



PARKING COMMISSION AGENDA

DATE: August 16, 2022

**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**
- **Andy Kean**
- **Councilperson Joe Shakeenab**
- **David Shelton**

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: July 19, 2022

V. DEPARTMENT REPORTS

- 1. Management Report**
 - a. Signage Update (Loading Zones and Curbside)**
 - b. ParkMobile Financials**
 - c. ParkMobile Flyers**
 - d. Balparc Portal Overview**
 - e. Ballparc Financials**
 - f. Billy Dunlop Park**
- 2. Financial Report**

VI. NEW BUSINESS

- 1. New Violations**
- 2. Parking Study**
- 3. Parking Garage**
- 4. CBID Map/Boundaries**

VII. PARKING COMMISSION COMMENTS

VIII. VOIDING REQUESTS

IX. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: July 19, 2022

**MEETING LOCATION: CITY HALL MAYOR'S CONFERENCE ROOM
ONE PUBLIC SQUARE
CLARKSVILLE, TN 37040**

I CALL TO ORDER

The meeting was called to order by Ryan Bowie at 3:02 p.m.

II QUORUM CHECK

Additional members present were Andrea Herrera, Andy Kean and David Shelton.

III ADOPTION OF MINUTES:

Ms. Herrera made a motion to adopt minutes from June 21, 2022. Mr. Shelton seconded and the motion carried.

IV GUEST(S)

No guests were present.

V DEPARTMENT REPORTS

Manager's Report:

Michael Palmore reports that Councilperson Wanda Smith will no longer be on the Commission. Councilperson Joe Shakeenab has been appointed as the new member of the Parking Commission.

ParkMobile transactions were down by 291 transactions and revenue was down about \$1000.00, likely due to the 4th of July holiday weekend but overall we are still trending well with ParkMobile.

The Loading Zone in front of the Art Studio should be in place in about 10 days. Ms. Herrera brought up an instance where the County Sheriff recently had a vehicle towed from a Loading Zone on a Saturday night in spite of the fact that it was outside the hours of enforcement. Laurie Matta said the Sheriff's Department doesn't have jurisdiction to enforce City laws. She will check with Chief Crockarell.

Mr. Palmore reported that our new rate signs were posted too low and will be relocated onto the light poles. Additional signs have been ordered for the Cumberland Garage as some people are unaware they can park on the lower level. Mr. Bowie suggested directional arrows on the pavement. Additional signs will also be added at the entrance of the areas reserved for The Press.

Enforcement is still on pause as Ballparc is waiting for information from Cardinal but it should be taken care of by the end of the week so enforcement can resume.

One of the new MacKay kiosks has been repaired but now the other needs repair. MacKay has been notified.

Additional areas have been blocked off at Billy Dunlop park in an effort of define the parking areas but more work needs to be done so that parking can be enforced.

Financial Report

The financial report was presented by Laurie Matta, CFO. Preliminary Fiscal Year End reports show revenues are down \$65,000 which makes sense based on all the changes that have been made. Expenses are also down almost \$100,000 from last year. After depreciation expense for the year, we're showing a profit of \$14,000. Comparing month to month, June of last year to June of this year, you can see a significant difference because last year there was a \$10,000 loss for the month and this year we have a \$20,000 gain.

VI NEW BUSINESS

1. Parking Study

Ms. Matta explained that if you do a Request for Qualifications, you give a general description of what you think you want and then tell them to give us your ideas. After we're done rating them based on qualification and what they propose to deliver, then we pick our top candidate and start negotiations on price and scope. If that doesn't work we go to the second one. A Special Called Session will be held August 8. Commission members will bring ideas to put together the general description for the RFQ.

2. Tita Boba

This business has asked for dedicated parking spaces. Ms. Herrera made a motion to convert two parking spaces on First St. currently reserved for City Hall vehicles to metered spaces. Mr. Shelton seconded and the motion passed.

3. Vote for New Chair

Mr. Bowie and Ms. Herrera are willing to serve a second term on the Commission. Mr. Shelton nominated Mr. Bowie to serve as Chair, Ms. Herrera seconded, and the motion passed. Mr. Bowie accepted.

VII MISCELLANEOUS DISCUSSION

Mr. Bowie suggested a Welcome Packet for new Commission members. He will send Mr. Palmore the template used when welcoming board members at The Roxy.

Mr. Shelton made note that he is a candidate for County Commissioner and should he win he hopes to facilitate better dialogue with County Government.

VIII. **VOIDING REQUESTS**

Void:

504101, 504100,

No action:

503979, 503980, 170214402, 170115819

IX. **ADJOURNMENT**

The meeting was adjourned at 5:23 p.m.



PARKING COMMISSION SPECIAL SESSION WORKSHOP MINUTES

DATE: August 8, 2022

**MEETING LOCATION: CITY HALL MAYOR'S CONFERENCE ROOM
ONE PUBLIC SQUARE
CLARKSVILLE, TN 37040**

I CALL TO ORDER

The meeting was called to order by Ryan Bowie at 3:00 p.m.

II QUORUM CHECK

Additional members present were Andy Kean and Councilperson Joe Shakeenab.

III GUEST(S)

No guests were present.

IV NEW BUSINESS

1. Parking Study

Laurie Matta, CFO, gave an overview of the RFQ process. We will look for firms that can do this kind of work and tell them our goals. They will come back to us with proposals. We will not award a bid based on price. We will have a committee to review the responses. The committee members are not allowed to discuss the proposals before each member names their top three. Then we can either begin negotiating with the top candidate, or we can have them come in and give presentations.

It was previously decided that the Parking Commission would be the core of the review committee. Councilperson Shakeenab suggested adding someone who is charged with maintaining what is put into place as they often are familiar with details the leaders are not familiar with. Mr. Bowie suggested County representation or a member of the CBID. Ms. Matta cautioned that we can't have someone representing the County unless they also represent the downtown area in some way. We can't have County Commissioners making decisions about City finance.

The parameters listed below were decided upon as the scope of the RFQ:

- Strategies for Enforcement
- Parking Footprint
- Demand and Supply within our Footprint
- Fee structure (Garages, Meters, Monthly Parking, Obstruction Permits, Violation rates)
- Marketing (Holidays, Social media, Website, Public communication)
- Placement of Signage
- Enforcement Hours and Days
- Immobilization

VII PARKING COMMISSIONER COMMENTS

There were no additional comments.

IX. ADJOURNMENT

The meeting was adjourned at 4:09 p.m.

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2020 07/01/2019 7/31/2019	FY2021 7/1/2020 7/31/2020	FY2022 7/1/2021 7/31/2021	FY2023 7/1/2022 7/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 4,127.00	\$ 7,736.00	\$ 8,381.00	\$ 3,275.00
INVESTMENT EARNINGS	587.82	79.45	5.13	
PARKING METER MONEY - DOWNTOWN	9,259.93	10,084.13	15,660.63	13,114.82
RESIDENTIAL PARKING - DOWNTOWN			-	-
THIRD & MAIN STREET LOT - F&M	-		-	-
ROXY LOT	1,152.50	525.00	1,772.50	240.00
FRANKLIN STREET LOT	-			-
TRINITY LOT		-	-	-
PARKING SPACES	9,520.00	7,843.00	8,392.50	29,234.31
CONSTRUCTION PERMITS	210.00	330.00		50.00
RENTAL APPLICATION FEES	60.00	60.00		30.00
GARAGES - LEASED SPACES - TRANSIT		828.00	680.00	605.00
CUMBERLAND PLAZA LEASED SPACES	8,087.61	7,023.50	8,620.01	540.00
CUMBERLAND PLAZA METER MONEY	14,947.75	12,405.16	12,207.60	9,416.06
MISCELLANEOUS	75.04	75.00	45.00	
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>48,027.65</u>	<u>46,989.24</u>	<u>55,764.37</u>	<u>56,505.19</u>
EXPENSES:				
SALARIES & WAGES	9,174.42	8,870.41	3,075.16	4,123.92
OPERATING	19,817.45	10,781.70	18,504.23	13,623.49
OTHER PROFESSIONAL SERVICES		12,000.00	12,000.00	
BUILDING REPAIR & MAINTENANCE	435.17	1,787.02	393.98	406.90
OTHER REPAIR & MAINTENANCE				
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>29,427.04</u>	<u>33,439.13</u>	<u>33,973.37</u>	<u>18,154.31</u>
OPERATING INCOME/(LOSS)	18,600.61	13,550.11	21,791.00	38,350.88
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,368.83</u>	<u>7,368.83</u>	<u>7,368.83</u>	<u>7,916.66</u>
NET PROFIT/(LOSS):	\$ <u>11,231.78</u>	\$ <u>6,181.28</u>	\$ <u>14,422.17</u>	\$ <u>30,434.22</u>

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

	July 1, 2021 July 31, 2022	July 1, 2022 July 31, 2023	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	8,381	3,275	(5,106)
INVESTMENT EARNINGS	5		(5)
INTEREST	-		-
PARKING METER MONEY - DOWNTOWN RESIDENTIAL	15,661	13,115	(2,546)
MAIN ST LOT			-
ROXY LOT	1,773	240	(1,533)
TRINITY LOT	-		-
FRANKLIN STREET LOT			-
PARKING SPACES	8,393	29,234	20,842
CONSTRUCTION PERMITS		50	50
APPLICATION FEE		30	30
GARAGES - LEASED SPACES - TRANSIT	680	605	(75)
CUMBERLAND PLAZA LEASED SPACES	8,620	540	(8,080)
CUMBERLAND PLAZA METER MONEY	12,208	9,416	(2,792)
MISCELLANEOUS	45		(45)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>55,764</u>	<u>56,505</u>	<u>741</u>
EXPENSES:			
SALARIES & WAGES	3,075	4,124	1,049
OPERATING	18,504	13,623	(4,881)
OTHER PROFESSIONAL SERVICES	12,000		(12,000)
BUILDING REPAIR & MAINTENANCE	394	407	13
OTHER REPAIR & MAINTENANCE			-
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>33,973</u>	<u>18,154</u>	<u>(15,819)</u>
OPERATING PROFIT/(LOSS)	21,791	38,351	16,560
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	7,369	7,917	548
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>14,422</u>	<u>30,434</u>	<u>16,012</u>
PARKING FUND BALANCE		424,000	