

AGENDA

Facilities & Support Services Committee (FSSC)

4/11/2022 2:30 p.m. to 3:30 p.m.

1. *Call to order*

Yvette Bendeck called the meeting to order at 2:30 PM

2. *Approval of Meeting Notes: 3/14/2022* Meeting notes from March 14, 2022

Yvette Bendeck – Moved by Dr. Gonzalez, 2nd ed by Dr. Hunter. Supported 12 – 0 - 0

3. *Old Business*

Bicycle proposal – Brandon Woodcock - Second Read

Brandon, Vice President for SGA gave a 2nd read of the proposal to FSSC members. (attached)

The reasons for the proposal are highlighted in the included proposal.

The challenges of the proposal are as follows:

- UHCL is not close to public transport or to other existing e-bike hubs, there would be few places to go except out and back runs, limiting their real use to students living on campus or in very close locations, that they wouldn't be used to/from home.
- Use on-campus would be limited, as the Campus is fairly compact with the exception of South Campus (Arbor/Delta) and North Campus (Bayou/SSCB/STEM/Rec, Wellness, Hunter). For this reason, on-campus use would be challenged to really reach the potential.
- The proposal required the University provide the cost of the hubs and bikes – no funding was offered by Student Life to partially fund this initiative. \$60K approx. for docks. \$40K for bikes – total install cost \$106K. Annual operations/bike services would be covered by e-bikes for cost, and performed by the interns.
- Challenges of bikes on our walk paths could be a potential challenge

Funding – there is discussion about a grant to cover up to 80% of the install cost. At present, there is no recommendation as to how to fund this proposal. Options might be: Student Service fee, Parking and Transportation (using parking permit sales) or the University using Designated Revenue.

A motion was made to forward the proposal as information, with support, but that University Administration and Student Government continue to work toward an eventual proposal for enactment. Dr. Gonzalez. 2nd by Dean Rachita. Motion was forwarded 13-0-0

Park Mobile Valet - Harry Glass – First Read

Chris Baker – representing the Parking and Traffic Safety Subcommittee presented the proposal. The PowerPoint presentation was included in the Teams folder (and attached here). This proposal does not require that guests download the app, but there is a card with a QR code, they would then pay once they dropped off their car and pay. The Valet driver would give them a ticket and attach a corresponding ticket to the key for retrieval. Parking could move to different locations depending on the event, but some consistency of the location would be beneficial.

A motion was made to forego a 2nd reading, and to forward to University council with the Support of FSSC, to be considered, by Dr. Dugre and 2nd by Dean Rachita, passed 12 – 1 – 0

4. *New Business/Announcements*

Parking and Transportation Committee Items – Harry Glass

- **Hawk Express Services Policies and Procedures**
 - Thu Le, University Parking and Transportation student employee make the presentation. The policy (attached) was presented
 - In order for this to become a full UHCL Administrative Policy (MAP) it needs to be formatted to the full UHCL Policy format.
 - Key elements:
 - Eligibility
 - Safety
 - Prohibited – such as alcohol, etc.
 - Rout designations. (with link to actual schedule on P&T Web site)
 - Lodging complaints
 - Discussion to bring this back in the UHCL MAP format, and then a discussion regarding if this should be a an FSSC or University Life Committee policy for review and forwarding to University Council.
- **UHCL Charters Guidelines and Pricing**
 - Discussion was made for the creation of a policy to enable student groups or departments to charter the Transportation shuttles, at cost, if supportable, given existing regular routs.
 - UHCL Transportation would provide the shuttle and the driver.
 - A price list was provided that would cover both the cost of the vehicle and the operational cost of the trip.
 - Motion from Dr. Dugre to approve the procedure and forward to University Council. 2nd by Dr. Gonzalez. Passed 12 – 0 - 0

- **Update Parking Rules and Regulations**
 - **A first read of parking rules and regulations were presented by Mr. Harry Glass, Manager, Parking and Transportation (attached here).**
 - **A strike through version was requested for the 2nd reading.**

Announcements

No announcements were made.

University of Houston Clear Lake

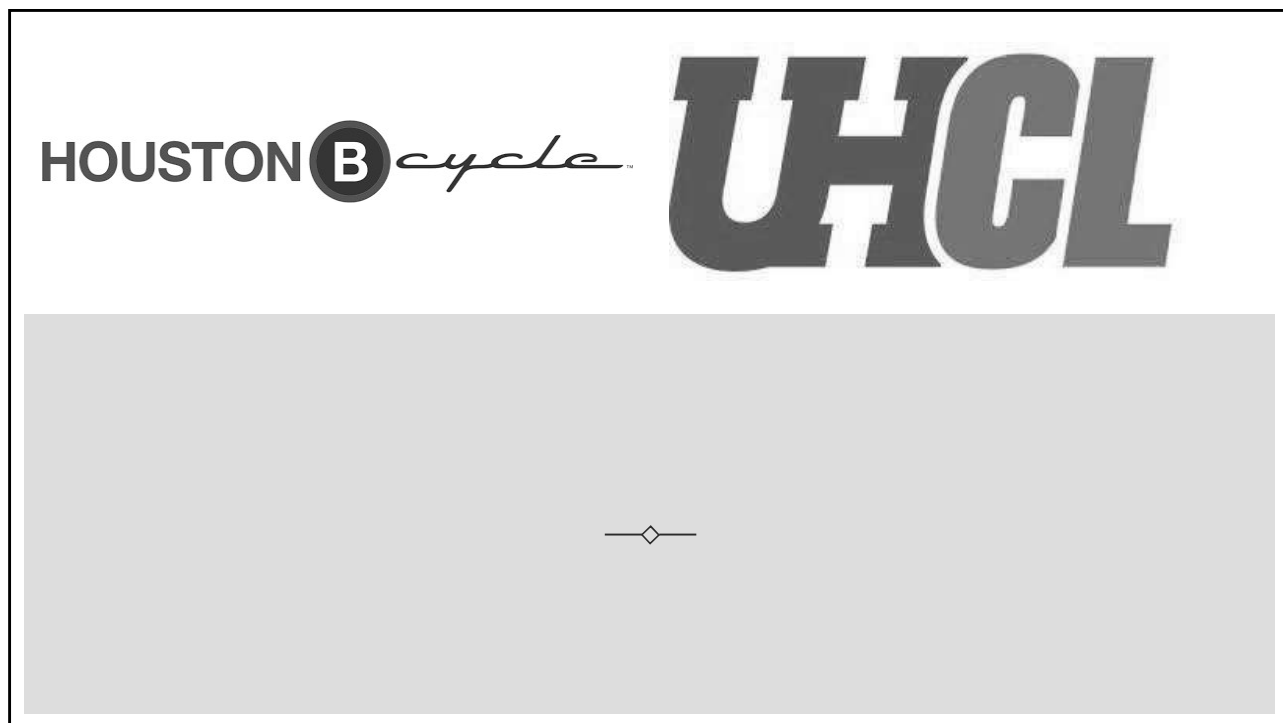
FY2021 - FY2022 Facilities and Support Services Committee Sign In Sheet: April 11, 2022

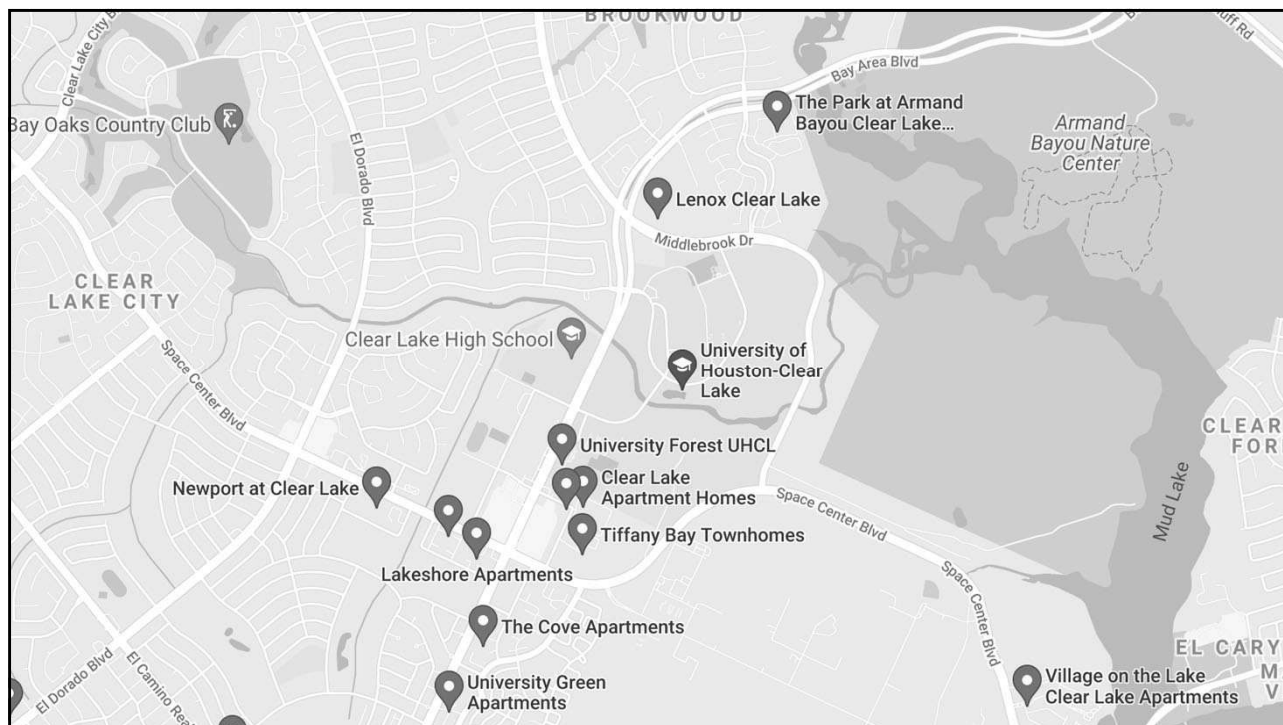
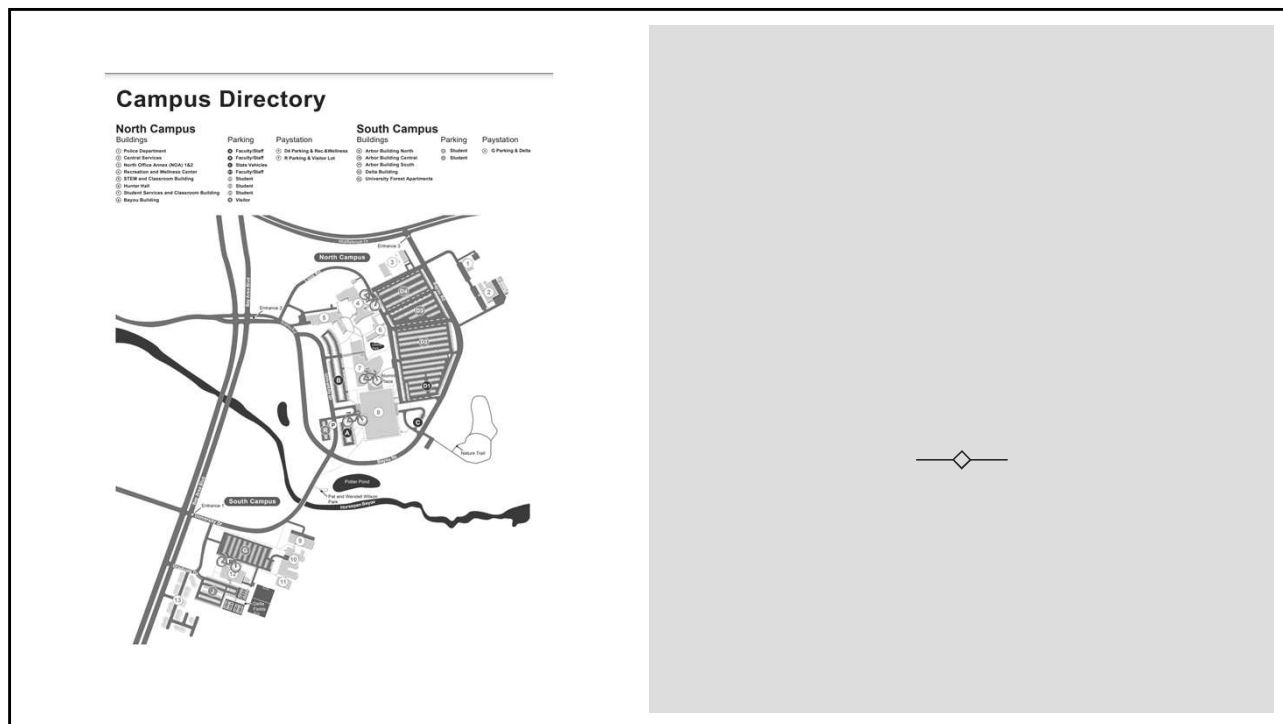
Name	Seat	Role	Present	Alternates	Present
Jennifer Beamer	SGA	Student Representative		Anne Anders	present
Yvette Bendeck	Faculty 1	BUS Faculty Representative	present	Leslie Gauna	
Amber Brown	Faculty 2	COE Faculty Representative		Yvonne Hernandez Friedman	
Kate Carter	Library	Department Representative	Present	Neeta Jambhekar	
Mark Denney	Ex-Officio	Division Representative	Present	Mike Livingston	
Neal Dugre	Faculty 3	HSH Faculty Representative	present	Joan Pedro	
Kim Edwards	USA	Staff Representative		David Rachita	Present
Miguel Gonzalez	College Dean	College Representative	Present	Daniel Ramirez	
Shanna Graves	Faculty 4	COE Faculty Representative	present	Deja Sero	
Aaron Hart	Student Affairs	Division Representative		Steve Kitchen	Present
Daniel Imrecke	Faculty 5	CSE Faculty Representative			
Bubba Jones	Manager Facilities Services	Vice-Chair			
Evelyn Miralles	Office of the President	Division Representative			
Allan Patroliia	Facilities	Department Representative			
J'Naudia Hunter-Phillips	Student Success Initiatives	Department Representative			
Desdamona Rios	Faculty 6	HSH Faculty Representative			
Bianca Schonberg	USA	Staff Representative	Present		
Gene Shan	Faculty 7	CSE Faculty Representative	present		
Sai Sreerama	Office of Information Technology	Department Representative			

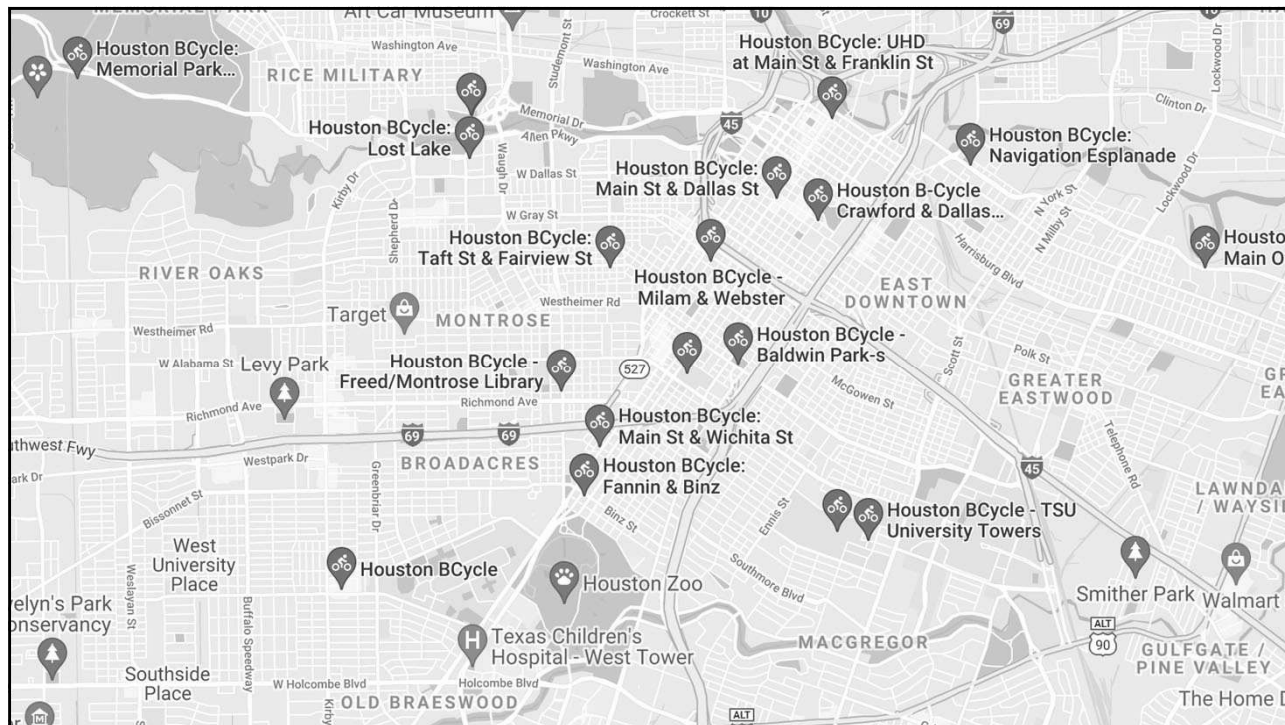
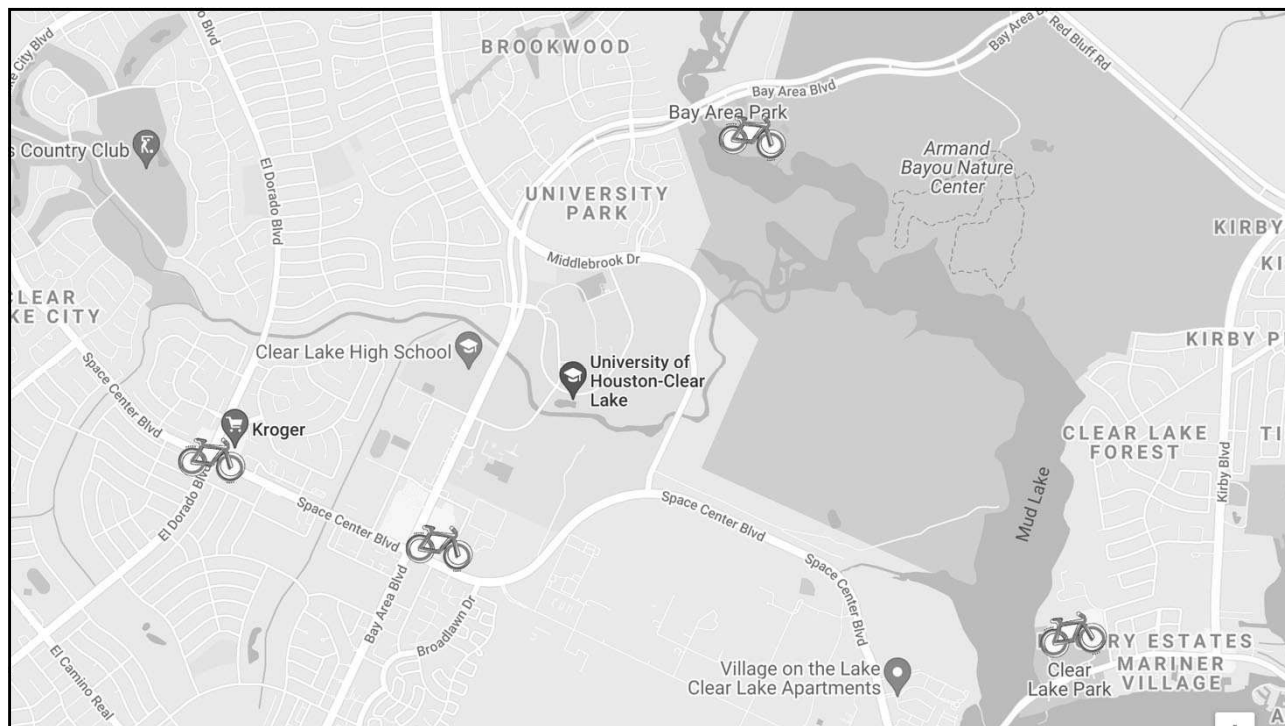


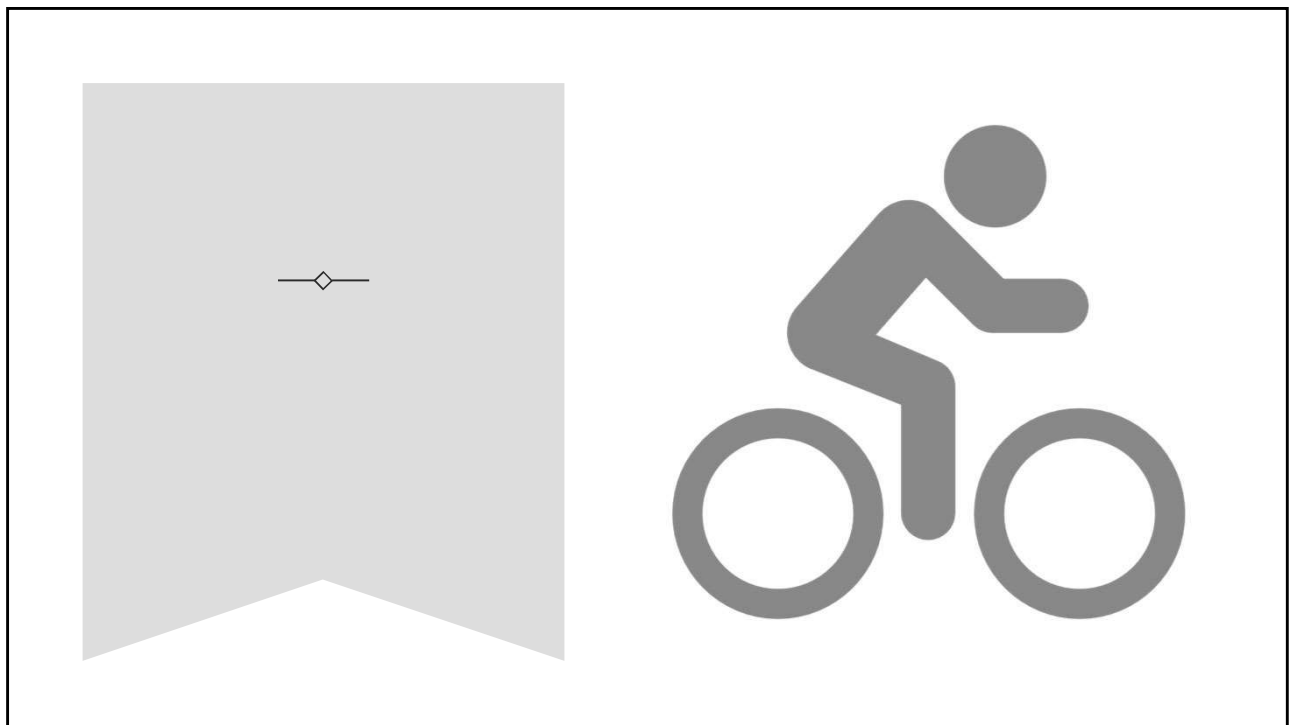
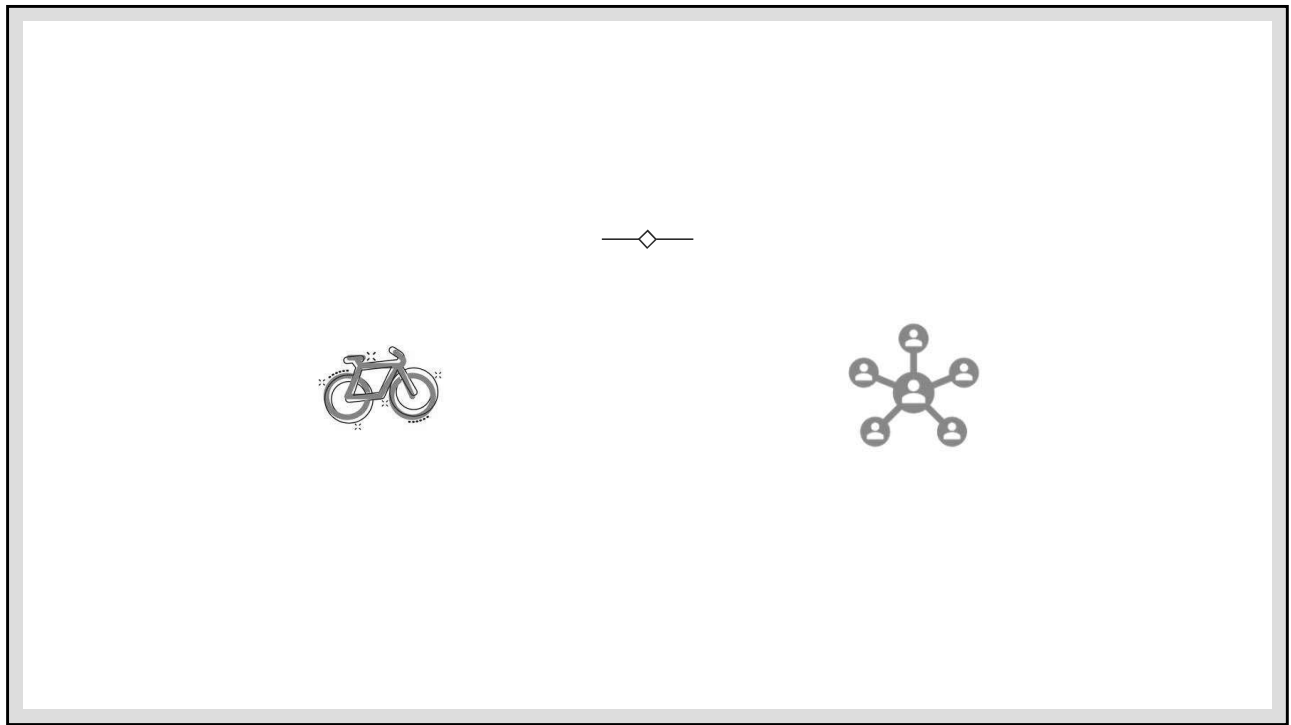
HOUSTON BCYCLE

UNIVERSITY OF HOUSTON CLEAR LAKE BCYCLE MICRO NETWORK











Why does Houston B-Cycle Exist?



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Houston B-Cycle is the city’s premier bike share system. As a nonprofit, our mission to provide equitable access to bike share that fosters recreation, mobility and personal wellness. We envision a Houston where everyone has access to a bike for work, school, play and transportation.

Our reach is astounding. More than 76,000 B-Cycle riders will take 350,000 trips in 2021. **Our growth is rapid.** B-Cycle ridership has grown 700% in the last nine years.

Micro Network Concept

Houston B-Cycle Provides:

- Mechanic & field technician training
- Customer service support
- Bi-weekly onsite support for bikes & docks
- Bike repair tools & equipment
- Electronic trike to service bikes and docks

Micro Network Partner Provides:

- 400+ square feet secured, air-conditioned shop space
- Student organization to service and rebalance bikes
- Station and bike capital costs
- Yearly operating fee (sliding scale dependent on bike rental revenue)



3.0 Docks

- Proposed 30 docks to start Micro network
- This could support 3 locations of 10 docks.
- Approximate Cost: **\$56,705.40**
- Link to Urban planning document
<https://hbs.workplace.datto.com/filelink/7edc4-3b93c3ea-72037df4c9-2>



Ebikes

- Proposed 15 Ebikes for starting Micro network
- This supports half capacity at 30 docks.
- Approximate Cost: **\$38,960.00**



Tentative BCYCLE QUOTE

TOTAL COSTS:
\$106,435.40

Link to PDF QUOTE:
<https://hbs.workplace.datto.com/filelink/7edc4-3ffdc84-55deb82477-2>

Part no.	BCYCLE ELECTRIC BIKES	UNIT \$	QTY	TOTAL \$
590309	Bikes (3 speed)	\$ 2,095	15	\$ 31,425
	Spare 2 bike key	\$ 5	1	\$ 5
	Spare Battery	\$ 455	5	\$ 2,275
	Battery Charger	\$ 88	5	\$ 440
590337	Shroud	\$ 50	15	\$ 750
	Secondary Lock Kit	\$ 45	15	\$ 675
	Bike Battery Tracker - Bike Module	\$ 705	15	\$ 1,0575
	Bike Decals	\$ 35	15	\$ 525
	OPTIONAL - Battery Lock	\$ 75	-	\$ -
	Bike Shipping	\$ 60	15	\$ 900
	Bike Sub-Total:			\$ 38,960

Part no.	BCYCLE 3.0 STATION	UNIT \$	QTY	TOTAL \$
525563	3.0 Dock	\$ 1,635	30	\$ 49,050
525747	Battery Charger	\$ 30	10	\$ 300
525802	Proprietary Top Cap Removal Tool (For battery swapping)	\$ 16.50	3	\$ 49.50
N/A	Decal Set	\$ 25	30	\$ 750
525593	Spare Battery	\$ 222	10	\$ 2,220
525947	Battery Expansion Kit	\$ 20	3	\$ 60
525801	Manual/Bike Release Key (For bike balancing)	\$ 70.30	3	\$ 30.90
	Bike Battery Tracker - Dock Module	\$ 90	3	\$ 270
105305	OPTIONAL - Baseplate (2 dock single sided, 3 dock double-sided)	\$ 665	-	\$ -
525597	Endcap Kit	\$ 407	-	\$ -
525598	Ballast Kit	\$ 471	-	\$ -
525599	Ballast Removal Tool	\$ 45	-	\$ -
526526	Dock Fastener Pack (2 docks)	\$ 11.00	-	\$ -
	3.0 Dock Shipping (estimated)	TBD		TBD
	Wa/Winding Panel	\$ 1,225	3	\$ 3,675
	Wa/Winding Panel Decal Set	\$ 100	3	\$ 300
	Wa/Winding Panel Shipping (estimated)	TBD		TBD
	OPTIONAL - Enrollment Kiosk (Used)	\$ 7,500	-	\$ -
	OPTIONAL - Enrollment Kiosk Decal Set	TBD		TBD
	OPTIONAL - Enrollment Kiosk Shipping (estimated)	TBD		TBD
	Station Sub-Total:			\$ 56,705.40

SYSTEM SET-UP FEE	UNIT \$	QTY	TOTAL \$
Station Installation	\$ 1,000	3	\$ 3,000
Installation Travel Expenses			\$ -
One-Time System Set-up Fee	\$ 3,000	1	\$ 3,000

ONGOING BCYCLE SOFTWARE & DATA FEES	UNIT \$	QTY	TOTAL \$
(One-Time) Annual Enterprise Software Fee (per dock)	\$ 89	30	\$ 2,670
(One-Time) Annual Dock Communication Fees (per dock)	\$ 60	30	\$ 1,800
Annual Kiosk Communication Fees (per kiosk)	\$ 1,200	0	\$ -

Total Amount Due: \$ 106,435.40

University students and staff get a discount on **Annual Memberships** to use bike share at any of the 140+ BCycle stations across Houston. Take unlimited 60-minute rides across campus or across town for just \$5 per month, paid in a one-time, **annual fee of \$60**.



Here's how to sign up:

1. **Download the BCycle app.**
2. Click Get Riding and choose the Annual Membership option.
3. Use your official **school email address** as your contact info.
4. Grab your school-specific **promo code below** and Tap Promo Code to enter. (Remember, the code only works with your official school email address!)
5. Finish the payment process.
6. Ready to ride!

Questions? Let us know at info@houstonbikeshare.org or 713-865-3662

University of Houston Clear Lake (@uhcl.edu) - UHCLBIKE

Simplified checkouts



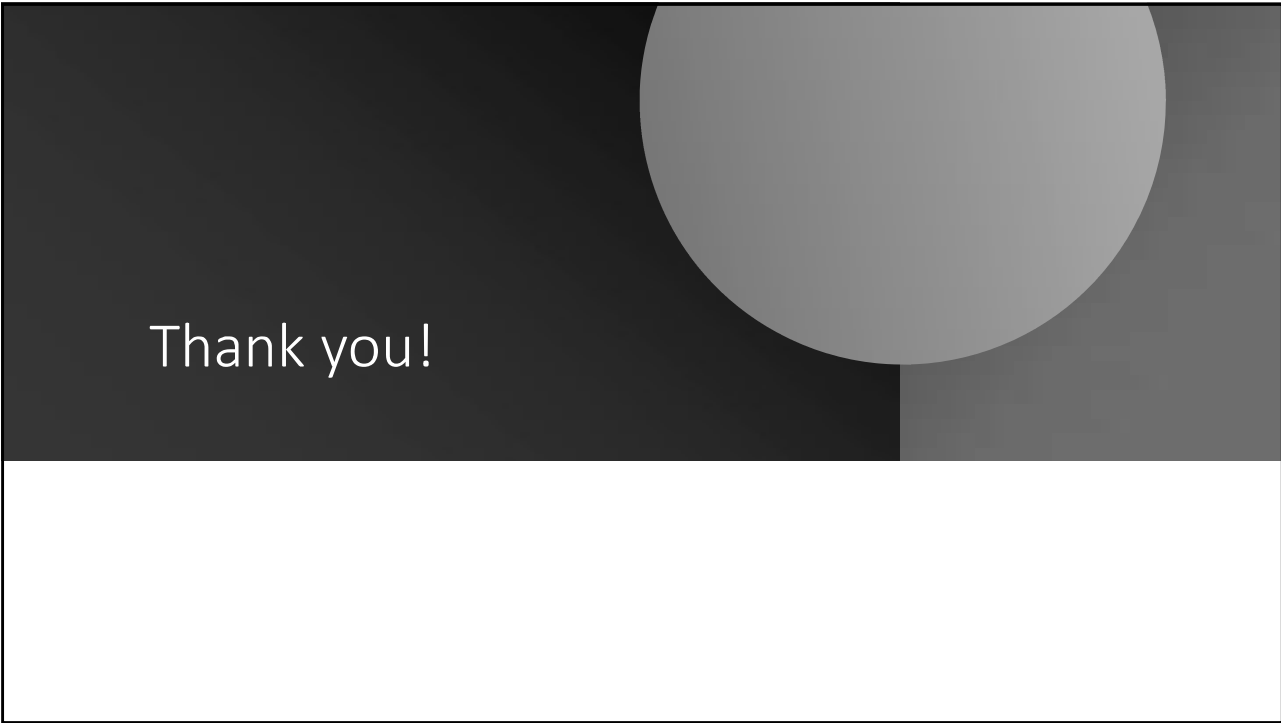
CHECKOUT BIKES IN THE
BCYCLE APP...



...OR USING A MEMBER
RFID CARD

Proposed Micro Network

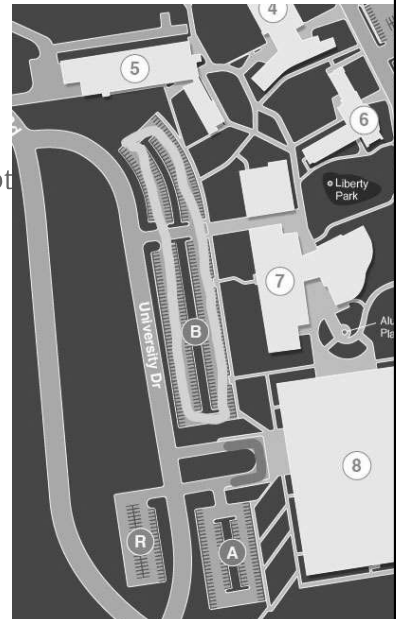






Valet Lot

- ParkMobile would place a “hidden” zone
 - This will ensure only event visitors have the zone for the lot



Wallet Card

- ParkMobile will create a custom wallet card (Including hidden zone number, web check-out, and text to pay information)
 - Valet will have the wallet card to visitor
 - Visitor will start session via guest check-out (Does not require app download or account creation)

Fees

- ParkMobile transaction fees can either be paid by the Customer or the University
 - If this is a new parking area (Where ParkMobile does not exist today) Parkmobile will cover the wallet card cost.

Policies and Procedures

Hawk Express Services Policies and Procedures

I. Hawk Express Services Eligibility:

The following groups of people will be considered for shuttle privileges in the following order:

1. Students:
 - a. Enrolled in at least one face to face or hybrid course at either the UHCL Main Campus or the UHCL Pearland Campus.
 - b. Students with special accommodations on file with the UHCL Center for Students with Disabilities.
2. Faculty, Staff, Teaching Assistants:
 - a. Must have essential job responsibilities at either the UHCL Main Campus or the UHCL Pearland Campus
3. Recreation and Wellness Center Members:
 - a. Community members, alumni, UHCL employees and retirees who purchase membership at the Campus Recreation and Wellness Center.
4. Exceptions:
 - a. Will be considered on an individual basis by UHCL Parking and Transportation Management.

II. Requirements to Ride and Enforcement:

1. At the beginning of each semester, there will be a “grace period” during which shuttle drivers will not check for valid student/employee ID’s. The grace period will last for two weeks. UHCL Parking and Transportation Department will communicate the official dates, of the grace period, with UHCL students, faculty, and staff.
2. All students and employees must have a valid UHCL ID to ride the shuttle. Student IDs are distributed by the UHCL Student Assistance Center (SAC) located in the Student Services and Classroom Building (SSCB).

Policies and Procedures

III. Rules to Ride:

1. All passengers must use their **name as shown on the UHCL ID / Recreation Membership cards** when asked by professional staff members driving any Hawk Express shuttle.
2. Drivers must not make route changes outside the delineated schedule.
3. Passengers should arrive 3-5 minutes before the scheduled time for their respective stops.
4. Incoming passengers should wait for outgoing passengers to exit the shuttle before boarding.
5. Passengers should remain seated until the shuttle comes to a complete stop.
6. Passengers must use headphones if listening to music, videos, or other media.
7. No eating is permitted on the shuttle. Food and drinks must be fully covered to prevent spillage and potential choking hazard.
8. Keep aisles free of all items (backpacks, tote bags, etc.)
9. Make sure that no trash is left in the shuttle before exiting.
10. Passengers should refrain from having loud conversations either with other passengers or phone conversations.
11. **Alcohol is prohibited.** Passengers who appear to be inebriated will not be permitted to board the shuttle.
12. Passengers may not open any shuttle windows, except in the event of an emergency.
13. Abstain from disruptive behavior, harassment, inappropriate language, or physical altercations.
14. Do not make any sexual references, sexually implicit remarks, gestures, or touch other passengers/professional staff member.
15. Passengers may not interfere with shuttle operation.

Policies and Procedures

IV. Hunter Hawk Shuttle - Main Campus Route:

UHCL provides a courtesy shuttle route for UHCL students, faculty, and staff for on-campus and limited off-campus locations. The Hawk Express route operates on an established route that services the UHCL community. We provide off-campus stops for any UHCL student, faculty, and staff member that lives in the neighboring apartments with four central locations (Bay Area Park and Ride, Christ's Church, Coastal Flow Measurement Co, and Anytime Fitness). A map of these four locations can be found on the [UHCL Shuttle Website](#). In addition to the off-campus locations, the Hawk Express route services all on-campus buildings (University Forest Apartment, Delta, Arbor, SSCB, Bayou, Hunter Hall, Recreation and Wellness Center, and Police). **The Parking and Transportation department does not service special requests regarding shuttle stops or deviate from the route at any time.**

V. Grocery Trip Guidelines:

1. The UHCL Shuttle service provides a weekly grocery trip on Saturdays to all students. A sign-up sheet is sent weekly via the UHCL Parking and Transportation Department e-mail every Monday and closes that Friday at 12 PM or when the quota has been reached. A minimum of 4 students must sign up in order for the grocery trip to be run and a maximum of 12 students can sign up before the sign-up sheet closes for the week.
2. Students are given the option to select which stop they would like to be picked up at with the respective time attached to said stop. Students must be at their respective stops 2-3 minutes before the listed time in order to provide expedience to the grocery trip.
3. If a student on the grocery trip list does not show up for their stop, they will be given an initial warning to please be at the stop that they sign up for. If the same student does not show up twice more after having signed up, they will no longer be permitted to participate in the weekly grocery trip.
4. The shuttle service only provides transportation to and from **Kroger** (1950 El Dorado Blvd, Houston, TX 77062). In addition, all students must bring a method with which to

Policies and Procedures

pay for their groceries. **The Parking and Transportation department does not pay for any groceries purchased by the students.**

VI. Pearland Shuttle (Senior Hawk):

In addition to the UHCL Main Campus route, the Parking and Transportation department also provides a weekly route to the Pearland campus (Monday-Thursday). A weekly sign-up sheet is sent out every Friday and closes every Sunday at 12 PM. The route begins at the UHCL Main Campus from the Student Services and Classroom Building (SSCB) at 2:45 PM and will arrive at the Pearland campus by 3:30 PM. **The next route from the SSCB begins at 9:20 PM only if a passenger was picked up at the 2:45 PM run.** Failure to appear after having signed up, will result in warning being given with the possibility of being removed from the Pearland shuttle list upon further infractions.

VII. Electric Shuttle (Junior Hawk):

Moreover, an electric shuttle service is provided to the UHCL Main Campus between the hours of 2 PM and 7 PM. The electric shuttle route only operates on campus (**it does not go to any off campus stops**). The electric shuttle adheres to ADA regulations with a ramp for any persons in a wheelchair or other disabilities that prevent them from boarding the shuttle from the main door.

VIII. Passenger Complaints:

1. In the event that a passenger is denied entry or is removed from the Hawk Services vehicles permanently, and the passenger feels that the decision was made unjustly, said passenger may appeal any and all decisions made by Parking and Transportation Management
 - a. In the case that a driver must remove a passenger or deny entry due to misconduct, the driver must submit a Maxient report to the Dean of Students Office.

Policies and Procedures

2. Passengers may not appeal a temporary removal from the Hawk Express Services vehicles. E.g. denial of entry due to lack of possession of a valid UHCL / Community Member ID.
3. To appeal the aforementioned scenario, the passenger may contact the Parking and Transportation Department customer service via e-mail.

PARKING REGULATIONS

Effective – February 2022

Parking E-Business Website: www.uhcl.edu/parking

Parking Office Main Number: 281-283-2277

Parking Information Booth (SSCB 1103): 281-283-2278

I. INTRODUCTION

The University of Houston-Clear Lake (UHCL) and Parking Regulations are intended to create an orderly and safe campus parking environment. The goal is to achieve voluntary compliance of University parking regulations for the sake of personal safety and convenience for employees and visitors. The University reserves the right to change these regulations, without notice, as necessitated by changes to the University environment or to State of Texas legislation. On special occasions - and during emergency situations – further parking limitations may be imposed that otherwise do not appear in the University's official Parking Regulations. No vehicle may be operated on UHCL property if such operation is in violation of Texas law. UHCL is not responsible for vehicles damaged or personal property lost or stolen from vehicles while on campus. The University also claims no responsibility for vehicles stolen while parked on campus.

All UHCL permit holders are responsible for knowledge of, and compliance with, University of Houston-Clear Lake Parking Regulations. Copies of these regulations are available on the web at www.uhcl.edu/parking. All parking regulations are subject to enforcement twenty-four hours a day, seven days a week, every day of the year.

II. PERMIT REGISTRATION

All motor vehicles parked on the UHCL campus must be parked within the appropriate parking lots as identified on the parking permit. Vehicles without approved parking permits, must purchase a temporary permit and park in designated temporary permit locations or the student lots. Temporary permit holders are not authorized to park in employee lots. Purchase of a parking permit does not guarantee the availability of a parking space. It is the responsibility of the vehicle operator to find an approved space.

- A. **Students** – Student Permits are purchased exclusively online at the Parking Department's E-business website – www.uhcl.edu/parking. Permits can be purchased annually or by semester. Only credit or debit cards are accepted. Once a permit is purchased, the repositionable decal permit will be mailed to the student. A printable, temporary permit will be provided at the time of purchase to be used until the permanent decal permit arrives, Semester permits are available throughout each semester.
- B. **Employees** – Employee permits are purchased exclusively online at the Parking Department's E-business website – www.uhcl.edu/parking. Permits are annual. Credit and debit card and direct payroll withdrawal options are available. The payroll withdrawal option is only available at the beginning of each fiscal year for a limited time. New employees will receive a one-time promo code to park on campus before beginning the on-boarding process. New employees hired during the year will be provided a prorated rate based on the number of months left in the fiscal year.
- C. **Drivers with Disabilities** - Individuals with a disability who have a state authorized handicap license plate or placard are **still required** to purchase a UHCL parking permit. They must display both the handicap permit and the UHCL permit when parking in handicap designated spaces on campus.
- D. **Alumni** – Alumni members may choose to purchase a student parking permit for the entire year. These permits will allow them to park in student parking lots. This purchase can be made via the Parking Department's E-business site at www.uhcl.edu/parking. Alumni who had previously received permits through the Lifetime Membership benefits from the Alumni Association may continue to use said permit.
- E. **Retirees** – UHCL employees who have retired are eligible for a lifetime complimentary permit. This permit can be obtained through the Office of Human Resources.
- F. **Temporary Parking Permits** – For employees or students who forgot their parking permit will need to purchase a day permit from one of the pay stations located on campus (Lot G, D4 (In front of Recreation and Wellness Center), R (Visitor Lot), and Pearland). Upon receiving the day permit the user shall place the permit on the driver's side dashboard facing outward. The day permit will allow the user to park in their designated parking lot for the day. Temporary parking permits may also be purchased using the ParkMobile application using a smartphone or by calling the phone number on the signs located on campus. The ParkMobile signs also delineate which zone to input when purchasing a temporary parking permit.
- G. **Additional Permits** – Students or employees may choose to purchase a second permit. While the first issued permit is transferable from one vehicle to the next, UHCL recognizes that some students or employees may wish to have a second permit for convenience sake. Second permits are sold at the same price as the first permit and can be purchased at the E-business site at www.uhcl.edu/parking.
- H. **Motorcycles, Mopeds or Motor Scooters** – Students or employees parking a motorcycle, moped or motor scooter on campus shall pay regular parking fees for parking permits if they are not also purchasing a parking permit for an automobile. However, if the student or employee already has a paid parking permit for an automobile, the student or employee must also purchase a

permit for a motorcycle, moped or motor scooter for a \$12.00 additional fee. Such vehicles are not permitted in campus buildings.

- I. **Replacement Permits** - All lost or stolen parking permits must be reported to the Parking Department immediately. Once reported lost or stolen, these permits will no longer be valid. Reporting the loss or theft is required prior to the purchase of a replacement permit. Stolen or lost permits will be replaced for a \$20.00 fee.

III. PARKING PERMITS

Parking Permits will be issued to persons applying for parking privileges at UHCL under the condition that the applicant is in good standing and does not owe back fees or has other encumbrances. The parking permit is transferable to any passenger vehicle being operated by or for the permit holder. The applicant will be responsible for parking violations by any vehicle bearing the permit. The University Parking Permit is an official state document. Attempting to alter, deface or forge the permit is a felony offense and punishable by fine and/or prison.

A. **Display of Permit** – Parking permits shall be displayed on the vehicle as follows:

1. Repositionable Decal Permits must be **clearly visible and adhere to the interior of the windshield above the vehicle registration sticker when parked on campus.**
2. **“Clearly Visible” is defined as being able to easily see the permit’s issuing authority and serial number while standing at the front of the vehicle and looking through the front windshield.**
3. Externally mounted permits shall be issued for all motorcycles, mopeds and motor scooters. These permits should be placed in a conspicuous location on the vehicle in such a way that it can be easily read.



B. **Permit Responsibility** - The original applicant is responsible for any citation(s) issued to a vehicle displaying a UHCL parking permit. If a vehicle receives a citation on campus and no permit is attached to the vehicle, the registered owner of the vehicle and/or the UHCL student or employee associated with that registered owner will be held responsible for the citation.

C. **Permit Ownership** – A parking permit signifies that an individual has been granted the privilege of parking on UHCL property. Ownership of the permit remains with the University. Individuals are not allowed to transfer ownership of a permit. Found permits shall be returned to the University Parking Department. Possession or use of a lost/stolen or forged/altered permit shall result in administrative and criminal charges. Vehicles displaying a lost/stolen or forged/altered permit may be impounded with appropriate storage and wrecker fees charged to the violator.

IV. PARKING

A. Parking is permitted as follows:

1. **Students** – Park in the sections not designated for employees only in Lots D, G or J with a current permit or valid temporary permit properly displayed.
 2. **Employees** – Lots A and B, and portions of D, G, and J Lot have been designated as faculty/staff only. **Faculty/staff may also park in all student lots.** All employees must appropriately display their parking permits when parked on campus.
 3. **Reciprocal Agreements** - Current parking permits issued by the Parking Offices or Police Departments of the University of Houston, UH-Downtown, UH-Victoria and the UH-System are honored at UHCL, in Lot D from 8 AM - 5 PM excluding reserved employee sections. Current parking permits issued by the Parking Offices or Police Department of Alvin Community College are honored in any student parking lot at UHCL.
- B. **Visitor Parking** - Parking Lot R and curb spaces throughout campus (marked by signs) are designated as the university’s primary visitor parking areas. Parking in these areas requires the display of temporary visitor’s permit. Vehicles with regular UHCL parking permits are not allowed to park in the designated visitor spaces or risk citation.
- C. **How to Obtain a Temporary Visitor’s Permit – On campus, Temporary Visitor’s Permits may be purchased at Parking Kiosks throughout campus. The locations of these kiosks are indicated via signage along campus roads. The Parking Kiosks only accept debit and credit cards. Temporary permits may also be purchased through the ParkMobile app as indicated by signage on campus.**
- D. **Event Parking** – Events with less than 30 vehicles should utilize the temporary permit process for their guests and use the Visitor’s Lot R for their events. For groups of 30 or more vehicles, alternative parking options at varying rates can be formulated on an individual basis through the University Parking Department. Organizers should provide at least five business days notice of special parking needs. To make special parking arrangements, email parking@uhcl.edu or call the Parking Office at 281-283-2277.

- E. Special Parking Considerations – If your parking needs are not met by the processes described in the UHCL Parking Regulations, please contact the Parking Department for arrangements before the parking need is required. The Parking Department can be contacted as follows:
- Phone: 281-283-2277
 - Email: parking@uhcl.edu

V. TOWING

- A. The University of Houston-Clear Lake reserves the right to remove and impound any vehicle at the owner's expense for parking in reserved areas, violations of state law, for the sake of public safety, to clear roadways, parking lots and drive ways, for hazardous vehicles, for habitual violations of UHCL's Parking and Regulations, and for failure to pay parking or traffic citations.
- B. The University will not be liable for damages or costs involved in the removal or impoundment of any vehicle on campus.
- C. The location of towed vehicles is maintained by the University Parking Department and the University Police Department. Owners/operators of towed vehicles will have to meet the fees and identification requirements of the tow storage yard, as well as pay all outstanding University reinstatement fees, before the vehicle will be released.

VI. PARKING VIOLATIONS / RESOLUTION OF CITATIONS

The University Parking Department issues citations for violations of University Parking Regulations.

- A. **Failure to Resolve** – Failure to properly settle a parking citation may result in any of the following:
1. **Student** – Encumbrance of records. Future parking permit may be denied until outstanding fees are paid. Vehicle may be towed. Delinquent fines sent to collection agency. Account hold may be instituted (Student will not be allowed to graduate, register for classes, or request transcripts).
 2. **Employee/Visitor** – Future parking permit denied until outstanding fees are paid. Initiate UHCL "Employee Financial Responsibility" policy and all associated actions, up to and including termination.
- B. **Payment of Parking Citations** – *Parking citations must be paid via the Parking Department's E-business site – www.uhcl.edu/parking. Only debit and credit cards are accepted.*

C. **Parking Violations**

1. Parking where prohibited by signs or markings.	\$50.00
2. Parking in area not designated a parking space.	\$50.00
3. Overtime Parking.	\$30.00
4. Blocking a crosswalk or sidewalk.	\$50.00
5. Failure to park within lines of designated space.	\$30.00
6. Failure to display a current parking permit.	\$40.00
7. Parking in a designated reserved space or area.	\$30.00
8. Blocking a driving lane.	\$50.00
9. Parking within fifteen feet of a fire hydrant.	\$75.00
10. Parking illegally in a handicap space or ramp.	\$75.00
11. Parking in a tow-away or fire zone.	\$75.00
12. Other parking violation (as indicated on citation)	\$30.00

Top Four Citations Issued on Campus:
1. Failure to display parking permit (double check it before leaving your car).
2. Parking in a Handicap Space without a Handicap Placard displayed.
3. Not parked within a marked parking space.
4. Parked in reserved area (make sure you park where assigned).

D. **Appeals Process**

1. Parking violations may be appealed through the University Parking Citation Appeals Committee. Appeals of parking violations must be made and received within 14 days of issuance. Parking violation appeal requests must be submitted via the UHCL Parking Department website (www.uhcl.edu/parking).
2. **An appeal can be filed ONLY if the vehicle owner believes the citation was issued in error.** Requests for leniency are not a valid reason for appeal and will not be heard by the Appeal Committee.
3. Once the committee makes a decision on an appeal, email notification will be sent to the appellant. If the committee does not decide in favor of the appellant, the fine will become immediately due and subject to resolution action earlier defined in this section.

VII. **UH-Clear Lake Parking Citation Appeals Committee** – The UH-Clear Lake Parking Citation Appeals Committee is an administrative body appointed by the University President with the authority to hear appeals of administrative parking citations issued by the University Parking Department. The function of the Committee is to decide by a majority vote the merit of appeals presented to them as prescribed by the University Parking Regulations. The Committee's decisions are final. There is no further appeal option beyond the Parking Citation Appeals Committee. The Committee is composed of five members. When possible, the committee members will represent various segments of the university community: student (preferably one undergraduate student and one graduate student), PASA and SSA (staff), and faculty representation. One of these members will serve as the Committee Chairperson. A Parking Department designee attends all appeals hearings. The Parking Department representative organizes the appeal paperwork, enforces the Committee's decisions, and is available to the committee and appellants for clarifications and questions. The Parking Department designee does not vote and will not influence the committee's decision. The committee officially reaches a quorum if at least three of its five voting members are present.

VIII. PARKING FEES – Subject to Change

A. STUDENTS

Annual	\$87.00
Fall Semester	\$52.00
Spring Semester	\$52.00
Summer Semester	\$37.00
Motorcycle (2nd vehicle only)	\$12.00

B. FACULTY/STAFF

Lot A – Annual	\$137.00
Faculty/Staff Annual	\$87.00
Adjunct Annual	\$42.00
Adjunct Fall Semester	\$22.00
Adjunct Spring Semester	\$22.00
Adjunct Summer Semester	\$17.00
Motorcycle (2 nd vehicle only)	\$12.00

C. REPLACEMENT FEES

Damaged permit (returned)	\$20.00
Stolen or Lost permit	\$20.00

IX. REFUNDS

All parking permit fees are non-refundable.

X. PARKING AREAS

LOT A – FACULTY AND STAFF PARKING ONLY –

Assigned spaces

LOT B – FACULTY AND STAFF PARKING ONLY – No

Student Parking

LOT C – UH-CLEAR LAKE VEHICLES ONLY

LOT D – STUDENT, FACULTY AND STAFF, and ALUMNI AND COMMUNITY MEMBERS with PERMITS, VISITORS WITH TEMPORARY PERMITS

LOT D1 – FACULTY, STAFF AND DESIGNATED GROUPS ONLY

LOT G – STUDENT, FACULTY, STAFF, ALUMNI AND COMMUNITY MEMBERS with PERMITS, AND VISITOR PARKING with temporary permits.

LOT J – STUDENT, FACULTY, STAFF, ALUMNI AND COMMUNITY MEMBERS with PERMITS, AND VISITOR PARKING with temporary permits.

LOT R – Visitor Parking – Temporary permits required.

MARKED CURB PARKING THROUGHOUT CAMPUS – Temporary permits required.

XI. PEARLAND CAMPUS

1. All UHCL Parking Regulations are enforced at the UHCL Pearland campus.
2. All employees and students must have a valid UHCL Parking Permit to park at UHCL- Pearland. The UHCL Parking Permit is valid at both UHCL primary campus and UHCL-Pearland.
3. Visitors to the UHCL Pearland Campus or employees / students who forget their permits must check in with onsite security immediately upon arrival in order to avoid a citation.

Campus Directory

North Campus Buildings	Parking	Paystation	South Campus Buildings	Parking	Paystation
○ Police Department	● Faculty/Staff	○ D4 Parking & Rec.&Wellness	○ Arbor Building North	○ Student	○ Parking & Delta
○ Central Services	● Faculty/Staff	○ R Parking & Visitor Lot	○ Arbor Building Central	○ Student	
○ North Office Annex (NOA) 1&2	● State Vehicles		○ Arbor Building South		
○ Recreation and Wellness Center	● Faculty/Staff		○ Delta Building		
○ STEK and Classroom Building	○ Student		○ University Forest Apartments		
○ Hunter Hall	○ Student				
○ Student Services and Classroom Building	○ Student				
○ Raven Building	○ Visitor				

