



PARKING COMMISSION AGENDA

DATE: June 15th, 2021
LOCATION: City Hall Mayor's Conference Room
City Hall 1 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: May 25, 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. Reserved Parking Permit Policy-Duplicate Hang Tag

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: May 25th, 2021 (rescheduled from May 20th due to lack of quorum)
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 3:00 pm. Members present were Andrea Herrera, Carol Clark and Councilman Travis Holleman.

II. ADOPTION OF MINUTES:

May 25, 2021

Councilman Holleman made a motion to approve—Mrs. Herrera 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 April. We had \$48,400 in revenue for the month of April—expenses were \$28,466. After depreciation—there is a net gain of \$12,565. Year to date—revenues are \$389,767; expenses are \$326,179. After depreciation expense we have a net loss of \$10,102. Mrs. Clark asked about the increase in parking meter money downtown and the decrease in Cumberland Meter money year to date—Mrs. Hampton noted she would provide additional information via email.

Meter Report: Mr. Wilson reported that there are 204 meters active in the field. Two meters are being repaired—one for a solar issue and one for powerboard replacement. We have 3 meters in inventory. There was a report that were meters without domes on top of them---these were repaired for a safety issue.

V. NEW BUSINESS

1. **Dedication for Judge Grimes-Cumberland Lot**—Mrs. Hampton explained that there is information in the packets regarding a dedication ceremony for Judge Grimes on June 4th. The Montgomery County Courts have requested that the Commission to consider allowing them to have food trucks from 12-2. This would block some of the front parking lot and a few on street parking spaces. Mrs. Bradbury added that we have had a couple of dedication ceremonies; the Parking Commission closed off the lot to any kind of citations. Mr. Bowie inquired if Friday's were typically a busy time in the lot. Mrs. Bradbury responded that it was not. Mrs. Herrera made a motion to approve; Councilman Holleman seconded. All members voted in favor.

2. **Reserved Parking Permit Policy-Duplicate Hang Tag**—Mrs. Hampton asked the Commission to review the current policy that was included in the packets. We currently operate on an honor system with the Roxy Lot—we trust that you do not have your duplicate tag and your "real" tag in the parking lot at the same time. With the new format for Cumberland and Transit beginning July 1—we are concerned that this can become an issue

in these lots if people are using both at the same time. We are asking the Commission to take a look at the current policy and the best way to proceed going forward. Mrs. Bradbury noted that we had an issue just like this last week where one of our officers reported that a business had someone parked in the Roxy with the actual hang tag as well as the duplicate tag. Mr. Bowie asked if the staff suggests a solution; Mrs. Hampton responded that outside of eliminating the ability to purchase a duplicate hang tag, there really isn't another solution. Mrs. Herrera stated that her staff uses the duplicate tags as intended. Mr. Bowie stated that we will see an increase in this issue the more we experience growth in downtown. Mrs. Bradbury reminded the Commission that this policy is from the 90's—and originally the duplicate hang tag policy was for people who had more than one vehicle. There are a little over 20 duplicate tags issued for the spaces in Roxy; in Cumberland and Transit combined there are less than 20. Mrs. Clark made a motion to table until June meeting; Councilman Holleman seconded; all voted in favor.

3. Historic Dog Hill Street Parking—Mr. Bowie is a property owner in Dog Hill and is concerned that for many of these small historic streets, parking is allowed on both sides. Several people in the district have expressed concern for potential emergency vehicles. Mr. Bowie would like to see some due diligence on these historic streets. Specific streets noted were First Street, Union, Washington, Cline Alley. Mrs. Hampton asked to work with Chris Cowan from Street Department regarding a solution.

VI. OLD BUSINESS

VII. MISCELLANEOUS DISCUSSION

Mrs. Herrera asked for an update on the contract with the parking company—Mrs. Hampton reported that we did receive proposed rate structure from the company that was in line with our current structure. Mr. Bowie reiterated that no matter what—the rates would still be approved by the Commission. Mrs. Hampton reminded them that the Parking Commission would still be the regulatory body.

Paul Nelson—director of Clarksville Transit System presented the Downtown Circulator possibility—a public transit route designed to carry citizens a short distance. The purpose of the circulator will help alleviate the limited parking in the downtown footprint. Mr. Nelson estimated that we are likely six months out from offering a service as this. Mr. Nelson wanted to gather feedback for the program as well. The Commission asked about hours, the cost of the service, the location of the stops. Mr. Bowie also mentioned the safety of the employees (when businesses are open late at night).

VIII. VOIDING REQUESTS

Void: 170111467, 170209865, 170209636

No Action Taken: 170111585, 170111673, 170111592, 170111360, 170209973, 170111782, 170111749, 170210007

Reduce Fine: 170209861

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

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

	July 1, 2019 May 31, 2020	July 1, 2020 May 31, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	82,464	99,857	17,392
INVESTMENT EARNINGS	4,605	430	(4,175)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	81,745	112,590	30,846
RESIDENTIAL	90	657	567
MAIN ST LOT	25		(25)
ROXY LOT	12,058	10,567	(1,491)
TRINITY LOT			-
FRANKLIN STREET LOT	36	1,440	
PARKING SPACES / LOADING ZONES	27,576	33,619	6,043
CONSTRUCTION PERMITS	1,780	2,300	520
APPLICATION FEE	210	210	-
GARAGES - LEASED SPACES - TRANSIT	7,115	11,847	4,732
CUMBERLAND PLAZA LEASED SPACES	43,362	42,182	(1,180)
CUMBERLAND PLAZA METER MONEY	128,425	110,310	(18,116)
MISCELLANEOUS	832	695	(137)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>390,323</u>	<u>426,704</u>	<u>36,381</u>
EXPENSES:			
SALARIES & WAGES	161,253	105,373	(55,879)
OPERATING	96,519	100,125	3,606
OTHER PROFESSIONAL SERVICES		132,000	132,000
BUILDING REPAIR & MAINTENANCE	5,174	8,462	3,288
OTHER REPAIR & MAINTENANCE	41,167	5,704	(35,463)
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT			-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>304,113</u>	<u>351,665</u>	<u>47,552</u>
OPERATING PROFIT/(LOSS)	86,210	75,039	(11,171)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	87,083	81,057	(6,026)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(873)</u>	<u>(6,018)</u>	<u>(5,144)</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2018 05/01/2018 05/31/2018	FY 2019 05/01/2019 05/31/2019	FY 2020 05/01/2020 05/31/2020	FY2021 05/01/2021 05/31/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 12,343.88	\$ 10,596.49	\$ 4,663.00	\$ 8,027.00
INVESTMENT EARNINGS	423.18	603.07	130.61	2.56
PARKING METER MONEY - DOWNTOWN	10,564.71	9,052.03	3,044.50	10,167.85
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M				180.00
ROXY LOT	1,802.01	1,907.08	1,740.00	987.50
FRANKLIN STREET LOT				
TRINITY LOT	175.00			
PARKING SPACES / LOADING ZONES	2,454.00	1,025.00	1,146.00	1,204.50
CONSTRUCTION PERMITS	500.00	80.00		410.00
RENTAL APPLICATION FEES	90.00	60.00		60.00
GARAGES - LEASED SPACES - TRANSIT	690.96		640.00	1,152.00
CUMBERLAND PLAZA LEASED SPACES	1,722.00	1,804.00	1,082.20	1,303.41
CUMBERLAND PLAZA METER MONEY	15,119.06	12,105.30	5,479.00	13,341.90
MISCELLANEOUS	304.52	120.44	59.34	100.00
TRANSFER IN FROM GENERAL FUND				
	<u>46,189.32</u>	<u>37,353.41</u>	<u>17,984.65</u>	<u>36,936.72</u>
EXPENSES:				
SALARIES & WAGES	17,051.74	15,160.62	11,354.84	8,742.04
OPERATING	6,933.89	10,854.85	5,621.53	4,349.70
OTHER PROFESSIONAL SERVICES				
BUILDING REPAIR & MAINTENANCE	363.39	363.39	363.39	393.98
OTHER REPAIR & MAINTENANCE	349.88	134.99	6.01	
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT				
OTHER				12,000.00
IMPROVEMENTS (NON-BUILDINGS)				
	<u>24,698.90</u>	<u>26,513.85</u>	<u>17,345.77</u>	<u>25,485.72</u>
OPERATING INCOME/(LOSS)	21,490.42	10,839.56	638.88	11,451.00
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>\$ 13,939.07</u></u>	<u><u>\$ 3,301.41</u></u>	<u><u>\$ (7,277.79)</u></u>	<u><u>\$ 4,082.17</u></u>

Reserved Parking Permit (Hang Tag) Policy

All monthly fees are due on the 1st of each month and payable no later than the 15th of each month to avoid late fees. You will be charged a \$5.00 late fee if you are retaining the space past the 15th. If you do not rent your space on or before the 30th it may be rented to someone else. A 15 day cancellation notice is required if you wish to cancel your parking space, If you do not give proper notice you may be subject to fees for unpaid parking.

You can purchase hangtags for as many months in advance as you wish. We are now offering a 10% discount for purchasing a yearly hangtag. You may also receive a 10% discount when leasing 6 spaces or 20% when leasing 12 or more spaces. Prices are as follows:

- Cumberland Plaza Garage: \$30.00 per month
- Transit Garage: priced at \$40.00 per month
- All other surface lots: priced at \$25.00 per month

One parking permit (hangtag) will be issued per space for the regular monthly rate; one additional tag for that space is available for a \$5.00 fee. This additional hangtag will be for this space only, if found parking in any other space with the additional tag there will be a \$30.00 fine. Individuals, businesses or organizations having outstanding parking citations shall be ineligible for renewal of parking space leases.

Parking for any Governmental and/or quasi-governmental entity will require an annual lease agreement at a discounted rate of 25%. **(Effective July 1, 2018)**

County employees enrolled in their payroll deduction program parking in the Cumberland Plaza Garage receive a discounted rate of 30%.

Contractors are required to fill out an Obstruction Permit Application. The application fee is \$30.00 (non-refundable), each space is \$10.00 per day per space up to 4 spaces, and each additional space is \$20.00 per day per space upon approval.

If for any reason your space is occupied by any vehicle that does not have permission to park there, please call our office at (931) 553-2436 and we will have an enforcement officer come and issue the vehicle a \$40.00 citation for parking in your reserved space. Please do not take it upon yourself to block a vehicle in or have a vehicle towed; our officers will cite the vehicle. It is our responsibility to handle these issues. However, if the vehicle remains in your space for more than three consecutive days, the proper authorities will be contacted and will make the decision to remove the vehicle at that time.

Please make your payments in person. Our office is open 7:30 am until 5:00 pm for your convenience. We are located on the first floor of City Hall at 1 Public Square.

We hope this new policy will make monitoring the rental lots more effective and assure that each renter's space is protected. If you have questions or comments concerning this policy do not hesitate to contact our office at 931- 553-2436 or 931-645-7436.