



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT  
BOARD MEETING AGENDA**

**May 6, 2016  
9:00 AM - 1:00 PM  
Jim West Regional Transit  
Board Room**

**CALL TO ORDER:**

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – April 8, 2016
7. PUBLIC COMMENTS

**PRESENTATION ITEMS:**

- A. Recognition of Mr. Jon Bulthuis Service to the North Central Regional Transit**  
*Sponsor: Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director*

**ACTION ITEMS:**

- B. Discussion and Consideration of NCRTD Board Attendance Report, April 2015 – March 2016**  
*Sponsor: Anthony J. Mortillaro, Executive Director.*  
*Attachment.*
- C. Discussion and Consideration of Resolution No. 2016-14 Authorizing a Budget Amendment to Increase the FY2016 Budget for the 5304 Federal Funding for Planning, Member Contributions, Fund Balance for the Santa Fe Trails Consolidation Study and Resolution No. 2016-15 Authorizing the Use of Fund Balance for Capital Outlay**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*  
*Attachment.*

- D. Public Hearing and Presentation and Discussion of the Draft FY2017 Budget**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*  
*Attachment*
- E. Discussion and Consideration of Resolution No. 2016-16 Adopting a Preliminary Fiscal Year FY2017 Budget.**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*  
*Attachment*
- F. Discussion and Consideration of Resolution 2016-17 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for the following project: a Maintenance Facility, Wash Bay, and Fueling Station**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager.*  
*Attachment*
- G. Discussion and Consideration of Resolution No. 2016-18 Authorizing NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Conduct a Coordinated Human Service and Public Transportation Plan for the Four-County Service Area**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager.*  
*Attachment*
- H. Discussion and Consideration of Resolution 2016-19 Requesting the Los Alamos County Council to Consider a Long Term Commitment for an Annual Contribution to the NCRTD**  
*Sponsor Board Member Joe Maestas and Board Member Charlie Dorame*
- I. Discussion and Consideration of Investment of District Funds Summary**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director*  
*Attachment.*

**DISCUSSION ITEMS:**

- J. Financial Report March for 2016:**  
*Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director.*  
*Attachment.*
- K. Finance Subcommittee Report:**  
*Sponsor: Chair Pete Sheehey and Anthony J. Mortillaro, Executive Director.*  
*Minutes from February 26, 2016.*
- L. Tribal Subcommittee Report:**  
*Sponsor: Chair Charles Dorame and Anthony J. Mortillaro, Executive Director.*  
*None*

**M. Executive Report and Comments from the Executive Director:**

- 1.) Executive Report for April 2016
- 2.) Performance Measures for March 2016
- 3.) Ridership Report for March 2016

**MATTERS FROM THE BOARD**

**MISCELLANEOUS**

**ADJOURN**

**NEXT BOARD MEETING: June 10, 2016 at 9:00 a.m.**

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 6, 2016**

**Agenda Item - B**

**Title:** NCRTD Board Attendance Report, April 2015 – March 2016

**Prepared By:** Anthony J. Mortillaro, Executive Director

**Summary:** At the April Board meeting, staff was requested to re-review the Board attendance report. The staff did look at all of the minutes for the time period of April 2015 through March 2016 and discovered only one discrepancy in the prior report related to Santa Clara's attendance, which has been corrected in the revised attached report.

**Background:** In accordance with the Amended and Restated Bylaws adopted by the Board of Directors on February 5, 2016, the Board Attendance Report is required to be reported for the period of April 2015 – March 2016.

Per Section 9.10 of the Bylaws, the Executive Director shall annually review each Director's compliance with these Bylaws and each Director's attendance and report the information to the Board at the regular meeting in April of each year.

**Recommended Action:** It is recommended that the Board review and accept the report.

**Options/Alternatives:** The Board may consider the following options/alternatives:

1. Take no action; or
2. Provide further direction.

**Attachments:**

Board Attendance Report - Revised, April 2015 – March 2016



## NCRTD Board Attendance Report April 2015 - March 2016

NCRTD Member	April	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Total Present	Total Absent
	2015	2015	2015	2015	2015	2015	2015	2015	2015	2016	2016	2016		
Los Alamos County	P	P	P		P	P	P	P	P	P	P	P	11	0
Rio Arriba County	P	P	A		P	A	P	P	P	A	P	P	8	3
Taos County	P	P	P		P	P	P	P	A	P	P	P	10	1
Town of Taos	P	P	P		P	P	P	P	P	P	P	P	11	0
Santa Fe County	P	P	A		P	P	P	P	A	P	P	P	9	2
Pueblo of Pojoaque	P	P	P		A	P	P	P	P	P	P	P	10	1
Pueblo de San Ildefonso	A	P	A		P	P	P	P	A	P	P	P	8	3
Ohkay Owingeh	A	A	P		A	P	P	P	A	A	P	P	6	5
Pueblo of Santa Clara	A	P	P		P	P	A	P	A	A	A	P	6	5
Pueblo of Tesuque	P	P	P		P	A	P	A	A	P	A	P	7	4
City of Santa Fe	P	P	P		P	A	A	P	P	P	P	P	9	2
City of Española	A	P	P		P	A	P	P	P	A	P	P	8	3
Town of Edgewood	P	A	P		A	A	A	P	P	A	A	P	5	6
Pueblo of Nambè	A	A	P		P	P	A	A	P	A	A	A	4	7



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 6, 2016**  
**Agenda Item - C**

**Title:** Resolution No. 2016-14 Authorizing a Budget Amendment to Increase the FY2016 Budget for the 5304 Federal Funding for Planning, Member Contributions, Fund Balance for the Santa Fe Trails Consolidation Study and Resolution No. 2016-15 Authorizing the Use of Fund Balance for Capital Outlay

**Prepared By:** Troy Bingham, Finance Director

**Background:** This budget amendment coincides with Board discussions at the March 2016 meeting authorizing a letter of intent regarding the exploration of the Santa Fe Trails Transit System Consolidation into the NCRTD to the Santa Fe City Council for approval. The City of Santa Fe approved that letter of intent at their April 13, 2016 Council meeting.

**Summary:** A request to amend the FY2016 budget and incorporate additional revenues of \$120,000 from the 5304 federal funding for planning, and \$15,000 from the City of Santa Fe would offset the \$150,000 of expenditure authority, with NCRTD fund balance covering the remaining \$15,000 of the project.

<b>INCREASE REVENUE(USE)</b>	
5304 Federal Transit Funds (Planning)	\$ 120,000
Member Contribution	\$ 15,000
Use of Fund Balance	<u>\$ 15,000</u>
	\$ 150,000
<b>INCREASE EXPENSE</b>	
Contractual Services	\$ 150,000

**Recommended Action:** It is recommended that the board approve; a) Resolution No. 2016-14 authorizing a budget amendment to increase NCRTD's budget by \$150,000 and, b) approve Resolution No. 2016-15 Approving the Use of Fund Balance.

**Options/Alternatives:**

1. Take no action or partial action stopping the study from being procured in FY2016; or
2. Adopt the resolution.

**Fiscal Impact:** There is sufficient funds for all the projects cited based on their anticipated revenue sources. The actual expenditures will most likely occur in FY2017, since the amount of

time required to procure a qualified firm through Request for Proposals will push the project into July 2016.

**Attachment:**

Resolution No. 2016-14 Approving FY2016 Budget to be amended

Resolution No. 2016-15 Approving the Use of Fund Balance



**North Central Regional Transit District (NCRTD)  
Resolution 2016 -14**

**ADOPTION OF A RESOLUTION FOR AMENDING THE FISCAL YEAR 2016  
BUDGETED REVENUES AND EXPENDITURES**

**WHEREAS**, the Governing body in and for the NCRTD has developed a budget for Fiscal Year FY2016; and

**WHEREAS**, the District was awarded additional funds for performing a consolidation study of transit services by NMDOT; and

**WHEREAS**, the City of Santa Fe City Council has approved their \$15,000 participation in the study's match requirement; and

**WHEREAS**, the staff is requesting budget authority of \$150,000 in fiscal year 2016 for these items, and anticipates additional revenues of \$135,000 from outside sources and \$15,000 from the Fund Balance (\$688,552 was previously authorized in fiscal year 2016 as part of the original and amended budget).

**WHEREAS**, the Board of Directors of the NCRTD hereby approves the following budget increase of \$150,000 in revenue and expenditures, in compliance with the District's financial policies; and

**REVENUES**

○ 5304 Federal Transit Funds -	\$ 120,000
○ Member Contributions	\$ 15,000
○ Use of Fund Balance -	\$ 15,000
Total Revenue Increase-	\$ 150,000

**EXPENDITURES**

Expenditure Increases per Agenda Report - \$ 150,000

**WHEREAS**, the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the budget amendment described herein and amended FY 2016 budget and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

**NOW, THEREFORE BE IT RESOLVED** by the NCRTD Board of Directors that the request to increase funds within the expenditure budget line items and increase revenues in the amount of \$150,000 as attached hereto amending the FY 2016 budget is approved and adopted this 6th day of May, 2016.

\_\_\_\_\_  
Daniel Barrone, Chairman

Approved as to form:

\_\_\_\_\_  
Peter Dwyer, Counsel



**North Central Regional Transit District (NCRTD)**

**Resolution 2016-15**

**A RESOLUTION APPROVING THE USE OF THE RESERVE FUND FOR GRANT MATCHING FUNDS CONSISTENT WITH THE OCTOBER 9, 2015 ADOPTED FINANCIAL POLICIES**

**WHEREAS**, the Board of Directors adopted an amended District Reserve Policy on November 8, 2013; and

**WHEREAS**, the District's Reserve Policy authorizes the use of reserve funds in certain limited conditions; and

**WHEREAS**, Section 3-Reserve Policy, Paragraph 3E-Approval for the Use of Reserve Fund, authorizes the use of funds for budget stabilization, capital and capital replacement, service enhancements, and debt service; and

**WHEREAS**, the Board, after thorough consideration and the staff, find that it is prudent to authorize the use of reserve fund balances. The Board authorizes the use of \$ 15,000 of NCRTD reserve funds for FY2016 for the Santa Fe Trails Consolidation Study as a portion of the local match to NMDOT's 5304 Federal Funds for Planning.

**NOW THEREFORE BE IT RESOLVED BY THE NCRTD BOARD THE APPROVAL OF THIS RESOLUTION ON THIS 6th DAY OF MAY, 2016.**

\_\_\_\_\_  
**Daniel Barrone, Chair**

**Approved as to form:**

\_\_\_\_\_  
**Peter Dwyer, Counsel**



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 6, 2016**

**Agenda Item - D**

**Title:** Public Hearing and Presentation and Discussion of the Draft FY2017 Budget.

**Prepared By:** Anthony J. Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director

**Summary:** See attached budget and summary.

**Background:** Annually a draft budget is prepared and initially submitted to the Finance Subcommittee and then forwarded to the Board with recommendations. A final budget is required to be adopted by the Board by June 30, 2016 and submitted to the Local Government Division of the Department of Finance and Administration, State of New Mexico.

**Recommended Action:** At the Finance Subcommittee meeting on April 22, 2016, the Committee moved unanimously to recommend approval of the budget as presented. It is proposed that the Board discuss the draft FY2017 budget and provide direction to staff regarding the adoption of a preliminary budget. The final consideration of the FY2017 Budget is also scheduled for June 10, 2016 and following that hearing the Board would act on adoption of the Budget by resolution.

**Options/Alternatives:** None, a preliminary budget is required to be adopted by the Board. The Board can elect to accept the budget as recommended by the Finance Subcommittee or to initiate additional modifications.

**Fiscal Impact:** See attached budget.

**Attachments:**  
FY2017 Draft Budget



*The Mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico, in order to enhance the quality of life of our citizens, by providing mobility options and to spur economic opportunity throughout the region.*

## **EXECUTIVE DIRECTOR'S BUDGET MESSAGE**

Dear Board of Directors and Citizens of the North Central Regional Transit District:

I am pleased to present for your review and consideration the North Central Regional Transit District (District) proposed Budget for Fiscal Year (FY) 2017. The proposed budget reflects compliance with the Finance Policies, direction provided to staff on an ongoing basis by the Board, the Long Term Financial and Strategic Plan (LTFP) and the adopted Capital Investment Plan (CIP). In order to ensure that this proposed budget and future budgets prioritize investments and allocate resources in a manner aligned with the future direction of the District over the next twenty (20) years, the Board adopted the District's first ever Long Range Strategic Plan, and as resources permit the strategic initiatives that are prioritized therein and targeted for implementation for the upcoming fiscal year have also been incorporated into the proposed budget. The proposed budget contained herein is aligned with the following Vision statement:

*“To be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.”*

You will note that the budget as proposed contains funds focused on this Vision and in particular the rollout of more transportation services: with the focus on enhancing connections; implementation of technology enhancements; supporting the economy and environment; and our continued diligence to provide exceptional service to the 235,303 residents of the communities we serve in Santa Fe, Taos, Rio Arriba and Los Alamos Counties.

During 2016 the District saw the following accomplishments:

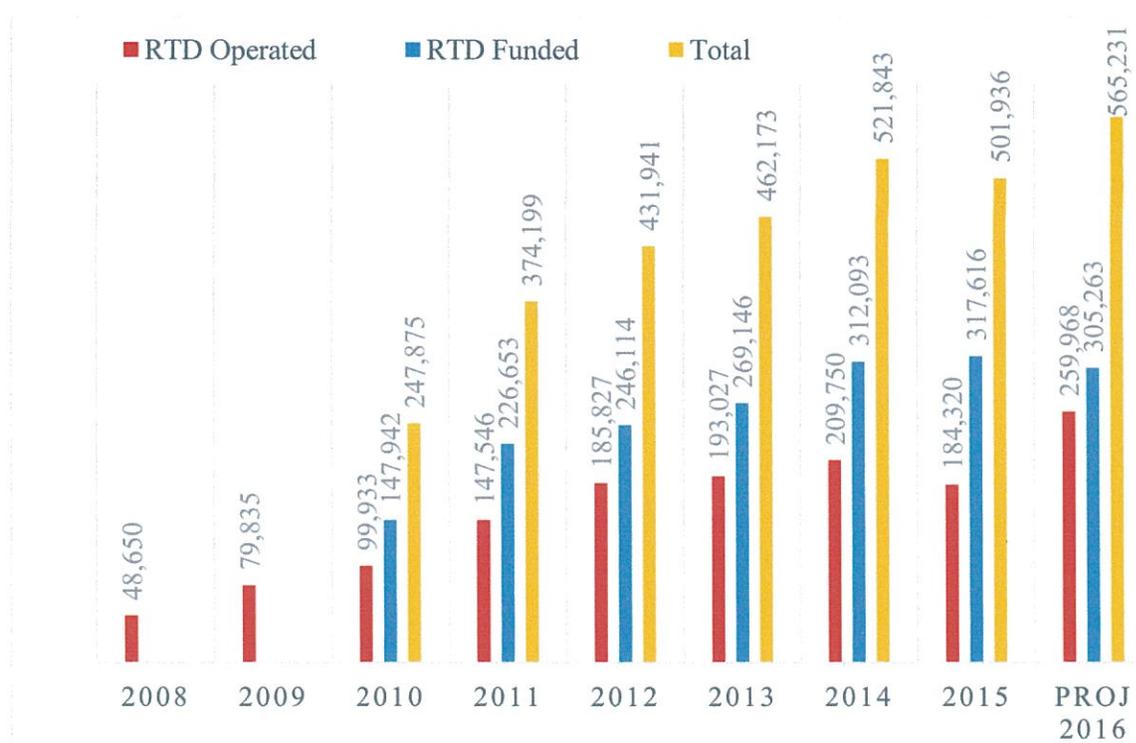
- Implemented the final stages of Intelligent Transportation System (ITS) and in the process of rolling out the Google Trip planning function.
- Completed the acquisition of the Town of Taos Chile line and have integrated the system into the District's operations.
- Completed a Long Range Strategic Plan which is a 20-year blue print for the future.
- Implemented its transparency and accountability portal known as OpenGov.
- For the second year in a row the District has received no findings during its annual audit review.
- Completed a system wide assessment of all bus stops for ADA compliance and finalized the ADA Transition Plan.
- Successfully launched and operated the Mountain Trail pilot route providing service to Santa Fe Ski area and Santa Fe National Forest.
- Welcomed the addition of a new member entity, the Town of Taos.
- Acquired nine (9) new replacement buses.

### Long Term Financial and Strategic Planning Approach to the Budget

As a result of past and ongoing conservative fiscal practices the District continues to withstand the impacts from a prolonged recession that continues to challenge the state of New Mexico and has contributed to the stable and healthy financial condition we enjoy today. The Long Term Financial and Strategic Plan continues to provide us the ability to focus our efforts on long-term initiatives, including funding for necessary service delivery, maintenance and capital needs, without compromising our financial future and allows us to balance our attention on both the short-term and long-term needs of the District. This strategic emphasis permits the District the latitude to determine what level of service is sustainable over a long period of time so that reserves can be maintained and enhanced during positive economic periods and spent in a period of difficult financial transitions in order to maintain service levels. The continued availability of quality and essential public transportation is of critical importance to our constituents and our District's future.

### Ridership

This ridership chart illustrates the existing 23 fixed-route services currently operated and funded by the District. The District also operates two Demand Response routes, one dial-a-ride service; the Route 210 which serves the Pojoaque and Nambé Pueblos and a complementary Paratransit service in the Taos area. In addition, the District funds regional services operated by Los Alamos County, the City of Santa Fe, and Rail Runner.

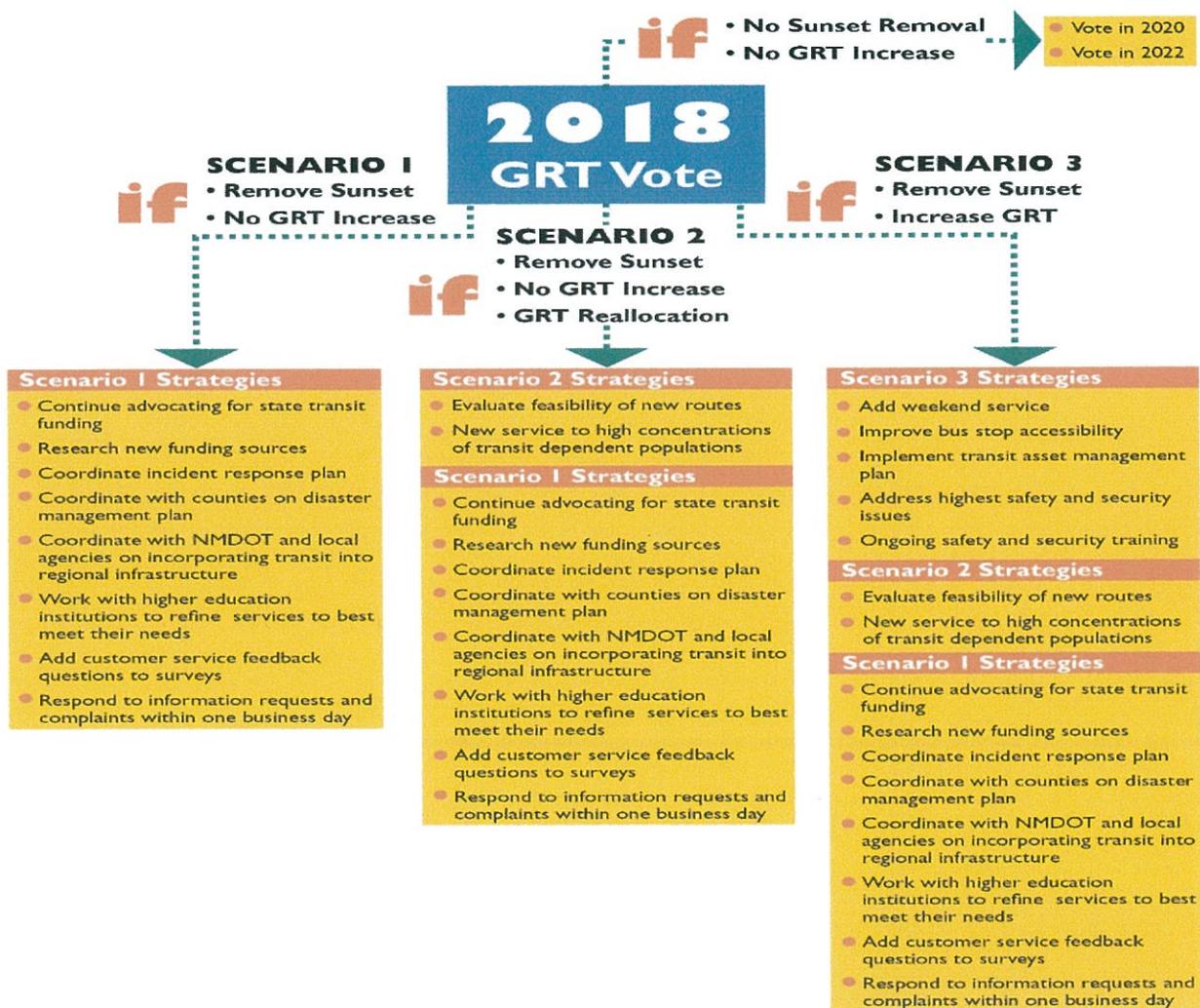


The District experienced an all-time high in ridership in FY2014 with 209,750 riders. This is an 8.7 percent increase (eight times the 2013 national average for increased trips on public transportation) over the previous year. It is projected that ridership will reflect an increase over previous years for FY 2016. Since 2008, the District has served nearly 3.2 million riders.

**Board Strategic Goals**

1. A well-maintained, safe, and reliable transit system;
2. A connected and accessible transit system;
3. A transit system that encourages economic development and vitality;
4. Regional collaboration on transit service needs and investments;
5. A transit system that protects and enhances the built and natural environment;
6. A reliable and responsive transit agency that provides great service to all customers.

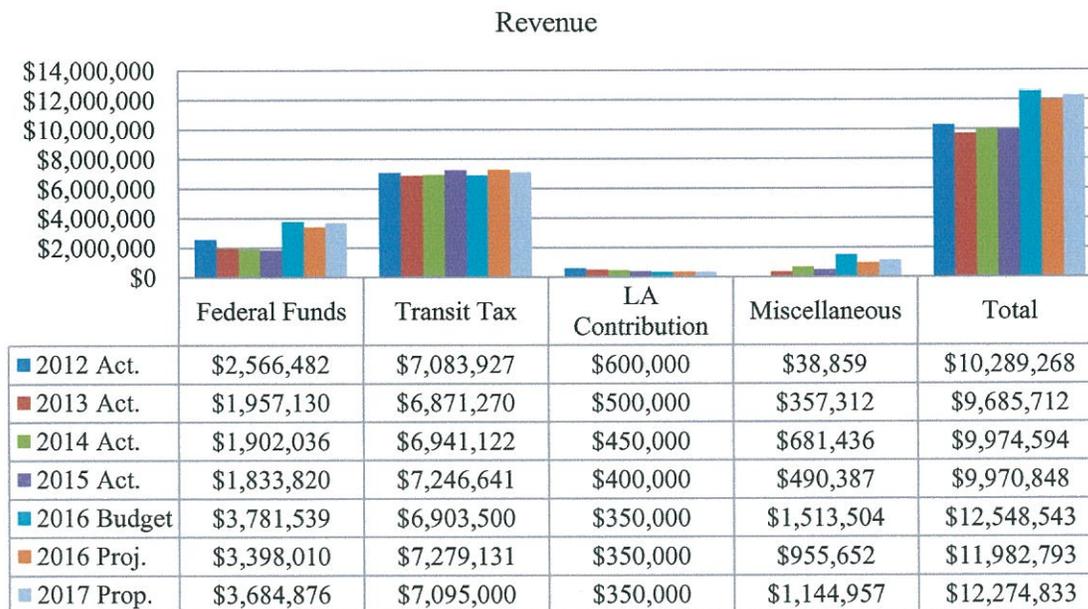
The Goals outlined above require an ongoing investment into the District. The cost estimated to fund solely the high priority strategies that accompany these Goals is estimated to cost \$65 million over a 20-year period. The cost to implement all the associated strategies is \$100 million over the 20-year period. The strategies range from a minimal action approach (Scenario 1) that would not readily allow for any substantial growth in District services to a doubling of the existing 1/8 cent GRT (Scenario 3), which would allow the District to fully implement the goals and strategies in the strategic plan in the next 20 years. All financial scenarios include the removal of the District’s GRT sunset. Implementation of these strategic goals is anticipated as reflected in the following illustration.



## Revenues

The Transit GRT revenue source comprises approximately fifty-nine percent (59%) of the District's operating revenues in FY 2017. The balance of the District's revenue is derived from federal allocations (30%), the Los Alamos County contribution (3%) and miscellaneous revenues (2%). Lastly, this year's budget proposes to utilize cash balance in accordance with the District's reserve policies to provide funding for the capital investment acquisitions not fully covered by federal funds as well as the continuation of trial routes. The cash balance contribution represents six percent (6%) of the composition of FY 2017 revenues.

Fiscal Year 2016 was the fourth year in which a decline in the Transit Gross Receipts Tax in Los Alamos County resulting from a reduction in spending by the Los Alamos National Laboratory (LANL) was experienced. However, due to a leveling of spending by LANL and the continuing increase in Santa Fe and Taos County Transit Gross Receipts the decline in Los Alamos County revenues was offset. Furthermore, major multi-year one-time economic activity in our region, such as the major reinvestment in the Taos Ski Valley and extensive mitigation of environmental issues at the closed Questa mine are reflecting increased spending in the region. As a result, a projection for slightly increased Transit GRT revenues has been incorporated into this budget compared to the baseline projection utilized for FY 2016.



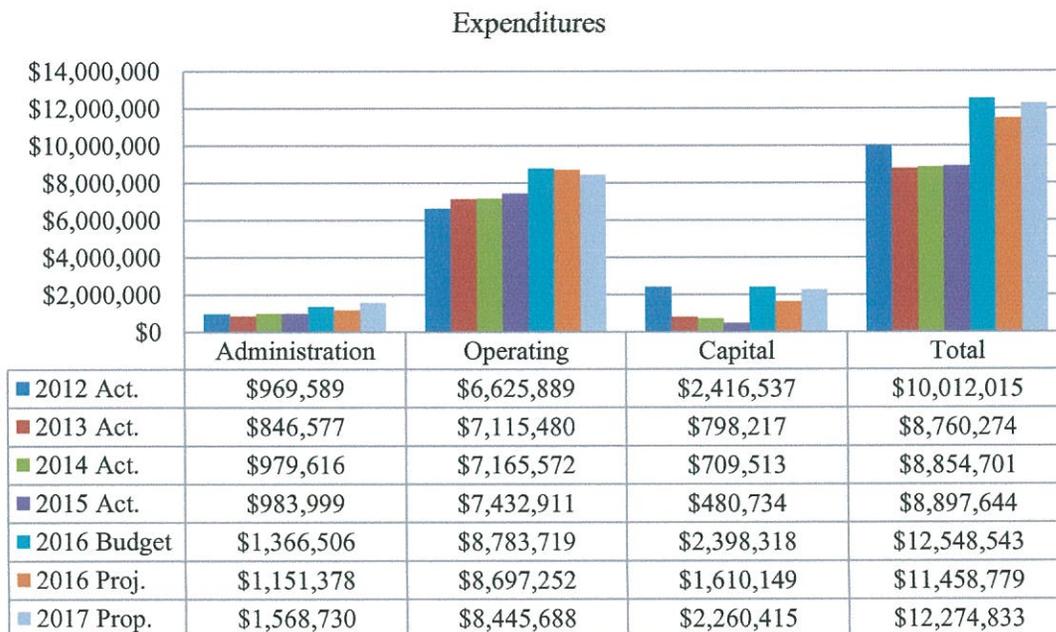
The New Mexico Department of Transportation Rail and Transit Division (NMDOT) that disperses 5311 Federal funding provided the District with a 12% increase in Administration revenue and a 4% increase in Operations revenue and an allocation in 5311 Capital funding which increased by 15%. However, these funds are only budgeted at 75%, due to the difference in the District's budget year (July – June) as opposed to the federal fiscal year (October – September). In addition, 5310 funding for capital fleet replacement has been awarded for FY 17. The budget also contains funding contributions from various entities to fund the second year pilot of the Mountain Trail route. Tribal transit funding 5311(C) is expected to decline due to an increase in tribal recipients nationwide.

The long term status and stability of federal funding was addressed by Congress with the adoption of the FAST Act. The NMDOT has reported that the funding allocations contained therein for New Mexico is slightly increased. However, this budget does not reflect the flow through of the funds contained within the FAST Act, since the NMDOT pass-through funds to the District lag

the federal funding cycle by one year. In addition, the funding contribution from Los Alamos County has been integrated into the proposed budget, which is similar to last year’s allocation. It is not known whether a contribution will continue for future years, therefore a projection has not been incorporated into our long term financial plan and its impact will need to be closely monitored and adjustments may need to be made in the District’s Transit GRT allocation for regional services provided by other entities in near future years. The budget as presented utilizes reserve funds (cash balance) that has been accumulated for the express purpose of meeting matching federal requirements on capital replacement as well as non-federally funded capital and for service enhancements. A total of \$877,457 is proposed to be transferred from reserves which includes some minor prior year reserve allocations totaling \$228,723 that are being re-budgeted since the projects that were to utilize these funds are being carried forward.

**Expenditures**

The proposed budget is balanced for FY17. Overall expenditures for FY 17 total \$12,274,833. In comparison, the budget as amended for FY 16 totaled \$ 12,548,543. The FY 17 budget represents a decrease of \$273,710 or (2.4%) below FY 16 spending. The largest portion of the decrease was in the capital budget that decreased \$137,903 related to capital carryover from FY16. The budget as presented provides for the continued implementation of new and modified routes, specifically the second trial year for the Mountain Trail route and the purchase of the leased vehicle utilized on this route during year one and the newly commenced La Cienega/Los Golondrinas route, ongoing capital investment and the maintenance of existing service levels. Of the total expenditures, \$4,587,300 (38%) is allocated within the Operating budget and related to the NM Rail Runner Express, Los Alamos Atomic City Transit and Santa Fe Trails to fund regional services that they provide as approved by the Board.



For FY 17, changes in the State Health Insurance plan will result in a 1% increase in premiums projected to take place in July 2016, which will increase both the District and Employees contributions. Lastly, the District’s Collective Bargaining Agreement expires as of June 2016 and a placeholder has been provided within the budget in anticipation of a collective bargaining outcome. A 3% increase is budgeted to fund the Performance Matrix that is adopted annually by

the Board for non-represented employees. As in previous years a modest increase in other general expenses overall have been incorporated into this proposed budget.

### **Capital Investment Plan**

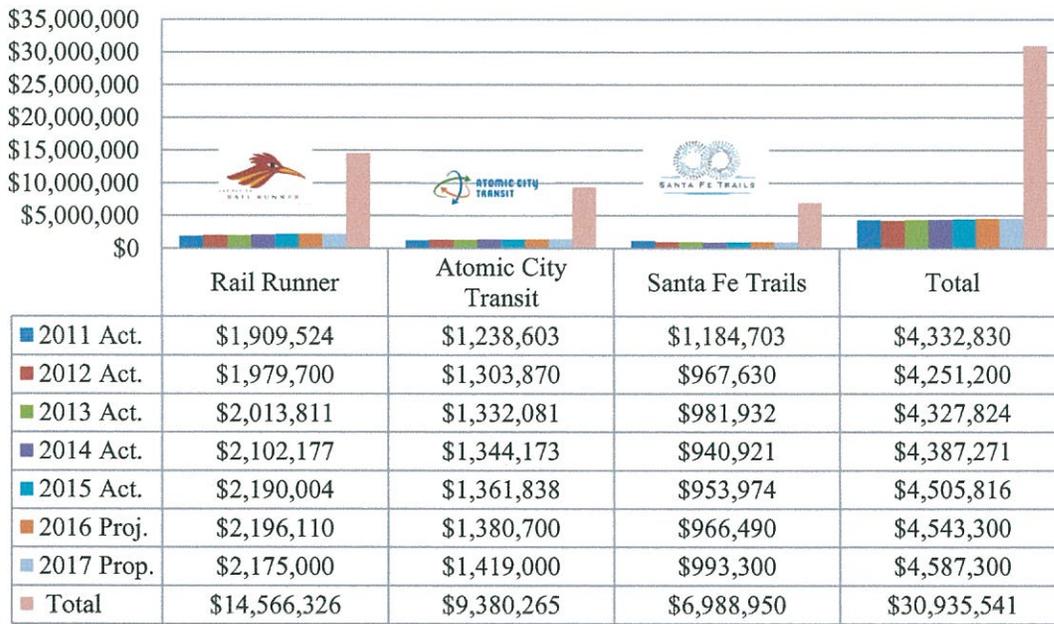
The FY 17 budget anticipates continued capital investment in replacing the fleet that has met its useful life and which will provide for the replacement of fourteen (14) buses and the acquisition of the leased bus. Additional federal funding has been acquired for the District to implement its ADA assessment of its bus shelter stops and to construct modifications to ensure that they meet all federal accessibility requirements. Expansion of office space in the Dispatch area has been proposed in order to address the need for additional work areas and further usage of underused vacant space. Several capital expenses from last fiscal year are being carried forward due to cost increases, delivery issues and construction timing.

<i>Capital Expenditure</i>	<i>Cost</i>
<i>Replacement Admin service vehicle</i>	<i>\$35,000</i>
<i>5311 Bus replacements and lease buyout (12 units)</i>	<i>\$1,175,332</i>
<i>5310 Bus replacements (3 units)</i>	<i>\$242,553</i>
<i>Shelters and Stops with solar lighting</i>	<i>\$25,000</i>
<i>Bus stop surface improvements</i>	<i>\$10,000</i>
<i>TAP (Project Management and construction)</i>	<i>\$360,000</i>
<i>Standby Emergency Generator, pad and fencing</i>	<i>\$103,000</i>
<i>Copier</i>	<i>\$40,000</i>
<i>Office Addition</i>	<i>\$22,000</i>
<i>Replacement Bus DVR's (5)</i>	<i>\$25,000</i>
<i>Vehicle Interactive Voice Response</i>	<i>\$30,993</i>
<i>Intelligent Transportation System Improvements Taos Fleet</i>	<i>191,537</i>
<i>Total</i>	<i>\$2,260,415</i>

### **Regional Interconnectivity and Transit Tax Allocation**

As a regional entity the District provides funding for Board approved regional services delivered by Santa Fe Trails, Los Alamos Atomic City Transit and the NM Rail Runner Express. The funding derived from Regional Transit Gross Receipts Taxes contributed to these entities comprises \$4,587,300 (65 %) of the total District Transit GRT revenues projected to be collected in FY 17 in the amount of \$7,095,000.

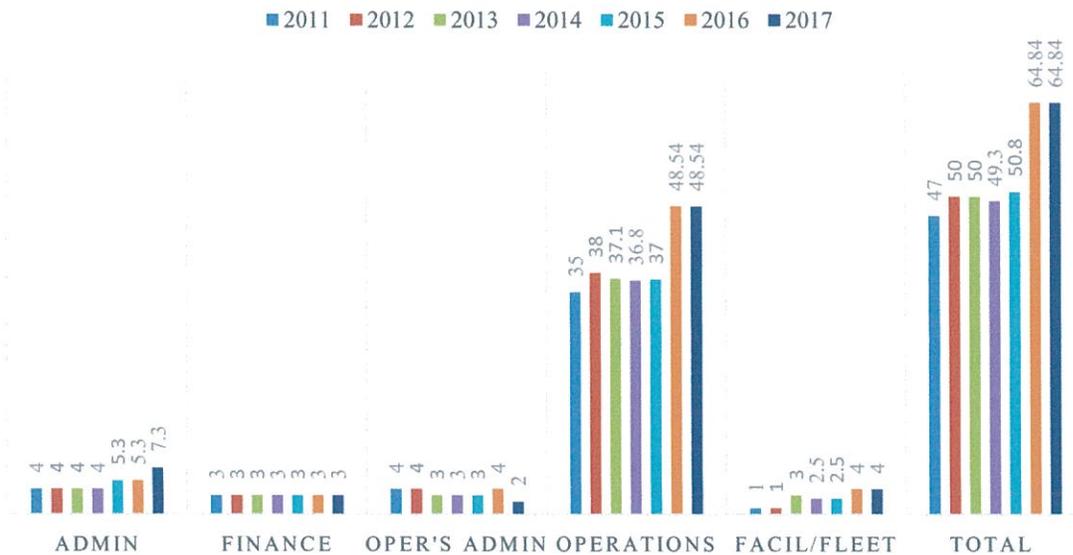
Regional Transit Tax Allocation



**Staffing and Classification Adjustments**

Personnel and staffing levels are similar in Full Time Employee Equivalencies (FTE's) as in FY 2016. Several temporary positions have been converted to FTE's in order to retain those employees however, the overall total number of employees filling those positions will decline.

FTE HISTORY



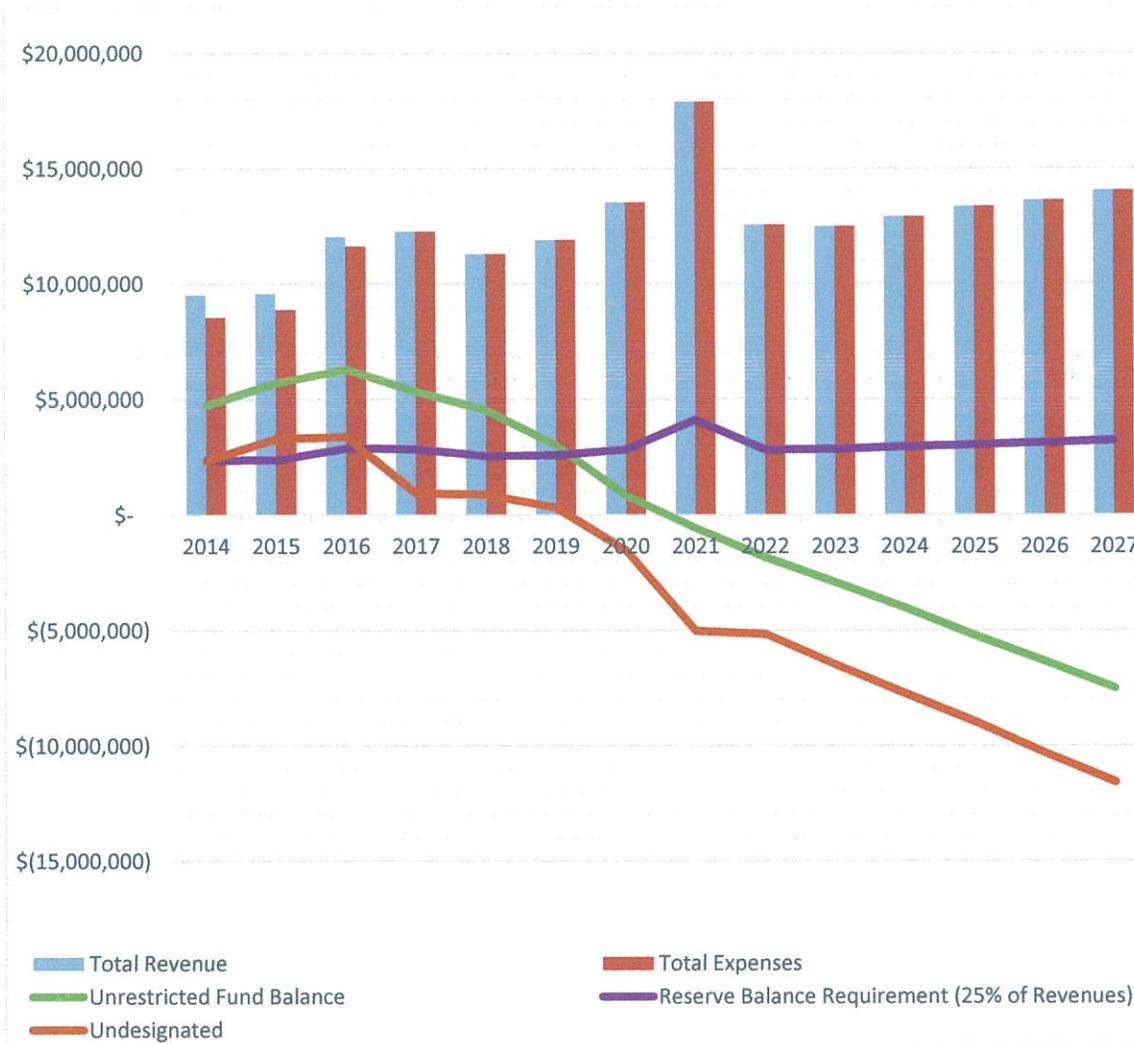
A salary survey was completed in January 2016. The results of the survey recommended an adjustment in pay ranges for all non-represented positions. As a result, some employees whose current pay is below the new minimum pay rate for the position will be receiving adjustments in

order to elevate them to a starting pay rate for their particular classification. Funding for these modifications have been incorporated within the specific departments budgets.

### **Long Range Financial Plan (LRFP)**

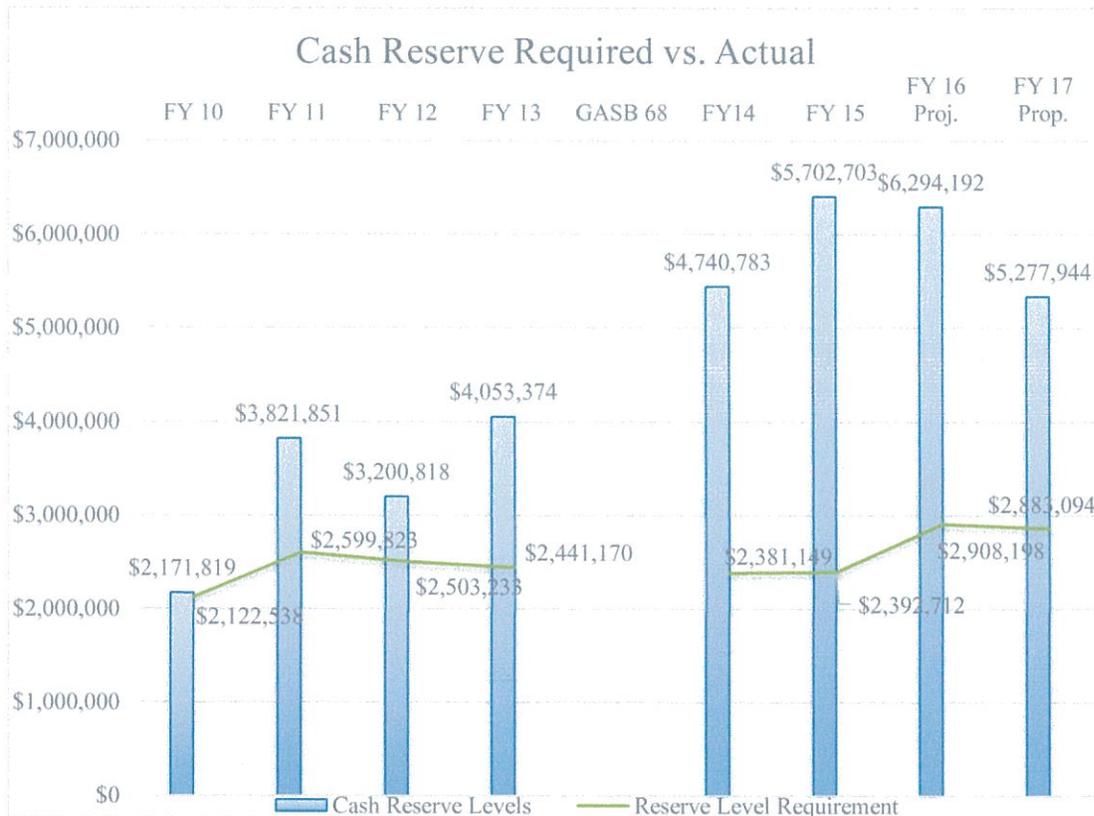
The LRFP reflects an update of the moderate case scenario, the proposed FY 17 budget, the CIP and future revenue and expenditure implications. Overall the District will continue to meet the Board's requirement for a 25% reserve amount through 2020 provided that no degradation of revenues occurs over the next several years. As of FY 2018 the Los Alamos contribution is unknown and therefore is not factored into this analysis as a revenue source. The undesignated reserves will reach zero balance by 2019 and unrestricted fund balance is projected to decline to zero balance by 2021 based upon the spending reflected in LRFP. Influencing these projections is the recent GASB requirement to account for the PERA pension restatement. When the PERA pension restatement is removed from the analysis the undesignated and unrestricted fund balances will reach a zero balance by 2020 and 2022 respectively. However, the LRFP contains various strategies that can be employed to moderate the aforementioned decline of the undesignated and unrestricted fund balances to ameliorate the projected scenario in advance of such an occurrence.

In the event that revenue degradation occurs during the term of this Long Range Financial Plan the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the undesignated and unrestricted reserves to balance the budget. Lastly, the NCRTD GRT will need to be renewed through a District wide election as envisioned in the Long Range Strategic Plan. The initial effort to remove the sunset on the tax is anticipated to occur in 2018. Based upon this Moderate Case Scenario the addition of new routes other than those approved in the adopted Short Range Transit Service Plan cannot be funded unless a reoccurring revenue source is generated. Furthermore, the costs associated with the Long Range Strategic Plan have not been factored into the LRFP.



**Cash Reserve Levels:** Following is a chart that shows the required cash reserve levels and actual and projected cash reserve levels. Statutorily the District is required to maintain a minimum of 8% of expenditures as a cash reserve. The Board’s adopted policy is to maintain a 25% cash reserve level, which is due to the variability of the Districts varied revenue sources. The District does have cash reserves that exceed the Board’s funding requirement, however, when viewed in the context of the Long Range Financial Plan these funds can only be utilized in accordance with the District’s financial reserve policies.

The usage of the project carryovers and reserve balance is contained in the revenues to balance the budget. The funds being utilized are related to: a) TAP project, b) fleet match requirements, c) service enhancements for the pilot La Cienega/Las Golondrinas and the Mountain Trail second year pilot, d) shelters with solar lighting and standalone bus stops, emergency generator, ITS, and other capital improvements that are not fully federally funded. The total amount being utilized is \$877,457 for comparison purposes in FY 16, \$688,552 was budgeted for similar qualified uses as provided for within the Reserve Policy. Project carryovers are being utilized for a portion of “a” and “d” and capital reserve funds for item “b” and “c” and carryovers comprise a total of \$228,723 or 27% of the reserves being budgeted for FY 17. The overall reserve balance exceeds the 25% Board requirement of \$2,883,094. The projected balance for ending FY 16 is \$6,294,192. The reserve allocation being requested represents approximately 13% of the projected ending balance.



### **Service Excellence**

The proposed budget contains funding to continue our emphasis on “Service Excellence”. This program focuses on serving the district’s customers and represents the values that the District embraces in all interactions with its customers and with each other. The FY 17 budget continues funding to embed these values further into the organization and our practices.

### **Regional Contributions**

Los Alamos County although facing leveling revenues and stabilization in its own economy continues to fund its regional program which the District is a recipient of. For this fiscal year their contribution is anticipated at \$350,000. This fiscal year the budget also contemplates continued funding contributed by the City of Santa Fe, Santa Fe County, Rio Metro RTD, and Ski Santa Fe towards the second year pilot of the Mountain Trail route. Lastly, the budget reflects uniquely the joint study of merging the Santa Fe transit system into the District. Our four county region continues to share the challenge of an ongoing recessionary economy and a continuation of anemic tax revenues along with ample demands for services which we will need to continue to work together to assure that quality of life in our service area is maintained and enhanced as resources permit. Lastly, during this year’s Legislative Session a capital outlay funding bill was passed, therefore, an appropriation of \$93,000 for bus capital is incorporated into this budget. We value the support of our member entities and of our state and federal legislators.

### **Acknowledgements**

The preparation of this budget has been a collaborative effort involving each department head and specifically Troy Bingham, Finance Director and Pat Lopez, Finance Analyst. The staff carefully reviewed their programs and challenged themselves to operate within their means and to implement cost-saving efficiencies wherever possible, while preserving those things that make the RTD a great transit agency.

This proposed budget continues to provide for prudent spending, wise capital investment, service improvement, safety, security, reliability and just as significantly, investment in our employees who are the most essential asset of the District.

Upon reflection of our history, and looking forward, it is quite apparent that we are fulfilling the mandates outlined in the statutory law that created regional transit districts and we look forward to serving and enhancing the quality of life for residents in the more than fifty-one (51) communities in the four-county region we serve. The high level of customer interaction we provide is only achievable due to the dedicated cadre of employees who provide exceptional service on a daily basis and the leadership of the Management Team and the vision and support of the Board of Directors.

Lastly, I want to recognize the fact that measures we have taken in previous budget years have contributed to the stable and healthy financial condition we enjoy today. The choices that we have made in this budget and the direction that has been chartered through our Long Range Strategic Plan have set a vision for the next 20 years that will equally contribute to a fiscally healthy future and vastly responsive level of service to our constituency.

Sincerely,

A handwritten signature in blue ink, reading "A. J. Mortillaro". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Anthony J. Mortillaro  
Executive Director

# 2017 Budget Guide

## Organization of the Adopted Budget Plan

The purpose of this section is to describe the contents of the 2017 Operating and Capital Budgets (Adopted Budget Plan) for the North Central Regional Transit District. This section is an aid for those who wish to analyze the budget in detail. The Tables of Contents in the beginning of the budget book and on the tabs in the beginning of each section provide further direction to the reader.

### Transmittal Letter

The Transmittal Letter from the Executive Director and is an overview of the District's operations and finances for the upcoming fiscal year. It includes summaries and revenues, expenditures and staffing, service indicators, and a profile of the service area.

### Budget Guide

In addition to providing an outline of the Adopted Budget Plan, the Budget Guide explains the District's financial and budgetary policies, including the rationale for their adoption and the manner in which they are implemented and monitored. The Budget Guide also contains a description of the budget management process, a budget calendar, and glossary of terms used in the Adopted Budget Plan.

### Fund Balance Analysis

The Fund Balance Analysis section defines the reporting structure of the District. This analysis reflects the trends in revenues, expenditures, and ending balances, over a fourteen-year period. Historical, current, and prospective information is provided.

By law, the budget must be balanced and expenditures cannot exceed available resources. A balanced budget occurs when total expenditures equal total revenues. The budget is also balanced in situations where total expenditures are less than total revenues, called a surplus. A third type of a balanced budget is when total resources (previous year balance plus current year revenues) are greater than total expenditures.

**Balanced Budget:**

- A) Total Revenues = Total Expenditures
- B) Total Revenues > Total Expenditures
- C) Total Resources > Total Expenditures

## Department Budgets

The Department Budgets present the Adopted Budget Plan by organizational unit. These sections describe the ten departments, their mission, functions, achievements for the past year, and priorities for the current year. Individual budgets, budget implementation narratives, organizational charts, and staffing level summaries are provided for each department.

## Capital Improvement Plan

The Capital Improvement Plan itemizes capital projects approved for 2017 and those planned for 2018 through 2027. This section discusses funding sources, and is used in the creation of the Fund Balance Analysis.

# Financial Policies

## Introduction

The District adopted a set of financial policies in 2011, relating to its overall finances and to particular funds. The policies were amended in 2013 and 2015 to provide clarification and updates in accordance with New Mexico state laws and statutes. They provide guidelines for decision-making by the Board of Directors and management on how the financial resources of the District shall be used to achieve the District's mission and provide public transportation services.

The District's purpose, which is to provide a public service, will only be accomplished so long as it remains a financially viable organization. In this vein, a balance of using the funds to provide that service and maintaining a reserve for possible future shortfalls must occur. The policy objectives are:

- Providing a comprehensive review of the District's sources and uses of funds for operating and capital expenditures.
- Tailoring the budget process into an effective management tool for setting financial priorities and meeting strategic objectives.
- Ensuring that the budget manages financial resources in a manner that:
  - ✓ Is prudent and sustainable
  - ✓ Meets financial requirements of medium and long-term capital needs
- Producing budget information that is:
  - ✓ Clear, comprehensible and transparent to employees and constituencies
  - ✓ Accurate, timely, and easy to access
- Monitoring and analyzing revenues and expenditures throughout the fiscal year for compliance and accountability.
- A quarterly cash and investment report and monthly one-year cash flow forecast report will be prepared.

- Current appropriations for all funds are limited to the sum available, unrestricted cash balances and revenues estimated to be received in the current budget year.
- All District departments will operate within the adopted budget. From time to time, the District will consider spending requests for new or expanded programs during the course of the fiscal year and to the extent possible, such increases to current operations will be funded by reoccurring current revenues unless the request is for a one-time activity that does not require an ongoing funding allocation. On occasion, there may be a need for Board action to draw funds from the District's reserve fund in order to meet unforeseen financial requirements.
- Capital assets owned by the District shall be maintained on a regular schedule. The District will recognize the impact of wear and tear of existing capital assets in the operating budget. Maintenance costs will be identified and incorporated into the annual operating budget as necessary. These costs include items such as renovations, maintenance and service contracts.
- District funds will be reconciled at the close of the fiscal year to determine the available cash balance at year end.
- Reports to the Board shall include Fiscal Impact discussions as to how they may affect the budget plus the estimated cost and benefit of the program or service in the current and future years.

### **Budgetary Control**

Budget control is maintained at the departmental/divisional level. The Executive Director has the authority to approve budget transfers between programs or departments. In no case may total expenditures adopted for the fiscal year exceed that which is appropriated by the District Board without budget amendment. For accounting purposes, the District reports the results of its operations in a single enterprise fund as part of its Comprehensive Annual Financial Report.

### **Operating Program**

The District utilizes a general operating fund, which will be used to account for all financial transactions required for the current operation of the public transportation system. The two primary components of this fund are:

#### Operating Income (Income Sources)

- Operating income includes revenues derived from the Regional Transit Gross Receipts Transit tax (NCRTD GRT)
- Federal Transit Grants\* (including tribal transit grants)
- Operating and capital assistance from federal, state, or local funds
- Passenger fares
- Contractual reimbursements or contributions (i.e. advertising sales, insurance proceeds, etc.)
- Interest income
- Other miscellaneous sources of revenue

\*For all federal transit grants awarded from New Mexico Department of Transportation (NMDOT), adherence to financial rules, regulations, and reporting will be complied with by

NCRTD as per the New Mexico State Management Plan for the Administration of Federal Transit Grants, the annual Federal Transit Administration (FTA) Certifications and Assurances, and any subgrantee federal funding contract/memorandum of agreement with NMDOT.

The District will continuously seek new revenues and will, to the extent consistent with its public transit objectives, pursue a diverse revenue base in an effort to maintain a stable revenue stream. Seeking revenue diversity will help shelter the District from short-term fluctuations in any one revenue source.

Revenues from the NCRTD GRT are tracked in a line item dedicated to that purpose. According to the ballot initiative that created the Regional Transit GRT, the funds are to be used to expand regional public transit in the four-county area. The District interprets this to mean that NCRTD GRT funds should be used to implement approved service plans per Board adopted resolutions. Approved service plans may include, but are not limited to, establishing entirely new regional routes; increasing the frequency of service on existing routes; purchasing more and larger vehicles so more riders may avail themselves of public transit; acquiring fixed capital assets and technology to solely be utilized on those approved regional routes, converting pilot projects to regular services; and coordinating with other service providers, such as Santa Fe Trails, Atomic City Transit, the Rail Runner, and Park & Ride to improve services and strive to provide a seamless transit experience to those in the District's service area.

The following definition has been adopted by the Board and will be utilized to ascertain whether a proposed regional route is eligible to be funded by NCRTD GRT:

1. It connects to a service that leaves the district such as the Rail Runner or Park & Ride; or
2. It crosses a jurisdictional line between Members;
3. It connects two or more Members;
4. It is solely within a single Member's local area but directly connects both in time and location with a service or route that makes possible travel outside the local area to another Member's area;
5. It connects two distinct and separate communities within one Member's area such as Questa and Red River in Taos County or Los Alamos and White Rock in Los Alamos County;
6. The Board of Directors will annually review all service plans within the region in order to determine regional routes by the qualification stated above. The board will have the ability to add or eliminate routes based on criteria for efficiency within the District.

The following funding allocation method will be used to determine the amount of NCRTD GRT that will be allocated toward Board approved services on an annual basis, as provided below.

Entity	Percentage of Total Fiscal Year Projected NCRTD Transit GRT Revenue
City of Santa Fe	14%
Los Alamos County	20%
Rail Runner	26%

NCRTD (Santa Fe County, Rio Arriba County, and Taos County)	40%
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In the event that NCRTD GRT revenue(s) do not materialize as projected in the adopted fiscal year budget, it is the Board's stated desire that funding for services will be retained to the extent feasible. In order to achieve this priority the Board will consider the adjustment of the percentage allocations described in the above allocation methodology excluding the Rail Runner whose funding is prescribed through an Intergovernmental Agreement dated February 2009. The modification in the revenue percentage allocations will be proportionate to the reduction in the NCRTD GRT revenue.

It is also the Board's priority that as a last resort, transit services provided solely and directly by the NCRTD should not be reduced. In the event that such a reduction is likely, the Executive Director may recommend to the Board for its consideration the use of operating reserves to the extent necessary and without violating the Reserve Policy requirements herein.

NCRTD GRT revenue that is deemed to be reoccurring revenue and not allocated for regional routes is placed in the operating reserve balance and reserve for service enhancements and as such maybe be available for allocation in the following year for expanded service of regional routes as recommended by the Executive Director and adopted by the Board on the basis of the methodology for the allocation of NCRTD GRT as described above. Prior to commitment of any remaining NCRTD GRT reserve operating balance in the ensuing fiscal year to expanded regional service routes, these routes must be included in the requesting entities annual service plan and adopted by the NCRTD Board as well. In no event will these funds be allocated for new or expanded service regional routes if it will result in the diminishment of the reserve operating balance requirements as described within these policies or if it will impact the Districts ability to meet its capital equipment and infrastructure requirements.

The District is responsible for seeing that NCRTD GRT funds are spent appropriately. For those entities operating their own transit services an invoice shall be submitted quarterly to the District requesting reimbursement of funds spent in accordance with NCRTD GRT funded service plans and adopted cost allocation methodology. Invoices shall contain sufficient line-item detail to support the appropriateness of the expenditure and concurrence with the intended use of the funds. Upon receipt and review of the invoice, the District will reimburse the entity, provided sufficient NCRTD GRT funds have been received.

In reference to Tribal Transit Funds if awarded by the Federal Transit Administration (FTA) to a Tribal Entity, the Tribal Entity maintains the authority to 1) utilize all Tribal Transit Funds received for Tribal Transit / Transportation Initiatives; 2) allocate through an agreement a portion of Tribal Transit Funds to the NCRTD; 3) allocate through an agreement all Tribal Transit Funds received to the NCRTD.

- 1) Tribe utilizes all FTA Tribal Transit Funds for Tribal Transit / Transportation Initiatives.  
 No Agreement with the NCRTD
- 2) Tribe allocates through an agreement a portion of FTA Tribal Transit Funds to the NCRTD. The process for managing these funds includes the following steps:

- ✓ Tribe determines a need for additional services requiring a portion of Tribal Transit funds be allocated through an agreement to the NCRTD to provide contracted transit services
  - ✓ The NCRTD will assess the additional services requested by the Tribe and provide the Tribe with a Scope of Work, Budget & Budget Narrative
  - ✓ The Tribe will review and make any necessary changes to documents and return to NCRTD for review and re-submittal
  - ✓ Upon agreement of transit services to be contracted to the NCRTD, the Tribe and NCRTD will sign a Professional Services Contract detailing agreement between Tribe as the recipient of FTA Tribal Transit Funds and the NCRTD as the sub-contractor to include: Scope of Work, Budget, and Budget Narrative
  - ✓ Contract, Scope of Work, Budget and other Program Information will be entered into the Federal Transit Authority's (FTA) TEAM web system by the Tribe or authorized NCRTD personnel if stated in agreement
  - ✓ Reports: Quarterly Financial, Monthly Progress, Monthly Ridership Reports are submitted to the FTA / FederalReporting.gov / TEAM web portal and will be completed by Tribe or authorized NCRTD personnel. Copies of all reports will be sent to Tribe for record keeping if the NCRTD personnel perform the reporting requirements
  - ✓ Any changes or modifications to the Scope of Work, Budget, and Budget Narrative must be approved and documented by the Tribe prior to NCRTD changing services or requesting reimbursement or payment for services provided under agreement
  - ✓ The NCRTD will advance funds to cover operating costs of contracted transit services
  - ✓ NCRTD will submit a detailed "Invoice" of work, services performed and provided to the Tribe per Scope of Work and Agreement for approval and processing
  - ✓ Tribe will approve "Invoice" of work and services performed and provided by the NCRTD and request a drawdown from the FTA
  - ✓ Upon receipt of funds from the FTA, the Tribe within 7 days will process payment to the NCRTD
  - ✓ The Tribe and the NCRTD will meet periodically to evaluate the effectiveness of the services being provided, available budget, and discuss any necessary changes.
- 3) Tribe allocates through an agreement all FTA Tribal Transit Funds received to the NCRTD for the provision of contract transit services. The process for managing these funds includes the following steps:
- ✓ Tribe determines a need to allocate through an agreement all FTA Tribal Transit funds to the NCRTD for the provision of FTA funded contractual transit services to be continued
  - ✓ The NCRTD and the Tribe will assess current FTA funded services being provided to the Tribe and provide the Tribe with a Scope of Work, Budget and Budget Narrative of the FTA funded current services and how these funds will be utilized to continue transit services
  - ✓ The Tribe will review and make any necessary changes to documents and return them to the NCRTD for review and re-submittal

- ✓ Upon agreement of transit services to be contracted to the NCRTD, the Tribe and NCRTD will sign a Professional Services Contract detailing agreement between Tribe as the recipient of FTA Tribal Transit Funds and the NCRTD as the sub-contractor to include: Scope of Work, Budget, and Budget Narrative
- ✓ Contract, Scope of Work, Budget and other Program Information will be entered into the Federal Transit Administration's (FTA) TEAM web system by the Tribe or authorized NCRTD personnel if stated in agreement
- ✓ Reports: Quarterly Financial, Monthly Progress, Monthly Ridership Reports are submitted to the FTA / FederalReporting.gov / TEAM web portal and will be completed by Tribe or authorized NCRTD personnel. Copies of all reports will be sent to Tribe for record keeping if the NCRTD personnel perform the reporting requirements
- ✓ Any changes or modifications to the Scope of Work, Budget, and Budget Narrative must be approved and documented by the Tribe prior to the NCRTD changing services or requesting reimbursement or payment for services provided under agreement
- ✓ The NCRTD will advance funds to cover operating costs of contracted transit services
- ✓ NCRTD will submit a detailed "Invoice" of work, services performed and provided to the Tribe per Scope of Work and Agreement for approval and processing
- ✓ Tribe will approve "Invoice" of work and services performed and provided by the NCRTD and request a drawdown from the FTA
- ✓ Upon receipt of funds from the FTA, the Tribe within 7 days will process payment to the NCRTD
- ✓ The Tribe and the NCRTD will meet periodically to evaluate the effectiveness of the services being provided, available budget, and discuss any necessary changes.

#### Operating Expenses

Operating expenses are defined as the day-to-day costs incurred for public transit delivery, administrative overhead, and other common and normal expenses.

Operating Balance (difference between operating income and operating expenses)

The operating balance is utilized to fund the capital program and reserve requirements.

#### Administrative Overhead Costs

Direct and Indirect costs that are incurred for common or joint purposes in support of transit service or capital programs. Costs are allocated to programs based on allocation methods which comply with Federal and State guidelines.

## Reserve Policy

This Financial Reserve Policy contains practices that govern the management of the District's financial reserves in order to:

- Maintain access to capital markets and other sources of capital funding at the most efficient cost of funds for the District;
- Manage financial risks prudently by maintaining required and additional financial reserves to meet the District's financial needs;
- Meet New Mexico State Department of Finance and Administration (DFA) requirements for minimum reserve balance requirements and any Board requirements;
- Provide the District with the ability to withstand national, regional and local major economic disruptions, unanticipated expenditure demands and meet the need for other non-recurring expenses except for as provided within the reserve policies.
- Meet or exceed all debt coverage requirements, if any; and
- Establish prudent levels of liquidity.

The District will maintain at all times one month of operating revenue as a cash reserve to meet DFA requirements.

The District will seek to maintain at all times an amount equaling 25% of its operating revenue as an unrestricted cash reserve which is inclusive of the DFA requirement distributed as follows:

Reserve for Operations (budget stabilization): It is the goal of the Board of Directors to annually direct 15% of the unrestricted reserves into this fund to meet unexpected decreases of more than 5% in the levels of total revenues and subsidies, as well as unexpected increases of more than 5% in total operating costs such as unanticipated and unbudgeted increases in fuel costs or other operating materials that cannot be rebalanced within existing budgeted resources in any given year in order to protect against reducing service levels when these fluctuations occur. This reserve will be maintained at a maximum of twenty percent (25%) of the annual operating revenues.

Reserve for Capital and Capital Replacement: It is the goal of the Board of Directors to annually direct 5% of the unrestricted reserves into this fund. In addition revenues from the sale of surplus property or fixed assets will be directed towards this reserve fund. This reserve fund will provide the District with funds to meet matching requirements or non-matched purchases for fleet replacement, new fleet and replacement or acquisition of fixed assets. This reserve will be maintained at a maximum of fifteen percent (15%) of the annual operating revenues.

Reserve for Service Enhancements: This fund will be developed to build up fiscal resources in anticipation of future service enhancements. The intent is to build up a reserve of operating funds before potential service enhancements would be enacted in order to smooth the impact on the operating budget of a higher level of service and operating costs. When the Board has authorized existing service enhancements or new service enhancements then the Resolution approving such may also include the authorization to use this reserve fund for that purpose as required by section "E" below.

The targeted balance of this reserve fund should be sufficient to cover operating expense of the proposed service enhancement for a three-year period.

Reserve for Debt Service: When the District issues debt this reserve will be funded through bond proceeds equal to the highest year debt service obligation of the District. These funds are held by the trustee for payment of related debt service.

#### Approval for Use of Reserve Fund:

Each proposed use of the reserve fund will be subject to Board approval. For each use of the aforementioned reserve funds, the Board will approve a resolution which will describe the need to use the reserve fund, and the uses for which reserve funds will be expended. By Resolution of the Board the Board upon recommendation of the Executive Director may consider the modification of the allocations herein in order to avoid any service reductions.

### Capital Program

The NCRTD Capital Investment Plan (CIP) shall describe capital expenditures to be incurred to meet capital needs arising from long-term plans, asset maintenance or other capital needs. It sets forth each project in which the NCRTD will be involved and specifies the resources estimated to be available or required to finance the projected expenditures. The Executive Director shall submit to the NCRTD Board a proposed Capital Investment Plan prior to or in conjunction with the annual proposed budget. The Board shall approve the CIP no later than June 1 of each year. In the event that this date falls on a weekend, the preceding Friday shall prevail.

The Executive Director reviews all District capital projects to be recommended for inclusion in the CIP subject to the oversight and approval of the Board. In this capacity the Executive Director or a designee will:

- Affirm the linkage between proposed Capital Projects and the Districts strategic goals and objectives;
- Assess the linkage between the capital and operating budgets to ensure appropriate allocation of resources;
- Reaffirm the validity of a proposed CIP for annual approval by the District Board;
- Provide discipline and enforcement to the approved CIP;
- Monitor the progress of Capital Projects. Major changes in project scope or direction shall be presented to the Board for approval;
- Review the qualitative and quantitative (including financial analysis) evaluation of Capital Projects to determine the priority of projects;
- Review, assess and approve or deny the placement of proposed Capital Projects on the CIP;
- Review CIP policies and procedures periodically and implementing changes as necessary;
- Provide a mechanism for financial and resource planning for the District;
- Authorize total project cost and fiscal year cost allocation changes.

The CIP is a planning document only. Any appropriations for specific project must be approved by the Board during the annual budget process.

The District's CIP either creates a new asset or significantly extends the life of an existing asset.

Large Capital equipment purchases may be included in the CIP.

The Districts Capital Program will be used to account for the planning/design, acquisition, construction and reconstruction/rehabilitation of major capital facilities and equipment. It may include Federal and State grants as well as local funds to be used for capital acquisition and construction with and without benefit of grant funding including transfers from the Annual Operating Reserve Balance, project-related reimbursements, debt financing or other sources of capital funding.

Capital Expenditures are defined as expenditures incurred to meet capital needs arising from the District CIP, asset capital maintenance or other capital needs.

### **Capital Expenditure**

Items/acquisitions that have a useful life in excess of one year and an acquisition cost of greater than or equal to \$5,000.

Direct and eligible indirect costs, which are related and add value to a capital project, shall also be defined as capital expenditures.

### **Capital Performance Policy Objectives**

The NCRTD will seek to obtain maximum Federal and State financing by pursuing all appropriate funding available for public transportation systems.

A portion of the annual CIP will be allocated to the proper maintenance of the Districts capital assets including regular replacement of the fleet and equipment and the rehabilitation or replacement of facilities.

### **Capital Investment Plan Funding**

Funding of the CIP will endeavor to fund capital needs from a combination of sources including:

- Pay-as-you-Go (cash funded, PAYGO)
- Grants from Federal/State/Other Sources
- Debt Financing and special loans

The CIP funding strategy will emphasize the use of PAYGO as a means to meet transit funding requirements with debt used as a secondary source. The level of PAYGO funding will be dependent on a number of factors including availability of funds from the RT GRT and other sources, the appropriate levels of retained fund balances, economic and other factors.

## Budget Management Process

### Introduction

As the District's finances become tighter, increased emphasis has been placed on the budget management process. The following procedures were instituted to strengthen this process:

- The Board of Directors developed a set of financial policies to guide the development of the budget plan and articulate the District's operating guidelines.
- The District's performance is measured against the standards established by the Board
- A formal budget document is produced, providing clear, timely, and accurate budget information to officials and the public.
- The expenditures are tracked against budget/appropriations and available resources.
- Performance indicators are used to assess the containment of costs and the effectiveness of service delivery.
- The Board meets monthly to provide the pulse of the community in matters of fare changes, Long Range Plan updates, capital projects, and service changes.

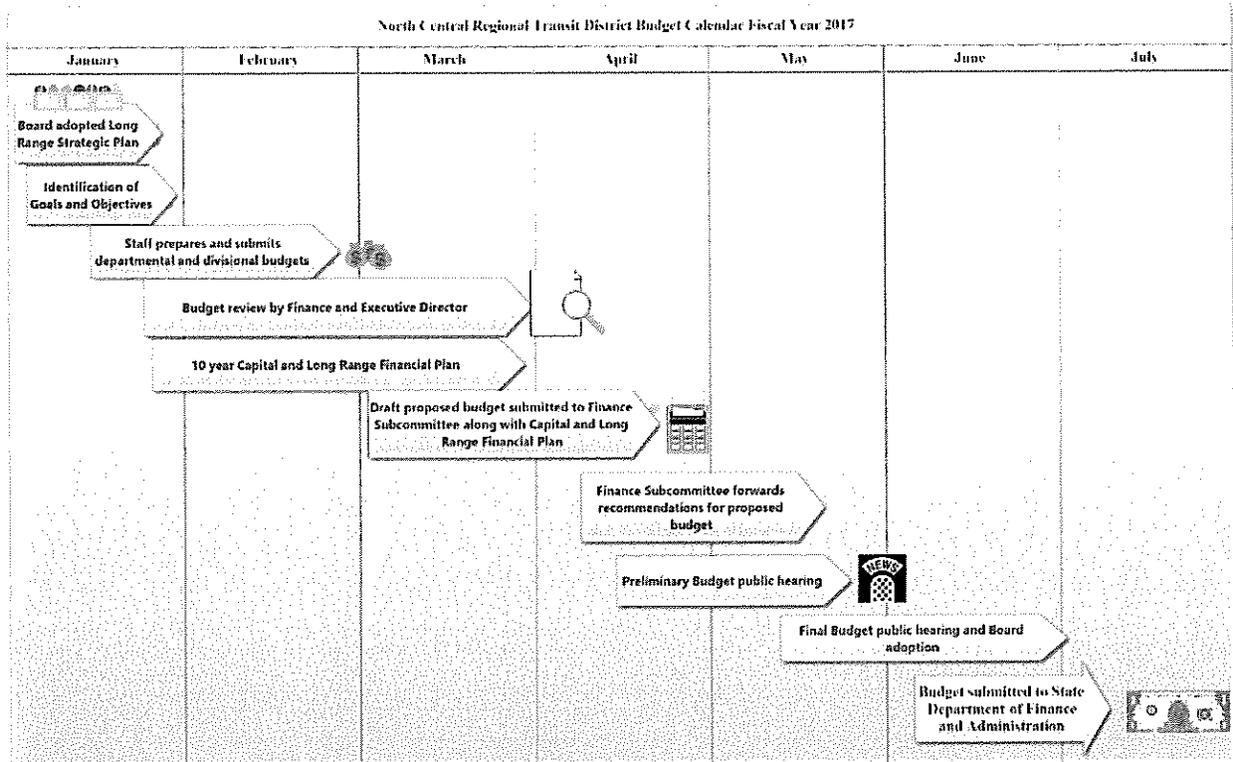
## The Budget Cycle

For the District, the fiscal year is July 1 through June 30, and for Federal Grants the fiscal year is October 1 through September 30. The budget process for the forthcoming fiscal year begins in January with the development of the previous fiscal year budget to actual comparison.

Although not necessary, the District prepares a mid-year review of spending patterns and budget variances is conducted on current fiscal year which begins the annual budget process, which proceeds as follows:

- The departments submit their requests with justification by object code.
- Discussions between the Executive Director, the Finance Director and the department staff refine the budget request.
- When completed, the initial budget includes commitments, recurring costs, and any approved new projects and initiatives.
- The Executive Director's Recommended Budget is finalized with the Finance Director based on Revenue projections:
  - ✓ Is the sum of the refined budget request
  - ✓ Is limited to estimated available resources
  - ✓ Satisfies the District's financial policies to the best extent possible
  - ✓ Supports the District's mission and strategic direction as embodied in the Board Policy Goals as outlined in the 5-year Service Plan and Long Range Strategic Plan
  - ✓ The Executive Director's Recommended Budget is presented to the Finance Subcommittee in April
  - ✓ The Finance Subcommittee adjusts and recommends the budget to the full Board in May and is made available to the public

- ✓ At the May meeting of the Board a public hearing is held, so that the general public is able to discuss the budget
- ✓ The Board authorizes a preliminary budget to be sent to NMDFA for approval
- ✓ NMDFA reviews the preliminary budget submitted by NCRTD and approves the budget for final review and approval by the District's Board
- ✓ The budget from NMDFA is then formally adopted by resolution at the June/July Board Meeting of NCRTD.



## Budget Monitoring and Control

A monthly financial report allows the Executive Director and the Board of Directors to monitor actual performance. The Executive Director has the authority to transfer appropriations between departments without approval from the Board. Any increase to the District's total operating budget requires Board approval. The Executive Director also has the authority to upgrade or reclassify staff positions. Positions may be reallocated between departments and divisions, providing the overall staffing level remain at the level approved by the Board. This allows the Executive Director flexibility in making staff decisions.

# Service Profile

## Economic Profile

The Service Profile depicts the economic and service activity as it impacts the organization on operational and financial levels. The provided information highlights trends regarding items that have direct effect on how NCRTD develops, supports, and implements services to the Los Alamos, Rio Arriba, Santa Fe, and Taos County area.

### Population Estimates

Year	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County	Total
2015	17,785	148,686	39,465	32,907	238,843
2010	17,950	144,171	40,247	32,940	235,308
% Change	-0.9%	3.1%	-1.9%	-0.1%	1.5%

Source: US Census Quick Facts 2010-2015

### Ethnicity

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County	NM
White	77.5%	44.7%	13.5%	36.9%	41.4%
Black	0.9%	0.8%	0.4%	0.6%	2.0%
American Indian and Alaska Native	0.6%	2.5%	14.3%	5.7%	8.8%
Asian and Pacific Islander alone	5.9%	1.3%	0.4%	0.7%	1.5%
Hispanic or Latino	15.1%	50.8%	71.4%	56.2%	46.4%

Source: <http://www.nmhealthcouncils.org>, Community Health Profile, 2010

### Age

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
<b>2014</b>				
Under 5 Years	5.5%	4.8%	7.1%	5.1%
Under 18 Years	23.3%	19.5%	24.3%	19.1%
Under 65 Years	16.6%	19.6%	16.5%	22.3%
<b>2010</b>				
Under 5 Years	5.3%	5.7%	6.7%	5.5%
Under 18 Years	24.2%	21.0%	24.6%	20.6%
Under 65 Years	15.0%	15.1%	14.1%	17.1%

Source: US Census Quick Facts 2010-2014

## Housing

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
Housing units, July 1, 2014, (estimated)	8,312	71,749	19,544	20,354
Housing units, April 1, 2010 (census)	8,354	71,267	19,638	20,265
Owner-occupied housing unit rate,	75%	69.4%	78%	72.5%
Median value of owner-occupied housing units	\$280,700	\$272,700	\$140,900	\$211,900
Median selected monthly owner costs -with a mortgage	\$1,873	\$1,583	\$1,133	\$1,276
Median selected monthly owner costs -without a mortgage	\$ 414	\$ 390	\$ 261	\$ 280
Median gross rent	\$ 974	\$ 930	\$ 644	\$ 762

Source: US Census Quick Facts, 2010-2014

## Income and Poverty

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
Median household income	\$105,989	\$52,958	\$38,635	\$35,823
Per capita income in past 12 months (\$)	\$50,723	\$32,454	\$19,483	\$22,107
Persons in Poverty (%)	4.2%	14.2%	24.1%	19.2%

Source: US Census Quick Facts,2014

## Largest Cities/Communities

	Population
Santa Fe	70,297
Los Alamos	11,843
Española	10,130
Eldorado at Santa Fe	5,990
White Rock	5,977
Taos	5,766
Edgewood	3,805
La Cienega	3,004
Chimayo	2,572
Dulce	2,537

Source: US Census,2010

## Land Use

Land Type	Percent Coverage
Urban Land or Built-up Land	.34%
Agricultural Land	.83%
Rangeland	.49%
Forest Land	36.92%
Water	23.38%
Wetland	.0011%
Barren Land	37.23%
Tundra	.78%
Perennial Snow or Ice	.035%

Source: USGS, 2002

## Federal Land

	Total Area (Sq. Miles)	Percentage of Total Service Area
Bureau of Land Management	1,128.5	11.15%
Bureau of Reclamation	22.6	0.22%
Department of Defense	18.2	0.18%
Forest Service	3,671.2	36.28%
National Park Service	11.6	0.11%
Other (LANL)	35.7	0.35%

Source: U.S. Geological Survey, 2002, National Land Cover Data Set

North Central RTD Service Area: 10,118 Square Miles

4,888 Square Miles is comprised of Federal Lands

12 Indian Reservations fall within the NCRTD 4 county service area.

1,559 Square Miles is comprised of Indian Reservation Trust Land.

## Indian Reservation

	Total Sq. Miles within NCRTD Service Area
Navajo Nation	3
Jicarilla Apache Nation	1,155
Nambe	32
Pojoaque Pueblo	21
Tesuque Pueblo	27
San Ildefonso Pueblo	43
Santo Domingo	6
Cochiti	9
Santa Clara	53
San Juan	27
Taos	156
Picuris	27

Source: Indian Reservation Trust Land, TIGER 2000

**Education**

	<b>Los Alamos County</b>	<b>Santa Fe County</b>	<b>Rio Arriba County</b>	<b>Taos County</b>
High School Graduate or Higher	97.2%	87.6%	79.2%	86.6%
Bachelor's degree or higher	64.0%	39.9%	15.5%	28.9%

Source: US Census Quick Facts, 2010

**Transportation**

	<b>Los Alamos County</b>	<b>Santa Fe County</b>	<b>Rio Arriba County</b>	<b>Taos County</b>	<b>Average</b>
Mean travel time to work (min)	15.6	21.8	25.5	20.6	20.9

Source: US Census Quick Facts, 2010-2014

**Major Employers**

	<b>Number of Employees in 2016</b>
State of New Mexico	19,655
Los Alamos National Laboratory	9,543
St. Vincent Regional Medical Center	2,021
Santa Fe Public Schools	1,763
City of Santa Fe	1,500
Peters Corporation	730
Santa Fe Community College	909
Santa Fe County	846
Los Alamos County	673
Santa Fe Opera	630

Source: Santa Fe Chamber of Commerce

# Transit Service Profile

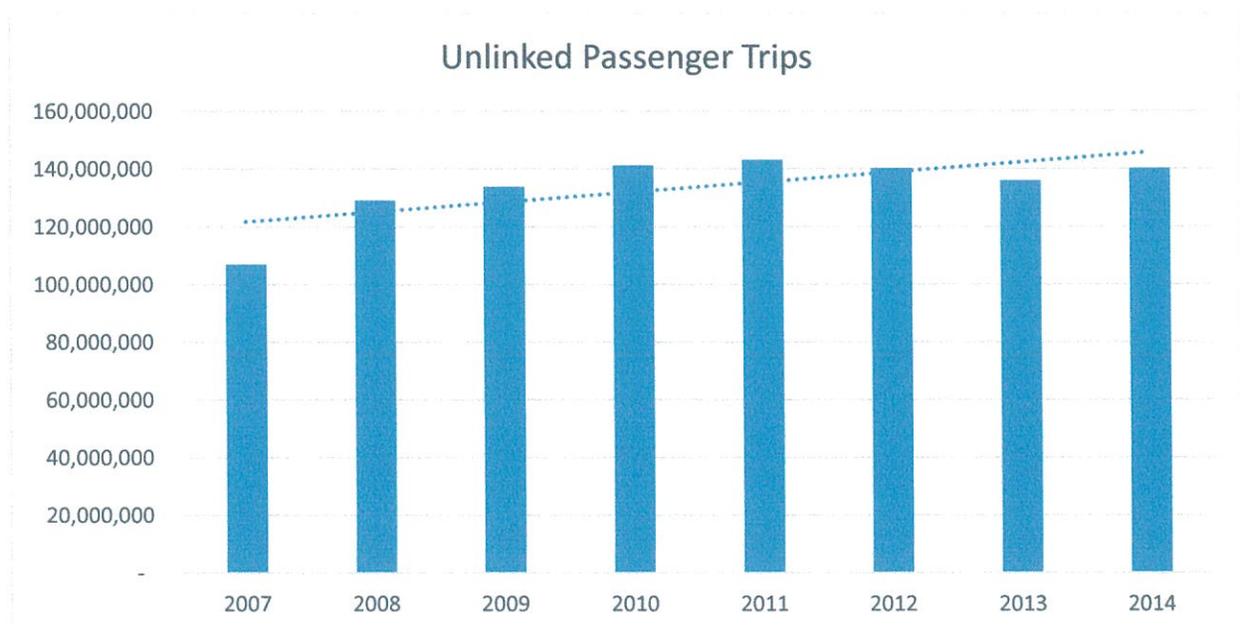
## National Rural Transit Trends

A total of 1347 agencies are included in the National Transit Database (NTD) for 2014 for Rural Transit. The National Transit Database was established by Congress to be the Nation's primary source of information and statistics on the transit system of the United States. Recipients of grants from the Federal Transit Administration (FTA) are required by statute to submit data to the NTD. The NTD is used to help meet the needs of individual public transportation systems, the US Government, State, and Local governments, and the public for information on which to base public transportation service planning. ([www.ntdprogram.gov/ntdprogram/data.htm](http://www.ntdprogram.gov/ntdprogram/data.htm))

Number of Agencies Reporting by Mode:

Year	Bus	Demand Response	Van Pool	Charter	Ferry Boat	Aerial Tramway	Other
2007	478	1,082	15				28
2008	493	1,149	16				40
2009	484	1,169	14				22
2010	530	1,180	16	3			21
2011	601	1,199	18	177	4		15
2012	575	1,164	21	262	6		13
2013	582	1,146	24		6	1	10
2014	444	1,072	18	85	6	1	
8 Yr. Change	-34	-10	3	85	6	1	-28

Total Unlinked Passenger Trips for Rural Carriers (by year):



## New Mexico Transit

Service	NMDOT District	Service Type	Funding Sources**	FY14 Ridership***	FY15 Ridership***
NMDOT Park and Ride	1,3,4,5	FR	State Funding, 5311(f)	315,739	291,892
NM Rail			RTD,		
Runner Express	3,5	CR	Section 5307/5337	1,083,536	997,299
<b>Bernalillo County</b>					
Adelante					
Development Center	3		Section 5310		
ARCA	3		Section 5310		
City of Albuquerque-ABQ Ride	3	FR/DR	Section 5307	13,199,291	12,369,312
PB&J Family Services	3		Section 5310		
Share Your Care, Inc.	3		Section 5310		
Therapeutic Living	3		Section 5310		
Mandy's Special Farm	3		Section 5310		
Pueblo of Isleta					
Elder Care	3		Section 5310		
Jewish Family Services	3		Section 5310		
Casa Angelica	3		Section 5310		
<b>Chaves County</b>					
City of Roswell-					
Pecos Trails	2	FR/MFR/DR	Section 5311	207,007	189,216
<b>Cibola County</b>					
Village of Milan-					
Carrot Express	6	DR	Section 5311	41,147	32,081
Pueblo of Laguna-					
Shaa'srk'a Transit	6	FR/MFR/DR	Section 5311	6,387	9,154
<b>Curry County</b>					
City of Clovis-					
Clovis Area Transit	2	DR	Section 5311	68,143	67,616
<b>Doña Ana County</b>					
Hatch Area Medical-					
Rio Grande Transit	1	DR/MFR	Section 5310/5311	16,188	16,565
Families and Youth, Inc.	1		Section 5310		
Las Cruces-					
Road Runner Transit	1	FR/DR	Section 5307	767,809	804,812
Tresco, Inc.	1		Section 5310		
<b>Eddy County</b>					
City of Carlsbad-					
Municipal Transit	2	FR/DR	Section 5311	51,103	52,053
<b>Grant County</b>					
South West Regional					
Transit District ^^	1	DR/MFR/FR	Section 5311	109,581	114,636
Life Quest	1		Section 5310		

Service	NMDOT District	Service Type	Funding Sources**	FY14 Ridership***	FY15 Ridership***
<b>Lea County</b>					
City of Hobbs-Hobbs Express	2	FR/DR	Section 5311	54,135	56,505
<b>Lincoln County</b>					
City of Ruidoso Downs-Lincoln County Transit	2	DR	Section 5311	10,615	8,092
<b>Los Alamos County</b>					
Los Alamos-Atomic City Transit	5	FR/MFR/DR	Section 5310/5311	526,296	538,613
<b>McKinley County</b>					
Coyote Canyon Rehabilitation Center Community Pantry-Gallup Express Navajo Transit System Zuni Entrepreneurial Enterprises (ZEE) Presbyterian Medical Services	6		Section 5310		
	6	FR/MFR/DR	Section 5311	104,120	107,265
	6	FR	Section 5311	73,460	66,238
	6		Section 5310		
	6		Section 5310		
<b>Otero County</b>					
Zia Therapy Center, Inc.	2	FR/DR/MFR	Section 5310/5311	118,698	112,146
<b>Rio Arriba County</b>					
North Central Regional Transit District^ Las Cumbres Community Services	5	DR/FR/MFR	Section 5311	208,695	197,269
	5		Section 5310		
<b>Roosevelt County</b>					
City of Portales	2	DR	Section 5311	18,545	18,281
<b>San Juan County</b>					
City of Farmington-Red Apple Transit Presbyterian Medical Services	5	FR/MFR/DR	Section 5307	134,976	134,296
	5		Section 5310		
<b>San Miguel County</b>					
City of Las Vegas-Meadow City Express	4	DR	Section 5311	16,260	16,546
<b>Sandoval County</b>					
Rio Metro Regional Transit District*	3	FR/DR	Section 5310/5311	80,534	69,848

Service	NMDOT District	Service Type	Funding Sources**	FY14 Ridership***	FY15 Ridership***
<b>Santa Fe County</b>					
City of Santa Fe- Santa Fe Trails Presbyterian Medical Services	5	FR/DR	Section 5307	1,112,247	1,124,320
	5		Section 5310		
<b>Socorro County</b>					
City of Socorro	1	DR	Section 5311	16,099	13,076
<b>Taos County</b>					
Town of Red River- Miners Transit	5	DR	Section 5311	31,278	44,993
Town of Taos- Chile Line^	5	FR/MFR/DR	Section 5311	67,163	46,971
<b>Union County</b>					
Golden Spread Rural Frontier Coalition	4	MFR/DR	Section 5311	9,815	9,618
<b>Valencia County</b>					
La Vida Felicidad	3		Section 5310		
<b>TOTAL RIDERSHIP</b>				<b>FY 14</b>	<b>FY 15</b>
Percentage Decrease from FY 14: -5.1%				18,448,867	17,508,713

**NOTES:**

\*FR-Fixed Route

MFR-Modified Fixed Route

DR-Demand Response

CR-Commuter Rail

Section 5310 services are Demand Response unless otherwise noted

\*\*Section 5310 programs are for capital expenses and are typically not funded for consecutive years. Therefore, ridership numbers are not reported in this publication.

\*\*\*Ridership is based on State Fiscal Year 2014 and 2015 (July 1 - June 30) for NM Rail Runner Express and NMDOT Park and Ride, and Federal Fiscal Year 2014 and 2015 (October 1 - September 30) for FTA Sections 5307 and 5311.

^NCRTD serves Rio Arriba, Taos, Los Alamos, and Santa Fe counties and their tribal members include Santa Clara; San Ildefonso; Pojoaque; Ohkay Owingeh; and Tesuque. On July 1, 2015 the NCRTD acquired the Chile Line from the Town of Taos.

^^Southwest Regional Transit District (SWRTD) serves Grant, Luna, and Hidalgo Counties.

+Rio Metro Regional Transit District (RMRTD) provides rural transit services in Valencia and Sandoval Counties.

# North Central Regional Transit District (NCRTD)

Telephone: (866) 206-0754 or (505) 629-4725

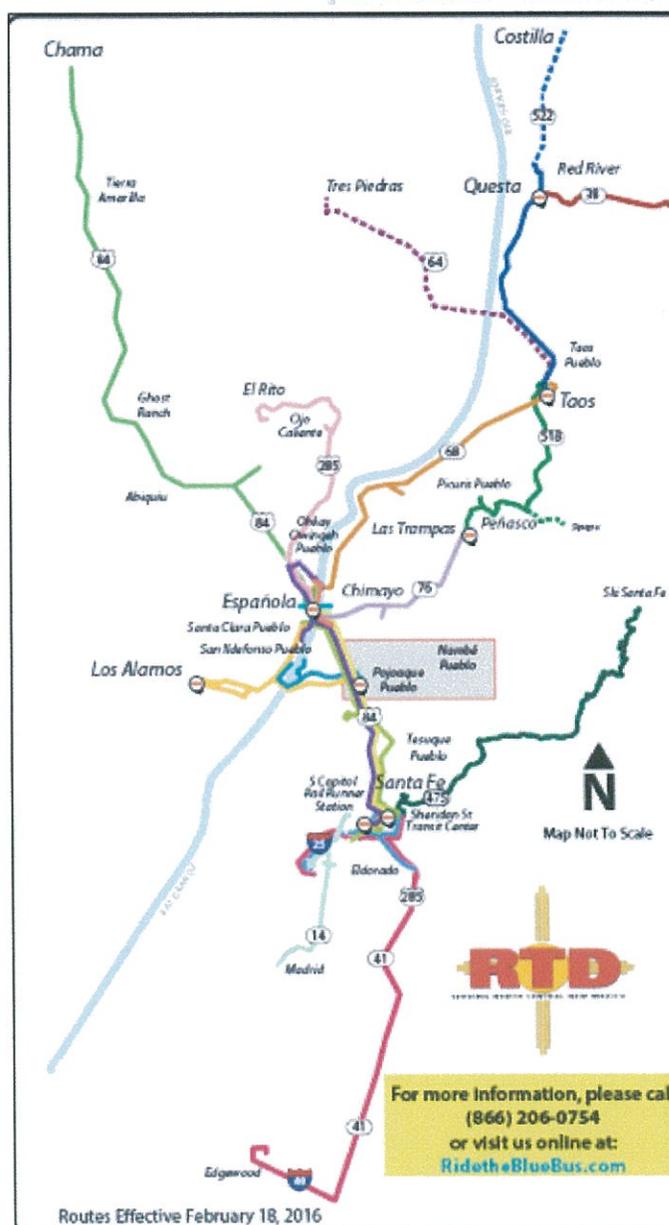
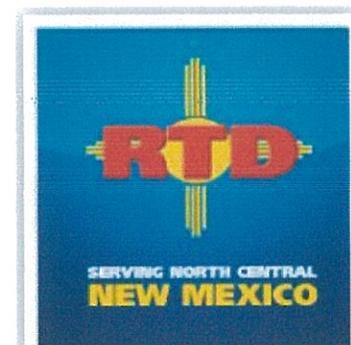
Address: 1327 North Riverside Drive  
Española, NM 87532

URL: [www.ncrtd.org](http://www.ncrtd.org) Live Bus Tracking <http://bluebustracker.availtec.com/InfoPoint/>

The North Central RTD provides local and intercity bus service across Los Alamos, Rio Arriba, Santa Fe, Taos Counties on a network of 24 fixed routes and 4 complementary demand response/paratransit services. All routes operate on weekdays only, with the exception of the weekend Taos Express, Taos Ski Village (during the ski season) and Santa Fe Mountain Trail service

NCRTD fixed routes are as follows:

- Route 100 Riverside (free fare)
- Route 110 Westside-Crosstown (free fare)
- Route 150 Chimayo (free fare)
- Route 160 Santa Clara (free fare)
- Route 180 El Rito (free fare)
- Route 190 Chama (free fare)
- Route 200 Santa Fe (free fare)
- Route 220 Tesuque (free fare)
- Route 230 San Ildefonso (free fare)
- Route 255 Santa Fe Mountain Trail  
(\$5 up, free fare down during the summer)  
(\$5 up and down during the ski season)
- Route 270 Turquoise Trail (free fare)
- Route 280 Eldorado (free fare)
- Route 290 Edgewood (free fare)
- Route 300 Taos (free fare)
- Route 305 Taos Express (weekends)  
(\$2 to Española, and \$5 to Santa Fe)
- Route 310 Red River (free fare)
- Route 320 Questa (free fare)
- Route 330 Peñasco (free fare)
- Route 340 Taos Red Line (free fare)
- Route 350 UNM Klauer (free fare)
- Route 355 Taos Green Line TSV (seasonal)  
(free fare)
- Route 360 Tres Piedras (free fare)
- Route 400 Los Alamos (free fare)



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT  
OPERATING INDICATORS BY FUNDING/SERVICE TYPE  
LAST TEN FISCAL YEARS**

		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	
NCRTD Operated Routes (first year of complete data was FY2009)						
Greater Eldorado Express	Started October 2007	7,969		12,972	8,835	[a]
Questa to Taos	Started October 2007	2,119		11,208	11,949	
Taos to Española	Started October 2007	1,189		6,603	7,097	
Peñasco to Taos	Started October 2007	3,001		6,985	5,838	
Riverside Drive	Started October 2007	1,399		5,880	11,473	
Westside	Started October 2007	1,127		3,907	7,376	
Española to Santa Fe	Started October 2007	1,214		9,911	13,121	
Tesuque to Santa Fe	Started October 2007	320		4,232	7,228	
Española to Los Alamos	Started January 2008	47		563	745	
Santa Clara to Española/Santa Fe	Started April 2008	105		1,671	2,117	
El Rito to Española	Started July 2008			1,932	3,695	
Alcalde Velarde	Started December 2008			1,003	624	
Española to Chimayo	Started April 2009			324	3,040	
Las Trampas	Started October 2009				866	
San Idelfonso	Started December 2009				514	
Red River	Started January 2010				828	
UNM Klauer	Started January 2010				1,326	
Chama	Started February 2010				246	
Turquoise Trail/Route 599	Started July 2010					
Eldorado	Started July 2010					
Edgewood	Started September 2011					
Tres Piedras	Started March 2015					
Chile Line Red	Started July 2015					
Chile Line Green	Started December 2015					
Taos Express	Started January 2015					
Santa Fe Mountain Trail	Started September 2015					
Demand Response	Los Valles & Española Tr.	11,169	[d]	11,838	6,070	
Pojoaque/Nambe Dial-a-Ride	Started April 2009			200	2,276	
Demand Response Pojoaque Students	Started September 2010					
Demand Response Chile Ride	Started July 2015					
<b>Total Unlinked Riders on NCRTD Operated Routes</b>		<b>29,659</b>		<b>79,229</b>	<b>95,264</b>	
NCRTD Partially Funded Routes (first year of complete data was FY2009)						
RailRunner	Started December 2008			251,186	399,569	
Santa Fe Route 2	Started February 2010				16,726	
Santa Fe Route 4	Started February 2010				4,131	
Santa Fe Route 22	Started February 2010				4,779	
Santa Fe Pick Up	Started February 2010				15,005	
Los Alamos Route 2 White Rock	Started March 2010				8,655	
Los Alamos Enhanced Services on Route 3, 4, 5, & 6	Started October 2010					
Los Alamos Route 11 White Rock Express	Started October 2010					
<b>Total Unlinked Riders on NCRTD Partially Funded Routes</b>				<b>251,186</b>	<b>448,865</b>	
<b>Total Unlinked Passenger Rides for All Operated and Funded Routes</b>		<b>29,659</b>		<b>330,415</b>	<b>544,129</b>	
<b>Sources:</b> Ridership Reports						
[a] Suspended Service May 2010 with All Aboard America						
[b] Suspended July 2011						
[c] Suspended Service January 2015 for the remainder of FY2015						
[d] NCRTD Started Service October 2007						
[e] Systemwide Route Modifications implemented March 2015						

Table 9

FY2011	FY2012	FY2013	FY2014	FY2015	FY2016 Projected
13,482	12,201	12,913	10,792	9,794	12,153
9,837	12,169	10,500	10,243	9,862	13,457
6,034	8,697	9,189	7,707	6,567	8,424
24,341	40,507	41,470	48,943	45,007	44,906
9,828	13,062	13,359	15,393	12,864	12,623
18,853	24,170	25,286	29,643	23,972	21,278
8,861	7,176	7,524	10,448	9,322	8,876
1,258	1,317	1,461	1,685	1,820	1,314
5,501	7,022	7,225	8,027	5,680	6,899
3,972	4,149	4,876	4,980	3,229	1,923
1,453	[b]				
5,920	5,873	6,645	7,818	8,633	7,757
2,146	2,052	2,196	2,311	1,768	[e]
1,883	3,399	3,347	2,951	1,997	3,951
3,275	4,890	5,219	4,380	3,605	3,279
3,446	3,197	4,504	3,579	1,908	[c] 1,604
1,101	1,887	3,292	3,834	2,902	4,181
4,508	6,852	5,899	7,438	9,220	7,523
7,665	8,243	7,045	6,636	5,154	4,746
	4,946	7,568	9,612	8,822	6,761
				236	533
					64,775
					6,508
				731	1,443
					4,269
7,762	7,762	7,849	8,030	7,028	7,212
3,913	3,167	2,035	1,389	1,251	1,071
4,724	3,088	3,515	3,911	2,695	2,891
					1,136
<u>149,763</u>	<u>185,826</u>	<u>192,917</u>	<u>209,750</u>	<u>184,067 [e]</u>	<u>261,487</u>
392,239	360,076	309,115	360,269	337,680	307,256
46,512	48,773	48,382	49,393	50,606	53,189
11,905	11,116	10,015	11,543	9,626	9,531
6,580	8,950	10,925	10,318	7,739	6,812
66,394	66,180	80,318	76,413	86,790	71,012
36,247	37,352	46,008	106,871	98,779	85,437
54,183	66,820	66,523	51,148	57,204	48,324
3,883	6,930	6,792	6,230	6,873	7,274
<u>617,843</u>	<u>606,197</u>	<u>578,078</u>	<u>671,985</u>	<u>655,297</u>	<u>588,833</u>
<u>767,606</u>	<u>792,023</u>	<u>770,995</u>	<u>881,735</u>	<u>839,364</u>	<u>850,320</u>

**NCRTD Summary**

	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Projections</b>	<b>Budget Request</b>
<b>Revenues</b>					
Tax Revenues 4545000	6,941,122	7,246,641	6,903,500	7,279,131	7,095,000
Federal Grants 4452000	1,902,036	1,833,820	3,781,539	3,398,010	3,684,876
Member Local Match 4455000	-	-	173,972	156,154	73,000
Local Match/Contribution 4455002	450,000	400,000	350,000	350,000	350,000
State Capital Outlay Appropriation 4456000	161,188	-	301,312	301,312	93,000
Investments 4500000	6,125	20,408	12,000	15,793	20,000
Auctioned Vehicles 4504000	6,403	14,645		113	
Advertising Sales 4641000	10,513	13,035	37,000	29,606	21,000
Insurance Proceeds 4642000	17,833	23,883	14,000	52,461	20,000
Miscellaneous Revenue 4643000	395	7,860	146,344	22,946	-
Fares 4721000	26,458	13,078	140,324	27,267	40,500
Cash Balance-Operating			688,552	405,781	144,500
Cash Balance			12,548,543	12,038,574	732,957
<b>Total Overall Revenue</b>	<b>9,522,072</b>	<b>9,573,370</b>	<b>12,548,543</b>	<b>12,038,574</b>	<b>12,274,833</b>

**Expenditures**

**Salaries and Benefits**

Salaries	1,764,948	1,800,582	2,774,338	2,555,094	2,563,933
Benefits & Payroll Taxes	709,864	812,237	1,245,195	1,139,342	1,139,342
<b>Total Salaries and Benefits</b>	<b>2,474,812</b>	<b>2,612,819</b>	<b>4,019,533</b>	<b>3,694,436</b>	<b>3,703,275</b>

**Contracts**

Contractual Services 6110400	288,196	222,224	431,903	342,440	335,823
Audit 6110405	23,219	23,433	27,000	27,000	25,000
Janitor 6110815	23,690	23,707		24,000	
<b>Total Contracts</b>	<b>335,105</b>	<b>269,364</b>	<b>458,903</b>	<b>393,440</b>	<b>360,823</b>

**Other Operating Expenses**

Bank Service Charges 6110290		295	900	900	1,800
Penalties/Interest 6110295		43	500	500	
Internet Service 6110310	4,219	4,896	4,440	5,476	5,043
Postage 6110315	1,572	1,826	3,000	3,000	3,110
Telephone 6110320	10,754	9,894	11,739	15,776	15,278
Cell Phone 6110325	4,496	4,535	4,602	10,375	15,983
Advertising 6110410	61,715	65,457	87,342	87,342	87,860
Advertising-Other 6110415	8,990	18,424	13,500	10,912	7,180
IT Hardware/Software Support 6110425	6,851	7,469	46,785	58,553	127,043

**NCRTD Summary**

	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Projections</b>	<b>Budget</b>	<b>Request</b>
Promotional 6110450		2,405	3,000	3,000	3,000	5,500
Health/Wellness 6110455		150	4,500	700	700	4,500
Dues and Subscriptions 6110500	8,597	15,961	15,765	21,660	21,660	14,160
Equipment 6110600	785	1,942		14,167	14,167	8,200
Equipment Rental 6110605	1,725	-	1,000	8,969	8,969	5,422
Equipment Repair & Maintenance 6110610	693	-	3,650	1,800	1,800	1,800
Computer Repair & Maintenance 6110615			2,300	500	500	250
Building Maintenance 6110620	8,700	16,283	15,000	15,000	15,000	16,925
Maintenance Machinery & Equipment 6110625	6,564	561	2,000	3,700	3,700	3,000
Insurance 6110700				(44)		
Property Insurance 6110705	6,670	6,670	7,210	7,274	7,274	10,000
General and Employee Liability 6110710	21,550	28,572	18,450	25,262	25,262	27,881
Civil Rights 6110715	3,311	3,311	3,311	3,311	3,311	3,310
Property Taxes 6110720		4,704				
Vehicle Insurance 6110725	56,058	58,819	86,225	82,004	82,004	70,000
Utilities 6110810	25,299	26,079	40,012	40,012	40,012	41,092
Uniforms 6110900		13,320	8,000	8,457	8,457	8,000
Drug and Alcohol Testing 6110905		-	1,000			
Physicals 6110910	2,860	2,271	2,700	2,700	2,700	3,700
Printing 6111000	13,243	9,136	15,535	15,522	15,522	20,000
Equipment Machine Copies 6111005	13	-		37		
Supplies 6111100	1,267	22,318		184		500
Office Supplies 6111105	13,453	13,751	9,750	12,982	12,982	10,741
Furniture & Equipment under 5K 6111110	20,091	16,445	5,380	3,439	3,439	3,800
Janitorial Supplies 6111115	1,000			913		
Training/Registration Fees 6111200	3,388	9,087	20,799	17,514	17,514	22,289
Mileage 6111305	6,992	5,660	4,275	4,673	4,673	5,309
Transit/ Rental/Air Fare 6111310	5,304	7,979	9,750	5,571	5,571	9,550
Per Diem/Travel Meals 6111315	3,628	3,373	7,760	7,157	7,157	7,214
Registration Fees 6111320	5,636	-				
Lodging 6111325	11,081	9,909	15,610	11,998	11,998	22,020
Meals & Meeting Expenses 6111327	2,649	7,301	3,850	3,970	3,970	5,100
Misc Expenses 6111330	933	116	23,056	20,857	20,857	6,300
Fuel 6111400	410,199	352,857	495,903	343,709	343,709	416,160
Cell Tower Rental Fees 6111405	7,803	5,508	8,000	8,000	8,000	5,700
Shop Supplies 6111410	7,644	6,592	11,500	9,177	9,177	11,500
Oil and Lubricants 6111415	14,920	12,151	18,700	16,140	16,140	18,700
Hazardous Waste Disposal 6111420				3,000		3,000

**NCRTD Summary**

	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2016</b>	<b>FY 2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Projections</b>	<b>Budget Request</b>
Replacement Parts 6111425	65,908	84,631	91,400	119,656	112,000
Tires 6111430	26,771	52,000	40,100	52,287	50,400
Vehicle Maintenance - Repair 6111435	96,383	129,741	103,500	120,428	114,300
Painting 6111440	5,621	5,000	5,000	6,698	12,000
Vehicle Towing Services 6111445			-	6,548	8,000
Operating Expense - Los Alamos County 6200010					
Building Maintenance 6220605	249			1,793	2,400
Computers 6330110					1,000
Benches and Signage 6330130					8,000
Mobile Radios 6330160					
<b>Total Other Operating Expenses</b>	<b>965,586</b>	<b>1,047,442</b>	<b>1,276,799</b>	<b>1,223,560</b>	<b>1,363,020</b>

**Non-RTD**

Non-RTD Railrunner 6110270	2,102,178	2,196,109	2,100,000	2,190,004	2,175,000
Non-RTD Los Alamos County 6110272	1,344,173	1,361,820	1,380,700	1,380,700	1,419,000
Non-RTD City of Santa Fe 6110275	940,921	953,274	966,490	966,490	993,300
<b>Total Non-RTD</b>	<b>4,387,272</b>	<b>4,511,203</b>	<b>4,447,190</b>	<b>4,537,194</b>	<b>4,587,300</b>

**Capital Outlay**

Buildings 6330105	5,916	5,635	51,000	300,000	385,000
Computers 6330110	-	-	230,667	21,000	30,993
Furniture & Fixtures 6330115	-	-	5,000		40,000
Other Capital Expenses 6330125	359,810	170,803	151,000	5,000	195,000
Benches and Signage 6330130	75,245	157,835	1,000		191,537
Passenger Bus 6330135	-	-	1,928,251	1,445,307	1,417,885
15 Passenger Van w/Lift 6330145	-	131,460	39,000		
Bus Shelters 6330155	-	-	-		
Mobile Radios 6330160	-	222	2,500		
<b>Total Capital Outlay Expenses</b>	<b>440,971</b>	<b>465,956</b>	<b>2,408,418</b>	<b>1,771,307</b>	<b>2,260,415</b>
<b>Total Overall Expenses</b>	<b>8,603,746</b>	<b>8,906,785</b>	<b>12,610,843</b>	<b>11,619,937</b>	<b>12,274,833</b>



## Professional Standards and Values

At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors.

**Our Mission:** is to provide safe, secure and effective public transportation within north central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and to spur economic development throughout the region.

### We Value Professional Excellence

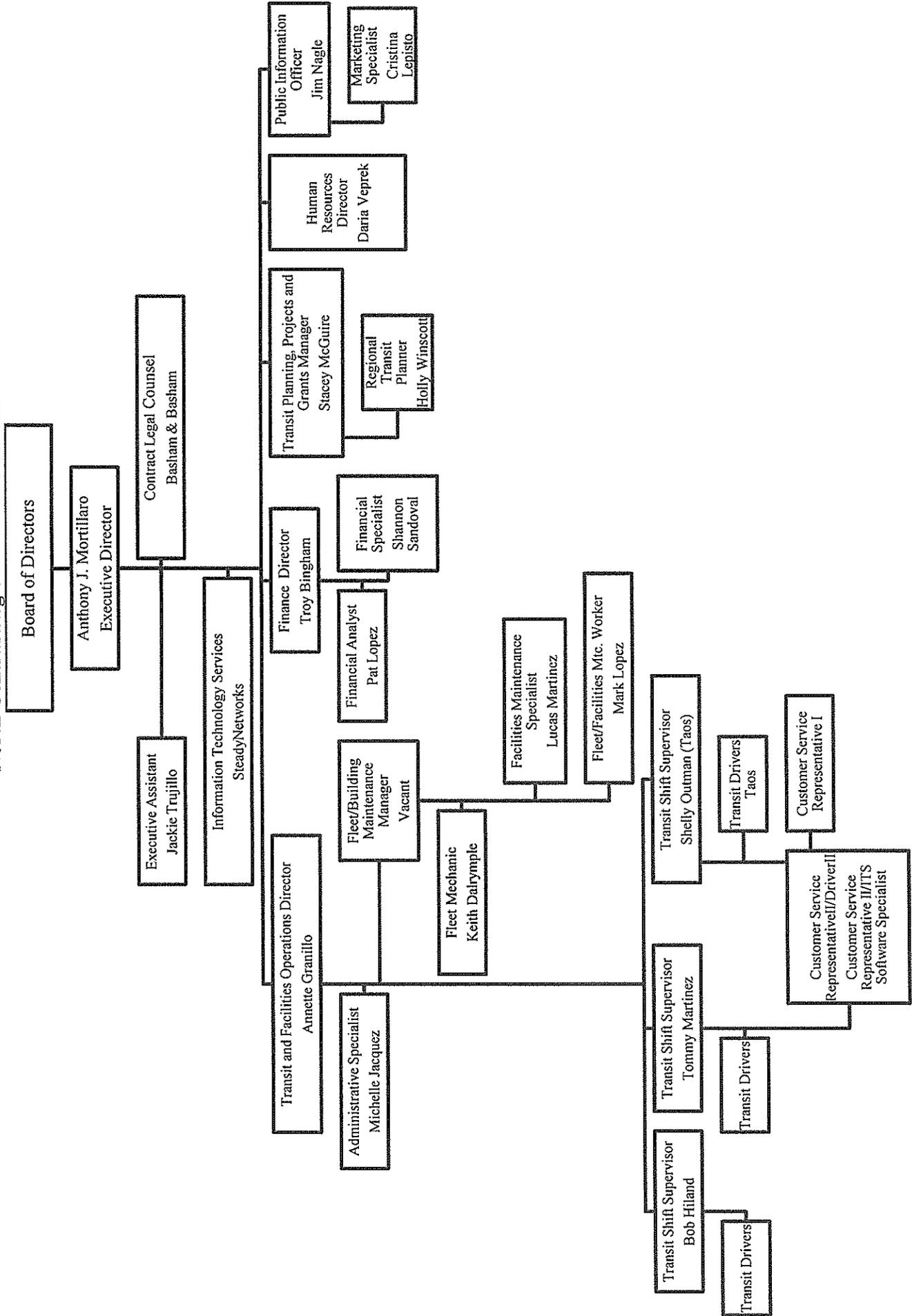
**N**eighborly  
**C**ommunication  
**R**espectful  
**T**rustworthy  
**D**edicated

To accomplish our mission while living our values, we believe that the following **Professional Standards** are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the responsibilities outlined in your job description, you have an important professional role to play in NCRTD. To fill that role, all employees are expected to practice the following attitudes and behaviors while at work.

- ✓ Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
- ✓ Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).
- ✓ Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
- ✓ Keep a positive, "can do" attitude toward tasks, coworkers, management and customers.
- ✓ Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
- ✓ Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
- ✓ Be a steward (1) of our organization's resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

# North Central Regional Transit District



NCRID Position History

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	No. of Employees
<b>Admin</b>							
Permanent Full Time (benefits)							
Executive Director	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1
File Clerk					0.25	1	0.3
Marketing Manager/PIO	1	1	1	1	1	1	1
Marketing Specialist					1	1	1
Special Project Manager	1	1	0	0	0	0	0
Director of Human Resources/Risk and Safety	0	0	0	1	1	1	1
Transit Planning, Grants and Projects Manager	0	0	0	0	0	0	1
Regional Transit Planner	0	0	0	0	0	0	1
<b>TOTAL Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5.25</b>	<b>6</b>	<b>7.3</b>

	FY11	FY12	FY13	FY14	FY15	FY16	FY17
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	No. of Employees
<b>Finance</b>							
Permanent Full Time (benefits)							
Finance Director	1	1	1	1	1	1	1
Finance Manager	1	1	1	1	0	0	0
Financial Analyst	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1
<b>TOTAL Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

	FY11	FY12	FY13	FY14	FY15	FY16	FY17
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	No. of Employees
<b>Operations Admin</b>							
Permanent Full Time (benefits)							
Director of Transit Operations and Facilities	1	1	1	1	1	1	1
Transit Operations Manager	1	0	0	0	0	0	0
Assistant Transit Operations Manager	1	1	1	1	1	1	1
Administrative Specialist	1	1	1	0	0	0	0
Service Development Manager (reclass 9/12)	0	0	0	1	1	0	0
Service Development, Projects, Grants Spec	0	0	0	0	0	1	0
Transit Planning, Grants and Projects Manager	0	0	0	0	0	1	0
Regional Transit Planner	0	0	0	0	0	1	0
<b>TOTAL Positions</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>2</b>



# Executive Director

Administration

## 2017 OPERATING BUDGET SUMMARY

Entity Code = 200 - Executive Director's Office

### **Anthony J. Mortillaro, Executive Director**

The Executive Office is responsible for the leadership and management of the District in support of the goals and objectives of the Board of Directors. Primary duties include the development of program and policy alternatives for consideration by the Board, leadership, administration, management of staff activities, project planning, implementation and completion, providing an environment for growth and development of staff, maintaining effective internal and external District communications, and promoting the understanding and importance of transit needs.

In addition, the Executive Office oversees functional units that provide critical support services that enable District operational departments to meet the mission and goals of the District; legal counsel, human resources, labor relations, public information, planning and information technology.

Lastly, the Executive Office provides the coordination and support for all activities and functions of the Board of Directors. This office is responsible for producing and coordinating accurate, timely material for an orderly decision-making process. This includes planning and organizing efficient Board and committee meetings, documenting and keeping accurate records of all Board actions and policies, and assisting the Board of Directors in maintaining effective community relations with other officials, agencies, and constituents.

### **Department Priorities for 2017**

- Improve operational performance and efficiency, including maximizing service life of fleet and facilities and achieve sustainability
- Implement Intelligent Transportation System tools to enhance service delivery and operations
- Coordinate with counties, cities, pueblos and state on land use planning and review and explore partnering opportunities
- Aggressively pursue federal and state funding for regional transit improvements
- Maintain a positive work environment to be a regional employer of choice as evidenced by decreased absences, decreased turnover, increased tenure, increased employment applicants
- Continue to enhance reliability, safety and security, including cyber and physical security issues
- Maintain assets and State of Good Repair
- Complete capital acquisitions and system upgrades on selected system infrastructure elements to assure maximum operational efficiency and on-time service delivery
- Plan for election to remove sunset clause from Transit GRT tax
- Implement Long Range Strategic Plan
- Complete merger study with City of Santa Fe and implement recommendations
- Address issues based upon ridership survey
- Orientation of newly appointed Board Members

## Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	<b>297,409</b>	<b>219,243</b>	<b>245,493</b>	<b>228,108</b>	<b>225,485</b>
Contractual Services	262,867	155,784	240,603	269,198	297,823
Contractual Services - Other	-	-	-	-	-
<b>Total Contractual Services</b>	<b>262,867</b>	<b>155,784</b>	<b>240,603</b>	<b>269,198</b>	<b>297,823</b>
Internet Service	974	423	400	500	393
Postage	424	301	400	400	310
Telephone	2,143	1,194	1,050	1,299	1,472
Cell Phone	1,415	851	624	1,285	1,186
Advertising	61,445	-	-	-	-
Advertising-Other	8,990	-	-	-	-
IT Hardware/Software Support	-	-	3,000	3,000	-
Promotional	-	-	-	-	-
Dues and Subscriptions	7,867	10,295	7,565	9,518	7,615
Equipment	-	-	-	1,840	-
Equipment Repair & Maintenance	-	-	1,800	1,800	1,800
Building Maintenance	348	-	-	-	-
Utilities	-	-	-	-	-
Printing	8,779	350	500	1,180	2,500
Equipment Machine Copies	-	-	-	-	-
Supplies	206	-	-	-	-
Office Supplies	7,191	3,612	3,900	4,500	4,241
Furniture & Equipment under 5K	9,806	1,048	980	641	1,000
Training/Registration Fees	599	2,699	4,224	1,139	4,229
Mileage	2,903	404	800	79	720
Transit/ Rental/Air Fare	2,421	2,157	4,000	521	3,700
Per Diem/Travel Meals	1,367	969	1,560	537	1,200
Registration Fees	2,642	-	-	-	-
Lodging	5,258	4,191	7,100	3,146	5,970
Meals & Meeting Expenses	2,367	3,161	3,100	2,408	3,700
Misc Expenses	226	-	2,500	-	4,000
Computers	1,340	-	1,500	-	1,500
Equipment Repair & Maintenance	248	-	-	-	-
Benches and Signage	-	-	-	-	-
<b>Total Other Operating Expenses</b>	<b>128,956</b>	<b>31,655</b>	<b>45,003</b>	<b>33,793</b>	<b>45,536</b>
<b>TOTAL EXPENDITURES</b>	<b>689,232</b>	<b>406,682</b>	<b>531,099</b>	<b>531,099</b>	<b>568,844</b>

### FY2016 Highlights

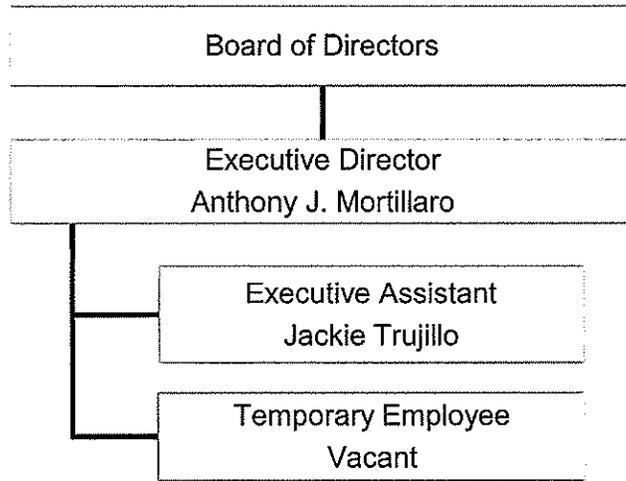
- Issued RFP for City of Santa Fe merger into the NCRTD
- Continued integration of Service Excellence and Customer First programs
- Launched ITS System "Blue Bus Tracker"
- Added Town of Taos as new member and conducted orientations of new Board Members
- Implemented the acquisition of the Town of Taos "Chili Line"
- Launched the OpenGov portal for financial transparency
- System wide assessment for ADA Compliance Plan was completed
- Completed Long Range Strategic Plan
- Continued refinement of Long Range Financial Strategic Plan
- Continued fleet acquisition and upgrade

### Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Board/Subcommittee Packets	128	134	98	120
Budget variance on overall expenses	-5.27%	-18.23%	-7.28%	0.00%
Revenue variance on overall revenues	+3.73%	+10.73%	+4.06%	>3.00%
Degree that reserve funds meet or exceed 25% standard	199.10%	238.34%	216.43%	183.89%
Increase in overall ridership	881,735	839,364	850,320	867,326

### Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Executive Director	1	1	1	1
Executive Assistant	1	1	1	1
Temporary Employee		0.3	0.3	0.3
<b>Total</b>	<b>2</b>	<b>2.3</b>	<b>2.3</b>	<b>2.3</b>



# Public Information

Administration

## 2017 OPERATING BUDGET SUMMARY

Entity Code = 210 - Public Information

### **Jim Nagle, Public Information Officer**

The public information office provides a variety of complex professional, technical and administrative duties related to promoting media relations, employee communications, and community relations to enhance public awareness of NCRTD operations, services and programs. The department plans, organizes and coordinates a variety of marketing activities which involves the development and design of promotional and informational and educational materials, and provides oversight of the social media activities. It also oversees, organizes and manages the activities of the Public Information, Community Relations and Marketing Division. Acts as the NCRTD spokespersons. The advertising program consists of print radio, digital and billboard media.

### **Department Priorities for 2017**

- Utilize expanded public outreach to promote the NCRTD and increase ridership, rider experience and customer service. Work with visitor centers, chambers of commerce, senior centers, veterans facilities and spend more time with them and talking about the services we provide
- Develop marketing programs to assist in building ridership by 2 percent
- Through analysis of the 2016 rider survey to identify problems and shortcomings in public information and work to rectify them
- Ensure that the alert and public information system offered through our recently launched Intelligent Transportation System (ITS) are implemented by 9/1/16
- Work to raise awareness of the summer service of the Mountain Trail route during its trial phase and successfully promote the expanded service to Taos Ski Valley this coming winter
- Promote improved accessibility of stops, facilities and vehicles as we work to bring the District up to ADA compliance
- Utilize expanded social media to raise District profile and awareness, and to promote a positive image throughout our communities

## Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	-	139,321	156,432	113,680	153,515
Contractual Services			15,500	15,500	-
Contractual Services - Other		16,050			-
<b>Total Contractual Services</b>	-	16,050	15,500	15,500	-
Internet Service		423	400	400	393
Postage		156	400	400	400
Telephone		882	1,152	1,228	1,472
Cell Phone		735	742	681	1,186
Advertising		65,414	87,342	87,342	87,860
Advertising-Other		333		968	-
IT Hardware/Software Support			2,110	1,191	5,700
Promotional		1,232		324	2,500
Dues and Subscriptions		1,530	4,000	4,384	2,535
Equipment Rental		-	1,950	-	-
Utilities					-
Printing		3,991	10,000	5,691	9,000
Equipment Machine Copies				24	-
Office Supplies		441	500	600	500
Furniture & Equipment under 5K		2,075			-
Training/Registration Fees		249	1,850	1,850	2,150
Mileage		376	940	940	760
Transit/ Rental/Air Fare		393	700	700	1,000
Per Diem/Travel Meals		236	420	420	600
Registration Fees		-			-
Lodging		702	1,600	1,600	2,200
Meals & Meeting Expenses		3,103		84	-
Painting				6,542	-
Computers		-			-
<b>Total Other Operating Expenditures</b>	-	82,272	114,106	115,369	118,256
<b>TOTAL EXPENDITURES</b>	-	237,643	286,038	244,549	271,771

## FY2016 Highlights

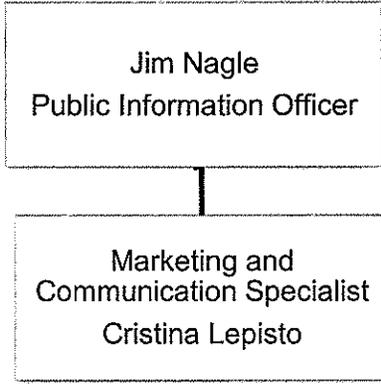
- Planned, coordinated and implemented the branding and roll out of several new high profile routes and services: Mountain Trail, RTD Chile Line and Chile Ride, Taos Ski Valley and La Cienega/Las Golondranis routes
- Planned and managed the updated 2016 rider survey to gauge rider satisfaction
- Increase ridership lost as a result of lower gas prices and rollout of expanded routes and services. The District was among a handful of rural transit providers seeing a large percentage of increased ridership in calendar year 2015
- Wrote and oversaw the design and production of the FY2015 Annual Report and worked to make it an improved and more attractive piece than in previous years
- Worked with the local media to develop more positive stories and features on the District to improve the prospects of attracting choice riders
- Further developed relationships with the national trade press which led to a cover story and photo in Passenger Transport the magazine of the American Passenger Transportation Association
- Rolled out our first bus stop sponsorship program for the RTD Mountain Trail route which provided hotels and businesses in the downtown Santa Fe area with signage at some of our most high-profile bus stop

## Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Advertising Impressions	-	-	-	2,100,000
# of Social Media Followers	-	-	350	500
# of Website Visitors	-	44,086	69,393	72,000
# Bus Stop QR Code Scans	-	186	1,551	1,700

## Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Public Information Officer	1	1	1	1
Marketing and Communications Specialist	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>



# Finance

## Administration

### 2017 OPERATING BUDGET SUMMARY

Entity Code = 220 - Finance

#### **Troy Bingham, Finance Director**

The mission of the finance department is to contribute to the organizational success by managing the financial resources of the District efficiently and in strict compliance with government regulations, generally accepted financial management principles and District's policies and by providing timely delivery of administrative services to internal and external customers. We accomplish our mission by maintaining accurate and timely accounting records of the District, process accurate voucher and payroll checks for both our internal and external customers, and develop, monitor, and maintain an effective internal control system that safeguards the District's financial assets. We also serve as the chief procurement officer of the District, assist with Information Technology projects, and coordinate the Risk Management functions as assigned.

#### **Department Priorities for 2017**

- Assist in the implementation of transit asset management and maintenance plan by integrating financial data where needed
- Explore financial aspects of operating transportation services for Area on Aging/Medicaid for underserved elderly pockets of the population in our service area with the new 5310 program.
- Continue FY2015 CAFR Award in FY2017
- Develop FY2017 Budget to assure all GFOA Budget Award criteria are covered throughout the process and budget information and formatting meets criteria
- Strategically develop in house RFP/IFB's or multiple quotes for the following contracts
  - Uniforms
  - Bus Shelters
- Explore new Financial System options by looking to other transit entities and look at chart of account changes to streamline information and allow end users to better understand the accounting for their transactions
- Provide attrition reporting to Human Resources annually to identify trends and effects of new programs
- Provide Finance staff the time necessary to participate in employee retention activities
- Provide opportunities for job growth from other department employees by providing basic job responsibilities in Finance for interning employees
- Provide Finance staff for travel training if necessary
- Provide timely payment solution for buses awaiting payment at time of delivery or strategically develop in house RFP/IFB's or multiple quotes for the following contracts
  - Vehicle Maintenance
  - Bus Wrapping/Advertising
- Complete Phase III Transportation Alternative Program by 6/30/2017

## Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	<b>243,886</b>	<b>233,005</b>	<b>293,743</b>	<b>283,190</b>	<b>307,260</b>
Contractual Services	1,638		1,500	1,500	-
Audit	23,219	23,433	27,000	27,000	25,000
<b>Total Contractual Services</b>	<b>24,857</b>	<b>23,433</b>	<b>28,500</b>	<b>28,500</b>	<b>25,000</b>
Bank Service Charges		295	900	900	1,800
Penalties/Interest		43	500	500	-
Internet Service	714	846	800	600	589
Postage	372	411	700	658	700
Telephone	2,143	1,943	2,112	2,257	2,207
Advertising		44			-
Advertising-Other	-	70		202	680
IT Hardware/Software Support	6,851	7,469	9,600	9,600	8,200
Dues and Subscriptions	730	4,037	4,010	4,524	4,010
Utilities					-
Printing	898	681	1,000	2,686	2,000
Supplies	389				-
Office Supplies	2,066	2,722	2,000	1,600	1,000
Furniture & Equipment under 5K	1,548	575	1,000	1,000	1,000
Training/Registration Fees	1,545	1,194	4,320	4,320	3,210
Mileage	1,442	2,648	1,005	1,505	960
Transit/ Rental/Air Fare	72	3,405	1,150	1,150	1,400
Per Diem/Travel Meals	573	434	1,550	1,550	1,322
Registration Fees	780	-			-
Lodging	1,299	1,928	3,610	3,610	3,080
Meals & Meeting Expenses	221	-		110	200
Misc Expenses		233	300	49	300
Computers			1,500	1,500	
<b>Total Other Operating Expenditures</b>	<b>21,641</b>	<b>28,979</b>	<b>36,057</b>	<b>38,321</b>	<b>32,658</b>
<b>TOTAL EXPENDITURES</b>	<b>290,384</b>	<b>285,417</b>	<b>358,300</b>	<b>350,011</b>	<b>364,918</b>

### FY2016 Highlights

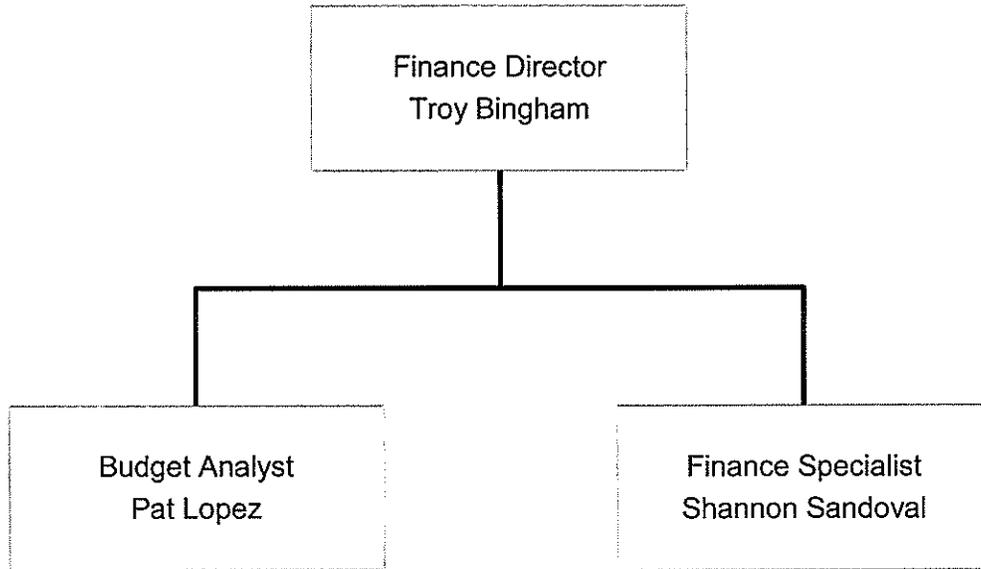
- Investment policy is implemented, reports are generated in a timely manner and investment benchmarks are met.
- Annual Audit is submitted on time and audits are free from management findings. The CAFR was submitted to GFOA for award consideration on time.
- Review existing cash handling practices for Demand Response Service and new fare premium service routes with Transit staff to ensure double custody and joint agreement.
- Developed budget calendar, distribute new forms per GFOA requirements. Planning to submit annual budget to GFOA for award consideration by July 2016.
- New policies developed for the procurement cards and PO process was improved to reflect the procurement policy guidelines
- The OpenGov and CAFR are available online for public consumption.
- Attend multiple trainings including FTA, NMDOT, OSA, and TrAMS online trainings for professional development.
- Provided small purchasing guidance to departments for clarifications of revised procurement rules and regulations shortly after starting.
- Prepare RFPs for Audit and On-call Engineering

### Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Invoices Paid	1,191	1,239	1,484	1,528
# of Employee Paychecks Processed	1,330	1,366	1,657	1,657
# of Purchase Orders/Change Orders	511	372	240	300
# of Risk Management Cases	-	-	30	28

### Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Finance Director	1	1	1	1
Budget Analyst	1	1	1	1
Finance Specialist	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



# Human Resources Department

Administration

## 2017 OPERATING BUDGET SUMMARY

Entity Code = 230 - Human Resources

### **Daria Veprek, Human Resources Director Director**

The mission of the Human Resources division is to support NCRTD's strategic plan through a meaningful contribution to initiatives and processes within the organization.

We accomplish our mission by:

- Understanding vital aspects of the business.
- Providing service and support to the organization's stakeholders.
- Demonstrating technical expertise in NCRTD's business reality and modern practice of Human Resources.
- Integrating core values, integrity, and accountability throughout all organizational and business practices.

### **Department Priorities for 2017**

- Develop a desk manual for the HR Administration Program.
- Review the exit interview process for development of a strategy to minimize turnover.
- Adoption of a computerized Performance Management System. Train and support Supervisors for an effective implementation.
- Support our 2016 EEO goals; expand outreach efforts to reach diverse groups.
- Cohesion in employee engagement efforts at all locations: Espanola, Taos and Santa Fe.
- Transition to a Coaching Culture reflected by a decrease in formal discipline and increase in performance scores.
- Meaningful recognition: Address obstacles found in the Fun Committee/empathy discussions.
- Identify training needs at all levels of the organization. Develop a supervisory training program.
- Develop HR Performance measures and scoreboard to ensure internal and external alignment and effectiveness to the organizational

## Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	-	393	112,544	79,376	104,825
Contractual Services	-	10,959	49,700	18,767	4,000
Contractual Services - Other				30,933	-
<b>Total Contractual Services</b>	-	10,959	49,700	49,700	4,000
Internet Service			400	150	196
Postage			400	400	400
Telephone			1,050	202	736
Advertising		-			-
Advertising-Other		18,021	13,500	9,694	5,000
IT Hardware/Software Support				27	-
Promotional		1,173	3,000	2,676	3,000
Health/Wellness		150	4,500	700	4,500
Dues and Subscriptions			190	1,520	-
Equipment				9	-
Computer Repair and Maintenance			500	500	250
General and Employee Insurance					27,881
Civil Rights					3,310
Utilities					-
Printing			500	227	500
Office Supplies		1,106	500	546	1,000
Training/Registration Fees		1,872	3,025	3,025	2,805
Mileage			280	280	420
Per Diem/Travel Meals			700	700	874
Registration Fees					-
Lodging			280	342	1,750
Meals & Meeting Expenses		141		419	-
<b>Total Other Operating Expenditures</b>	-	22,463	28,825	21,417	52,622
<b>TOTAL EXPENDITURES</b>	-	33,815	191,069	150,493	161,447

**FY2016 Highlights**

- Migrated Worker's Compensation administration to Human Resources.
- Completed an I-9 Audit.
- Revised current Attendance/Tardiness Policy.
- Designed a Fun Committee Program and the monthly and annual employee calendar of events.
- Introduced a new Above and Beyond and Employee of the Quarter nomination process: Thank You Card.
- Incorporated new interviewing and selection practices: behavioral assessment.
- Implemented a new background and reference check process utilizing Hireright.
- Expanded outreach efforts to reach diverse groups and minimize cost per hire through the use of social media as a sourcing tool.
- Finalized draft of EEOC plan and utilization analysis. Defined EEO goals based on findings.
- Revised Title VI Program to address new structure requirements.
- Incorporate Applicant Self-Identification EEO forms to current employment application form.
- Revised the Orientation and Onboarding process to improve retention:
  - Incorporated new training modules: Excellence/Customer Service, Bloodborne, Harrassment and Diversity training.
  - Created Power Point Presentation following a modern structure designed to encourage participation.
  - Designed the Welcome to our newest colleagues internal announcement for acknowledgment of our new colleagues
- Updated internal Federal and State mandatory postings and NCRTD's annual mandated reports such as: EEO1, Vets-4212, OSHA Log-300
- Worked to redefine our employment brand and value proposition:
  - Created an NCRTD benefits overview packet.
  - Researched and incorporated new benefits: FamilyWize, WorkingAdvantage, Staywell Clinic.
- Created a new hire checklist for the efficient administration of the new hire process and for the effective administration of personnel files.

**Performance Measures**

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Turnover Rate	-	21%	10%	7%
Recruitment: Cost per Hire		\$323	\$162	<\$100
# of Worker's Comp Claims(OSHA Non Recordable)		3	2	1

**Staffing**

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Human Resources Director			1	1
<b>Total</b>	-	-	1	1

Executive Director  
Anthony J. Mortillaro



Human Resources Director  
Daria Veprek

# Planning and Grants Management

Administration

## 2017 OPERATING BUDGET SUMMARY

Entity Code = 240 - Planning and Grants Management

### **Stacey McGuire, Planning, Projects & Grants Manager**

The mission of the Planning and Grants Management division is to contribute to the organizational success by overseeing service planning, managing projects, and coordinating the grants processes of the District efficiently and in strict compliance with government regulations, generally accepted transit planning and management principles and District's policies and by providing timely delivery of administrative and service development services to internal and external customers. We accomplish our mission by proactively managing existing transit services and assessing future service requests made of the District; through ongoing administration of grant awards and funding allocations while researching and identifying alternate potential funding sources and pursuing where applicable; and through active management of systemwide transit projects. We also serve as the Tribal transit liaison for the District, oversee the Intelligent Transportation System (ITS) project, assisting Finance in procurement process and coordinating interdepartmentally as required.

### **Department Priorities for 2017**

- Oversee the continued implementation of Intelligent Transportation System (ITS) and management of ongoing periodic system and route modifications, including service changes, analysis reports, general transit feed specification (gffs) data entry, and duties as required
- Collaborate with community and social service agencies to improve transit options for elderly, disabled, veteran and vulnerable segments of the public; continue to grow our 5310 elderly and disabled transit program
- Continued oversight of the multi-phased ADA Transition Plan, including funding identification/research, final design, construction management coordination; coordinate outstanding facility incorporation into Plan; ongoing coordination with NMDOT, FTA, FHWA
- Assist Finance throughout the procurement process and contribute to RFP/RFQ/IFB documents and evaluation processes as required
- Ongoing coordination with counties, towns, Tribes and State on land-use planning and review collaborative funding opportunities

## Budget

	<u>FY14 Actual</u>	<u>FY15 Actual</u>	<u>FY16 Budget</u>	<u>FY16 Projections</u>	<u>FY17 Budget Request</u>
<b>Total Salaries and Benefits</b>	-	-			<b>164,023</b>
Contractual Services					10,000
<b>Total Contractual Services</b>	-	-			<b>10,000</b>
Internet Service					417
Postage					200
Telephone					1,200
Cell Phone					816
Advertising-Other					1,500
IT Hardware/Software Support					10,000
Equipment					700
Printing					1,000
Supplies					500
Furniture & Equipment under 5K					800
Training/Registration fees					3,295
Mileage					450
Transit/ Rental/Air Fare					1,800
Per Diem/Travel Meals					660
Lodging					3,000
Meals & Meeting Expenses					700
Misc Expenses					2,000
Computers					-
<b>Total Other Operating Expenditures</b>	-	-			<b>29,038</b>
<b>TOTAL EXPENDITURES</b>	-	-			<b>203,061</b>

### FY2016 Highlights

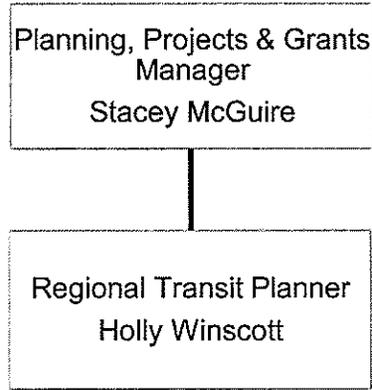
- Intelligent Transportation System (ITS) implementation, data entry management, coordination with Operations to roll out technologies and provide trainings
- Systemwide route modifications rolled out, 6 month assessment performed with results provided to Board
- ADA Transition Plan- ongoing funding identification; bus stop prioritization, design and project management coordination and oversight
- Involved in Town of Taos Chile Line transit system consolidation negotiation, participated in asset inventory, provided transit planning and service assessments
- Mountain Trail pilot route- route and stop creation; service coordination with other transit providers; ongoing coordination of multi-agency private/public collaboration with various federal, state, local and Tribal entities as well as private partners
- Advocated for additional staff as service demands increase as system continues to grow; participated in hiring process for regional planner position; manage growing division
- Long Range Plan creation involvement, feedback and review provided, contributed content
- Managed in-field facilities implementation to include bus stop placements, right-of-way work with NMDOT and local entities
- Represent NCRTD and advocate for public transit at NPRTPO, SFMPO, various governmental agencies
- Assist Marketing Department in community outreach, advocate for public transit at community events and meetings

### Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Grants Applied For	-	-	12	13
% of ITS Utilized	-	-	40	85
% of 5 Year Service Plan Route Modifications Implemented	-	-	80	90

### Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Planning Projects & Grants Manager	-	-	1	1
Regional Transit Planner	-	-	1	1
<b>Total</b>	-	-	<b>2</b>	<b>2</b>



# Operations Administration

Operations

## 2017 OPERATING BUDGET SUMMARY

Entity Code = 300 - Operations Administration

### **Annette Granillo, Operations & Maintenance Director**

Our mission is to support the operations sections of the North Central Regional Transit District in providing safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and to spur economic opportunity throughout the region. We accomplish our mission by assuring all customer service employees are well trained, information is readily available and easy to understand. Policy and procedures are adhered to and assures the customer utilizing the system a safe, well maintained, clean vehicle along with a courteous and knowledgeable and dependable operator.

### **Department Priorities for 2017**

- Process, verify and complete payroll process every week with minimal delays and verification of all overtime assignments and leave requests.
- Collect, verify and prepare monthly ridership reports and performance measures for the monthly board meeting.
- Assist in providing customer service to the public which includes route information and trip planning, entering trip requests for demand and paratransit services into computerized system.
- Monitor and prepare monthly fuel usage for revenue and support vehicles on a monthly basis.
- Identify, coordinate or administer required quarterly and new hire driver training.
- Administer FTA required Drug and Alcohol Program.
- Prepare and administer bi-yearly driver shift bids
- Prepare and process all invoices for driver, fleet and facilities maintenance sections.

## Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	<b>243,756</b>	<b>232,155</b>	<b>344,563</b>	<b>327,348</b>	<b>198,760</b>
Internet Service	867	846	780	950	589
Postage	259	329	400	400	400
Telephone	2,160	1,943	2,100	2,455	1,472
Cell Phone	997	774	624	749	936
Advertising-Other				48	-
IT Hardware/Software Support			24,075	36,587	91,618
Dues and Subscriptions				719	-
Equipment				2,686	500
Building Maintenance	16		700		-
General and Employee Liability					-
Utilities					-
Physicals				177	200
Printing	1,719	904	1,200	1,730	2,000
Supplies	206	-			-
Office Supplies	932	2,426	1,400	2,080	1,000
Furniture & Equipment under 5K	7,598				1,000
Training/Registration Fees	369	1,598	1,095	1,095	1,750
Mileage	840	1,683	650	1,620	845
Transit/ Rental/Air Fare	989	1,285	1,200	1,200	800
Per Diem/Travel Meals	622	793	950	950	718
Registration Fees	100	-			-
Lodging	1,338	1,839	1,600	1,600	1,560
Meals & Meeting Expenses	43	354	250	449	500
Misc Expenses	31		15,256	15,256	-
Fuel		29			-
Replacement Parts		-			-
Computers	4,217		1,550	293	-
<b>Total Other Operating Expenditures</b>	<b>23,302</b>	<b>14,804</b>	<b>53,830</b>	<b>71,045</b>	<b>105,888</b>
<b>TOTAL EXPENDITURES</b>	<b>267,058</b>	<b>246,959</b>	<b>398,393</b>	<b>398,393</b>	<b>304,648</b>

**FY2016 Highlights**

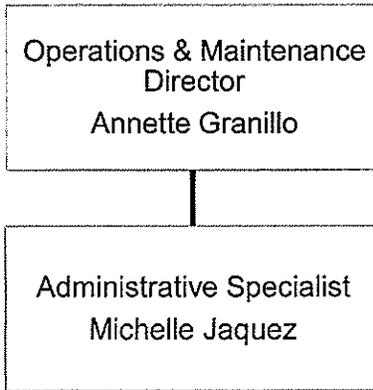
- Met with Finance to research payroll and timecard issues
- New Operations Manager, Annette Granillo, started April 3, 2016

**Performance Measures**

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Policy/Procedures developed and/or modified	-	-	-	10
# of invoices processed	1,039	1,023	1,109	1,143
# of random/post accident/pre-employment/suspicion Drug & Alcohol tests performed	43	33	43	50

**Staffing**

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Operations & Maintenance Director	1	1	1	1
Administrative Specialist	1	1	1	1
Transit Planning, Grants and Projects Manager	1	1	1	-
Regional Transit Planner		-	1	-
<b>Total</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>2</b>



# Operations-Drivers

Operations

## 2017 OPERATING BUDGET SUMMARY

Entity Code = 350 - Drivers

### **Annette Granillo, Transit Operation Director**

Our department provides the driving functions of the North Central Regional Transit District by providing safe, secure and effective public transportation within the four counties we serve including charter services to member localities. We have three centers of operations which are in Española, Taos, and Santa Fe, along with offsite locations in Chama, Peñasco, Edgewood, and Questa. We predominately offer paratransit, demand and fixed route services starting at 5am to 8pm, Monday through Friday (excluding holidays) but do offer specific routes like Taos Express, Mountain Trail, and Taos Ski Valley routes on the weekends.

### **Department Priorities for 2017**

- Maximize the use of ITS system to monitor and track route and driver performance, make modification to improve on-time performance and efficiencies to the system with a system standard of 90% on-time performance.
- Complete installation of ITS system for Chili Line Taos section to include training of all Taos employees by January 31, 2017.
- Mitigate vehicle and Worker's Compensation accidents by 15% system wide.
- Implement Sustainability Plan and alternative fuels analysis recommendations for green transit vehicles by May 1, 2017.
- Complete and implement driver handbook to include all policies and procedures for all sections of operations by February 28, 2017.
- Assure all employees have performed self-evaluations and supervisory staff perform evaluation 90% on-time in Performance Pro software system.

**Budget**

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	<b>1,462,180</b>	<b>1,530,821</b>	<b>2,640,687</b>	<b>2,433,588</b>	<b>2,288,432</b>
Internet Service	1,116	1,807	1,060	2,176	1,571
Postage	349	425	500	500	500
Telephone	2,910	2,623	2,900	6,742	4,415
Cell Phone	1,122	1,461	1,400	3,583	3,558
Advertising-Other	-				
IT Hardware/Software Support				148	3,525
Dues and Subscriptions				710	
Equipment				1,466	1,000
General and Employee Liability	10,775	11,000	9,225	9,225	
Utilities					1,080
Uniforms		12,120	7,500	7,828	7,000
Physicals	2,860	2,271	3,400	2,523	3,500
Printing	1,195	2,170	1,500	2,100	1,500
Equipment Machine Copies	13			13	
Supplies	231				
Office Supplies	2,402	2,090	750	2,738	2,500
Furniture & Equipment under 5K	766	1,258	500	1,000	
Training/Registration Fees	675	100	5,485	5,485	2,750
Mileage	370	485	200	249	960
Transit/ Rental/Air Fare	1,822		1,300	1,300	400
Per Diem/Travel Meals	894	605	2,300	2,300	1,094
Registration Fees	2,114				
Lodging	2,269	495	800	800	3,400
Meals & Meeting Expenses		553	500	500	
Misc Expenses	9	-	5,000	5,000	
Fuel		1,388			
Shop Supplies	48	16		-	
Oil and Lubricants				-	
Replacement Parts				-	
Computers		-	1,050		900
Drug and Alcohol Testing		-			
Shop Supplies		-			
<b>Total Other Operating Expenditures</b>	<b>31,940</b>	<b>40,870</b>	<b>45,370</b>	<b>56,385</b>	<b>39,653</b>
<b>TOTAL EXPENDITURES</b>	<b>1,494,119</b>	<b>1,571,691</b>	<b>2,686,057</b>	<b>2,489,973</b>	<b>2,328,085</b>

**FY2016 Highlights**

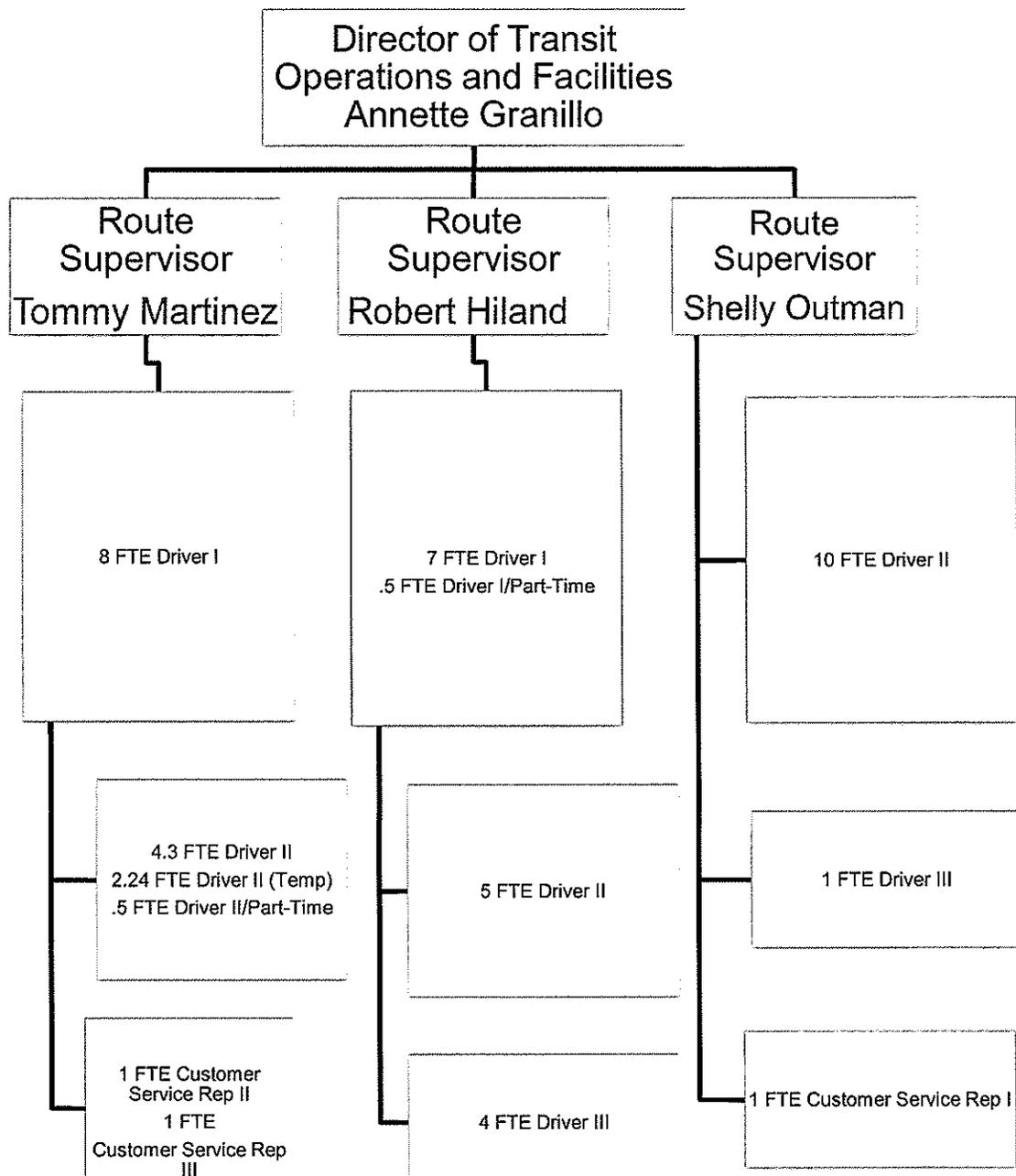
- Pilot project of Santa Fe Ski- Mountain trail successful with 4,548 passengers for a 7-month period
- Pilot project started for La Cienega community south of Santa Fe
- Begin Taos Chili Line Service under NCRTD conversion from fare to no fare base
- Enhanced Taos Ski Valley service under NCRTD
- Alter Pojoaque service from fixed route service to demand service providing greater efficiency of NCRTD capital

**Performance Measures**

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of NCRTD Riders	209,750	184,067	261,487	266,717
Average cost per trip	12.63	15.27	14.56	15.00
# of complaints as % of total ridership	0.04%	0.03%	0.02%	0.01%

**Staffing**

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Route Supervisors	2	2	3	3
Customer Service Rep. I			1	1
Customer Service Rep. II	1	1	1	1
Software Spec.				
Customer Service Rep II	1	1	1	1
Driver I (Non CDL)	14	15	15	15
Driver II (CDL)	16	12	16.3	19.3
Driver III (CDL)	-	4	5	5
Part Time Driver with Benefits (CDL)	0.7	-	0.5	0.5
Part Time Driver without Benefits (CDL)	1	1	1	0.5
Temp Drivers	1.1	1.1	4.74	2.24
<b>Total</b>	<b>36.8</b>	<b>37.1</b>	<b>48.54</b>	<b>48.54</b>



# Fleet

## Operations

### 2017 OPERATING BUDGET SUMMARY

Entity Code = 400 Fleet

#### **Annette Granillo, Operations & Maintenance Director**

The Fleet section is responsible for overseeing all maintenance activities for transit fleet vehicles, including the procurement, servicing, maintenance and repairs.

This includes safety inspections of all new and existing vehicles to ensure they are in compliance with established laws, regulations and policies. This section is charged with direct overview of contractor performed repairs to assure they are performed correctly and as timely as possible. Responsible to assure

#### **Department Priorities for 2017**

- Follow the Fleet Maintenance Plan to improve fleet reliability by consistent PM services of 95% on time.
- Update Capital Replacement and Asset Management Plan by July 31, 2016.
- Hire and train new Fleet and Facilities Manager
- Receive two alternative vehicles (CNG) & (LNG) and review performance for sustainability of future use.
- Install all hardware for Taos Chili Line Avail dispatching, eligibility and monitoring system. This will include hard wire and annunciation system.
- Review and update fleet replacement schedule by September 30, 2016.
- Acquisition of fleet maintenance software

**Budget**

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<b>Total Salaries and Benefits</b>	<b>126,964</b>	<b>135,779</b>	<b>226,071</b>	<b>229,146</b>	<b>156,642</b>
Contractual Services - Other		212	38,300	6,542	-
Janitor	23,690	23,707	24,000	24,000	
<b>Total Contractual Services</b>	<b>23,690</b>	<b>23,919</b>	<b>62,300</b>	<b>30,542</b>	<b>-</b>
Internet Service	549	550	600	700	600
Postage	168	205	200	242	150
Telephone	1,398	1,308	1,375	1,593	1,200
Cell Phone	1,062	714	1,212	4,078	7,428
Advertising	270	-			
IT Hardware/Software Support			8,000	8,000	8,000
Dues and Subscriptions		99		285	
Equipment	785	1,942		8,166	4,000
Equipment Rental	1,725		1,000	8,969	4,422
Building Maintenance	8,337	16,283	15,000	15,000	
Maintenance Machinery & Equipment	6,564	561	3,000	3,700	1,500
Insurance				(44)	
Property Insurance	6,670	6,670	7,210	7,274	
General and Employee Liability	10,775	17,572	9,225	16,037	
Civil Rights	3,311	3,311	3,311	3,311	
Vehicle Insurance	56,058	58,819	86,225	82,004	70,000
Utilities	25,299	26,079	40,012	40,012	

Uniforms	-	1,200	500	629	600
Printing	652	1,039	1,135	1,907	1,200
Supplies	236	22,318		184	
Office Supplies	694	1,355	700	918	500
Furniture & Equipment under 5K	372	11,489	2,900	798	
Janitorial Supplies	1,000			913	
Training/Registration Fees	200	1,375	800	600	1,700
Mileage	1,438	63	400		194
Transit/ Rental/Air Fare		738	700	700	400
Per Diem/Travel Meals	173	337	700	700	546
Registration Fees					
Lodging	918	753	900	900	1,060
Meals & Meeting Expenses	37				
Misc Expenses	347	-		552	
Fuel	410,199	313,020	495,903	343,709	416,160
Cell Tower Rental Fees	7,803	5,508	8,000	8,000	5,700
Shop Supplies	7,596	6,575	11,500	9,177	11,500
Oil and Lubricants	14,920	12,016	18,700	16,140	18,700
Hazardous Waste Disposal				3,000	3,000
Replacement Parts	65,908	83,401	91,400	119,656	112,000
Tires	26,771	50,594	40,100	52,287	50,400
Vehicle Maintenance - Repair	88,310	106,893	103,500	120,428	114,300
Painting	3,636	5,000	5,000	156	12,000
Vehicle Towing Services				6,548	8,000
Equipment Repair & Maintenance	445				
Property Taxes		4,704			
Supplies					
Buildings	-				
Other Capital Expenses	1,000	-	1,000		
Passenger Bus	236,433	15,000			
Bus Shelters	30,974				
Mobile Radios	3,876	-	2,500		8,000
Capital Expenses		(15,000)			
Benches and Signage	185	-	1,000		
Building Maintenance	249				
<b>Total Other Operating Expenditures</b>	<b>1,027,344</b>	<b>762,489</b>	<b>963,708</b>	<b>887,229</b>	<b>863,260</b>
<b>TOTAL EXPENDITURES</b>	<b>1,177,998</b>	<b>922,188</b>	<b>1,252,079</b>	<b>1,146,917</b>	<b>1,019,902</b>

### FY2016 Highlights

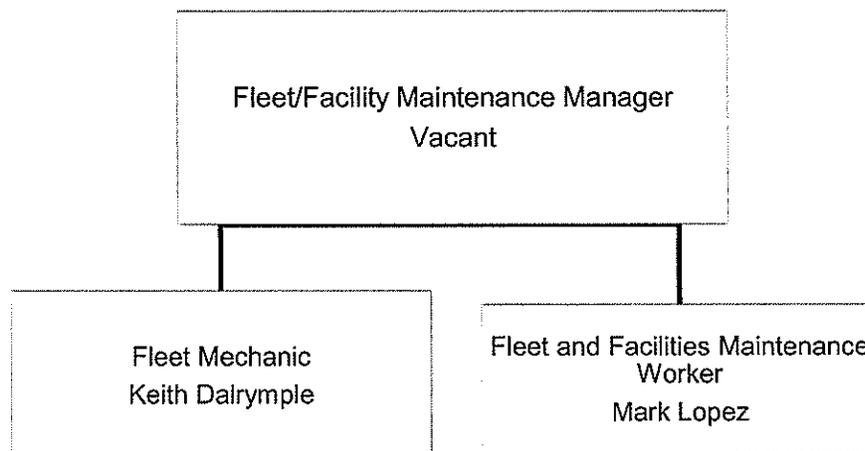
- Purchased twelve (12) additional vehicles in the current year, one of which was an alternative fuel bus in compliance with the Substantiality Master Plan
- Replaced four (4) revenue vehicles while converting existing fleet to support vehicle to utilize the remaining useful life of equipment
- Increase efficiencies by identifying maintenance repair vendors in close proximity or able to site visit and observe or perform repairs
- Purchased and placed into fleet new 2016 Dodge Ram service vehicle for over the road repairs, towing, and hauling
- Purchased new air compressor and maintenance tools needed for on-site repairs
- Hired and train mechanic for Taos vehicle repairs

### Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Cost per bus	31,838	24,268	23,187	<\$23,000
% of vehicles available to users	-	-	-	>95%
% of vehicle available for service	-	-	-	>90%

### Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Fleet/Facility Maintenance Manager	1	1	1	0.5
Fleet Mechanic	-	-	1	1
Fleet Specialist	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2.5</b>



# Facilities

## Operations

### 2017 OPERATING BUDGET SUMMARY

Entity Code = 410 Facilities

#### **Annette Granillo, Operations & Maintenance Director**

This section supports an administration and operations facility in Española as well as an operation and fleet maintenance facility in Taos. It is responsible for upkeep and maintenance of 409 bus stops throughout the four county, 10,000 square mile service area.

This section oversees emergency repair, proper management and disposal of shop waste and proactive inspections of facilities and bus stops to assure a clean and safe work and ride environment.

#### **Department Priorities for 2017**

- Complete the bus stop assessment for all stops district wide to include photographs of existing bus stops to be used on track the blue bus application. Customers will have access to pictures of their stop with their phone, tablet or computer for route planning.
- Complete bus stop signage and placements to include quick code signage (QR).
- Continue installation of a back-up generator to assure electrical continuity during emergency or inclement weather situations.
- Continue to assure scheduled inspections and follow-up of repair or cleaning of assigned areas.

**Budget**

	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Budget</b>	<b>FY16 Projections</b>	<b>FY17 Budget Request</b>
<b>Total Salaries and Benefits</b>	-	-			<b>104,333</b>
Contractual Services					24,000
<b>Total Contractual Services</b>			-		<b>24,000</b>
Internet Service					295
Postage					50
Telephone					1,104
Cell Phone					873
Equipment					2,000
Equipment Rental					1,000
Building Maintenance					16,925
Maintenance Machinery & Equipment					1,500
Property Insurance					10,000
Utilities					40,012
Uniforms					400
Printing					300
Training/Registration Fees					400
Transit/ Rental/Air Fare					50
Per Diem/Travel Meals					200
Benches and Signage					1,000
<b>Total Other Operating Expenditures</b>	-	-			<b>76,109</b>
<b>TOTAL EXPENDITURES</b>	-	-			<b>204,442</b>

**FY2016 Highlights**

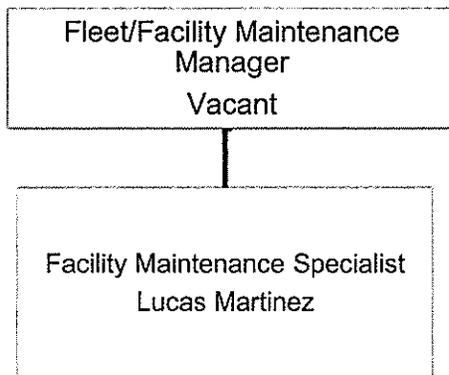
- Acquired administrative building and mechanical facility in the north Taos area as well as all bus stops in the northern section of the service area
- All Taos service area bus stops were added and approximately 150 stops were improved with new signage
- Installed QR (quick response) signs on approximately 400 existing and new stops

**Performance Measures**

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of minor repair below \$500	-	-	-	50
# of major repair above \$501	-	-	-	20
# of bus stop improvements	-	-	-	25
# of facility inspections completed	-	-	-	36

**Staffing**

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Fleet/Facility Maintenance Manager				0.5
Facility Maintenance Worker				1
<b>Total</b>	-	-	-	<b>1.5</b>



**Non-RTD**

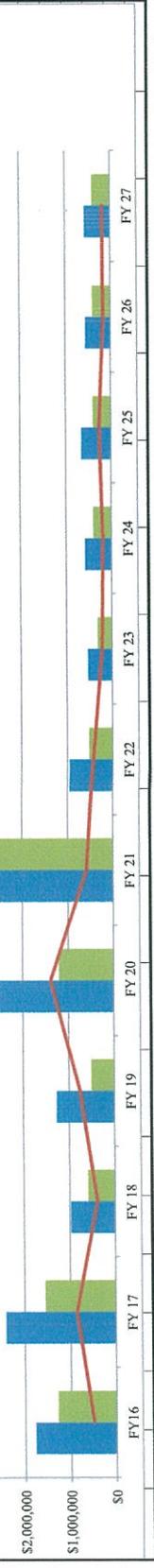
	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Budget</b>	<b>FY16 Projections</b>	<b>FY17 Budget Request</b>
<b><u>Revenue by County</u></b>					
320 6110270 Santa Fe County	4,204,355	4,392,219	4,300,000	4,359,560	4,350,000
320 6110275 Rio Arriba County	548,414	595,908	568,500	574,644	575,000
320 6110275 Taos County	882,675	892,101	810,000	946,317	860,000
320 6110272 Los Alamos County	1,380,501	1,367,132	1,225,000	1,398,610	1,310,000
<b>Total Revenue</b>	<b>7,015,945</b>	<b>7,247,360</b>	<b>6,903,500</b>	<b>7,279,131</b>	<b>7,095,000</b>
<b><u>Expense</u></b>					
320 6110270 Non-RTD Railrunner	2,102,178	2,196,109	2,100,000	2,190,004	2,175,000
320 6110275 Non-RTD City of Santa Fe	940,921	953,274	966,490	966,490	993,300
320 6110272 Non-RTD Los Alamos County	1,344,173	1,361,820	1,380,700	1,380,700	1,419,000
<b>Total Expense</b>	<b>4,387,272</b>	<b>4,511,203</b>	<b>4,447,190</b>	<b>4,537,194</b>	<b>4,587,300</b>

North Central Regional Transit District  
 FY 2017 Budget

Capital

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
<u>Capital</u>					
500 6330105 Buildings	5,916	5,635	51,000	300,000	385,000
500 6330110 Computers			224,067	21,000	30,993
500 6330115 Furniture & Fixtures			5,000		40,000
500 6330125 Other Capital Expenses	359,810	170,803	151,000	5,000	195,000
500 6330135 Passenger Bus	75,245	157,835	1,928,251	1,445,307	1,417,885
500 6330145 15 Passenger Van w/Lift			39,000		
500 6330155 Bus Shelters		131,460			
500 6330160 Mobile Radios		-			
500 6330100 Capital Expenses		222			
500 6330130 Benches and Signage		-			191,537
<b>Total Non-RTD</b>	<b>440,971</b>	<b>465,956</b>	<b>2,398,318</b>	<b>1,771,307</b>	<b>2,260,415</b>

Capital Improvement Plan 4-22-2016												
	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Fleet Replacement	\$1,445,307	\$1,452,885	\$736,000	\$637,000	\$903,000	\$817,000	\$655,000	\$402,000	\$500,000	\$500,000	\$500,000	\$500,000
Maintenance Facility				\$200,000								
Paving bus parking area					\$422,500							
Bus Protective Awnings					\$150,000							
PV panels and electrical conversion to power RTD Facilities			\$70,000									
Transit Orientated Development Site Planning												
Consolidation Study		\$150,000		\$60,000		\$60,000		\$60,000		\$60,000		\$60,000
75 Shelters (15/yr @\$4,000 ea. X 5 years)				\$200,000								
Fueling Facility				\$150,000								
Satellite Facilities (SF)				\$10,000			\$10,000			\$10,000		
Signage, trash receptacles and Schedule holders at bus stops (100@\$500 ea.)	\$20,000											
Emergency Electrical Generator - Building												
Afterhours security gates (front and side entrance)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Bus stop improvements (varies)					\$75,000							
Records software and Archival System												
ADA Plan Implementation	\$195,000	\$360,000										
Brush Hog attachment	\$5,000											
Solar Lighting Shelters and Stops	\$50,000	\$50,000			\$50,000		\$50,000		\$50,000		\$50,000	
Bus D/YR replacements (5 @\$5,000)	\$25,000	\$25,000				\$25,000			\$25,000			
Office Addition & Furniture	\$25,000	\$22,000										
Automatic Passenger Counters	\$21,000	\$191,537			\$469,857			\$229,445				
Automatic Announcators								\$57,492				
Automatic Bus Inspection												
Automatic IVR		\$30,993										
Paving /site improvements Taos facility-storage aprons			\$30,000									
Main Server Replacement			\$60,000							\$25,000		
Replacement of Finance Software						\$45,000				\$50,000		
Copier Replacement		\$40,000								\$5,000		\$5,000
Mobile Data Terminals					\$ 5,000							
<b>Total</b>	<b>\$1,771,307</b>	<b>\$2,410,415</b>	<b>\$976,000</b>	<b>\$1,267,000</b>	<b>\$2,588,357</b>	<b>\$6,625,552</b>	<b>\$954,445</b>	<b>\$534,492</b>	<b>\$585,000</b>	<b>\$660,000</b>	<b>\$560,000</b>	<b>\$575,000</b>
<b>Federal 80%/50%</b>	<b>\$1,281,886</b>	<b>\$1,554,458</b>	<b>\$588,800</b>	<b>\$509,600</b>	<b>\$1,200,250</b>	<b>\$6,038,724</b>	<b>\$524,000</b>	<b>\$321,600</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>
<b>Local Match 20%/50%</b>	<b>\$489,421</b>	<b>\$855,957</b>	<b>\$387,200</b>	<b>\$757,400</b>	<b>\$1,388,107</b>	<b>\$586,828</b>	<b>\$430,445</b>	<b>\$212,892</b>	<b>\$185,000</b>	<b>\$260,000</b>	<b>\$160,000</b>	<b>\$175,000</b>

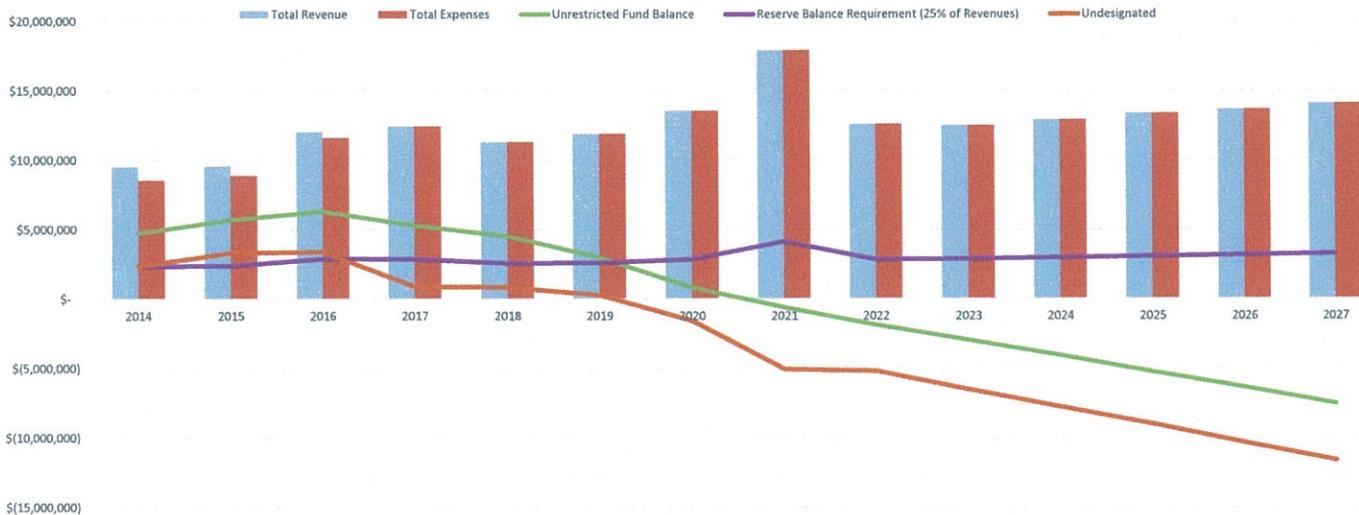


**Long Range Financial Strategic Plan and Fund Balance Analysis (Moderate Scenario)**

Assumptions																		
Annual Revenue Growth		0.54%	25.75%	3.21%	-9.13%	5.32%	13.79%	32.26%	-29.80%	-0.57%	3.28%	3.45%	2.10%	2.99%				
Tax Annual Growth		4.40%	0.45%	-2.53%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%				
Personnel & Fringe Cost Growth		-0.54%	50.11%	0.25%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%				
Non-Personnel Cost Growth		-0.49%	25.60%	6.59%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%				
Non-RTD Cost Growth		2.82%	0.58%	1.10%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%				
Capital Cost Growth		-32.62%	268.46%	36.08%	-59.51%	29.82%	104.29%	155.98%	-85.59%	-44.00%	9.45%	12.82%	-15.15%	2.68%				

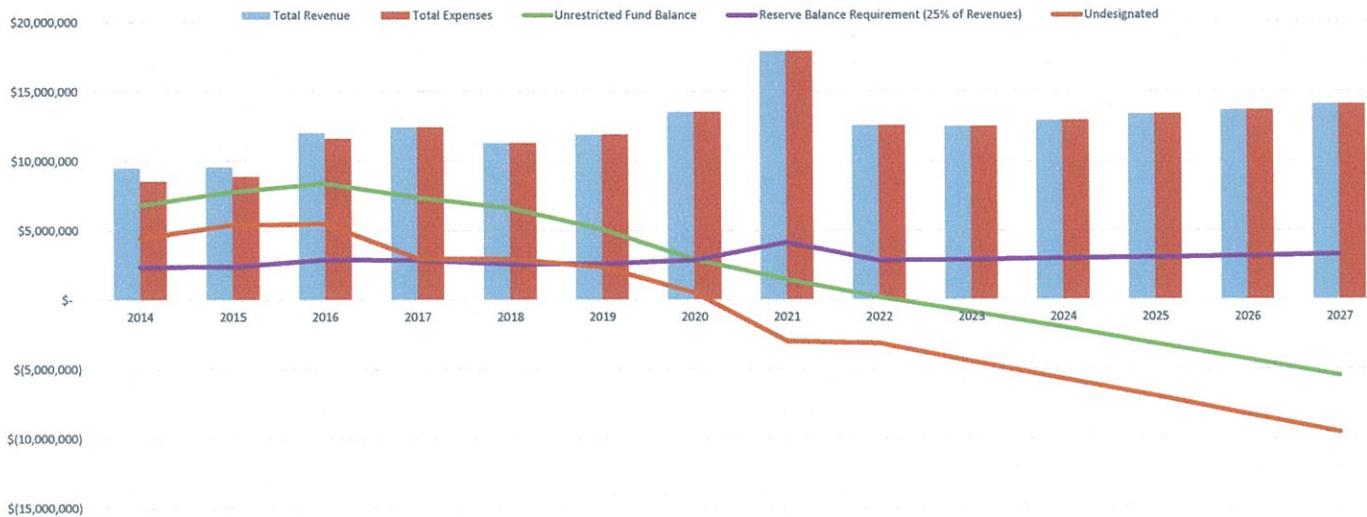
  

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	Audited	Audited	Estimated	Budget	Projection									
Beginning Balance	\$ 12,876,583	\$ 11,779,119	\$ 12,471,055	\$ 12,483,911	\$ 11,591,454	\$ 10,873,505	\$ 9,413,639	\$ 7,296,578	\$ 5,953,512	\$ 4,738,726	\$ 3,712,548	\$ 2,684,449	\$ 1,550,641	\$ 497,205
<b>Revenue</b>														
Tax Revenues	6,941,122	7,246,641	7,279,131	7,095,000	7,307,850	7,527,086	7,752,898	7,985,485	8,225,050	8,471,801	8,725,955	8,987,734	9,257,366	9,535,087
Federal Operating Grants	1,902,036	1,666,150	1,934,725	2,046,138	2,107,522	2,170,748	2,235,870	2,302,946	2,372,035	2,443,196	2,516,492	2,591,986	2,669,746	2,749,838
Federal Capital Grants			1,281,886	1,554,458	588,800	509,600	722,400	653,600	524,000	321,600	400,000	400,000	412,000	424,360
Tribal Transit Grants		167,670	181,399	204,280	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
TIGER Maintenance Facility Grant 95/5							477,650	5,385,124						
Member Local Match	450,000	400,000	506,154	438,000										
State Capital Outlay Appropriation	161,188		301,312	93,000	93,000									
Interest-Savings, Short-term CD	6,125	20,408	15,793	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878
Advertising Sales	10,513	13,035	29,606	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400	28,222
Insurance Proceeds			52,461	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous Revenue	6,403	14,645	23,059	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500
Fares	44,685	44,821	27,268	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500
Cash Balance Service Enhancements				159,500	159,500	253,000								
Cash Balance as Capital Match			405,781	732,957	717,949	1,459,866	2,117,062	1,343,066	1,214,786	1,026,178	1,028,099	1,133,807	1,053,437	1,088,655
<b>Total Revenue</b>	<b>\$ 9,522,072</b>	<b>\$ 9,573,370</b>	<b>\$ 12,038,574</b>	<b>\$ 12,424,833</b>	<b>\$ 11,290,851</b>	<b>\$ 11,891,296</b>	<b>\$ 13,531,382</b>	<b>\$ 17,896,868</b>	<b>\$ 12,563,900</b>	<b>\$ 12,492,231</b>	<b>\$ 12,901,471</b>	<b>\$ 13,345,965</b>	<b>\$ 13,626,544</b>	<b>\$ 14,033,540</b>
<b>Operating Expenses</b>														
Personnel Services	2,474,698	2,461,213	3,694,436	3,703,558	3,814,665	3,929,105	4,046,978	4,168,387	4,293,439	4,422,242	4,554,909	4,691,556	4,832,303	4,977,272
Maintenance	619,802	636,380	333,879	329,900	339,797	349,991	360,491	371,305	382,445	393,918	405,735	417,907	430,445	443,358
Fuel	410,199	352,857	343,709	416,160	428,645	441,504	454,749	468,392	482,443	496,917	511,824	527,179	542,994	559,284
Other Expenses	263,753	298,136	939,412	977,500	1,006,825	1,037,030	1,068,141	1,100,185	1,133,190	1,167,186	1,202,202	1,238,268	1,275,416	1,313,678
<b>Non-RTD Expenses</b>	<b>4,387,272</b>	<b>4,511,203</b>	<b>4,537,314</b>	<b>4,587,300</b>	<b>4,724,919</b>	<b>4,866,667</b>	<b>5,012,667</b>	<b>5,163,047</b>	<b>5,317,938</b>	<b>5,477,476</b>	<b>5,641,800</b>	<b>5,811,054</b>	<b>5,985,386</b>	<b>6,164,948</b>
<b>Capital Expenses</b>	<b>713,439</b>	<b>480,734</b>	<b>1,771,307</b>	<b>2,410,415</b>	<b>976,000</b>	<b>1,267,000</b>	<b>2,588,357</b>	<b>6,625,552</b>	<b>954,445</b>	<b>534,492</b>	<b>585,000</b>	<b>660,000</b>	<b>560,000</b>	<b>575,000</b>
Difference in Capital Expense and Depreciation	(334,655)	140,911												
<b>Total Expenses</b>	<b>\$ 8,534,508</b>	<b>\$ 8,881,434</b>	<b>\$ 11,619,937</b>	<b>\$ 12,424,833</b>	<b>\$ 11,290,851</b>	<b>\$ 11,891,296</b>	<b>\$ 13,531,382</b>	<b>\$ 17,896,868</b>	<b>\$ 12,563,900</b>	<b>\$ 12,492,231</b>	<b>\$ 12,901,471</b>	<b>\$ 13,345,965</b>	<b>\$ 13,626,544</b>	<b>\$ 14,033,540</b>
Change in Fund Balance	987,564	691,936	418,637	-	0	0	0	(0)	(0)	0	(0)	(0)	0	(0)
Pension Restatement	(2,085,028)	-	-	-	(717,949)	(1,459,866)	(2,117,062)	(1,343,066)	(1,214,786)	(1,026,178)	(1,028,099)	(1,133,807)	(1,053,437)	(1,088,655)
Use of Fund Balance			(405,781)	(892,457)										
<b>Ending Fund Balance</b>	<b>\$ 11,779,119</b>	<b>\$ 12,471,055</b>	<b>\$ 12,483,911</b>	<b>\$ 11,591,454</b>	<b>\$ 10,873,505</b>	<b>\$ 9,413,639</b>	<b>\$ 7,296,578</b>	<b>\$ 5,953,512</b>	<b>\$ 4,738,726</b>	<b>\$ 3,712,548</b>	<b>\$ 2,684,449</b>	<b>\$ 1,550,641</b>	<b>\$ 497,205</b>	<b>\$ (591,450)</b>
<b>Investment in Capital Assets</b>	<b>6,338,336</b>	<b>6,068,352</b>	<b>6,189,719</b>	<b>6,313,513</b>	<b>6,376,649</b>	<b>6,440,415</b>	<b>6,504,819</b>	<b>6,569,867</b>	<b>6,635,566</b>	<b>6,701,922</b>	<b>6,768,941</b>	<b>6,836,630</b>	<b>6,904,997</b>	<b>6,974,047</b>
Restricted	700,000	700,000												
Unrestricted Fund Balance	4,740,783	5,707,703	6,294,192	5,277,940	4,496,857	2,973,224	791,758	(616,356)	(1,896,840)	(2,989,374)	(4,084,492)	(5,285,989)	(6,407,792)	(7,565,497)
<b>Reserve Balance Requirement (25% of Revenues)</b>	<b>2,380,518</b>	<b>2,393,343</b>	<b>2,908,198</b>	<b>2,883,094</b>	<b>2,579,976</b>	<b>2,607,858</b>	<b>2,853,580</b>	<b>4,138,450</b>	<b>2,837,279</b>	<b>2,866,513</b>	<b>2,968,343</b>	<b>3,053,039</b>	<b>3,143,277</b>	<b>3,236,221</b>
Designated for Capital Match														
(5% Undesignated or 15% Revenue Max)				996,899	830,037	104,849	(476,591)	332,236	487,582	693,730	752,907	698,017	832,529	853,078
Designated 3-Year Service Enhancement Cost				506,000	253,000									
La Cienega \$124K and Mt Trail \$129K				891,947	833,844	260,518	(1,585,230)	(5,087,042)	(5,221,700)	(6,549,617)	(7,805,742)	(9,037,045)	(10,383,598)	(11,654,797)
Undesignated	2,360,265	3,309,361	3,385,993											



### Long Range Financial Strategic Plan and Fund Balance Analysis without GASB68 Restatement

Assumptions		0.54%	25.75%	3.21%	-9.13%	5.32%	13.79%	32.26%	-29.80%	-0.57%	3.28%	3.45%	2.10%	2.99%
Annual Revenue Growth														
Tax Annual Growth		4.40%	0.45%	-2.53%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Personnel & Fringe Cost Growth		-0.54%	50.11%	0.25%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-Personnel Cost Growth		-0.49%	25.60%	6.59%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-RTD Cost Growth		2.82%	0.58%	1.10%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Capital Cost Growth		-32.62%	268.46%	36.08%	-59.51%	29.82%	104.29%	155.98%	-85.59%	-44.00%	9.45%	12.82%	-15.15%	2.68%
	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
	Audited	Audited	Estimated	Budget	Projection									
Beginning Balance	\$ 12,876,583	\$ 13,864,147	\$ 14,556,083	\$ 14,568,939	\$ 13,676,482	\$ 12,958,533	\$ 11,498,667	\$ 9,381,606	\$ 8,038,540	\$ 6,823,754	\$ 5,797,576	\$ 4,769,477	\$ 3,635,669	\$ 2,582,233
<b>Revenue</b>														
Tax Revenues	6,941,122	7,246,641	7,279,131	7,095,000	7,307,850	7,527,086	7,752,898	7,985,485	8,225,050	8,471,801	8,725,955	8,987,734	9,257,366	9,535,087
Federal Operating Grants	1,902,036	1,666,150	1,934,725	2,046,138	2,107,522	2,170,748	2,235,870	2,302,946	2,372,035	2,443,196	2,516,492	2,591,986	2,669,746	2,749,838
Federal Capital Grants			1,281,886	1,554,458	588,800	509,600	722,400	653,600	524,000	321,600	400,000	400,000	412,000	424,360
Tribal Transit Grants		167,670	181,399	204,280	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
TIGER Maintenance Facility Grant 95/5							477,850	5,385,124						
Member Local Match	450,000	400,000	506,154	438,000										
State Capital Outlay Appropriation	161,188	-	301,312	93,000	93,000									
Interest-Savings, Short-term CD	6,125	20,408	15,793	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878
Advertising Sales	10,513	13,035	29,606	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400	28,222
Insurance Proceeds			52,461	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous Revenue	6,403	14,645	23,059											
Fares	44,685	44,821	27,268	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500
Cash Balance Service Enhancements				159,500	253,000									
Cash Balance as Capital Match			405,781	732,957	717,949	1,459,866	2,117,062	1,343,066	1,214,786	1,026,178	1,028,099	1,133,807	1,053,437	1,088,655
<b>Total Revenue</b>	<b>\$ 9,522,072</b>	<b>\$ 9,573,370</b>	<b>\$ 12,038,574</b>	<b>\$ 12,424,833</b>	<b>\$ 11,290,851</b>	<b>\$ 11,891,296</b>	<b>\$ 13,531,382</b>	<b>\$ 17,896,868</b>	<b>\$ 12,563,900</b>	<b>\$ 12,492,231</b>	<b>\$ 12,901,471</b>	<b>\$ 13,345,965</b>	<b>\$ 13,626,544</b>	<b>\$ 14,033,540</b>
<b>Operating Expenses</b>														
Personnel Services	2,474,698	2,461,213	3,694,436	3,703,558	3,814,665	3,929,105	4,046,978	4,168,387	4,293,439	4,422,242	4,554,909	4,691,556	4,832,303	4,977,272
Maintenance	619,802	636,380	333,879	329,900	339,797	349,991	360,491	371,305	382,445	393,918	405,735	417,907	430,445	443,358
Fuel	410,199	352,857	343,709	416,160	428,645	441,504	454,749	468,392	482,443	496,917	511,824	527,179	542,994	559,294
Other Expenses	263,753	298,136	939,412	977,500	1,006,825	1,037,030	1,068,141	1,100,185	1,133,190	1,167,186	1,202,202	1,238,268	1,275,416	1,313,678
<b>Non-RTD Expenses</b>	<b>4,387,272</b>	<b>4,511,203</b>	<b>4,537,194</b>	<b>4,587,300</b>	<b>4,724,919</b>	<b>4,866,667</b>	<b>5,012,667</b>	<b>5,163,047</b>	<b>5,317,938</b>	<b>5,477,476</b>	<b>5,641,800</b>	<b>5,811,054</b>	<b>5,985,386</b>	<b>6,164,948</b>
<b>Capital Expenses</b>	<b>713,439</b>	<b>480,734</b>	<b>1,771,307</b>	<b>2,410,415</b>	<b>976,000</b>	<b>1,267,000</b>	<b>2,588,357</b>	<b>6,625,552</b>	<b>954,445</b>	<b>534,492</b>	<b>585,000</b>	<b>660,000</b>	<b>560,000</b>	<b>575,000</b>
Difference in Capital Expense and Depreciation	(334,655)	140,911												
<b>Total Expenses</b>	<b>\$ 8,534,508</b>	<b>\$ 8,881,434</b>	<b>\$ 11,619,937</b>	<b>\$ 12,424,833</b>	<b>\$ 11,290,851</b>	<b>\$ 11,891,296</b>	<b>\$ 13,531,382</b>	<b>\$ 17,896,868</b>	<b>\$ 12,563,900</b>	<b>\$ 12,492,231</b>	<b>\$ 12,901,471</b>	<b>\$ 13,345,965</b>	<b>\$ 13,626,544</b>	<b>\$ 14,033,540</b>
Change in Fund Balance	987,564	691,936	418,637	-	0	0	0	(0)	(0)	0	(0)	(0)	0	(0)
Use of Fund Balance			(405,781)	(892,457)	(717,949)	(1,459,866)	(2,117,062)	(1,343,066)	(1,214,786)	(1,026,178)	(1,028,099)	(1,133,807)	(1,053,437)	(1,088,655)
<b>Ending Fund Balance</b>	<b>\$ 13,864,147</b>	<b>\$ 14,556,083</b>	<b>\$ 14,568,939</b>	<b>\$ 13,676,482</b>	<b>\$ 12,958,533</b>	<b>\$ 11,498,667</b>	<b>\$ 9,381,606</b>	<b>\$ 8,038,540</b>	<b>\$ 6,823,754</b>	<b>\$ 5,797,576</b>	<b>\$ 4,769,477</b>	<b>\$ 3,635,669</b>	<b>\$ 2,582,233</b>	<b>\$ 1,493,578</b>
<b>Investment in Capital Assets</b>	<b>6,338,336</b>	<b>6,068,352</b>	<b>6,189,719</b>	<b>6,313,513</b>	<b>6,376,649</b>	<b>6,440,415</b>	<b>6,504,819</b>	<b>6,569,867</b>	<b>6,635,566</b>	<b>6,701,922</b>	<b>6,768,941</b>	<b>6,836,630</b>	<b>6,904,997</b>	<b>6,974,047</b>
Restricted	700,000	700,000												
<b>Unrestricted Fund Balance</b>	<b>6,825,811</b>	<b>7,787,731</b>	<b>8,379,220</b>	<b>7,362,968</b>	<b>6,581,885</b>	<b>5,058,252</b>	<b>2,876,786</b>	<b>1,468,672</b>	<b>188,188</b>	<b>(904,346)</b>	<b>(1,999,464)</b>	<b>(3,200,961)</b>	<b>(4,322,764)</b>	<b>(5,480,469)</b>
<b>Reserve Balance Requirement (25% of Revenues)</b>	<b>2,380,518</b>	<b>2,393,343</b>	<b>2,908,198</b>	<b>2,883,094</b>	<b>2,579,976</b>	<b>2,607,858</b>	<b>2,853,580</b>	<b>4,138,450</b>	<b>2,837,279</b>	<b>2,866,513</b>	<b>2,968,343</b>	<b>3,053,039</b>	<b>3,143,277</b>	<b>3,236,221</b>
Designated for Capital Match				996,899	830,037	104,849	(476,591)	332,236	487,582	693,730	752,907	698,017	832,529	853,078
(5% Undesignated or 15% Revenue Max)														
Designated 3-Year Service Enhancement Cost				506,000	253,000									
La Cienega \$124K and Mt Trail \$129K				2,976,975	2,918,872	2,345,546	499,798	(3,002,014)	(3,136,672)	(4,464,589)	(5,720,714)	(6,952,017)	(8,298,570)	(9,569,769)
Undesignated	4,445,293	5,394,389	5,471,021											





**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 6, 2016**  
**Agenda Item - E**

**Title:** Resolution No. 2016-16 Adopting a Preliminary Fiscal Year FY2017 Budget.

**Prepared By:** Anthony J. Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.

**Summary:** Resolution adopting the Preliminary FY2017 Budget.

**Background:** See previous agenda item for budget summary.

**Recommended Action:** It is recommended that the Board move to adopt Resolution No. 2016-16 adopting the Preliminary FY2017 Budget.

**Options/Alternatives:** None. A preliminary budget is required to be adopted by the Board and submitted to the Local Government Division of the Department of Finance and Administration by June 1, 2016.

**Fiscal Impact:** N/A

**Attachments:**  
Resolution No. 2016-16



**North Central Regional Transit District (NCRTD)**

**Resolution 2016-16**

**ADOPTING A PRELIMINARY BUDGET FOR FISCAL YEAR 2017**

**WHEREAS**, the Governing Body in and for the North Central Regional Transit District, State of New Mexico has developed a Preliminary Fiscal Year 2017 Budget, and

**WHEREAS**, the Proposed Preliminary Fiscal Year 2017 Budget was prepared and submitted in accordance with the Board's Financial Policies as adopted and amended on October 6, 2015; and

**WHEREAS**, said Preliminary Fiscal Year 2017 Budget was developed on the basis of need and through cooperation with all user departments; and

**WHEREAS**, the Board of Directors Finance Subcommittee on April 22, 2016 conducted a detailed review of the budget and recommended that the Board approve the Preliminary Fiscal Year 2017 Budget with such modifications as they deemed advisable; and

**WHEREAS**, the NCRTD Governing body in and for the NCRTD has reviewed the Preliminary Fiscal Year 2017 Budget at a duly noted public meeting.

**NOW THEREFORE BE IT RESOLVED THAT**, after conducting a public hearing the Board of Directors of the NCRTD, hereby adopts the Preliminary Fiscal Year 2017 Budget as attached hereto and respectfully requests approval from the Local Government Division of the Department of Finance and Administration, State of New Mexico.

**PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6<sup>th</sup> DAY OF MAY, 2016.**

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**Daniel Barrone, Chairman**

Approved as to form:

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**Peter Dwyer, Counsel**



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 6, 2016**

**Agenda Item - F**

**Title:** Resolution 2016-17 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for the following project: a Maintenance Facility, Wash Bay, and Fueling Station.

**Prepared By:** Stacey McGuire, Planning, Projects & Grants Manager

**Summary:** NCRTD Staff is seeking Board approval to apply for FFY2016 Section 5339(b) Bus Facilities grant program funding for a Maintenance Facility, Wash Bay, and Fueling Station project. The NCRTD Project application would be submitted through a State of New Mexico consolidated application (as required by FTA for rural transit providers).

**Background:** The construction of the Transit Maintenance Facility will include a Vehicle Maintenance Garage, a Vehicle Wash Bay and a Fueling Station, to fulfill current needs as well as being capable of accommodating future operations and fleet expansion. Current fleet inventory is approximately 54 vehicles, ranging in size from 40 foot buses to 5-passenger transport vans and standard-size vehicles. Fleet expansion is anticipated to be one (1) to two (2) vehicles annually. The Maintenance Facility complex will be situated on the existing approximately 7-acre site adjacent to the Jim West Regional Transit Center and Vehicle Parking Yard. Work will include site preparation, geotechnical evaluation and preparation, environmental assessment, final design and construction. The facility-to-be design team will maximize utilization of green building energy saving facility standards wherever possible.

The Board of Directors authorized the Staff to move forward with the conceptual design at their February 1, 2013 meeting, with the design contract ultimately awarded to Huitt-Zollars in July 2013. At the March 2014 Board meeting, Huitt-Zollars presented its design findings and construction and general cost estimates. Site assessments and soil borings were also completed. Upon completion of final design and bidding, the Maintenance Facility Complex will be shovel-ready.

**Recommended Action:** It is recommended that the Board move to adopt Resolution 2016-17 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station. The FFY2016 Section 5339(b) Bus Facilities Grant Program application deadline is May 13, 2016. The NCRTD will submit its Project as a component of the State's consolidated application by May 6, 2016 (to the State for ultimate submittal) so as to be included.

**Options/Alternatives:**

- Board approval to adopt Resolution 2016-17 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for a Maintenance Facility, Wash Bay, and Fueling Station; or
- Do not apply for FFY2016 Section 5339(b) Bus Facilities Grant Program funding, direct Staff to seek alternative funding sources; or
- Do nothing; do not attempt to procure funds to construct a Maintenance Facility Complex and continue to outsource vehicle maintenance services.

**Fiscal Impact:** FFY2016 Section 5339(b) Bus Facilities Grant Program funds for rural areas will provide 80% of the cost of the project. Upon award, the NCRTD would be required to commit to and provide a 20% local match of approximately \$1,234,210 for the Maintenance Facility Complex.

Overall project cost of the Maintenance Facility, Fueling Station and Vehicle Wash Bay is \$6,171,052. The possible award would significantly impact the overall cost of the project as well as potentially improve the ultimate construction and implementation timeline.

**Attachments:**

Resolution No. 2016-17

FFY2016 Section 5339(b) Bus Facilities Grant Program NOFO (Notice of Funding Opportunity)



**North Central Regional Transit District (NCRTD)  
Resolution 2016-17**

**A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO APPLY FOR FEDERAL FUNDING THROUGH THE FFY2016 SECTION 5339(b) BUS FACILITIES GRANT PROGRAM FOR A MAINTENANCE FACILITY, WASH BAY, AND FUELING STATION**

**WHEREAS**, the USDOT issued a notice for funding availability for the FFY2016 Section 5339(b) Bus Facilities Grant Program on March 29, 2016; and

**WHEREAS**, the NCRTD will submit its application to NMDOT by May 6, 2016 to be included in the State's consolidated application to USDOT and FTA, which has a submittal deadline of May 13, 2016; and

**WHEREAS**, the NCRTD has identified capital improvements related to the efficient and effective day-to-day operations and maintenance of fleet; and

**WHEREAS**, upon selection to receive FFY2016 Section 5339(b) Bus Facilities Grant Program funds, the NCRTD is committed to provide a twenty (20) percent match (\$1,234,210) of overall project cost (\$6.171 million); and

**WHEREAS**, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

**WHEREAS**, the NCRTD is a sub-division of the State of New Mexico; and

**WHEREAS**, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14<sup>th</sup> day of September 2004;

**NOW, THEREFORE, BE IT RESOLVED** by the NCRTD Board that the request for NCRTD Board authorization and support of Staff submitting for a FFY2016 Section 5339(b) Bus Facilities Grant Program grant to fund a new Maintenance Facility, Wash Bay, and Fueling Station is approved.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6th DAY OF MAY, 2016.**

\_\_\_\_\_  
Daniel Barrone, Chairman

Approved as to form:

\_\_\_\_\_  
Peter Dwyer, Counsel



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 4, 2016**

**Agenda Item - G**

**Title:** Resolution 2016-18 Authorizing NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Conduct a Coordinated Human Service and Public Transportation Plan for the Four-County Service Area

**Prepared By:** Stacey McGuire, Planning, Projects & Grants Manager; Holly Winscott, Regional Transit Planner

**Summary:** NCRTD Staff is seeking Board approval to apply for FFY2016 Rides to Wellness Demonstration (R2W) and Innovative Coordinated Access and Mobility Grants program to conduct a coordinated human service and public transportation plan for the four-county service area. The NCRTD's Long Range Strategic Plan under Goal 4 calls for Regional collaboration on transit service needs and investments. Objective 4.2 under that goal states that the NCRTD should establish stronger working relationships with local municipalities, tribes, government agencies. The strategic initiative that was listed for accomplishing the objective and goal calls for the NCRTD to conduct a coordinated human service and public transportation plan for the four county service area. This strategic initiative was listed as a high priority.

**Background:** The purpose of this funding opportunity is to address challenges for the transportation disadvantaged in accessing health and wellness services. Across the country, communities are experimenting with ways to overcome barriers to these essential services by leveraging partnerships across transportation, health, and wellness providers. Through the R2W Demonstration Grants, FTA will fund projects with strategies that enhance access and drive change. For historically disadvantaged populations, there are many challenges to maintaining optimal health. Through community partnerships that break down industry silos, leverage existing resources, enhance mobility for targeted groups, and develop a person-centric model, these projects will provide ladders of opportunity that improve the health of our citizens. Through this initiative the transportation community will become a recognized partner with the health/wellness and medical community. This initiative will demonstrate how partnerships across the transportation and health industries can reduce healthcare costs by leveraging public transportation assets.

The application deadline is May 20, 2016 and must be submitted to New Mexico Department of Transportation (NMDOT) who is the eligible submitting agency. The Project will be submitted within a State consolidated application. The application deadline to FTA is March 31, 2016.

**Recommended Action:** It is recommended that the Board move to adopt Resolution 2016-18 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program to conduct a coordinated human service and public transportation plan for the four-county service area.

**Options/Alternatives:**

- Board approval to adopt Resolution 2016 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program to conduct a coordinated human service and public transportation plan for the four-county service area; or
- Do not apply for the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program funding, direct Staff to seek alternative funding sources; or
- Do nothing; do not attempt to procure funds to perform planning

**Fiscal Impact:** FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program to conduct a coordinated human service and public transportation plan for the four-county service area will provide up to 80% of the cost of the project (maximum of \$400,000 inclusive of GRT). Funds may be used for items such as: personnel costs; travel; consultants and meeting costs, including the costs of transporting participants to attend meetings or participate in focus groups.

It is anticipated that a four-county coordinated service plan will cost about \$500,000. The NCRTD is seeking \$400,000 Federal share, and is committed to seeking the 20% required local match for this Project in the amount of \$100,000 if awarded from various local partners who would benefit from the development of this coordinated service plan. The NCRTD would also contribute funding.

**Attachments:**

Resolution No. 2016-18

FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program Opportunity (NOFO)



**North Central Regional Transit District (NCRTD)  
Resolution 2016-18**

**A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO APPLY FOR FEDERAL FUNDING THROUGH THE FFY2016 INNOVATIVE COORDINATED ACCESS AND MOBILITY GRANTS PROGRAM TO CONDUCT A COORDINATED HUMAN SERVICE AND PUBLIC TRANSPORTATION PLAN FOR THE FOUR COUNTY SERVICE AREA**

**WHEREAS**, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

**WHEREAS**, the NCRTD is a sub-division of the State of New Mexico; and

**WHEREAS**, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14<sup>th</sup> day of September 2004; and

**WHEREAS**, On March 29, 2016, the Federal Transit Administration (FTA) published FTA-2015-012-TPM-RTW on Grants.gov announcing the availability of approximately \$5.3 million of funding from two programs to support the Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants (R2W Demonstration Grants); and

**WHEREAS**, the funding sources are: Section 3006(b) of the Fixing America's Surface Transportation Act (FAST), Pub. L. 114-94, which authorizes a pilot program for innovative coordinated access and mobility; and 49 U.S.C. 5312 (Section 5312). Proposals must be submitted electronically through Grants.gov website by midnight Eastern Time on 5/31/2016; and

**WHEREAS**, applications for consideration under the Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program are to be submitted May 20, 2016 to NMDOT; and

**WHEREAS**, NCRTD will request a total of \$400,000 in Federal funds to conduct a plan for human services public transportation plan for the four- county service area; and

**WHEREAS**, the NCRTD Long Range Strategic Plan adopted the development of a coordinated human service public transportation plan as a high priority strategy; and

**WHEREAS**, upon selection to receive Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program FFY2016 funds, the NCRTD is committed to provide a 20% match of \$100,000.

**NOW, THEREFORE, BE IT RESOLVED** by the NCRTD Board that the request for NCRTD Board authorization and support of Staff submitting for a Rides to Wellness Demonstration and

Innovative Coordinated Access and Mobility Grants program grant to conduct a coordinated human service and public transportation plan for the four- county service area.

**PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE  
NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6th DAY OF  
MAY, 2016.**

\_\_\_\_\_  
Daniel Barrone, Chairman

Approved as to form:

\_\_\_\_\_  
Peter Dwyer, NCRTD Legal Counsel



**Agenda Report**  
**NCRTD Board of Directors Meeting**  
**Meeting Date: May 6, 2016**  
**Agenda Item - H**

**Title:** Discussion and consideration of Resolution 2016-19 Requesting Los Alamos County (LAC) to continue its annual contribution to the North Central Regional Transit District (District) and consider a long term funding commitment.

**Prepared By:** Anthony J. Mortillaro, Executive Director

**Summary:** The attached resolution sponsored by Board Members Joseph Maestas and Charlie Dorame, asks that LAC continue its annual funding contribution to the District for FY 2017 and that future allocations continue beyond this time period. Furthermore, it requests that no further reductions be made to the annual amount of \$350,000.

**Background:** The “Progress through Partnering” program was commenced by Los Alamos County in the fall of 2005 and the LAC County Council had annually approved a program allocation of \$1.5 million per year for five years for those regional activities identified in that program. In a collective effort, the then NCRTD staff assisted LAC in securing consensus among the various governing bodies in North Central New Mexico and the execution of Cooperative Agreements that provided in particular for the \$1.1 million in annual funding for regional transit to the NCRTD. Although the five year agreement expired in 2012, LAC has continued to make voluntary contributions to the NCRTD, although at a lower amount than previously, due to economic conditions impacting the County. The following contribution levels have continued since FY 2013:

Year	Amount
2013	\$500,000
2014	\$450,000
2015	\$400,000
2016	\$350,000
2017 Estimated	\$350,000

This annual funding allocation from Los Alamos County to the NCRTD is essential in providing the funds for the federal matching contributions, operational costs and capital for regional transportation that the District provides. These funds are also utilized to provide for mid-day service to Los Alamos County. Without this funding assistance from Los Alamos County it would be very challenging for the District to have achieved the success it had in serving the transit needs for the residents of these communities and providing the critical interconnectivity for work, educational, medical, and social and quality of life needs for this diverse region.

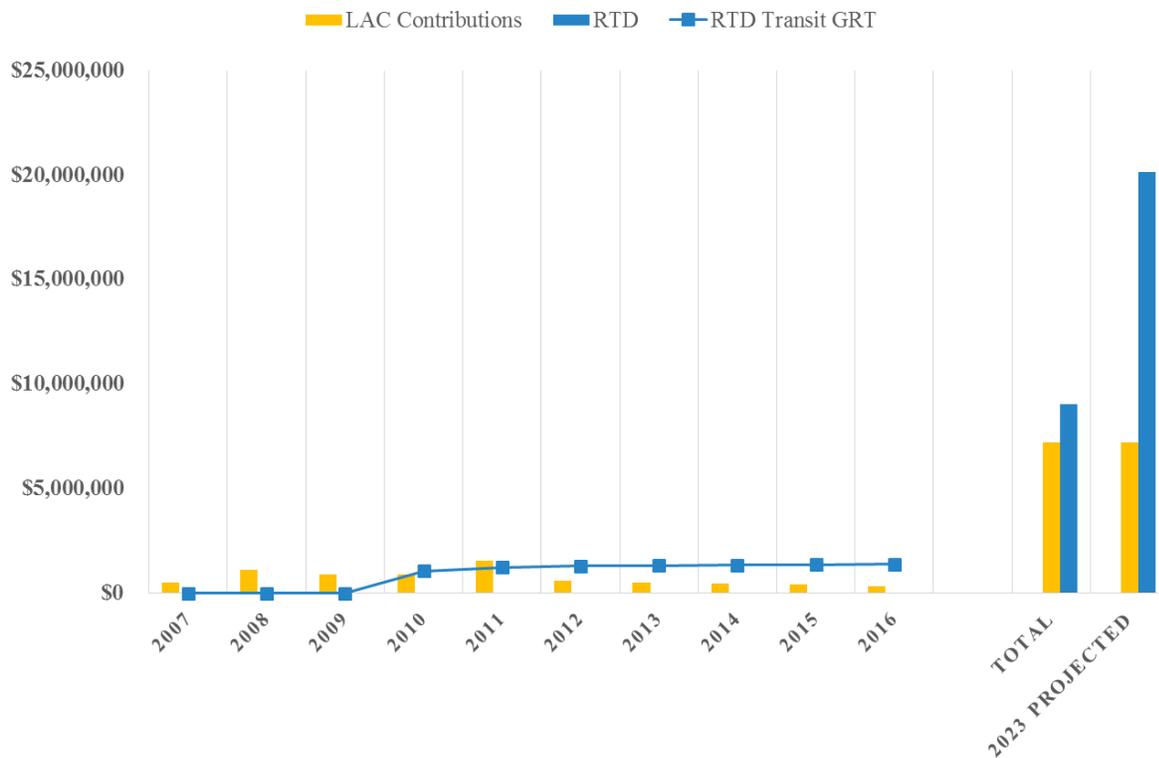
With the FY 2017 contribution the NCRTD will have received \$7,250,000 from Los Alamos County over the last seven years.

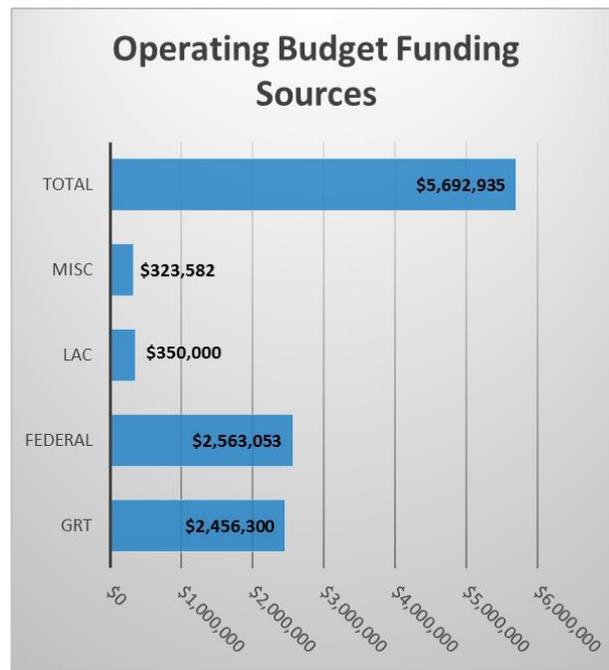
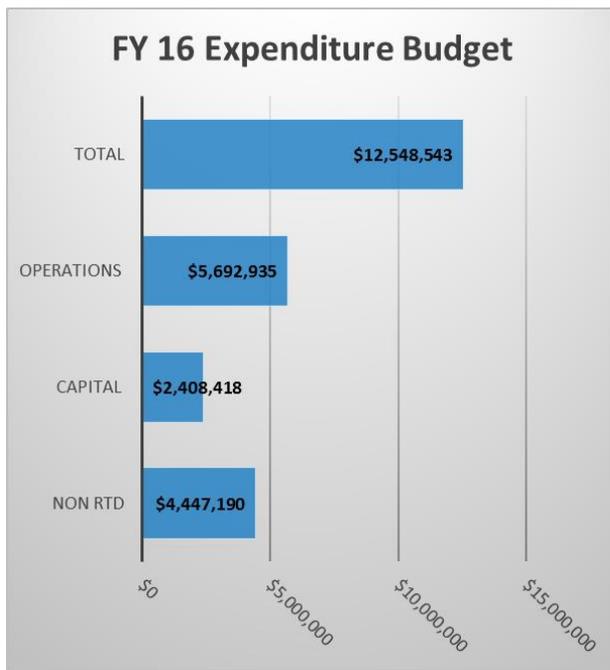
**Recommended Action:** Approval of Resolution 2016-19

**Options/Alternatives:**

1. Take no action which could result in the loss of \$350,000; or
2. Adopt the recommendation, (recommended); or
3. Not adopt the recommendations and provide further direction to staff.

**Fiscal Impact:** The draft proposed Fiscal Year 2017 budget has contemplated the receipt and expenditure of these revenue funds. Following are two charts; the first one represents the historical and projected funding relationship with Los Alamos County and the second chart reflects the importance of this annual contribution as source of revenue for the operating budget (FY 2016).





**Attachments:**  
 Resolution 2016-19



**North Central Regional Transit District (NCRTD)**

**Resolution 2016-19**

**A Resolution Requesting the Los Alamos County Council to Consider a Long Term Commitment to an Annual Contribution to the North Central Regional Transit District (NCRTD)**

**WHEREAS**, the NCRTD was created pursuant to the authority granted under the Regional Transit District Act, (NMSA 1978, §73-25-1 et seq., hereinafter the “Act”); and,

**WHEREAS**, the NCRTD was approved and certified by the New Mexico Department of Transportation Commission September 14, 2004; and,

**WHEREAS**, the NCRTD was created by agreement between the City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the City of Santa Fe, Santa Fe County, Taos County and Tesuque Pueblo; and,

**WHEREAS**, the NCRTD is a sub-division of the State of New Mexico; and,

**WHEREAS**, Los Alamos County (hereinafter the “County”) is a political subdivision of the State of New Mexico and a member of the NCRTD; and

**WHEREAS**, the NCRTD is authorized to finance, construct, operate, maintain, and promote an efficient, sustainable, and multi-modal transportation system subject to compliance with the Regional Transit District Act (“Act”); and

**WHEREAS**, under the regional partnership Cooperative Agreements, the County agreed to fund certain expenses and projects of the NCRTD; and

**WHEREAS**, beginning in federal fiscal year 2006, the County entered into MOUs directly with the NCRTD and has to date provided \$6,900,000.00 in funding, which was used for capital expenses, operational expenses, and to establish additional reserve funds, including matching federal dollars for NCRTD operations and transit projects; and

**WHEREAS**, the County’s current \$350,000 annual contribution is approximately six percent (6%) of the NCRTD operational budget; and

**WHEREAS**, the NCRTD is in need of additional revenue for capital and operational expenses and needs to either increase or maintain reserves; and

**WHEREAS**, the NCRTD and County recognize and affirm that their respective appropriations are made annually and that any agreement between them will require annual approvals; and

**WHEREAS**, notwithstanding the need for annual approvals the NCRTD seeks to plan for any significant changes that may occur from a change in annual revenue; and

**WHEREAS**, the loss of the County's annual contribution for FY 2017 and for future years would impact the NCRTD's ability to preserve current service levels of NCRTD operated routes and/or regional services; and

**WHEREAS**, the NCRTD has adopted a Long Term Strategic Plan (LTSP) and a Long Term Financial and Strategic Plan (LTFSP); and

**WHEREAS**, the NCRTD LTSP and LTFSP plans provide for strategic actions when revenue and expenditure trends and projections are either positive or negative and for enhanced services over the next 20 years at an estimated cost of \$100 million; and

**WHEREAS**, the NCRTD plans seek to establish long term stability of funding for NCRTD transit services; and

**WHEREAS**, the NCRTD requests that the County continue partnering with the NCRTD in order to promote an efficient, supportive, sustainable, and multi-modal transportation system, including services operated by the NCRTD and for NCRTD funded regional services.

**NOW THEREFORE BE IT RESOLVED** by the NCRTD that the Board of Directors approves the submittal of this resolution to the Los Alamos County Council and respectfully requests that the County consider establishing a long term commitment to the NCRTD for funding in an amount not less than \$350,000.00 per year.

**PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE  
NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 6<sup>th</sup> DAY OF  
MAY, 2016.**

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**Daniel Barrone, Chairman**

**Approved as to form:**

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**Peter Dwyer, Counsel**



## Agenda Report NCRTD Board of Directors Meeting

Meeting Date: May 6, 2016

### Agenda Item - I

**Title:** Investment of District Funds Summary

**Prepared By:** Troy Bingham, Finance Director

**Background:** The NCRTD established the short-term investments throughout various FDIC insured institutions in the District's service area. The investment portfolio has increased from \$6,114,491 in the 2<sup>nd</sup> quarter to \$6,581,492 in the 3<sup>rd</sup> quarter of FY2016. This increase was due to additional investments in two 6-month CD's at LANB. These CD now establish an investment structure that has at least one CD maturing every month. This now positions our finances so that is the case of substantial request for cash our investments could be liquidated monthly in increments of \$250,000 to cover the request. During the same quarter all non-collateralized CD's over \$250,000 were reallocated under \$250,000 so that all interest earned is either FDIC or NCUA insured and protected if the bank failed.

This report was shared at the April 22<sup>nd</sup> Finance Committee meeting and unanimously recommended for approval and forwarded to the Board for final approval.

**Summary:**

- As of March 31, 2016, the total investment exclusive of interest revenue was \$8,641,754.
- Total earnings from interest total \$18,203 since the start of the fiscal year.
- The average rate of return is .41%.
- The highest rate of return is 1.00% with Guadalupe CU (12-month term) earning the District a total of \$1,197 in interest this fiscal year.
- The current quarter from January through March of 2016 earned a total of \$7,050 in interest.

	<u>Amount Invested YTD</u>	<u>Earnings</u>	<u>% of portfolio</u>
Checking Account	\$ 2,060,262	702.26	24%
LGIP	\$ 835,726	1,370.68	10%
LPL - Treasury Security	\$ 1,001,810	1,810.41	12%
6 month CD	\$ 500,462	462.44	6%
12 month CD	\$ 4,243,493	13,856.95	49%
<b>Total</b>	<b>\$ 8,641,754.04</b>	<b>18,202.74</b>	

The District investment strategy is passive. Given this strategy, NCRTD has determined the market yields are being achieved by comparing the average District portfolio yield to the U.S. Treasury Bill. As of March 31, 2016 the six-month treasury was 0.40% and the one-year treasury rates was .62%, the District is averaging a rate of return at .41% with an average length of maturity of about 6 months.

**Recommended Action:**

It is recommended that the Board of Directors discuss and review the information presented in relation to the Investment Portfolio Report and move to accept as presented.

**Options/Alternatives:**

1. Take no action; or
2. Endorse the Quarterly Investment report (recommended).

**Fiscal Impact:**

None

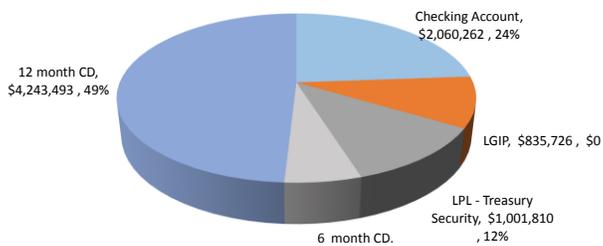
**Attachments:**

Investment Portfolio Report as of March 31, 2016

**North Central Regional Transit District  
Certificate of Deposit Report  
31-Mar-16**

	Date opened	Term / months	Expiration Date	Rate	Amount invested	Earnings 7-1-2015 thru 9-30-2015	Earnings 10-1-2015 thru 12-31-2015	Earnings 1-1-16 thru 3-31-16	Earnings 4-1-16 thru 6-30-16	YTD Total Earnings	Investment Balance
<b>12 months</b>											
Los Alamos National Bank	7/4/2014	12	7/4/2016	0.40%	251,086.69	253.24	250.73	250.50		754.47	251,841.16
Los Alamos National Bank	8/3/2014	12	8/3/2016	0.40%	251,094.42	253.25	250.74	250.52		754.51	251,848.93
US Eagle FCU	8/26/2015	12	8/26/2016	0.75%	245,000.00	181.30	463.93	464.74		1,109.97	246,109.97
First National Bank of Santa Fe	8/26/2015	12	8/26/2016	0.45%	245,000.00	108.74	277.79	311.22		697.75	245,697.75
Los Alamos National Bank	9/2/2014	12	9/2/2016	0.40%	251,060.84	250.46	253.46	250.49		754.41	251,815.25
Los Alamos National Bank	10/2/2014	12	10/2/2016	0.40%	251,102.30	253.25	250.75	250.53		754.53	251,856.83
Sandia Area Credit Union	10/29/2015	12	10/29/2016	0.55%	245,000.00		235.73	334.65		570.38	245,570.38
Los Alamos National Bank	11/1/2014	12	11/1/2016	0.40%	251,078.76	253.23	250.72	250.52		754.47	251,833.23
Guadalupe CU	11/28/2015	12	11/28/2016	1.00%	244,441.58	285.26	293.87	617.75		1,196.88	245,638.46
Los Alamos National Bank	12/1/2014	12	12/1/2016	0.40%	251,151.09	253.30	248.04	253.35		754.69	251,905.78
Los Alamos National Bank	12/31/2014	12	12/31/2016	0.40%	251,220.69	253.37	250.87	253.19		757.43	251,978.12
Los Alamos National Bank	1/30/2016	12	1/30/2017	0.40%	251,323.96	253.48	250.97	250.76		755.21	252,079.17
Washington Federal Bank	2/27/2015	12	2/26/2016	0.40%	245,000.00	253.53	253.80	260.15		767.48	245,767.48
State Employees Credit Union	2/28/2015	12	2/27/2016	0.55%	244,950.00	349.13	349.62	342.33		1,041.08	245,991.08
Los Alamos National Bank	3/6/2016	12	3/6/2017	0.40%	249,212.04	582.18	582.77	510.91		1,675.86	250,887.90
Los Alamos National Bank	3/14/2016	12	3/14/2017	0.40%	250,787.96					-	250,787.96
Los Alamos National Bank	6/4/2016	12	6/4/2017	0.40%	251,125.61	256.02	250.78	251.03		757.83	251,883.44
<b>12 Month/Total</b>			<b>Average rate</b>	<b>0.48%</b>	<b>\$ 4,229,635.94</b>	<b>4,039.74</b>	<b>4,714.57</b>	<b>5,102.64</b>	<b>-</b>	<b>\$ 13,856.95</b>	<b>\$ 4,243,492.89</b>
<b>6 months</b>											
Los Alamos National Bank	10/15/2015	6	4/14/2016	0.25%	250,000.00			231.22		231.22	250,231.22
Los Alamos National Bank	11/15/2015	6	5/15/2016	0.25%	250,000.00			231.22		231.22	250,231.22
<b>6-8 Month/Total</b>			<b>Average rate</b>	<b>0.25%</b>	<b>500,000.00</b>	<b>-</b>	<b>-</b>	<b>462.44</b>	<b>-</b>	<b>462.44</b>	<b>500,462.44</b>
<b>Short Term Investment</b>											
Checking Account - LANB				0.05%	2,059,559.72	199.21	293.98	209.07		702.26	2,060,261.98
LGIP				0.21%	834,355.64	589.60	410.40	370.68		1,370.68	835,726.32
LPL - Treasury Security	11/24/2015	12	11/24/2016	0.62%	750,000.00		678.87	678.9375		1,357.81 *	751,357.81
LPL - Treasury Security	11/24/2015	9	8/8/2016	0.51%	250,000.00		226.29	226.3125		452.60 *	250,452.60
<b>Short Term</b>			<b>Average rate</b>	<b>0.35%</b>	<b>\$ 3,893,915.36</b>	<b>788.81</b>	<b>1,609.54</b>	<b>1,485.00</b>	<b>-</b>	<b>3,883.35</b>	<b>3,897,798.71</b>
						<b>8,623,551.30</b>	<b>4,828.55</b>	<b>6,324.11</b>	<b>7,050.08</b>	<b>-</b>	<b>18,202.74</b>
										<b>18,202.74</b>	<b>8,641,754.04</b>

Investment Portfolio by Duration



	Amount Invested YTD	Earnings	% of portfolio
Checking Account	\$ 2,060,262	702.26	24%
LGIP	\$ 835,726	1,370.68	10%
LPL - Treasury Security	\$ 1,001,810	1,810.41 *	12%
6 month CD	\$ 500,462	462.44	6%
12 month CD	\$ 4,243,493	13,856.95	49%
<b>Total</b>	<b>\$ 8,641,754.04</b>	<b>18,202.74</b>	

Average Rate of Return 0.41%  
 Average Length of Maturity (months) 6.4  
 Approximate Treasury Security Return for 6.4 months 0.40%

\*Amount constitutes an estimate and has not been received by NCRDT until treasury matures



## North Central Regional Transit District Financial Summary As of March 31, 2016

### **Summary:**

The North Central Regional Transit District (NCRTD) is currently reporting nine months of financial activity. The expenses/revenues that should be reported for the period through March 31, 2016, which represents 75% of the budget.

The monthly budget figures for the federal grant revenues and expenditure figures from the charts/tables have been divided using a straight-line method (1/12 increments). The GRT monthly budget figures are allocated utilizing trends from the last six fiscal years. NCRTD reports financials that follow GAAFR (Governmental Accounting, Auditing, and Financial Reporting). The charts/tables compare the current year revenues and expenditures to the previous year.

### **Financial Highlights**

#### **Revenue:**

As of March 31, 2016, total revenues of \$7,450,548 have been received, which is 59.4% of budgeted revenues. NCRTD has \$5,054,393 of GRT through February 2016 and \$1,640,284 of Federal grant revenues through February 2016.

#### **Expenditures:**

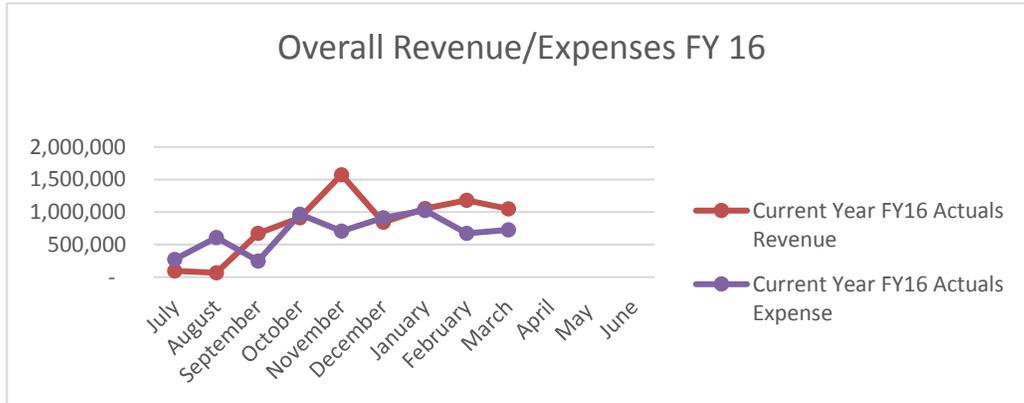
As of March 31, 2016, NCRTD recognized expenditures totaling \$6,147,366 which is 49% of total budgeted expenditures.

Of which \$727,303 was spent in March, \$77,121 was in Administration, \$498,977 in Operations and \$151,205 in Capital Outlay. Administration has spent 63.6%, Operations 50.7% and Capital Outlay 34.5% of its budgets year to date.

#### **Other Matters:**

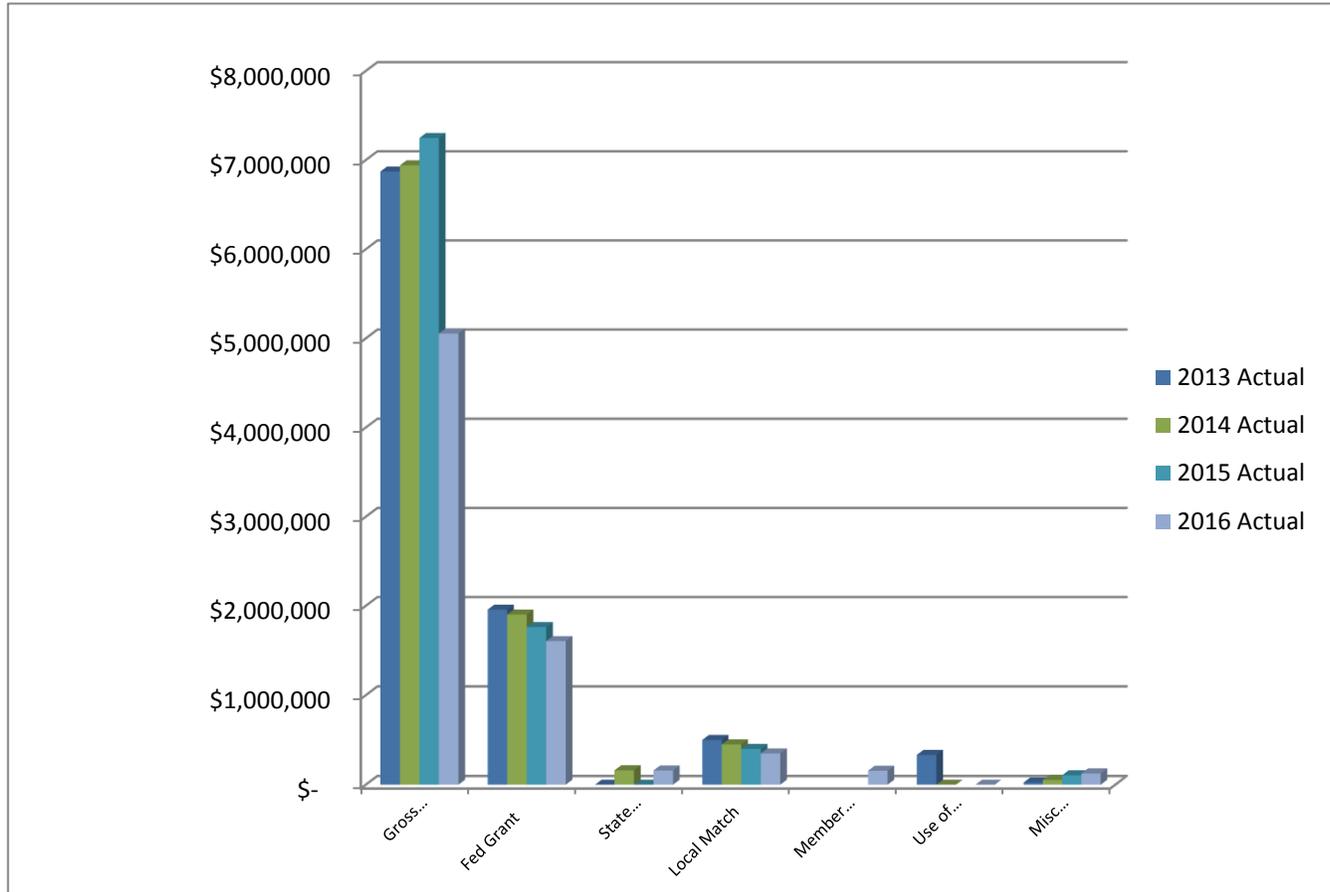
N/A

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD Revenue and Expenses vs. Budget**  
**As of March 31, 2016**



	Budget Revenue FY16	Current Year FY16 Actuals Revenue	Budget Expenses FY16	Current Year FY16 Actuals Expense
July	935,945	94,428	935,945	273,848
August	935,945	66,895	935,945	607,663
September	935,945	674,360	935,945	249,172
October	1,082,301	913,503	1,082,301	966,567
November	1,082,301	1,574,056	1,082,301	709,030
December	1,082,301	844,838	1,082,301	913,619
January	1,082,301	1,053,531	1,082,301	1,026,524
February	1,082,301	1,182,176	1,082,301	673,640
March	1,082,301	1,046,761	1,082,301	727,303
April	1,082,301		1,082,301	
May	1,082,301		1,082,301	
June	1,082,301		1,082,301	
<b>Totals</b>	<b>\$ 12,548,543</b>	<b>\$ 7,450,548</b>	<b>\$ 12,548,543</b>	<b>\$ 6,147,366</b>

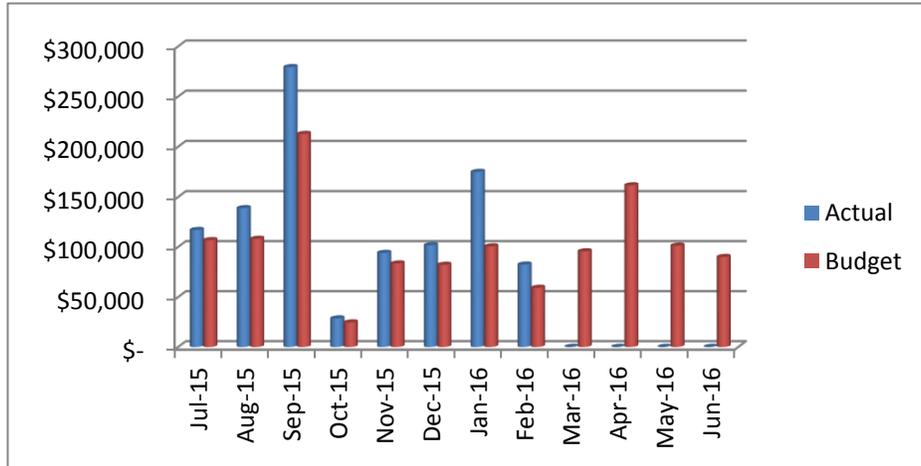
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD Revenue by Sources**  
**As of March 31, 2016**



	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>% of</b>
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual vs</b>
							<b>budget</b>
Gross Receipt	\$ 6,871,271	\$ 6,757,529	\$ 6,941,122	\$ 7,247,360	\$ 6,903,500	\$ 5,054,393	73.2%
Fed Grant	\$ 1,957,128	\$ 2,198,429	\$ 1,902,036	\$ 1,762,384	\$ 3,781,539	\$ 1,604,284	42.4%
State Capital/Outlay	\$ -	\$ 170,000	\$ 161,188	\$ -	\$ 301,312	\$ 159,463	0.0%
Local Match	\$ 500,000	\$ 450,000	\$ 450,000	\$ 400,000	\$ 350,000	\$ 350,000	100.0%
Member Contributions					\$ 80,344	\$ 156,154	194.4%
Use of Fund Balance	\$ 333,000		\$ -		\$ 688,552	\$ -	0.0%
Misc Revenues	\$ 24,312	\$ 60,500	\$ 53,637	\$ 105,967	\$ 443,296	\$ 126,254	28.5%
<b>TOTAL</b>	<b>\$ 9,685,711</b>	<b>\$ 9,636,458</b>	<b>\$ 9,507,983</b>	<b>\$ 9,515,711</b>	<b>\$ 12,548,543</b>	<b>\$ 7,450,548</b>	<b>59.4%</b>

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

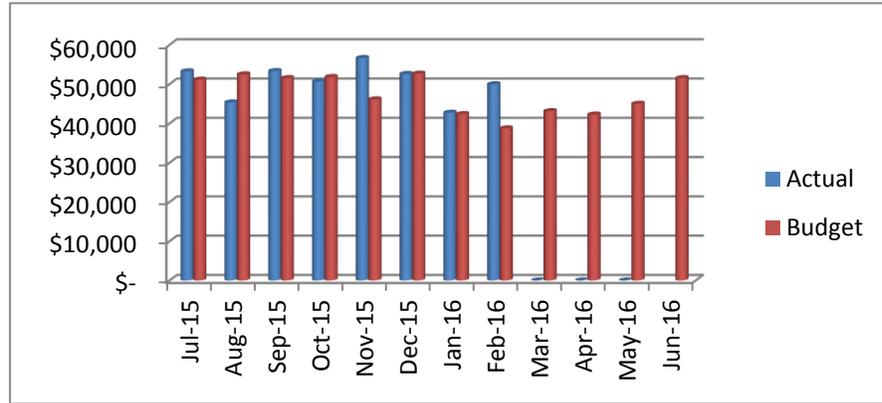
**LOS ALAMOS COUNTY**



Date Received	Actual	Budget	of Monthly Budget
Jul-15	\$ 116,870	\$ 106,697	110%
Aug-15	\$ 138,688	\$ 108,045	128%
Sep-15	\$ 279,213	\$ 212,660	131%
Oct-15	\$ 28,496	\$ 24,500	116%
Nov-15	\$ 93,942	\$ 83,423	113%
Dec-15	\$ 101,662	\$ 82,075	124%
Jan-16	\$ 174,873	\$ 100,450	174%
Feb-16	\$ 82,322	\$ 59,045	139%
Mar-16	\$ -	\$ 95,550	0%
Apr-16	\$ -	\$ 161,455	0%
May-16	\$ -	\$ 101,185	0%
Jun-16	\$ -	\$ 89,915	0%
<b>YTD Total</b>	<b>\$ 1,016,066</b>	<b>\$ 1,225,000</b>	<b>83%</b>

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

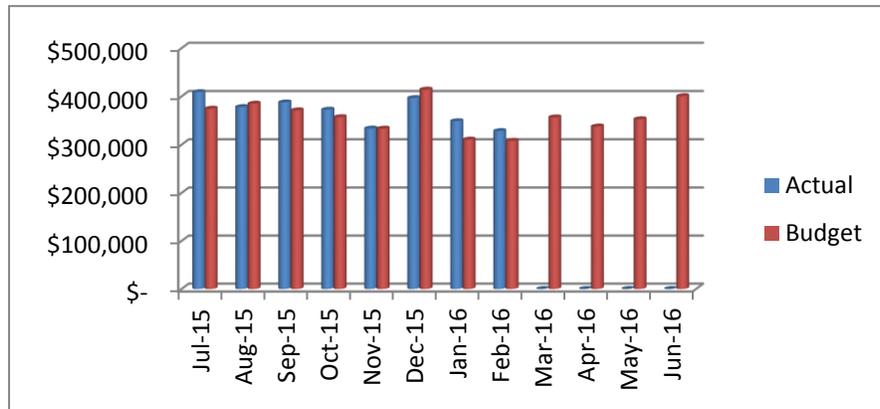
**RIO ARRIBA COUNTY**



Date Received	Actual Revenue % of Monthly Budget		
	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-15	\$ 53,233	\$ 51,108	104%
Aug-15	\$ 45,322	\$ 52,473	86%
Sep-15	\$ 53,311	\$ 51,506	104%
Oct-15	\$ 50,632	\$ 51,790	98%
Nov-15	\$ 56,629	\$ 46,105	123%
Dec-15	\$ 52,583	\$ 52,643	100%
Jan-16	\$ 42,699	\$ 42,353	101%
Feb-16	\$ 49,951	\$ 38,715	129%
Mar-16	\$ -	\$ 43,092	0%
Apr-16	\$ -	\$ 42,240	0%
May-16	\$ -	\$ 44,968	0%
Jun-16	\$ -	\$ 51,506	0%
<b>YTD Total</b>	<b>\$ 404,360</b>	<b>\$ 568,500</b>	<b>71%</b>

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

**SANTA FE COUNTY**

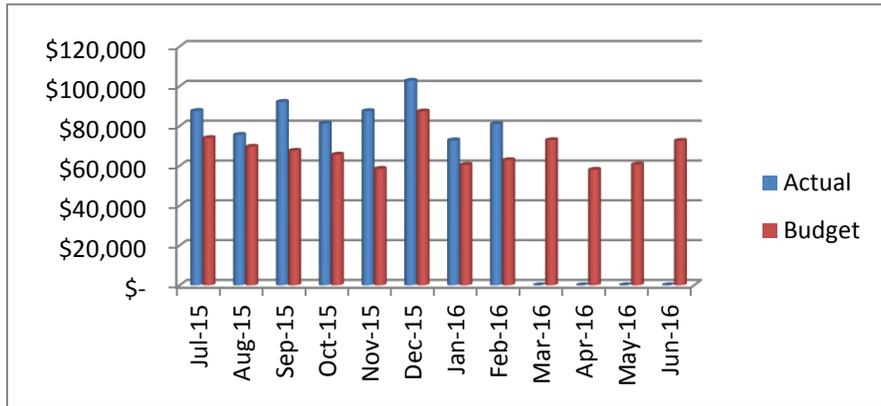


Date Received	Actual	Budget	Actual Revenue % of Monthly Budget
Jul-15	\$ 408,793	\$ 374,530	109%
Aug-15	\$ 378,033	\$ 384,850	98%
Sep-15	\$ 387,492	\$ 371,090	104%
Oct-15	\$ 372,493	\$ 356,900	104%
Nov-15	\$ 333,369	\$ 333,250	100%
Dec-15	\$ 396,434	\$ 414,090	96%
Jan-16	\$ 348,564	\$ 310,460	112%
Feb-16	\$ 328,223	\$ 307,880	107%
Mar-16	\$ -	\$ 356,470	0%
Apr-16	\$ -	\$ 337,550	0%
May-16	\$ -	\$ 352,600	0%
Jun-16	\$ -	\$ 400,330	0%
<b>YTD Total</b>	<b>\$ 2,953,401</b>	<b>\$ 4,300,000</b>	<b>69%</b>

\*\* Note one-half of the SF County GRT is allocated to Rio Metro

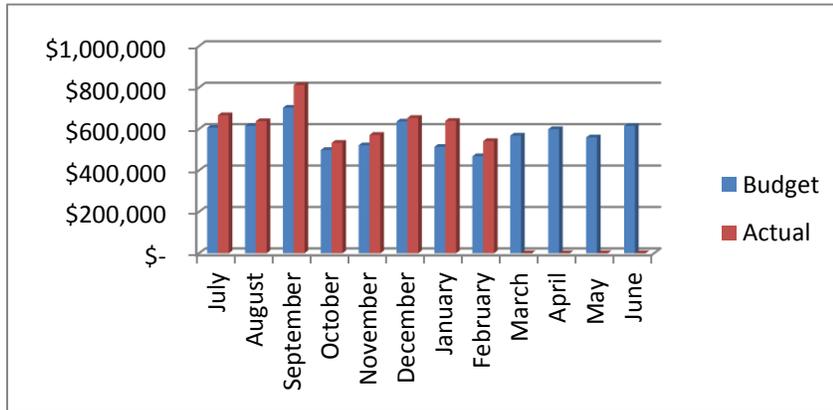
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue By County**

**TAOS COUNTY**



Date Received	Actual	Budget	of Monthly Budget
Jul-15	\$ 87,557	\$ 73,953	118%
Aug-15	\$ 75,544	\$ 69,579	109%
Sep-15	\$ 92,114	\$ 67,554	136%
Oct-15	\$ 81,318	\$ 65,610	124%
Nov-15	\$ 87,479	\$ 58,482	150%
Dec-15	\$ 102,741	\$ 87,318	118%
Jan-16	\$ 72,816	\$ 60,507	120%
Feb-16	\$ 80,997	\$ 62,856	129%
Mar-16	\$ -	\$ 72,900	0%
Apr-16	\$ -	\$ 57,996	0%
May-16	\$ -	\$ 60,669	0%
Jun-16	\$ -	\$ 72,576	0%
<b>YTD Total</b>	<b>\$ 680,566</b>	<b>\$ 810,000</b>	<b>84%</b>

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Gross Receipts Revenue**



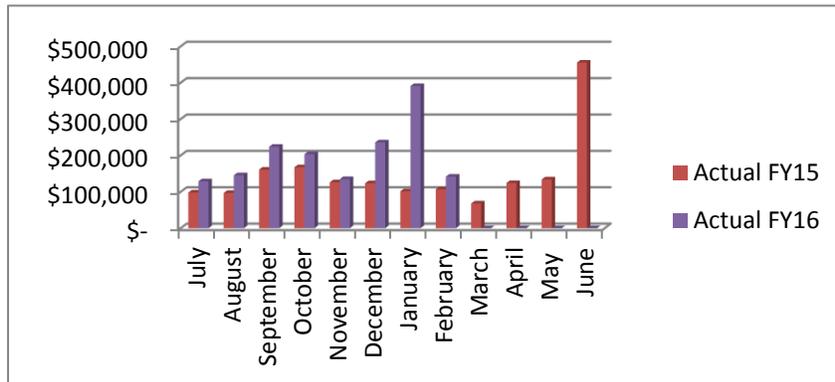
**Budget to Actual FY2016**

	<b>Budget</b>	<b>Actual</b>	<b>Actual Revenue % of Monthly Budget</b>
July	\$ 606,288	\$ 666,453	110%
August	\$ 614,947	\$ 637,587	104%
September	\$ 702,810	\$ 812,130	116%
October	\$ 498,800	\$ 532,939	107%
November	\$ 521,260	\$ 571,419	110%
December	\$ 636,126	\$ 653,420	103%
January	\$ 513,770	\$ 638,952	124%
February	\$ 468,496	\$ 541,493	116%
March	\$ 568,012	\$ -	
April	\$ 599,241	\$ -	
May	\$ 559,422	\$ -	
June	\$ 614,327	\$ -	
<b>Total</b>	<b>\$ 6,903,500</b>	<b>\$ 5,054,393</b>	<b>111%</b>

**Prior Year vs. Current Year**

	<b>Prior Year FY2015</b>	<b>Current Year FY2016</b>	<b>Inc/Dec from Prior Year to Current Year</b>
July	\$ 640,624	\$ 666,453	\$ 25,829
August	\$ 586,498	\$ 637,587	\$ 51,089
September	\$ 711,747	\$ 812,130	\$ 100,383
October	\$ 524,099	\$ 532,939	\$ 8,840
November	\$ 524,404	\$ 571,419	\$ 47,015
December	\$ 658,103	\$ 653,420	\$ (4,683)
January	\$ 557,752	\$ 638,952	\$ 81,200
February	\$ 442,578	\$ 541,493	\$ 98,915
March	\$ 568,669	\$ -	
April	\$ 725,956	\$ -	
May	\$ 602,505	\$ -	
June	\$ 704,185	\$ -	
<b>Total</b>	<b>\$ 7,247,120</b>	<b>\$ 5,054,393</b>	<b>\$ 408,588</b>

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Grant Revenue**



**Budget to Actual FY2016**

	<b>Actual FY15</b>	<b>Budget FY16</b>	<b>Actual FY16</b>	<b>Actual Revenue % of Monthly Budget</b>
July	\$ 98,061	\$ 244,799	\$ 128,685	53%
August	\$ 96,946	\$ 244,799	\$ 145,446	59%
September	\$ 160,962	\$ 244,799	\$ 223,878	91%
October	\$ 167,516	\$ 338,571	\$ 203,353	60%
November	\$ 126,083	\$ 338,571	\$ 134,896	40%
December	\$ 123,492	\$ 338,571	\$ 235,833	70%
January	\$ 101,591	\$ 338,571	\$ 390,639	115%
February	\$ 106,716	\$ 338,571	\$ 141,554	42%
March	\$ 67,879	\$ 338,571	\$ -	
April	\$ 124,015	\$ 338,571	\$ -	
May	\$ 133,931	\$ 338,571	\$ -	
June	\$ 455,192	\$ 338,571	\$ -	
<b>Total</b>	<b>\$ 1,762,384</b>	<b>\$ 3,781,539</b>	<b>\$ 1,604,284</b>	<b>42%</b>

**Prior Year vs. Current Year**

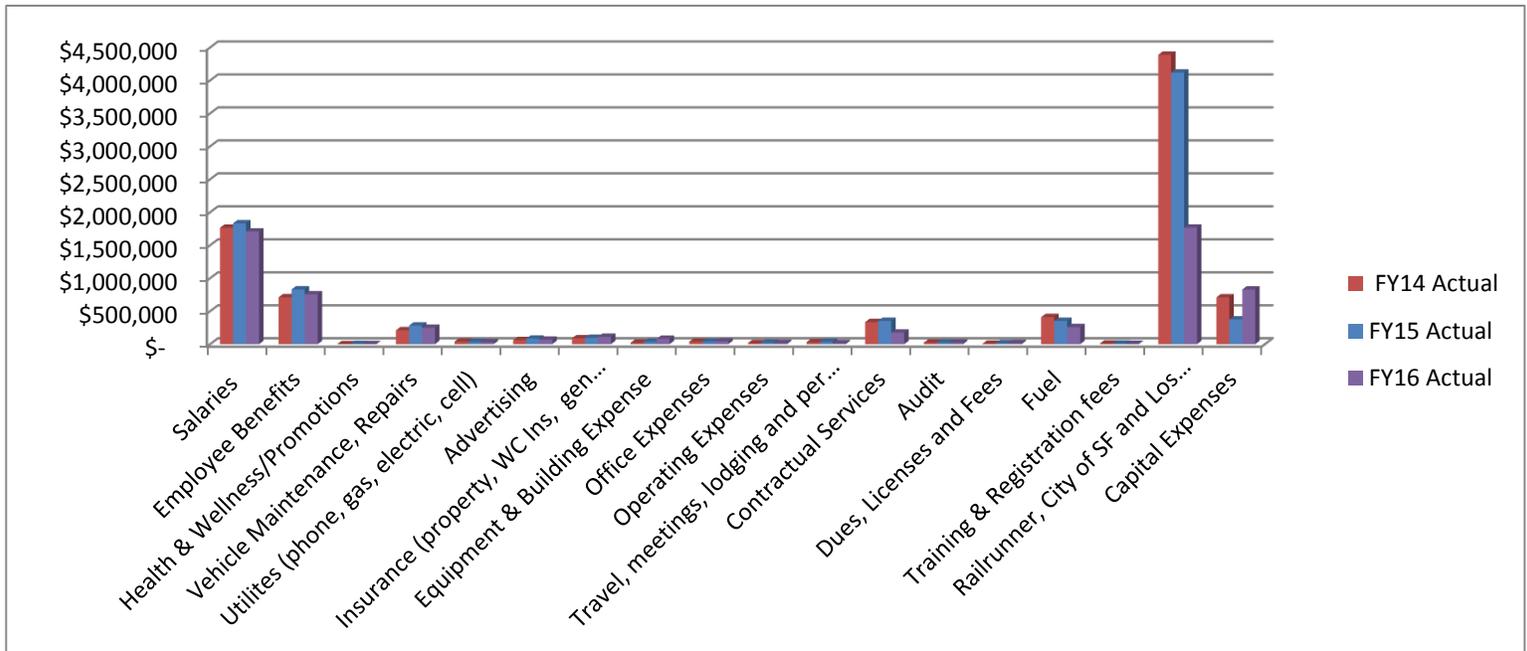
	<b>Actual FY2014</b>	<b>Actual FY2015</b>	<b>Actual FY2016</b>	<b>Inc/(Dec) from Prior Year to Current Year</b>
July	\$ 81,096	\$ 98,061	\$ 128,685	\$ 30,624
August	\$ 127,744	\$ 96,946	\$ 145,446	\$ 48,500
September	\$ 195,614	\$ 160,962	\$ 223,878	\$ 62,916
October	\$ 113,711	\$ 167,516	\$ 203,353	\$ 35,837
November	\$ 150,353	\$ 126,083	\$ 134,896	\$ 8,813
December	\$ 102,402	\$ 123,492	\$ 235,833	\$ 112,341
January	\$ 112,085	\$ 101,591	\$ 390,639	\$ 289,048
February	\$ 123,056	\$ 106,716	\$ 141,554	\$ 34,838
March	\$ 221,112	\$ 67,879	\$ -	\$ -
April	\$ 221,326	\$ 124,015	\$ -	\$ -
May	\$ 137,177	\$ 133,931	\$ -	\$ -
June	\$ 316,361	\$ 455,192	\$ -	\$ -
<b>Total</b>	<b>\$ 1,902,037</b>	<b>\$ 1,762,384</b>	<b>\$ 1,604,284</b>	<b>\$ (158,100)</b>

## MONTHLY BOARD REPORT

## NCRTD Expenses by Type

As of March 31, 2016

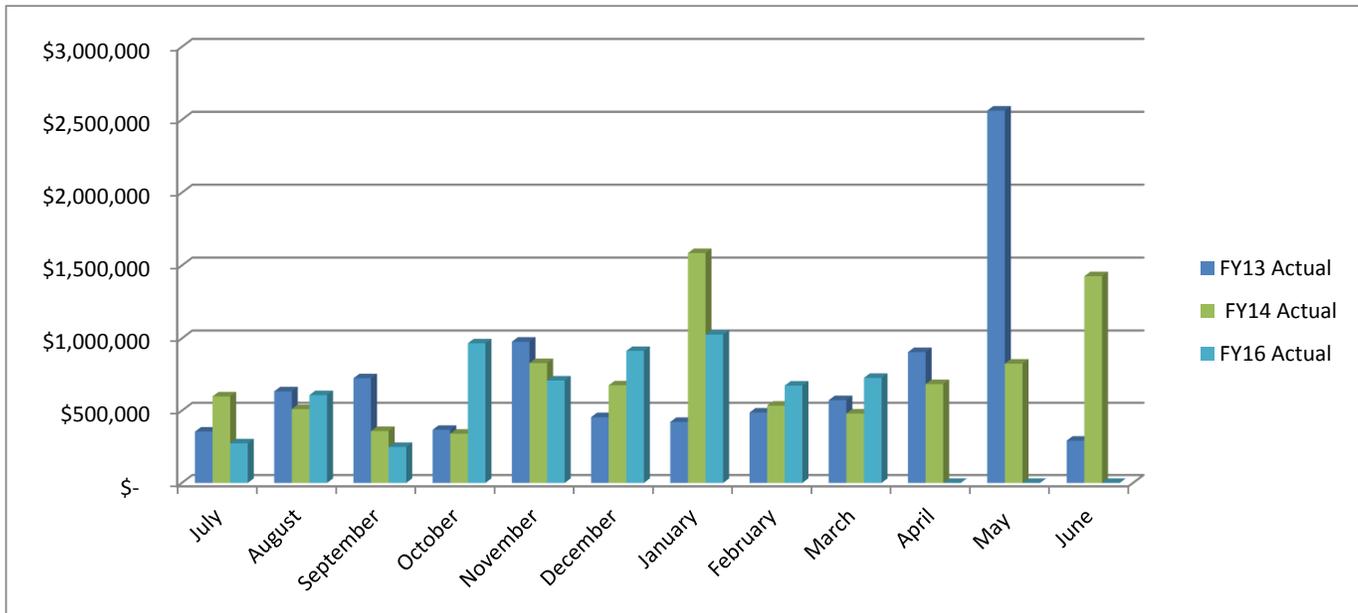
Year to Date Budget Variance 75%



## Comparative Expenses by Type

	FY14 Actual	FY15 Actual	Budget FY16	FY16 Actual	Year to Date Budget Variance
1 Salaries	\$ 1,764,308	\$ 1,831,697	\$ 2,773,718	\$ 1,708,275	61.6%
2 Employee Benefits	\$ 709,864	\$ 830,082	\$ 1,245,195	\$ 755,851	60.7%
3 Health & Wellness/Promotions	\$ -	\$ 2,555	\$ 7,500	\$ 1,750	23.3%
4 Vehicle Maintenance, Repairs	\$ 209,623	\$ 281,344	\$ 260,700	\$ 247,771	<b>95.0%</b>
5 Utilities (phone, gas, electric, cell)	\$ 38,486	\$ 33,084	\$ 51,751	\$ 29,921	57.8%
6 Advertising	\$ 61,715	\$ 82,687	\$ 100,842	\$ 67,653	67.1%
7 Insurance (property, WC Ins, gen liab, vehicle, civ)	\$ 87,589	\$ 95,406	\$ 115,196	\$ 110,741	<b>96.1%</b>
8 Equipment & Building Expense	\$ 22,181	\$ 36,443	\$ 76,735	\$ 80,196	<b>104.5%</b>
9 Office Expenses	\$ 36,948	\$ 37,336	\$ 67,163	\$ 41,899	62.4%
10 Operating Expenses	\$ 15,024	\$ 22,812	\$ 23,820	\$ 17,348	72.8%
11 Travel, meetings, lodging and per diem	\$ 30,111	\$ 34,092	\$ 41,245	\$ 15,619	37.9%
12 Contractual Services	\$ 333,948	\$ 352,779	\$ 369,603	\$ 174,389	47.2%
13 Audit	\$ 23,219	\$ 23,433	\$ 27,000	\$ 23,581	<b>87.3%</b>
14 Dues, Licenses and Fees	\$ 5,826	\$ 15,961	\$ 15,765	\$ 16,671	<b>105.7%</b>
15 Fuel	\$ 410,199	\$ 352,857	\$ 495,903	\$ 257,839	52.0%
16 Training & Registration fees	\$ 8,825	\$ 9,087	\$ 20,799	\$ 4,891	23.5%
17 Railrunner, City of SF and Los Alamos	\$ 4,387,272	\$ 4,118,232	\$ 4,447,190	\$ 1,765,327	39.7%
18 Capital Expenses	\$ 709,563	\$ 374,409	\$ 2,408,418	\$ 827,642	34.4%
TOTAL	\$ 8,854,701	\$ 8,534,297	\$ 12,548,543	\$ 6,147,366	49.0%

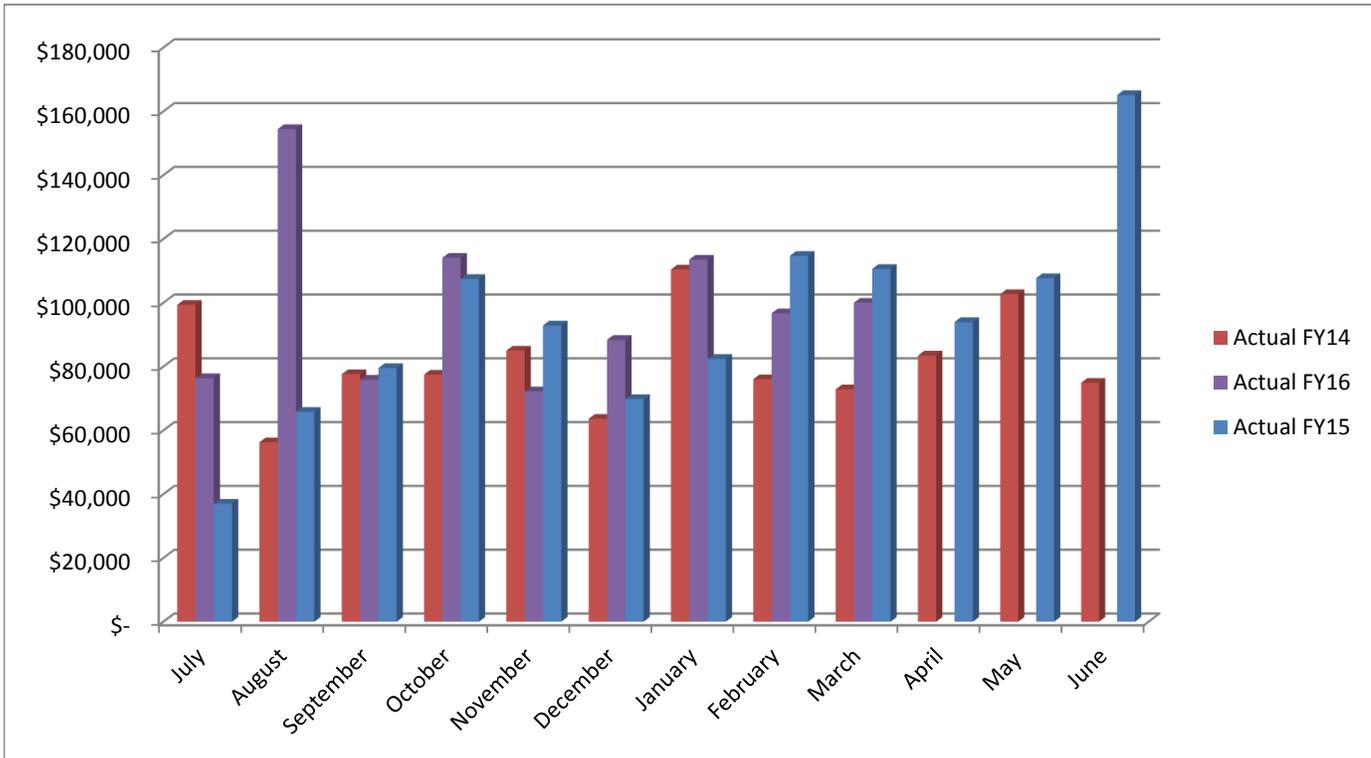
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**NCRTD BUDGET EXPENDITURES OVERALL**  
**As of March 31, 2016**



**Budget to Actual FY2015**

	<b>FY13 Actual</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>Budget FY16</b>	<b>FY16 Actual</b>	<b>Inc/Dec of Budget vs Actual</b>	<b>Budget Variance</b>
July	\$ 355,735	\$ 598,912	\$ 546,007	\$ 935,944.92	\$ 273,848	\$ 662,097	<b>29.3%</b>
August	\$ 634,121	\$ 511,240	\$ 464,828	\$ 935,944.92	\$ 607,663	\$ 328,282	<b>64.9%</b>
September	\$ 724,752	\$ 359,189	\$ 313,124	\$ 1,067,665.32	\$ 249,172	\$ 818,493	<b>23.3%</b>
October	\$ 367,785	\$ 341,082	\$ 294,912	\$ 1,067,665.32	\$ 966,567	\$ 101,098	<b>90.5%</b>
November	\$ 977,721	\$ 829,750	\$ 783,580	\$ 1,067,665.32	\$ 709,030	\$ 358,635	<b>66.4%</b>
December	\$ 455,530	\$ 675,551	\$ 625,552	\$ 1,067,665.32	\$ 913,619	\$ 154,046	<b>85.6%</b>
January	\$ 422,342	\$ 1,585,995	\$ 1,534,559	\$ 1,067,665.32	\$ 1,026,524	\$ 41,141	<b>96.1%</b>
February	\$ 487,459	\$ 534,985	\$ 287,772	\$ 1,067,665.32	\$ 673,640	\$ 394,025	<b>63.1%</b>
March	\$ 573,082	\$ 480,519	\$ 429,154	\$ 1,067,665.32	\$ 727,303	\$ 340,362	<b>68.1%</b>
April	\$ 905,718	\$ 684,123	\$ 1,339,437	\$ 1,067,665.32	\$ -	\$ 1,067,665	<b>0.0%</b>
May	\$ 2,563,210	\$ 826,045	\$ 934,795	\$ 1,067,665.32	\$ -	\$ 1,067,665	<b>0.0%</b>
June	\$ 292,818	\$ 1,427,310	\$ 1,300,982	\$ 1,067,665.32	\$ -	\$ 1,067,665	<b>0.0%</b>
<b>Total</b>	<b>\$ 8,760,274</b>	<b>\$ 8,854,701</b>	<b>\$ 8,854,701</b>	<b>\$ 12,548,543</b>	<b>\$ 6,147,366</b>	<b>\$ 6,401,177</b>	<b>49.0%</b>

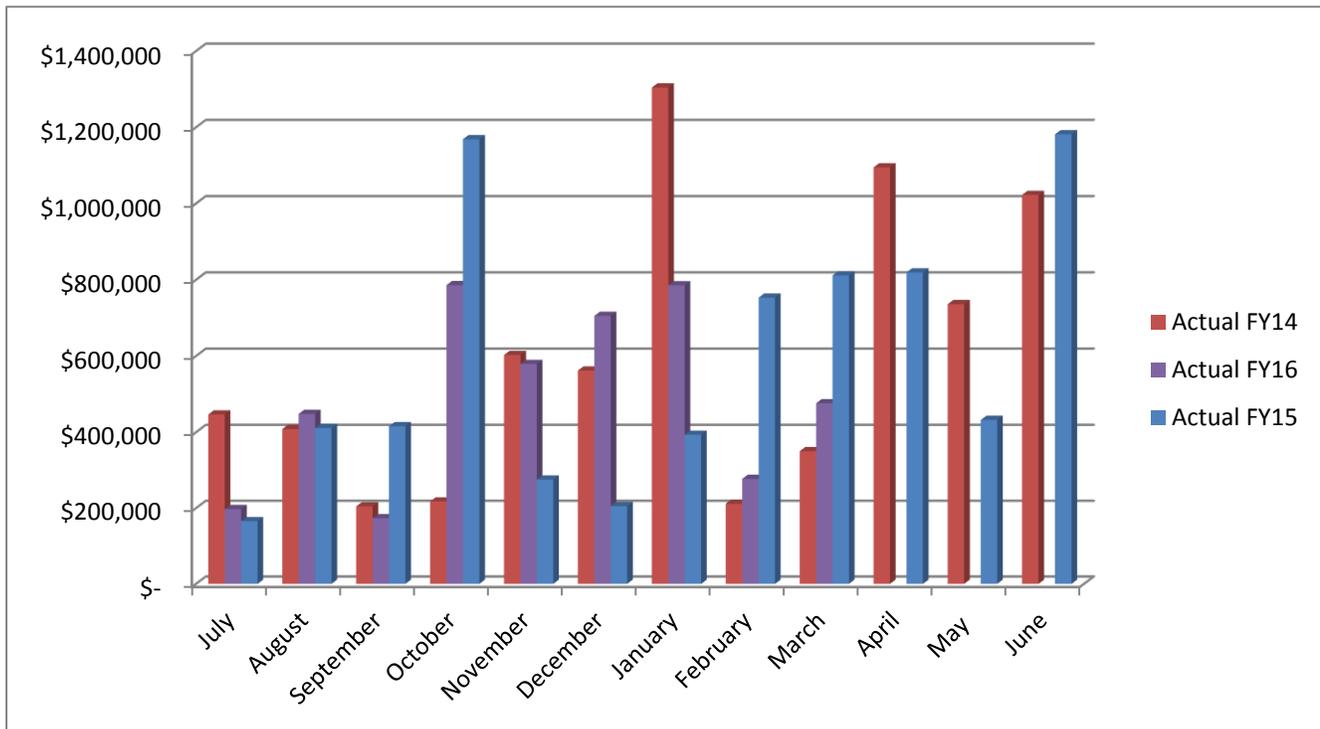
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Administration Expense Summary**  
**As of March 31, 2016**



**Budget to Actual FY2014/FY2015 Comparative**

	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 99,342	\$ 36,996	\$ 111,744	\$ 76,354	\$ 35,390	68.3%
August	\$ 56,248	\$ 65,796	\$ 111,744	\$ 154,434	\$ (42,690)	138.2%
September	\$ 77,618	\$ 79,531	\$ 114,302	\$ 75,888	\$ 38,414	66.4%
October	\$ 77,447	\$ 107,450	\$ 114,302	\$ 114,095	\$ 207	99.8%
November	\$ 84,993	\$ 92,871	\$ 114,302	\$ 72,212	\$ 42,090	63.2%
December	\$ 63,622	\$ 69,805	\$ 114,302	\$ 88,349	\$ 25,953	77.3%
January	\$ 110,423	\$ 82,409	\$ 114,302	\$ 113,515	\$ 787	99.3%
February	\$ 76,028	\$ 114,696	\$ 114,302	\$ 96,686	\$ 17,616	84.6%
March	\$ 72,862	\$ 110,596	\$ 114,302	\$ 100,000	\$ 14,302	87.5%
April	\$ 83,438	\$ 93,933	\$ 114,302	\$ -	\$ 114,302	0.0%
May	\$ 102,701	\$ 107,700	\$ 114,302	\$ -	\$ 114,302	0.0%
June	\$ 74,894	\$ 165,099	\$ 114,302	\$ -	\$ 114,302	0.0%
<b>Total</b>	<b>\$ 979,616</b>	<b>\$ 1,126,883</b>	<b>\$ 1,366,506</b>	<b>\$ 891,533</b>	<b>\$ 474,973</b>	<b>65.2%</b>

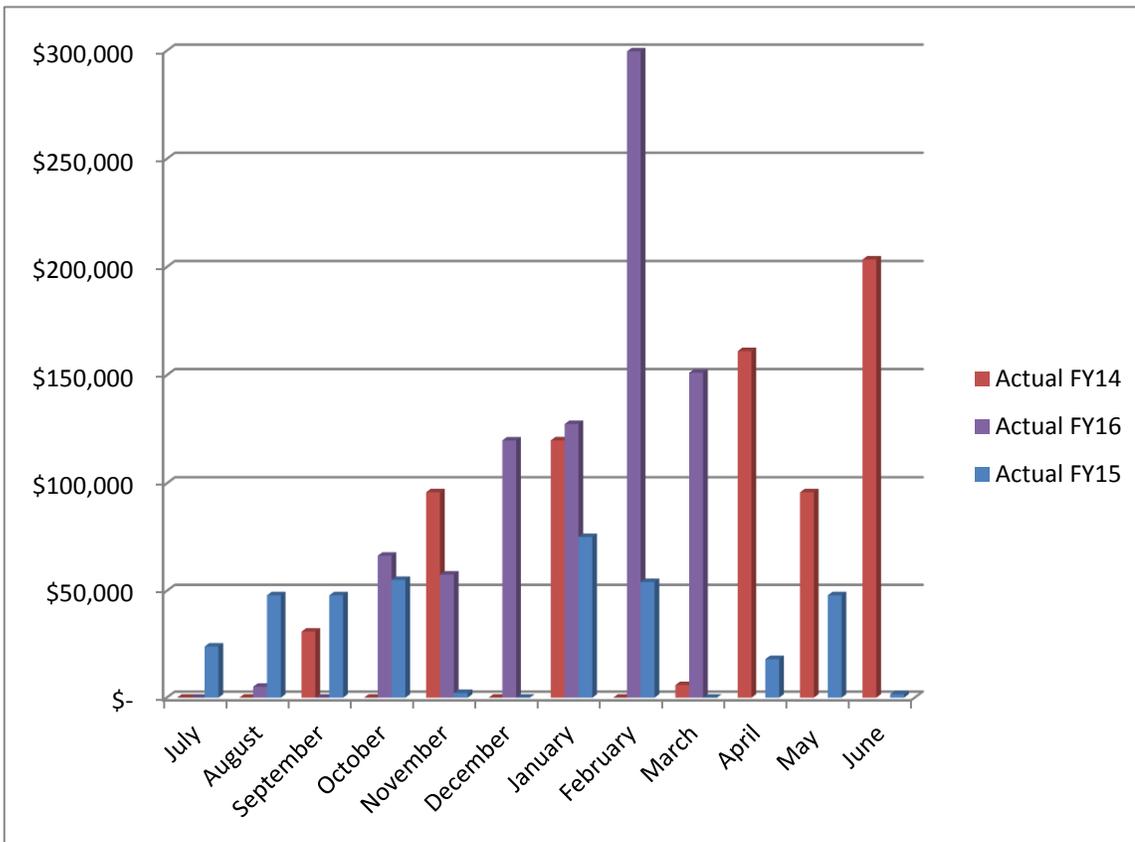
**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Operating Expense Summary**  
**As of March 31, 2016**



**Budget to Actual FY2014/FY2015 Comparative**

	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	\$ 446,665	\$ 165,544	\$ 719,298	\$ 197,494	\$ 521,804	<b>27.5%</b>
August	\$ 408,580	\$ 411,069	\$ 719,298	\$ 448,110	\$ 271,188	<b>62.3%</b>
September	\$ 204,531	\$ 415,730	\$ 734,512	\$ 173,284	\$ 561,228	<b>23.6%</b>
October	\$ 217,465	\$ 1,168,758	\$ 734,512	\$ 785,951	\$ (51,439)	<b>107.0%</b>
November	\$ 602,638	\$ 275,448	\$ 734,512	\$ 579,144	\$ 155,368	<b>78.8%</b>
December	\$ 561,929	\$ 205,224	\$ 734,512	\$ 705,378	\$ 29,134	<b>96.0%</b>
January	\$ 1,304,199	\$ 393,437	\$ 734,512	\$ 785,516	\$ (51,004)	<b>106.9%</b>
February	\$ 211,744	\$ 753,200	\$ 734,512	\$ 277,216	\$ 457,296	<b>37.7%</b>
March	\$ 350,376	\$ 811,276	\$ 734,512	\$ 476,098	\$ 258,415	<b>64.8%</b>
April	\$ 1,094,811	\$ 819,256	\$ 734,512		\$ 734,512	<b>0.0%</b>
May	\$ 736,145	\$ 432,325	\$ 734,512		\$ 734,512	<b>0.0%</b>
June	\$ 1,022,562	\$ 1,181,739	\$ 734,512		\$ 734,512	<b>0.0%</b>
	<b>\$ 7,161,646</b>	<b>\$ 7,033,005</b>	<b>\$ 8,783,719</b>	<b>\$ 4,428,191</b>	<b>\$ 4,355,528</b>	<b>50.4%</b>

**MONTHLY BOARD REPORT**  
**FY2016 (July 1, 2015 to June 30, 2016)**  
**Capital Expense Summary**  
**As of March 31, 2016**



**Budget to Actual FY2014/FY2015 Comparative**

	<b>Actual FY14</b>	<b>Actual FY15</b>	<b>Budget FY16</b>	<b>Actual FY16</b>	<b>Inc/Dec of Budget vs Actual</b>	<b>Budget Variance</b>
July	\$ -	\$ 23,987	\$ 104,903	\$ -	\$ 104,903	<b>0%</b>
August	\$ -	\$ 47,975	\$ 104,903	\$ 5,119	\$ 99,784	<b>5%</b>
September	\$ 30,974	\$ 47,975	\$ 218,851	\$ -	\$ 218,851	<b>0%</b>
October	\$ -	\$ 55,184	\$ 218,851	\$ 66,521	\$ 152,330	<b>30%</b>
November	\$ 95,949	\$ 2,194	\$ 218,851	\$ 57,674	\$ 161,177	<b>26%</b>
December	\$ -	\$ -	\$ 218,851	\$ 119,892	\$ 98,959	<b>55%</b>
January	\$ 119,937	\$ 75,245	\$ 218,851	\$ 127,493	\$ 91,358	<b>58%</b>
February	\$ -	\$ 54,185	\$ 218,851	\$ 299,738	\$ (80,887)	<b>137%</b>
March	\$ 5,916	\$ -	\$ 218,851	\$ 151,205	\$ 67,646	<b>69%</b>
April	\$ 161,188	\$ 18,078	\$ 218,851		\$ 218,851	<b>0%</b>
May	\$ 95,949	\$ 47,993	\$ 218,851		\$ 218,851	<b>0%</b>
June	\$ 203,526	\$ 1,593	\$ 218,851		\$ 218,851	<b>0%</b>
<b>Total</b>	<b>\$ 713,439</b>	<b>\$ 374,409</b>	<b>\$ 2,398,318</b>	<b>\$ 827,642</b>	<b>\$ 1,570,676</b>	<b>34.5%</b>



**NORTH CENTRAL REGIONAL TRANSIT DISTRICT  
FINANCE SUBCOMMITTEE**

**February 26, 2016  
9:00 AM - 11:00 PM**

**Executive Conference Room  
1237 N. Riverside Drive  
Española, NM 87532**

**CALL TO ORDER: Councilor Pete Sheehey, Chair**

**Roll Call:**

**ITEMS FOR DISCUSSION/RECOMMENDATION**

**A. Insurance Bid Update**

*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.  
Attachment*

**B. Veterans “Free Fare” on Fare Service Routes**

*Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.  
Attachment.*

**C. Minutes from January 22, 2016**

*Draft Minutes*

**MATTERS FROM THE SUBCOMMITTEE**

**ADJOURN**

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

**Finance Subcommittee**  
**Meeting February 26, 2016**

**9:00 a.m.**

**Board Members Present:** *Councilor Pete Sheehey—Los Alamos County, Commissioner Miguel Chavez—Santa Fe County, Alex Naranjo—Rio Arriba County, Christy Van Buren-Ohkay Owingeh, Leandro Cordova-Taos County (Telephonic)*

**Staff Present:** *Anthony Mortillaro, Troy Bingham, Jackie Trujillo*

**Guest(s) Present:** *None*

**Absent:** *Henry Roybal—Santa Fe County, County, Philo Shelton-Los Alamos County, Jim Fambro-Taos County, Tessa Jo Mascarenas-Santa Fe County, Thomas Campos-Rio Arriba County*

*Transcribed By: Jackie Trujillo-Executive Assistant*

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**ROLL CALL**

**APPROVAL OF AGENDA**

**CALL TO ORDER**

A regular Finance Subcommittee meeting was called to order on the above date by Councilor Sheehey.

**ITEMS FOR DISCUSSION/RECOMMENDATION**

**A. Insurance Bid Update**

Mr. Bingham gave a brief update on the Insurance explaining in October, Mr. Mortillaro came to the Board on one of the closing items and spoke about the need to go out in the market for what our insurance possibility could be; at the end of October, met with four firms, spoke about what they could do for us and what they brought to the table as far as a broker;

Mr. Bingham added our current procurement insurance policy allows us to choose a broker, it does not require us to go thru a RFP or IFB; discussion about the various type of governmental insurance that is available and they explained to us that going out to the market is a once a year type thing, you take the information you have for the District, you put out bids and see what comes back. It was figured out through that process that Daniel's Insurance, because of Mountain Trails had already shopped our insurance coverage in an informal setting; for a much smaller selection of the buses; at the same time all of our information was presented for NCRTD. With that in mind we felt Daniel's Insurance was the best broker to go with since they already have all of our information. A meeting was held with Daniel's Insurance and discussed what was received from one of the bids; One Beacon submitted a full comprehensive insurance policy similar to what we get from New Mexico Self Insurance; compared to what we had from New Mexico Municipal League; it appeared that it was a great deal at the time, after it was discussed and we discussed the ins and outs of going with an outside insurer; our deductible would have to go up to \$1000.00 as compared to our current deductible at \$250.00 on auto

insurance and \$500.00 on property; the deductibles will go up, although we will not be in a Pool; if something was to happen in the pool, everyone's rates will go up, as that pool will have to float all the insurance losses for all the members of the pool. If we were on our own independent insurance we would not have those risks.

Mr. Bingham went on to say that when New Mexico Municipal League got back to us they gave us a discount on our current insurance policy; when asked where we got that discount, to date they have not given us an answer; it was \$15,000.00 at that time. Which made New Mexico Municipal League and the outside insurance company competitive.

Mr. Bingham went on to add they talked to Daniel's Insurance and discussed what it would take for him to put out a bid and discussed with our own attorney to compare insurance that we wanted to present to the New Mexico Municipal League as a comparison; they were asked what is the best rate they can give for this type of insurance and try to compare the same. We did not get a response, after a month we found out New Mexico Municipal League doesn't do that; NMAC or New Mexico Association of Counties will bid on a process; New Mexico Municipal League does not bid on insurance coverage.

Mr. Bingham mentioned during the month of December we had a conflict going on with the US Forest Service permit and the Mountain Trail adding we were at a point that it was not clear as to how to approach this. Our one bid ended in January, we didn't take advantage of it because of the US Forest permit issue and whether or not we are going to do that in the future.

Mr. Bingham went on to ask for guidance and what is the best option, the New Mexico Municipal League is offering us an insurance that is comparable to what is on the market; do we want to press forward and go with an outside insurance or do we want to formulate a bid later on this year and try again next year; is it worth our time; are we happy with what we are getting; these are the questions we need to understand.

Commissioner Naranjo asked what the difference in price is.

Mr. Bingham answered the price is comparable, but you can't get any sort of understanding from the League; the League doesn't give you a rating on how poor of an insured you are, they just say here is your number and everyone whom is in the Pool.

Councilor Sheehey questioned the numbers on page six, the numbers are showing New Mexico League costing \$139,000 with additional \$15,000.

Mr. Bingham answered the \$15,000 was taken out of the \$139,000 to make it comparable. This was presented at the end of November, by the beginning of December we had a different number for Municipal League, we did try to present them a chance to formally bid on the process; they never responded.

Mr. Mortillaro added there is an additional \$16,000 of the extra insurance cost built in for the three buses that are on the Mountain Trail; if Mountain Trail continues next year the three buses will go into the current insurance carrier, the \$16,000 will go away, explaining the reason we had to go with an outside insurance carrier was because the leasing company wanted \$5 million dollars of coverage on the bus; Municipal League adds up to \$4 million dollars because it is a lease bus, adding the \$16,000 will go away next year; noting we are not going to be leasing buses as we are considering to buy out the lease.

Ms. Van Buren asked if the \$16,000 will go away regardless if it's Daniels Insurance or municipal insurance.

Mr. Mortillaro confirmed it would.

Commissioner Naranjo suggested the deductible comprehensive collision should be brought up to \$1,000.

Mr. Bingham answered Municipal League doesn't allow you to choose; everyone has to be equal on the pool; they are \$250 per vehicle and \$500 for property; adding the Municipal League doesn't give you options, for the US Forest they wanted additional insured; we got them to say the US Government was an additional insured but they will not change their language in any way; whatever they do is done for the whole pool; whatever we change, changes for everyone.

Commissioner Chavez mention the next the biggest distinction is the difference between the league and Daniels is that we don't deal with that pool; asked if it impacts you.

Mr. Bingham answered the lawyers did point it out, Steve Ross is an expert on insurance law; he talks about how the pool is very risky; if you have one claim with one member in the pool everyone feels that pain. Adding it hasn't happened in the history of the league but it is a risk we have; if something was to happen with other members in the pool, our rates will go up.

Commissioner Chavez mentioned if there are risk factors, that should have some bearing in the decision and if it's the same coverage for the same cost; Commissioner Chavez would then lean towards Daniels.

Mr. Sheehey added in both cases, they have their own funding to cover their predicted stuff plus some kind of catastrophic backing from another insurance carrier; adding if costs are the same, we certainly want to minimize our risks and get this information. Councilor Sheehey asked where we can get this information.

Mr. Bingham answered, Daniel's is our broker they will put this information together as to what types of risks does One Beacon bring to the table. Since their quote has expired our best scenario would be to formulate something for July, August of this year. Go back out formally with some sort of prepared assessment of what we want in the insurance market. When we get back bids we will evaluate as we do in this committee.

Mr. Mortillaro mentioned we would like to approach the New Mexico Association of Counties.

Ms. Van Buren asked how they pay off claims in the past.

Mr. Bingham answered one complaint with Municipal League is they are not responsive, adding we have not had any catastrophic issues where we are not insured. Only issue is they are just not responsive. We have had minor accidents; for the most part they are not our fault, we do have a lot of transactions that were submitted to Municipal League, we get paid thru them and they then seek subrogation from the other insurance.

Mr. Bingham added, as part of the \$15,000 fee Daniels Insurance will do the same, they are more responsive than Municipal League; when an email is sent to Daniels Insurance, within 20 minutes they will respond confirming whatever it is asked for.

Further discussion continued on this item.

Mr. Mortillaro indicated, that Troy's suggestion is to go back out to the market in July, refine our information request to the insurance companies and carriers, by then we should know if we will get rid of the lease bus and have clarity from the Forest Service if we will need to have a special use permit and additional insurance coverage.

Commissioner Chavez asked if the special use permit is tied to the bike racks.

Mr. Mortillaro responded, the special use permit is to access the forest lands.

Councilor Sheehey mentioned in the mean time we have existing coverage with the Municipal League; asked if there is an expiration date.

Mr. Bingham responded, it expires June 30<sup>th</sup> of every year and renews automatically unless notice is given; a six months' notice needs to be given. Suggests that we should go out to the market and worry how we transition, once we know more what the transition looks like. There is a six months clause if they renew the policy on July 1<sup>st</sup>, our timing is key to when we do this.

Councilor Sheehey advice is to get more information and potential bids and looking into the New Mexico Association of Counties. Councilor Sheehey ask if a motion should be made for guidance and to continue to look at bids, different possibilities with different companies and gather information about price and relative risks.

Commissioner Naranjo asked what is the total premium we are paying.

Mr. Bingham responded we have two insurance policies, New Mexico Municipal League for most of our buses except for the three busses on Santa Fe Trail, all together in insurance we pay \$54,938 NMML + 32,251 Daniel Insurance = \$87,189

**Commissioner Naranjo made a motion to go out for a bid as suggested by staff in June. Commissioner Chavez seconded the motion and it passed by a unanimous roll call vote (6-0).**

## **B. Veterans “Free Fare” on Fare Service Routes**

Mr. Mortillaro gave a brief overview on this item and turned it over to Mr. Bingham for a walk through analysis, financial implications and staff recommendation.

Mr. Bingham referred to page seven on the handout explaining the routes for Fare Free Services; noting there are four specific routes we charge fares to ride our busses, they are on the weekend, outside of our service area, Santa Fe Mountain Trail and Pojoaque High School.

Mr. Bingham went on to explain in 2015 a study that was done of how many veterans live in our four county area by the Veterans Affairs Department of the Federal Government; they ranked all the counties in

New Mexico, noting the breakdown is, #4 - Santa Fe, #14 - Rio Arriba, #15 - Taos, #22 - Los Alamos as far as Veterans population, the total population. Moving on to page 8, noting the counts of veterans as of 2015 that live within the county that is served, compared to the total population for the four county service area which is 238,707. That percentage of veterans in your county of our total service area; 4% of our total veterans are in the Santa Fe County while Los Alamos is .067% total veterans.

Further discussion continued on this item.

Mr. Bingham went on to discuss total fares collected on routes; the routes were evaluated, mentioning Pojoaque students don't fall under the veterans Fare Free initiative, being that the students are not veterans. Adding as of February 8; \$26,000 in fares have been collected and are projected to collect \$14,000 dollars and over all we believe we should collect \$40,000 dollars overall.

Mr. Bingham mentioned the Federal Funding initiative; if we charge fares on federally funded routes with 5311 money, we have to net that against our federal dollars; the Santa Fe Mountain Trails if fully paid for by the partners is the only route that is exempt; the other two routes, On Demand and Taos Express will be netted against our federal dollars. When offered a Free Fare to a veteran we end up getting more federal dollars, that's

offset at 100%, only on those routes. It is narrowed down to Santa Fe Mountain Trail that does have any financial impact if a decision is made on veteran fare free. The maximum impact we do have if every veteran got on the bus is \$1,317 dollars. If this is a policy going forward we need to evaluate reduced fares, how we fund the Santa Fe Mountain Trails, if a veteran is offered Fare Free initiative for the remaining of ridership for the year which is 30 days for the ski season but then opened up again in July and August for another 60 days in the summer.

Mr. Bingham explained the budgetary impact; we are short on budget; we budgeted \$79,000 in fares and are projecting \$40,000 in fare dollars coming in; a short fall of \$38,000 from fares; it's not one of our bigger losses, it can be made up from the budget savings from expenditures. We are looking at a \$38,000 loss on ridership for the year.

The easiest way administer this is every veteran who goes to the VA gets a card specific to them that has their ID and show it to the driver to wave the fare. It will be noted on a tally sheet.

Further discussion continued on this item.

Mr. Mortillaro asked for a motion recommending to the Board for approval.

**Commissioner Chavez made a motion to approve the Finance Committee proposal for the Veterans free initiative and direct staff to develop further analysis to bring back to the Board for final approval. Commissioner Naranjo seconded the motion and it passed by a roll call vote (6-0).**

#### **C. Minutes from January 22, 2016**

**Commissioner Chavez made a motion to approve the minutes for the Finance Subcommittee from January 22, 2016 meeting. Councilor Sheehey seconded the motion and it passed by a unanimous roll call vote (6-0).**

#### **MATTERS FROM THE SUBCOMMITTEE**

#### **ADJOURN**

**Councilor Sheehey motioned to adjourn the meeting. Commissioner Chavez second the motion and it passed by a unanimous voice vote (6-0).**

**Next Finance Subcommittee will be held April 22, 2016 at 9:00 AM.**



## **EXECUTIVE REPORT For April 2016**

### **EXECUTIVE**

- Presented annual report to Española City Council.
- Attended NMTA Annual Conference in Las Cruces.
- Presented annual report to MPO Board.
- Participated in discussions with staff, Town of Taos, Village of Taos Ski Valley, Taos Ski corporate and tourism and chamber representatives regarding Taos Ski Valley service.
- Continued development of FY 2017 budget.
- Meet with City of Santa Fe Public Works Director regarding RFP and Project Management for consolidation study.
- Attend City of Santa Fe Council meeting regarding Letter of Intent and consolidation study.
- Meet with NMDOT representatives regarding consolidation RFP and grant funding agreement.
- Commenced preparations for CBA discussions.
- Participated in interviews for Fleet and Facilities Manager.
- Meet with staff regarding enhancing ITS accuracy and input.
- Commenced weekly TSV project meetings.
- Finalized development of consolidation RFP.
- Conducted orientation for new City of Santa Fe Board member, Councilor Joe Maestas and alternate Ike Pino.

- Continued review and discussion of outstanding site property issues with Attorney and staff.
- Finalized staff performance evaluations.
- Attended monthly MPO TCC meeting.
- Attended via conference call APTA Small Operations Committee.
- Attended via conference call APTA State Affairs Committee.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

### **MARKETING/PUBLIC INFORMATION OFFICE**

- Developed and executed the 2016 NCRTD Rider Survey which took place on the buses from April 18-22. An online survey was posted April 15 – May 1. Research and polling in Albuquerque is now analyzing the results and will compile a report to be presented to the Board.
- Developed a series of daily themed Facebook posts Mobile Monday, Transit Tuesday, Wisdom Wednesday, Tourism Thursday, Fun Friday
- Completed a video compilation reel highlighting NM transit agency's advertising for presentation at the NMTA Annual Conference

- Attended a Taos Ski Valley re-cap meeting with the Anthony, Stacey, the Town of Taos, Village of Taos Ski Valley and TSV, Inc.
- Conducted two training presentations to Santa Fe Chamber of Commerce, Bienvenidos group of volunteers for the visitor information booth in the Santa Fe Plaza
- Conducted a presentation to the Nambé senior center
- Attended City of Española Council meeting with Anthony Mortillaro who provided an annual NCRTD update to the Council
- Attended Performance Pro training meeting
- Completed and submitted FY17 Public Information Budget
- Completed, printed and began disseminating tourism rack cards for travel to Chama, Red River, Madrid and Chimayo
- Submitted ads to Taos News, Los Alamos Monitor, Rio Grande Sun and Santa Fe New Mexican for their summer guides
- Worked with Rio Arriba County Department of Health to finalize a gun safety ad to be placed on behalf of Rio Arriba County Sheriff's on the Chama bus and another ad to go on the Westside/Crosstown bus on behalf of Española Department of Public Safety
- Attended a VTCLI veterans meeting to discuss the NM transit bus wrap program to reach out to our nation's vets
- Provided graphic design services for the TIGER application and FY17 Budget Book
- A story appeared in the Rio Grande Sun that covered the April Board meeting
- Rider alerts were issued regarding UNM Taos ramp-down of service for the summer season
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in

April excluding Saturdays and Sundays

- KSWV 810-AM in Santa Fe, :30 sec Mountain Trail spots ran 20 times in April as well as 30:20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in April
- A series of 30-second spots in English and Spanish ran on KXMT in Taos
- Two banner ads ran in April in the Santa Fe New Mexican. Two banner ads ran in the Taos News and Los Alamos Monitor. Two 1/8 page ads ran in the Rio Grande Sun
- A series of digital ads ran on SantaFe.com, Santa Fe Hometown News, Los Alamos Daily Post and Valley Daily Post. Ads also continued running on the Taos News website as well as in Google searches in the Taos County area
- An ads ran in the Chama Valley Times. There was no ad in the Green Fire Times this month

### **SERVICE DEVELOPMENT**

- March 2016 5311 Ridership Report
- ITS AVL/CAD project work including:
  - Oversight of ongoing tweaks and improvements to schedule, routing and map
  - Continued data entry input and oversight, emphasis on trigger boxes and angles of entry
  - Participated in Taos area project kickoff; set cell coverage onsite visit to occur mid-May
- TAP FY14 and FY15- contract awarded to Allied 360 Construction, LLC, awaiting NMDOT and FHWA approval; anticipated construction start date April 11, 2016

- TAP FY15 and future- On-call engineering contract awarded to Wilson & Company pending NMDOT and FHWA approval
- Continued discussion with Senator Udall's Staff and Santa Fe National Forest about Mountain Trail route and ROW, use of Federal lands, bicycle transport, special use permit; USFS determined that a permit to operate in Federal lands is not required of transit
- Continued discussion with Jicarilla Apache Nation representatives regarding transportation needs and requested service; preparing application for Tribal Transportation Program funding for new transit service; traveled to Dulce to provide surveys to garner new transit feedback; prelim route design initiated
- Ongoing application preparation for TIGER VIII funding opportunity; attended TIGER webinar; solicited support letters; revamped narrative; research and data collection; collaborated with FHU on benefit-cost analysis
- Participated in first-person shooter training
- Repeated communication and coordination with VA Clinic in Santa Fe to locate a new bus stop that will be served by 260 La Cienega
- Attended Performance Pro training
- Involved in and attended Taos County Comprehensive Plan meeting
- Participated in NMDOT NM68-64 corridor study project open house
- Attended discussion with Town of Taos, TSV and VTSV regarding transit service: 2015-16 assessment; 2015-16 service levels; and potentially costs

- Presented Planning Department budget at Finance Subcommittee
- Submitted Planning Department mission, goals and metrics to Finance for inclusion in CAFR

### OPERATIONS

- Developing changes for the Taos Ski Valley route for upcoming season to include employee transportation and vehicle lease/purchase and operations materials to complete the service.
- Received two ADA accessible vehicles for replacement. Will be assigning vehicles to the paratransit section for full implementation of use.
- Working with staff to create and implement Operator's Handbook to include standard operating procedures when completing staff assignments.
- Attended New Mexico Transit Association annual conference. Specifically, a training on detection of driver fatigue and awareness for duty.
- Supervisor from Taos to attend training at Community Transportation Association annual conference May 22, 2015 through May 27, 2015
- Operator Leopoldo Valencia to attend national bus Road-ee to represent NCRTD at Community Transportation Association May 20, 2016 through May 22, 2016.

### HUMAN RESOURCES

- Celebrated Birthdays and Anniversary Day on Wednesday, April 13.
- Coordinated with the Fun Committee Leaders, the Egg Coloring Contest.
- Coordinated Above and Beyond Raffle Winners for April.
- Coordinated Performance Pro Employee and Appraiser Training Webinars (Apr.5 and Apr. 12)
- Conducted Interviews for the Fleet and Facilities Maintenance Manager.

- Completed budget description for the Human Resources Department.
- On boarded the new Director of Transit and Facilities, Annette Granillo. Orientation was completed on April 7.



# **Performance Measures**

**for**

**Fiscal Year 2016**

**March 2016**



The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."

The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

- 1. Administrative:**
  - A. Ridership, All Funded Routes**
  - B. Ridership, NCRTD Operated Routes**
  - C. Monthly Expenditures**
  - D. Cost Per Mile**
  - E. Cost Per Trip**
  
- 2. Fleet:**
  - A. Vehicle Back Up Ratio**
  - B. Average Vehicle Age**
  - C. Percentage of "On-Time" PM / Inspections**
  - C. Accidents, Major/Minor Tracking**
  
- 3. Customer Relations:**
  - A. Complaints**
  - B. Incidents**

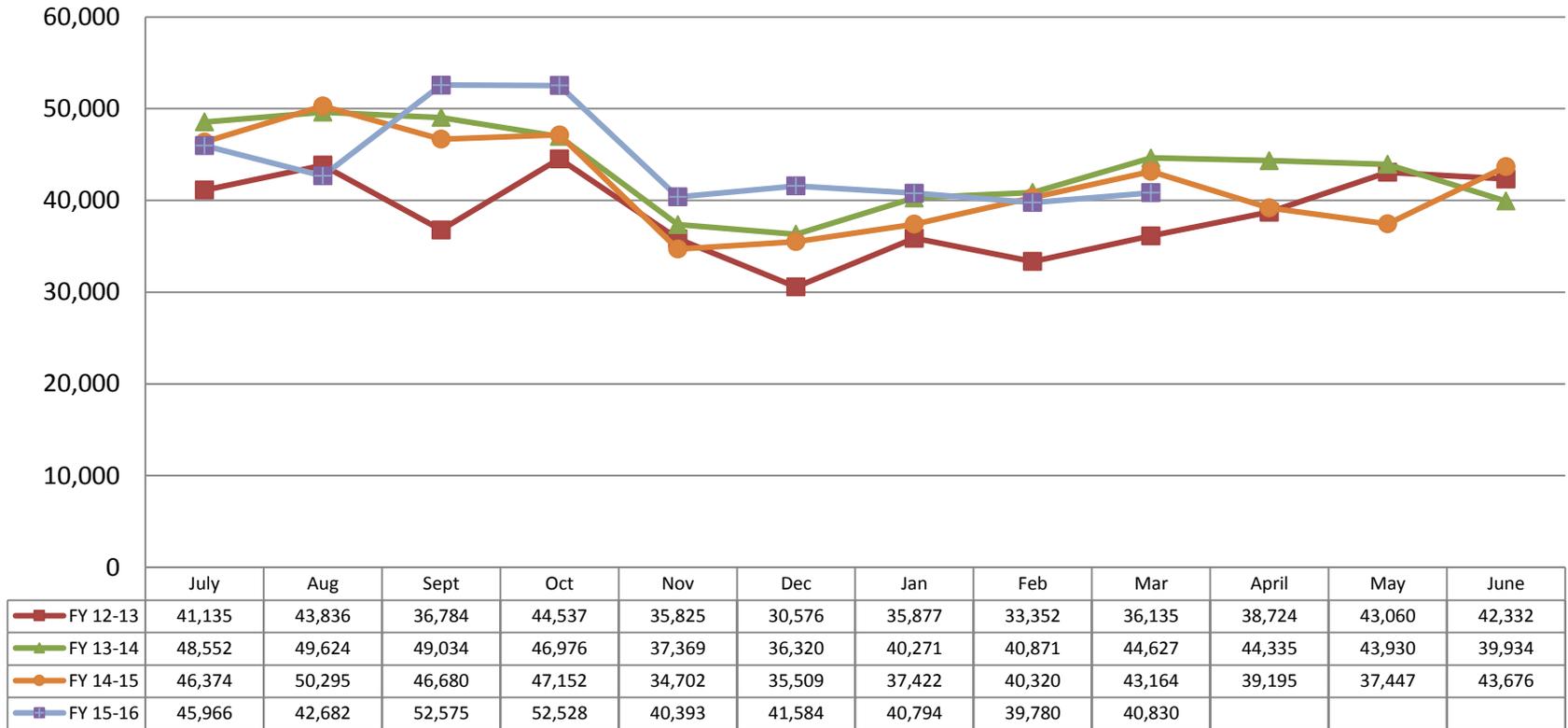
The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.



### Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

Ridership All Funded Routes



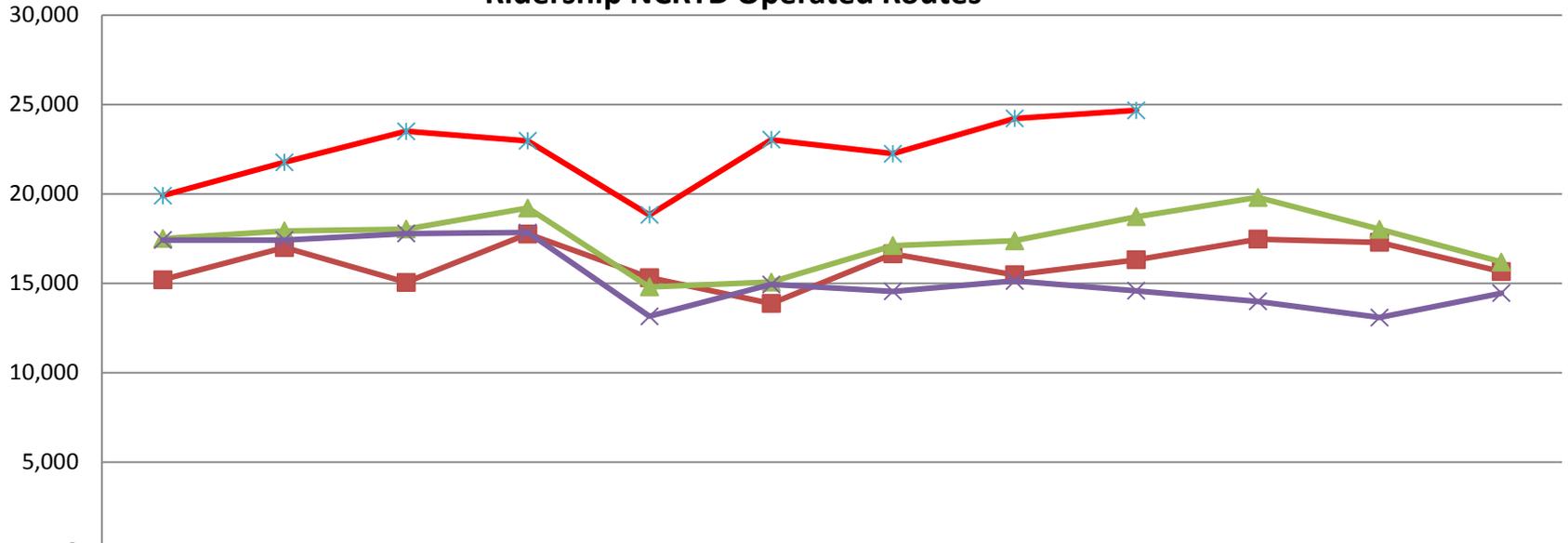


## Performance Measure - Administrative:

### Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 24 flex and commuter routes as well as the demand response and paratransit routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

**Ridership NCRTD Operated Routes**



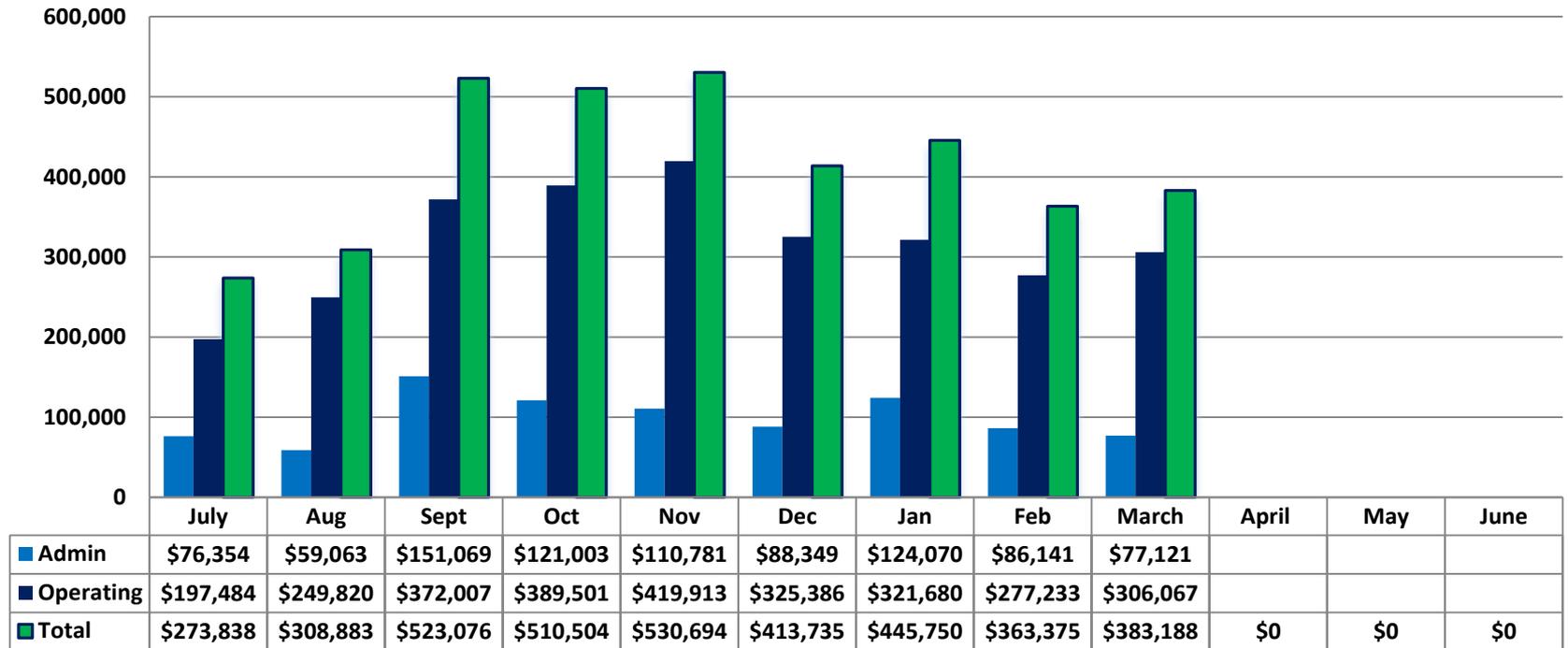
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
<span style="color: brown;">■</span> FY 12-13	15,200	16,995	15,052	17,760	15,317	13,872	16,642	15,471	16,315	17,465	17,285	15,653
<span style="color: green;">▲</span> FY 13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
<span style="color: purple;">✕</span> FY 14-15	17,415	17,419	17,781	17,843	13,155	14,933	14,545	15,134	14,578	13,983	13,087	14,447
<span style="color: red;">✱</span> FY 15-16	19,899	21,768	23,498	22,962	18,824	23,033	22,245	24,214	24,675			



### Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 15-16







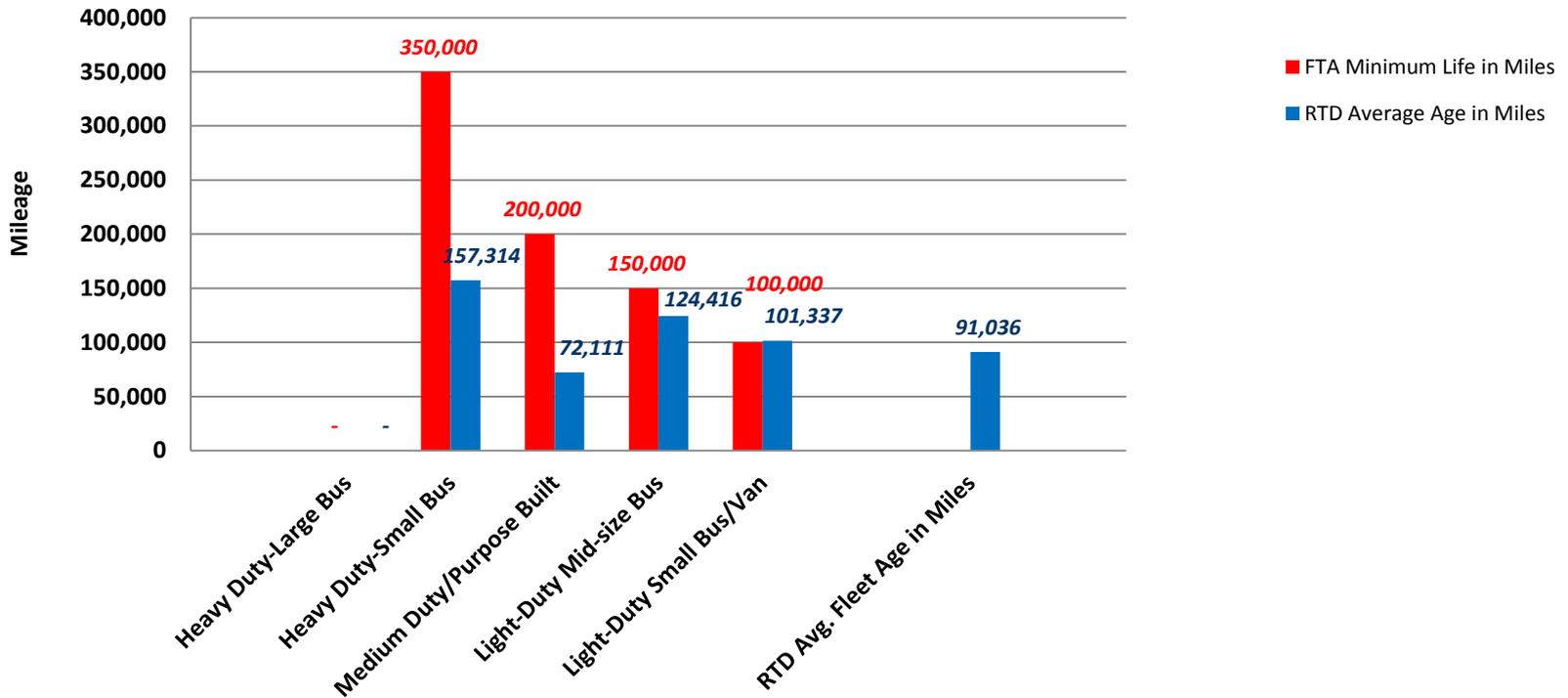




### Average Fleet Age

The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.

### Average Fleet Age in Miles by FTA Category



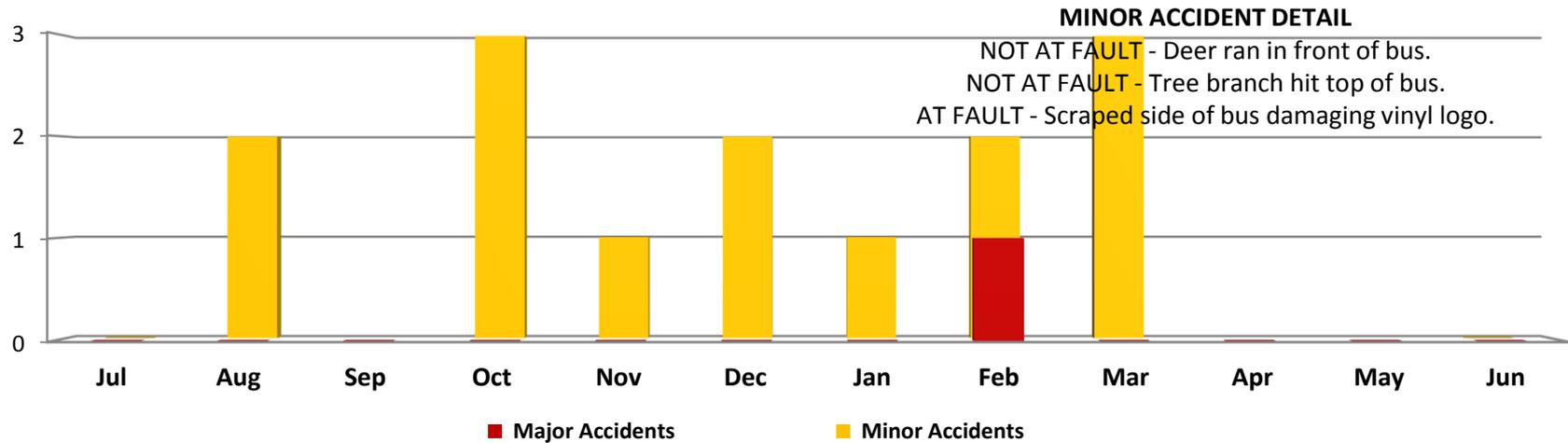




### Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

### Number of Major/Minor Accidents per 104,664 Miles Avg. Driven Monthly



Last Minor Accident - March 30, 2016

Miles Driven since last Minor Accident - 4,984

Last Major Accident - February 5, 2016

Miles Driven since last Major Accident - 194,376



# Performance Measure – Customer Relations:

145

## Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorized by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Santa Fe / Taos -Passenger called to complain Santa Fe/Taos bus left early from the Cities of Gold stop.

**Supervisor checked the route time tracking, driver left 1 minute 7 seconds early. Supervisor spoke with driver about leaving early and waiting for Avail system to announce release time.**

2. Taos - Driver did not stop for passengers at Remax Northbound.

**Supervisor assured the passenger that she would talk with the driver and apologized for the inconvenience.**

3. Taos - Caller stated that the driver ran stop sign almost hitting him while he was on his motorcycle.

**Supervisor talked with the driver, driver stated the man riding the motorcycle ran the stop sign and began following the bus wanting the driver to open his door. The caller was very upset.**

**FY 15-16 Number of Complaints**

	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	3		1		2	0.02%
August	2		2			0.01%
Sept	6		5		1	0.03%
Oct	0	0	0	0	0	0.00%
Nov	2	1			1	0.01%
Dec	4		3		1	0.02%
January	0	0	0	0	0	0.00%
Feb	2		1		1	0.01%
March	3		3			0.01%
April	0					
May	0					
June	0					
	0					
<b>Total</b>	<b>22</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>6</b>	<b>0.01%</b>



## Performance Measure – Customer Relations: Customer Incidents

146

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Santa Fe / Taos - Rider with a dog who was refused service in the past due to the dog barking at passengers was denied service again due to past incidents while attempting to board the bus with the same dog.
2. Riverside 1 –An intoxicated woman sitting at a NCRTD bus shelter didn't make an attempt to board the bus.
3. Riverside 1 –A man with a backpack boarded the bus at the Ohkay Casino. The backpack seemed to be leaking something that smell like alcohol. At the Park N Ride stop driver got off the bus and noticed this same passenger was drinking a beer. Driver advised the rider he would not be allowed to ride the bus for the rest of the day.
4. Taos – A passenger with a service dog boarded the bus at the Lota Burger stop. The dog started to bark at other passengers as they boarded. The driver informed the rider with the dog that if it happened again he would be asked to get off the bus.
5. Chimayo / Penasco – The driver struck a dog that ran onto the road. No damage to the bus.
6. Chama – The driver refused service to a rider who was intoxicated.
7. Westside – A couple boarded the bus at Park N Ride. The driver noticed inappropriate behavior between the two and asked them to stop. The riders continued with the inappropriate behavior, the driver asked them to stop being disrespectful to her and the other passengers or they would need to get off at the next stop.
8. Chama – The driver refused service to a rider who was intoxicated.
9. Chama – A passenger was asked to get off the bus due to being intoxicated and being disruptive to the driver and other passengers.
10. Chimayo – A passenger who was at a non-designated stop wanted the bus to stop for him. The driver pointed to where the stop was at, the passenger flipped off the driver. The driver radioed into the supervisor notifying him of the situation. The driver asked to deny service to this rider and the supervisor approved the denial of service.
11. Santa Clara – A passenger who boarded the bus at Park N Ride to the Santa Clara housing wanted a return trip back from the Santa Clara housing to Park N Ride. The driver advised him that the route did not run that way. The passenger insisted, the driver called the supervisor to notify of the situation. The supervisor asked driver to bring this passenger to the NCRTD bus stop so that he could take the Riverside bus back to Park N Ride.
12. Taos / Santa Fe – A passenger at Park N Ride got on the bus and began telling the driver about a past situation that she had with another rider. She claimed next time they are on the bus at the same time as her, she was going to call the cops.

13. Dispatch – Dispatch received a call from a passenger who claimed she was 20 feet away from the bus stop and the bus drove away. She wanted dispatch to send the driver back for her. Dispatch advised her that she would not be able to send the bus back. The passenger wanted the drivers name and dispatchers' name. Dispatch told her she could make a complaint and didn't need names.
14. Tesuque – A driver denied service to passengers who had been on the bus previously who were involved in inappropriate behavior and were asked to stop. Passenger threatened to call supervisor to complain, driver advised him to call the office if he needed to.
15. Taos – Driver stopped at a 4-way stop, he saw a man on a motorcycle that did not come to a complete stop. While the driver proceeded to travel he noticed he was being followed by the man on the motorcycle who was yelling at him to open his door. The man continued to yell at the driver, at this time the driver told him he was going to call the cops.

**Performance Measure – Customer Relations:  
Customer Incidents**

**FY 15-16 Number of Customer Incidents**

	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	11		4	7		0.06%
Aug	12	6	1	4	1	0.06%
Sept	6			1	5	0.03%
Oct	8	1		4	3	0.03%
Nov	3			3		0.02%
Dec	7		2	3	2	0.03%
Jan	9	1		6	2	0.04%
Feb	32	3	2	15	12	0.13%
March	15	2	0	10	3	0.06%
April	0					
May	0					
June	0					
<b>Total</b>	<b>103</b>	<b>13</b>	<b>9</b>	<b>53</b>	<b>28</b>	

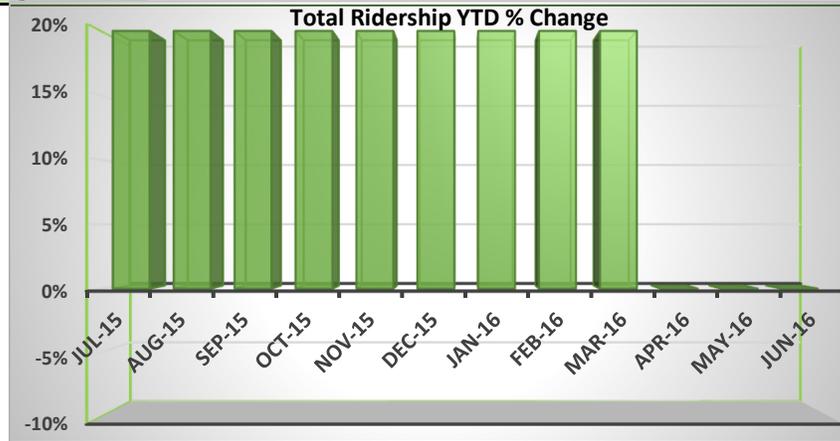
# NCRTD Monthly Ridership Summary

149

March 1, 2016 through March 31, 2016

## Calendar Operating Days

	This Year
Jul-15	22
Aug-15	21
Sep-15	21
Oct-15	22
Nov-15	18
Dec-15	21
Jan-16	20
Feb-16	21
Mar-16	23
Apr-16	
May-16	
Jun-16	



	Monthly System Totals			Year to Date Totals			
	This Year	Last Year	%Change	This Year	Last Year	Difference	%Change
<b>NCRTD Operated</b>	24,675	14,578	<b>69.26%</b>	201,298	142,803	58,495	<b>40.96%</b>
<b>NCRTD Funded</b>	16,155	28,586	<b>-43.49%</b>	195,834	238,815	-42,981	<b>-18.00%</b>
<b>All Systems Funded</b>							
<b>Total</b>	<b>40,830</b>	<b>43,164</b>	<b>-5.41%</b>	<b>397,132</b>	<b>381,618</b>	<b>15,514</b>	<b>4.07%</b>

## System Daily Averages

	This Year	Last Year	% Change
<b>NCRTD Operated</b>	1073	470	<b>128.30%</b>
<b>NCRTD Funded</b>	702	1,243	<b>-43.52%</b>
<b>Systems Total</b>	<b>1775</b>	<b>1713</b>	<b>3.62%</b>

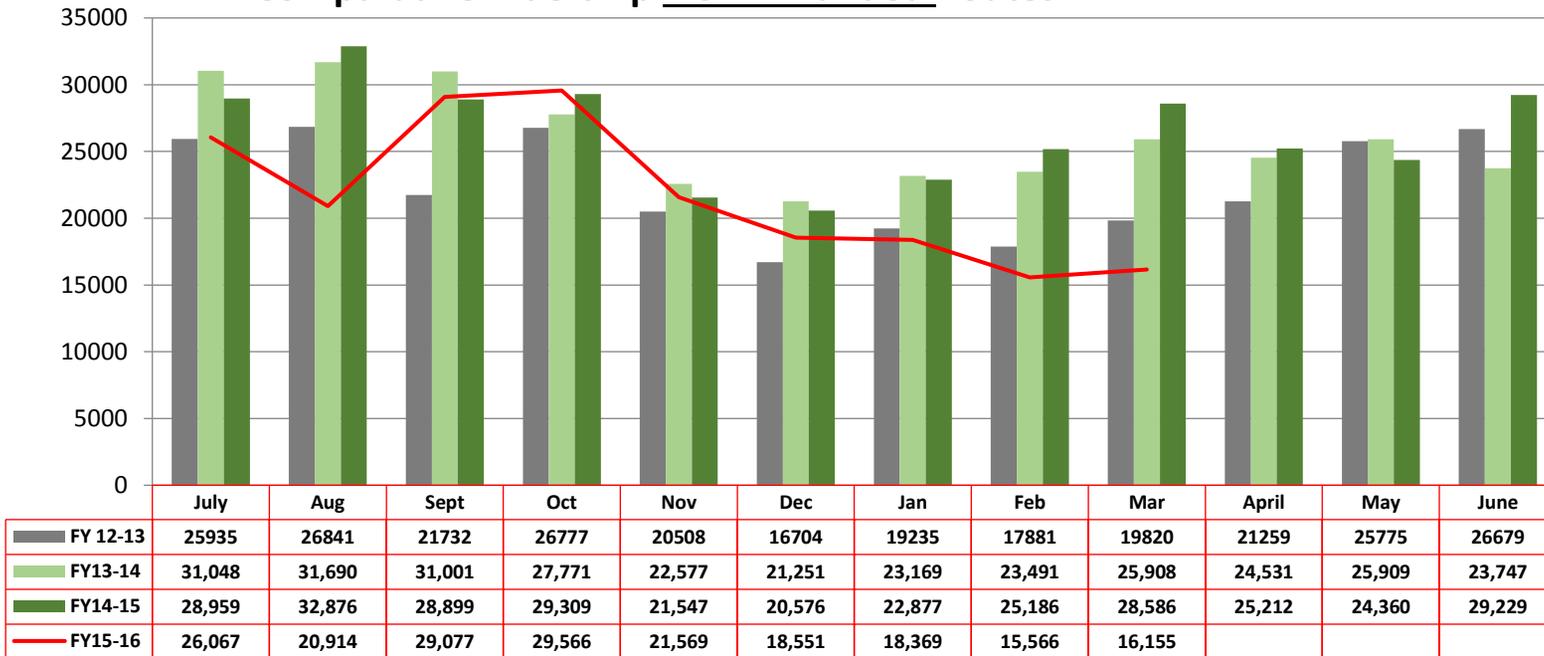
## Total Ridership YTD % Change

July-15	-0.83%
August-15	-8.27%
September-15	-1.48%
October-15	1.71%
November-15	3.97%
December-15	5.76%
January-16	6.17%
February-16	5.27%
March-16	4.07%
April-16	
May-16	
June-16	



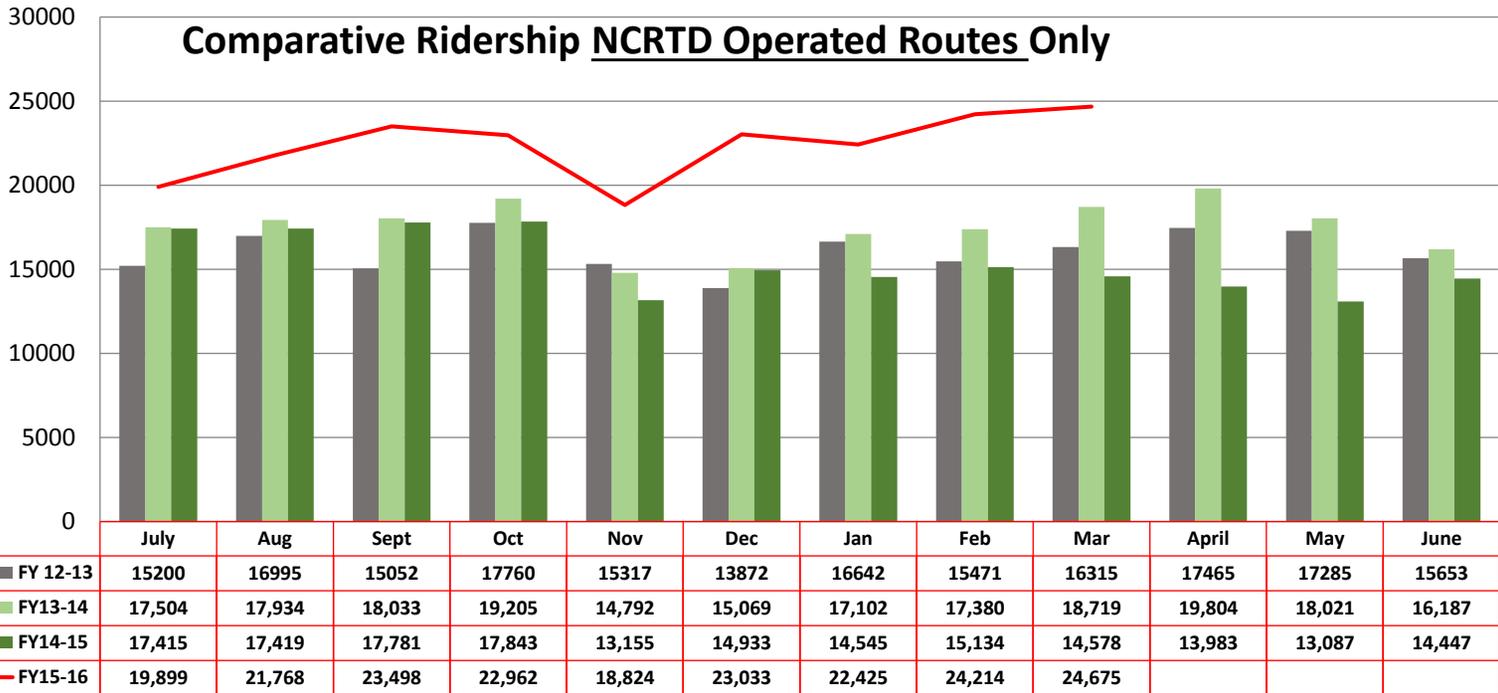
# Mar-2016 Ridership Report

**Comparative Ridership NCRTD Funded Routes**



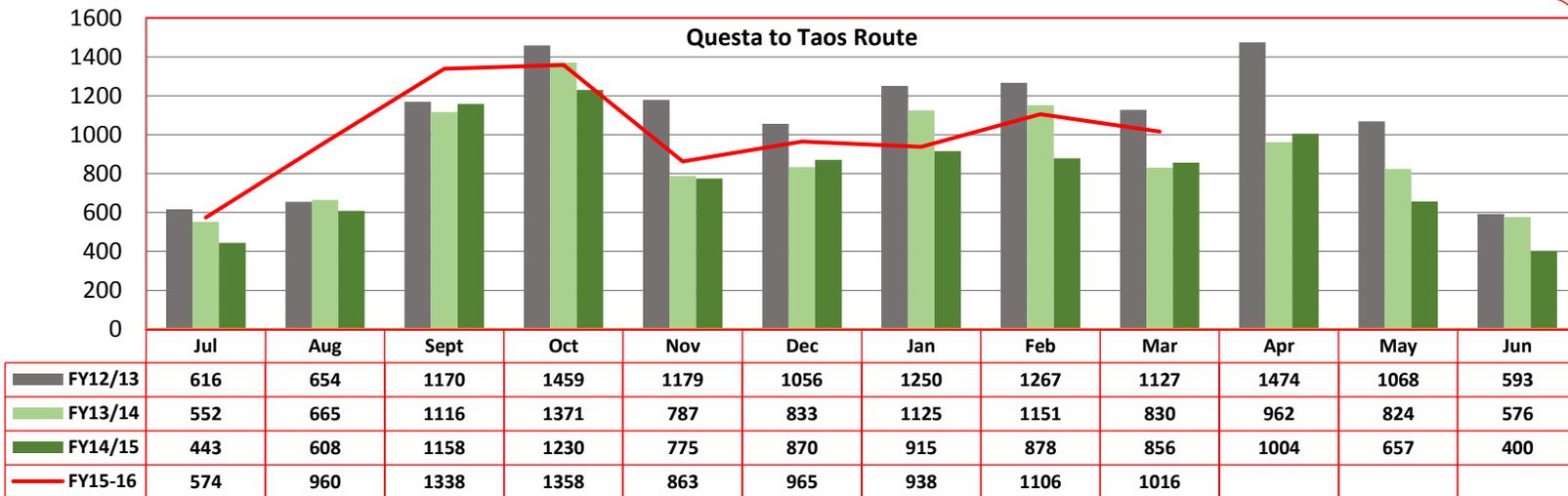
FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 317,616 / FY15/16= 195,834

**Comparative Ridership NCRTD Operated Routes Only**

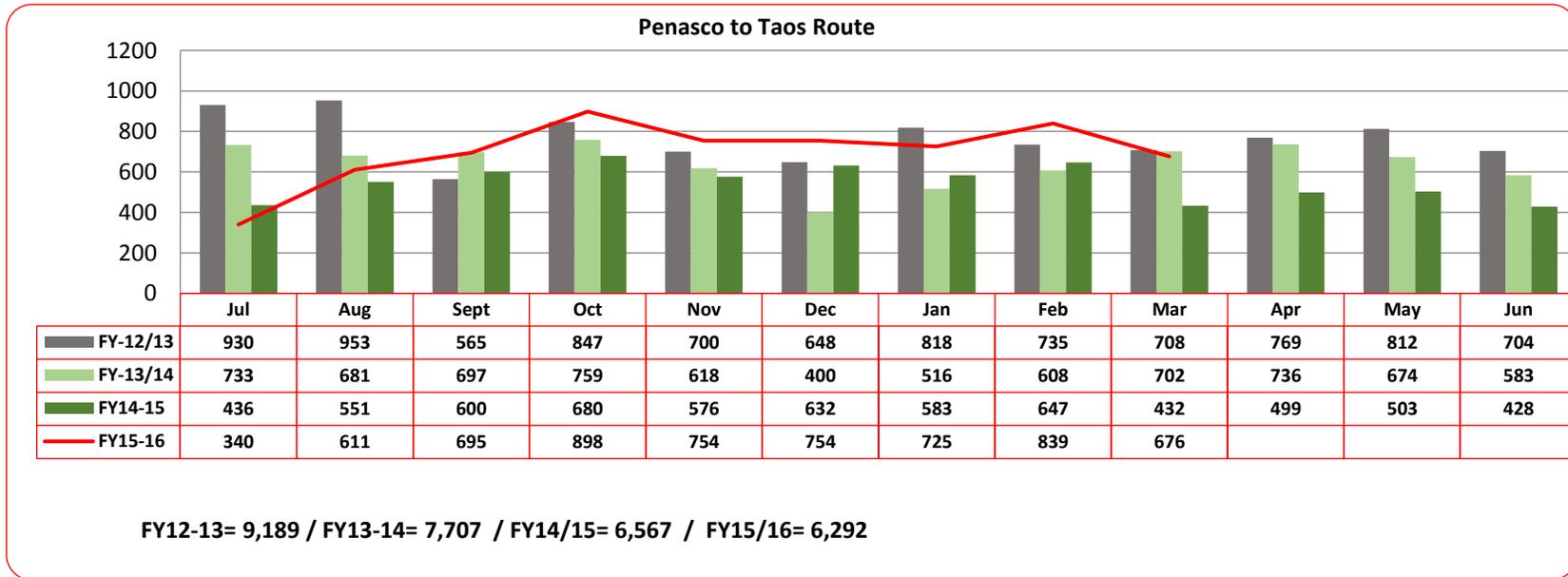
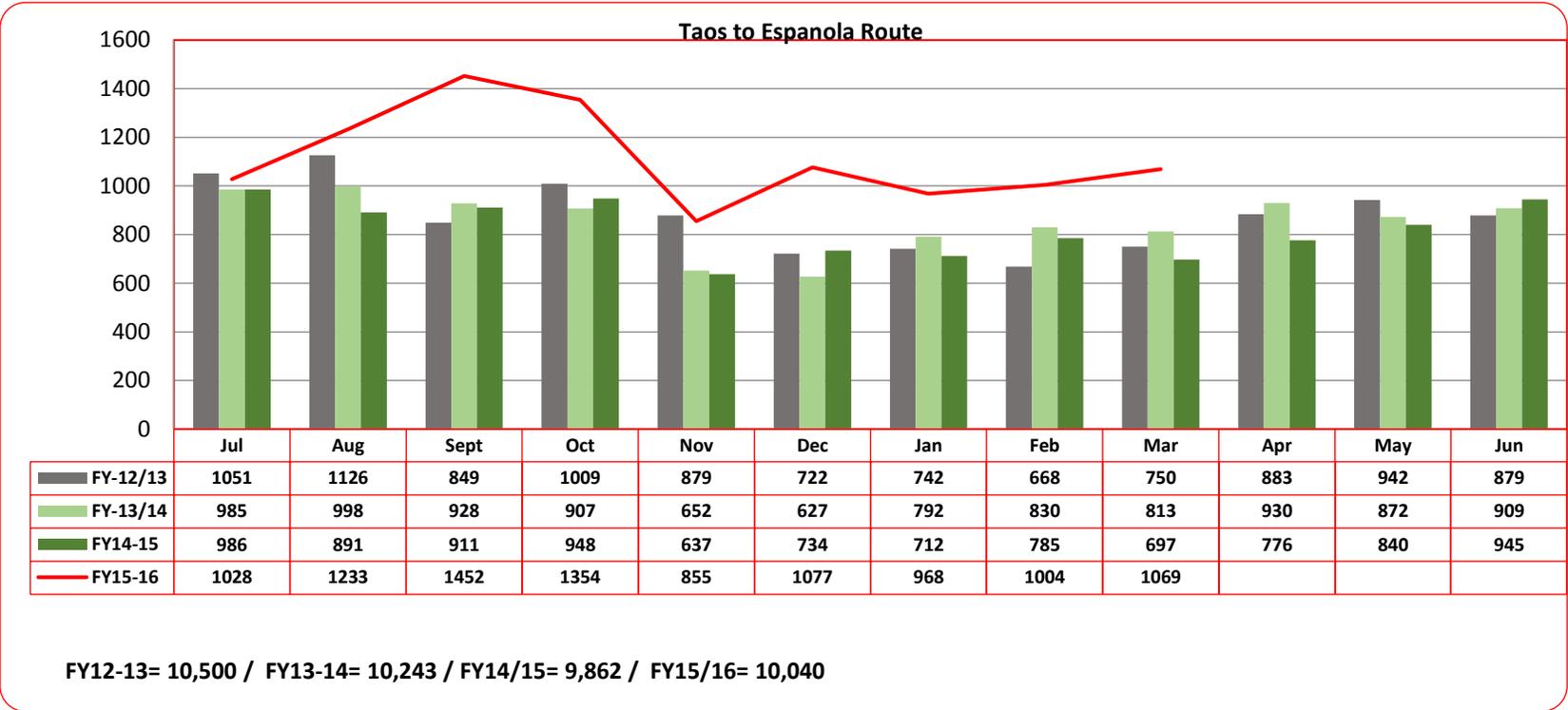


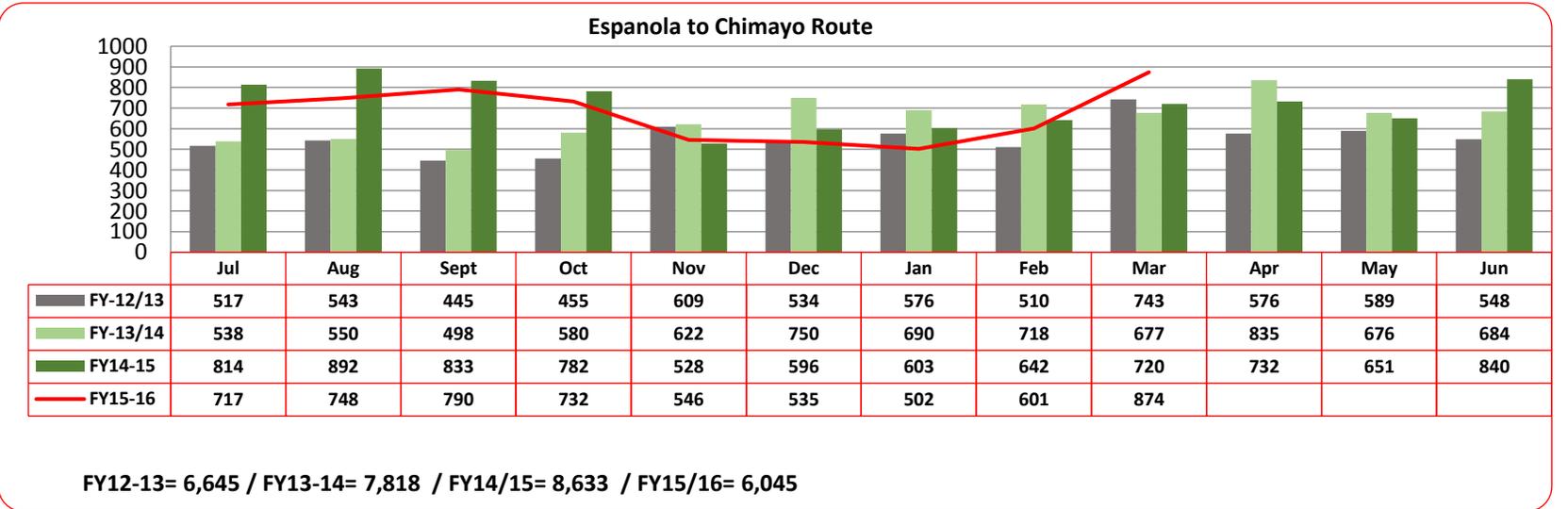
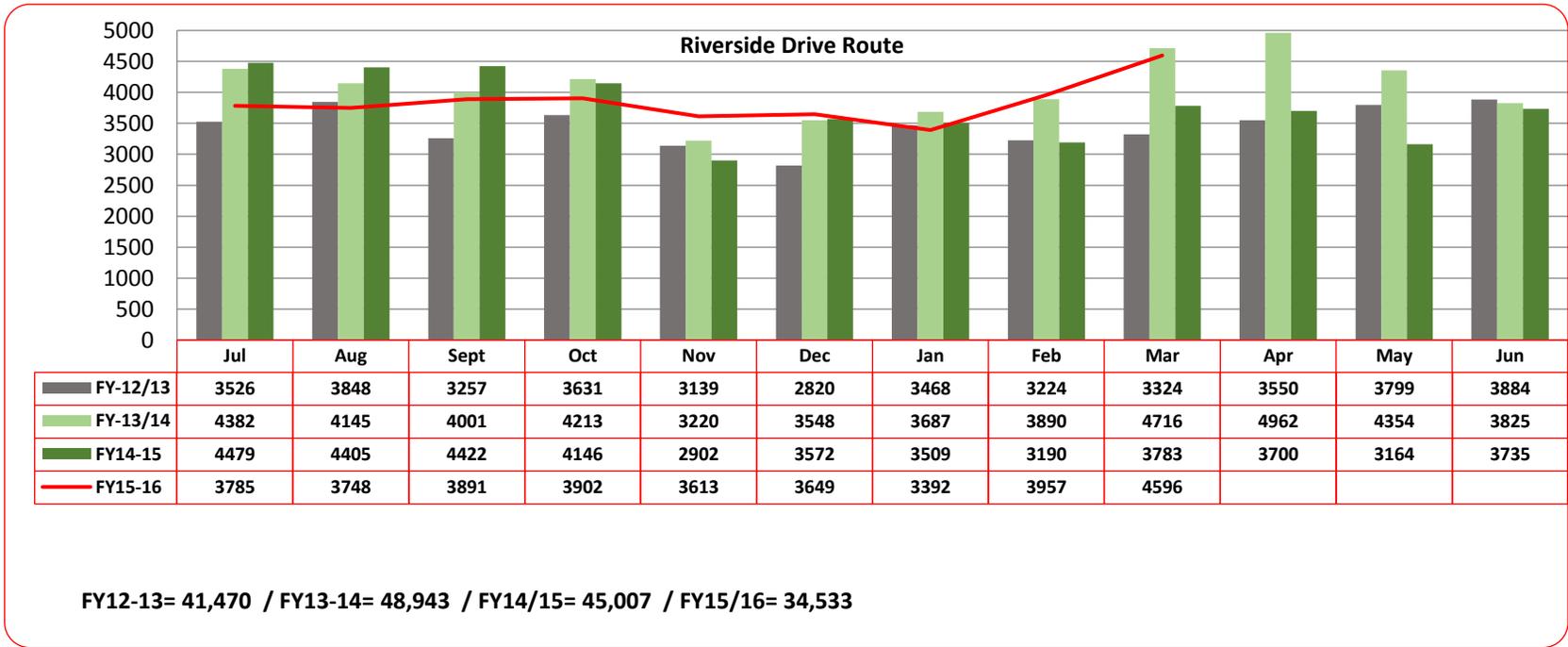
FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 184,320 / FY15/16= 201,298

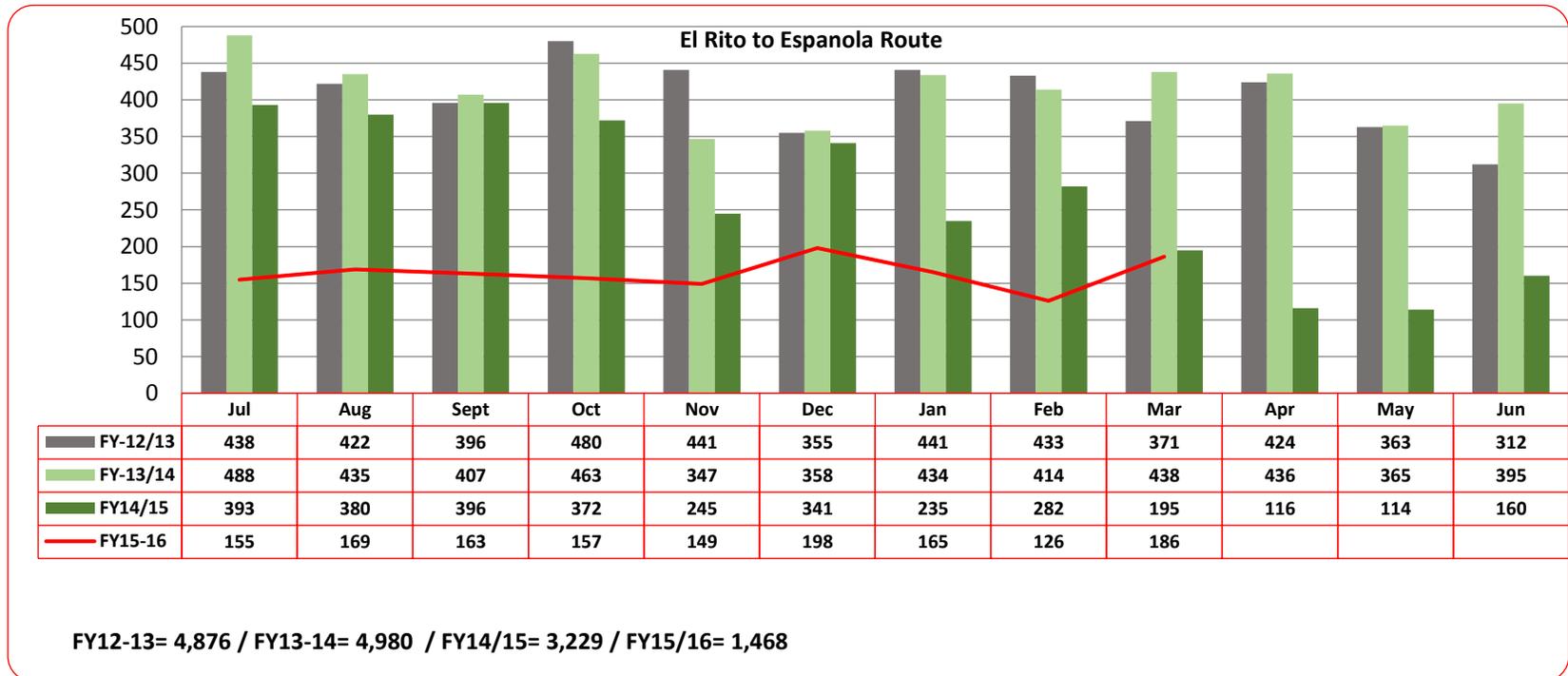
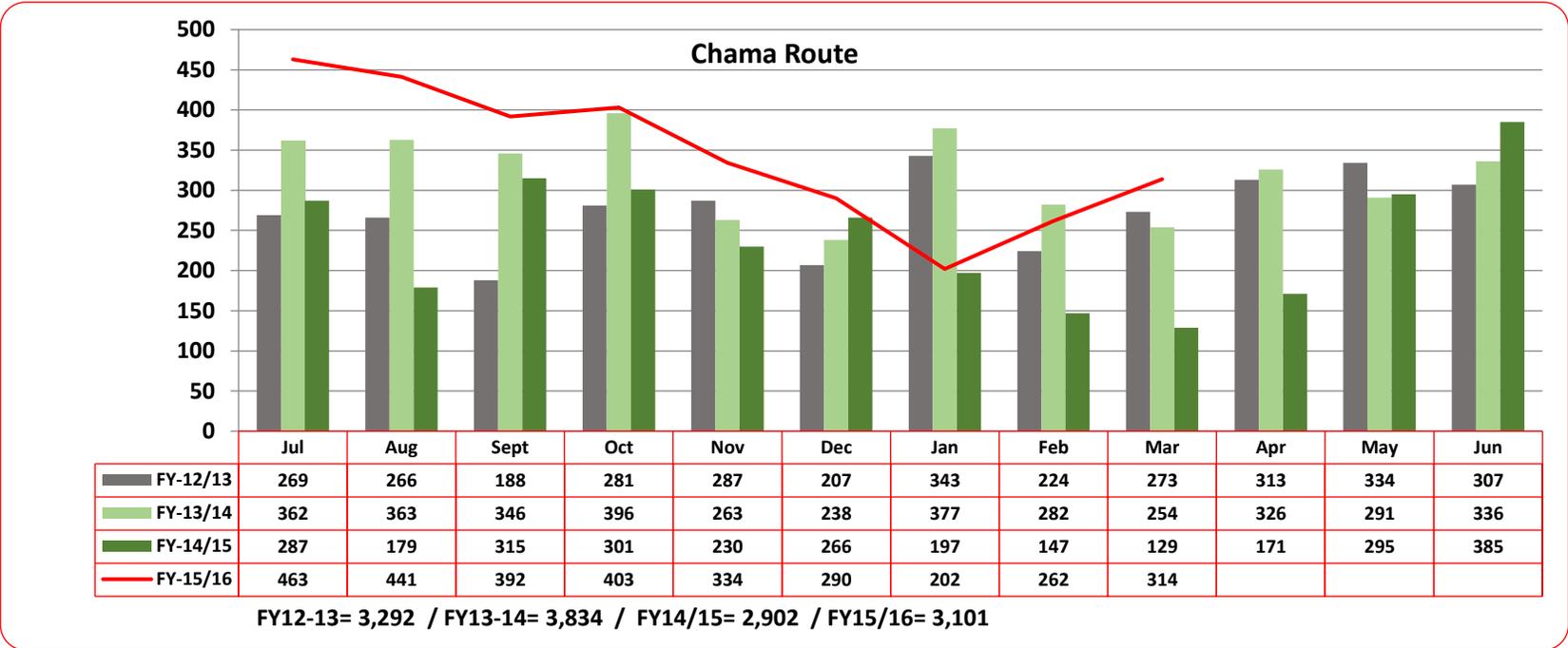
**Questa to Taos Route**

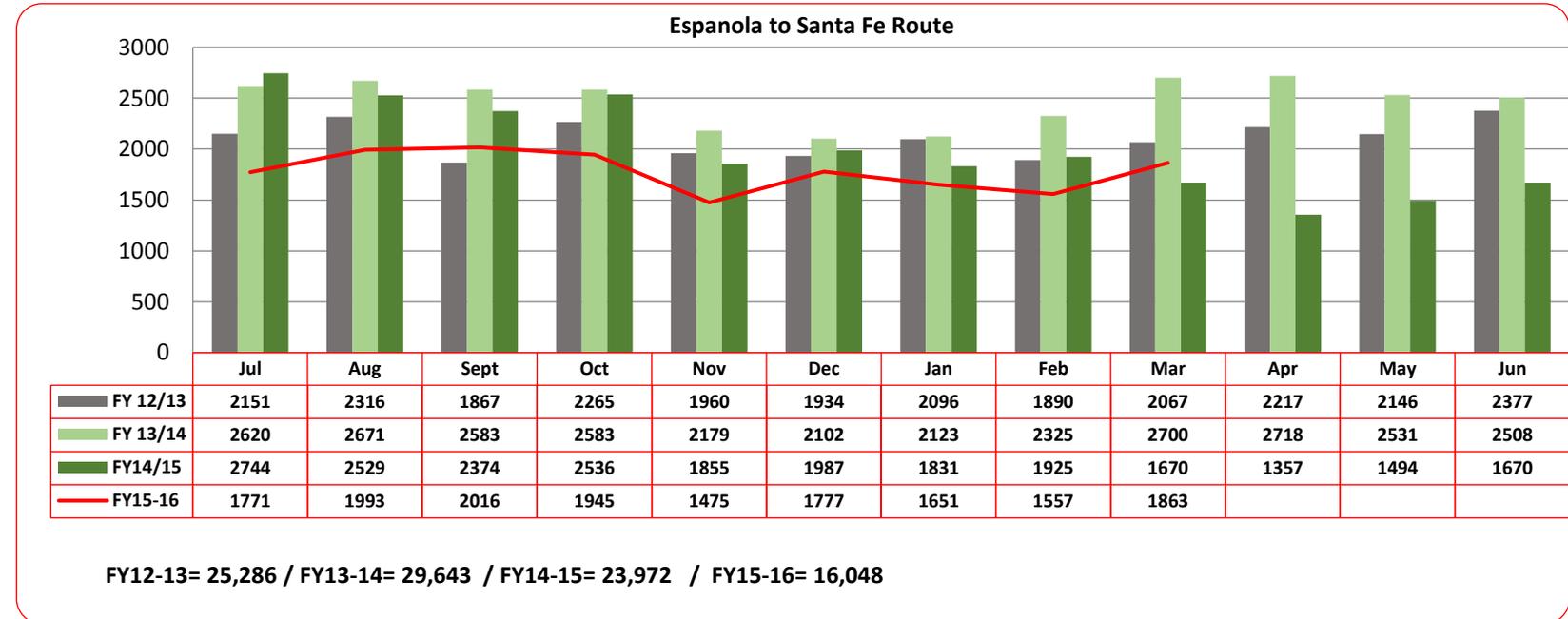
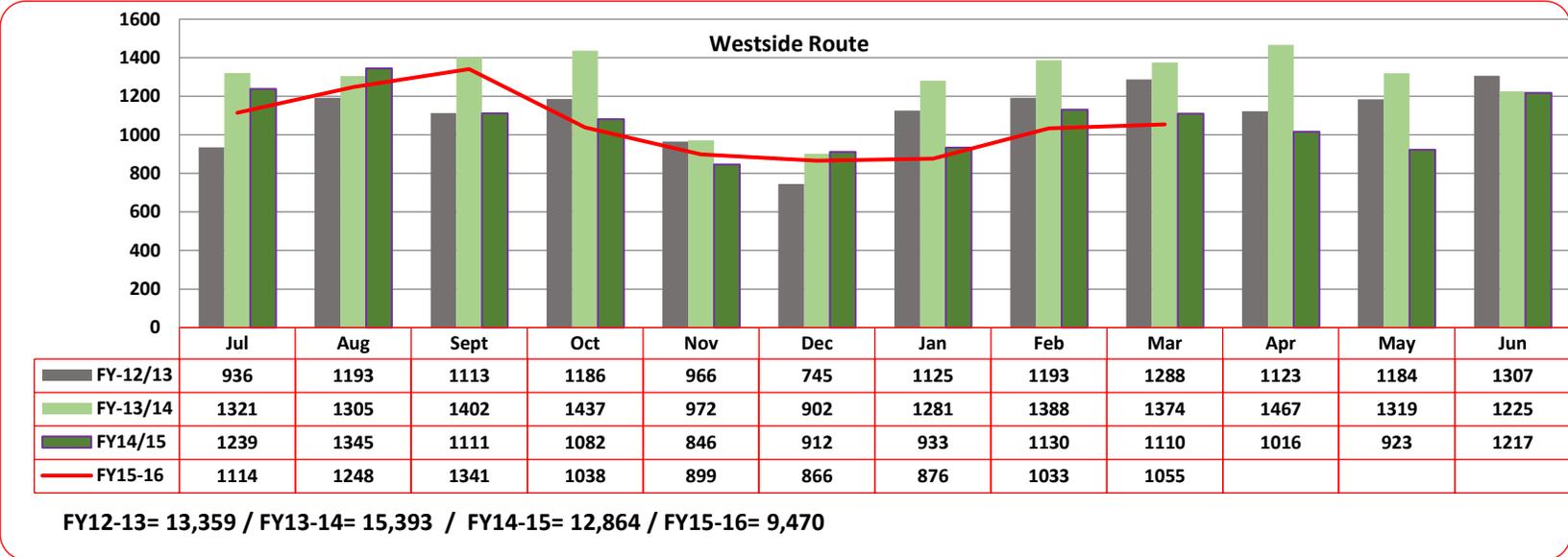


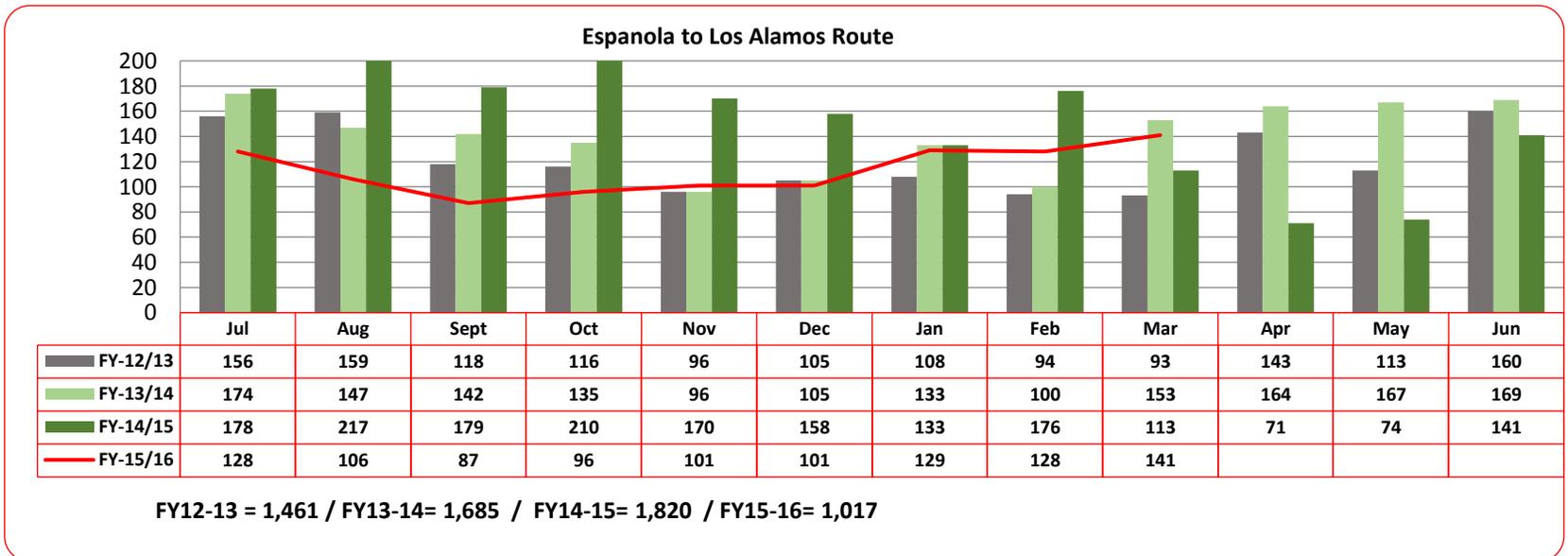
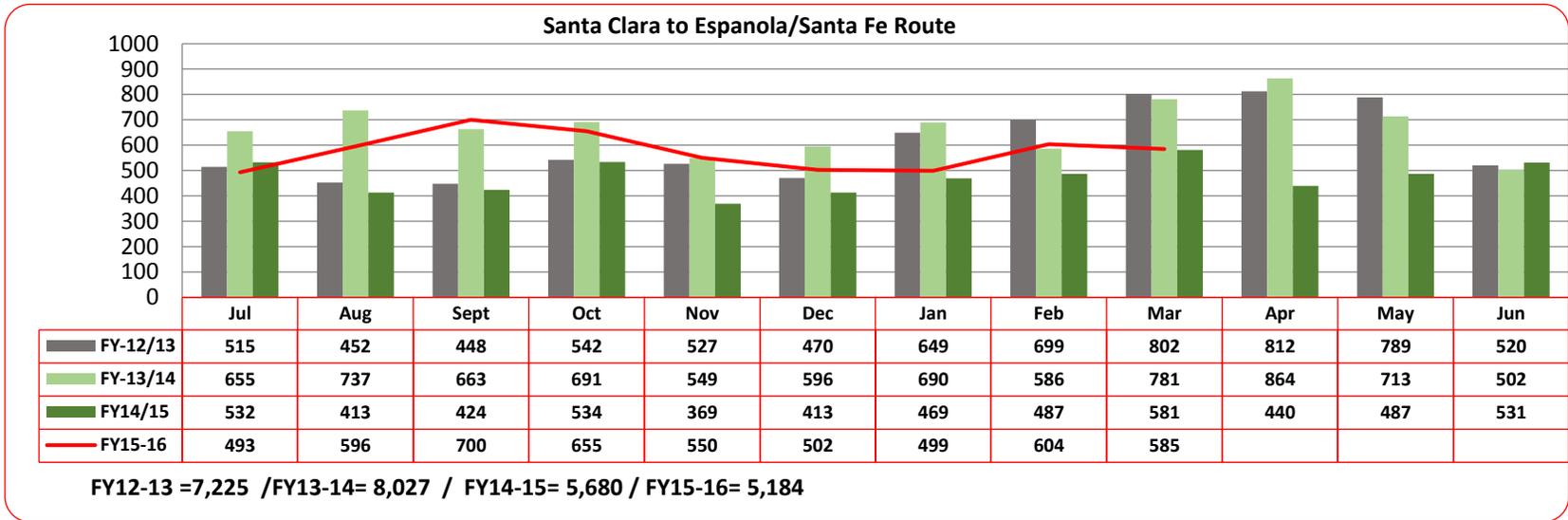
FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 9,794 / FY15/16= 9,118

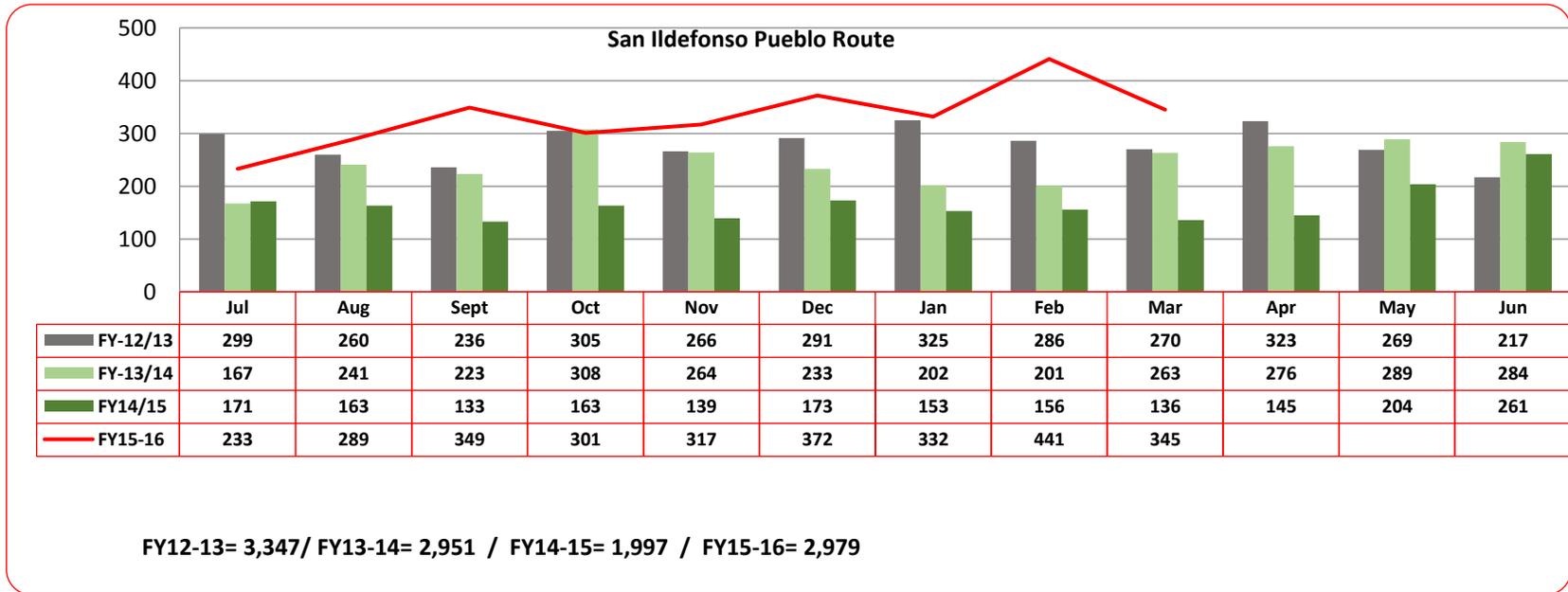
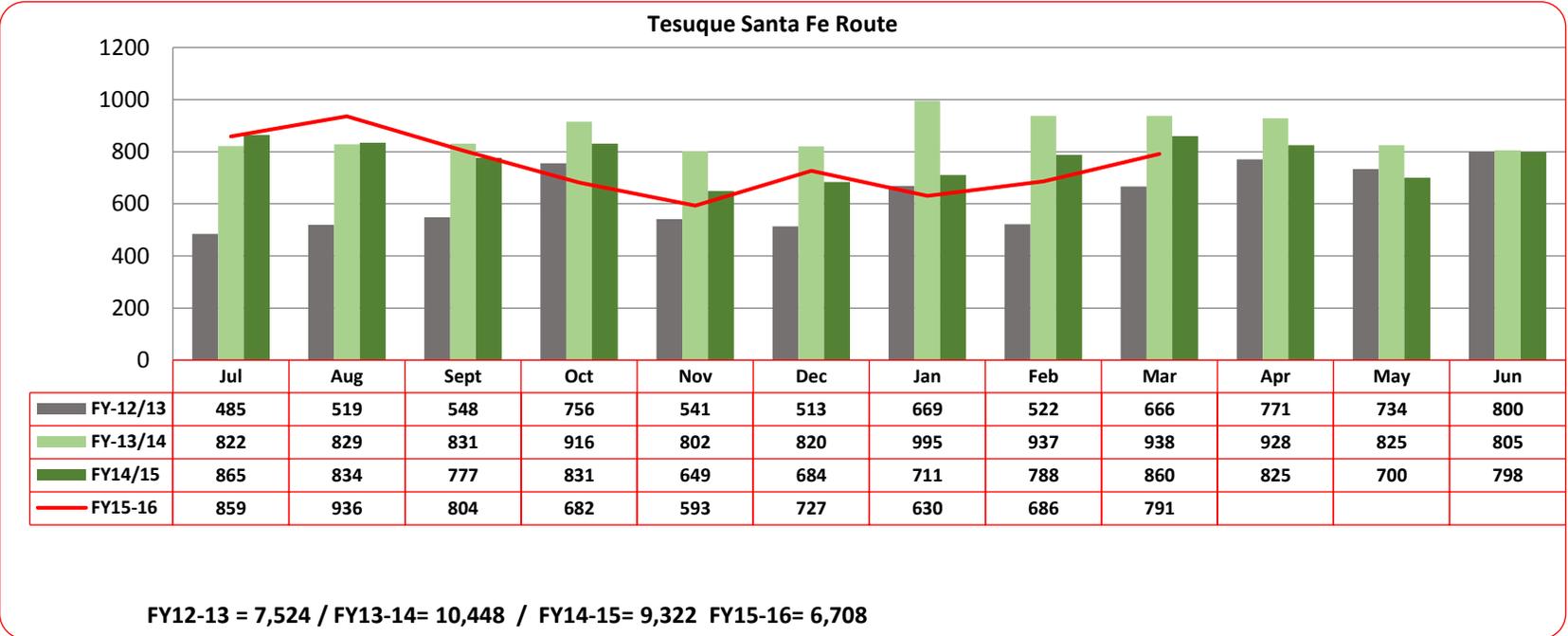




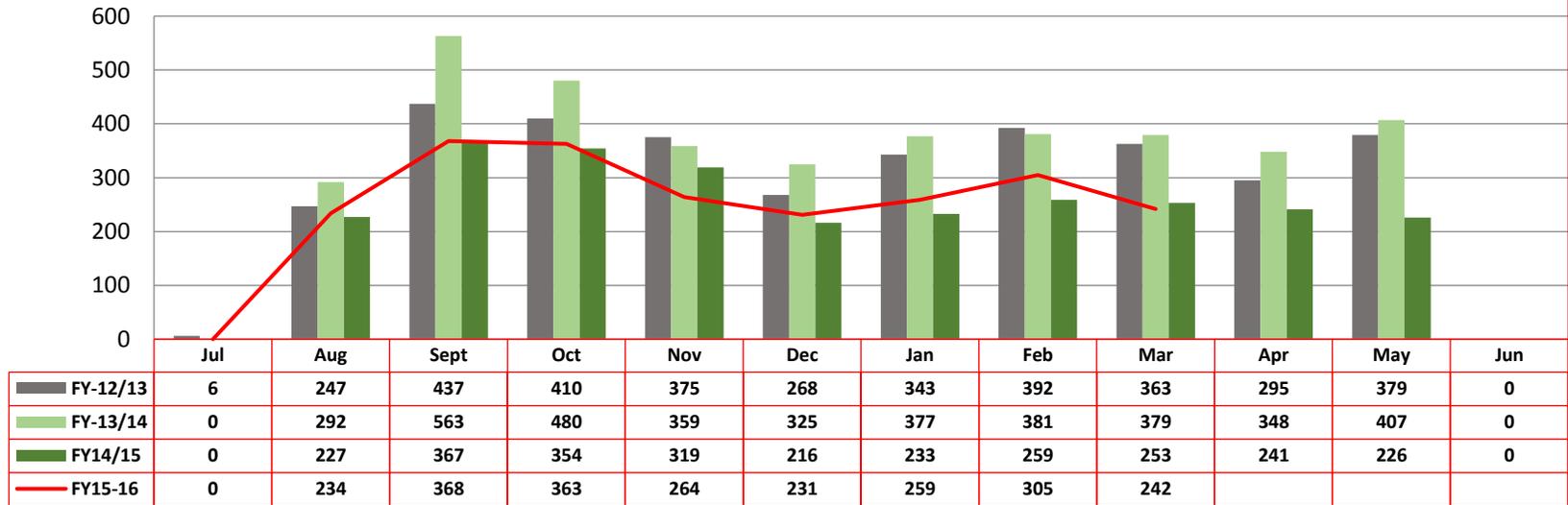






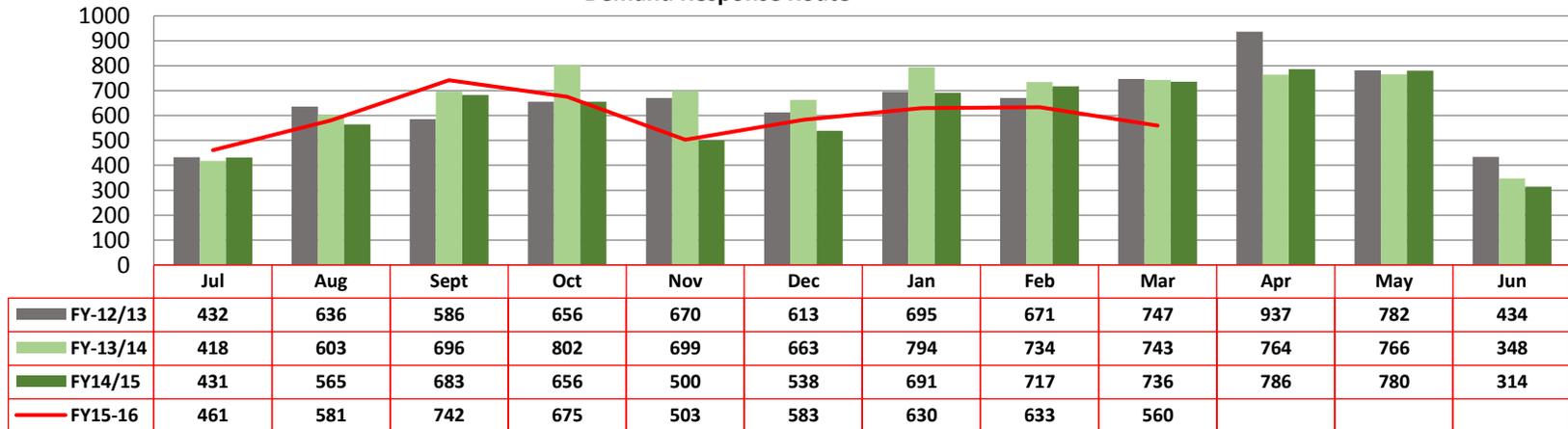


Demand Response Pojoaque Students

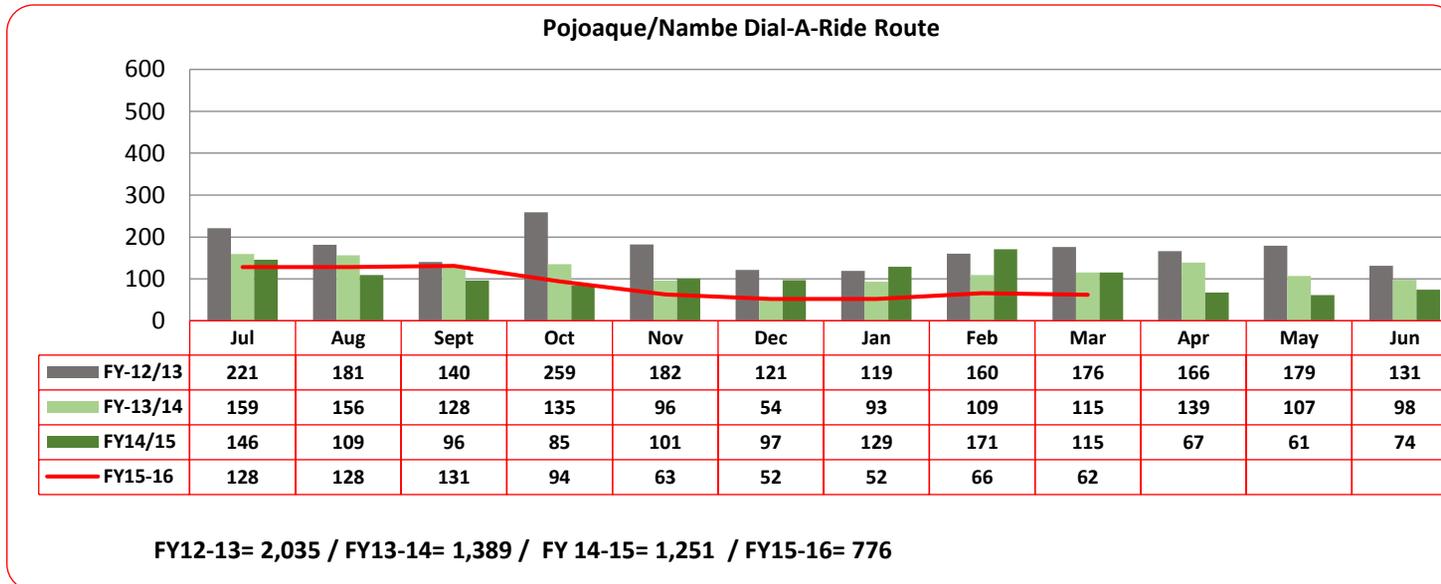
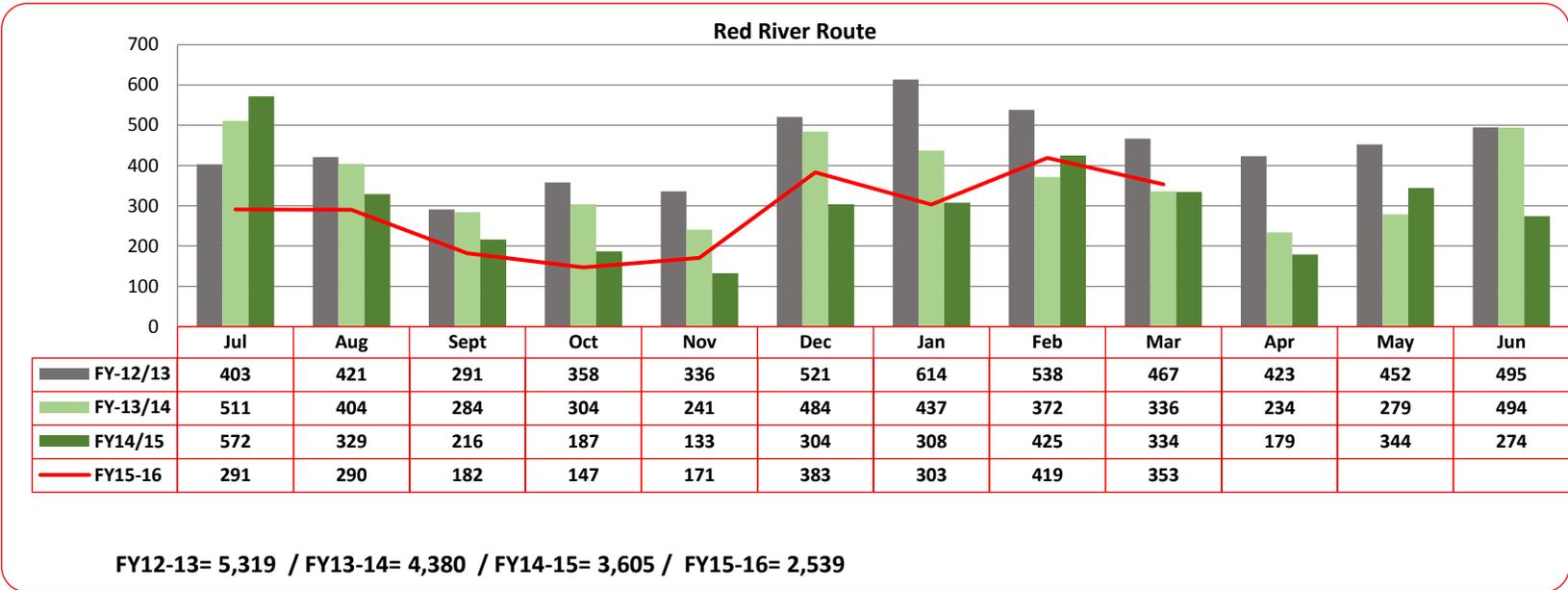


FY12-13= 3,515 / FY13-14 = 3,911 / FY14-15= 2,695 / FY15-16= 2,266

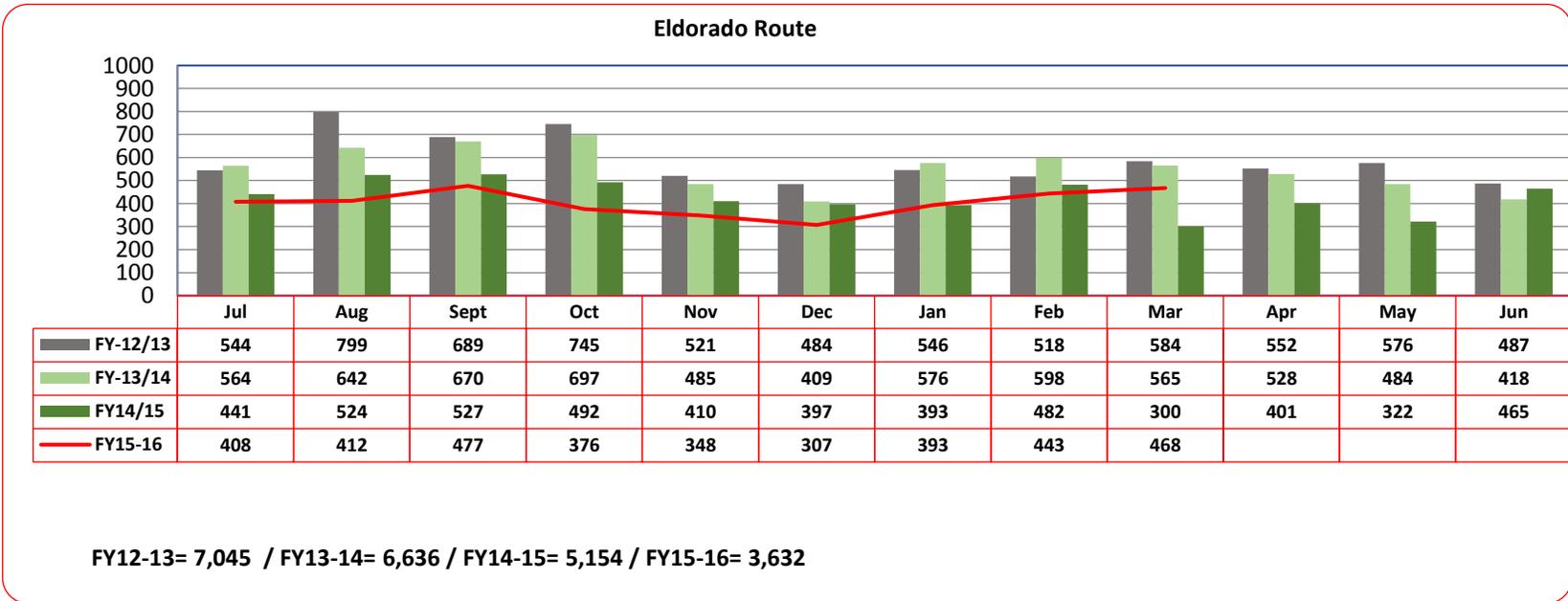
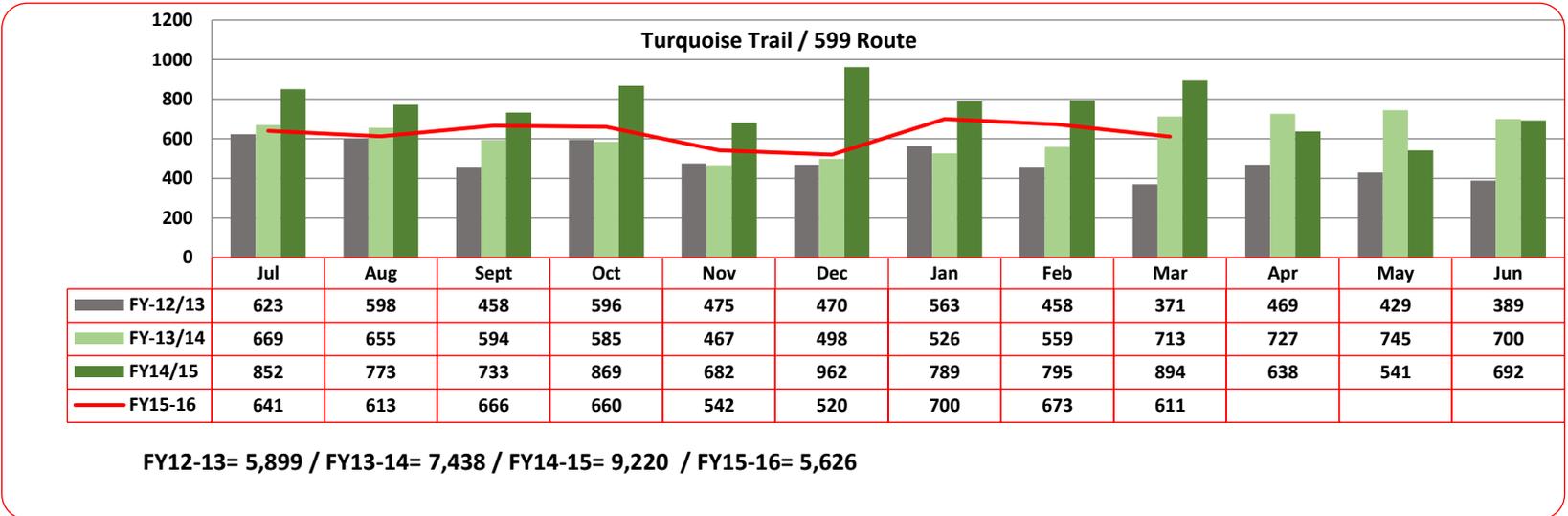
Demand Response Route

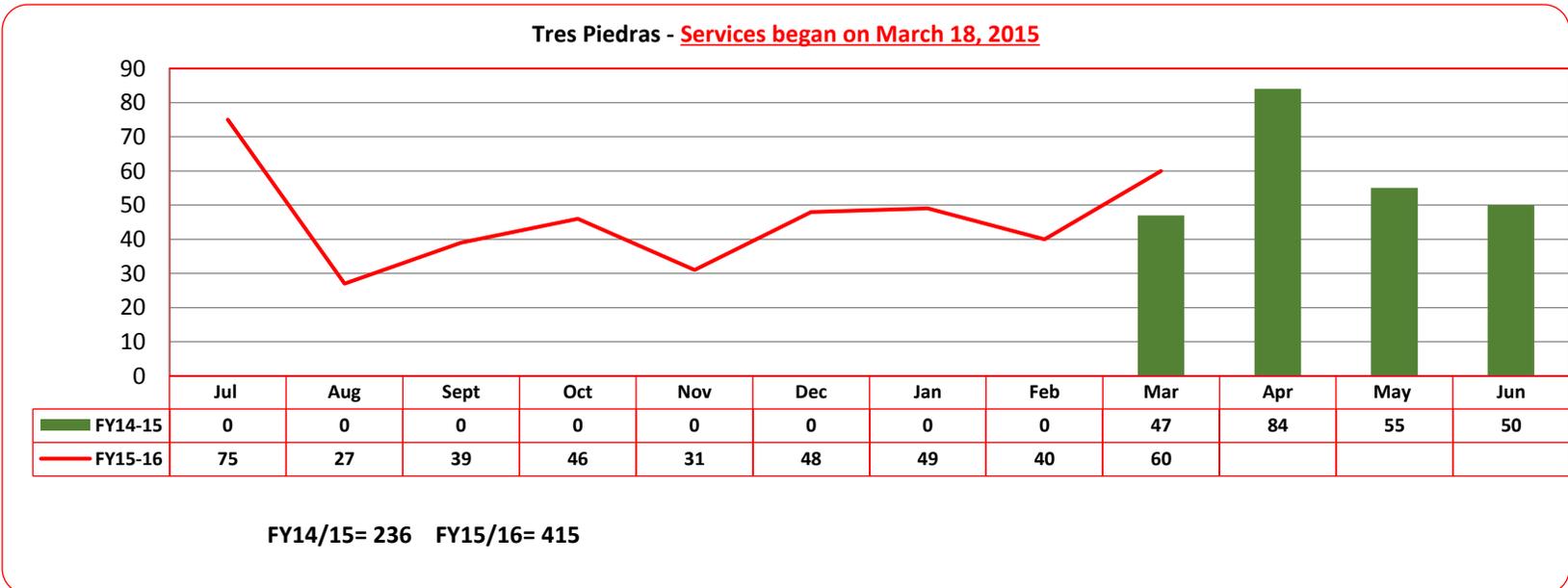
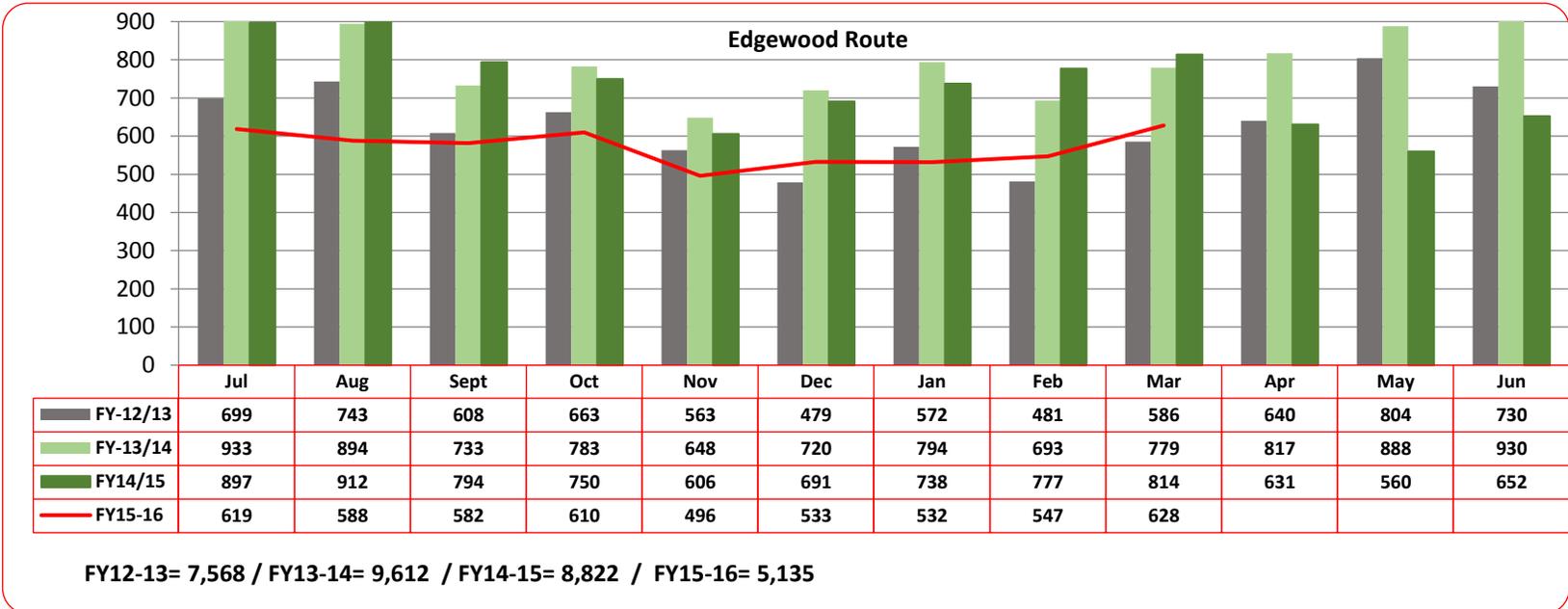


FY12-13= 7,859 / FY13-14= 8,030 / FY14-15= 7,397 / FY15-16= 5,368

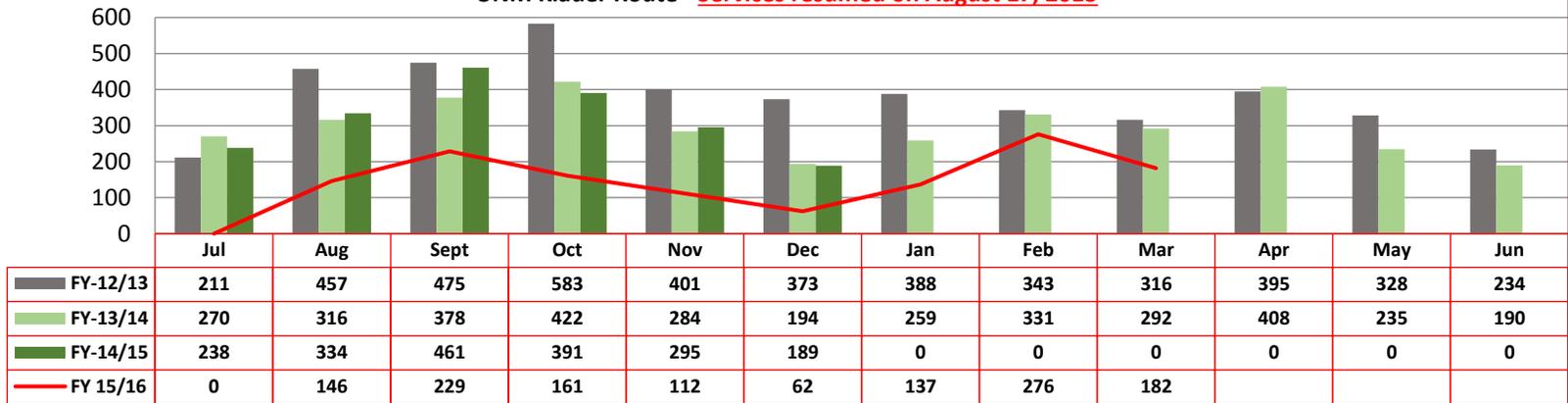


Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.



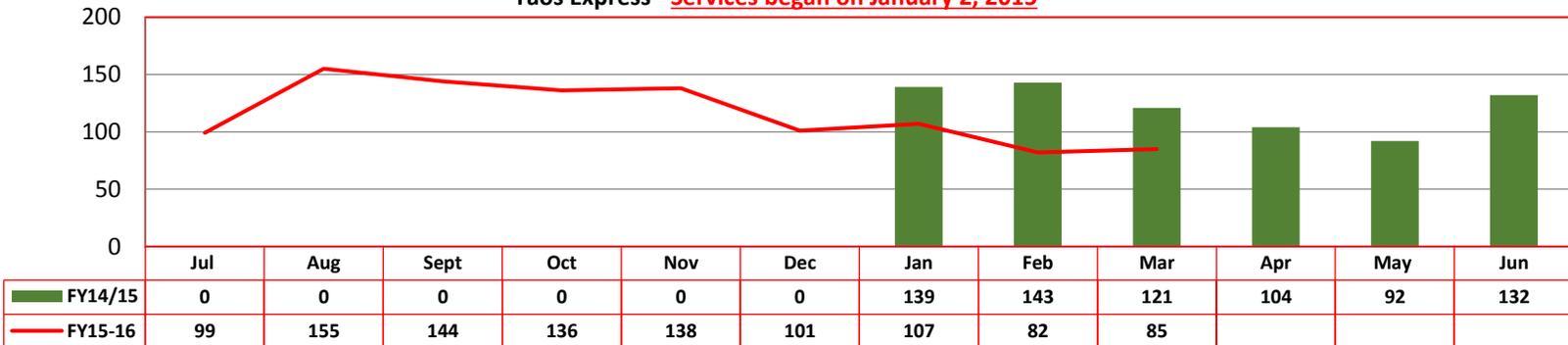


**UNM Klauer Route - Services resumed on August 17, 2015**



**FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 1,908 FY15/16= 1,305**

**Taos Express - Services began on January 2, 2015**

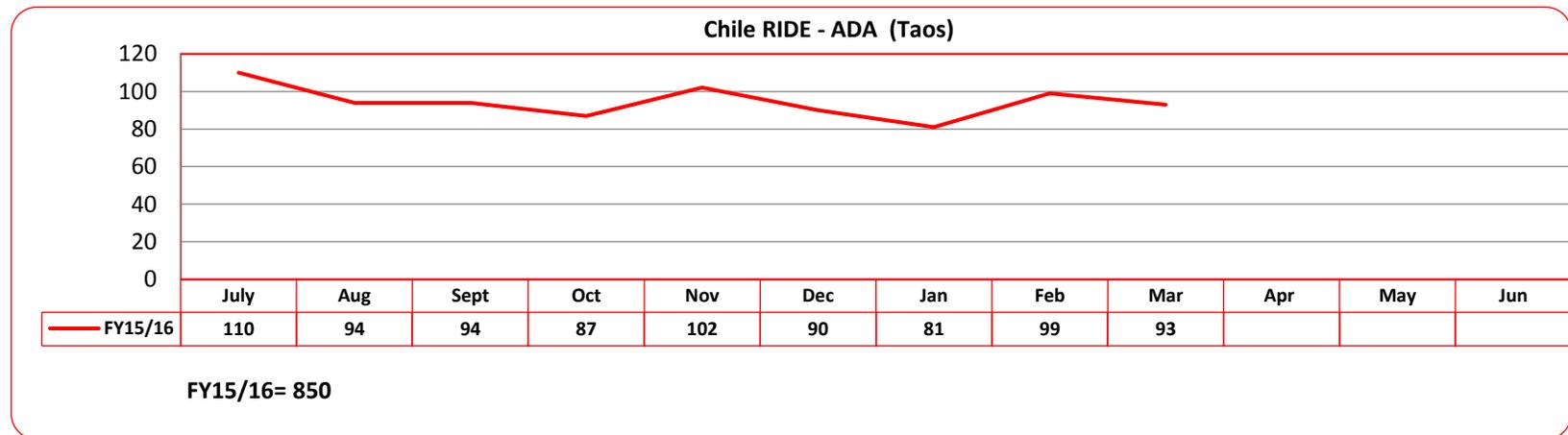
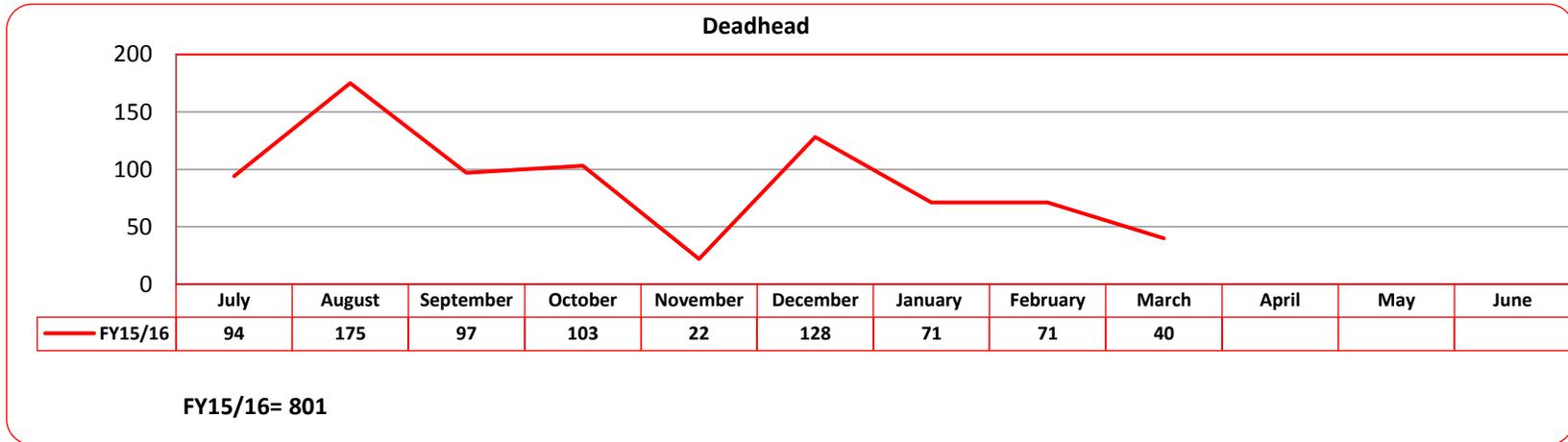
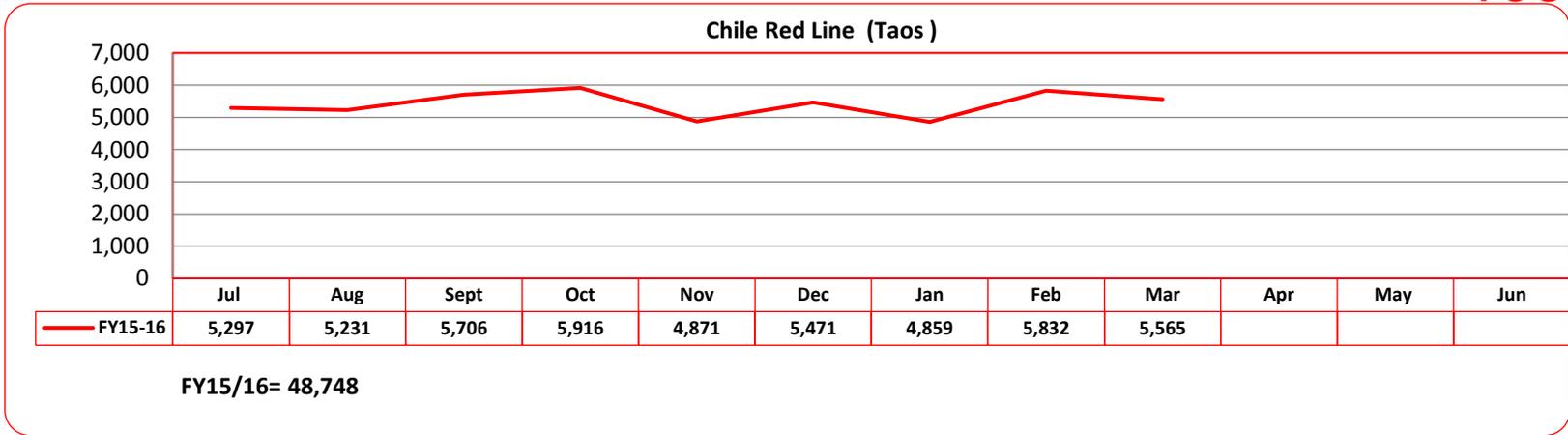


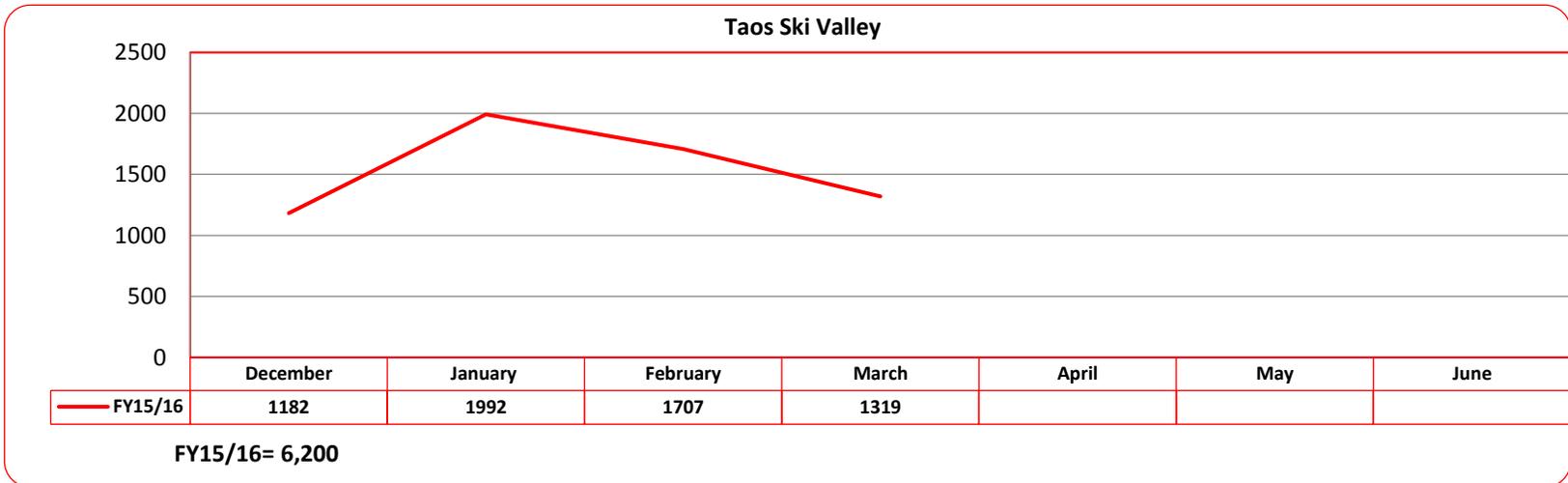
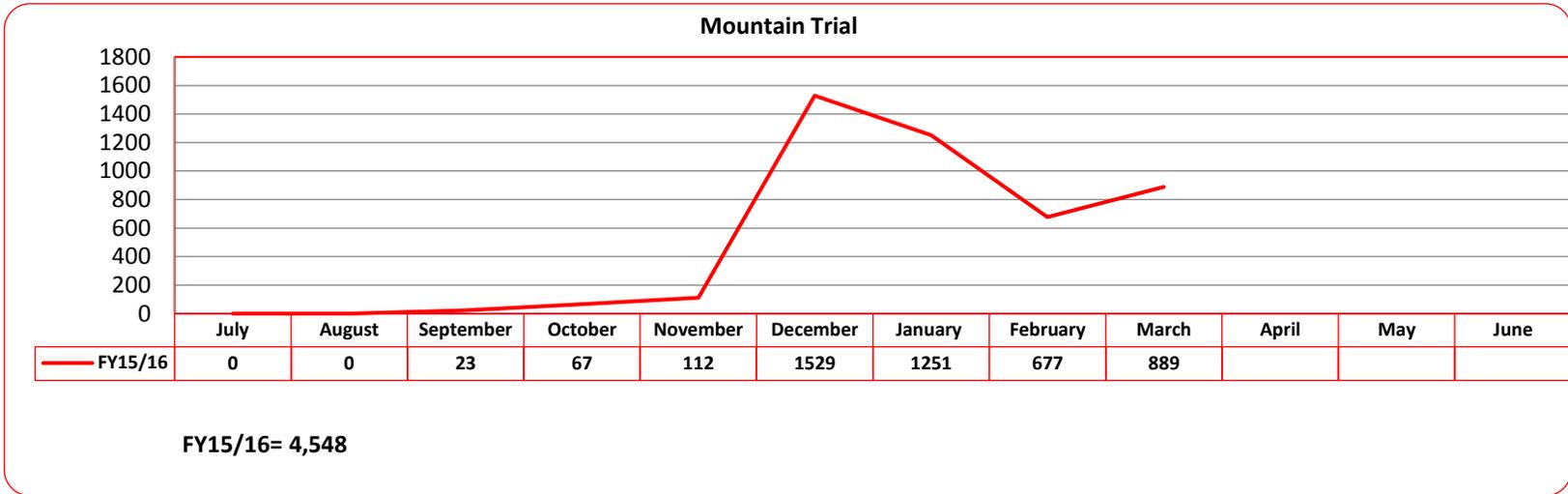
**FY14/15= 731 FY15/16= 1,047**

**Special Events**

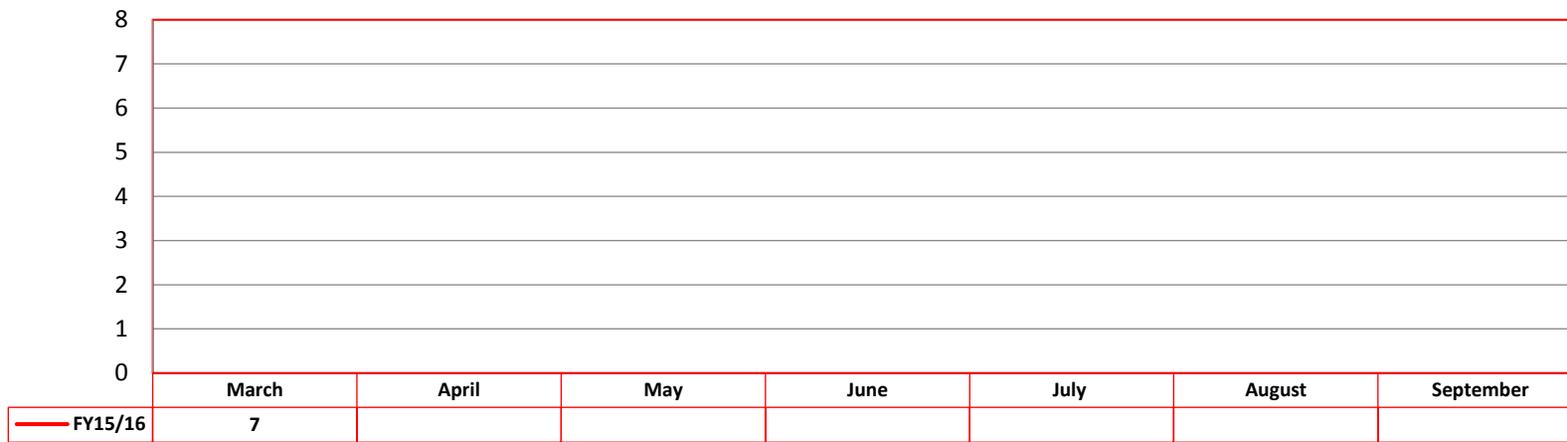


**FY14/15= 105 FY15/16=**

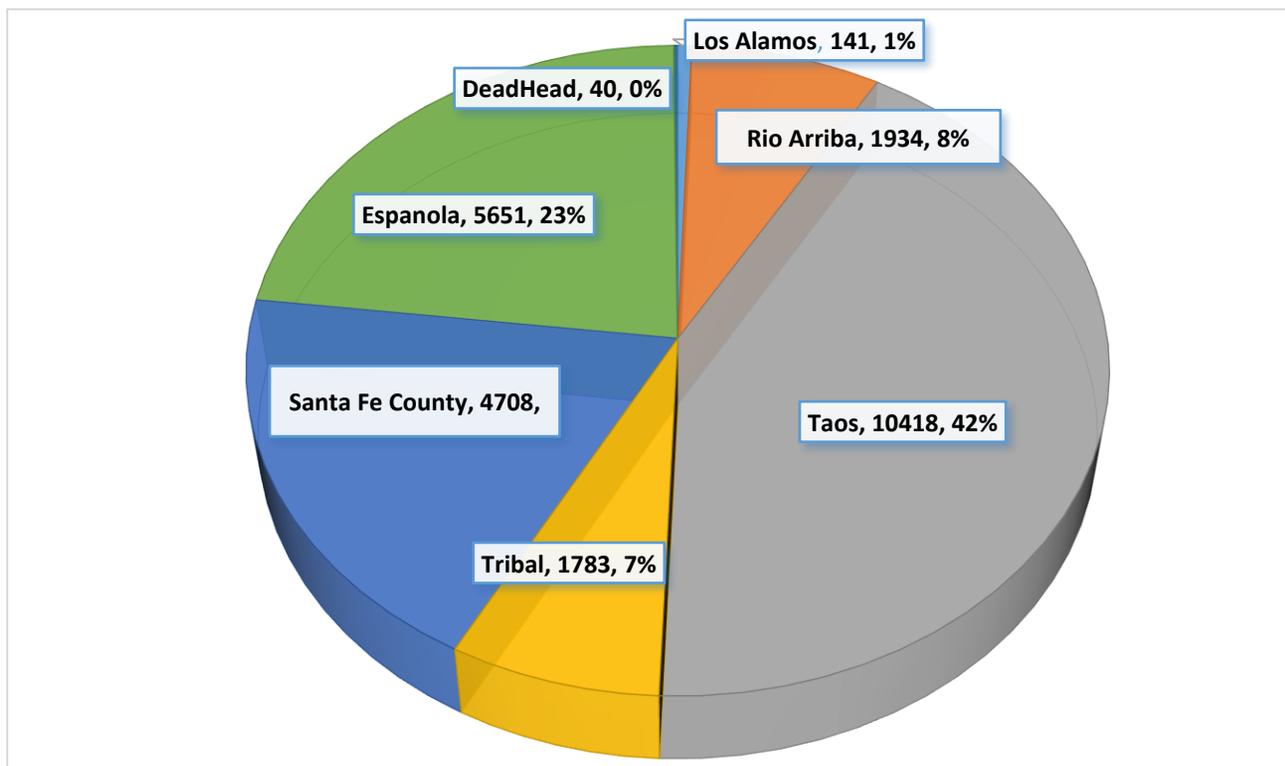




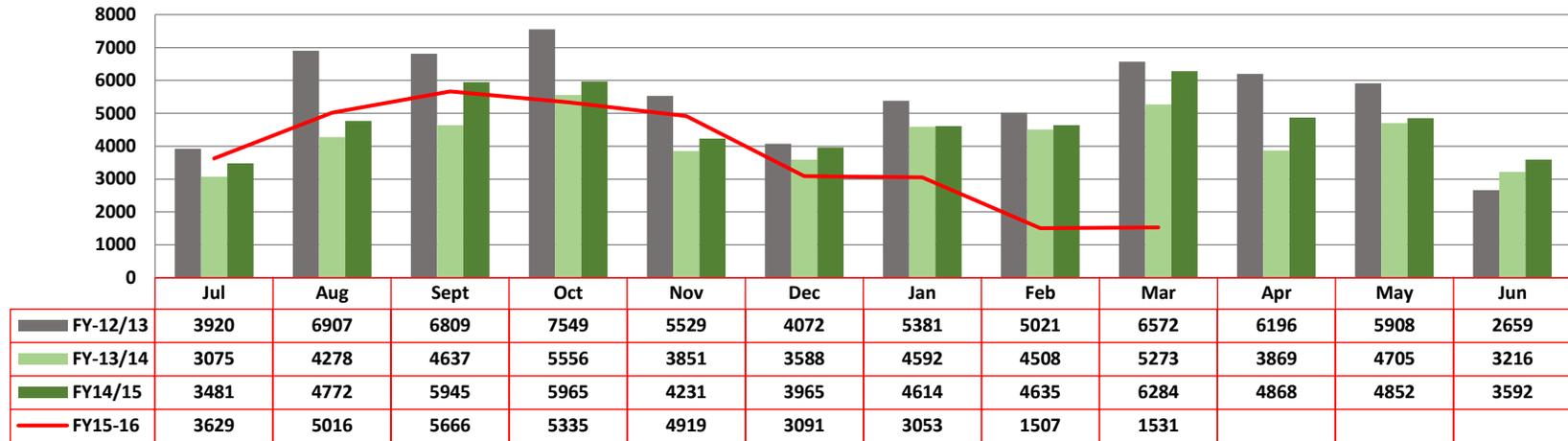
La Cienega (Route began March 28, 2016)



FY15/16= 7



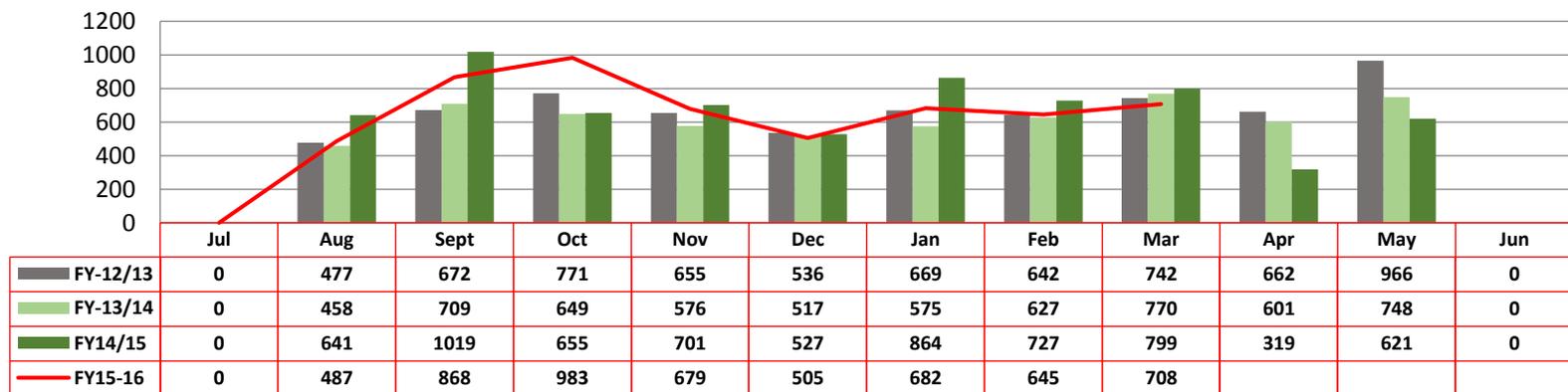
Los Alamos Enhanced



FY12-13= 66,523 / FY13-14= 51,148 / FY14-15= 57,204 / FY15-16= 33,747

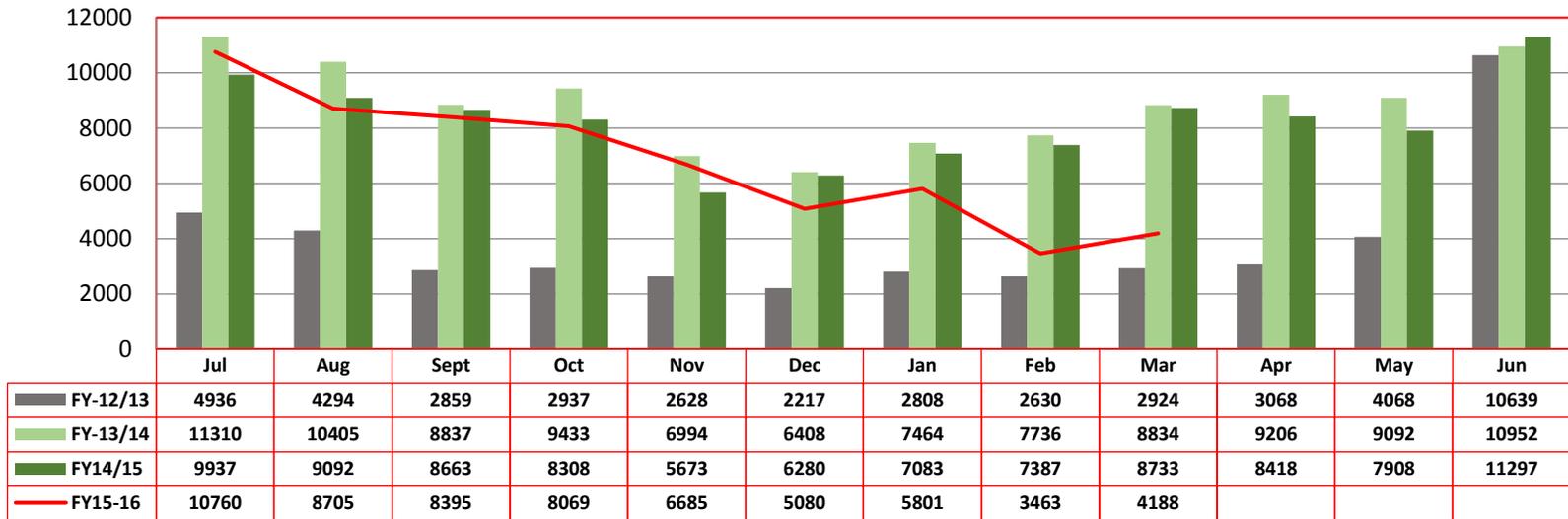
Los Alamos Route 11 formerly route 10

June-Route 10 didn't run due to fire



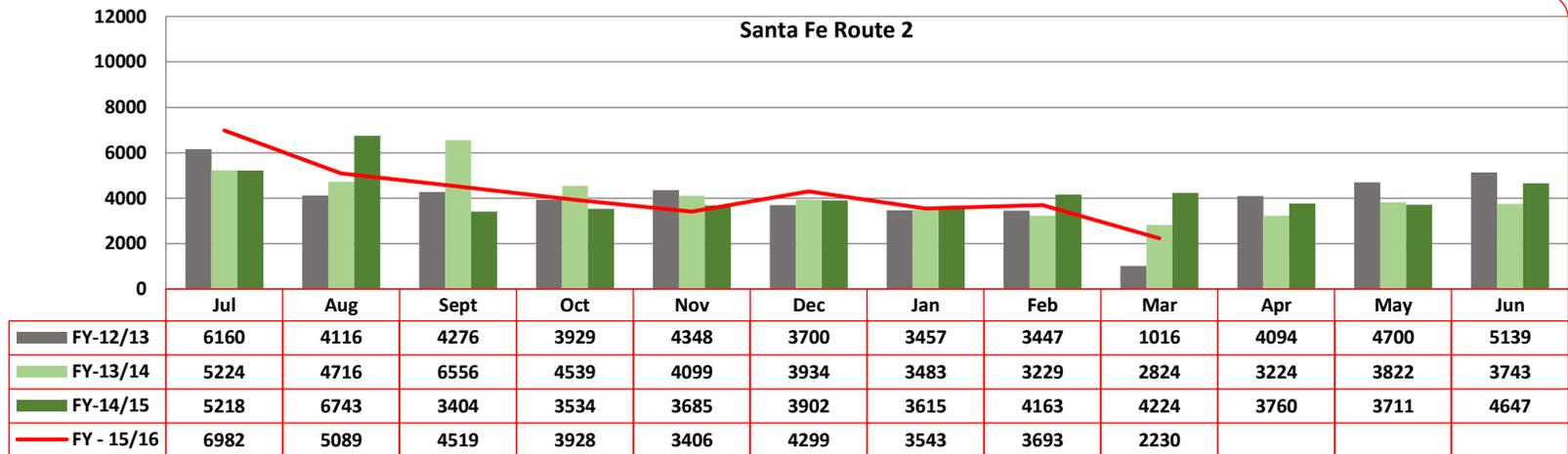
FY12-13= 6,792 / FY 13-14= 6,230 / FY14-15 = 6,873 / FY15-16= 5,557

Los Alamos Route 2



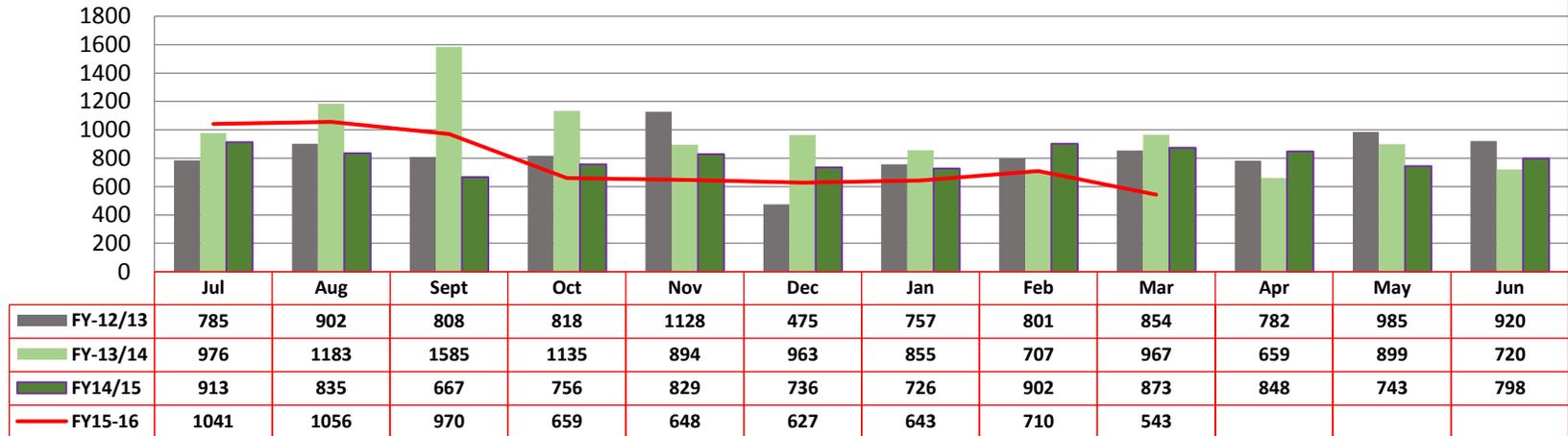
FY12-13= 46,008 / FY13-14= 106,671 / FY14-15= 98,779 / FY15-16= 61,146

Santa Fe Route 2



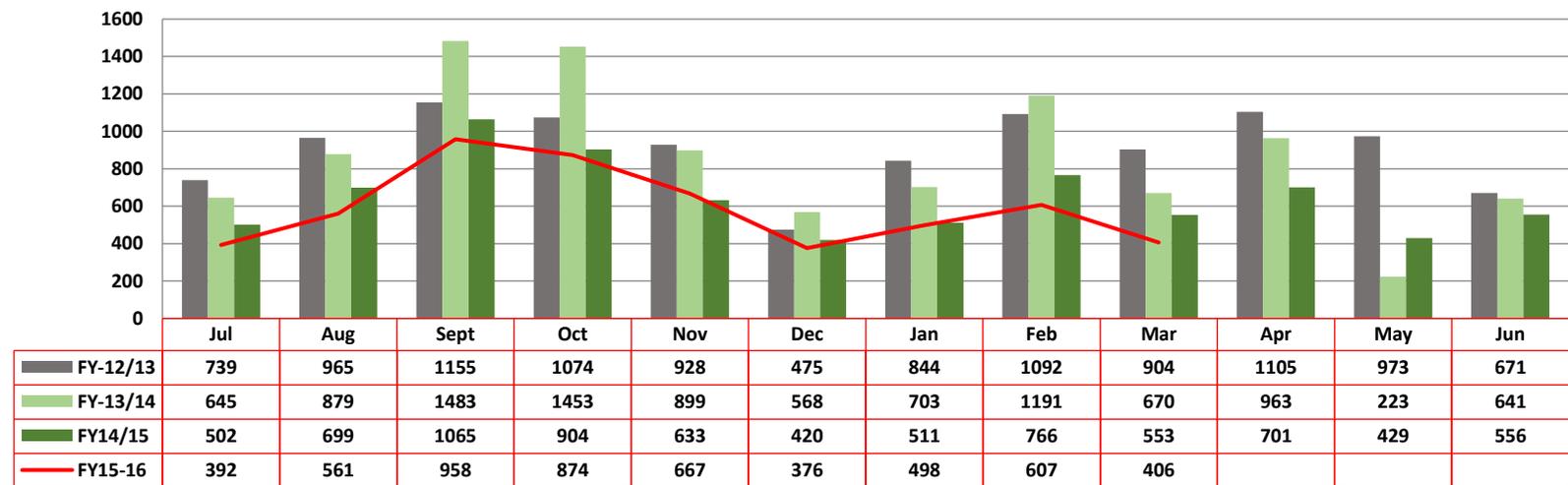
FY12-13= 48,382 / FY13-14= 49,393 / FY14-15= 50,606 / FY15-16= 37,689

Santa Fe Route 4



FY12-13= 10,015 / FY13-14= 11,543 / FY14-15= 9,626 / FY15-16= 6,897

Santa Fe Route 22



FY12-13= 10,925 / FY13-14= 10,318 / FY14-15= 7,739 / FY15-16= 5,339

