



PARKING COMMISSION AGENDA

DATE: November 16, 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**
- **Andrea Herrera**
- **Councilman Travis Holleman**
- **Andy Kean**
- **David Shelton**

III. ADOPTION OF MINUTES: October 19, 2021

IV. GUEST(S):

1. **Public Comments (limit 5 minutes each)**

V. DEPARTMENT REPORTS

1. **Financial Report**
2. **Meter Report**

VI. NEW BUSINESS

1. **Holiday Parking**

VII. OLD BUSINESS

1. **State of the Cumberland Garage**
2. **New Parking Garage**
3. **ParkMobile**
4. **New Parking Contract**

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: October 19, 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 Travis Holleman at 3:00 pm. Members present were Andrea Hererra, David Shelton, and Andy Kean.

II. ADOPTION OF MINUTES:

September 21, 2021

Mrs. Hererra made a motion to adopt. Mr. Shelton seconded and all members voted in favor.

III. GUEST(S)

The commission received word in advance that Mr. Kangas would not be present as anticipated.

IV. DEPARTMENT REPORTS

Financial Report: The financial report was provided by Laurie Matta. Mrs. Matta began with the year-to-date comparison report. The first three months of the fiscal year are almost identical to this time last year. Expenditures are significantly lower, we have a \$28,000 reduction compared to last year, largely due to salaries and wages being lower. Year-to-date we have a profit of \$15,090. Looking at the comparison of September to September, our revenues are down a little compared to last year due to the Cumberland Garage being closed. All in all, it's not bad, we're \$4000 less than the same month last year. We show the month's profit at \$13,700 compared to last year's \$8,100. If we take out depreciation we're at a profit of \$6,376.

Meter Report: Caleb Copeland (Premier Parking) stated there were 168 meters in the field and 125 are spares or inoperable, however, 12 of the 125 will come back to us after having been repaired. Mr. Holleman asked how long the repairs would take. Mr. Copeland stated that we had been told about a month and he would follow up to see if we are on track. Mrs. Hererra inquired about meters on Public Square, Mr. Copeland said that they had been taken out to service other meters until we get ParkMobile.

V. NEW BUSINESS

1. Hang Tag Policy - Enforcement

Michael Palmore (Premier Parking) explained that we are following up on code which states that any monthly parker who has an open parking violation (parking ticket) cannot renew their parking permit. This has not been enforced and is being brought up to make the commission aware that they will begin enforcing the existing code. Mrs. Hererra asked why it hasn't been enforced and Mr. Palmore said he

didn't know but would be making sure the clerks are aware of the code so they can check for outstanding violations before renewing. Mr. Kean asked if a person with an outstanding violation pays on the spot, would they be allowed to proceed with their renewal, and Mr. Palmore affirmed they would.

VI. OLD BUSINESS

1. Monthly Parking Rates and Discounts

Mr. Palmore said that currently there are 5 discounts available to monthly parkers:

10% for a yearly tag

10% for 6 or more spaces

20% for 20 or more spaces

25% for government or quasi-government entity

30% for county payroll deduction at Cumberland Garage

Mr. Palmore is proposing that we eliminate or reduce some of the discounts. John Hilborn noted that the monthly parkers already receive a discount over the daily rate and these rates reflect a double discount. Mr. Holleman noted that parking spaces are in great demand and we don't need to encourage people to buy more when there aren't enough spaces to go around as it is. Mr. Palmore recommends that anyone who wants more than 20 spaces needs to have a negotiated contract. Mrs. Hererra was concerned about the impact of doing away with the 20% discount for 20+ spaces and Mrs. Matta said we're not taking the discount away, we're saying we're going to do it differently (each contract will be negotiated by the Parking Commission).

Mr. Kean asked about how the existing discount structure was formed. Mrs. Matta said that years ago there were handshake agreements with the Sheriff's office and the County. Later, TRC (Two Rivers Co.) came into the picture, and the Parking Authority moved to formalize these discounts. At the time, Mrs. Matta suggested that all government entities should be treated equally and all commercial entities should be treated the same. There was pushback and calls for free parking for government bodies but we can't give away free services so that's how the current discounts were established (approximately 4 years ago).

Mr. Holleman entertained a motion for the following discounts. Mr. Kean seconded the motion, all were in favor.

New Discount Structure

10 or more spaces - Negotiated Contract

25% for government or quasi-government entity

30% for county payroll deduction at Cumberland Garage

Mr. Kean asked who is paying for the upkeep and current restoration of the Cumberland Garage. Mrs. Matta says the city is fronting the money for the repairs but the Parking Fund will have to repay it.

Mr. Palmore feels the standard monthly rates are low and he intends to do an analysis to be presented to the Commission in the future. Mr. Holleman noted that rising inflation will likely necessitate a rate increase. Mr. Copeland contrasted the cost of daily parking (about \$12.50 for 8 hours) with the monthly parking rates in the garage and lots (\$25-\$40 per month). Mr. Palmore said we need to take steps to close the gap between the actual costs vs. what we are charging. Mrs. Herrera feels people would be willing to pay more if more spaces were available. Mrs. Matta noted that it is a highly politicized issue and many feel the government should provide parking for free.

2. **New Parking Contract**

Mr. Holleman made a motion to hold a special session to discuss the new contract if the Cumberland Garage is scheduled to open before the next meeting. Mrs. Herrera seconded and the motion passed.

3. **State of the Cumberland Garage**

Mr. Hilborn said it is still under peer review and if they agree with the original findings, there's some preservation work that needs to be done. He hopes we'll know in the next week or two so that we can move forward with the preservation work.

4. **ParkMobile**

Mr. Hilborn said we are very close to being able to sign the contract but are waiting to hear back from Premier Parking to ensure there is no perceived breach on our end for proceeding with a contract with ParkMobile. Mr. Palmore said the intention is to have ParkMobile in the Cumberland Garage, along with the new and existing kiosks, then ParkMobile in the downtown core, and we will have First and Second metered all the way.

VII. **MISCELLANEOUS DISCUSSION**

Mrs. Matta referred to a recent department structure change where Parking has moved under the new Building and Facilities Maintenance Department. She said we are in the process of hiring a Department Head. An offer has not been made but the candidates do not have a lot of experience in Parking. So the City has extended an offer to Michael Palmore to join the City staff as an employee and he has accepted effective November 8. He will be in the Building and Facilities Maintenance Department but dedicated to Parking.

VIII. **VOIDING REQUESTS**

No Action Taken: 170212124, 170211962, 170211110, 170211122, 170211115, 170211062, 170113280, 170212039, 170114181, 170211785
Voided: 170212190

IX. **ADJOURNMENT**—The meeting was adjourned at 3:52 pm.

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

	July 1, 2020 October 31, 2020	July 1, 2021 October 31, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	31,837	31,035	(802)
INVESTMENT EARNINGS	265	23	(242)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	40,904	55,148	14,244
RESIDENTIAL			-
MAIN ST LOT	152	2,400	2,248
ROXY LOT	2,755	4,233	1,478
TRINITY LOT			-
FRANKLIN STREET LOT	480	540	60
PARKING SPACES / LOADING ZONES	18,997	13,462	(5,535)
CONSTRUCTION PERMITS	490		(490)
APPLICATION FEE	60		(60)
GARAGES - LEASED SPACES - TRANSIT	5,086	5,643	557
CUMBERLAND PLAZA LEASED SPACES	14,053	(1,982)	(16,035)
CUMBERLAND PLAZA METER MONEY	47,049	34,457	(12,592)
MISCELLANEOUS	284	183	(101)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>162,412</u>	<u>145,142</u>	<u>(17,270)</u>
EXPENSES:			
SALARIES & WAGES	34,069	14,740	(19,329)
OPERATING	52,742	34,779	(17,963)
OTHER PROFESSIONAL SERVICES	48,000	48,000	-
BUILDING REPAIR & MAINTENANCE	5,370	1,760	(3,610)
OTHER REPAIR & MAINTENANCE	2,580	7,138	4,558
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT	-		-
OTHER			-
IMPROVEMENTS (NON-BUILDINGS)			-
AMORTIZATION EXPENSE	-	-	-
	<u>142,761</u>	<u>106,417</u>	<u>(36,344)</u>
OPERATING PROFIT/(LOSS)	19,651	38,725	19,074
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	29,475	29,475	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(9,824)</u>	<u>9,250</u>	<u>19,074</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 10/1/2018 10/31/2018	FY2020 10/1/2019 10/31/2019	FY2021 10/1/2020 10/31/2020	FY2022 10/1/2021 10/31/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 6,473.93	\$ 12,508.99	\$ 9,582.98	\$ 5,775.00
INVESTMENT EARNINGS	520.70	512.49	\$ 53.85	7.70
PARKING METER MONEY - DOWNTOWN	8,409.90	8,913.34	\$ 10,750.61	10,601.43
RESIDENTIAL PARKING - DOWNTOWN	90.00	30.00		
THIRD & MAIN STREET LOT - F&M		25.00	\$ 88.70	
ROXY LOT	800.00	960.00	\$ 575.00	500.00
FRANKLIN STREET LOT				
TRINITY LOT	275.00			
PARKING SPACES / LOADING ZONES	3,317.00	1,763.50	\$ 8,790.00	2,620.50
CONSTRUCTION PERMITS		1,140.00		
RENTAL APPLICATION FEES		30.00		
GARAGES - LEASED SPACES - TRANSIT	556.00	1,687.00	\$ 2,288.00	1,112.00
CUMBERLAND PLAZA LEASED SPACES	7,015.36	7,928.42	\$ 1,353.00	
CUMBERLAND PLAZA METER MONEY	14,013.15	14,654.27	\$ 9,282.40	5,550.46
MISCELLANEOUS	71.62	167.22	\$ 65.66	31.60
TRANSFER IN FROM GENERAL FUND	-	-		-
	<u>41,542.66</u>	<u>50,320.23</u>	<u>\$ 42,830.20</u>	<u>26,198.69</u>
EXPENSES:				
SALARIES & WAGES	12,220.93	10,849.16	\$ 9,101.05	3,912.79
OPERATING	9,375.00	8,296.20	\$ 8,620.67	\$ 5,592.65
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	12,000.00
BUILDING REPAIR & MAINTENANCE	363.39	37.96	\$ 2,000.00	393.98
OTHER REPAIR & MAINTENANCE	48.46	28.44		1,549.98
OTHER EQUIPMENT PURCHASES			\$ -	-
INTEREST - OTHER DEBT			\$ -	-
OTHER			\$ -	-
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>22,007.78</u>	<u>19,211.76</u>	<u>\$ 31,721.72</u>	<u>23,449.40</u>
OPERATING INCOME/(LOSS)	19,534.88	31,108.47	\$ 11,108.48	2,749.29
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,538.15</u>	<u>7,368.83</u>	<u>\$ 7,368.83</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	<u>\$ 11,996.73</u>	<u>\$ 23,739.64</u>	<u>\$ 3,739.65</u>	<u>\$ (4,619.54)</u>