

## Mandatory Fee Request Form

Fiscal Year 2017 Budget

Institution Name:	Georgia Institute of Technology
Preparer/Contact Information:	Sherry Davidson/404-894-6080

### Section I

Name of Fee:	Transportation Fee		
Type of Fee:	Transportation	PPV Fee?	No
New fee or existing fee?	Existing		
Fund Code:	12250	Account Code(s):	404103

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
(Fall/Spring) \$ 81	\$ 5	\$ 86	6.2%
(Summer) \$ 54	\$ -	\$ 54	0.0%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 4,851,139	48,656	\$ 207,220	\$ 3,953,632

**What is the purpose/use of this fee? Has the purpose of the fee changes since last fiscal year? (You should be as detailed as possible. Attach additional documentation as necessary)**

*The FY16 fee was used to maintain the current level of service to include the Stinger bus routes, Trolley (including the Midnight Rambler), the Emory Shuttle and Stingerette paratranist and nighttime service. The fee requested for FY17 will be used to fulfill current contractual agreements, maintain and improve service levels for the student safety and security. See attached narrative.*

**How will the incremental revenue be used? (You should be as detailed as possible. Attach additional documentation as necessary)**

*To maintain current level of service as per the attached narrative.*

### Section II

**Financial Data: Please complete the Financial Data Sheets and the Detail of Revenue Sheets for this Fee. The financial data must be completed even if no fee increase is being requested. (Total Revenues and Total Expenditures will update automatically when Financial Data sheet is completed)**

As of June 30, 2015	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 4,637,644	\$ 4,444,645	96%

**Provide explanation if % of revenue expended is less than 80% OR greater than 100%**

#### Available Fund Balance Information as of June 30, 2015

669,303	Fund Balance per General Ledger
209,332	Encumbered funds as of June 30, 2015
291,201	Reserved for Renewals and Replacements as of June 30, 2015
168,770	Available Fund Balance as of June 30, 2015

#### Provide explanations for planned uses of available Fund Balance:

The available Fund Balance will be used for 1) the purchase of vehicles \$334,000 over 10 years; 2) bus shelters \$880,000 over 10 years; 3) LED transit signage \$48,000 over the next 4 years; 4) digital signage of \$150,000; 5) Customized Bike Racks \$20,000; 6) Bike Share Kiosks for \$30,000; 7) a voice annunciation system for buses and trolleys \$60,000; and 8) LED/Solar light replacement for bus shelters for \$20,000. These projects represent Transportation's 10 year capital plan.

## Mandatory Fee Request Form

Fiscal Year 2017 Budget

Institution Name: Georgia Institute of Technology

### Section III

#### Questions and Answers:

(1) Is this fee required for all students regardless of the number of credit hours taken, method of delivery (i.e. distance learning), military status, etc.? **If no, list the exceptions and explain.** Yes

(2) **Do the projected fee instances reflect the number of exemptions/waivers that have been granted? If no, explain.** Yes

**(2a) Please provide the following details on exemptions/waivers:**

	FY 2014	FY 2015	FY 2016	Projected FY 2017
<b># of Exemptions/Waivers</b>				
<b>Amount</b>				

(3) Is this fee being used to cover employee travel? If yes, please explain. Yes  
Continuing education for Assoc. Director and Managers

4) What positions, if any, are being funded through this fee? Please list the positions.  
Associate Director of Transportation, Operations Manager, Campus Transportation Planner, 2 Operations Dispatchers, Night-shift Ops Asst Mgr and 10 Drivers

(5) Are significant changes to the fee amount anticipated within the next three (3) years? No  
If yes, please explain.

(6) Does this fee support any type of debt service? If yes, please explain in detail. No

(7) Other than the student fee committee, what percentage of the student body was made aware of the fee? How was the student body at large informed and/or engaged in the process (i.e. town hall meetings, online surveys, etc). Please explain and/or attach appropriate documentation. Were these actions taken before or after the student committee vote?

The proposed Student Fees will be presented at our October PTAC meeting (which typically includes representatives from each of the organizations listed). During the October 21, 2015 and the November 18, 2015 meetings, the representatives for SGA and an Engineering Student were presented the proposed fees for the upcoming budget. These members of SGA are charged to disseminate the information to their respective groups. The budget will also be posted on the Student Government website and on the GA Tech Budget Office website.

(8) Please **list and submit** all reports/documents that were provided to the student fee committee prior to the committee vote (i.e. detailed budget reports, prior year revenue, expenditures and reserves, presentations, etc.) **along with meeting minutes.**

In his letter regarding student fees, dated 9/2/15, the Chancellor stated that fee increase requests will only be considered if:

(1) the fee supports a PPV at risk of falling into deficit, or

(2) represents a prior commitment to a multi-year fee plan.

Which of these scenarios is applicable for this increase? Why is a fee increase critical to the success of the activities described in this template? What would be the effects of the fee remaining flat?. Scenario 2 is applicable for this increase. The increase is being used to support current contractual agreements with the department's transportation provider and to maintain and improve service levels for the student safety and security. If the rate remains flat, a reduction in service will be required, to include nighttime service.

## Mandatory Fee

Fiscal Year 2017

### Financial Data

Detail of Revenue Projection

Transportation

(Insert Fee Name)

Institution: Georgia Institute of Technology

Fee Detail	A			B		C		D = A x C		E		F = C x E	
	FY 2014 Actual Rate	FY 2015 Actual Rate	FY 2016 Current Rate	FY 2016 Number of Participants	FY 2017 Number of Participants	Projected FY 2017 Revenue with Current Rate		FY 2017 Proposed Rate	Projected FY 2017 Revenue with Proposed Rate				
<b>Fall Semester</b>													
Dual Enrolled						\$	-			\$	-		
0-4 credit hours	81	81	81	1,033	1,043	\$	84,483	\$	86	\$	89,698		
5-8 credit hours	81	81	81	886	895	\$	72,495	\$	86	\$	76,970		
9-12 credit hours	81	81	81	4,610	4,656	\$	377,136	\$	86	\$	400,416		
Full-time	81	81	81	14,837	14,985	\$	1,213,785	\$	86	\$	1,288,710		
<b>Fall Semester Total</b>				21,366	21,579		1,747,899				1,855,794		
<b>Spring Semester</b>													
Dual Enrolled						\$	-			\$	-		
0-4 credit hours	81	81	81	616	622	\$	50,382	\$	86	\$	53,492		
5-8 credit hours	81	81	81	870	879	\$	71,199	\$	86	\$	75,594		
9-12 credit hours	81	81	81	3,874	3,913	\$	316,953	\$	86	\$	336,518		
Full-time	81	81	81	14,308	14,451	\$	1,170,531	\$	86	\$	1,242,786		
<b>Spring Semester Total</b>				19,668	19,865		1,609,065				1,708,390		
<b>Summer Semester</b>													
Dual Enrolled						\$	-			\$	-		
0-4 credit hours	54	54	54	725	732	\$	39,528	\$	54	\$	39,528		
5-8 credit hours	54	54	54	2,468	2,493	\$	134,622	\$	54	\$	134,622		
9-12 credit hours	54	54	54	1,601	1,617	\$	87,318	\$	54	\$	87,318		
Full-time	54	54	54	2,347	2,370	\$	127,980	\$	54	\$	127,980		
<b>Summer Semester Total</b>				7,141	7,212		389,448				389,448		
<b>Fiscal Year Total</b>				<b>48,175</b>	<b>48,656</b>	<b>3,746,412</b>				<b>3,953,632</b>			

**NOTES:**

(1) If you have a different fee level for different types of participants, please list each category separately (i.e. if you charge a lesser fee for students in less than full time credit hour categories).

**Mandatory Fee  
Fiscal Year 2017**

**Financial Data  
Transportation Fee**

(Insert Fee Name)

Institution: Georgia Institute of Technology

	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection
	FY 2014	FY 2015	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2017 Proposed Budget w/ Fee Increase
	Actual	Actual				
<b>Revenue</b>	3,129,388	3,173,710	3,566,565			
Fee Revenue Summer	386,688	381,897				
<b>Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)</b>				3,746,412	207,220	\$3,953,632
Non-Mandatory Student Fees						0
<b>Sales &amp; Services</b>						
Transit Advertising	19,540	21,520	21,420	29,256		29,256
Interest Income	7,167	7,484	7,676	7,777	321	8,098
Institute Allocation(Stinger/Trolley/Zipcar)	667,578	727,578	861,740	861,740		861,740
Charter Revenue	319,128	325,455	393,738	386,735		386,735
<b>Miscellaneous Revenues</b>						
Gifts						0
Other Miscellaneous Revenues						0
Planned Reserve Amount to be Used						
<b>Total Revenue</b>	<b>\$ 4,529,489</b>	<b>\$ 4,637,644</b>	<b>\$ 4,851,139</b>	<b>\$ 5,031,920</b>	<b>\$ 207,541</b>	<b>\$ 5,239,461</b>
<b>Expenditures</b>						
<b>Personal Services</b>						
Salaries - Faculty/Staff	886,512	927,384	1,009,827	1,082,222		1,082,222
Salaries - Students						0
Fringe Benefits						0
Plant Allocations						0
<b>Travel</b>						
Travel - Employee	6,762	5,472	8,500	8,500		8,500
Travel - Non-Employee						0
<b>Operating Supplies and Expenses</b>						
Purchases for Resale/Cost of Goods Sold						0
Supplies & Materials	48,831	35,327	84,810	64,410		64,410
Repairs and Maintenance	35,485	28,668	44,289	39,651		39,651
Utilities	6,123		6,654	6,987		6,987
Depo Lease	24,729	25,013	26,129	26,413		26,413
Auxilliary Admin Overhead	59,037	39,183	40,672	56,906		56,906
Services Consultants(IRS)		8,995				0
Equipment (Small Value)	4,809		12,938	13,135		13,135
OIT-Printing and Copying Services	6,434	4,420				0
Operation and Maintenance of Facilities	296		2,843	2,900		2,900
Contracted Services	2,775,133	2,968,528	3,509,885	3,782,813		3,782,813
Telecommunications	8,581	8,118	8,928	8,446		8,446
Transit Advertising	7,511		8,500	7,500		7,500
Software		33,094				0
Institute Overhead	87,911	89,956	90,187	86,702		86,702
<b>Equipment/Capital Outlay</b>						
Lease/Purchase - Principal						0
Lease/Purchase - Interest						0
R&R Reserve Contribution						0
Motor Vehicle Purchase						0
Equipment Purchase						0
Building and Facilities Renovation & Improvement						0
<b>Total Expenditures</b>	<b>\$ 3,958,154</b>	<b>\$ 4,174,158</b>	<b>\$ 4,854,162</b>	<b>\$ 5,186,584</b>	<b>\$ -</b>	<b>\$ 5,186,584</b>
<b>Encumbrances</b>	<b>\$ 377,908</b>	<b>\$ 199,767</b>				
<b>Depreciation</b>	<b>\$ 65,911</b>	<b>\$ 70,721</b>	<b>\$ 72,911</b>	<b>\$ 83,546</b>		<b>\$ 83,546</b>
<b>Surplus (Deficit)</b>	<b>\$ 127,516</b>	<b>\$ 192,999</b>	<b>\$ (73,091)</b>	<b>\$ (238,210)</b>	<b>\$ -</b>	<b>\$ (30,669)</b>
<b>Cumulative Fund Balance</b>		<b>\$ 168,770</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>% of Revenue Expended</b>	<b>87.4%</b>	<b>90.0%</b>	<b>100.1%</b>	<b>103.1%</b>	<b>0.0%</b>	<b>99.0%</b>

- NOTES:**
- (A, B) The actual data for FY 2014 and FY2015 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
  - (C) FY 2016 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
  - (D) FY 2017 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase. **Revenues and expenditures do not have to balance. Show projected surplus/deficit.**
  - (E) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
  - (F) FY 2017 Proposed Budget will be the sum of FY 2017 Projected Budget w/o Fee Increase plus Rate Increase.

## Mandatory Fee

Fiscal Year 2017

### Financial Data

#### Transportation Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	C	D	E	F
	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection = (F - D)	From the Detail of Revenue Projection
	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	Revenue Generated by Rate Increase	FY 2017 Proposed Budget w/ Fee Increase
<b>REVENUES</b>						
<i>Fee Revenue</i>	3,516,076	3,555,607	3,566,565	3,746,412	207,220	3,953,632
<i>Sales &amp; Services</i>	1,013,413	1,082,037	1,284,574	1,285,508	0	1,285,508
<i>Miscellaneous Revenues</i>	0	0	0	0	0	0
<b>Total Revenue</b>	<b>\$ 4,529,489</b>	<b>\$ 4,637,644</b>	<b>\$ 4,851,139</b>	<b>\$ 5,031,920</b>	<b>\$ 207,220</b>	<b>\$ 5,239,140</b>
<b>EXPENSES</b>						
<i>Personal Services</i>	886,512	927,384	1,009,827	1,082,222	0	1,082,222
<i>Travel</i>	6,762	5,472	8,500	8,500	0	8,500
<i>Operating Supplies and Expenses</i>	3,064,880	3,241,302	3,835,835	4,095,863	0	4,095,863
<i>Equipment/Capital Outlay</i>	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 3,958,154</b>	<b>\$ 4,174,158</b>	<b>\$ 4,854,162</b>	<b>\$ 5,186,584</b>	<b>\$ -</b>	<b>\$ 5,186,584</b>
<b>Encumbrances</b>	<b>\$ 377,908</b>	<b>\$ 199,767</b>		<b>\$ -</b>		
<b>Depreciation</b>	<b>\$ 65,911</b>	<b>\$ 70,721</b>		<b>\$ 83,546</b>		
<b>Surplus (Deficit)</b>	<b>\$ 127,516</b>	<b>\$ 192,999</b>	<b>\$ (180)</b>	<b>\$ (238,210)</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cumulative Fund Balance</b>		<b>\$ 168,770</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>% of Revenue Expended</b>	<b>87.4%</b>	<b>90.0%</b>	<b>100.1%</b>	<b>103.1%</b>	<b>0.0%</b>	<b>99.0%</b>

**NOTES:**

- (A, B) The actual data for FY 2014 and FY2015 should agree to the general ledger as included in the respective **PS Actuals Ledger**.
- (C) FY 2016 Current projection should reflect the best estimate of actual revenues and expenditures. **Revenues and expenditures do not have to balance. Show p**
- (D) FY 2017 Projected Budget w/o fee increase should represent the projected budget without any consideration of a fee increase.  
'Revenues and expenditures do not have to balance. Show projected surplus/deficit.
- (E) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (F) FY 2017 Proposed Budget will be the sum of FY 2017 Projected Budget w/o Fee Increase plus Rate Increase.

## Mandatory Fee

Fiscal Year 2017

### Line Items as Percentage of Totals

#### Transportation Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	C	D	F
	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection
	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	FY 2017 Proposed Budget w/ Fee Increase
<b>REVENUES</b>					
<i>Fee Revenue</i>	78%	77%	74%	74%	75%
<i>Sales &amp; Services</i>	22%	23%	26%	26%	25%
<i>Miscellaneous Revenues</i>	0%	0%	0%	0%	0%
<b>Total Revenue</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>EXPENSES</b>					
<i>Personal Services</i>	22%	22%	21%	21%	21%
<i>Travel</i>	0.2%	0.1%	0.2%	0.2%	0.2%
<i>Operating Supplies and Expenses</i>	77%	78%	79%	79%	79%
<i>Equipment/Capital Outlay</i>	0%	0%	0%	0%	0%
<b>Total Expenditures</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

## Mandatory Fee

Fiscal Year 2017

### Year over Year % Change

Transportation Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

	A	B	C	D	F
	Actuals Ledger		True projections of revenues and expenditures	From the Detail of Revenue Projection	From the Detail of Revenue Projection
	FY 2014 Actual	FY 2015 Actual	FY 2016 Current Projections	FY 2017 Planned Budget w/o Fee Increase	FY 2017 Proposed Budget w/ Fee Increase
<b>REVENUES</b>					
<i>Fee Revenue</i>		1%	0%	5%	11%
<i>Sales &amp; Services</i>		7%	19%	0%	0%
<i>Miscellaneous Revenues</i>		0%	0%	0%	0%
<b>Total Revenue</b>		<b>2%</b>	<b>5%</b>	<b>4%</b>	<b>8%</b>
<b>EXPENSES</b>					
<i>Personal Services</i>		5%	9%	7%	7%
<i>Travel</i>		-19%	55%	0%	0%
<i>Operating Supplies and Expenses</i>		6%	18%	7%	7%
<i>Equipment/Capital Outlay</i>		0%	0%	0%	0%
<b>Total Expenditures</b>		<b>5%</b>	<b>16%</b>	<b>7%</b>	<b>7%</b>