



## **PARKING COMMISSION AGENDA**

**DATE:** January 19<sup>th</sup>, 2021

**LOCATION:** City Hall Mayor's Conference Room  
City Hall, 1 Public Square

IN AN EFFORT TO FACILITATE THE CONTINUED RESPONSE TO THE CORONAVIRUS DISEASE (COVID-19), THIS MEETING WILL BE CONDUCTED VIA GOOGLE MEETS.

**TIME:** 3:00 P.M.

**I. CALL TO ORDER**

**II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)**

- ☐ Ryan Bowie
- ☐ Carol Clark
- ☐ Andrea Herrera
- ☐ Councilman Travis Holleman
- ☐ Vacant

**III. ADOPTION OF MINUTES: December 15th, 2020**

**IV. GUEST(S):**

1. Public Comments (limit 5 minutes each)

**V. DEPARTMENT REPORTS**

1. Financial Report
2. Meter Report

**VI. NEW BUSINESS**

1. Garage Leased Spaces

**VII. OLD BUSINESS**

1. Metered Parking on Main Street
2. Curbside Parking Spaces
3. Electric Vehicle Charging Space

**VIII. MISCELLANEOUS DISCUSSION**

**IX. VOIDING REQUESTS**

**X. ADJOURNMENT**



## **PARKING COMMISSION MINUTES**

**DATE: December 15, 2020**

**MEETING LOCATION: 4<sup>th</sup> FLOOR CITY HALL 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 Ryan Bowie at 3:00 pm. Members present were Carol Clark, Andrea, Herrera and Councilman Travis Holleman. It was noted that Morgan Knight has officially resigned—Mayor Pitts will be appointing a replacement.

**II. ADOPTION OF MINUTES:**

November 17<sup>th</sup>, 2020

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

**III. GUEST(S)**

Michael Palmore-Premier Parking

**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 November. We had \$44,681 in revenue for the month of November—compared to last November that's a large increase—from October to November the amount we collected for tickets went up about \$6,000. Collection letters were sent out which led to this increase. There was also an increase in downtown and meter money. Expenses were \$26,833—profit this month of \$9,931. Year to date numbers--\$207,093 for revenue, expenses are \$169,594—including depreciation there is a loss of \$2,084.

**Meter Report:** Michael Palmore provided the report. We have 28 meters that need to be shipped back. 196 are in the field that are fully operational. We have 11 that need to be updated with IPS—which are potential back up. Mrs. Hampton reported that we are looking at sending these back in sections—soon we will need to operate with 5G—currently our modems/kiosks cannot operate with 5G—they need to be updated. It cost \$185 to upgrade each meter—Mr. Bowie asked if we could partner with CDE so that it wouldn't be as expensive. Mr. Palmore mentioned he did ask IPS if we could just be sent the modems and us do the upgrades ourself.

**V. NEW BUSINESS**

1. **Cumberland Plaza Leased Spaces**—Chris Wilson and Mr. Palmore provided info/suggestions on how to best utilize open spaces on Cumberland 4A. Mr. Wilson reported that we would have 25-30 spaces if we wanted to add more reserved parking that we could use for the Cumberland and Roxy Lot waiting list. Mrs. Bradbury thought this would definitely help and be a good idea. There was also discussion about allowing Foster Care Review Board to park anywhere on days that they were there (not reserved parking) which

would open up more spaces. Mr. Bowie suggested we go ahead this month and use those extra 30 spaces to allow those on the waiting list to reserve one of these. Motion was made by Mr. Bowie to release 30 spaces in Cumberland 4A for reserved parking. Mr. Holleman seconded the motion—Mrs. Clark asked for further discussion. Mrs. Clark asked how the spaces are currently used—Mrs. Bradbury responded they are metered (pay at kiosk) and the Foster Care Review Board uses approximately 10. Mrs. Clark asked if someone with the hang tag tried to park on 4A and there were no spaces—what would happen? Mrs. Hampton replied that they would be allowed to park somewhere else as long as it wasn't a reserved space. Mrs. Bradbury clarified that these spaces would be the same rate as the rest of the garage. Discussion ceased--Mr. Bowie asked for all in favor of the original motion—all members voted in favor.

## **VI. OLD BUSINESS**

1. **Metered Parking on Main Street**—this is related to the spaces that Millan Enterprises has requested we add meters on 9 spaces total. The Commission asked last meeting for some more information regarding revenue and marketing. Mrs. Hampton provided revenue information (research done by Mr. Wilson—for 8 meters)—based on meters in the core downtown—for ticket revenue, we would see an increase of \$1000 in ticket revenue per month—and \$2000 in meter revenue per month. The question was also asked if we had the meters available—we have 11. As far as marketing—the same as we've done with rates changes—social media, press release. Signage for the meters would be required. We had indicated to the public that we would not add any meters when we made the change to the rate structure. Mr. Bowie and Mrs. Clark discussed that we had wanted to see how the new structure would impact things before we made a decision. Mrs. Clark has some hesitation to implementing this now. Mrs. Herrera asked if these spaces had ever been metered—Mrs. Bradbury responded that they were before we converted to the smart meters. Mrs. Herrera is concerned with people parking for free in these spaces all day—no turn over as the downtown businesses want. Mr. Bowie was also concerned with the amount of changes; Mrs. Herrera asked if there was a compromise to add meters to half of the spaces. Mrs. Clark asked if there was turn over in these spaces—and requested a map of the specific spaces that we are considering. Mrs. Hampton responded that according to Mr. Ward there is not turnover in these spaces—but this has not been confirmed by our staff. Mr. Bowie made a motion to table to next meeting. Mrs. Clark seconded the motion—all members voted in favor.
2. **Curbside Parking Spaces**—Mrs. Hampton reported that last month we discussed the number of curbside spaces and loading zone spaces—specifically the ones in front of Mae's Dry Cleaning on Strawberry Alley—we are looking at reducing the number of curbside spaces. Mr. Wilson provided us with images that the spaces in front of Mae's are generic and not specific to Mae's. Mrs. Matta brought up last time that we may need to find how those signs came to be. Mrs. Bradbury reminded the Commission that at one point Mrs. Mae paid for the loading zone spaces in front of their business (along with other businesses). At one point the Commission stopped allowing them to do this. Mrs. Herrera asked if we could take up the spaces at the end of Strawberry Alley and have just the ones in front of Mae's. Mr. Bowie thought this was a good idea—but wants to discuss with Strawberry Alley/Madeline's. Whatever direction we go—Mr. Bowie just wants it very clear

that we these are not spots to park in all day. There was also discussion with new signs and the number of curbside spaces on Franklin Street. Mr. Palmore mentioned that enforcement need to be more diligent on enforcing the curbside spaces. Mrs. Clark asked how are we enforcing what we currently have now—she's not opposed to change—but doesn't want to see changes every month. Mrs. Herrera stated that all 6 spaces were created for Covid—and were very useful and needed at the time—but believes we need to go back to pre-Covid spaces. Mrs. Clark reminded everyone that we are seeing record numbers of Covid—it isn't over. Mr. Holleman asked if the state shut everything down—would we go back to the current system—he's concerned with creating confusion. Mr. Bowie also asked about keeping curbside spaces—one at each end of Franklin that could be used for Doordash, etc in the future—and this would be permanent—would that satisfy everyone? Mr. Bowie wants a permanent solution going forward—offering solutions for curbside but maybe not as many. Mr. Bowie suggested we wait until January to make a more permanent decision. Mr. Bowie made a motion that this discussion will be tabled until January—Mr. Holleman seconded—all members voted in favor.

3. Electric Vehicle Charging Space—Mrs. Hampton reported that we are trying to locate the contract for this—worked with David Smith and he believes that when we accepted this donation we agreed to keep them permanently. We are still working on getting the contract.

#### **VII. MISCELLANEOUS DISCUSSION**

Mr. Palmore asked the Commission to consider making the garages first come, first serve for reserved parking (versus specific spaces for everyone). Mrs. Herrera asked if we can consider these changes all together—Mr. Palmore said yes. Mrs. Bradbury clarified that spaces are still reserved—just not assigned. Mr. Palmore confirmed.

Mrs. Hampton also pointed out to the Commission that there is a copy of the valet parking application in the Commission's packet.

#### **VIII. VOIDING REQUESTS**

No action taken on:

170109664, 170207075, 170110052, 170207038, 170109760, 170207076  
170207250

Void:

170310465; 170109319

#### **IX. ADJOURNMENT—The meeting was adjourned at 4:12.**

**CITY OF CLARKSVILLE**  
**PARKING AUTHORITY REVENUE & EXPENDITURE MONTHLY COMPARISON - YTD**

	July 1, 2019 December 31, 2019	July 1, 2020 December 31, 2020	Increase (Decrease)
<b>REVENUES:</b>			
PARKING METER FINES - TICKETS	45,807	56,903	11,096
INVESTMENT EARNINGS	3,084	353	(2,731)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	51,917	63,296	11,379
RESIDENTIAL	60		(60)
MAIN ST LOT	25	152	127
ROXY LOT	5,600	3,880	(1,720)
TRINITY LOT			-
FRANKLIN STREET LOT	36	1,440	
PARKING SPACES / LOADING ZONES	15,601	21,406	5,806
CONSTRUCTION PERMITS	1,680	610	(1,070)
APPLICATION FEE	180		(180)
GARAGES - LEASED SPACES - TRANSIT	3,323	90	(3,233)
CUMBERLAND PLAZA LEASED SPACES	25,842	6,773	(19,069)
CUMBERLAND PLAZA METER MONEY	84,537	21,756	(62,782)
MISCELLANEOUS	535	68,852	68,317
Includes additional hang tags,		384.44	384
CityCourt/Pcard Rebate/other rental			
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>238,226</u>	<u>245,895</u>	<u>7,669</u>
<b>EXPENSES:</b>			
SALARIES & WAGES	62,721	58,234	(4,487)
OPERATING	58,659	61,569	2,910
OTHER PROFESSIONAL SERVICES		72,000	72,000
BUILDING REPAIR & MAINTENANCE	2,606	6,741	4,136
OTHER REPAIR & MAINTENANCE	16,324	2,806	(13,518)
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT			-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>140,309</u>	<u>201,350</u>	<u>61,041</u>
<b>OPERATING PROFIT/(LOSS)</b>	<b>97,916</b>	<b>44,545</b>	<b>(53,372)</b>
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	47,500	47,500	-
<b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>	<b><u>50,416</u></b>	<b><u>(2,955)</u></b>	<b><u>(53,372)</u></b>
<b>PARKING FUND BALANCE</b>		<b>484,000</b>	

**CITY OF CLARKSVILLE**  
**PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON**

	<b>FY2018</b> <b>12/01/2017</b> <b>12/31/2017</b>	<b>FY 2019</b> <b>12/01/2018</b> <b>12/31/2018</b>	<b>FY 2020</b> <b>12/01/2019</b> <b>12/31/2019</b>	<b>FY2021</b> <b>12/01/2020</b> <b>12/31/2020</b>
<b>REVENUES:</b>				
PARKING METER FINES - TICKETS	\$ 5,095.86	\$ 6,224.99	\$ 9,078.94	\$ 9,791.97
INVESTMENT EARNINGS	288.66	562.38	442.88	41.05
PARKING METER MONEY - DOWNTOWN	6,278.23	6,333.55	9,445.43	13,092.14
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M				
ROXY LOT	512.01	1,503.10	770.00	650.00
FRANKLIN STREET LOT				
TRINITY LOT	250.00	50.00		
PARKING SPACES / LOADING ZONES	1,848.00	1,232.00	1,186.00	1,204.50
CONSTRUCTION PERMITS	1,000.00	680.00		
RENTAL APPLICATION FEES		30.00		
GARAGES - LEASED SPACES - TRANSIT	400.00	520.00	918.38	992.00
CUMBERLAND PLAZA LEASED SPACES	1,488.00	1,722.43	1,701.00	2,344.50
CUMBERLAND PLAZA METER MONEY	10,654.55	10,660.56	13,261.15	10,640.76
MISCELLANEOUS	99.82	98.50	91.22	45.00
TRANSFER IN FROM GENERAL FUND	-			
	<u>27,915.13</u>	<u>29,617.51</u>	<u>36,895.00</u>	<u>38,801.92</u>
<b>EXPENSES:</b>				
SALARIES & WAGES	17,832.35	10,524.69	11,440.92	14,548.39
OPERATING	5,763.69	4,254.38	7,918.84	
OTHER PROFESSIONAL SERVICES				12,000.00
BUILDING REPAIR & MAINTENANCE	591.51	473.72	493.34	679.61
OTHER REPAIR & MAINTENANCE	32.65	32.65	102.10	32.65
OTHER EQUIPMENT PURCHASES				4,495.58
INTEREST - OTHER DEBT	60.39			
OTHER				
IMPROVEMENTS (NON-BUILDINGS)				
	<u>24,280.59</u>	<u>15,285.44</u>	<u>19,955.20</u>	<u>31,756.23</u>
<b>OPERATING INCOME/(LOSS)</b>	<b>3,634.54</b>	<b>14,332.07</b>	<b>16,939.80</b>	<b>7,045.69</b>
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,551.35</u>	<u>7,538.15</u>	<u>7,916.67</u>	<u>7,916.67</u>
<b>NET PROFIT/(LOSS):</b>	<b>\$ (3,916.81)</b>	<b>\$ 6,793.92</b>	<b>\$ 9,023.13</b>	<b>\$ (870.98)</b>