



## **PARKING COMMISSION AGENDA**

**DATE:** April 20th, 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 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: March 16th, 2021**

**IV. GUEST(S):**

1. Public Comments (limit 5 minutes each)

**V. DEPARTMENT REPORTS**

1. Financial Report
2. Meter Report

**VI. NEW BUSINESS**

**VII. OLD BUSINESS**

1. Rate Change for Level 4A

**VIII. MISCELLANEOUS DISCUSSION**

**IX. VOIDING REQUESTS**

**X. ADJOURNMENT**



## **PARKING COMMISSION MINUTES**

**DATE: March 16th, 2021**

**MEETING LOCATION: CITY COUNCIL CHAMBERS**

**106 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 Andrea Herrera, Carol Clark and Councilman Travis Holleman.

### **II. ADOPTION OF MINUTES:**

**February 24th, 2021**

Mrs. Herrera made a motion to approve—Mr. Bowie seconded--all members voted in favor.

### **III. GUEST(S)**

Jeff Robinson—Mr. Robinson attended the meeting to discuss the turnover of the management of downtown parking to Premier Parking. Mr. Robinson opposes this and distributed information to the Commission regarding this issue.

### **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 February. We had \$18,4356 in revenue for the month of February—expenses were \$33,092. After depreciation—there is a net loss of \$14,657. Mrs. Hampton reminded the Commission that the City was closed a week during February due to snow and ice. Ahead of the snow we received, the ice caused issues the week prior to meters (they were frozen and money was not able to be inserted). Year to date—revenues are \$302,798; expenses are \$264,643. After depreciation expense we have a net loss of \$20,796.

**Meter Report:** Chris Wilson provided our meter report—we have 197 meters in the field. We have 9 spare meters. After we implement new meters---we will be down to 5. Mr. Wilson mentioned that the weather did cause new challenges, but since warmer weather we have not had issues with meters dying. Mr. Bowie did ask if we needed to budget more for FY22 for additional batteries; Mrs. Hampton agreed that this would be included in the budget.

### **V. NEW BUSINESS**

1. **Temporary Curbside Parking Space-2<sup>nd</sup> Street:** The owner of Hot Pita has requested a temporary curbside space on 2<sup>nd</sup> Street. With the fire at Blackhorse and the need to obstruct spaces at that end of Franklin for restoration, there may be a need for this temporary curbside space. Contractors are also parking in the loading zone that is on 2<sup>nd</sup> Street. Mr. Bowie discussed that The Vine also has 2 spots obstructed for renovation (so 4 spaces are now taken up on Franklin Street). The Commission discussed making the space directly across the street on Franklin as the temporary curbside space. Mr. Bowie suggested the space directly in front of Hot Pita on 2<sup>nd</sup> Street may be more appropriate for a temporary curbside space. Mr. Bowie made a motion to temporarily install a curbside space on 2<sup>nd</sup> Street (space closest to Franklin

Street) for the time that Blackhorse is being restored. Mrs. Clark seconded. All members voted in favor.

2. **Cumberland and Transit Garage-unassigned spaces:** Mr. Palmore discussed that Cumberland Garage would be mixed use; Transit would copy the Roxy Lot—first come, first serve for monthly parkers. There was conversation on ticketing by plate number—which was determined not to be the best way to go forward. Color coded hang tags were discussed (specific colored tags for specific lots). Wait lists for the Roxy and Transit lots were mentioned and what occurs if the Roxy Lot is full and someone has a hang tag—Mrs. Bradbury noted that customers should call the office and will be advised to park at a meter. Mr. Bowie asked Mrs. Bradbury was in favor of making this change to garages—Mrs. Bradbury stated that she is and it would help to eliminate some of our problems. Mr. Bowie made a motion to make the Cumberland and Transit Garage unassigned spaces with specific colored hang tags (to reduce confusion) effective July 1. Mrs. Herrera seconded the motion. Mr. Bowie asked if everyone would receive new hang tags. The preference mentioned was that all customers receive new hang tags and communication for all lots at the beginning of the fiscal year. All members voted in favor (Mrs. Clark exited the meeting just before this vote due to a scheduling conflict).

3. **Rate Change for Level 4A:** This was discussed at last meeting; customers (who are on the waitlist) may not be taking advantage of 4A because of the \$5 difference in rates. Conversation continued on why different rates existed for different lots and how the downtown core location has changed over the years. Mr. Bowie made a motion to table the rate change. Mrs. Herrera seconded; all members voted in favor.

4. **Tickets from February 12<sup>th</sup>:** Mrs. Hampton reported that there is a list in the Parking Commission packets from the inclement weather day where ice had frozen the meters. The Commission wanted to consider voiding all tickets from this day—it was a total of 37 violations for a total of \$430.00. Mr. Bowie noted that they are listed as overtime parking with the exception of no hang tag and parked facing wrong direction. Mr. Palmore did report that 80% of the meters were not functioning properly that day. Mr. Bowie asked for a normal day of tickets written (not inclement weather day). Mrs. Bradbury stated that this was a pretty good average. Mr. Holleman asked if anyone from this list had actually completed a void request—there was one from this day that was included in the packet to be considered by the Commission. Mr. Palmore added that we instructed enforcement to stop ticketing this day. Mr. Bowie made a motion to void all tickets from February 12<sup>th</sup> except reserved hang tags, parked facing wrong direction and other; Mr. Holleman seconded; all members voted in favor.

## **VI. OLD BUSINESS**

## **VII. MISCELLANEOUS DISCUSSION**

1. Mrs. Hampton reported that Leticia has transferred to Building and Codes and the position has been posted.

2. Mrs. Herrera discussed the need for adequate parking downtown for businesses and customers. Mrs. Matta shared with the Commission the history of how we got here today. Mrs. Matta stated that in 2018 the need for a parking garage that the Parking Commission could not afford to build. In 2019, an RFP went out for a public private partnership—a company to build a parking garage at no cost to the City and the City will allow you to manage parking. We received four good proposals. We selected a firm based on the qualifications of

the respondents. We chose two companies that are joining together—TRC (a construction company) and Premier Parking to create a single purpose entity. During this time, we had a new administration that wanted more info on this before making a decision. Then MPEC and Riverview came forward with the possibility of partnering with them. During this conversations—it was determined that the City would issue the debt for the parking garage. It was proposed that the sales tax would be enough to pay for the debt service on this. The City didn't think that was the best deal for the City. Our solution to get us a new parking garage at no cost to the City—is this single purpose entity. We also had a parking manager leave during this time—so part of this agreement was they would help by managing now through a MOU. Our Legal department has the first draft of the P3 agreement so it's just now being reviewed. Mrs. Matta stated she knows that it's being discussed that the Parking Commission will still be the regulating body—that we are doing everything to protect the City. The plan has always been that this garage would be constructed before the MPEC opens.

3. Mr. Bowie discussed some of the issues that Mr. Robinson brought up during his comments. The email Mr. Bowie received went to a number of downtown merchants—and he wants to make sure that everyone understands the facts. As a Commission—Mr. Bowie would like to put something out gives all the facts and responds to questions/concerns that is being shared among downtown merchants.

4. There are a couple of first hour free signs still posted in downtown businesses. If auditors can keep an eye out for these.

5. The dumpsters that are in the parking spaces on Franklin Street are creating issues for traffic on Franklin (along with people parking in the loading zones). Mr. Wilson stated that he would ask the contractors to move those dumpsters closer to the sidewalk.

#### VIII. VOIDING REQUESTS

Void: 501641

No Action Taken: 170208566, 170111004, 170111083, 170208478

#### IX. ADJOURNMENT—The meeting was adjourned at 4:21 pm.

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

|                                   | FY2018<br>03/01/2018<br>03/31/2018 | FY 2019<br>03/01/2019<br>03/31/2019 | FY 2020<br>03/01/2020<br>03/31/2020 | FY2021<br>03/01/2021<br>03/31/2021 |
|-----------------------------------|------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| <b>REVENUES:</b>                  |                                    |                                     |                                     |                                    |
| PARKING METER FINES - TICKETS     | \$ 8,864.05                        | \$ 6,141.99                         | \$ 7,822.00                         | \$ 10,109.97                       |
| INVESTMENT EARNINGS               | 363.18                             | 600.65                              | 350.19                              | 10.26                              |
| PARKING METER MONEY - DOWNTOWN    | 7,434.68                           | 6,163.80                            | 9,446.88                            | 12,446.24                          |
| RESIDENTIAL PARKING - DOWNTOWN    |                                    |                                     |                                     |                                    |
| THIRD & MAIN STREET LOT - F&M     |                                    |                                     |                                     |                                    |
| ROXY LOT                          | 350.00                             | 380.00                              | 792.50                              | 920.00                             |
| FRANKLIN STREET LOT               |                                    |                                     |                                     |                                    |
| TRINITY LOT                       | 125.00                             |                                     |                                     |                                    |
| PARKING SPACES / LOADING ZONES    | 1,488.00                           | 1,232.00                            | 1,186.00                            | 1,204.50                           |
| CONSTRUCTION PERMITS              |                                    | 960.00                              |                                     | 1,280.00                           |
| RENTAL APPLICATION FEES           |                                    | 60.00                               |                                     | 60.00                              |
| GARAGES - LEASED SPACES - TRANSIT | 520.00                             | 1,473.67                            | 1,040.00                            | 980.64                             |
| CUMBERLAND PLAZA LEASED SPACES    | 1,233.00                           | 1,210.44                            | 1,480.81                            | 2,784.00                           |
| CUMBERLAND PLAZA METER MONEY      | 17,604.63                          | 11,880.06                           | 8,827.70                            | 8,716.20                           |
| MISCELLANEOUS                     | 97.72                              | 96.06                               | 59.76                               | 56.38                              |
| TRANSFER IN FROM GENERAL FUND     | 38,080.26                          | 30,198.67                           | 31,005.84                           | 38,568.19                          |
| <b>EXPENSES:</b>                  |                                    |                                     |                                     |                                    |
| SALARIES & WAGES                  | 16,206.67                          | 7,813.46                            | 10,013.83                           | 10,614.34                          |
| OPERATING                         | 13,666.50                          | 4,864.55                            | 5,325.38                            | 8,236.17                           |
| OTHER PROFESSIONAL SERVICES       |                                    |                                     |                                     |                                    |
| BUILDING REPAIR & MAINTENANCE     | 393.09                             | 413.39                              | 890.33                              | 418.60                             |
| OTHER REPAIR & MAINTENANCE        |                                    | 561.47                              | 22,044.00                           | 1,800.00                           |
| OTHER EQUIPMENT PURCHASES         |                                    |                                     |                                     |                                    |
| INTEREST - OTHER DEBT             |                                    |                                     |                                     |                                    |
| OTHER                             |                                    |                                     |                                     | 12,000.00                          |
| IMPROVEMENTS (NON-BUILDINGS)      | 30,266.26                          | 13,652.87                           | 38,273.54                           | 33,069.11                          |
| <b>OPERATING INCOME/(LOSS)</b>    | 7,814.00                           | 16,545.80                           | (7,267.70)                          | 5,499.08                           |
| AMORTIZATION EXPENSE              | -                                  |                                     |                                     |                                    |
| DEPRECIATION EXPENSE              | 7,551.35                           | 7,538.15                            | 7,916.67                            | 7,368.83                           |
| <b>NET PROFIT/(LOSS):</b>         | <u>\$ 262.65</u>                   | <u>\$ 9,007.65</u>                  | <u>\$ (15,184.37)</u>               | <u>\$ (1,869.75)</u>               |

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

|   | July 1, 2019<br>March 31, 2020 | July 1, 2020<br>March 31, 2021 | Increase<br>(Decrease) |
|---|--------------------------------|--------------------------------|------------------------|
| <b>REVENUES:</b>  |                                |                                |                        |
| PARKING METER FINES - TICKETS   | 74,094                         | 75,913                         | 1,818                  |
| INVESTMENT EARNINGS   | 4,264                          | 422                            | (3,842)                |
| INTEREST  |                                |                                | -                      |
| PARKING METER MONEY - DOWNTOWN  | 77,940                         | 91,279                         | 13,339                 |
| RESIDENTIAL   | 90                             | 477                            | 387                    |
| MAIN ST LOT   | 25                             |                                | (25)                   |
| ROXY LOT  | 10,118                         | 8,687                          | (1,431)                |
| TRINITY LOT   |                                |                                | -                      |
| FRANKLIN STREET LOT   | 36                             | 1,440                          |                        |
| PARKING SPACES / LOADING ZONES  | 24,311                         | 30,352                         | 6,041                  |
| CONSTRUCTION PERMITS  | 1,780                          | 1,890                          | 110                    |
| APPLICATION FEE   | 210                            | 150                            | (60)                   |
| GARAGES - LEASED SPACES - TRANSIT                                     | 5,675                          | 9,363                          | 3,688                  |
| CUMBERLAND PLAZA LEASED SPACES  | 35,864                         | 33,637                         | (2,227)                |
| CUMBERLAND PLAZA METER MONEY  | 122,273                        | 87,204                         | (35,069)               |
| MISCELLANEOUS   | 764                            | 553                            | (211)                  |
| Includes additional hang tags,<br>CityCourt/Pcard Rebate/other rental |                                |                                | 7                      |
| TRANSFER IN FROM GENERAL FUND   | -                              | -                              | -                      |
|   | <u>357,444</u>                 | <u>341,366</u>                 | <u>(16,077)</u>        |
| <b>EXPENSES:</b>  |                                |                                |                        |
| SALARIES & WAGES  | 137,970                        | 89,184                         | (48,785)               |
| OPERATING   | 80,656                         | 86,756                         | 6,101                  |
| OTHER PROFESSIONAL SERVICES   |                                | 108,000                        | 108,000                |
| BUILDING REPAIR & MAINTENANCE   | 4,447                          | 8,068                          | 3,621                  |
| OTHER REPAIR & MAINTENANCE  | 40,704                         | 5,704                          | (35,000)               |
| OTHER EQUIPMENT PURCHASES   |                                |                                | -                      |
| INTEREST - OTHER DEBT   |                                |                                | -                      |
| OTHER   | -                              | -                              | -                      |
| IMPROVEMENTS (NON-BUILDINGS)  | -                              | -                              | -                      |
| AMORTIZATION EXPENSE  | -                              | -                              | -                      |
|   | <u>263,776</u>                 | <u>297,712</u>                 | <u>33,936</u>          |
| <b>OPERATING PROFIT/(LOSS)</b>  | <b>93,667</b>                  | <b>43,654</b>                  | <b>(50,013)</b>        |
|   |                                |                                | -                      |
| AMORTIZATION EXPENSE  | -                              | -                              | -                      |
| DEPRECIATION EXPENSE  | 71,250                         | 66,319                         | (4,931)                |
| <b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>                          | <b><u>22,417</u></b>           | <b><u>(22,666)</u></b>         | <b><u>(45,083)</u></b> |
| <b>PARKING FUND BALANCE</b>   |                                | <b>424,000</b>                 |                        |