

S&A ACADEMIC YEAR REQUEST FOR 2018-2019
Transit Advisory Group for Transit Program

A. Transit Advisory Group (TAG):

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Signature: _____

Date: 3/26/18

B. Account: 522-08-16G-6700-8002

Major Goals and Purposes:

A. To maintain existing transit service levels.

Maintaining existing transit service levels is important to students. This was most recently demonstrated by their approval of a \$5 increase in the Student Transit Fee last Spring 2017. More details about this are described in Budget, Section A. Obviously, WSU students rely heavily on transit. Student ridership is approximately 80% of the total ridership on Pullman Transit which was over 1.3 million rides provided in 2017. Thanks to WSU students, the Pullman Transit system is one of the most productive in the state measured by rides provided per hour.

The unusually high ridership also demonstrates the importance of transit to students who want to avoid the high cost of operating a motor vehicle, and to avoid driving during times of inclement weather and adverse driving conditions. The availability of transit also allows WSU students to support green initiatives by reducing their carbon footprint and fossil fuel consumption.

The funds from the requested S&A fees, along with the recently proposed 5% increase in the Student Transit Fee (STF) (unanimously approved by ASWSU Senate on March 7, and as yet to be voted on by the GPSA Senate on March 26), and a 5% increase in Transportation Services system funds, is expected to enable the transit program to maintain existing service levels.

- B. To maintain the easiest access to transit service for the maximum number of students possible.

As a result of a student-led initiative, WSU and the City of Pullman/Pullman Transit established a pre-paid transit program which has been an ongoing student legacy for 27 years! Under this program, all WSU students are allowed unlimited use of the Pullman Transit system by simply showing their Cougar Card. This unlimited “barrier-free” access to transit continues to be a major feature and benefit for students, especially students who choose not to bring a car from home to campus.

- C. To maintain security and safety for students commuting to and from, and around the WSU campus.

The availability of transit service after dark is critically important to students. The regular evening transit service provides transportation along the busiest routes to and from off-campus student housing areas, downtown Pullman, and campus. Furthermore, evening transit service has enabled students to use the service to reach key campus destinations such as the CUB, the Student Recreation Center, residence halls, and the Chinook Student Center until later in the evening.

Program Description:

- A. The following existing service levels will remain in effect with a combination of funding from this S&A fee request, and recent increases to the Student Transit Fees, and Transportation Services system funds.

Fall and Spring semester service: (Monday through Friday, unless otherwise noted)

- Blue Route; 6:30 a.m. to 6:30 p.m.
- Silver Route; 6:30 a.m. to 6:30 p.m.
- Loop Route; 6:30 a.m. to 9:30 p.m.
- Gray Route; 6:50 a.m. to 8:40 p.m.
- Crimson Route; 7:00 a.m. to 6:45 p.m.
- Coffee Route; 7:15 a.m. to 10:15 a.m.
- North Route; 5:30 p.m. to 12:00 a.m.
- South Route; 8:40 p.m. to 12:00 a.m.
- Saturday North and South Routes; 9:15 a.m. to 12:00 a.m.
- New community route to be added in August; 6:30 a.m. to 6:30 p.m.
- Dial-A-Ride

Sunday service (year around):

- North and South Routes; 10:00 a.m. to 5:30 p.m.
- Dial-A-Ride

Holiday service:

- North and South Routes; 10:00 a.m. to 5:30 p.m.
- Dial-A-Ride

Vacation/Break/Summer service: (Monday through Friday, unless otherwise noted)

- Blue Route; 6:30 a.m. to 6:30 p.m.
- Silver Route; 6:30 a.m. to 6:30 p.m.
- Loop Route; 6:30 a.m. to 6:30 p.m.
- Gray Route; 7:05 a.m. to 6:30 p.m.
- Saturday North and South Routes; 10:00 a.m. to 5:30 p.m.
- New community route to be added in August; 6:30 a.m. to 6:30 p.m.
- Dial-A-Ride

Budget:

- A. S&A Request: **\$537,081**. Transit Advisory Group (TAG) is submitting a request for \$537,081, a 10% increase in the S&A allocation. The request for a 5% increase last year was not approved. The students have already made their voices heard that maintaining the current level of transit service is important to them. Last March, the students voted in favor of a \$5.00 per semester increase in the STF and annual increases of up to 5% with the goal to ensure that existing transit service was maintained for 7 – 10 years without requiring yet another vote of the student body. The original financial forecast supporting the measure assumed that increases of 5% per year from the three funding sources -- S&A, Student Transit Fee, and Transportation Services -- would accomplish this goal. Without the assumed increases from all three sources, maintaining existing transit service levels will be unsustainable and will need to be reduced, contrary to the wishes of the student body.
- B. Currently there are no carryforwards from S&A and STF funds for FY 2018 and the transit program is forecasted to finish with a program deficit of **(\$9,342)** due to no S&A increase last year.
- C. Continuation of allocated S&A funds would help to offset projected increases in Pullman Transit's service and operating costs which are projected to increase an average of 5% each year. This S&A fee request, in combination with other funding sources, is expected to maintain existing transit service levels. Pullman Transit is WSU's fixed-route transit contract provider.
- D. Other Funding Sources: Other funding sources are the Student Transit Fee (STF) and Transportation Services system funds, described in the tables below. These funds in whole would be used for WSU's total budget for maintaining existing transit service for FY 2019.
- E. Operating Contingency Fund: Any large program where funding uncertainties exist should plan for some level of contingency funds to address unexpected reductions in revenue such as a temporary enrollment drop affecting the Student Transit Fee (STF) revenue, or increased operating expenses such as fuel and bus repairs. Assuming that the STF increases by 5%, a 10% increase in the S&A allocation is estimated to result in a contingency fund of \$53K or 2.3% of the \$2.3M program budget. A reasonable program contingency fund would help to ensure that transit service levels can be maintained in accordance with the 2017 student election.

- F. Potential Service Reductions: In the event of an anticipated program deficit, TAG would be faced with several difficult choices such as (1) reducing service on the crowded Gray or Crimson Express routes by eliminating a bus, reducing hours of service, or reducing frequencies creating longer wait times; or (2) rolling back hours of night service on the North and South routes which currently end at midnight, Monday through Saturday during the Fall and Spring semester. The latter routes were originally extended to midnight out of concern for student safety. Any service reductions would need to be collaborated with Pullman Transit.
- G. The universal approach to funding of transit is a common practice, and ensures that a robust transit service is available and sustainable to students over the course of their time at WSU. Because student living arrangements can change from year to year, it is highly likely that a large majority of students will have a need to use transit service at various times in their WSU college career.
- H. Proposed WSU contributions for transit in FY 2019.

FY 2019 BUDGET	S&A Fees	Transit Fee	Transportation	Total
Pullman Transit	\$ 537,081	\$ 1,265,389	\$ 525,000	\$ 2,327,470
Total Budget	\$ 537,081	\$ 1,265,389	\$ 525,000	\$ 2,327,470

- I. Budgeted WSU contributions for transit FY 2018.

FY 2018 BUDGET	S&A Fees	Transit Fee	Transportation	Total
Pullman Transit	\$ 488,256	\$ 1,205,133	\$ 500,000	\$ 2,193,389
Total Budget	\$ 488,256	\$ 1,205,133	\$ 500,000	\$ 2,193,389

TRANSIT 6700-8002

S&A Fees Budget vs Actuals Report

Revenue Sources	2017-2018 Request	2017-2018 Committee Approved Budget	S&A Adjmnts to Revenue Sources	Balance / Difference
Beginning Balance (Prior YR Carryforward)	-	-	-	-
S&A Fees ACADEMIC & SUMMER*	512,669	488,256	488,256	-
S&A Fees One-Time	-	-	-	-
S&A Fees Capital	-	-	-	-
TOTAL S&A FEE REVENUES	512,669	488,256	488,256	-
Non S&A Fee Revenues	-	-	-	-
Total Non S&A Revenue	-	-	-	-
Total Revenue (S&A and NON S&A Revenue)	512,669	488,256	488,256	-

Expenditures

Object	Expenditures Description	2017-2018 Request	2017-2018 Committee Approved Budget	2017-2018 Estimate of Expenditures	Balance / Difference
00	Salaries				
	Faculty/Administrative Professional	-	-	-	-
	Civil Service (Classified Staff)	-	-	-	-
	Graduate Assistants	-	-	-	-
	add additional category	-	-	-	-
	Total Salaries	-	-	-	-
01	Wages				
	Clerical Assistant/Admin	-	-	-	-
	add additional category	-	-	-	-
	add additional category	-	-	-	-
	Total Wages	-	-	-	-
07	Employee Benefits	-	-	-	-
	Total Personnel (Salaries, Wages & Benefits)	-	-	-	-
02	Personal Service Contracts	-	-	-	-
03	Goods and Services				
	Advertising	-	-	-	-
	Computing Services	-	-	-	-
	Copying & Printing	-	-	-	-
	Education	-	-	-	-
	Lobby / Guest Travel	-	-	-	-
	Meals	-	-	-	-
	Office Supplies	-	-	-	-
	Programming	-	-	-	-
	Registration	-	-	-	-
	Services / Events	-	-	-	-
	Telephone	-	-	-	-
	Training	-	-	-	-
	Other Expenses	512,669	488,256	488,256	-
	Total Goods and Services	512,669	488,256	488,256	-
04	Travel	-	-	-	-
06/16	Equipment / Capital Equipment	-	-	-	-
08	Grants and Subsidies	-	-	-	-
	Capital / Facilities Projects	-	-	-	-
	Reallocations to Other Groups (list narratively)	-	-	-	-
	Total Expenditures	512,669	488,256	488,256	-
	Estimated Ending Balance	-	-	-	-

TRANSIT 6700-8002

2018 - 2019 S&A Fees Allocation Request

Revenue Sources (ALL)	2017-2018 S&A Committee Approved Budget	2018-2019 REQUEST	One-Time & Capital REQUEST	2018-2019 TOTAL Request	% Increase
Beginning Balance (Prior YR Carryforward)	-	-		-	0%
S&A Fees ACADEMIC & SUMMER*	488,256	537,081		537,081	10%
S&A Fees One-Time	-			-	0%
S&A Fees Capital	-			-	0%
TOTAL S&A FEE REVENUES	488,256	537,081	-	537,081	10%
Non S&A Fee Revenues	-	-		-	0%
Total Non S&A Revenue	-	-		-	0%
Total Revenue (S&A and NON S&A Revenue)	488,256	537,081	-	537,081	10%

Expenditures

Object	Expenditures Description	2017-2018 Estimate of Expenditures	2018-2019 REQUEST	ONE-TIME REQUEST	GRAND TOTAL	% Increase
00	Salaries					
	Faculty/Administrative Professional	-	-	-	-	0%
	Civil Service (Classified Staff)	-	-	-	-	0%
	Graduate Assistants	-	-	-	-	0%
	add additional category	-	-	-	-	0%
	Total Salaries	-	-	-	-	0%
01	Wages					
	Clerical Assistant/Admin	-	-	-	-	0%
	add additional category	-	-	-	-	0%
	add additional category	-	-	-	-	0%
	Total Wages	-	-	-	-	0%
07	Employee Benefits	-	-	-	-	0%
	Total Personnel (Salaries, Wages & Benefits)	-	-	-	-	0%
02	Personal Service Contracts	-	-	-	-	0%
03	Goods and Services					
	Advertising	-	-	-	-	0%
	Computing Services	-	-	-	-	0%
	Copying & Printing	-	-	-	-	0%
	Education	-	-	-	-	0%
	Lobby / Guest Travel	-	-	-	-	0%
	Meals	-	-	-	-	0%
	Office Supplies	-	-	-	-	0%
	Programming	-	-	-	-	0%
	Registration	-	-	-	-	0%

Expenditures						
Object	Expenditures Description	2017-2018 Estimate of Expenditures	2018-2019 REQUEST	ONE-TIME REQUEST	GRAND TOTAL	% Increase
03	Services / Events	-			-	0%
	Telephone	-			-	0%
	Training	-			-	0%
	Other Expenses	488,256	537,081		537,081	10%
	Total Goods and Services	488,256	537,081	-	537,081	10%
04	Travel	-			-	0%
06/16	Equipment / Capital Equipment	-			-	0%
08	Grants and Subsidies	-			-	0%
	Capital / Facilities Projects (fill out Capital Form)	-			-	0%
	Reallocations to Other Groups (list narratively)	-			-	0%
Total Expenditures		488,256	537,081	-	537,081	10%
Estimated Ending Balance		-	-	-	-	
<input type="checkbox"/> * Summer S&A Fees - Please check box if your S&A Fees request includes summer activities If BOX is checked - please list summer S&A Fee activities:						

S&A Committee – March 26, 2019

Supplemental Transit Program Financial Information

Table #1 and #2 show results of a financial forecast without and with the S&A requested allocation.

Table #1

Transit Program Financial Forecast - WITH STF (5%) and S&A (0%) increase							1-Mar-18
	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	Fiscal Year	Current	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2017	2018	2019	2020	2021	2022	2023
Beginning Balance	127,261	(45,662)	(9,342)	4,726	(4,555)	(38,339)	(97,836)
Sources/Revenue							
Student Transit Fee	1,021,299	1,205,133	1,265,389	1,328,659	1,395,092	1,464,846	1,538,089
Transportation Services Allocation	401,488	500,000	525,000	551,250	578,813	607,753	638,141
S&A Allocation	488,256	488,256	488,256	488,256	488,256	488,256	488,256
S&A - One time for Transportation Survey	60,000						
Trans Svc for Transportation Survey			60,000		60,000		60,000
Total Revenue	1,971,043	2,193,389	2,338,645	2,368,165	2,522,160	2,560,855	2,724,485
Expenses							
Pullman Transit - Existing Service	2,050,716	2,122,490	2,228,615	2,340,045	2,457,047	2,579,900	2,708,895
Comprehensive Transportation Survey	60,000		60,000		60,000		60,000
WSU Snow Removal for transit service	33,249	34,579	35,962	37,401	38,897	40,453	42,071
Total Expenses	2,143,965	2,157,069	2,324,577	2,377,446	2,555,944	2,620,353	2,810,966
Net Income	(172,922)	36,320	14,068	(9,281)	(33,784)	(59,497)	(86,480)
Operating Contingency Fund	(45,662)	(9,342)	4,726	(4,555)	(38,339)	(97,836)	(184,316)

Assumptions:

- S&A No increase for FY 2019 and going forward
- TF increase 5% per year as per ASWSU/GPSA approval
- Transportation Svc allocation increases 5% per year going forward
- Pullman Transit expense for existing service increases 5% per year

Table #2

Transit Program Financial Forecast - WITH STF (5%) and S&A (10%) increase							1-Mar-18
	Actual	Projected	Projected	Projected	Projected	Projected	Projected
	Fiscal Year	Current	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2017	2018	2019	2020	2021	2022	2023
Beginning Balance	127,261	(45,662)	(9,342)	53,551	93,095	108,136	97,464
Sources/Revenue							
Student Transit Fee	1,021,299	1,205,133	1,265,389	1,328,659	1,395,092	1,464,846	1,538,089
Transportation Services Allocation	401,488	500,000	525,000	551,250	578,813	607,753	638,141
S&A Allocation	488,256	488,256	537,081	537,081	537,081	537,081	537,081
S&A - One time for Transportation Survey	60,000						
Trans Svc for Transportation Survey			60,000		60,000		60,000
Total Revenue	1,971,043	2,193,389	2,387,470	2,416,990	2,570,985	2,609,680	2,773,310
Expenses							
Pullman Transit - Existing Service	2,050,716	2,122,490	2,228,615	2,340,045	2,457,047	2,579,900	2,708,895
Comprehensive Transportation Survey	60,000		60,000		60,000		60,000
WSU Snow Removal for transit service	33,249	34,579	35,962	37,401	38,897	40,453	42,071
Total Expenses	2,143,965	2,157,069	2,324,577	2,377,446	2,555,944	2,620,353	2,810,966
Net Income	(172,922)	36,320	62,893	39,544	15,041	(10,672)	(37,655)
Operating Contingency Fund	(45,662)	(9,342)	53,551	93,095	108,136	97,464	59,809

Assumptions:

- S&A 10% increase for FY 2019; no other increases going forward
- STF increase 5% per year as per ASWSU/GPSA approval
- Transportation Svc allocation increases 5% per year going forward
- Pullman Transit expense for existing service increases 5% per year

Table #3 is a 9-year financial history of the program with S&A allocation highlighted. Note that the template is slightly different than Tables #1 and #2 but formulas are the same.

Table #3

Transit Program - 9 year history									
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
	2009	2010	2011	2012	2013	2014	2015	2016	2017
Beginning Balance	142,384	54,196	111,979	142,708	211,044	276,128	332,298	227,669	127,262
Student Transit Fee	490,365	832,610	849,146	894,383	960,047	965,246	1,006,270	1,039,636	1,021,299
WSU Transportation Services	262,532	286,160	297,892	297,892	342,576	338,502	342,576	341,950	401,488
S&A	421,552	459,492	459,492	459,492	482,467	482,467	482,467	482,467	488,256
S&A - One time Transportation Survey									60,000
Total Revenue	1,174,449	1,578,262	1,606,530	1,651,767	1,785,090	1,786,215	1,831,313	1,864,053	1,971,043
Pullman Transit - Existing Service	1,212,637	1,491,720	1,550,749	1,553,661	1,707,557	1,762,571	1,856,786	1,949,205	2,050,716
Comprehensive Transportation Survey									60,000
WSU Snow Removal for transit service	50,000	28,759	25,052	29,770	12,449	17,473	15,683	15,256	33,249
Total Expenses	1,262,637	1,520,479	1,575,801	1,583,431	1,720,006	1,780,044	1,872,469	1,964,461	2,143,965
Net Income	(88,188)	57,783	30,729	68,336	65,084	6,170	(41,156)	(100,408)	(172,922)
Forecasted Reserves	54,196	111,979	142,708	211,044	276,128	282,298	291,142	127,261	(45,660)