

Parking and Transportation Committee Meeting Minutes

2/26/2021

Via Zoom

Members Present: Anna Correa, Armando Duarte, Samuel Foster, Anthony Haughton, Pamela Hughes, Kara Park, Brian Shanahan, Kevin Zihlman
Staff/Others Present: Kevin Larson, Brian McClatchey, Frank Mitros, Erin Shane, Debby Zumbach and Carrie Brus
Members/Staff Absent: Gregory Shill and David Wittenberg

Meeting begins at 3:33pm

Carrie took roll call based on Zoom attendance

Meeting Minutes

- Presented meeting minutes from the 11/13/2020 meeting
- Motion was made and seconded to approve the meeting minutes as presented
- Meeting minutes were approved

Parking and Transportation Regulations

- Goal is to consolidate all departmental regulations into one space
 - Include bicycles, U-PASS, LPR expansion to use virtual permits
 - Van Pool and 380 Express are not included
- Plan would be to make these changes effective August 1
- All changes will align with Iowa Admin Code
- Reviewed all changes with an internal group of department staff
- Removal of irrelevant data and information
- General cleanup of regulations
- Would any changes be perceived as controversial?
- New draft of Parking and Transportation Regulations
 - Definitions
 - Regulations
 - Limitations
 - Rates
 - Searchable document on the departmental website
- Summary of changes
 - Bicycle and U-PASS
 - Department Permits, Departmental Business Placard (DBP) and Service Master Access Cards
 - Contractor and Project Parking
 - Loading Zones
 - University Fleet Vehicles
 - License Plate Recognition
 - Virtual Permits
 - Pay Stations
 - E-Citations
 - NW usage
 - Tailgating
 - Lost Tickets
 - Parking Meters
 - Motorcycles
 - Hooded Meters
 - Parking Citations
 - Parking Appeals
 - Goal is to clean up billing process and shorten the appeal process
 - Second appeal should provide new information and payment of the violation
 - Call-In program will go away with the introduction of virtual permits
 - Currently, there is a workload involved with the call-in program
 - When call-ins go away, the workload will shift to expired meter violations
 - Goal will be to remain reasonable when reviewing expired meter violations
 - Hope to reduce the workload for the appeals committee related to expired meter violations
- Important to document what we are doing; to be transparent

License Plate Recognition

- System is tied to Parking system to recognize whether a vehicle belongs to students, staff and the public
- Mixed-use lots
 - Continue use of access cards
- NW usage is considered on the public side
- Policy review
 - More data collection
 - Documentation of every single car moving forward

- Data Collection and Privacy Policy
 - What to say to the person who says that the policy is too much/invasion of my information?
 - Not a direct identifiable to the individual
 - Could indirectly lead to the individual
 - Transparent policy
- License plate data
 - Not required information now
 - Will be required moving forward
 - Keeping license plate data current will be the responsibility of the permit holder
- Applicable to faculty, staff and students

Violation Summary

- What are violations issued for?
 - Expired Meter and Reserved Area
 - Top two citations issued routinely

Parking and the Campus Master Plan

- Move to next meeting

Other items

- Next meeting is Friday, March 26
- Future agenda items
 - Please send any ideas to Kevin, Erin or Debby
- Temporary reassignments
 - End on Tuesday, March 2
 - Permit holders should resume regular parking assignments on Wednesday, March 3

Adjourn

- Meeting adjourned at 4:41pm