NCRTD”) was created in 2004 by agreement between the City of Espanola, Los Alamos County,
19 Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the
20 City of Santa Fe, Santa Fe County and Tesuque Pueblo; and

21 **WHEREAS**, NCRTD Resolution 2008-14 states that “in order to create a truly effective and
22 efficient regional transit system that cooperatively and equitably serves north central New Mexico,
23 the NCRTD believes that the City of Santa Fe should be a member of the District”; and

24 **WHEREAS**, as a result of City of Santa Fe Resolution 2008-87, the City of Santa Fe joined
25 the NCRTD and soon thereafter expanded City delivered transit services to provide connecting
26 transportation to and from the Rail Runner, through funding made available by the NCRTD; and

WHEREAS, the City's expanded services include:

- Santa Fe Trails Route 22, serving the New Mexico 599 Rail Runner station as well as Rancho Viejo and Santa Fe Community College;
- Santa Fe Trails Routes 2 and 4, serving inbound and outbound Rail Runner trains at South Capitol station;
- Santa Fe Pick-Up Historic District Shuttle operations, providing shuttle service to and from the Rail Runner station at the Railyard and downtown destinations;
- Additional enhanced, or "special service", provided to accommodate visitors and residents alike, and meet increased demand for Rail Runner transfers, on Folk Art Market, Spanish Market, and Indian Market weekends, as well as annual community celebrations of Zozobra and the Canyon Road Farolito Walk;

WHEREAS, the existing services provided by Santa Fe Trails have been deemed to meet the definition of regional services as adopted by the NCRTD Board and incorporated into its financial policies as amended on November 4, 2011 by Board Resolution No. 2011-10; and

WHEREAS, the NCRTD has identified funding in their FY 2019 budget proposal to keep the aforementioned regional services, operated by the City, funded and running through FY 2019 subject to reconsideration resulting from an award to a non-profit operator of the Los Alamos National Laboratory; and

WHEREAS, approximately twenty (20) percent of its Regional Transit Gross Receipts Tax is generated in Los Alamos County and the NCRTD will only reimburse the City for regional transit services for the first two quarters of FY 2019 and will inform the City whether further reimbursements will be made after January 2019 depending on the outcome of the award of the Los Alamos National Laboratory operating contract and its impact upon private taxable activities and the subsequent generation of the regional transit gross receipts tax; and

WHEREAS, the NCRTD will reimburse the City for said regional transit services, upon receipt of invoices for service delivered, up to a FY 2019 total of \$1,026,620 subject to budgetary

1 restricts identified in its adopted FY 2019 Budget; and

2 **WHEREAS**, the City of Santa Fe agreed to pay up to \$25,000 to the NCRTD for the
3 Mountain Trail 255 Route, which will be deducted from the reimbursement to Santa Fe Trails on the
4 first quarterly reimbursement request by the City.

5 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF**
6 **SANTA FE** that the Governing Body will fund up to \$25,000 for the Mountain Trail 255 route and
7 the Governing Body hereby endorses the proposed FY2019 NCRTD budget that continues to fund
8 regional transit services, that the City of Santa Fe currently provides on behalf of the NCRTD, and
9 that the aforementioned routes compose and are approved as the City of Santa Fe Regional Transit
10 Plan for FY 2019,
11 and upon approval by the NCRTD Board of Directors, is incorporated in the NCRTD service plan.

12
13 PASSED, APPROVED, and ADOPTED this ____ day of ____, 2018.

14
15
16 _____
17 ALAN WEBBER, MAYOR

18 ATTEST:

19
20 _____
21 YOLANDA Y. VIGIL, CITY CLERK
22
23
24
25
26

1 APPROVED AS TO FORM:

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4 GENO ZAMORA, INTERIM CITY ATTORNEY

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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): A resolution endorsing the North Central Regional Transit District's (NCRTD) FY2019 budget allocation and associated City of Santa Fe Transit Service Plan.

Sponsor(s):

Reviewing Department(s): Public Works – Transit Division

Person Completing FIR: Keith Wilson Date: May 11, 2018 Phone: 955-2223

Reviewed by City Attorney: _____ Date: _____
(Signature)

Reviewed by Finance Director: _____ Date: _____
(Signature)

Section B. Summary

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

The resolution endorses the FY2019 North Central Regional Transit District's budget allocation to the City of Santa Fe and payment of \$25,000 to NCRTD for mountain run and approves the FY2019 City of Santa Fe Regional Transit Plan.

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)

_____ Check here if no fiscal impact

1	2	3	4	5	6	7	8
Expenditure Classification	FY 2019	"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 \$ _____ \$ _____

Land/ Building \$ _____ \$ _____

Professional Services \$ _____ \$ _____

All Other Operating Costs \$ _____ \$ _____

Total: \$ 25,000 \$ _____
for mountain run

* 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.

1	2	3	4	5	6
Type of Revenue	FY 2018	"R" Costs Recurring or "NR" Non-recurring	FY _____	"R" Costs -- Recurring or "NR" Non-recurring	Fund Affected

Regional \$1,024,120.00 25,000 \$ _____
Transit GRT _____

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 NCRTD's approved FY2019 budget includes \$1,024,120.00 allocated to the City of Santa Fe for expenditures

for regional transit services on behalf of the NCRTD. These services will be delivered by Santa Fe Trails as indicated in the City of Santa Fe's Regional Transit Service Plan. Included in the Resolution is agreement for City of Santa Fe to pay \$25,000 for Mountain Run. This money will be deducted from amount billed to NCRTD from the Santa Fe Trails on the first quarter invoice. Funding is recuperated quarterly by way of invoicing NCRTD for services provided.

=====

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 NCRTD Board of Directors would not be appraised of the wishes of the full City Council regarding the expenditure of regional transit tax revenues, for FY2019, allocated to deliver regional transit service in and around City of Santa Fe. Also, approval of a transit plan is required in order for the City to seek reimbursement from NCRTD for services provided.

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.

Approval of the FY2019 NCRTD service plan for the City of Santa Fe will allow continued operation of a number of transit services, currently in operation, that are funded through the regional transit tax dispersed by the NCRTD.

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

DISCUSSION ITEMS

4. FREE FARES RESOLUTION FOR ELECTIONS

1 **CITY OF SANTA FE, NEW MEXICO**

2 **RESOLUTION NO. 2014-79**

3 **INTRODUCED BY:**

4
5 Mayor Javier Gonzales

6
7
8
9
10 **A RESOLUTION**

11 **AUTHORIZING THE CITY OF SANTA FE TRANSIT DIVISION TO PROVIDE FREE**
12 **RIDES ON ALL BUS ROUTES AND SANTA FE RIDE VEHICLES FOR ALL SANTA FE**
13 **MUNICIPAL ELECTIONS AND SANTA FE COUNTY PRIMARY AND GENERAL**
14 **ELECTIONS.**

15
16 **WHEREAS**, as a mechanism for increasing voter participation on an election day for any
17 municipal election or any county primary and general election, the Governing Body desires to
18 provide free public transit for voters; and

19 **WHEREAS**, increased use of public transportation will reduce traffic congestion as
20 voters travel to and from polling locations; and

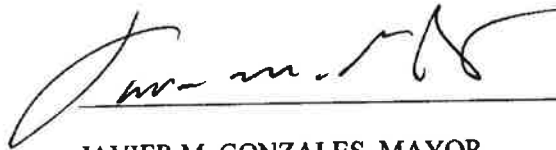
21 **WHEREAS**, free public transportation provides transportation to polling locations for
22 citizens who may have no other transportation available or who cannot afford regular fares; and

23 **WHEREAS**, eliminating fares on an election day encourages people to try public
24 transportation and thereby promote its use.

25 **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**

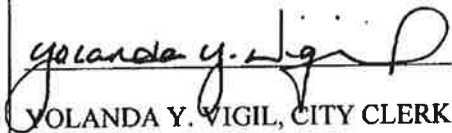
1 **CITY OF SANTA FE** that the City of Santa Fe Transit Division is authorized to provide free
2 rides on Santa Fe Trails bus routes and Santa Fe Ride vehicles for all Santa Fe municipal
3 elections, and Santa Fe County primary and general elections.

4 PASSED, APPROVED, and ADOPTED this 23rd day of September, 2014.

5 
6

7 JAVIER M. GONZALES, MAYOR

8 ATTEST:

9
10 
11

12 VOLANDA Y. VIGIL, CITY CLERK

13 APPROVED AS TO FORM:

14 
15

16 KELLEY A. BRENNAN, CITY ATTORNEY

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25 *M/Melissa/Resolutions 2014/ 2014-79 Transit (free) for elections*

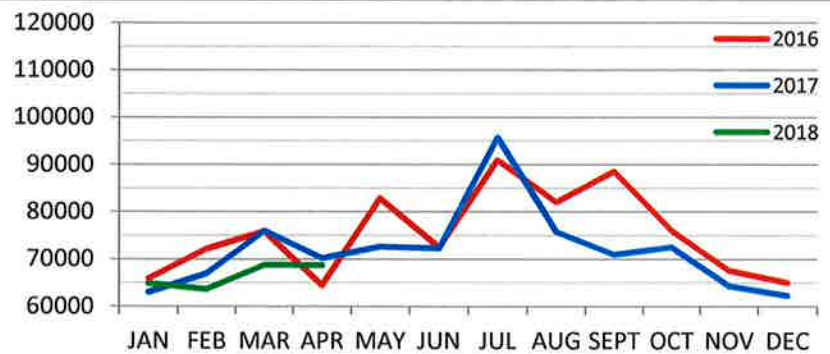
DISCUSSION ITEM AND POSSIBLE ACTION

12. REPORT ON SYSTEM RIDERSHIP---SANTA FE TRAILS,
SANTA FE RIDE, AND SANTA FE PICK-UP

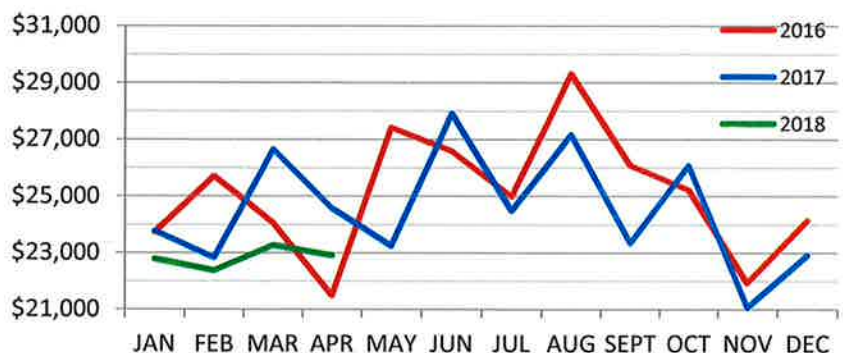
APRIL 2018 RIDERSHIP

DATE	DAY	Route 1	Route 2	Route 4	Route 5	Route 6	Route M	Route 21	Route 22	Route 24	Route 26	TOTAL
01-Apr-18	SU	83	514	80	0	0	13	0	0	13	26	729
02-Apr-18	MO	306	1485	271	130	146	53	51	60	184	19	2705
03-Apr-18	TU	336	1609	307	145	161	93	36	86	141	27	2941
04-Apr-18	WE	270	1417	308	135	148	70	36	87	165	4	2640
05-Apr-18	TH	282	1551	322	135	148	65	60	98	177	11	2849
06-Apr-18	FR	367	1518	291	150	160	49	38	67	158	13	2811
07-Apr-18	SA	178	758	240	50	66	15	0	0	81	7	1395
08-Apr-18	SU	70	628	111	0	0	22	0	0	29	26	886
09-Apr-18	MO	344	1449	348	121	200	43	56	93	205	7	2866
10-Apr-18	TU	309	1378	305	132	150	77	54	91	175	13	2684
11-Apr-18	WE	335	1407	342	176	145	102	51	79	149	8	2794
12-Apr-18	TH	315	1456	315	170	142	91	52	71	208	9	2829
13-Apr-18	FR	359	1387	300	105	143	64	31	56	160	25	2630
14-Apr-18	SA	157	858	131	73	49	7	0	0	71	22	1368
15-Apr-18	SU	82	684	102	0	0	20	0	0	82	0	970
16-Apr-18	MO	337	1497	400	126	155	76	67	103	211	18	2990
17-Apr-18	TU	300	1363	319	157	158	56	52	102	213	14	2734
18-Apr-18	WE	303	1459	356	128	156	102	61	101	146	9	2821
19-Apr-18	TH	288	1374	334	153	161	101	67	79	166	11	2734
20-Apr-18	FR	331	1346	337	155	140	80	26	58	171	9	2653
21-Apr-18	SA	111	917	164	67	71	21	0	0	59	4	1414
22-Apr-18	SU	105	643	67	0	0	36	0	0	25	23	899
23-Apr-18	MO	341	1516	345	117	151	57	96	88	144	13	2868
24-Apr-18	TU	349	1482	311	130	134	57	51	81	154	19	2768
25-Apr-18	WE	316	1457	362	171	138	131	61	91	180	9	2916
26-Apr-18	TH	318	1547	329	131	126	118	54	70	173	24	2890
27-Apr-18	FR	319	1569	374	170	125	55	22	56	183	12	2885
28-Apr-18	SA	190	847	73	50	58	21	0	0	101	4	1344
29-Apr-18	SU	100	575	119	0	0	17	0	0	74	0	885
30-Apr-18	MO	340	1292	405	123	149	43	51	80	205	11	2699
0												
Totals		7841	36983	8068	3200	3380	1755	1073	1697	4203	397	68597

Ridership	2016	2017	2018
JAN	65846	62898	64774
FEB	72094	66874	63565
MAR	75825	75933	68693
APR	64364	70104	68597
MAY	82826	72595	
JUN	72432	72199	
JUL	90908	95660	
AUG	82005	75679	
SEPT	88542	70865	
OCT	76012	72459	
NOV	67540	64246	
DEC	64951	62178	
	903345	861690	265629



Revenue	2016	2017	2018
JAN	\$23,721	\$23,758	\$22,765
FEB	\$25,696	\$22,812	\$22,357
MAR	\$24,037	\$26,646	\$23,254
APR	\$21,482	\$24,560	\$22,893
MAY	\$27,401	\$23,238	
JUN	\$26,574	\$27,909	
JUL	\$24,967	\$24,472	
AUG	\$29,299	\$27,156	
SEPT	\$26,068	\$23,331	
OCT	\$25,205	\$26,056	
NOV	\$21,922	\$21,043	
DEC	\$24,122	\$22,899	
	\$300,493	\$293,880	\$91,270



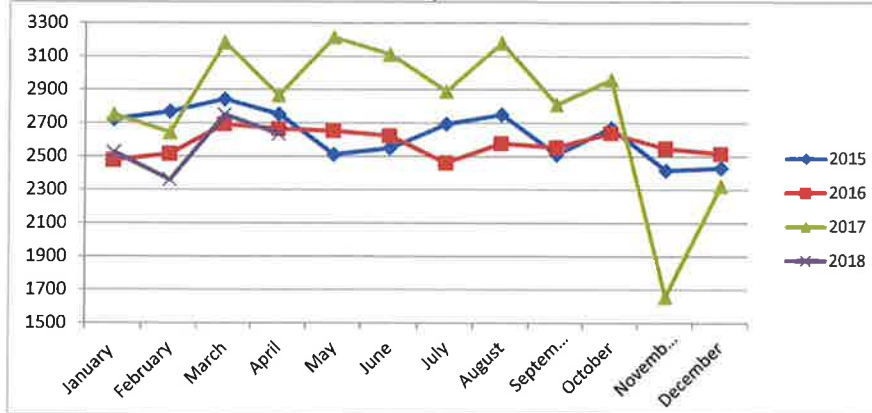


May 7, 2018

On-Time Performance

2015	On Time %	2016	On Time %	2017	On Time %	2018	On Time %
Jan-15	92.27	Jan-16	91.23	Jan-17	90.56	Jan-18	89.07
Feb-15	91.70	Feb-16	90.89	Feb-17	90.92	Feb-18	89.50
Mar-15	91.58	Mar-16	90.70	Mar-17	89.54	Mar-18	89.61
Apr-15	92.13	Apr-16	89.47	Apr-17	90.07	Apr-18	90.79
May-15	92.64	May-16	88.89	May-17	89.40	May-18	
Jun-15	91.23	Jun-16	88.39	Jun-17	89.60	Jun-18	
Jul-15	91.20	Jul-16	90.38	Jul-17	90.59	Jul-18	
Aug-15	90.23	Aug-16	87.14	Aug-17	89.25	Aug-18	
Sep-15	91.84	Sep-16	89.17	Sep-17	88.16	Sep-18	
Oct-15	91.32	Oct-16	92.01	Oct-17	89.06	Oct-18	
Nov-15	92.19	Nov-16	88.55	Nov-17	88.96	Nov-18	
Dec-15	91.64	Dec-16	89.29	Dec-17	87.56	Dec-18	

Santa Fe Ride Trips



Actual Trips

	2015	2016	2017	2018
January	2724	2480	2753	2526
February	2771	2518	2644	2361
March	2845	2695	3185	2753
April	2756	2667	2869	2638
May	2513	2656	3216	
June	2552	2626	3114	
July	2695	2464	2892	
August	2753	2581	3182	
September	2512	2558	2812	
October	2672	2642	2961	
November	2418	2550	1658	
December	2432	2520	2325	

Annual Total 31643 30957 33611 10278

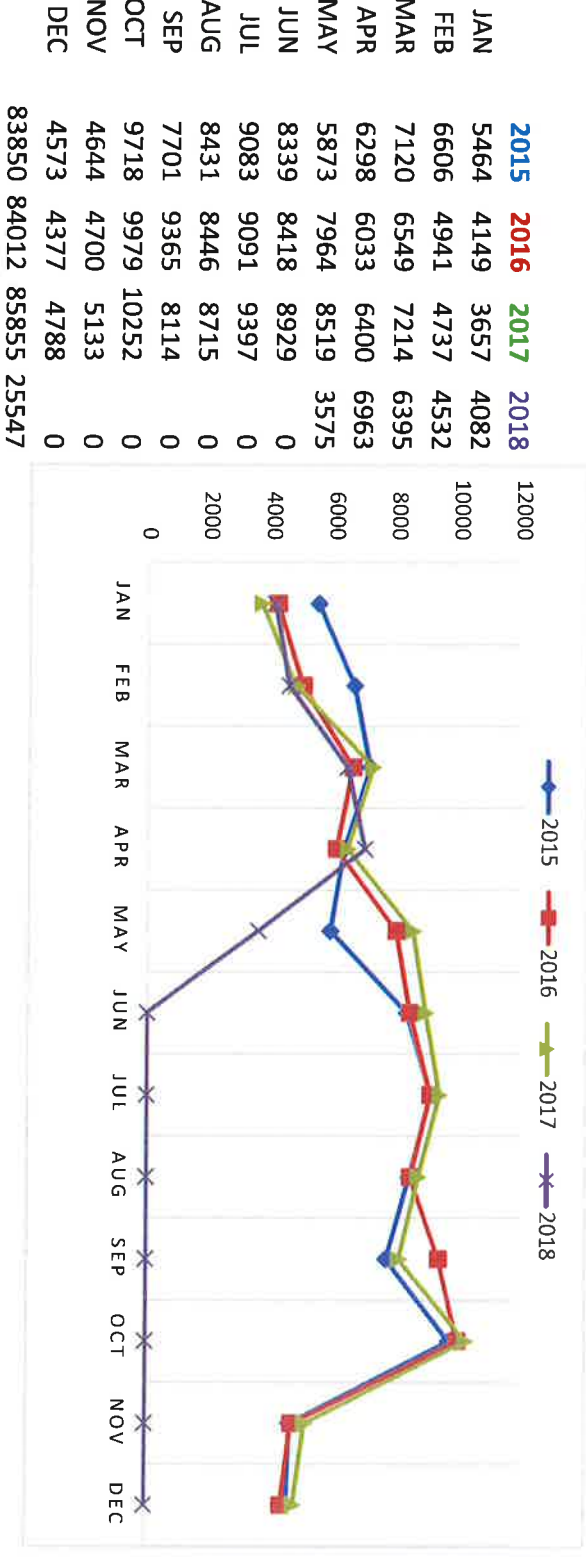
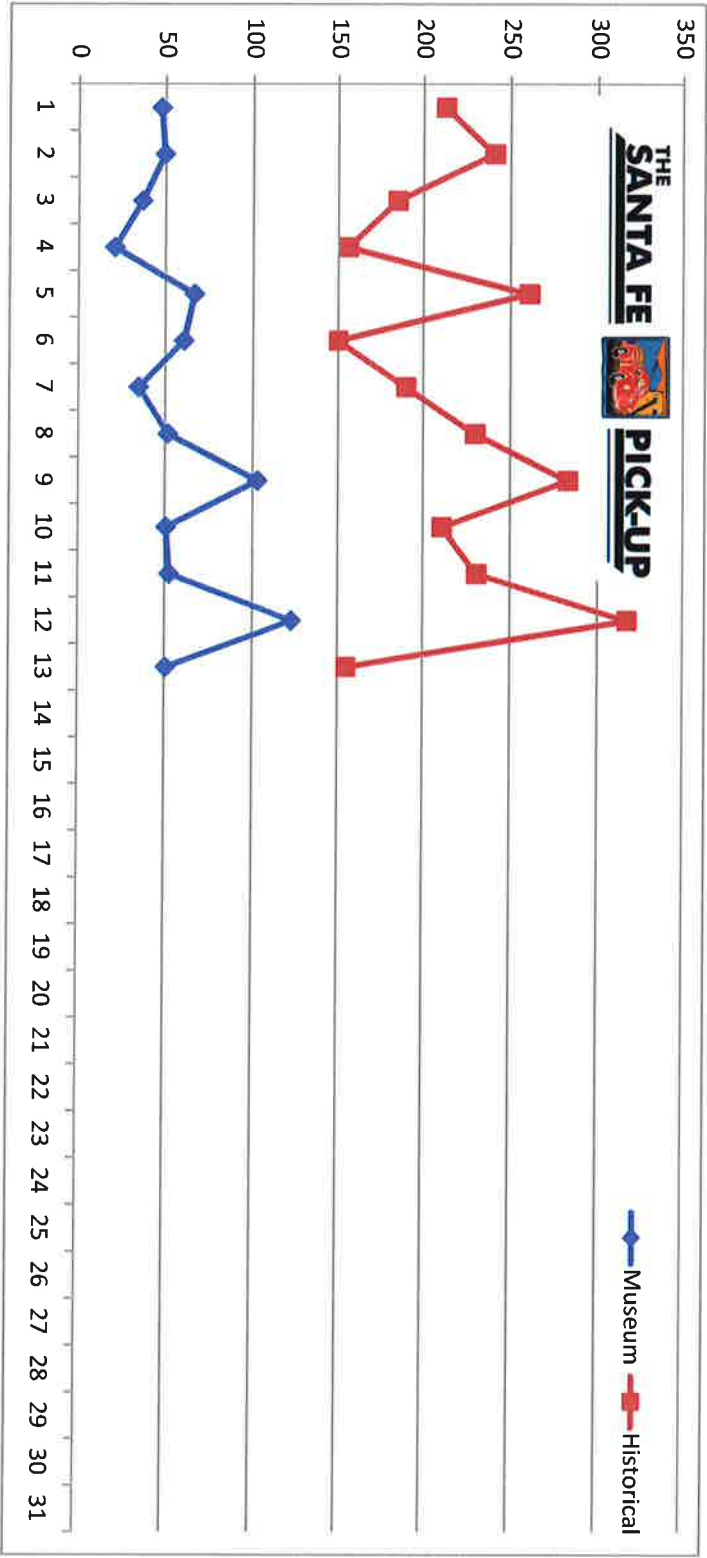
Passengers

	2016	2017	2018
January	3168	3335	3047
February	3215	3258	2900
March	3413	3879	3340
April	3396	3585	3200
May	3278	3932	
June	3180	3886	
July	2949	3559	
August	3162	3827	
September	3139	3480	
October	3284	3523	
November	3185	3142	
December	3119	2924	

38488 42330 12487

1-May	48	213
2-May	50	241
3-May	37	185
4-May	21	156
5-May	67	261
6-May	61	150
7-May	35	190
8-May	52	230
9-May	103	283
10-May	51	211
11-May	53	231
12-May	123	317
13-May	51	155
14-May		
15-May		
16-May		
17-May		
18-May		
19-May		
20-May		
21-May		
22-May		
23-May		
24-May		
25-May		
26-May		
27-May		
28-May		
29-May		
30-May		

752	2823
DEC	



DISCUSSION ITEM AND POSSIBLE ACTION

13. REPORT ON CUSTOMER/COMPLAINT SYSTEM

SANTA FE TRAILS

May 14, 2018

Comment/Complaint Report

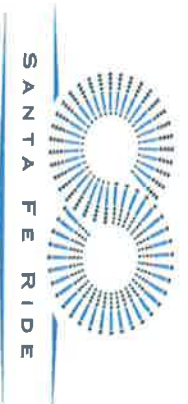


Control Number	Date of Reception	Date of Occurrence	How Concern Was Rec'd	Section	Investigator	Route	Description of Incident	Action Taken	Response Date	Type of Response
30006	10-May-18	10-May-18	Telephone	Transit buses	G. O'Hara	M	Service enhancement suggestion	Under consideration by management	13-May-18	Closed
29988	9-May-18	9-May-18	Telephone	Transit buses	G. O'Hara	2	Bus never showed up	Dispatcher rerouted bus due to lateness	13-May-18	Closed
29761	29-Apr-18	29-Apr-18	Telephone	Transit buses	G. O'Hara	4	Bus did not follow regular route	Driver error due to multiple routes	29-Apr-18	Closed
29736	26-Apr-18	26-Apr-18	Telephone	Transit buses	G. O'Hara	22	Bus never showed up	Video proves complaint unfounded	29-Apr-18	Closed
29644	22-Apr-18	22-Apr-18	Telephone	Transit buses	J. Duran	4	Bus failed to stop at RR crossing	Operator will be disciplined accordingly	23-Apr-18	Closed

SANTA FE RIDE

May 14, 2018

Comment/Complaint Report



Control Number	Date of Reception	Date of Occurrence	How Concern Was Rec'd	Section	Investigator	Description of Incident	Action Taken	Response Date	Type of Response
29933	8-May-18	8-May-18	Telephone	Santa Fe Ride	G. O'Hara	Service enhancement suggestion	Under consideration by management	13-May-18	Closed
29906	7-May-18	7-May-18	Telephone	Santa Fe Ride	G. Salazar	CSR was rude	Audio shows complaint to be invalid	12-May-18	Closed
29893	6-May-18	6-May-18	Telephone	Santa Fe Ride	G. Salazar	Trip booked for wrong date	CSR coached to verify information with client	12-May-18	Closed
29441	10-Apr-18	10-Apr-18	Telephone	Santa Fe Ride	C. Horvath	Operator was speeding	AVL and video shows complaint not valid	11-Apr-18	Closed
29433	10-Apr-18	10-Apr-18	Telephone	Santa Fe Ride	T. Martinez	Return trip scheduled incorrectly	This situation has been resolved	10-Apr-18	Closed

DISCUSSION ITEM AND POSSIBLE ACTION

14. REPORT ON FLEET AND FACILITIES MAINTENANCE
(THOMAS MARTINEZ)

FLEET AND FACILITIES MAINTENANCE REPORT

March-18

Preventive Maintenance Inspections Performed

Fixed Route Buses:	12
Paratransit Vehicles:	10
Pick-Up Vehicles:	2
Support Vehicles:	3

Major Repairs Completed

Date	Unit #	Model	Description	Comments
4/27/2018	806	Eldorado	Accident damage repaired	Fincham in albg donewith it

Accidents

Date	Unit#	Model	Description	Comments
------	-------	-------	-------------	----------

Other Major Mechanical Failures

Date	Unit #	Model	Description	Comments ,
------	--------	-------	-------------	------------

Facility Inspections/Repairs Completed

Date	Facility	Description	Comments
April	all	replaced all a/c filters	
April	all	start weed trimming	

Bus Stop Repairs Completed

Date	Bus Stop	Direction	Description	Comments
April	all stops	inb/out	replace old signs with new logo	
April		inbound	pressure washed sheridan	
April		inbound	Pressure wash SFP	
April		inbound	Pressure Washed Cerrillos stops	
April		inb/outb	started weed control	
April		inb/outbound	throw all trash	
		inb/outb		