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The following are summary minutes for the meeting of the **City of Las Cruces Downtown Parking Committee** on August 20, 2020 via Zoom.

**Members Present:**

- Kasandra Gandara, District 1
- Ceara Angel, Las Cruces Resident
- George Pearson, Member-at-Large
- Michael White, Business Member
- Heather Pollard, Adjacent Neighborhood Representative
- Tiffany Thompson, Farmers Market Representative

**Members Absent:**

**Staff Present:**

- Griselda Martinez, Economic Development Director
- Cynthia Villanueva, Administrative Assistant
- Dominic Aragon, Digital media Coordinator
- Liz Vega, Event Manager for Visit Las Cruces
- Dania Soto, Executive Assistant
- Anthony Reino, Building Systems Management Manager
- Eric Martin, Facilities Management Administrator
- Tony Trevino, Engineering Administrator

- 1. Call to Order:** Meeting called to order at approximately 4:03 p.m.
- 2. Approval of Meeting Minutes:**
  - a. July 16, 2020:** Board Member Pearson had brought changes to the minutes to the attention of staff previously. Motion to accept the amended minutes by Board Member Pearson, seconded by Board Member Angel. Motion passes.
- 3. Discussion Items:**
  - a. Parking Enforcement Update:** Ms. Vega stated there was a Parking Enforcement Request for Proposal (RFP) published in May 2020. There were two proposals submitted but unfortunately they were not complete. There were changes made and the RPF was republished and closes on September 8th. This would be for parking enforcement for 300 on-street parking spots in the Downtown area. There will be a free parking trial and then turns into paid parking with a 2-hour limit. The intent of this project is to ensure parking, especially on-street in front of store fronts in the downtown area is available for customers and has regular turnover. A slide showing a map was shared of the on-street parking spots would be. The next steps include today's Downtown Parking Committee meeting, the RFP

1 closing on September 8th, the review through the SAC process including  
2 representatives from Public Works, Codes Enforcement, and Las Cruces  
3 Police. With a successful proposal being brought to City Council for  
4 approval. Also a marketing campaign and educating the public on the  
5 changes, and then implementation process.  
6

7 Board Member Pearson stated they will not know what the system is until  
8 the process is completed and the contract and bring to City Council. Ms.  
9 Vega stated they will not know the specific system until the proposals are  
10 submitted and reviewed. And then if there is a proposal that meets all of  
11 the requirements they would enter into a contract that would have to be  
12 approved by City Council. Board Member White asked why they cannot  
13 know what the system might be. Ms. Martinez stated because of the  
14 amount of the procurement they have to follow the procurement code and  
15 the process defined by it. For this they have to go through the Selection  
16 Advisory Committee (SAC). The SAC will review the RFP that has been  
17 published. Once the RFP is closed, the proposals return to SAC for review  
18 and evaluate. Once the evaluation is completed and at least one  
19 respondent meets all the requirements, the next step is for the negotiation  
20 of the contract. Prior to publishing the RFP, a request for information was  
21 done and there were many, broad systems of what could be provided; from  
22 traditional parking meters every two spaces, and also centralized options.  
23 Unfortunately, it is based on what the market can offer, based on the  
24 requirements that were defined in the RFP, we do not know what options  
25 we have until we close the window of publication. A summary of the options  
26 can be provided after the selection.  
27

28 Board Member Angel asked about the marketing and education was going  
29 to entail. Ms. Vega stated that would be a conversation that would be had  
30 with the selected vendor. Board Member Angel asked if the marketing  
31 comes with any of the contracts. Ms. Vega stated it is not outlined in the  
32 RFP but it might be included in some of the proposals. Mayor Pro-Tem  
33 asked if the elements or the requirements of the RFP could be discussed.  
34 Ms. Martinez stated as it is already published making it a public document  
35 the staff will send a link to the RFP to the Board Members.  
36

- 37 **b. Downtown Bike Racks:** Ms. Vega stated they received a grant for this and  
38 are able to share. She showed a couple examples of the bike racks  
39 currently downtown. When redoing Main Street and Callecita renovations.  
40 She counted them today on Main Street and the Callecitas, 29 loops, two  
41 bikes per loop, 58 parking spots for bikes. She mentioned the 2018 Active  
42 Transportation Plan mentioned a comprehensive bicycle parking policy.  
43 Downtown Las Cruces Partnership applied for the AARP community  
44 funding Grant again, and the 2020 application was successful for eight  
45 additional bike racks and some shade sails. The next steps are to identify  
46 ideal locations for new bike racks downtown, and of course coordinate the  
47 installation with Public Works. Also par of the grant application is to develop  
48 the educational component including safe riding practices, organizing group

rides, and then some park and shop/dine marketing. The grant funds have to be expended by December 31, 2020. After an Active Transportation person is hired they would work with that person to develop a bike parking policy. Mr. Reino mentioned the count of bicycle parking, on a single loop can have three bicycles, and if there is a double loop that is actually five parking. Board Member Pearson stated he had never heard of getting three bicycles on one loop. He also mentioned in the zoning code that bike racks need to have two-points of contact for the bicycle, they would lean up against the loop therefore only two bicycles on each of the loops. He understands the manufacturer has that standard also. Mr. Reino stated that the manufactures are distributing them as one loop for three bikes. Board Member Pearson mentioned parking near the Downtown Plaza area and stage area. He also mentioned that the Active Transportation Planner the City has been unsuccessful in hiring so the job description will be reworked and that position might not be filled until later in the year.

Mayor Pro-Tem Gandara asked if Ms. Vega, Board Members Thompson and Pearson in their walk downtown found locations for bike racks. Ms. Vega stated there were some areas that would benefit from bike racks; in front of Zia Comics, on the side of Little Toad Creek, these locations would also not impede the Farmers Market. Also on the other side of the bone yard, new Ice Box downtown, as well as in front of Coas Books. Mayor Pro-Tem Gandara asked if the racks behind the Plaza will be moved. Ms. Vega stated those are permanent in that location. Another area identified was on the north end of the Plaza near the electrical car plugs there is shaded space and could support one or two bike racks. Mayor Pro-Tem Gandara asked for clarification on the industry standards of how many bikes per loop. Board Member Pearson is a certified cyclist instructor. Board Member Pollard asked how much was the grant. Ms. Vega state the grant was through AARP, their Community Grant Funding process they have every year and the amount was \$12,000 which will pay for eight new bike racks as well as some shade sails. The grant was through Downtown Las Cruces Partnership.

Mayor Pro-Tem Gandara asked if some art could be placed, colorful, artistic impressions. Ms. Vega stated it will be part of the discussion, but also signage and the Arts and Cultural District logo will be incorporated.

**4. Future Discussion:**  
**a. Parking Garage Update:**  
**b. Rideshare Loading/Unloading:**

Board Member Pearson mentioned possibly the bike parking again on another agenda. Mayor Pro-Tem Gandara also mentioned the meters. Ms. Vega stated the parking enforcement might not be ready for the next meeting give the process for review, but it will be kept for future discission at the October meeting.

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**5. Adjournment: The meeting adjourned at approximately 5:03 p.m. Board Member Pearson motioned to adjourn, seconded by Board Member Angel.**

  
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Chairperson

Approved: \_\_\_\_\_