



PARKING COMMISSION AGENDA

DATE: February 21, 2023

**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**
- **Melissa Schafner**
- **Councilperson Joe Shakeenab**
- **David Shelton**

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: January 17, 2023

V. DEPARTMENT REPORTS

- 1. Management Report**
 - a. Ballparc Financials**
 - b. ParkMobile Financials**
 - c. Parking Manager Voids**
 - d. Parking Garage Update**
 - e. Parking Timeline - Desman**
 - f. Social Media/Video Update**
- 2. Financial Report**

VI. NEW BUSINESS

- 1. Vote for New Chairperson**
- 2. 15 Minute/Short Term Parking and Signage**
- 3. Tita Boba 15 Minute Parking**

VII. OLD BUSINESS

- 1. Elected Officials - Parking Policy**
- 2. Yearly Parking Passes**

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT

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

	July 1, 2021 January 31, 2022	July 1, 2022 January 31, 2023	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	41,668	34,618	(7,050)
INVESTMENT EARNINGS	51	5,212	5,161
INTEREST			-
PARKING METER MONEY - DOWNTOWN	88,879	113,620	24,740
RESIDENTIAL			-
MAIN ST LOT	2,425		(2,425)
ROXY LOT	5,953	4,934	(1,018)
TRINITY LOT			-
FRANKLIN STREET LOT	540		(540)
LEASED SPACES	27,065	82,206	55,141
CONSTRUCTION PERMITS	440	160	(280)
APPLICATION FEE	60	30	(30)
GARAGES - LEASED SPACES - TRANSIT	9,460	4,565	(4,895)
CUMBERLAND PLAZA LEASED SPACES	(422)	5,523	5,945
CUMBERLAND PLAZA METER MONEY	50,368	62,691	12,323
MISCELLANEOUS	586	8	(578)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>227,072</u>	<u>313,567</u>	<u>86,495</u>
EXPENSES:			
SALARIES & WAGES	39,007	69,339	30,332
OPERATING	47,893	46,587	(1,307)
OTHER PROFESSIONAL SERVICES	78,000		(78,000)
BUILDING REPAIR & MAINTENANCE	4,736	3,107	(1,629)
OTHER REPAIR & MAINTENANCE	11,695	5,189	(6,506)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	3,377		(3,377)
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>184,709</u>	<u>124,222</u>	<u>(60,488)</u>
OPERATING PROFIT/(LOSS)	42,363	189,345	146,982
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	51,582	55,417	3,835
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(9,218)</u>	<u>133,929</u>	<u>143,147</u>
PARKING FUND BALANCE		649,228	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2020 1/1/2020 1/31/2020	FY2021 1/1/2021 1/31/2021	FY2022 1/1/2022 1/31/2022	FY2023 1/1/2023 1/31/2023
REVENUES:				
PARKING METER FINES - TICKETS	\$ 10,960.00	\$ 6,285.97	\$ 2,601.00	\$ 6,488.00
INVESTMENT EARNINGS	430.78	35.92	10.27	1,107.80
PARKING METER MONEY - DOWNTOWN	8,489.89	10,084.51	10,766.17	19,631.23
RESIDENTIAL PARKING - DOWNTOWN	30.00	-	-	-
THIRD & MAIN STREET LOT - F&M		25.00	25.00	-
ROXY LOT	3,000.99	3,047.50	800.00	880.00
FRANKLIN STREET LOT				-
TRINITY LOT		-	-	14,954.81
LEASED SPACES	6,338.00	6,536.50	10,929.83	
CONSTRUCTION PERMITS	100.00			
RENTAL APPLICATION FEES	30.00			-
GARAGES - LEASED SPACES - TRANSIT	792.75	680.00	2,657.00	990.00
CUMBERLAND PLAZA LEASED SPACES	7,313.22	7,081.00	1,530.00	977.91
CUMBERLAND PLAZA METER MONEY	13,884.45	6,433.26	4,875.25	9,478.75
MISCELLANEOUS	117.06	38.24	2.78	0.74
TRANSFER IN FROM GENERAL FUND		-	-	-
	<u>51,487.14</u>	<u>40,247.90</u>	<u>34,197.30</u>	<u>54,509.24</u>
EXPENSES:				
SALARIES & WAGES	11,369.76	10,048.78	15,055.59	12,024.43
OPERATING	7,165.17	7,141.96	5,889.24	6,219.28
OTHER PROFESSIONAL SERVICES		12,000.00	18,000.00	-
BUILDING REPAIR & MAINTENANCE	363.39	513.98	796.26	421.14
OTHER REPAIR & MAINTENANCE	2,701.31	495.48	1,994.40	1,471.66
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>21,599.63</u>	<u>30,200.20</u>	<u>41,735.49</u>	<u>20,136.51</u>
OPERATING INCOME/(LOSS)	29,887.51	10,047.70	(7,538.19)	34,372.73
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><u>\$ 22,518.68</u></u>	<u><u>\$ 2,678.87</u></u>	<u><u>\$ (14,907.02)</u></u>	<u><u>\$ 26,456.07</u></u>



PARKING COMMISSION MINUTES

DATE: January 17, 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 David Shelton at 12:41 p.m.

II QUORUM CHECK

Additional members present were Adrea Herrera, Andy Kean and Joe Shakeenab

III ADOPTION OF MINUTES:

Mr. Shakeenab made a motion to approve the minutes, Ms. Herrera seconded. The minutes from January 17, 2023 were adopted.

IV GUEST(S)

David Harper, Montgomery County Commissioner - Requests to go back to hang tags for County Commissioners.

V DEPARTMENT REPORTS

Manager's Report

Michael Palmore, Parking Manager, presented the Ballparc and ParkMobile financials (attached).

Mr. Palmore also presented the Parking Manager Voids for the month of December (attached) which were in addition to the 34 that were voided in the "Leaf on Chronicle" zone.

Parking Garage Update: Mr. Palmore reported that final budget numbers should be available at the end of the month and then we will start approving design. We are planning to break ground in February.

Parking Timeline: The hope is to have a parking consultant in place by the end of the month. F&M Arena will have a soft opening in March with 500-1000 people, which will operate as a true event for Parking, Fire, and Police. Then larger events are starting in May of this year.

Social Media/Video Update: A few ideas in the queue for Facebook posts are information about the C-Lot and roof deck. If Commissioners have any additional ideas, please email Mr. Palmore.

Handicap Accessible Parking Downtown: We have 25 handicap parking spaces and 11 of them are van accessible.

Financial Report

Laurie Matta, CFO, presented the financial report (attached).

VI NEW BUSINESS

1. County/Commission Passes

Mr. Shelton spoke on behalf of fellow Montgomery County Commissioners hoping the Parking Commission would re-visit the issue of Parking Passes for elected officials. Mr. Palmore reiterated that County Commissioners could submit their license plate numbers whenever they will be downtown on official business and they will not get ticketed. No further action was taken by the Commission.

VII OLD BUSINESS

1. Yearly Parking Pass - Fundraiser Prize

Mr. Palmore said that if an organization wants to buy an annual pass to be awarded as a fundraiser prize, it would be in the \$3000 range for a pass to park in any garage or on the street. Ms. Herrera said she would pass that information on the the organization which had inquired.

VIII PARKING COMMISSION COMMENTS

- 1. Mr. Kean wanted to know if there is a process in place for the City and County governments as well as organizations such as Austin Peay, to talk about the approval of events, and how the information will be disseminated to the public. Mr. Palmore said The F&M Arena is putting together an events strategy plan to present to the City. Determining the price for parking during events will be included in the Parking Study.**
- 2. After the presentation earlier in the day by Desman, Mr. Shelton wondered if they needed to deliberate about that decision. Mr. Palmore said the Commission members should send him a review with feedback. If there is consensus on Desman, we will move forward. If anyone wants to see a different option, we will bring in the second choice for a presentation.**

IX VOIDING REQUESTS

No Action

Violation 200002460

Violation 200002602

Violation 200002592

Violation 200002579

Violation 200002358

Void

Violation 200002555

Violation 200002529

X ADJOURNMENT

The meeting was adjourned at 1:27 p.m.

Ballparc Report

Dec Violations:

- **Written: 410**
- **Valid: 378**
- **Paid: 143**
- **Total Paid Revenue: \$3780.00**

Parkmobile Report

Dec Parkmobile Transactions:

- **3395 Transactions**
- **\$9331.00**

Nov Parkmobile Transactions:

- **4115 Transactions**
- **\$11,885.00**

Decrease Transactions: 720

Decrease Revenue: \$2554.00

Action Code Summary By User

City of Clarksville, TN

Start Date: 12/1/2022

End Date: 12/31/2022

Michael Palmore

Action Code	Description	Count	% of Total	Payments
BRO	As Per Parking Commission	3	7%	-
CE	Customer Error	8	19%	-
COB	City/County Official Business	3	7%	-
EV	Employee Vehicle	4	9%	-
FHT	Forgot Hangtag	7	16%	-
HC	Hanidicap Plate	3	7%	-
OE	Officer Error	11	26%	-
PI	Parkmobile Issue	2	5%	-
WZ	Paid in the wrong Zone	2	5%	-
Subtotals		43		-

All Users

Action Code	Description	Count	% of Total	Payments
BRO	As Per Parking Commission	3	7%	-
CE	Customer Error	8	19%	-
COB	City/County Official Business	3	7%	-
EV	Employee Vehicle	4	9%	-
FHT	Forgot Hangtag	7	16%	-
HC	Hanidicap Plate	3	7%	-
OE	Officer Error	11	26%	-
PI	Parkmobile Issue	2	5%	-
WZ	Paid in the wrong Zone	2	5%	-
Totals		43		-

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

	July 1, 2021 December 31, 2021	July 1, 2022 December 31, 2022	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	39,067	28,130	(10,937)
INVESTMENT EARNINGS	41	4,104	4,063
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	78,113	93,989	15,875
RESIDENTIAL			-
MAIN ST LOT	2,400		(2,400)
ROXY LOT	5,153	4,054	(1,098)
TRINITY LOT	-		-
FRANKLIN STREET LOT	540		(540)
LEASED SPACES	16,135	67,251	51,116
CONSTRUCTION PERMITS	440	160	(280)
APPLICATION FEE	60	30	(30)
GARAGES - LEASED SPACES - TRANSIT	6,803	3,575	(3,228)
CUMBERLAND PLAZA LEASED SPACES	(1,952)	4,545	6,497
CUMBERLAND PLAZA METER MONEY	45,493	53,212	7,720
MISCELLANEOUS	583	7	(576)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>192,875</u>	<u>259,058</u>	<u>66,183</u>
EXPENSES:			
SALARIES & WAGES	23,951	57,315	33,363
OPERATING	42,004	40,367	(1,637)
OTHER PROFESSIONAL SERVICES	60,000		(60,000)
BUILDING REPAIR & MAINTENANCE	3,940	2,686	(1,254)
OTHER REPAIR & MAINTENANCE	9,701	3,717	(5,983)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	3,377		(3,377)
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>142,974</u>	<u>104,085</u>	<u>(38,889)</u>
OPERATING PROFIT/(LOSS)	49,902	154,973	105,071
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	44,213	47,500	3,287
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>5,689</u>	<u>107,473</u>	<u>101,784</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2020 12/1/2019 12/31/2019	FY2021 12/1/2020 12/31/2020	FY2022 12/1/2021 12/31/2021	FY2023 12/1/2022 12/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 9,078.94	\$ 9,791.97	\$ 4,479.00	\$ 5,090.00
INVESTMENT EARNINGS	442.88	41.05	10.27	1,010.63
PARKING METER MONEY - DOWNTOWN	9,445.43	11,956.64	10,105.03	10,039.89
RESIDENTIAL PARKING - DOWNTOWN		-	-	-
THIRD & MAIN STREET LOT - F&M				-
ROXY LOT	770.00	650.00	870.00	774.40
FRANKLIN STREET LOT				-
TRINITY LOT		-	-	-
LEASED SPACES	1,186.00	1,204.50	1,276.50	6,292.25
CONSTRUCTION PERMITS			150.00	
RENTAL APPLICATION FEES			30.00	-
GARAGES - LEASED SPACES - TRANSIT	918.38	992.00	800.00	550.00
CUMBERLAND PLAZA LEASED SPACES	1,701.00	2,344.50	30.00	585.00
CUMBERLAND PLAZA METER MONEY	13,261.15	9,995.76	2,598.50	6,004.40
MISCELLANEOUS	91.22	45.00	354.82	
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>36,895.00</u>	<u>37,021.42</u>	<u>20,704.12</u>	<u>30,346.57</u>
EXPENSES:				
SALARIES & WAGES	11,440.92	14,548.39	5,303.19	16,512.25
OPERATING	7,918.24	4,495.58	3,969.85	3,923.73
OTHER PROFESSIONAL SERVICES		12,000.00		-
BUILDING REPAIR & MAINTENANCE	493.94	679.61	987.55	421.14
OTHER REPAIR & MAINTENANCE	102.10	32.65	1,229.07	282.55
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>19,955.20</u>	<u>31,756.23</u>	<u>11,489.66</u>	<u>21,139.67</u>
OPERATING INCOME/(LOSS)	16,939.80	5,265.19	9,214.46	9,206.90
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):	\$ 9,570.97	\$ (2,103.64)	\$ 1,845.63	\$ 1,290.24