



PARKING COMMISSION AGENDA

DATE: October 19, 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: September 21, 2021

IV. GUEST(S):

- 1. Public Comments (limit 5 minutes each)**
- 2. John Kangas**
 - **Mr Holleman's belief that the first hour of free parking is the reason for the loss in revenue**
 - **Mr Holleman's response of liability in booting and towing**
 - **Commission dismissing tickets and the reasoning for this**
 - **Collection of outstanding tickets and Mr Holleman's response "We record revenue when collected on parking fines as probable collection is unlikely."**
 - **Equipment: Kiosk equipment and meters not being functional**

V. DEPARTMENT REPORTS

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

VI. NEW BUSINESS

- 1. Hang Tag Policy - Enforcement**

VII. OLD BUSINESS

- 1. Monthly Parking Rates and Discounts**
- 2. New Parking Contract**
- 3. State of the Cumberland Garage**
- 4. ParkMobile**

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: September 21, 2021

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ONE PUBLIC SQUARE
CLARKSVILLE, TN 37040**

I. CALL TO ORDER/QUORUM CHECK

The meeting was called to order by Travis Holleman at 3:10 pm. Members present were David Shelton and Andy Kean.

II. ADOPTION OF MINUTES:

Aug 17, 2021

Mr. Kean made a motion to approve—Mr. Shelton seconded—all members voted in favor.

III. GUEST(S)

Clarksville Security Supervisor William Welty asked to address issues related to void requests at Billy Dunlop Park and Robert Clark Park. He said it had come to his attention that the Parking Commission was voiding citations at these parks due to insufficient signage. Mr. Welty distributed a map showing the locations of No Parking signs. He said there is often overcrowding in the parks which leads people to people parking outside of designated parking areas. This poses a safety concern as these vehicles often block access to emergency services as well as causing damage to turf. Violators were being ticketed in an attempt to correct this behavior. Capt. Welty requests that the Commission reconsider its stance on voiding citations. Mr. Holleman moved to discuss during Miscellaneous Discussion. Mr. Shelton seconded.

Allen Misra was present to contest a ticket. Mr. Misra was frustrated that he was ticketed while other cars around him were not ticketed. He requested his tickets be voided and feels there should be equal enforcement. It was determined that the cars that were not ticketed were in spaces that are not enforced by the city. Mr. Holleman moved no action. Mr. Kean seconded the motion.

IV. VOIDING REQUESTS

No Action Taken: 170113665, 170211441, , 170211344, 170113955, 170113875, 170113747, 170113789, 503441, 501267, 501266, 170114025, 170211643

Fine reduction: 170113998, 170113865

Michael Palmore (Premier Parking) will look at the Transit Lot signage mentioned in void request 170113875.

V. MISCELLANEOUS DISCUSSION

Mr. Welty reiterated that there is sufficient signage at Billy Dunlop Park and Rober Clark Park and requested that citations be upheld in an effort to curb parking violations. Mr. Kean

stated that the maps showing the location of No Parking signs were very helpful and informative. The Commission will continue to review citations on a case-by-case basis.

John Hilborn made mention of a request to block off 10 spaces in front of the Leaf Chronicle building for construction purposes. Andy Kean suggested that the discussion be tabled as he has a conflict of interest. Additionally, it was not on the agenda and therefore no action could be taken.

VI. DEPARTMENT REPORTS

Financial Report: The financial report was provided by Laurie Matta. Mrs. Matta began with the year-to-date comparison report for the first two months of the fiscal year. Our revenues are up almost \$4000 compared to the same time last year. The salaries and wages are down a little, depreciation expense is standard. We have a profit of about \$8000 for the month. The Parking Fund balance (\$424,000) is still an estimate. The next report is a 4 year comparison for the month of August. We're down compared to last year due to the parking garage being closed. Salaries and wages are down compared to last year, we continue to have staffing changes. For August of 2021 we have a \$6000 loss compared to a \$20,000 loss last year.

Mrs. Matta distributed copies of training manuals for serving on the board and Rules and Regulations for the Parking Commission to the new members.

Meter Report: Caleb Copeland (Premier Parking) stated there were 190 meters in the field and 103 are in inventory (broken). We have packing slips to send 12 back to get repaired. The remaining kiosk is on life support and needs repair about twice a week. Mr. Shelton inquired about the absence of meters on Public Square and Mr. Copeland stated that those spaces are generally used by city employees and disabled veterans so the ones in Public Square were pulled for parts to repair other meters. Michael Palmore (Premier Parking) said they will have quotes for a new Kiosk by Friday. They are in the process of getting a new one put in where Clark 2 is. He said we are in the process of contracting with ParkMobile, hopefully by the end of October, so that all parking spaces, even ones without meters, can be paid for through the app. The new kiosk will be available for people who don't have the app. Mrs. Matta explained to the new members that the meters we have don't work as expected so we don't want to invest more money into a system that is broken. Mr. Palmore said that we will soon have at least 50 meters in the field upgraded to 4G which will save us on costs compared to maintaining 193 meters, buying parts and batteries. Everything else will be ParkMobile

VII. NEW BUSINESS

1. **Monthly Parking Rates and Discounts** - Mr. Palmore (Premier Parking) said that since we don't have a date for the opening of the Cumberland Garage it is premature to talk about rates.
2. **ParkMobile** - Mr. Copeland (Premier Parking) called attention to a map with the proposed locations where the 50 meters will be placed. Mrs. Matta noted that ParkMobile is the same app used by Austin Peay so everybody downtown can use the same app.

3. **RedStone Law Parking Regulation Concern** - Mr. Copeland (Premier Parking) said the email from Mr. Burman expresses he thinks the city is unrightfully enforcing parking regulations while there is a parking shortage. Mr. Burman asked that his concern be brought before the board. It was decided earlier that his fine would be reduced by 50%. No further action was taken.

OLD BUSINESS

1. **State of the Cumberland Garage** - Mr. Hilborn said we are in the process of having a peer review done to verify the results of the engineer that did the proof load tests. There's also some additional work that was recommended to be done prior to reopening and we are in the process of having that work done. Mr. Holleman asked if there was a timeline. Mr. Hilborn said he hoped in the next 30-60 days.
2. **New Parking Contracts** - This conversation will be discussed along with the Parking Rates and Discounts at a later date.
3. **Lower Biggers Lot Conversion** - Mr. Copeland (Premier Parking) said there are 20 spaces in this lot that we can't collect on because the kiosk is broken. There has been discussion of converting it to monthly parking. It was determined to leave it "first come, first serve" until we convert to ParkMobile. Mr. Hilborn said they hope to have the ParkMobile contract executed in the next two weeks and it will take another 60 days to implement.

VIII. **ADJOURNMENT**—The meeting was adjourned at 4:52 pm.

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

	July 1, 2020 September 30, 2020	July 1, 2021 September 30, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	22,254	25,260	3,006
INVESTMENT EARNINGS	211	15	(195)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	30,153	44,546	14,393
RESIDENTIAL			-
MAIN ST LOT	64	2,400	2,336
ROXY LOT	2,180	3,733	1,553
TRINITY LOT			-
FRANKLIN STREET LOT	480	540	60
PARKING SPACES / LOADING ZONES	10,207	10,842	635
CONSTRUCTION PERMITS	490		(490)
APPLICATION FEE	60		(60)
GARAGES - LEASED SPACES - TRANSIT	2,798	4,531	1,733
CUMBERLAND PLAZA LEASED SPACES	12,700	(1,982)	(14,682)
CUMBERLAND PLAZA METER MONEY	37,767	29,525	(8,241)
MISCELLANEOUS	219	152	(67)
Includes additional hang tags,			-
CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>119,582</u>	<u>119,562</u>	<u>(20)</u>
EXPENSES:			
SALARIES & WAGES	24,968	10,278	(14,689)
OPERATING	44,021	29,122	(14,899)
OTHER PROFESSIONAL SERVICES	36,000	36,000	-
BUILDING REPAIR & MAINTENANCE	3,370	1,366	(2,004)
OTHER REPAIR & MAINTENANCE	2,680	5,599	2,919
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER			-
IMPROVEMENTS (NON-BUILDINGS)			-
AMORTIZATION EXPENSE	-		-
	<u>111,039</u>	<u>82,365</u>	<u>(28,674)</u>
OPERATING PROFIT/(LOSS)	8,543	37,196	28,654
AMORTIZATION EXPENSE	-		-
DEPRECIATION EXPENSE	22,106	22,106	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(13,564)</u>	<u>15,090</u>	<u>28,654</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 9/1/2018 9/30/2018	FY2020 9/1/2019 09/30/2019	FY2021 9/1/2020 9/30/2020	FY2022 9/1/2021 9/30/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 10,644.41	\$ 6,727.99	\$ 7,022.10	\$ 8,542.98
INVESTMENT EARNINGS	471.95	524.50	62.03	4.97
PARKING METER MONEY - DOWNTOWN	7,367.30	9,505.88	11,195.67	14,259.03
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M			\$ 63.78	
ROXY LOT	618.00	1,547.50	\$ 1,205.00	1,335.00
FRANKLIN STREET LOT		35.92	\$ 480.00	
TRINITY LOT	175.00			
PARKING SPACES / LOADING ZONES	1,232.00	1,030.00	\$ 1,182.00	1,204.50
CONSTRUCTION PERMITS	10.00	20.00		
RENTAL APPLICATION FEES	60.00	30.00		
GARAGES - LEASED SPACES - TRANSIT	627.17		\$ 1,344.00	1,203.00
CUMBERLAND PLAZA LEASED SPACES	856.00	1,492.00	\$ 3,183.80	
CUMBERLAND PLAZA METER MONEY	9,753.60	16,109.32	\$ 13,640.95	8,872.21
MISCELLANEOUS	1,000.40	57.54	\$ 88.78	39.14
TRANSFER IN FROM GENERAL FUND	-	-		-
	<u>32,815.83</u>	<u>37,080.65</u>	<u>\$ 39,468.11</u>	<u>35,460.83</u>
EXPENSES:				
SALARIES & WAGES	13,791.19	10,413.16	\$ 8,768.64	3,989.20
OPERATING	6,408.02	8,136.25	\$ 9,924.82	\$ 3,698.91
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	12,000.00
BUILDING REPAIR & MAINTENANCE	432.27	438.29	\$ 503.25	513.98
OTHER REPAIR & MAINTENANCE	640.00	3,348.51	\$ 100.12	1,513.00
OTHER EQUIPMENT PURCHASES			\$ -	
INTEREST - OTHER DEBT			\$ -	-
OTHER			\$ -	-
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>21,271.48</u>	<u>22,336.21</u>	<u>\$ 31,296.83</u>	<u>21,715.09</u>
OPERATING INCOME/(LOSS)	11,544.35	14,744.44	\$ 8,171.28	13,745.74
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
NET PROFIT/(LOSS):	<u>\$ 4,006.20</u>	<u>\$ 7,375.61</u>	<u>\$ 802.45</u>	<u>\$ 6,376.91</u>