



**PARKING ADVISORY BOARD  
MINUTES**

**REGULAR MEETING  
January 25, 2021**

The Parking Advisory Board convened in a regular meeting via the Zoom online format on January 25, 2021.

**I. Board Chair Kelly Stone called the meeting to order at 6:05 pm.**

**II. Board Members in Attendance:**

Chair Kelly Stone  
Vice Chair Carina Boston Pinales  
Johnny Finch  
Esther Garcia  
Esther Henk  
Kyle Mylius  
Chris Rue  
Mayor Hughson  
Council Member Baker

**Staff Present**

Transit Manager, Pete Binion  
Transit Specialist, Amy Cogdill  
Commander Leonard  
Municipal Court Administrator, Susie Garcia  
Main Street Administrative Assistant, Freddy Medina  
Downtown Coordinator, Josie Falletta

**III. 30 MINUTE CITIZEN COMMENT PERIOD**

No comments read into record

**MINUTES**

1. Consider approval, by motion, of the following meeting minutes
  - August 12, 2020 – Joint Meeting (amended)
  - August 17, 2020 – Regular Meeting (amended)
  - November 16, 2020

**A motion was made by Carina Boston Pinales, seconded by Kyle Mylius, to approve the August 12, 2020 and August 17, 2020. The motion was carried by the following vote:**

For: 7 – Chair Kelly Stone, Vice-Chair Carina

Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue, Board member Johnny Finch

Against: 0

**A motion was made by Kelly Stone seconded by Kyle Mylius, to amend the November 16, 2020 minutes with more detail on item number 2 and consider approval at the February regular meeting. The motion was carried by the following vote:**

For: 7 – Chair Kelly Stone, Vice-Chair Carina Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue, Board member Johnny Finch

Against: 0

**ACTION ITEMS**

2. Consider approval for changing the date/time of regular February meeting from the third Monday of the month to a different time due to Presidents Day falling on the regular meeting day.
  - The regular February meeting will fall on Presidents day, and staff support will not be present
  - February will be the last meeting for Chair Stone as her position is up for reappointment

**A motion made by Kelly Stone, seconded by Kyle Mylius, to move the regular meeting to February 22, 2021. The motion carried by the following vote:**

For: 4 – Chair Kelly Stone, Board Member Kyle Mylius, Board Member Esther Henk, Board Member Chris Rue

Absent: 3 – Board member Johnny Finch, Board Member Esther Garcia, Vice-Chair Carina Boston Pinales

Against: 0

3. Consider reapproval of recommendation resolution No. 2020-01 RR with further information of the LPR software.
  - Discussion on if the board would still like the recommendation resolution to go to council after hearing an update from the Police Department and Municipal Court
  - Chair Stone would like the Recommendation Resolution to make it to the public record with the amount spent and the program's concerns.
  - Board member Mylius proposed editing the resolution to include a new system to be put in place as soon as possible.
  - Commander Leonard advised that there is not currently a system in place for staff to input manual tickets if the contract with the current system is canceled.
  - Taking away the current system will take away the ability to write and collect all parking citations citywide
  - Council member Baker has concerns over the current system not upholding their end of the contract.
  - Chair Stone noted that someone could be hired to manually input the data from a handwritten ticket into an excel spreadsheet while there is a procurement process going on to get a new system in place.
  - The first step in the Kimley Horn plan is to increase enforcement
  - The pros and cons need to be weighed to understand what the cost of manually writing and entering tickets
  - Commander Leonard noted that there are more companies now who could meet the needs of the city than there were when past city staff selected the first License Plate Recognition software
  - The Parking Advisory Board could move the recommendation resolution forward for council to consider the direction

**No action taken. Board members would like to continue with the current recommendation resolution to go to Council along with the memo of issues**

#### DISCUSSION ITEMS

4. Hold discussion on the Parks and Recreation Board recommendation resolution No. 2020-04 RR regarding paid parking in river parks
  - Chair Stone informed the board that the Parks and Recreation Board's recommendation resolution was not from committees' joint meetings. It is their own recommendation.
  - Board member Mylius noted that the two committees discussed most of the information in joint meetings, but there was no concrete agreement on the items outlined in the recommendation resolution.
  - Some items need to be clarified and more defined.
  - Mayor Hughson noted that the city could use paid parking to generate revenue at City Park during the football season after COVID-19.
    - Further conversation of where the funds will go after it is collected is needed.
  - Where the parking funds go after they are collected has not been decided.
  - Chair Stone noted that there still is not a Parking Manager to help with parking solutions citywide. This position could help better direct the parking citywide.

- Mayor Hughson pointed out the timeline to implement paid parking at multiple parks. There is a possibility to have something in place if paid parking starts at one location like City Park. There is controlled access, and there would not need to be meters installed.
  - Mayor Hughson suggests the Parking Advisory Board and the Parks and Recreation Board create one recommendation resolution even if it is a resolution defining what the two boards do and do not agree on.
5. The charge from council was for the two boards to work together. Hold discussion on the three phased approach approved by council
- Tabled until next meeting
6. Hold discussion on the Education and Communication Committee outreach plan
- Tabled until next meeting

**REPORTS**

7. Report and update from staff on status of RFP for e-cab program:
- Amy Cogdill, Transit Specialist gave an update on where in the procurement process the e-cab program is:
    - Received three responses to the solicitation.
    - The selection committee reviewed the responses and generated questions for the vendors. Once the questions have been released and answered by the vendors, the selection committee will choose a vendor, and the negotiation process will begin.
  - Board member Johnny Finch requested clarification on the start date of the e-cab program.
    - Staff advised the RFP proposed a tentative start date, and the official start date will be part of the negotiation process pending the local COVID-19 numbers.
    - For the pilot's best results, there needs to be a better understanding of where we are with local COVID numbers.
    - Board member Mylius and Rue share the same concerns about starting the pilot too early.
  - Staff reported that we could better understand what vendor is the top contender from the selection committee by the February meeting. Contract negotiations would start after the selection committee has ranked the vendors.
  - Staff reported that the previous Director leading the e-cab program has retired, and now the Transit Manager and Specialist are working with procurement on the process.
8. Report from SMPD on license plate recognition software search:
- Commander Leonard reported that the RFP for a new license plate recognition software is in the beginning stages.
    - Hoping to have solicitation out in April and have a new system in place in October
  - Board member Finch requested more information about the Parking Advisory Board's recommendation resolution issues of canceling the current contract with the existing license plate recognition software.
    - Commander Leonard reported that canceling the contract with the existing system would create an issue with storing existing data. There would need

- to be a new system before leaving the current system to ensure the data is transferred correctly.
  - The city is working on getting a new system to replace the old system and store the past ticketing information.
  - Chair Stone points out that the contract states the current system must provide the data for past tickets within 30 calendar days of contract termination.
    - The current system is the only system that stores all past parking tickets citywide, including handicap citations.
  - There should be a replacement for the current system by October. More systems can serve as a replacement now that technology has advanced.
  - Board member Mylius requested information on how the Parking Advisory Board can be involved with the RFP process for the new replacement program.
    - Staff needs to get with purchasing to know the rules for getting board input.
  - Commander Leonard reported the number of parking citations written during December and January.
    - Leaving the current system would take away the ability to write any parking citations.
    - There currently is no manual backup system to issue parking citations citywide.
  - Board member Mylius would like to be involved in the RFP process if allowed.
    - The ability to issue mailout parking citations a critical point
    - Chair Stone noted that there are recommendations listed in the recommendation resolution approved by the council in 2019, which should be considered.
9. Report from Main Street on the downtown curbside parking initiative:
- Freddy Medina, Main Street Administrative Assistant and Josie Falletta, Downtown Coordinator gave an update on the curbside parking initiative.
    - October 11 – January 11 (90-day pilot)
    - 14 Metal signs and 12 curbside labels installed
    - Staff moved some signs to better locations after the program's start date.
    - Curb labels are working well for the pilot, but a different solution is needed if it is a permanent program.
  - Staff reviewed survey feedback of the curbside parking program.
    - 27 responses, 76% agree that 15 minutes was a great length of time, 88% said they would like to see more curbside parking spaces downtown, 60% said they would be extremely likely to revisit downtown because of the curbside parking spaces
    - Average vehicle turnover 3 per hour, Average parking time 4 minutes, total offenders staying longer than 15 minutes captured on traffic cam installed in various places 2
    - Survey responses did note spaces give preference to some downtown businesses. Main Street staff made recommendations on how to make the program better.
  - Board member Finch requested clarification on if the curbside parking program is permanent.
    - Staff advised that it was a 90-day pilot program, and at the end of the pilot, staff would present the data collected to the Main Street Advisory Board and the Parking Advisory Board to get input on the best steps moving forward.

- There is a need for a permanent solution for downtown business owners during the COVID-19 pandemic.
- Sufficient curbside parking might be an essential program for the future, even post COVID-19.
- Main Street staff reviewed all of the different curbside parking locations, including a recommendation on spaces for the program moving forward.
  - The downtown business gave input on what would work best for their businesses, and Main Street considered this input for the recommendations for the program moving forward.
- Commander Leonard updated that the License Plate Recognition system captured 58 offenders improperly using the 15-minute curbside parking spaces.
- More input from business owners would be beneficial before recommending changes in the program.
- A conversation on budget is needed if the program will be extended and expanded.
  - New signs might need to be installed and more labels to go on to the curbs.
  - The Parking Advisory Board was allocated downtown funds, but there is a concern about spending more of these dollars for this program and not on these funds' original purpose.
- Main Street did see confusion with the term "curbside," and some businesses are confused by the spaces' usage. There is potential to develop a better term that will be less confusing for customers and business owners.
  - Potential to change out the signs as needed rather than changing all at once to save money
- If the program is extended, a more in-depth conversation about the length of time customers can park is needed.

**FUTURE AGENDA ITEMS**

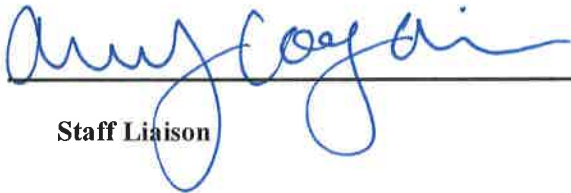
- Hold discussion on the three phased approach approved by council
- Hold discussion on the Education and Communication Committee outreach plan
- Report from the paid parking subcommittee on joint meeting with the Parks and Recreation Board paid parking committee
- Last meeting for the chair of the board
- Action item for the Parks and Recreation Board recommendation resolution No. 2020-04 RR regarding paid parking in river parks

**QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC**

None.

**IV. ADJOURNMENT**

The meeting was adjourned at 8:38 pm motioned by Kyle Mylius seconded by Esther Henk.



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**Staff Liaison**



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**Board/Commission Chair**

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