

Parking & Traffic Sub-Committee Minutes
Tuesday, January 26, 2021 (TEAMS)
10 – 11 a.m.

- A. Approval of past minutes October 27, 2020.**
Minutes were unanimously approved.
- B. Permit Survey (Harry Glass).** Results were provided.

Parking and Transportation Department Survey

412
Responses

01:11
Average time to complete

Closed
Status

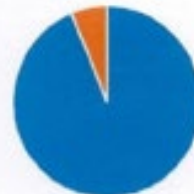
1. What is your affiliation with UHCL?

● Student	228
● Faculty / Staff	179
● Community / Alumni	3
● Other	2



2. Have you ever purchased any parking permits from UHCL?

● Yes	386
● No	26



3. Have you had any problems with receiving your permit in the mail?

● Yes	43
● No	369



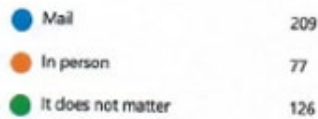
4. If you had the option, would you prefer buying the permit online or in person on campus?

● Online	279
● In person	32
● It does not matter	101



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5. If you had the option, would you prefer receiving the permit by mail or in person on campus?



C. **Parking Information Worksheet.** Table provided by Harry Glass, was discussed in response to last month’s inquiry on number of permits sold to students and staff based on a normal year and total revenue. Form requires updating; will be provided for next meeting. Past academic year permit distribution was 6,605 issued at \$500K; current academic year 2,334 issued at \$122,481, a substantial difference. Mark Denney stated UHS is preparing reports on parking and transportation auxiliary operational budget impact for the BOR. Eric Herrera added that the faculty and staff 2020 fall permits were \$25 off full price; 2021 spring were offered at regular price, less were purchased. Currently ticketing, pay stations are still being used, (including mobile app) as auxiliary operations continue to incur costs. Some may be choosing Visitor pass which are also down in purchase total. Visitor pass revenue result last year was \$55,000; to date this year at \$5,600.

Any information previously reported from December was added in to these schedules

Parking				
Data Point	UH	UHCL	UHD	UHV
Original FY21 Budgeted Student Permit Sales (# permits)	23,563	5,650	1,500	1,750
Current FY21 Expected Student Permit Sales (# permits)		1,853		
Original FY21 Faculty/Staff Permit Sales (# permits)	6,191	4,950	700	398
Current FY21 Expected Faculty/Staff Permit Sales (# permits)		2,702		
Total Surface Lot Spaces	10,727	2,585	1,727	N/A
Total Garage Spaces	11,502	-	1,030	N/A
Original FY21 Revenue Budget (in millions)	22.9	0.8	1.4	0.2
Current FY21 Revenue Estimate (in millions)		0.7		
Current FY21 Expense Budget (in millions)		0.7		
FY21 Planned Expense Reductions (i.e., budget adjustments) (in millions)		0.1		
FY21 Expected Deficit (Expected Revenues Less Expense Budget) (in millions)		0.5		
FY21 Planned Use of Equity to Cover Deficit (in millions)		-		
FY21 Planned Use of Institutional Loans to Cover Deficit (in millions)		-		
FY21 Planned Use of Stimulus Finds (assuming allowable) to Cover Deficit (in millions)		-		
Notes				
UH had originally estimated a 37% reduction in permit sales and reduced their budget accordingly				
UHD had originally estimated a 75% reduction in permit sales and reduced their budget accordingly				
FY2021 is the first year that UNV charged a fee for parking				

D. COVID19 Relief: Mark Denney): Congress has two relief bills:

- #1, March, CARES Act: HEERF # 1
- #2, December, CRRSA Act, HEERF # 2

Mark Denney will send summary of the two pandemic relief acts for members review and how resources apply (**added below with details**). CRRSA, HEERF #2, may can assist with lost parking revenue; one option that will be presented to UHS for approval is presenting 3 years of historical permit sales compared to current year permit sales, if approved, UHCL will apply to request. Shared Governance committees are reviewing priorities; money may not apply to parking. Thomas Cothorn recommended the P&T Sub-Committee recognize priorities in the event the funding becomes available. Identify near and long term, for example: additional shuttle purchase, overflow parking, student challenges moving around campus to class, electric scooters with theft mitigation.

Higher Education Emergency Relief Fund Overview (HEERF) #1 and #2

The US Congress and passed and the President has signed two emergency relief bills in response to the COVID19 Pandemic. They are:

- Coronavirus Aid, Relief and Economic Security (CARES) Act – March 2020
- Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act – Dec 2020
- The CARES act established the HEERF Fund, and the CRRSA act is continuing it. For simplicity, we will refer to the funds as:
 - CARES Act: HEERF # 1
 - CRRSA Act: HEERF # 2

	HEERF # 1	HEERF # 2	Total
Student	\$2,777,685	\$2,777,685	\$5,555,370
Institutional	\$2,777,684	\$7,427,468	\$10,205,152
MSI	\$410,341	Coming, yet unknown	\$410,341
Total:	\$5,965,710	\$10,205,153	\$16,170,863

1. UHCL Received the HEERF # 1 funds in March of 2020 with a 12 month use it or lose it timeline –
 - That is close, and I understand we have approx. \$1 Million still to spend –
 - However, I believe that the new deadline for HEERF # 2 funds now applies to HEERF # 1 remaining funds, which would make it now Dec. 2021, but not yet confirmed.
 - The original CARES Act language and DOE interpretation was so strict, that I feared we would face challenges expending these funds.
 - i. New guidance allows greater flexibility, and now applies to HEERF # 1 funds, not already expended.
 - ii. We are working with System to iron out rules so we are confident to:
 1. Fully spend the funds
 2. Pass audit
2. With the HEERF # 2 funds – there is no acceptance, it is automatic if you accepted HEERF # 1
 - However, it comes with a 90-day window within which you must make your first drawdown, or the Dept of Ed will proceed as if those funds are not required, and will reallocate.
 - We will be working with OSP and other VPs to propose quick drawdown solutions to preserve these funds.

3. We then need to address the following questions:

- Questions such as:
 - i. How much do we want to add to Student Aid above the minimum requirement of \$2.777 Million?
 1. HEERF # 1 required 50/50 split, however, HEERF # 2 only requires that at least as much as HERRF # 1 go to student financial aid for HEERF # 2 funds, we can choose to do more
 - ii. How much do we want to apply toward assisting our Auxiliaries?
 1. Original language was very strict, now it is “Demonstrated Loss”
 2. Recommendation is to use Historical Revenue. Easy for:
 - a. Parking
 - b. Rec/Wellness
 - c. Waived Fees:
 - i. Student Center
 - ii. International Education Fee
 3. Difficult for Hunter Residence Hall and Dining
 - a. Hunter Residence Hall – no history
 - i. Will try to extrapolate from March Applications, what 2021 would have been, see if anyone is buying it
 - b. Dining: Campus usage – not hard, declining dollars – same challenge as Hunter Residence Hall lost revenue
 - iii. Do we want to attempt to apply to lost revenue from Enrollment?
 1. Our decline this year is in Transfer, Our decline next year (if it occurs) will likely be transfer students.
 2. Lots of unanswered questions: Namely:
 - a. Period we should look at?
 - b. Methodology for claiming lost revenue
 - iv. Doubt we can claim the 5% takeback that the State took back, as “Technically” State Appropriations is not Revenue, it is Appropriations.
 - v. What expenditures do we not want to claim, because they would qualify under FEMA relief (no FEMA relief has ever been promised)
 1. Crossing fiscal year thresholds may bar ability to use HEERF dollars
 - vi. How much do we want to apply toward the Center for Engagement Teaching and Learning, Faculty Training and classroom/campus technology to support expanded and improved distance learning?

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- E. **Bus Parking Carport (Eric Herrera).** Structure was built to protect vehicles from the elements and provide lighted security (see picture). At a later date a charge station will be added for the electric shuttle vehicles. Two additional items are being considered: advertising on vehicle side panels, and QR code a made available on bus stop sign to access the Parking and Transportation shuttle route and schedule. Mark Denney stated the plans are to increase the fleet number to accommodate future student as budget and demand directs.



F. Converting the lot access in lot A and B to a proxy-card system vs. the remotes we are currently using.

Proxy-cards quotes are in progress. Preference is interface with gate arms where Parking and Police departments open gates.

G. The Clover Valet System for Event Parking

Eric Herrera shared that he and Lori Lopez, UA, have not identified an event to conduct a trial run. A decision was made to postpone the trial of valet service until campus operations are back to normal status as the effort could skew the analysis. The decision would require approval through UHS legal review, in addition to insurance liability cost and analysis. Allison McDonald at UH will be providing Harry Glass with some quotes and more information. The committee agreed discussing a valet option is beneficial.

H. GPS System for Shuttles

Harry Glass shared that receipt of information on GPS system is still in progress. He and Ride System met earlier in the week; quotes are forthcoming.

I. Permit Distribution (Harry Glass)

Problem with permits not arriving in the mail seems to be resolved for the most part. Vendor is hand processing and it appears to be the best solution; therefore, mailings will continue. He has learned it is also a common issue at UH who does their own mail outs, using their own server. At some point, UHCL may want to maintain their own server rather than using external providers.

Soma Datta, made a motion to adjourn; Thomas Cothern seconded.
The Chair adjourned the meeting.

Next meeting: February 23, 2021

Charise Armstrong, Secretariat

University of Houston Clear Lake

FY2021 - FY2022 Parking and Transportation Committee Attendance		
Meeting Date: 1/26/21 10am-11 am TEAMS		
Members	Role	"Blue = Present
Sofian Abbasi	Student Representative UG	
Kaira Jackson	Student Representative G	
Kate Carter	Library Representative	
Thomas Cothorn	COE Faculty Representative	
Soma Datta	CSE Faculty Representative	
Kirk English	HSH Faculty Representative	
Leslie Gauna	Chair	
Harry Glass	Parking Dept Representative	
Eric Herrera	FMC Representative	
Lee Ann Wheelbarger	USA Representative	
J'Naudia Hunter	Accessibility Support Center	
Russell Miller	Police Representative	
Randy Seevers	University Life Comm	
Melissa Williams	COB Faculty Representative	
Guests/Alternates	Role	"Blue = Present
Cierra Davis	SGA Representative	
Cynthia Good	Library Representative	
Mark Denney	VP A&F	
Christopher Baker	Parking Department	
Iliana Melendez (Alternate)	Student Affairs Representative	