

Parking & Transportation Advisory Committee Meeting

Monday April 15, 2019
11:00 am, OM 435

MEETING NOTES

Present: Darcy Allen, Lea Aune, Heather Christianson, Greg Hough, April Markiewicz (Chair), Sarah Neugebauer, Bob Putich, Darin Rasmussen, Brian Sullivan, and Kurt Willis

Ex officio: Teresa Hart, Business & Financial Affairs, Paul Mueller, Risk Compliance & Policy Services, Jillian Trinkaus, Sustainable Transportation

Guests: Jackson Johnson and Shelby Zimmerman, Student Business Office

1. Approval of February 25, 2019 and March 4, 2019 Meeting Notes

Sullivan **Moved** and Allen **Seconded the Motion** to approve the March 4, 2019 Meeting Notes. **Motion approved.** Approval of February 25, 2019 draft Meeting Notes was postponed to get clarification regarding some of the percentages of people who stated they could not ride the bus, as well as the percent of bus ridership.

2. Review of Parking Financials

Sullivan reported first on the FY2012-2018 Actuals/FY 2019-2021 Projections handout (attached). There has been a general increase in revenues due to modest rate increases and number of parking permits sold (through SBO, ParkMobile App and Pay Stations). Concurrently, there has been an almost 26% decrease in expenses due to the reorganization of Parking Services under the Student Business Office and implementing License Plate Readers that optimized staffing levels.

The additional funds are now going into the Reserve Fund and being used to maintain, repair, and replace parking lots. The concern now is that all the lots are at capacity which is problematic when planning for new on campus housing, as well as future growth of the university. There are four buildings planned for construction in the next four years. Parking lots either need to be expanded or parking garages will need to be constructed. A parking space in surface lots costs about \$15,000 whereas one in a parking garage is \$60,000 - \$65,000.

Sullivan stated there were three items that needed to be addressed by the end of June:

- 1) **Pre-tax Payroll Deductions to Pay for Parking**. The IRS ruled that parking permits are not eligible for purchase at the pre-tax rate, however it has not issued a final decision. Pre-tax payments not only lower an employee's taxable income, they can also lower the taxes paid by the employer. The University is still awaiting direction from the IRS.
- 2) **Aging T2 System** – The T2 system for parking was created by merging three different systems in Banner back in 2012. As such, it is limited in functionality. In the last few years new, commercially available software programs have been developed that can

provide the functionality that Western's current system is lacking. Purchasing the new programs will cost money, as well as impact staff time to test and implement.

- 3) **Capital Planning** – The University is involved in planning for the construction of three new buildings on or near campus in the next four years. Moreover, it is updating its Institutional Master Plan that outlines how the University will address growth in the next 20 years. Currently, plans are for a 5-10% growth over the next seven years that equates to needing an additional 150-300 parking spaces for students, employees, and on campus student residents.

The paving of the C lots increased operational costs over the last 2 ½ years. Next on the agenda for improvements is the Lincoln Creek Transportation Center (LCTC). Unfortunately, three grant proposals to improve the site were unsuccessful, however Western is still working with WTA and the city of Bellingham to find ways to eventually improve the LCTC.

Sullivan stated that from a financial aspect, Parking Services are managing parking very well and revenues have enabled Western to stay on schedule with its lot maintenance, repair, and replacement plan.

Trinka stated that since parking garages are so expensive, has the University looked at other options to get people out of their cars. Specifically bringing in a consultant to help and using incentives, i.e., using a carrot and stick approach. Sullivan replied that part of the planning process is to consider whether the University has to bring in different types of mode splits. The University wants to work with WTA to identify options. Raising permit rates is another method to get people out of their cars and has been used very successfully at other institutions. Western has refrained from using that approach for a number of reasons including the fact it is a detriment to those people who have to drive to campus.

This planning process about accommodating growth and parking needs has brought to the forefront the need for more information about how people get to campus and what can be done to get them to use alternative modes of transportation. As a result, there are plans to change the survey that is sent out so that Parking Services can get better data to address some of these questions.

Allen stated that for students, WTA is not meeting their needs, especially those that work. The students don't have the credits to be eligible to obtain a permit if they do have the funding, and most can't afford the permit even if they were eligible. Putich stated there are 800 students who park on campus. More spaces for students could be made available if freshmen were not allowed to bring their car to campus.

Allen replied that doesn't change the fact that students don't feel safe on campus at night. They don't want to call the Green Coats because most are male and the students don't feel any safer with them. Jackson stated that there female Green Coats, but you have to ask for them. Sullivan stated that if students do not feel safe calling Green Coats for an escort at night, then UPD needs to be informed.

Aune suggested negotiating with WTA. Sullivan replied that the University wants to set up a pre-contract with WTA in March or April of 2020 since the contract has to be in place by fall of 2020. He wants to make sure there is plenty of time to work out details with them so that the new contract addresses the needs of all faculty, staff, and students. That includes providing a safe place at the bus drop off and pick up locations in the LCTC.

Putich stated that the LCTC is open to the public to park there, however overnight parking is prohibited (but not enforced). Students, however can pay to store their vehicles there. Sullivan added that this raises the questions of 1) how do we park faculty and staff off campus, and 2) how do we plan parking over the long-term?

3. Items from the Floor

- a. Putich stated that University Residences has a new residence hall building project that will impact lots 14G and 15R as early as August of this year. Construction is supposed to be completed by fall of 2021 and the lots will come back online, however part of the new building footprint takes up a portion of those lots. They are currently looking for options to accommodate the displaced permit holders and have been looking at the practice fields behind SMATE and the Biology buildings.
- b. Putich stated there is also a new Interdisciplinary Science Building that will be constructed south of the Biology building, as well as a new Academic Support Services Facility built next to the Physical Plant. The construction of these two building will also displace permit holders in lots and in on-street parking spaces. Based on the number of people working in those two buildings (120 and 60, respectively), 180 parking spaces will be needed. During construction of the Academic Support Services Facility, lot 13A will be offline. In May, those people that park in 13A and 14G will not be able to renew their permits for the 2019-20 academic year. There are no easy solutions in sight.

Meeting adjourned at 12:00 pm.

Approved April 23, 2019.

Parking Financials - Operations
FY 2012-2018 Actuals/ FY 2019-2021 Projections

		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
BEG. CASH BAL. - OPERATIONS		\$1,137,532	\$997,664	\$500,000	\$619,747	\$550,573	\$290,450	\$296,038	\$272,564	\$315,261	\$369,301
Operating Revenues	AEC/ *			Permit increases %		3%	1.8%	6.3%	3.0%	3.0%	3.0%
Labor Rev							5,385	9,039	14,000	14,420	14,781
Parking Permits		1,076,766	1,067,280	1,111,147	1,102,496	1,193,238	1,088,957	1,172,176	1,207,341	1,243,561	1,280,868
ParkMobile							172,168	334,354	342,713	351,281	360,063
Signs/Sandwich Board Revenue							13,417	17,175	17,604	18,044	18,495
Event Parking Rev							45,141	29,949	30,698	31,465	32,252
Pay Box Stations (incl meters prior to FYI 7)	2.5%	208,697	217,868	224,559	264,407	268,803	305,961	336,211	344,616	353,231	362,062
Parking Lot Rental Rev							15,713	25,395	26,030	26,681	27,348
Parking Fines	2.5%	314,539	267,194	307,996	353,625	350,030	470,683	585,461	499,369	511,853	524,649
Other Revenues	2.5%	57,786	51,385	53,701	52,992	42,984	1,539	483	495	507	520
Interest Income	2.5%	3,809	3,135	3,340	6,403	10,392	7,299	6,067	(3,500)	(3,588)	(3,677)
Annual Permit Recharge							42,500	34,000	34,000	34,000	34,000
Total Operating Revenues		<u>\$ 1,661,597</u>	<u>\$1,606,862</u>	<u>\$1,700,743</u>	<u>\$ 1,779,924</u>	<u>\$1,865,448</u>	<u>\$ 2,168,763</u>	<u>\$ 2,550,310</u>	<u>\$ 2,513,366</u>	<u>\$ 2,581,457</u>	<u>\$ 2,651,361</u>
Operating Expenses	AECI *										
Salaries and Benefits	3.0%	1,067,177	1,078,490	977,729	850,785	859,520	903,422	631,260	632,423	670,542	690,658
Viking Express Bus Pass		56,275	68,762	1,781	29,802						
City Contracts		22,875	23,965	5,875							
Contract Services	3.0%	83,324	73,496	124,258	115,648	112,007	104,757	131,490	132,418	137,715	141,847
Repairs and Maintenance	3.0%	122,284	136,976	13,647	55,341	19,053	22,031	122,805	136,230	141,679	145,929
Printing and Supplies	3.0%	43,727	44,157	35,878	47,263	31,509	19,691	11,434	12,385	12,881	13,267
Telephone Service	3.0%	9,949	9,992	13,585	15,759	12,258	9,648	12,566	11,944	12,422	12,795
Bank Fees	3.0%	22,012	20,623	23,006	27,431	31,191	41,591	59,216	60,992	63,432	65,335
Administrative Assessment Fee	4.5%	70,656	67,491	77,872	77,916	50,540	67,476	54,704	55,995	59,334	57,520
Other Expenses	3.0%	71,901	68,321	71,584	38,101	45,723	15,534	66,784	28,280	29,413	30,295
Total Operating Expenses		<u>\$ 1,570,180</u>	<u>\$1,592,273</u>	<u>\$1,345,215</u>	<u>\$ 1,258,046</u>	<u>\$1,161,802</u>	<u>\$1,184,150</u>	<u>\$1,090,259</u>	<u>\$1,070,669</u>	<u>\$1,127,417</u>	<u>\$1,157,646</u>
Other											
Org 5741 Exp (\$964), Interest Adj (\$6403)					(7,367)	(10,392)	0				
LCTC P & I, Bond Cost Amort		(197,369)	(193,105)				0	0	0	0	0
Paybox Lease P & I		(39,059)	(39,058)	(38,690)			0	0	0	0	0
Capital Grant Revenue		36,385	122,797				0	0	0	0	0
Adjust for Changes in Receivables/Payables		(31,242)	(100,328)	90,064	(3,715)	122,945	(125,488)	(5,631)	0	0	0
Total Revenue - Expenses/Adjustments		<u>\$ (139,868)</u>	<u>\$ (195,105)</u>	<u>\$ 406,902</u>	<u>\$ 510,796</u>	<u>\$ 816,198</u>	<u>\$ 859,125</u>	<u>\$ 1,454,421</u>	<u>\$ 1,442,697</u>	<u>\$ 1,454,039</u>	<u>\$ 1,493,715</u>
Transfer to RRR Fund			\$ 302,559	\$ 406,902	\$ 579,970	\$ 1,076,321	\$ 853,538	\$ 1,477,894	\$ 1,400,000	\$ 1,400,000	
			\$ 1,573,604								
END CASH BAL. - OPERATIONS		<u>\$ 997,664</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 550,573</u>	<u>\$ 290,450</u>	<u>\$ 296,038</u>	<u>\$ 272,564</u>	<u>\$ 315,261</u>	<u>\$ 369,301</u>	
				<u>\$ 289,412</u>							

**Parking Lot Renewal and Replacement Fund
FY 2015-2018 Actuals**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Beginning Cash Balance	\$ 463,867	\$ 939,463	\$ 1,172,453	\$ 11,605
Transfer from Operations	579,970	1,076,321	853,538	1,477,894
Sale of Kubota Tractor				14,580
<i>Misc Adj</i>	30			
Lot Renewal/Replacement - Debt Service				
Lot Renewal/Replacement - Cash	109,369	637,430	1,953,037	2,139,875
Lincoln Creek Capital Improvement			12,000	12,000
Total Lot R & R - Outlays	\$ 109,369	\$ 637,430	\$ 1,965,037	\$ 2,151,875

T-2 Equipment Cost/Replacement		205,329	32,272	FY17-3new payboxes
Vehicle Cost/Replacement		11,218	17,077	34,314
LCTC - Concept Plan/Lots Assessment				42,314
Interest Adjustment		10,646		
Adjust for Changes in Receivables/Payables	4,965			(1,650)
Net Income/Deficit	475,596	232,990	(1,160,848)	(734,379)
Ending Cash Balance	\$ <u>939,463</u>	\$ <u>1,172,453</u>	\$ <u>11,605</u>	\$ <u>(722,774)</u>

Lot Construction Detail:

				Total
11G	22,273	41,522		\$ 63,795
14G			11,038	50,232 \$ 61,270
17G	41,062	76,548		\$ 117,610
19G		44,535	37,047	\$ 81,582
20R	10,828	20,186		\$ 31,014
33G	5,703	10,631		\$ 16,334
6V	16,881	31,470		\$ 48,351
7G/3R		121,656	101,202	\$ 222,858
CBS			2,816	12,816 \$ 15,632
EDENS	3,619	6,747		\$ 10,366
NASH	4,262	7,944		\$ 12,206
VU SRV	4,741	8,839		\$ 13,580
C Lots 1-3			704,282	2,076,827 \$ 2,781,109
Lot 4 (C/CR/12A)		129,411	526,562	\$ 655,973
Lot 5 (18R, 26CP/12A)		137,940	561,264	\$ 699,204
Lakewood ADA Parking Spaces			8,826	\$ 8,826
	\$ 109,369	\$ 637,430	\$ 1,953,037	\$ 2,139,875 \$ 4,839,711