



PARKING COMMISSION MINUTES

DATE: June 15th, 2021

**MEETING LOCATION: CITY HALL MAYOR'S CONFERENCE ROOM
ONE PUBLIC SQUARE
CLARKSVILLE, TN 37040**

I. CALL TO ORDER/QUORUM CHECK

The meeting was called to order by Ryan Bowie at 3:06 pm. Members present were Carol Clark and Councilman Travis Holleman.

II. ADOPTION OF MINUTES:

May 25, 2021

Councilman Holleman made a motion to approve—Mrs. Clark seconded--all members voted in favor.

III. GUEST(S)

IV. DEPARTMENT REPORT

Financial Report: The financial report was provided by Regina Hampton. Mrs. Hampton began with the month to date report for the month of May. We had \$36,936 in revenue for the month of May—expenses were \$25,485. Our operating income was 11,451 and after depreciation—there is a net gain of \$4,082. Year to date—revenues are \$426,704; expenses are \$351,665. Our operating profit 75,039 after depreciation expense we have a net loss of \$6,018.

Meter Report: Mr. Wilson reported that there are 204 meters active in the field. At the last meeting we had three meters being repaired—two of them are not fixable and are marked for return to IPS—one for a solar issue and one for the main battery. The validator board replacement was successful. We have 2 spare meters in inventory. One additional meter was brought in for repair. Meters are out of warranty and will continue to have similar issues. Mrs. Hampton stated that we have budgeted to have the entire inventory of meters returned for upgrades in the new fiscal year. This will be done in phases. Mr. Bowie asked about the date of installation and it was determined that it has been at least 5 years since the meters were phased in.

V. NEW BUSINESS

OLD BUSINESS

- VI. Reserved Parking Permit Policy-Duplicate Hang Tag—**Mrs. Hampton asked the Commission to review the current policy that was included in the packets. We need to consider making a change to the policy. One option is to eliminate the duplicate tag completely. From staff perspective we don't see any other way to ensure that we don't have people double parking by using a duplicate tag and original tag at the same time. When we had assigned spaces it was enforceable and we could monitor the use of the tags, with unassigned spaces we have no way of knowing how many tags are used on any one given day. Mr. Bowie asked, if we do away with the duplicate tags—How would we implement that and when would it be put in

place? Mrs. Hampton stated that we would have to give plenty of time and consideration for people get additional space if needed. Mr. Bowie also asked if we could get examples of other communities to see if there are other places that offer duplicate tags and how they handle these situations. Mrs. Clark pointed out that we just decided to do away with assigned spaces and suggested an option to get “premium assigned spaces” in a designated area. Mrs. Bradbury posed the question what do we do for the people that already have duplicate tags issued? Do we grandfather them in? Do we allow them to keep those tags? Mrs. Clark asked how many duplicate tags are being issued. Mrs. Bradbury stated that Roxy Lot has approximately 20 duplicate tags issued. Cumberland Plaza had 12 tags before the letter about unassigned spaces was sent to customers. Since then we have issued many more duplicates. The number has more that doubled. It was suggested that we would phase out the duplicate tags by notifying the customer one month in advance and not issuing duplicate tags when it comes time for the renewal. After much discussion it was decided to table this issue until July when we research other communities and we have all board members present. Councilman Holleman motioned the discussion be table until the July meeting---Mrs. Clark seconded—all in favor.

VII. MISCELLANEOUS DISCUSSION

Mr. Bowie stated that there is a meeting at the Regional Planning Commission on the 21st. There is a proposal to build 8 duplexes on a 100 foot lot in Dog Hill which will cause a bigger problem to park in this area.

Mrs. Hampton informed us that Andy Kean, APSU Facilities Manager is our new board member effective July 4th.

Mrs. Hampton relayed that Mayor Pitts wanted us to check into an app called Park Mobile. It is currently being used at APSU with success. This app allows people to pay by cell. A contract, at no cost to the city, is being reviewed. They keep our rates the same and charge a convenience fee which is passed on to the customer. They pay for marketing, integration into our software and training to our staff. Two other companies were also reviewed and Park Mobile rose to the top.

Mr. Bowie asked if there have been any updates on the new parking garage. Mrs. Hampton stated there is nothing to report at this time. Mr. Bowie stated that a person had asked the question. Is there any kind of agreement that property and business owners who have employees or tenants can reserve parking and include the amount in their rent? Mrs. Hampton said that she was not aware of any but that she would discuss that option with Ms. Laurie Matta our Finance Commissioner.

VIII. VOIDING REQUESTS

Void: 170210115, 170210154, 170210250

No Action Taken: 170111759, 170112068, 170210104

Reduce Fine: 170210176

Mr. Bowie suggested that for the next 15 days if a person was unable to use a credit card due to a pay station failure the ticket can be voided at the administrative level.

IX. ADJOURNMENT—The meeting was adjourned at 3:58 pm.