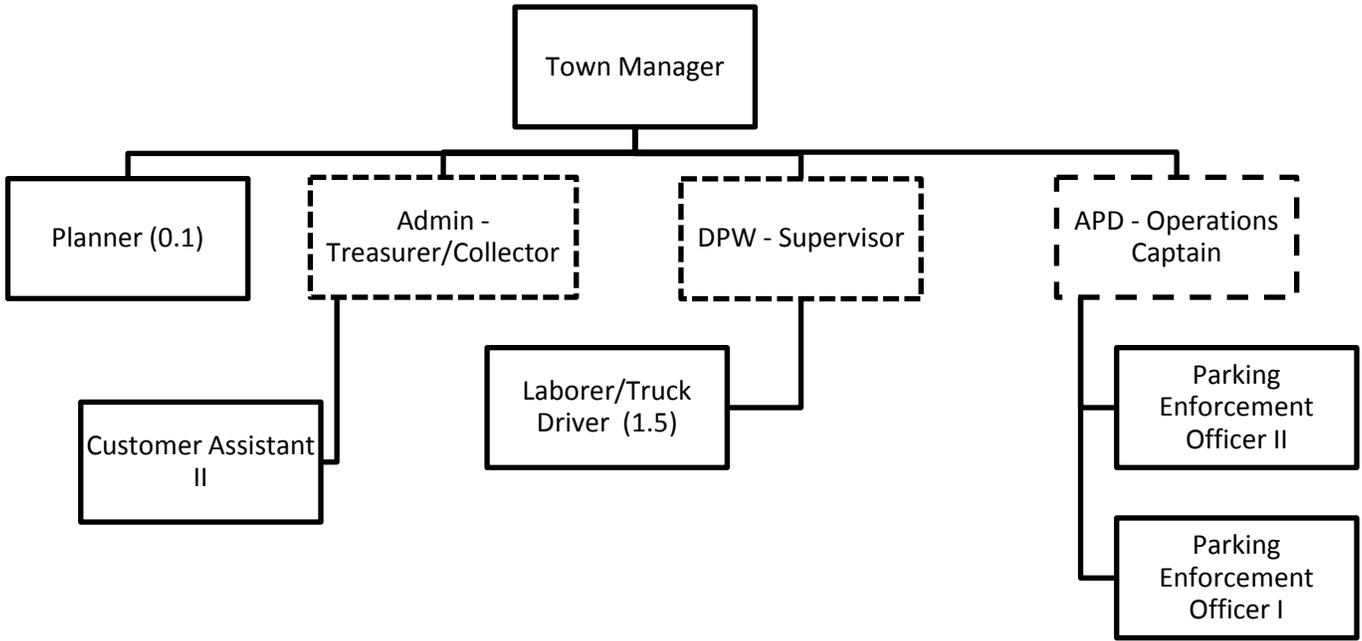


**TRANSPORTATION  
FUND**

## 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 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Manager	Change FY 17 - 18	Percent Change
Operating Revenues	\$ 975,295	1,014,162	961,882	1,003,250	1,024,000	20,750	2.1%
Interest and Late Fees	\$ 321	522	1,262	500	500	0	0.0%
<b>SUBTOTAL REVENUES</b>	<b>\$ 975,616</b>	<b>1,014,685</b>	<b>963,144</b>	<b>1,003,750</b>	<b>1,024,500</b>	<b>20,750</b>	<b>2.1%</b>
Transportation Fund Surplus	\$ 0	0	0	0	139,733	139,733	--
<b>TOTAL RESOURCES</b>	<b>\$ 975,616</b>	<b>1,014,685</b>	<b>963,144</b>	<b>1,003,750</b>	<b>1,164,233</b>	<b>160,483</b>	<b>16.0%</b>
Operating Budgets	\$ 773,111	622,997	624,754	612,377	643,793	31,415	5.1%
Debt Service	\$ 59,125	57,625	56,313	99,125	92,025	(7,100)	-7.2%
Capital Program	\$ 40,000	20,000	55,000	0	115,000	115,000	--
<b>TOTAL APPROPRIATION</b>	<b>\$ 872,236</b>	<b>700,622</b>	<b>736,067</b>	<b>711,502</b>	<b>850,818</b>	<b>139,316</b>	<b>19.6%</b>
Indirect Costs Appropriated in General Fund	\$ 96,835	247,078	258,968	292,248	313,415	21,167	7.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 969,071</b>	<b>947,700</b>	<b>995,035</b>	<b>1,003,750</b>	<b>1,164,233</b>	<b>160,483</b>	<b>16.0%</b>

## TRANSPORTATION FUND

## REVENUES

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

**LONG RANGE OBJECTIVES:**

- To develop revenue sources that increase incrementally year to year.
- To develop a fund balance policy for this fund.

**FY 18 OBJECTIVES:**

- To explore demand based parking principles with hourly rate increase in downtown core.

**SERVICE LEVELS:**

	<b>FY 12</b> <b><u>Actual</u></b>	<b>FY 13</b> <b><u>Actual</u></b>	<b>FY 14</b> <b><u>Actual</u></b>	<b>FY 15</b> <b><u>Actual</u></b>	<b>FY 16</b> <b><u>Actual</u></b>
Funding Composition (%)					
Operating Revenues	91	91	100	100	100
Interest	0	0	0	0	0
Grants	0	0	0	0	0
Taxation	0	0	0	0	0
Surplus Funds	9	9	0	0	0

## TRANSPORTATION FUND

## REVENUES

	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Manager	Change FY 17 - 18	Percent Change
Parking Violations	\$ 256,297	282,001	241,623	275,000	275,000	0	0.0%
Parking Fines	\$ 146,207	142,744	129,077	145,000	145,000	0	0.0%
Parking Fines - Registry Fees	\$ 58,086	55,201	47,091	56,000	56,000	0	0.0%
Parking Meter Fees	\$ 459,288	474,989	482,879	465,000	479,000	14,000	3.0%
Parking Permit Fees	\$ 21,216	32,897	30,762	25,000	30,000	5,000	20.0%
Parking Garage Reserved Fee	\$ 25,126	25,730	28,905	26,250	28,000	1,750	6.7%
Parking Miscellaneous	\$ 9,075	600	1,545	11,000	11,000	0	0.0%
Parking Interest and Late Fees	\$ 321	522	1,262	500	500	0	0.0%
	\$ 975,616	1,014,685	963,144	1,003,750	1,024,500	20,750	2.1%

Current Rate Summary	Location	Current
Metered Parking	All downtown streets and lots	\$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 18 is projected with stable revenues for this fund with a proposed increase in Parking Permits from \$25 to \$35 per year. User fees in this fund have remained unchanged since 2011 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 Downtown Parking Working Group is developing recommendations which will explore the use of rate increase to alter occupancy, a policy known as demand based parking. Demand based parking concepts will also point to a rate decrease for under-utilized space.

The July 1, 2016 Transportation Fund Free Cash is \$290,950 (25% of operating revenue).

## 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:

- Rehabilitated the Amity Street lot, crosswalk and accessibility ramp which is critical to the Library, the Cinema, and the other businesses in the area.
- Formed the Downtown Parking Working Group and established early process steps to make future recommendations to the Town Manager and Select Board.
- Constructed better housings for multi-space meters to address moisture and visibility problems. Communications between the meters continues to be a challenge, which has an impact on the patrons' ability to purchase time.

### 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.
- Review winter overnight parking regulations.

### FY 18 OBJECTIVES:

- To seek options to improve public parking as recommended in the 2015 Downtown Community Parking Forums, the 2008 Downtown Parking Study by PVPC, and the 2015 Study by Nelson\Nygaard.
- To increase capacity for overnight winter parking for a trial year, as recommended by the Downtown Parking Study Group.
- To implement pay-by-phone functionality for downtown metered spaces.
- To implement a BikeShare program in downtown area and other locations in cooperation with UMass, Northampton, South Hadley, Holyoke, and Springfield.

### SERVICE LEVELS:

	<b>FY 12</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
Street Meters Maintained	339	339	339	339	339
Handicapped Spaces	21	21	21	21	21
Pay and Display Meters Maintained	12	12	12	12	12
Stolen and Demolished Meters	6	4	2	3	0
Meter Repairs	70	68	65	207*	400**
Tickets issued	21,857	25,222	22,808	26,425	23,285
Traffic Enforcement/Special Events	22	20	26	24	51***
Hours of Meter Enforcement	4,438	4,442	4,478	4,380	4,037
Boot and Tow Releases	57	46	38	15	28
Parking Permits Issued	700	639	740	731	759
Committees Served: Parking Task Force	1	1	1	1	1
Collection Rate of Total Issues	73%	75%	79%	68%	66%
Hearings/Appeals	1,248	1,211	1,252	1,233	1,162
Annual Meter Revenue per Space					
CVS Lot	\$433	\$533	\$572	\$634	\$634
Boltwood Garage	\$714	\$874	Upper \$1,158	\$1,155	\$1,112
			Lower \$447	\$505	\$424
Street Meters	\$456	\$549	\$532	\$563	\$591
Amity Lot	\$619	\$1,092	\$1,081	\$1,030	\$909
Main St Lot	\$634	\$1,002	\$906	\$918	\$900
Spring St Lot	\$318	\$597	\$582	\$594	\$604

\* Includes 130 responses to the Pay By Space meters.

\*\* Estimate.

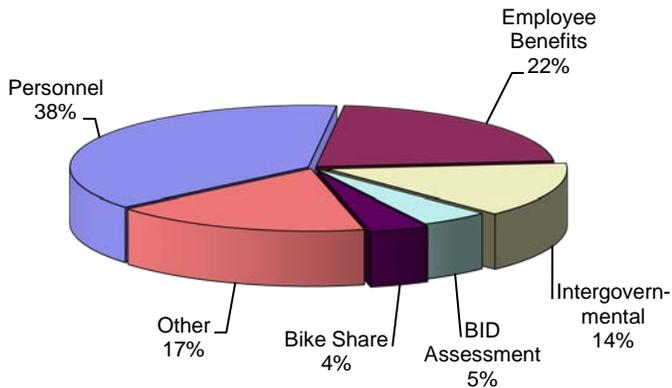
\*\*\* Now includes Farmers' Market assistance.

**TRANSPORTATION FUND**

**4480: PARKING MANAGEMENT**

	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Manager	Change FY 17 - 18	Percent Change
Personnel Services	\$ 172,705	194,638	222,621	240,943	244,711	3,768	1.6%
Operating Expenses	\$ 596,302	429,785	399,681	367,434	395,082	27,648	7.5%
Capital Outlay	\$ 4,104	(1,427)	2,452	4,000	4,000	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 773,111</b>	<b>622,997</b>	<b>624,754</b>	<b>612,377</b>	<b>643,793</b>	<b>31,416</b>	<b>5.1%</b>
<b>SOURCES OF FUNDS</b>							
User Fees	\$ 773,111	622,997	624,754	612,377	619,060	6,683	1.1%
Surplus	\$ 0	0	0	0	24,733	24,733	--
<b>POSITIONS</b>							
Full Time	3.70	3.70	4.60	4.60	4.60	0.00	
Part Time With Benefits	1.00	1.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	4.20	4.20	4.60	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 \$138,787 for health insurance, retirement, and other employee benefits, including a payment of \$26,902 into the OPEB Trust Fund.

Intergovernmental of \$91,831 includes funds for the PVTA subsidies and taxes to the General Fund for parking facilities.

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

BikeShare operating costs are \$26,000 which may be covered by sponsorships.

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

**SIGNIFICANT BUDGET CHANGES:**

Personnel costs increase because of steps and contracts. Operating cost increase is for bike share program expenses. Sponsorship of bike share stations is expected to cover 33% to 100% of this expense. BikeShare capital costs provided by the federal Congestion Mitigation and Air Quality (CMAQ) grant for the Town of Amherst and Cities of Northampton, Holyoke, and Springfield. UMass has agreed to sponsor three stations.

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). 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 18 OBJECTIVES:**

- To evaluate charges for services from General Fund departments.

**SERVICE LEVELS:**

	<b>FY 12</b> <b><u>Actual</u></b>	<b>FY 13</b> <b><u>Actual</u></b>	<b>FY 14</b> <b><u>Actual</u></b>	<b>FY 15</b> <b><u>Actual</u></b>	<b>FY 16</b> <b><u>Actual</u></b>
Number of departments reimbursed	6	6	6	6	6
Percentage of total Fund expenses paid to the General Fund	10	10	10	10	10

## TRANSPORTATION FUND

## GENERAL FUND SERVICES

	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Manager	Change FY 17 - 18	Percent Change
General Fund Loan Repayment	0	0	0	0	0	0	0.0%
General Fund Services	\$ 96,835	247,078	258,968	292,248	313,415	21,167	7.2%
<b>TOTAL APPROPRIATION</b>	<b>\$ 96,835</b>	<b>247,078</b>	<b>258,968</b>	<b>292,248</b>	<b>313,415</b>	<b>21,167</b>	<b>7.2%</b>
<b>SOURCES OF FUNDS</b>							
User Fees	96,835	247,078	258,968	292,248	313,415	21,167	7.2%

**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	\$ 8,155
Finance Department	1% of budget	16,777
Human Resources	1% of budget	4,264
Construction and Maintenance	5% of budget	56,437
Information Systems	3% of budget	22,329
Police		6,239
Cherry Sheet Charges:		
PVTA Assessment		147,214
RMV Ticket Marking Assessment		52,000
<b>TOTAL ADMINISTRATIVE REIMBURSEMENTS</b>		<b><u>\$313,415</u></b>

**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 18 result from increases in PVTA assessment to the Town of \$11,586 and in General Fund reimbursements of \$9,581.

## TRANSPORTATION FUND

## DEBT SERVICE

### GOAL STATEMENT:

To provide funds to satisfy debt obligations.

### LONG RANGE OBJECTIVES:

#### FY 18 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 12 <u>Actual</u>	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>	FY 16 <u>Actual</u>
Number of issues outstanding	1	1	1	1	2

## TRANSPORTATION FUND

## DEBT SERVICE

		FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Manager	Change FY 17 - 18	Percent Change
Principal	\$	50,000	50,000	50,000	90,000	85,000	(5,000)	-5.6%
Interest	\$	9,125	7,625	6,313	9,125	7,025	(2,100)	-23.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>59,125</b>	<b>57,625</b>	<b>56,313</b>	<b>99,125</b>	<b>92,025</b>	<b>(7,100)</b>	<b>-7.2%</b>
<b>SOURCE OF FUNDS</b>								
User Fees	\$	59,125	57,625	56,313	99,125	92,025	(7,100)	-7.2%

<b>MAJOR COMPONENTS:</b>	<u>Principal</u>	<u>Interest</u>	<u>FY 18 Total</u>
Boltwood Garage	\$45,000	\$3,825	\$48,825
Amity Lot	<u>40,000</u>	<u>3,200</u>	<u>43,200</u>
	<u>\$85,000</u>	<u>\$7,025</u>	<u>\$92,025</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. This will be a 5 year term payoff. 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 in support of future capital expenditure.
- FY 18 OBJECTIVES:**
- To replace multi-space meters in all parking lots. In absence of new revenues, this will require the use of fund balance.

<b>SERVICE LEVELS:</b>	<b>FY 12 <u>Actual</u></b>	<b>FY 13 <u>Actual</u></b>	<b>FY 14 <u>Actual</u></b>	<b>FY 15 <u>Actual</u></b>	<b>FY 16 <u>Actual</u></b>
Number of Projects:					
Departmental Equipment	1	1	1	1	1
Existing Facilities	1	0	2	2	2
New Facilities	0	0	0	0	0

## TRANSPORTATION FUND

## CAPITAL PROGRAM

	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Budget	FY 18 Manager	Change FY 17 - 18	Percent Change
Departmental Equipment	\$ 0	0	0	0	115,000	115,000	--
Existing Facilities	\$ 40,000	20,000	55,000	0	0	0	0.0%
New Facilities	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 40,000</b>	<b>20,000</b>	<b>55,000</b>	<b>0</b>	<b>115,000</b>	<b>115,000</b>	<b>--</b>
<b>SOURCE OF FUNDS</b>							
User Fees	\$ 40,000	20,000	55,000	0	0	0	0.0%
Surplus Funds	\$ 0	0	0	0	115,000	115,000	--

**MAJOR COMPONENTS:**

The multi-space meters installed in 2011 have been discontinued by the vendor and cannot be replaced one at a time, introducing a major capital need for this fund. Repairs have become difficult as part supply has dwindled and the vendor is not manufacturing new stock. As the need to replace the meters is urgent and new revenues are in exploration phase with the Downtown Parking Working Group and the Select Board, fund balance is recommended as the source for this capital investment.