The Parking Advisory Board convened in a regular meeting via the Zoom online format and in-person on February 26, 2024.

I. Chair, Dr. Rosalie Ray called the meeting to order at 5:05 pm.

II. Board Members in Attendance:
   Carina Boston – Pinales
   Vice-Chair John David Carson
   Mayor Hughson
   Council Member Mark Gleason
   Johanna Whitt
   Lauren Mikiten
   Ida Miller
   Chair, Dr. Rosalie Ray
   Staff Present
   Assistant City Manager, Laurie Moyer
   Transit Manager, Amy Cogdill
   Multimodal Parking Initiatives Manager, Charles Campbell
   Downtown Manager, Josie Falletta

III. New Member Introduction – Ida Miller

IV. 30 MINUTE CITIZEN COMMENT PERIOD

MINUTES

1. Consider, by motion, the approval of regular meeting minutes:
   a. January 22\textsuperscript{nd}, 2024

A motion was made by Carina Boston - Pinales seconded by Lauren Mikiten, to approve the January 22\textsuperscript{nd}, 2024, Meeting Minutes as edited.

The motion was carried by the following vote:

For: 5-
   Board Member Carina Boston-Pinales,
   Board Member Johanna Whitt, Board
   Member Lauren Mikiten, Chair Dr. Rosalie
   Ray, Vice Chair John David Carson
REPORT ITEMS

2. Update on City Park Paid Parking Lot Pilot.
   a. Staff advised that finance is reviewing the technology quotes and contracts. Advised the timeline was October of 2024 however Parks has concerns over this deadline and wants to ensure all components are ready to go. Timeline could be early 2025.
   b. Mayor Hughson asked who is choosing the technology. Staff recommended using Flowbird for payment kiosks, permits, pay by phone, and validations. Staff recommended utilizing Parking Revenue Recovery Systems for enforcement and citation letter issuance. Staff did advise that they would work with Parks on developing a process to operate paid parking for football games or events.

3. Receive a staff report from the enforcement department.
   a. Parking Citations Issued and Paid.
      i. Issued 1075 citations, 894 downtown, 396 paid with a collection rate of 44.3%
      ii. Chair Dr. Ray asked if the changes from Chapter 82 had been implemented. Staff asked if the Board would like to have Staff issue a communication blast before implementing the new violation changes. Board recommended that communication should be sent out. Staff asked if the 50% discount for first violation would be easy to implement. Enforcement staff advised that this would have to be done manually because the NUPARK system only allows one rate change through their system and that rate change would be for the late penalty amount. Vice Chair John David asked if a notice advising of the discount could be put on the payment portal. Staff advised they would have to speak with NUPARK about adding information to the payment portal however staff did advise that a message could be put on the ticket. The Board agreed that it would be a good idea to put information about the discount on the ticket. Staff also advised they were in the process of getting new payment envelopes and the discount information could be put on the envelope as well. Staff advised that they could manually reduce the Level 1 violation, then if not paid within 14-days then rate would go up, then after 30-days the late fee would be added. Ida Miller asked how far back in time does staff review accounts for violation, 1 year...5 years? Staff advised they can review violations date back to 2021 but currently only review 12 months of outstanding tickets. Board asked for changes to be implemented by no later than April 30, 2024. Council Member Gleason asked if the ticket has any information relating to the booting
ordinance. Staff advised it did not. Mayor Hughson recommended that language be added to ticket the ticket advising that 3 or more violation could result in your vehicle being booted. Staff did advise that there is a unique envelope for the 3rd violation that pertains to booting. Vice Chair John David asked if the envelope for the 1st and 2nd violation could be updated to provide information about the booting. Mayor Hughson recommended adding language such “After 3 violations, your vehicle may be immobilized”. Staff advised they would investigate this recommendation. Mayor Hughson also recommended that staff work with Legal to evaluate the information that would be put on the ticket or envelope.

b. Update on Barnacle.
   i. Staff advised that the Barnacle contract is in review with purchasing and hope to have it executed by the end of March.

c. Boooting notification update.
   i. Staff advised that over the past 30 days, 5 vehicles have been issued the required booting notice. 2 have already contacted the municipal court. 1 have a boot alert. 2 are still within the required notice period. Staff advised they have limited number of boots (3) and therefore are limiting the booting notices to only the amount of vehicle they are capable of booting (3).

*John David Carson Recused himself from the conversation.*

4. Receive a staff report on the Employee Parking Pilot Program.
   a. Staff advised they are currently 8 companies renting a total of 29 spaces.

5. Update on conclusion of Get Around Downtown Pilot Program.
   a. Staff advised that the Get Around Downtown will conclude on 2/29/24. Staff is currently compiling data from the exit survey and will provide results at next PAB meeting. Staff utilized social media, flyers, and newsletters to communicate the conclusion of the Get Around Downtown program.

**DISCUSSION ITEMS**

6. Revisions of Recommended Resolution 2023-03 to focus on an exploration of paid parking downtown.
   a. Staff advised that the RR was revised as it original contain 3 parts however 2 of those parts have already been addressed through the Chapter 82 ordinance changes.
   b. Vice Chair John David recommend the remove of “Part 1.”
   c. Chair Dr. Ray recommended changing “a draft Parking Benefit District ordinance” to “the Parking Benefit District ordinance”
   d. Mayor Hughson opened the discussion about the “July 2024” date and if that date was reasonable. PAB recommended “on or before December 15th, 2024”
   e. Lauren Mikiten recommended the PAB draft a plain language document that outlines the board’s support. The document would state
the PAB’s support and would provide back-up information or data for this recommendation. Chair Dr. Ray recommended the PAB education committee take the lead on this item.

7. Marketing items for downtown display.
   a. Carina Boston – Pinales recommended the Get Around Downtown exit survey information be added to the downtown display. Staff advise they would check the display board to see what information is currently being displayed and if the Get Around Downtown exit survey is not being displayed, they will have it added. Vice Chair John David recommend adding information on the booting ordinance.

8. Options for longer stay parking.
   a. Vice Chair John David clarified this item was to open the conversation about investigating a process to allow for parking beyond the current 2-hour limit. Possibly a pay by text/app process if you wanted to park longer than 2 hours.

ACTION ITEMS

FUTURE AGENDA ITEMS

9. Explore options of moving forward with new enforcement software
10. Add the RR as an Action Item
11. Add marketing items for downtown display as a standing discussion item.
12. Staff to provide parking occupancy data and Get Around Downtown exit survey data.

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

No questions from public

V. ADJOURNMENT
The meeting was adjourned at 6:11 pm by Dr Rosalie Ray

Staff liaison

Board/Commission Chair

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