



**City of San Marcos  
Regular Meeting  
Parking Advisory Board  
July 18, 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/86884598130>**

or dial:

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

Webinar ID: 868 8459 8130

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**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](mailto: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, by motion, the approval of regular meeting minutes:
  - a. June 20, 2022

**REPORT ITEMS**

2. Receive a staff report on parking citations issued and paid last month
3. Receive a staff report on the overdue citation folder for vehicles with unpaid citations
4. Receive a staff report on publication of the traffic register on the City's website
5. Receive a staff report on the Paid Parking Pilot Program in City Park

**ACTION ITEMS**

6. Consider, by motion, the approval of language to go out to downtown business owners for notification of the launch of the Employee Parking Pilot Program
7. Consider, by motion, the approval of a goal date to launch the Employee Parking Pilot Program

**FUTURE AGENDA ITEMS**

8. Board Members may provide requests for discussion items for a future agenda in accordance with the board's approved bylaws. *No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.*

**IV. 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.

**V. 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](mailto:ADArequest@sanmarcostx.gov).

For more information on the Parking Advisory Board please contact Amy Cogdill at [acogdill@sanmarcostx.gov](mailto:acogdill@sanmarcostx.gov)



**PARKING ADVISORY BOARD  
MINUTES**

**REGULAR MEETING  
June 20, 2022**

The Parking Advisory Board convened in a regular meeting via the Zoom online format and in-person on June 20, 2022.

**I. Vice-Chair John David Carson 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
- Katie Smith Deolloz
- Rosalie Ray
- Mayor Hughson
- Council Member Baker

**Staff Present**

- Interim Assistant City Manager, Laurie Moyer
- Director of Public Safety, Chase Stapp
- Director of Public Works, Sabas Avila
- Assistant Director of Public Works, Pete Binion
- Parking Coordinator, Samantha Cervantez
- Commander Leonard

**III. 30 MINUTE CITIZEN COMMENT PERIOD**

**MINUTES**

1. Consider, by motion, the approval of regular meeting minutes:
  - May 16, 2022

**A motion was made by Board Member Katie Smith Deolloz Rosalie Ray, seconded by Board Member Rosalie Ray, to approve the May 16, 2022.**

**Amended Motion: Staff provided amendments for typos on page 6 and Board Member John David Carson made a motion to correct verbiage in item three and correct the spelling of “Marshal”, motion seconded by Board Member Katie Smith Deolloz**

For: 5- Chair Carina Boston Pinales, Vice Chair  
John David Carson, Board Member Katie

**PARKING ADVISORY BOARD**

**MEETING MINUTES**

**June 20, 2022**

Smith Deolloz, Board Member Rosalie Ray,  
Board Member Esther Garcia

Against: 0-  
Absent 2-

Board Member Esther Henk, Board  
Member Johnny Finch

**Main motion to approve the May 16, 2022 meeting minutes with amendments carried by the following vote:**

For: 5-

Chair Carina Boston Pinales, Vice Chair  
John David Carson, Board Member Katie  
Smith Deolloz, Board Member Rosalie Ray,  
Board Member Esther Garcia

Against: 0-  
Absent 2-

Board Member Esther Henk, Board  
Member Johnny Finch

**REPORT ITEMS**

2. Receive a staff report on parking citations issued and paid last month
  - Citations issued and paid May 2022
    - 297 tickets paid
    - 1176 tickets issued
  - The paid tickets are not necessarily the same ones being issued that month.
  - Revenue accounts for parking citations have been created, but there is not much data to report. The board requested a quarterly average of citation revenue.
  - Parking Enforcement staff has worked on sending out letters to top offenders with unpaid parking citations, but to comply with the current booting ordinance, the letters need to be sent by certified mail.
    - Certified letter cost ~ \$5 per letter
    - Almost all certified letters have been returned due to an outdated address. Due to a legislative update, the city does not have access to this program's most up-to-date DMV data because the citations are a civil offense.
    - One solution would be to remove the certified letter requirements from the booting ordinance to eliminate the issue of finding an accurate address
  - Since transitioning from the Police Department to the Marshal's office, the Parking Enforcement program has been more productive and has more time to dedicate to the program.
  - The LPR cameras have been fixed to ensure the machines are working correctly, and the system in the Parking Enforcement vehicles has limited downtime due to software crashes.
3. Receive a staff report on the Employee Parking Program  
*Vice Chair John David Carson recused himself from the conversation*
  - Staff gave an update on pending questions from the last meeting:

- Does the parking lot have mowing or vegetation maintenance?
    - The lot is mowed twice monthly.
  - With an example of five (5) dedicated spaces. How are the ten (10) license plates used for verification? Are these two license plates per dedicated spot, or can these ten license plates be in any of the five dedicated spots?
    - The license plates are not tied to individual spots in the case of dedicated spots. The ten license plates may park in any of the five dedicated spaces. So this is a pool of ten licenses for a pool of five dedicated spots.
    - If a sixth employee shows up and there are no empty spaces, they will need to either buy the daily rate or find a different option for parking.
  - Staff will look to meet with the Education Committee to start working on the educational outreach.
  - There is a concern if there are individual daily parkers in the lot if the lot is sold out for the Employee Parking Program.
  - Currently, LAZ is willing to dedicate up to 60 parking spaces. The City does not have a block on the entire lot, so the undedicated space does not guarantee a parking space. Staff will recommend that businesses reserve the dedicated spaces.
  - The communication email to advertise the lot will go out through the Main Street email system to ensure all downtown businesses get information Staff walked through how the reservation process will work.
  - The purpose of the Employee Parking Program is to get employees out of on-street parking.
  - The Marshal's office updated that technology with the current LPR system gives additional parking options for downtown employees.
    - Is a potential to have the city vehicles enforced on the lot, but this would have to be approved by LAZ beforehand.
4. Receive a staff report and update on parking discussed at Council meetings
- Staff reviewed the May 17th and June 7th parking presentations to Council.
    - Full council presentations can be viewed on the city website.
  - The Parking Advisory Board is responsible for establishing Parking Benefits Districts. The Administrative Committee can move up the Parking Benefits Section of their review of Chapter 82 to help the Parks and Recreation Board move their paid parking pilot program along.
    - The Admin committee is looking at setting up the process of creating a Parking Benefits District.
  - The Inter Local Agreement with Texas State for the parking land swap will go to Council on July 5th
  - The Paid Parking pilot will only be in City Park Parking lot during the pilot period.
5. Receive a staff report and update on the ordinance revision for the booting process

- Parking Enforcement staff has sent a redlined copy to the City Attorney for review before bringing it to the Parking Advisory Board.
  - When staff sent the updated booting ordinance, the fines for the citations were also adjusted, with final approval pending Legal revision:
    - Overtime violations - \$50
    - Level 2 violations - \$60
    - Fire zones violations - \$100
    - Accessible parking violations - \$500
  - Parking Enforcement staff reviewed the whole booting process
    - Vehicles can be booted once they have three or more unpaid parking citations past the 15-day payment window. Once the notice that the vehicle is placed on the vehicle, the owner has ten days to respond and set up payment with the judge.
    - If the vehicle has been immobilized, the owner must show proof of having an arrangement with the judge before boot removal.
  - The board requested limiting immobilization to mornings and weekdays only, so the Municipal court is open to work out a payment method.
  - The City has four boots.
  - The board would like the outreach of the Employee Parking Program to include information on the boot option is coming to inform downtown business owners.
  - If community members see vehicles parked incorrectly, like in a bike lane or on the sidewalk, the best way to resolve the issue is to call the non-emergency line, and PD dispatch will inform the Marshal Deputies.
  - The Marshal's office reports that there are many more people and parking issues in San Marcos due to free everything.
6. Receive a staff report and hold discussion of the citation handouts to be included in select parking citations
- Parking Enforcement staff showed updated information on the handout envelopes for vehicles with unpaid citations
  - Staff is waiting to get a quote back for the cost to print the envelopes
  - Staff hopes to include the QR code to pay citations online on the ticket itself

**ACTION ITEMS**

7. Consider, by motion, the approval of recommendations from the Administrative Committee related to:
- a. Parking Advisory Board and Departmental Management
  - b. Traffic Register
  - c. Definitions
  - d. Financial Stewardship

**Main Motion: A motion was made by Vice Chair John David Carson, seconded by Board Member Katie Smith Deolloz, to approve the recommendations as outlined by the Administrative Committee**

**Amended Motion: Board Member John David Carson made a motion seconded by Board Member Rosalie Ray to amend the recommendation by removing section 82.039, amend section 82.067 by striking “through the” and replacing it with “as an interactive map on the Open Data Portal” to read “made publicly available as an interactive map on the city’s Open Data Portal”, remove level five citations in section 82.159, and change September to May for the annual Round-up Program in section 82.159 (f).**

For:	5-	Chair Carina Boston Pinales, Vice Chair John David Carson, Board Member Rosalie Ray, Board Member Katie Smith Deolloz, Board Member Esther Garcia
Against:	0-	
Absent	2-	Board Member Johnny Finch, Board Member Esther Henk

**Main motion to approve the recommendation with amendments carried by the following vote:**

For:	5-	Chair Carina Boston Pinales, Vice Chair John David Carson, Board Member Rosalie Ray, Board Member Katie Smith Deolloz, Board Member Esther Garcia
Against:	0-	
Absent	2-	Board Member Johnny Finch, Board Member Esther Henk

- 8. Consider, by motion, moving the regular meeting in August to a different date
  - The Transit team will be at a conference the day after the August 15<sup>th</sup> meeting.

**Main Motion: A motion was made by Board Member Rosalie Ray, seconded by Board Member Katie Smith Deolloz, to move the August regular meeting to August 22<sup>nd</sup>. The motion was carried by the following vote:**

For:	5-	Chair Carina Boston Pinales, Vice Chair John David Carson, Board Member Rosalie Ray, Board Member Katie Smith Deolloz, Board Member Esther Garcia
Against:	0-	
Absent	2-	Board Member Johnny Finch, Board Member Esther Henk

**FUTURE AGENDA ITEMS**

- **Standing items**
- **Discussion: Traffic Register update**
- **Action: Same language as item 7 with Parking Benefits Districts**
- **Staff Report: Parks Paid Parking Pilot Program with details**

**QUESTION AND ANSWER SESSION WITH THE PRESS AND PUBLIC**

None.

**IV. ADJOURNMENT**

The meeting was adjourned at 7:08 pm motioned Vice Chair John David Carson seconded by Board Member Rosalie Ray.

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**Staff Liaison**

**Board/Commission Chair**

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**Downtown Parking Citations Issued and Paid for Parking Advisory Board**

Downtown Parking Citations Issued and Paid			
Month	Number of Citations Paid	Citations Issued	Percent of citations issued that have been paid
April '21	20	102	20%
May'21	29	51	57%
June '21	8	81	10%
July '21	18	200	9%
August '21	269	840	32%
September '21	338	888	38%
October '21	258	500	52%
November '21	187	543	34%
December '21	192	468	41%
January '22	187	508	37%
February '22	185	513	36%
March '22	248	808	31%
April '22	261	980	27%
May '22	297	1176	25%
June '22	319	1197	27%

