



Agenda

**Regular Meeting of the Transit
Advisory Board
March 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-
gov.zoom.us/j/85146885332?pwd=vz8Ub1HNJ16u1eSj5utICE0YBEmX8y.1](https://santafenm.gov.zoom.us/j/85146885332?pwd=vz8Ub1HNJ16u1eSj5utICE0YBEmX8y.1)

Meeting ID: 851 4688 5332

Passcode: 162429

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a. TAB Meeting Minutes February 27, 2025
5. Public Comment
6. Presentations
 - a. 5-Year Financial Plan
 - b. Budget Control Process
 - c. Budget Review
 - d. Christ Lutheran Church Bus Stop
 - e. Discussion
7. Next Meeting:
8. 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.

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

1. Call to Order

Meeting called to order by Chair Messer at 5:11 pm.

2. Roll Call

MEMBERS PRESENT

Andreas Archuleta
Aurore Bleck
Owen Conley
Juan Cucalon
Colin Messer
Dolores Shapiro
Susan Sheldon

MEMBERS EXCUSED

Marcos Maez

MEMBERS ABSENT

Marie Meyer

OTHERS ATTENDING

Kassandra Garcia, Staff Liaison
Gabrielle Chavez, Director of Administration
Andrew Baca, Transit Interim Director of Operations
Halona Crowe, Business Operations Manager
Nicholas Tharpe, Life Link
Raquel Baca-Tompson, Safe Outdoor Space
Kristen Woods, Youth and Family Services City of Santa Fe

3. Approval of Agenda

MOTION A motion to approve the agenda was made by Member Bleck and seconded by Member Archuleta.

VOTE The motion was approved by unanimous Roll Call vote.

4. Approval of Minutes

- a. December 3, 2019 Transit Advisory Board Meeting Minutes.

Amendments to the December 3, 2019 Meeting Minutes

- Page 5, they refer in section 4 they refer to the NPO. It should be MPO.
- Page 6, in section 8, the second paragraph mentions CG, I'm assuming that's CNG.
(Member Bleck)

MOTION A motion was made by Bleck, seconded by Archuleta, to Approve.

VOTE The motion was approved by unanimous Roll Call vote.

5. Public Comment

- Raquel Baca-Tompson, Safe Outdoor Space.
- Kristen Woods, City Of Santa Fe Youth and Family Services.
- Nicholas Tharpe, Life Link

6. Presentations

- a. "Redefining Transit" Presentation
- b. Budget Review
- c. 5-Year Financial Plan

Postponed items c,e,d until the next Meeting.

- d. Budget Control Process
- e. System Ridership Report

7. Discussion and Possible Action Items

- a. Tab Election Of Chairperson And Vice-Chairperson

Committee Elected Aurore as Chair and Andreas as Vice Chair.

- b. Tab Member Appointments

Held for next Meeting no vote or motion.

- c. Selection of Meeting dates for FY 25

A unanimous roll call vote was held to approve the meeting dates.

First and third month of each quarter, usually on the fourth Thursday:

March 27th
April 24th
June 26th
July 24th
September 25th
October 23rd

December 11th

8. Next Meeting:

a. Thursday, March 27, 2025

9. Adjourn

_____ Chair

Kassandra Garcia _____ Liaison

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

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

Revenue	2025 Revised Budget	2025 Actual	Encumbrances/Requisitions	2025 Available	Percent	Comments
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
Total Revenues		\$ (715,041.87)				

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

Expenses						
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%
Total Expenses		\$ 4,489,849.96	\$ 1,055,009.54		