



PARKING COMMISSION MINUTES

DATE: September 17, 2019

**MEETING LOCATION: 4th FLOOR MAYOR'S CONFERENCE ROOM
CITY HALL, 1 PUBLIC SQUARE
CLARKSVILLE, TN. 37040**

I. CALL TO ORDER/QUORUM CHECK

The meeting was called to order by Allen Senseney at 3:00 p.m. Members present were Carol Clark, Ryan Bowie, and Allen Senseney (Carol Clark was not considered a voting member—term expired and Mrs. Clark was reconfirmed on October 3, 2019 by City Council.)

II. ADOPTION OF MINUTES: August 20th, 2019

Mr. Senseney made a motion to adopt the minutes; Mr. Bowie seconded; all members voted in favor.

III. GUEST(S)

Jimmy Settle-The Leaf Chronicle

Jodi Isaac—supporting downtown businesses and efforts of the Commission

Darla Knight—supporting efforts of the Commission

Ryan Bowie did reiterate that this was the guests' time to address any issues.

Mrs. Knight discussed the one hour free parking; she is completely opposed to free parking—but some amount of time (15-30 mins) is imperative for citizens/businesses. This may not be a money making decision—we do need a block of time for free parking.

Mrs Isaac—completely agrees with Darla; she feels that it is vital that we communicate with the public—where the revenue is going. People will be eager to contribute if they know where the revenue is going.

Ben—thinks it would be useful if we could bag the meters that are not working properly. It would be a lot less confusing for people.

IV. DEPARTMENT REPORT

Financial Report: The financial statement was provided by Laurie Matta through August 30, 2019. For the month of August were \$78,800—revenues were down \$15,000—compared to this time last year. Expenses were down \$17,000. Mostly due to the Parking Manager vacancy position. At the time this was printed—Regina and Matt's time had not been allocated to parking—also credit card fees had not been recorded yet. Overall—we were up \$1,300—remembering that we had not charged time or credit card fees. Mr. Bowie questioned the drop in revenue—tickets specifically. Mrs. Matta responded that this is due to faulty meters and tickets written that have to be voided due to sensor/meter issues. We are currently functioning at 63% meters working with one hour free. The mechanisms are all working—but that doesn't mean the meter is enforceable. Mrs. Knight asked about some on Franklin Street that are not giving the correct amount of time when change is

deposited—Mrs. Hampton reported that these are being worked on for that reason. Mr. Senseney stated that Parking has the ability to void at the administrative level any tickets that are given when we are aware that a meter is not functioning properly. Mrs. Bradbury mentioned that our numbers are also down because our staff is down. The personnel is also responsible for other things including cleaning as well. Mr. Bowie asked if those that pick up the trash regularly could start picking up for Parking—Mrs. Hampton indicated that this was Street Department. Mrs. Matta reminded the Commission that we have to be careful in this—a governmental fund cannot provide free services to an enterprise fund and vice versa. Smart Meter Report: Judi Bradbury provided report--We currently have 196 meters in the field-of those, 30 of them are non-reporting meters due to the sensors. In addition to those 30, another 43 are not enforceable—for a variety of reasons. Some of them work part of the day—but not the whole day—depending on solar power. We have ones that people insert money into and time does not register correctly. The officers gave us a list of enforceable meters—and the first thing to note is that the list changes every day. We currently have 63% that we are confident are enforceable meters. Mr. Senseney read a note from a guest—could we put the hours of enforcement on the meters and weekend free signage? Mrs. Bradbury responded that this is on the digital read out as well as the green stickers that are on the meters stating enforcement.

V. NEW BUSINESS

Montgomery County Parking Pass—Mrs. Hampton stated that Mayor Durrett has requested that we consider allowing the County to issue VIP passes as Mayor Durrett’s office sees fit on a limited basis. The Commission would need to vote on this. Mayor Pitts added that he would support this—Austin Peay does something very similar to this. Mr. Senseney stated that he would be good with it as long as it is not abused. The question did come up about location. Mrs. Hampton would follow up to confirm that they would be allowed to park in the Cumberland Lot across from the Courthouse. Mr. Senseney made a motion to approve the parking pass and giving Mrs. Hampton the ability to determine location. Mr. Bowie seconded—all members voted in favor.

Handicapped Parking in Cumberland Plaza—Mrs. Hampton requested to table until next meeting. We are working with ADA coordinator and legal to make sure all proper steps are followed.

VI. OLD BUSINESS

First Hour Free—Mr. Senseney read a prepared statement regarding First Hour Free. Mrs. Senseney made a motion to reinstate the one hour free program indefinitely. Mr. Bowie seconded the motion—all members voted in favor. Mr. Bowie did state that whatever we do moving forward—we should communicate what the revenue is used for. Transparency is key.

Transit Garage Update—Transit customers received communication that November will be the anticipated reopening date.

VII. MISCELLANEOUS DISCUSSION

Mr. Bowie thanked everyone for their work on the property in front of the Roxy. The signage has definitely helped and appears to be working. Mrs. Clark noted that the signage is up on First Street as well.

Mr. Senseney asked for another press release regarding an update for First Hour Free program.

Mrs. Matta wanted to address some items—there were some comments made regarding transparency. Funds are 100% accounted for in a separate fund; they are reported to this

Committee every single month and available online as well. In 2017 (FY18), we paid off the garage. We cannot build another garage now because we cannot get a loan. Everything is completely open to the public.

Mr. Bowie just wanted to reiterate that maybe we could do more to educate the public on what the money goes towards—Mrs. Matta was open to how we can get this information out. A marketing plan was discussed—and strategic goals. Things were different then when it was the Parking Authority—Mayor Pitts also stated that people see the Commission as part of the overall City government—but it is an enterprise fund and stands alone on its own revenues.

Marketing signs regarding how money is spent and promoting one hour free program was also discussed.

Mr. Bowie asked if it would be beneficial to have parking tips of the week issued on social media—based on repeated voiding requests.

VIII. VOIDING REQUESTS

No action taken on:

170302522; 170302818; 170204105; 170204209; 170302731

Voided:

170302674; 170204146; 170302762

Reduced Fine:

501761; 501760; 170203921

Tabled:

170204081

IX. ADJOURNMENT—The meeting was adjourned at 4:03 pm.