

**Meeting Minutes**

**Transportation and Parking Services (TAPS) Advisory Committee Meeting**

December 8, 2015

10:30AM – 12:00PM

**Location:** Facilities Services Building A Conference Room

**Welcome and Introductions**

**Attendees in person:** Karin Groth, James Nardello, Tibor Toth, Eric Walle, Gabe Hulbert, Jessica Ross, John Bunce, Coty Ventura, Sonia Johnston, Martin Reed and Peter Reschke

**Attendees on Ready Talk**: George Gongora, Drew Shelburne, Arokiaraj Panneer Selvam

**Approval of Meeting Minutes**

Meeting minutes were approved by Coty Ventura and second by Martin Reed.

**Review Charge**

Karin Groth would like to impress again the importance that if you are not going to be able to attend that you send someone a representative in your place so that we can continue to have these meeting monthly. It’s important at this time with what is happening on this campus with the 2020 Project and all the changes that are going to happen. When the advisory committee makes recommendations to the Vice Chancellor and or Chancellor it based on majority of vote, attendance is very important. Also the term is one year, I think it’s more valuable if the committee member serves multiple terms because that maintains a level of consistency and continuity going from year to year.

**Downtown Parking**

As you know we have the Mondo, administration coming, and the parcade.

Sonia - Parcade has about 30-35 and the Venture has 4 permanent, but there is multiple people who use that space.

Karin - up into this point we were able to secure parking on 19th and Canal at one point we had 27 spaces and then the merchants were expressing concerns that those spaces were sitting vacant and not allowing their customers to park. We did an analysis and determined that Mondo was not utilizing those spaces, we are completely out of that parking area. We have 5 spaces behind the Mondo building. In Mondo we have, Procurement Services, Development and Alumni Relations (DAR) and Business and Financial Services (BFS), because those spaces are close in they were assigned to higher level management, we have more people that fall under that category but still only have 5 spaces. We’ve talked to the city and it’s not an option to get more spaces. So we had a request to have TAP’s say who should get those space and I don’t feel it’s our responsibility. I’m bringing it to the table, who has those spaces

James- a couple of senior management in BFS, couple of senior management in DAR, and one space for our natural gas vehicle for trips back and forth for those who are part of our vanpool program

Martin - the request that came from people, they want the committee to decide between the senior management group and who are the other groups

There’s one department that wants a space which they already have a space, DAR

James- in a unique position, TAP’s does not want to choose, we want a fair process

Sonia - that lot is controlled by the city, it’s part of our lease with Mondo, when we originally got Mondo back in 2003 we also had spaces across the street by O ’Raleigh’s 5 or 6 but that’s when all of the senior mgmt. was housed at Mondo, it’s evolved over the course of the years, the owners sold their rights and we lost those spaces. We were then just limited to the 5, the Assistant Vice Chancellor for Business and Financial Services (BFS) one Development Alumni Relations (DAR), 3 executive directors of BFS.

Martin - where do the others park, behind Pinocchio’s?

Sonia - yes, there are a number of free parking, Shannon garage, across the street from that where the bank is at

Karin - one option is perhaps something similar to the library lot with designated department assigned spaces, signage is erected this spaces is reserved for this department and then it’s up to them to decide who will park there, they figure it out if it’s for a visitor or someone is who has to conduct business from campus to Mondo. We pay $45 per space quarterly. Another option, is leaving a space open for perhaps putting a zipcar.

Sonia - how does the cost of the zipcar work?

Karin- it’s either personal or business, we’ve launched the personal, Zipcar is developing the recharge mechanism which would allow you to have two accounts when registering. In addition to the City of Merced permit they must have a UCM permit to park there. Any ideas or options to address this?

Gabe - from what I heard there was another problem in the neighborhood, students parking and leaving their vehicles. Neighbors were getting upset, was that brought up?

Karin - yes, that is a separate issue. I’ll be happy to give you updates later.

What do we do about downtown parking?

Sonia - is the city still set on only those spaces?

Karin - yes, in fact we did an analysis on the Loft spaces and those spaces are empty but the city said no.

Martin - how many departments are housed Mondo

Sonia - 2, the majority is BFS they have all of the first floor, majority of second floor and 2 offices on the third floor, third floor is DAR and they have about 15

Martin - are those all designated spaces, what’s the highest permit, what’s the designation on those spaces

Karin - those are X permits, DAR also has a reserved space in the library lot they pay the X rate.

Martin – so we have x spots and department reserved spaces

Karin - the other challenge is those spaces require a UCM permit, it’s almost a dedicated space parked right outside their own building they should by paying the X permit rate

Coty - that would eliminate a lot of people I don’t think they would want to pay that. I think Research is housed there too

Sonia - you are right, they are

John - we have 5 spaces, how do you allot those spaces by department if there’s more department then there are spaces, by the size

James - right now it’s based on senior management, if you allocate a sign to a department those folks choose who parks there or they can communicate on how they want to do that.

Karin - there’s 5 spaces, one per department, 1 zipcar and 1 vanpool. We’ve been trying to this, but they keep coming back to TAPS to decide what individual gets to park in those spaces.

Sonia - the committee makes a recommendation up to the AVC, this is the best solution on how to allot those spaces.

Coty - if you have 1 for the zipcar, 1 for the vanpool, and 3 for the departments, that’s all of your spaces?

Yes

Tibor- if each department decide who gets the space, how would we enforce that?

Karin - we would not, it’s up to them to communicate, work that out

Tibor - what would prevent a different department from parking into those spaces?

Sonia - the city would ticket them because they still require a city permit

James - we can do a laminated permit like we do on campus for the department in coordination with the city

Karin - a department can come back and say they want 5 city permits because they will rotate

Coty - who pays for the vanpool?

Karin - at this point I think it’s an incentive, it’s a new program. Any recommendations, make a motion?

Raj - a few points what about if a senior mgmt. wants to park there, if the spaces are used they would check in with the departments, what about dedicating one to senior management and two for departments?

That is correct.

Eric - can one solution be to allocate one spot per department and then have a pecking order of remaining spots will be devoted to those flex spots can be for vanpool or zipcar if additional departments are added in the future it then subtracts from the bottom of that priority list of those additional spots that way we are solving for over the time. One of those flex spots could be for a higher up administrator, but it would be chopped as soon as another department is added.

Karin - we could have a designated X permit just like the library

James - it would give an X permit holder the opportunity to park there if not being used

Eric - I move that we will dedicate one space per department at Mondo, next order of priority will got to the zipcar then the vanpool, then x permit.

Coty - I second

All in favor, voted and passed

**Peak Hour/day Parking Analysis**

Analysis presentation by Jewel Wise for the month of September comparing to October, did not include November because that month was not a viable month for comparison due to certain events that happened on campus. There was not enough data to draw.

Jewel went over space availability for the following lots during the 9am -11am, 2pm-4pm and 5pm-7pm counts for Tuesday and Thursdays only.

Le Grand lot’s availability for unmarked spaces, EasyPark, and AUB spaces.

Library Lot’s Electric Charging station, Solar Metered, EasyPark, Carpool and AUB parking spaces.

Library Lot 2, Lake Lot 2, Little Lake, Evolution Valley Rd & Lot, Mammoth Lake Rd and Mountain View lots unmarked spaces

Karin - we decreased the number of spaces in housing from 200 to 150 giving commuters more spaces

Tibor - in September we’re fielding complaints of lack of space open, but here it’s a third open

Jewel- might have been confusion when allocated those spaces, students hesitant to park in those spaces for fear of being cited.

Eric- is there a reason why we’re missing 12 to 2pm

James - it’s difficult to get an accurate depiction because there’s many people coming and going at that timeframe, availability would spike much higher

Eric - from a student’s perspective if you’re classes are morning and early afternoons and gone by 3 or you block classes noon to 3, you’re missing that crucial overlap, both the early block and late block are looking for parking at the same time

Jewel - disclaimer, this time in particular changes based on daylight savings, at 1pm it’s a popular time for attendance on campus for this period September was 1 to 2 pm and October was 2-4pm

Sonia - what about getting class schedule from Registrar’s Office.

Lake Lot 1 unmarked and carpool spaces.

Karin - this data will help analyze if we need to add more carpool spaces, currently we have 26 spaces

She also went over ADA space availability for all lots during the 9am-11am and 2pm-4pm counts.

Karin - the importance from this slide when we hear that we don’t have enough ADA spaces, yes we do, but they’re only looking at library. When we add more parking, we vet it through DSA, we have adequate ADA parking on campus.

John - the library spaces are always used, is there a plan in place to direct people to the next available space by having this might resolve some frustration

James - we are way above the number required due to knowing that the spaces are highly used

Peter - still curious about November data, might be useful to take all observations of everyday and plot all of the data you have and look at the changes and identify those closure dates, still get the general trend that might be useful.

John - it might be interesting after the events that took place to see how the campus responded in preparation for planning for some future potential thing like that.

The committee would like to see November’s data and the range the highs and lows.

**Update on Electric Vehicle Charging**

We currently have 4 level 1, means standard outlet plug, 110 outlet, 4 in North Bowl, but only 2 that are operable, use all 4 and it will pop the breaker, we have shut 2 off so that we don’t have those problems and 2 level 2, 220 in the library lot. For initiatives, we’ve submitted a grant proposal to add additional electric vehicle charging stations, haven’t identified the exact location, but considering North Bowl 1.

Karin - we would consider Lake Lot because we’re having request come in from our student body and parents.

James - the grant is for 4 more units with the intention of adding 5 or 6 additional to that we would have an entire row dedicated to electric charging. Aside from where they are, I would like to identify who are our electric vehicle drivers are.

Tibor - can you explain why that is necessary?

James - some of those drivers are concerned or have suggestions, specifically related to how long they can charge, what type of charge, what they’ve seen at other campuses or what they’ve been able to do with their vehicles at other locations, one driver would like to see a friendly plug/unplug. Allowing someone else to unplug your vehicle and plug into theirs, have identified that as being a liability issue, how do we handle damages?

Karin - how do other campuses handle that?

James - it’s across the board, some have done this friendly program and others have not

Karin - from my conversations with my colleagues, we’re responsible for allocating these spaces, but beyond that it’s up to the customers to communicate within that network as far as time we set up the parameters, we say 2-4 hours max

James - we provide the technology, parameters to park. Our customer base that is driving, their opinions are so across the board, we’re not going to be to deliver what everyone is asking for. First point is to identify our customers, we can tell you when the spaces are available

Tibor - are we having a problem with the charge stations not being utilized?

James - they’re in the library you are able to park up to 3 hours then the price jumps significantly

Karin - there is no problem based on the data

Tibor - my thought would be is we’re here for our customers, there is utilization let’s evaluate it based on the demand but not necessarily what a consideration is, what is the largest customer impact? Let’s focus on that.

James - that Proposal has been submitted for signatures, it was 50,000 grant provided by the San Joaquin Valley Air Board.

Karin - would like to make the point, we’re not just going to haphazardly install electric vehicle stations just because we’re awarded this monies, we don’t have the demand

James - at this time no requirement there is no requirement to have these station in any lot

Coty - is there a charge for the customer

James - yes, per hour after the 3rd hour the rate goes up

Karin - next meeting bring an analysis of the electric vehicle charging stations

Sonia - if you are successful in getting the money, but there is no need for them, but install them. Will you just cover them so we don’t lose parking spaces or will hold the money?

Karin - absolutely we are not going to let them stay empty.

James - one important thing is that these spaces would be open to the community, it’s a relationship with our community, and it’s a requirement to have them open

Karin - challenge we have, make sense is to install them in the lake lots, but with 2020 we don’t know if they would remain. But in the event they can be moved.

Eric - I appreciate not being able to cater to everyone but think it’s important in meeting with these people so that they know we’re hearing they’re feedback. This has happened since June.

Karin - Absolutely, we can address through email and then bring back

**Allocation of Space for Departmental Research**

We currently have 2 spaces in Le Grand lot paying $96 the X rate, these are for the research participants that are coming onto campus they want close in proximity minimizes time in finding parking.

Eric - how easily is it to get additional spaces? How many can we possibly get? I know there is definitely need for one next year. The larger discussion is the need is going to increase as faculty increase. Political science is moving the new building they would like one spot, is that feasible?

Karin - looking at the availability, Le Grand lot is the closets in proximity and by looking at the analysis we have the availability. Should we take an unmark space from the A permit holders and assign to Research is that more important, what is the priority? That discussion needs to happen here.

Sonia - I think we have to keep in mind that some of these researches involve small children and we are a research university and I would hope that faculty and staff would say yeah if a research project needs one more space and we do it with the understanding that if the project is done the space is returned back into the pool.

Eric - currently the spaces are paid by the PI’s in the labs. This year we’ve added more faculty and need more spaces. For next year probably 2 spaces, depends on who you add and what their needs are, just knowing that there is a method for future spaces

Tibor - this is the right avenue for making the request for dedicated needs, over time things will change especially with 2020 and where the spaces are going to be

Sonia - that has been talked about, they want the childcare center where the research labs are, all part of how you look at research and parking and what the priorities are

Karin - I would say this is open for feedback, change in policy/procedure we can make this change, I don’t think it needs to be vetted up to VC or Chancellor, we can make it and implement it.

Eric- so the process would be the committee would review petitions for a new space on per case basis, should each individual submit an application through me or the committee

Karin – yes, the faculty representative

Eric- I can come up with some questions that we would need for the committee to review for the next meeting and then send it on to those who are requesting additional spaces

Sonia – can we monitor the usage of that space to insure that they are being used?

Karin - yes, it’s part of the analysis we do every day. I see two issues here, making a recommendation to add an additional space for fall 2016 in the Le Grand Lot and then next a process with an application that we can review.

John - and the process going forward will be finalized in the next meeting.

**UCM CART Program**

New initiative that was just launched, it’s a pilot program. We saw it at one of our sister campuses, we have had request from our customers with mobility issues some type of transportation they can utilize to get around campus. We currently have one student, the student fills out the application with scheduled times and locations. A doctor’s note is required and must have a start and end date. If the student is late 3 times they are dropped from the program.

Gabe - what are you doing to make sure that students know this is an option?

Karin - looking at members to help to communicate it to constituencies, it’s also on the website, Residential Life is aware of it and we have it posted on our lobby.

**Next Meeting**

1. Date: January 12, 2016 from 10:30AM-12:00PM
2. Proposed Agenda Topics

Update on transit and offsite parking locations

Standing agenda item that requires all constituents to report upon what they’re constituents have been saying, each member gives feedback what they shared and what their constituencies have shared.

1. Recap of Action Items

Lot Analysis request from 12pm-1pm

Analysis on Research spaces

Electric/Solar analysis

Meeting adjourned at 12:02pm