



City of San Marcos

Regular Meeting Parking Advisory Board March 15, 2021 5:00pm

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/82891643478>

I. Call To Order

II. Roll Call

III. 30 Minute Citizen Comment Period:

Persons wishing to participate (speak) during the Citizen Comment portion of the meeting must email acogdill@sanmarcostx.gov prior to 12:00PM the day of the meeting. A call-in number to join by phone or link to join by a mobile device, laptop or desktop computer will be provided for participation.

IV. MINUTES

1. Consider approval, by motion, of the meeting minutes.
 - a. November 16, 2020 - amended
 - b. January 25, 2021
 - c. February 22, 2021

V. PRESENTATIONS

2. Staff review of Board charge and bylaws.

VI. DISCUSSION ITEMS

3. Hold discussion on the employee parking program

VII. ACTION

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

VIII. REPORTS

6. Receive a staff report and update on status of RFP for e-cab program.
7. Receive a staff report and update from Main Street on the downtown curbside parking initiative.
8. Receive of staff report on parking citations issued and paid
9. Receive an update from the paid parking committee on joint meeting with the Parks and Recreation Board committee

IX. FUTURE AGENDA ITEMS

X. QUESTION AND ANSWER SESSION WITH PRESS AND PUBLIC

XI. ADJOURNMENT

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Parking Advisory Board please contact Amy Cogdill at acogdill@sanmarcostx.gov



**PARKING ADVISORY BOARD
MEETING MINUTES**

**REGULAR
November 16, 2020**

The Parking Advisory Board convened in a regular meeting via the Zoom online format on November 16, 2020.

I. Board Chair Kelly Stone called the meeting to order at 5:06 pm.

II. Board Members in Attendance:

Chair Kelly Stone
Vice-Chair Carina Boston Pinales
Board Member Esther Garcia
Board Member Kyle Mylius
Board Member Chris Rue
Board Member Esther Henk

Board Members Absent:

Board Member Johnny Finch
Council Member Joca Marquez
Mayor Pro Tem Ed Mihalkanin

Staff in Attendance:

Commander Lee Leonard
Downtown Coordinator Josie Falletta
Transit Manager Pete Binion
Transit Specialist Amy Cogdill

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)
 - October 19, 2020

A motion was made by Kyle Mylius, seconded by Carina Boston Pinales, to table the August 12, 2020 and August 17, 2020, minutes for approval at the next regular meeting. The motion was carried by the following vote:

PARKING ADVISORY BOARD

**MEETING MINUTES
November 16, 2020**

For: 6 – Chair Kelly Stone, Vice-Chair Carina Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue

Absent: 1 – Board member Johnny Finch

Against: 0

A motion was made by Carina Boston Pinales, seconded by Kyle Mylius, to approve the October 19, 2020 minutes. The motion was carried by the following vote:

For: 6 – Chair Kelly Stone, Vice-Chair Carina Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue

Absent: 1 – Board member Johnny Finch

Against: 0

DISCUSSION

2. Hold discussion on 2021 calendar of meetings and ending terms of some board members.
 - Staff provided an update to the board that a replacement for councilmember Marquez would not occur until February when all board and commission appointments are made
 - Staff advised that three board members are up for reappointment in February Chair Kelly Stone, Board Member Esther Henk, and Board Member Esther Garcia, the current 2-year terms are ending February 28, 2021 and applications to apply will open soon. Remaining board members, serving a 3-year term will serve until February of 2022
 - Chair Stone currently fills two roles on the board the Mainstreet recommended member and a downtown resident. Chair Stone has since moved from downtown, and the downtown resident position is open. Suggest that a downtown resident board member is required by the board’s bylaws.

- Staff provided information on the 2021 calendar year. The December meeting date is during the holidays. January meeting date would need to be moved due to the regular meeting time landing on MLK Day.

ACTION

3. Hold discussion and possible action for downtown curbside parking initiative, including but not limited to expansion of the initiative.
 - Board members were looking forward to having more information on the feedback from the curbside program, but it is still in a data collection phase.
 - The PAB approved up to \$1,000 of allocated downtown education/marketing funds allocated for the surface lot parking pilot program to be used for the curbside parking pilot. These funds were used to purchase two signs and assist with the curb stickers.
 - The purpose of this action was to consider additional funding from the downtown education/marketing funds allocated for the surface lot parking pilot program to install a new curbside parking location, however Main Street has funds for the cost of the new location’s signage.
 - Main Street will provide a review of data and update on the program in January
 - Board member Mylius discussed potential options for a presentation in the first 90 days of program. Staff advised that the Main Street Advisory Board would need to be considered when giving a presentation.

A motion made by Kyle Mylius, seconded by Kelly Stone, to postpone discussion and receive an update on the curbside parking program until January. The motion carried by the following vote:

For:	6 –	Chair Kelly Stone, Vice-Chair Carina Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue
Absent:	1 –	Board member Johnny Finch
Against:	0	

4. Consider approval and hold discussion regarding changing the date/time of future regular meetings.

A motion was made by Kelly Stone, seconded by Carina Boston Pinales, to cancel the December regular meeting and moving the January regular meeting to the fourth Monday of the month due to MLK falling on the third Monday of the month. The motion carried by the following vote:

For:	5 –	Chair Kelly Stone, Vice-Chair Carina
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Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Chris Rue

Absent: 2 – Board member Johnny Finch, Board Member Esther Garcia

Against: 0

REPORTS

5. Report and update from staff on status of RFP for e-cab program:
 - Staff gave an update of the RFP process
 - November 19 is the last day for vendors to respond to the RFP
 - Potential to go to council early February
 - Staff advised that city staff will be the committee to select the vendor
6. Report from SMPD on license plate recognition software search:
 - Staff updated several companies can work in the city for no upfront cost:
 - Company would keep a portion of the parking fees
 - License plate recognition system would be in the pay stations
 - Systems could allow you to have different rates depending on the time
 - Staff advised you could not completely go away from the human element on the enforcement part of parking
 - Issues is there is potentially a need for a revenue stream for companies to be willing to put in their pay stations
 - Board brings up concerns on how the parking tickets would be split between the company and the city and what would make the most revenue for the city
 - Have continued to use the NuPark system due to not having council direction yet
 - Moving forward with less enforcement. There are still some citations being issued
 - Working on the RFP process
 - Board member Pinales requested information on issued parking citations. Commander Leonard advised that citations are still being issued to repeat offenders
 - Earliest the recommendation resolution can make it to the council would be January if the recommendation resolution is passed in November
7. Report from Main Street on the downtown curbside parking initiative:
 - Have started to receive positive feedback from the curbside parking places
 - The curb stickers have been very effective
 - One more location installed at Vitality Bowls, Main Street will cover the cost of the sign
 - Survey information will be available in the coming months

- Traffic camera data will also be available to track how the spots are being utilized
- Board member Mylius mentioned the possibility of potential stay at home orders changing the curbside program

FUTURE AGENDA ITEMS

- Report on e-cab RFP
- Report on LPR system with number of tickets issued this month

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

None.

IV. ADJOURNMENT

The meeting was adjourned at 6:22 pm motioned by Kyle Mylius seconded by Esther Garcia.

Staff Liaison

Board/Commission Chair

Notice of Assistance at the Public Meetings

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**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

PARKING ADVISORY BOARD

MEETING MINUTES

January 25, 2021

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.
 - o 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.
 - o 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.
 - o 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.
 - o Leaving the current system would take away the ability to write any parking citations.
 - o 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.
 - o The ability to issue mailout parking citations a critical point
 - o 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.
 - o October 11 – January 11 (90-day pilot)
 - o 14 Metal signs and 12 curbside labels installed
 - o Staff moved some signs to better locations after the program's start date.
 - o 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.
 - o 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
 - o 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
 - o 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.
 - o 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.

Staff Liaison

Board/Commission Chair

Notice of Assistance at the Public Meetings

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**PARKING ADVISORY BOARD
MINUTES**

**REGULAR MEETING
February 22, 2021**

The Parking Advisory Board convened in a regular meeting via the Zoom online format on February 22, 2021.

I. Board Vice Chair Carina Boston Pinales called the meeting to order at 5:21 pm.

II. Board Members in Attendance:

- Vice Chair Carina Boston Pinales
- 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
- 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

A motion was made by Vice Chair Carina Boston Pinales, seconded by Kyle Mylius, to postpone the November 16, 2020 to March 15, 2021 meeting. The motion was carried by the following vote:

For:	5 <input type="checkbox"/>	Vice-Chair Carina Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue,
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Against:	0	
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Absent: 2 ☐ Board chair Kelly Stone, Board member Johnny Finch

A motion was made by Kyle Mylius seconded by Chris Rue, to postpone the January 25, 2021 meeting minutes to March 15, 2021 meeting. The motion was carried by the following vote:

For: 5 ☐ Vice-Chair Carina Boston Pinales, Board Member Kyle Mylius, Board Member Esther Garcia, Board Member Esther Henk, Board Member Chris Rue

Against: 0

Absent: 2 ☐ Board chair Kelly Stone, Board member Johnny Finch

DISCUSSION ITEMS

- 2. Review and hold discussion of Parks and Recreation Board Recommendation Resolution
 - The board reviewed the Parks and Recreation Board Recommendation Resolution for paid parking in some river parks
 - A message from the Parks and Recreation Board chair Diane Phalen was read ☐sent to the board through Transit Specialist Amy Cogdill
 - The message included that after the regular February Parks and Recreation Board meeting. The committee will reach out for a joint committee meeting after the February Parks and Recreation Board meeting.
 - The Parking Advisory board feels that the language in the recommendation resolution did come from the joint meeting in August, but the details need to be discussed.
 - Board members did not object to doing paid parking at the locations in the recommendation resolution. There are concerns about the details of the Parks and Recreation Board Recommendation Resolution.
 - Details to workout during a joint committee meeting with the Parks and Recreation Board committee:
 - How do students prove they are residents of San Marcos?
 - How do we roll paid parking out effectively to avoid negative feedback from the community members?
 - How to protect the neighborhood from being negatively affected by the paid parking in the parks.
 - What is the education process and signage of paid parking going to look like?
 - How does enforcement play into the paid parking program?
 - Where do the funds of specific tickets and lots need to go?

- Board member Rue notes there needs to be a plan in place for surrounding neighborhoods like hanging tags or increased enforcement.
 - Board member Mylius has concerns about how residents in affected neighborhoods can get parking permits and visitor passes.
 - Board member Rue advised that Rio Vista does not have an existing resident parking permit program, and some of the residents have to park on the street. Paid parking in the parks might have an impact on people parking in front of their homes.
 - The parking in neighborhoods is an existing problem during the peak summer months. A paid parking program might add to the neighborhood parking issues.
 - Council Member Barker had concerns over the turnover and notifying residents of neighborhoods of parking permit program if put in place.
 - Mayor Hughson suggested coming up with a park and ride system for community members going to the river with their items.
 - There are multiple lots the Parking Advisory Board could explore to have a park and ride system.
 - The shuttle system would have to be efficient to encourage people to use the park and ride system.
 - Board Member Rue suggests having a partnership with the Lions Club because they are already equipped to transport river goers.
 - Board Member Mylius has concerns about when the Parks and Recreation Board will roll out this program. Recommendation Resolution proposed May 1 but did not state the start year. Education and marketing would need to be done well before the start of the program.
 - Board Members feel resident parking in the lots is essential because the river is an amenity for residents. This would need to be included in the marketing of the program.
 - The board could make a recommendation Resolution on utilizing the City Hall parking lot on the weekends if they would like.
 - Board Member Mylius request more information on how to distinguish where a ticket is written and how to ensure the revenue generated from the tickets is put in the correct account.
 - Commander Leonard advised that there will be a location code on the citation, but the system would need to break it out. This would be a municipal court question.
 - Board Member Mylius brings up concerns on the overflow of baseball parking on weekends combined with the potential of an overflow of paid parking could be an issue that needs to be worked out.
 - Mayor Hughson suggests the board include in the recommendation resolution that they are not recommending towing. They are recommending ticketing only.
 - Board Member Rue will fill in for Chair Stone in the next joint committee meeting with the Parks and Recreation Board committee. Chair Stone's term is ending February 28, 2021.
 - A formal election to fill chair Stone's position on the committee will be held in March.
3. Hold discussion on potential input on the RFP for license plate recognition software
- Commander Leonard informed that this would be the time to generate a list of items to be considered to be included in the LPR RFP.
 - Board Member Mylius asked Commander Leonard what the shortfall of the NuPark system:

- Commander Leonard advised that the back-office part did not meet the needs of parking enforcement.
- Commander Leonard advised that the new LPR system would have to use the existing cameras installed on the parking enforcement vehicles.
- Board Member Mylius would like to look at a short contract that has the opportunity to renew.
- A new system would not be in place until October, in part due to the budget starting over in October.
- Commander Leonard informs the board that Legal is looking at a way to get a system for a DMV lookup to mail out tickets.
 - Board members would like to see mailing out tickets in the next LPR system.

REPORTS

4. Receive a staff report and update on status of RFP for e-cab program:
 - Amy Cogdill, Transit Specialist, gave an update that from a staff perspective, the e-cab pilot will not start until things are back to normal and COVID-19 cases in the area have decreased.
 - Staff wants the best results for the pilot program.
 - Amy Cogdill updated on procurement process:
 - Procurement released the additional question for vendors by the selection committee.
 - All vendors responded, and the selection committee was scheduled to meet the week of February 15, but due to weather emergencies, the meeting was postponed to the week of February 22.
 - Board Member Mylius request information on what the timeline would look like after the selection committee chose a vendor.
 - Amy Cogdill advised that staff would then go into negotiations with the winning vendor.
 - Staff would then look to get council approval once negotiations are completed.
 - Pete Binion, Transit Manager, advised that the e-cab pilot program's start date would include input from the board, the procurement team, other city staff, and the City Manager's office.
 - Looking at the parking demand that is normal or near-normal
 - Mayor Hughson noted that the vendor might need some lead time before the program will be ready to go.
 - Board Member Rue noted that the e-cabs could be marketed as COVID-19 safe vehicles because they are open-air vehicles with space.
 - Board Member Mylius mentioned a possibility of just having one vehicle in the pilot to make it last longer
5. Receive a staff report and update from Main Street on the downtown curbside parking initiative.
 - Josie Falletta, Main Street Coordinator, updated no major change. Main Street is still working on the updates from the last Parking Advisory Board meeting.
 - Commander Leonard included parking enforcement has started to write more tickets on the curbside parking places for cars incorrectly parked.
6. Receive a staff report on parking citations issued and paid.
 - Amy Cogdill updated that three parking tickets were paid in January, and Commander Leonard reported that parking enforcement wrote about 50 overtime parking tickets.

- Board Members understand that the pandemic has caused economic difficulties for some people.
- Commander Leonard mentioned that the utilization of NuPark to write all parking, including Handicap parking
- Board Members reported that downtown parking has increased downtown and request more enforcement to write warning citations downtown.

FUTURE AGENDA ITEMS

- Receive an update and discuss employee parking program
- Receive an update from the paid parking committee on meeting with the Parks and Recreation Board paid parking committee
- Reports: e-cab, downtown curbside parking initiative, and parking citations issued and paid.
- Chair and Vice chair elections
- Action item to fill the vacant paid parking committee position
- Annual review of by-laws

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

None.

IV. ADJOURNMENT

The meeting was adjourned at 6: 56 pm motioned by Kyle Mylius seconded by Esther Henk.

Staff Liaison

Board/Commission Chair

Notice of Assistance at the Public Meetings

PARKING ADVISORY BOARD

MEETING MINUTES

February 22, 2021

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TEMPLATE FOR STANDARD CITY BOARD/COMMISSION BYLAWS

BYLAWS OF THE PARKING ADVISORY BOARD

ARTICLE 1. NAME.

The name of the board is the Parking Advisory Board.

ARTICLE 2. PURPOSE AND DUTIES.

- (A) The board will serve an advisory function, providing recommendations to the city manager and city council regarding creation and operation of the parking and transportation demand management program including, but not limited to, the establishment, modification or termination of parking benefit districts; on-street parking regulations including areas, hours of operation, time limits, rates, citations and penalties; off-street parking regulations including areas, hours of operation, time limits, rates, citations and penalties; parking permit areas and rates; code and ordinances governing the planning, design, construction, operation and maintenance of parking facilities; and codes and ordinances governing transportation demand management policies, programs, or infrastructure investments within any established parking benefit districts.
- (B) The board will develop written guidelines regarding the process for allocation of city parking benefit district funds, and in accordance with the codes and ordinances governing city parking benefit districts shall provide oversight for the expenditure of city parking benefit district funds for the promotion of economic development; transit supporting facilities; active and shared-use transportation; community vitality; and, quality of life.
- (C) The board and its members have no authority to expend funds, make obligations on behalf of the city or to give instructions to city staff.

ARTICLE 3. MEMBERSHIP.

- (A) The board is composed of seven (7) voting members and two (2) non-voting city council members, appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Qualifications: When considering appointments to the board, the city council shall endeavor to appoint individuals who represent the variety of downtown stakeholders, and who meet the following qualifications: One member recommended by the Main Street Advisory Board, one

member recommended by the Downtown Association of San Marcos Board, one member who is a business owner within the Downtown Parking Benefit District, one member who is a property owner within the Downtown Parking Benefit District, one member who is a resident within the Downtown Parking Benefit District, two members at-large, and two non-voting city council members.

- (D) Board members shall serve staggered three (3) years beginning March 1st on the year of appointment. If a member is appointed to fill a vacancy, the term begins on the date of appointment.
- (E) All vacancies shall be filled as provided for by Section 2.071 of the City Code.
- (F) An individual board member may not act in an official capacity except through the action of the board.
- (G) Attendance at board meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.
- (H) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty-day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

- (A) The officers of the board shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after March 1. In the event a current officer becomes ineligible to serve as an officer, the board may hold an election at the next regular meeting agenda.
- (C) The term of office shall be one year, beginning April 1st and ending March 31st.
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at board meetings, approve each final meeting agenda, and execute approved meeting minutes.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) In the absence of both the Chair and the Vice-Chair, the board should elect an interim chair for that meeting, or until the Chair or Vice-Chair arrives.
- (D) The Chair is responsible for promoting and maintaining order in meetings. The Chair should

ensure adherence to the agenda for the meeting.

- (E) The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted.

ARTICLE 6. AGENDAS.

- (A) The following general order of business should be used for regular meetings of the board:

1. Call to order
2. Roll call
3. Citizen Comments □30 minutes, 3 minutes per speaker
4. Consent Agenda (includes routine items such as minutes from the previous meeting which normally do not need separate discussion)
5. Presentations and/or Public Hearings
6. Items for action or discussion/direction
7. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
8. Items for future agendas
9. Executive Session (in accordance with Open Meetings Act exceptions)
10. Question and Answer Session.
11. Adjournment

- (B) The board may only discuss or consider an item that is stated within the assigned scope of work or charge of the board as provided in Article 2.

- (C) The chair or two or more members may place a discussion item on an agenda for a regular board meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison by written request.

- (D) After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda. The chair may not remove an item placed on an agenda by prior direction of the board under subsection (C) above, or placed on an agenda as a discussion item by two members under subsection (C) above.

- (E) The staff liaison will submit the meeting agenda to the City Clerk's Office for posting no later than 72 hours before the meeting. If the 72 hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk's Office by 4:30 p.m. on the last business day before the weekend or holiday.

- (F) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open

Meetings Act).

- (B) The board will conduct its meetings by the rules of common courtesy and procedure identified in Article 10.
- (C) The Chair should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The Chair may allow items to be considered out of order with the informal consent of the board.
- (D) The following types of actions may be taken or motions can be made during a meeting:
1. **Approval** - Means the item is approved as proposed.
 2. **Conditional approval** - Means approval for the item will take effect upon the occurrence of the conditions.
 3. **Approval as amended** - Means the item is approved with changes from the original proposal.
 4. **To Table** - Means to temporarily delay the consideration of the item while another item is brought up for consideration.
 5. **Remove from Table** Means to bring back the previously delayed item for consideration.
 6. **Postpone** - Means postponement of consideration of the item, either until a definite time, or indefinitely. Action on the item at a subsequent meeting requires the item to be placed on the agenda for that meeting
 7. **Reconsider** - Means to reopen discussion of an item that was already acted upon. Reconsideration may only occur at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may only be made by a person who voted on the prevailing side on the original action. Reconsideration of an item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
 8. **Withdraw** - Made by the person who made the motion. Does not require a formal vote unless a member objects to the withdrawal.
 9. **Close debate ("calling for the question")** Requires a motion and second and 2/3 vote. If it passes, a vote is then taken on the motion that was under discussion, without further debate. If it fails, debate resumes on the motion that was being discussed.
 10. **Amend** - Usually consists of striking out, inserting, adding, or substituting words, sentences or paragraphs to the subject of the original motion. This motion is voted upon separately from the original motion. Note: A friendly amendment, agreed to by persons who made and seconded a motion, does not require a separate vote from the original motion.
 11. **Recess** - A temporary break in a meeting may be called by the Chair. This does not require a formal vote unless a member objects to the recess.
 12. **Limited discussion or debate** - The Chair may establish a reasonable time limit for consideration of an item, or a reasonable time limit on each person addressing the board, or upon each board member who comments on an issue. This does not require a formal vote unless a member objects to the limits.

- (E) In accordance with the Open Meetings Act, discussion and action is limited to the items listed on the agenda for a meeting. Discussion of any subject not listed on the agenda must be limited to whether to place the item on the agenda for a future meeting.
- (F) Board meetings will adhere to Sec. 2.045. - Rules of decorum for city council and city board and commission meetings of the San Marcos City Code.
- (G) The board shall meet at least quarterly. In October of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (H) Special meetings of the board shall be called by the staff liaison upon the written request of the chair or any three members of the board. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (I) Executive sessions are permitted only when they have been posted in advance and conform to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.
- (J) A majority of the voting membership of the board members constitute a quorum.
- (K) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting is deemed cancelled.
- (L) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (M) The chair has the same voting privilege as any other member.
- (N) The board will allow citizens to address the board during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes.
- (O) The staff liaison shall prepare the meeting minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (P) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Community Services Department shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (Q) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

ARTICLE 8. RECOMMENDATIONS.

- (A) The board is encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.
- (B) The staff liaison must submit a policy recommendation that has been approved by a majority of the membership in the form of a resolution to the city clerk and city manager for distribution to the city council.
- (C) The board will submit an annual report to the city clerk by February 28 of each year.

ARTICLE 9. COMMITTEES.

- (A) The Parking Advisory Board does not have any standing committees, but may have ad hoc committees as necessary.
- (B) Each committee must be established by an affirmative vote of the board. Each committee shall consist of at least three board members approved by the board. A staff member shall be assigned to each committee by the director of community services.
- (C) A committee may designate a chair, with the member's consent, but is not required to do so.
- (D) Quorum requirements do not apply to committees.
- (E) Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.
- (F) Each committee shall update the board at least quarterly on their work.

ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.

- (A) During meetings, members shall preserve order and decorum, shall not interrupt or delay proceedings.
- (B) Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the board.
- (C) Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other board members, or members of the public.
- (D) The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
 1. Call the person to order, advising the person of the infraction.

2. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
3. Order the person to leave the meeting. If the offending person is a member of the board, the Chair shall call for a vote on the expulsion of the member from the meeting.

ARTICLE 11. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Parking Advisory Board at their meeting held on December 16, 2019.

Christie Murillo

Administrative Coordinator