

ANNUAL REPORT
***Shared Governance Parking & Traffic
Task Committee***

**University of North Alabama
Florence, Alabama**

Lynn M. Underwood
Committee Chair

September 6, 2016
Date submitted

Submitted to: David Shields, VPSA
Dr. Marilyn Lee, SG

Date Received

Title/Committee (if applicable)

UNIVERSITY OF NORTH ALABAMA

ANNUAL REPORT

I. Executive Summary

In contrast to an appeals focus in previous years, the 2015-2016 Parking and Traffic Committee (PTC) was tasked with focusing attention on specific Police Department and Administration parking and traffic concerns. The PTC members were diligent and supportive in addressing the duties of shared governance committee.

II. The Committee's Charge (from the Shared Governance Document)

Listed below with actions and accomplishments (IV) for each charge (II)

III. The Committee met on the following dates:

In addition to the electronic distribution of communications and appeals, the PTC had business meetings on October 21, 2015, November 11, 2015, and April 13, 2016 to address parking and traffic agenda items.

IV. What were the Committee's actions and accomplishments this year relative to each of the items of the charge?

1. *To serve as an advisory committee in areas including parking planning, allocation, and enforcement.*
 - a. On October 21, 2015 the committee met and chose Dr. Felicia Harris as Vice-Chair and Taylor Barton as Secretary for 2015-2016.
 - b. Unable to attend the on campus meetings, Joy Daly resigned her position and was replaced by Jarrod Russell as the UNA Staff Representative.
2. *To provide a system of appeals for those receiving traffic citations*
 - a. An online parking appeals procedure was upgraded for student, faculty, and staff submissions:
<https://www.una.edu/police/parking-ticket-appeals.php>
 - b. UNA non affiliates and visitors continue to submit a copy of the written appeals form and violation payment within 10 days for appeal consideration: <https://www.una.edu/police/parking-ticket-appeals.php>
3. *To serve as a hearing tribunal by hearing appeals and rendering decisions as to the appropriateness of citations*

- a. As of August 1, 2016 the PTC reviewed a total of 49 online parking citation appeals; 25 – Fall 2016, 23-Spring 2016, and 1-Summer 2016.
 - b. Data regarding the type of parking violations, locations of citations, time and day of citations, as well as outcomes of the electronic appeals decisions is not available. As system of demographic data collection is needed to assist with problem identification and resolution planning.
4. *To hold hearings as regularly as possible to ensure the expeditious processing of appeals*
- a. As in the past, appeal submissions were forwarded to the PTC members by the PD Administrative Assistant. A deadline date for PTC review and response was requested for each individual appeal.
 - b. Members' questions and/or concerns regarding appeals were addressed electronically. Extended review and discussion items were added to the agenda for the next meeting.
5. *To review and recommend changes to the parking and traffic policies, reserved parking space policies, and the parking fee and fine structure at the University as appropriate*
- a. At the October 21st meeting, VPSA Shields was questioned about the pedestrian signal progress at Irvine & Pine Streets. He reported that a meeting was scheduled to address this concern.
 - i. City of Florence officials and UNA determined the need to install a pedestrian signal during December 2015 break.
 - ii. Link to article - http://www.timesdaily.com/news/una-florence-partner-to-improve-safety-at-pine-street-intersection/article_6069128b-7f53-53ba-be12-6d5c90a09582.html
 - b. At the October meeting, Chief Gillilan introduced a request to increase parking fines and parking decal fees. A discussion followed with the issue tabled pending discussion with faculty, staff and SGA to determine input from the campus community.
 - i. Vote to recommend an increase in fines for handicap and fire lane parking violations passed with unanimous approval at the November 11, 2015 meeting.
6. *To forward to the Vice President for Student Affairs for action any decision made by the Parking and Traffic Committee*
- a. The PTC supported and recommended the development of a Transportation Services Division to handle bus routing, reserved parking, vehicle registration, permit issuance, and enforcement
 - b. The PTC supported increases for handicapped and fire lane violations.

- c. The PTC supported new parking permits with a hang tag or a decal option.
- d. The PTC supported allocating Parking Lot A as the primary reserved visitor/guest parking lot with student workers to staff the guardhouse to assist with enforcement and campus directions
- e. The PTC supported adding a code of conduct component for students' repetitive parking violations
- f. The PTC supported the continued cooperative, collaborative efforts of City of Florence Officials and UNA administration to improve the safety and user friendly logistics of travel and parking on the UNA campus.

- 7. *To gather and review information on university parking planning, allocation, and enforcement and related areas and assess university performance in these areas in light of the information obtained*
 - a. Intentional assignment of commuter students to specific off-site lots to enhance campus parking enforcement and shuttle bus usage
 - b. Explore initiatives to promote ride sharing, Zip Car use, etc. to reduce traffic and parking demands
- 8. *To propose changes in university parking planning, allocation, and enforcement and related areas*
 - a. In response to an email request, VPSA David Shields attended the October 21st meeting, presented a blueprint for future parking near Bennet Infirmary, and requested committee member input prior to presenting the plan to officials. The PTC approved and supported the recommended parking plan.
 - b. Chief Gillilan expressed concern regarding the registration of bikes and motorcycles on campus to assist with damage, theft ID, and knowledge of all vehicles on campus.
 - c. Visitor and guest parking location to reduce cone use and overuse of reserved parking behind the GUC and Communication buildings
- 9. *To handle any proposals the committee may make affecting university policy according to section C.2 "Shared Governance Procedure for Policy Change Recommendations"*
 - a. PTC recommendations were discussed with Chief Gillilan during committee meetings and/or sent electronically to him as appropriate
 - b. PTC recommendations were sent to David Shield, VPSA, in support of Chief Gillilan's proposed campus parking recommendations

10. *To submit a final written report electronically by the first day of the fall semester to the Vice President for Student Affairs with a copy sent to the Chair of the SGEC*

a. Annual report August 2016 with final revisions September 6, 2016

V. What were the Committee’s formal recommendations?

1. The PTC supported and recommended the development of a Transportation Services Division to handle bus routing, reserved parking, vehicle registration, permit issuance, and enforcement
2. The PTC supported increases for handicapped and fire lane violations.
3. The PTC supported new parking permits with a hang tag or a decal option.
4. The PTC supported allocating Parking Lot A as the primary reserved visitor/guest parking lot with student workers to staff the guardhouse to assist with enforcement and campus directions
5. The PTC supported adding a code of conduct component for students’ repetitive parking violations
6. The PTC supported the continued cooperative, collaborative efforts of City of Florence Officials and UNA administration to improve the safety and user friendly geographics of the campus

VI. What does the Committee plan to accomplish

A. In the coming year?

1. Evaluate the success and/or needs of the new Transportation Services Division
2. Evaluate the impact of 2015-2016 changes on parking and traffic issues i.e parking violations, visitor parking needs, shuttle bus use
3. Consider incentives to increase shuttle bus use

B. In future years?

As enrollment increases, so will parking and traffic issues increase which could actually be a “good problem” to have. Parking options i.e. parking decks need to be a top consideration with new construction designs.

VII. What are the Committee’s weaknesses?

Parking and traffic issues are a complex concern for all college campuses.

- A. What can the Shared Governance Committee help you do to address the weaknesses? To date, the PTC has been pleased and appreciative of the support of SG, the VPSA, and Chief Gillilan in addressing the 2015-2016 issues and concerns.

VIII. Comments.

As Chairperson, I would like to commend the members for their interest and support in addressing the 2015-2016 charges of this Shared Governance Parking and Traffic Task Committee.

