

PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave., Suite 800 Portland, OR 97204 503-823-5185
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Chloe Eudaly Commissioner Chris Warner Director

NW Parking SAC Meeting

Wednesday November 20, 2019
4:30-6:00 p.m. *Please note the new time*****
1767 NW 26th Friendly House
Portland, OR 97210

Agenda

Task	SAC Action	Presenter	Time
Welcome	N/A	Rick Michaelson, Chair	4:30 p.m.
Open House Recap	Presentation	Kathryn Doherty-Chapman, PBOT	4:30 p.m.
Supply Subcommittee report <ol style="list-style-type: none">Wayfinding updateVision/goalsConsultant proposal	Presentation & Discussion	Nick Fenster, SAC	4:40 p.m.
TDM Budget revision & fund request	Presentation & possible vote	Sarah Goforth, PBOT	4:55pm
Funding guidelines	Discussion	Kathryn Doherty-Chapman, PBOT	5:05 p.m.
Public Comment*	N/A	Rick Michaelson, Chair	5:25 p.m.
Project funding discussion including NW in Motion Funding	Discussion	Rick Michaelson, Chair	5:30 p.m.
Adjourn	N/A		6:00 p.m.

* A note to members of the public: Welcome and thank you for coming! The committee is happy to hear from you. For your convenience, public comment is in the middle of the agenda. In an effort to keep the committee's work on schedule, the committee may ask for comments to be brief depending on how many people would like to speak. You may always provide the committee written comments as well, please email Kathryn to submit comments or questions- Kathryn.doherty-chapman@portlandoregon.gov For project updates and meeting announcements, feel free to provide your email address on the sign-in sheet.



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To: NW Parking SAC members

From: Kathryn Doherty-Chapman, Sarah Goforth, PBOT

Date: 11/20/19

Re: Budget proposal amendment for Transportation Wallet program costs

Purpose: The Transportation Wallet is a popular consumer product that has positively impacted parking demand and traffic congestion by encouraging people to give up their parking permits and to take transit, walk, and bike whenever possible instead of driving alone for every trip. However, the current analog landscape to administer the program has logistical hurdles for PBOT staff, program partners, and end users. To address this challenge, PBOT staff have written a Request for Proposal (RFP) for the development of a Transportation Wallet App which will streamline program logistics, offer greater customization and flexibility to consumers, and allow for the program concept to scale up and serve new neighborhoods and communities throughout Portland.

Current adopted Transportation Wallet Budget: \$543,900

Request for funds to support the Transportation Wallet App:

- One-time request of \$50,000 from NW SAC (estimated 10% of software development costs)
- Other sources of anticipated funding to come from Central Eastside Industrial Council Transportation Parking Advisory Committee (TPAC) and PBOT

Cost savings from program changes:

- \$5,500 reimbursement from car2go for undistributed drive credits due to discontinuing service in Portland as of 10/31/19. Request to reallocate these funds to help cover a portion of graphic design costs for the development of the Transportation Wallet App (see below)
- \$56,500 program savings from Transportation Wallet costs

Other new program costs:

- Graphic design for Transportation Wallet Report: \$1,795 (50% of total cost)



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- Bureau of Technology Services (City of Portland) development costs to build payment platform on City infrastructure for the 2020 Transportation Wallet: \$1,000 (50% of total cost)
- Graphic design for Transportation Wallet App: \$5,500 (33% of total cost), reallocated from car2go reimbursement above

NEW REQUEST TOTALS:

\$50,000 *App development*
 1,795 *Report*
 1,000 *Payment platform*
 5,500 *Graphic design for App*

SUBTOTAL \$58,295

SAVINGS \$5,500 *car2go*
 56,500 *Transportation Wallet program costs*

SUBTOTAL \$62,000

2019-2020 Adopted Transportation Wallet Budget	\$543,900
Program savings	\$62,000
Updated direct Transportation Wallet costs	\$ 487,400
New requests	\$58,295
Total New Budget	\$545,695
Difference (surplus)	\$3,705

Updated proposed 2019-2020 Transportation Wallet budget total (includes new requests): **\$545,695**

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Chloe Eudaly Commissioner **Chris Warner** Director

To: Northwest Parking SAC
From: Kathryn Doherty-Chapman, NW Parking District Liaison, Chris Armes, Parking Operations Manager
Re: NW Parking Management Plan Budget
November 12, 2019

At the October 2019 NW Parking SAC meeting there were questions about the purpose of parking revenues. This memo serves to clarify the rules and purpose of those funds. It also specifies the responsibilities of the NW Parking Stakeholder Advisory Committee (SAC).

There are three polices which govern the use of funds. These include: the NW Parking Management Plan adopted August 2013, Net Meter Revenue Policy TRN 3.112 adopted August 2018, and Permit Surcharge Guidelines Ordinance no. 189344 adopted January 2019. The guiding document on SAC responsibilities are the NW Parking SAC Bylaws. These bylaws are informed by the ordinance creating the SAC, resolution 37026 adopted August 2013, and NW permit pilot program, Ordinance 188173 adopted December 2016.

From SAC Organizational Framework

- **The NW Parking SAC responsibilities:**

"The SAC shall be responsible for the following actions:

- Advise the City regarding priorities for funding transportation projects and programs.
- Make recommendations to the City on Travel Demand and Parking Management Programs."

- **The NW Parking SAC Powers:**

- "The SAC shall be empowered to advise the City on all matters related to the management of travel and parking within the District.
- The Committee shall collaborate with the Northwest District Association and Nob Hill Business Association and, through the Association's membership, facilitate communication to determine appropriate priorities for action."

From SAC Charter

- **"Funding 4.1 Revenue Allocation**

- The allocation of pay station parking revenue shall conform to the City of Portland Parking Meter Policy, adopted January 1996, and the NW District Parking Management Plan, adopted March 2012. **Fifty-one percent of net meter revenue derived from the District will be allocated through the City budget process for projects, programs and services within the District that support transportation policies and objectives.**
- Annually the SAC will review and rank a list of transportation and parking related projects, programs and services for implementation in the district. This ranked list will be used to advise the City. Any unexpended funds may be carried over to the next year for use on future projects, policies or services."

Revenue sources



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The NW Parking SAC helps advise the City on allocating public transportation dollars from these sources:

1. **Net Meter Revenue-** After expenses, 51% of the net meter revenue is to be spent on transportation and parking projects and programs in NW. The NW Parking SAC advises the City on how to allocate those funds annually.
2. **Permit Surcharge-** In order to better manage parking demand in NW, there is a \$120 surcharge on each parking permit in NW. The surcharge funds pay for the TDM programs including the Transportation Wallet program. The SAC votes each year on the budget for these funds.

Required funds/Ongoing parking district expenses

There are some expenditures which are required for the parking district to function well. These expenses include: administration, staff support, meeting supplies, and annual parking studies and data collection efforts. The contracts for hiring staff and consultants are for several years and need dedicated funding. Dedicated district staff expenses include the full overhead costs as well.

In the 2019-2020 budget year, 30% of total net meter revenue expenses were for operation. The estimate for ongoing expenses is between 25-35% of the total net meter revenue annually. PBOT will prepare a budget document that outlines the operating expenses to ensure the SAC is aware of what funds are allocated to District operation and management.

Flexible funds from Meter Revenue

Each year the SAC will work collaboratively with PBOT staff to identify projects to fund through parking revenues. The SAC will recommend budget allocations of least 90% of the revenue budget annually even if it is not spent in that year. Annual budgets can include set asides for large projects for future completion. These large future projects may include: new streetcars, off-street parking, or rebuilding NW 23rd Ave.

The SAC approved preliminary budget guidelines in 2018. These guidelines state that 50% of the net meter revenue funds (after operating expenses), will go to infrastructure projects, and 50% to off-street parking. All revenues must go to transportation projects and programs that meet City goals and objective, as well as City guidelines. Major projects that the SAC can recommend funding for must be projects that are in an adopted plan, such as an area or modal plan like the NW District Plan or NW in Motion, or the Transportation System Plan. Example projects include: corridor pedestrian improvements such as curb extensions, improved crossings, new signals and new lighting, etc. Smaller improvements such as signal improvements, lighting, benches, bike parking, etc., do not need to be in an adopted plan.

Projects the SAC recommends should be focused on reducing parking demand, limited new off-street supply, improving shared parking, and initiatives that will increase the number of people walking, biking and transit. The guidelines set forth in 2018 direct half of the meter revenue to off-street parking and half to infrastructure projects. This is consistent with the NW Parking Management Plan. However, projects selected must still align with existing PBOT policy objectives.

Timeline and process

For fiscal year 2019-2020, the project list should be discussed in the fall and a final budget should be approved January 2020. For future years, the SAC should discuss their project priorities for both the meter and surcharge revenues in the late spring, and vote on the budget in July.

Appendix A

TRN-3.112 Net Meter Revenue Policy

"The eligible projects and programs that could be funded with the revenues include:

- A. Improvement in adjacent neighborhoods to offset the direct impacts of the meter district on the adjacent areas.
- B. Public education programs designed to improve the district by promoting non-auto modes of travel (transit, carpool, bike and walk), easing traffic and parking congestion, and promoting the benefits of nearby access to goods and services for area residents.
- C. Improvement to the pedestrian environment such street trees, park benches, and sidewalk treatments to enhance pedestrian circulation and safety within the district.
- D. Maintaining and improving the right-of-way within the meter district (signals, signs, pavement markings, street cleaning, pedestrian and bike facilities, trash receptacles).
- E. Developing short-term off-street parking facilities to support economic activity in the district; promoting transit service and facilities; supporting alternatives to standard transit service to meet the specific transportation needs of the district.
- F. Implement programs which reduce the demand for parking, improve economic vitality of the district and result in a balanced transportation and parking management system."

Ordinance 188173

Permit Surcharge

"In December 2016 Council passed ordinance 188173 that allowed NW to develop a pilot program to implement additional tools to manage on-street parking. The additional tools include: Permit surcharge fee, capping the total number of permits issued, limiting annual issuance of employee and residential permits and annual TDM surveys. The surcharges will go back in the Northwest District for TDM Measures."

PURPOSE:

The NW Parking SAC is responsible for guiding PBOT in implementing the NW Parking and Transportation Demand Management Plan to improve access to NW for residents and visitors. This document provides guidance to the SAC, based on the plan goals and objectives, to make decisions as funding requests come in on projects.

FROM THE SAC FRAMEWORK:

SAC RESPONSIBILITIES

- Advise the City regarding priorities for funding transportation projects and programs.
- Make recommendations to the City on Travel Demand and Parking Management Programs.

OBJECTIVES

1. Support the economic vitality of the district and support efforts to maintain a friendly atmosphere for visitors.
2. Promote traffic safety through traffic calming and improvements to the pedestrian environment.
3. Consistent with Policy 4 of the NW District Plan, create a limited supply of additional off-street structured parking to support Northwest's vibrant main streets.
4. Increase awareness of and promote transit and alternative transportation options for Northwest residents, employees, and visitors.
5. Increase walking, bicycling and transit use by employees, visitors, and residents
6. Determine and effectively manage opportunities for shared off-street parking.
7. Advise the City on the use of the community's share of on-street parking revenues.
8. Reduce auto trips by employees, visitors, and residents to, from, and within the neighborhood.
9. Develop baseline travel and parking behavior data, define measures of success, monitor travel behavior, and provide ongoing accountability.
10. Advise the Bureau of Transportation on matters related to pay parking, permit parking program operations and event-day management.

FUNDING

"Fifty-one percent of net meter revenue derived from the District will be allocated through the City budget process for projects, programs and services within the District that support transportation policies and objectives.

Annually the SAC will review and rank a list of transportation and parking related projects, programs and services for implementation in the district. This ranked list will be used to advise the City. Any unexpended funds may be carried over to the next year for use on future projects, policies or services."

DRAFT FUNDING TARGETS

Net Meter Revenue-- Projected annual net meter revenue= \$1,050,500			
Program/ Project	Purpose	Objectives	% Budget Allocated
Data collection & analysis	This is the foundation of our work, without data collection and quality analysis we cannot do our work.	1, 6, 9, 10	8-10%%
PBOT Staff	The SAC needs staff to coordinate meetings, outreach, and manage data collection efforts. They support the SAC's work.	All	10%
Safety Infrastructure Projects	Investing parking revenue into various safety infrastructure projects in the neighborhood is a key part of the program, helps increase use of transportation options.	1, 2, 5, 8	35-40%*
Shared and Off-street Parking <i>Includes set aside each year for future off-street</i>	Per the NW Parking and TDM plan, the SAC is obligated to explore and seek out shared off-street parking opportunities. This effort requires some small capital investments as well as wayfinding and communications materials.	1, 3, 6	35-40%*
Streetcar rolling stock <i>5-year commitment</i>	Help investing in better transit options, more frequent service, etc.	1, 5, 8,	3%
Contingency	5% contingency for unexpected expenses or additional projects.		5%

**Some years, one category may be a lot more, in other years a lot less due to project needs. The goal is to spend 50% of the non-administrative funds to parking supply and 50% to pedestrian, bicycle, and transit improvements*

Permit Surcharge -- Projected annual revenue = \$600,000			
Program/ Project	Purpose	Objectives	% Budget Allocated
Transportation Demand Management (TDM) Programs	TDM programs are a critical part of managing parking demand in NW. The incentives, outreach, and programs help both residents and visitors use transportation options. This includes the Transportation Wallet, the bike parking fund and TDM staff time.	1, 4, 5, 8	55-65%
Studies and Plans	To achieve the goals and objectives of the NW Parking Plan, in depth studies and project plans are often needed. E.g. NW in Motion, Pedestrian lighting study, etc.	All	10%
Streetcar rolling stock <i>5-year commitment</i>	Help investing in better transit options, more frequent service, etc.	1, 5, 8,	5%
Communications and outreach misc.	For all the goals and objectives outside consulting is needed to develop strategies, produce copy and materials, etc.	1, 3, 4, 5, 8	10-15%
Contingency			5%

Types of projects the NW Parking SAC can fund

NET METER REVENUE

- Any project identified in the adopted Transportation System Plan (TSP)
- Work plans to attain identified mode split goal
- TriMet Universal Pass program to provide transit passes to district employees
- Transit tracker kiosks to provide arrival and departure information
- Area walking maps and installation of pedestrian wayfinding signs
- Design and installation of curb extensions
- Design and installation of new sidewalks/filling sidewalk gaps
- Installation of Rapid Flash Beacons
- Subsidized BIKETOWN memberships
- Developing and promoting shared parking programs
- Increasing supply of off-street parking
- Shared parking programs

PERMIT SURCHARGE ELIGIBLE PROJECTS

- Transportation demand management (TDM) programs that provide information, incentives, and encouragement to district employees and residents to walk, bike, carpool and use transit more often. These include special events and targeted outreach to employers and district employees.
- Permit opt-out incentive that allows residents to choose other transportation options, such as a transit pass or BIKETOWN membership, if they do not renew their parking permit
- Company or district-wide ridesharing networks using *DriveLessConnect* with incentives to carpool.
- Free day and week passes on TriMet to encourage people to try transit
- District-wide BIKETOWN zones that allow commuters and customers to park at any bike rack without paying a fee
- Free and/or reduced bicycling and walking safety accessories, such as lights, locks, and rain gear
- Enhanced transit service in partnership with TriMet and/or Portland Streetcar
- Evaluation and analysis, such as travel behavior and data collection surveys
- Awareness campaigns and direct marketing
- Materials and services, such as graphic design and printing for promoting TDM related projects and programs

NW Parking District Permit Surcharge Expenditures

Permit Surcharge funds are estimated for the year, and spent in the year they are collected.

THIS HAS BEEN UPDATED DUE TO CHANGE IN Wallet costs 2020

	Project/Program	2018/2019			2019/2020		
		Budgeted	Funds Billed	Funds Remaining	Budgeted*	Funds Billed	Funds Remaining
	Streetcar Rolling Stock - 5 year commitment*	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -
These are all for the Transportation Wallet Programs	Resident Permit Opt Out- TW	\$ 71,050.00	\$ 53,163.49	\$ 17,886.51	\$ 57,600.00	\$ 32,300.00	\$ 25,300.00
	Business Opt Outs TW	\$ 71,050.00	\$ 60,210.49	\$ 10,839.51	\$ 121,200.00	\$ 98,360.00	\$ 22,840.00
	Transportation Wallet for purchase	\$ 90,400.00	\$ 60,210.49	\$ 30,189.51	\$ 97,350.00		\$ 97,350.00
	New Mover Wallets				\$ 82,225.00		\$ 82,225.00
	Low-income housing Wallets				\$ 71,825.00		\$ 71,825.00
	TDM Staff time	\$ 19,000.00	\$ 34,678.91	\$ (15,678.91)	\$ 45,000.00	\$ 19,121.22	\$ 25,878.78
	Transportation Wallet App development & graphic design match				\$ 58,295.00		\$ 58,295.00
Wallet Outreach (Design, printing, software, etc.)	\$ 24,000.00	\$ 7,298.56	\$ 16,701.44	\$ 12,200.00	\$ 1,926.13	\$ 10,273.87	
	Targeted quarterly campaigns				\$ 49,000.00		\$ 49,000.00
	Circulation Study/NW in Motion Planning (one time commitment)	\$ 75,141.39	\$ 81,897.00	\$ (6,755.61)	\$ (6,755.61)	\$ 2,375.63	\$ (9,131.24)
	One time NW In Motion Project funds				\$ 500,000.00		\$ 500,000.00
	Bike Parking Fund	\$ 25,000.00	\$ 6,632.00	\$ 18,368.00	\$ 30,000.00	\$ 1,733.20	\$ 28,266.80
	Total	\$ 400,641.39	\$ 329,090.94	\$ 71,550.45	\$ 1,142,939.39	\$ 180,816.18	\$ 962,123.21
		2018/2019			2019/2020		
	Permit Surcharge Revenue Actuals			\$ 608,631.00	Permit Surcharge Revenue Estimate*		\$ 675,000.00
	Carryover from last year(s)			\$ 544,296.70	Carryover from last year(s)		\$ 823,836.76
	Estimated Total Permit Revenue			\$ 1,152,927.70	Estimated Total Permit Revenue		\$ 1,498,836.76
	Expenditures			\$ 329,090.94	Surcharge Expenditures Budgeted		\$ 1,142,939.39
	Remaining funds			\$ 823,836.76	<i>Remaining funds</i>		<i>\$ 355,897.37</i>

* based on 5,100 permits @ \$120 surcharge, 200 @ \$315

* Agreement to fund streetcar purchase over 5 years, split with meter revenue

Net Meter Revenue Budget*

*Net Meter Revenue is spent the following fiscal year that it is collected, i.e. meter year 15/16 is spent in fiscal year 16/17.

PROPOSED BUDGET

Project/Program/Expenditure	Fiscal Year 2018/2019			Fiscal Year 2019/2020		
	Budgeted	Funds Billed	Funds Remaining	Budgeted	Funds Billed	Funds Remaining
Streetcar Rolling Stock (5 year commitment, split w/Permits)	\$ 25,000.00	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -
Staff	\$ 100,000.00	\$ 199,918.26	\$ (99,918.26)	\$ 240,000.00	\$ 37,965.79	\$ 202,034.21
General Traffic/Parking Analysis (Engineers)	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00		\$ 5,000.00
Paystation(s)& expenses for shared parking	\$ 30,000.00		\$ 30,000.00	\$ 30,000.00	8,723	\$ 21,277.00
Shared parking set aside(proposed)	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 250,000.00		\$ 250,000.00
Shared parking Consultant				\$ 100,000.00		\$ 100,000.00
Permit Workshop Kimley-Horn	\$ 18,000.00	\$ 12,253.00	\$ 5,747.00			\$ -
RWC Contract Off-street Data Collection & Analysis Summer 2018	\$ 40,000.00	\$ 16,712.05	\$ 23,287.95			\$ -
RWC Contract Annual Data Collection & Analysis	\$ 65,000.00	\$ 41,145.85	\$ 23,854.15	\$80,000	\$ 34,841.15	\$ 45,158.85
Timbers Parking & intercept survey				\$80,000	\$ 47,829.23	\$ 32,170.77
Wayfinding program (Design, signs installation, map production, and outreach pieces)	\$ 100,000.00	\$ 8,717.00	\$ 91,283.00	\$ 91,283.00	\$ 6,663.47	\$ 84,619.53
General outreach materials- printing, graphic design, email/software licenses, etc.	\$ 25,000.00	\$ 8,487.07	\$ 16,512.93	\$ 20,000.00	\$ 5,153.92	\$ 14,846.08
Meeting & office supplies			\$ -	\$ 1,000.00	\$ 131.50	\$ 868.50
SAC City Email accounts			\$ -	\$ 7,000.00		\$ 7,000.00
Pedestrian Lighting Study	\$ 25,000.00		\$ 25,000.00	\$ 25,000.00		\$ 25,000.00
NW in Motion Year 1 Projects-- 20% of safety funds			\$ -	\$ 200,000.00		\$ 200,000.00
NW infrastructure projects			\$ -			
NW in Motion 23rd Set aside			\$ -	\$200,000		\$ 200,000.00
Total	\$ 533,000.00	\$ 412,233.23	\$ 120,766.77	\$ 1,354,283.00	\$ 166,308.06	\$ 1,187,974.94

Fiscal Year 2018/2019		Fiscal Year 2019/2020	
Total Net Meter Revenue (FY 2017/2018)	\$ 1,065,555.00	Total Net Meter Revenue (2018/2019)	\$ 1,086,532.00
Carryover from last year(s)	\$ 753,750.72	Carryover from last year(s)	\$ 1,407,072.49
Total	\$ 1,819,305.72	Total	\$ 2,493,604.49
Expenses	\$ 412,233.23	Expenses	\$ 166,308.06
Remaining meter revenue funds	\$ 1,407,072.49	Remaining meter revenue funds	\$ 2,327,296.43