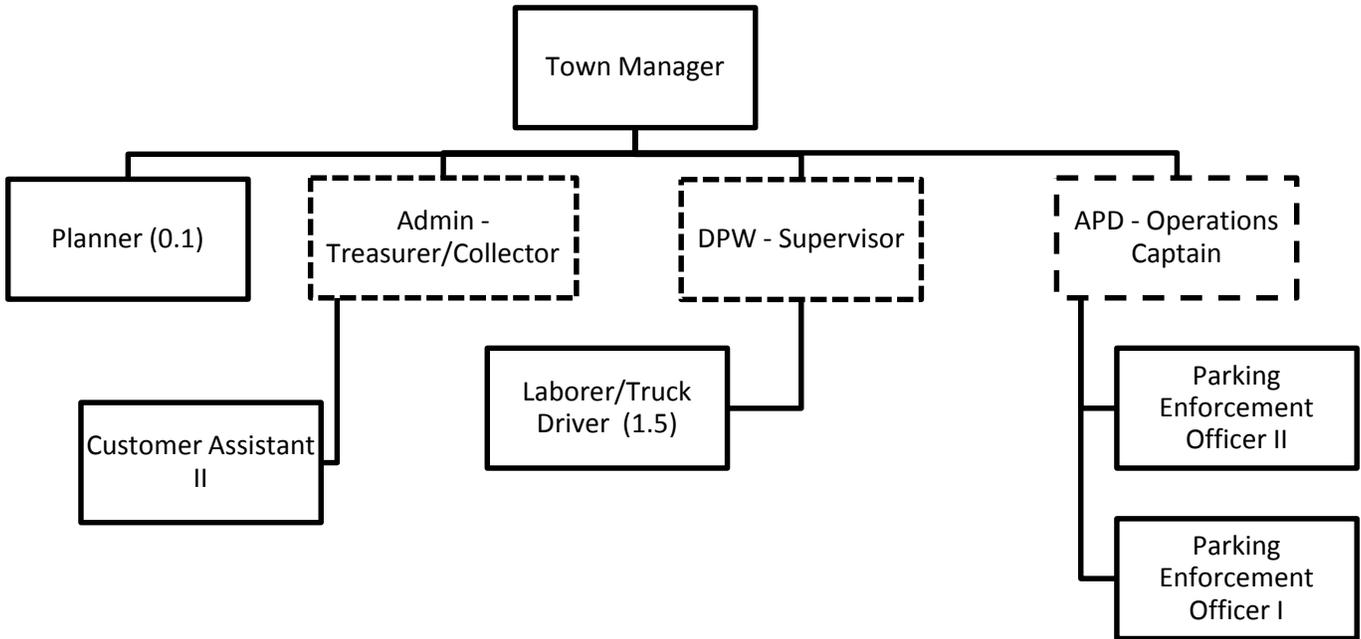


**TRANSPORTATION
FUND**

TRANSPORTATION FUND

MISSION STATEMENT: To provide a parking and public transportation system that meets the needs of Amherst residents and businesses, and, that can be supported through fees and other alternative non-tax revenue sources.



TRANSPORTATION FUND SUMMARY

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Operating Revenues	\$ 964,404	975,295	1,014,162	966,150	1,003,250	37,100	3.8%
Interest and Late Fees	\$ 515	321	522	500	500	0	0.0%
SUBTOTAL REVENUES	\$ 964,919	975,616	1,014,685	966,650	1,003,750	37,100	3.8%
Transportation Fund Surplus	\$ 100,218	0	0	0	0	0	0.0%
TOTAL RESOURCES	\$ 1,065,137	975,616	1,014,685	966,650	1,003,750	37,100	3.8%
Operating Budgets	\$ 819,625	773,111	622,997	605,438	612,377	6,938	1.1%
Debt Service	\$ 65,975	59,125	57,625	56,313	99,125	42,812	76.0%
Capital Program	\$ 35,000	40,000	20,000	55,000	0	(55,000)	-100.0%
TOTAL APPROPRIATION	\$ 920,600	872,236	700,622	716,751	711,502	(5,249)	-0.7%
Indirect Costs Appropriated in General Fund	\$ 96,835	96,835	247,078	249,899	292,248	42,349	16.9%
TOTAL EXPENDITURES	\$ 1,017,435	969,071	947,700	966,650	1,003,750	37,100	3.8%

TRANSPORTATION FUND

REVENUES

GOAL STATEMENT: To maintain revenue sources adequate to support existing parking and transportation facilities and related expenses.

LONG RANGE OBJECTIVES:

FY 17 OBJECTIVES:

- To develop a fund balance policy for this fund.

SERVICE LEVELS:

	FY 11 <u>Actual</u>	FY 12 <u>Actual</u>	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>
Funding Composition (%)					
Operating Revenues	94	91	91	100	100
Interest	1	0	0	0	0
Grants	0	0	0	0	0
Taxation	0	0	0	0	0
Surplus Funds	6	9	9	0	0

TRANSPORTATION FUND

REVENUES

	FY 13	FY 14	FY 15	FY 16	FY 17	Change	Percent
	Actual	Actual	Actual	Budget	Manager	FY 16 - 17	Change
Parking Violations	\$ 265,303	256,297	282,001	255,000	275,000	20,000	7.8%
Parking Fines	\$ 144,785	146,207	142,744	145,000	145,000	0	0.0%
Parking Fines - Registry Fees	\$ 54,991	58,086	55,201	52,000	56,000	4,000	7.7%
Parking Meter Fees	\$ 445,985	459,288	474,989	457,600	465,000	7,400	1.6%
Parking Permit Fees	\$ 20,783	21,216	32,897	21,300	25,000	3,700	17.4%
Parking Garage Reserved Fee	\$ 23,081	25,126	25,730	26,250	26,250	0	0.0%
Parking Miscellaneous	\$ 9,475	9,075	600	9,000	11,000	2,000	22.2%
Parking Interest and Late Fees	\$ 515	321	522	500	500	0	0.0%
	\$ 964,919	975,616	1,014,685	966,650	1,003,750	37,100	3.8%

Rate Summary	Location	Current
Metered Parking	On Street, Main St and Spring St lots Boltwood Garage and CVS Lot	\$0.50 per hour \$0.50 per hour
Permit Parking	Residential Employment	\$25 per year \$25 per year
Leased	Lower level of Boltwood Garage	\$1,000/year

SIGNIFICANT BUDGET CHANGES:

FY 17 is projected with stable revenues for this fund. User fees in this fund have remained unchanged since 2008 with the exception of the lease rate for reserved space in Boltwood Garage. Future capital needs and normal operating inflation will present the need for increases in the revenues in the coming years.

The July 1, 2015 Transportation Fund Free Cash is \$260,005 (27% of operating revenues), up from \$195,180 the previous year.

TRANSPORTATION FUND

4480: PARKING MANAGEMENT

GOAL STATEMENT: To develop and manage transportation systems to serve the Town Center and adjacent residential areas.

- RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:**
- Returned the reconfigured Route 33 to PVTA's management and financing.
 - PVTA Ridership in Amherst continues to grow, FY 15 ridership is 445,019 riders or 15% over FY 14.
 - Replaced handheld computers and radio equipment used by parking enforcement staff.
 - Added trash barrels and litter pickup throughout the Town at bus stops.
 - Completed a series of three community forums to survey opinion from elected officials, the business community, and residents related to downtown parking and possible next steps for improvements.
 - Replaced 35 meter heads for on-street parking payment.

- LONG RANGE OBJECTIVES:**
- To explore the need for and feasibility of a new parking facility.
 - To undertake strategies and efforts to maximize the efficiency and availability of existing parking supply.
- FY 17 OBJECTIVES:**
- To seek options to improve public parking as recommended in the 2015 Downtown Community Parking Forums and the 2008 Downtown Parking Study by PVPC.
 - To participate in and support efforts to create and define a charge for a community parking committee.
 - To upgrade Amity Street Lot, crosswalk and accessibility ramp.
 - To complete the banner installation in progress in 2016.

SERVICE LEVELS:	FY 11 <u>Actual</u>	FY 12 <u>Actual</u>	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>
Street Meters Maintained	407	339	339	339	339
Handicapped Spaces	21	21	21	21	21
Pay and Display Meters Maintained	7	12	12	12	12
Stolen and Demolished Meters	8	6	4	2	3
Meter Repairs	55	70	68	65	207*
Tickets issued	23,670	21,857	25,222	22,808	26,425
Traffic Enforcement/Special Events	19	22	20	26	24
Hours of Meter Enforcement	4,450	4,438	4,442	4,478	4,380
Boot and Tow Releases	53	57	46	38	15
Parking Permits Issued	600	700	639	740	731
Committees Served: Parking Task Force	1	1	1	1	1
Collection Rate of Total Issues	75%	73%	75%	79%	68%
Hearings/Appeals	1,318	1,248	1,211	1,252	1,233
Annual Meter Revenue per Space					
CVS Lot	\$451	\$433	\$533	\$572	\$634
Boltwood Garage	\$699	\$714	\$874	Upper \$1,158 Lower \$447	\$1,155 \$505
Street Meters	\$556	\$456	\$549	\$532	\$563
Amity Lot		\$619	\$1,092	\$1,081	\$1,030
Main St Lot		\$634	\$1,002	\$906	\$918
Spring St Lot		\$318	\$597	\$582	\$594

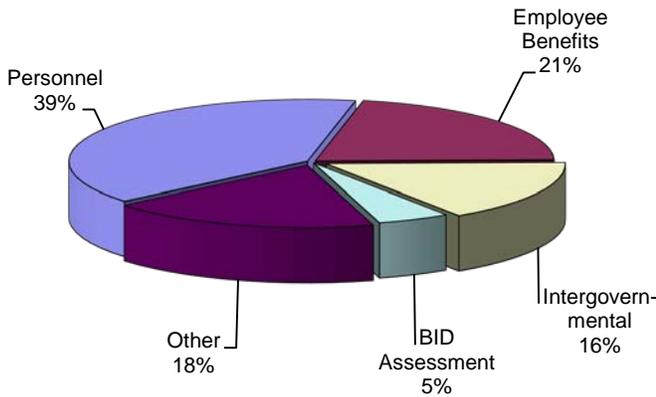
*includes 130 responses to the Pay By Space meters.

TRANSPORTATION FUND

4480: PARKING MANAGEMENT

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Personnel Services	\$ 167,878	172,705	194,638	225,216	240,943	15,727	7.0%
Operating Expenses	\$ 639,245	596,302	429,785	376,222	367,434	(8,788)	-2.3%
Capital Outlay	\$ 12,503	4,104	(1,427)	4,000	4,000	0	0.0%
TOTAL APPROPRIATION	\$ 819,625	773,111	622,997	605,438	612,377	6,939	1.1%
SOURCES OF FUNDS							
User Fees	\$ 754,407	773,111	622,997	605,438	612,377	6,939	1.1%
Surplus	\$ 65,218	0	0	0	0	0	0.0%
POSITIONS							
Full Time	3.70	3.70	3.70	4.60	4.60	0.00	
Part Time With Benefits	1.00	1.00	1.00	0.00	0.00	0.00	
Full Time Equivalents	4.20	4.20	4.20	4.60	4.60	0.00	

MAJOR COMPONENTS:



Personnel Services includes funds for two full time enforcement officers, two part time enforcement officers, a parking clerk, a .1 planner, and one and a half maintenance workers.

Employee benefits are \$131,339 for health insurance, retirement, and other employee benefits, including a payment of \$26,902 into the OPEB Trust Fund.

Intergovernmental, \$97,831 includes funds for the PVTA subsidies and taxes to the General Fund for parking facilities.

The Business Improvement District (BID) Assessment is \$30,000.

Other includes supplies, utilities, technical services, and subsidies.

SIGNIFICANT BUDGET CHANGES:

Personnel costs increase because of staff turnover and steps.

Starting in FY 15 the reimbursements to the General Fund for the Pioneer Valley Transportation Authority (PVTA) and Registry of Motor Vehicles (RMV) Cherry Sheet assessments moved to the General Fund Services section of the Transportation Fund budget.

PVTA has resumed financial responsibility for the Route 33 (a blend of the former Route 32 and Gatehouse Road outreach routes). NOTE: Ridership trend data for all bus routes are included in the Appendix.

TRANSPORTATION FUND**GENERAL FUND SERVICES**

GOAL STATEMENT: To compensate the General Fund for services provided by various departments.

LONG RANGE OBJECTIVES:**FY 17 OBJECTIVES:**

- To evaluate charges for services from General Fund departments.

SERVICE LEVELS:

	<u>FY 11 Actual</u>	<u>FY 12 Actual</u>	<u>FY 13 Actual</u>	<u>FY 14 Actual</u>	<u>FY 15 Actual</u>
Number of departments reimbursed	6	6	6	6	6
Percentage of total Fund expenses paid to the General Fund	11	10	10	10	10

TRANSPORTATION FUND

GENERAL FUND SERVICES

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
General Fund Loan Repayment	0	0	0	0	0	0	0.0%
General Fund Services	\$ 96,835	96,835	247,078	258,968	292,248	33,280	12.9%
TOTAL APPROPRIATION	\$ 96,835	96,835	247,078	258,968	292,248	33,280	12.9%
SOURCES OF FUNDS							
User Fees	96,835	96,835	247,078	258,968	292,248	33,280	12.9%

MAJOR COMPONENTS:

The General Fund provides services which are used by the Transportation Fund. Transfers are made from the Transportation Fund to the General Fund to compensate for the cost of these services. Charges for FY 16 are as follows:

Select Board / Town Manager	2% of budget	\$ 7,216
Finance Department	1% of budget	16,106
Human Resources	1% of budget	3,946
Construction and Maintenance	5% of budget	50,416
Information Systems	3% of budget	20,946
Police		5,990
Cherry Sheet Charges:		
PVTA Assessment		135,628
RMV Ticket Marking Assessment		<u>52,000</u>
TOTAL ADMINISTRATIVE REIMBURSEMENTS		<u>\$292,248</u>

SIGNIFICANT BUDGET CHANGES:

Prior to FY 15, the Cherry Sheet charges for PVTA and RMV assessments were part of the operating budget. These charges are now reported here as General Fund Services. Increases in FY 17 result from increases in PVTA assessment to the Town, following dramatic success in Amherst ridership and extension of 15 minute frequency on Routes 30, 31, 34, and 35 from 6:00 pm to 8:00 pm.

TRANSPORTATION FUND

DEBT SERVICE

GOAL STATEMENT:

To provide funds to satisfy debt obligations.

LONG RANGE OBJECTIVES:

FY 17 OBJECTIVES:

- To make payments on debt incurred to build the parking garage on the Boltwood site.
- To make payments on debt incurred to rebuild the Amity Street Lot, crosswalk and accessibility ramp.

SERVICE LEVELS:

	FY 11 <u>Actual</u>	FY 12 <u>Actual</u>	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>
Number of issues outstanding	1	1	1	1	1

TRANSPORTATION FUND

DEBT SERVICE

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Principal	\$ 55,000	50,000	50,000	50,000	90,000	40,000	80.0%
Interest	\$ 10,975	9,125	7,625	6,313	9,125	2,812	44.5%
TOTAL APPROPRIATION	\$ 65,975	59,125	57,625	56,313	99,125	42,812	76.0%
SOURCE OF FUNDS							
User Fees	\$ 65,975	59,125	57,625	56,313	99,125	42,812	76.0%

MAJOR COMPONENTS:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Parking Garage	\$50,000	\$5,125	\$55,125
Amity Lot	<u>40,000</u>	<u>4,000</u>	<u>44,000</u>
	<u>\$90,000</u>	<u>\$10,313</u>	<u>\$99,125</u>

SIGNIFICANT BUDGET CHANGES:

New debt in FY 17 was approved at Fall Town Meeting for reconstruction of the Amity Street Lot, the crosswalk and accessibility ramp adjacent to the crosswalk. FY 20 will be the last year of debt service on the Parking Garage bonds.

TRANSPORTATION FUND

CAPITAL PROGRAM

MISSION STATEMENT: To maintain facilities and equipment to ensure the delivery of efficient parking and transportation services.

RECENT ACCOMPLISHMENTS AND CURRENT CHALLENGES:

- Completed a significant upgrade to parking facility signs for meter instructions and way-finding in collaboration with the Chamber and the Amherst Business Improvement District.
- Replaced a number of post meters which had reached end of functional life with FY 16 capital.

LONG RANGE OBJECTIVES:

- To build the fund balance to \$300,000 to \$500,000 range in support of future capital expenditure.
- To replace meters in all parking lots.

FY 17 OBJECTIVES:

SERVICE LEVELS:	FY 11 <u>Actual</u>	FY 12 <u>Actual</u>	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>
Number of Projects:					
Departmental Equipment	1	1	1	1	1
Existing Facilities	1	1	0	2	2
New Facilities	0	0	0	0	0

TRANSPORTATION FUND

CAPITAL PROGRAM

		FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget	FY 17 Manager	Change FY 16 - 17	Percent Change
Departmental Equipment	\$	0	0	0	0	0	0	0.0%
Existing Facilities	\$	35,000	40,000	20,000	55,000	0	(55,000)	-100.0%
New Facilities	\$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	35,000	40,000	20,000	55,000	0	(55,000)	-100.0%
SOURCE OF FUNDS								
User Fees	\$	0	40,000	20,000	55,000	0	(55,000)	-100.0%
Surplus Funds	\$	35,000	0	0	0	0	0	0.0%

MAJOR COMPONENTS:

There are no capital expenses in the FY 17 Transportation budget.