



PARKING COMMISSION AGENDA

DATE: September 21, 2021

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

TIME: 3:00 P.M.

I. CALL TO ORDER

II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)

- Ryan Bowie
- Andrea Herrera
- Councilman Travis Holleman
- Andy Kean
- David Shelton

III. ADOPTION OF MINUTES: August 17, 2021

IV. GUEST(S):

1. Public Comments (limit 5 minutes each)

V. DEPARTMENT REPORTS

1. Financial Report
2. Meter Report

VI. NEW BUSINESS

1. Monthly Parking Rates and Discounts
2. ParkMobile
3. RedStone Law Parking Regulation Concern

VII. OLD BUSINESS

1. State of the Cumberland Garage
2. New Parking Contract
3. Lower Biggers Lot Conversion

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: August 17, 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 3:01 pm. Members present were Carol Clark, Andrea Herrera, and Andy Kean.

II. ADOPTION OF MINUTES:

Aug 17, 2021

Mr. Kean 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 Laurie Matta. Mrs. Matta began with the month-to-date report for the month of July. We had \$55,759 in revenue for the month of July—expenses were \$32,978. Our operating income was \$22,781 and after depreciation—there is a net gain of \$15,412. Year to date—revenues are \$46,989; expenses are \$33,439. Our operating profit is \$13,550 after depreciation expense we have a net loss of \$6,181. Salary and Wages are lower because we are short one person because Judi did not transfer with the department. Also, all salaries from July were wages earned in June. Only employee benefits are listed here. Mrs. Matta noted that if you look back at the past four years for salary and wages the parking commission has not been fully staffed for the last three years.

Mr. Bowie asked what a normal month would look like for example comparing this August to last August. Mrs. Matta stated that it would look similar except we would be down one full-time employee.

Mrs. Herrera asked if we are fully staffed now. Mrs. Matta stated that once the Department head has been hired, then we would be fully staffed.

Meter Report: Caleb Copeland (Premier Parking) stated there were 192 meters in the field and 191 meters that are inactive. There are no spare batteries left to use for active meters. 12 meters will be sent back to be fully upgraded. There is one active kiosk in the C-Lot, and it is on life support.

Michael Palmore (Premier Parking) stated that we are working to get another kiosk and to utilize Park Mobile.

Mr. Bowie asked if there was money in the budget allocated to replacing the kiosk. Mrs. Matta stated that it was, but the new plan is to not replace or repair the current kiosk, but instead use ParkMobile and one new kiosk.

Mr. Palmore (Premier Parking) stated that the meters and kiosk will no longer be supported come January 1, 2022. The plan is to use ParkMobile for street meters and kiosks to avoid having to pay for all the meters to be upgraded and repaired.

Mrs. Herrera asked about the electric charging station on Strawberry Alley. John Hilborn stated that it will be removed soon and converted to a 15-minute parking space.

Mr. Bowie asked for clarification for the street meter and ParkMobile plan. Mr. Palmore clarified that approximately 50 meters will remain on the street and the rest of the spaces will be for ParkMobile. Mrs. Matta asked if the only upgrade needed was the Modem. Premier Parking will check to see if meters could still accept coins without working Modems.

Premier Parking agreed to prepare a map and plan for ParkMobile to be presented next meeting.

Mr. Bowie asked how much a kiosk would cost. Mrs. Matta stated that one kiosk cost \$10,000.

V. NEW BUSINESS

State of the Cumberland Garage- Mr. Hilborn stated that the garage was closed because one firm was asked to perform a quick overview evaluation of the garage, and they suggested that the garage be shut down until a more thorough evaluation could be done. Proof-loading will be performed on the garage to test the structural stability of the garage. Mr. Hilborn stated that there is still some work to be done at the garage even if it is cleared to open. Portions of the garage may need to be closed to perform the needed rehabilitation work that is necessary.

Mr. Bowie stated that a special meeting will be called if the garage is opened before the next commission meeting.

Reserved Space Request Copeland Wealth Management- Mr. Copeland (Premier Parking - no relation) stated that Copeland Wealth Management requested to reserve spaces in the surface lot outside the Cumberland Garage. The commission decided to deny the request.

New Parking Contract- Mr. Palmore (Premier Parking) stated that a new contract is being written for the Cumberland Garage that requires people to pay between the 1st and the 5th of the month. People who do not pay by the 5th will lose their spot. The contract is still being written and will be presented to the commission when it is finalized.

Mr. Kean asked if all the old contracts were now void because people have been refunded. Mr. Palmore confirmed that all the old contracts are void.

Mr. Bowie asked about group contracts likes Milan and Legal Aid. Mr. Palmore stated that there will be an enterprise contract and an individual contract.

Mr. Kean asked if there was a long-term parking plan that we could share with the public to inform them about what the Parking Commission is trying to achieve. Mrs. Matta explained that there are too many external factors that would affect dates and objectives.

Carol Clark asked what would happen with the discounts if we moved forward with the new contract. Premier Parking explained that most of the discounts would be removed, and people would only be able to pay for one month at a time. Mrs. Herrera noted that some parkers paid for a year and didn't use the space for that entire time, so they sold their spaces to other people.

Mr. Bowie stated that some of the emails that we received regarding the reserved spots were from people that don't even use the garage.

Lower Biggers Lot Conversion- Mr. Copeland explained that this is a proposal to sell the spaces in the Lower Bigger lot as monthly parking because we cannot accept transient parking money currently. Mr. Bowie stated that this should be discussed when there is an opening date set for the garage.

OLD BUSINESS

- VI. Reserved Parking Permit Policy-Duplicate Hang Tag— Mr. Bowie stated that this should wait until the draft for the new contract is presented and after more information is obtained about the reopening of the garage.**

Towing Policy – Mrs. Matta stated that previously if a car was disabled, the Parking Commission could call the Police Department to tow the vehicle. However, after dealing with the backlash from towing the last vehicle the police department has decided to not tow any more vehicles.

Mr. Palmore stated that we have approximately \$500,000 of unpaid parking tickets, and people know that there is currently no recourse for not paying the parking tickets. Mr. Palmore also stated that if parking boots would cause too many issues there is a new immobilization device called the barnacle that could be placed on the windshield instead of the wheel.

Mr. Bowie agreed that the City needs to be able to tow vehicles that do not comply with parking regulations.

Mr. Palmore explained that Premier contracts with a towing company that would tow the vehicle and take on all liability for what happened to the vehicle.

Mr. Bowie stated that this should continue to be old business for now.

Cumberland Garage Reserved Parking – Carol Clark stated that she read some of the emails and she finds some value in having a designated reserved space for people who feel that

having a reserved space was safer. She also stated that she agrees that a premium should be charged for the reserved spaces.

Downtown Commuter Route (DASH) – Mr. Bowie stated that it was presented to the Parking Commission previously. Mr. Bowie then stated that it was effective now and asked if it would continue to run through the near future.

Mr. Hilborn stated that the commuter shuttle was no longer operating because no one was utilizing it and the transit authority needed to put people in other areas where the public was utilizing the services.

New Parking Garage – Mr. Bowie asked for an update regarding the status of the new parking garage downtown. Mr. Bowie asked if the contracts for the garage were still under review by the attorneys. Mrs. Matta stated that it is still undergoing reviews by the legal teams.

VII. MISCELLANEOUS DISCUSSION

VIII. VOIDING REQUESTS

Void: 501260, 503323, 503349, 503427

No Action Taken: 170211300, 170211323

Mr. Bowie suggested that tickets should be voided for Robert Clark Park until there is adequate signage posted regarding parking regulations.

IX. ADJOURNMENT—The meeting was adjourned at 5:00 pm.

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

	July 1, 2020 August 31, 2020	July 1, 2021 August 31, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	15,232	16,717	1,485
INVESTMENT EARNINGS	149	10	(138)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	18,958	30,287	11,330
RESIDENTIAL			-
MAIN ST LOT		2,400	2,400
ROXY LOT	975	2,398	1,423
TRINITY LOT			-
FRANKLIN STREET LOT		540	540
PARKING SPACES / LOADING ZONES	9,025	9,637	612
CONSTRUCTION PERMITS	490		(490)
APPLICATION FEE	60		(60)
GARAGES - LEASED SPACES - TRANSIT	1,454	3,328	1,874
CUMBERLAND PLAZA LEASED SPACES	9,516	(1,982)	(11,498)
CUMBERLAND PLAZA METER MONEY	24,126	20,653	(3,472)
MISCELLANEOUS	130	113	(17)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>80,114</u>	<u>84,101</u>	<u>3,987</u>
EXPENSES:			
SALARIES & WAGES	16,199	6,289	(9,910)
OPERATING	34,096	25,423	(8,673)
OTHER PROFESSIONAL SERVICES	24,000	24,000	-
BUILDING REPAIR & MAINTENANCE	2,867	852	(2,015)
OTHER REPAIR & MAINTENANCE	2,580	4,086	1,506
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>79,743</u>	<u>60,650</u>	<u>(19,092)</u>
OPERATING PROFIT/(LOSS)	371	23,451	23,079
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	14,738	14,738	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(14,366)</u>	<u>8,713</u>	<u>23,079</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2019 08/01/2018 08/31/2018	FY2020 08/01/2019 08/31/2019	FY2021 08/01/2020 08/31/2020	FY2022 08/01/2021 08/31/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 11,410.12	\$ 5,799.95	\$ 7,495.90	\$ 8,336.00
INVESTMENT EARNINGS	472.05	563.71	69.22	5.13
PARKING METER MONEY - DOWNTOWN	13,102.53	8,421.88	8,873.57	14,626.70
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M				2,400.00
ROXY LOT	275.00	570.00	\$ 450.00	625.00
FRANKLIN STREET LOT				540.00
TRINITY LOT	337.50			
PARKING SPACES / LOADING ZONES	1,232.00	1,030.00	\$ 1,182.00	1,244.50
CONSTRUCTION PERMITS	40.00	30.00	\$ 160.00	
RENTAL APPLICATION FEES	30.00	30.00		
GARAGES - LEASED SPACES - TRANSIT	610.32		\$ 625.80	2,648.00
CUMBERLAND PLAZA LEASED SPACES	1,385.54	944.82	\$ 2,492.74	(10,601.71)
CUMBERLAND PLAZA METER MONEY	16,843.31	13,912.02	\$ 11,720.40	8,445.51
MISCELLANEOUS	80.96	71.22	\$ 55.00	67.62
TRANSFER IN FROM GENERAL FUND	-	-		-
	<u>45,819.33</u>	<u>31,373.60</u>	<u>\$ 33,124.63</u>	<u>28,336.75</u>
EXPENSES:				
SALARIES & WAGES	16,549.97	10,682.62	\$ 7,328.71	3,762.68
OPERATING	(4,885.75)	8,144.06	\$ 23,314.60	\$ 6,919.07
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	12,000.00
BUILDING REPAIR & MAINTENANCE	363.39	363.39	\$ 1,080.14	458.07
OTHER REPAIR & MAINTENANCE	4,878.33	1,313.14	\$ 2,580.00	4,085.91
OTHER EQUIPMENT PURCHASES			\$ -	-
INTEREST - OTHER DEBT			\$ -	-
OTHER			\$ -	-
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>16,905.94</u>	<u>20,503.21</u>	<u>\$ 46,303.45</u>	<u>27,225.73</u>
OPERATING INCOME/(LOSS)	28,913.39	10,870.39	\$ (13,178.82)	1,111.02
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
NET PROFIT/(LOSS):	<u><u>\$ 21,375.24</u></u>	<u><u>\$ 3,501.56</u></u>	<u><u>\$ (20,547.65)</u></u>	<u><u>\$ (6,257.81)</u></u>