

**Parking & Traffic Sub-Committee Minutes**  
**Tuesday, October 26, 2020**  
**10 – 11 a.m.**  
**TEAMS**

Call to Order by Chair, Dr. Leslie Gauna with introductions of new members for 2020-2021.

**Confirmation of current representatives according to the bylaws:**

- One faculty or administrative representative from each college: Thomas Cothern COE (present); Soma Datta CSE (present); Kirk English HSH (present); Melissa Williams COB (present)
- Leslie Gauna Chair, COE (present)
- One undergraduate student representative – Sofian Abbasi (present)
- One graduate student representative (missing, request sent to request SGA and Patrick Cardenas -representatives pending (absent)
- Two University Staff Association (USA) representatives missing two; request sent to Esther Herrera, President USA, (present) - representatives pending
- One University Life Committee representative. missing one; Dr. Christine Walther will have ULC rep available for November meeting, if not October (absent)
- Police Chief, Russell Miller (present)
- Manager, Parking and Transportation Harry Glass; alternate Chris Baker, (both present)
- Director, Accessibility Support Center, J’Naudia Hunter (present)
- Executive Director of the Library (or designee): Kate Carter, Cynthia Good, alternate (both present)
- AVP for Facilities, Management and Construction, Eric Herrera (present)

**GUESTS:**

- VP for Administration and Finance, Mark Denney (present)
- VP for Student Affairs, Aaron Hart (present), alternate, Illiana Melendez (absent)
- Residential Life Coordinator for Student Housing, Ciarra Davis (present)

**Notice-** Meetings will be recorded to use for creation of minutes.

**Approval of February 25, 2020**

Minutes were unanimously approved.

**Old Business:**

- A. Parking and Transportation Student Advisory Council Update: Harry Glass shared that they have reached out about three weeks ago to Student Affairs seeking a new chair due to the position becoming vacant, as well as more members; Aaron Hart stated he will check the status with Patrick Cardenas, commenting COVID-19 impact has likely affected participation. Mark Denney, added that he had learned the council had not received information on the electric car charging stations and asked that be confirmed. The intent is that information be presented to the student advisory council, as well as this sub-committee.
- B. Transition from Hang Tags to Movable Stickers: Harry Glass: New parking tag distribution has been well received and working efficiently. Tags are able to be moved from vehicle to vehicle. Some people are placing on their old hang tag. This was one reason purchase was made (to be

flexible and accommodating for users). Instruction pamphlets on use and cleaning were sent with the stickers.

- C. Adjuncts That Pay Lower Permit Fee are parking in Employee Gated Lots. Harry Glass explained that some people did not think this should be permitted since their permits cost less. The Parking and Traffic Sub-committee decided not to pursue equal payment as a consensus.
- D. Entrance gate to Lot B - has been completed with very little problems and no complaints.

## **NEW BUSINESS**

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

- Harry Glass checked with the UHCL police, and found there was a similar remote system in place before in Lot A. Process is fine now but the concern with ordering and distribution of remotes long-term, especially, management as users come and go.
- Review of scanner system option placed on permits showed costly.
- Proxy-cards: a contractor would need to access the wiring requirements; current wiring may be adequate. Access control could then be managed by the Parking and Transportation Department. One concern is method requires a complete stop for gate lift and scan and may create congestion/slow down. Chief said UH uses scan cards successfully with higher volume. Financial impact now with limited on campus attendance but future use. Mark Denney emphasized the difference in time for Visitor Lot permit purchasing from kiosk vs. a card scan. Eric Herrera added the cost to implement may require future consideration and implementation once the campus attendance is back to normal.

Mr. Denney requested that Harry Glass provide the committee the following to illustrate a financial overview of where funding for initiatives originates:

- Number of permits sold to students and staff based on a normal year and total revenue
- How many permits sold at discount this year and total revenue
- Prices for proxy-card will also be provided.

### B. The Clover Valet System for Event Parking

Option is being considered because of the many Alumni and Theater events available through UHCL; to provide an upscale and convenient experience and ease parking challenges. Also offers opportunity for generating revenue. It is a mobile platform, therefore easily moved around and includes a Valet app that assists in tracking keys, spacing and storage of vehicles. University Advancement has used for one past event and it worked out very well and are interested in future implantation for their approximately 1,000 event attendees in an average year and believe 5-10% would take advantage of option. (PowerPoint illustrates the following points – See Teams folder).

- Pricing approximately \$1400 along with monthly fees for two (no sales tax)
- Offers payment options
- Requires two to three students per shift; training will be essential:
  - Driving
  - SORM
  - HR Training

- Maxient Training with Dean of Students re: incident reporting
- CPR with Emergency Services
- Clover Flex Device training
- Campus Police Security Training
- Locations: Bayou Circle - park in Lot A
- Hourly rate still pending, possibly \$10/hour
- Insurance costs need to be researched

Mark Denney suggested a low-tech trial first then add on additional tech as needed or as budget permits. Comment was that the pandemic could skew our analysis of how many people would normally use the service. Good initiative would be selecting a future event. possibly work with the Eric Despard in the Theater to provide a specific proposal of valet trial run. Al Black in Health and Safety would need to determine safety procedures that would need to be implemented especially, if service offered during the pandemic. It was agreed to use the time now to gather information and determine interest. The Chair suggested the 2021 Nutcracker event as an option.

C. GPS System for Shuttles

Harry Glass explained GPS option in review (see illustration). Uses proxy card system for scanner that automatically stores information that driver currently tracks such as mileage, speed, capacity, and shows the waiting riders the location of the shuttle. Has wi-fi on shuttles. Price is \$11,000 for equipment set-up, includes a yearly subscription fee: 1<sup>st</sup> year \$7,500; after 1<sup>st</sup> year, \$3,000 per year membership fee.

The desire is to expand the shuttle fleet, when normal operations return; and expand routes, including in and around Pearland campus. Local ISD's have offered space to stop and pick up students. As the future needs increase, one shuttle will not permit fully serving students. Soma Datta would appreciate the opportunity for her students to do the software as a capstone project if the item moves forward.

## FIXED ROUTE TECHNOLOGY SUITE

- GPS/AVL: hardwired or tablet options  
*for rider tracking*
- DPC/APC: digital passenger counters (through driver interface) or automatic passenger counters (through cameras)  
*for ridership data*
- Badge Scanners: hardwired scanners *for rider verification and contact tracing*
- AVA: voice annunciation  
*for your ADA compliance*
- Wifi: internet access  
*for your rider's convenience*
- Signage: stop/route LED displays  
*for rider awareness*
- Cameras: video recording  
*for security and safety*

## FIXED ROUTE PLATFORM - ADMIN SUITE

- View real-time vehicle status and ETAs
- Assign vehicles to route
- View capacity
- GTFS feed



### Permit Distribution (Harry Glass)

Major problem with permits not arriving in the mail; has been an issue for several years. Last year there were dozens of failed mailings. The current process has required a lot of extra work and cost to make any corrections, replacement of permits and then to resend. Due to problems with end users receiving their permits, the thought is to resort to distribution of permits through UHCL campus locations and do away with mailing. The Chair inquired on the percentage of failed deliveries. Harry Glass added that while some duplicate fraud may be occurring, it is limited, many complaints are from administrators, faculty and staff.

UHCL has a new UH system wide contract. We are waiting for third party to come back with alternatives to resolve the issue of permits not arriving in the mail. Concern was expressed if UHCL community and students will have an issue picking up permits on campus. A recommendation was made for the Chair for the Parking and Transportation Department to conduct a student survey on distribution preferences, Pearland campus will be included. A suggestion was made that one option at time of payment could be to select a preference. Eric Herrera and Harry Glass agreed to conducting a survey to the UHCL community.

Meeting will resume in December unless special called. November 24<sup>th</sup> meeting is cancelled.

Melissa Williams, made a motion to adjourn; J’Naudia Hunter seconded.  
The Chair adjourned the meeting at 11:10 am.

Charise Armstrong, Secretariat

# University of Houston Clear Lake

## FY2021 - FY2022 Parking and Transportation Committee Attendance Sheet Meeting Date: October 27, 2020 10am-11am TEAMS

Members	Role	Email	Signature
Sofian Abbasi	Student Representative UG/G	AbbasiS9359@uhcl.edu	
Vacant	Student Representative UG/G		
Kate Carter	Library Representative	CarterK@uhcl.edu	
Thomas Cothorn	COE Faculty Representative	Cothorn@uhcl.edu	
Soma Datta	CSE Faculty Representative	Datta@uhcl.edu	
Kirk English	HSH Faculty Representative	English@uhcl.edu	
Lestlie Gauna	Chair	Gauna@uhcl.edu	
Harry Glass	Parking Dept Representative	Glass@uhcl.edu	
Eric Herrera	FMC Representative	HerreraE@uhcl.edu	
Esther Herrera	USA Representative	HerreraEs@uhcl.edu	
J'Naudia Hunter	Accessibility Support Center	HunterJD@uhcl.edu	
Aaron Hart/Liana Melendez	Student Affairs Representative	HartA@uhcl.edu	
Russell Miller	Police Representative	Melendezlb@uhcl.edu	
Randy Seevers	University Life Comm	MillerR@uhcl.edu	
Melissa Williams	COB Faculty Representative	Seevers@uhcl.edu	
		Williamsmeil@uhcl.edu	

\*Blue = Present

Guests/Alternates	Role	Email	Signature
Cierra Davis	SGA Representative	DavisCi@uhcl.edu	
Cynthia Good	Library Representative	Goode@uhcl.edu	
Mark Denney	VP A&F	Denney@uhcl.edu	
Christopher Baker	Parking Department	Bakerch@uhcl.edu	