



PARKING COMMISSION AGENDA

DATE: January 18, 2022

**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
- Andy Kean
- David Shelton
- Councilperson Wanda Smith

III. ADOPTION OF MINUTES: December 14, 2021

IV. GUEST(S): Public Comments (limit 5 minutes each)

V. DEPARTMENT REPORTS

1. Financial Report
2. Meter/ParkMobile Report

VI. NEW BUSINESS

1. City Code Verbiage Change
Guest: Lance Baker, City Attorney

VII. OLD BUSINESS

1. Oversize Vehicle Policy
2. Town Hall Meetings
3. Parking Contracts (10+ spaces)

VIII. MISCELLANEOUS DISCUSSION

1. Convenience Fee for ParkMobile

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: December 14, 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 3:01 pm. Members present were David Shelton and Andy Kean.

II. ADOPTION OF MINUTES:

November 16, 2021

Mr. Shelton made a motion to adopt. Mr. Kean seconded and all members voted in favor.

III. GUEST(S)

No guests were present.

IV. DEPARTMENT REPORTS

Financial Report: Ryan Bowie reviewed the financial report. YTD 2021 was up from July 1 to November 30. Monthly, we're showing a loss compared to last year when we saw a profit of about \$10,500. Michael Palmore attributed this to the Cumberland Garage being closed and pay machines being down.

Meter Report: Caleb Copeland (Premier Parking) reported that on January 3 there will only be 46 meters which will be on 1st and 2nd Streets (which will also be serviced by ParkMobile), everything else will be ParkMobile only.

V. NEW BUSINESS

1. Obstruction Permits

Mr. Palmore said that we currently have a \$30 application fee, and a \$10 per space fee for up to 4 spaces. Any additional spaces are \$20. The proposal is for the application fee to stay the same, each space will be \$25 for up to 2 spaces, and any additional spaces up to 4 would be \$30. For reference, the rate to park for a day is \$12.50 if you feed the meters. John Hilborn added that the City Attorney has said we need the liability upped to \$1,000,000. Mr. Bowie asked that the website indicate that the obstruction permits are approved by staff and not the Parking Commission. Mr. Palmore said that another change would be to charge for every day, including weekends and holidays. Also discussed was how to minimize disruption of neighboring businesses when construction is happening as well as ways to coordinate with Building & Codes when businesses are applying for permits.

Applicants will need to allow 48 hours (business days) for approval with special allowances for emergency situations.

Also proposed is an oversized vehicles (or equipment) charge of \$185 per day for projects that require the street to be blocked. Mr. Bowie suggested checking with Jennifer Letourneau or Michelle Austin to find out the protocol Parks and Recreation follows for closing down a street. Mr. Hilborn suggested that the Communications Department put out a notice about closures to make people aware of upcoming closures and which businesses will or will not be open during the road closures.

Mr. Bowie moved to adopt the presented rate structure for obstruction permits with a 48 hour (business days) approval time built in for obstructions to the parking spaces. The policy for oversized vehicles requiring road closure is tabled until the January meeting.

2. Monthly Parking Permits (Contracts)

Mr. Palmore presented a proposal to make monthly parking fees due by the 5th of the month (previously the latest date it was due without a late fee was the 15th). Late fee would stay the same at \$5.00. If payment is not paid by the 5th of the month, the permit is forfeited for that month. Mr. Palmore reviewed the adopted Monthly Parking Discounts which were adopted at a previous meeting (25% discount for Government, 30% discount for County. Any contract for 10 or more spaces will have it's own contract negotiated on a case-by-case basis. There will be no more Duplicate Hang Tags.) Mr. Kean moved to adopt the Monthly Parking Permits as presented, Mr. Bowie seconded, and the motion passed.

3. Monthly Parking Rates

Mr. Palmore presented a proposal to increase monthly parking rates by \$15 to accomplish needed maintenance and improvements. Parking has not raised rates in decades. Caleb Copeland (Premier Parking) noted this is still a substantial discount over the daily parking rate. Mr. Bowie requested that there would need to be sufficient avenues for the public to become aware of the changes and have their questions answered. The Commission discussed holding multiple Town Hall Meetings and putting together an FAQ sheet. Mr. Shelton motioned to approve the Monthly Parking Rate increase. Mr. Kean seconded the motion and the motion carried.

4. Elite Passes

Mr. Palmore brought up a proposal to offer a discounted parking permit for elected officials. John Hilborn suggested that we should to get input from the City Attorney and the discussion was tabled.

5. Mixed-Use Garages

Mr. Palmore has proposed all garages and lots would be mixed-use. There would not be any assigned spaces. Mr. Bowie made the motion to make all monthly parking garages and lots mixed use. Mr. Shelton seconded and the motion carried.

VI. **OLD BUSINESS**

1. **State of the Cumberland Garage**

Mr. Hilborn said the garage should be opened within the next 10 days. Mr. Palmore indicated that parking in the garage will be free for the remainder of of the month.

2. **New Parking Garage**

Mr. Hilborn said the city is investigating options and discussions are in a very preliminary state.

3. **ParkMobile**

Mr. Palmore indicated that ParkMobile would be going live in January and signage will be going up throughout the downtown area.

VII. **VOIDING REQUESTS**

17021294, 170212792, 170114870 - No action

VIII. **ADJOURNMENT**—The meeting was adjourned at 4:19 pm.

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

	July 1, 2020 December 31, 2020	July 1, 2021 December 31, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	56,903	39,067	(17,836)
INVESTMENT EARNINGS	353	41	(312)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	62,161	78,050	15,890
RESIDENTIAL	-	-	-
MAIN ST LOT	152	2,400	2,248
ROXY LOT	3,880	5,153	1,273
TRINITY LOT	-	540	540
FRANKLIN STREET LOT	1,440	-	(1,440)
PARKING SPACES / LOADING ZONES	21,406	16,135	(5,271)
CONSTRUCTION PERMITS	610	440	(170)
APPLICATION FEE	90	60	(30)
GARAGES - LEASED SPACES - TRANSIT	6,773	6,803	30
CUMBERLAND PLAZA LEASED SPACES	21,756	(1,952)	(23,707)
CUMBERLAND PLAZA METER MONEY	68,207	45,493	(22,714)
MISCELLANEOUS	384	583	198
Includes additional hang tags, CityCourt/Pcard Rebate/other rental	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>244,115</u>	<u>192,812</u>	<u>(51,302)</u>
EXPENSES:			
SALARIES & WAGES	58,234	23,951	(34,282)
OPERATING	61,569	42,004	(19,565)
OTHER PROFESSIONAL SERVICES	72,000	60,000	(12,000)
BUILDING REPAIR & MAINTENANCE	6,741	3,940	(2,801)
OTHER REPAIR & MAINTENANCE	2,806	9,701	6,894
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	3,377	3,377
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>201,350</u>	<u>142,974</u>	<u>(58,377)</u>
OPERATING PROFIT/(LOSS)	42,764	49,839	7,075
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	44,213	44,213	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(1,449)</u>	<u>5,626</u>	<u>7,075</u>
PARKING FUND BALANCE		649,228	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 12/1/2018 12/31/2018	FY2020 12/1/2019 12/31/2019	FY2021 12/1/2020 12/31/2020	FY2022 12/1/2021 12/31/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 6,224.99	\$ 9,078.94	\$ 9,791.97	\$ 4,479.00
INVESTMENT EARNINGS	562.38	442.88	41.05	10.27
PARKING METER MONEY - DOWNTOWN	6,333.55	9,445.43	11,956.64	10,042.23
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M				
ROXY LOT	1,503.10	770.00	\$ 650.00	870.00
FRANKLIN STREET LOT				
TRINITY LOT	50.00			
PARKING SPACES / LOADING ZONES	1,232.00	1,186.00	\$ 1,204.50	1,276.50
CONSTRUCTION PERMITS	680.00			150.00
RENTAL APPLICATION FEES	30.00			30.00
GARAGES - LEASED SPACES - TRANSIT	520.00	918.38	\$ 992.00	800.00
CUMBERLAND PLAZA LEASED SPACES	1,722.43	1,701.00	\$ 2,344.50	30.00
CUMBERLAND PLAZA METER MONEY	10,660.56	13,261.15	\$ 9,995.76	2,598.50
MISCELLANEOUS	98.50	91.22	\$ 45.00	354.82
TRANSFER IN FROM GENERAL FUND	-	-		
	<u>29,617.51</u>	<u>36,895.00</u>	<u>\$ 37,021.42</u>	<u>20,641.32</u>
EXPENSES:				
SALARIES & WAGES	10,524.69	11,440.92	\$ 14,548.39	5,303.19
OPERATING	4,254.38	7,918.24	\$ 4,495.58	\$ 3,969.85
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	
BUILDING REPAIR & MAINTENANCE	473.72	493.94	\$ 679.61	987.55
OTHER REPAIR & MAINTENANCE	32.65	102.10	\$ 32.65	1,229.07
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT			\$ -	
OTHER			\$ -	
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>15,285.44</u>	<u>19,955.20</u>	<u>\$ 31,756.23</u>	<u>11,489.66</u>
OPERATING INCOME/(LOSS)	14,332.07	16,939.80	\$ 5,265.19	9,151.66
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
	<u>7,538.15</u>	<u>7,368.83</u>	<u>\$ 7,368.83</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	<u><u>\$ 6,793.92</u></u>	<u><u>\$ 9,570.97</u></u>	<u><u>\$ (2,103.64)</u></u>	<u><u>\$ 1,782.83</u></u>