



**City of San Marcos
Regular Meeting
Parking Advisory Board
January 24, 2022 5:00 pm
City Hall: Conference Room
630 E. Hopkins Street
San Marcos, Texas 78666**

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/88622752079>

or dial:

888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 886 2275 2079

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.

MINUTES

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

DISCUSSION ITEMS

2. Hold discussion on next steps for the education committee and potential coordination with city staff on a roll out plan timeline.

REPORTS

3. Receive a staff report on parking citations issued and paid last month, update on online ticket payments.
4. Receive a staff report on progress on the Microtransit RFP.
5. Receive a staff update on the Volunteer Coordinator in the Police Department.
6. Receive a Staff update on Recommendation Resolution 2021-01 PAB
7. Receive a staff report and Education Committee update of the Employee Parking Program.

IV. FUTURE AGENDA ITEMS

V. QUESTION AND ANSWER SESSION WITH PRESS AND PUBLIC. This is an opportunity for the Press and Public to ask questions related to items on this agenda.

VI. 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
MINUTES**

**REGULAR MEETING
December 13, 2021**

The Parking Advisory Board convened in a regular meeting via the Zoom online format and in person on December 13, 2021.

I. Chair Carina Boston Pinales called the meeting to order at 5:08 pm.

II. Board Members in Attendance:

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

Staff Present

- Public Works Director, Sabas Avila
- Procurement Program Administrator, Veronica Bradshaw
- 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
 - November 8, 2021 regular meeting

A motion was made by Vice-Chair John David Carson, seconded by Board Member Johnny Finch, to approve the November 8, 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
------	-----	--

Against:	0	
----------	---	--

Absent: 2 - Board Member Esther Henk, Board Member
Kyle Mylius

DISCUSSION ITEMS

2. Hold discussion on potential funding source(s) to implement mail out citation letters.
 - Information touched on during action item 5

3. Hold discussion on next steps for the education committee and potential coordination with city staff on a roll out plan timeline.
 - Board Member Johnny Finch proposed some ideas for education:
 - Utilizing local media for Employee Parking Program education
 1. The Daily Record
 2. The Star
 3. The Community Impact
 - Special signage downtown near the square
 1. Large signage (4’x8’)
 2. Large informative information at all downtown businesses
 - Website with key information
 1. Include a suggestion box if possible on the website
 - Education of the microtransit solution
 - Signage on some of the CARTS busses
 1. Staff advised we can place flyers in the busses and at the bus stops
 - The board discussed potential options to get people to and from university lots.
 - The board determines that this is an opportunity for growth
 - Parking staff with work with Main Street to get QR codes to put on flyers for Employee Parking Program

4. Hold discussion and receive update from the Ad Hoc Administrative committee regarding potential edits to the San Marcos City Code, Subpart A, Chapter 82 – Traffic and Vehicles, including, but not limited to:
 - Parking Benefit Districts
 - Citation Authority and Administration
 - Parking Violation Penalties and Fee Schedule
 - Vehicle Immobilization and Impoundment
 - The Administrative Committee has started looking at the code with parking information
 - The Administrative Committee will more than likely bring back a series of recommendation resolutions of amendments to the code for the board to consider
 - The committee reviewed the first four topics:

- Parking Benefit Districts: The districts have not been adopted in the code, and this should be the first step
- Citation Authority and Administration: There might be a recommendation coming to allow downtown business owners and community members to report parking violations. Similar to the program allowing residents to report someone abusing accessible parking spaces.
- Parking Violation Penalties and Fee Schedule: potential recommendation to come to change the fees, payment, and ticket classification options
- Vehicle Immobilization and Impoundment: there are a lot of steps to go through to get a vehicle booted. Recommendations to come for board consideration
- Commander Leonard advises that parking zones could be included to help with 2-hour parking
- Staff recommends including the Legal Department early and often to keep on track.

ACTION ITEMS

5. Consider by motion, approval of a Recommendation Resolution of the Parking Advisory Board regarding the civil penalties for parking violations and mail out citation letters.
 - Vice-Chair John David Carson read through the recommendation resolution that will go to the City Manager
 - The board made edits to the draft:
 - Changing the cost of doing a DMV look up to the appropriate fee of \$2
 - Add municipal court to the list of departments that are involved
 - The Mayor offered some of her stipend if that is allowed by city financing
 - Volunteers and/or staff could be responsible for physically mailing out the letters
 - The Mayor suggests having volunteers to do it during the beginning of the process and prove the return on the investment
 - Some LPR systems allow for the lookup and the mail-out feature, but the funds for a new LPR system did not make it into the 2022 budget.
 - Commander Leonard advises that the parking techs work the same hours during the slower time.

A motion was made by ViceChair John David Carson, seconded by Chair Carina Boston Pinales, to amended recommendation resolution by adjusting the lookup fee from \$3 to \$2, the appropriate changes to the calculations, fill in the missing blanks by staff when information is available, and to change part 1 by including Municipal Court and adding “to dedicate the administrative and financial resources necessary” in front of Direct Mail out. The motion was carried by the following vote:

For: 4 – Chair Carina Boston Pinales, Vice-Chair John David Carson, Board Member Chris

Rue, Board Member Johnny Finch, Board Member Esther Garcia

Against: 0

Absent: 2 - Board Member Kyle Mylius, Board Member Esther Henk

A motion was made by Vice Chair John David Carson, seconded by Chair Carina Boston Pinales, to approve the amended recommendation resolution. The motion was carried by the following vote:

For: 4 – Chair Carina Boston Pinales, Vice-Chair John David Carson, Board Member Chris Rue, Board Member Johnny Finch, Board Member Esther Garcia

Against: 0

Absent: 2 - Board Member Kyle Mylius, Board Member Esther Henk

REPORTS

- 6. Receive a staff report on parking citations issued and paid last month, update on RFP for new LPR vendor, and mail out citation letters, and the fund to which downtown parking citation payments is currently directed.
 - Staff reported parking citations issued and paid during November 2019 and 2021:
 - November 2019: 485 tickets issued 114 tickets paid
 - November 2021: 543 tickets issued 187 tickets paid
 - Vice-Chair John David Carson requested clarification on when the city started collecting tickets online
- 7. Receive a staff report on progress on the Microtransit RFP

Chair Carina Boston Pinales recused herself from the conversation

- Staff updated that procurement has the RFP document and is scheduled to publish the document in early January 2022
- The solicitation period will be open until the end of January
- Staff recommends having this item one more time on an agenda, and staff will add it to future agendas when there is something to note

8. Receive a staff report and update on the availability and design of parking-related pages of the City of San Marcos website
 - Staff presented an updated version of the Parking Management
 - Board request to have the forms live for people to start applying to the employee parking program
 - Recommendation to change some items on the student parking page
 - Include mobility information somewhere more prominent on the page

9. Receive a staff report and update on ongoing downtown construction activity or development projects, if any
 - Staff reported the number of bedrooms and parking spaces for:
 - The View
 - The Lofts 1 & 2
 - Blind Salamander
 - Staff provided clarification on where the spaces are for the Blind Salamander
 - The board asked if the Lofts have reserved spaces at other parking at of site lots.

10. Receive a staff report and Education Committee update of the Employee Parking Program.

John David Carson recused himself from the conversation

- Staff updated that the employee parking program agreement is ready for City Manager signature, staff has also composed a memo for the City Council for education
- Staff recommends we start working through the process the first week of January

FUTURE AGENDA ITEMS

- When did we start collecting tickets online
- Staff update on where the recommendation resolution and how volunteers can assist with the mail out portion
- Can the traffic register be made public for the public to see

QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC

None.

IV. ADJOURNMENT

The meeting was adjourned at 6:38 pm by Chair Carina Boston Pinales.

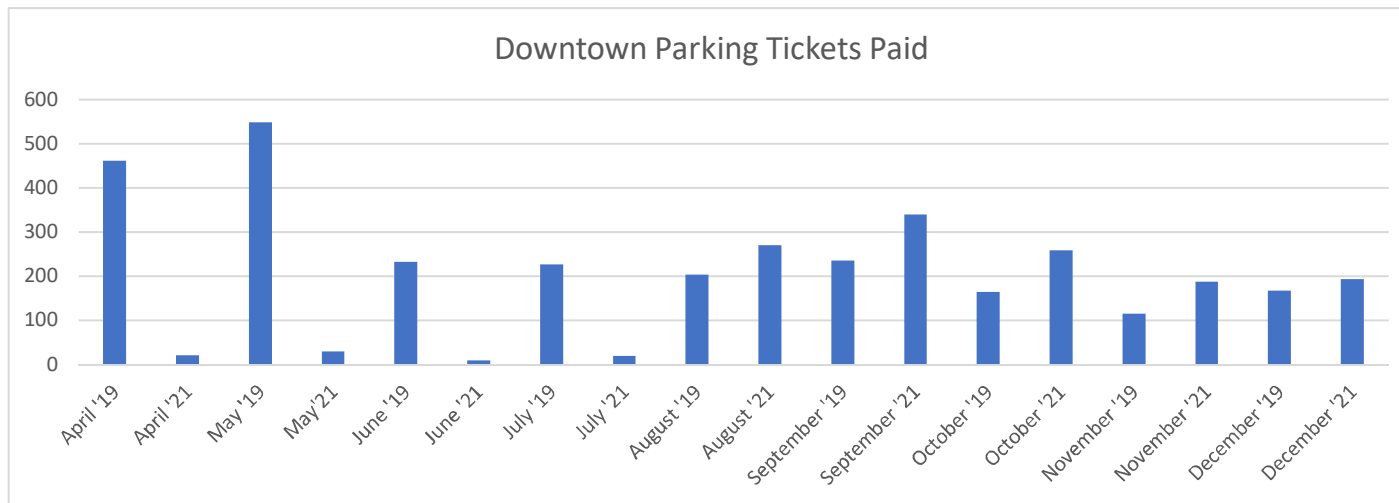
Staff Liaison

Board/Commission Chair

Notice of Assistance at the Public Meetings

The City of San Marcos does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. 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 512-393-8074 or sent by e-mail to ADArequest@sanmarcostx.gov

Downtown Parking Tickets Paid			
Month	Number of tickets Paid	Citations Issued	Percent of tickets issued
April '19	461	1285	36%
April '21	20	102	20%
May '19	548	1287	43%
May'21	29	51	57%
June '19	232	534	43%
June '21	8	81	10%
July '19	225	644	35%
July '21	18	200	9%
August '19	202	659	31%
August '21	269	840	32%
September '19	234	786	30%
September '21	338	888	38%
October '19	164	612	27%
October '21	258	500	52%
November '19	114	485	24%
November '21	187	543	34%
December '19	167	549	30%
December '21	192	468	41%





Citation Violations Summary

Dates beginning 12/1/2019 through 12/31/2019

Violation	Count	Warnings	Voids	Total	Fines
101-Parked Overtime - Warning	0	24	0	24	\$0.00
103-Parked In Fire Zone - Warning	0	2	0	2	\$0.00
105-Disable Parking Violation - Warning	0	4	0	4	\$0.00
109-Parked Within 4' Of A Mailbox - Warning	0	1	0	1	\$0.00
119-Parked Within 30' Of Traffic Control Dev-Warn	0	1	0	1	\$0.00
130-Parked in a No Parking Zone - Warning	0	2	0	2	\$0.00
134-Parked in Loading Zone - Warning	0	1	0	1	\$0.00
137-Parked Within 15' Of Fire Hydrant - Warning	0	1	0	1	\$0.00
142-Parked Left Side Street/Facing Traffic - Warn	0	22	0	22	\$0.00
145-Parked On Sidewalk - Warning	-2	6	2	6	\$0.00
147-Oversized Vehicle In Angled Parking - Warning	0	1	0	1	\$0.00
148-Parked On Street For Sale/Repair - Warning	0	1	0	1	\$0.00
151-Backed Into Head-In Angled Parking - Warning	0	3	0	3	\$0.00
152-Head-In Into Back-In Angle Parking - Warning	0	7	0	7	\$0.00
201-Parked Overtime	253	0	16	269	\$4,440.00
202-Parked Blocking Bicycle Lane	3	0	0	3	\$75.00
203-Parked In Fire Zone	2	0	0	2	\$0.00
205-Disable Parking Violation	62	0	1	63	\$16,200.00
219-Parked Within 30' Of A Traffic Control Device	1	0	0	1	\$0.00
230-Parked in a No Parking Zone	107	0	3	110	\$2,475.00
232-Parked Blocking Crosswalk	1	0	0	1	\$45.00
235-No Parking Zone - RPP	13	0	2	15	\$360.00
236-Wheels Over 18" From The Curb	1	0	0	1	\$0.00
237-Parked Within 15' Of Fire Hydrant	10	0	0	10	\$150.00
240-Parked In Lane of Traffic	2	0	0	2	\$45.00
241-Parked In Intersection	7	0	0	7	\$180.00
242-Parked Left Side Street/Facing Traffic	33	0	0	33	\$510.00
243-Parked On Grass	3	0	0	3	\$45.00
244-Parked In City Right-of-Way	1	0	0	1	\$45.00
245-Parked On Sidewalk	17	0	1	18	\$315.00
246-Comm Veh In Res. Area (Semi/Const./Farm)	1	0	0	1	\$75.00
251-Backed Into Head-In Angled Parking	10	0	0	10	\$300.00
252-Head-In Into Backed-In Angle Parking	24	0	1	25	\$450.00
Grand Totals	549	76	26	651	\$25,710.00



Citation Violations Summary

Dates beginning 12/1/2021 through 12/31/2021

Violation	Count	Warnings	Voids	Total	Fines
105-Disable Parking Violation - Warning	0	2	0	2	\$0.00
130-Parked in a No Parking Zone - Warning	0	3	0	3	\$0.00
142-Parked Left Side Street/Facing Traffic - Warn	0	8	0	8	\$0.00
145-Parked On Sidewalk - Warning	0	1	0	1	\$0.00
201-Parked Overtime	340	0	12	352	\$6,580.00
203-Parked In Fire Zone	1	0	0	1	\$0.00
205-Disable Parking Violation	22	0	0	22	\$3,750.00
206-Travel Trailer Parked in Residential Area	0	0	1	1	\$0.00
209-Parked Within 4' Of A Mailbox	1	0	0	1	\$30.00
230-Parked in a No Parking Zone	14	0	0	14	\$135.00
234-Parked in Loading Zone	1	0	0	1	\$0.00
235-No Parking Zone - RPP	15	0	0	15	\$270.00
236-Wheels Over 18" From The Curb	1	0	0	1	\$30.00
237-Parked Within 15' Of Fire Hydrant	4	0	0	4	\$150.00
242-Parked Left Side Street/Facing Traffic	24	0	0	24	\$180.00
245-Parked On Sidewalk	2	0	0	2	\$45.00
251-Backed Into Head-In Angled Parking	9	0	0	9	\$255.00
252-Head-In Into Backed-In Angle Parking	34	0	0	34	\$630.00
Grand Totals	468	14	13	495	\$12,055.00



**PARKING ADVISORY BOARD RECOMMENDATION
RESOLUTION NO. 2021-01PAB
A RECOMMENDATION RESOLUTION OF THE PARKING ADVISORY BOARD TO THE CITY
MANAGER AND CITY COUNCIL REGARDING CIVIL PENALTIES FOR PARKING VIOLATIONS AND
THE MAILING OF CITATION LETTERS**

WHEREAS, the City of San Marcos Parking Advisory Board has conducted monthly meetings throughout 2021 and has observed from staff reports an increase in parking demand and violations following the relaxation of COVID-19 restrictions;

WHEREAS, Section 82.156 of Subpart A of the City's Code of Ordinances (the "City Code") states that it is "a rebuttable presumption that the registered owner of the motor vehicle is the person who parked or stopped the vehicle at the time and place of the offense charged;"

WHEREAS, the City of San Marcos' vendor for issuing, processing, and collecting parking citations, NuPark, has informed the City that it has gained the ability to mail citations directly to the registered owner of a vehicle by conducting a lookup within the Texas Department of Motor Vehicles database for a nominal fee per citation of two dollars (\$2.00), herein referred to as the "Direct Mail Fee;"

WHEREAS, Section 82.159(b) of the City Code states that, "[a]ny penalty not paid within 15 days of the date due is subject to an additional fee of 50 per cent of the original penalty," hereinafter referred to as a "Late Fee;"

WHEREAS, Section 82.159(a) of the City Code sets the lowest minimum penalty for a called level one parking violation at \$20.00 and hence the minimum Late Fee for a parking violation is \$10.00, said amount being in excess of the \$2.00 Direct Mail fee;

WHEREAS, the total marginal increase in revenue for each late-paid citation precipitated by Direct Mail of unpaid parking citations would be at least \$28.00 and would increase the revenue available to the City to manage public parking;

WHEREAS, historically, the City of San Marcos has observed an extremely low collection rate on parking violation citations with the percentage of paid citations for the last normalized demand year of 2019 being only thirty four percent (34%);

WHEREAS, the City of San Marcos now offers online citation payment option through its vendor, NuPark, at the following URL: <https://sanmarcostx.nupark.com/portal/Citations>;

WHEREAS, the Parking Advisory Board expects the collection rate will be substantially increased with the Direct Mail including a clear link to the online option for payment and bolded notation of the additional consequences of unpaid parking citations, including immobilization and impoundment;

and;

WHEREAS, the Parking Advisory Board expects the increase in realized consequences for violating the City's parking regulations to result in increased compliance and more orderly management of the City's limited public parking resources and curb space;

NOW, THEREFORE, BE IT RESOLVED BY THE PARKING ADVISORY BOARD OF THE CITY OF SAN MARCOS, TEXAS:

Part 1. It is recommended that the City Manager immediately direct all related departments, including but not limited to, Municipal Court, Police and Finance, to dedicate the administrative and financial resources necessary to Direct Mail of all parking citations issued after January 1, 2022 that remain unpaid after fifteen (15) days.

Part 2. It is recommended that the Direct Mail include prominent links to the Online Payment option for parking citations and clearly state that penalties for unpaid citations include immobilization and impoundment of the violator's vehicle.

Part 3. It is recommended that the nominal administrative cost for Direct Mail be approved by the City Manager under her or his authority granted in Section 2.566 of the City Code to authorize "without further city council approval for all budgeted items not exceeding \$50,000.00;" her or his authority to authorize "change orders to city contracts involving increases or decreases of \$50,000.00 or less;" or through other source of funds or authority as the City Manager may otherwise deem appropriate.


Part 4. It is recommended City Manager direct all related departments to track the collected revenue from citations paid following Direct Mail to verify the self-funding and revenue accretive nature of the Direct Mail program over the next twelve (12) months.

Part 5. It is recommended that City Council be tendered a memo summarizing this Resolution and, in the absence of affirmative action by the City Manager under Parts 1 – 4 above, to request that City Council direct the implementation of the Direct Mail program as herein described.

PASSED AND ADOPTED on December 13, 2021

Attest:


Amy Cogdill
Staff Liaison


Carina Boston Pinales
Chair