



PARKING COMMISSION AGENDA

DATE: December 14, 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: November 16, 2021

IV. GUEST(S):
Public Comments (limit 5 minutes each)
1. **Wayne Wilkinson**

V. DEPARTMENT REPORTS
1. **Financial Report**
2. **Meter Report**

VI. NEW BUSINESS
1. **Obstruction Permits**
2. **Monthly Parking Permits**
3. **Parking Rates**
4. **Elite Passes**
5. **Mixed-Use Garages**

VII. OLD BUSINESS
1. **State of the Cumberland Garage**
2. **New Parking Garage**
3. **ParkMobile**
4. **New Parking Contract**
5. **Duplicate Hang Tags**

VIII. MISCELLANEOUS DISCUSSION

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: November 16, 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 Ryan Bowie at 3:01 pm. Members present were Andrea Hererra, Travis Holleman, David Shelton, and Andy Kean.

II. ADOPTION OF MINUTES:

October 19, 2021

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

III. GUEST(S)

No guests were present.

IV. DEPARTMENT REPORTS

Financial Report: Regina Hampton presented the financial report. Month-to-date numbers: Revenue was \$26,198, expenses were \$23,449 so we had an operating income of \$2,749 and a net loss (including depreciation) of \$4619. Year-to-date our revenues are \$145,142, expenses are \$106,417, we have an operating profit of \$38,725, after depreciation a profit of \$9,250. Mr. Bowie asked about the loss for the month. Michael Palmore said it was largely due to a pay station that was not operational.

Meter Report: Caleb Copeland (Premier Parking) reported that we had 153 meters in the field. We received 12 repaired meters from IPS last week. We have 142 spares, of those we will only need 46 once we move to ParkMobile; those 46 meters will go on 1st and 2nd Streets (which will also be serviced by ParkMobile), everything else will be ParkMobile only.

V. NEW BUSINESS

1. Holiday Parking

Mr. Bowie has gotten questions about free parking to incentivize shopping and dining downtown during the holidays. After discussing options, Mr. Bowie moved to have free parking in Historic Downtown on Fridays in the month of December. Mr. Shelton seconded and the motion passed.

VI. OLD BUSINESS

1. State of the Cumberland Garage -

John Hilborn said engineers should be done with their work by the end of November, then there will be safety and remediation work that needs to be done.

2. New Parking Garage

Mr. Hilborn said the Mayor is sensitive to the need and is working on a plan. Mr. Bowie stated that it is a big concern. There was discussion about ways to partner with local businesses that have lots that are not used in the evening when there will be events happening at the MPEC.

3. ParkMobile

Mr. Bowie asked how the public will be notified about the change. Mr. Palmore said ParkMobile will provide signage and instructions. The meters will still have the existing blue signs. The thought behind the placement of the metered spaces is that they will be closer to City Hall for those who want the option to pay a meter and don't want to deal with an app. The Cumberland Garage will have ParkMobile along with two fully upgraded, brand-new Pay Stations, and we are discussing upgrading the existing Pay Station, so there may be a third. The newer 4G meters are being migrated to 1st and 2nd St. The older ones will be on Franklin and eventually removed.

4. New Parking Contract

This will be discussed at the next meeting.

VII. MISCELLANEOUS DISCUSSION

Mr. Palmore said that at the next meeting we will discuss Obstruction Permits due to increased construction in Clarksville.

Mr. Palmore also said that we are in the process of looking at an enforcement software called Ballpark to replace Cardinal. It is more user-friendly for the admin side and for our enforcement team.

It was determined that we need to come up with a plan to notify the public of coming changes.

VIII. VOIDING REQUESTS

No Action Taken: 170114738

Void: 17114634

IX. ADJOURNMENT—The meeting was adjourned at 4:40 pm.

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

	July 1, 2020 November 30, 2020	July 1, 2021 November 30, 2021	Increase (Decrease)
REVENUES:			
PARKING METER FINES	47,111	34,588	(12,523)
INVESTMENT EARNINGS	312	30	(281)
INTEREST			-
PARKING METER MONE	50,204	68,008	17,804
RESIDENTIAL			-
MAIN ST LOT	152	2,400	2,248
ROXY LOT	3,230	4,283	1,053
TRINITY LOT			-
FRANKLIN STREET LOT	1,440	540	(900)
PARKING SPACES / LOAI	20,202	14,859	(5,343)
CONSTRUCTION PERMIT	610	290	(320)
APPLICATION FEE	90	30	(60)
GARAGES - LEASED SPAI	5,781	6,003	222
CUMBERLAND PLAZA LE	19,411	(1,982)	(21,393)
CUMBERLAND PLAZA M	58,211	42,894	(15,317)
MISCELLANEOUS	339	228	(111)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GEI	-		-
	<u>207,093</u>	<u>172,171</u>	<u>(34,922)</u>
EXPENSES:			
SALARIES & WAGES	43,685	18,648	(25,037)
OPERATING	57,074	38,034	(19,039)
OTHER PROFESSIONAL S	60,000	60,000	-
BUILDING REPAIR & MA	6,062	2,952	(3,109)
OTHER REPAIR & MAINT	2,774	8,472	5,698
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT	-		-
OTHER		3,377	3,377
IMPROVEMENTS (NON-BUILDINGS)			-
AMORTIZATION EXPENSE	-	-	-
	<u>169,594</u>	<u>131,484</u>	<u>(38,110)</u>
OPERATING PROFIT/(LC	37,499	40,687	3,188
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	36,844	36,844	-
NET PROFIT	<u>655</u>	<u>3,843</u>	<u>3,188</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 11/1/2018 11/30/2018	FY2020 11/1/2019 11/30/2019	FY2021 11/1/2020 11/30/2020	FY2022 11/1/2021 11/30/2021
REVENUES:				
PARKING METER FINES - TICKETS	\$ 8,292.65	\$ 7,564.00	\$ 15,273.98	\$ 3,552.97
INVESTMENT EARNINGS	524.03	452.54	\$ 47.16	7.45
PARKING METER MONEY - DOWNTOWN	5,666.43	6,370.51	\$ 9,300.11	11,171.46
RESIDENTIAL PARKING - DOWNTOWN		30.00		
THIRD & MAIN STREET LOT - F&M				
ROXY LOT	822.58	600.00	\$ 475.00	50.00
FRANKLIN STREET LOT		1,071.00	\$ 960.00	
TRINITY LOT	300.00			
PARKING SPACES / LOADING ZONES	1,246.00		\$ 1,204.50	1,396.50
CONSTRUCTION PERMITS		280.00	\$ 120.00	290.00
RENTAL APPLICATION FEES		30.00	\$ 30.00	30.00
GARAGES - LEASED SPACES - TRANSIT	700.00	717.14	\$ 695.00	360.00
CUMBERLAND PLAZA LEASED SPACES	637.00	5,688.00	\$ 5,358.00	
CUMBERLAND PLAZA METER MONEY	12,112.01	11,652.71	\$ 11,162.26	7,159.01
MISCELLANEOUS	98.28	72.62	\$ 55.00	44.74
TRANSFER IN FROM GENERAL FUND	-	-		
	<u>30,398.98</u>	<u>34,528.52</u>	<u>\$ 44,681.01</u>	<u>24,062.13</u>
EXPENSES:				
SALARIES & WAGES	10,081.11	10,160.35	\$ 9,616.47	3,908.46
OPERATING	6,715.15	6,347.09	\$ 4,431.94	\$ 642.27
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	12,000.00
BUILDING REPAIR & MAINTENANCE	593.39	836.78	\$ 691.16	1,192.29
OTHER REPAIR & MAINTENANCE		11,531.77	\$ 93.49	1,322.71
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT			\$ -	-
OTHER			\$ -	3,377.43
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>17,389.65</u>	<u>28,875.99</u>	<u>\$ 26,833.06</u>	<u>22,443.16</u>
OPERATING INCOME/(LOSS)	13,009.33	5,652.53	\$ 17,847.95	1,618.97
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
NET PROFIT/(LOSS):	<u><u>\$ 5,471.18</u></u>	<u><u>\$ (1,716.30)</u></u>	<u><u>\$ 10,479.12</u></u>	<u><u>\$ (5,749.86)</u></u>