



PARKING COMMISSION AGENDA

DATE: February 15, 2022

**MEETING LOCATION: CROW RECREATION CENTER, MEETING ROOM
211 RICHVIEW DR.
CLARKSVILLE, TN 37043**

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: January 18, 2021

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

V. DEPARTMENT REPORTS

- 1. Financial Report**
- 2. Meter/ParkMobile Report**
- 3. Operational Changes**
 - a. Notifications on App**

VI. NEW BUSINESS

- 1. Parking Garage Finances, Guest: Laurie Matta, CFO**
- 2. Handicapped Parking Tags**
- 3. Rates**
 - a. Transactions - First Hour**
 - b. After 5 pm and Weekends**
 - c. ParkMobile vs. Coins**
- 4. Next Town Hall Meeting**
- 5. No Parking Signs for Poston Street**
- 6. Curbside Spaces**
- 7. Safety**
- 8. Monthly Parking Discount Tiers**
 - 10-19 spaces - 15% discount**
 - 20-59 spaces - 25% discount**
 - 60+ spaces - 30% discount**

VII. OLD BUSINESS

- 1. Alternative to Duplicate Hang Tags**
- 2. Parking Garage**

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: January 18, 2022

**MEETING LOCATION: MAYOR'S CONFERENCE ROOM, 4TH FLOOR
1 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 Andrea Herrera, David Shelton, Andy Kean and Councilperson Smith

II. ADOPTION OF MINUTES:

December 14, 2021

Mr. Kean made a motion to adopt. Mr. Shelton seconded and the motion carried.

III. GUEST(S)

No guests were present.

IV. DEPARTMENT REPORTS

Financial Report: Ryan Bowie reviewed the financial report. YTD 2020 vs. 2021 we are showing a \$5626 profit after depreciation. Month-to-month, we are showing a profit of \$1782.82 over last year (which was affected by Covid).

Meter Report: Caleb Copeland (Premier Parking) stated that we have 46 meters which have been converted to 4G. The 2G meters will likely lose operational capacity within 30 days as 2G capabilities are cut in our area. Mr. Copeland also reported that parking meters were vandalized earlier in the month. Only two of the 4Gs were affected and parts have been ordered to fix them. Michael Palmore gave an update on the new kiosks that are on order. They should be delivered and installed the first week of February at the Cumberland Garage.

Mr. Palmore reported that since ParkMobile went live we have had 258 transactions. There have been 12 monthly parking transactions.

V. NEW BUSINESS

1. City Code Verbiage Change

Guest: Lance Baker, City Attorney

Mr. Baker was not in attendance. Mr. Palmore gave a brief overview of the verbiage issue. He explained that an MTAS employee found some irregularities in the words Fee vs. Fines in the City Code. Mr. Baker is reviewing the code and will make recommendations.

VI. OLD BUSINESS

1. Oversize Vehicle Policy

Mr. Palmore is still gathering information regarding a proposal to update the Oversize Vehicle Policy.

2. Town Hall Meeting

Wednesday, February 2, 5:30 at The Roxy

Mr. Palmore will be meeting with the Mayor next week to discuss the agenda. The Parking Commission members will be introduced and their role will be explained. The Mayor will report on plans for a new Parking Garage. There will be a Rep from ParkMobile to answer questions. The final agenda will be emailed to Parking Commission members in advance. Mr. Bowie suggested that the Commission consider holding a Town Hall meeting twice a year. Mr. Palmore said there are talks in the works for a Parking Newsletter and additional communication via flyers.

3. Parking Contracts (10+ spaces)

Price increases for some of the government entities will go into effect in the 2023 budget cycle (beginning July 2022) due to the contracts in force. The ability to pay quarterly by check was grandfathered in for these agencies.

Mr. Palmore would like to determine a standard discount for 10+ spaces in addition to the existing County and Government rates. Mr. Bowie suggested making the rates based on the number of spaces contracted and doing away with the County and Government discounts. Based on the number of spaces, existing agencies would retain their discounts. Mr. Kean and Mr. Shelton agreed it's important to be consistent across the board. It was decided that the following rate schedule would be voted on at the February meeting.

10 - 19 spaces - 15% discount

20 - 59 spaces - 25% discount

60 + spaces - 30% discount

VII. MISCELLANEOUS DISCUSSION

1. Convenience Fee for ParkMobile

ParkMobile charges a 12% convenience fee for monthly parking fees and a .35 transaction fee for metered parking.

2. Duplicate Hang Tags

Mrs. Herrera would like to discuss a reinstatement of Duplicate Hang Tags as she has minor employees who begin their shifts 2 hours before free parking kicks in. Those young employees take over for an employee who is vacating a fully paid parking spot. She wants them to be able park near the store for safety reasons. Mr. Palmore indicated that the Duplicate Hang Tag policy had been abused in the past. Councilperson Smith stated that we should be looking at ways to bring more businesses downtown and make the terms favorable. Mr. Bowie said we may need to have a broader discussion around downtown security. Mr. Kean concurred. The discussion about safety as well as the discussion about alternatives to Duplicate Hang Tags was tabled until next month.

VIII. VOIDING REQUESTS

170212991 - Void

503569 - Void but send a letter with map of handicap spaces

IX. ADJOURNMENT—The meeting was adjourned at 4:06 pm.

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

	July 1, 2020 January 31, 2021	July 1, 2021 January 31, 2022	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	63,189	41,668	(21,521)
INVESTMENT EARNINGS	389	51	(338)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	72,245	88,879	16,634
RESIDENTIAL	-	-	-
MAIN ST LOT	177	2,425	2,248
ROXY LOT	6,928	5,953	(975)
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	1,440	540	(900)
PARKING SPACES / LOADING ZONES	27,943	27,065	(878)
CONSTRUCTION PERMITS	610	440	(170)
APPLICATION FEE	90	60	(30)
GARAGES - LEASED SPACES - TRANSIT	7,453	9,460	2,007
CUMBERLAND PLAZA LEASED SPACES	28,837	(422)	(29,258)
CUMBERLAND PLAZA METER MONEY	74,640	50,368	(24,272)
MISCELLANEOUS	423	586	163
Includes additional hang tags, CityCourt/Pcard Rebate/other rental	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>284,363</u>	<u>227,072</u>	<u>(57,290)</u>
EXPENSES:			
SALARIES & WAGES	68,282	39,007	(29,275)
OPERATING	68,711	47,894	(20,818)
OTHER PROFESSIONAL SERVICES	84,000	78,000	(6,000)
BUILDING REPAIR & MAINTENANCE	7,255	4,736	(2,519)
OTHER REPAIR & MAINTENANCE	3,302	11,695	8,393
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	3,377	3,377
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>231,551</u>	<u>184,709</u>	<u>(46,842)</u>
OPERATING PROFIT/(LOSS)	52,812	42,363	(10,449)
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	51,582	51,582	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>1,230</u>	<u>(9,218)</u>	<u>(10,449)</u>
PARKING FUND BALANCE		649,228	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 1/1/2019 1/31/2019	FY2020 1/1/2020 01/31/2020	FY2021 1/1/2021 1/31/2021	FY2022 1/1/2022 1/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 7,472.97	\$ 10,960.00	\$ 6,285.97	\$ 2,601.00
INVESTMENT EARNINGS	588.39	430.78	\$ 35.92	10.27
PARKING METER MONEY - DOWNTOWN	7,851.87	8,489.89	\$ 10,084.51	10,766.17
RESIDENTIAL PARKING - DOWNTOWN	180.00	30.00		
THIRD & MAIN STREET LOT - F&M		3,000.99	\$ 25.00	25.00
ROXY LOT	2,175.00		\$ 3,047.50	800.00
FRANKLIN STREET LOT				
TRINITY LOT				
PARKING SPACES / LOADING ZONES	2,342.00	6,338.00	\$ 6,536.50	10,929.83
CONSTRUCTION PERMITS	10.00	100.00		
RENTAL APPLICATION FEES		30.00		
GARAGES - LEASED SPACES - TRANSIT	1,415.22	792.75	\$ 680.00	2,657.00
CUMBERLAND PLAZA LEASED SPACES	6,793.00	7313.22	\$ 7,081.00	1,530.00
CUMBERLAND PLAZA METER MONEY	13,576.80	13,884.45	\$ 6,433.26	4,875.25
MISCELLANEOUS	113.54	117.06	\$ 38.24	2.78
TRANSFER IN FROM GENERAL FUND	-	-		
	<u>42,518.79</u>	<u>51,487.14</u>	<u>\$ 40,247.90</u>	<u>34,197.30</u>
EXPENSES:				
SALARIES & WAGES	9,839.19	11,369.76	\$ 10,048.78	15,055.59
OPERATING	4,364.93	7,165.17	\$ 7,141.96	\$ 5,889.24
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	18,000.00
BUILDING REPAIR & MAINTENANCE	643.26	363.39	\$ 513.98	796.26
OTHER REPAIR & MAINTENANCE	2,990.75	2,701.31	\$ 495.48	\$ 1,994.40
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT			\$ -	
OTHER			\$ -	
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>17,838.13</u>	<u>21,599.63</u>	<u>\$ 30,200.20</u>	<u>41,735.49</u>
OPERATING INCOME/(LOSS)	24,680.66	29,887.51	\$ 10,047.70	(7,538.19)
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
NET PROFIT/(LOSS):	<u><u>\$ 17,142.51</u></u>	<u><u>\$ 22,518.68</u></u>	<u><u>\$ 2,678.87</u></u>	<u><u>\$ (14,907.02)</u></u>