

PARKING ADVISORY COMMITTEE MINUTES

February 26, 2015
TOPP Room, Administration Building

The meeting was called to order by Chief Roseann Richard at 4:20 p.m.

Present: Members: Tegan Church (for Derek Santos), Isidro Farias, Marc McGee, Dinesh Pinisetty, Roseann Richard, Matt Saxton, Roger Scranton, Ana Spinola
Cadet Guests: Dana Conrad, Lydia Nelson, Andrew Snyder, Cory Wangeline

Not Present: Mike Sablich

Old Business:

I. Minutes for 01/22/15 and 02/05/15

Ana motioned to approve the 1/22 minutes; Dinesh seconded the motion; motion carried.
(Yes: 6; No: 0; Abstention: 1)

Marc motioned to approve the 2/05 minutes; Matt seconded the motion; motion carried.
(Yes: 6; No: 0; Abstention: 1)

Minute sets are published on this web page: www.csum.edu/web/police-services/parking-committee.

II. Update on Proposal to President Cropper

The President is pleased so far with the use of Lot 'O' with light pole generators for evening Athletics events. We will eliminate fencing and add bollards. Lot 'O' will be available soon for use in the day plus use in the evening with light pole generators to 10 p.m. Due to safety concerns, the President expressed a preference to convert Lot 'N' into green space instead of a temporary parking area. Proposal sign-off by President Cropper is still pending.

New Business:

I. Replacement Permit Fee (Increase)

Our current CM replacement permit fee is \$10 per occurrence; each occurrence requires the filing of a CM Police Report. To determine whether or not we should raise permit replacement fees for CM long term permit holders, CM Police / Parking staff surveyed other CSU campuses on current replacement permit policies and fees. Responses were compiled into the 'Replacement Permit Fee'

sheet¹ and handed out to committee members for review. After discussion, Matt made the following motion:

Maintain the current \$10 replacement permit fee (no changes).

Roger seconded the motion. The motion carried. (Yes: 7; No: 0)

II. Reserved Spaces for Admissions – Marc McGee

Admissions will be moving its office location to the former Dining Hall on lower campus. Per Marc, since Admissions currently generates most daily visits on campus, lower campus parking will be affected to some degree. To better understand what Admissions visitors go through, Marc explained the current process of scheduling an Admissions visit and tour:

Visitors arriving in unfamiliar territory must first find a place to park. Once they are able to find a viable parking space, they eventually make their way to the Admissions Office at the top of Faculty Drive. Admissions issues a parking permit at no charge; the visitor then walks back to the vehicle to display the parking permit in the dash. The visitors then go on a tour. After the tour, some may leave; others may stay for 1.5 hours and possibly have lunch on lower campus. Traditionally, Admissions offers weekday morning tours when student tour guides are readily available. Tours usually are completed by 12 noon; guests may grab lunch around 1 p.m.

Admissions added tours on weekday afternoons (not as popular) and on Saturdays (very popular). To track visits to campus, Marc maintained a graph with peaks (especially in April) and lows over a 12 month period from 2013 – 2014. From this graph, Marc presented the following:

- CM has received a total of 2400 Admissions visitors over this 12 month period. Drivers are parking in Lots 'A' and 'B'. Admissions typically distributes parking permits at no charge to their guests; Admissions guests and the Admissions Department have not been required to pay for these parking permits, as they currently are provided at no charge by CM Police / Parking.
- A group of 40 – 60 persons typically represents a school group arriving via bus. We now are able to utilize Lot 'O' for bus parking.
- Since 2014, we have welcomed 400 new first-year students and 60 to 70 new CM employees; these numbers further impact parking availability across campus.

The Admissions Visitor Entrance Dream Idea and Proposal²

- Due to current parking demands, availability in Lots 'A' and 'D' is already challenging.
- The Admissions ideal dream is to have the ability to set aside parking spaces for those times when families visit Admissions and the CM campus.
- Admissions proposes sharing an area with VIP guests to provide parking spaces when needed for these family groups, as follows:
 - Per the photo³, allocate five parking spaces with drop-in sign holders that can be reserved for families on weekdays from 8 a.m. to 11 a.m.
 - After 11 a.m., open up the spaces to everyone (VIP guests, etc.)

¹ See page 4 for the 'Replacement Permit Fee' handout provided by Police/Parking.

² See pages 5 and 6 for the Admissions Proposal provided by Marc McGee.

³ See page 6 for the photo.

Committee members raised the following questions and concerns:

- How do faculty members feel about losing more parking in Lot 'A'?
- Will displaced faculty and staff put further demands on Lot 'D'?
- With further demands on Lot 'D', how will we manage to support Dining Center parking requests from CM Conference and Events, Foundation, etc.?
- Police / Parking already gives away plenty of free parking permits and perks. How does this idea impact the parking budget? Will Admissions and other departments using these spaces pay for these parking spaces proposed by Admissions?
- Rather than putting in permanent poles, can we test this idea on a trial basis?
- How will the reservation of these spaces work, especially if shared with VIP guests? Who will coordinate and manage competing Admissions and VIP interests for these spaces? This piece alone will require a test period to figure out a process.

The CSU survey handout called 'Admissions Request for Parking Perks'⁴ was distributed during this meeting. Due to time constraints, review of this handout is tabled for the next meeting.

III. Presentations for the Next Meeting set for Thursday, March 26th, 4:15 p.m. – 5:15 p.m.

In addition to continued talks on reserved spaces for Admissions:

- Committee Member Matt Saxton will present the topic of *Commuter Student Parking*.
- Cadets Lydia Nelson, Andrew Snyder, and Cory Wangeline will present their student project involving a *Parking Counter* for Lots E & F. Today, the student team offered a brief demonstration via PowerPoint. More details will follow at the next meeting.

Adjournment:

Matt made the motion to adjourn. Isidro seconded the motion. The motion carried. (Yes: 7; No: 0)

The meeting adjourned at 5:25 p.m.

Respectfully Submitted,
Ana Spinola

⁴ See page 7 for the 'Admissions Request for Parking Perks' handout.

Replacement Permit Fee

Question: How much do you charge for a replacement permit (if lost or stolen, for faculty, staff, and students), and any details on your process (example: first time = free, next time = full permit price, different fees for employees vs. students, etc.). FYI, we charge \$10 per occurrence for faculty, staff, or students, and we are considering raising that fee (due to too many requests for replacements).

CSU	Brief Answer	Detailed Answer
Cal Maritime	\$10 each time with police report	Our current permit replacement fee is \$10. Police reports are required.
Cal Poly Pomona	1st time: \$0 2nd time: a) Current permit price b) Administrative fee c) \$0 with a stern warning	At Cal Poly Pomona we give one free replacement for anyone. After that we have the ability to charge either full price, an administrative fee, or issue another freebie at our discretion. It has been our practice to issue a second free permit with a stern warning that this is the last free one they'll get. It seems to be working well so far.
Cal Poly SLO	\$15 each time	Our current permit replacement fee is \$15. We performed a cost analysis on the permit replacement process as an analysis and justification for this fee.
Channel Island	\$10 each time	We charge \$10 for a replacement permit.
East Bay	a) \$1 for Annual Faculty/Staff Permits b) NO quarterly replacments allowed c) \$0 if stolen; police report required	\$1.00 for Faculty/Staff Annuals. We do not replace lost Student Permits or Staff Quarterly. For stolen permits, we provide a free replacement permit if they provide us with a police report and proof of purchase. The police report requirement is usually enough to discourage most folks that are considering pulling a scam.
Fullerton	a) Current price b) \$0 if lost/stolen in mail (online purchase) and if reported within 1st 4 weeks c) \$25 for employee permit on payroll deduction d) Replacement fee refunded if If lost/stolen permit recovered	Generally speaking, if a student or employee loses their semester permit, they must buy a replacement permit. If a permit that was purchased on-line is reported lost/stolen within 4 weeks of the purchase date, we will replace the permit at no cost. If an employee loses their payroll deduction permit, the replacement cost is \$25. If we recover a permit that was reported lost/stolen, we will refund the replacement cost.
Monterey Bay	1st time: \$10 2nd time: Current permit price	CSUMB charges \$10 for the first replacement permit, and the current prorated amount for the second replacement permit.
Northridge	1st time: \$10 2nd time: Current permit price	We charge a \$10.00 replacement fee for the first occurrence (once per valid period of the permit). Additional losses must be replaced by purchasing the permit for the prorated amount based on the date of replacement.
San Diego	a) \$0 if visible damage or police report b) If lost, current permit price c) \$25 if on payroll deduction	If a permit is stolen (police report or visible damage needed) we replace for free. If lost all pay the pro-rated rate. If a payroll deduction, they pay a \$25 replacement.
San Jose	1st time: \$10 2nd time: Current permit price \$0 if lost in mail or stolen (with police report)	SJSU charges \$10.00 for the replacement of the first lost permit, and requires subsequent losses to be replaced at the current (prorated) price. There is no fee for the replacement of an online permit not received in the mail or a stolen permit (though a police report is required to be filed). These fees apply to students, faculty, staff, and vendors.
Sonoma	Faculty/staff permits: \$5 Student permits: full price	Replacement for faculty/staff permits = \$5.00. Replacement for student permits = full price.
Stanislaus	\$10 each time	Replacement for faculty/staff permits and student permits is \$10.00.

The remaining 11 CSU's out of 23 total have not yet responded:

**Bakersfield
Chico
Dominguez Hill
Fresno
Humboldt
Long Beach
Los Angeles
Sacramento
San Bernardino
San Francisco
San Marcos**

Proposal to the Parking Committee

Variable Use, Admission Visitor Spaces in "A" Lot.

Summary:

In May, the Admission Office is moving to the former Mess Deck and using the entrance near the building's northeast corner as the official entrance for visitors. The Admission Office is requesting designation of five spaces in the "A Lot" adjacent to the "Cadet of the Month" space that would be reserved for use of Admission Office visitors on weekdays. – but only at times when visitors have made advance tour or counseling reservations.

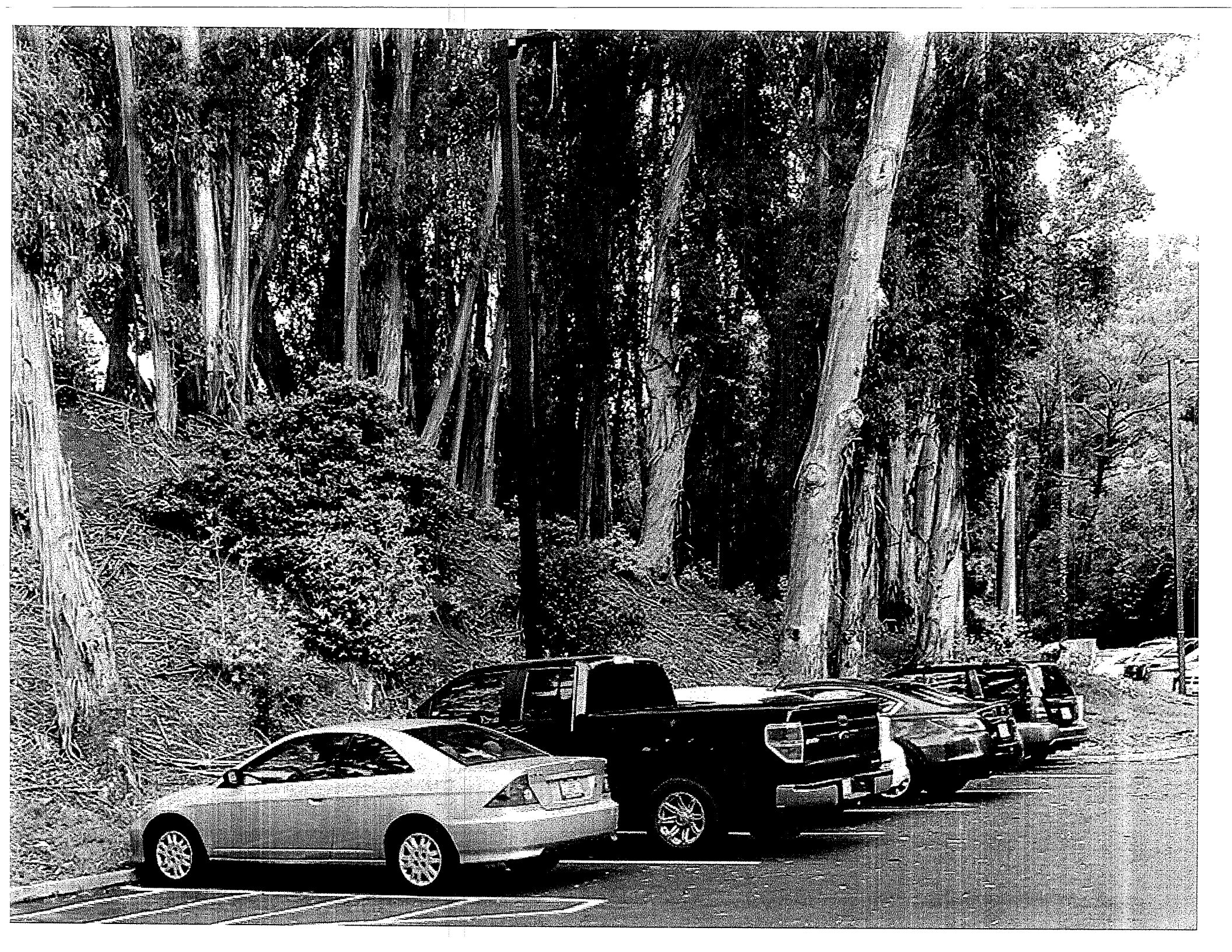
Required Alterations

Requires installation of variable message (drop-in) sign holders in front of the five designated spaces. The default message would be "Available to all vehicles with an appropriate parking pass."

Proposed Procedure:

At the end of each day, Admissions would place a sign page in 0-5 holders/spaces for the next day's visitor reservations. Here are examples of the messages: "Reserved for Admission Visitors, Smith Family 6:00 am – 2:00 pm. Special pass required" for morning tours or "Reserved for Admission Visitors, Smith Family 6:00 am – 5:00 pm. Special pass required" for afternoon tours.

The Admission Office would e-mail a corresponding page/parking pass to the family after a reservation is made. The family would print their custom parking pass before leaving home and place on their vehicle's dash. This would eliminate the need to walk into the office, be given a pass, walk back to the vehicle, and come back to the office. If we do have more than five families visiting at once, those extra families will receive the same type of parking passes that we currently use in Felton House.



Admissions Request for Parking Perks

Question: Our Admissions Department is requesting parking spaces allocated/reserved 24/7 for their use only (for guests such as prospective students and their parents). We are curious if any other CSU Parking Departments are assisting their Admissions Departments with providing specific parking spaces for their guest use, and any details on that process (e.g. if you do or do not provide spaces but do provide 'free' permits, if you provide spaces and charge for their use, etc.). Any input on this would be helpful!

CSU	Brief Answer	Detailed Answer
Cal Maritime	No	We do not provide spaces; we do provide permits free of charge at this time for campus tours, and those permits may be used for one day in any unrestricted parking space in any parking lot across campus.
Cal Poly Pomona	No	Sorry, but no, we don't provide spaces or free permits for this group.
Cal Poly SLO	No	We do not specifically reserve spaces for Admissions, they are required like all other campus department to purchase Sponsored Guest permits at \$4/day if they want to provide their guests "free" parking.
Channel Islands	Yes	We have assigned 4 parking spaces to assist them with recruitment. We do not charge them at this time.
East Bay	Yes	We provide 3 spaces in front of our Welcome Center that are reserved for prospective students & their parents. ... we provide the Welcome Center special "homemade" permits that they give to their guests so that they can park in those spaces. ...No they are free.
Fullerton	No	Prospective students and parents are required to pay for parking. There are 2 options: prospective students and parents may buy an \$8 daily permit, or use short term parking zones where the cost is \$2/hour, maximum of 2 hours. We did have a request for reserved parking spaces from a campus clinic for their clients. However, we recommended installing a short term parking zone to meet the clinic's parking needs as well as the parking needs of other tenants that use the same parking lot. In this situation, the cost for client parking will be paid by the clinic. As a side note, there are several drawbacks to reserved parking that we used as the rationale for recommending short term parking: - Reserved parking reduces parking space efficiency; - Just because a space is "reserved" doesn't mean it will be available for the intended user. If an unauthorized car is parked in a reserved space; Parking has to enforce. And if the illegally parked car displaces the intended user, it's likely that the intended user also parked illegally and will get ticketed; - It's very likely that the department responsible for the reserved spaces will use the spaces for personal use.
Monterey Bay	No	As for Admissions, we do not provide free permits or reserved parking stalls for them to use. There is a dispenser located in the parking lot for guests to purchase hourly or daily permits.
Northridge	No	We do not have spaces specific for Admissions use. We have pay- by- space spaces that we know are used by individuals that come to Admissions.
San Diego SD	No	We allow departments to purchase guest permits for F/S for their guests. We do not give them their own spaces.
San Jose	Yes	We currently provide complimentary parking for prospective students and their families who are confirmed for a campus tour. They are instructed to display their tour confirmation in the front windshield of their vehicle and are restricted to the garage located above the Welcome Center (from where the tours begin). We are planning to transition the tour participants to paystation ePermit codes (which are currently used for guest and event permits) to track their usage (and potentially use this data to renegotiate the complimentary parking).
Sonoma	No	No we do not provide spaces for admissions and records.
Stanislaus	No	No we do not provide spaces for admissions and records.

The Following 11 CSU's out of 23 total have not yet responded:

- Bakersfield
- Chico
- Dominguez Hill
- Fresno
- Humboldt
- Long Beach
- Los Angeles
- Sacramento
- San Bernardino
- San Francisco
- San Marcos