



## Agenda

**Regular Meeting of the Transit  
Advisory Board  
February 27, 2025 at 5:00 PM  
Santa Fe Transit Training Room  
2931 Rufina Street**

---

### **Procedures for Transit Advisory Board Meeting**

Join on Zoom: [https://santafenm-](https://santafenm.gov.zoom.us/j/86829354274?pwd=bsEbywdtxEMGxvXV2chx3lznilt4YB.1)

[gov.zoom.us/j/86829354274?pwd=bsEbywdtxEMGxvXV2chx3lznilt4YB.1](https://santafenm.gov.zoom.us/j/86829354274?pwd=bsEbywdtxEMGxvXV2chx3lznilt4YB.1)

Meeting ID: 868 2935 4274

Passcode: 979051

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
  - a. December 3, 2019 Transit Advisory Board Meeting Minutes.
5. Public Comment
6. Presentations
  - a. "Redefining Transit" Presentation
  - b. Budget Review
  - c. 5-Year Financial Plan
  - d. Budget Control Process
  - e. System Ridership Report
7. Discussion and Possible Action Items
  - a. Tab Election Of Chairperson And Vice-Chairperson
  - b. Tab Member Appointments
  - c. Setting Of Meeting Calendar For Remainder Of Fy 2025
8. Next Meeting:

a. Thursday, March 27, 2025

9. Adjourn

Persons with disabilities in need of additional accommodations, contact the City Clerk's office at 505-955-6521, five (5) working days prior to meeting date.



# Agenda

**TRANSIT ADVISORY BOARD MEETING  
TUESDAY December 3, 2019  
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: September 24, 2019

PUBLIC COMMENT

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. UPDATE ON TAB MEMBER REAPPOINTMENTS, RECRUITMENT AND VACANCIES - KEITH WILSON, DIVISION DIRECTOR ([KPWILSON@SANTAFENM.GOV](mailto:KPWILSON@SANTAFENM.GOV), 505-955-2233)
2. REVIEW AND APPROVAL OF 2020 HOLIDAY SERVICE SCHEDULE AND REVIEW AND ADOPT TRANSIT ADVISORY BOARD SCHEDULE FOR 2020.
3. REVIEW AND RECOMMENDATION OF AWARD OF BID No. 20/09/B AND APPROVAL OF A CONTRACT TO PRO-FAB, IN THE AMOUNT OF \$129,758.00 FOR SANTA FE TRAILS BUS SHELTERS PHASE 3 – KEITH WILSON
4. SERVICE PLAN DEVELOPMENT UPDATE – KEITH WILSON
5. CNG FACILITY UPDATE – KEITH WILSON
6. SOUTHSIDE TRANSIT CENTER UPDATE – KEITH WILSON
7. DOWNTOWN (SHERIDAN) TRANSIT CENTER UPDATE – KEITH WILSON
8. BUS PROCUREMENT UPDATE – THOMAS MARTINEZ, DIVISION DIRECTOR, ([TAMARTINEZ@SANTAFENM.GOV](mailto:TAMARTINEZ@SANTAFENM.GOV), 955-2006)
9. ROUTEMATCH UPDATE – KEITH WILSON
10. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES – KEITH WILSON
11. STAFFING UPDATE – THOMAS MARTINEZ
12. SYSTEM RIDERSHIP: FIXED ROUTE, SANTA FE RIDE, AND SF PICK-UP – THOMAS MARTINEZ
13. CUSTOMER COMMENT/COMPLAINT SYSTEM – THOMAS MARTINEZ
14. OPERATIONS AND MAINTENANCE – THOMAS MARTINEZ

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.*

RECEIVED AT THE CITY CLERK'S OFFICE	
DATE:	November 26, 2019
TIME:	9:56 AM

Transit Advisory Board  
December 3, 2019

Item	Motion/Description	Page
Call to Order	Colin Messer, Chair of TAB called the meeting to order at 5:05 p.m. in the Conference Room of the Santa Fe Trails Facility	1
Roll Call	A quorum was established with roll call.	1
Approval of the Agenda	Mr. Calvert moved to approve the agenda with a second from Mr. Cooper which passed unanimously by voice vote.	1
Approval of the Minutes September 24, 2019	Mr. Calvert moved to approve the minutes with a second from Ms. Bleck which passed unanimously by voice vote.	1
Public Comment		1
Items for Discussion/Possible Action		
<ul style="list-style-type: none"> <li>• Update on TAB membership, reappointments, recruitment and vacancies</li> </ul>	Discussion Only Mr. Calvert moved to approve the Holiday Schedule with a second from Mr. Maez which passed unanimously by voice vote.	2
<ul style="list-style-type: none"> <li>• Review of 2020 Holiday Service Schedule and review and adopt TAB Schedule for 2020</li> </ul>	Mr. Calvert moved to approve the 2020 Transit Advisory Board Schedule with a second from Ms. Bleck which passed unanimously by voice vote.	2
<ul style="list-style-type: none"> <li>• Review and recommend approval of award of Bid. No. 20/09/B and approval of a contract to pro-fab in the amount of \$129,758.00 for Santa Fe Trails Bus Shelters Phase 3</li> </ul>	Mr. Cavert moved to approve the Approval of Award of Bid with a second from Ms. Bleck which passed unanimously by voice vote.	2-3
<ul style="list-style-type: none"> <li>• Service Plan Update</li> </ul>		3
<ul style="list-style-type: none"> <li>• CNG Facility Update</li> </ul>		3
<ul style="list-style-type: none"> <li>• Southside Transit Center Update</li> </ul>		3-4
<ul style="list-style-type: none"> <li>• Downtown Sheridan Transit Center Update</li> </ul>		4
<ul style="list-style-type: none"> <li>• Bus and Van Procurement Update</li> </ul>	Discussion Only	4
<ul style="list-style-type: none"> <li>• Routematch Update</li> </ul>		4
<ul style="list-style-type: none"> <li>• Update on Bus Schedule and Route Changes</li> </ul>		4
<ul style="list-style-type: none"> <li>• Staffing Update</li> </ul>		5
<ul style="list-style-type: none"> <li>• System Ridership: Fixed Route, Santa Fe Ride and SF Pick Up</li> </ul>		5
<ul style="list-style-type: none"> <li>• Customer Comment/Complaint System</li> </ul>		5
<ul style="list-style-type: none"> <li>• Operations and Maintenance</li> </ul>		5
Public Comment		5
Adjournment		5

Transit Advisory Board  
2931 Rufina Street  
Santa Fe, NM  
Tuesday December 3, 2019

**1. CALL TO ORDER**

Colin Messer, Chair of TAB called the meeting to order at 5:05 p.m. in the Conference Room of the Santa Fe Trails Facility. A quorum was established with roll call.

**2. ROLL CALL**

**Present:**

Colin Messer, Chair  
Stan Cooper  
Aurore Bleck  
Marcos Maez  
Mary McGinnis  
Chris Calvert  
Paul Thompson

**Absent:**

**Staff and Others Present:**

Tomas Martinez, City Transit Director  
Keith Wilson, City Transit Staff  
Vikki Montgomery, Transit Staff  
Linda Vigil, Stenographer

**\*NOTE: The original packet is on file with City Transit staff. Any items submitted at the meeting will be marked as exhibits.**

**3. APPROVAL OF AGENDA**

**MOTION:** Mr. Calvert moved to approve the agenda with a second from Mr. Cooper which passed unanimously by voice vote.

**4. REVIEW AND APPROVAL OF MINUTES FROM September 24, 2019**

**MOTION:** Mr. Calvert moved to approve the minutes with a second from Ms. Bleck which passed unanimously by voice vote.

**5. PUBLIC COMMENT**

None.

**6. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

**1. UPDATE ON TAB MEMBER REAPPOINTMENTS, RECRUITMENT AND VACANCIES**

Mr. Wilson reported the City is looking at reorganizing the committees. They have been looking at it for a long time. One of the things they are considering is merging the Transit Advisory Board with Bicycle and Trail Advisory Committee. Mr. Wilson said they expressed their desire to keep them separate. Mr. Wilson said this board was created by a resolution. He said the reason for this was to reduce the workload of the staff and the stenographers. He said he strongly advocated that this was a very strong group.

Mr. Wilson said his workload has not allowed him to advertise the two positions on the board. The resolution states that there are specific goals for the board.

Chair Messer said he had a rather interesting trip to Little Rock. The Director there informed him that she is one of the few in the country that has increased ridership. He toured their facility and there are similarities with the Santa Fe Facility. Chair Messer said the Director there went out to the public and informed them of the services that were available. Chair Messer said he would like to get someone on the Board that could do some coordination and the same sort of thing.

Mr. Wilson informed the Board that he had met with Open Door and St. Elizabeth's Shelter. He said they talked about transportation to health care and he said maybe that is something they can tap into. They will just have to keep reaching out.

Mr. Wilson said as talks continue on the merger he will keep the Board informed.

**2. REVIEW OF 2020 HOLIDAY SERVICE SCHEDULE AND REVIEW AND ADOPT TAB SCHEDULE FOR 2020**

Mr. Wilson said it follows what they have done in the years past. Christmas Eve and Christmas Day are half days.

**MOTION:** Mr. Calvert moved to approve the Holiday Schedule with a second from Mr. Maez which passed unanimously by voice vote.

**MOTION:** Mr. Calvert moved to approve the 2020 Transit Advisory Board Schedule with a second from Ms. Bleck which passed unanimously by voice vote.

**3. REVIEW AND RECOMMEND APPROVAL OF AWARD BID NO. 20/09/B AND APPROVAL OF CONTRACT TO PRO-FAB, IN THE AMOUNT OF \$129,758.00 FOR SANTA FE TRAILS BUS SHELTERS PHASE 3**

Mr. Wilson said this was some old money that expires at the end of the calendar year. They have been working on this bid for about a year and it finally went out to bid in November. Basically this is just to construct the side panels because previously some of the shelters were not ADA because of the panels Compliant. He said they will be using this money to fix them and they have 400 stalls that they will eventually be upgrading. They received one bid.

Mr. Calvert said there are two things under the summary that states the Transit Division has a balance of \$123,172.99 but the total is \$129,758.00.

Mr. Wilson said technically they will use some cash reserves that they have and this is just a way to ensure that they get all the full reimbursement.

Mr. Calvert asked if the panels were going to be replaced before the route plan is completed.

Mr. Wilson said he doubted it. They are just going to stockpile the panels until they need them.

**MOTION:** Mr. Calvert moved to approve the Approval of Award of Bid with a second from Ms. Bleck which passed unanimously by voice vote.

#### **4. SERVICE PLAN DEVELOPMENT UPDATE**

Mr. Wilson said his boss intervened and requested the NPO folks involved. Eric and his staff took up the management plan. Mr. Wilson said he had wanted to do something with Parking and Transit and NPO wanted to do something promoting alternative forms of transportation.

Mr. Wilson said they will still be paying Transit's share but Eric was able to get the Transit Service Plan with his input. The plan was reviewed and edited.

Mr. Wilson said they have a breakdown of the costs and he doesn't mind supplementing the portion from Transit. He said he might see what comes back from the proposal and they might be able to put aside some money if they get any from DOT.

Mr. Wilson said he doesn't know how some of the language got into the plan. Mr. Calvert said it looks like someone cut and paste and unfortunately the draft went out with that language.

Mr. Messer said they would all like a service plan with all the corrections.

Mr. Wilson said if all goes well it can potentially go to Council end of February.

#### **5. CNG FACILITY UPDATE**

Mr. Wilson said everything is going well and the canopy is up. The cement has been poured by the wash bin and the commissioning team is coming on Dec 16 to start the process to commission the actual parking lot. It will take 4-5 days to get it approved. Clean Air is pushing to have this project completed by the end of the calendar year. The gas lines under the canopy will be serviced this week for fuel for all the buses.

#### **6. SOUTHSIDE TRANSIT CENTER UPDATE.**

Mr. Wilson reported crawling along at a slow space. They are continuing to finalize the designs and working on the environmental.

Mr. Martinez said they are also had to make some changes on the street to accommodate the intersection. This is a separate project but it has to fall in line with the other work that is being done.

Mr. Wilson said the timeline for this is probably a couple of months.

## **7. DOWNTOWN/SHERIDAN TRANSIT CENTER UPDATE**

Mr. Wilson said they have the Section 106 consultant back on. He has met with them a couple of times and is trying to set up another meeting next week. They also have a meeting with SHPO to start consolidating their direction.

Mr. Wilson said they are also finalizing the contract with Wilson and Co.

Looks like it might be more like Spring before anything completed.

## **8. BUS AND VAN PROCUREMENT UPDATE**

Mr. Martinez says the new buses were register this week and he just put the license plates on them and they are ready to start on Saturday morning. He said he will put them on whatever route they fall in the rotation.

Mr. Wilson said they are working with DOT on four more vehicles. He said they are working on CG vehicles which are more expensive than the gasoline vehicles. DOT is giving them extra money. They are hoping to acquire four more by July and another four next year. The vehicle is the elevated transit with the V6. Ford is the only supplier at the time.

## **9. ROUTEMATCH UPDATE**

Mr. Wilson explained said they are still seeing signals, drop-offs and data coming in. Mr. Wilson said they had a heart to heart with Routematch a couple of weeks ago. They basically told them to get it fixed.

Mr. Martinez said they can't seem to nail it down and part of the problem is that every time they call with an issue they start from scratch instead of escalating it to someone that can help. He told them that if they don't fix it they will start looking elsewhere.

Chair Messer asked about the hardware.

Mr. Martinez said probably no because all of those companies are preparatory for themselves. He said there are several companies that call him that have better GPS technology. He said if they have to go that route it would require a lot of studying.

Mr. Martinez said they can walk away from the contract anytime and it has been almost a year that the issues came up and they haven't been resolved. He said they pay about \$47,000 a year for the contract and have at least \$60,000 tied up in equipment.

Mr. Wilson said they have not looked into anyone else and would really like Routematch to work.

## **10. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES**

Mr. Wilson said there is nothing in the works now. Needs to do a re-print on the schedules.

#### **11. STAFFING UPDATE**

Mr. Martinez reported that staff is slowly building up. He has five people trained up. One driver will be on a fixed route next week. He recently hired a qualified CDL driver.

#### **12. SYSTEM RIDERSHIP: FIXED ROUTE, SANTA FE RIDE, AND SF PICKUP**

Mr. Wilson reported ridership is still down. Mr. Martinez said the numbers on the report might be off. He said they are not sure of the pick-up numbers. He said as people see that they can ride for free they will see an increase in ridership and less money.

Mr. Martinez said Routematch is working good with the riders that use Santa Fe Ride. It is a little different with the vans that the buses.

Chair Messer said the on-time performance looks very good with Santa Fe Ride.

#### **13. CUSTOMER COMMENT/COMPLAINT SYSTEM**

Mr. Martinez said complaints have been low. Mr. Martinez said he has hired a highly CNG Certified Mechanic.

#### **14. OPERATIONS & MAINTENANCE**

Mr. Martinez said everything is going good. There is one bus parked that has some body damage.

#### **15. PUBLIC COMMENT**

None.

#### **16. ADJOURN**

With all business conducted, the TAB adjourned at 6:25 p.m.

#### **SIGNATURES**

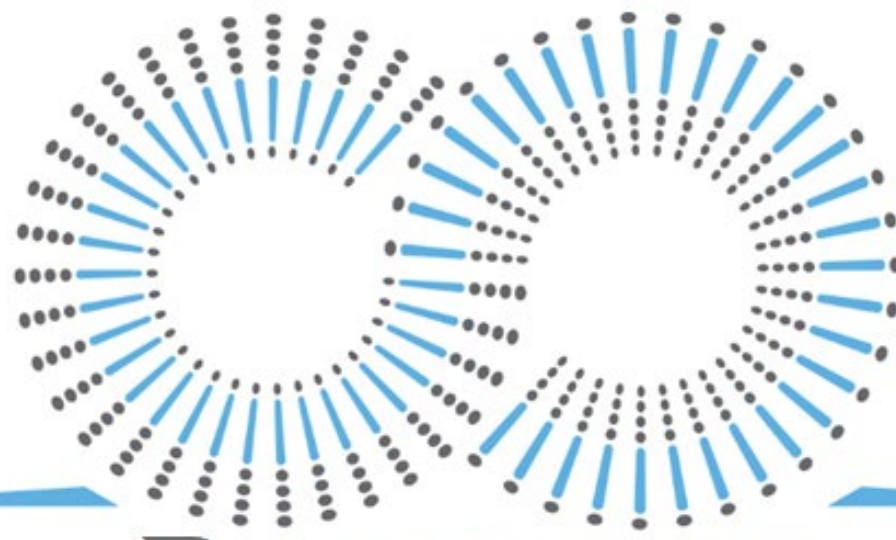
---

**COLIN MESSER, Chair**



---

**Linda Vigil, Stenographer**



# REDEFINING SANTA FE TRAILS




# Our Immediate Response to COVID

- Pivoted services into greater ridership areas
- Created an On-Demand program for low ridership routes utilizing resources on hand;
- Developed a COVID transportation shuttle to help alleviate the overwhelming emergency service requests; which was later developed into a partnership with Consuelo's Place for indigent/ behavior service transportation;
- Coordinated with Emergency Management Department to establish a Transit exclusive Text/Email communication through our ALERT SANTA FE to provide passengers with real-time route updates.



 SCAN ME

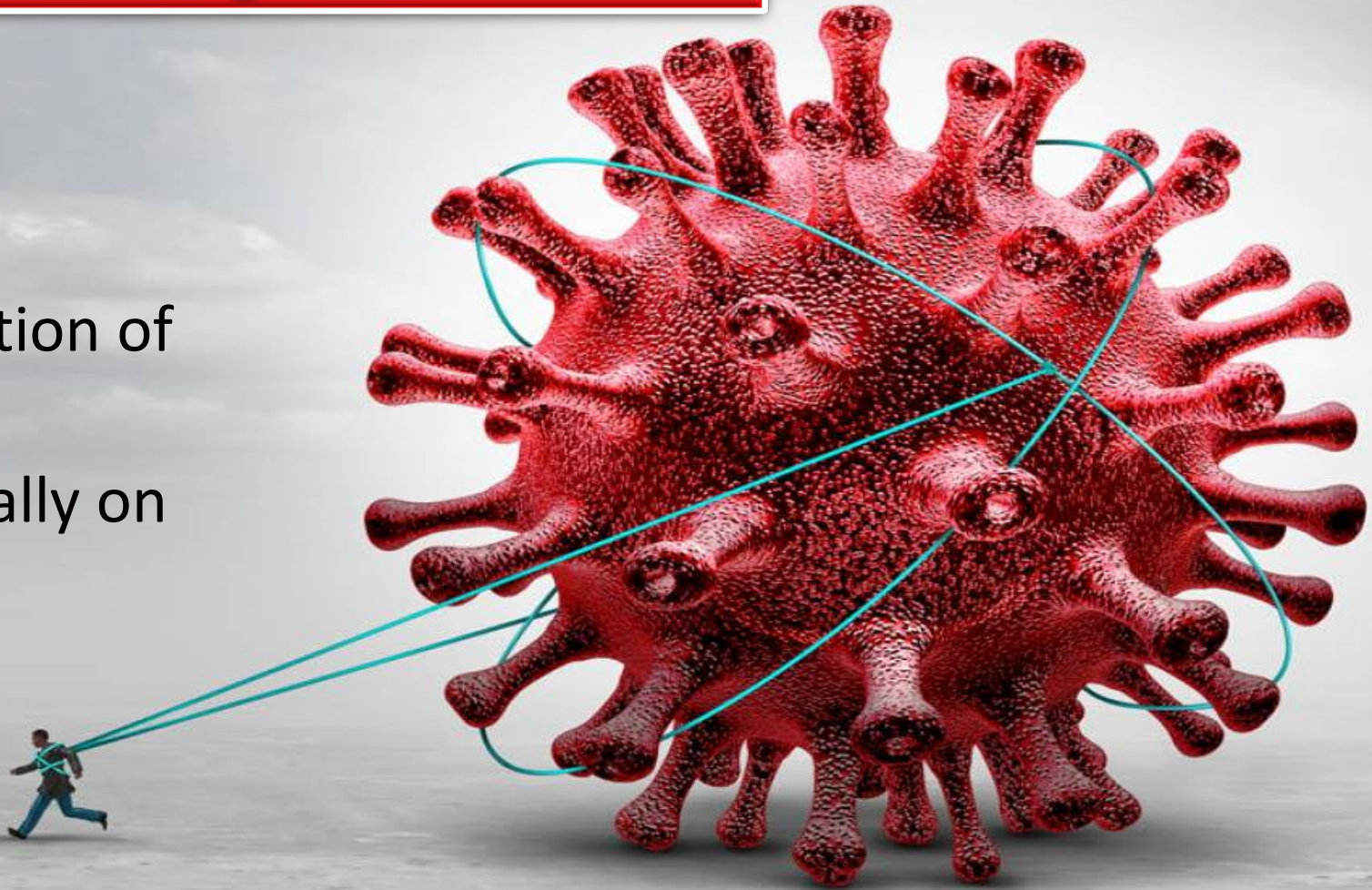


 **FOR REAL TIME TRANSIT UPDATES:**  
Text the word "SFBUS" to 672-83  
texto con la palabra "AUTOBUS" al 672-83

# What has COVID taught us?

- Loyalty of current staff
- Acclimation to Service/Route
- Passenger reception to utilization of transfer hubs
- Key areas of ridership (especially on longer routes)
- The necessity to upgrade:

**Equipment and Routes**





## GREATER WASHINGTON PARTNERSHIP

FROM BALTIMORE TO RICHMOND.  
FOSTERING UNITY. ADVANCING GROWTH.

### **RETHINKING THE BUS: ESSENTIAL STEPS FOR IMPROVING MOBILITY IN THE CAPITAL REGION**

CONNECT MAJOR DESTINATIONS

REDESIGN INDIRECT ROUTES

MATCH FREQUENCIES WITH RIDERSHIP  
DEMAND

BREAK UP LONG ROUTES

OPTIMIZE THE DISTANCE BETWEEN BUS STOPS

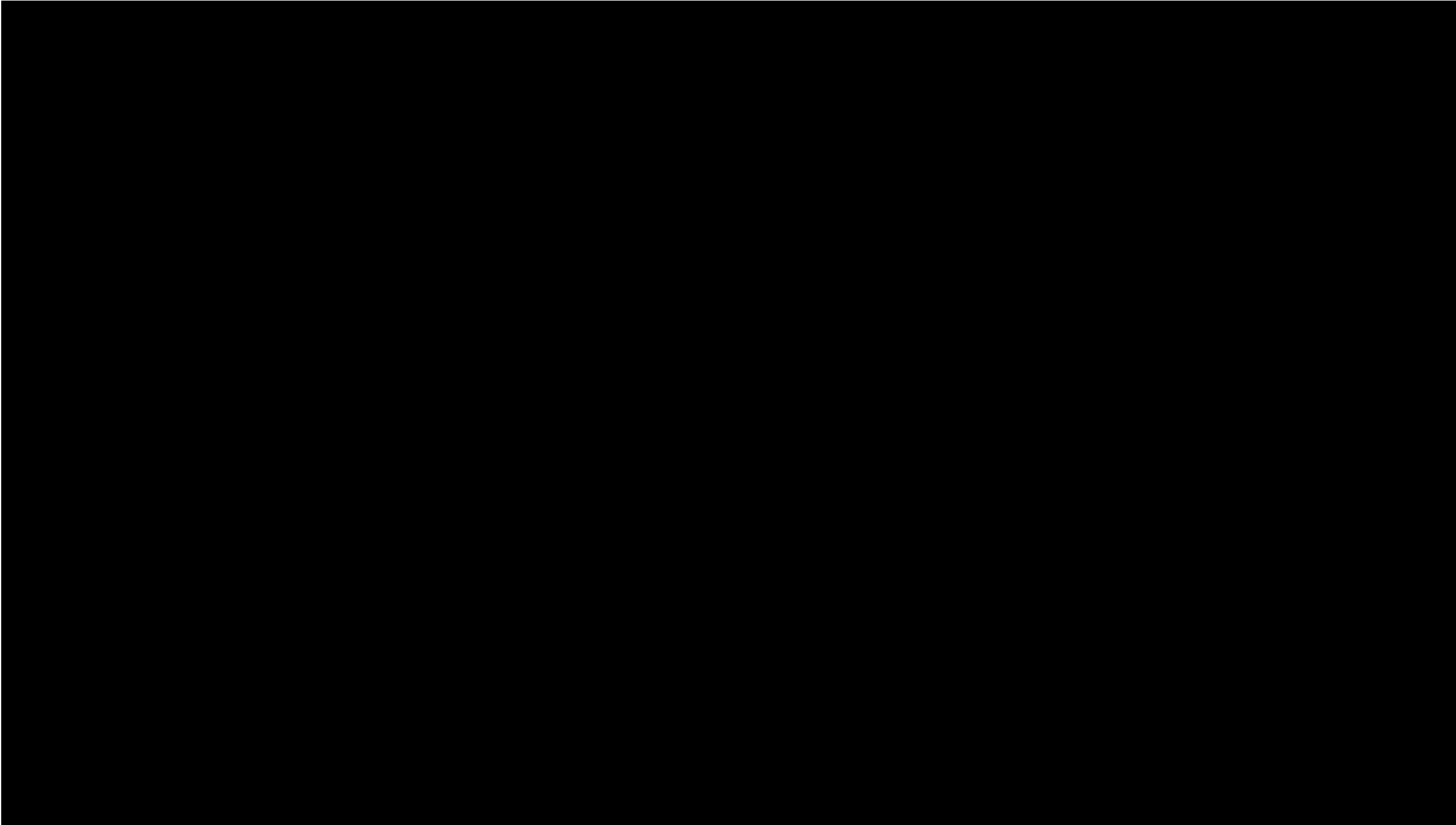
UTILIZE NON-TRADITIONAL BUSES AND ROUTES



But Santa Fe has one more parameter to address



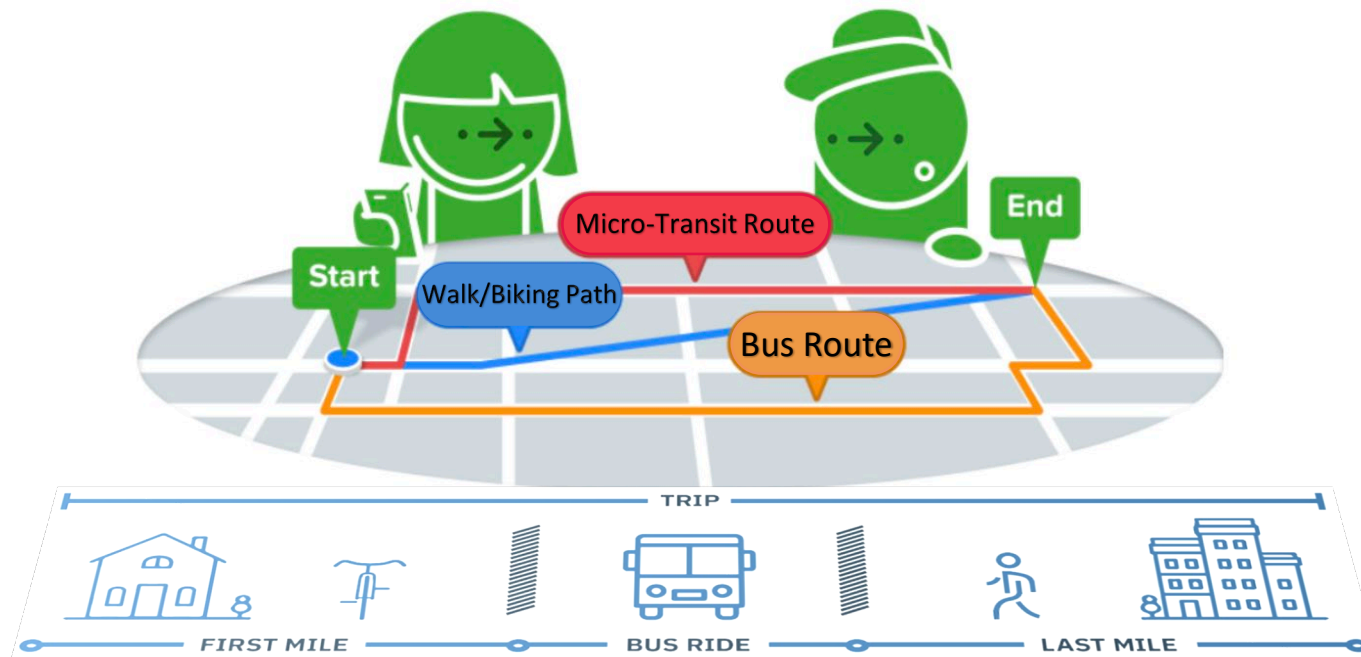






# THE FUTURE OF TRANSIT

2023  
2024  
2025  
2026  
2027





## Commute Time

**19.7 minutes**

AVERAGE TRAVEL TIME

Using averages, employees in Santa Fe, NM have a shorter commute time (19.7 minutes) than the normal US worker (26.9 minutes). Additionally, 1.02% of the workforce in Santa Fe, NM have "super commutes" in excess of 90 minutes.

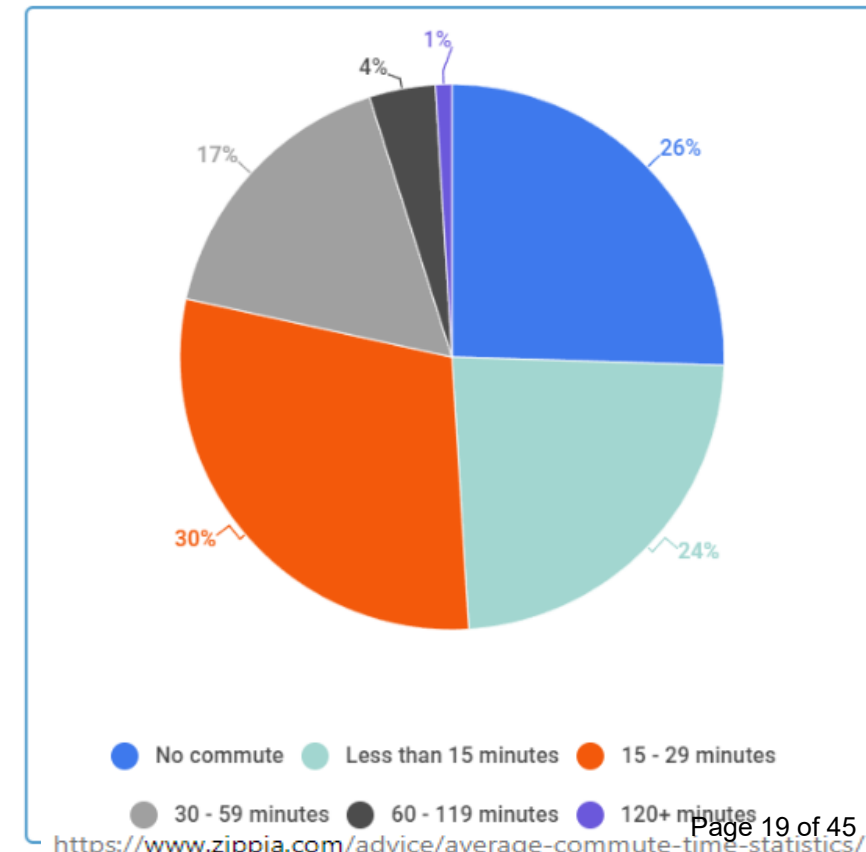
The chart below shows how the median household income in Santa Fe, NM compares to that of it's neighboring and parent geographies.

**DATAUSA: Santa Fe, NM**

## AVERAGE COMMUTE TIME IN US

Average commute time	% of Americans
No commute	26%
Less than 15 minutes	24%
15-29 minutes	30%
30-59 minutes	17%
60-119 minutes	4%
120 minutes or more	1%

### AVERAGE COMMUTE TIME



# What is Microtransit?

“Traditional public transit is pretty straightforward.

You have vehicles like buses that pick up passengers at set stops and set times. It's what we call fixed-route and it's what we use to move large numbers of people in cities. This kind of public transit is great and can be very effective. But because it is predicated on the idea of mass, it leaves entire swaths of the population - those living low-density areas or people unable to access stop-based transit - hanging.

Microtransit has emerged as one answer. This method of shared transit uses small-scale vehicles like shuttles, minibuses or even regular cars, to deliver transportation to the public operated on-demand or on a fixed-route model. On-demand microtransit or demand-responsive transit means that vehicles are only dispatched when there is a ride request.”

# The Benefits of Micro-Transit

- **Cost-effective:** Alternative to fixed route service on low performing routes or during off peak hours. Congestion, potential accidents, repair costs, & insurance rates are all less than Large buses
- **Increase service coverage:** Allows agencies to reach areas that their fixed route buses may not accommodate, without having to dedicate regular service
- **Flexible service:** Accommodates riders whose schedules may not fit into fixed route service timings (shift workers/those who work during off-peak hours)
- **Equitable & Economical:** Provide inclusive service and maximize use of resources by facilitating ADA ridership and conventional riders travelling together in the same vehicles
- **Efficient:** Pick up and drop off riders at common locations and stops, reducing travel times
- **More sustainable work hours and battle driver fatigue**

 TripSpark

 VIA

 Trapeze™

 CUBIC™

 TripMaster  
by CTS Software

 RouteMatch  
Software™

 Swiftly

 umo®

 samsara

 RIDECO





# WHAT DOES TRIPMASTER OFFER?

TripMaster NEMT software offers the following:

- Automated Scheduling and Route Optimization
- Dispatch and Reservation Management
- Intuitive Driver App
- GPS Vehicle Tracking (AVL)
- Google Maps
- API Integrations
- Rider Portal
- Digital Fare Collection
- Reporting and Billing
- Voice and Text Reminders
- Vehicle Maintenance Module
- Live-Streaming Camera Solution
- ETA and Where's My Ride
- Credit/Debit Card Processing

18230 11:18

09:50 Dropoff Nick Swisher a day ago

Senior Center - 1420 Forest Ave  
Portland, ME, 04103  
(910)512-0624  
Tap for details SEE ON MAP

10:01 Pickup Derek Platow a day ago

Home - 46 Terminal St Suite L16  
Westbrook, ME, 04092  
(910)512-0624  
Tap for details SEE ON MAP

← BACK Perform Job

Dropoff - Nick Swisher

Senior Center - 1420 Forest Ave  
Portland, ME, 04103  
(910)512-0624  
Account: Gen Pub

Odometer 18230 - +

Audit

Start Date 06/02/2022 End Date 06/02/2022

Audit Type Rides Missing Direct Mileage Audit

- Rides Missing Direct Mileage
- Rides Missing Authorization Number
- Rides Missing BZone
- Unreconciled Trips/Rides
- Driver Times
- Passenger Times
- Passenger Odometer Readings
- Vehicle Trip Time Readings
- Vehicle Trip Odometer Readings

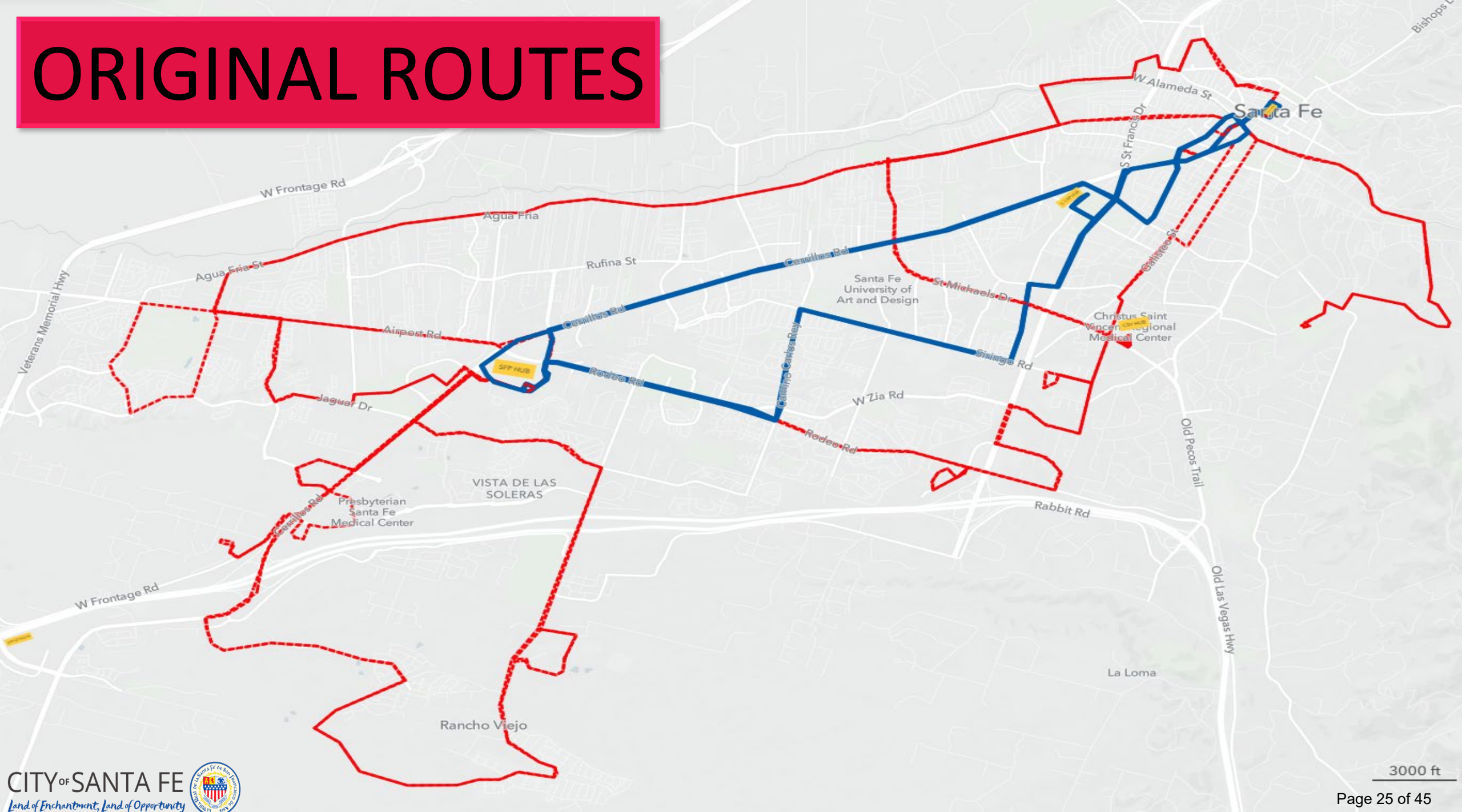


What would new route  
design look like?  
Where would it be most  
impacting?

CITY OF SANTA FE  
*Land of Enchantment, Land of Opportunity*

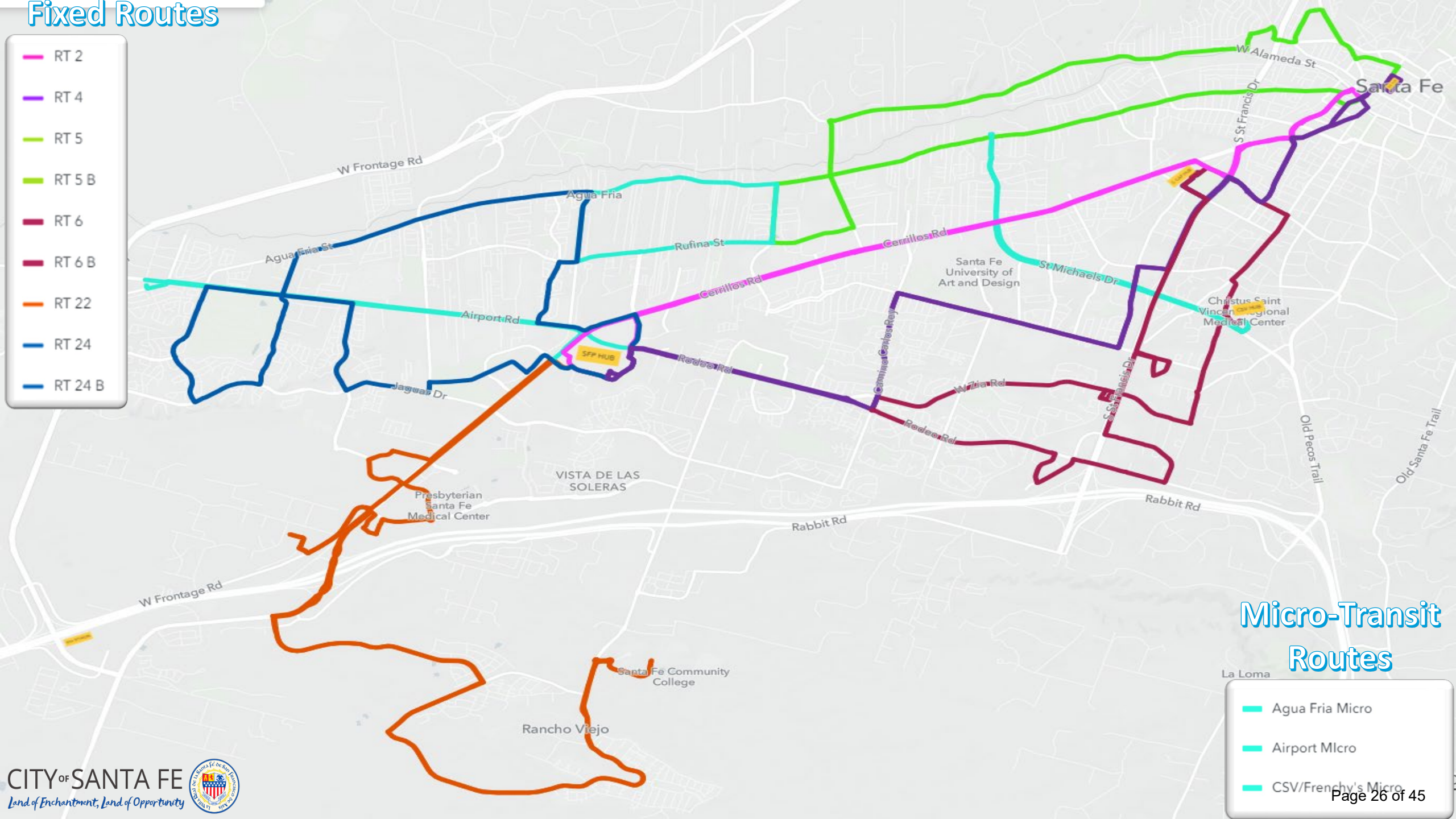


# ORIGINAL ROUTES



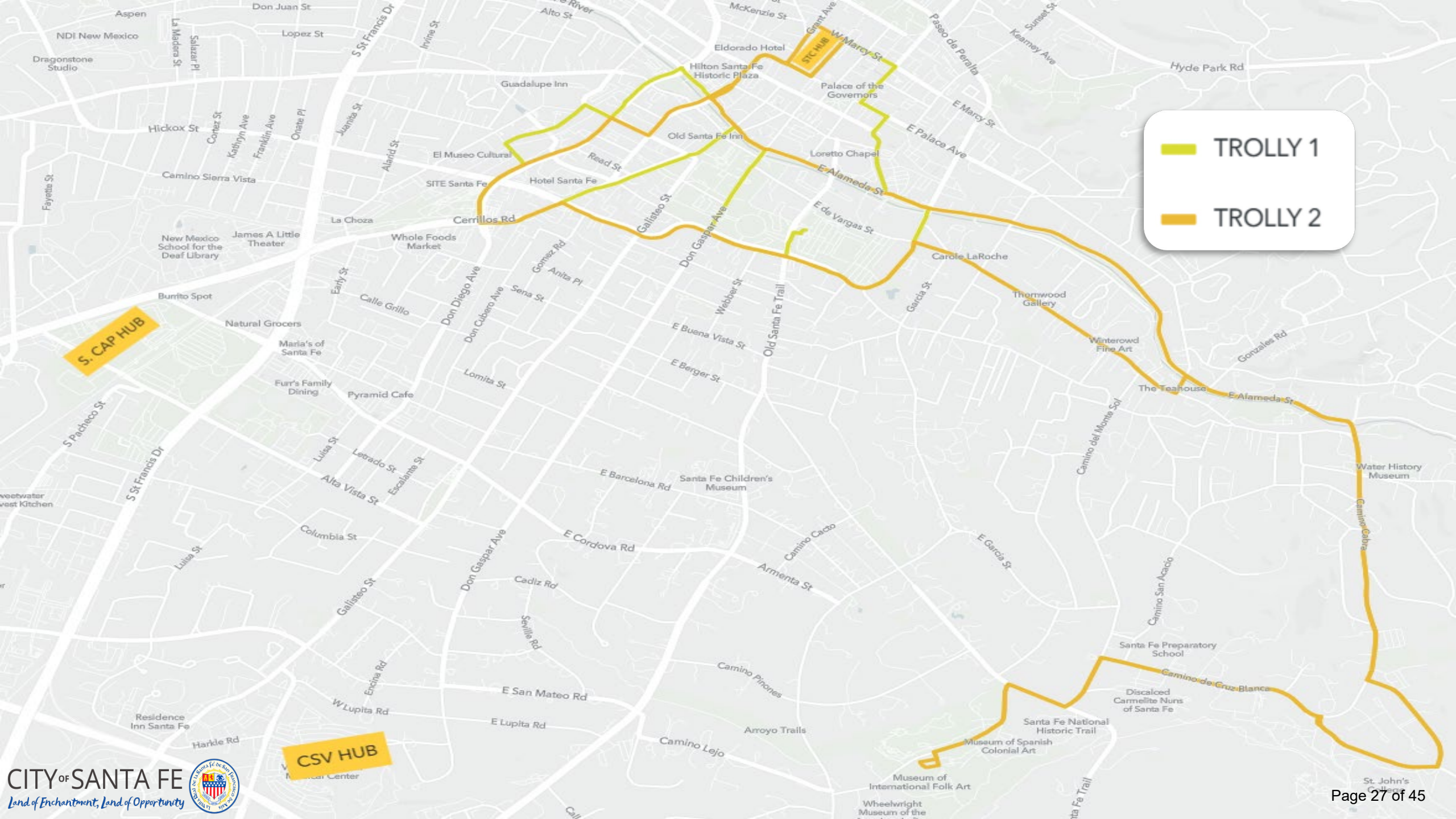
# Fixed Routes

- RT 2
- RT 4
- RT 5
- RT 5 B
- RT 6
- RT 6 B
- RT 22
- RT 24
- RT 24 B



# Micro-Transit Routes

- Agua Fria Micro
- Airport Micro
- CSV/Frenchy's Micro



**TROLLEY 1**

**TROLLEY 2**

**S. CAP HUB**

**CSV HUB**



# Micro Transit Operation Statistics w/ OD Services

MICRO TRANSIT	POLY1	POLY 2	POLY 3	
POPULATION	19900	3900	10100	
ADA	12%	17%	17%	
JOBS	200	1400	10800	14200 ↑ 20%
POVERTY	18%	17%	16%	
HOUSEHOLDS W/O VEHICLE	4%	7%	8%	
IN-DEPTH COVERAGE AREA	3.5 SQ. MI.	1 SQ. MI.	3 SQ. MI.	7.5 SQ. MI. ↑ 12%

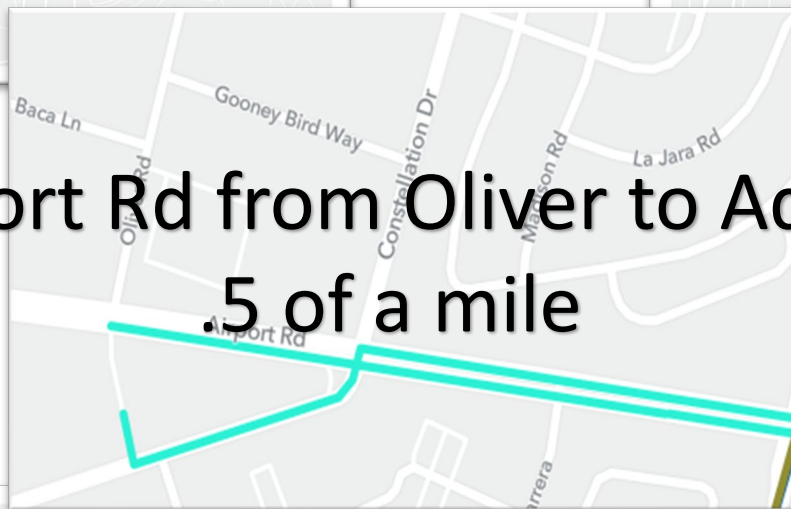
**W. Alameda from Siler to Alire**  
**2.6 miles**



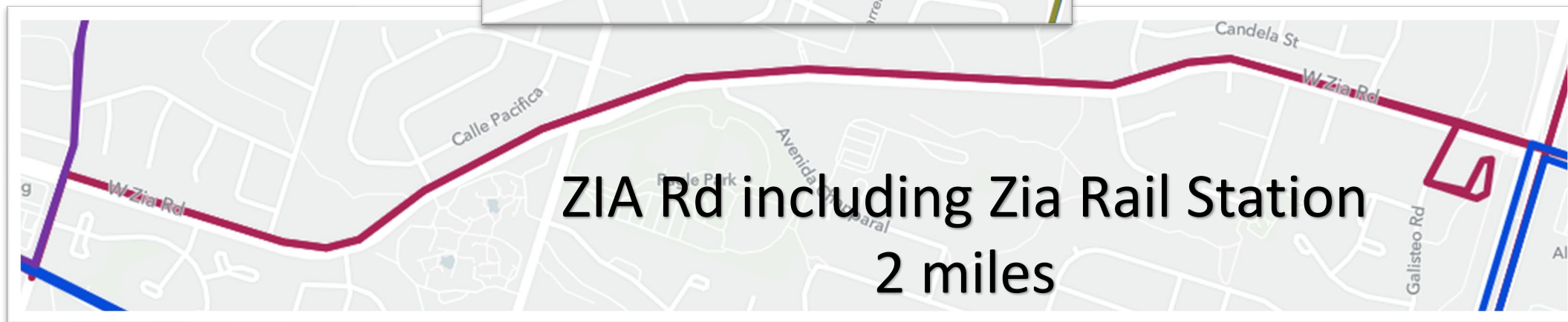
**Siler to Rufina**  
**1.7 miles**



**W. Airport Rd from Oliver to Aqua Fria**  
**.5 of a mile**



**ZIA Rd including Zia Rail Station**  
**2 miles**



★ Population	~1,700
★ % of people in poverty	~23%
% of people who are non-	
★ White or of Hispanic / Latino origin	~68%

### W. Alameda from Siler to Alire

<b>ALL STATS</b>	<b>2.6 miles</b>	<b>i</b>
☆ Population (Census 2020)	~1,800	
☆ Jobs (work)	~100	
% of people who are non-		
☆ White or of Hispanic / Latino origin (Census 2020)	~47%	
☆ % of households that are car free	~5%	
☆ % of people living with a disability	~14%	

★ Population	~1,100
★ % of people in poverty	~16%
% of people who are non-	
★ White or of Hispanic / Latino origin	~80%

### W. Airport Rd from Oliver to Aqua Fria

<b>ALL STATS</b>	<b>.5 of a mile</b>	<b>i</b>
☆ Population (Census 2020)	~1,900	
☆ Jobs (work)	~200	
% of people who are non-		
☆ White or of Hispanic / Latino origin (Census 2020)	~76%	
☆ % of households that are car free	~1%	
☆ % of people living with a disability	~10%	

★ Population	~2,400
★ % of people in poverty	~11%
% of people who are non-	
★ White or of Hispanic / Latino origin	~76%

### Siler to Rufina

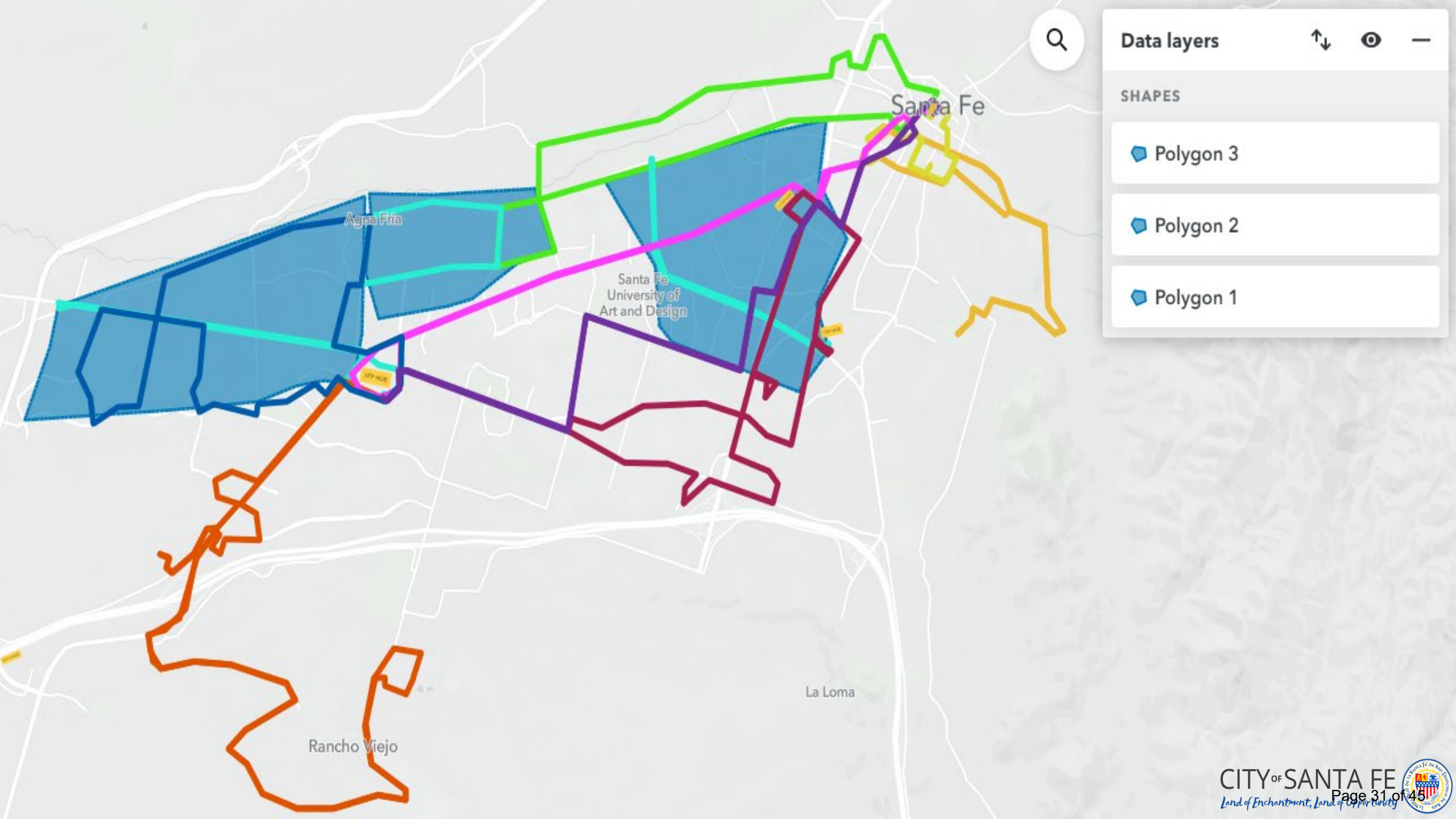
<b>ALL STATS</b>	<b>1.7 miles</b>	<b>i</b>
☆ Population (Census 2020)	~2,200	
☆ Jobs (work)	~1,000	
% of people who are non-		
☆ White or of Hispanic / Latino origin (Census 2020)	~84%	
☆ % of households that are car free	~7%	
☆ % of people living with a disability	~17%	

★ Population	~2,500
★ % of people in poverty	~4%
% of people who are non-	
★ White or of Hispanic / Latino origin	~56%

### ZIA Rd including Zia Rail Station

2 miles

<b>ALL STATS</b>	<b>i</b>
☆ Population (Census 2020)	~2,500
☆ Jobs (work)	~300
% of people who are non-	
☆ White or of Hispanic / Latino origin (Census 2020)	~52%
☆ % of households that are car free	~1%
☆ % of people living with a disability	~15%



Data layers



SHAPES

Polygon 3

Polygon 2

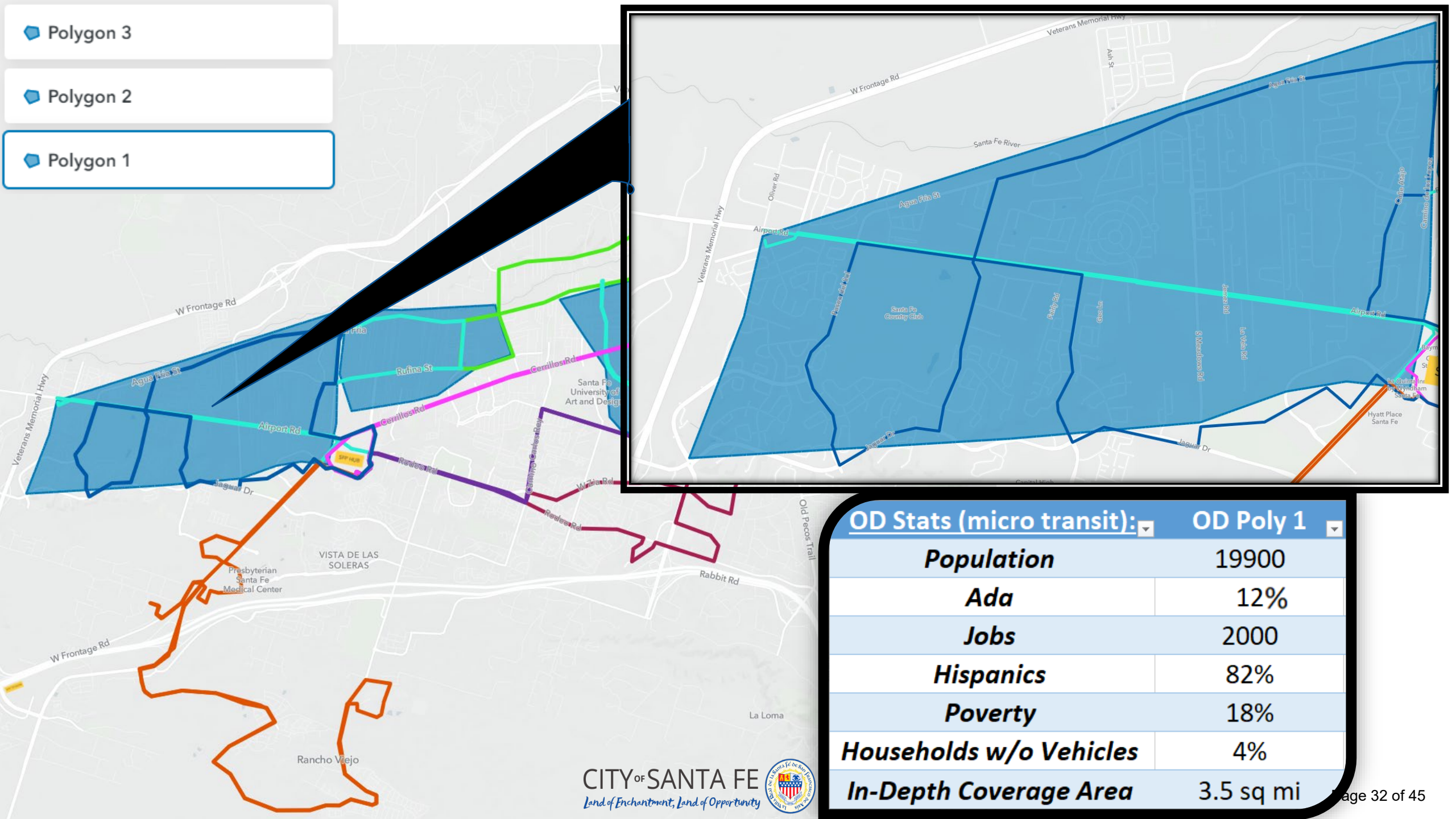
Polygon 1



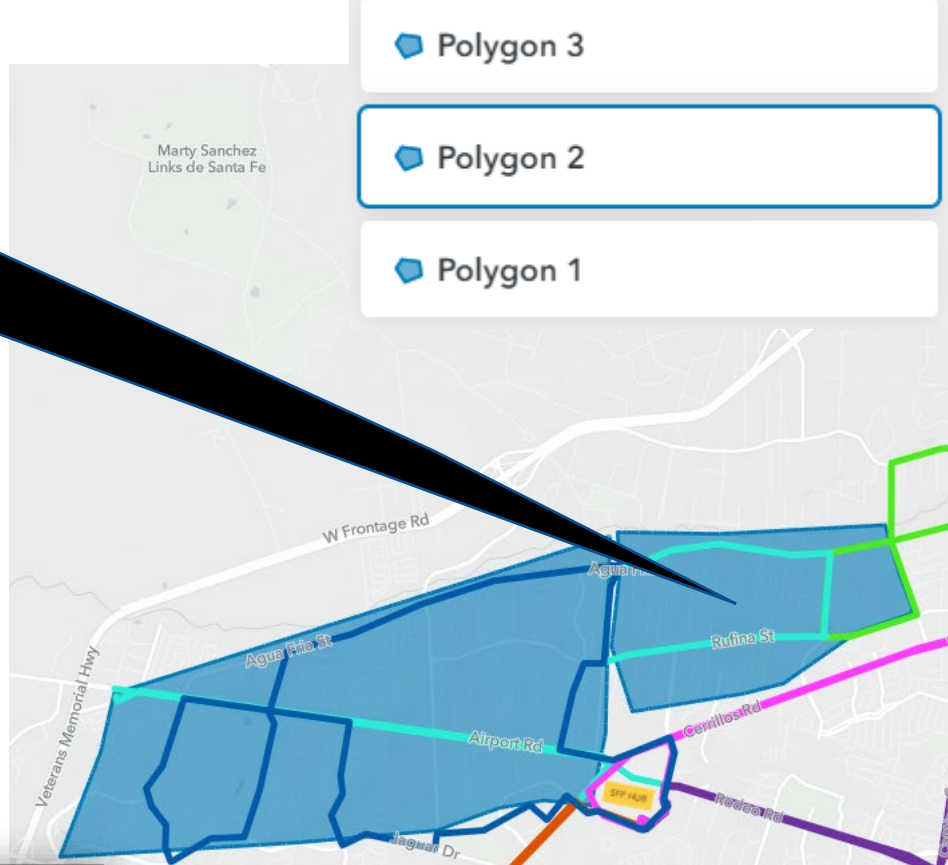
Polygon 3

Polygon 2

Polygon 1

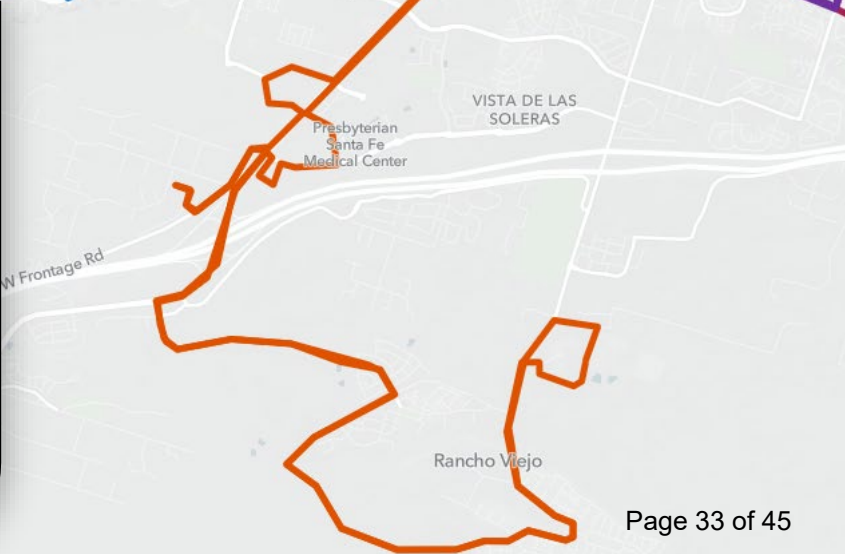


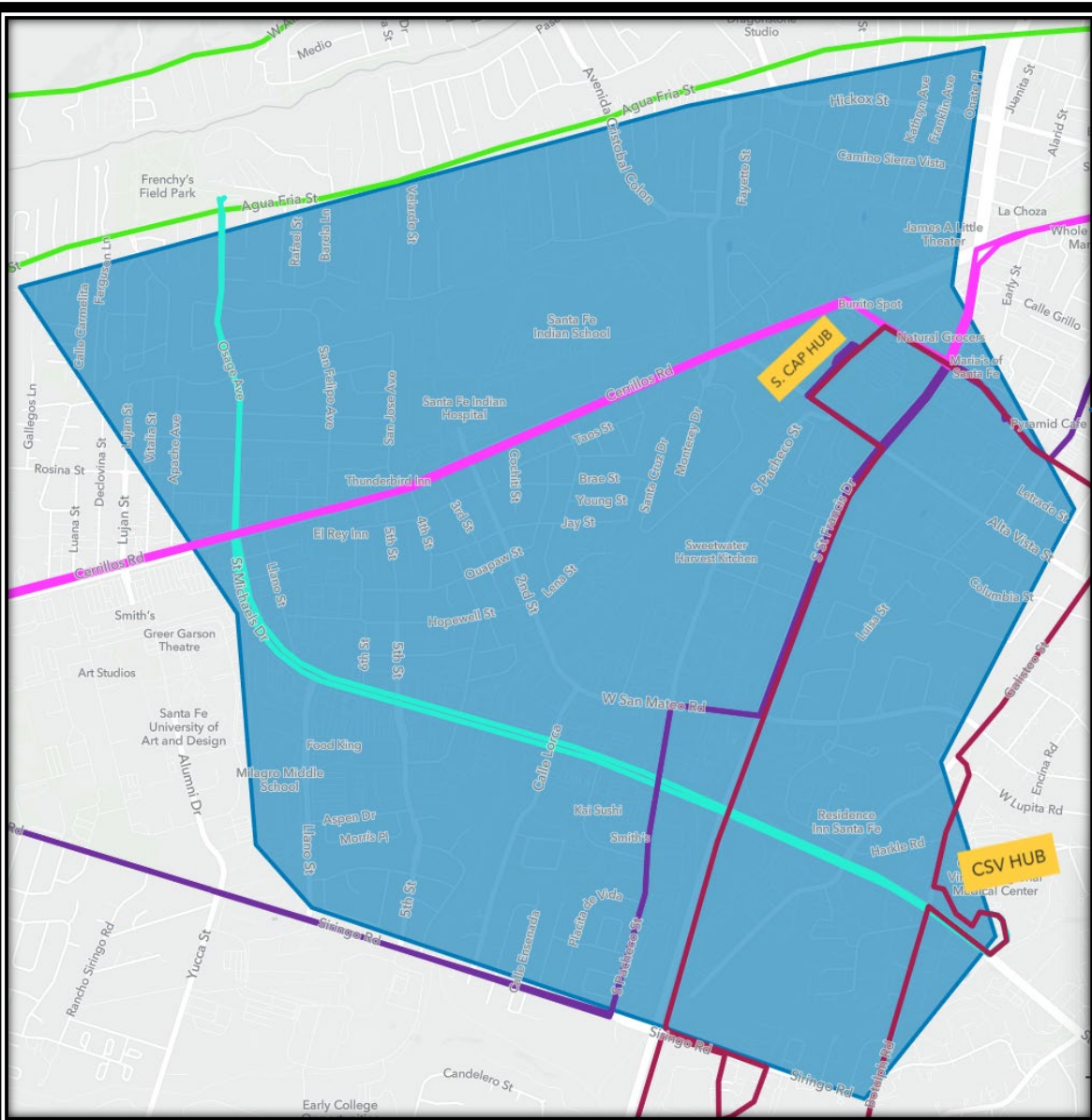
OD Stats (micro transit):	OD Poly 1
<b>Population</b>	19900
<b>Ada</b>	12%
<b>Jobs</b>	2000
<b>Hispanics</b>	82%
<b>Poverty</b>	18%
<b>Households w/o Vehicles</b>	4%
<b>In-Depth Coverage Area</b>	3.5 sq mi



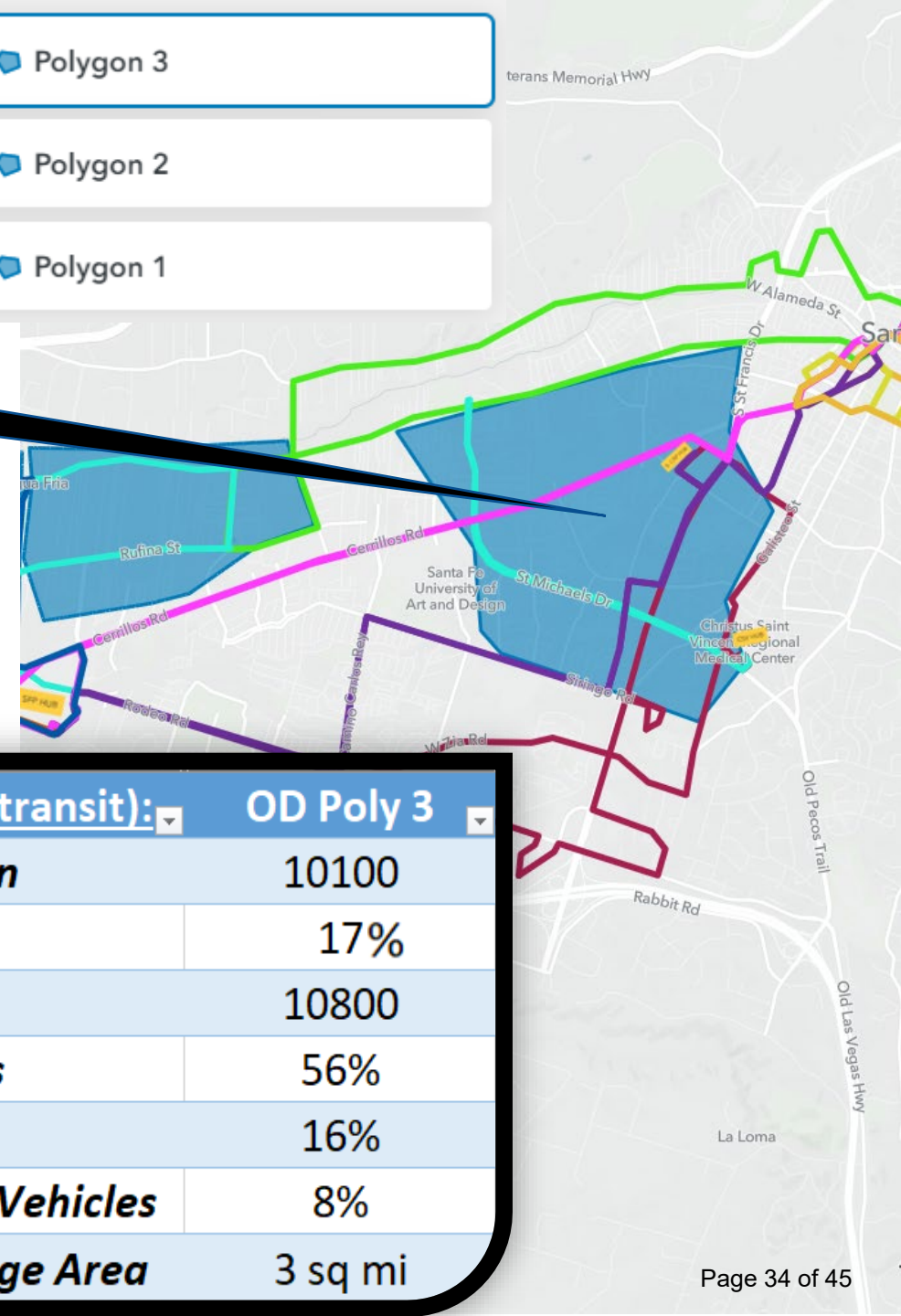
- Polygon 3
- Polygon 2
- Polygon 1

OD Stats (micro transit):	OD Poly 2
<b>Population</b>	3900
<b>Ada</b>	17%
<b>Jobs</b>	1400
<b>Hispanics</b>	79%
<b>Poverty</b>	17%
<b>Households w/o Vehicles</b>	7%
<b>In-Depth Coverage Area</b>	1 sq mi





- Polygon 3
- Polygon 2
- Polygon 1

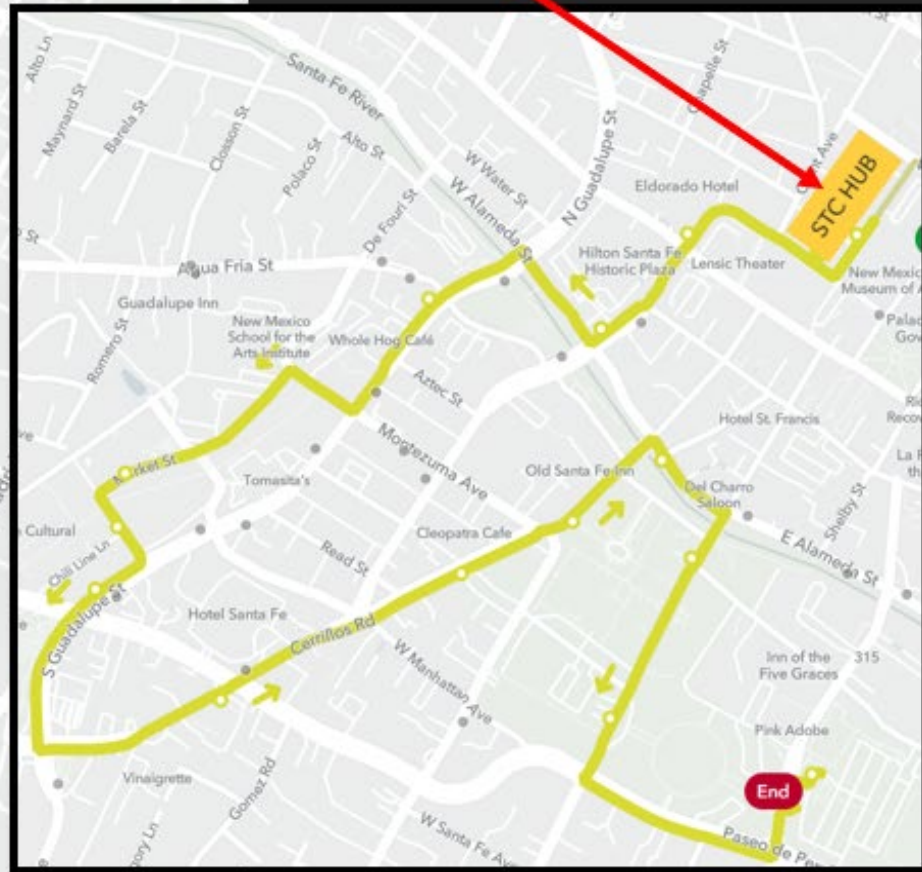
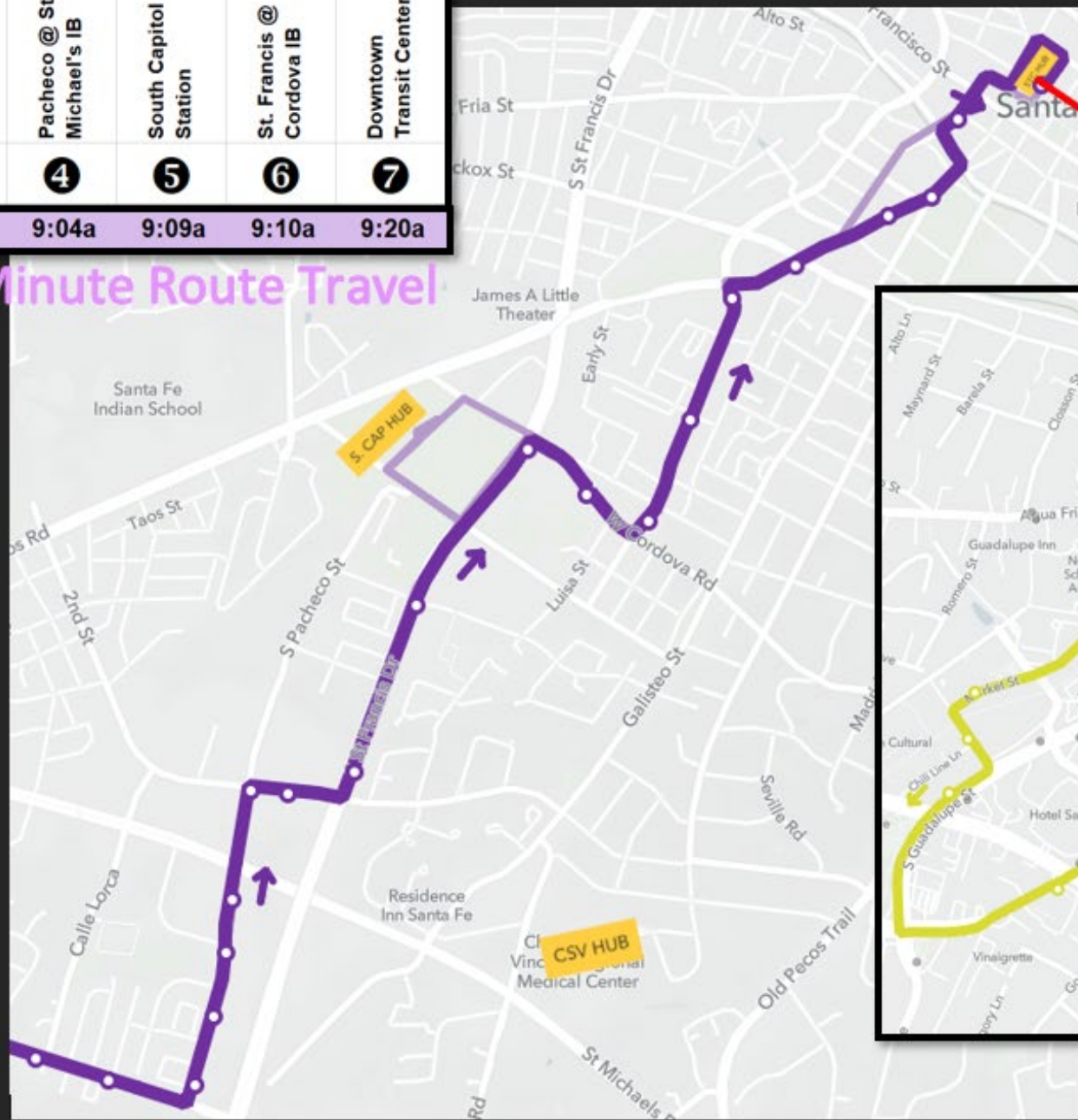


OD Stats (micro transit):		OD Poly 3
<b>Population</b>		10100
<b>Ada</b>		17%
<b>Jobs</b>		10800
<b>Hispanics</b>		56%
<b>Poverty</b>		16%
<b>Households w/o Vehicles</b>		8%
<b>In-Depth Coverage Area</b>		3 sq mi

# Example # 1

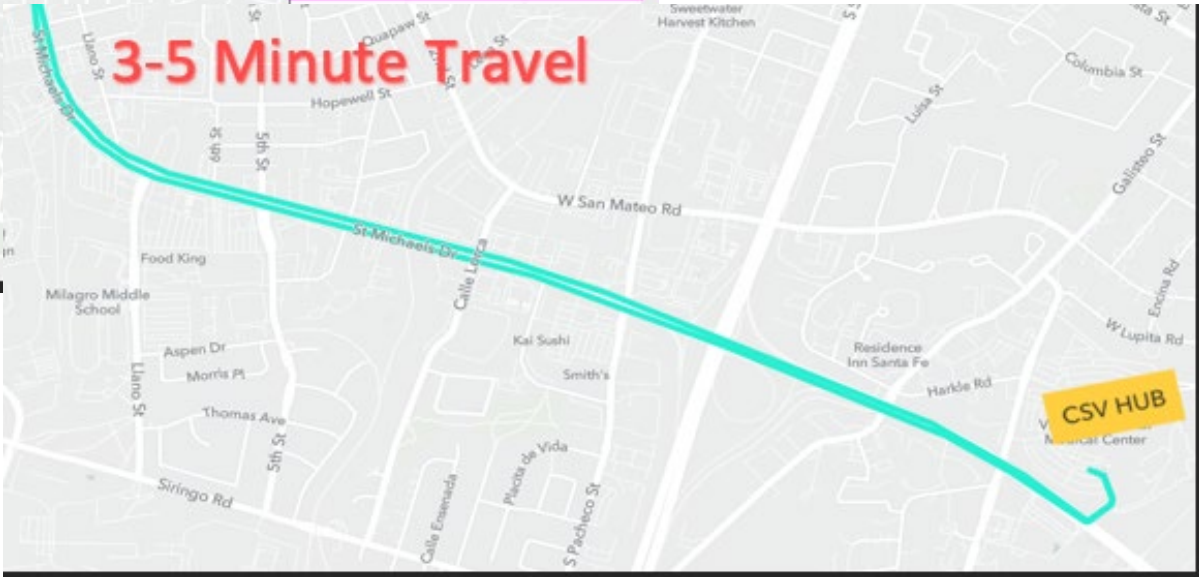
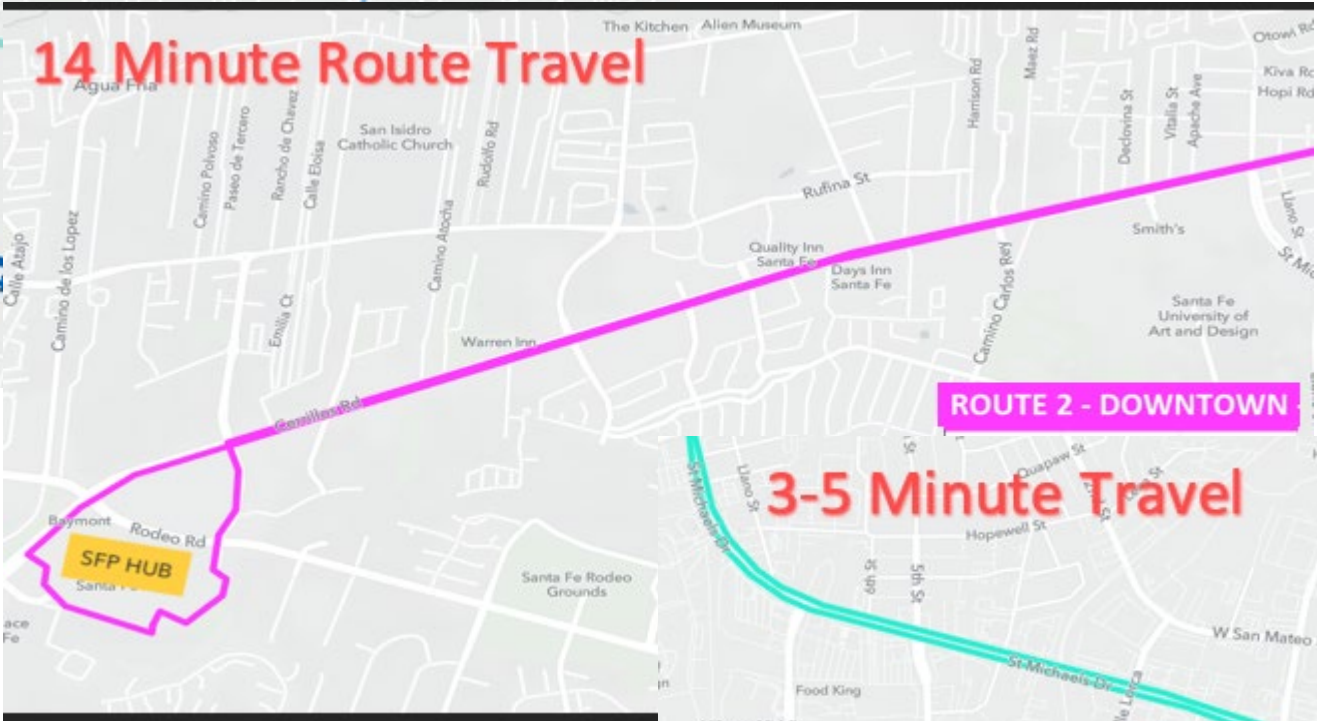
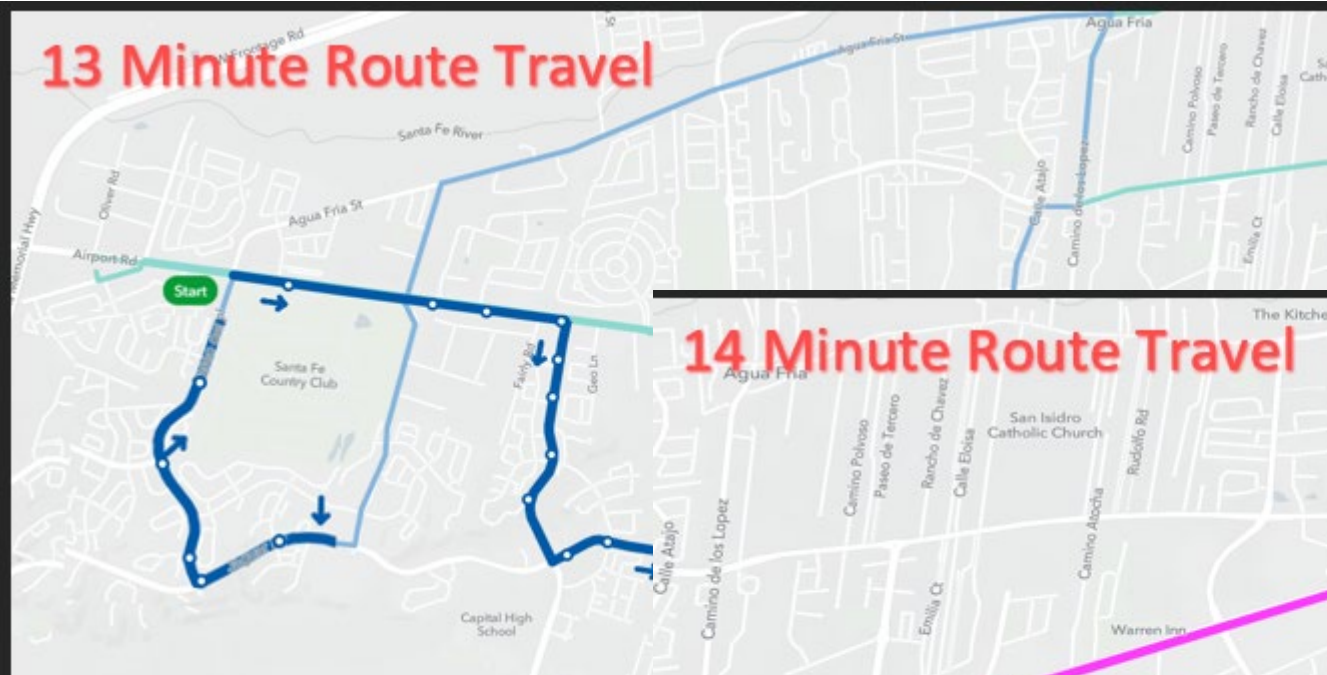
WEEKDAY INBOUND				
Siringo @ Camino Carlos Rey IB	Pacheco @ St. Michael's IB	South Capitol Station	St. Francis @ Cordova IB	Downtown Transit Center
3	4	5	6	7
8:56a	9:04a	9:09a	9:10a	9:20a

24 Minute Route Travel



6-10 Minute Route Travel  
(depending on traffic)

Example # 2



30-32 Minute Total Travel Time

# Steps to Implement

Activity	Target Completion	
Retention/Recruitment pay increases	May 2024	Essential for services
New Software Implementation	Fall 2024	User friendly access
Equipment (electric vans and chargers)	December 2024	Grant pending
Public Engagement	Spring 2025 – Jan 2026	Before during and after
Launch New Service	January 2025	
Service Evaluation, Adjustments, Reporting	January 2025 – Jan 2026	

**FY25 YTD Budget to Actual Report (July 1 - January 31)**

<b>Revenue</b>	<b>2025 Revised Budget</b>	<b>2025 Actual</b>	<b>Encumbrances/Requisitions</b>	<b>2025 Available</b>	<b>Percent</b>	<b>Comments</b>
Advertising Income	\$ (50,000.00)	\$ -	\$ -	50,000.00	0.0%	Revenue
Fare Box Recovery	\$ (235,500.00)	\$ (129,834.20)	\$ -	(105,665.80)	55.1%	Revenue
Interest on Investments	\$ (73,396.00)	\$ -	\$ -	(73,396.00)	0.0%	Revenue
Miscellaneous Revenues 2	\$ (8,000.00)	\$ -	\$ -	(8,000.00)	0.0%	Revenue
NM Dept of Transportation	\$ (601,423.00)	\$ -	\$ -	(601,423.00)	0.0%	Revenue
NM Hwy & Trans Dept-IFT	\$ (71,772.00)	\$ -	\$ -	(71,772.00)	0.0%	Revenue
Operating Transfer In From 100	\$ (65,668.00)	\$ -	\$ -	(65,668.00)	0.0%	Revenue
Operating Transfer In From 216	\$ (6,000,000.00)	\$ -	\$ -	(6,000,000.00)	0.0%	Revenue
Operating Transfer In From 365	\$ (342,204.00)	\$ -	\$ -	(342,204.00)	0.0%	Revenue
Other-reimb exp	\$ -	\$ (585,207.67)	\$ -	585,207.67		Revenue received. NCRTD Gross receipts tax reimbursement.
US Dept of Transportation	\$ (6,500,000.00)	\$ -	\$ -	(6,500,000.00)	0.0%	Revenue
Vacancy Credit-Benefits	\$ (394,440.00)	\$ -	\$ -	(394,440.00)	0.0%	Revenue
Vacancy Credit-Salaries	\$ (620,153.00)	\$ -	\$ -	(620,153.00)	0.0%	Revenue
<b>Total Revenues</b>		\$ (715,041.87)				

**FY25 YTD Budget to Actual Report (July 1 - January 31)**

<b>Expenses</b>						
Annual Leave	\$ -	\$ 260,055.67	\$ -	(260,055.67)		Payroll
Comp-time	\$ -	\$ 14,397.54	\$ -	(14,397.54)		Payroll
Incentives	\$ -	\$ 8,090.36	\$ -	(8,090.36)		Payroll
Miscellaneous Leave	\$ -	\$ 28,602.87	\$ -	(28,602.87)		Payroll
On-Call Shift (875)	\$ -	\$ 14,208.86	\$ -	(14,208.86)		Payroll
OT-Fire Worked Holiday @ 1.5	\$ -	\$ 40,442.96	\$ -	(40,442.96)		Payroll
OT-Fire Worked Holiday @ 2.5	\$ -	\$ 1,356.41	\$ -	(1,356.41)		Payroll
Overtime	\$ -	\$ 668,275.26	\$ -	(668,275.26)		Payroll
Personal Day	\$ -	\$ 4,495.07	\$ -	(4,495.07)		Payroll
Shift Differential	\$ -	\$ 23,582.66	\$ -	(23,582.66)		Payroll
Sick Leave	\$ -	\$ 59,715.33	\$ -	(59,715.33)		Payroll
Advertising	\$ 42,505.00	\$ 14,974.17	\$ 15,506.88	12,023.95	71.7%	
Bank Charges & Fees	\$ 918.00	\$ 297.23	\$ -	620.77	32.4%	
Benefits Dept. Assessments	\$ 10,674.00	\$ -	\$ -	10,674.00	0.0%	
Building & Structure NonExempt	\$ 17,674.00	\$ -	\$ 17,673.90	0.10	100.0%	
City Share Dental Insurance	\$ 52,225.00	\$ 13,805.06	\$ -	38,419.94	26.4%	
Compliance Services	\$ 4,500.00	\$ 951.00	\$ 8,049.00	(4,500.00)	200.0%	Did we BAR money? =Change order and open PO confused amount available in line, asking Travis what to do in this situation-(drug test/CDL)
Compressed Natural Gas	\$ 598,770.00	\$ 201,056.76	\$ 298,943.24	98,770.00	83.5%	
Credit Card Fees	\$ 750.00	\$ 441.91	\$ -	308.09	58.9%	
Debt Service Interest	\$ 19,653.00	\$ 9,856.60	\$ -	9,796.40	50.2%	
Debt Service Principal	\$ 322,551.00	\$ -	\$ -	322,551.00	0.0%	
Diesel	\$ 6,000.00	\$ -	\$ 6,000.00	0.00	100.0%	
Dues	\$ 16,500.00	\$ 12,545.00	\$ -	3,955.00	76.0%	
Electric Service	\$ 48,000.00	\$ 39,900.00	\$ -	8,100.00	83.1%	Are we going to make it to the end of the year? =No, bill is over 6K per month, wasn't budgeted correctly by the past administration
Employee Health Insurance	\$ 1,511,128.00	\$ 426,949.15	\$ -	1,084,178.85	28.3%	
Employee Training/Tuition	\$ 10,300.00	\$ 11,068.41	\$ -	(768.41)	107.5%	How was this overspent? = Ford Fleet Training charge for \$9,750 , Tbar from Tires line, fixing negative amount with Tbar
Equipment/Machinery Rental	\$ 2,300.00	\$ -	\$ -	2,300.00	0.0%	
FICA	\$ 414,231.00	\$ 187,028.34	\$ -	227,202.66	45.2%	
Food	\$ 2,000.00	\$ 487.65	\$ 573.82	938.53	53.1%	
Furniture & Fixtures NonExempt	\$ 9,748.00	\$ -	\$ 9,737.54	10.46	99.9%	
Gas Service	\$ 12,000.00	\$ 1,651.41	\$ -	10,348.59	13.8%	
Gasoline	\$ 52,000.00	\$ 632.08	\$ 52,000.00	(632.08)	101.2%	Are we going to make it to the end of the year? Can we BAR from unspent Diesel budget? =Asked Vinny=Vinny will as Scott about Gasoline charge
Gen Liab Dept Assessment	\$ 479,282.00	\$ -	\$ -	479,282.00		
In State Transportation	\$ -	\$ 791.88	\$ -	(791.88)		Doing Tbar to cover negative balance
Laundry and Dry Cleaning	\$ 29,944.00	\$ 4,385.67	\$ 3,112.74	22,445.59	25.0%	
Office Supplies	\$ 6,000.00	\$ 4,044.08	\$ 159.00	1,796.92	70.1%	
Operating Supplies	\$ 59,108.00	\$ 42,168.07	\$ 812.99	16,126.94	72.7%	
Operating Transfer Out To 100	\$ 155,775.00	\$ -	\$ -	155,775.00	0.0%	
Operating Transfer Out To 230	\$ 18,131.00	\$ -	\$ -	18,131.00	0.0%	
Out of State Per Diem	\$ 5,000.00	\$ 119.98	\$ -	4,880.02	2.4%	
Out of State Transportation	\$ 12,056.00	\$ 1,255.04	\$ -	10,800.96	10.4%	
Postage and Mail Service	\$ 650.00	\$ -	\$ -	650.00	0.0%	
Print/Publish	\$ 19,500.00	\$ 3,297.24	\$ (2,453.49)	18,656.25	4.3%	
Professional Contracts	\$ 135,599.00	\$ 70,139.85	\$ 61,153.89	4,305.26	96.8%	
Registration	\$ 5,000.00	\$ -	\$ -	5,000.00	0.0%	
Reimbursements/Refunds	\$ (1,000.00)	\$ (1,178.46)	\$ -	178.46	117.8%	
Remodeling & Replacement	\$ 1,995.00	\$ -	\$ 1,994.16	0.84	100.0%	

**FY25 YTD Budget to Actual Report (July 1 - January 31)**

Rep & Maint Machin & Equip	\$ 15,000.00	\$ -	\$ 851.00	14,149.00	5.7%
Rep & Maint Vehicles	\$ 22,000.00	\$ 5,756.31	\$ -	16,243.69	26.2%
Rep & Maint Vehicles < 1.5	\$ 60,000.00	\$ 16,199.32	\$ 12,051.14	31,749.54	47.1%
Rep & Maint Vehicles > 1.5	\$ 243,624.00	\$ 115,245.17	\$ 53,253.01	75,125.82	69.2%
Rep and Maint Build/Struct	\$ 88,556.00	\$ 17,114.03	\$ 16,264.26	55,177.71	37.7%
Retiree Health Care	\$ 107,074.00	\$ 36,558.51	\$ -	70,515.49	34.1%
Retirement (PERA)	\$ 1,205,908.00	\$ 426,953.45	\$ -	778,954.55	35.4%
Safety Supplies	\$ 2,300.00	\$ 657.78	\$ 1,235.00	407.22	82.3%
Salaries (General)	\$ 5,414,749.00	\$ 1,448,794.11	\$ -	3,965,954.89	26.8%
Service Contracts	\$ 36,000.00	\$ 5,392.02	\$ 3,261.93	27,346.05	24.0%
Software Subscriptions	\$ 103,500.00	\$ 106,424.33	\$ 1,166.00	(4,090.33)	104.0%
Software Subscriptions >\$5K	\$ 381,166.00	\$ -	\$ 381,165.01	0.99	100.0%
Solar Electricity Service	\$ 20,000.00	\$ 9,479.26	\$ 10,520.74	0.00	100.0%
Svcs of other City Depts	\$ 1,597,118.00	\$ -	\$ -	1,597,118.00	0.0%
Tires	\$ 56,750.00	\$ 35,823.36	\$ -	20,926.64	63.1%
Uniform Allowance	\$ -	\$ 14,150.00	\$ -	(14,150.00)	
Uniform Clothing & Linen	\$ 52,401.00	\$ 22,755.63	\$ 4,060.76	25,584.61	51.2%
Utilities Reimbursements	\$ -	\$ (720.66)	\$ -	720.66	
Vehicles < 1.5 Tons	\$ 78,129.00	\$ -	\$ 78,129.00	0.00	100.0%
Vehicles > 1.5 Tons	\$ 760,340.00	\$ 17,018.53	\$ 4,968.00	738,353.47	2.9%
Water Service	\$ 10,000.00	\$ 4,893.74	\$ -	5,106.26	48.9%
WIP Construction	\$ 5,497,201.00	\$ -	\$ -	5,497,201.00	0.0%
WIP Design	\$ 120,630.00	\$ 37,171.64	\$ 14,820.02	68,638.34	43.1%
Workers' Comp	\$ 141,864.00	\$ 292.32	\$ -	141,571.68	0.2%
<b>Total Expenses</b>		<b>\$ 4,489,849.96</b>	<b>\$ 1,055,009.54</b>		

	<b>Actual 2023</b>
<b>OPERATIONS</b>	
<b>Revenue</b>	
Section 5307 formula funds	\$ -
Coronavirus Aid, Relief, and Economic Security (CARES) Act	\$ -
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)	\$ -
American Rescue Plan Act of 2021 (ARP)	\$ -
City GRT (1/4%)	\$ 8,336,040
Regional GRT (NCRTD Reimbursement)	\$ -
Ridefinders (CMAQ Funds Transferred to FTA)	\$ -
Farebox	\$ 229,088
Advertising	\$ 103,935
Other	\$ -
<b>Total Operations Revenue</b>	<b>\$ 8,669,063</b>
<b>Expenses</b>	
Labor and fringe operations	\$ 3,997,807
Labor and fringe maintenance	\$ 809,154
Other expenses (admin)	\$ 145,370
<b>Total Operations Expenses</b>	<b>\$ 4,952,331</b>
<b>Operations Surplus (Deficit)</b>	<b>\$ 3,716,732</b>
<b>CAPITAL</b>	
<b>Revenue</b>	
Section 5310	\$ -
Section 5307 formula funds	\$ -
Section 5339 formula funds	\$ -
Section 5339 discretionary	\$ -
City GRT (1/4%)	\$ -
Regional GRT	\$ -
<b>Total Capital Revenue</b>	<b>\$ -</b>
<b>Expenses</b>	
Vans	\$ -
Buses	\$ -
Fareboxes	\$ -
Onboard security	\$ -
<b>Total Capital Expenses</b>	<b>\$ -</b>

Budgeted 2024	Actual 2024	Budgeted 2025	2026	Projected 2027	2028
\$ -	\$ -	\$ -	\$ 2,167,799	\$ 1,989,973	\$ 2,000,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,660,795	\$ 1,660,795	\$ -	\$ -	\$ -	\$ -
\$ 2,520,726	\$ 3,651,541	\$ 1,389,910	\$ -	\$ -	\$ -
\$ 8,090,317	\$ 8,090,317	\$ 8,100,000	\$ 8,100,000	\$ 8,100,000	\$ 8,100,000
\$ 1,313,403	\$ 1,313,403	\$ 1,421,890	\$ 1,421,890	\$ 1,421,890	\$ 1,421,890
\$ 71,773	\$ 34,446	\$ 109,100	\$ 71,773	\$ 71,773	\$ 71,773
\$ 250,000	\$ 238,753	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
\$ 91,250	\$ 32,011	\$ 91,250	\$ 91,250	\$ 91,250	\$ 100,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 13,998,264	\$ 15,021,266	\$ 11,362,150	\$ 12,102,712	\$ 11,924,886	\$ 11,943,663

\$ 6,371,914		\$ 6,754,229	\$ 7,159,483	\$ 7,589,052	\$ 8,044,395
\$ 1,228,031		\$ 1,301,713	\$ 1,379,816	\$ 1,462,605	\$ 1,550,361
\$ 361,111	\$ 264,469	\$ 382,778	\$ 405,744	\$ 430,089	\$ 455,894
\$ 7,961,056	\$ 264,469	\$ 8,438,719	\$ 8,945,043	\$ 9,481,745	\$ 10,050,650

\$ 6,037,208	\$ 14,756,797	\$ 2,923,431	\$ 3,157,669	\$ 2,443,141	\$ 1,893,013
--------------	---------------	--------------	--------------	--------------	--------------

\$ 542,354	\$ 542,354	\$ 451,096	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 240,000	\$ 4,018,120	\$ -	\$ -
\$ 738,349	\$ -	\$ 880,098	\$ 634,269	\$ 143,400	\$ 143,400
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 60,000	\$ 458,567	\$ -	\$ -
\$ -	\$ -	\$ 332,799	\$ -	\$ -	\$ -
\$ 1,280,703	\$ 542,354	\$ 1,963,993	\$ 5,110,956	\$ 143,400	\$ 143,400

\$ 542,354	\$ 542,354	\$ 563,870			
\$ 738,349	\$ -	\$ 1,100,123	\$ 792,836		
\$ -	\$ -		\$ 1,500,000		
\$ -	\$ -	\$ 300,000			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,280,703	\$ 542,354	\$ 1,963,993	\$ 2,292,836	\$ -	\$ -

**2029**

\$	2,000,000
\$	-
\$	-
\$	-
\$	8,100,000
\$	1,421,890
\$	71,773
\$	250,000
\$	100,000
\$	-
\$	<u>11,943,663</u>

\$	8,527,058
\$	1,643,382
\$	<u>483,248</u>
\$	10,653,689

\$	1,289,974
----	-----------

\$	-
\$	-
\$	143,400
\$	-
\$	-
\$	-
\$	<u>143,400</u>

\$	-
\$	-

# City of Santa Fe Transit Division Budget Control Process

## 1. Purpose

Establish a systematic approach to financial oversight, budget development, monitoring, and reporting to ensure fiscal responsibility and strategic financial management for Operating, Capital and award budgets.

## 2. Scope

Applies to the City's Transit division's budget reported quarterly for review and discussion by the Transportation Advisory Board during regularly scheduled quarterly meetings.

## 3. Budget Analysis Principles

- Transparency in financial reporting
- Alignment with organizational strategic goals
- Proactive financial management
- Data-driven decision-making
- Continuous fiscal optimization

## 4. Budget Development Process

### 4.1 Annual Budget Preparation

- Budget planning starts in January prior to the beginning of the following fiscal year
- Transit's Administrative Manager works with the Public Works Business Manager and the Division's Transit Director of Administration and the Transit Director of Operation and Maintenance to complete a budget proposal.
- The draft budget proposal is submitted to Finance's budget team annually (due dates can vary in January/February), if time allows Transit will present the budget to the Transportation Advisory Board before it is submitted to Finance
- In the event that the budget cannot be reviewed by the board prior to submittal to Finance, the budget will be presented for review at the next scheduled board meeting following the completion/submittal of the draft
- The budget will then be presented to the Governing Body sometime in March during scheduled budget hearings

## 5. Ongoing Budget Monitoring

### 5.1 Quarterly Financial Review

A budget to actual financial report will be produced from the City's financial management software (MUNIS) by the Administrative Manager and reviewed by the Transit Director of Administration for submittal to the Transportation Advisory Board for review and approval during each quarter's TAB meeting. Transit will investigate when a category is within 10% of the available budget. The following items will be reviewed and discussed.

- Actual vs. budgeted expenditures
- Revenue performance

# MONTHLY ROUTE SUMMARY REPORT

JANUARY 2025

SANTA FE TRAILS

## Revenue and Ridership by Route

Route	Current Revenue	Ridership	Token Count	Ticket Count	Pass Count	Bill Count	Unclassified Revenue	(%)	Dump Count
<b>1 - 2931 Rufina Street</b>									
1	1,121.68	2,458	0	0	987	656	24.48	2.18	40
2	7,425.93	18,565	0	0	9,309	4,602	114.34	1.54	257
4	908.28	2,226	0	0	1,240	486	24.27	2.67	39
24	303.69	926	0	0	523	220	12.44	4.10	19
26	73.57	332	0	0	212	29	1.57	2.13	3
Other	405.28	956	0	0	483	237	3.77	0.93	9
Unknown	1.00	5	0	0	1	1	0.00	0.00	0
<b>Total</b>	<b>10,239.43</b>	<b>25,468</b>	<b>0</b>	<b>0</b>	<b>12,755</b>	<b>6,231</b>	<b>180.87</b>	<b>1.77</b>	<b>367</b>