

Financing and Treasury
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www.calstate.edu

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To: Vice Presidents for Administration and Finance

Response Requested by
July 29, 2011

From: Robert Eaton 
Senior Director
Financing and Treasury

Subject: CSU Parking Reports

We are transmitting our annual request for CSU Parking Reports. Please submit the responses electronically to us on or before July 29, 2011.

Below is a brief description of the reports for which we will need your assistance:

1. Parking Inventory

In order to comply with State reporting requirements, to provide an accurate update of parking information for the CSU Support Budget developed annually by the Chancellor's Office Budget Office, and to keep the systemwide records current, we request your assistance in completing the enclosed inventory of parking facilities (see Enclosure A. Note: Enclosure A has a separate instruction sheet that will assist you in completing the Parking Inventory report). To ensure accuracy, we ask that each campus conduct a space count of the parking facilities. The inventory should include all revenue and non-revenue producing parking spaces on campus that are maintained and operated by the campus parking program and reflect the number of spaces in operation on June 30, 2011. If parking spaces are expected to be added or deleted during fiscal year 2011/12, please delineate these changes in the space provided.

2. Disabled Parking Audit

As stated in Executive Order 926, each campus shall have accessible disabled parking stalls where parking is provided for the public and is responsible for compliance with the CSU Board of Trustees disability policy.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Our department has been delegated the role of reminding campuses of the disabled parking audit requirement to be done every two years. As such, please provide us a copy of the completed audit that may have been done this past fiscal year per the requirements of Executive Order 926. In addition, we enclose the Disabled Parking Inventory form (Enclosure B) to be completed by your campus.

3. Parking Rates (Three years forecast)

In an effort to cross check information related to parking fees and to provide consistent data to outside parties, we are requesting your assistance in completing this report (Enclosure C).

Please submit the completed reports electronically to Angelique Sutanto at asutanto@calstate.edu, Financing and Treasury, by July 29, 2011. The result of the parking inventory survey from last year is enclosed for your reference (Enclosure D). Questions may be directed to Angelique Sutanto at (562) 951-4565. Thank you for your assistance with this request.

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Enclosures

Distribution:

Dr. Benjamin Quillian	(without enclosures)
George Ashkar	(without enclosures)
Pam Chapin	(without enclosures)
Dr. Nate Johnson	(with enclosures)
Jerry Wilde	(with enclosures)
Parking Administrators	(with enclosures)
Executive Facilities Officers	(with enclosures)