



PARKING COMMISSION AGENDA

DATE: December 20, 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)

- Andrea Herrera
- Andy Kean
- Councilperson Joe Shakeenab
- David Shelton

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: November 15, 2022

V. DEPARTMENT REPORTS

1. Management Report
 - a. Ballpark Financials
 - b. Parkmobile Financials
 - c. Parking Garage Update
 - d. The Leaf on Third (Voids)
 - e. Parking Timeline
 - f. Social Media/Video Update

2. Financial Report

VI. NEW BUSINESS

1. Vote for New Chairperson
2. Handicap Parking in Reserved Areas
3. Yearly Parking Pass - Fundraiser Prize
4. Parking Study Results

VII. OLD BUSINESS

1. Town Hall Meeting

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: November 15, 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 Chairperson Ryan Bowie at 3:00 p.m.

II QUORUM CHECK

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

III ADOPTION OF MINUTES:

Mr. Shelton made a motion to approve the minutes, Ms. Herrera seconded.

In discussing the Minutes, Mr. Kean asked if there were plans to have the Parking Commission set parameters regarding the Parking Manager's authority to void tickets, as discussed at the last meeting. Jennifer Osteen from Internal Audit said that they received approval to add Parking to their Audit Plan with an emphasis on risk assessment as it relates to voids and appeals. They will make recommendations based on best practices and City Code. From there, the Parking Commission can delegate authority to the Parking Manager as allowed by City Code. The minutes from November 15th, 2022 were adopted.

IV GUEST(S)

No guests were present.

V DEPARTMENT REPORTS

Manager's Report

Ballparc Financials: Michael Palmore, Parking Manager, reported 610 tickets were written, 595 were valid, 164 have been paid, which gives us a total of \$4400 in paid violations for the month of October. Fiscal YTD, July 1 to November, we have written almost 1700 tickets, about 1500 are valid, 119 have been waived, and 516 have been paid, for a total of about \$15,000 in parking fines.

Parkmobile Financials: For the month of September we had 4500 transactions with a total of almost \$12,000 in revenue, which is a decrease in transactions of 192 and a decrease in revenue of \$800.00, which will probably be the trend as we get into the colder months.

Parking Garage Update: Mr. Palmore reported that John Hilborn is working through some Fire Marshall issues and the plan is to break ground in December. Ms. Herrera asked who chose the company. Laurie Matta explained that TRC International was

chosen in a process that started in 2018 with an RFQ under a different Parking Commission and Parking Manager.

Financial Report

The financial report was presented by Laurie Matta, CFO. Year to date, revenues are up by \$41,000. Meter fines have gone down but the meter money and leased spaces have increased so revenues are increasing. There's about \$40,000 savings on expenses so it's looking very well. We have a profit of \$91,000. Mr. Bowie requested that an update be provided to City Council to show how well the new parking system is performing. Ms. Matta agreed to ask the Mayor if she can give a presentation.

Monthly, comparing October to October, going back 3 years, we're back to pre-pandemic levels of revenue and our expenses are even below what they were then.

VI NEW BUSINESS

1. Town Hall Meeting

Mr. Palmore would like to update the public about what has changed in Parking and about the new parking garage. Mr. Bowie suggested a Survey Monkey. Mr. Shelton suggested waiting until after the Parking Study and perhaps having an annual Town Hall meeting. This discussion was tabled until the December meeting.

2. Holiday Free Parking

After discussing options, Mr. Shelton made a motion to have free parking on Fridays and Mondays from the day after Thanksgiving until the Friday before New Years. Mr. Kean seconded and the motion carried.

3. Warning Tickets

Mr. Kean moved to have one warning per offense. Ms. Herrera seconded and the motion carried.

VII OLD BUSINESS

1. New Pay Machines

These will be installed this week. We will do soft enforcement for the rest of the week and then have regular enforcement next week.

VIII VOIDING REQUESTS

No Action

Violation 200001531

Violation 200001539

Violation 200001533

Violation 200001537

Violation 200001357

Violation 200001406

Violation 200001511

Violation 200001475

Violation 200000838

Violation 200000941

Violation 200001315
Violation 200001749
Violation 200001764
Violation 200001343
Violation 200001329
Violation 200001519
Violation 200001084
Violation 200001447
Violation 200001543
Violation 200001813
Violation 200001610
Violation 200001302
Violation 200001599
Violation 200001071
Violation 234BCCT

Void

Violation200001873 (Send letter with clarification)

IX ADJOURNMENT

The meeting was adjourned at 4:34 p.m.

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

	July 1, 2021 November 30, 2021	July 1, 2022 November 30, 2022	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	34,588	23,040	(11,548)
INVESTMENT EARNINGS	30	3,093	3,063
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	68,008	83,949	15,940
RESIDENTIAL			-
MAIN ST LOT	2,400		(2,400)
ROXY LOT	4,283	3,280	(1,003)
TRINITY LOT	-		-
FRANKLIN STREET LOT	540		(540)
LEASED SPACES	14,859	60,959	46,100
CONSTRUCTION PERMITS	290	160	(130)
APPLICATION FEE	30	30	-
GARAGES - LEASED SPACES - TRANSIT	6,003	3,025	(2,978)
CUMBERLAND PLAZA LEASED SPACES	(1,982)	3,960	5,942
CUMBERLAND PLAZA METER MONEY	42,894	47,208	4,314
MISCELLANEOUS	228	6	(222)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>172,171</u>	<u>228,710</u>	<u>56,539</u>
EXPENSES:			
SALARIES & WAGES	18,648	40,803	22,154
OPERATING	38,034	36,443	(1,591)
OTHER PROFESSIONAL SERVICES	60,000		(60,000)
BUILDING REPAIR & MAINTENANCE	2,952	2,265	(688)
OTHER REPAIR & MAINTENANCE	8,472	3,435	(5,037)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	3,377		(3,377)
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>131,484</u>	<u>82,945</u>	<u>(48,539)</u>
OPERATING PROFIT/(LOSS)	40,687	145,765	105,077
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	36,844	39,583	2,739
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>3,843</u>	<u>106,181</u>	<u>102,338</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2020 11/1/2019 11/30/2019	FY2021 11/1/2020 11/30/2020	FY2022 11/1/2021 11/30/2021	FY2023 11/1/2022 11/30/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 7,564.00	\$ 15,273.98	\$ 3,552.97	\$ 6,478.00
INVESTMENT EARNINGS	452.54	47.16	7.45	864.95
PARKING METER MONEY - DOWNTOWN	6,370.51	9,300.11	11,171.46	16,269.93
RESIDENTIAL PARKING - DOWNTOWN	30.00	-	-	-
THIRD & MAIN STREET LOT - F&M				-
ROXY LOT	600.00	475.00	50.00	640.00
FRANKLIN STREET LOT		960.00		-
TRINITY LOT		-	-	-
LEASED SPACES	1,071.00	1,204.50	1,396.50	5,461.50
CONSTRUCTION PERMITS	280.00	120.00	290.00	110.00
RENTAL APPLICATION FEES	30.00	30.00	30.00	-
GARAGES - LEASED SPACES - TRANSIT	717.14	695.00	360.00	550.00
CUMBERLAND PLAZA LEASED SPACES	5,688.00	5,358.00		765.00
CUMBERLAND PLAZA METER MONEY	11,652.71	11,162.26	7,159.01	7,697.50
MISCELLANEOUS	72.62	55.00	44.74	1.18
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>34,528.52</u>	<u>44,681.01</u>	<u>24,062.13</u>	<u>38,838.06</u>
EXPENSES:				
SALARIES & WAGES	10,160.35	9,616.47	3,908.46	9,578.20
OPERATING	6,347.09	4,431.94	2,460.62	5,717.26
OTHER PROFESSIONAL SERVICES		12,000.00	12,000.00	-
BUILDING REPAIR & MAINTENANCE	836.78	691.16	1,192.29	516.90
OTHER REPAIR & MAINTENANCE	11,531.77	93.49	1,322.71	325.22
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	3,377.43	-
	<u>28,875.99</u>	<u>26,833.06</u>	<u>24,261.51</u>	<u>16,137.58</u>
OPERATING INCOME/(LOSS)	5,652.53	17,847.95	(199.38)	22,700.48
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,368.83	7,368.83	7,368.83	7,916.66
	<u>7,368.83</u>	<u>7,368.83</u>	<u>7,368.83</u>	<u>7,916.66</u>
NET PROFIT/(LOSS):	<u>\$ (1,716.30)</u>	<u>\$ 10,479.12</u>	<u>\$ (7,568.21)</u>	<u>\$ 14,783.82</u>