



PARKING COMMISSION AGENDA

DATE: July 27th, 2021
LOCATION: City Council Chambers
106 Public Square
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: June 15, 2021

IV. GUEST(S):

1. Public Comments (limit 5 minutes each)

V. DEPARTMENT REPORTS

1. Financial Report
2. Meter Report

VI. NEW BUSINESS

1. Towing Policy
2. Cumberland Garage Reserved Parking

VII. OLD BUSINESS

1. Reserved Parking Permit Policy-Duplicate Hang Tag

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: June 15th, 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 3:06 pm. Members present were Carol Clark and Councilman Travis Holleman.

II. ADOPTION OF MINUTES:

May 25, 2021

Councilman Holleman 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 Regina Hampton. Mrs. Hampton began with the month to date report for the month of May. We had \$36,936 in revenue for the month of May—expenses were \$25,485. Our operating income was 11,451 and after depreciation—there is a net gain of \$4,082. Year to date—revenues are \$426,704; expenses are \$351,665. Our operating profit 75,039 after depreciation expense we have a net loss of \$6,018.

Meter Report: Mr. Wilson reported that there are 204 meters active in the field. At the last meeting we had three meters being repaired—two of them are not fixable and are marked for return to IPS—one for a solar issue and one for the main battery. The validator board replacement was successful. We have 2 spare meters in inventory. One additional meter was brought in for repair. Meters are out of warranty and will continue to have similar issues. Mrs. Hampton stated that we have budgeted to have the entire inventory of meters returned for upgrades in the new fiscal year. This will be done in phases. Mr. Bowie asked about the date of installation and it was determined that it has been at least 5 years since the meters were phased in.

V. NEW BUSINESS

OLD BUSINESS

- VI. Reserved Parking Permit Policy-Duplicate Hang Tag—**Mrs. Hampton asked the Commission to review the current policy that was included in the packets. We need to consider making a change to the policy. One option is to eliminate the duplicate tag completely. From staff perspective we don't see any other way to ensure that we don't have people double parking by using a duplicate tag and original tag at the same time. When we had assigned spaces it was enforceable and we could monitor the use of the tags, with unassigned spaces we have no way of knowing how many tags are used on any one given day. Mr. Bowie asked, if we do away with the duplicate tags—How would we implement that and when would it be put in place?

Mrs. Hampton stated that we would have to give plenty of time and consideration for people get additional space if needed. Mr. Bowie also asked if we could get examples of other communities to see if there are other places that offer duplicate tags and how they handle these situations. Mrs. Clark pointed out that we just decided to do away with assigned spaces and suggested an option to get "premium assigned spaces" in a designated area. Mrs. Bradbury posed the question what do we do for the people that already have duplicate tags issued? Do we grandfather them in? Do we allow them to keep those tags? Mrs. Clark asked how many duplicate tags are being issued. Mrs. Bradbury stated that Roxy Lot has approximately 20 duplicate tags issued. Cumberland Plaza had 12 tags before the letter about unassigned spaces was sent to customers. Since then we have issued many more duplicates. The number has more that doubled. It was suggested that we would phase out the duplicate tags by notifying the customer one month in advance and not issuing duplicate tags when it comes time for the renewal. After much discussion it was decided to table this issue until July when we research other communities and we have all board members present. Councilman Holleman motioned the discussion be table until the July meeting---Mrs. Clark seconded—all in favor.

VII. MISCELLANEOUS DISCUSSION

Mr. Bowie stated that there is a meeting at the Regional Planning Commission on the 21st. There is a proposal to build 8 duplexes on a 100 foot lot in Dog Hill which will cause a bigger problem to park in this area.

Mrs. Hampton informed us that Andy Kean, APSU Facilities Manager is our new board member effective July 4th.

Mrs. Hampton relayed that Mayor Pitts wanted us to check into an app called Park Mobile. It is currently being used at APSU with success. This app allows people to pay by cell. A contract, at no cost to the city, is being reviewed. They keep our rates the same and charge a convenience fee which is passed on to the customer. They pay for marketing, integration into our software and training to our staff. Two other companies were also reviewed and Park Mobile rose to the top.

Mr. Bowie asked if there have been any updates on the new parking garage. Mrs. Hampton stated there is nothing to report at this time. Mr. Bowie stated that a person had asked the question. Is there any kind of agreement that property and business owners who have employees or tenants can reserve parking and include the amount in their rent? Mrs. Hampton said that she was not aware of any but that she would discuss that option with Ms. Laurie Matta our Finance Commissioner.

VIII. VOIDING REQUESTS

Void: 170210115, 170210154, 170210250

No Action Taken: 170111759, 170112068, 170210104

Reduce Fine: 170210176

Mr. Bowie suggested that for the next 15 days if a person was unable to use a credit card due to a pay station failure the ticket can be voided at the administrative level.

IX. ADJOURNMENT—The meeting was adjourned at 3:58 pm.

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

	July 1, 2019 June 30, 2020	July 1, 2020 June 30, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	89,551	107,851	18,299
INVESTMENT EARNINGS	4,699	432	(4,267)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	93,676	130,259	36,583
RESIDENTIAL	90		(90)
MAIN ST LOT	25	657	632
ROXY LOT	14,108	10,767	(3,341)
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	216	1,440	1,224
PARKING SPACES / LOADING ZONES	27,496	34,853	7,358
CONSTRUCTION PERMITS	1,780	2,300	520
APPLICATION FEE	210	210	-
GARAGES - LEASED SPACES - TRANSIT	9,124	12,503	3,379
CUMBERLAND PLAZA LEASED SPACES	46,085	44,589	(1,496)
CUMBERLAND PLAZA METER MONEY	140,756	121,923	(18,833)
MISCELLANEOUS	910	1,376	466
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>428,726</u>	<u>469,161</u>	<u>40,434</u>
EXPENSES:			
SALARIES & WAGES	183,175	123,776	(59,399)
OPERATING	116,581	110,276	(6,305)
OTHER PROFESSIONAL SERVICES	-	144,000	144,000
BUILDING REPAIR & MAINTENANCE	6,365	9,607	3,243
OTHER REPAIR & MAINTENANCE	41,215	4,937	(36,278)
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>347,336</u>	<u>392,596</u>	<u>45,260</u>
OPERATING PROFIT/(LOSS)	81,391	76,565	(4,826)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	88,426	88,426	(0)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(7,035)</u>	<u>(11,861)</u>	<u>(4,826)</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2018 06/01/2018 06/30/2018	FY 2019 06/01/2019 06/30/2019	FY 2020 06/01/2020 06/30/2020	FY2021 06/01/2021 06/30/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 10,510.69	\$ 8,140.00	\$ 7,087.00	\$ 7,993.72
INVESTMENT EARNINGS	426.82	579.93	94.21	2.48
PARKING METER MONEY - DOWNTOWN	9,425.38	8,305.77	11,931.05	17,668.81
RESIDENTIAL PARKING - DOWNTOWN	-	90.00	-	-
THIRD & MAIN STREET LOT - F&M	-	45.00	-	-
ROXY LOT	1,090.00	1,020.00	2,050.00	200.00
FRANKLIN STREET LOT	-	-	180.00	-
TRINITY LOT	336.76	-	-	-
PARKING SPACES / LOADING ZONES	180.00	1,050.00	(80.00)	1,234.50
CONSTRUCTION PERMITS	-	240.00	-	-
RENTAL APPLICATION FEES	-	30.00	-	-
GARAGES - LEASED SPACES - TRANSIT	560.00	(342.00)	2,009.17	656.00
CUMBERLAND PLAZA LEASED SPACES	1,854.00	969.00	2,723.00	2,406.90
CUMBERLAND PLAZA METER MONEY	12,490.45	10,717.95	12,331.06	11,613.31
MISCELLANEOUS	483.96	49.20	78.06	670.70
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>37,358.06</u>	<u>30,894.85</u>	<u>38,403.55</u>	<u>42,446.42</u>
EXPENSES:				
SALARIES & WAGES	17,649.18	8,922.31	21,922.55	15,050.03
OPERATING	7,287.21	9,650.82	20,061.58	4,799.94
OTHER PROFESSIONAL SERVICES	20,500.00	-	-	12,000.00
BUILDING REPAIR & MAINTENANCE	363.39	3,791.51	1,190.93	698.87
OTHER REPAIR & MAINTENANCE	659.15	4,984.45	47.98	55.97
OTHER EQUIPMENT PURCHASES	14,475.00	-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	190.00	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>61,123.93</u>	<u>27,349.09</u>	<u>43,223.04</u>	<u>32,604.81</u>
OPERATING INCOME/(LOSS)	(23,765.87)	3,545.76	(4,819.49)	9,841.61
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION EXPENSE	7,551.35	7,538.15	7,368.83	7,368.83
	<u>7,551.35</u>	<u>7,538.15</u>	<u>7,368.83</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	\$ (31,317.22)	\$ (3,992.39)	\$ (12,188.32)	\$ 2,472.78