

Mandatory Fee Request Form

Fiscal Year 2019

Institution Name:	Georgia Institute of Technology
Preparer/Contact Information:	Sherry Davidson / 4-6080

Section I

Name of Fee:	Transportation Fee	PPV Fee?	Yes
Type of Fee:	Transportation	If PPV, Project code(s) & Project name(s):	No
New fee or existing fee?	Existing	Department Code(s):	544
Fund Code:	12250	Revenue Account Code(s):	404103

Current Fee Amount	Incremental Increase Request	Requested Fee Amount	Requested % Increase
(Fall/Spring) \$ 85	\$ 5	\$ 90	5.9%
Current Budgeted Revenue	Projected Fee Instances	Projected Incremental Revenue Increase at Requested Level	Total Projected Revenue at Requested Level
\$ 4,002,100	49,803	\$ 214,375	\$ 4,253,646

What is the purpose/use of this fee? *(Attach additional documentation as necessary)*

The FY18 fee was used to maintain the current level of service to include the Stinger bus routes, Trolley (including the Midnight Rambler), the Emory Shuttle, the Stingerette paratranist and nighttime service, and the new Tech Square Express service. FY19's fee will be used to fulfill current contractual agreements, provide additional Trolley service from Tech Square to Campus and expand the service hours for the Green bus route for the campus community. See attached narrative.

How will the incremental revenue be used? *(Attach additional documentation as necessary)*

To fulfill current contractual agreements and provide transit 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, 2017	Total Revenues	Total Expenditures	% of Revenue Expended
	\$ 5,121,205	\$ 4,799,050	94%

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

Available Fund Balance Information as of June 30, 2017

1,125,689	Fund Balance per General Ledger
307,257	Encumbered funds as of June 30, 2017
488,721	Reserved for Renewals and Replacements as of June 30, 2017
329,711	Available Fund Balance as of June 30, 2017 (Negative amount represents a deficit)

Provide explanations for planned uses of available Fund Balance or, if deficit, provide planned actions for reducing deficit:

The available Fund Balance will be used for 1) the purchase of vehicles \$415,000 over 10 years; 2) bus shelters \$45,000 over 10 years; 3) LED transit signage \$12,000 over the next year; 4). voice annunciation system \$40,000 over the next year; 5) digital signages for 50,000 6). Audo/video system for Stingerette and paratransit vans for \$\$32,000; 7). an autonomous vehicle project for \$150,000 over the next 10 years and toughpad equipment replacement for \$25,000. These projects represent Transportation's 10 year capital plan.

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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 below.** Yes

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

	FY 2016	FY 2017	FY 2018	Projected FY 2019
# of Exemptions/Waivers				
Amount				

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

4) What positions, if any, are being funded through this fee? Please list the positions.
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, explain below.

(6) Does this fee support any type of debt service? **If yes, explain below 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?

(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.**

(9) Only complete this section if an increase is being requested.

In the Chancellor's letter regarding student fees, dated 8/25/17, he stated that fee increase requests will only be considered if:

- (1) the fee increases is supported by a detailed business case. or
- (2) the fee supports a PPV at risk of falling into deficit, or
- (3) represents a prior commitment to a multi-year fee plan, or
- (4) reallocation of existing fees, on a case by case basis.

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?

The narrative should reference the auxiliary 5-year business plans whenever possible for justification.

Scenario 3 is applicable for this increase. The increase is being used to support current contractual agreements with the department's transportation provider and to maintain current service levels for the campus community, as well as student safety. If the rate remains flat, a reduction in service will be require.

Mandatory Fee

Fiscal Year 2019

Financial Data

Transportation Fee

(Insert Fee Name)

Institution: Georgia Institute of Technology

Updated 11/17/2017

	A	B	C	D	E	F	G
	Actuals Ledger			True projections of revenues and expenditures	From the Detail of Revenue Projection FY 2019 Projected Budget w/o Fee Increase	From the Detail of Revenue Projection = (F - D) Revenue Generated by Rate Increase	From the Detail of Revenue Projection FY 2019 Proposed Budget w/ Fee Increase
	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual				
Revenue							
Mandatory Fee Revenue (Less: Allowances, Waivers, Etc.)	\$3,555,607	\$3,617,013	\$3,878,444	\$4,002,100	\$4,039,271	\$214,375	\$4,253,646
Non-Mandatory Student Fees							
Sales & Services							
Fines							
Housing Rental Income							
Other Rental Income							
Meal Plan Sales							
Other Food Service Sales							
Athletic Ticket Sales							
Game Guarantees							
Athletic Camps							
Other Athletic Revenue							
Health Services							
Non-Student Parking & Transportation	1,082,037	1,162,952	1,242,761	1,612,405	1,424,637	541	1,425,178
Advertising Revenue							
Commissions							
Bookstore & Gift shop Sales							
CRC Generated Revenue							
Miscellaneous Revenues							
Gifts							0
Other Miscellaneous Revenues							0
Planned Reserve Amount to be Used							
Total Revenue	\$ 4,637,644	\$ 4,779,965	\$ 5,121,205	\$ 5,614,505	\$ 5,463,908	\$ 214,916	\$ 5,678,824
Expenditures							
Personal Services							
Salaries - Faculty/Staff	927,384	970,237	955,976	1,115,451	1,038,565		1,038,565
Salaries - Students							0
Fringe Benefits							0
Plant Allocations							0
Travel							
Travel - Employee	5,472	10,874	6,888	9,500	9,500		9,500
Travel - Non-Employee							0
Operating Supplies and Expenses							
Purchases for Resale/Cost of Goods Sold							0
Supplies & Materials/Other/FAC	35,327	46,800	97,495	63,113	69,050		69,050
Repairs and Maintenance	28,668	18,936	27,820	31,627	32,500		32,500
Utilities		6,262	5,510	7,336	7,703		7,703
Depo Lease	25,013	25,964	28,478	27,364	29,878		29,878
Auxiliary Admin Overhead/Tech Support	39,183	40,334	61,344	61,344	63,223		63,223
Services Consultants (IRS)	8,995	688		-			0
Equipment (Small Value)		450	1,572	60,938	33,938		33,938
OIT-Printing and Copying Services	4,420	7,089	3,395	-			0
Operation and Maintenance of Facilities				2,958	3,017		3,017
Contracted Services	2,968,528	3,156,522	3,461,203	3,938,996	3,994,385	214,916	4,209,300
Institute Alloc. (Autonomous Veh.)				200,000			
Telecommunications	8,118	8,370	8,365	8,708	8,703		8,703
Transit Advertising				7,500	5,000		5,000
Software	33,094	18,093	24,098	-			0
Institute Overhead	89,956	86,702	116,907	116,907	116,907		116,907
Equipment/Capital Outlay							
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
Total Expenditures	\$ 4,174,158	\$ 4,397,321	\$ 4,799,050	\$ 5,651,743	\$ 5,412,370	\$ 214,916	\$ 5,627,285
Depreciation & Encumbrances	\$ 270,488	\$ 385,759	\$ 301,314	\$ 76,221	\$ 74,446		\$ 74,446
Surplus (Deficit)	\$ 192,998	\$ (3,114)	\$ 20,841	\$ (113,459)	\$ (22,907)	\$ -	\$ (22,907)
Cumulative Fund Balance	168,770	(363,249)	\$ 329,711	\$ 216,252	\$ 193,345		\$ 193,345
% of Revenue Expended	90.0%	92.0%	93.7%	100.7%	99.1%	100.0%	99.1%

NOTES:

- (A, B, C) The actual data for FY 2015, FY 2016 and FY 2017 should agree to the general ledger as included in the respective PS Actuals Ledger.
- (D) FY 2018 Current projection should reflect the best estimate of actual revenues and expenditures. Revenues and expenditures do not have to balance. Show projected surplus/deficit.
- (E) FY 2019 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.
- (F) Rate Increase will represent only the increase in revenue and expenditures related to the proposed rate increase.
- (G) FY 2019 Proposed Budget will be the sum of FY 2019 Projected Budget w/o Fee Increase plus Rate Increase. Revenues and expenditures do not have to balance. Show projected surplus/deficit.

Mandatory Fee

Fiscal Year 2019

Financial Data

Detail of Revenue Projection
Transportation
(Insert Fee Name)

Updated 11/6/2017

Institution: Georgia Institute of Technology

Fee Detail	A			B		C	D = A x C	E	F = C x E
	FY 2016 Actual Rate	FY 2017 Actual Rate	FY 2018 Current Rate	FY 2018 Number of Participants	FY 2019 Number of Participants	Projected FY 2019 Revenue with Current Rate	FY 2019 Proposed Rate	Projected FY 2019 Revenue with Proposed Rate	
Fall Semester									
Dual Enrolled			85			\$ -	\$ 90	\$ -	
0-4 credit hours	81	85	85	1,113	1,124	\$ 95,540	\$ 90	\$ 101,160	
5-8 credit hours	81	85	85	888	897	\$ 76,245	\$ 90	\$ 80,730	
9-12 credit hours	81	85	85	5,029	5,079	\$ 431,715	\$ 90	\$ 457,110	
Full-time	81	85	85	15,326	15,479	\$ 1,315,715	\$ 90	\$ 1,393,110	
Fall Semester Total				22,356	22,579	1,919,215		2,032,110	
Spring Semester									
Dual Enrolled			85			\$ -	\$ 90	\$ -	
0-4 credit hours	81	85	85	1,000	1,010	\$ 85,850	\$ 90	\$ 90,900	
5-8 credit hours	81	85	85	798	806	\$ 68,510	\$ 90	\$ 72,540	
9-12 credit hours	81	85	85	4,521	4,566	\$ 388,110	\$ 90	\$ 410,940	
Full-time	81	85	85	13,777	13,914	\$ 1,182,690	\$ 90	\$ 1,252,260	
Spring Semester Total				20,096	20,296	1,725,160		1,826,640	
Summer Semester									
Dual Enrolled						\$ -		\$ -	
0-4 credit hours	54	54	57	755	763	\$ 43,491	\$ 57	\$ 43,491	
5-8 credit hours	54	54	57	2,451	2,476	\$ 141,132	\$ 57	\$ 141,132	
9-12 credit hours	54	54	57	1,395	1,409	\$ 80,313	\$ 57	\$ 80,313	
Full-time	54	54	57	2,257	2,280	\$ 129,960	\$ 57	\$ 129,960	
Summer Semester Total				6,858	6,928	394,896		394,896	
Fiscal Year Total				49,310	49,803	4,039,271		4,253,646	

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).
FY18 Student Fee Participation projections based on 2.5% increase.

3,858,750