

TO: Mr. James Vasquez, Superintendent of Building & Grounds Office

FROM: Paulina Nawieśniak

DATE: November 12<sup>th</sup>, 2018

SUBJECT: Parking Solution for City College of Technology

## **The City College of Technology Parking Proposal**

### **Introduction**

This proposal focuses on encouraging the City College of Technology to provide a parking lot for students at a low cost. This proposal is created based on the opinion of students that drive to school with their car, including myself. This proposal provides a more detailed analysis on the following aspects: the problem, the benefits, the description, the projected schedule, the cost and my qualifications to help this project come to live.

### **The Problem**

The City College of Technology is located in MetroTech area, a very urbanized downtown Brooklyn space, that is very crowded of both pedestrians and car traffic. City College of Technology is a commuter college where majority of students simply commute and the biggest problem they face is, finding parking near their college. Finding the parking spot near City Tech is nearly impossible, it causes many students to be late to class because they have to spend so much time finding the right spot. Moreover, if students would like to avoid a parking tickets, those that can afford it will leave their cars at a private parking slots that are located near the City College of Technology. This sounds good, but the problem is these parking lots are very expensive, and some students simply cannot afford such expensive parking prices for just a few hours stay. I believe that this problem can be alleviated by partnering with the Brooklyn Marriott Garage Parking near the City College of Technology.

### **The Benefits and Feasibility**

The Brooklyn Marriott Garage Parking is only 0.2 miles away and 4-minute walking distance from the City College of Technology so all students attending this college wouldn't have to walk far from this parking spot to get to school on time, so this parking location is simply convenient. This would definitely benefit all of the students driving their cars to City Tech. Moreover, students worry of being late to class or their fear of gaining a parking ticket, would go away as they could leave their cars at that specific garage parking. Another benefit of partnering up with this garage parking would be the fact that the students wouldn't worry about their car being stolen or scratch, they would feel more comfortable leaving their car at the parking lot, due to the 24/7 surveillance recording that it will provide. Lastly, students would also be less stressed out about the parking situation near their school and simply be happier.

### **The Description**

For the solution to this problem the City College of Technology would have to come to a partnership with the Brooklyn Marriot Garage Parking. This specific parking lot is very close

to the City Tech building. This parking space has many parking floors which half of them are empty. To partnership with this parking lot an agreement should be made and signed by all interested students. Students that would like to use this parking would pay a low cost of \$6.00 for the whole day. The below information includes a detail communication and realization needed to get this parking solution approved and accomplished.

- **Building and Ground Office**

By consulting this idea with the building and grounds office and in specific the superintended Mr. James Vasquez we will be able to make the lives of the commuting students a lot easier. Once Mr. Vasquez approves this proposal, other documentation will follow along. Please keep in mind that if we come to the agreement and this proposal is granted it will result in the recommendation report where I could include the full details on how we should partnership and what aspect should be taken in the account while linking with this parking lot.

- **ID Office**

In order to be sure that nobody is cheating the rules, each student would receive a special sticker on their issued ID cards. During the process of sticking on the parking ticket student than sign the agreement. I will speak to the ID office in specific if we could arrange this kind of agreement and stickers.

- **Communications Office Meeting**

I would also like to conduct a brief survey, that would be send to all students of City Tech email. This survey would give me a better idea of how many students are unhappy without parking situation in more detail. I would prefer to send a mass email because it would cost less than printing paper. In order to be able to send this mass email I would have to speak to Mr. Steve Soiffer who is a special assistant of the president of the Communications Office.

- **Flyers Distribution**

Moreover, I would ask a few of the students if they would distribute some flyers to the students in order to let them know that a new parking solution is being created for all City College of Technology students that are having parking problems each day. The flyers will give instructions on how to gain their stickers and agreements signed.

## The Projected Schedule

<b>October 22<sup>nd</sup></b>	Create a proposal memo.
<b>October 24<sup>th</sup></b>	Speak to the building and grounds office of City College of Technology. Find Mr. James Vasquez, the superintended.
<b>October 26<sup>th</sup></b>	Meet with the Communications Office. Once approved, conduct a survey from students and faculty via email.

<b>October 31<sup>st</sup></b>	Create a rough draft of the proposal and review it.
<b>November 5<sup>th</sup></b>	Speak to the ID office about the stickers an agreement for each ID issued to interested students.
<b>November 7<sup>th</sup></b>	Submit the rough draft of the proposal to Blackboard. Start editing the proposal after the feedback is given.
<b>November 9<sup>th</sup></b>	Start creating the final draft of proposal. Ask interested students to give out flyers. Create and print out the flyers to give away.
<b>November 12<sup>th</sup></b>	Submit the final proposal by 5PM.

## **My Qualifications**

I am a highly motivated individual with project managerial skills that would like to bring a change to City College of Technology and make the lives of students like myself more convenient when trying to come to school with a car. I am capable of creating and making the commuting students' life's easier by creating this partnership with the Brooklyn Marriot Garage Parking. My professional and technical writing skills will come in handy when creating the mass survey email to all students as well as the flyers that will be distributed, once this proposal is approved. I hope that I and my team will be able to create this opportunity for City Tech students and staff and make their life's easier.

## **The Projected Costs**

Flyer Printing	\$200.00
Agreement Creation and Printout	\$400.00
ID Stickers	\$1 per each sticker
Student Compensation for Flyer Giveaway	\$10 per hour/per student
<b>Approximate Total Cost</b>	<b>\$3000.00</b>

## **The Conclusion**

At the end, this proposal is created only to better and easy the lives of all students commuting every day to City College of Technology. For the better of the students the partnership with the Brooklyn Marriot Garage Parking would allow all of the students to comfortably drive to the college without worrying that they will receive a ticket or having to pay an expensive price for one day of parking or even get their car damaged. Once this proposal is approved I will be thrilled to present you with the recommendation report, so we could get moving by linking with this specific parking lot. I believe, that I will be able to give the students of City College of Technology the opportunity to drive their cars to school without a worry by Spring 2020 semester. For any questions or concerns about this proposal, please do not hesitate to contact me directly by phone 111-222-2323 or email [paulina.nawiesniak@mail.citytech.cuny.edu](mailto:paulina.nawiesniak@mail.citytech.cuny.edu) I will be happy to help or answer any questions.