

University System of Georgia

Mandatory Fee Detail & Request Form

Fiscal Year 2022

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 Stinger Bus service and Stingerette paratransit and nighttime services. Transportation Services currently operates nine campus bus routes, including Technology Square, NARA/TEP, MARTA and Georgia Tech facilities along 14th Street, with the Stinger providing 19 continuously running buses Monday through Friday, to include 5 Gold Route buses, 4 Red Route, 4 Blue Route, 3 Green Route and two Tech Square Express buses. In addition the Stinger provides shuttle service to Publix (Atlantic Station) on its Grocery Route. In FY22, weekend service is expected to return to the nighttime fixed-route for the Midnight Rambler and Gold Routes, which were temporarily suspended to provide appropriate distancing on buses and increase transit capacity on high ridership routes. Contracted services for the Stinger is 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? Students enrolled in online programs.

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 24, 2020 B-Weekly PTS/SGA meeting, (which included representatives from graduate and undergrad student government). It was also presented during the October 20, 2020 Parking & Transportation Advisory Committee (PTAC) meeting. PTAC representatives include faculty, staff and student representatives (student representatives include undergraduate & Graduate SGA, RHA and Greek Life). The budget will also be 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.

Mandatory Fee Detail & Request Form

Fiscal Year 2022

Institution Name: Georgia Institute of Technology

Name of Fee: Transportation

FY 2021 Fee Amount: \$85

Incremental Change Proposed: \$0

Proposed FY 2022 Fee Amount: \$85

Percent Change Proposed: 0.0%

FY20 Revenue \$4,882,911

FY20 Expenditures \$4,173,980

FY19 % of Revenue Expended: 85.5%

FY21 Unrestricted Fund Balance \$3,070,047

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 FY20 revenue was less than 80% expended. What are planned uses for the available fund balance (if applicable)? The historical positive revenue trends seen in the financials data tab were primarily due to increased student enrollment, which positively impacted revenue and did not require Transportation Services to request a fee increase. The revenue trends seen in the financials data tab (for FY2020 & FY2021) are primarily due to student fee impacts based on Covid-19, which adversely impacted revenue. Partial transportation fees were refunded for the Spring 2020 semester and no Summer 2020 fees were collected. In addition, all charter services were suspended March 2020, which also adversely impacted revenue. The FY2020 decrease in expenditures was directly due to the reduction in campus shuttle and charter services, due to Covid-19. During this time (Spring & Summer semester 2020), reduced service operations were in place. This decision was made based on the decrease in ridership, as a limited number of students remained on campus. Similarly, Transportation's FY2021 revenues are expected to be lower than budgeted. This is due to the decrease in summer revenue and the reduction of charter services. As a result, the department expects a reduction in contracted expenses, as service hours were reduced for the summer (early FY2021 leading into Fall semester 2020). Fall semester service has also been slightly adjusted - due to the decreased ridership.

Transportation's available Fund Balance will be used for 1) the purchase of Stingerette paratransit and nighttime safe-ride vehicles - \$786,000 over 10 years; 2) necessary renovations to relocate the PTS office \$240,000; 3) an upgrade in audio & video equipment for the Stingerette and Paratransit vans \$60,000 over the next year; 4) a comprehensive transportation campus study - \$240,000; 5) Shuttle bus yard improvements - \$100,000; and 6) funding for a more sustainable bus fleet of hybrid and electric powered buses. 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 7 Drivers. How has the number of positions changed or what positions would the institution like to hire? Over the past year, the positions have increased by 1 driver, and is expected to increase by 3 additional nighttime drivers for the Stingerette program. These positions were outsourced to Transportation's contract provider - Groome Transportation. However, the department is reinstating the positions into the department for cost savings and improved service. To what extent is this fee used to fund employee travel? No student fee funds are being used in fiscal year 2021 for travel. \$5,000 is budgeted for employee travel for fiscal year 2022. This travel is needed for the continuing education for the director and managers.

Justification for Increase and Planned Usage:

Mandatory Fee Detail & Request Form

Fiscal Year 2022

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.

Mandatory Fee Detail & Request Form
University System of Georgia
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 2020 Fee Rate	FY 2021 Fee Rate	Proposed FY 2022 Fee Rate	Projected FY21 Fee Instances	Projected FY22 Fee Instances	FY22 Revenues without increase	FY22 Incremental Fee Increase	FY22 Projection with increase
---	-------------------------	-------------------------	----------------------------------	-------------------------------------	-------------------------------------	---------------------------------------	--------------------------------------	--------------------------------------

Fall Semester

Full-time	\$85	\$85	\$85	23,155	23,363	1,985,855	0	1,985,855
9-12 credit hours	\$85	\$85	\$85	0		0	0	0
5-8 credit hours	\$85	\$85	\$85	0		0	0	0
0-4 credit hours	\$85	\$85	\$85	0		0	0	0
Fall Semester Total				23,155	23,363	\$1,985,855	\$0	\$1,985,855

Spring Semester

Full-time	\$85	\$85	\$85	20,608	20,794	1,767,490	0	1,767,490
9-12 credit hours	\$85	\$85	\$85	0		0	0	0
5-8 credit hours	\$85	\$85	\$85	0		0	0	0
0-4 credit hours	\$85	\$85	\$85	0		0	0	0
Spring Semester Total				20,608	20,794	\$1,767,490	\$0	\$1,767,490

Summer Semester

Full-time	\$57	\$57	\$57	4,173	7,018	400,026	0	400,026
9-12 credit hours	\$57	\$57	\$57	0		0	0	0
5-8 credit hours	\$57	\$57	\$57	0		0	0	0
0-4 credit hours	\$57	\$57	\$57	0		0	0	0
Summer Semester Total				4,173	7,018	\$400,026	\$0	\$400,026

Fiscal Year Total				47,936	51,175	\$4,153,371	\$0	\$4,153,371
--------------------------	--	--	--	---------------	---------------	--------------------	------------	--------------------

Mandatory Fee Detail & Request Form

Fiscal Year 2022

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 i not necessary to balance revenue and expense.

	Account Code Mapping	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Projected	FY22 Projection <u>without</u> rate change
REVENUE					
<i>Student Fees</i>					
Mandatory Fee Revenue	40xxxx	4,098,448	3,569,245	3,957,716	4,153,371
Less: Allowances, Waivers, Etc.		(88,737)	(73,895)		
Non-Mandatory Student Fees					
<i>Sales & Services</i>					
Sales & Services	441xxx, 449xxx				
Fines	442xxxx				
Housing Rental Income	4511xx				
Other Rental Income	4512xx		1,808		
Advertising Revenue	4521xx				
Commissions - Outsourced Operations	452101, 452201				
Food Services Sales	4522xx				
Athletic Camps, Conference, Programs	4526xx				
Royalties/License Revenue	4528xx				
Other Sales	452xxx except otherwise listed	424,764	335,637	302,179	424,409
Health Services	454xxx				
Other Sales & Services	44xxxx or 45xxxx not otherwise listed				
<i>Miscellaneous Revenues</i>					
Other Miscellaneous Revenues	47xxxx	932,506	977,286	952,854	952,854
Gifts	485xxx				
Other Income	4xxxxx not otherwise listed	66,502	72,829	64,591	44,206
Total Revenue		\$5,433,483	\$4,882,911	\$5,277,340	\$5,574,840
EXPENDITURES					
<i>Personal Services</i>					
Salaries - Faculty/Staff	51xxxx-53xxxx, except 523xxx to 525xxx	572,134	626,873	665,989	820,710
Salaries - Students	523xxx-524xxx	16,928	3,506	24,010	24,010
Salaries - Casual Labor	525xxx				
Fringe Benefits	55xxxx,56xxxx	182,638	199,973	219,776	257,469
Allocated Personal Services	59xxxx				
<i>Travel</i>					
Travel - Employee	64xxxx	4,862	2,893	0	5,000
Travel - Non-Employee	65xxxx				
Allocated Travel	698xxx				
<i>Operating Supplies and Expenses</i>					
Purchases for Resale/Cost of Goods Sold	702xxx-703xxx				
Motor Vehicle Expense	712xxxx	454			
Supplies & Materials	714xxx	34,444	28,447	59,900	54,980
Repairs and Maintenance	715xxx except 715200	18,233	9,308	22,517	24,017
Repair & Rehabilitation Reserve Contribution	715200				
Utilities	717xxxx	4,334	4,386	6,414	5,043
Rental Payments (Non-Real Estate)	719xxx	27			
Insurance	720xxx				
Software	733xxxx	22,110	39,898	24,000	24,960
Publications and Printing	742100	2,391	580	2,000	3,000
Equipment (Small Value)	743xxx-744xxx			21,088	23,938
Real Estate/Authority Lease Rental	748xxx	30,000	30,413	32,678	24,000
Per Diems & Fees	751xxx-752xxx	11,590			
Contracted Services	753xxx	3,611,564	3,261,234	3,736,161	4,262,750
Telecommunications	771xxx	7,284	7,396	8,328	8,495
Scholarships	78xxxx except 781180 and 783xxx				
Other Grant Expense	781180				
Stipends	783xxx				
Other Operating Expenses	727xxx & other 7xxxxx not listed	11,141	14,736		
Allocated Operating Expenses	798xxx	201,119	279,487	282,918	296,547
Transfers - Non-Mandatory	921100		(335,152)		
<i>Equipment/Capital Outlay</i>					
Lease/Purchase - Principal	8181xx				
Lease/Purchase - Interest	8182xx				
Motor Vehicle Purchase	8411xx				
Equipment Purchase	8431xx, 8433xx				
Land and Land Improvements	8501xx				
Building and Facilities Improvements	860xxx, 870xxx				
Other Capital	8xxxxx not otherwise listed				
Total Expenditures		\$4,731,255	\$4,173,980	\$5,105,779	\$5,834,920
Beginning Net Assets and Reserves (July 1)	3xxxxx		3,121,644	3,830,574	3,580,459
Surplus/(Deficit) from above schedule			708,931	171,561	-260,080
Transfer to or from other sources	9xxxxx			-421,676	-671,667
Final Net Assets and Reserves (June 30)		\$0	\$3,830,574	\$3,580,459	\$2,648,712

Instructions: Break out the final net assets as of the end of each fiscal year using the rows below. Row 78 and 85 should tie.

Reserved for Renewal & Replacement	323100		760,528	770,254	509,981
Capital Liability Reserve Fund	329600				
Other Unrestricted Net Assets (including encumbrance reserve)	3xxxx not otherwise listed		3,070,047	2,810,205	2,138,731
Total Net Assets and Reserves		\$0	\$3,830,574	\$3,580,459	\$2,648,712

Mandatory Fee Detail & Request Form

Fiscal Year 2022

Georgia Institute of Technology

Transportation

Instructions: Report ACTUALS ledger detail only. Include include planned surplus or deficit. It is not necessary to balance revenue and expense.

	FY22 Incremental requested fee change	FY22 Projection with rate change
REVENUE		
<i>Student Fees</i>		
Mandatory Fee Revenue	0	4,153,371
Less: Allowances, Waivers, Etc.		0
Non-Mandatory Student Fees		0
<i>Sales & Services</i>		
Sales & Services		0
Fines		0
Housing Rental Income		0
Other Rental Income		0
Advertising Revenue		0
Commissions - Outsourced Operations		0
Food Services Sales		0
Athletic Camps, Conference, Programs		0
Royalties/License Revenue		0
Other Sales		424,409
Health Services		0
Other Sales & Services		0
<i>Miscellaneous Revenues</i>		
Other Miscellaneous Revenues		952,854
Gifts		0
Other Income		44,206
Total Revenue	\$0	\$5,574,840
EXPENDITURES		
<i>Personal Services</i>		
Salaries - Faculty/Staff		820,710
Salaries - Students		24,010
Salaries - Casual Labor		0
Fringe Benefits		257,469
Allocated Personal Services		0
<i>Travel</i>		
Travel - Employee		5,000
Travel - Non-Employee		0
Allocated Travel		0
<i>Operating Supplies and Expenses</i>		
Purchases for Resale/Cost of Goods Sold		0
Motor Vehicle Expense		0
Supplies & Materials		54,980
Repairs and Maintenance		24,017
Repair & Rehabilitation Reserve Contribution		0
Utilities		5,043
Rental Payments (Non-Real Estate)		0
Insurance		0
Software		24,960
Publications and Printing		3,000
Equipment (Small Value)		23,938
Real Estate/Authority Lease Rental		24,000
Per Diems & Fees		0
Contracted Services		4,262,750
Telecommunications		8,495
Scholarships		0
Other Grant Expense		0
Stipends		0
Other Operating Expenses		0
Allocated Operating Expenses		296,547
Transfers - Non-Mandatory		
<i>Equipment/Capital Outlay</i>		
Lease/Purchase - Principal		0
Lease/Purchase - Interest		0
Motor Vehicle Purchase		0
Equipment Purchase		0
Land and Land Improvements		0
Building and Facilities Improvements		0
Other Capital		0
Total Expenditures	\$0	\$5,834,920
Beginning Net Assets and Reserves (July 1)		3,580,459
Surplus/(Deficit) from above schedule	0	-260,080
Transfer to or from other sources		-671,667
Final Net Assets and Reserves (June 30)	\$0	\$2,648,712

Instructions: Break out the final net assets as of the end o

Reserved for Renewal & Replacement		509,981
Capital Liability Reserve Fund		
Other Unrestricted Net Assets (including encumbrance reserve)		2,138,731
Total Net Assets and Reserves	\$0	\$2,648,712