

MEMORANDUM

DATE: May 1, 2024

TO: Maria Coulson – Academic Senate President/PRAC Co-chair
Mia Robertshaw – Interim Vice President for Student Learning and Success/PRAC Co-Chair
Planning and Resource Allocation Committee Members (PRAC)

FROM: Jon Horinek – Chair, Parking Think Tank
Meg Pasquel – Member, Parking Think Tank
Eresa Puch – Member, Parking Think Tank
Jessica Shahi – Member, Parking Think Tank
Sabrina Khalifa – Member, Parking Think Tank

SUBJECT: Parking Think Tank Recommendations to PRAC

Committee Charge:

Engage constituents to review current and possible parking fees and fee structures and make recommendations on how to get the parking fund to a self-support level. This charge was enhanced in 2023.

Current Parking Fee Structure

Fall or Spring Semester Permit \$46

Financial Aid Permit \$23

Summer Permit \$29

Financial Aid Permit \$14.50

General Observations/Analysis

The committee started by exploring the parking permit and enforcement structure and arrived at some general observations and analysis.

Parking Control and Permit Scenarios Explored

1. **No Permit/No Enforcement:**
2. **Permit Required/No Enforcement:** In this scenario parking permits (at a cost, or complimentary) would be required but based on the honor system.
3. **Permit Required/Secondary Enforcement:** In this scenario parking permits (at a cost, or complimentary) would be required but parkers would only be ticketed for lack of permit as a secondary violation. Vehicles would only receive a ticket for missing permit if the vehicle was parked illegally.
4. **Permit Required/Primary Enforcement:** Current practice

The committee explored all the options above and found **Permit Required/Primary Enforcement** to be the most feasible option for parking control.

Bay 10 Community College Comparison

The committee researched parking permit costs and procedures at all Bay 10 districts and College of Marin costs are comparable to other districts. The committee discussed charging for employee parking permits and found the potential revenue generated at the current pricing structure to be insignificant. The committee

also recognized the difficulty in developing an equitable approach to placing an additional financial burden on employees.

[See attached survey results LINK to survey.](#)

Revenue Information

Fund	Fund Title	Org	Organization Title	Account	Account Title	Program	Program Title	2024 Actuals as of Apr	2023 Actuals
12730	Parking	36200	Restricted Revenue	88810	Parking Services	0	Revenue and Restricted Use Only	115,135	226,928
12730	Parking	36200	Restricted Revenue	88900	Other Local Revenue (citations)	0	Revenue and Restricted Use Only	116,504	106,735
					Total Revenues			231,639	333,663
12730	Parking	31001	Police - DW	21010	FT Classified Salaries - SEIU	677000	Logistical Services	312,870	500,349
12730	Parking	31001	Police - DW	21110	FT Classified Sal - Police OT	677000	Logistical Services	-	1,765
12730	Parking	31001	Police - DW	23000	PT Classified Salary Student	677000	Logistical Services	19,540	8,606
12730	Parking	31001	Police - DW	23200	PT Classified Salary NonStudent	677000	Logistical Services	33,675	38,318
12730	Parking	31001	Police - DW	32200	PERS - NonInstructional	677000	Logistical Services	123,811	150,016
12730	Parking	31001	Police - DW	33200	OASDI - NonInstructional	677000	Logistical Services	3,869	4,421
12730	Parking	31001	Police - DW	33400	Medicare - NonInstructional	677000	Logistical Services	5,010	7,725
12730	Parking	31001	Police - DW	34200	Health - Classified NonInstructional	677000	Logistical Services	73,727	109,951
12730	Parking	31001	Police - DW	35200	SUI - Classified NonInstructional	677000	Logistical Services	878	2,702
12730	Parking	31001	Police - DW	36200	WC - Classified	677000	Logistical Services	4,433	5,507
					Total Salaries & Benefits			577,814	829,360
12730	Parking	31001	Police - DW	45000	Other Supplies	677000	Logistical Services	-	3,877
12730	Parking	31001	Police - DW	56700	Other Contract Services	677000	Logistical Services	22,393	35,916
12730	Parking	31001	Police - DW	64000	Furniture, Fixtures and Equipment	677000	Logistical Services	1,332	14,946
					Total Operating Expenses			23,725	54,739
					District backfill			(369,900)	(550,436)

Citation Information

Aug. - Dec. 2022: 1595 citations (78 were voided, 225 were warnings, 201 were dismissed)

Jan - May 2023: 1641 citations (75 were voided, 54 were warnings, 221 were dismissed)

Aug - Dec. 2023: 2641 citations (94 were voided, 227 were warnings, 307 were dismissed)

Jan - present day 2024: 2848 citations (85 were voided, 376 were warned, 225 were dismissed).

Parking Lot Maintenance

COM Fiscal Services estimates direct and indirect costs for parking lot maintenance (striping, cleaning, resurfacing, repaving) to average \$200,000 annually. These costs are currently paid using district funding and 100% of parking and citation revenue is used to fund salary, benefits, and operations for Campus Police.

Recommendations

Nonmonetary - Uncouple Parking Revenue Fund from Enforcement

Although there is not a one-to-one relationship between the salary and benefits for Campus Police, there is a perception that an incentive exists for parking enforcement operations to be used as a revenue stream for Campus Police. The Think Tank recommends exploring a board policy or administrative procedure that would restrict revenue generated from parking permits and citations to use for parking lot maintenance and other non-personnel costs as allowable by California Education Code.

Nonmonetary – Increase Visibility of Existing Free Parking Lots

Kentfield - Parking lots 12 and 13 are available for parking without a permit. Parking lot 12 is available after 5 pm with 205 spaces and Parking lot 13 is available all day with 120 spaces.

IVC – Upper parking lot 5 is available for parking without a permit all day with 64 spaces

The Parking Think Tank recommends making the existing free lots more visible to students and guests through better signage and other promotional marketing. IE: Free lots are currently not identified on campus maps.

Nonmonetary – Increase the Number of Free Parking Lots

Kentfield – Parking lot 15 (across Kent Avenue) is currently being used for construction storage for the Center for Student Success. The lot contains 130 spaces.

IVC – Lower Parking lot 5 could be added to the inventory of free parking. The lot contains around 60 spaces.

Nonmonetary – Expand Parking Permit Grace Period

Currently parking permit enforcement begins with warnings during week three and tickets are issued week four. This could be expanded to six weeks and include notices and purchase instructions in multiple languages.

Nonmonetary – Consider Changes to Citation Processing and Contest Procedures

We recommend considering changes to the citation processing (currently handled by a third party) and contest procedures to make them clearer and more user-friendly.

Monetary – Lower Cost of Permits for All Students

We recommend lowering the cost of parking permits for all students by 13% to round numbers.

Proposed Parking Fee Information

Fall or Spring Semester Permit \$40

Financial Aid Permit \$20

Summer Permit \$20

Financial Aid Permit \$10

Lost Revenue = approximately \$12,000 annually

Monetary – Provide Parking at No Cost to Low Income and Non-Credit ESL Students

We recommend eliminating the fee for parking permits for lower income and non-credit ESL students. This is an equity-based approach that allocates resources to the students who face the most financial challenges.

Proposed Parking Fee Information

Fall or Spring Semester Permit \$40

Financial Aid/Non-Credit ESL Permit \$0

Summer Permit \$20

Financial Aid/Non-Credit ESL Permit \$0

Lost Revenue = approximately \$26,000 annually*

**Fiscal impact for non-credit ESL is unknown*

Lost Revenue Offset

Members of the committee discussed exploring options to offset some of the lost revenue by increasing the cost of daily permits and adding a parking maintenance fee to contracts for facilities use.