

# SECTION 5310 - FY 18 APPLICATION ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

October 1, 2017 - September 30, 2018

## I. Applicant Information

Organization:	Incorporated County of Los Alamos, Atomic City Transit (ACT)
Contact Person Name and Title:	Jon Bulthuis, Deputy Public Works Director
Mailing Address:	LAC Transit Division – Atomic City Transit 101 Camino Entrada, Building 1 Box 1
City, State, ZIP:	Los Alamos, NM 87544
Physical Address:	101 Camino Entrada, Building 1, Room 200
Phone and Cell Numbers:	(505) 663-8088 (Office)
FAX Number:	(505) 663-1808
E-mail Address: (Required)	<a href="mailto:jon.bulthuis@lacnm.us">jon.bulthuis@lacnm.us</a>
Regional Planning Transportation Organization: (circle one)	<div style="display: flex; justify-content: space-around; align-items: center;"> <span>NERTPO</span> <span>MRTRPO</span> <span>SERTPO</span> <span>SWRTPO</span> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <span><u>NPRTPO</u></span> <span>NWRTPO</span> <span>SCRTPO</span> </div>
Applicant Signature and Date Signed:	
Please Print Name and Title:	Harry Burgess, County Manager
DUNS Number *	069423424

\*In addition to including your agency's DUNS Number, please provide a print screen of your agency DUNS Number from the following website: <https://www.sam.gov>

See following page.

## Entity Dashboard

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**Incorporated County Of Los Alamos**  
**DUNS: 069423424 CAGE Code: 3VPG1**  
**Status: Active**  
**Expiration Date: 05/24/2017**  
**Purpose of Registration: All Awards**

**1000 Central Ave Ste 300**  
**Los Alamos, NM, 87544-4059 ,**  
**UNITED STATES**

### Entity Overview

#### Entity Registration Summary

**Name:** Incorporated County Of Los Alamos  
**Business Type:** US Local Government  
**Last Updated By:** David Griego  
**Registration Status:** Active  
**Activation Date:** 05/24/2016  
**Expiration Date:** 05/24/2017

#### Exclusion Summary

**Active Exclusion Records?** No

## II. Summary of Budget Request

Please enter the dollar amount of and a description of the vehicle(s) you wish to purchase below.  
 [NOTE: Section 5310 grants are for capital (vehicles) only]

	Total	Federal Share	Local Share
*Capital (80/20)	<b>140,000</b>	<b>112,000</b>	<b>28,000</b>
<b>TOTAL</b>	<b>140,000</b>	<b>112,000</b>	<b>28,000</b>

### Capital Breakdown

Capital to Vendor (Required for Non-Profits)			
List vendor if utilizing Capital to Vendor			
Capital to Subgrantee	<b>140,000</b>	<b>112,000</b>	<b>28,000</b>
*TOTAL should equal 'Capital' amt. above	<b>140,000</b>	<b>112,000</b>	<b>28,000</b>

Capital to Vendor – When you purchase capital using a state approved price agreement. You will make a check to the awarded vendor for the 20% local share, and send the check to NMDOT's Transit and Rail Division. At delivery, your check is given to the vendor, and NMDOT is billed for the difference.

Capital to Subgrantee – When you purchase any approved capital item that that is not on a state price agreement, including large buses, radios, and other requested capital. You will initially pay 100% of the purchase. Upon submitting the appropriate documentation to the Transit and Rail Division, you will be reimbursed 80%.

CAPITAL TO SUBGRANTEE OPTION IS NOT AVAILABLE FOR NON-PROFIT ORGANIZATIONS

### III. Financial Information

#### A)CAPITAL BUDGET

ELIGIBLE CAPITAL COSTS

ITEM DESCRIPTION	2016 ACTUAL EXENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
3-01-20 Radios & Base Stations			
3-01-25 Other Capital Expenses			
3-01-40 Surveillance System			
3-01-45 15 Passenger Van (W/Lift)			
3-01-50 15 Passenger Van (W/Ramp)	-	-	\$ 140,000.00
3-01-60 Mobile Radios			
TOTAL ELIGIBLE COSTS			
VEHICLE DISPOSITION PROCEEDS			
NET CAPITAL (Total Capital less Vehicle Disposition Proceeds)	-	-	\$ 140,000.00

LOCAL SHARE SOURCES (specify)

LAC Vehicle Replacement Fund, NCRTD GRT			
TOTAL LOCAL SHARE (20%)	-	-	<b>\$ 28,000</b> **
FEDERAL SHARE (80%)	-	-	<b>**\$ 112,000</b>

**B) OPERATING BUDGET:** INFORMATION PROVIDED IN THE SPACE BELOW IS USED TO GET A BASELINE OF OPERATING FUNDS THAT YOU PROVIDE TO YOUR 5310 ELIGIBLE PROGRAM.

THESE FUNDS ARE NOT DIRECTLY RELATED TO THE CAPITAL GRANT YOU ARE APPLYING FOR.

ITEM DESCRIPTION	2016* ACTUAL EXPENDITURES	2017 APPROVED BUDGET	2018 PROJECTED EXPENDITURES
Drivers Salaries/Support Staff	1,482,681	1,556,816	1,790,338
Fringe Benefits	553,000	578,959	665,803
Fuel, Lubricants, Tires	330,000	346,500	398,475
Maintenance	250,000	262,500	301,875
Insurance	20,000	21,000	24,990
Other (Please explain)	0	0	0
TOTAL TRANSPORTATION	2,635,681	2,765,775	3,181,481

NON-TRANSPORTATION	-	-	-
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TOTAL EXPENDITURES	2,635,681	2,765,775	3,181,481
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\* Prorate expenditures to end of the current fiscal year

1. Please list all other non-transportation services your agency provides.

n/a

2. Please list all funding sources and amounts received for both general budget and transportation budget.

<b>FY16:</b> [General Fund \$1,188,000], [NCRTD GRT (Operating) \$1,361,820],
[Federal Funding (Admin/Op) \$1,746,788], [Bandelier FLREA Funds \$1,746,788],
[Other (Misc) \$17,000].

3. Why do you need this equipment (check all that apply)?

a.	Replace existing vehicle(s) (LIST VIN, TYPE, MILEAGE, AND AGE OF EACH VEHICLE)
✓	Unit #4093, 1GB9G5AG8A1103680, 2009 ARBOC, Miles=182573 as of 7/31/2016. Age of Vehicle in 2018 = 9 years.
b.	Establish service to new area
c.	Add wheelchair capacity to existing vehicles
d.	Increase number of vehicles available for demand responsive service
e.	Decrease vehicle size for service
f.	Increase vehicle size for service
g.	Improve passenger access to service

State price agreement for transit vehicles is available at this time (Web link to price agreement number):



Statewide Transit Vehicle Price Agreement - Agreement 60-00015  
<http://www.generalservices.state.nm.us/uploads/files/SPD/Contracts/60-000-15-00015%20Transit%20Vehicles.pdf>

Agencies have two options for vehicle procurement:

- (1) Order vehicle(s) from approved price agreement (Web link above)
- (2) Implement your own competitive bid procurement process

Description, quantity, and cost of capital items to be purchased:

Refer to Section 3-01-00-Capital Costs

2018 Arboc vehicle equipped with a ramp

**C) Please provide and check item:**

- 1-   X   Copy of Articles of Incorporation
- 2-   n/a   Copy of 501(c) 3 Certification
- 3-   X   Copy of most current audit (See Attachment A)
- 4-   n/a   If transit-related audit findings occurred, copy of corrective action response submitted to auditor.
- 5-   n/a   If a non-profit organization (first time applicants only), copy of procurement procedures that comply with FTA Circular 4220.

[http://www.fta.dot.gov/legislation\\_law/12349\\_16011.html](http://www.fta.dot.gov/legislation_law/12349_16011.html)

**PART I CHARTER\***

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**\*Editor's note:** Printed herein is the Charter for the County of Los Alamos, New Mexico, as adopted by electors on December 10, 1968, and effective on December 10, 1968. Amendments to the original Charter are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original Charter. Obvious misspellings have been corrected without notation. For stylistic purposes, a uniform system of headings, catchlines and citations to state statutes have been used. Additions made for clarity are indicated by brackets.

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- Article I. Powers of the County
    - 100. Name and Boundaries.
    - 101. Powers of County.
    - 102. Construction.
    - 103. Home Rule.
  - Article II. The County Council
    - 200. General Provisions.
    - 201. Powers and Duties.
    - 202. Organization.
    - 203. Ordinances.
  - Article III. Administration and Organization
    - 300. County Administrator.
    - 302. Duties and Powers of the County Administrator.
    - 303. Departments.
    - 304. Other County Officers--Compensation.
    - 305. Boards and Commissions.
    - 306. County Employment.
    - 307. County Attorney.
    - 308. Planning.
  - Article IV. Financial Procedures
    - 400. Fiscal Year.
    - 401. Accounting System.
    - 402. Budget Submission.
    - 403. Council Action on Budget.
    - 404. Procurement Procedures.
    - 405. Disbursement Procedures.
    - 406. Indebtedness.
    - 407. Audit.
    - 408. Capital Projects Permanent Fund.
    - 409. Reserved.
    - 410. Reserved.
  - Article V. Utilities
    - 500. Utilities Department.
    - 501. Board of Public Utilities.
    - 502. Manager of the Department of Public Utilities.
    - 503. Cooperation with Other County Departments.
    - 504. Rates and Charges.
    - 505. Accounting and Reporting.
    - 506. Budget.
    - 507. Bond Issues.
    - 508. Investment of Funds.
    - 509. Priority of Budgeted Expenditures.
    - 510. Management Audit.
  - Article VI. Nominations and Elections
    - 600. County Elections.
    - 601. Nominations.
    - 602. Multiple Candidacies.

- 700. Initiative.
- 701. Referendum.
- 702. Recall.
- 703. Number of Signatures.
- 704. Procedure for Initiative, Referendum, and Recall.
- Article VIII. Incorporated County Court
- 800. General Provisions.
- 801. Council Action.
- Article IX. General Provisions
- 900. Charter Amendments.
- 901. Separability.
- 902. Titles and Subtitles.
- 903. Seal.
- 904. Action Against the County.
- 905. Committees and Boards.
- 906. Elected Officials.
- 907. Additional Petition Requirements.
- 908. Final Day of Act.
- 909. Definition: Publish and Publication--Defined.
- 910. Conflict of Interest.
- 911. Filling of Vacancies.
- 912. Authority to Enter.
- Article X. Transitional Provisions
- 1000. Rights and Privileges Preserved.
- 1001. Adoption and Certification.
- 1003. Transfer of Powers.
- 1004. Property and Pending Matters.
- 1005. County and Municipal Laws.
- 1006. Abolition of Offices.

## IV. Program Description

A) The service you provide or intend to provide will be (check all that applies):

<input checked="" type="checkbox"/>	Fixed route
<input type="checkbox"/>	Modified fixed route
<input checked="" type="checkbox"/>	Demand responsive
<input checked="" type="checkbox"/>	Section 5310

B) This request for funding will (check all that apply):

<input type="checkbox"/>	start up new services
<input type="checkbox"/>	reduce service from current level
<input checked="" type="checkbox"/>	maintain service at current level
<input type="checkbox"/>	expand existing service to additional areas

C) If applicable, please briefly describe the new or expanded service.

n/a

D) Is the program included in the RTPO/MPO Coordinated Public Transit Human Services Transportation Plan?

<input checked="" type="checkbox"/>	YES
<input type="checkbox"/>	NO

E) 5310 Program

Number of one-way passenger trips per month – June 2016 Statistics	
Elderly (non-disabled)	63
Disabled (including elderly)	485
General Public	137
TOTAL	685
Number of unduplicated persons transported per month	Unknown

## V. Description of Service Area

A) Check the most appropriate description of your community:

<input type="checkbox"/>	Urbanized Area (UZA) or Large Urban areas with population of 200,000 or more
<input type="checkbox"/>	Small Urban areas with population of 50,000 – 199,999
<input checked="" type="checkbox"/>	Non-urbanized/Rural (50,000 people or less)

B) Please list all the municipalities and counties served by your program:

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The entire County of Los Alamos and a very small portion of Sandoval County are served by this 5311 program. Los Alamos County includes the communities of Los Alamos and White Rock. Atomic City Transit also operates Fixed-Route Service to the Bandelier National Monument Visitor Center, which is located just inside Sandoval County.

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C) Please complete the following demographic information for your service area. Exact counts are preferred, but estimates are acceptable. For this section, you are describing the same population two different ways, so your total number of population served by ethnicity category should equal the total number of population by elderly or disabled status.

Ethnicity Category	Population	%
Black	97	1%
Hispanic	2,646	15%
Asian or Pacific Islander	1,060	6%
American Indian or Alaskan Native	111	1%
White	13,689	76%
Other	347	2%
	*17,950	100%

= TOTAL\* =

%	Population	Elderly/Disabled Category
15%	2,686	Elderly (non-disabled)
n/a	n/a	Persons with Disabilities (including elderly)
85%	15,264	Other (everyone else)
100%	* 17,950	

\* These totals should equal.

1) Source (if other than US Census Bureau):

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Note: 2010 Census Data

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D) When applying for Section 5310 funding as the coordinator of transportation services in your area, complete the section above using your current program information. In addition, please fill out the following section for the organizations/programs you will serve.

Name of Organization Served	Number of People Transported
ACT Assist Paratransit Service	697 monthly rides provided (FY15 Average)
Dial-a-Ride Service	137 monthly (FY16 Average Projection)
	TOTAL: 834

E) Please provide and check:

1-  X  Map of Service Area (on 8<sup>1/2</sup> X 11 page)  X  Map of Service Area (on 8<sup>1/2</sup> X 11 page)

**Los Alamos**

**White Rock**

Map showing the area around Los Alamos and White Rock, New Mexico. Key locations and roads are labeled:

- Los Alamos High School**
- Mountain Elementary School**
- Los Alamos Middle School**
- Los Alamos County Office**
- Smith's Pharmacy**
- Chamisa Elementary School**
- White Rock State Park**
- White Rock Church**
- Pueblo Elementary School**
- Los Alamos National Bank**
- Harpeth & Sons Ltd.**
- Immaculate Heart Mary A.**
- St. Joseph's Church**
- St. Vincent's Church**
- St. Anthony's Church**
- St. Francis Church**
- St. Ignace Church**
- St. James Church**
- St. John's Church**
- St. Luke's Church**
- St. Michael's Church**
- St. Patrick's Church**
- St. Peter's Church**
- St. Rose Church**
- St. Theresa Church**
- St. Thomas Church**
- St. Ursula Church**
- St. Vincent Church**
- St. Xavier Church**
- St. Zephania Church**
- St. Agatha Church**
- St. Barbara Church**
- St. Blaise Church**
- St. Brigid Church**
- St. Bridget Church**
- St. Catherine Church**
- St. Clare Church**
- St. Elizabeth Church**
- St. Elmo Church**
- St. Eustachius Church**
- St. Felix Church**
- St. George Church**
- St. Giles Church**
- St. Hubert Church**
- St. Isaac Church**
- St. Isidore Church**
- St. Ives Church**
- St. James Church**
- St. John Church**
- St. John Baptist Church**
- St. John Evangelist Church**
- St. John the Baptist Church**
- St. John the Evangelist Church**
- St. John the Virgin Church**
- St. Joseph Church**
- St. Joseph the Worker Church**
- St. Landry Church**
- St. Lawrence Church**
- St. Leodegarius Church**
- St. Liborius Church**
- St. Leger Church**
- St. Margaret Church**
- St. Margareta Church**
- St. Martin Church**
- St. Martin de Porres Church**
- St. Matthew Church**
- St. Matthias Church**
- St. Melchor Church**
- St. Mercurius Church**
- St. Michael Church**
- St. Nicholas Church**
- St. Odoric Church**
- St. Olaf Church**
- St. Oswald Church**
- St. Patrick Church**
- St. Paul Church**
- St. Peter Church**
- St. Peter and Paul Church**
- St. Raphael Church**
- St. Regis Church**
- St. Remigius Church**
- St. Romanus Church**
- St. Simeon Church**
- St. Stephen Church**
- St. Thaddeus Church**
- St. Theobald Church**
- St. Theodoric Church**
- St. Theodosius Church**
- St. Timotheus Church**
- St. Vitalis Church**
- St. Vitor Church**
- St. Zenobius Church**
- St. Zeno Church**
- St. Zosimus Church**
- St. Zygmunt Church**
- St. Adalbert Church**
- St. Adelbert Church**
- St. Albert Church**
- St. Alban Church**
- St. Andrew Church**
- St. Andrew the Apostle Church**
- St. Andrew the Evangelist Church**
- St. Andrew the Martyr Church**
- St. Andrew the Virgin Church**
- St. Anne Church**
- St. Ann Church**
- St. Ann the Virgin Church**
- St. Anthony Church**
- St. Anthony the Abbot Church**
- St. Anthony the Great Church**
- St. Anthony the Padua Church**
- St. Antonine Church**
- St. Apollonia Church**
- St. Apollonia the Virgin Church**
- St. Archangel Church**
- St. Augustine Church**
- St. Augustine the Bishop Church**
- St. Augustine the Confessor Church**
- St. Augustine the Hermit Church**
- St. Augustine the Martyr Church**
- St. Augustine the Monk Church**
- St. Augustine the Priest Church**
- St. Augustine the Soldier Church**
- St. Augustine the Virgin Church**
- St. Austine Church**
- St. Avramio Church**
- St. Basil Church**
- St. Basil the Great Church**
- St. Basil the Younger Church**
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[illegible]

## VI. Ridership and Transit System Statistics

### A) Complete years that are applicable

Line #	Category	2016 Prorated	2017 Projected	2018 Projected
1	Annual Ridership	448,876	471,320	494,886
2	Annual Mileage	643,213	643,213	643,213
3	Annual Vehicle Hours	35,186	35,186	35,186

\* Prorate statistics to end of FY.

## VII. Vehicle and Fixed Assets Inventory – include all vehicles

Information for each vehicle is extended to the next page. Please add additional sheets if necessary.

#	Unit #	Make/ Model	Year	Mileage as of 7/31/2016	VIN #	Status (R-regulator, B-backup, S-support, T-tandem)	Capacity, Walk-On (P-post)	Last Preventive Maint Date of Aug 2016	Wheel-chair Spaces	Lift / Ramp Equipped?	Condition (F-excellent, G-good, F-fair, P-poor)	Grant Source of Funding (e.g. 5310 FY09)	Estimated Replacement Date
1	4012	Blue Bird	2001	46764	1GBL7T1D5XJ106951	R	36	04/18/16	0	No	F	Local	na
2	4013	Blue Bird	2001	48701	1GBL7T1D2XJ106874	R	44	04/18/16	0	No	F	Local	na
3	4022	Blue Bird	2002	67618	1GBM7T1E62J508757	R	52	04/18/16	0	No	F	Local	na
4	4082	Braun	2008	60152	1GBDV13W480160867	S	3	04/21/16	2	Yes	F	5309 FY08	2015
5	4085	KK Trolley	2008	144220	5B4MP67G993436270	R	34	08/11/16	2	Yes	F	5311 FY08	2017
6	4087	Glaval	2008	297307	1FD4E45S08DB51294	R	19	07/12/16	2	Yes	F	Local FY08	2015
7	4093	ARBOC	2009	183061	1GB9G5AG8A1103680	R	23	06/16/16	2	Yes	F	5311-ARRA	2015
8	4095	Ford Van	2009	41846	1FTDS34L39DA63441	S	11	04/21/16	0	No	F	5311	n/a
9	4101	El Dorado	2010	260136	1GBJ5V1999F400492	R	28	07/20/16	2	Yes	F	5311-ARRA	2017
10	4104	El Dorado	2010	251265	1GBJ5V1939F400441	R	28	06/28/16	2	Yes	F	5309	2017
11	4105	Braun	2010	50148	2D4RN4DE3AR282540	S	3	04/21/16		Yes	G	5317 FY10	2017
12	4106	New Flyer	2010	118077	5FYD5FV03AC037395	R	39	08/11/16	2	Yes	G	5311-ARRA	2022
13	4111	Glaval	2011	194695	1FD4E4F5BDA80353	R	19	07/15/16	2	Yes	G	5311 FY11	2016
14	4112	KK Trolley	2011	103565	1F66F5DY5B0A08834	R	34	08/11/16	2	Yes	G	5311 FY11	2018
15	4113	ARBOC	2011	143037	1GB6GB5G4B1152443	R	23	08/12/16	2	Yes	G	5310 FY11	2017
16	4114	ARBOC	2011	161624	1GB6G5BG1B1151878	R	23	08/11/16	2	Yes	G	5310 FY11	2017
17	4115	ARBOC	2011	109416	1GBJG31K491154465	R	13	04/12/16	2	Yes	G	5317 FY11	2017
18	4116	KK Trolley	2011	112035	1F66F5DY6B0A09006	R	34	07/12/16	2	Yes	G	5309 FY11	2018
19	4121	Caravan	2012	32003	2C4RDGBG4CR297976	R	5	02/11/16	1	Yes	G	5317 FY12	2018
20	4122	El Dorado	2014	78341	5WEASAAAN3EH761707	R	28	06/28/16	2	Yes	G	5309 FY11	2024
21	4123	El Dorado	2014	83419	5WEASAAAN5EH761708	R	28	06/17/16	2	Yes	G	5309 FY11	2024
22	4124	New Flyer	2012	103891	1FYD8FV11CB041387	R	39	07/24/16	2	Yes	G	5309 FY11	2024
23	4125	New Flyer	2012	112304	5FDYD8FV13CB041388	R	39	08/04/16	2	Yes	G	5309 FY11	2024
24	4141	ARBOC	2014	70050	1GB6G5BG0E1107875	R	13	06/16/16	2	Yes	G	5310 FY13	2018
25	4142	ARBOC	2014	97948	1GB6B5BG2E1121406	R	23	08/05/16	2	Yes	G	5317 FY13	2019
26	4151	New Flyer	2015	50739	5FYD9KR07FB046878	R	32	08/12/16	2	Yes	E	5309 FY15	2027
27	4152	New Flyer	2015	60810	5FYD9KR05FB046877	R	32	08/12/16	2	Yes	E	5309 FY15	2027
28	4153	New Flyer	2015	52311	5FYD9KR03FB046876	R	32	07/15/16	2	Yes	E	5311 FY15	2027
29	4154	New Flyer	2015	41453	5FYD9VR09FB046902	R	27	07/12/16	2	Yes	E	5311 FY15	2027
30	4155	New Flyer	2015	40109	5FYD9VR07FB046901	R	27	07/12/16	2	Yes	E	5309 FY15	2027
31	4156	Dodge Caravan	2015	6821	2C7WDGBGXFR686809	R	5	04/21/16	2	Yes	E	5310 FY15	2020



## VII. Vehicle Inventory – include all vehicles purchased with other funding sources

#	Unit #	Category	Length	Approx Gvw	# of Seats	Average Cost	Minimum Life		Vehicle w/ Gas	Vehicle w/ Diesel (D) or Alternative (A)	Maturity Date
							Years	Miles			
1	4012	School	45	27,960	36	Unknown	12	500K	Gas		2013
2	4013	School	45	27,960	44	Unknown	12	500K	Gas		2013
3	4022	School	45	27,960	52	Unknown	12	500K	Gas		2014
4	4082	Mini-van	18	5,842	3	\$ 35,700	5	150K	Gas		2013
5	4085	Trolley	33	21,000	34	\$ 168,881	7	200K	Gas		2016
6	4087	Cutaway	27	14,500	19	\$ 93,887	7	200K	Gas		2015
7	4093	Cutaway	26	14,200	23	\$ 129,393	7	200K	Gas		2016
8	4095	Van	19	9,500	11	Unknown	7	200K	Gas		2016
9	4101	Cutaway	34	26,000	28	\$ 215,557	10	350K		Diesel	2020
10	4104	Cutaway	34	26,000	28	\$ 215,557	10	350K		Diesel	2020
11	4105	Mini-van	18	5,842	3	\$ 35,700	5	150K	Gas		2015
12	4106	Bus	45	39,460	39	\$ 399,990	12	500K		Diesel	2022
13	4111	Cutaway	26	14,500	19	\$ 97,787	7	200K	Gas		2018
14	4112	Trolley	33	21,000	34	\$ 186,700	7	200K	Gas		2018
15	4113	Cutaway	26	14,200	23	\$ 139,300	7	200K	Gas		2018
16	4114	Cutaway	26	14,200	23	\$ 139,300	7	200K	Gas		2018
17	4115	Cutaway	21	11,500	13	\$ 129,400	7	200K	Gas		2018
18	4116	Trolley	33	21,000	34	\$ 186,700	7	200K	Gas		2018
19	4121	Mini-van	18	5,842	5	\$ 34,000	5	150K	Gas		2017
20	4122	Cutaway	34	30,000	31	\$ 226,601	7	200K		Diesel	2021
21	4123	Cutaway	34	30,000	31	\$ 226,601	7	200K		Diesel	2021
22	4124	Bus	45	42,540	38	\$ 425,000	12	500K		Diesel	2024
23	4125	Bus	45	42,540	38	\$ 425,000	12	500K		Diesel	2024
24	4141	Bus	21	14,200	13	\$ 135,000	7	200K	Gas		2021

Vehicle Inventory (Continued)

#	Unit #	Category	Length	Approx GVW	# of Seats	Average Cost	Minimum Life		Vehicle /w Gas	Vehicle w/ Diesel (D) or Alternative (A)	Maturity Date
25	4142	Bus	28	14,200	23	\$ 142,000	Years	Miles	Gas		2021
26	4151	Bus	35	31,835	32	\$ 364,352	12	500K		Diesel	2027
27	4152	Bus	35	31,835	32	\$ 364,352	12	500K		Diesel	2027
28	4153	Bus	35	31,835	32	\$ 364,352	12	500K		Diesel	2027
29	4154	Bus	30	31,835	27	\$ 346,699	12	500K		Diesel	2027
30	4155	Bus	30	31,835	27	\$ 346,699	12	500K		Diesel	2027
31	4156	Mini-van	18	5,842	3	\$ 31,126	5	150K	Gas		2020

CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## VII. Other Fixed Assets:

Transit-related items purchased with FTA funds that have been purchased within the last five years and have not been disposed.

*(Data compiled July 2016)*

#	Year purchased	Description of Item	Physical Location (if mobile item =M)	Item Assigned to (Name)	Purchase Date	Make	Model Serial #	Purchase Price	IF ARRA -A
1	2012	Qty 28: wireless modems, routers, and antennas	M	NA	11/21/2011	Grants & Technology Veterans	PinPoint X EVDO VZW	\$ 35,112	A
2	2011	Qty 1: 15' x 76" bus shelter w/ 5' bench	San I/Hawk Dr	NA	6/27/2011	Handi-Hut	6-3 WSH	\$ 13,410	
3	2011	Qty 1: 15' x 5' bus shelter w/ 5' bench	Sherwood/Rover	NA	4/11/2011	Handi-Hut	6-2 WSH	\$ 8,260	
4	2011	Qty 1: 12' x 5' bus shelter w/ 5' bench	Aquatic Center/Canyon	NA	4/11/2011	Handi-Hut	5-2 WSH	\$ 7,900	
5	2011	Qty 2: 10' x 5' bus shelter w/ 5' bench	1 Storage/1 650 San Ildefonso	NA	4/11/2011	Handi-Hut	4-2 WSH	\$ 6,820	
6	2011	Qty 7: Solar light kits for shelters	5 installed/2 storage	NA	4/11/2011	Handi-Hut	NA	\$ 11,865	
7	2011	Qty 10: Courtyard 6' bench (blue)	9 installed/1 storage	NA	2/16/2011	Wabash	WAV-CY420R	\$ 5,438	
8	2011	Qty 4: 32 gallon receptacle (blue)	3 installed/1 storage	NA	2/16/2011	Wabash	WAV-LR300R	\$ 1,041	
9	2011	Qty 4: Surface mount post package	3 installed/1 storage	NA	2/16/2011	Wabash	WAV-LR105	\$ 120	
10	2011	Qty 4: 32 gallon liner	3 installed/1 storage	NA	2/16/2011	Wabash	WAV-LR310	\$ 63	
11	2011	Qty 4: Flat top solid bonnet (blue)	3 installed/1 storage	NA	2/16/2011	Wabash	WAV-SBI00N	\$ 237	
12	2013	Qty 2: 5' x 12' bus shelter w/ 7' bench	Canyon Rd/HS	NA	10/31/2013	Brasco	FG-SL-0512WCS	\$ 16,360	
13	2014	Qty 1: 5' x 12' bus shelter w/ 5' bench	Smith's/ Trinity	NA	12/19/2013	Brasco	FG-SL-0510WCS	\$ 8,195	
14	2014	Qty 2: 5' x 10' bus shelter w/ 5' bench	San Ildef. / PCS	NA	12/19/2013	Brasco	FG-SL-0510WCS	\$ 15,390	
15	2014	Avail Intelligent Transportation System	M / ACT office	NA	9/1/2013	Avail Technologies	Various	\$ 480,000	

CERTIFICATION: I certify that the information given in Section VII of this application is complete, accurate, and true to the best of my knowledge.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## VIII. Civil Rights

- A) Please provide a list of any active law suits or complaints naming your organization/agency with alleged discrimination on the basis of race, color, sexual preference, or national origin with respect to service or other transit benefits.

If there have not been any lawsuits or complaints, please respond "NONE."

NONE

- B) Also provide a summary of all civil rights compliance review activities conducted during the last three (3) years. The summary shall include:

1. Purpose or reason for review;
2. Name of organization performing the review;
3. Summary of findings and recommendations of the review; and
4. Report on the findings and recommendations of the review.

Please respond "N/A" if not applicable.

N/A

- C) Finally, provide a list of any additional transit related funds or applications currently in place, which will supplement this grant. (Describe any funds you already have that you plan to use to supplement this grant, and describe any applications you have made for funds to supplement this grant).

Please respond "N/A" if not applicable.

N/A

## IX. Program Coordination

A) Please attach a description of your efforts to coordinate service with other organizations (i.e. senior centers or other §5310 providers, local governments, etc.)

Locally, Atomic City Transit (ACT) promotes services through large employers such as Los Alamos National Laboratory, Los Alamos County (LAC), the University of New Mexico – LA, and Los Alamos Public Schools. ACT also provides seasonal services to the Pajarito Mountain Ski Hill for annual Skiesta, Summerfest, Ullrifest, Endurofest. In addition, ACT provides safe-ride home transportation services for New Year's Eve, St. Patrick's Day, Independence Day, and Halloween annual festivities.

LAC is a member of the Chamber of Commerce, which ensures that the transit system will meet the needs of local businesses. LAC coordinates with the School District to meet the growing need of students utilizing public transportation for after-school events. LAC also works with the Betty Ehart Senior Center in an effort to coordinate with them and not duplicate transportation services for seniors. This cooperation includes working with the private transportation services provided by the Sombrillo and Aspen Ridge assisted living centers. ACT provides annual transportation services for Earth Day festivities within Los Alamos County.

Regional coordination includes participation in the North Central Regional Transit District (LAC is a Board member), to ensure connectivity throughout the region, including between ACT buses and the Blue Bus. ACT participates in regional coordination meetings organized by the New Mexico Department of Transportation (NMDOT) and coordinates with NMDOT to ensure easy transfers between ACT buses and New Mexico Park-and-Ride. ACT also coordinates with the National Park Service in order to provide ADA-accessible service for all local, regional, national and international visitors to Bandelier National Monument.

With the passage of the legislation creating the Manhattan Project National Historic Park, the Department of Energy and the National Park Service continue to work together to establish the park and planning processes. The new park is an exciting prospect for the community and will acknowledge the critical role that Los Alamos played in the success of the Manhattan Project. Additionally, with Bandelier and the transfer of the Valles Caldera to the National Park Service, Los Alamos could serve as the gateway for these three diverse parks which will allow visitors to learn about and enjoy the culture, historical and natural offering of Los Alamos County. ACT will be the primary transportation provider for the Manhattan Project National Historic Park.

ACT actively partners with Los Alamos Public Schools to provide annual bus safety trainings to educate students (Kindergarten–8<sup>th</sup> Grade) about the differences between public transit and school buses. Students also receive hands-on training utilizing bike racks mounted on transit vehicles. Students receive a safety coloring book and a customer service policy. Future trainings will include demonstrations on how to access real time bus route information currently available on the internet.

The entire ACT transit system, including fixed-route and paratransit service, is consistent with the NPRPO Coordinated Public Transit-Human Services Transportation Plan. Specifically, 5311-funded routes serve areas within the county that would otherwise be unserved or underserved by public transit, while providing connections to other regional routes to Pojoaque, Espanola, Taos, Santa Fe and the Albuquerque metro area. All ACT vehicles, including vehicles used on 5311 routes, are ADA-accessible.

- B) Please document when and where your public notice appeared and discuss the responses received. Attach a copy of your affidavit of public notice of your intent to apply for federal funds here.

A public notice of intent to apply for federal funds and public hearing was published in the Los Alamos Monitor on Sunday, July 24, 2016. The public hearing was held at the regularly scheduled meeting of the Transportation Board – a committee appointed by the County Council on Thursday, August 4, 2016. Three (3) members of the public were in attendance at this meeting, and no comments were received on the application or the transit program. The 30-day public comment period expired on Tuesday, August 22, 2016, and no comments were received on the application or the transit program. Attached is affidavit if the public notice.

- C) Please check all that apply and provide copy:

ALL APPLICANTS MUST PROVIDE THE FOLLOWING:	
✓	- Municipal, or Board, or Council: Signed Resolution of Financial Commitment for local match. Resolution must state dollar amount.
✓	- Municipal, or Board, or Council: Letter of Support
✓	- Copy of Affidavit of Public Notice of Agency's Intent to Apply for Federal Funds

- D) Please check all that apply and provide copy:

IF AGENCY HAS PUBLIC HEARING PROVIDE THE FOLLOWING:	
✓	- Copy of Published Public Hearing Notice
✓	- Affidavit of Publication of Public Hearing Notice
✓	- Minutes of Public Hearing, Copies of Exhibits and Written Statements

**INCORPORATED COUNTY OF LOS ALAMOS RESOLUTION NO. 16-15**

**A RESOLUTION OF THE INCORPORATED COUNTY OF LOS ALAMOS  
COUNCIL AUTHORIZING APPLICATION FOR FEDERAL TRANSIT  
ADMINISTRATION SECTION 5310 ENHANCED MOBILITY FUNDING FOR  
SENIORS AND INDIVIDUALS WITH DISABILITIES FOR FY18**

**WHEREAS**, The U.S. Department of Transportation, Federal Transit Administration (FTA) is authorized pursuant to 49 U.S.C. § 5310 (Section 5310) to disburse grant funding to States and local governments for enhanced mobility programs for seniors and individuals with disabilities; and

**WHEREAS**, the New Mexico Department of Transportation Transit and Rail Division (NMDOT) is the oversight and planning body for the region for Section 5310 grants; and

**WHEREAS**, eligible local governments wishing to receive Section 5310 funding must submit an application first with NMDOT and through the Northern Pueblos Regional Planning Organization (NPRPO) for review and possible inclusion on the State and regional Section 5310 funding listing; and

**WHEREAS**, the NMDOT has allocated Section 5310 funds toward the capital assistance for the Incorporated County of Los Alamos (County); and

**WHEREAS**, the County is an eligible project sponsor for Section 5310 capital funding and is authorized to submit an application to receive Section 5310 funds; and

**WHEREAS**, the County wishes to submit a grant application to NMDOT and NPRPO for eligible Section 5310 enhanced mobility projects for seniors and individuals with disabilities as provided for in 49 U.S.S. § 5310.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE INCORPORATED COUNTY OF LOS ALAMOS**, that the County Council, by adopting this resolution, does hereby authorize the County's Transit Division to submit a Section 5310 grant application for the 2018 fiscal year.

**BE IT FURTHER RESOLVED**, that the County Manager is authorized to execute any necessary documents with NMDOT or FTA, or related agency, for receipt of such funding and is authorized to commit to the required local match of \$28,000 for the 2018 Fiscal Year.

**PASSED AND ADOPTED** this 30<sup>th</sup> day of August 2016.

**COUNCIL OF THE INCORPORATED  
COUNTY OF LOS ALAMOS**

---

**Rick Reiss  
Council Chair**

**ATTEST:**

---

**Sharon Stover**



August 16, 2016

David Harris, Transit Manager  
NMDOT, Transit and Rail Division  
P.O. Box 1149  
Santa Fe, NM 87504-1149

Re: Municipal Letter of Support – Section 5310

COUNTY COUNCIL

Rick Reiss  
Council Chair

Susan O'Leary  
Council Vice-Chair

COUNCILORS

James A. Chrobocinski  
Steven Girrens  
Kristin Henderson  
David Izraelevitz  
Pete Sheehy

COUNTY MANAGER

Harry Burgess

Dear Mr. Harris,

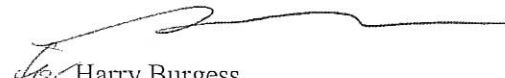
Since the County assumed ownership of the local transit system in October 2007, we have been operating a successful system with tremendous growth in ridership. The County recognizes the valuable contribution of Atomic City Transit to the community and will continue to support this service in the future, as long as funding is available.

For Federal Fiscal Year 2018, the County is committed to matching the federal transit funds received through the New Mexico Department of Transportation to fund an ACT Assist Paratransit replacement vehicle.

<b>Federal Share</b>	\$ 112,000
<b>Local Share</b>	<u>\$ 28,000</u>
<b>Total</b>	\$ 140,000

Thank you for your continued support and assistance, which is a contributing factor to the overall success of Atomic City Transit.

Sincerely,



Harry Burgess  
County Manager

HB: lbr

Enclosure: FFY 2018 FTA Section 5310 Rural Transit Grant Application

cc: Philo Shelton, Public Works Director  
Jon Bulthuis, Deputy Public Works Director



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## 900 Legal Notices

**Public Notice:** Be it known that Los Alamos County intends to apply for financial assistance from the Federal Transit Administration under U.S.C. §5310. Federal law and State administrative procedures require that individuals, and other transportation providers serving in the area, be given a fair and timely opportunity to participate in the planning and provision of the proposed transportation services. The grant request is approximately \$140,000.00 for an ACT Assist paratransit vehicle replacement. Comments shall be made in writing to Los Alamos County Transit Division, 101 Camino Entrada, Building 1, Box 1, Los Alamos, NM 87544, or by email to [jn.bulthuis@lactnm.us](mailto:jn.bulthuis@lactnm.us). Comments will be received until 5:00 p.m. on August 22, 2016. A public hearing regarding this matter will be held at the Transportation Board meeting on Thursday, August 4, 2016 at the Los Alamos County Municipal Building, 1000 Central Ave., Room 110, Los Alamos, NM. Publication Date: July 24, 2016

## 900 Legal Notices

Please apply at [www.lamonitor.com](http://www.lamonitor.com) or [www.exnm.com](http://www.exnm.com). We are a team-oriented work environment with excellent benefits. To learn more about Eye Associates of New Mexico and this position, visit <http://www.exnm.com/employment-opportunities.htm>

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4	3	8	7	5	1	6	2	9
1	2	9	3	6	4	8	7	5
5	1	2	4	9	7	3	6	8
9	7	6	8	3	5	4	1	2
8	4	3	1	2	6	9	5	7
6	5	7	9	1	8	2	4	3
2	9	4	6	7	3	5	8	1
3	8	1	5	4	2	7	9	6

Difficulty Level \*\*\*\*\*

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Job Functions: Help with all stages of the production of a newspaper & outside print jobs. Will train to run press. Help to maintain & repair press & production equipment. Help to promote a safe & clean work environment.

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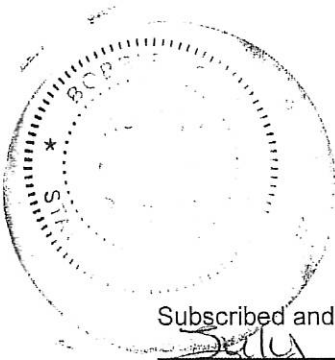
STATE OF NEW MEXICO  
COUNTY OF LOS ALAMOS

AFFIDAVIT OF PUBLICATION

Amanda Sahs, being duly sworn, declares that he/she is the CLASSIFIED  
REPRESENTATIVE of the Los Alamos Monitor, a newspaper published and having a  
general fully paid circulation and second-class postal privilege in the County of Los  
Alamos, State of New Mexico.

Affiant further states that this newspaper is duly qualified to publish legal notices or  
advertisements within the meaning of Section 14-11 N.M.S.A., 1978 Compilation and  
was so qualified at the time of all publications in reference hereto.

Affiant further states that the publication, a copy of which hereto affixed, was published  
in said paper, in the regular and entire issue of each number of the paper, during the  
period and time of publication and that the notice was published on the newspaper  
proper and not in a supplement, for 1 week, the publication being on the 24 day of  
July, 2016.



Amanda Sahs  
(Signature)

Subscribed and sworn before me this 25 day of  
July, 2016.

[Signature]  
NOTARY PUBLIC

My commission expires 12-11-19



## County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

### Minutes

### Transportation Board

*Khalil Spencer Chair; Brian O'Neil, Vice Chair;  
Nancy Jo Barnes, Don Machen, and James L. Nesmith, Members*

Thursday, August 4, 2016

5:30 PM

1000 Central Avenue, Room 110

#### 1. CALL TO ORDER / ROLL CALL

The August 4, 2016 Transportation Board Meeting was called to order at 5:30 p.m.

Present: Chair Spencer, Member Barnes and Member Machen, Member Nesmith, Vice-chair O'Neil, was absent.

Staff in attendance: Jon Bulthuis, Deputy Public Works Director; Eric Martinez, County Engineer; and Louise Romero, Office Manager.

Members of the public in attendance: Arin McKenna, LA Monitor, Jonathan Henley, 4037A Ridgeway Drive; and Tamara Baer.

#### 2. APPROVAL OF AGENDA

A motion was made by Member Nesmith, seconded by Member Machen, that the August 4, 2016 agenda be approved as presented; the motion passed by a unanimous vote

#### 3. PUBLIC COMMENT

No public comment.

#### 4. LIAISONS' REPORTS

Member Machen spoke regarding energy statistics and quarterly pickup provided by Environmental Services.

#### 5. APPROVAL OF MINUTES

##### B434-16

A motion was made by Member Nesmith, seconded by Member Machen, that the June 2, meeting minutes be approved as presented; the motion passed by a unanimous vote.

A motion was made by Member Nesmith, seconded by Member Machen, that the July 7, 2016 meeting minutes be approved as presented; the motion passed by a unanimous vote.

**6. OLD BUSINESS**

8471-16 Update on the Development of an Urban Bike Path

Eric Martinez, County Engineer provided a brief update regarding the Development of an Urban Bike Path.

**7. NEW BUSINESS**

Chair Spencer opened the public hearing offering an opportunity for public comment on the item, hearing none, the public hearing was closed.

8463-16 Public Hearing: Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities fiscal year 2018 grant funding for an ACT Assist Paratransit replacement vehicle.

8464-16 Public Hearing: Section 5311 Public Rural Transportation Fiscal Year 2018 Grant funding for Administrative, Operating, and Capital funds to continue public transportation services provided by Atomic City Transit.

After brief discussion Member Nesmith made the following motion; I move that the Transportation Board recommend that Council authorize staff to apply for and accept Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities fiscal year 2018 grant funding for an ACT Assist Paratransit replacement vehicle and Section 5311 Public Rural Transportation Fiscal Year 2018 Grant funding for Administrative, Operating, and Capital funds to continue public transportation services provided by Atomic City Transit. The motion was seconded by Member Machen; the motion passed by a unanimous vote.

8465-16 Complete Streets Webinar - American Society of Civil Engineers. This webinar will provide planners, engineers, and other members of the professional transportation design community with technical complete streets design implementation tools, creating the foundation necessary to effectively plan and create complete streets and networks that serve all users. The material covered will define the typical goals of complete streets projects along with a thorough review of the leading national design policies and guidance, including Federal and State DOT guidance. An example design project was used to illustrate the design process for selecting key design controls and criteria to accomplish a complete street project design. An experienced instructor recognized for their design experience and teaching expertise was the instructor for the webinar.

**8. PROJECT UPDATES**8436-16

Public Works Project Updates were briefly discussed.

**9. CHAIRPERSON'S REPORT**

Chair Spencer mentioned the Comprehensive Plan meetings and cited three interviews were held for the vacant positions on the Board. The item is on the August 30th Council agenda.

**10. FUTURE AGENDA ITEMS**

1. Supplemental Environmental Projects Update

**11. ADJOURNMENT**

A motion was made by Member Nesmith, seconded by Member Machen, that the August 4, 2016 meeting be adjourned.

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 or meeting, please contact the County Human Resources Division at 505-662-8040 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. Please contact the personnel in the Public Works Division at 505-662-8150 if a summary or other type of accessible format is needed.

## X. Program Justification

Please attach an essay no longer than five pages. The Operations Profile in Section XI will not be counted as part of these five pages. Explain in detail the need for this program. Please include any changes or expansions in your program and tie them to your budget request. Please include your mission statement, goals and objectives for your program for this Application Year.

### PROGRAM NEED:

ACT provides full transit service, including fixed-route service in Los Alamos and White Rock, ADA complementary paratransit service with an origin and destination anywhere within Los Alamos County, evening Dial-a-Ride service when the fixed route buses come out of service, afternoon express service from area schools and seasonal shuttle service from White Rock to Bandelier National Monument. During the first nine years of operations, ridership has far exceeded any reasonable expectations, as follows:

FY08 – 254,502 one-way trips

FY09 – 403,342 one-way trips

FY10 – 433,819 one-way trips

FY11 – 449,729 one-way trips

FY12 – 562,226 one-way trips

FY13 – 550,808 one-way trips

FY14 – 526,333 one-way trips

FY15 – 538,613 one-way trips

FY16 – 336,657 one-way trips (through June 2016)

The success of the system can be attributed to many factors, including involvement and dedication from NMDOT, County Council, employees and citizens; high gas prices; an environmentally conscientious community; a central employment generator; few major arterials and limited connecting roads; a unique land use environment with high density areas; trails linking housing and businesses to the transit routes; and, perhaps most notably, no user fares on any mode.

As stated below, the mission of ACT is to “improve and strengthen mobility in Los Alamos County through an effective, efficient and dependable transit system.” As demonstrated by ridership numbers, the community as a whole has benefited from the measurable improvement of mobility in the county. Providing 5311 funding for the ACT system will allow the system to maintain its ongoing success.

**Mission Statement:**

The Mission of Atomic City Transit is to improve and strengthen mobility in Los Alamos County through an effective, efficient and dependable transit system.

**Goals:**

The goals of Atomic City Transit are to:

1. Transport people to places they want to go, when they want to go, with as little delay as possible, in order to make the trip within a reasonable amount of time;
2. Coordinate with other transportation systems that operate within Los Alamos County so that the public systems operate as a single system;
3. Consolidate transit systems where possible so the funds are utilized more efficiently;
4. Maximize the efficiencies within the system;
5. Provide an alternative mode of transportation which is appropriate for this community; and
6. Enhance other modes of transportation through the transit system.

**Objectives:**

The objectives of Atomic City Transit are to:

1. Establish effective routes in each of the residential communities with routes directly to the employer bases (Downtown and LANL).
2. Establish routes that will be fluid so they can be easily restructured, as needed to be efficient and effective.
3. Establish effective working relationships with New Mexico Park and Ride, North Central Regional Transit District, LANL and the Betty Ehart Senior Center so that routes and schedules are coordinated as much as possible.
4. Establish intelligent technology systems that will improve the efficiencies of all services.
5. Research alternative fuel buses such as hybrids, fuel cell or electric, as appropriate. Determine what type would be acceptable for the Los Alamos community and over time convert the system to alternative fuel buses if a cost-benefit analysis indicates an advantage.

# XI. Operations Profile

(Items to be included)

1. Table of Contents
2. Organizational Structure
3. Mission Statement
4. Brief Description of Transit Program
  - a. Service area
  - b. Route design
  - c. Schedule (days and hours of operation)
  - d. Fare structure (amounts, how set and by whom?)
  - e. Advertising/marketing
5. Administrative Employees
  - a. Title and job description
  - b. Appearance and conduct
  - c. Training plan
6. Qualified Drivers and Dispatchers
  - a. Hiring procedure
  - b. Background check
  - c. Driver record
  - d. Valid drivers license
  - e. Training plan
  - f. Job description
  - g. Appearance and conduct
7. Vehicle fleet
  - a. Number of vehicles with NMDOT lien
  - b. Number of vehicles with no NMDOT lien
  - c. Maintenance schedules
  - d. Inspection procedures
  - e. Vehicle replacement
8. Accident/Incident Reporting Procedures
  - a. Insurance forms in vehicle
  - b. Accident/incident reporting forms in vehicle
9. Passenger policy and procedure



## XII. Checklist

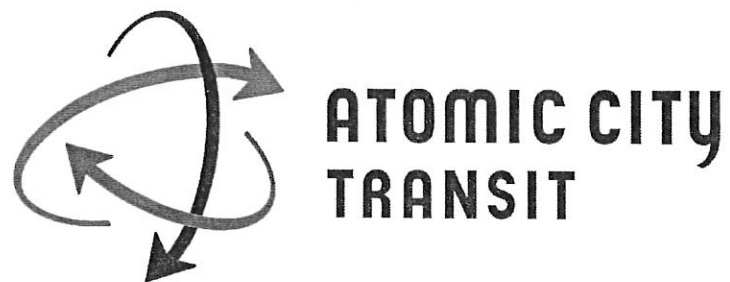
THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION. SHOULD ANY OF THESE ITEMS BE MISSING OR INCOMPLETE, THE APPLICATION MAY BE REJECTED BY THE NEW MEXICO DEPARTMENT OF TRANSPORTATION. THIS CHECKLIST MUST BE SUBMITTED WITH THE APPLICATION. DO NOT LEAVE ANY ITEMS BLANK.

(MARK AS "N/A" IF NOT APPLICABLE)

SECTION	DESCRIPTION	CHECK ✓
I	Applicant Information (signed)	
II	Summary of Budget Request	
III	Financial Information	
	A. - Capital Budget	
	B. - Operating Budget	
	C. - Provide the following:	
	1 - Copy of Articles of Incorporation	
	2 - Copy of 501(c)3 Certification	
	3 - Copy of most current audit	
	4 - If transit-related audit findings occurred, copy of corrective action response submitted to auditor	
	5 - If non-profit organization, copy of procurement procedures that comply with FTA Circular 4220.1F – First Time Applicants only	
IV	Program Description	
V	Description of Service Area	
	- complete demographic information,	
	- provide Map of Service Area (on 8 <sup>1/2</sup> X 11 page)	
VI	Ridership and Transit System Statistics	
VII	Vehicle Inventory (include all vehicles) and Other Fixed Assets	
	- complete all vehicle and transit-related inventory lists	
	- signed Inventory Certification	
VIII	Civil Rights	
IX	Project Coordination	
	- Municipal - Board – Council: Signed Resolution of Support	
	- Copy of your affidavit of public notice of your intent to apply for federal funds	
	<i>If Applicable:</i>	
	- Copy of Published Public Hearing Notice	
	- Affidavit of Publication of Public Hearing Notice	
	- Minutes of Public Hearing, Copies of Exhibits, and Written Statements	
X	Program Justification	
XI	Operations Profile	
XII	Checklist	

Mail one application with original signature and one additional copy (total two copies) postmarked no later than Friday, August 26, 2016. Applications postmarked after this date will not be considered. Fax and e-mail copies of your application will not be accepted.

Please be aware that if your application is selected for funding, you will be required to submit signed copies of the FTA Certifications and Assurances and the FTA Civil Rights Reporting Form.



**Los Alamos County**

# **OPERATIONS PROFILE**

**July 2016**

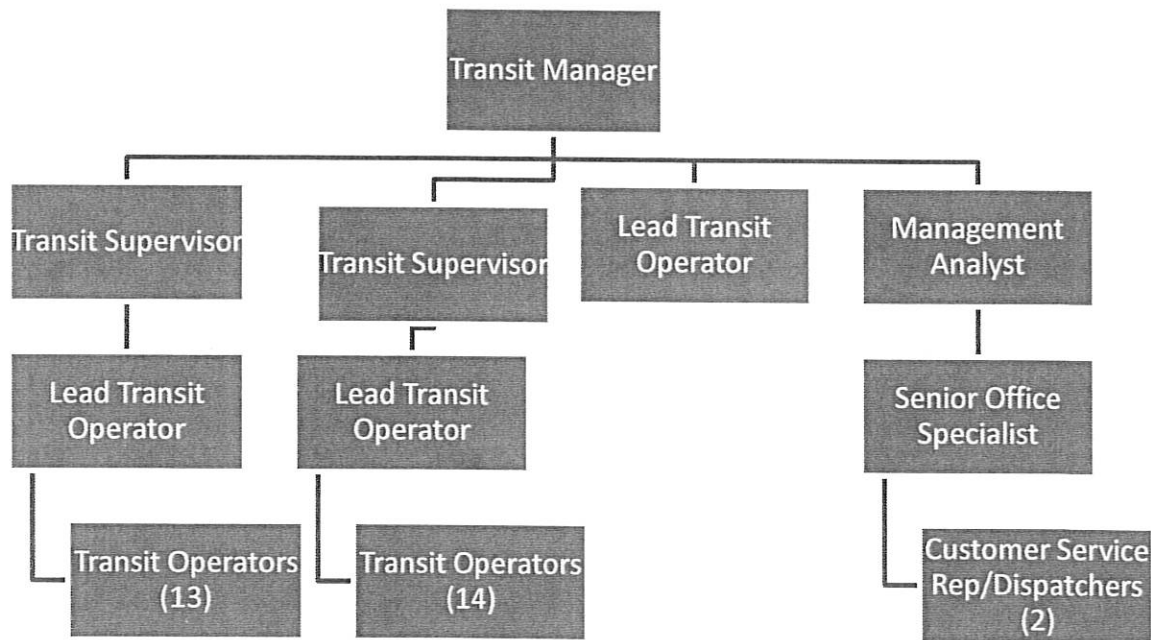
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# Organizational Structure (Current)



## Mission Statement

### Mission Statement:

The Mission of Atomic City Transit is to improve and strengthen mobility in Los Alamos County through an effective, efficient and dependable transit system.

### Goals:

The goals of Atomic City Transit are to:

1. Transport people to places they want to go, when they want to go, with as little delay as possible, in order to make the trip within a reasonable amount of time;
2. Coordinate with other transportation systems that operate within Los Alamos County so that the public systems operate as a single system;
3. Consolidate transit systems where possible so the funds are utilized more efficiently;
4. Maximize the efficiencies within the system;
5. Provide an alternative mode of transportation which is appropriate for this community; and
6. Enhance other modes of transportation through the transit system.

### **Objectives:**

The objectives of Atomic City Transit are to:

1. Establish effective routes in each of the residential communities with routes directly to the employer bases (Downtown and LANL).
2. Establish routes that will be fluid so they can be easily restructured, as needed to be efficient and effective.
3. Establish effective working relationships with New Mexico Park and Ride, North Central Regional Transit District, LANL and the Betty Ehart Senior Center so that routes and schedules are coordinated as much as possible.
4. Establish intelligent technology systems that will improve the efficiencies of all services.
5. Research alternative fuel buses such as hybrids, fuel cell or electric, as appropriate. Determine what type would be acceptable for the Los Alamos community and over time convert the system to alternative fuel buses if a cost-benefit analysis indicates an advantage.
6. Ensure that buses have bike racks, bus stops and shelters have ADA access, and transit centers have appropriate rider amenities such as benches, bike lockers, trash cans, bathrooms, parking, real-time transit information and effective pedestrian access.

## **Brief Description of Transit Program**

### **Service Area:**

For the local public transportation program, the service area incorporates all of Los Alamos County, which includes the communities of Los Alamos and White Rock.

### **Route Design:**

Routes are designed on a timed transfer system similar to how packages are distributed by Federal Express. Routes come together at the Transit Center where passengers can then transfer to other routes.

It is the goal of Atomic City Transit to ensure that the elderly, mobility limited, low-income and school age children are well served. It is also a goal to serve those citizens who have a choice in transportation modes, for example, those that are environmentally conscious, financially prudent and health aware. Due to these demographics the County's transit system is reliable, coordinated, consolidated, rapid and direct.

### **Schedule:**

Schedule includes:

- Hourly service on five neighborhood routes (Main Hill to/from White Rock, Truck Route to/from White Rock, Canyon/Central, Barranca Mesa and North Mesa) between 6:00 a.m. and 7:00 p.m.
- Twice an hour service on one neighborhood route (North Mesa) during peak periods.

- Service every 30 minutes on two routes (Downtown Circulator and North Community) between 6:00 a.m. and 7:00 p.m.
- Service every 15 minutes on the Downtown Circulator during peak periods.
- ADA Complementary Paratransit Service for individuals with disabilities during the same days and hours of the fixed route service.
- Dial-a-Ride service for the general public between 6:30 p.m. and 9:00 p.m. Monday through Friday.
- Seasonal service between White Rock and Bandelier National Monument 7 days per week from approximately 9:00 a.m. to 5:10 p.m. Frequency is every 30 minutes on weekdays and 20 minutes on weekends.
- Afternoon Express service operates only on school days and is open to the general public. In addition to scheduled drop off locations, Afternoon Express buses drop riders off at other marked bus stops along each of the routes, with the exception of bus stops located on Trinity Drive.

### **Fare Structure:**

All Atomic City Transit services are free to the general public.

### **Advertising/Marketing:**

The following marketing efforts, as well as others, are ongoing:

- Logo and Tag Line developed and used consistently for brand awareness;
- Buses painted uniformly;
- Presentations given to various community groups;
- [www.AtomicCityTransit.com](http://www.AtomicCityTransit.com) website promoted and updated regularly;
- Schedule available in numerous locations throughout community—Professional Ride Guide in development;
- Various ads run in local newspaper, radio station and at local movie theatre;
- Annual Earth Day Ridership Contest coordinated with Los Alamos National Laboratory;
- Bus Safety Training Program presented to all Los Alamos Public Schools.

## **Administrative Employees**

### **Title and Job Description:**

*Transit Manager:* The Transit Manager provides direction and guidance to the Management Analyst and Transit Supervisors for the day-to-day operations of the Transit Division. Provides support and oversight in planning and organizing workflow, initiating and implementing operating policies and procedures, personnel and budget management and record maintenance. Maintains confidentiality of all privileged information. Develops a strategic plan for transit; establishes, implements and communicates goals, objectives, policies and procedures in accordance with strategic plan.

*Management Analyst:* Under general direction of the Transit Manager, this employee manages, administers and coordinates administrative functions and long-range strategic planning for the Transit Division in accordance with associated Federal and State regulations and the County's established goals and policies; and acts as an advisor to the Transit Manager, Department

Director, County Departments, County Boards and Commissions, and County residents on transit related matters. Assignments may involve administrative, operational and organizational development activities. Maintains confidentiality of all privileged information. Supervises Senior Office Specialist.

*Transit Supervisor:* Under general supervision of the Transit Manager, plans, supervises, monitors, adjusts and coordinates transit operators and transit service to ensure the delivery of safe, efficient and on-time service to the community. Communicates with the public and with other transit personnel by radio, phone or in person and provides verbal and written reports on a regular basis. Supervises Transit Lead Operators and Transit Operators.

*Senior Office Specialist:* Performs a variety of administrative support duties, including payroll administration, marketing, coordination of intelligent technology applications, website and social media maintenance, reports, studies, statistics and other specialized material; assists in editing and design of projects or reports; opens and distributes mail; arranges travel and maintains schedules for department personnel. Supervises Customer Service Representatives/Dispatchers.

### **Appearance and Conduct:**

All administrative personnel must conduct themselves in a professional manner in accordance with their job description.

### **Training Plan:**

Administrative employees receive new employment training as well as ongoing professional development training.

## **Qualified Drivers and Dispatchers**

### **Hiring Procedures:**

This is handled through our Human Resources Department.

### **Background Check:**

This is handled through our Human Resources Department.

### **Driver Record:**

This is handled through our Human Resources Department.

### **Valid Driver's License:**

This is handled through our Human Resources Department.

### **Training Plan:**

New hires follow a three week training plan (See Appendix A) which includes the two-day required DOT bus operator training. Ongoing training is provided according to DOT training requirements.



### **Job Description:**

Customer Service Representative/Dispatcher: Under general supervision of the Senior Office Specialist, responds to calls for service, identifies and dispatches appropriate units, gathers and relays pertinent information, documents calls and responses, coordinates both scheduled and on-demand operations, implements and adjusts the daily schedule, and complies with policies and procedures to assure the coordination of personnel and units with corresponding public needs. Serves as Transit Operator during emergencies, relief or shortage of staff. No supervisory responsibilities.

Transit Lead Operator: Under general supervision of the Transit Supervisor, performs all the duties of a Transit Operator, provides new-hire and refresher training for other operators, and assists in special projects and reports for the Transit Division. Supervises Transit Operators in the absence of the Transit Supervisor.

Transit Operator: Under general supervision of the Transit Supervisor, provides safe, courteous, and on-time transportation to the general public in a variety of mass transit vehicles; adheres to all traffic regulations; provides verbal and written information to the public regarding routes, schedules, transfer points and events; communicates, assists and interacts with individuals of various backgrounds and abilities in a professional and friendly manner; communicates with other transit personnel by radio, phone or in person and provides verbal and written reports on a regular basis. Punctuality and regular attendance are required in order to provide dependable service to the public. No supervisory responsibilities.

### **Appearance and conduct:**

All Operators and Dispatchers are uniformed and must conduct themselves in a professional manner in accordance with their job description.

# Vehicle Fleet (NMDOT Lien (Y/N))

#	Unit #	Year	Make/ Model	Category	VIN #	Mileage	# of Seats	Funding Source	NMDOT Lien?
1	4012	2001	Blue Bird	School	1GBL7T1D5XJ106951	46764	36	Local	N
2	4013	2001	Blue Bird	School	1GBL7T1D2XJ106874	48701	44	Local	N
3	4022	2002	Blue Bird	School	1GBM7T1E62J508757	67678	52	Local	N
4	4082	2008	Braun	Mini-van	1GBDV13W480160867	60152	3	5309 FY08	Y
5	4085	2008	KK Trolley	Trolley	5B4MP67G993436270	144381	34	5311 FY08	Y
6	4087	2008	Glaval	Cutaway	1FD4E45S08DB51294	298452	19	Local FY08	N
7	4093	2009	ARBOC	Cutaway	1GB9G5AG8A1103680	183487	23	5311-ARRA	Y
8	4095	2009	Ford Van	Van	1FTDS34L39DA63441	41846	11	5311	Y
9	4101	2010	El Dorado	Cutaway	1GBJ5V1999F400492	261523	28	5311-ARRA	Y
10	4104	2010	El Dorado	Cutaway	1GBJ5V1939F400441	252447	28	5309	Y
11	4105	2010	Braun	Mini-van	2D4RN4DE3AR282540	50148	3	5317 FY10	Y
12	4106	2010	New Flyer	Bus	5FYD5FV03AC037395	120028	39	5311-ARRA	Y
13	4111	2011	Glaval	Cutaway	1FD4E45S08DB51294	195063	19	5311 FY11	Y
14	4112	2011	KK Trolley	Trolley	1F66F5DY5B0A08834	104124	34	5311 FY11	Y
15	4113	2011	ARBOC	Cutaway	1GB6GB5G4B1152443	143037	23	5310 FY11	Y
16	4114	2011	ARBOC	Cutaway	1GB6G5BG1B1151878	162172	23	5310 FY11	Y
17	4115	2011	ARBOC	Cutaway	1GBJG31K491154465	109803	13	5317 FY11	Y
18	4116	2011	KK Trolley	Trolley	1F66F5DY6B0A09006	112604	34	5309 FY11	Y
19	4121	2012	Caravan	Mini-van	2C4RDGBG4CR297976	32003	5	5317 FY12	Y
20	4122	2014	El Dorado	Cutaway	5WEASAAN3EH761707	79055	28	5309 FY11	Y
21	4123	2014	El Dorado	Cutaway	5WEASAAN5EH761708	84195	28	5309 FY11	Y
22	4124	2012	New Flyer	Bus	1FYD8FV11CB041387	104037	39	5309 FY11	Y
23	4125	2012	New Flyer	Bus	5FDYD8FV13CB041388	112735	39	5309 FY11	Y
24	4141	2014	ARBOC	Bus	1GB6G5BG0E1107875	70660	13	5310 FY13	Y
25	4142	2014	ARBOC	Bus	1GB6B5BG2E1121406	98674	23	5317 FY13	Y
26	4151	2015	New Flyer	Bus	5FYD9KR07FB046878	52045	32	5309 FY15	Y
27	4152	2015	New Flyer	Bus	5FYD9KR05FB046877	62326	32	5309 FY15	Y
28	4153	2015	New Flyer	Bus	5FYD9KR03FB046876	53760	32	5311 FY15	Y
29	4154	2015	New Flyer	Bus	5FYD9VR09FB046902	42862	27	5311 FY15	Y
30	4155	2015	New Flyer	Bus	5FYD9VR07FB046901	41329	27	5309 FY15	Y
31	4156	2015	Dodge Caravan	Mini-van	2C7WDGBGXFR686809	6821	5	5310 FY15	Y

**Maintenance Schedules:**

All transit maintenance is completed by the Los Alamos County Fleet Division. Preventative Maintenance (PM) is completed by Fleet on an A, B, C system. For example, oil changes are completed every 5,000 miles for “A” maintenance.

**Inspection Procedures:**

Safety checks are conducted by the Fleet Division at least monthly.

**Vehicle Replacement:**

A 10-year Capital Replacement Schedule is included in Atomic City Transit “Transit Service Plan.”

## **Accident/Incident Reporting Procedures**

**Insurance Forms in Vehicles:**

All vehicles have insurance forms.

**Accident/Incident Reporting Forms in Vehicles:**

All drivers are required to carry incident reporting forms.

## **Passenger Policy and Procedure**

(See next page)



## CUSTOMER SERVICE POLICY

*Atomic City Transit (ACT) is committed to providing safe, accessible, professional, & timely services for all customers. Such service can only be provided when passengers respect & follow certain courtesy & safety rules. Passenger safety & welfare is contingent upon all passengers abiding by this Customer Service Policy. Therefore, please obey the following rules while using this service:*

- 1. Observing Instructions:** The driver is responsible for the safety & welfare of the passengers riding inside the transit vehicle. Therefore, passengers shall abide by the instructions of the driver at all times.
- 2. Courtesy & Behavior:** Passengers are expected to act in a courteous manner at all times while riding in the vehicle. Any passenger who is verbally or physically abusive to other passengers or to the driver will be asked to exit the vehicle immediately.
- 3. Boarding the Vehicle:** Prior to boarding any transit vehicle, first allow all exiting passengers to get off the bus.
- 4. Inside Seat:** Move to an inside seat & place your belongings on your lap so other riders may use the seat next to you.
- 5. Feet Off the Seats:** Passengers are to keep their feet off the seats & remain seated while the bus is in motion.
- 6. Exiting the Vehicle:** Do not attempt to stand or exit the vehicle until it comes to a complete stop.

**7. Profane Language:** Any person using profane language on the bus, towards the driver, towards other passengers, or even where other passengers can hear it, may be asked to exit the vehicle immediately.

**8. Horseplay & Fighting:** Passengers must refrain from horseplay or fighting on the vehicle or while boarding & exiting the vehicle. In the event of such activity, the driver will immediately stop the vehicle & ask the passenger to exit the vehicle immediately. If deemed necessary, the driver will contact the police.

**9. Lost or Stolen Property:** Passengers are expected to maintain control of their possessions while riding in the vehicle. ACT is not responsible for any lost or stolen property.

**10. Food & Beverages:** All drinks must have spill proof lids. Please clean up your food, drinks, & garbage prior to exiting the bus.

**11. Good Personal Hygiene:** Passengers are asked to maintain good personal hygiene so as not to offend other passengers.

**12. Alcoholic Beverages & Illegal Drugs:** Open alcoholic beverage containers & illegal drugs are not permitted on the vehicles. Any person found in possession of such items will be reported to the police.

**13. Under the Influence:** At the discretion of the driver, any person who appears to be intoxicated or under the influence of drugs or alcohol may be denied service or asked to exit the vehicle.

**14. Illegal Weapons:** Illegal weapons or any other device carried with the intent of causing bodily harm to another individual are not allowed on any vehicle at any time. Any person found in possession of an illegal weapon or device will be reported to the police.

**15. Vandalism:** Any vandalism to the vehicle, either interior or exterior, will result in the passenger's suspension from using the service.

**16. Tobacco Free Zone:** All vehicles are tobacco free. The use of tobacco of any kind is not permitted on the vehicles.

**17. Trash Removal:** Passengers are to remove all their trash upon exiting the vehicle.

**18. Dial-A-Ride Buckle Up:** On all Dial-a-Ride vehicles, passengers must buckle up prior to the driver proceeding with the trip.

**19. Service Animals:** Only service animals accompanying individuals with disabilities will be allowed on the vehicles.

**20. Emergency Instructions:** In the event of an emergency, all passengers are to explicitly follow the instructions given by the driver. If a vehicle evacuation is deemed necessary, the driver will instruct passengers with the appropriate actions.

*As a passenger, if you see any violation of this policy by other passengers, immediately report it to the driver.*

*Because the safety & welfare of all passengers is important to ACT, services will be denied to any person who places other passengers or the driver at risk. Any passenger who violates these rules may be prohibited from using this service.*



**Los Alamos County  
Transportation Division  
101 Airport Basin Road  
Los Alamos, NM 87544  
505-661-RIDE**

**ATOMIC CITY  
TRANSIT** [AtomicCityTransit.com](http://AtomicCityTransit.com)

Los Alamos County: Operations Profile  
**RIDER TIPS**

*Here are some tips that will help you have a safe & enjoyable ride on Atomic City Transit (ACT). If your children ride, please review this policy with them & teach them these tips.*

- **Review Routes & Be Early:** Review the schedule & be at your bus stop location five minutes before the bus arrival time. If it's dark, stand in a lit area.
- **Never Run For the Bus:** If you are late to your stop, never run for the bus or into the street to catch it. At this point, you will need to wait until the bus circulates back in order to ride.
- **Boarding the Bus:** Let the riders off the bus before you board. Quickly find a seat.
- **Body Parts & Objects:** Keep all body parts & objects inside the bus at all times.
- **Remind the Driver:** When the bus is about a half block away from your stop, inform the driver that you would like to exit the bus.
- **Exiting the Bus:** When exiting the bus, exit quickly but do not run. Take four steps away from the bus before walking to your destination.
- **Crossing the Street:** After exiting the bus, remember that you are now a pedestrian & the rules of the road apply. Always wait until the bus leaves before crossing the street.
- **Cross Behind the Bus:** If you are crossing the street after exiting the bus, wait until the bus leaves & cross behind the bus; never in front.
- **Surrounding Traffic Does Not Stop:** When the bus is stopped, surrounding traffic is still moving. Never step in front of moving traffic.
- **Bike Racks:** Always notify the driver before you stow your bike & notify again when you are going to remove your bike from the rack. Put the rack in the up position after removing your bike.

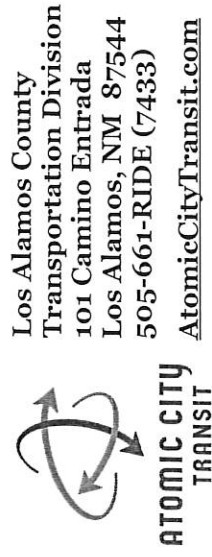
- **Standing Room Only:** Please offer your seat to an elderly or disabled person when there is standing room only. Then move quickly to the back of the bus & hold onto the rail.



## CUSTOMER SERVICE POLICY

&

## RIDER TIPS



Los Alamos County  
Transportation Division  
101 Camino Entrada  
Los Alamos, NM 87544  
505-661-RIDE (7433)  
[AtomicCityTransit.com](http://AtomicCityTransit.com)

Los Alamos County  
Transportation Division  
101 Camino Entrada, Building 1  
Los Alamos, NM 87544  
505-661-RIDE  
[AtomicCityTransit.com](http://AtomicCityTransit.com)

# Appendices

## Appendix A: Training Plan

### NEW HIRE TRAINING – WEEK 1

#### MONDAY

##### *Morning*

8-12 Human Resources – Initial Sign-up, badge, Diversity training

##### *Lunch*

##### *Afternoon*

1-5 Human Resources – Benefits

#### TUESDAY

##### *Morning – Trainer* \_\_\_\_\_

8-12 County Tour

##### *Lunch 12-1*

##### *Afternoon – Trainer:* \_\_\_\_\_

1-5 Orientation

Routes, paperwork, counters, transit center operations, DP Road operations, forms for pre-trip, walkie-talkie operation, code to gate, filling out count sheets, timecard

#### WEDNESDAY

##### *Morning – Trainer* \_\_\_\_\_

8-10 Observation – Barranca Mesa/North Community

10-12 Observation – Downtown

##### *Lunch 12-1*

##### *Afternoon – Trainer* \_\_\_\_\_

1-4:30 Observation – White Rock/North Mesa

**THURSDAY**

*Morning – Trainer:* \_\_\_\_\_

8-10 CDL – Pre-trip (go over pre-trip sequence and have operator demonstrate their pre-trip ability. Pre-trip forms.

Non-CDL – Demonstrate pre-trip and hand out pre-trip sequence to trainee

10-12 Transit Center and DP Road operations. (key to shed at DP Road, supplies in shed, lot operations). Transit Center – operations, where to park

*Lunch 12-1*

*Afternoon – Trainer:* \_\_\_\_\_

1-5 CDL and Non-CDL – Reference Point and mirrors. (Proper mirror adjustment and for those with CDL demonstration of reference point capability. For those without a CDL, Reference Point exercises)

**FRIDAY**

*Morning – Trainer:* \_\_\_\_\_

8-10 Observation – White Rock/North Mesa

10-12 Disabilities (wheelchair and lift operation – tie downs, ramps)

*Lunch 12 – 1*

*Afternoon – Trainer:* \_\_\_\_\_

1-3 Observation – Downtown

3-5 Observation – Dial –a-Ride

**NEW HIRE TRAINING – WEEK 2**

**MONDAY**

*Morning – Trainer:* \_\_\_\_\_

8 – 12

*Lunch 12 -1*

*Afternoon – Trainer:* \_\_\_\_\_

Los Alamos County: Operations Profile

1 – 5

**TUESDAY**

*Morning – Trainer:* \_\_\_\_\_

8 – 12

*Lunch 12 -1*

*Afternoon – Trainer:* \_\_\_\_\_

1 – 5

**WEDNESDAY**

*Morning – Trainer:* \_\_\_\_\_

8 – 12 NM DOT

*Lunch 12 -1*

*Afternoon – Trainer:* \_\_\_\_\_

1 -5 NM DOT

**THURSDAY**

*Morning – Trainer:* \_\_\_\_\_

8 – 12 NM DOT

*Lunch 12 - 1*

*Afternoon – Trainer:* \_\_\_\_\_

1 – 5 NM DOT

**FRIDAY**

*Morning – Trainer:* \_\_\_\_\_

8 – 12

*Lunch 12 -1*

*Afternoon – Trainer:* \_\_\_\_\_



1 -5

**NEW HIRE TRAINING – WEEK 3**

**MONDAY**

*Morning – Trainer:*\_\_\_\_\_

8 -12 TSI Training

*Lunch 12 -1*

*Afternoon – Trainer:*\_\_\_\_\_

1 – 5 TSI Training

**TUESDAY**

*Morning – Trainer:*\_\_\_\_\_

8 – 12 TSI Training

*Lunch 12 -1*

*Afternoon – Trainer:*\_\_\_\_\_

1 – 5 TSI Training

**WEDNESDAY**

*Morning – Trainer:*\_\_\_\_\_

8 – 12 TSI Training

*Lunch 12 -1*

*Afternoon – Trainer:*\_\_\_\_\_

1 -5 TSI Training

**THURSDAY**

*Morning – Trainer:*\_\_\_\_\_

8 – 12 TSI Training

Los Alamos County: Operations Profile

*Lunch 12 - 1*

*Afternoon – Trainer:* \_\_\_\_\_

1 – 5 TSI Training

**FRIDAY**

**Morning – Trainer:** \_\_\_\_\_

8 – 12

**Lunch 12 -1**

**Afternoon – Trainer:** \_\_\_\_\_

1 -5

# **ATTACHMENT A**

**Incorporated County  
of  
Los Alamos, New Mexico  
Comprehensive Annual Financial Report  
Fiscal Year Ended  
June 30, 2015  
*Prepared by the Finance Office***

Note to Council: Full 244 page document will be attached to the original application here