

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

**ORDER,**

To preserve funding to complete the Bicycle Master Plan Study by transferring funds

**ORDERED,**

By the City Council of the City of Lowell, as follows:

That the amount of thirty two thousand four hundred and twenty one dollars and eighty seven cents (\$32,421.87) be transferred:

**FROM:** 01824170-588401 as described in "Attachment A"

**TO:** Various Accounts, described in "Attachment A"

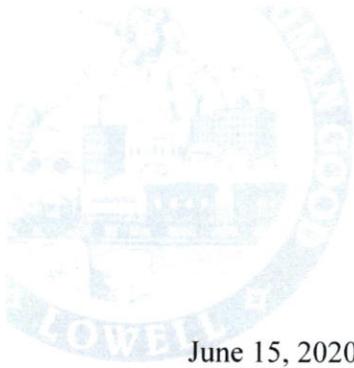
**ORDER RECOMMENDED AND INTRODUCED BY:**



Eileen M. Donoghue, City Manager

V: fy2021.year-end.trans.rideshare





Eileen M. Donoghue  
City Manager

June 15, 2020

Mayor John J. Leahy  
And  
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer \$32,421.87 to the special revenue fund for ride share assessments from the DPD budget pursuant to a request by the Transportation Engineer, Natasha Vance.

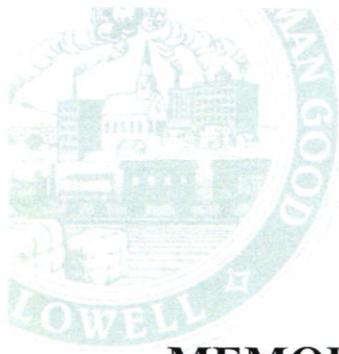
Pursuant to statute, the Transportation Network Company (TNC) Division of the Department of Public Utilities must collect a \$0.20 per-ride assessment on all TNC rides originating in the Commonwealth. In 2017, there were approximately 64.8 million rideshare trips started in Massachusetts which resulted in a \$12.8 million assessment from TNCs. Half of this amount was distributed to MassDevelopment and the Commonwealth's Transportation Fund while the other half was distributed to Massachusetts cities and towns based on the amount of rides started in each community. These funds proposed for appropriation are from monies distributed to Lowell.

Enclosed with this letter is a memorandum from the Chief Financial Officer which outlines the details of the transfer and a memorandum from DPD further explaining the necessity. Please do not hesitate to let me know if there are any questions.

Sincerely,

Eileen Donoghue  
City Manager

CC: Conor Baldwin, Chief Financial Officer  
Natasha Vance, Transportation Engineer  
Tina Masiello, City Auditor



Conor Baldwin  
 Chief Financial Officer

Allison Chambers  
 Deputy CFO

## MEMORANDUM

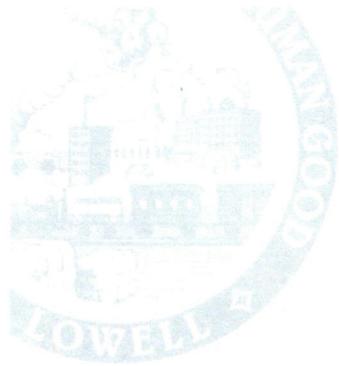
**TO:** Eileen Donoghue, City Manager  
**FROM:** Conor Baldwin, Chief Financial Officer   
**CC:** Diane Tradd, DPD Director  
**DATE:** June 15, 2020  
**SUBJECT:** Year End Transfers – Rideshare Funding

The Department of Planning and Development has forwarded to me a request to transfer funding from the general fund to the special revenue fund for rideshare monies in order to preserve previously appropriated funding for the bicycle master plan. This transfer is administrative in nature, but requires City Council approval because the nature of the transfer is between two funds. Because the funds were encumbered, but remain unspent, execution of this transfer is the only way to preserve the funding for its intended use. Otherwise, the remaining balance would close to the undesignated fund balance of the general fund upon fiscal year end and be unavailable until the Department of Revenue certifies the city's FY2021 free cash total.

Below is a brief summary of the impacted account, including an updated balance of the special revenue fund for rideshare monies from the state. The city has not yet received the apportionment from the state for the FY2020 amount, which typically is received in the final weeks of the fiscal year. The amount received in FY2019 was \$67,722.50, received on 6/28/2019. It is possible that COVID-19 has impacted the volume of rides occurring between March and June, which may have impacted the amount the city will receive in FY2020.

Please let me know if there are any questions.

Account Name	Original	Previous	Revised	YTD	Balance	Balance
	Budget/ Cash Balance			Transfers	Budget	
Fund #1707 - RIDESHAR	\$ 36,761	\$ -	\$ 36,761	\$ -	\$ 36,761	\$ 69,183
DPD - Transp Improve	\$ -	\$ 80,000	\$ 80,000	\$ 47,578	\$ 32,422	\$ -
					\$ (32,422)	



Diane Nichols Tradd  
*Assistant City Manager/DPD Director*

Craig Thomas  
*Deputy Director*

MEMORANDUM

TO: Eileen M. Donoghue, City Manager  
Conor Baldwin, CFO

FROM: Diane N. Tradd, Assistant City Manager/DPD Director

DATE: June 17, 2020

SUBJECT: Transfer of Funds for Go Lowell Project to Comply with TNC Fund Regulations

In August 2019, the City Council approved a request from the Department of Planning and Development (DPD) to authorize the use of \$80,000 from the Transportation Network Companies (TNC) (Uber/Lyft) fees that the City of Lowell received from the State to fund a Bicycle Master Plan (BMP). The BMP is well underway and DPD anticipates having a final plan by late fall 2020/early spring 2021. Thus far, \$47,578.13 has been expended in FY20, with \$32,421.87 as the balance remaining on the PO. The City of Lowell is required to submit an annual report before December 31 each year to explain how the funds have been or will be used. Note that the use of the funds is restricted as follows.

- St. 2016, c. 187, § 8(d) **requires** that communities that receive funds report to the Division how they have spent or how they plan to spend the funds, in accordance with the requirements of the law.
- St. 2016, c. 187, § 8(c) **requires** that the funds be used “to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General laws and other programs that support alternative modes of transportation...”
- The Division must post the projects and amounts reported to its website.

The Transportation Engineer, on behalf of the City, submitted the annual reports regarding the intent to use the funds for the BMP. In order to avoid the PO expiring and the funds being swept into the General Fund on June 30, 2020, which would be an inappropriate use of the TNC funds, DPD requests that the remaining funds be transferred back to MUNIS Account # 1707 RIDESHAR. In FY21, the funds will be transferred back to the Go Lowell account to complete the BMP.

NV/ns

Attachment

cc: Natasha Vance, Transportation Engineer