

MINUTES
Parking Advisory Committee
Meeting #2
Newport City Hall Council Chambers
August 17, 2022

Committee Members Present: Aaron Bretz, Ian Clayman, Janell Goplen, Bill Branigan, Nevin Beckes, Aracelly Guevara, Ryan Parker, and Robert Emond.

Committee Members Absent: Gary Ripka, and Doretta Smith (*excused*).

Public Members Present: David Heater.

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

1. **Call to Order & Roll Call.** Meeting started at 6:08 p.m.
2. **Approval of Minutes.**

MOTION was made by Branigan, seconded by Joplen, to approve the July 20, 2022 Parking Advisory Committee meeting minutes with minor corrections. The motion carried unanimously in a voice vote.

3. **Chairing the Committee.** Tokos asked for nominations for the Chair and Vice Chair for committee. He explained that this would be for the first year and could be changed. Tokos would coordinate with the Chair on agenda items and running the meetings. Goplen volunteered to do it but couldn't guarantee she could be at every meeting.

Bill Branigan nominated Janell Goplen as the Parking Committee Chair. The nomination carried unanimously in a voice vote.

Janell Goplen nominated Bill Branigan as the Parking Committee Vice Chair. The nomination carried unanimously in a voice vote.

4. **Ripley's Experience with Air Garage – Dave Heater, General Manager.** Goplen welcomed David Heater with Ripley's Believe it or Not to speak on the Air Garage parking program they used. Heater reported that when they were doing their remodel they were looking into uses for their parking. It became clear to them that parking hardware was very expensive. They were able to find Air Garage that didn't require hardware and did a percentage split with their business on parking. Heater explained Air Garage agreed to monitor the lot, keep track of who was parking there, and made sure people were paying for parking. He thought the Port was using a different company to do their parking program and thought they should use the same company so they could get on the same page. Heater reported that Air Garage had \$5 million indemnity if there were any problems.

Goplen asked how much Ripley's was charging for parking. Heater reported it was \$3 per hour and \$15 maximum a day. Goplen asked if parking was being enforced. Heater explained there wasn't too much enforcement. They gave a person a light warning on the first offence and gave them a ticket. Then on the third or fourth time they would tow them away. Heater thought it was a simple program and something the city should consider. Branigan asked what the negatives to the system was. Heater thought that a negative was that it wasn't being monitored. If everyone had the same system and it would be monitored, and would be better. Parker asked if the plant workers were causing any parking

problems. Heater thought the workers were very respectful. Parker asked if they had a laptop to see who was using the parking spaces. Heater explained he was able to see how many spaces were being used. Parker asked if a QR code was being used. Heater explained they had signs for the parking app and how to use it. Goplen asked if anyone had been ticketed. Heater didn't know. He noted that they were able to use the system to block off the parking lot for events, and it was easy to raise the price of parking when they saw fit.

Branigan asked who a person paid a ticket to. Heater explained they paid the Air Garage program. A discussion ensued regarding how the system would work if the city was using it.

Guevara asked how simple the system was to use and if it could be in another language. Heater assumed they could do it in another language. He couldn't say if it was simple because some technical things were harder for some people to use. He felt this was the future of parking instead of the upkeep of installing hardware. Tokos noted there had be a few people who contacted the city to pay their Air Garage tickets. Heater reported that they could validate parking with this program as well. Parker asked if the validation discounts showed up on their reports. Heater confirmed they did. Tokos asked if there was a way to pay the fees over the phone instead of using the phone app. Heater wasn't sure. Goplen asked if someone didn't have a phone would they go to their place of business to pay for parking. Heater thought that if they didn't have a phone they wouldn't be able to park there. Clayman asked if people paid in advance would they get a refund for the time they didn't use. Heater explained they would sign up for an Air Garage account and they would charge at the end of the stay.

Beckes asked how long it took from when they signed up for Air Garage and the hardware was set up to start collecting parking fees. Heater reported it took about 14 days to get it up and running. Air Garage shipped them the signage and they hired someone to install the signs. Tokos noted that if they were to do a permit/meter hybrid program they would want to explore where they would be exempt. Heater reported they were able to give someone 90 days parking with the Air Garage program. Goplen knew of a different program that had those capabilities and thought it would be done under a franchise agreement. She thought the city would own the data and be branded. Tokos explained that some programs were municipality specific and they could do custom tailored products. Air Garage and other programs were more of a generic product that could be used in a lot of different places. Goplen thought it would be nice for the city to have insight and own the information.

Emond asked if they numbered the lots or just had the lines for parking. Heater reported they just had the parking lines. Tokos asked if Air Garage saw that there were more people using the app would they send someone to monitor. Heater wasn't sure but thought that it might motivate them. He reported they were splitting the profits 70/30 with Air Garage. Branigan asked if they signed a contract with them. Heater confirmed they did. Branigan asked what happened if Ripley's didn't like the service and wanted to stop using them. Heater reported they had to give 14 day notice. Parker thought that considering the costs for physical sidewalk kiosks, this would be an alternative to having physical things being out in the coastal weather. Tokos pointed out that using this type of programs would allow funds to be allocated to other things like improving existing lots, and striping and resurfacing parking spots. He noted they needed to look into if the company they choose is working dynamically with the public sector because it was different working with them.

- 5. Port of Newport Parking Management Strategies – Aaron Bretz, Director of Operations.** Bretz reported the way the Port of Newport's parking worked was different from Ripley's. The Port was a municipality and operated separately from the city. Only four percent of the Port's budget came from property taxes. The reason this was important was the fees they charged people were very important, and they needed to make sure that what they were charging were covering the operation costs. The Port went with a system to charge for parking in the South Beach lot only. Previously, they had been

managing the parking lot while collecting around \$2,000 a month. They had 220 parking spaces for 500 slips and they are trying to reduce the demand. Bretz reported the Port was using the Park Mobile program. People could pay for parking through an app, the QR code, text park payments, through the website, and through an 800 number people could call. The Port paid a transactional fee of 35 cents on every transaction and parking for the whole day was \$5. Park Mobile had a setup charge of around \$3,000. They had different sign packages. The Port set up everything under their facilities code. They used a contracted security company to do enforcement. Anytime they did citations they had to give the person their due process. It took them a couple of months to get all the signs up and immediately they saw people starting paying. Bretz reported that during the last month they had collected \$1,200 from people paying their parking fees and they wrote warnings for those who hadn't paid.

Tokos asked what the Port's process was to deal with people who didn't pay. Bretz explained they had stepped up code enforcement because regular users knew it wasn't enforced. They had a full time officer who wrote code violations. The person would get a ticket on the window and if they disagreed they could appeal the ticket. The dispute would be to the general manager to see if they would rule if they would hold the violation, turn it into a warning, or dismiss it altogether. Bretz explained that the security contractor covered the collections for the Port. They got a percentage of these funds so they had a vested interest.

Goplen asked how much time it took to get this up and running to train a staff member to go through all of the violations. Bretz said it was time consuming. Right now they got around one to two violations a day. Their process was rigid because it was a code. The general manager had the authority to rule on it. If the person disagreed with the decision they could appeal it to the Port Commission. Bretz thought the way people would interact with the city on parking tickets would be different. They needed to tell people that this was a code violation. Branigan asked how much a ticket was. Bretz reported it was currently \$50.34 but it depended on the type of violation. The ticket for people who parked in the Sheriff's reserved spot was around \$200. Bretz reminded that the Port's interactions with the public was different than Ripley's.

Emond asked how enforcement knew if a person paid or not. Bretz explained they would have designated zones and they would look at a report on the list of cars in it. Having a large zone would make it more difficult to enforce. The Port's enforcement officer was happy with how it was working though. Bretz noted they could make changes to the system. Since the first six weeks they had been using the system, the enforcement office had turned in around 230 to 250 warnings. They had people who refused to pay and the most effective way to address this was through collections. Heater agreed and noted it was a process for people who have been doing things a certain way to get used to the changes. Goplen asked if there had ever been paid parking in Newport. Tokos reported there had been a long time ago. Parker pointed out that people who come in from out of state already get a break on sales taxes and the little bit they paid for parking would greatly bolster the parking funds to do striping, overlays and other things they city needed. He liked the idea of limiting the capital expenditure from the get go by using the app based system to save Newport a lot of money.

Goplen asked if the Port was only getting \$1,000 in the last six weeks how were they paying their enforcement officer. Bretz noted the officer was already getting paid for enforcement through the Port's operations. Branigan asked who did the collections. Bretz reported their security contractor did this. Branigan asked how they went about collecting on parking tickets. Bretz reported their security contractors did notifications and then they went to collections for the Port. Branigan asked if the Port monitored the contractors for collections. Bretz reported their finance kept a close watch on this. Branigan asked if the Finance monitored any of the collection calls. Bretz explained that the contractor did this.

Tokos asked why Park Mobile recommended the Port have a kiosk. Bretz thought this was to be able to help accommodate different types of users who didn't have a mobile device to be able to pay. The kiosks were about \$6,000 a piece, along with the utilities. They needed to be undercover and have security to keep people from stealing from them. Branigan asked if they thought about doing the signs in Spanish. Bretz reported they needed to do sign upgrades and they would probably be doing this. They needed better signs to say what spaces were and were not pay areas to park in. Emond asked if people had to do zone parking only or was it a mix. Bretz reported they could do a mix. Emond asked if they had to go on to the website and use the app to validate the parking. He also asked if the handicapped spaces were free. Bretz explained they had to pay for the handicapped spaces and the Port would have to accommodate and make parking spaces available for them. Tokos asked if Park Mobile played an active role in enforcement. Bretz thought they did but the Port chose not to use them. Emond asked if Park Mobile had a 14 days to quit clause. Bretz thought it was a year contract. There was a risk in starting up with them and the Port wasn't paying them a monthly fee but the risk was wrapped in to how much they paid into the startup costs. Heater noted that Air Garage provided the signage and if they broke the contract before a certain time there would be a fee.

Bretz noted there were permits annually for the commercial marina on the Bayfront. They leased a few lots to make them available for fishermen who had permits. This was hard to enforce. They seemed to get more complaints about nonenforcement than anything. The annual pass was \$25 if you worked on a boat. This was a problem when they weren't notified when someone was fired and didn't have a commercial fisherman license to reference. They needed to adjust the pass so it was close to the city's or leave it as it was, but there would be a lot of complaints on this.

Goplen asked about using the crab pot storage area for parking. Bretz reported they made more money to designate this space for gear storage than what they could make with parking. Tokos asked if they could move this to the international terminal. Bretz explained the better thing for them to do was to get the nine acres by the Northwest Natural LNG tank. If they developed this property they would have to do a traffic impact analysis and it would cost a lot. If they flattened out the lots it would be a realistic choice but it would then depend on what the Port was trying to get going in the area. Cargo was important because it would make more money for the Port and took up a lot of space. Tokos asked if proximity was an issue. Bretz explained it was because every time you touched something there were costs. The costs to move the equipment further would be more. Goplen asked if the commercial fishing businesses would increase in the coming years. Bretz thought it would and explained that squid was a higher end fishery that they were bringing in. There was room to add revenue over time. The future of the fisheries had to do with the ingenuity of the fisherman as much as the fish. He thought fishermen always adapted to the needs.

Tokos asked about the relationship with the Historical Society for parking lots. Bretz noted in the next two years the lease would expire. It was a \$1 lease. The Port was on the hook to maintain the hillside but they don't own the property. Tokos suspected that the Historical Society would want to engage in this discussion and would have their own parking zone and receive some cut of the proceeds. Bretz didn't know what the lease would look like after it expired. The Port would have a new administration building. Their storage would be to the west of it and parking would be behind the building to the east. There was property the city owned on submerged lands that could have structures built on it. It was expensive to build on this and the process to allow it was more difficult. It would have to be something that would be dual purpose for parking and using the waterfront. This was something they would need to team up with the City on. Tokos noted in a prior study they looked at putting parking on the pile with room for additional storefronts. Bretz thought this would be expensive. They had a greater need for a dredge material site.

6. **Parking Demand Strategies for the Bayfront – Derrick Tokos, Community Development Director.** Tokos went over the map that showed the Bayfront parking management alternative. He reviewed the slide show covering the Bayfront parking demand management strategies topics; the Bayfront condition of parking assets for parking lots and striped on-street spaces; the pavement condition assessment; and the desired maintenance schedule. Edmond asked if any lots were resistant or susceptible to erosion. Tokos explained all the lots were in varying stages and had underlying issues. Each were unique in terms of their circumstances and where they fit on the spectrum.

Tokos reviewed the observed occupancy on the Bayfront, and the Bayfront turnover. He then covered the Bayfront parking management Goals 1 and 2. Parker noted they started a conversation at the city about in house paving repair. He thought this would key in when they determined what the equipment that the streets crew could functionally operate once training was done and equipment was purchased. He thought the availability to have crews do the work themselves could fast track problem areas. Bretz asked if the five fulltime positions had the hours to fill them. Parker explained that what he was saying would put an option on the table and it was a resource they should consider. With the timed permit and parking enforcement in place, he saw the street crews prioritizing that the parking was clearly marked to eliminate arguments about where the spots stop and start. Tokos suspected that early on in any kind of program, especially if they were doing the app base, they would have a lot of signage to help with this. Bretz thought that improving wayfinding was a discussion that the other parking group had. Tokos reported it was included and was under Goal 1, Policy 1.1 under branding. They needed to find out if they could put the city logo on the Park Mobile or Air Garage signage to make sure people knew it was a city program. Bretz asked if improving wayfinding would go through the Wayfinding Committee. Tokos reported there was no Wayfinding Committee. Parker reported there were different tiers of ODOT signage. They needed to coordinate what areas would have the different signage and produce them inhouse. Tokos noted the emphasis was to make it clear to people who were from out of the area where the parking was. He thought there would be a formal signage plan. Bretz asked who made the formal decision. Tokos thought the actual construction had to be authorized buy the city Council. They would want to make sure it was well vetted and what this group was working on.

Tokos reviewed Goal 3 parking management, and permit parking proposal. Goplen asked if they had guidelines on who got permits. Tokos explained they weren't going to limit this. Bretz asked what the motive would be behind not limiting them. There would be just as many complaints from people who have passes when they don't have spots. Emond reminded that this was just about the Bayfront, not Nye Beach. Branigan reminded that they were going to test a portion of the Bayfront to see how it went, then Nye Beach would review what happened. Tokos thought they may have to revisit this to ask if they wanted to do a hunting pass approach or limit the numbers as they got into the details further. Emond asked who the target audience was to buy a permit. Tokos noted it would generally be the frequent users of parking in the area. Bretz thought they should decide what the parking pass permits entailed for the Bayfront, not Nye Beach. Tokos noted Nye Beach already had parking permits and the city would have to distinguish between the two.

Tokos reviewed the parking management alternative map of the Bayfront. He noted that 13th Street had unrestricted areas and received pushback on having restrictions. There would be meter only spots starting at the three spots next to the Coast Guard down to the angled parking spaces on Bay Street. The west section on Bay Blvd would have it up to Ripley's. The Abbey Street lot was going to be a paid parking lot owned by the city. Branigan noted that the complicated factor was all the semis that came down there to load fish products that took up a lot of space. There hasn't been a conclusion on restricting when they could do loading activities. Tokos reviewed the Lee Street and Canyon Way lots which would be permitted time parking. This was where they wanted to push some of the parking up to. The lots would be either a time limit or have a permit to park. Tokos reported that from the Hatfield pump station going east would be paid/permit. Bretz asked why they didn't do paid time there. Tokos

explained they had the option to adjust this. Bretz thought they should reopen the conversation on restricting time limits in that area. Tokos reported the east side of Bay Blvd transitioned to permit/timed. Based on feedback, they were looking at making the Hurbert Street parking lot a 12 hour time limit to account for charter boats. Parker wanted to see some of the spaces on Hurbert Street be potentially metered during overflow periods. Most people didn't want to walk down to the Bayfront from there. He thought they needed to figure out something for that lot. Goplen thought this area could help accommodate a trolley.

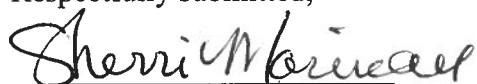
Tokos reviewed the Bayfront meter management and pricing, and the meter revenues. Emond asked how interested the City Council was in maintaining seasonality on the meters opposed to all year round. Parker reported they were in favor of seasonality. It might take a couple of seasons of data to convince a change around. Tokos noted they could stretch the seasons to be from June through September. Parker thought once the findings from this group were summarized and given to the Council, then staff would create a resolution or an ordinance that would implement all these suggestions. Tokos noted if they didn't go with just a straight unrestricted with however many permits they wanted, they could key it off the number of spaces. He noted they would have to adjust the amounts. A discussion ensued regarding how fishermen parked when going to Alaska for the summers and the number of their permits.

Guevara thought they should have permit/paid parking then save employee parking for assigned areas for staff to park. Heater thought there was so much turnover it was hard to manage this. Tokos noted this was a big part of the behavior piece to get a big chunk of the available parking supply on the Bayfront taken up by people that worked down there. If they got more of the people not parking in the prime spots it would help a lot. Bretz thought the better way to do this was to have different pricing for prime spots for people forcing them to make a choice. He thought they should break it up in blocks instead of overall permits. Tokos thought they could do zone parking permits. Parker thought lighting improvements could be expected as well. The city could make improvements that weren't necessary prior to a permit program. Tokos noted if they could get away from the kiosks they could direct those funds to striping and lighting instead. Beckes asked if the Committee would have a vote or recommendation to say which of the parking programs they wanted to go with. Tokos confirmed this was what the group was working toward. Before they did this they would want to do some outreach for more details on Park Mobile, Air Garage, and other vendors to start to reshape this and eventually get to a point where they were sending an RFP off to the Council. Goplen asked if the old Apollo night club location was a parking lot currently. Tokos reported it was not and was just flagged on the map. Bretz pointed out that this spot didn't make much sense for parking but once they started changing the parking in the area it might make more sense for a developer.

Tokos noted if there was a topic the Committee wanted to discuss they should send it only to him, not the group, and he would put it on the agenda.

7. **Topics for Upcoming Meetings.** No discussion was heard.
8. **Public Comment.** None were heard.
9. **Adjournment.** Having no further business, the meeting adjourned at 8:12 p.m.

Respectfully submitted,



Sherri Marineau
Executive Assistant