

**Parking Advisory Council Meeting  
September 8, 2006  
9:30 a.m.  
Student Affairs Conference Room**

**MINUTES**

**Members Present:** Everett Malcolm, (Chair), Jeff Durfee, Dennis Holler, Chip Klostermeyer, Nick Peres, John Simms (Alternate), Diane Tanner, Corey Trent, Mike Trotter and Marco Urbano.

**Members Absent:** A. J. Souto

**Others Present:** Mark Foxworth, Shari Shuman and Vince Smyth.

The meeting was called to order at 9:30 a.m. by Chair Everett Malcolm.

- 1. Introductions**
- 2. Charge to the 2006-07 Council**

Vice President Shari Shuman thanked everyone for being willing to serve on the Parking Advisory Council. She realizes that it is a tough issue, and everyone has an opinion. She gave the following report to the Council:

1. During the coming year, it is anticipated that two parking lots will be closed for building construction. Parking lot 4 will be closed starting in summer 2007 for the Student Union. There is no date yet for closing parking lot 3 for the new Education Building. There will be an additional 750-900 spaces in lot 18.
2. Plans are underway to build the green road to connect the core of Campus to the northern property. The anticipated completion date is fall 2007. A shuttle system will be implemented with the building of this road. The transportation access fee approved by the students and BOT will be used for this system.
3. Negotiations are underway to have someone else buy the AOL Building and UNF lease it. Then UNF would request funds from the State to buy the Building. If the AOL Building is obtained, this would add 1200 more parking spaces. Some administrative offices would be moved there and possibly some evening classes.
4. During the first two weeks of the fall semester, 50% of the spaces in lot 18 were empty. There was available parking, but people only want to park in the core of Campus.

Vice President Shuman will require the following recommendations from the Parking Council by the noted dates:

Types of permit categories, numbers of spaces for each category and sales ratios for each category for 2007-08.	10/27/2006
Permit fees for 2007-08.	11/17/2006
Restrictions of specific groups to specific areas for 2007-08.	02/23/2007
Hierarchy of permit sales to specific groups for 2007-08.	02/23/2007

In the past few years, there have been changes in the priority of decals. Purchasing decals for faculty and staff has been simplified. Hopefully, an on-line purchasing system will be in place for students by January 2007. However, the designations have stayed the same. One of the things the President would like to look at is zoning at UNF as many other Universities have in place. For instance, housing permits would only park in housing, staff and faculty would park in a designated area, and students in another area.

The Council was asked to take a fresh look at parking on the Campus. Consideration should be given to whether slight modifications are recommended, or a total rework on how parking is done on the Campus.

Vince Smyth asked about the date for recommending permit fees. The permit fees must be approved by the BOT in January 2007. The recommendation from the Council on permit fees is due by the beginning of December.

There will be separate meetings regarding the transportation access fee, and that will be a different Administration/Student Committee. In regard to transportation, Everett Malcolm asked if a recommendation is needed by this Council on potential routes for the shuttle to travel. Shari Shuman said that the separate committee will handle this. There will be focus groups for input. There are plans to hire a transportation consultant to help put together an RFP for the shuttle system equipment and the company that will run it. This will not be done in-house.

Again, Shari Shuman thanked the members for being willing to serve on the Parking Council.

### **3. Review of Bylaws**

Everett Malcolm reviewed the membership of the Council. He mentioned that the Chair has the same voting rights as other members. He noted that SGA has an alternate member. An alternate can attend for information purposes; however, the alternate does not have voting privileges. There is no proxy voting. He mentioned that the table is reserved for voting members. Other individuals are silent observers unless the Chair recognizes them and opens the floor to them.

According to the Bylaws, a Vice Chair should be elected by the Council from within the membership. Members were asked to come to the next meeting with nominations. In the past, a student has always served in the position. Although that precedent does not have to continue in the future, it has worked well in the past.

The question was asked why proxy voting is not allowed. Everett Malcolm explained that it is to ensure that full Council membership is in attendance at every meeting. This enables them to have full background information in discussions as well as summary in the minutes.

### **4. Update on Future Parking on Northern Property**

An architect has been hired and is working on designs. There will be a need for an additional retention pond. There will be 750-900 spaces, depending on where the pond will be placed. The permanent parking will go on the area that has already been cleared. Shrub will be cleared for temporary parking spaces. This will replace lost spaces in the core of Campus due to construction on lots 3 and 4.

**5. Parking Issues During First Two Weeks of Fall Semester 2006**

Chief of Police Mark Foxworth said there were challenges during Housing Check-in. He talked with many parents during the week of Housing Check-in who were happy with the system at UNF, but frustrated with the process. He suggested there should be a way of filtering people in at different times, perhaps give assigned times. It created frustration and people were parking on the grass, running over sprinkler systems and landscaping, etc. because they had no place to park for unloading.

In regard to the first week of school, he is an advocate of giving warnings during this period to give students and new staff member time to know what is expected of them. However, this semester has been the worst he has seen during his three years at UNF. Some of the problems were employees who operate carts had to go on the street to avoid vehicles parked on the sidewalk, then back on the sidewalk. One handicapped person in a motorized chair had the same problem because the chair could not go in the grass and dirt to go around some of the cars parked on the sidewalk. In regard to traffic crashes, there were no more than usual.

Because of the toll that this year has taken on the safety to people, and damage to the landscaping and sidewalks, next year a plan needs to be devised to address these issues.

Vince Smyth expressed concerns over the same issues. He also expressed concern that people purchase permits and cannot find a space because spaces are filled with those who know that it is a free week and do not purchase permits. All cars that were parked illegally could have been accommodated in lot 18 since no more than 600 cars parked there at any one time. Vince Smyth said that Parking Services does not make the final decision on these issues but direction is given from the executive level. He commended the staff from Parking Services and UPD for doing a fine job, which many times involved verbal abuse from frustrated people.

Vince Smyth said that a consultant has been hired to make visual changes including a program called Better Park. The parking brochure has been revised. Neal Fisher or a staff member attends all orientations and gives a five minute talk.

Cory Trent said that education is the key. SGA plans to put something in the Spinnaker. There is a problem with parking, but half of the problem is with students who are not following regulations.

When the green road is built to lot 18, it will eliminate much of the problem. People can be directed with temporary signage and message boards. It was suggested that signs could be put on 9A directing people to lot 18 before coming to Campus. One of the problems in doing this is that it has to be coordinated with DOT.

The question was asked if a parking booth will be placed at lot 18. Vince Smyth said that the plan is to put machines where day passes can be purchased.

**6. Other Business**

There was discussion on how permits will be distributed when students are able to purchase parking permits on-line. Vince Smyth said that it will be necessary to pick up the permits. Other options will be discussed for the mass pickup starting next summer. Certified mail is one option that has been discussed.

The question was asked if the daily permit pass holder can park anywhere on Campus with the exception of reserve and designated, and if consideration has been given to restricting to general parking. Vince Smyth responded that a recommendation regarding this issue was sent to senior administration, but it was not accepted. One of the reasons was to accommodate people coming to functions at the Fine Arts Center who use the 2<sup>nd</sup> and 3<sup>rd</sup> floor parking. It was further discussed that the restriction could be made per event. Since there are events at Fine Arts, Athletics, etc., Vince Smyth said it would be difficult to decide who would make the determination per event.

The question was asked if there has been consideration to restricting housing students to housing lots. Vince Smyth responded that the Council has discussed this issue. There has been no recommendation sent from this Council.

There was discussion on selling a Saturday permit for additional revenue. Vince Smyth said that most of the people who park on Saturday already have permits. Without doing additional research, he said there would probably be more cost than revenue with employees working in two booths and patrollers on duty.

Everett Malcolm said that Paulette Sweeton will send the minutes by e-mail. Please review and reply to her with any needed changes. After approval at the next Council meeting, they will be placed on the Parking website. She will also put meeting dates in Campus Update. Everett Malcolm asked if the members are comfortable having their name, e-mail address and the association represented placed on the Parking Services website. It was suggested that the e-mail not be placed, except for Everett Malcolm, just the name of members and the association they represent. Members agreed.

**7. Future Meetings**

- September 29
- October 20
- November 17
- December 8

**Time and place for all meetings will be:**

2:00 to 3:30 p.m. in the A&F Conference Room (Building 1, Room 2000)

The meeting was adjourned at 10:45 a.m.

Recorded by Paulette Sweeton