



PARKING COMMISSION AGENDA

DATE: August 17, 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
- Carol Clark
- Andrea Herrera
- Councilman Travis Holleman
- Andy Kean

III. ADOPTION OF MINUTES: July 27, 2021

IV. GUEST(S):

1. Public Comments (limit 5 minutes each)

V. DEPARTMENT REPORTS

1. Financial Report
2. Meter Report

VI. NEW BUSINESS

1. State of the Cumberland Garage
2. Reserved Space Request - Copeland Wealth Management
3. New Parking Contract
4. Lower Biggers Lot Conversion

VII. OLD BUSINESS

1. Reserved Parking Permit Policy-Duplicate Hang Tag
2. Towing Policy
3. Cumberland Garage Reserved Parking
4. Downtown Commuter Route (DASH)
5. New Parking Garage

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: July 27th, 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 Councilman Travis Holleman at 3:01 pm. Members present were Andy Kean and Andrea Herrera.

II. ADOPTION OF MINUTES:

June 17, 2021

Councilman Holleman made a motion to approve-- all members voted in favor.

III. GUEST(S)

Some employees from Circuit Court (including those listed below) expressed their concerns related to safety and convenience arising from the change to unassigned reserved parking at Cumberland garage/plaza.

-Melissa Smith

-Patty Ruth

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 June. We had \$42,446.42 in revenue for the month of June—expenses were \$32,604.81. Our operating income was 9,841.61 and after depreciation—there is a net gain of \$2,472.78. Year to date, and remember this month was the end of the fiscal year—revenues are \$469,161; expenses are \$392,596. Our operating profit \$76,565 after depreciation expense we have a net loss of \$11,861.

Meter Report: Mr. Copeland (Premier Parking) reported that there are 191 meters active in the field and 28 meters that are sitting on the shelf that are not operational. 12 meters were approved to be shipped back to IPS for repairs and 4G upgrades. We have 5 batteries but got approval to order 50 more from IPS. We have 0 spare meters in inventory.

Comment was made by Andrea Herrera about the 15 min. curb sign down on Franklin. Mr. Copeland let Andrea Herrera know a work order was put in for it.

V. NEW BUSINESS

Towing Policy- Was asked to be tabled by Regina Hampton for the next parking commission meeting because it was specifically added by Ryan Bowie. Andy Kean made a motion to table for the next meeting-- Councilman Holleman and Andrea Herrera seconded—all approved.

Cumberland Garage Reserved Parking- Due to numerous responses and emails to the Parking Commission, this policy was asked to be discussed and possibly voted on again. After much back and forth between Andrea Herrera, Councilman Holleman, Andy Kean, Premier Parking, Mrs. Hampton, and Judith Bradbury, Councilman Holleman entertained a motion to table it until the next meeting but received no support, and the conversation continued. Then, after a few more questions about Cumberland, Andy Kean made a motion to table until the next meeting. Councilman Holleman seconded it, and the motion passed.

VI. OLD BUSINESS

Reserved Parking Permit Policy-Duplicate Hang Tag— Mrs. Hampton suggested that this also needs to be tabled for the next meeting because what the Commission decides regarding reserved parking will drive this policy. Andrea Herrera motioned this to be tabled to the next meeting, Councilman Holleman and Andy Kean seconded it.

VII. MISCELLANEOUS DISCUSSION

1. Andrea Herrera asked for an update on the new parking garage. Mrs. Hampton reported that Laurie Matta got approval to move forward with contracts. John Hilborn also commented on the new parking garage contract and said that it's currently between the attorneys right now, they're ironing out details on it.

2. Mrs. Hampton reported that during the budget process, the City Council voted to establish a new department called Building & Facilities Maintenance, and Parking will now reside under this department. Mrs. Hampton also announced that Cindy Miller is the new Administrative Assistant for this department, and John Hilborn will be Acting Building & Facilities Maintenance Manager until someone is hired. Mrs. Hampton and Judith Bradbury are retiring from Parking Commission effective July 27, 2021.

VIII. VOIDING REQUESTS

Void: 170112670

No Action Taken: 170112899, 170210622, 170112564, 170210538, 502893, 503069, 503084, 503332

Reduce Fine:

IX. ADJOURNMENT—The meeting was adjourned at 4:01 pm.

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

	July 1, 2020 July 31, 2020	July 1, 2021 July 31, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	7,736	8,381	645
INVESTMENT EARNINGS	79	-	(79)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	10,084	15,661	5,577
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	525	1,773	1,248
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
PARKING SPACES / LOADING ZONES	7,843	8,393	550
CONSTRUCTION PERMITS	330	-	(330)
APPLICATION FEE	60	-	(60)
GARAGES - LEASED SPACES - TRANSIT	828	680	(148)
CUMBERLAND PLAZA LEASED SPACES	7,024	8,620	1,597
CUMBERLAND PLAZA METER MONEY	12,405	12,208	(198)
MISCELLANEOUS	75	45	(30)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>46,989</u>	<u>55,759</u>	<u>8,770</u>
EXPENSES:			
SALARIES & WAGES	8,870	2,526	(6,344)
OPERATING	10,782	18,058	7,276
OTHER PROFESSIONAL SERVICES	12,000	12,000	-
BUILDING REPAIR & MAINTENANCE	1,787	394	(1,393)
OTHER REPAIR & MAINTENANCE	-	-	-
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>33,439</u>	<u>32,978</u>	<u>(461)</u>
OPERATING PROFIT/(LOSS)	13,550	22,781	9,231
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	7,369	7,369	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>6,181</u>	<u>15,412</u>	<u>9,231</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 07/01/2018 07/31/2018	FY2020 07/01/2019 07/31/2019	FY2021 07/01/2020 07/31/2020	FY2022 07/01/2021 07/31/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 9,893.26	\$ 4,127.00	\$ 7,736.00	\$ 8,381.00
INVESTMENT EARNINGS	461.44	587.82	79.45	
PARKING METER MONEY - DOWNTOWN	8,081.62	9,259.93	10,084.13	15,660.63
RESIDENTIAL PARKING - DOWNTOWN	90.00		-	-
THIRD & MAIN STREET LOT - F&M	-		-	-
ROXY LOT	861.33	1,152.50	525.00	1,772.50
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	75.00	-	-	-
PARKING SPACES / LOADING ZONES	9,767.00	9,520.00	7,843.00	8,392.50
CONSTRUCTION PERMITS	520.00	210.00	330.00	-
RENTAL APPLICATION FEES	60.00	60.00	60.00	-
GARAGES - LEASED SPACES - TRANSIT	615.48		828.00	680.00
CUMBERLAND PLAZA LEASED SPACES	7,227.59	8,087.61	7,023.50	8,620.01
CUMBERLAND PLAZA METER MONEY	10,221.31	14,947.75	12,405.16	12,207.60
MISCELLANEOUS	342.64	75.04	75.00	45.00
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	48,216.67	48,027.65	46,989.24	55,759.24
EXPENSES:				
SALARIES & WAGES	15,953.76	9,174.42	8,870.41	2,526.46
OPERATING	31,599.37	19,817.45	10,781.70	18,058.00
OTHER PROFESSIONAL SERVICES		-	12,000.00	12,000.00
BUILDING REPAIR & MAINTENANCE	363.39	435.17	1,787.02	393.98
OTHER REPAIR & MAINTENANCE		-	-	-
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	190.00	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	48,106.52	29,427.04	33,439.13	32,978.44
OPERATING INCOME/(LOSS)	110.15	18,600.61	13,550.11	22,780.80
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	7,368.83	7,368.83
NET PROFIT/(LOSS):	\$ (7,428.00)	\$ 11,231.78	\$ 6,181.28	\$ 15,411.97