PARKING ADVISORY COMMITTEE AGENDA
Wednesday, November 15, 2023 - 6:00 PM
City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365

All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Erik Glover, City Recorder at 541.574.0613, or e.glover@newportoregon.gov.

All meetings are live-streamed at https://newportoregon.gov, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to publiccomment@newportoregon.gov. Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day.
To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

---

1. WELCOME AND INTRODUCTIONS

1.1 Memorandum:
Memorandum

2. ROLL CALL

3. APPROVAL OF MINUTES

3.1 October 18, 2023 Parking Advisory Committee Meeting.
Draft Parking Advisory Comm Mtg Minutes 10-18-2023

4. DISCUSSION ITEMS

4.1 New Format for Meeting Minutes

4.2 Review Draft Resolution No. 4000 Setting Fees and Terms of Use of Certain Public Parking Areas (Action Item)

- Establishing a Meter Citation Fee
- How Should Convenience Fees be Addressed
- Parking Time Limits During Off-Hours
- Frequency of Fee Adjustments

4.3 Finalize Bayfront Parking Management FAQ

4.4 Implementation Update

4.5 Proposal for Parking Ticket Collections

4.6 Demonstration of the E-Permitting User Portal

5. PUBLIC COMMENT

This is an opportunity for members of the audience to bring to the Work Group's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.

6. ADJOURNMENT

HANDOUTS

Meeting Materials:

Example Newport Minutes Template
Newport Parking Citations
Bayfront Regulatory Parking Sign Layout
Bayfront Parking Management Solution FAQ - English
Bayfront Parking Management Solution FAQ - Spanish
Bayfront Parking Large Format Map
Implementation Schedule
T2 Collections Proposal
Public Comment

City of Newport

Community Development Department

Memorandum

To: Parking Advisory Committee

From: Derrick I. Tokos, AICP, Community Development Director

Date: November 9, 2023

Re: Topics for November 15th Parking Advisory Committee Meeting

---

For this meeting, we have identified six agenda items for the Parking Advisory Committee's consideration. First, is an update on changes the City is making to the format of its meeting minutes. They will be provided in summary format with agenda topic time stamps in the audio/video file for those that want additional detail. Enclosed is an example. With this change, the Committee might want to use formal motions on a more frequent basis, as that will ensure that the action taken is more explicitly addressed in the minutes.

The second item on the agenda is the review of draft Newport Resolution No. 4000, which sets the meter fees, permit fees, time limits, and other terms of use of public parking areas along the Bayfront. It was introduced to the City Council at its November 6, 2023 meeting and they have scheduled the resolution for a public hearing and potential adoption when they reconvene on November 20, 2023. There are a few items in the resolution that the Parking Advisory Committee has not had an opportunity to discuss, and the Council would appreciate feedback on them. They are summarized as follows:

1. Establishing a meter citation fee. Section 6 of the draft resolution sets $30 as the cost of a parking ticket for parking in a metered space without paying the fee. This is halfway between the existing $20 ticket for overtime parking and the $40 fee for parking in an area that is marked "no parking." The amount of a citation increases if it is not paid in a timely manner. Attached is the City's current citation fee schedule.

2. Convenience fees. Section 7 of the resolution lists the convenience fees charged by the merchant account holders for debit/credit card transactions via e-permitting, the pay stations, and the "text to park" feature. All or a portion of the fees can be allocated to the purchaser or city.

3. Parking time limits during off-hours. Section 4 of the draft resolution addresses length of stay. For metered parking areas along streets, the maximum a vehicle can be parked without a permit is four hours. It is a four hour time limit during off periods. Timed/permit parking areas have a 4 hour maximum length of stay for the regulated periods of time, unless the vehicle owner has a permit. The Committee might want to consider what the limit should be for off periods. Four hours… or 16 hours like the lots?

4. Frequency of Fee Adjustments. Section 10 of the resolution addresses this topic, requiring they be reviewed at least once every five years and adjusted, as needed, to account for inflation. The Committee should consider whether or not this is sufficient.

This is a draft resolution, and the City Council was advised that it could change as a result of Committee feedback. While we would like to make sure these four components are addressed, all aspects of the resolution are up for discussion. Robert Emond brought up maximum length of stay at the Council meeting., and whether or not it should be changed from 12 hours to 16 hours. The Committee might want to discuss this as well.

The third item on the agenda is finalizing the Bayfront Parking Management FAQ. Attached are draft versions of the document in English and Spanish that include changes that the Committee has made in response to stakeholder feedback. Also, attached is a copy of the large map showing the final permit zones, including the free parking areas the Committee wanted to see established. Once these are finalized, we will look to work them onto the City website and will start pushing the FAQ out. This agenda item is an opportunity for the group to discuss other informational items it would like to see as part of the roll out.

The last three items on the agenda include an update on where City staff is at with implementation (schedule enclosed), a discussion about parking collections which is not part of the T2 contract (see attached proposal), and a demonstration of the e-permitting user portal.

Public comment received since your last meeting is enclosed for your consideration.

See you on Wednesday!

Attachments
Example Newport Minutes Template
Newport Parking Citations
Bayfront Regulatory Parking Sign Layout
Bayfront Parking Management Solution FAQ (English/Spanish)
Bayfront Parking Large Format Map
Implementation Schedule
T2 Collections Proposal

***Draft* MINUTES**
Parking Advisory Committee
Meeting #16
Newport City Hall Council Chambers
October 18, 2023

Committee Members Present: Janell Goplen, Aracelly Guevara, Aaron Bretz, Gary Ripka, Robert Emond, and Jan Kaplan.

Committee Members Present By Video: Doretta Smith, and Bill Branigan.

City Staff Present: Community Development Director, Derrick Tokos; Parking Enforcement Officer, Donald Valentine; and Executive Assistant, Sherri Marineau.

Public Present: Ann Moore, Susan Armstrong, Susan Spencer, Ken Spencer, Brittany Burright, Shaundra Hammond, Mike Pettis, Rene Tucson, and Steve Palmer.

1. **Call to Order & Roll Call.** Meeting started at 6:00 p.m.

2. **Approval of Minutes.**

   Branigan reported minor corrections to the minutes.

   MOTION was made by Bill Branigan, seconded by Aaron Bretz, to approve the September 20, 2023 Parking Advisory Committee meeting minutes with minor corrections. The motion carried unanimously in a voice vote.

3. **Review and Discuss Updated Implementation Schedule.** Tokos reviewed the implementation schedule, and what had happened so far. He asked for the committee's comments on the schedule. Goplen suggested adding a chatbot to the system to answer frequently asked questions and provide quick access to the database. Goplen thought the schedule was on track with what they discussed. Ripka, Emond, Branigan and Smith agreed.

   Tokos outlined a schedule for implementing the paid parking program in the city, starting with a courtesy permit program in January and rolling out paid permits in May. The courtesy permit program would give a sense of demand and allow for debugging of the license plate recognition system, while the paid permits would go live in May. Tokos explained the approach they were taking to install new signs and pay stations, including the timeline and tasks involved.

   Susan Armstrong addressed the Committee and reported that business owners were frustrated with the new parking permits and fees. She expressed frustration with the new parking permit system, arguing that it unfairly burdened business owners and employees who already struggled to make ends meet. Tokos explained that the parking permit system had been part of the plan since the initial study and adoption, and the committee was working to define zones and pricing for the lower tier parking. Armstrong thought that businesses in the Bayfront area would face increased costs for parking permits, with some paying up to $1,000 annually. Tokos explained that the plan aimed to improve turnover and reduce parking demand through demand management strategies, and businesses would not be required to provide off-street parking if they want to expand or redevelop. He reported that Bayfront, City Center, and Nye Beach businesses currently paid a surcharge on their business licenses based on the number of employees they had. The surcharge had been held flat over a decade with no inflationary adjustments. Tokos explained this would go away for the Bayfront when the meters and permit

program came in to place. He noted that the committee had made a change to reduce the Tier 2 parking permits to $100 a year. It would be an additional cost to businesses but not thousands of dollars of costs. Armstrong expressed concerns that people who had to provide off street parking would no longer have to do so. She felt this would create less parking spaces for customers.

Shaundra Hammond addressed the Committee and presented a list of over 200 signatures from tourists, locals, business owners, fisherman that were saying this program would do more harm than good. Armstrong thought that people came to the coast to get away from paying for parking. She expressed concerns about the timing of the parking plan implementation, given the current economic conditions and recent COVID-19 pandemic. Tokos reported the original agreement was adopted by the City Council in March of 2020 with the expectation that when it was implemented it would create turnover. In exchange for the program, the city wouldn't be asking businesses to put in off-street parking where they couldn't do so.

Emond reported the money collected from the program would go to parking lot improvements and enforcement. Tokos reported the cost for the recent resurfacing of the lots was $250,000. Goplen noted that the Committee encouraged feedback on how to use this money as well.

Ripka reported that before this, the city didn't have a way to enforce parking tickets and didn't have any ordinances. Tokos mentioned that ticket collection was a difficult and challenging process for municipalities, with a typical collection rate of 25-30%. The city had contract services before for ticket collections, but the proceeds didn't fund the enforcement.

A discussion ensued regarding why the public weren't able to vote on implementing meters and permits instead of the City Council making the decision. Armstrong expressed frustration with the lack of communication from the city regarding the parking situation in Newport, which affected local businesses. Tokos reported the Council held public hearings on the matter that included much public testimony. Outreach had also been done to owners and business owners on the Bayfront, the Port of Newport, the Commission, and other groups before this was voted in.

4. **Request by Chair Goplen to Discuss Security Camera Requirements.** Tokos explained that the pay stations would be coined operated and there would be a network of 10 cameras on light poles or utility poles to monitor the pay stations. The cameras weren't a part of the T2 System and city staff recognized that they were needed. The Police Department would be in charge of monitoring them. Goplen asked how wide the scope of the video was. Tokos didn't have that information. These were fixed cameras on pay stations and the city's IT Department was working through the details. Goplen asked if they would be leasing spaces for the cameras on private properties. Tokos confirmed they would need agreements to place them on any private property. Bretz reported that the Port had their pay stations and drop box stolen from at least once a year. He thought this was a good idea and felt it would be a deterrent for thieves.

5. **Options for Providing Free Parking in Tier II Permit Zones.** Tokos reviewed the email from Michelle Moore who wanted the city to carve out areas for employees to park without paying. He reviewed the maps where they could possibly to do this on the Front Street parking lot, uphill from the Hatfield lot, by the Port and Englund Marine, or Hurbert Street.

Ripka wanted the Port Dock 7 zone to be free on the weekends in the off-season. Tokos explained this was a timed zone. He noted that the commercial fishing permits in Zones B and D were $45 a month for 96 hours. Ripka and Tokos discussed ways to make it easier for commercial fishermen to obtain permits, including offering free parking during the offseason and adjusting fleet management systems to accommodate different types of crew members. Ripka was concerned that people would have to

buy permits for more than they needed in the off season. Tokos said they could buy a daily permit for these times. Ripka asked if fleets could adjust their daily passes while they were out on the ocean if they had cell service. Tokos confirmed they could.

Bretz asked what the drawback would be to implement all four free parking areas. Tokos said it was straightforward because they hadn't done the final specs on the signs yet and they had time to change them. Bretz wanted to make sure it didn't upset the plan. If it didn't, he thought they should say yes to all four because he felt it would be a good thing. Goplen liked that they were able to take community feedback in and show they were making changes because of it. There was general consensus to change to four areas to free parking. Smith noted they could also add them back in but questioned what kind of a hit to revenues it would be to change the areas to free parking. Tokos didn't know the total, but didn't think it would be a tremendous hit to them.

MOTION was made by Janelle Goplen, seconded by Aaron Bretz, to adopt the four areas on the map as free street parking areas. The motion carried unanimously in a voice vote.

Moore suggested they add additional lighting and a cameras to the free parking areas.

6. **Confirmation of Parking Permit Fee and Time Limitation Changes.** Tokos reviewed the pricing for the different areas. The committee was in general consensus with the pricing. Emond asked if adjustments could be made to the pricing. Tokos confirmed the City Council could do this anytime if they chose to.

   Tokos reported he would be attending the Port Commission meeting to provide the same information that he gave to the fishing groups. He would also be meeting with the Bornstein staff on November 1st, and with Pacific Seafoods at another time.

7. **Officer Valentine Demonstration of the LPR Handheld and Programmed Pay Stations.** Officer Valentine presented an example of one of the pay stations and offered to demonstrate how it worked after the meeting.

8. **Public Comment.** Anne Moore asked if the old Apollos lot would be used for parking. Tokos reported that a new hotel would be built there that would have the first floor as commercial space with parking behind it. The developer received conditional use approval so they wouldn't have to provide all their parking spaces. This was a decision approved by the City Council.

   Kaplan mentioned the challenge of getting information to citizens, particularly those who might not be aware of City Council decisions or proposals. Armstrong expressed frustration with the timing of meeting notices, which could lead to conflicting commitments and missed opportunities for public input. Tokos reminded that there had been multiple mailings sent out. Bretz reported that the Port had sent out notices to the commercial fishing user group and had a couple of meeting on this. He made it clear that this was a city program, not a Port program. Mike Pettis thought the Port should have sent out the proposal so the commercial fleet knew. Ripka pointed out there was a Port Commission meeting before COVID, and one after. He noted that the group had been talking about this for the last six years.

   Pettis thought the whole process was more of a benefit to restaurants and shops instead of the fishing fleet. Ripka agreed but noted they needed a way to get more parking turnover. It wasn't perfect system but it did roll spaces over.

Kaplan pointed out the program wouldn't make a lot of money, and the city had limited resources. He wondered if a trolley or shuttle could alleviate parking issues in the city. Goplen reminded that the transit service was already operating on the Bayfront. Tokos explained that a shuttle would need a revenue source to add the service. He thought policymakers needed to weigh what was a better bang for the buck. They could do a trolley system with a rapid loop between Bayfront, City Center, and Nye Beach, or they could reserve some of the money to help subsidize carpool vehicle programs with the employers, which was a different program. Kaplan thought they needed to have a reliable way to get people to the Bayfront like a trolley. Bretz questioned if a business could operate a trolley service independently. Tokos thought they could and they would need a business license with a cab endorsement. Ken Spencer reported that 20 years ago someone had operated a trolley that did a run around Newport. He noted they needed to think about where a trolley would start their route at, and where people would leave their cars to take the trolley to come down to the Bayfront. Goplen reported there were new grants for sustainable tourism. She thought there might be funds from this that could tie into a trolley service.

9. Adjournment. Having no further business, the meeting adjourned at 7:52 p.m.

Respectfully submitted,

_____

Sherri Marineau
Executive Assistant

City of Newport
City Council Minutes
October 16, 2023

LOCATION: CITY COUNCIL CHAMBERS, NEWPORT CITY HALL 169 SW COAST HIGHWAY NEWPORT
Time Start: 7:02 P.M. **Time End:** 8:01 P.M.

ATTENDANCE LOG/ROLLCALL

COUNCIL/BOARD MEMBER	STAFF
Mayor x	x, City Manager
Councilor x (excused)	x, Assistant City Manager
Councilor x	x, Public Works Director
Councilor x	x, Police Chief
Councilor x (absent)	x, Library Director
Councilor x	x, Finance Director
	x, Community & Economic Development Director (via Zoom)

AGENDA ITEM	ACTIONS
REGULAR MEETING	
CALL TO ORDER AND ROLL CALL a. Roll Call b. Pledge of Allegiance.	 None. None.
PUBLIC COMMENT a. John Smith- Newport b. Sally Smith- Newport c. Sam Smith- Newport	Written comment was attached to the packet prior to the meeting. Comments received were largely in opposition to x in residential areas. .
APPROVAL OF THE MINUTES a. Meeting minutes of b. Meeting Minutes of	 Motion by x seconded by x to approve the minutes of x. motion carried unanimously in a voice vote. Motion by x seconded by x to approve the minutes of x. motion carried unanimously in a voice vote.
PROCLAMATION, PRESENTATIONS AND SPECIAL RECOGNITIONS. a. Oath of Office for X. b. Presentation by x c. New Staff Introduction	 Oath of Office was administered to X by y. X Executive Director of the Greater Newport Chamber of Commerce. provided a recap of the Summer Reading 2023 program at X Library. X introduced new staff member. Staff Member x shared a brief summary of their background and interest in coming to Newport.
CONSENT CALENDAR a. October 2, 2023 City Council Work Session Minutes	

SAMPLE

b. Ratify x member to	Motion by Councilor x, seconded by Councilor x, to approve the consent agenda as presented. Motion carried unanimously in a voice vote.
PUBLIC HEARING **Ordinance No. x, Amending Municipal Code Related to Camping** a. CITY MANAGER REPORT – Spencer Nebel b. Public hearing open c. Public Comment d. Public hearing closed e. Council Decision	 Nebel presented the written City Manager report. 00:00 pm x (Newport) spoke in opposition to any expansion of services proposed by x. x (Toledo) spoke largely in support of the x location. Written public comment was received from x x(Newport) in support of the proposed amendments. 00:00 pm Council held discussion on ordinance and the hour timeframe for x; possibility of a secondary x; frequency of patrols; enforcement outside of x hours; x-hour parking; x task force recommendations regarding services; Motion was made by X, seconded by x, to move to place for final passage and read by title only, Ordinance No. xxxx, an Ordinance x and Amending the Newport Municipal Code to add Chapter x. Motion carried unanimously in a voice vote. x read Ordinance xxxx by title only, and conducted a roll call voice vote which carried unanimously
COMMUNICATIONS a. From Lincoln County Historical Society regarding b. From Councilor X regarding	 X provided a power point presentation and spoke about the events taking place at x in the month of October. X shared information about x.
CITY MANAGER'S REPORT a. Report regarding x signage project	 X presented the written City Manager report. x, x, and x shared what they learned at a recent training on the subject.

EXAMPLE

	The committee was in general agreement to designate the color Black/Brown as the paint color for the sign poles and recommend the project to City Council X declared a potential conflict of interest due to a family interest in a business who may bid on the project once released.
b. Discussion on vacancies on x	Brief discussion of current openings on Council and Committees.
c. Discussion regarding budget for stipend for volunteers of City	X declared an actual conflict of interest, due to having a family/household member who volunteers for the City. X abstained from voting or discussion on the matter. Discussion was held by Council and they were generally in favor of the stipend. Motion was made by x seconded by x to do x. Motion carried unanimously in a voice vote.
LOCAL CONTRACT REVIEW BOARD	
a. Consideration of X.	The local contract review board was opened at x. X presented the written city manager report. Motion was made by x seconded by x to approve x contract. Motion carried unanimously in a voice vote. The local contract review board was closed at x.
REPORT FROM MAYOR AND COUNCIL	Councilor x offered a reminder to remember the x event on Sunday. Councilors x, y, z, shared what they learned at a recent League of Oregon Cities conference.
PUBLIC COMMENT	None was heard.

EXAMPLE

PROOF #1
9266309; pt.1-3
Black & 185 Red
Paper - Wh, Ca, Wh

Regal Forms, Tarrytown, NY (800) 276-9950

NP 19000

CITY OF NEWPORT

PARKING VIOLATIONS CITATION

LICENSE NUMBER | | | | | | | | | STATE ☐ 1. OREGON ☐ 2. _____

MAKE

MODEL COLOR TYPE

PLACE OF VIOLATION NUMBER STREET LOCATION

DATE MO. / DAY / YEAR TIME ☐ A.M. ☐ P.M. ☐ PHOTOGRAPH CASE # _____

AFFIRMED UNDER PENALTY OF PERJURY (FIRST INITIAL AND LAST NAME) DPSST NUMBER

You are charged with violating the Oregon Revised Statute and/or Newport City Ordinance marked below.

			Fine amount if paid within: 0-10 DAYS	11-20 DAYS	21-30 DAYS
1.	OVERTIME PARKING	☐	$20	$45	$65
2.	FACING BACKWARDS	☐	$20	$45	$65
3.	BACKED INTO ANGLE	☐	$20	$45	$65
4.	BUS / TAXI ZONE	☐	$10	$25	$50
5.	DOUBLE PARKED	☐	$20	$45	$65
6.	NO PARKING	☐	$40	$85	$125
7.	TOW ZONE	☐	$40	$85	$125
8.	YELLOW ZONE (NO PARKING)	☐	$40	$85	$125
9.	LOADING ZONE	☐	$40	$85	$125
10.	72-HOUR VIOLATION	☐	$100	$205	$400
11.	FIRE HYDRANT	☐	$75	$105	$205
12.	DISABLED PERMIT	☐	$250	$325	$450
13.	IMPROPER PARKING	☐	$15	$30	$55
14.	DISPLAYING VEHICLE FOR SALE	☐	$45	$90	$130
15.	FIRE ZONE	☐	$40	$85	$125
16.	NUISANCE VEHICLE	☐	$1,000		
17.	OTHER	☐			

PLEASE FILL IN BEFORE MAILING

NAME

ADDRESS

CITY STATE ZIP

FOR PAYMENT, PLACE THE PROPER AMOUNT IN THIS ENVELOPE WITHIN 10 DAYS OF THE VIOLATION. PAYMENT MAY BE MADE IN PERSON AT NEWPORT CITY HALL, OR ATTACH SUFFICIENT POSTAGE AND DEPOSIT IN U.S. MAIL. IF YOU WISH TO PAY ONLINE, VISIT NEWPORTOREGON.GOV/ONLINEPAYMENTS, OR CONTACT THE NEWPORT MUNICIPAL COURT AT 541-574-0616 FOR ONLINE ACCOUNT INFORMATION. IF YOU WISH TO CONTEST THIS CITATION, CONTACT THE NEWPORT MUNICIPAL COURT WITHIN 10 DAYS OF THE VIOLATION TO SCHEDULE A HEARING DATE. COURT HEARINGS ARE HELD ON MOST WEDNESDAYS AT 9:00 A.M. NEWPORT MUNICIPAL COURT, 169 SW COAST HWY, NEWPORT, OREGON 97365.

IF NOT PAID WITHIN 10 DAYS, THE FINE IS INCREASED. ANY FINE NOT PAID WITHIN 30 DAYS IS SUBJECT TO COLLECTIONS, VEHICLE IMMOBILIZATION, VEHICLE IMPOUNDMENT AND OTHER INCURRED COSTS.

End of pts.1&2; Perf on pt.3

1/2" Perma-Tac Transfer tape on back of part 3

12 in

18 in

Paid (Meter Only) Areas
Green Streets on Map

Paid/Permit Streets
Orange Streets on Map

Paid/Permit Lots
Orange Lots on Map

Permit/Timed Streets
Pink Streets on Map

Permit/Timed Lots
Pink Streets on Map

Loading Zone Estuary
Side of Bay Blvd

Loading Zone Options
Upland Side of Bay Blvd

4 in

BAYFRONT PARKING MANAGEMENT SOLUTION
FREQUENTLY ASKED QUESTIONS (FAQ)

DRAFT

What is the City's Plan for Managing Parking along the Bayfront?

The City's plan for managing parking is to establish paid parking, paid/permit, and permit/timed parking areas along the Bayfront streets and parking lots. The plan is based upon a parking study that the City completed with stakeholder input in 2018, and which was formally adopted in 2020.

Why Install "Pay to Park" Pay Stations and Charge for Permits?

The purpose of the parking pay stations and electronic permits is to increase vehicle turnover in high demand areas so that more parking is available to Bayfront users. This will reduce congestion and improve public safety.

For much of the year, available parking is over 85% utilized, meaning it is "functionally full." Users cannot find a place to park, which leads to congestion, frustrated drivers, and vehicles being parked in an unsafe manner. Meter revenues will be used to fund parking enforcement, improve parking areas, and enhance overall access to the Bayfront.

So… What is the Parking Plan?

Attached to the back of this FAQ is a map showing the locations and pricing of the paid and permit parking areas along the Bayfront. A limited number of electronic permits will be available for purchase online through the City of Newport website. Persons in paid parking areas will be able to pay by phone using a "text to pay" option or they can use one of the ten pay stations that the City will be installing. Pay stations include coin, credit card, and coupon code functionality.

Which Parking Areas will this apply to?

Public parking areas along the Bayfront. It will not apply to private lots and Port of Newport parking areas.

When will the Changes go into Effect?

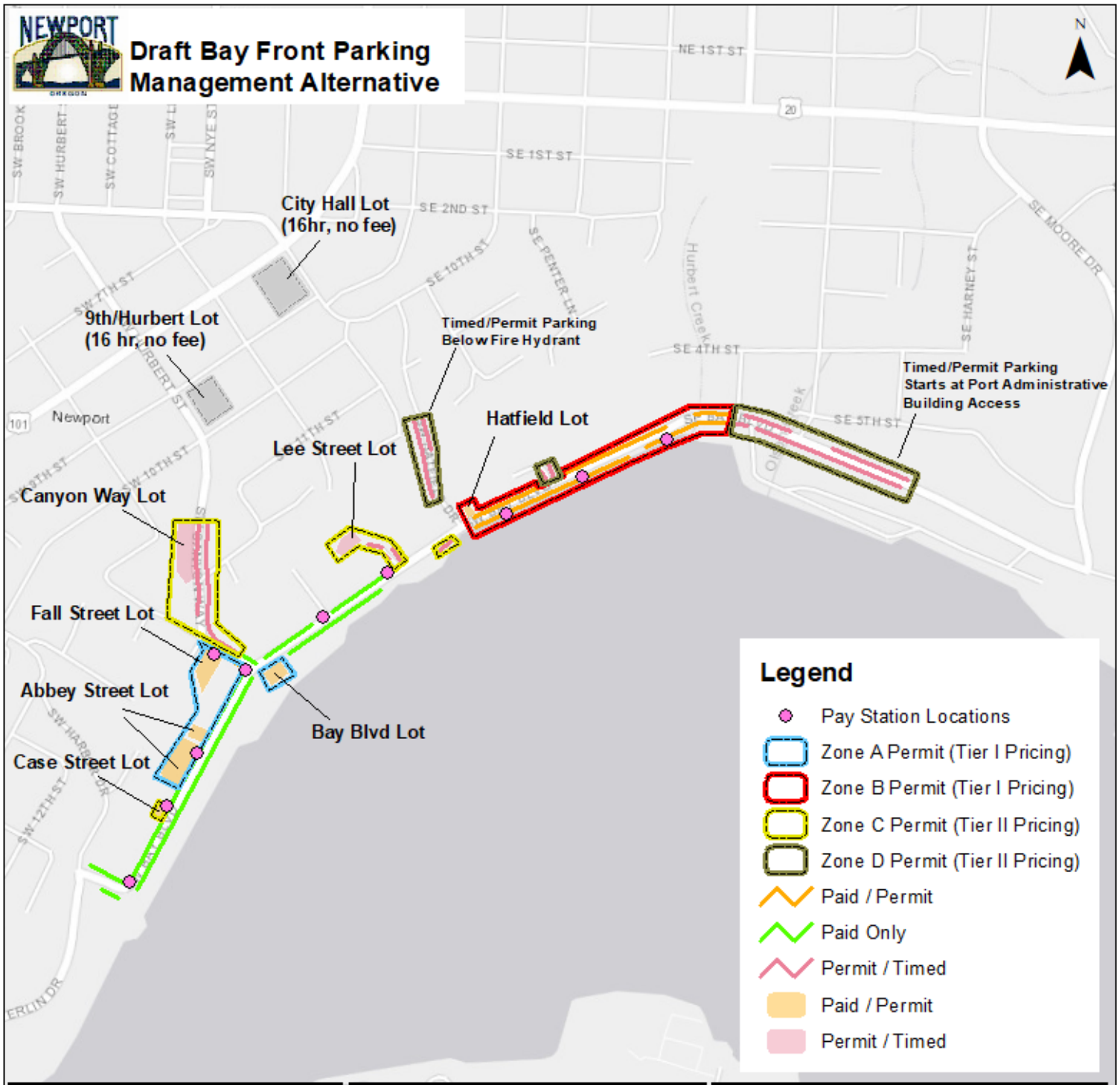
Pay stations and new signage will be installed and active on weekends only beginning in January of 2024. In December, the City will roll out free courtesy electronic permits that will be effective from January to April. Paid electronic permits will be required for permit areas effective May 1, 2024, and the pay stations will shift to seven days a week that same day.

How will this Impact Parking Enforcement?

The City will provide a break-in period of at least 30-days to help educate users about the new rules. They will only be issuing warnings during that time period. The City has hired a new parking enforcement officer who will be using License Plate Recognition (LPR) technology to efficiently identify vehicles parked in violation of the City's parking rules.

Who do I Contact to Learn More about Upcoming Changes?

For additional information, you can contact the City of Newport Community Development Department at 541-574-0629 or publiccomment@newportoregon.gov . You can also attend Parking Advisory Committee meetings, which are typically held on the third Wednesday of the month at Newport City Hall.



Paid Parking:
Pricing $1 hr (4 hr maximum stay)
11am to 7pm
7 Days a Week - May to October
Weekends Only - Nov to April

Timed Parking:
4 hr limit streets/lots
7 days a week - May to October
Weekends Only - Nov to April

Other dates:
4 hr limit streets
16 hr limit parking lots

Permit Parking:

Tier I Daily Pricing
$45 mo. (12 hr daily maximum)

Tier II Pricing
$25 mo. (12 hr daily maximum)
$100 annual permit

Commercial Fishing Community
Email Invitation to Apply from Port
Pricing $45 mo. (valid 96 hr period)

Charter Day Permit $8
Lodging Day Permit $10

Parking Stalls by Zone

Zone A Permit (Blue) - 115 Spaces

Zone B Permit (Red) - 107 Spaces

Zone C Permit (Yellow) - 114 Spaces

Zone D Permit (Brown) - 86 Spaces

E-Permits Available by Zone:
Zone A: 115
Zone B: 110
Zone C: 140
Zone D: 110

v3

SOLUCIÓN DE GESTIÓN DE APARCAMIENTOS FRENTE A LA BAHÍA PREGUNTAS FRECUENTES (FAQ)

DRAFT

¿Cuál es el Plan de la Ciudad para Administrar el Estacionamiento a lo largo de la Bahía?

El plan de la Ciudad para administrar el estacionamiento es establecer áreas de estacionamiento pagado, de pago/con permiso y con permiso/cronometrado a lo largo de las calles y estacionamientos de Bayfront. El plan se basa en un estudio de estacionamiento que la Ciudad completó con los aportes de las partes interesadas en 2018 y que se adoptó formalmente en 2020.

¿Por qué instalar estaciones de pago "Pay to Park" y cobrar por los permisos?

El propósito de las estaciones de pago de estacionamiento y los permisos electrónicos es aumentar la rotación de vehículos en áreas de alta demanda para que haya más estacionamiento disponible para los usuarios de Bayfront. Esto reducirá la congestión y mejorará la seguridad pública.

Durante gran parte del año, el estacionamiento disponible está más del 85% utilizado, lo que significa que está "funcionalmente lleno". Los usuarios no pueden encontrar un lugar para estacionar, lo que genera congestión, conductores frustrados y vehículos estacionados de manera insegura. Los ingresos de los parquímetros se utilizarán para financiar la aplicación de la ley de estacionamiento, mejorar las áreas de estacionamiento y mejorar el acceso general a la Bahía.

Así que... ¿Qué es el Plan de Estacionamiento?

Adjunto al reverso de estas preguntas frecuentes hay un mapa que muestra las ubicaciones y los precios de las áreas de estacionamiento pagadas y con permiso a lo largo de la bahía. Un número limitado de permisos electrónicos estarán disponibles para su compra en línea a través del sitio web de la Ciudad de Newport. Las personas en áreas de estacionamiento pagado podrán pagar por teléfono usando una opción de "mensaje de texto para pagar" o pueden usar una de las diez estaciones de pago que la Ciudad instalará. Las estaciones de pago incluyen la funcionalidad de monedas, tarjetas de crédito y códigos de cupón.

¿A qué áreas de estacionamiento se aplicará?

Áreas de estacionamiento público a lo largo de la bahía. No se aplicará a los lotes privados ni a las áreas de estacionamiento del Puerto de Newport.

¿Cuándo entrarán en vigor los cambios?

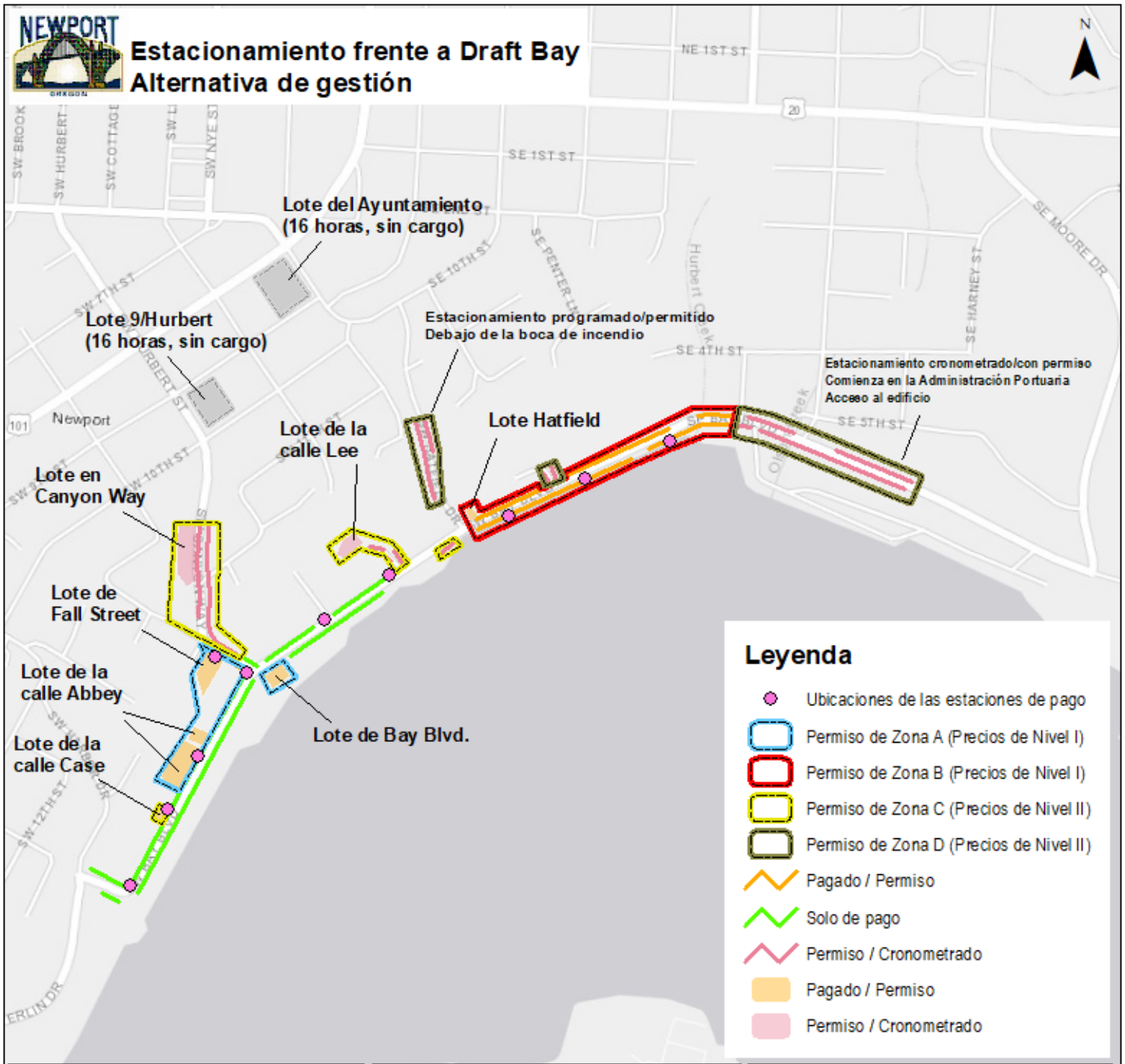
Las estaciones de pago y la nueva señalización se instalarán y estarán activas solo los fines de semana a partir de enero de 2024. En diciembre, la Ciudad implementará permisos electrónicos de cortesía gratuitos que entrarán en vigencia de enero a abril. A partir del 1 de mayo de 2024, se requerirán permisos electrónicos pagados para las áreas de permisos, y las estaciones de pago cambiarán a siete días a la semana ese mismo día.

¿Cómo afectará esto a la aplicación de la ley de estacionamiento?

La Ciudad proporcionará un período de adaptación de al menos 30 días para ayudar a educar a los usuarios sobre las nuevas reglas. Solo emitirán advertencias durante ese período de tiempo. La Ciudad ha contratado a un nuevo oficial de control de estacionamiento que utilizará la tecnología de Reconocimiento de Placas (LPR, por sus siglas en inglés) para identificar de manera eficiente los vehículos estacionados en violación de las reglas de estacionamiento de la Ciudad.

¿Con quién me comunico para obtener más información sobre los próximos cambios?

Para obtener información adicional, puede comunicarse con el Departamento de Desarrollo Comunitario de la Ciudad de Newport al 541-574-0629 o publiccomment@newportoregon.gov . También puede asistir a las reuniones del Comité Asesor de Estacionamiento, que generalmente se llevan a cabo el tercer miércoles del mes en el Ayuntamiento de Newport.



Estacionamiento de pago:
Precio: $1 hora (estadía máxima de 4 horas)
De 11 a 19 horas
7 días a la semana - Mayo a Octubre
Solo fines de semana - Noviembre a Abril

Estacionamiento programado:
Límite de 4 horas en calles/lotes
7 días a la semana - De mayo a octubre
Solo fines de semana - Noviembre a Abril

Otras fechas:
Límite de 4 horas en las calles
Estacionamiento con límite de 16 horas

Permiso de estacionamiento:

Precios diarios de nivel I
$45 al mes (máximo de 12 horas diarias)

Precios de Nivel II
$25 al mes (máximo de 12 horas diarias)
Permiso anual de $100

Comunidad de Pesca Comercial
Invitación por correo electrónico para presentar una solicitud desde el puerto
Precio $45 al mes (período válido de 96 horas)

Permiso de un día de chárter $8
Permiso de Día de Hospedaje $10

Puestos de aparcamiento por zona

Permiso de Zona A (Azul) - 115 Espacios

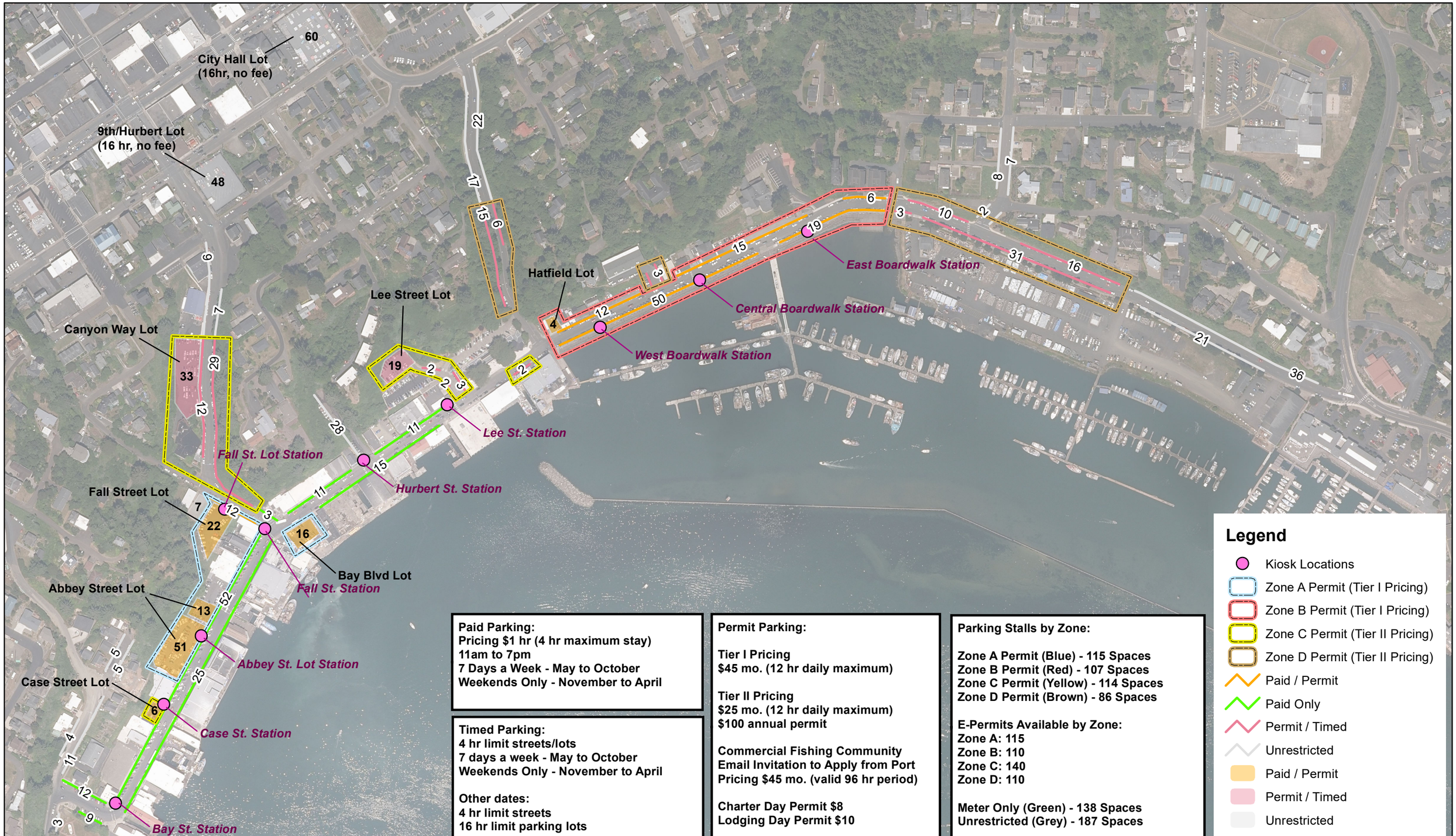
Permiso de Zona B (Rojo) - 107 Espacios

Permiso de Zona C (Amarillo) - 114 Espacios

Permiso de Zona D (Marrón) - 86 Espacios

Permisos electrónicos disponibles por zona:
Zona A: 115
Zona B: 110
Zona C: 140
Zona D: 110

v3



Paid Parking:
Pricing $1 hr (4 hr maximum stay)
11am to 7pm
7 Days a Week - May to October
Weekends Only - November to April

Timed Parking:
4 hr limit streets/lots
7 days a week - May to October
Weekends Only - November to April

Other dates:
4 hr limit streets
16 hr limit parking lots

Permit Parking:

Tier I Pricing
$45 mo. (12 hr daily maximum)

Tier II Pricing
$25 mo. (12 hr daily maximum)
$100 annual permit

Commercial Fishing Community
Email Invitation to Apply from Port
Pricing $45 mo. (valid 96 hr period)

Charter Day Permit $8
Lodging Day Permit $10

Parking Stalls by Zone:

Zone A Permit (Blue) - 115 Spaces
Zone B Permit (Red) - 107 Spaces
Zone C Permit (Yellow) - 114 Spaces
Zone D Permit (Brown) - 86 Spaces

E-Permits Available by Zone:
Zone A: 115
Zone B: 110
Zone C: 140
Zone D: 110

Meter Only (Green) - 138 Spaces
Unrestricted (Grey) - 187 Spaces

City of Newport
Community Development Department
169 SW Coast Highway Phone:1.541.574.0629
Newport, OR 97365 Fax:1.541.574.0644

This map is for informational use only and has not been prepared for, nor is it suitable for legal, engineering, or surveying purposes. It includes data from multiple sources. The City of Newport assumes no responsibility for its compilation or use and users of this information are cautioned to verify all information with the City of Newport Community Development Department.

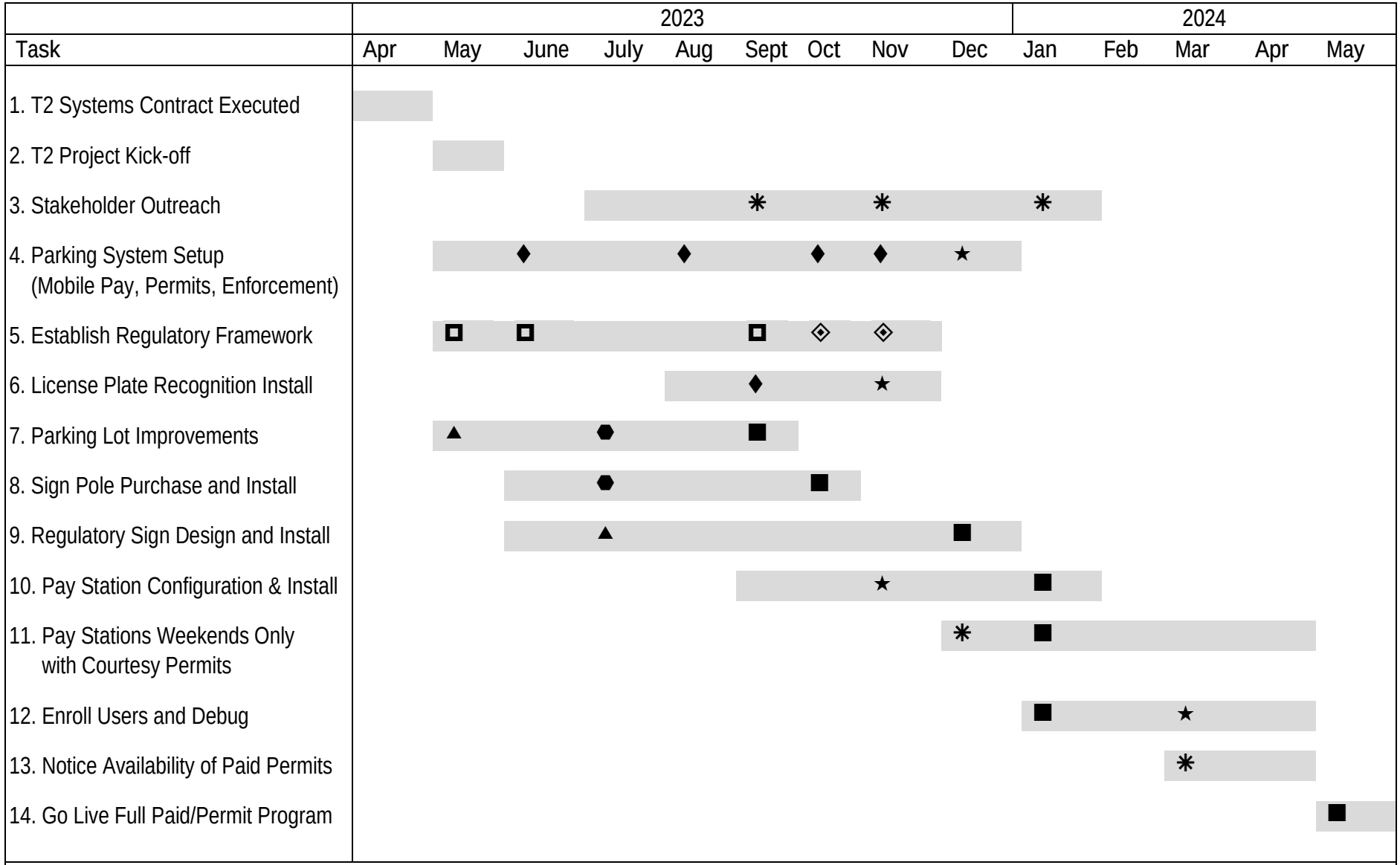
Draft Bay Front Parking Management Alternative

Aerial Image Taken 2021
4-inch, 4-band Digital Orthophotos
Date: October 13, 2023 (v8)

0 150 300 600 900 Feet

N

Bayfront Parking Management Implementation Schedule



Legend

★ Wrap-up Configuration
▲ Design
✳ Public Engagement Activities
◘ Legislative Work Sessions
♦ Training Sessions
⬣ Bid Project
■ Implementation
◈ Formal Action (Adoption)

v2

Collections Statement of Work

Copyright © 2023 T2 Systems, Inc.

CONTENTS

Collections Statement of Work i

Scope 3

Project Methodology 3

Project Schedule 3

Change Control 3

Assumptions, Constraints, and Risks 3

Collection Agency Collections 4

Agency Collection Services Details 4

The Statement of Work and any Exhibits or Attachments hereto shall be governed by the terms and conditions of the Citation Collection Services Agreement dated _____, between T2 Systems and the City of Newport, OR (AGENCY).

SCOPE

This Statement of Work (SOW) outlines the deliverables to be completed for the successful project implementation and on-going services for To the City of Newport, OR. Deliverables not addressed in this SOW are out-of-scope, and therefore not included.

T2 will provide the following activities through Citation Collection Services, LLC ('CCS') a wholly owned subsidiary of T2.

Project Methodology

Each party shall designate a Project Manager who shall work together to facilitate an efficient delivery of the SOW. The T2 Project Manager will be responsible for project planning, scheduling, and issue/risk resolution.

The Agency's Project Manager will be responsible for identifying and coordinating Agency resources necessary to meet the project schedule.

T2 will assign a dedicated Business Analyst (BA) who is dedicated to the success of the project.

Time is of the essence and all parties must participate as required to meet the timeframe.

Project Schedule

During the project kick-off meeting, the T2 Project Manager, with the Agency's Project Manager, will determine the project schedule.

Change Control

Customers may request changes to this SOW or planned deliverables. Change requests may result in a change to the price, schedule and other terms and conditions contained herein.

Assumptions, Constraints, and Risks

Much of the CCS work will be performed remotely. Any requirements for project resources to come onsite may result in additional consulting fees and related travel expenses.

Data integrity problems are a risk that, if encountered, can delay project timing. Data integrity issues are often the result of problems with consistency in the data and its usage.

Collection Agency Collections @ 30% Contingency Fee

CCS will perform outbound collection procedures on individual debts including:

- Third party, FDCPA (Fair Debt Collection Practices Act) compliant letter services and outbound/inbound collection call center services
- State licensed
- Experienced staff
- Non-confrontational and professional approach that reflects positively on your organization
- Skip Tracing – access to a database with personal information
- Real time bankruptcy information to ensure that no FDCPA violation is committed when pursuing an individual who has petitioned for bankruptcy, verify the legitimacy of the bankruptcy status, and improve collection efficiency and results

Agency Collection Services Details

- CCS will not assume responsibility for any backlog of unpaid citations at the start of this project.
  - Ongoing citations will be aged 30 - 60 days delinquent (final criteria are determined by the Agency) and transferred to CCS for collections weekly.
- Citations that meet the criteria of delinquent collections will be pursued using T2's collections process that may include the state debt set off programs if applicable.
- CCS is authorized to collect on the citations' balance using collection best-practices. This can include additional letter notifications and outbound calling. These collection best-practices are already included in the fee quoted.
- T2/CCS will provide a query to export the citation data to be escalated to CCS for collections. The Agency will generate this file weekly. In advance of generating this file, the data will be matched with current Registered Owner information.
- CCS limits the number of citations that can have a fee waived per month. Six (6) citations per month can have their service fees waived.
- In the event the Agency needs to recall a citation that has already been escalated for collection, the Agency will notify CCS via email at ccsclientservices@t2systems.com. Once the initial letter has been sent, the Agency can use one of their six (6) citation waivers per month to remove the service fee.
- CCS will send one (1) PL-95 collection letter per citation. Assuming the citation holder does not pay from the PL-95, CCS will begin collection best practice procedures.

- CCS will provide a daily file of payments to import into the Agency's UP Safety database made through CCS. The file will contain the citation number, payment date and citation amount.
- CCS will obtain from the Agency a daily payment import file of payments received at the Agency. It will contain the citation number, payment date and citation amount. It will be imported into the collection's software.
- CCS will provide the Agency with a monthly reconciliation report on the 3rd Friday of each month. The report will provide statistics on citations collected, dollar amount collected, and associated fees. Also, an electronic check will be issued in the total amount collected, net of fees.
- CCS will assess fees to the parker for insufficient funds. A flat $20.00 fee would be assessed to the citation holder for insufficient funds. CCS will retain this fee for bank services.
- CCS will provide a Project Manager responsible for project planning, scheduling, and status reporting. In addition, the Project Manager will act as the project's single point of contact with regards to change management and issue/risk control.

CUSTOMER NAME

Signature: _____

Print Name: _____

Title: _____

Date: _____

T2 Systems, Inc.

Signature: _____

Print Name: Christy Thomas

Title: Director, Citation Services

Date: _____

Sherri Marineau

From: Derrick Tokos
Sent: Friday, November 03, 2023 12:05 PM
To: Sherri Marineau
Subject: FW: Parking meters on the bayfront

Please add to the upcoming Advisory Committee meeting packets.

Thanks,

Derrick

From: mark ellis [redacted]
Sent: Friday, November 3, 2023 11:23 AM
To: Derrick Tokos <D.Tokos@NewportOregon.gov>
Subject: Parking meters on the bayfront

[WARNING] This message comes from an external organization. Be careful of embedded links.

> [redacted]

This is ridiculous. Let's not turn the Oregon coast into the east coast.This is as anti Oregon as you can get. Way to ruin the Oregon coast. The decision makers must have came from other states. This is a disgrace to anyone who lives here. This is part of appeal that keeps people coming back. The revenue will be lost to people not wanted to come to this special (and different) place. Please reconsider this greedy move unless you want to see parking meters all over the Oregon coast.

Sherri Marineau

From: Derrick Tokos
Sent: Monday, October 30, 2023 8:22 AM
To: Sherri Marineau
Subject: FW: Upcoming Newport Parking Advisory Committee Meeting

Please include in the packet for the upcoming parking advisory committee meeting.

Derrick

From: michelle moore [redacted]
Sent: Friday, October 27, 2023 11:57 AM
To: Derrick Tokos <D.Tokos@NewportOregon.gov>
Subject: Re: Upcoming Newport Parking Advisory Committee Meeting

[WARNING] This message comes from an external organization. Be careful of embedded links.

I appreciate you guys adding some free parking. I am still very against the meters for anywhere in Newport of course. It will hurt our businesses as well as the city of Newport's income when many tourists stop coming here. Most visitors do not want to visit an unwelcoming place like Newport will now be especially when they have so many other options of other coastal towns who dont require visitors to pay to be here patroning small businesses. It just doesnt make sense. A tourism and hospitality and fishing community should cater to visitors and fisherman and welcome them not put barriers up.

If you guys are still choosing to hurt our businesses instead of helping us then you should really only have the meters going for weekends only all year around OR just have them going 7 days a week in June, July, August and not going at all the rest of the year....because we really have some slow days the rest of the year even on weekends sometimes so it just doesnt make any sense. I think that is the only way to not cause too much irreparable damage to our town and livlihoods.

As far as the rest of the parking plan i think its very complicated and most people will make mistakes and constantly be receiving tickets just for going to work or tourist getting tickets and leaving Newport pissed off. The signage will be very confusing and if it mentions permits in the free areas then tourists will be confused and think they need a permit to park there which will deter them as well. I dont think you guys should have made any of those changes to the side streets or fishing area at all. This plan is going to cause huge problems for the fisherman, major inconveniences, tickets, confusion. Its awful that you guys would put this on local fishermen who are risking their lives for our community every day. You'll see during crab season coming up soon that all of Bay Blvd From Dock 3 to Dock 7 will be full of fisherman trucks who are out on the ocean for days at a time in bad weather with very little sleep and they will be coming back to tickets next year when things go into effect...its very sad. Im extremely dissapointed in the City of Newport for doing all of this and hurting our community. Its absurd that you guys are not see how much this will hurt our community...Ive already spoken to other businesses about hiring a lawyer to fight this so good luck.

Thanks

On Tue, Oct 24, 2023, 9:07 AM Derrick Tokos <D.Tokos@newportoregon.gov> wrote:

Hi Michelle,

I wanted to follow-up with you on this item. Comments that you and others provided were forwarded to the Parking Advisory Committee as part of their October 18th meeting packets. A few folks also attended last Wednesday's meeting. One of the Committee's agenda items was to discuss whether or not portions of the Tier II timed/permit parking areas should be reserved for free parking. The Committee elected to create four locations, identified with the white circles on the attached map.

The Committee also agreed to a soft roll out, with pay stations being installed and operational on weekends only beginning in January. This will be paired with no cost courtesy parking e-permits from January through April. The paid e-permit program will start in May when the pay stations shift to seven days a week. Persons with a courtesy permit will be notified via email when paid permits will be available. The City will do other outreach as well. More to follow on this as we update our informational materials.

Derrick I. Tokos, AICP
Community Development Director
City of Newport
169 SW Coast Highway
Newport, OR 97365
ph: 541.574.0626 fax: 541.574.0644
d.tokos@newportoregon.gov

From: Derrick Tokos <>
Sent: Wednesday, October 4, 2023 5:01 PM
To: [redacted]
Subject: Upcoming Newport Parking Advisory Committee Meeting

Hi Michelle,

Per our conversation earlier today, we will add to the Parking Advisory Committee's upcoming meeting agenda a discussion item regarding whether or not they want to make portions of the mapped Permit / Timed areas available for full day parking. At their last meeting, the group agreed to provide a lower priced annual permit in these Tier II areas, at $100 a year. This is in addition to the monthly option. The Committee also agreed to increase the parking period for the commercial fishing community, near Port Docks 5 and 7, to 96 hours. Both of these changes were in response to feedback received at the outreach meetings, and I fully expect the group will carefully weigh your concerns as well.

The Advisory Committee meeting will be held at 6pm on October 18th at Newport City Hall, and it is open to the public if you would like to attend.

Thank you for reaching out to share your concerns.

Derrick I. Tokos, AICP
Community Development Director
City of Newport
169 SW Coast Highway
Newport, OR 97365
ph: 541.574.0626 fax: 541.574.0644
d.tokos@newportoregon.gov