

Fee Proposal Request Form

The Student Fee Advisory Committee (SFAC) is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

Required documents for submission of proposal:

- Part 1 - Fee Proposal 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

Fee Category: Category V (Self Support Program Fees)

Request To: Adjust a current fee

Name of Fee: Daily Parking Permit

Current Fee: \$ 3.50 Per Day

Proposed Fee: \$ 5.00 Per Day

Proposed Effective Date: 07/01/2026



Routing Order: Please fill out the following information and submit to awk71@humboldt.edu for appropriate routing

- | | | | | |
|--------------------|--|---|-----------------------------------|--------------------------------------|
| 1. Submitted by: | Krista Paddock
<small>Dept. Representative Name</small> | 
<small>Signature</small> | 04/20/2026
<small>Date</small> | <small>Phone</small> |
| 2. Approved by: | Cris Koczera
<small>Dean/Director Name</small> | 
<small>Signature</small> | 04/21/2026
<small>Date</small> | <small>Phone</small> |
| 3. Approved by: | Michael Fisher
<small>Vice President Name</small> | 
<small>Signature</small> | 04/21/2026
<small>Date</small> | <small>Phone</small> |
| 4. Reviewed By: | Carla Lohr
<small>Budget Director</small> | 
<small>Signature</small> | 04/27/2026
<small>Date</small> | 707-826-4036
<small>Phone</small> |
| 5. Recommended By: | Chrissy Holliday
<small>SFAC Chair</small> | 
<small>Signature</small> | 04/28/2026
<small>Date</small> | 707-826-3361
<small>Phone</small> |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from SFAC (if needed):

SFAC approval not required but received info at 4/28 meeting; reviewed revenues and expenditures; no concerns

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|-----------------|--|---|-----------------------------------|--------------------------------------|
| 6. Approved By: | Michael Fisher
<small>Vice President of Admin Affairs</small> | 
<small>Signature</small> | 04/21/2026
<small>Date</small> | 707-826-3351
<small>Phone</small> |
| 7. Approved By: | Richard Carvajal
<small>University President</small> | 
<small>Signature</small> | 04/28/2026
<small>Date</small> | 707-826-3311
<small>Phone</small> |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from the President (if needed):

8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.

Parking demand will remain consistent, with daily permit usage similar to current levels. Operational and maintenance costs will continue to increase, including expenses related to upkeep, administration, and facility management. The proposed fee increase will not significantly reduce parking usage or permit purchases. No major changes to parking infrastructure or capacity are anticipated during the implementation period. Administrative processes and enforcement procedures will remain unchanged. The proposed rate of \$5 per day remains comparable to or lower than similar parking facilities in the CSU system.

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

Parking lot maintenance and repairs, including pavement upkeep, striping, and general facility improvements. Signage and equipment maintenance, including replacement or repair of parking signs, permit machines, and related infrastructure. Administrative and operational costs, including permit management, monitoring, and enforcement activities. Safety and accessibility improvements, such as lighting maintenance and compliance with accessibility requirements. General upkeep of parking areas, including cleaning, landscaping, etc.

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

The proposed increase in the daily parking permit fee from \$3.50 to \$5.00 per day is necessary to address rising operational and maintenance costs associated with managing and maintaining parking facilities. Over time, expenses related to routine maintenance, signage, equipment upkeep, administration, and general facility operations have increased. The current fee no longer adequately supports these costs. Adjusting the fee will help ensure sufficient funding to maintain safe, functional, and well-maintained parking areas, while supporting ongoing operations and necessary improvements to the parking facilities.

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

The proposed daily parking permit fee of \$5.00 is considered an appropriate amount because it more accurately reflects the current cost of operating and maintaining the parking facilities. The increase from \$3.50 to \$5.00 will help offset rising expenses associated with routine maintenance, repairs, administration, signage, and general facility management. The proposed fee level was selected to balance cost recovery and affordability for users. It provides additional revenue needed to support ongoing parking operations while remaining reasonable and comparable to parking fees charged at similar CSU campuses. This adjustment helps ensure that the parking program can remain financially sustainable without placing an excessive burden on users. This fee increase was approved by the Parking & Transportation Committee which consists of student, staff and faculty representatives.

5. Timeline Information:

The proposed daily parking permit fee of \$5.00 is considered an appropriate amount because it more accurately reflects the current cost of operating and maintaining the parking facilities. The increase from \$3.50 to \$5.00 will help offset rising expenses associated with routine maintenance, repairs, administration, signage, and general facility management. The proposed fee level was selected to balance cost recovery and affordability for users. It provides additional revenue needed to support ongoing parking operations while remaining reasonable and comparable to parking fees charged at similar facilities in the region. To help address anticipated future cost increases while avoiding large single adjustments, a phased increase of an additional \$1.00 over the next three years is proposed. The timeline is as follows: Year 1: Increase daily permit fee to \$5.00 Year 2: Increase daily permit fee to \$6.00 Year 3: Increase daily permit fee to \$7.00 Implementing gradual increases allows users time to adjust while helping ensure the parking program remains financially sustainable and able to support ongoing maintenance and operational needs.

Fund Fdescr	TS003 - PARKING FEES
FIRMS Obj Cd	(All)
Acct Fdescr	(All)

Sum of Actuals	Column Labels	
Row Labels	2024	2025
50 - Revenues		
504 - Sales and Services of Auxiliary Enterprises	-953,606.03	-881,259.27
508 - Revenue from Investments	-26,251.24	-34,507.04
580 - Other Financial Sources	-6,239.54	-5,940.78
50 - Revenues Total	-986,096.81	-921,707.09
60 - Expenditures		
601 - Regular Salaries and Wages	316,857.90	230,606.54
603 - Benefits Group	127,219.87	120,839.10
604 - Communications	2,537.34	1,334.91
605 - Utilities Group	0.00	0.00
606 - Travel	12,395.30	380.00
612 - State Pro Rata Charges Group	9,352.00	5,862.75
613 - Contractual Services Group		122,235.73
616 - Information Technology Costs	0.00	1,775.65
617 - Services from Other Funds/Agencies Group	102,129.94	63,615.72
619 - Equipment Group	9,025.12	21,478.68
660 - Misc. Operating Expenses	129,748.30	444,122.63
680 - Operating Transfers Out	0.00	
60 - Expenditures Total	709,265.77	1,012,251.71
Grand Total	-276,831.04	90,544.62