



Business and Financial Affairs
Department of Public Safety

516 High Street, MS 9130
Bellingham, Washington 98225
360-650-3555 ~ Fax 360-650-3367

MEMORANDUM

TO: Richard Van Den Hul, Vice President, Business and Financial Affairs

FROM: Randy Stegmeier, Public Safety Director / University Police Chief
Chair, Parking and Transportation Advisory Committee

DATE: February 20, 2013

SUBJECT: *Parking and Transportation Advisory Committee Report – Part One*

The Parking and Transportation Advisory Committee thanks you for the opportunity to participate in this important process for Western's campus community. Due to the constraints posed by the University's budgeting process, we have chosen to prepare our report and recommendations to you in two parts.

Part One is attached. We have addressed the following:

- Charge #1: Sections "c" and "d";
- Parking fees; and,
- Charge #3: Financial review.

Our committee will meet into spring quarter to address the remaining charges and sections (Part Two). We will also meet with the Parking and Transportation Capital Implementation Advisory Committee to discuss Parking Services issues related to the capital planning process. We expect completion of Part Two prior to the end of spring quarter.

While consensus was reached regarding the recommendations submitted in Part One, there are some members of the committee who may choose to submit a minority opinion regarding certain specific recommendations. For represented classified employees, changes in wages and working conditions are mandatory subjects for bargaining. Western's two classified employee unions, PSE and WFSE, may request to negotiate on one or more of these proposals.

Attachment – Part One



PARKING AND TRANSPORTATION ADVISORY COMMITTEE

Guiding Principles and Fee Rate Recommendations

Part One

February 20, 2013

Guiding Principles

The following fee rate recommendations are made within the framework of the Guiding Principles outlined below. The committee is aware that its recommendations, if implemented, will have financial impacts institutionally, on employees, and on guests parking on campus. These recommendations, however, have been made within a broader perspective of ensuring that Parking Services is managed responsibly to meet its financial and operational obligations to both itself and the University. Underlying the committee's Guiding Principles is the University's strategic plan that we "serve as a model for institutional effectiveness...and sustainability" while maintaining the value of being "responsible stewards of resources". The committee, by consensus, believes that Parking Services should be empowered to become a well-managed, self-sustaining entity that meets a broader University objective. These recommendations are first steps in attaining that goal.

Parking Services is a "self-sustaining" entity that manages Western's Sustainable Transportation Program, including access and parking. Parking is only one of the multiple transportation options used to access campus however, due to the physical constraints of Western's urban location, parking availability is a limited resource. *As such, each parking space has a value that is based on location and time of day, week, month, and year. No parking space has a value of zero (Parking and Transportation Advisory Committee 2012-13).*

To fulfill its mission and responsibilities, Parking Services must have a sustainable source of revenue to meet its financial obligations, and provide sufficient reserve funds to properly maintain lots, replace equipment and supplies, and support future identified access needs.

Current rates, fees, and practices do not address the true operating costs of maintaining adequate services. These rates and fees have been re-evaluated with input from the Finance subcommittee. Moreover, a regular revenue stream is necessary to maintain, repair, and perform reasonable improvements to current parking lots.

Recommendations for Sustainable Parking Service Operations

The Parking and Transportation Advisory Committee has formulated the following recommendations in response to these identified needs to ensure that Parking Services operations are sustainable. Should these recommendations be adopted, the total annual increase in revenue and decrease in expense are:

2014 - 2015 = \$606,931 for each year

2015 - 2017 = \$673,431 for each year

Bus Passes

Bus passes provide access to campus separate from Parking Services, and should not be linked in terms of one (pass or permit) allowing the holder to use the other interchangeably.

- The committee recommends discontinuing the subsidy of employee bus passes from the Parking Services budget. Other fund should be identified if the University wishes to continue the program.
- The student bus pass should not provide preferential parking privileges.

Estimated decrease in expense: \$70,000

Evening Permit

- The committee recommends discontinuing that the current practice of issuing evening permits to students at no charge. (After-hours parking C-lot parking is available at no charge, and pay boxes are accessible in the closer-to-core lots to purchase evening permits.)

Estimated increased revenue generated: \$4,000

Commuter Pack Permits (a.k.a. Scratch Permits)

- The committee recommends increasing the price of Commuter Packs (Scratch permits) (10 permits/pack) from the current rate of \$13.60 to \$50.00, which is half of the daily parking rate, i.e., 10 permits/\$50.00 equals \$5.00/day.

Estimated increased revenue generated: \$8,000

Retired Employees

- The committee recommends discontinuing the current practice of issuing parking permits at no charge to retired faculty and staff.
- The Committee recommends that the rates for retired faculty and staff returning as visitors should be at a discounted rate of ½ the current daily rate, or they can purchase a quarterly or annual permit at ½ the current rate.

Estimated increased revenue generated: \$5,000

Reserved Parking Space Fee

The reserved parking space fee should be sufficient to cover Parking Services' operational costs, giving reasonable cost recovery for removal of daily sales inventory.

Departmental Reserved Spaces

These spaces include those used by departmental staff for department related duties, including service vehicles. The current rate of \$76/space for an annual department-reserved space is well below the actual value of a reserved parking space on campus.

Realizing that the imposition of a substantial increase in the fee rate to cover those costs would severely impact departmental budgets, the committee recommends the following:

- Implement a graduated rate increase, raising the rate to \$150.00 plus tax for the 2013-2015 biennium, and to \$200.00 plus tax for 2015-2017.
 - This rate would include Departmental Reserved Spaces for guest and volunteer parking, the Speech and Hearing Clinics, state vehicles (with the exception of Facilities Maintenance vehicles), Food Services, and University Residences vehicles.
 - The committee recommends that the cost of parking at the established daily rate for guests, volunteers, and visitors be paid by the department benefitting from their service, unless the Departmental Reserved space is utilized. No volunteer, guest or visitor should be provided "free parking" subsidized by Parking Services.
- Spaces reserved for University service vehicles (to be defined by the policy committee) providing direct service to the University will also have rates increased to \$150.00 for the 2013-2015 biennium, and \$200.00 for 2015-2017.

Estimated increased revenue generated: **\$5,000 in 2013-2015**
\$10,000 in 2015-2017

WWU Foundation Spaces

The annual rate paid by the WWU Foundation should be sufficient to cover operational costs to Parking Services. The current rate of \$3,000 for 900 permits has not been adjusted for several years, and the use of the “Foundation Permits” has also expanded.

- The committee recommends that a \$5.00/permit increase be implemented for the 2013-2015 biennium, raising the rate from \$3,000 to \$4,500 for the 900 permits.

Estimated increased revenue generated: **\$1,500 in 2013-2015**

Event Parking Permits

Enrollment and Student Services

The current rates for Enrollment and Student Services events and for prospective students/families visiting Western is \$4.00/day. Rates should be sufficient to cover operational costs of Parking Services. The current rate is below the ½-day rate for a parking space.

- The committee recommends that the daily rate paid for these and all associated events and activities be increased to \$5.00/day for the 2013-2015 biennium. Thereafter the rate should be increased to the full daily parking rate.

Estimated increased revenue generated: **\$5,000 in 2013-2015**
\$25,000 in 2015-2017

Other Events

Reserving a lot shall be based on the number of spaces reserved at ½ the daily rate/space, plus the hourly cost of a lot attendant, and associated fees for signage.

Estimated increased revenue generated: **\$5,000**

Lincoln Creek Transportation Center

- The committee recommends charging for all parking at the Lincoln Creek Transportation Center at a rate of \$25.00 per quarter in the 2013-2015 biennium, and \$35.00 per quarter for 2015-2017.

Estimated increased revenue generated: \$22,500 in 2013-2015
\$31,500 in 2015-2017

- The committee also recommends that the University identifying other sources of funding to retire the Lincoln Creek Transportation Center debt. The annual cost to Parking Services this obligation is approximately \$225,000 annually.

Estimated decrease in expense: \$225,000

Contractor and Construction Parking Permits

- The committee recommends that parking spaces for contractors and construction activities be charged 50% of the established daily rate for daily parking, or the established rate for a quarterly permit for any vehicle parking in the staging area. Parking in a parking space will be at the daily rate.

Estimated increased revenue generated: \$5,000

University Business (UB) Stickers for Parking Permits

- The committee recommends that UB stickers for permits allowing the holder to park anywhere on campus, at any time of the day, should be limited to only those requiring this access, and should be charged at the rate of \$25.00/yr.

Estimated increased revenue generated: \$2,500

Additional Recommendations

- The Residential Parking Zone (RPZ) program was implemented through a contractual agreement with the City of Bellingham. The committee therefore considers the program an institutional cost and, as such, should be paid from state and/or other institutional funds.

Estimated decrease in expense: \$25,000

- Reallocate Funding of Public Safety Positions
 - Funding of Public Safety personnel, based on two dispatchers, an IT3 and a Fiscal Specialist 1 supported by Parking Services, should be reallocated to Public Safety as follows:

- Parking Services: Eliminate the funding of one dispatcher position and reduce the funding level of the IT3 position to 50% and the Fiscal Specialist 1 to 40%.
- Institution: State funds should be identified to fund one of the dispatcher positions, 50% of the IT3, and 60% of the Fiscal Specialist 1 positions. State funding required to meet this level of salary and benefit compensation would be \$143,431.

Estimated decrease in expense: \$143,431

- Due to the value added to the University’s Sustainable Transportation program, as well as in meeting state mandates to reduce single occupancy vehicle trips, the committee recommends that funding of the Office of Sustainable Transportation should be split 50% by the University and 50% by Parking Services.

Estimated decrease in expense: \$30,000

- The implementation of a car-share program and other alternatives is recommended.
- The committee recommends the following fee increases for 2013- 2015 in parking fines for the specified violations. (Parking lot utilization has been increasing and raising fines may discourage illegal parking, creating capacity for legal permit holders.)

FEE TITLE/DESCRIPTION	CURRENT FEE		PROPOSED FEE		CHANGE AMOUNT	% CHANGE	CLIENT CATEGORY
	Rate	Unit*	Rate	Unit*			
Improper Display of Permit	10.00	O	15.00	O	\$5.00	50%	All
No Valid Permit	25.00	O	30.00	O	\$5.00	20%	All
Overtime at a Meter	25.00	O	30.00	O	\$5.00	20%	All
Overtime Use OB/UB/VV/Al	25.00	O	30.00	O	\$5.00	20%	All
Overtime at a Load Zone	25.00	O	30.00	O	\$5.00	20%	All
Unauthorized Transfer of P	25.00	O	30.00	O	\$5.00	20%	All
Motorcycle w/o Permit	5.00	O	10.00	O	\$5.00	100%	All

Estimated increased revenue generated: \$50,000