



PARKING SERVICES AND TRANSPORTATION PLANNING

2013/2014 BUDGET

PREPARED FOR THE FINANCE COMMITTEE OF THE BOARD OF GOVERNORS

APRIL 9, 2013

Parking Services and Transportation Planning
2013/2014 Budget

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Background:

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) parking lots containing 5442 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: 3139 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 2000 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, traffic light systems, public transit facilities, 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 10, our annual commuting permit rates are among the lowest of comparable universities. Table E on page 11 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)

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 also been increased to match peak time demands. GO Transit has introduced a new weekend service to and from campus – approximately 50 buses Saturday and Sunday. These improvements

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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 120,000 trips per week. Future budgets will include measures to address the growing demand for public transit capacity.
- Improvements to our “transit hub” which were completed in 2012 include: 2 additional platforms, signage, asphalt repairs, concrete bus platforms, route timing adjustments, and bus shelters. 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. A bus ticket vending machine will be installed adjacent to the Go Transit platforms, spring 2013. 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.
- Four (4) bicycle repair stations have been installed at strategic locations on campus. There is no charge for use of these facilities.
- Additional covered bicycle shelters will be added in future years, budget permitting.

In the 2013/2014 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. Investments will include continuation of improved parking, cycling and pedestrian infrastructure on campus and investments in campus safety.

Safety Initiatives:

In 2012/2013 \$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. Funds will continue to be dedicated to the process of upgrading blue emergency phones across campus. In 2013/2014 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 perimeter access and computer related safety initiatives. Three Automated External Defibrillators (AED’s) were also installed at strategic locations on campus.

Forecast 2012/2013

Revenues (Refer to Table A):

Overall 2012/2013 revenues are forecast to exceed budget projections by \$135,000. This increase is attributed to a lump sum payment from The City of Guelph (\$20,000). The additional City of Guelph

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contribution was not anticipated in the budget. Revenues from visitor parking and permit sales were also higher than forecast.

Expenses (Refer to Table A):

Expenses are overall expected to meet overall budget assumptions. Savings realized at the Watson Lane and P44 renovations were offset by emergency repairs in the “Bus Loop”, the installation of bicycle repair stations and the removal of outdated kiosks in several parking lots.

Closing Accumulated Fund Balance – 2012/2013

This balance reports the accumulation of all net parking revenues. It provides a reserve for unexpected capital requirements or financing. At the end of 2011/2012 the balance in this account was \$987,000. The forecast to the end of fiscal 2012/2013 reports a closing balance of \$604,000.

Budget Assumptions 2013/2014

Revenues:

It is proposed that all commuting permit rates increase 5%, Premium permits and Service Vehicle permits remain unchanged for the 2013/2014 budget year. This equates to an increase of *\$27.96 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 10 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 \$76.37 (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 2012/2013</i>	<i>Proposed 2013/2014</i>	<i>Annual Change</i>	<i>Current Monthly Cost</i>	<i>Proposed Monthly Cost</i>
Commuting	\$559.56	\$587.52	\$27.96	\$46.63	\$48.96
Premium	\$1294.11	\$1294.11	\$0.00	\$107.84	\$107.84
Residence and Auxiliary	\$419.36	\$440.40	\$21.04	\$34.95	\$36.70
Service Vehicle	\$619.71	\$619.71	\$0.00	\$51.64	\$51.64
Commercial Service Vehicle	\$985.44	\$985.44	\$0.00	\$82.12	\$82.12

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

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Expenses:

Under Capital Projects (Refer to Pg. 9, Table C), \$60,000 is designated for renovations to P44 and War Memorial Hall (west site). Included in this renovation are new curbing and asphalt, lighting and landscaping.

An additional \$300,000 is designated as a one time contribution for renovations to Winegard Walk in preparation for our 50th anniversary in 2014. New brick pavers, lighting and barrier-free capacity will be included.

A further \$300,000 has been allocated for our annual road, sidewalk and line painting maintenance program.

Ongoing repairs and maintenance to the “Bus Loop” will be required at a cost of \$120,000.

Furthermore, \$50,000 has been allocated for upgrades to our parking and computer related equipment. Upgrades to the Parking software system will be installed. A new pay for parking cell phone initiative will also be completed and installed at our metered parking areas.

The 2013/2014 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 \$248,000. 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 – 2013/2014

Included on the “Net Transfer” line are two internally financed charges for \$91,000 each. These allocations represent final loan payments for the P30 (Smith Lane) and P31 (South Ring Road) projects respectively. The forecast 2012/2013 Closing Accumulated Fund shows a positive balance of \$604,000. The budgeted 2013/2014 Closing Accumulated Fund Balance shows a positive balance of \$1,049,000.

The 2013/2014 capital project expenditures of \$830,000 will be funded from a combination of accumulated fund balances and net revenues. To accommodate the arrival of the Hamilton TiCats on campus for the 2013 CFL season, several large capital projects have been deferred to minimize traffic and parking disruptions on, and around, campus. This budget will allow the University to continue implementing transportation related recommendations contained in the Campus Master Plan.

Future Budget Considerations:

The combined effects of: our increased areas of responsibility including roadways, sidewalks and public transit; our aging transportation network; ongoing parking space loss due to new building construction and renovations and additions to existing buildings; increases to the on campus population; our considerable annual contributions to the overall university budget; and the drastically increasing numbers of off campus

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people arriving for special events, are all placing an additional toll on our existing parking and transportation related infrastructure. Thousands of people are being invited onto campus, arriving primarily by car, when our available parking space available inventory is limited to approximately 200-300 spaces daily.

Our efforts aimed at reducing motor vehicle trips, through our Transportation Demand Management Program, to campus have been very successful these past several years. To meet the growing needs of our community and to address an ever increasing deferred maintenance problem, future budgets must include significant funding to design, build, maintain and develop our parking, maintenance and transportation related programs. Of primary importance is the continued development of our public transit facilities which handle in excess of 120,000 trips weekly. Investment in public transit will negate, or at least delay, the construction of very expensive multi-level parking structures.

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Table A: 2012/2013 Forecast to Budget Comparison (in thousands of dollars)

	2012/2013 Forecast	2012/2013 Budget	2012/2013 Variance
Revenue			
* City of Guelph Contribution	3,475	3,360	115
Total Revenue	<u>3,495</u>	<u>3,360</u>	<u>135</u>
	100%	100%	
Expenses			
Personnel	458	458	0
Institutional Charges	243	243	0
Operating	340	334	(6)
Travel	15	15	0
Renovations	1,300	1,380	80
Equipment	50	0	(50)
Net Transfer	1,472	1,472	0
Total Expenses	<u>3,878</u>	<u>3,902</u>	<u>24</u>
	111%	116%	
Increase (Decrease) in Fund Balance	<u>(383)</u>	<u>(542)</u>	<u>159</u>
	-11%	-16%	
Unappropriated Fund Balance - Opening	<u>987</u>	<u>770</u>	<u>217</u>
Unappropriated Fund Balance - Closing	<u>604</u>	<u>228</u>	<u>376</u>

* One time contributions for "Bus Loop" renovations

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Table B: 2013/2014 Operating Budget (in thousands of dollars)

	2011/2012 Actual	2012/2013 Forecast	2013/2014 Budget
Revenue			
Parking Revenue	3,410	3,475	3,596
* City of Guelph contribution	200	0	0
* City of Guelph contribution	20	20	0
* Go Transit contribution	214	0	0
Total Revenue	<u>3,844</u>	<u>3,495</u>	<u>3,596</u>
	100%	100%	100%
Expenses			
Personnel	426	458	475
Institutional Charges	234	243	253
Operating	287	340	304
Travel	11	15	15
Renovations	1,006	1,300	830
Equipment	45	50	50
Net Transfer	1,632	1,472	1,224
Total Expenses	<u>3,641</u>	<u>3,878</u>	<u>3,151</u>
	95%	111%	88%
Increase (Decrease) in Fund Balance	203	(383)	445
	5%	-11%	12%
Unappropriated Fund Balance - Opening	784	987	604
Unappropriated Fund Balance - Closing	<u>987</u>	<u>604</u>	<u>1,049</u>

* Cash contributions for "Bus Loop" expansion

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

	2012/2013 Budget	2013/2014 Budget	2014/2015 Budget #1	2015/2016 Budget	2016/2017 Budget	2017/2018 Budget
<u>Parking Lot Reconstruction</u>						
Parking Lot #21 (Watson Lane)	620					
Parking Lot #23/24 (MacDonald Lane)		120	900		400	
Entrance Mall resurfacing/repair				1000		
South Ring Rd. West of Gordon St.			700			
Parking Lot #16 (Dundas Lane)						300
Parking Lot #5 (Rozanski Hall)						
Parking Lot #44 (War Memorial Hall)	390	60	300			
Parking Lot #51 (Johnston Hall)						
Parking Lot #P64/P67 (College Ave)		300				700
Winegard Walk						
Parking Lot #P29 (Smith Lane)						300
South Ring Rd. East of Gordon St.			900			
Power House Lane					700	
<u>Road Maintenance</u>						
Annual Maintenance	310	300	300	250	350	350
<u>Equipment</u>						
Parking/Computer Equipment	60	50	50	50	50	100
	1,380	830	3,150	1,300	1,500	1,750
TOTALS	1,380	830	3,150	1,300	1,500	1,750

Note #1 2014-15 projects proposed to be funded by a combination of Parking Revenues, Parking Reserve funds and an Internal Loan

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Table D: 2012/2013 Parking Rate Comparisons by University

	Laurier	Guelph	Waterloo	Trent	Carleton	Queen's	Western	McMaster**	York
<u>Faculty/Staff</u>									
Non/reserved	410.45	632.30	488.16	357.00	759.36	908.52	651.60	1,008.00	1,065.82
Reserved	913.23	1,462.34		506.50	1,083.67	1,247.52	1,309.80		1,522.11
<u>Commuting Students</u>									
Non/reserved		632.30	474.60			908.52	370.00	540.00	1,065.82
Reserved		1,462.34					738.00		1,522.11
<u>Resident Students</u>									
Non/reserved	391.66	419.40	420.00	357.00	501.72	623.76	370.00	540.00	1,065.82
Reserved					706.00		738.00	1,008.00	1,522.11
<u>Commercial Vehicles</u>	410.45	1,113.60	NA		829.42	NA	NA	1,248.00	1,522.11

2012/2013 Permit Parking Rate Ranking

	Commuting	Rank	Reserved	Rank	Residence	Rank
Laurier	410.45	8	913.23	6	391.66	6
Guelph	632.30	6	1,462.34	2	409.40	7
Waterloo	488.16	7	NA		420.00	5
Trent	357.00	9	506.50	7	357.00	9
Carleton	759.36	4	1,083.67	5	501.72	4
Queens	908.52	3	1247.52	4	623.76	2
Western	651.60	5	1,309.80	3	370.00	8
McMaster **	1,008.00	2	NA		540.00	3
York	1,065.82	1	1,522.11	1	1,065.82	1

Notes:

A ranking of 1 indicates the highest permit rate.

All Rates include applicable taxes.

All 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.

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

	Permits *	Meters	(in areas where payment required)
City of Guelph	949.20	1.75/hr	
General Hospital	508.50	1.50/hr	
University of Guelph	574.80	2.00/hr	
OMAFRA	266.76	2.00/hr	
Conestoga College	444.00	3.50/hr	

* Permit rates include applicable taxes.

Violation Rate Comparisons

	<u>City of Guelph</u>	<u>University of Guelph</u>
Meters	\$25.00	\$25.00 discounted to \$22.00 if paid within seven days
Fire Route	\$70.00	\$100.00
No Parking Zone	\$30.00	\$25.00 discounted to \$22.00 if paid within seven days
Barrier-Free reserved	\$350.00	\$300.00

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Appendix A: Financial Position - Operating Forecast and Budgets Years 2012/2013 to 20017/18 (in thousands of dollars)

	2012/13 FORECAST	2013/2014 BUDGET	2014/2015 PROJECTED	2015/2016 PROJECTED	2016/2017 PROJECTED	2017/2018 PROJECTED
REVENUES	\$3,495	\$3,596	\$3,726	\$3,862	\$4,005	\$4,155
DIRECT EXPENSES						
Personnel	\$458	\$475	\$494	\$514	\$535	\$556
Operating Expense	\$405	\$369	\$384	\$399	\$415	\$432
Institutional Charge	\$243	\$253	\$263	\$274	\$285	\$296
Renovations	\$1,300	\$830	\$3,150 *	\$1,300	\$1,500	\$1,750
	\$2,406	\$1,927	\$4,291	\$2,487	\$2,735	\$3,034
NET TRANSFERS						
Internal Financing - South Ring Rd.	\$0		(\$900)	\$200	\$200	\$200
Internal Financing - P30	\$215	\$91	\$0	\$0	\$0	\$0
Internal Financing - P31	\$215	\$91	\$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
	\$1,472	\$1,224	\$192	\$1,292	\$1,292	\$1,292
TOTAL EXPENSES	\$3,878	\$3,151	\$4,483	\$3,779	\$4,027	\$4,326
Annual Surplus (Deficit)	(\$383)	\$445	(\$757)	\$83	(\$22)	(\$171)
Opening Accumulative Balance	\$987	\$604	\$1,049	\$292	\$375	\$353
Closing Accumulative Balance	\$604	\$1,049	\$292	\$375	\$353	\$182

Notes

Annual Commuting Permit revenues increased 5% for 2013/14 and 5% annually thereafter.

Direct expenses increased 4% for each projected budget year.

Personnel expenses increased 4% commencing 2012/13.

*2014-15 projects proposed to be funded by a combination of Parking Revenues, Parking Reserve funds and an Internal Loan