



**PARKING ADVISORY BOARD
MINUTES**

**REGULAR MEETING
January 24, 2022**

The Parking Advisory Board convened in a regular meeting via the Zoom online format and in-person on January 24, 2022.

I. Chair Carina Boston Pinales called the meeting to order at 5:04 pm.

II. Board Members in Attendance:

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

Staff Present

- Transit Manager, Pete Binion
- Transit Specialist, Amy Cogdill
- Commander Leonard

III. 30 MINUTE CITIZEN COMMENT PERIOD

No comments read into record

MINUTES

1. Consider approval, by motion, of the following meeting minutes
 - December 13, 2021, regular meeting

A motion was made by Vice-Chair John David Carson, seconded by Board Member Johnny Finch, to approve the December 13, 2021 meeting minutes. The motion was carried by the following vote:

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

DISCUSSION ITEMS

- 2. Hold discussion on next steps for the education committee and potential coordination with city staff on a roll out plan timeline.
 - Topic was discussed during item 7

REPORTS

- 3. Receive a staff report on parking citations issued and paid last month, update on online ticket payments.
 - Staff reported December 2019 and 2021 tickets issued and paid:
 - December 2019: 549 tickets issued and 167 tickets paid
 - December 2021: 468 tickets issued and 192 tickets paid
 - Online payment was made available during the spring of 2021
 - Staff reports just the downtown tickets paid and issued
 - Commander Leonard noted there were more tickets issued in 2021 than 2019
 - Vice-Chair John David Carson request budget information on citations paid
 - What the city expected to collect in 2021 and what the actuals are?
 - Would like a better understanding of how the City budgets for the unknown revenue and an unknown expense.
 - Information in the FY 2022 budget from Mayor Hughson:
 - Parking meter fines:
 - 1. FY 2020:
 - a. Actuals: \$59,279
 - 2. FY 2021:
 - a. Proposed: \$30,000
 - b. Actuals: \$182,946
 - 3. FY 2022:
 - a. Proposed: \$116,900
 - Staff will need to verify that this is the tickets funds that will go to the General Fund, and determine where the funds are being directed
- 4. Receive a staff report on progress on the Microtransit RFP

Chair Carina Boston Pinales recused herself from the conversation

- The posting went out for the Microtransit RFP Sunday 23, 2022
- There was a slight delay due to staff including some measures for safety including background checks for drivers
 - The company will be required to complete the background checks

- The proposals are due back to procurement on March 3, 2022
 - Council Member Baker requested more information on the background checks
 - Staff advised we are following Texas Department of Licensing and Regulations for Transportation Network Companies including:
 1. Use of a motor vehicle to commit a felony
 2. Any felony crime involving property damage
 3. Fraud
 4. Theft
 5. An act of violence
 6. An act of terrorism
 7. Driving while intoxicated
 - Board member Kyle Mylius notes potentially using the same as CARTS rivers
 - Staff advised CARTS staff are held to a higher standard due to the federal requirements
5. Receive a staff update on the Volunteer Coordinator in the Police Department
- Commander Leonard notified the board of:
 - Coordinator has been with the department for 2 years
 - Staff is conducting interviews for the Parking Coordinator next week
 - The Volunteer Coordinator had 3,400 volunteer hours last year
 - COVID has also limited the volunteer interaction
 - Filling the Parking Coordinator position should help gain movement
6. Receive a staff update on Recommendation Resolution 202-01 PAB
- Staff sent the recommendation resolution up to the City Manager's office
 - The City Manager is seeing a lot of transition with the change of City Manager.
 - Chair and Vice-Chair would look to meet with the new City Manager before the next meeting.
 - The Next City Manager has seen a copy of the resolution.
7. Receive a staff report and Education Committee update of the Employee Parking Program.
- John David Carson recused himself from the conversation***
- Staff updated the Contract with LAZ has been signed by both parties
 - A business owner or an employee can request a spot. Staff would then verify the users, and LAZ will get with the applicant to set up an account and schedule payment
 - Staff will have to verify current users quarterly
 - Qualification is a two-step process:
 - 1st: fill out a form and receive staff approval
 - 2nd: LAZ will get with the applicant to register vehicles
 - Board Member Kyle Mylius notes a challenge would be for the business owner to keep track of the vehicles resisted under their account

- The board advises a soft roll out of program to work through the issues as they come up
- Staff updates that there an opportunity to send out weekly newsletters through Main Street.
 - If the Education Committee can have a meeting to draft some language to get to Main Street
- The contract is executed and ready to go out as soon as the board is ready
- Mayor Hughson has concerns with regulating the parking spaces. For example, if a company has ten dedicated spaces but 20 potential cars using the spaces, can LAZ regulate and determine that ten cars are for that one company?
 - Staff understands that LAZ is able to do this
- Board Member Esther Henk has concerns that the microtransit solution is not up and running yet
 - Board Member Mylius notes that it is walkable to his businesses so it works for his employees
- Staff will get the link to Board Member Mylius to test the form and then look to set up a meeting with the education committee before the February meeting

FUTURE AGENDA ITEMS

- Staff report on budgeting of ticket revenue
- Keep standing items
- Update on downtown developments
 - With number of bedrooms and parking spaces

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

None.

IV. ADJOURNMENT

The meeting was adjourned at 6:01 pm motioned Chris Rue by seconded by Johnny Finch.

Staff Liaison

Board/Commission Chair

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