

University System of Georgia
Mandatory Fee Detail & Request Form
Fiscal Year 2020

Instructions: Complete the grey and blue fields. List the PPV project ID and title for the PPV field. The text within the blue cells are guiding questions intended to assist in completing your narrative responses. Please overwrite the current data in these cells with your responses.

Institution Name: Georgia Institute of Technology

Preparer Name & Email: Sherry Davidson / sherry.davidson@pts.gatech.edu

Name of Fee: Transportation

New or Existing? Existing

Type of Fee: Transportation

Fund: 12550

Revenue Department(s): Transportation / 544

Revenue Account: 404103

PPV Projects Supported: N/A

Description of Fee Purpose:

What are the primary activities supported by this fee? How would this fee be described to students? How does this fee support the primary mission of retaining and graduating students? The Transportation fee is used for the day-to-day management and operation of campus transportation services to include the operation of the Trolley, the Stinger Bus service and Stingerette paratransit and nighttime services. The Trolley and Stinger offer multiple routes with 8 trolleys, 19 buses and 4 vans to transport students to various locations on campus. Contracted services for the Trolley and Stinger are provided through a private company and their fees include the cost for drivers, supervisors, vehicles, vehicle maintenance and costs for fuel. These services provide students with year-round transportation on-campus and select off-campus locations. See attached narrative.

Description of Students Charged:

What student population is assessed this fee? (eg. undergraduate only, specific campuses, etc.) Graduate and undergraduate students are assessed the Transportation fee.

What student groups are eligible for a waiver? What is the process by which a student can request/receive a waiver? N/A

Is the fee assessed during summer semester? Yes. The fee during the summer semester is assessed at 2/3 of the fall/spring fee.

Does the institution pro-rate fees based on credit hours? No.

Description of Student Engagement:

How was the student body at large informed and/or engaged in the fee process (e.g. town hall meetings, online surveys, etc.)? Were these actions taken before or after the student committee vote?

Include any documents provided to the student fee committee. The Transportation student fee was presented at the September and October Parking & Transportation Advisory Committee (PTAC) meeting (which included representatives from each of the organizations listed). During the October 17, 2018 meeting, PTAC representatives were presented the proposed fees for the upcoming budget. The fee was also presented at the October 25, 2018 "Conversations w/Student Leaders" luncheon. The budget is also posted on the Student Government website and on the GA Tech Budget Office website. Transportation fees are presented to student representatives at the MSFAC meeting, which is where committee members will vote on the proposed fees.

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Fiscal Year 2020

Institution Name:	<u>Georgia Institute of Technology</u>		
Name of Fee:	<u>Transportation</u>		
FY 2019 Fee Amount:	<u>\$85</u>	Incremental Change Proposed:	<u>\$0</u>
Proposed FY 2020 Fee Amount:	<u>\$85</u>	Percent Change Proposed:	<u>0.0%</u>
FY18 Revenue	<u>\$5,261,681</u>		
FY18 Expenditures	<u>\$4,772,554</u>	FY18 % of Revenue Expended:	<u>90.7%</u>
FY19 Unrestricted Fund Balance	<u>\$1,136,817</u>		

Description of Financial Trends:

Provide context as to the trends seen in the financials tab. Describe any one-time revenues or expenditures that may skew trends. Provide an explanation if FY18 revenue was less than 80% expended. What are planned uses for the available fund balance (if applicable)? The available Fund Balance will be used for (1) the purchase of vehicles \$376,000 over 10 years; (2) an office relocation over the next two years \$300,000; (3) voice announcement system \$40,000 over the next year; (4) digital signage for \$100,000; and (5) an autonomous vehicle project for \$50,000 over the next 10 years. These projects represent Transportation's 10 year capital plan.

Description of Personal Services and Travel:

Provide narrative descriptions to support the amounts found on the subsequent financials tab.

What positions are supported by this fee? The positions supported by this fee include: Director of Transportation, Operations Manager, Campus Transportation Planner, 2 Operations Dispatchers, Night-shift Ops Asst Mgr and 6 Drivers. How has the number of positions changed or what positions would the institution like to hire? Over the past two years, the positions have decreased by 4 drivers. As the drivers terminated their employment with Georgia Tech, the positions were outsourced to Transportation's contract provider - Groome Transportation.

To what extent is this fee used to fund employee travel? \$9,500 is budgeted for employee travel. This travel is needed for the continuing education for the director and managers

Justification for Increase and Planned Usage:

Only fill out this section if an increase is being requested. Refer to the Chancellor's letter from 9/20/18 when completing your document:

1. New fee requests or increases to existing fees will not be recommended to the Board unless the institution presents a detailed business case, including analysis of available reserves.
2. New fees are strongly discouraged and should not be proposed unless there is overwhelming student support and a clear benefit to student success.
3. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects may be considered, however, before requesting an increase you should:
 - a. review all project costs and processes to identify where efficiencies can be realized and expenses reduced;
 - b. explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;
 - c. determine the availability of reserves to sustain project; and
 - d. evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.
4. Consideration may be given to institutions to allow for the reallocation of fees, if the overall mandatory fee level remains neutral. Institutions must still demonstrate why an increased fee is critical, even if the increase is offset elsewhere.

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Georgia Institute of Technology
Transportation

explained on the summary tab). The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee policy.

Projection of Fee Instances and Revenues	FY 2018 Fee Rate	FY 2019 Fee Rate	Proposed FY 2020 Fee Rate	Projected FY19 Fee Instances	Projected FY20 Fee Instances	FY20 Revenues without increase	FY20 Incremental Fee Increase	FY20 Projection with increase
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Fall Semester

Full-time	\$85	\$85	\$85	15,479	15,473	1,315,205	0	1,315,205
9-12 credit hours	\$85	\$85	\$85	5,079	5,259	447,015	0	447,015
5-8 credit hours	\$85	\$85	\$85	897	974	82,790	0	82,790
0-4 credit hours	\$85	\$85	\$85	1,124	1,211	102,935	0	102,935
Fall Semester Total				22,579	22,917	\$1,947,945	\$0	\$1,947,945

Spring Semester

Full-time	\$85	\$85	\$85	13,914	13,897	1,181,245	0	1,181,245
9-12 credit hours	\$85	\$85	\$85	4,566	4,481	380,885	0	380,885
5-8 credit hours	\$85	\$85	\$85	806	976	82,960	0	82,960
0-4 credit hours	\$85	\$85	\$85	1,010	1,060	90,100	0	90,100
Spring Semester Total				20,296	20,414	\$1,735,190	\$0	\$1,735,190

Summer Semester

Full-time	\$54	\$57	\$57	2,280	2,160	123,120	0	123,120
9-12 credit hours	\$54	\$57	\$57	1,409	1,476	84,132	0	84,132
5-8 credit hours	\$54	\$57	\$57	2,476	2,525	143,925	0	143,925
0-4 credit hours	\$54	\$57	\$57	763	943	53,751	0	53,751
Summer Semester Total				6,928	7,104	\$404,928	\$0	\$404,928

Fiscal Year Total				49,803	50,435	\$4,088,063	\$0	\$4,088,063
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Fiscal Year 2020

Georgia Institute of Technology

Transportation

Instructions: Report ACTUALS ledger detail only. Include all fiscal year activity (i.e. do not filter on Bud Ref). The report should reflect the most accurate financial projection, to include planned surplus or deficit. It is not necessary to balance revenue and expense.

	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Projected	FY20 Projection <u>without</u> increase	FY20 Incremental Fee Increase	FY20 Projection <u>with</u> increase
REVENUE						
<i>Student Fees</i>						
Mandatory Fee Revenue	3,878,444	3,932,654	4,039,271	4,088,063	0	4,088,063
Less: Allowances, Waivers, Etc.						0
Non-Mandatory Student Fees						0
<i>Sales & Services</i>						
Fines						0
Housing Rental Income						0
Other Rental Income						0
Meal Plan Sales						0
Other Food Service Sales						0
Athletic Ticket Sales						0
Game Guarantees						0
Athletic Camps						0
Other Athletic Revenue						0
Health Services						0
Non-Student Parking & Transportation	1,242,761	1,329,027	1,396,065	1,463,695		1,463,695
Advertising Revenue						0
Commissions						0
Bookstore & Gift shop Sales						0
Other Sales & Services						0
<i>Miscellaneous Revenues</i>						
Gifts						0
Other Miscellaneous Revenues						0
Total Revenue	\$5,121,205	\$5,261,681	\$5,435,336	\$5,551,758	\$0	\$5,551,758
EXPENDITURES						
<i>Personal Services</i>						
Salaries - Faculty/Staff	722,205	589,202	789,581	700,524		700,524
Salaries - Students	26,017	23,955	24,010	24,010		24,010
Fringe Benefits	207,755	175,646	219,774	209,768		209,768
Allocated Personal Services						0
<i>Travel</i>						
Travel - Employee	6,888	4,755	9,500	7,500		7,500
Travel - Non-Employee						0
<i>Operating Supplies and Expenses</i>						
Purchases for Resale/Cost of Goods Sold						0
Supplies & Materials	79,077	41,853	69,050	65,050		65,050
Repairs and Maintenance	30,738	17,632	32,500	24,500		24,500
Utilities	5,510	4,059	7,703	5,920		5,920
Rental Payments (Non-Real Estate)	28,478	29,814	29,878	31,278		31,278
Insurance						0
Software						0
Equipment (Small Value)	1,484		33,938	20,438		20,438
Real Estate/Authority Lease Rental						0
Per Diems & Fees						0
Contracted Services	3,737,176	3,656,832	4,038,420	4,351,398		4,351,398
Telecommunications	8,365	6,563	8,703	7,528		7,528
Scholarships						0
Other Operating Expenses	229,698	222,243	199,371	230,926		230,926
Allocated Operating Expenses						0
<i>Equipment/Capital Outlay</i>						
Lease/Purchase - Principal						0
Lease/Purchase - Interest						0
R&R Reserve Contribution						0
Motor Vehicle Purchase						0
Equipment Purchase						0
Building and Facilities Improvements						0
Total Expenditures	\$5,083,390	\$4,772,554	\$5,462,429	\$5,678,840	\$0	\$5,678,840
Beginning Net Assets and Reserves (July 1)		1,512,724	1,668,851	967,869	0	967,869
Surplus/(Deficit) from above schedule		489,127	-27,092	-127,082	0	-127,082
Transfer to or from other sources		-333,000	-673,890	-382,000		-382,000
Final Net Assets and Reserves (June 30)	\$0	\$1,668,851	\$967,869	\$458,787	\$0	\$458,787

Instructions: Break out the final net assets as of the end of each fiscal year using the rows below. Row 72 and 79 should tie.

Reserved for Renewal & Replacement		532,034	565,932	303,830		303,830
Capital Liability Reserve Fund						
Other Unrestricted Net Assets (including encumbrance reserve)		1,136,817	401,937	154,957		154,957
Total Net Assets and Reserves	\$0	\$1,668,851	\$967,869	\$458,787	\$0	\$458,787