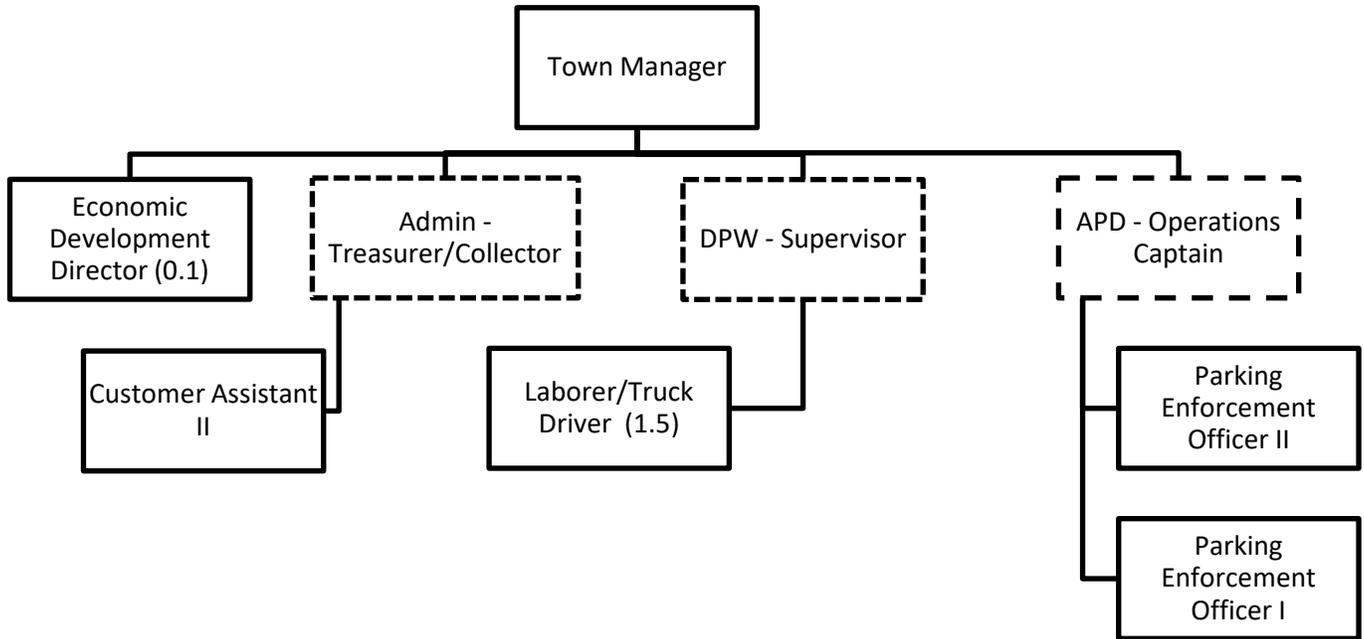


**TRANSPORTATION  
FUND**

## 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 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Proposed	Change FY 19 - 20	Percent Change
Operating Revenues	\$ 961,882	903,376	1,087,419	1,130,743	1,071,117	(59,626)	-5.3%
Interest and Late Fees	\$ 1,262	1,591	807	500	500	0	0.0%
<b>SUBTOTAL REVENUES</b>	<b>\$ 963,144</b>	<b>904,967</b>	<b>1,088,226</b>	<b>1,131,243</b>	<b>1,071,617</b>	<b>(59,626)</b>	<b>-5.3%</b>
Borrowing							
Authorizations	\$ 0	0	0	0	0	0	0.0%
Transportation Fund Surplus	\$ 0	0	139,733	53,000	0	(53,000)	-100.0%
<b>TOTAL RESOURCES</b>	<b>\$ 963,144</b>	<b>904,967</b>	<b>1,227,959</b>	<b>1,184,243</b>	<b>1,071,617</b>	<b>(112,626)</b>	<b>-9.5%</b>
Operating Budgets	\$ 624,754	594,147	611,188	722,246	667,144	(55,103)	-7.6%
Debt Service	\$ 56,313	96,585	90,658	89,875	96,500	6,625	7.4%
Capital Program	\$ 55,000	0	115,000	60,000	10,000	(50,000)	-83.3%
<b>TOTAL APPROPRIATION</b>	<b>\$ 736,067</b>	<b>690,732</b>	<b>816,846</b>	<b>872,121</b>	<b>773,644</b>	<b>(98,477)</b>	<b>-11.3%</b>
Indirect Costs Appropriated in General Fund	\$ 258,968	292,248	313,415	312,122	297,973	(14,149)	-4.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 995,035</b>	<b>982,980</b>	<b>1,130,261</b>	<b>1,184,243</b>	<b>1,071,617</b>	<b>(112,626)</b>	<b>-9.5%</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.
- To develop a policy for prioritizing projects and expenses, including downtown parking.

### STATUS UPDATE OF 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. **ONGOING**
- 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. **ONGOING**
- To rebuild fund balance to 25%, following use of fund balance in FY 18 for capital spending. **ONGOING**

### FY 20 OBJECTIVES:

- To continue to measure and monitor the impact of pricing changes effective November 1, 2017 on parking occupancy, also known as turnover of the space.
- To understand the revenue implications of the consultants forthcoming recommendations.

### SERVICE LEVELS:

	FY 14 <u>Actual</u>	FY 15 <u>Actual</u>	FY 16 <u>Actual</u>	FY 17 <u>Actual</u>	FY 18 <u>Actual</u>
Funding Composition (%)					
Operating Revenues	100	100	100	100	89
Interest	0	0	0	0	0
Grants	0	0	0	0	0
Taxation	0	0	0	0	0
Surplus Funds	0	0	0	0	11

## TRANSPORTATION FUND

## REVENUES

		FY 16	FY 17	FY 18	FY 19	FY 20	Change	Percent
		Actual	Actual	Actual	Budget	Proposed	FY 19 - 20	Change
Parking Violations	\$	241,623	214,840	242,636	300,000	280,000	(20,000)	-6.7%
Parking Fines	\$	129,077	116,110	111,114	145,000	142,000	(3,000)	-2.1%
Parking Fines - Registry Fees	\$	47,091	44,104	41,612	45,000	45,000	0	0.0%
Parking Meter Fees	\$	482,879	465,689	631,808	583,743	542,117	(41,626)	-7.1%
Parking Permit Fees	\$	22,762	25,634	26,040	24,000	25,000	1,000	4.2%
Parking Garage Reserved Fee	\$	28,905	29,000	25,020	25,000	28,000	3,000	12.0%
Parking Miscellaneous	\$	9,545	8,000	9,189	8,000	9,000	1,000	12.5%
Parking Interest and Late Fees	\$	1,262	1,591	807	500	500	0	0.0%
	\$	963,144	904,967	1,088,226	1,131,243	1,071,617	(59,626)	-5.3%

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

**SIGNIFICANT BUDGET CHANGES:**

FY 20 revenues are projected conservatively based on the FY 18 actual, awaiting trend in revenues, up and down, from multiple changes in rates, times of day, and time limits allowed, effective November 1, 2017.

The July 1, 2018 Transportation Fund Free Cash is \$133,246 (12% 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

- Replaced parking kiosks with new kiosks.
- Replaced pay-by-space with pay-by-plate system.
- Implemented mobile parking payments with Parkmobile application.
- Implemented ValleyBike bicycle sharing program with five Town stations.

#### Challenges

- Securing ValleyBike station sponsorships.

### LONG RANGE OBJECTIVES:

- To explore the need for, and feasibility of, a new parking facility.
- To implement recommendations from the parking consultant's parking management plan to maximize the efficiency and availability of existing parking supply.
- To develop internal policies and staffing structure to centralize management of the parking system.
- To expand the ValleyBike program to include more stations throughout Amherst.

### STATUS UPDATE OF FY 19 OBJECTIVES:

- To implement a BikeShare program in downtown area and other locations in cooperation with UMass, Northampton, South Hadley, Holyoke, and Springfield. **ANNUAL GOAL MET AND ONGOING**
- 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. **ONGOING**
- Review winter overnight parking regulations. **ONGOING**

### FY 20 OBJECTIVES:

- To implement Phase 2 of the ValleyBike program with additional stations.
- To update bylaws to address shared mobility devices (e.g. bike shares, scooter shares, etc.).
- To prioritize and develop an implementation plan to execute the parking consultant's parking management plan that maximizes the efficiency and availability of existing parking supply.

## TRANSPORTATION FUND

## 4480: PARKING MANAGEMENT

<b>SERVICE LEVELS:</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
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	4
Stolen and Demolished Meters	2	3	0	0	4
Meter Repairs	65	207*	400**	245	238
Tickets Issued	22,808	26,425	23,285	20,100	19,410
Traffic Enforcement/Special Events	26	24	51***	50**	50**
Meter Enforcement (hrs)	4,478	4,380	4,037	4,866	5,509
Boot Uses/Releases	38	15	28	15	33
Parking Permits Issued	740	731	759	798	897
Collection Rate of Total Issues	79%	68%	66%	78%	79%
Hearings/Appeals	1,252	1,233	1,162	1,074	1,566
Annual Meter Revenue per Space					
N Pleasant St. Lot	\$572	\$634	\$634	\$627	\$481
Boltwood Garage Upper	\$1,158	\$1,155	\$1,112	\$1,213	\$1,074
Lower	\$447	\$505	\$424	\$416	\$268
Street Meters	\$532	\$563	\$591	\$642	\$746
Amity St. Lot	\$1,081	\$1,030	\$909	\$968	\$1,591
Main St. Lot	\$906	\$918	\$900	\$957	\$1,297
Spring St. Lot	\$582	\$594	\$604	\$681	\$585

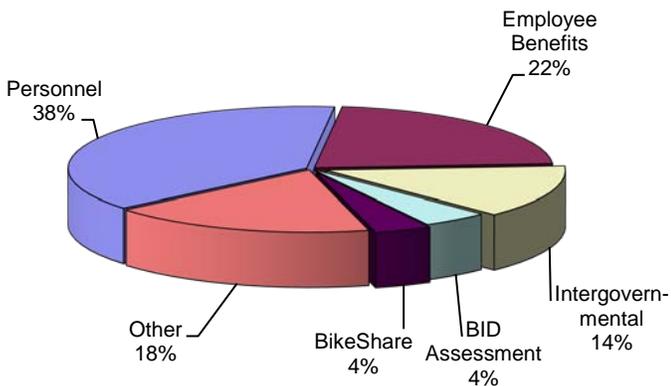
\*Includes 130 responses to the Pay By Space meters.  
\*\*Estimate.  
\*\*\*Now includes Farmers' Market assistance.

**TRANSPORTATION FUND**

**4480: PARKING MANAGEMENT**

	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Proposed	Change FY 19 - 20	Percent Change
Personnel Services	\$ 222,621	224,815	233,553	254,242	258,277	4,035	1.6%
Operating Expenses	\$ 399,681	369,332	377,635	464,004	404,867	(59,137)	-12.7%
Capital Outlay	\$ 2,452	0	0	4,000	4,000	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 624,754</b>	<b>594,147</b>	<b>611,188</b>	<b>722,246</b>	<b>667,144</b>	<b>(55,102)</b>	<b>-7.6%</b>
<b>SOURCES OF FUNDS</b>							
User Fees	\$ 624,754	594,147	586,455	669,246	667,144	(2,102)	-0.3%
Surplus	\$ 0	0	24,733	53,000	0	(53,000)	-100.0%
<b>POSITIONS</b>							
Full Time	4.60	4.60	4.65	4.65	4.70	0.05	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	4.60	4.60	4.65	4.65	4.70	0.05	

**MAJOR COMPONENTS:**



Personnel Services includes funds for two full time Enforcement Officers, two part-time Enforcement Officers, a parking Clerk, the Economic Development Director (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.

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

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

**SIGNIFICANT BUDGET CHANGES:**

Personnel Services changes are for step increases and COLA's.

Operating expense decrease is mainly due to the reduction of \$53,000 for extended bus service. Town Meeting voted the increase for FY 19; this was not carried over into FY 20.

The Federal Congestion Mitigation and Air Quality (CMAQ) grant and Bewegen, Inc. provide ValleyBike capital costs for Amherst with Northampton, Holyoke, and Springfield. Cooley Dickenson Hospital is sponsoring the Town Hall station. The stations located on the UMass campus are the responsibility of UMass.

Ridership trend data for all bus routes are included in Appendix F.

## TRANSPORTATION FUND

## GENERAL FUND SERVICES

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

### LONG RANGE OBJECTIVES:

#### STATUS UPDATE OF FY 19 OBJECTIVES:

- To evaluate charges for services from General Fund departments. **ANNUAL GOAL MET**

#### FY 20 OBJECTIVES:

- To evaluate charges for services from General Fund departments.

### SERVICE LEVELS:

	<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>	<u>FY 18</u> <u>Actual</u>
Departments Reimbursed	6	6	6	6	6
Percentage of Total Fund Expenses Paid to the General Fund	10	26	26	30	28

## TRANSPORTATION FUND

## GENERAL FUND SERVICES

	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Proposed	Change FY 19 - 20	Percent Change
General Fund Loan Repayment	0	0	0	0	0	0	0.0%
General Fund Services	\$ 258,968	292,248	313,415	312,122	297,973	(14,149)	-4.5%
<b>TOTAL APPROPRIATION</b>	<b>\$ 258,968</b>	<b>292,248</b>	<b>313,415</b>	<b>312,122</b>	<b>297,973</b>	<b>(14,149)</b>	<b>-4.5%</b>
<b>SOURCES OF FUNDS</b>							
User Fees	258,968	292,248	313,415	312,122	297,973	(14,149)	-4.5%

**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 20 are as follows:

Town Council	2% of budget	\$ 1,590
Town Manager	1% of budget	6,385
Finance Department	1% of budget	18,519
Human Resources	2% of budget	5,896
Construction and Maintenance	5% of budget	61,899
Information Systems	3% of budget	19,176
Police Department	0.1% of budget	6,548
Cherry Sheet Charges:		
PVTA Assessment		132,960
RMV Ticket Marking Assessment		<u>45,000</u>
<b>TOTAL</b>		<b><u>\$297,973</u></b>

**SIGNIFICANT BUDGET CHANGES:**

Decreases in FY 20 are the net result of a decrease in PVTA assessment to the Town (-\$23,002) and an increase in the General Fund reimbursement (+\$8,853).

## TRANSPORTATION FUND

## DEBT SERVICE

**GOAL STATEMENT:**

To provide funds to satisfy debt obligations.

**LONG RANGE OBJECTIVES:****STATUS UPDATE OF FY 19 OBJECTIVES:**

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

**FY 20 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:**

	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
Issues Outstanding	1	1	2	2	2

## TRANSPORTATION FUND

## DEBT SERVICE

		FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Proposed	Change FY 19 - 20	Percent Change
Principal	\$	50,000	90,000	85,000	85,000	85,000	0	0.0%
Interest	\$	6,313	6,585	5,658	4,875	11,500	6,625	135.9%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>56,313</b>	<b>96,585</b>	<b>90,658</b>	<b>89,875</b>	<b>96,500</b>	<b>6,625</b>	<b>7.4%</b>
<b>SOURCE OF FUNDS</b>								
User Fees	\$	56,313	96,585	90,658	89,875	96,500	6,625	7.4%

<b>MAJOR COMPONENTS:</b>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Boltwood Garage	\$45,000	\$900	\$45,900
Amity Lot	40,000	1,600	41,600
Main Street Lot	0	9,000	9,000
	<u>\$85,000</u>	<u>\$11,500</u>	<u>\$96,500</u>

**SIGNIFICANT BUDGET CHANGES:**

None.

## TRANSPORTATION FUND

## CAPITAL PROGRAM

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

**RECENT ACCOMPLISHMENTS AND CURRENT CHALLENGES:**

Maintaining available parking during construction of North Common/Main Street Lot.

**LONG RANGE OBJECTIVES:**

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

**STATUS UPDATE OF FY 19 OBJECTIVES:**

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

**FY 20 OBJECTIVES:**

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

**SERVICE LEVELS:**

	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
Number of Projects:					
Departmental Equipment	1	1	1	1	1
Existing Facilities	2	2	2	0	0
New Facilities	0	0	0	0	0

## TRANSPORTATION FUND

## CAPITAL PROGRAM

	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Proposed	Change FY 19 - 20	Percent Change
Departmental Equipment	\$ 0	0	115,000	0	0	0	0.0%
Existing Facilities	\$ 55,000	0	0	60,000	10,000	(50,000)	-83.3%
New Facilities	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 55,000</b>	<b>0</b>	<b>115,000</b>	<b>60,000</b>	<b>10,000</b>	<b>(50,000)</b>	<b>-83.3%</b>
<b>SOURCE OF FUNDS</b>							
User Fees	\$ 55,000	0	0	60,000	10,000	(50,000)	-83.3%
Borrowing	\$ 0	0	0	0	0	0	0.0%
Authorizations							
Surplus Funds	\$ 0	0	115,000	0	0	0	0.0%

**MAJOR COMPONENTS:**

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