HUMBOLDT STATE UNIVERSITY

FEE REQUEST FORM - Part 1 of 3

Fee Category:  ☐ Category IV (Misc. campus fees)  ☑ Category V (Self support program fees)

In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:
Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President
Part 2 - Fee Request Narrative
Part 3 - Financial Data Sheet

I.  Request to:  ☑ ADJUST a Campus Fee

II. Fee Type:
    (Check each applicable box)  ☑ Student Fee  ☑ Non-Student Fee

III. Name of Fee:  Weekly Summer Permit

IV. Current Fee:  $ 10.50 per week
    Proposed Fee:  $ 17.50 per week

V. Proposed Effective Date:  5/27/2019

Routing Order:

1. Submitted by:  Krista Paddock
    Dept. Representative Name  Signature  Date  Phone

2. Approved by:  Jeanne Rynne
    Dean / Director Name  Signature  Date  Phone

3. Approved by:  Douglas V. Dawes
    Vice President Name  Signature  Date  Phone

4. Reviewed By:  Sandra Wieckowski
    Manager, Student Financial Services  Signature  Date  Phone

5. Approved By:  Lisa A. Rossbacher
    President  Signature  Date  Phone

☑ Fee Approved  ☐ Fee Denied

Comments from the President (If needed):

Additional comments from other reviewers:
The funds generated for the weekly summer permit are included with all parking permits and support the general operations of Parking and Commuter Services.
The rate for the summer weekly permit was based on a full semester permit divided by the number of weeks per semester.
This increase should have very little impact on matriculated students because

6. Form with President's signature sent to Manager, Student Financial Services.

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

Form updated: 05/11/16
1. Clearly list all assumptions used when creating this proposal.

This proposal does not impact a student fee.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

This additional revenue will go to fund TS003, where all permit fee revenue goes. This fund supports the operating expenditures of Parking and Commuter Services.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

The weekly summer weekly permit has been at $10.50/week for many years. This is equivalent to 3 days of parking at the daily rate of $3.50. The majority of these permits are purchased by summer conference attendees who are typically on campus for a full week. We are proposing to increase the summer weekly permit fee to $17.50/week. This equates to 5 days of parking at the daily rate.

This fee increase does not impact students during Summer Semester, as they have the option to purchase a summer semester permit at an already discounted rate that is currently less than purchasing a weekly permit for each week of class.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

The proposed rate is the cost of five days parking on campus. It simply removes the discount that has been given in the past.

5. Time line Information:

Proposed implementation is for summer of 2019.
Name of Fee: summer weekly parking permit

<table>
<thead>
<tr>
<th></th>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10.5</td>
<td>Year 1: 17.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 2: 17.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 3: 17.5</td>
</tr>
</tbody>
</table>

Current # of participants: 
Estimated # of participants that will be assessed this fee: 

**Historical Data**  
(for fee increase proposal)  
Fiscal year: 2018-19

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.  
New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

**Fee Revenue Type:**

<table>
<thead>
<tr>
<th>1 Week Permit - Summer (500 est.)</th>
<th>5,270</th>
<th>8,750</th>
<th>8,750</th>
<th>8,750</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Revenue: $</td>
<td>5,270</td>
<td>8,750</td>
<td>8,750</td>
<td>8,750</td>
</tr>
</tbody>
</table>

**Expenditure Type:** (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Total Expenditures: $      
Net (Revenue minus Expenditures)  

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT ID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
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</thead>
<tbody>
<tr>
<td>TS003</td>
<td>D40056</td>
<td></td>
<td></td>
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</tbody>
</table>
FW: clarification for President on summer weekly permit fee increase

1 message

Krista M Paddock <krista.chalker@humboldt.edu> To: michelle.collins@humboldt.edu

Hi Michelle,

See below.

Thanks so much!

Krista Paddock
Parking Services Coordinator
HUMBOLDT STATE UNIVERSITY
Parking & Commuter Services
Arcata, CA 95521
Phone: (707) 826-4111
Fax: (707) 826-5888
www.humboldt.edu/parking

From: Douglas V Dawes <Douglas.Dawes@humboldt.edu>
Sent: Wednesday, March 27, 2019 9:27 AM
To: Jeanne E Rynne <Jeanne.Rynne@humboldt.edu>
Cc: Michelle Anderson <Michelle.Anderson@humboldt.edu>; Kris <krista.paddock@humboldt.edu>; Lisa Rossbacher <lar400@humboldt.edu>
Subject: Re: clarification for President on summer weekly permit fee increase

I spoke with the President yesterday and she approved. I did indicate that if there were any unintended consequences to students and faculty that we would work through those concerns.
Please proceed with that caveat.

Thanks,

Doug

On Fri, Mar 22, 2019 at 11:24 AM Jeanne E Rynne <Jeanne.Rynne@humboldt.edu> wrote:

   Hi Doug,

   Michelle from the President’s office notified Krista last week that she had not received a response to the President’s questions about our proposal. I recall that you discussed it with me and I thought I sent you a follow-up email addressing her concerns with the understanding that you were going to forward it to her. Perhaps this happened and the President has not communicated that with Michelle?

   Can you confirm that we did respond to the President?

   Thanks,
   Jeanne

JEANNE RYNNE | Associate Vice President, Facilities Management

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