

**TOWN OF ACTON  
INTERDEPARTMENTAL COMMUNICATION**

Date: January 21, 2016

**To: Steven Ledoux, Town Manager**

**From: Department of Public Works**

**Re: South Acton Commuter Parking – Parking Rate Recommendation**

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As you know, the Town of Acton owns the parking lot at the South Acton Commuter Rail Train Station on the Fitchburg Line. There are a total of 268 parking spaces comprised of 107 metered spaces, 155 Resident Only spaces and 6 accessible parking spaces. The metered parking spaces are currently managed with single space parking meters manufactured by POM Incorporated. The Town originally installed single space meters at the commuter lot in the early 90's. Those meters were replaced with new single-space meters in the late 90's. The single space meters are beyond their service life and will be replaced this spring upon pending the completion of the MBTA project.

The Town has developed programs to manage the parking situation for the commuter rail. As it exists today, the Town manages the parking meters, Resident Sticker program, reserved parking spaces, and the shuttle services. The following is a list of commuter parking areas and the type of parking allowed at each facility for the Commuter Rail:

Location	Reserved	Open	Resident Sticker	Accessible	Shuttle	Total Parking Spaces
South Acton Commuter Lot	0	107	155	6	0	268
Railroad Street parking	0	34	0	1	0	35
School Street parking	0	0	24	1	0	25
South Acton Fire Station	0	9	29	1	0	39
Jones Field Parking	38	9	0	0	0	47
West Acton Fire Station	0	13	0	0	22	35
Mount Cavalry Church parking	0	0	0	0	20	20
<b>Totals</b>	<b>38</b>	<b>172</b>	<b>208</b>	<b>9</b>	<b>42</b>	<b>469</b>

The Town charges the following rates for parking:

Program	Parking Rate
Parking Meter	\$ 2.50 per 12 hours
Resident Sticker	\$ 50.00 per year
Resident Sticker (Senior Citizen)	\$ 25.00 per year
Reserved Parking	\$ 50.00 per month

We met with the Finance Department and reviewed the 5-year financial plan for the Commuter Lot parking fund. We also spoke with Doug Halley about the shuttle program and the new fixed route service. Money is already being allocated for the Rail Shuttle and it is projected to also provide some funding for the new fixed route service. The commuter parking financial model includes about \$116k for the shuttle program. This amount was approximated to cover the portion of the projected ridership using the shuttle for trips to/from the commuter rail station on the Fitchburg Line. Attached is the proposed 5-year financial plan for the commuter parking using the recommended parking rate.

The budget accounts for costs associated with the routine upkeep of the parking facilities, the elevator and utilities. In addition, the financial model shows an ending balance that would then be available for future repair and upgrades to the lots such as repaving and equipment replacement (i.e. lighting, security, paving, landscaping, etc...). Below are the estimated revenue projections for the commuter parking assuming the proposed rates.

**Recommendation**

Based on the information described above, we recommend the following parking rates for the commuter parking program:

<u>Program</u>	<u>Duration</u>	<u>Existing Rate</u>	<u>Proposed Rate</u>
Bike Lockers	per year	\$ 75.00	\$ <b>100.00</b>
	per month	\$ 10.00	\$ <b>14.00</b>
Resident Stickers	per year	\$ 50.00	\$ <b>100.00</b>
Senior Citizen Resident Sticker	per year	\$ 25.00	\$ <b>50.00</b>
Jones Field Reserved Parking	per month	\$ 50.00	\$ <b>100.00</b>
Parking Meters	per 12 hours	\$ 2.50	\$ <b>5.00</b>

If you have any other questions or need additional information, please let us know.

TOWN OF ACTON  
 COMMUTER PARKING LOT FUND  
 REVENUE AND EXPENSE PROJECTIONS FY16-FY21  
 14-Jan-16

	Cash 6/30/2015 Start Balance	FY16	(*) FY17	FY18	FY19	FY20	FY21	End Balance
<u>Est. revenues</u>								
Meter Monies	\$271,530.00	100,000.00	228,700.00	228,700.00	228,700.00	228,700.00	228,700.00	412,645.50
<b>Total Inflows</b>	100,000.00	100,000.00	228,700.00	228,700.00	228,700.00	228,700.00	228,700.00	
<u>Est. Expenditures</u>								
Elevator Maintenance	0.00	0.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	
Maintenance/Utilities	0.00	0.00	30,900.00	30,900.00	31,827.00	32,781.81	33,765.26	
Transportation - Rail Shuttle/Cross Acton Transit	96,862.50	96,862.50	116,288.00	119,195.20	122,175.08	125,229.46	128,360.19	
Capital Improvements	0.00	0.00	90,000.00	20,000.00	0.00	0.00	0.00	
<b>Total Outflows</b>	96,862.50	96,862.50	261,288.00	195,095.20	179,002.08	183,011.27	187,125.46	
Fiscal year draw	3,137.50	3,137.50	-32,588.00	33,604.80	49,697.92	45,688.73	41,574.54	
<b>Ending Balance</b>	274,667.50	274,667.50	242,079.50	275,684.30	325,382.22	371,070.95	412,645.50	

FUNDING SOURCES

(*) Program	Volume	Old Rate	Proposed Rate	Duration	Days	Proposed	
						Old Annual Revenue	Annual Revenue
Bike Lockers	40 \$	75	\$ 100	per year	annual	\$ 3,000	\$ 4,000
Resident Stickers	400 \$	50	\$ 100	per year	annual	\$ 20,000	\$ 40,000
Jones Field	38 \$	50	\$ 100	per month	annual	\$ 22,800	\$ 45,600
Commuter Parking Lot	107 \$	2.5	\$ 5	per 12 hours	260	\$ 69,550	\$ 139,100
						\$ 115,350	\$ 228,700

\* Doesn't include revenue or expense impact for 35 space MBTA lot next to Gordon Richards

\* Doesn't include revenue or expense impact for Gordon Richards property purchase

