



## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** Richard Mendoza, P.E., Director, Transportation and Public Works Department (TPW)

**THROUGH:** Michael Rogers, Assistant City Manager

**DATE:** February 10, 2025

**SUBJECT:** **RE: February 13, 2025 Council Meeting Agenda Item 26**

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The purpose of this memorandum is to provide additional information related to [item 26](#) on the, February 13, 2025, City Council agenda Specifically, certain elements of the ordinance and how the Transportation and Public Works Department (TPW) will proceed should the item be approved. Please find below some background which seeks to clarify TPW's operational plans related to these elements.

1. Mailing parking citations in the future: The Urban Transportation Commission recommended inclusion of the option to mail citations, and with the first opportunity in 15 years of a holistic review of the two parking-related code sections, TPW staff decided to include this option in the draft ordinance. TPW has no immediate plans to begin utilizing this option for service of a citation, and we intend to continue utilizing in-person service of citations for the long-term future. TPW will work with City departmental partners like Municipal Court, Law, and the Austin Police Department to identify the internal business processes and system updates needed to utilize the option of mailing citations in the future. We are committed to briefing the Council Mobility Committee in July, or the next available opportunity, to discuss the status of that coordination.
2. New violations defined in the ordinance: There are three new violations included in the draft ordinance (Blocking a signed or marked bike lane, Electric vehicle charging station, right-of-way closure area during special events). We are committed to a three-month period of public education about these new violations where only educational materials or warnings will be given when infractions are found. This should provide enough time to ensure these new violations are generally understood throughout the community.
3. Other changes included in the ordinance will take effect within the standard ten-day period, or shortly thereafter. TPW will begin public communications about key changes from the ordinance immediately after passage.

Should you have additional questions, please contact me directly. Please let me know if you should have any other questions.

CC: T.C. Broadnax, City Manager  
CMO Executive Team  
Deborah Thomas, Interim City Attorney  
Myrna Rios, City Clerk  
Corrie Stokes, City Auditor  
Judge Sherry Statman, Presiding Judge  
Mary Jane Grubb, Municipal Court Clerk