

May 11, 2009

To: L&S Faculty and Staff

From: Lil Larson, Lori Pendleton and Chris Bruhn
L&S Unit Transportation Coordinators (UTCs)

Re: 2009-10 Parking Application Process

Beginning the week of May 11th, Transportation Services (TS) will send an email parking renewal notice to all faculty and staff who currently have a parking assignment or are on a waiting list(s) for an assignment. A follow-up letter will be sent around June 4th to those who did not yet reply to the May 11th email renewal notice. **The application period is from May 11 to June 14.**

IMPORTANT POLICY ISSUES FOR 2009--2010

Application Process:

- All outstanding fees and citations must be paid prior to applying for parking.
- An online citation payment option is now available.
- **You must have an updated UW faculty/staff i.d. that does not include your social security number to be able to apply for parking.**

Rate Structure:

- Annual base lot rate categories increased \$20 to \$485, \$735, \$1,075.
- Lots 72 and 81 move to category 2 price range of \$735

Flex Parking:

- All Flex participants will use the Pay by Cell (Verrus account) for parking on campus. In car meters are no longer available for Flex parking.
- The eligibility requirement of 81% or greater appointment has been eliminated. All eligible applicants will compete for flex parking based on the priority number assigned to them by their unit.

Construction Impact:

- Lot 3 – 20 stalls closed
- Lot 10 – lot closed
- Lot 13 – 4 stalls unavailable
- Lot 22 – lot closed permanently
- Lot 27 – Lot closed Spring 2010 through Summer 2012
- Lot 30 – lot closed
- Lot 58 – Temporary loss of stalls during construction – estimated completion Oct. 2009

For those who currently have a 2008-2009 parking assignment:

In the email you will receive from Transportation Services the week of May 11th you will be directed to the following web address:

<https://fpm-www3.fpm.wisc.edu/trans/permits>

After you have successfully logged in with your MyUW net id, lot choices you made last year should be shown on the screen. Please follow the directions provided to submit your application. You may go back into your application to check on information and/or make changes in lot choices and other information at anytime **through June 14.**

For those new to UW-Madison and/or continuing faculty/staff with no active parking assignment:

You will not receive an email or hardcopy letter from Transportation Services. Please follow these steps.

- 1) You must have an active UW payroll appointment to apply for parking. For parking purposes, active means your appointment has been processed through the IADS system. Contact your dept administrator or payroll coordinator with any questions about this step.
- 2) You will need to get in touch with Lori Pendleton (3-2301, lpendleton@ls.admin.wisc.edu) or Lil Larson (5-4312, lmlarson@ls.admin.wisc.edu) to be entered in the Parking Application System (PAS). Email is preferred as we can reply directly to you and retain a written record of the notification. Please include the following information in your email message:
 - MyUW net id number
 - your payroll title and department
 - date of birth

We will then enter you into the Parking Application System (PAS) and notify you via email. You are now ready to apply for parking. Please see the earlier section on how to apply once you have been entered into the PAS.

Information on file for you, including lot choices from 2008-09, is presented as follows:

Personal Info - this includes your parking mailing and email address preferences. If the info looks correct and represents your mailing preferences, you don't need to make any changes. If not, please follow the instructions provided to change your mailing address preference.

Vehicle Info - This information appears next. You should see the vehicle(s) TS has on file for you at this time. It is important that all vehicles you might bring to campus be included on this page. If there are errors or omission, please "delete" old plates as needed and/or "click here to add plate" as needed.

Permit Type Information - On this screen, you will have the option of making base lot, business alternate, disabled, flex, carpool and Park and Ride assignment choices. You may make up to four lot choices. Base lot prices have increased \$20 across the board. Business alternate permits will cost \$115 and faculty/staff are limited to one such permit.

Important Note: If you are not successful in obtaining any of your four lots of choice, you will not be offered parking in any lot for 2009-10. You will be placed on the waiting lists for those lots and additional assignments will be made on August 14 and 28 that might result in an assignment for you.

Make your lot choices carefully. Given the high volume of construction activity in 2009-2010 and the permanent loss of some lots, we strongly suggest choosing a variety of lots by price and location. That is, your first and second lot choices might be those lots you most prefer for price and proximity, followed by 3rd and 4th choice lots that include ramps or larger surface lots in outlying areas of campus.

Business alternates, disabled, flex and carpools - If you chose any of these permit options, you will be prompted to complete a form on-line.

Application Summary/Review - when you are done entering your on-line parking application for 2009-10,, it is advisable to quickly check it over for accuracy. You may go back to make any changes as needed until June 14. A confirming email will be sent by TS to indicate you have successfully submitted your application. The application summary screen will show your application until June 14 and you may click on the vehicle, personal information tabs to check that information.

If you have any questions about this process, please contact your departmental administrator, Lil Larson or Lori Pendleton.

Important Dates:

May 11

Email sent to current permit holders to apply for 2009-10 parking. New applicants contact their Unit Transportation Coordinator (UTC) – Lori Pendleton or Lil Larson, via email to be entered into the parking application system.

June 14

Deadline for all applicants to apply for parking online; includes annual baselot, Park & Ride, business alternates, carpools and UW disabled permits.

Week of July 20 Parking assignments emailed to customers. Use the Parking Application System (PAS) online to claim and select payment method for your parking assignment.

August 13

Last day to claim parking assignments. Unclaimed assignments will be offered to customers on waitlists on August 14th, so don't wait! Claim your assignment before this date as we are not able to recover it for you later.

September 1

New permits must be displayed on vehicles parked on campus.

1 hangtag permit available to each permit holder. A front windshield hangtag holder is available from Transportation Services, as is a single sticker if you bring only one car to campus.