

## **Transportation and Parking Advisory Committee**

### **MEETING MINUTES**

Date: September 20, 2013

Place: PTS Conference Room, Stadium Parking Garage

Time: 1:30 pm – 3:30 pm

Attendance: Xiaojing Yuan, Ruth Manny, Dan Olivarez, Jay Parks, Bill Ashley, Mumim Khan, Clement Agho-Otoghile (SGA), Issam Kadiwala (SGA), Esmeralda Valdez, Bob Browand, Paul Lozano, Syed Kamran Riaz, Richard Zagrzecki, Mylien Triet, Edward Bell (PTS), Ruby Obi (Groome Transportation)

#### **I. Welcome New Members and Introductions**

- a. Introductions were made

#### **II. Open Forum**

- a. Guest speaking Robert Scherer, student, addressed that stopping shuttle service at 9PM on Friday nights creates a problem for band and other students who have late practice on campus and park at ERP or use the Eastwood Transit Center.
  - i. He proposed extending shuttle service, particularly the ERP-Eastwood route, an extra hour on Friday's to accommodate about 75 band students, which would provide a safer alternative transportation option to use as opposed to walking
  - ii. Committee will take this into consideration for next meeting

#### **III. Election of Officers**

- a. Nominations for Chair
  - i. Jay Parks (Staff)– first by Ruth Manny, seconded by Bill Ashley
  - ii. All in favor
- b. Nominations for Vice Chair
  - i. Mumin Khan (Student)
  - ii. Xiaojing Yuan (Faculty)
  - iii. Bill Ashley (Staff)
  - iv. Candidates were giving the opportunity to give a brief talk after which Bill Ashley was voted in as Vice Chair

#### **IV. Review TPAC's Role and Scope**

- a. Website provided (<http://www.uh.edu/af/committees/tpac.htm>) with member info, agenda, and minutes
- b. Overview of By-Laws
  - i. Committee consists of 5 SGA, 4 Faculty Senate, and 3 Staff Council

- ii. Bill Ashley (Staff) sections to add a section on voting quorum and policy if quorum is not reached, and Bob will give suggestions for Committee to agree to
- iii. Review "Robert's Rules of Orders," for more detail

**V. PTS Overview**

- a. Objective is to effectively meet parking and transportation demands of campus community, providing equitable and quality service
- b. Auxiliary service, self-funded and self-supporting, no state funds or university funds, that can enter into debt service
- c. Committees:
  - i. TPAC – Advisory committee to Executive VP of Administration and Finance (Carl Carlucci) that meets the third Friday of every month
  - ii. Traffic Court
- d. Services:
  - i. Parking permits – about 42,000 hangtags were sold in FY13
  - ii. Visitor parking – for FY14, discontinued purchase of temporary permits in information booths, direct to garage parking instead; requests for departments made to PTS Business office in advance (Map of visitor parking locations and types accessed on Parking website or supplied at booths and WCG)
  - iii. Shuttle service – 3 routes, 13 buses, \$2,100,00 projected annual cost this year; Cougar Trax (GPS system tracking real-time bus stops and locations)
  - iv. Maintenance – 19,588 parking spaces; budget \$400K annually
  - v. Customer service – locations: Booths 1 and 15G, Stadium and Welcome Center Garages, Call Center (M-F 7am-8pm)
- e. FY13 Source of Revenue
  - i. 77% Permits
  - ii. 13% Visitors
  - iii. 10% Enforcement
- f. FY13 Expenditures
  - i. 53% Debt Service on Garages
  - ii. 27% Maintenance and Operations (M&O) – 14% Shuttle, 13% Operations
  - iii. 9% Enforcement
  - iv. 7% Payroll
  - v. 4% Projects – need to increase to maintain campus roads and parking lots
- g. FY13 Accomplishments
  - i. Opened Welcome Center Student Garage
  - ii. Revamped shuttle buses
  - iii. Reconfigured WCG
  - iv. Added 7 more Luke Meter stations
  - v. Upgraded E-biz online services for parking, centralized through AccessUH

h. FY14 Goals

- i. Reorganize PTS organizational structure
- ii. Post RFP's for car- and ride-share programs
- iii. Pave remaining portion of lot 4A
- iv. Upgrade PTS website
- v. Work with TPAC to continue preparations for introduction of Student Transit Fee
- vi. Elimination of Economy parking
- vii. Bring Enforcement back under PTS
- viii. Reimbursement for loss of parking lots due to construction projects on campus
  - Recap: Parking fees increase as little as possible, but with the loss of parking spaces from new building construction, faculty, staff and students end up paying for it with the permits. Committee looked at costs to replace and covered charging the department who is building the new construction for the loss of parking.

**VI. Updates**

a. Marketing (Ed Bell)

- i. Sept 25<sup>th</sup> – Grand opening of WC Student Garage, goodie bags handed out to student garage parkers
- ii. Now through End of month – Survey posted on website for shuttle service, advertised at shuttle bus stops, to collect information or suggestions for any improvements
- iii. October tabling for Hertz and Metro alternative transportation information to be announced more at next meeting

b. Operations (Paul Lozano)

- i. Completed asphalt and concrete repairs, and bids are in process for more maintenance
- ii. Installed Cougar Place Luke meters recently
- iii. Difference made between UH campus roads that PTS handles versus Houston city roads (Cullen, Wheeler, Calhoun)

c. Permits (Bob Browand)

- i. Student commuter – 2.11 oversell achieved, matching last year's results; means 2 students assigned to every 1 spot; industry standard is 1.8-2.0, but UH enrollment decreased by 3% this year
- ii. Garages – 1.4 last year, 1.5 oversell this year; sold out during registration; assigning from waitlists now at WCG, which is at 93% capacity

**VII. Items Sent to PTS for TPAC Review**

a. ERP Shuttle to Law Center – Law Center

- i. Associate Dean at Law Center requests ERP route includes direct stop at Law Center and other nearby colleges

- ii. Committee will combine this and the student guest's concerns about adjusting the shuttle service for ERP at next meeting
- b. MSM Reserved Spaces – Texas Center for Superconductivity
  - i. For afterhours parking, MSM needed 5-6 reserved spaces in Entrance 16 area; but TcSUH needs loading dock for trucks to park, which are having trouble maneuvering in this area, due to the cars parked at the reserved spaces now
  - ii. Committee will continue monitoring for more concerns or difficulties

**VIII. Member Items**

- a. Provide clearer signage for UH bus stops; example at the Architecture school, there is no clear sign and buses tend to drive past passengers
- b. Campus map on UH website (<http://www.uh.edu/maps/#map-parking-routes>) showing parking lot locations and availabilities, plus shuttle routes option shown (next meeting: address adding link for Cougar Trax with the shuttle routes link here)
- c. Inspect if shuttle buses have non-slip surface on floors
- d. SGA receives reoccurring negative complaints about the bus drivers, and specific information is needed, such as name, time, bus number, etc. in order to properly investigate a complaint. Ruby Obi from Groome Transportation confirmed that all drivers have undergone their customer service training and that she would address the staff of drivers with these new concerns.

**IX. Adjournment**

**NEXT MEETING:**

Date: October 18, 2013

Place: PTS Conference Room, Stadium Parking Garage

Time: 1:30 pm – 3:30 pm