



PARKING COMMISSION AGENDA

DATE: March 16th, 2021

LOCATION: City Council Chambers
106 Public Square

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

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: February 24, 2021 (rescheduled from February 16th, 2021)

IV. GUEST(S):

1. Public Comments (limit 5 minutes each)

V. DEPARTMENT REPORTS

1. Financial Report
2. Meter Report

VI. NEW BUSINESS

1. Temporary Curbside Parking Space-2nd Street
2. Cumberland and Transit Garage—unassigned spaces
3. Rate Change for Level 4A
4. Tickets from February 12th

VII. OLD BUSINESS

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: February 24, 2021 (rescheduled from February 16th, 2021)

**MEETING LOCATION: 4th 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 3:02 pm. Members present were Andrea Herrera and Councilman Travis Holleman.

II. ADOPTION OF MINUTES:

February 24th, 2021

Councilman Holleman made a motion to approve—Mrs. Herrera 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 January. We had \$40,342 in revenue for the month of January—expenses were \$30,200. After depreciation—there is a profit of \$2,773. Year to date—revenues are \$284,457; expenses are \$231,551. After depreciation expense we have a net profit of \$1,325. Due to COVID—the revenue office was not open at full capacity. **Meter Report:** Chris Wilson provided our meter report—we are down one spare meter. We have 6 extra that have been sent to IPS to be upgraded and restored. Mr. Wilson mentioned that the weather did cause new challenges—meters freezing and ice in the poles that actually pushed the meter out—he suggested drilling a hole in the pole to prevent this. Mr. Wilson also reported that we ordered 20 new batteries for the inclement weather—8 have been used, so we are down to 12.

V. NEW BUSINESS

VI. OLD BUSINESS

1. Electric Vehicle Charging Space—Mrs. Hampton reported that we do have a solution for this now. David Smith has confirmed with Nissan that we are free to move as required. Mr. Palmore discussed making the electric vehicle space a curbside space.

VII. MISCELLANEOUS DISCUSSION

Inclement Weather Policy—Mr. Bowie asked about the official inclement weather policy. Mrs. Hampton responded that we do not have a written policy. Mr. Bowie suggested putting something in writing for a policy—something that addresses on these inclement weather days—if you have a hang tag, you can park anywhere. Mrs. Hampton said that we would draft

a policy and bring before the Commission to vote on—something that addresses void requests, what auditors should do during this time, etc.

Mrs. Bradbury wanted to discuss that Level 4A is now open to the waiting list that we currently have—they have contacted everyone and only about 5-6 people have rented a space. Most have said they prefer a covered space instead. Mr. Bowie asked about the difference in price and wanted to consider if we should reduce the price for that specific area in Cumberland. Mr. Wilson is going to follow up with those he could not get in contact with directly.

VIII. **VOIDING REQUESTS**

No voiding requests.

IX. **ADJOURNMENT**—The meeting was adjourned at 3:19 pm.

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2018	FY 2019	FY 2020	FY2021
	02/01/2018	02/01/2019	02/01/2020	02/01/2021
	02/28/2018	02/28/2019	02/29/2020	02/28/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 6,801.74	\$ 5,953.95	\$ 9,505.50	\$ 2,613.98
INVESTMENT EARNINGS	303.34	537.02	398.80	23.18
PARKING METER MONEY - DOWNTOWN	4,652.99	6,232.55	8,086.05	6,587.12
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M				300.00
ROXY LOT	614.80	700.00	725.00	839.90
FRANKLIN STREET LOT				
TRINITY LOT	375.00			
PARKING SPACES / LOADING ZONES	1,923.00	1,397.00	1,186.00	1,204.50
CONSTRUCTION PERMITS	715.00			
RENTAL APPLICATION FEES				
GARAGES - LEASED SPACES - TRANSIT	200.00	631.46	520.00	930.00
CUMBERLAND PLAZA LEASED SPACES	903.00	1,051.68	1,227.66	2,016.00
CUMBERLAND PLAZA METER MONEY	9,873.20	11,351.41	15,023.95	3,847.50
MISCELLANEOUS	50.68	50.92	52.12	73.52
TRANSFER IN FROM GENERAL FUND				
	<u>26,412.75</u>	<u>27,905.99</u>	<u>36,725.08</u>	<u>18,435.70</u>
EXPENSES:				
SALARIES & WAGES	13,591.30	11,587.94	53,865.28	10,287.43
OPERATING	4,593.46	4,393.88	9,140.85	9,809.02
OTHER PROFESSIONAL SERVICES				
BUILDING REPAIR & MAINTENANCE	381.30	428.00		393.98
OTHER REPAIR & MAINTENANCE			587.63	602.32
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT	60.39			
OTHER				12,000.00
IMPROVEMENTS (NON-BUILDINGS)				
	<u>18,626.45</u>	<u>16,409.82</u>	<u>63,593.76</u>	<u>33,092.75</u>
OPERATING INCOME/(LOSS)	7,786.30	11,496.17	(26,868.68)	(14,657.05)
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,551.35	7,538.15	7,916.67	7,368.83
	<u>7,551.35</u>	<u>7,538.15</u>	<u>7,916.67</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	\$ 234.95	\$ 3,958.02	\$ (34,785.35)	\$ (22,025.88)

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

	July 1, 2019 February 29, 2020	July 1, 2020 February 28, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	66,272	65,803	(469)
INVESTMENT EARNINGS	3,914	412	(3,502)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	68,493	78,832	10,339
RESIDENTIAL	90	477	387
MAIN ST LOT	25		(25)
ROXY LOT	9,326	7,767	(1,559)
TRINITY LOT			-
FRANKLIN STREET LOT	36	1,440	
PARKING SPACES / LOADING ZONES	23,125	29,147	6,023
CONSTRUCTION PERMITS	1,780	610	(1,170)
APPLICATION FEE	210	90	(120)
GARAGES - LEASED SPACES - TRANSIT	4,635	8,383	3,748
CUMBERLAND PLAZA LEASED SPACES	34,383	30,853	(3,530)
CUMBERLAND PLAZA METER MONEY	113,446	78,488	(34,958)
MISCELLANEOUS	704	496	(208)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>326,438</u>	<u>302,798</u>	(23,640)
EXPENSES:			
SALARIES & WAGES	127,956	78,570	(49,386)
OPERATING	74,873	78,520	3,647
OTHER PROFESSIONAL SERVICES		96,000	96,000
BUILDING REPAIR & MAINTENANCE	3,557	7,649	4,093
OTHER REPAIR & MAINENANCE	19,117	3,904	(15,213)
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT			-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>225,503</u>	<u>264,643</u>	39,141
OPERATING PROFIT/(LOSS)	100,935	38,155	(62,780)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	63,333	58,951	(4,383)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>37,602</u></u>	<u><u>(20,796)</u></u>	<u><u>(58,398)</u></u>
PARKING FUND BALANCE		424,000	