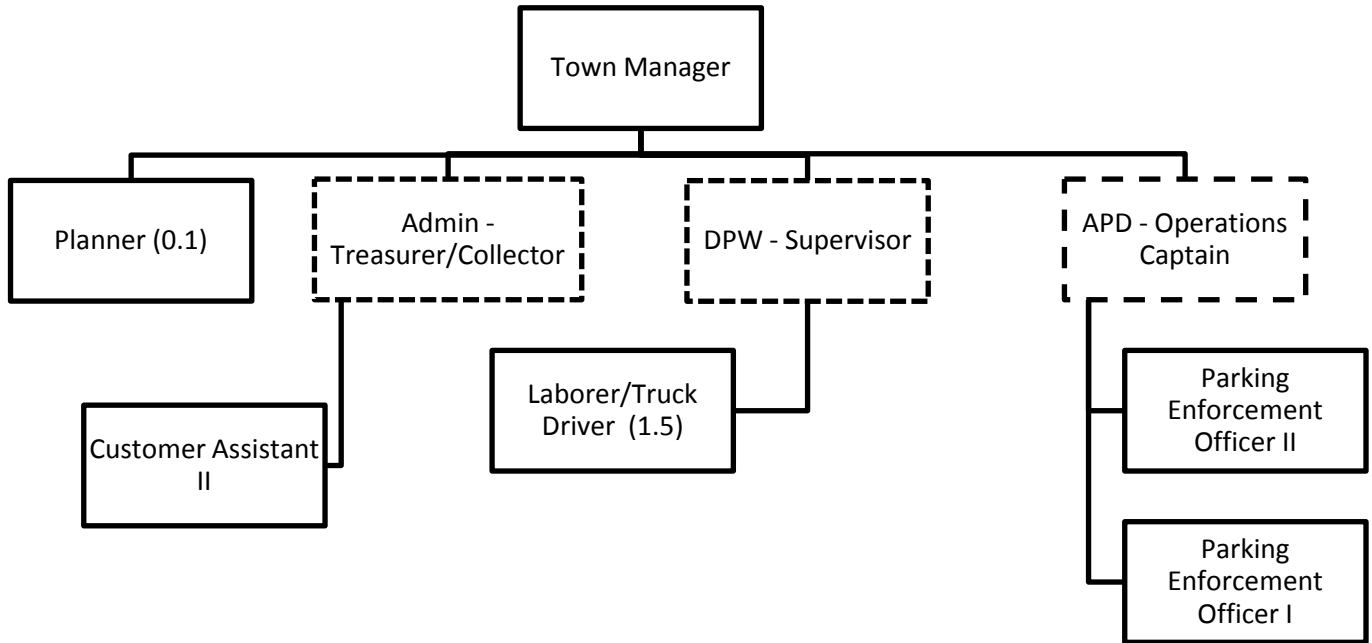


**TRANSPORTATION
FUND**

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 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Operating Revenues	\$ 1,014,162	961,882	903,376	1,024,000	1,163,870	139,870	13.7%
Interest and Late Fees	\$ 522	1,262	1,591	500	500	0	0.0%
SUBTOTAL REVENUES	\$ 1,014,685	963,144	904,967	1,024,500	1,164,370	139,870	13.7%
Borrowing	\$ 0	0	0	0	0	0	0.0%
Authorizations							
Transportation Fund Surplus	\$ 0	0	0	139,733	0	(139,733)	-100.0%
TOTAL RESOURCES	\$ 1,014,685	963,144	904,967	1,164,233	1,164,370	137	0.0%
Operating Budgets	\$ 622,997	624,754	594,147	643,793	669,246	25,452	4.0%
Debt Service	\$ 57,625	56,313	96,585	92,025	89,875	(2,150)	-2.3%
Capital Program	\$ 20,000	55,000	0	115,000	110,000	(5,000)	-4.3%
TOTAL APPROPRIATION	\$ 700,622	736,067	690,732	850,818	869,121	18,303	2.2%
Indirect Costs Appropriated in General Fund	\$ 247,078	258,968	292,248	313,415	295,249	(18,166)	-5.8%
TOTAL EXPENDITURES	\$ 947,700	995,035	982,980	1,164,233	1,164,370	137	0.0%

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 19 OBJECTIVES:

- To measure and monitor impact of pricing changes effective November 1, 2017 on parking occupancy, also known as turnover of the space.
- To understand costs of credit card payment at new lot meters (merchant fees), and to make changes where possible to reduce those costs without reducing benefits to our consumers. To complete these same analysis of meter and merchant fees paid through the mobile app.
- To rebuild fund balance to 25%, following use of fund balance in FY 18 for capital spending.

SERVICE LEVELS:

	<u>FY 13</u> <u>Actual</u>	<u>FY 14</u> <u>Actual</u>	<u>FY 15</u> <u>Actual</u>	<u>FY 16</u> <u>Actual</u>	<u>FY 17</u> <u>Actual</u>
Funding Composition (%)					
Operating Revenues	91	100	100	100	100
Interest	0	0	0	0	0
Grants	0	0	0	0	0
Taxation	0	0	0	0	0
Surplus Funds	9	0	0	0	0

TRANSPORTATION FUND

REVENUES

	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Parking Violations	\$ 282,001	241,623	214,840	275,000	300,000	25,000	9.1%
Parking Fines	\$ 142,744	129,077	116,110	145,000	145,000	0	0.0%
Parking Fines - Registry Fees	\$ 55,201	47,091	44,104	56,000	45,000	(11,000)	-19.6%
Parking Meter Fees	\$ 474,989	482,879	465,689	479,000	604,870	125,870	26.3%
Parking Permit Fees	\$ 32,897	30,762	25,634	30,000	30,000	0	0.0%
Parking Garage Reserved Fee	\$ 25,730	28,905	29,000	28,000	28,000	0	0.0%
Parking Miscellaneous	\$ 600	1,545	8,000	11,000	11,000	0	0.0%
Parking Interest and Late Fees	\$ 522	1,262	1,591	500	500	0	0.0%
	\$ 1,014,685	963,144	904,967	1,024,500	1,164,370	139,870	13.7%

Current Rate Summary	Location	Current
Metered Parking	All downtown streets and lots	\$0.50-\$1.00 per hour Depending on location
Permit Parking	Residential Employment	\$25 per year \$25 per year
Leased	Lower level of Boltwood Garage	\$1,000/year

SIGNIFICANT BUDGET CHANGES:

FY 19 is projected with modest revenue growth for this fund, awaiting results in revenues, up and down, from multiple changes in rates, times of day, and time limits allowed, effective November 1, 2017.

The July 1, 2017 Transportation Fund Free Cash is \$91,078 (10% 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:**Accomplishments**

- With the Downtown Parking Working Group, recommended revisions to rates, times, and time limits in parking spaces to the Town Manager and Select Board, with the objective of creating turnover and visibly vacant parking spaces.
- Installed new lot meters.
- Implemented a program for downtown users to buy parking time by mobile app.
- Implementation of a new winter parking program, based on storm restrictions instead of daily restrictions.
- Completed metering of Olympia Drive.

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.
- To evaluate needs for additional consulting help to study parking downtown.

FY 19 OBJECTIVES:

- To implement a BikeShare program in downtown area and other locations in cooperation with UMass, Northampton, South Hadley, Holyoke, and Springfield.
- To measure impact of changes in rates, hours, and limits, comparing to baseline occupancy data from prior studies and to recommend to Town Manager and Select Board further incremental changes if indicated to create parking turnover and availability.
- Review winter overnight parking regulations.

SERVICE LEVELS:

	FY 13	FY 14	FY 15	FY 16	FY 17
	Actual	Actual	Actual	Actual	Actual
Street Meters Maintained	339	339	339	339	339
Handicapped Spaces	21	21	21	21	21
Lot Meters Maintained	12	12	12	12	12
Electric Charging Spaces Maintained				2	4
Stolen and Demolished Meters	4	2	3	0	0
Meter Repairs	68	65	207*	400**	245
Tickets issued	25,222	22,808	26,425	23,285	20,100
Traffic Enforcement/Special Events	20	26	24	51***	50**
Hours of Meter Enforcement	4,442	4,478	4,380	4,037	4,866
Boot Uses/Releases	46	38	15	28	15
Parking Permits Issued	639	740	731	759	798
Collection Rate of Total Issues	75%	79%	68%	66%	78%
Hearings/Appeals	1,211	1,252	1,233	1,162	1,074
Annual Meter Revenue per Space					
N Pleasant St Lot	\$533	\$572	\$634	\$634	\$627
Boltwood Garage	\$874	Upper \$1,158	\$1,155	\$1,112	\$1,213
		Lower \$447	\$505	\$424	\$416
Street Meters	\$549	\$532	\$563	\$591	\$642
Amity St Lot	\$1,092	\$1,081	\$1,030	\$909	\$968
Main St Lot	\$1,002	\$906	\$918	\$900	\$957
Spring St Lot	\$597	\$582	\$594	\$604	\$681

* Includes 130 responses to the Pay By Space meters.

** Estimate.

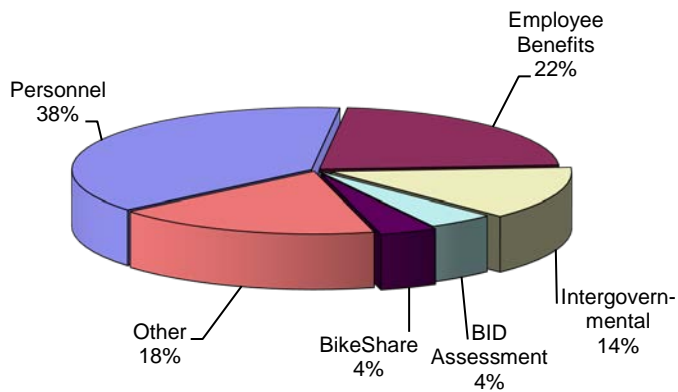
*** Now includes Farmers' Market assistance.

TRANSPORTATION FUND

4480: PARKING MANAGEMENT

	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Personnel Services	\$ 194,638	222,621	224,815	244,711	254,242	9,531	3.9%
Operating Expenses	\$ 429,785	399,681	369,332	395,082	411,004	15,922	4.0%
Capital Outlay	\$ (1,427)	2,452	0	4,000	4,000	0	0.0%
TOTAL APPROPRIATION	\$ 622,997	624,754	594,147	643,793	669,246	25,453	4.0%
SOURCES OF FUNDS							
User Fees	\$ 622,997	624,754	594,147	619,060	669,246	50,186	8.1%
Surplus	\$ 0	0	0	24,733	0	(24,733)	-100.0%
POSITIONS							
Full Time	3.70	4.60	4.60	4.65	4.65	0.00	
Part Time With Benefits	1.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	4.20	4.60	4.60	4.65	4.65	0.00	

MAJOR COMPONENTS:



Personnel Services includes funds for two full time enforcement officers, two part-time enforcement officers, a parking clerk, a planner (10%/90% shared with the General Fund) , and one and a half maintenance workers. The Procurement Officer is shared with the General Fund, Sewer Fund, and Water Fund.

Employee Benefits are \$147,409 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 contractual obligations.

Operating expenses increase by 4% mainly due to increases in health insurance (\$6,533) and retirement costs (\$9,490).

BikeShare capital costs are 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. BikeShare operating costs, which should decrease as sponsorship grows, were funded in FY 18 and therefore do not appear as FY 19 changes.

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 19 OBJECTIVES:**

- To evaluate charges for services from General Fund departments.

SERVICE LEVELS:

	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>	FY 16 <u>Actual</u>	FY 17 <u>Actual</u>
Number of departments reimbursed	6	6	6	6	6
Percentage of total Fund expenses paid to the General Fund	10	10	26	26	30

TRANSPORTATION FUND

GENERAL FUND SERVICES

	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
General Fund Loan Repayment	0	0	0	0	0	0	0.0%
General Fund Services	\$ 247,078	258,968	292,248	313,415	295,249	(18,166)	-5.8%
TOTAL APPROPRIATION	\$ 247,078	258,968	292,248	313,415	295,249	(18,166)	-5.8%
SOURCES OF FUNDS							
User Fees	247,078	258,968	292,248	313,415	295,249	(18,166)	-5.8%

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 19 are as follows:

Select Board / Town Manager	2% of budget	\$ 8,706
Finance Department	1% of budget	16,800
Human Resources	1% of budget	4,114
Construction and Maintenance	5% of budget	56,417
Information Systems	3% of budget	18,750
Police		6,373
Cherry Sheet Charges:		
PVTA Assessment		139,089
RMV Ticket Marking Assessment		<u>45,000</u>
TOTAL ADMINISTRATIVE REIMBURSEMENTS		<u>\$295,249</u>

SIGNIFICANT BUDGET CHANGES:

Decreases in FY 19 result from decreases in PVTA assessment to the Town (-\$8,125), the RMV assessment (-\$7,000), and in General Fund reimbursements (-\$3,041).

TRANSPORTATION FUND

DEBT SERVICE

GOAL STATEMENT:
 To provide funds to satisfy debt obligations.

LONG RANGE OBJECTIVES:

FY 19 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 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>	FY 16 <u>Actual</u>	FY 17 <u>Actual</u>
Number of issues outstanding	1	1	1	2	2

TRANSPORTATION FUND

DEBT SERVICE

		FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Principal	\$	50,000	50,000	90,000	85,000	85,000	0	0.0%
Interest	\$	7,625	6,313	6,585	7,025	4,875	(2,150)	-30.6%
TOTAL APPROPRIATION	\$	57,625	56,313	96,585	92,025	89,875	(2,150)	-2.3%
SOURCE OF FUNDS								
User Fees	\$	57,625	56,313	96,585	92,025	89,875	(2,150)	-2.3%

MAJOR COMPONENTS:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Boltwood Garage	\$45,000	\$2,475	\$47,475
Amity Lot	40,000	2,400	42,400
	<u>\$85,000</u>	<u>\$4,875</u>	<u>\$89,875</u>

SIGNIFICANT BUDGET CHANGES:

No significant changes in debt service in this fund for FY 19.

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 lots by replacing meters.

LONG RANGE OBJECTIVES:

- To build the fund balance in support of future capital expenditure.

FY 19 OBJECTIVES:

- To complete planning and engineering of Main Street Lot reconstruction.
- To rebuild Main Street Lot in conjunction with the reconstruction of the North Common.

SERVICE LEVELS:	FY 13 <u>Actual</u>	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>	FY 16 <u>Actual</u>	FY 17 <u>Actual</u>
Number of Projects:					
Departmental Equipment	1	1	1	1	1
Existing Facilities	0	2	2	2	0
New Facilities	0	0	0	0	0

TRANSPORTATION FUND

CAPITAL PROGRAM

	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Departmental Equipment	\$ 0	0	0	115,000	0	(115,000)	-100.0%
Existing Facilities	\$ 20,000	55,000	0	0	110,000	110,000	--
New Facilities	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 20,000	55,000	0	115,000	110,000	(5,000)	-4.3%
SOURCE OF FUNDS							
User Fees	\$ 20,000	55,000	0	0	110,000	110,000	--
Borrowing	\$ 0	0	0	0	0	0	0.0%
Authorizations							
Surplus Funds	\$ 0	0	0	115,000	0	(115,000)	-100.0%

MAJOR COMPONENTS:

\$10,000 for painting the stairway and elevator structures in the Boltwood Garage.

\$450,000 to reconstruct the Main Street lot in conjunction with North Common reconstruction, of which \$100,000 is supported by user fees and \$350,000 will be borrowed.