



**PARKING ADVISORY BOARD
MINUTES**

**REGULAR MEETING
March 15, 2021**

The Parking Advisory Board convened in a regular meeting via the Zoom online format on March 15, 2021.

I. Board Vice Chair Carina Boston Pinales called the meeting to order at 5:26 pm.

II. Board Members in Attendance:

- Vice Chair Carina Boston Pinales
- Esther Garcia
- Esther Henk
- Johnny Finch
- Chris Rue
- John David Carson
- Mayor Hughson
- Council Member Baker

Staff Present

- Transit Manager, Pete Binion
- Transit Specialist, Amy Cogdill
- Commander Leonard
- 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
 - November 16, 2020 – Amended
 - January 25, 2021
 - February 22, 2021

A motion was made by Esther Henk, seconded by Chris Rue, to approve the November 16, 2020, January 25, 2021, and the February 22, 2021 meeting minutes. The motion was carried by the following vote:

For:	5 –	Vice-Chair Carina Boston Pinales, Board Member Johnny Finch, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue,
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Against:	0
Absent:	1 – Board member Kyle Mylius
Abstain:	1 – John David Carson

PRESENTATIONS

2. Staff review of Board charge and bylaws
 - Board member John David Carson requested information on the parking benefits district
 - Transit Specialist, Amy Cogdill, will get more information on this topic and send to the board
 - Mayor Hughson does not believe the parking benefits districts have been adopted by council
 - Board member John David Carson asked where the board was in the process for item 2B of the bylaws
 - Vice-chair Carina Boston Pinales advised some of the items have been worked through in the board's first recommendation resolution.
 - Board member John David Carson noted terms of members might not be staggered enough
 - Mayor Hughson advised Clerk's office is working through the member terms
 - Board request an annual report from staff

DISCUSSION ITEMS

3. Hold discussion on the employee parking program
 - ***Board member John David Carson recused himself from the conversation***
 - Vice-chair Carina Boston Pinales gave a brief history of the program for the new council members of the board
 - The educational component will be key when enforcement is increased downtown
 - Vice-chair Carina Boston Pinales noted that consistency is key
 - Board member Chris Rue mentioned reconsideration could be possible with the changing economy
 - Vice-chair Carina Boston Pinales recommends doing a check-in with downtown businesses on the need of employee parking
 - Downtown Coordinator, Josie Falletta offered some assistance on reaching out to businesses downtown
 - Board member Chris Rue has concerns over where the employees will be parking and the current temporary solution with some parking locations.
 - Vice-chair Carina Boston Pinales would like an update on when the larger developments will be coming online because of the potential impact
 - Board Member Esther Henk is looking to have an educational plan to advise downtown employees on where to park when enforcement increases
 - Vice-chair Carina Boston Pinales recommends a conversation with downtown business owners would be the next step
 - Request education committee to meet, and then board can determine what questions to ask the business owners in a survey.

ACTION ITEMS

- 4. Consider approval, by motion, of the appointment of a new Chair and Vice-Chair.

A motion made by Chris Rue, seconded by Esther Henk, for Carina Boston Pinales for chair and John David Carson for vice - chair. The motion carried by the following vote:

For: 6 – Vice-Chair Carina
Boston Pinales, Board Member John David Carson, Board Member Johnny Finch, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue

Absent: 1 – Board member Kyle Mylius

Against: 0

- 5. Consider approval, by motion, of the appointment of a new member of the paid parking committee.

A motion made by Chris Rue to volunteer to fill the vacancy on the paid parking committee. The motion carried by the following vote:

For: 6 – Vice-Chair Carina
Boston Pinales, Board Member John David Carson, Board Member Johnny Finch, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue

Absent: 1 – Board member Kyle Mylius

Against: 0

REPORTS

- 6. Receive a staff report and update on status of RFP for e-cab program
 - Transit Specialist, Amy Cogdill gave update
 - Selection committee selected a preferred vendor – working with procurement on next steps
 - Will go to TIRZ board March 22, to request the project be included on their list of projects.

- Vice-chair Carina Boston Pinales would like to have a better idea of when the contract will be taken to council
 - The board would like to be included in e-cab process once the contract is approved by council.
 - Staff advised it will be a collaborative effort
 - Vice-chair Carina Boston Pinales noted it will be important for the education committee to have a good education plan before the rollout of the e-cab
 - Board member John David Carson would like to see the responses of the RFP or the operating plan of the winning vendor when the selection is completed
7. Receive a staff report and update from Main Street on the downtown curbside parking initiative.
- Downtown Coordinator, Josie Falletta gave update that changes to the program are on hold for now.
 - Main Street is looking to find a more budget-friendly option for the curbside stickers. Working with the streets department on this
8. Receive a staff report on parking citations issued and paid.
- Transit Specialist, Amy Cogdill reported nine downtown citations were paid
 - Commander, Leonard reported 27 overtime citations, 15 15-minute overtime citations, and a couple miscellaneous issues
 - Commander Leonard advised having LPR cameras on the downtown e-cab are not possible with the current systems and the current parking ordinance
 - Vice-chair Carina Boston Pinales noted that having the camera on the vehicles was part of the presentation to the TIRZ board
 - There is a concern on who would be placing the ticket on the vehicles. The current LPR system cannot automatically mail out tickets.
 - Vice-chair Carina Boston Pinales would like to see a cost analysis on what is being captured and how much it would be for additional staff in the program.
 - Vice-chair Carina Boston Pinales requested clarification on what type of LPR system the City is looking for in the RFP (a mobile system, or one with sensors in each of the parking spots)
 - Commander Leonard advised that the City is looking for a mobile system
9. Receive an update from the paid parking committee on joint meeting with the Parks and Recreation Board committee
- The two committees did not have a meeting

FUTURE AGENDA ITEMS

- Annual review
- Hold discussion on enforcement and receive update on educational outreach
- Action to fill the vacancy on the educational committee
- Report from the paid parking committee
- Report from the education committee on a check in on the employee parking program

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

None.

IV. ADJOURNMENT

The meeting was adjourned at 7:04 pm motioned by Vice-chair Carina Boston Pinales seconded by John David Carson.



Staff Liaison



Board/Commission Chair

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