



**PARKING SERVICES AND TRANSPORTATION PLANNING**

2012/2013 BUDGET

PREPARED FOR THE FINANCE COMMITTEE OF THE BOARD OF GOVERNORS

APRIL 11, 2012

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Parking Services and Transportation Planning  
2012/2013 Budget

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## Parking Services and Transportation Planning 2012/2013 Budget

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### Background:

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Parking Services has had the responsibility for developing, maintaining and operating all parking lots on campus since the implementation of paid parking in 1973. Parking Services is an ancillary department and, as such is responsible for the payment of all its own expenses.

Currently, there are fifty-two (52) lots containing 5,442 parking spaces. Included in this amount are the Arboretum parking areas (117 spaces) which are a new area of responsibility for Parking Services and Transportation Planning. Spaces are allocated as follows: 3,139 for commuting, 82 spaces for university short term medical clients, 42 for Ministry of Transportation (MTO) Accessible parking permits, 1,087 for residence permits, 229 for premium reserved permits, 174 for service permits, 17 for commercial service permits, 107 for attendant paid parking, 300 for metered parking and 31 for motorcycle parking. There are also 117 spaces designated for a variety of uses including; Community Care Access, Occupational Health, pick up and drop off areas and loading zones. Bicycle Racks across campus provide parking for approximately 1500 bikes.

Revenues are required to maintain the appropriate level of investments in capital improvements which include: parking lot and equipment maintenance, road repairs and road reconstruction, installation of new sidewalks connecting to parking lots, repairs to existing sidewalks, bicycle racks, signage, and personal safety and security programs (lighting, surveillance systems and blue emergency phones). Future modifications are planned to increase the efficiency of existing parking lots to meet the growing needs of visitors, clients requiring barrier-free facilities, University employees and students and to adapt to the elimination of parking due to new construction. In addition, Parking Services contributes to the funding of certain completed academic capital projects and to the University's Operating Fund Budget to assist in meeting budget targets.

As indicated in Table D on page 9, our annual commuting permit rates are among the lowest of comparable universities. Table E on page 10 provides a comparison of current university parking rates with those charged by other major public sector employers in the city. The University of Guelph remains competitively priced within the city.

### Transportation and Demand Management (TDM)

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Parking Services and Transportation Planning, in September 2006, initiated formal transportation planning for the University. This initiative signals the University's commitment to researching, developing and implementing Transportation Demand Management (TDM) strategies including reducing the reliance of university employees, students and visitors on single occupant motor vehicle trips to/from campus. Implementation of TDM strategies requires that we regularly review our operational practices including: permit pricing and permit options, services and incentives to support the use of alternative modes of transportation.

- Completion of our "transit hub" in the Entrance Mall has dramatically improved both intercity and within city limits bus service with added perimeter and south city routes. Frequency of service has

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also been increased to match peak time demands. These improvements have resulted in greater transit usage and reduced our reliance on single occupant motor vehicle trips. With thousands of people now using public transit either to or from this location on a daily basis the “transit hub” will remain the centerpiece of our transportation network for years to come.

- Transit ridership has increased to the point where our “transit hub” services in excess of 20,000 trips per day. Future budgets will include measures to address the growing demand for public transit capacity.
- Improvements to our “transit hub” which were completed in 2011 include: 6 additional platforms, signage, asphalt repairs, route timing adjustments, additional stairways and bus shelters, new street lighting and an additional set of traffic lights. Further improvements to address bus platform congestion and personal safety issues will continue to be included in subsequent budgets.
- Sidewalk repairs and reconstructions will continue to be completed at various locations across campus to promote pedestrian usage.
- GO Transit has introduced express bus service to Toronto International Airport and has plans for expanded bus and train services to Guelph, Kitchener and Cambridge regions in 2012. We will be closely monitoring these new initiatives and will make the appropriate revisions to our TDM Plan to reflect any transit service modifications.
- Aboutown Transportation has reintroduced daily bus service to/from downtown Hamilton where connections throughout the area can be accessed.
- With the cooperation of the City of Guelph our staff currently enjoys a (15%) reduced rate transit pass on our municipal transit service which further reduces our dependency on motor vehicles. We will closely monitor results of this ongoing project as part of our TDM strategies.
- Additional covered bicycle shelters will be added at the Hersey Building, Athletics and Food Science.

In the 2012/2013 Budget, Parking Services and Transportation Planning will continue developing recommendations consistent with the TDM objectives. Critical to the realization of these objectives will be investments funded from a pricing strategy that moves the University rates closer to both comparable rates charged in other jurisdictions/universities and the University of Guelph employee bus pass rate (annual rate of \$734.40). The target is to move the cost of our annual parking permit towards 85% of the annual cost of the University of Guelph bus pass (\$624.24). Investments will include continuation of improved parking, cycling and pedestrian infrastructure on campus and investments in campus safety.

### Safety Initiatives:

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In 2011/2012 \$150,000 in funding, was used in conjunction with the Women’s Campus Safety Initiative funding to upgrade three blue emergency phones on Dairy Bush Hill. In 2012/2013 it is planned to have this funding to a level of \$150,000 remain in place to continue improving overall campus safety. An additional \$50,000 is being provided for various card access and computer related safety initiatives. Funds will be used to allow for the hiring of an additional Special Constable and to continue the process of upgrading blue emergency phones across campus.

### Forecast 2011/2012

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#### Revenues (Refer to Table A):

Overall revenues are expected to meet budget assumptions. The one-time cash contribution of \$200,000 from the City of Guelph in the 2011/2012 budget was reclassified as a contribution to renovations under Expenses in the forecast for 2011/2012.

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**Expenses (Refer to Table A):** Overall expenses are expected to be \$449,000 less than budget. The decrease is due in part to the one-time cash contribution of \$200,000 from the City of Guelph being reclassified as contributions to renovations under Expenses in the forecast for 2011/2012. In addition to this contribution, the City of Guelph (\$20,000) and Go Transit (\$214,000) also made one-time lump-sum payments that were not anticipated in 2011/2012 budget. The remaining expenses categories met overall budget assumptions.

**Closing Accumulated Fund Balance – 2011/2012**

This balance reports the accumulation of all net parking revenues. It provides a reserve for unexpected capital requirements or financing. At the end of 2010/2011 the balance in this account was \$784,000. The forecast to the end of fiscal 2011/2012 reports a closing balance of \$770,000.

**Budget Assumptions 2012/2013**

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**Revenues:**

It is proposed that all commuting permit rates increase 10% and Premium permits increased by the annual portion and Service Vehicle permits remain unchanged for the 2012/2013 budget year. This equates to an increase of \$50.89 on our annual commuting permits. Residence student rates will continue to be based on seventy-five percent of the commuting permit rate. The University of Guelph will continue to offer one of the lowest commuting parking rates among its peers (see page 9 for comparisons). Parking Services and Transportation Planning will also continue to offer reduced rate perimeter parking (25% reduction) in parking lot P18 on Dundas Lane, along with formal car pooling lots (30% reduction to premium rates) within P31 (South Ring Road) and P26 (McGilvray Street). In addition multiple day permits are being made available to allow individuals to use different transportation modes according to their personal needs. These permits are packaged in numbers of 10 and cost \$72.73 (plus taxes).

The table below reports the effects of the proposed rate change. The majority of commuting and residence students are on campus for only two of the three semesters, and therefore the annual increase would be limited to two thirds of the annual increase reported in the table below.

<i>Permits*</i>	<i>Current 2011/2012</i>	<i>Proposed 2012/2013</i>	<i>Annual Change</i>	<i>Current Monthly Cost</i>	<i>Proposed Monthly Cost</i>
<b>Commuting</b>	\$508.67	\$559.56	\$50.89	\$42.39	\$46.63
<b>Premium</b>	\$734.55	\$734.55	\$0.00	\$61.21	\$61.21
<b>Residence and Auxiliary</b>	\$381.24	\$419.36	\$38.12	\$31.77	\$34.95
<b>Service Vehicle</b>	\$619.71	\$619.71	\$0.00	\$51.64	\$51.64
<b>Commercial Service Vehicle</b>	\$985.44	\$985.44	\$0.00	\$82.12	\$82.12

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*\*Permit rates do not include applicable taxes. No changes to violation rates are anticipated.*

**Expenses:**

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Under Capital Projects (Refer to Pg. 8, Table C), \$390,000 is designated for renovations to the P44 entrance on College Ave. Included in this renovation is new curbing and asphalt, lighting, a new kiosk and additional barrier-free parking capacity.

An additional \$620,000 is designated for renovations to Watson Lane and parking lot P21. New curbing, asphalt, lighting and additional service and barrier-free capacity will be included.

A further \$310,000 has been allocated for our annual road and sidewalk maintenance program. Included in this amount is \$75,000 for new Traffic Lights on East Ring Rd at Arboretum Rd and \$50,000 for lighting replacements in the campus core.

Furthermore, \$60,000 has been allocated for upgrades to our parking and computer related equipment. Parking Clerk computer stations will be replaced and upgrades to the Parking software system will be installed.

The 2012/2013 budget (Refer to Appendix A) assumes no increase to the special capital account contribution, currently set at \$442,000. The annual institutional charge will increase by 2% to \$238,000. To assist with meeting overall budget targets the annual contribution to the Operating Fund Budget will remain at \$400,000. All other expense categories have been adjusted to reflect overall University assumptions.

An assessment of the condition of all parking lots and roadways on the Guelph campus has been completed. This information has been analyzed as part of the development of our TDM strategy and will be used to refine our short and long term capital project plan and determine the level of parking revenues required to maintain our transportation infrastructure. For health and safety reasons our internal sidewalk system continues to be monitored for necessary repairs and new additions that will connect parking lots to the existing sidewalk system.

### **Closing Accumulated Fund Balance – 2012/2013**

Included on the “Net Transfer” line are internally financed charges for \$215,000 and \$215,000. These allocations represent annual payments for the P30 (Smith Lane) and P31 (South Ring Road) projects respectively. The forecast 2011/2012 Closing Accumulated Fund shows a positive balance of \$770,000. The budgeted 2012/2013 Closing Accumulated Fund Balance shows a positive balance of \$228,000.

The 2012/2013 capital project expenditures of \$1,380,000 will be funded from a combination of accumulated fund balances and net revenues. This budget will allow the University to continue implementing transportation related recommendations contained in the Campus Master Plan.

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**Table A: 2011/2012 Forecast to Budget Comparison** (in thousands of dollars)

	2011/2012 Forecast		2011/2012 Budget		2011/2012 Variance
<b>Revenue</b>	3,320		3,315		5
City of Guelph Contribution*			200		(200)
					0
Total Revenue	<u>3,320</u>	<u>100%</u>	<u>3,515</u>	<u>100%</u>	<u>(195)</u>
<b>Expenses</b>					
Personnel	430	13%	440	13%	10
Institutional Charges	234	7%	238	7%	4
Operating	279	8%	279	8%	0
Travel	13	0%	14	0%	1
Renovations	1,130	34%	1,130	32%	0
Contributions to Renovations*	(434)	-13%	0	0%	434
Equipment	50	2%	100	3%	50
Net Transfer	<u>1,632</u>	<u>49%</u>	<u>1,582</u>	<u>45%</u>	<u>(50)</u>
Total Expenses	<u>3,334</u>	<u>100%</u>	<u>3,783</u>	<u>108%</u>	<u>449</u>
Increase (Decrease) in Fund Balance	<u>(14)</u>	<u>0%</u>	<u>(268)</u>	<u>-8%</u>	<u>254</u>
Unappropriated Fund Balance - Opening	<u>784</u>		<u>379</u>		<u>405</u>
Unappropriated Fund Balance - Closing	<u>770</u>		<u>111</u>		<u>659</u>

\* One time contributions for "Bus Loop" renovations

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**Table B: 2012/2013 Operating Budget** (in thousands of dollars)

	2010/2011		2011/2012		2012/2013	
	Actual		Forecast		Budget	
<b>Revenue</b>						
Parking Revenue	3,118		3,320		3,360	
Total Revenue	<u>3,118</u>	100%	<u>3,320</u>	100%	<u>3,360</u>	100%
<b>Expenses</b>						
Personnel	403	13%	430	13%	458	14%
Institutional Charges	229	7%	234	7%	238	7%
Operating	282	9%	279	8%	339	10%
Travel	12	0%	13	0%	15	0%
Renovations	684	22%	1,130	34%	1,380	41%
Contributions to Renovations*	0	0%	(434)	-13%	0	0%
Equipment	13	0%	50	2%	0	0%
Net Transfer	<u>1,590</u>	<u>51%</u>	<u>1,632</u>	<u>49%</u>	<u>1,472</u>	<u>44%</u>
<b>Total Expenses</b>	<u>3,213</u>	<u>103%</u>	<u>3,334</u>	<u>100%</u>	<u>3,902</u>	<u>116%</u>
Increase (Decrease) in Fund Balance	<u>(95)</u>	<u>-3%</u>	<u>(14)</u>	<u>0%</u>	<u>(542)</u>	<u>-16%</u>
Unappropriated Fund Balance - Opening	<u>879</u>		<u>784</u>		<u>770</u>	
Unappropriated Fund Balance - Closing	<u><u>784</u></u>		<u><u>770</u></u>		<u><u>228</u></u>	

\* Cash contributions for "Bus Loop" expansion



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**Table C: Capital Project Plan** (in thousands of dollars)

	2011/2012 Budget	2012/2013 Budget	2013/2014 Budget	2014/2015 Budget	2015/2016 Budget	2016/2017 Budget
<b><u>Parking Lot Reconstruction</u></b>						
Parking Lot #21 (Watson Lane)		620				
Parking Lot #23/24 (MacDonald Lane)				900	800	
Entrance Mall Expansion (bus loop)	800					
Entrance Mall resurfacing					400	
Parking Lot #10 (Thornbrough Bldg.)						800
Parking Lot #16 (Dundas Lane)			600			
Parking Lot #5 (Rozanski Hall)				250		
Parking Lot #44 (War Memorial Hall)		390				
Parking Lot #51 (Johnston Hall)						300
<b><u>Road Maintenance</u></b>						
Annual Maintenance	230	310	300	300	300	300
<b><u>Equipment</u></b>						
Parking/Computer Equipment	100	60	50	50	50	50
	<b>1,130</b>	<b>1,380</b>	<b>950</b>	<b>1,500</b>	<b>1,550</b>	<b>1,450</b>
<b>TOTALS</b>	<b>1,130</b>	<b>1,380</b>	<b>950</b>	<b>1,500</b>	<b>1,550</b>	<b>1,450</b>

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**Table D: 2011/2012 Parking Rate Comparisons by University**

	Laurier	Guelph	Waterloo	Trent	Ottawa	Queen's	Western	McMaster**	York
<u>Faculty/Staff</u>									
Non/reserved	312.73	574.80	488.16	357.00	1,260.77	935.64	619.80	1,008.00	1,425.15
Reserved	895.32	1,404.84		506.50	1,870.88	1,288.20	1,245.00		1,492.27
<u>Commuting Students</u>									
Non/reserved		574.80	474.60			935.64	352.95	540.00	1,425.15
Reserved		1,404.84					703.40		1,492.27
<u>Resident Students</u>									
Non/reserved	375.34	381.24	420.00	357.00	1,260.77	637.32	352.95	540.00	1,425.15
Reserved					1,870.88		767.40	1,008.00	1,492.27
<u>Commercial Vehicles</u>	NA	1,113.60	NA		1,260.77	NA	NA	1,248.00	1,425.15

2010/2011 Permit Parking Rates

	Commuting	Rank	Reserved	Rank	Residence	Rank
Laurier	312.73	9	895.32	6	375.39	7
Guelph	574.80	6	1,404.84	3	381.24	6
Waterloo	488.16	7	NA		420.00	5
Trent	357.00	8	506.50	7	357.00	8
Ottawa	1,260.77	2	1,870.88	1	1,260.77	2
Queens	935.64	4	1288.20	4	637.32	3
Western	619.80	5	1,245.00	5	352.95	9
McMaster **	1,008.00	3	NA		540.00	4
York	1,425.15	1	1,492.27	2	1,425.15	1

Notes:

A ranking of 1 indicates the highest permit rate.

All Rates include applicable taxes.

The University of Guelph rate for Commercial Vehicles reports the base commuting permit rate only.

All other universities have indicated their current rates are under review and increases are expected.

\*\* A \$14/month levy is added to all permit prices for new parking facilities construction.

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**Table E: Parking Rate Comparison of Major Publicly Funded Employers Within the City of Guelph**

	<u>Permits</u> *	<u>Meters</u>
General Hospital	508.50	1.50/hr
University of Guelph	574.80	2.00/hr
OMAFRA	266.76	2.00/hr
Conestoga College	435.00	3.50/hr

\* Permit rates include applicable taxes.

Violation Rate Comparisons

	<u>City of Guelph</u>	<u>University of Guelph</u>
Meters	\$15.00	\$25.00 discounted to \$22.00 if paid within seven days
Fire Route	\$60.00	\$100.00
No Parking Zone	\$20.00	\$25.00 discounted to \$22.00 if paid within seven days
Barrier-Free reserved	\$300.00	\$300.00 (Provincially Legislated)

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**Appendix A: Financial Position - Operating Forecast and Budgets Years 2010/2011 to 20015/16** (in thousands of dollars)

	<u>2011/12</u> <u>FORECAST</u>	<u>2012/13</u> <u>BUDGET</u>	<u>2013/2014</u> <u>PROJECTED</u>	<u>2014/2015</u> <u>PROJECTED</u>	<u>2015/2016</u> <u>PROJECTED</u>	<u>2016/2017</u> <u>PROJECTED</u>
<b>REVENUES</b>	\$3,320	\$3,360	\$3,475	\$3,596	\$3,724	\$3,900
<b>DIRECT EXPENSES</b>						
Personnel	\$430	\$458	\$476	\$495	\$515	\$535
Operating Expense	\$342	\$354	\$377	\$398	\$419	\$441
Institutional Charge	\$234	\$238	\$242	\$247	\$252	\$257
Renovations	\$1,130	\$1,380	\$950	\$1,500	\$1,550	\$1,450
Contributions to Renovations*	(\$434)	\$0	\$0	\$0	\$0	\$0
	<u>\$1,702</u>	<u>\$2,430</u>	<u>\$2,045</u>	<u>\$2,640</u>	<u>\$2,736</u>	<u>\$2,683</u>
<b>NET TRANSFERS</b>						
Internal Financing - P30	\$150	\$215	\$125	\$0	\$0	\$0
Internal Financing - P31	\$283	\$215	\$125	\$0	\$0	\$0
Internal Financing - Trent Lane	\$157	\$0	\$0	\$0	\$0	\$0
Special Account Contribution	\$442	\$442	\$442	\$442	\$442	\$442
Transportation Demand Management	\$0	\$0	\$50	\$50	\$50	\$50
Safety Initiatives and Equipment	\$200	\$200	\$200	\$200	\$200	\$200
Budget Assistance	\$400	\$400	\$400	\$400	\$400	\$400
	<u>\$1,632</u>	<u>\$1,472</u>	<u>\$1,342</u>	<u>\$1,092</u>	<u>\$1,092</u>	<u>\$1,092</u>
<b>TOTAL EXPENSES</b>	<u>\$3,334</u>	<u>\$3,902</u>	<u>\$3,387</u>	<u>\$3,732</u>	<u>\$3,828</u>	<u>\$3,775</u>
<b>Annual Surplus (Deficit)</b>	(\$14)	(\$542)	\$88	(\$136)	(\$104)	\$125
<b>Opening Accumulative Balance</b>	\$784	\$770	\$228	\$316	\$180	\$76
<b>Closing Accumulative Balance</b>	<u>\$770</u>	<u>\$228</u>	<u>\$316</u>	<u>\$180</u>	<u>\$76</u>	<u>\$201</u>

**Notes**

Annual Commuting Permit revenues increased 10% for 2012/13 and 5% annually thereafter.

Direct expenses increased 4% for each projected budget year.

Personnel expenses increased 4% commencing 2011/12.

\* Includes \$434 in contributions for "Bus Loop" expansion