



PARKING COMMISSION AGENDA

DATE: February 16th, 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: January 19, 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. Electric Vehicle Charging Station

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2018 01/01/2018 01/31/2018	FY 2019 01/01/2019 01/31/2019	FY 2020 01/01/2020 01/31/2020	FY2021 01/01/2021 01/31/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 4,020.97	\$ 7,472.97	\$ 10,960.00	\$ 6,285.97
INVESTMENT EARNINGS	320.78	588.39	430.78	35.92
PARKING METER MONEY - DOWNTOWN	4,485.45	7,851.87	8,489.89	10,179.26
RESIDENTIAL PARKING - DOWNTOWN		180.00	30.00	25.00
THIRD & MAIN STREET LOT - F&M				
ROXY LOT	1,882.63	2,175.00	3,000.99	3,047.50
FRANKLIN STREET LOT				
TRINITY LOT	125.00			
PARKING SPACES / LOADING ZONES	3,168.00	2,342.00	6,338.00	6,536.50
CONSTRUCTION PERMITS	705.00	10.00	100.00	
RENTAL APPLICATION FEES			30.00	
GARAGES - LEASED SPACES - TRANSIT	1,592.00	1,415.22	792.75	680.00
CUMBERLAND PLAZA LEASED SPACES	7,680.93	6,793.00	7,313.22	7,081.00
CUMBERLAND PLAZA METER MONEY	11,895.97	13,576.80	13,884.45	6,433.26
MISCELLANEOUS	263.22	113.54	117.06	38.24
TRANSFER IN FROM GENERAL FUND				
	<u>36,139.95</u>	<u>42,518.79</u>	<u>51,487.14</u>	<u>40,342.65</u>
EXPENSES:				
SALARIES & WAGES	18,284.96	9,839.19	11,369.76	10,048.78
OPERATING	5,506.46	4,364.93	7,165.17	7,141.96
OTHER PROFESSIONAL SERVICES				
BUILDING REPAIR & MAINTENANCE	47,033.91	643.26	363.39	513.98
OTHER REPAIR & MAINTENANCE	491.48	2,990.75	2,701.31	495.48
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT	60.39			
OTHER				12,000.00
IMPROVEMENTS (NON-BUILDINGS)				
	<u>71,377.20</u>	<u>17,838.13</u>	<u>21,599.63</u>	<u>30,200.20</u>
OPERATING INCOME/(LOSS)	(35,237.25)	24,680.66	29,887.51	10,142.45
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,551.35</u>	<u>7,538.15</u>	<u>7,916.67</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	\$ <u>(42,788.60)</u>	\$ <u>17,142.51</u>	\$ <u>21,970.84</u>	\$ <u>2,773.62</u>

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

	July 1, 2019 January 31, 2020	July 1, 2020 January 31, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	56,767	63,189	6,422
INVESTMENT EARNINGS	3,515	389	(3,126)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	60,407	72,340	11,933
RESIDENTIAL	90		(90)
MAIN ST LOT	25	177	152
ROXY LOT	8,601	6,928	(1,673)
TRINITY LOT			-
FRANKLIN STREET LOT	36	1,440	
PARKING SPACES / LOADING ZONES	21,939	27,943	6,004
CONSTRUCTION PERMITS	1,780	610	(1,170)
APPLICATION FEE	210	90	(120)
GARAGES - LEASED SPACES - TRANSIT	4,115	7,453	3,338
CUMBERLAND PLAZA LEASED SPACES	33,155	28,837	(4,319)
CUMBERLAND PLAZA METER MONEY	98,422	74,640	(23,781)
MISCELLANEOUS	652	423	(229)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>289,713</u>	<u>284,457</u>	<u>(5,256)</u>
EXPENSES:			
SALARIES & WAGES	74,090	68,282	(5,808)
OPERATING	65,824	68,711	2,887
OTHER PROFESSIONAL SERVICES		84,000	84,000
BUILDING REPAIR & MAINTENANCE	2,969	7,255	4,286
OTHER REPAIR & MAINTENANCE	19,025	3,302	(15,724)
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT			-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>161,909</u>	<u>231,551</u>	<u>69,642</u>
OPERATING PROFIT/(LOSS)	<u>127,804</u>	<u>52,907</u>	<u>(74,897)</u>
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	55,417	51,582	(3,835)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>72,387</u></u>	<u><u>1,325</u></u>	<u><u>(71,062)</u></u>
PARKING FUND BALANCE		424,000	



PARKING COMMISSION MINUTES

DATE: January 19, 2021

**MEETING LOCATION: 4th FLOOR CITY HALL MAYOR'S CONFERENCE ROOM
CITY HALL, 1 PUBLIC SQUARE
CLARKSVILLE, TN. 37040**

I. CALL TO ORDER/QUORUM CHECK

The meeting was called to order by Ryan Bowie at 3:11 pm. Members present were Carol Clark, Andrea, Herrera and Councilman Travis Holleman.

II. ADOPTION OF MINUTES:

December 15th, 2020

Mrs. Clark made a motion to approve—Councilman Holleman seconded--all members voted in favor.

III. GUEST(S)

Josh Ward—Mr. Ward wanted to encourage the Parking Commission to consider adding meters to Main and N Second Street. Due to the construction of the MPEC—it's become harder and harder for guests of their (Millan Enterprises) tenants to find parking when they come downtown.

Mrs. Herrera stated that she agreed. She has come downtown before businesses open and she believes that people parking in the spaces Mr. Ward is referring to—are working on the MPEC. Mr. Bowie asked if we had parking for the construction workers—Mayor Pitts added that we have approached the County and one of the architects about a possible solution—but we do not currently have one. Mayor Pitts stated he would be glad to revisit this with the County.

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 December. We had \$38,801 in revenue for the month of December—expenses were \$31,756—there is a correction to Other Equipment Purchases. The \$4,495.58 that is listed under Other Equipment is actually Operating. Operating Income for the month of December was \$7045. After depreciation—a there is a loss \$323. Year to date—revenues are \$245,895; expenses are \$201,350. Operating profit of \$44,545—after depreciation expense we have a net profit of \$332.

Meter Report: Chris Wilson provided our meter report—all meters are currently operational in the field. We have 6 extra meters at this time and 5 that are currently being worked on for communication issues. We have 12 meters ready to send to IPS—we are considering how many need to be upgraded to 4G at this time. Mr. Bowie asked about 5G possibilities and using CDE for this—and how much is the 5G upgrade; Mrs. Hampton responded that she has reached out but hasn't spoken to the correct person yet—and that it costs \$185 per meter for the upgrade. Mr. Palmore added that it is an additional \$95 to get them fully repaired.

V. NEW BUSINESS

1. **Garage Leased Spaces**—Mrs. Hampton asked if we could table this—Judi was part of our implementation plan for Cumberland 4A and has been out—this was our trial run to make all garages operate like Roxy (first come, first serve—no space numbers assigned). Councilman Holleman made a motion to table this—Mrs. Herrera seconded—all members voted in favor.

VI. OLD BUSINESS

1. **Metered Parking on Main Street**—Mrs. Hampton reminded the Commission that there are 9 spaces requested to be metered. When we began talking about this a couple of months ago—we had enough spare meters for this and still have some in inventory—that has now changed. Mrs. Herrera reminded the Commission that the beginning of the year is when we discussed to make changes and we need as many paid spaces as possible downtown. Mr. Bowie suggested phasing in meters on N Second and Main—so that we don't use the entire inventory of current meters. Mrs. Herrera suggested compromise on four or five meters. Mrs. Clark was concerned with traffic safety when adding meters on that section of Main Street—due to construction vehicles. Mr. Palmore suggested phases as well. Mayor Pitts did ask the Commission if when we made changes to the rate structure (during those meetings) did we pitch that we would not be adding meters—Mr. Bowie replied the Commission did say we would not be adding meters. Mrs. Herrera discussed other options for Parking—empty lots, etc. Mr. Palmore also discussed the garages—could they help be a solution for additional parking. Mr. Bowie made a motion to add two meters on North 2nd Street and two meters on Main Street. Mrs. Herrera seconded the motion—all members voted in favor.
2. **Curbside Parking Spaces**—Mr. Bowie stated that a more permanent fix on those would help the number of metered spots. Currently we have two curbside on Strawberry Alley, two loading zones in front of Mae's Dry Cleaning—and two curbside spaces at each end of Franklin Street. Mr. Bowie made a motion to reduce the number of total curbside spaces from six to three—one at each end of Franklin Street (Blackhorse/Edwards area) and one at the end of Strawberry Alley—also, remove one loading zone space in front of Mae's Dry Cleaning and the convert the remaining one to Curbside Parking. Mrs. Herrera seconded the motion—all members voted in favor.
3. **Electric Vehicle Charging Space**—Mrs. Hampton reported that we are trying to locate the contract for this..

VII. MISCELLANEOUS DISCUSSION

VIII. VOIDING REQUESTS

No action:

170207563, 170207493, 170110298, 170207361, 170110362, 170207440, 170110595, 170110573, 170207667, 170207665, 502565

Void: 170110563

IX. ADJOURNMENT—The meeting was adjourned at 4:07pm.