

***A hardcopy of this memo is available upon request ***

May 11, 2009

To: Chairs/Directors and Departmental Administrators

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

Re: 2009-10 Parking Information

The process for applying for 2009-10 parking (September 1, 2009 to August 31, 2010) is underway. **The application period is from May 11 to June 14 this year. All applications must be submitted via the Transportation Services (TS) on-line Parking Application System (PAS).**

UW faculty/staff ID number

To be able to apply for parking, all faculty staff need to have an updated UW id number that does not include their social security number. ID cards can be updated at the Memorial Union photo id office.

The purpose of this memo is to provide you with information that is intended to supplement what you will receive from Transportation Services (TS) the week of May 11th as well as what is available on their web site. Please share information provided in this memo with anyone in your department who needs, or might need, parking in 2009-10.

As you may know, Lil Larson, Lori Pendleton and I share L&S parking coordinator duties. Lori and Lil are primarily responsible for web application questions, new applicant entry and information verification/updates. I am responsible for priority list development, special requests and policy issues. If you have any questions about this, please contact me at 3-0300 or by email at bruhn@ls.admin.wisc.edu. Lil is available at 5-4312 or lmlarson@ls.admin.wisc.edu and Lori at 3-2301 lpendleton@ls.admin.wisc.edu

In order to keep this memo as brief as possible, we will provide links to TS web pages as appropriate and otherwise provide information here that is particularly important or unique to L&S faculty and staff applicants. We will send subsequent email updates as information becomes available.

The major components of this memo are as follows:

- **a memo for your faculty and staff to aid them in applying for parking for 2009-10 (found at the very end of this memo and as an email Word document attachment)**
- **expanded list of important dates to remember**
- **parking rates**

- **permit policies**
- **enforcement issues**

Expanded List of Dates to Remember:

- **May 11 - June 14** – 2009-10 application period for all faculty and staff. An email will be sent by TS to all current permit holders with instructions on how to apply for parking via the Parking Application System (PAS). Those who are not in the PAS should get in touch with Lori Pendleton to get entered.

All applicants will need a MyUW net id to apply for parking. While there is no advantage in obtaining an assignment by applying within the first few days of this period, it is best not to wait to apply until early June.

- **June 4** - hardcopy letter sent to office or home address of those who have not responded to the email renewal notice. Anyone not receiving this letter or the previous email should contact Lori Pendleton or Lil Larson to get entered into the PAS.
- **June 11** – Lori will send you a list of those within your dept who have **not** re-applied for 2009-10 parking. Please review it and encourage those who may have forgotten to apply to do so by June 14.
- **June 12** - deadline to apply for department and reserved stall permit applications and renewals.
- **June 14** - deadline to apply for base lot, disabled and alternate parking assignments.
- **July 20** (week of) - applicants notified of parking assignment via email; the PAS acceptance web page will be available for fac/staff to accept or decline assignment offers
- **August 3** – letter sent by TS to those who have not responded to the email assignment notice
- **August 13** – last day to claim 2009-10 parking assignment. All unclaimed assignments will be cancelled and TS will offer those assignments to applicants on the waiting lists. Accordingly, you may want to send your own reminders to faculty and staff to claim their assignments by an earlier date. (TS is very strict about this deadline. If any faculty/staff in your department are going to be out of town between July 14 and August 13, they must plan to check their email remotely, or have someone claim the assignment for them. Contact Lori or Lil for more details or help as needed.)
- **August 14** – 2nd round of assignments made from the waiting lists.
- **August 28** – 3rd round of assignments made from the waiting lists.

2009-10 Application Permit Issues:

UW faculty/staff ID number

All faculty and staff need to have an updated UW id number that does not include their social security number. ID cards can be updated at the Memorial Union photo id office.

MyUW Net id:

All faculty and staff will be required to have a MyUW Net id to apply for parking. The NetID and password is used only to authenticate the employee in the system. New applicants still need to be entered into the PAS by Lori or Lil, so have them first obtain a NetID and then contact Lori or Lil.

If the employee is not added to the PAS, they may login to the system with their NetID but they will receive an error message when trying to apply. Please see the url below to activate this information.

<https://www.mynetid.wisc.edu/activate>

Lot Choices:

Parking availability will again be limited due to ongoing construction projects. Accordingly, faculty and staff are strongly encouraged to make **4 lot choices** on their web application.

In 2005-06, Transportation Services changed the way the school/college priority lists are weighted. Instead of using total fte per school/college, they will be using a measure identified as "parking offers made". This refers to a 3 year average of the number of base lot assignment offers made by school/college. Simply put, the more offers made to a school/college, the better the chance its fac/staff will get their lot assignments. **This is yet another reason to encourage all faculty and staff to make four lot choices on their applications this year.** (Please reassure them that making 2nd, 3rd and 4th lot choices in no way inhibits their chances of getting the first lot choice.)

Late Applicants:

Please inform faculty/staff hired in the coming months of the parking deadlines. **New hires must have their appointments cleared through the IADS system to be able to apply for parking. Please work directly with the L&S Payroll Office on fac/staff appointment issues.** Also, faculty temporarily off campus for sabbaticals and the like should be contacted (if they are not checking their UW email) so that they have an opportunity to apply for 2009-10 parking. While these applicants should be urged to apply by the June 14 deadline, we will of course **try** to process late applications as we receive them. Applications received after June 19 will be processed on the web site, but the applicants will not receive an assignment in the initial run, and will be placed on the lot waiting lists for consideration on August 14.

Lot Acceptance the week of July 20:

Assignments made by TS the week of July 20 will be honored until August 13. It is not necessary to claim the assignment on the first day it is offered, but waiting until August 13 is not advised. Faculty and staff will lose their assignments if they wait to claim them after August 13 – no exceptions. If you have any faculty/staff who plan to be gone from July 17 to August 13, they must make arrangements to claim the assignment remotely or have someone claim it for them.

Waiting lists:

If faculty/staff in your department do not receive a lot they wish to accept for 2009-10, they have two options:

- 1) accept the assignment offered and re-apply for a their preferred lot (**those who accept their assignment may be on only one waiting list at a time**);
- 2) decline the lot and remain on the waiting lists for their lot(s) of choice (those with no active assignment may be on up to four waiting lists). Individuals may wish to choose the latter option if they are able to get by **without** an assignment for a period of time. This is because TS offers any openings in lots first to those with no active lot assignment on campus. Therefore, if your faculty/staff choose not to accept the less preferred assignment, they increase their chances of getting into the preferred lot, but also risk having no assignment at all. Please call Lori or Lil for more specific advice as needed.

Leaves of Absence:

Faculty who are/were on leave during part or all of the 2008-09 parking year might not receive an email from TS even if they followed the necessary procedures to put their parking in leave status before they left. If so, they should contact Lori to get back into the PAS. This does not in any way compromise their chances of getting a lot assignment of choice.

Faculty who are going to be on an approved leave for a portion of the 2009-10 parking year should complete an application and submit it on the web site by June 14. This includes those who won't be on leave until the Spring Semester. Please remind your faculty to let you know about Spring Semester leaves before the parking year begins.

Transportation Services considers a leave to be 3 months or longer and for teaching or research purposes only. When the faculty member going on leave is notified of an assignment to a lot on July 20 he/she should accept the assignment and ask Chris by email that it be put on leave status for the period of their leave. A copy of the leave approval letter should be sent to Chris as well. This is important as it keeps their parking assignment in the system for when they return to campus, many of whom need to park for the spring/summer following leave. Requests to place a parking assignment in leave status must be endorsed by Chris, so be sure to send them on to 308 South Hall whenever a leave situation arises.

L&S Priority Point Allocation Formula:

****The L&S priority point system will be the same for the 2009-10 parking year.****

Please feel to share this with anyone in your department who has a question about how the process works.

Priority list development:

The Office of Transportation Services mandates that we submit a single ranked list of all L&S payrolled employees applying for parking assignments in 2009-10. The College priority list is then integrated with those of all other campus units into a single list, and lot assignments are made by computer selection from the combined list. The priority list for the College will include those presently in the system and new applicants in 2009-10. The best time to apply for a parking assignment is now during the annual exercise because this is the time of highest probability of obtaining an assignment to a lot of one's choice.

To develop the list, the College uses a simple formula-driven prioritization process as approved by the L&S Parking Policy Review Committee. Priority numbers, as in past years, will be determined on the basis of age, with points added based on rank/title for faculty, academic and classified staff.

The L&S Parking Policy Review Committee spent considerable time and effort reviewing this formula to determine if another system (like seniority) would be preferable. For a variety of reasons explained in their report, a decision was made to maintain the current system.

It is important to reiterate that the L&S priority list is developed anew each year. It is necessary to do so because many employees come and go each year (new hires, resignations, transfers, retirees, leaves of absence), which impacts on parking demand in many lots. Obviously, similar changes in staff parking needs occur in other units on campus every year, which also affects L&S parkers. The point here is that an assignment in a particular lot for one year does not guarantee an assignment in that same lot the next year.

Given lot price variation, it is clear that the requests for particular lots will be partly based on price. How many L&S faculty/staff will not get the same lot they had in 2008-09 is unknown, but it is important to note that changes in rates, stall availability, construction, enforcement times and permit types like business alternates will all have an impact.

Special priority points:

These will be considered for work-related needs only, as endorsed by the Departmental Chair. Endorsement by the Chair is an important step. Some departments did not submit a list of special consideration requests from the Chair last year. We did our best to look into situations where we believed a special need still existed and made priority point allocation decisions accordingly, but this needs to be informed by the Chair/Director. **For 2009-10, we need to have**

requests for special consideration from the department chair. In the absence of such a request, prior year special points will be dropped and some of your faculty/staff might lose their usual lot assignment. If you need more specific information about prior year special point allocations for your faculty/staff, please let us know.

Some examples of work-related needs include frequently transporting instructional and research equipment and active experiments between buildings, traveling frequently between state agency buildings or vendors and the UW to conduct UW business, academic outreach activities, and the like. The following is a brief summary of the other common types of special points usually requested and the Committee's recommendations:

* health issues - applicants should obtain a permanent DOT permit and then apply for a UW disabled permit of the PAS for \$485. See the following web page for more info.
http://www2.fpm.wisc.edu/trans/info_disabled.asp

* safety concerns - The Office of Transportation offers nighttime safety services like SafeWalk and SafeRide, Saferide Cab and free bus services. Also, lot enforcement times changed drastically in 2002-03, so faculty and staff working late can park in many lots across campus after 4:30 p.m. Please see the following TS pages for more information.
http://www2.fpm.wisc.edu/trans/fieldservices_lot_hours.asp

<http://www2.fpm.wisc.edu/trans/safeservices.asp>

* family issues - (daycare, homebound care for family members, home residence is distant from campus, etc...) - special points will not be given for requests of this nature. Applicants with family issues should consult with their departmental chairperson to explore schedule options to meet their needs.

* carpools - additional priority points are given to carpoolers. Please see the information about carpools in the later section about permit policies.

Special Point Request Process:

If an applicant in your department is considering making a request for special point consideration for a base lot or business alternate permit, please make him/her aware of the policy and alternatives mentioned in the preceding paragraphs first. If they wish to submit a request, they should do the following:

- 1) make a written request to the Chair briefly outlining the special parking need;
- 2) the Chair must then endorse the request(s);
- 3) submit the special point requests for your department to Chris by June 14 (email is fine).

Parking Rates

A link to the lot rates and citation information for 2009-10 will be provided in the Transportation Services email coming the week of May 11. we would suggest faculty and staff review this information when applying as well as information about enforcement times (discussed later in this memo).

A brief summary of lot rates is as follows:

Base lots - \$485, \$735 or \$1075 (depending on location and type)

UW disabled permits - \$485

Dept limited permits - \$ lot rate

Dept universal permits - \$580

Dept reserved stall - \$1075

Park n' Ride commuter lots - \$195

Madison Metro Bus – free with pass

Business Alternate permits - \$115, limited to one permit. **For those who indicate a need for more than one business alternate permit, the dept may need to consider purchasing a dept limited or universal permit depending on the level of need. Please see the section on Permit Policies that follows.**

Permit Policies

Carpools:

2009-10 - no changes in the College policy

In 1998-99, the L&S Parking Policy Review Committee approved a new policy to provide additional parking priority points for those who choose to carpool. A fixed scale point system as follows is in effect.

2 person carpool = 4 additional points

3 person carpool = 6 additional points

4 person carpool = 8 additional points

5 or more person carpool = 10 additional points

Only UW employees riding in a carpool are eligible toward the count above. Spouses who drive in together are considered a carpool. One member of a prospective carpool will receive extra points. That person should be selected by the members of the carpool and submit an application and the carpool form. Each member of the carpool may submit an application for parking, but

additional points are awarded to the designated carpool leader.

UW Disabled Permits:

Price increased to \$485. Those with a DOT permit that expires prior to August 31, 2009 should apply for a UW disabled permit by June 14 on the PAS. When asked for the DOT permit number and expiration month/year, they should enter the month/year listed on their DOT permit. This will allow their application for a UW disabled permit to go through the system. When the DOT permit is extended, the faculty/staff member should go back into the PAS and enter the new/correct expiration date.

Business Alternate Permits:

Only one such permit is allowed per faculty/staff employee. The charge for the permit is \$115. Justification for the permit needs to be provided on the web application.

Prior to June 20, we will review all Chair endorsed requests submitted for business alternate permits. If a request meets the TS guidelines and is clearly work-related in nature, we will approve it. TS must then approve the request as well, and the individual must have a high enough priority number to qualify for the permit. TS limits the numbers of alternates allowed per lot, so it is not possible for us to guarantee such permits even if we strongly endorse the need to TS. Remember, the business alternate lot cannot be closer to a faculty/staff member's main office than the base lot.

Flex In-Car Meter Parking:

Will continue this coming year but with new technology. New flex assignments will be required to utilize the pay-by-cell option. In car meters are no longer available for flex parking. Please see the following TS web page for more information about flex.

The eligibility requirement of 81% or greater appointment has been eliminated. All eligible applicants will complete for flex parking based on priority number assigned to them by their unit.

http://www2.fpm.wisc.edu/trans/alt_flexparking.asp

Enforcement Issues

In 2002-03, TS altered many lot enforcement times. There are now only 4 types of lots from an enforcement perspective. Please see the following list for an explanation of the lot enforcement times. Also, go to the following url to see how each campus lot fits into these categories. Changes in enforcement times might make a difference to some faculty and staff as they apply for parking.

http://www2.fpm.wisc.edu/trans/fieldservices_lot_hours.asp

Summary:

It is our hope that the information provided in this memo will be helpful to you in answering the questions from your faculty and staff in applying for 2009-10 parking. We will also provide you with regular updates by email on application glitches and fixes, and other pertinent information.

Until then, we would encourage faculty and staff to work through you in getting answers to parking questions. We are always willing to answer any questions for you or your faculty/staff, or get the answer if we don't know it!

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 11 email renewal notice. **The application period is from May 11 to June 14**

IMPORTANT POLICY ISSUES FOR 2009-10

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 2009-10 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, llarson@ls.admin.wisc.edu) to be entered into 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 2009-10, 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.