The Parking Advisory Board convened in a regular meeting via the Zoom online format and in-person on May 20th, 2024.

I. Chair, John David Carson called the meeting to order at 5:08 pm.

II. Board Members in Attendance:
- Carina Boston – Pinales
- Chair John David Carson
- Mayor Hughson
- Vice-Chair Lauren Mikiten
- Ida Miller
- Dr. Rosalie Ray
- Johanna Whitt

Staff Present
- Assistant Director Public Works, Pete Binion
- Director of Parks and Recreation, Jamie Lee Case
- Transit Manager, Amy Cogdill
- Multimodal Parking Initiatives Manager, Charles Campbell

III. 30 MINUTE CITIZEN COMMENT PERIOD
There were no citizen comments.

MINUTES

1. Consider, by motion, the approval of regular meeting minutes:
   a. March 18th, 2024
   b. Note: The April 15th, 2024, Parking Advisory Board meeting did not make quorum and was therefore cancelled.

A motion was made by Vice-Chair Lauren Mikiten seconded by Dr. Rosalie Ray, to approve the March 18th, 2024, Meeting Minutes.

The motion was carried by the following vote:

For:
   6- Board Member Carina Boston-Pinales,
   Board Member Ida Miller, Vice-Chair
   Lauren Mikiten, Board Member Johanna
REPORT ITEMS

2. Receive a staff report from the enforcement department.
   a. Parking Citations Issued and Paid.
      i. Staff Member Samantha Deyo reported that in April there were 570 parking citations issued downtown, 250 were paid resulting in a 43.86% collection rate. There was a total of 744 parking citation issued throughout San Marcos, 544 of the 744 citations were warnings. The increase in warnings issued was due to the new changes in citation fines. Samantha reported this was a 11% year over year decrease and a 40% decrease in overtime citations, most likely due to compliance and space changing.
      ii. Board Member Ida Miller asked if the 250 citations paid in April were from citation issued in April. Staff Member Samantha Deyo advised that she is unable to determine when the 250 paid citations were issued. Some amount could be from a prior month.
      iii. Chair John David requested a future parking occupancy count to see if the recent changes in enforcement have resulted in changes to the overall parking occupancy. Staff advised that can and will provide additional occupancy data.
      iv. Chair John David requested the Citation Paid and Issued chart axis be updated from 0-50% to 40-50%. Staff advised they will make the change and present at the next Board meeting.
   b. Update on Barnacle. **Barnacle is vehicle immobilization device. Commercial-grade suction cups latch onto the front windshield of a vehicle with 1,000 pounds of force, making forcible removal next to impossible.**
      i. Staff Member Samantha Deyo advised that capital outlay purchases are currently on hold which does include the Barnacle purchase. Samantha did advise that the purchase of the Barnacles was requested in the FY25 budget.
      ii. Mayor Hughson requested staff describe the Barnacle in the meeting minutes. This would provide clarity to the public on what a Barnacle device is.
   c. Booting update.
      i. Samantha Deyo advised there was 1 vehicle booted in the month of May, owing $800 and the vehicle remained booted for 5 days. This vehicle was then towed. After 7 days the vehicle owner did contact the court.
      ii. There are 36 active booting notice alerts. 4 booting notices are on the 10-day response period. 9 vehicles eligible for booting.
      iii. Board Member Dr. Rosalie Ray asked who pays the towing cost. Staff advised the vehicle owner pays the towing company the fee for the towing only.
   d. Update on enforcement software.
      i. Staff Member Samantha Deyo advised that capital outlay purchases are currently on hold which does include the enforcement software purchase.
Staff did contact IPS for just a software quote. IPS advised that we would also need user interface software from the camera manufacturer, Genetec. Samantha did advise that the purchase of the enforcement software was requested in the FY25 budget.

ii. Chair John David asked if this was originally in the FY24 budget or was a new request. Staff advised this was in the original capital outlay budget for FY24 and currently all capital outlay purchase are on hold.

iii. Chair John David asked if this purchase is in the operating or capital outlay budget for FY25. Staff advised that this purchase is in the capital outlay budget request for FY25.

iv. Chair John David asked Staff to confirm prior information that the monthly service cost for IPS is less than the current monthly cost with NUPARK. Note NUPARK is the current parking enforcement software provider. Staff advised that the monthly software cost with IPS is less than the cost with NUPARK. Chair John David asked if the difference is hundreds of dollars or thousands of dollars. Staff advised they would have to research and get back to the Board with this answer. Chair John David asked if there was a large enough saving between the two providers, that maybe that difference could be financed through IPS to cover the capital outlay expenditures that have been put on hold. Staff advised they could investigate this.

e. Update on citation increase implementation.

i. Samantha Deyo advised there was a comprehensive communication release about the citation rate changes. Staff was also able to print information on the ticket about the citation rate increases. During the first 2 weeks the enforcement staff only issued warnings to first time offenders. Repeat offenders were issued citations. Staff has received only a few calls about the rate increase. The focus was education with the hope of corrective behavior.

3. Parking and Enforcement marketing initiatives update.

a. Staff member Charles Campbell reported there have been no new parking initiatives requiring marketing.

b. Enforcement utilized social media to market the new citation rate increases. Samantha Deyo did conduct an interview with the University Star.

4. Receive staff presentation on recent parking space occupancy data.

a. Staff member Charles Campbell presented the On-Street Parking Space Occupancy Analysis presentation. Purpose is to reviewing data collected in the 2018 Kimley Horn plan and review data collected by staff in February and March of 2024. Staff reported Kimley Horn conducted 6 on-street parking occupancy surveys. Staff conducted 9 on-street surveys in February and 4 surveys in March. Staff advised that Kimley Horn was not on-site to collect parking occupancy data collection rather they used data reports from the City’s mobile LPR vehicle software to compile occupancy information. Staff reported Kimley Horn utilized data from August 2nd and September 12, 2018. Each day was surveyed for occupancy at 10am, 1pm, and 7pm. Total area was comprised of 722 parking spaces.

i. Kimley Horn reported peak parking occupancy on August 2nd at 1pm with an overall parking occupancy of 57% and noted 12 blocks having parking occupancy over 85%

ii. Kimley Horn reported peak parking occupancy on September 12th at 1pm with an overall parking occupancy of 70% and noted 19 blocks having parking occupancy over 85%

iii. Staff presented the parking occupancy heat maps provided by Kimley Horn. Staff advised of the parking occupancy index.
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1. Dark blue represented 0-25% occupancy.
2. Light blue represented 25-50% occupancy.
3. Green represented 50-75% occupancy.
4. Yellow represented 75-85% occupancy.
5. Orange represented 85-90% occupancy.
6. Red represented +90% occupancy.

iv. Staff advise they used the same parking occupancy index for their heat mapping.

v. Staff advised that the Kimley Horn heat map were only for the peak occupancy times on August 2nd and September 12th, 2018.

vi. Staff presented Kimley Horn’s Parking Availability Chart. Staff advised the chart shows the amount of occupied and unoccupied parking spaces.

b. Staff presented the parking occupancy surveys conducted by staff.
   i. Staff advised there were a total of 13 surveys conducted during the period 2/15/24 through 3/28/24.
   ii. Surveys were conducted at 10am, 12pm, 2pm, and 7pm
   iii. Survey was comprised of 880 spaces.
   iv. Staff advised peak parking occupancy was at 2pm with an overall occupancy of 78%
   v. Staff reported and average of 23 blocks had parking occupancy over 85%
   vi. Staff present the parking occupancy heat map presenting the data staff collected.

vii. Staff present the Parking Availability Chart representing the data collected by staff.

viii. Staff presented a Block-by-Block parking occupancy chart.

ix. Vice-Chair Lauren Mikiten asked how a block could have over 100% occupancy.

x. Staff advised that for example Mary Street’s available amount of spaces is determined by the length of the street divide by 22 feet, which is the regulation length of a parallel parking space. Staff advised that since Mary Street does not current have parking stripes every 22 feet. Therefore, the public can park more vehicles than regulation allows by utilizing less than 22 feet.

xi. Mayor Hughson asked if the public is parking outside the parking spaces lines. Staff advised that Mary Street does not currently have parking space lines.

xii. Mayor Hughson asked if this location is adjacent to Jo’s Café. Staff advised that this area located next to Jo’s Café.

xiii. Staff reported that some signage on Mary Street had been removed but staff is planning to address this.

xiv. Staff presented additional data.
   1. Time of Day parking occupancy
   2. Day of Week parking occupancy
   3. Mayor Hughson noted that Kimley Horn’s peak occupancy was at 1pm and staff showed their peak occupancy at 2pm. Staff advised that this was due to the timing of when the counts were conducted.

xv. Chair John David requested staff add information to the Kimley Horn Background slide noting that Kimley Horn utilized LPR data to complete their parking occupancy surveys. John David also recommended that since slide #4 represented two data sets staff might want to utilize a tabular format. John David recommended that on Slide #11 staff add a note explaining how occupancy could be over 100%. John David asked staff if
could add a note that shows the average occupancy of all blocks North and South of Hopkins

5. Staff report on installation of parking space regulation signage.
   a. Charles Campbell reported that during the process of collecting parking occupancy data, it was noted that many street blocks lacked the necessary or correct regulation signage. The purpose of this project was and is to improve information on parking regulations, improve safety, ensue equitable use of parking spaces, and assist in parking enforcement.
   b. Staff advised that in October and November of 2023 they conducted several sites visits to identified areas in which required improved parking regulation signage. In November of 2023 staff provide the Traffic Department a plan to address signage issues. On March 25th, 2024, the Traffic Department completed Phase 1 of this new signage plan.
   c. Staff presented a map for phase 1 identifying the areas that have been addressed.
   d. Staff then presented an example of the signage issue along Hopkins between LBJ and Edward Gary. Staff advised that regulation only allows 4 vehicles in this area. However due to incorrect signage, enforcement consistently reported more than 4 vehicles parked.
   e. Staff presented a chart showing which blocks were addressed and the amount of sign installed.
   f. Mayor Hughson asked if staff would be changing out the 15-min signs that had the wording “curbside”. Staff advised it would investigate this and change any necessary signs.
   g. Staff presented a map showing the areas that would be addressed in phase 2 and advised staff would be adding additional parking striping in certain areas.
   h. Chair John David requested that staff provide the Board with updates should there be any additional changes in traffic flow or parking spaces in the future.

DISCUSSION ITEMS

ACTION ITEMS

6. Discuss and consider coordination between a committee comprised of three Parking Advisory Board and four Parks Board members regarding the creation and administration of a River Parking Benefit District.
   a. Director of Parks and Recreation, Jamie Lee Case outlined the recent Parks Recommended Resolution that proposed the implementation of paid parking in City Park. Part of this process would be to establish the Parking Benefit District boundaries. Jamie Lee Case advised that the Parks Board has identified four members to serve on a committee and hopes to work with three members of the Parking Advisory Board to draft the boundary map and identify where funds would go. With the goal to present to Council for adoption.
   b. Chair John David open the discussion for three volunteers to serve on this joint committee with the four Parks committee members. Chair John David volunteered for this committee.
   c. Vice Chair Lauren Mikiten volunteered to serve.
   d. Jamie Lee Case advised that they are hoping to schedule a joint committee meeting prior to the next Parking Advisory Board meeting.
e. Jamie Lee Case advised the staff has developed a draft map of the boundaries for immediate discussion at the proposed joint committee meeting.
f. Board Member Ida Miller volunteered to serve.
g. Jamie Lee Case advised that the four Parks Board members are Chair Mitch Hoffman, Board Member John Thomaides, Vice Chair Benjamin Peck, and Board Member Derek Griblin.

A motion was made by Dr. Rosalie Ray seconded by Vice-Chair Lauren Mikiten, to approve the appointment of Chair John David Carson, Vice-Chair Lauren Mikiten, and Board Member Ida Miller to a committee that will work with the Parks committee on the creation and administration of a River Parking Benefit District.

The motion was carried by the following vote:

For: 5- Board Member Ida Miller, Vice-Chair Lauren Mikiten, Board Member Johanna Whitt, Board Member Dr. Rosalie Ray, Chair John David Carson
Against: 0-
Absent 1- Carina Boston-Pinales

7. Consider approval, by motion, the amendment of the Parking Advisory Board by-laws.
   a. Staff advised that City Council recently update the By Laws for Boards and Commissions and therefore the Parking Advisory Board needs to review and approve this new By Law document.
   b. Mayor Hughson advised the changes helped support staff members when overseeing a board. If a chair attends a board meeting virtually, they cannot chair the meeting.
   c. Mayor Hughson requested to have each occurrence of the wording “or commission” removed.
   d. Chair John David Carson noted the agenda formatting had changed.

A motion was made by Chair John David Carson seconded by Vice Chair Lauren Mikiten to have staff amend the Parking Advisory Board By-Laws removing each occurrence of “or commission”.

The motion was carried by the following vote:

For: 5- Board Member Carina Boston-Pinales, Board Member Ida Miller, Board Member Lauren Mikiten, Chair Dr. Rosalie Ray, Vice Chair John David Carson, Board Member Johanna Whitt
Against: 0-
Absent 1- Carina Boston-Pinales

A motion was made by Vice Chair Lauren Mikiten seconded by Board Member Dr. Rosalie Ray to approve the Parking Advisory Board By-Laws.
The motion was carried by the following vote:

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

Against: 0-

Absent 1- Carina Boston-Pinales

FUTURE AGENDA ITEMS

8. Update from staff on Recommended Resolution 2023-03

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

No questions from public

IV. ADJOURNMENT

The meeting was adjourned at 6:06pm by Chair John David Carson

Staff Liaison                             Board/Commission Chair

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