

**MINUTES**  
**Parking Advisory Committee**  
**Meeting #5**  
**Newport City Hall Council Chambers**  
**January 18, 2023**

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**Committee Members Present:** Aaron Bretz, Janell Goplen, Bill Branigan (*by video*), Aracelly Guevara, Doretta Smith, Jan Kaplan, and Robert Emond.

**Committee Members Absent:** Nevin Beckes (*excused*), Ian Clayman, and Gary Ripka.

**City Staff Present:** Community Development Director, Derrick Tokos; Police Chief, Jason Malloy; and Executive Assistant, Sherri Marineau.

**Public Present:** Cris Torp.

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

2. **Approval of Minutes.**

**MOTION** was made by Robert Emond, seconded by Aaron Bretz, to approve the November 16, 2022 Parking Advisory Committee meeting minutes as written. The motion carried unanimously in a voice vote.

3. **Review and Score Responses to Request for Proposals (RFP) for the Bayfront Parking Management Plan.** Tokos started the review of the proposals for the RFP.

A discussion on the proposal from T2 Systems commenced. The following comments were heard: Smith thought T2 was the most thorough, and liked that they had inhouse solutions versus others who were system integrators. She thought their proposal was well thought out and presented. Goplen did her own reference checks outside of the ones in the proposals and found that they had the best reputation. She spoke to Santa Cruz who said T2 worked well for them. They were currently taking all of their meters out and utilizing the T2 system along with the ParkMobile system. Goplen reported Santa Cruz leased the equipment and would then own it after five years.

Smith pointed out that a few of the proposals were just to provide service only, but T2 provided everything. Malloy ranked T2 as the highest and said he didn't look much at the implementation but thought the usability for enforcement officer integrating with our records management, and the hardware for the e-ticketing was very attractive. He liked that they had the ability to flag vehicles. Malloy also liked their data collection and the ability for people to pay the company for debt collecting and unpaid citations. They were the only ones who had a city of Newport's size they were servicing.

Bretz scored T2 the highest. He thought their software and hardware was good. He scored ParkMobile really close behind them, then Civic Smart was at the bottom of his list. He questioned how CivicSmart's equipment would stand up to corrosion and vandalism, and didn't like that they were focused mainly on big cities.

Goplen agreed that T2 scored the highest for her. She thought Newport should be open to utilizing a couple of companies together. Goplen liked the feedback from the two people that said T2 was easy to work with.

Kaplan agreed with what others were saying and questioned if it was an advantage to own the equipment or not. A discussion ensued regarding utilizing the T2 system along with a mobile app such as ParkMobile or Flowbird. Smith stated she would rather go with one provider who was responsible for the whole thing. Malloy thought that was a good point and gave an example of how two of their police cars had been integrated with their records management and e-ticketing systems the same way, but they couldn't get one of the cars system to work. He was nervous when there were multiple vendors. Branigan didn't have any comments.

A discussion on the proposal from CivicSmart commenced. Goplen noted the comments from their references said they weren't intuitive, battery replacements were tricky to do, sensors didn't work right, and people were complaining about ticketing. Bretz noted that solar power didn't always work on the overcast skies of the coast. Branigan thought it was too complicated. Malloy thought the CivicSmart system would mean they would need a full time officer to man parking and check the sensors for vandalism. Edmond thought that because the technology was changing so quickly it didn't make sense to be an early adopter in the program. Goplen pointed out other feedback was that the time-lapse of paying for parking and the sensors didn't correlate well. Bretz questioned if Newport had the wi-fi to do all the coverage for this. Malloy asked if they could ask follow up questions. Tokos reported they could do follow up interviews.

A discussion on the proposal from Parking Design Group commenced. Tokos reported they scored the lowest for him and noted they were requesting an exclusive agreement with Newport. Bretz had them at the bottom of his list. Smith pointed out the firms owned the hardware and they appeared to be a system integrator. Branigan questioned if exclusivity meant everyone in Newport had to use it. Tokos didn't know. Branigan scored them low.

A discussion on the proposal from ParkMobile commenced. Tokos pointed out they didn't address if they would bring in others as partners. He thought they only supplied a partial solution. Bretz reported the Port used them. He explained it would be a choice for Newport on how much they wanted to take on versus how much they wanted to pay a service to take care of enforcement. He liked ParkMobile because they were transaction based and Newport would just have to put up signs and a kiosk. This would come down to more of the back end of sending letters, enforcement and following up for Newport. Tokos noted that ParkMobile didn't do enforcement and Newport would have to integrate that with someone else. Goplen noted that at the University of Oregon 70 percent of the people who parked used the app to pay. When the system went down people went to kiosks to pay. Bretz reported the Port's system went down sometimes and they had an 800 number to call. Malloy didn't like the fact that they had too many integrations and they had to work with too many people. Goplen noted other comments she heard was that the internet went down a lot. Also, if they were doing zones the signage would be important. Goplen noted the ParkMobile app was set up so a person parking could say they were in a parking spot and it would keep the time rolling. If they forgot to say they left the spot it would charge them for a whole day for parking.

A discussion on the proposal from Flowbird commenced. Tokos thought it was a solid option but was disappointed in the structure of their proposal. Smith pointed out they only had an android system for enforcement. She questioned if an officer who had an iPhone could use it. Malloy reported enforcement could use a phone or their more robust device. He was also confused on their pay structure. Goplen pointed out they could buy their hardware. Malloy noted they had a phone or a device. He marked them lower than T2 but thought this company would run for a long time. Smith didn't like that they gave a cost per piece instead of a package price. Tokos noted they provided the base price and he could tally this up. Kaplan had a hard time trying to sort out their proposal. He suggested if they interviewed them the Committee should provide a format for them to use as a comparison.

Smith thought they should narrow it down to two vendors and do some follow up questions with them. Bretz liked Flowbird's local help desk number. Smith asked if the validation had been addressed. Tokos noted this was addressed in a few of the proposals.

Malloy reminded that whichever vendor they chose would keep a portion of the funds. He asked if the city would handle the remainder of the fund for enforcement internally or if they would the officer have the vendor collect this along with collections. Goplen asked if there would be a parking office at the city. Tokos explained they were looking to minimize this. They wanted the vendor's resources to do a lot of this because the city didn't have the staffing to do so. They would need a conduit through the Police or Finance Departments to do this. They would then have to figure out how to switch out kiosks with Public Works. Bretz noted T2 had a system for this and why he liked them. Tokos noted they weren't rolling out metering for Nye Beach and the City Center but he expected enforcement for time parking for those areas to be eventually rotated in with this. He wanted to see it structured so that it took burden off of the city. Malloy noted they didn't have a full time municipal court clerk and there wasn't enough time in the day for them to process unpaid citations that piled up. He thought Finance would be happy for the vendor to do the citations and collections. Goplen noted that one vendor would send texts to people to say they hadn't paid the citations. Bretz thought notifications were important so people didn't learn there was no enforcement and it fell apart. Goplen asked what happened to the data they collected and if the city could access it. Malloy thought most vendors had reports. Goplen suggested they do auto responders through this data and send out notices to engage people who parked in Newport.

Emond was in favor of using the T2 System partnered with ParkMobile. Malloy wanted to see less hardware in the system they chose. This was new to the city and they needed to cater and respond to all of the community because not all people were phone savvy. He suggested the first phase be a combination of options and then the second phase could be less. Goplen pointed out vendors also had prepaid parking cards to use for parking. She thought businesses could also sell cards as well.

Branigan reported that he had contacted the fulltime parking manager for the city of Bend who used the T2 System. He suggested the parking manager join in on a zoom meeting to answer questions on what the vendor may or may not do. Malloy had concerns about lining up multiple devices for parking violations if they were to use two companies with a kiosk and an app. Tokos thought the initial rollout should cover all the bases. They could always shift over to something else than T2 down the road.

Goplen thought they should definitely talk to T2. Smith thought they should also talk to Flowbird. The Committee was in general agreement with this. Tokos would reach out to these vendors and set up interviews in the next week or two. This would be set up as a Zoom meeting. Fridays were good for most of the group. Many were available on January 27th in the morning. Goplen said she was available on February 3rd as well.

Tokos asked if the Committee had any specific questions to ask the vendors. Goplen thought they should ask what the warranty on their products was. Malloy suggested asking if there was a possibility of a lease. Tokos thought they should ask them to break out the cost for first three years. Bretz thought they should ask if there were cameras in the kiosks. Malloy thought they should ask if they had access to the data besides the statistical. Tokos thought they should ask if the included collections. Malloy thought they should ask if they had collections capability and what the fees would be for that. Branigan suggested they ask if the vendor did the collections or if they farmed it out. Bretz though they should ask what the kiosks needed for power, connectivity and wi-fi. Malloy thought to ask if they operated off of direct internet or if they used wi-fi. He also suggested they understand how far the city services went for certain areas. Smith thought they should ask the IT Department to attend interviews so they

could ask questions. Malloy also wanted to know if the vendor's data had the ability to integrate with the Tyler Solutions, the records management system the police used.

Goplen wanted to know who would be turning the chargers on and off in different areas. Smith pointed out this was why we needed to involve the IT Department in the interviews. Goplen wanted to know who people would talk to when there were problems with the system. Tokos thought this would fall on the City Manager's office because they managed special events. Smith thought they should share the T2 and Flowbird proposals with the IT Department. Tokos would do this.

Tokos wanted to make sure there was a conversation about rollout, and how they got the word out. Goplen wanted to know how exemption codes would work for people who didn't have a credit card or phone to pay. Smith asked how people who had handicapped decals got exemptions. Malloy reported that time parking wouldn't apply to them but they couldn't park in the no parking zones. Tokos thought they should talk to the vendors on their techniques for roll out. Emond wanted to hear how good their license plate recognition was. Goplen wanted to know if the vendors could send out notices to anyone who had registered with their system to be able to offer them free \$10 for parking.

Branigan asked if Newport had enough handicapped spaces on the Bayfront to satisfy requirements. Tokos reported that a lot of the accessible parking requirements were keyed off of development and they applied in an off street context. The parking lots had some accessible spaces. Tokos thought they needed to research and address this. Malloy thought there would be a benefit to having two more loading zones on the Bayfront Kaplan asked how kiosks would handle RVs or oversized vehicles. Malloy thought this was a parking enforcement issue, not a kiosk issue. He noted typically RVs with parking violations would get a citation printed and posted on their vehicle. Tokos reminded most of the vendors had a portable printer to do this. Goplen asked if the public could be texted to tell them their meter was about to expire and to extend the time. Tokos requested the Committee send him any other questions they have.

- 4. Overview of Parking Enforcement Strategies and Statistics with Chief Jason Malloy.** Malloy reported they had budget for a parking enforcement officer in June. The City Manager had approved an immediate hire. Malloy thought it would be great to have this officer work directly with the vendor from day one. The Police Department (PD) would go through the hiring process and Malloy thought they would be hired in April so they could work with vendor.

Malloy reviewed his report on the contracted parking enforcement collections and citations, and reported that the Bayfront got the most attention. He noted that there would be one person who would be a citywide parking officer, not just for the Bayfront. The Community Service Officer (CSO) had the ability to do parking enforcement. The parking officer position would work weekends and be off on Mondays and Tuesdays, but they could adjust this. The CSO would help them, but Malloy reminded they still had to do parking enforcement for the whole city. He explained this position wouldn't enforce abandoned vehicles.

Bretz reported he received calls from fishermen who weren't happy because they had concerns that they were being kicked out of the Bayfront. Malloy noted outreach would be important to show them the benefit of the parking program. Tokos noted this was about changing behaviors and wasn't associated with just tourists. People who worked on the Bayfront needed to adjust as well. Malloy reported there had been 600 to 1,000 violations written on the Bayfront. They had fulltime parking enforcement up to 2019. For the last three years there had been no enforcement and there were hundreds of violations occurring that the PD couldn't focus on. Bretz noted they still needed to figure out the fee schedule, and noted the complaints he received concerned this. The fishermen were looking at the worst case scenarios and using that to complain. Bretz thought it would be helpful in the

messaging to the community that the goal was to create more parking turnover. He thought the idea that collecting a fee for a public resource was unfriendly was false. It was unfriendly if it was done by an iron fist and not communicated to the community. Bretz noted that typically the longer someone parked the further away they would expect to park. Goplen thought marketing on this was important.

Smith asked what the timeline was to make a decision on the fees. Tokos reported this would be the topic at upcoming meetings, and they had notes from prior meetings to go off of. Guevara asked if they could follow another coastal city on how they set their fees. Tokos noted they looked at a few different examples of price parking for this. Guevara suggested they base the fees on the income average of the community. Tokos explained they were consistent with pricing on the metering at a \$1 per hour. The adjustment was about when the city would choose to charge for meters. The Committee talked about shifting this to a May to October time period, from 10 a.m. to 7 p.m. or 11 a.m. to 7 p.m. Then winter to be set at weekends only. Tokos reported they needed to figure out the pricing of permits. Emond thought they also needed to determine the length of the permits. Tokos noted they would also need to figure out the day pass component and the price for lots. He would bring this forward in the coming meetings and thought the vendors might have some thoughts on this. Tokos thought the roll out could be a phased roll out. Bretz thought the better thing to do was to make sure the details were figured out now to make sure that the public, who may have forgotten what the previous discussions were, were more informed. Cris Torp reported that there was a News Time article that alluded to cars being booted on the Bayfront due to meters. Bretz thought this was why it was important to get the correct details out to the public. Tokos noted there was an art to pricing permits enough that they would encourage behavior change, but not so high that it was an economic burden on everybody. He didn't think anybody would be blindsided on this because people would have a reasonable amount of time to digest the information and make adjustments.

5. **Naming of City Parking Lots.** Tokos reviewed the parking lot maps. He reported that the City Manager asked the Committee to formally name the parking lots. Tokos asked if they were comfortable with the approach to name the lots based on their adjacent street. Smith thought the two lots on Hurbert would be a problem if they did this. Malloy noted the new camping ordinance prohibited camping areas as parking lots. The PD was looking at the city lots and trying to find a way to identify the lots to put up a signs on where the public couldn't camp. It made sense to say that the lot had the name of the street it was adjacent to so they could put up a sign with the lots name on it to say they couldn't camp on that lot. Malloy noted the PD looked at how many lots had signs and found that most didn't. Goplen requested the signs be pretty. Malloy reported they had district signs already. Guevara thought they should have a map of Newport that showed the parking lots. Goplen reported there were some wayfinding signs in Newport. Malloy noted the city had a sign shop and could make signs. Smith didn't want a parking lot named Deco District.

The Committed reviewed the locations of the lots and determined the following names. For the Bayfront they determined that names for the different lots would be Canyon Way Lot; Abbey Street Lot; Fall Street Lot; Bay Blvd Lot; and Lee Street Lot. The City Center lots names would be SW Hurbert Street Lot, SW 9th Street Lot; and Angle Street Lot. The Nye Beach lots names would be Jump-off Joe Lot; Nye Beach Turnaround Lot; Visual Arts Lot; Don and Ann Davis Park Lot; Performing Arts Center Lot: and City Hall Lot.

6. **Public Comment.** None were heard.
7. **Adjournment.** Having no further business, the meeting adjourned at 7:57 p.m.

Respectfully submitted,

*Sherri Marineau*

Sherri Marineau  
Executive Assistant