



MONTEREY PENINSULA
COLLEGE

ADMINISTRATIVE PROCEDURES

Chapter 6 Business and Financial Affairs

6750

AP 6750 Parking

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions

Provisions for charging and collecting parking fees:

Parking permits are required at the Monterey campus and Marina Education Center. Permits are not required at the Public Safety Training Center in Seaside. Monterey Peninsula College permits are no longer accepted at CSUMB. Current parking fees can be found on the website under Campus Safety.

Semester and Annual permits are sold only to registered students through web registration.

Purchased permits are mailed to students. Vehicles without semester or annual permits must display daily type permit. A discounted fall/spring/summer annual permit is sold only during fall term. The parking permit fee is refundable if all courses are dropped by the end of the second week for semester-length courses and by the third class meeting for courses that are more than one week in length but less than a semester. No partial refund will be given for the difference between semester-rate and annual parking permits. The permit must be returned, if received, to the Admissions and Records Office within the first two weeks of the semester or by the second class meeting for courses less than a semester in length.

Fees are reviewed annually and are subject to change.

Payment plans for individuals with multiple unpaid parking citations:
Vehicle Code Sections 40220



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(a) Except as otherwise provided in Sections 40220.5, 40221, and 40222, the processing agency may proceed under one of the following options in order to collect an unpaid parking penalty and related service fees:

(1) (A) File an itemization of unpaid parking penalties and related service fees with the department for collection with the registration of the vehicle pursuant to Section 4760. For unpaid parking penalties issued on and after July 1, 2018, and related service fees, the processing agency shall not file an itemization with the department unless all of the following conditions have been satisfied:

(i) The processing agency provides a payment plan option for indigent persons that, at a minimum, does all of the following:

(I) Allows payment of unpaid parking penalties and related service fees in monthly installments of no more than twenty-five dollars (\$25) for total amounts due that are three hundred dollars (\$300) or less. The amount of late fees and penalty assessments waived pursuant to subclause (II) shall not be counted in calculating that total amount of three hundred dollars (\$300) or less. Unpaid parking penalties and fees shall be paid off within 18 months. There shall be no prepayment penalty for paying off the balance prior to the payment period expiring.

(II) Waives all late fees and penalty assessments, exclusive of any state surcharges described in Sections 70372, 76000, and 76000.3 of the Government Code, if an indigent person enrolls in the payment plan. Waived late fees and penalty assessments may be reinstated if the person falls out of compliance with the payment plan.

(III) Limits the processing fee to participate in a payment plan to five dollars (\$5) or less for indigent persons. The processing fee for an indigent person may be added to the payment plan amount, at the discretion of the indigent person. If a processing agency offers a payment plan option to persons who are not indigent, limits the processing fee to participate in the payment plan to twenty-five dollars (\$25) or less.

(IV) Allows a person a period of 60 calendar days from the issuance of a notice of parking violation or 10 days after the administrative hearing determination, whichever is later, to file a request to participate in a payment plan.

(ii) The processing agency includes the information described in subclauses (I) and (II) in the notice of parking violation, and includes both in the notice of parking violation and on its public internet website, a web page link and telephone number to more

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information on the payment program. The linked internet web page shall include all of the following information:

- (I) The availability of an installment payment plan and the timeframe in which to apply.
 - (II) The person's right to request an indigency determination and the timeframe in which the person must apply.
 - (III) Clear language about how the person can request an indigency determination and what that determination will entail.
 - (IV) Documents needed by the processing agency to make an indigency determination.
- (iii) The person fails to enroll in the payment plan within the time specified in the notice or is not eligible for the payment plan because the person is not indigent.
- (B) The processing agency shall allow a person who falls out of compliance with the payment plan a one-time extension of 45 calendar days from the date the payment plan becomes delinquent to resume payments before the processing agency files an itemization of unpaid parking penalties and related service fees with the department pursuant to subparagraph (A).
- (C) The processing agency shall rescind the filing of an itemization of unpaid parking penalties and related service fees with the department for an indigent person, for one time only, if the registered owner or lessee enrolls in a payment plan and pays a late fee of no more than five dollars (\$5).

In accordance with California Vehicle Code Section 21113, the District will enforce these procedures by issuing citations.

See Board Policy 6750 - Parking

References:

Education Code Section 76360;
Vehicle Code Sections 21113 and 40220

President's Cabinet Approved: April 28, 2020