



PARKING ADVISORY COMMITTEE AGENDA
Wednesday, April 17, 2024 - 6:00 PM
Council Chambers, 169 SW Coast Hwy, Newport, Oregon 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 March 20, 2024 Parking Advisory Committee Meeting.
[Draft Parking Advisory Comm Mtg Minutes 03-20-2024](#)
[03-20-2024 Parking Advisory Committee Meeting Video Link](#)

4. DISCUSSION ITEMS

- 4.1 Schedule for Installing the Bayfront Parking Meters and New Regulatory Signs.
- 4.2 Updated City Parking Website Information.
- 4.3 Electronic Permitting Rollout and Options.
- 4.4 Draft Fiscal Year 2024/25 Parking Fund Budget.

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:

[Bayfront Parking Management Plan \(v9\)](#)
[Draft Parking Fund Budget for FY 24/25](#)

Memorandum

To: Parking Advisory Committee
From: Derrick I. Tokos, AICP, Community Development Director
Date: April 11, 2024
Re: Topics for April 17th Parking Advisory Committee Meeting

For this meeting, we have identified four agenda items for the Parking Advisory Committee's consideration. First, is an update on the schedule for installing the Bayfront parking meters and new regulatory signs. Travis Reeves, with our Information Technology Department, and Travis Tibbetts with Public Works will be in attendance to discuss the steps and schedule.

The second agenda item is a review of changes the City has made to its website now that electronic parking permits are available for purchase. The website includes an interactive mapping tool to assist users in identifying the zones where they wish to park, so that they know which permit to purchase. Here is a link to the website: <https://newportoregon.gov/dept/npd/bayfrontpp.asp>. Please take a moment to review it before the meeting, and we look forward to any thoughts you may have on how it can be improved. I'll have it queued up, so that we can walk through it on Wednesday.

On April 1st the 545 individuals that registered for the free courtesy permits received an email indicating that paid permits, required effective May 1st, are now available for purchase. Our third agenda item is a review of the electronic permitting rollout and options. As of April 11th, 26 permits have been purchased. A little more than half are for Zone C, a quarter for Zone A, with the balance in Zones B and D. We received a request that the Committee consider allowing the Zone A permit to apply to Zone C as well, given its higher price at \$45 a month. That is a relatively straightforward change that we can make on the backend, and it can be applied to permits that have already been issued. A motion will be needed if you wish to make the change. Another item that has come up, is whether or not a lower off-season permit(s) should be offered. While it is not an immediate issue, if that is something you would like to consider then we can bring options for you to review at an upcoming meeting.

The final agenda item is a review of the upcoming budget. A draft copy is enclosed. Fiscal year revenue estimates for the current year have been scaled back given that the parking meters are being installed later than anticipated. We will do a supplemental budget in the next couple of months to cover enforcement expenses. Looking to next year, for professional services, we have programmed funds to cover our contractual obligations with T2 Systems. Equipment expenses are funds reserved to repair/replace pay stations or license plate recognition cameras. Accounts for infrastructure expenses and traffic safety/signage contain funds for Public Works staff to draw from when changes are requested to improve parking functionality. Parking Study Phase II (Nye Beach) is the only capital project.

On Thursday at 9:00am, staff will be meeting with the Commercial Fishing User Group (CFUG) at City Hall to discuss upcoming parking changes. It would be helpful if a couple of committee members could attend. The Port of Newport is sending the agenda/packet out. Lastly, I have a couple of housekeeping items. You should have received an invitation to the City of Newport's Volunteer Appreciation Dinner. Please RSVP if you can attend. The City is also advertising to fill vacancies on various committees, including the Parking Advisory Committee. You should have received an email with the press release. Please share it with anyone who might be interested. See you next week!

Attachments: Bayfront Parking Management Plan (v9), and Draft Parking Fund Budget for FY 24/25.

**City of Newport
Draft Parking Advisory Committee Minutes
March 20, 2024**

LOCATION: CITY COUNCIL CHAMBERS, NEWPORT CITY HALL, 169 SW COAST HIGHWAY, NEWPORT	
Time Start: 6:07 P.M.	Time End: 6:58 P.M.

ATTENDANCE LOG/ROLLCALL

COMMITTEE MEMBER	STAFF
Chair Janell Goplen (by video)	Derrick Tokos, Community Development Director
Aracelly Guevara	Sherri Marineau, Community Development Dept.
Aaron Bretz (absent, excused)	Donald Valentine, Community Service Officer (by video)
Gary Ripka	
Bill Branigan	
Doretta Smith (by video)	
Robert Emond (by video)	
Jan Kaplan (absent)	

AGENDA ITEM	ACTIONS
CALL TO ORDER AND ROLL CALL a. Roll Call	None.
APPROVAL OF THE MINUTES a. Meeting minutes of January 17, 2024	Motion by Branigan, seconded by Ripka to approve the minutes of January 17, 2024 as written. Motion carried unanimously in a voice vote.
UPDATED ON THE IMPLEMENTATION OF THE BAYFRONT METER/PERMIT PARKING PROGRAM a. Discussion on implementation b. Committee feedback and comments	Mr. Tokos gave an update on the implementation of the Bayfront meter/permit parking program. Discussions included the delay in installing the pay stations, parking signs and cameras; anticipated installation date of April 1, 2024; improving web presence of the parking portal on the city's website; newspaper article on the Bayfront parking roll out; commercial fishing stakeholder group meeting; possibility of other public meetings on rollout; and ongoing discussions with other stakeholder groups.
GOALS FOR FISCAL YEAR 2024/2025	Mr. Tokos reviewed the City Council's draft goals for fiscal year 2024/2025. Goplen requested a review of the number of people who were parking in the different areas on the Bayfront

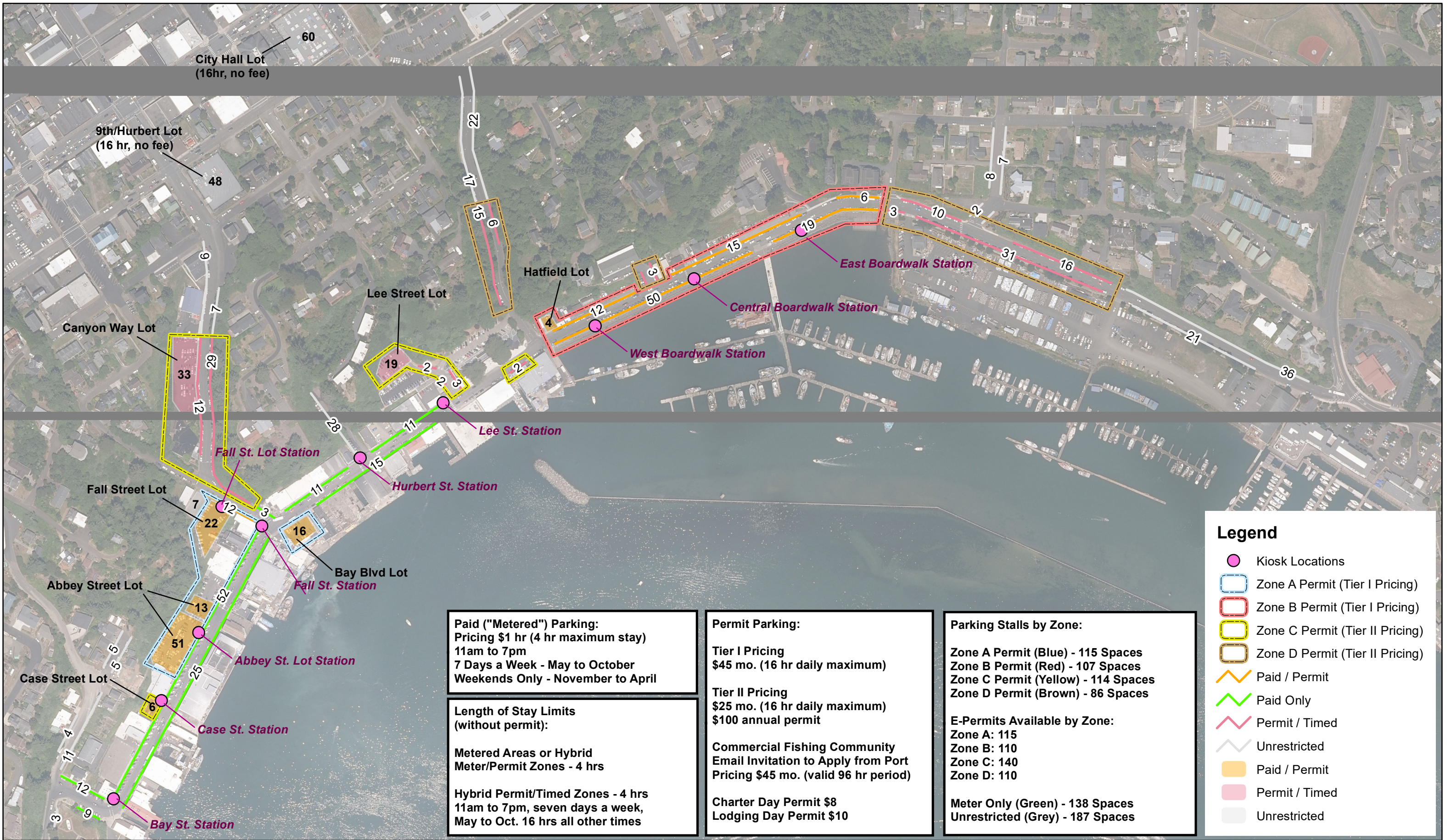
	<p>to get an idea of the parking behavior. Ripka wanted a focus on finding locations for more handicapped parking spaces on the Bayfront. Emond requested a focus on adding vacant positions on the committee.</p> <p>Goplen left the meeting 6:27 p.m.</p>
<p>LOADING ZONE NEEDS AND ISSUES ALONG THE BAYFRONT</p> <p>a. Discussion on loading zone issues</p> <p>b. Committee feedback and comments</p>	<p>Mr. Tokos reviewed public comments received from Gino's Blue Ocean restaurant. He noted that the Public Works Department would soon be in a position to refresh the parking and loading area striping along the Bayfront.</p> <p>Committee members provided feedback on the location of current loading zones and changes that would be happening to them.</p>
<p>CITIZEN/PUBLIC COMMENT</p>	<p>Sharon Snow (Newport) asked questions concerning courtesy permits; the maximum number of permits that could be issued; if people who had permits the previous month would get priority the next; and the hours of enforcement.</p> <p>John Moody (Newport) expressed interest in being a committee member. He voiced concerns about lower income staff and older staff being able to pay to park on the Bayfront.</p>

Submitted by: _____

Sherri Marineau, Executive Assistant

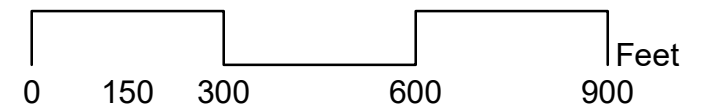
March 20, 2023 - Parking Advisory Committee Meeting Video Link:

https://thecityofnewport.granicus.com/player/clip/1225?view_id=44&redirect=true



Bay Front Parking Management Plan

Aerial Image Taken 2021
4-inch, 4-band Digital Orthophotos
Date: October 13, 2023 (v9)



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Account No.	Description	FY 2021-2022 Prior Year Actuals	FY 2022-2023 Prior Year Actuals	FY 2023-2024 Current Year Beg. Budget	FY 2023-2024 Current Year Amend. Budget	FY 2023-2024 8 Months Actuals	FY 2023-2024 Fiscal Year End Estimates	FY 2024-2025 Department Request	FY 2024-2025 Proposed Budget	FY 2024-2025 Approved Budget	FY 2024-2025 Adopted Budget
PUBLIC PARKING FUND - 211											
CITYWIDE - 4550											
RESOURCES											
211-4550-46006	PARKING TICKETS	-	-	20,000	20,000	6,876	12,000	30,000	30,000		
211-4550-46407	FEES IN LIEU OF PARKING-NYE BE	8,575	7,550	8,200	8,200	8,025	8,025	8,025	8,025		
211-4550-46408	FEES IN LIEU OF PARKING-DECO	3,290	2,993	3,100	3,100	2,967	2,967	2,967	2,967		
211-4550-46409	FEES IN LIEU OF PARKING-BAY FR	14,175	13,125	-	-	13,400	13,400	-	-		
211-4550-46412	METER PARKING FEES	-	-	350,000	350,000	1	60,000	350,000	350,000		
211-4550-46414	E-PERMIT PARKING FEES	-	-	-	-	-	15,000	50,000	50,000		
	TOTAL FEES, FINES & FORFEITURES	26,040	23,668	381,300	381,300	31,269	111,392	440,992	440,992	-	-
211-4550-47001	INTEREST ON INVESTMENTS	1,163	195	500	500	-	-	500	500		
	TOTAL INVESTMENTS	1,163	195	500	500	-	-	500	500	-	-
TOTAL CITYWIDE REVENUES		27,203	23,863	381,800	381,800	31,269	111,392	441,492	441,492	-	-
211-4550-49101	TRANSFER FROM GENERAL FUND	-	-	-	-	-	50,000	-	-	-	-
	TOTAL TRANSFERS FROM	-	-	-	-	-	50,000	-	-	-	-
211-4550-49800	INTERFUND LOAN FROM OTHER FUND	-	-	-	225,000	225,000	225,000	-	-	-	-
	TOTAL INTERFUND LOAN FROM	-	-	-	225,000	225,000	225,000	-	-	-	-
TOTAL CITYWIDE REVENUES & TRANSFERS		27,203	23,863	381,800	606,800	256,269	386,392	441,492	441,492	-	-
211-4550-49901	BEGINNING FUND BALANCE	372,693	20,058	130	(966)	(966)	(965)	35,436	35,436		
TOTAL CITYWIDE RESOURCES		399,896	43,921	381,930	605,834	255,303	385,427	476,928	476,928	-	-
EXPENDITURES											
PERSONAL SERVICES											
211-4550-50110	WAGES & SALARIES	-	-	51,229	51,229	26,502	41,753	45,869	45,869		
211-4550-51110	OVERTIME	-	-	-	-	2,146	4,419	4,500	4,500		
211-4550-52110	INSURANCE BENEFITS	-	-	26,521	26,521	3,926	5,889	9,883	9,883		
211-4550-52120	FICA EXPENSES	-	-	3,919	3,919	2,163	3,490	3,853	3,853		
211-4550-52130	RETIREMENT	-	-	4,611	4,611	-	-	-	-		
211-4550-52140	PERS RETIREMENT	-	-	-	-	1,079	1,864	13,529	13,529		
211-4550-52150	WORKER'S COMPENSATION	-	-	1,244	1,244	845	1,418	1,126	1,126		
211-4550-52160	UNEMPLOYMENT INSURANCE	-	-	2,100	2,100	450	675	2,065	2,065		
211-4550-52170	PAID LEAVE OREGON	-	-	205	205	113	170	202	202		
	TOTAL PERSONAL SERVICES	-	-	89,829	89,829	37,224	59,678	81,027	81,027	-	-
Total Full Time Equivalent (FTE)		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00		
MATERIAL & SERVICES											

Account No.	Description	FY 2021-2022 Prior Year Actuals	FY 2022-2023 Prior Year Actuals	FY 2023-2024 Current Year Beg. Budget	FY 2023-2024 Current Year Amend. Budget	FY 2023-2024 8 Months Actuals	FY 2023-2024 Fiscal Year End Estimates	FY 2024-2025 Department Request	FY 2024-2025 Proposed Budget	FY 2024-2025 Approved Budget	FY 2024-2025 Adopted Budget
211-4550-60100	PROFESSIONAL SERVICES	-	-	-	-	-	-	32,000	32,000		
	Parking Services (T2 Systems) \$32,000										
211-4550-60200	FINANCIAL PROFESSIONAL SERVICE	129	6	275	275	510	1,310	4,000	4,000		
211-4550-63100	VEHICLE EXPENSES	-	-	1,500	1,500	-	2,000	2,000	2,000		
211-4550-63200	EQUIPMENT EXPENSES	-	-	1,500	1,500	-	1,000	35,000	35,000		
211-4550-63400	INFRASTRUCTURE EXPENSES	-	-	-	-	-	-	25,000	25,000		
211-4550-65100	INSURANCE PREMIUM & EXPENSES	105	115	141	141	476	476	524	524		
211-4550-65200	COMMUNICATIONS EXPENSES	-	-	1,500	1,500	-	1,000	1,500	1,500		
211-4550-66100	OFFICE SUPPLIES	-	-	1,000	1,000	-	500	1,000	1,000		
211-4550-66300	TRAFFIC SAFETY & SIGNAGE	-	-	-	-	-	-	10,000	10,000		
211-4550-66500	CLOTHING & UNIFORMS	-	-	1,000	1,000	-	3,000	1,000	1,000		
211-4550-67200	OTHER DATA PROCESSING EXPENSES	-	-	1,500	1,500	-	1,000	1,500	1,500		
211-4550-69101	SERV PROVIDED BY GENERAL FUND	4,604	4,765	5,027	5,027	3,352	5,027	5,243	5,243	-	-
	TOTAL MATERIAL & SERVICES	4,838	4,886	13,443	13,443	4,338	15,313	118,767	118,767	-	-
	DEBT SERVICE										
211-4550-84800	INTERFUND LOAN REPAY-PRINC	-	-	-	-	-	-	45,000	45,000	-	-
	TOTAL DEBT SERVICE	-	-	-	-	-	-	45,000	45,000	-	-
TOTAL CITYWIDE EXPENDITURES		4,838	4,886	103,272	103,272	41,562	74,991	244,794	244,794	-	-
211-4550-90402	TRANSFER TO CAPITAL PROJECTS	375,000	40,000	50,000	275,000	262,500	275,000	-	-	-	-
	Parking Study Implementation (Phase 2) (24-23060)							50,000	-	-	-
	TOTAL TRANSFERS TO	375,000	40,000	50,000	275,000	262,500	275,000	50,000	-	-	-
TOTAL CITYWIDE EXPENDITURES & TRANSFERS		379,838	44,886	153,272	378,272	304,062	349,991	294,794	244,794	-	-
211-4550-98100	CONTINGENCY ACCOUNT	-	-	228,658	227,562	-	-	182,134	202,759	-	-
211-4550-99200	UNAPPROPRIATED ENDING FUND BAL	20,058	(965)	-	-	(48,759)	35,436	-	29,375	-	-
TOTAL CITYWIDE REQUIREMENTS		399,896	43,921	381,930	605,834	255,303	385,427	476,928	476,928	-	-