



PARKING COMMISSION AGENDA

DATE: May 20th, 2021 (Rescheduled from May 18, 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
- ☐ Vacant

III. ADOPTION OF MINUTES: April 20, 2021

IV. GUEST(S):

1. Public Comments (limit 5 minutes each)

V. DEPARTMENT REPORTS

1. Financial Report
2. Meter Report

VI. NEW BUSINESS

1. Dedication for Judge Grimes-Cumberland Lot
2. Reserved Parking Permit Policy-Duplicate Hang Tag
3. Historic Dog Hill Street Parking

VII. OLD BUSINESS

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: April 20th, 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 Andrea Herrera, Carol Clark and Councilman Travis Holleman.

II. ADOPTION OF MINUTES:

March 16, 2021

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

III. GUEST(S)

Wayne Wilkinson—Mr. Wilkinson appeared before Parking Commission to appeal a parking ticket that he received from April 7th.

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 March. We had \$38,568 in revenue for the month of March—expenses were \$33,069. After depreciation—there is a net loss of \$1870. Year to date—revenues are \$347,366; expenses are \$297,712. After depreciation expense we have a net loss of \$22,666. Mrs. Clark asked about the significant decrease in Cumberland Meter money—Mrs. Hampton responded that this is related to Covid. The Courts have been closed for the majority of the fiscal year that we are reporting for.

Meter Report: Mr. Palmore reported that all meters are active that are in the field. New meters were installed and new signs are up for curbside parking. We have 5 meters in inventory and 15 batteries in stock. We are also meeting with a company to determine what needs to be done to remove the electric vehicle station.

V. NEW BUSINESS

VI. OLD BUSINESS

1. Rate Change for Level 4A—Mrs. Hampton included this because it was tabled from the last Commission meeting. With the changes effective July 1st—Cumberland and Transit Garage will now be first come first serve—and due to feedback from customers—a rate change is not needed at this time. The Commission decided no further conversation was necessary on this.

VII. MISCELLANEOUS DISCUSSION

1. Mr. Bowie wanted to confirm that everyone was clear on the curbside spaces. The space on 2nd Street is just a temporary curbside space until the dumpster is removed for Blackhorse. Then the space at the end of Franklin will be the permanent curbside space.

2. Mr. Bowie also discussed the possibility of a downtown circular that will be sponsored by CTS. Transit is looking at a route for buses that CTS will run (similar to The Peay

Pickup)—individuals will be able to park in outlying parts from downtown—and they will be able to be picked up and dropped off to locations downtown. Paul Nelson from CTS will be presenting more details next meeting.

3. Mrs. Herrerra asked for an update on the new parking garage. Mrs. Hampton reported that at this point there is no major update/movement. A possible contract has been presented and attorneys are working through it. Mr. Bowie also addressed the need for some kind of press release or information to the public regarding the relationship with Premier Parking and the Parking Commission—specifically that the Commission is still the governing body.

4. Mrs. Hampton reported that Jesseca Monck is now our full time enforcement officer; we have also identified a part-time applicant that we will be offering the part-time job to; also we will be sending communication out to current tenants regarding the change in garages effective July 1.

VIII. VOIDING REQUESTS

Void: 170209341, 170208889, 170209179, 170209102, 170208981, 170208983, 170208984, 170209061, 170209372, 170209205

No Action Taken: 170208884, 170209240, 170208895, 170209153, 170209269, 170209120, 170209157

IX. ADJOURNMENT—The meeting was adjourned at 4:02 pm.

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2018	FY 2019	FY 2020	FY2021
	04/01/2018	04/01/2019	04/01/2020	04/01/2021
	04/30/2018	04/30/2019	04/30/2020	04/30/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 8,867.25	\$ 9,622.99	\$ 3,706.97	\$ 15,916.97
INVESTMENT EARNINGS	389.96	584.89	210.50	4.97
PARKING METER MONEY - DOWNTOWN	8,064.16	6,613.38	760.38	11,143.80
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M		185.00		
ROXY LOT	525.00	1,261.32	200.00	892.50
FRANKLIN STREET LOT				
TRINITY LOT	300.00			
PARKING SPACES / LOADING ZONES	2,217.60	2,117.00	2,119.00	2,062.50
CONSTRUCTION PERMITS	132.50	200.00		
RENTAL APPLICATION FEES		60.00		
GARAGES - LEASED SPACES - TRANSIT	840.00	1,200.00	800.00	1,332.00
CUMBERLAND PLAZA LEASED SPACES	6,882.00	7,448.00	6,416.00	7,242.00
CUMBERLAND PLAZA METER MONEY	10,018.30	14,230.45	673.00	9,763.97
MISCELLANEOUS	272.96	68.74	8.66	42.26
TRANSFER IN FROM GENERAL FUND				
	<u>38,509.73</u>	<u>43,591.77</u>	<u>14,894.51</u>	<u>48,400.97</u>
EXPENSES:				
SALARIES & WAGES	16,813.28	8,162.48	11,928.36	7,447.22
OPERATING	11,102.23	14,755.67	10,698.93	8,625.26
OTHER PROFESSIONAL SERVICES				
BUILDING REPAIR & MAINTENANCE	483.39	413.39	363.39	393.98
OTHER REPAIR & MAINTENANCE		133.48		
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT				
OTHER				12,000.00
IMPROVEMENTS (NON-BUILDINGS)				
	<u>28,398.90</u>	<u>23,465.02</u>	<u>22,990.68</u>	<u>28,466.46</u>
OPERATING INCOME/(LOSS)	10,110.83	20,126.75	(8,096.17)	19,934.51
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,551.35	7,538.15	7,916.67	7,368.83
	<u>7,551.35</u>	<u>7,538.15</u>	<u>7,916.67</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	<u><u>\$ 2,559.48</u></u>	<u><u>\$ 12,588.60</u></u>	<u><u>\$ (16,012.84)</u></u>	<u><u>\$ 12,565.68</u></u>

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

	July 1, 2019 April 30, 2020	July 1, 2020 April 30, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	77,801	91,830	14,028
INVESTMENT EARNINGS	4,474	427	(4,047)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	78,700	102,422	23,722
RESIDENTIAL	90	477	387
MAIN ST LOT	25		(25)
ROXY LOT	10,318	9,580	(739)
TRINITY LOT			-
FRANKLIN STREET LOT	36	1,440	
PARKING SPACES / LOADING ZONES	26,430	32,414	5,985
CONSTRUCTION PERMITS	1,780	1,890	110
APPLICATION FEE	210	150	(60)
GARAGES - LEASED SPACES - TRANSIT	6,475	10,695	4,220
CUMBERLAND PLAZA LEASED SPACES	42,280	40,879	(1,401)
CUMBERLAND PLAZA METER MONEY	122,946	96,968	(25,978)
MISCELLANEOUS	772	595	(178)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>372,338</u>	<u>389,767</u>	<u>17,429</u>
EXPENSES:			
SALARIES & WAGES	149,898	96,631	(53,266)
OPERATING	91,355	95,382	4,027
OTHER PROFESSIONAL SERVICES		120,000	120,000
BUILDING REPAIR & MAINTENANCE	4,810	8,462	3,651
OTHER REPAIR & MAINTENANCE	40,704	5,704	(35,000)
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT			-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>286,767</u>	<u>326,179</u>	<u>39,412</u>
OPERATING PROFIT/(LOSS)	85,571	63,588	(21,983)
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	79,170	73,690	(5,480)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>6,401</u>	<u>(10,102)</u>	<u>(16,503)</u>
PARKING FUND BALANCE		424,000	