

Parking & Traffic Committee Minutes

Campus Services, Crespa Service Center 1.01.52

Wednesday, November 8, 2017

10:05AM-11:08PM

Present:

Richard LeBaron	Faculty
Gail Pizzola	Faculty
Melissa Murata	Faculty
Laura Giacomoni	Staff
Brett Davidoff	Student
Rachel Jendrzey	Student
Justin Guerra	Student
Joseph Stilwill	Facilities
Kathleen Carter-Stiggers	Human Resources
Clay Haverland	Campus Services

Absent:

Norma Guerra	Faculty
Ricardo Beltran	Staff
Jason Vasquez	Staff
Jeffrey Ragsdale	Staff
John Shaffer	Staff Representative/Staff Council
Thomas Bello	Student
Douglas Sonogo	University Police
Craig Saucier	Alumni Programs
Burt Reynolds	Campus Services

- 1) Call Meeting to Order – Clay Haverland
- 2) Meeting Minutes – Distributed Electronically
- 3) Campus Master Plan – Benjamin Perry, Campus Architect and Assistant VP of Facilities Planning and Development – Plan to discuss the Campus Master Plan at a future date.

4) Proposed Changes:

- Current: 2001 – Parking in disabled area without a disabled placard or plates

Proposed: Parking in disabled area without a *valid* disabled placard or plates

Rationale: Enforcement of disabled parking spaces includes verifying the presence and *validity* of state-issued plates or placards. Proposed verbiage better captures the intent.

Motion to approve: Unanimous
Motion approved

- Current: 2005 – Parking in a Garage, Reserved or Executive area without proper permit

Proposed: Eliminate violation

Rationale: Violation 3001 - Parking without a proper permit, applies to these parking situations with a lesser fine of \$50.

Motion to approve: Unanimous
Motion approved

- Current: 4002- Improperly parked bicycle & 4003 – Parking or storing a bicycle inside a building

Proposed: Change violation 4002 - Improperly parking or storing bicycle. Eliminate violation 4003.

Rationale: One citation, worded correctly, is sufficient to address the violation.

Motion to approve: Unanimous
Motion approved

- Current: 4008 – ‘Parking at a malfunctioning meter’

Proposed: Eliminate violation

Rationale: If a parking meter on campus is not working the enforcement team does not enforce affected parking areas.

Motion to approve: Unanimous
Motion approved

- Current: 4011 – Parking wrong way, one way street & 4012 – Parking wrong way, two way street

Proposed: Change violation 4011 to Parking against the flow of traffic, eliminate violation 4012.

Rationale: One citation, worded correctly, is sufficient to address the violation.

Motion to approve: Unanimous
Motion approved

- Section V: PARKING PERMITS, 11. UT Health San Antonio Permits

Current: Vehicles bearing UT Health San Antonio parking permits may park in Commuter Student areas, non-designated or unassigned parking spaces on campus. Commuter, motorcycles, Service & Delivery, Official Business, Retiree, and Volunteer may park in short-term parking spaces at the hourly rate. UT Health San Antonio disabled students of faulty staff members must possess a

current UT Health San Antonio parking permit and the appropriate state-issued license plate and/or placard or hangtag from the Texas Department of Transportation or disabled permit from the County Tax Assessor Collector and must be displayed before parking in specially designated disabled parking areas at any of the UTSA campuses.

Parking Permit Reciprocity:

UT Health San Antonio Parking Permits

- (1) Zones I and II permits are valid for parking in UTSA Employee A spaces
- (2) Zones III and IV permits are valid for parking in UTSA Employee B spaces
- (3) Zone V permits are valid for parking in UTSA Commuter surface spaces
- (4) Zone IV permits are valid for parking in UTSA Employee B Spaces

Reciprocity will not be honored for students enrolled at both institutions. When enrolled at both institutions permits must be purchased for each campus.

When parking at the campus offering reciprocity, the permit holder agrees to abide by the parking rules and regulations of the campus as if the permit holder had purchased a parking permit from that institution.

Proposed: Vehicles bearing the UT Health San Antonio parking permits listed below may park on UTSA campuses as indicated. All others may park in short-term parking spaces at the hourly rate.

Parking Permit Reciprocity:

UT Health San Antonio Parking Permits

- (1) Zones I and II permits are valid for parking in UTSA Employee A spaces
- (2) Zones III and IV permits are valid for parking in UTSA Employee B spaces (no park up privileges)
- (3) Zone V-VI permits are valid for parking in UTSA Commuter surface spaces (no park up privileges)
- (4) Motorcycle permits may park in designated motorcycle parking spaces

Parking in surface disabled parking spaces requires an appropriate state-issued placard or plates and a valid Zone I-VI permit. Disabled parking spaces are available in parking garages at the posted hourly rate.

Reciprocity will not be honored for students enrolled at both institutions. When enrolled at both institutions permits must be purchased for each campus.

When parking at the campus offering reciprocity, the permit holder agrees to abide by the parking rules and regulations of the campus as if the permit holder had purchased a parking permit from that institution.

Rationale: Updated verbiage deletes confusing information and further clarifies UT Health San Antonio permits do not allow park up privileges.

Motion to approve: Unanimous
Motion approved

- g) Section I: GENERAL PROVISION, 2. Administration and Enforcement of these Regulations, 2. UNIVERSITY PARKING APPEALS PANEL

Current: The University Parking Appeals Panel is composed of three members consisting of one faculty member, one staff member, and one UTSA student member. The Vice President for Business Affairs will appoint Appeals Panel members and designated alternates. Panelists shall serve one-year terms. The appeals panel’s charge is to hear appeals from the decision of the Appeals Office relating to parking and traffic citation. The panel may uphold the citation, reduce the citation to a lesser included offense, reduce the citation to a warning, or invalidate the citation. In the event a member cannot be present or otherwise participate in one or more appeal decisions, a designated alternate may serve in the member’s place. Campus Services may provide an electronic means by which Panel member’s may review appeals and render a decision.

Proposed: The University Parking Appeals Panel is composed of faculty, staff and students. The appeals panel’s charge is to review appeals and render a decision. The panel may uphold the citation or reduce the citation to a warning. A majority decision is required for final disposition by, at a minimum, one faculty, one staff and one student panelist.

Rationale:

- Appointment by VP level does not allow for individual consideration of workload, time available, etc. By using established communication channels, as well as references from current panelist, we have been successful with maintaining a robust panel of staff and faculty.
- Eliminate the panel decision of “invalidate the citation” as the citation and appeal have been through three levels of review prior to submitting to the panel. Between the Enforcement Supervisor, the Appeals Officer and the Director of Operations the citation has been sufficiently validated.
- Eliminate the panel decision to “reduce the citation to a lesser included offense.”

September 2015 through September 2017 – Appeals Panel Decisions

PANEL DECISION	TOTAL	PERCENT
Uphold the Citation	339	62%
Reduce the Citation to a Warning	194	35%
Invalidate the Citation	12	2%
Reduce the Citation to a Lesser Offense	2	>0%
	547	

Discussion

- Discussed retaining “Invalidate the Citation” as an option for the Appeals Panel. Committee to vote on proposed changes minus ‘Invalidate the Citation’.
- Discussed the selection process for appointing the University Parking Appeals Panel.

Motion to approve: Majority (All except for 2 individuals)

Motion approved

h) SECTION II: DEFINITIONS

Current: VEHICLE: Includes automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars, and tractors.

Proposed: Provide clarification and definition of motorcycle and autocycle with separate glossary entries, update vehicle definition to include autocycle.

MOTORCYCLE: Any vehicle 68 inches or less in width and requires a class M Texas license to operate.

AUTOCYCLE: Any vehicle other than a tractor that is designed to have, when propelled, not more than three wheels on the ground, equipped with a steering wheel, equipped with seating that does not require the operator to straddle or sit astride the seat.

VEHICLE: Includes automobiles, buses, trucks, trailers, motorcycles, autocycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars, and tractors.

Rationale: Provide further definition of vehicle types to clarify permit and parking eligibility on UTSA campuses. Definitions pulled from the Texas Department of Public Safety, Motorcycle/ATV Safety Unit, Vehicle Descriptions and Requirements.

Motion to approve: Unanimous

Motion approved

5) Discussion

- Discussed the limitations, proximity, and accessibility of disabled parking on campus. Campus Services is in the process of identifying an ADA Master Plan to look for opportunities for closer/accessible parking.
- Discussed motorcycle parking spaces and the information that is provided to the driver at the time of purchase.
- Committee requested more information about the overall Campus Master Plan by the next meeting or via email.
- Committee suggested that the city take a look at the traffic light timing for “Barshop & UTSA Blvd.”. Clay will bring this issue up to the appropriate department to take a look into the timing.
- Discussed the process of how, when, what, where, and why peanut butter is collected during the Peanut Butter Campaign. In addition, committee was informed that the expiration date is checked when collected.
- Discussed the policy for a vehicle that gets booted and time that is given to the individual to take care of the situation. Campus Services works with individuals (on a case by case) if additional time may be needed.

5) Adjournment: 11:08am