



PARKING COMMISSION AGENDA

DATE: May 17, 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
- David Shelton
- Councilperson Wanda Smith

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: April 19,2022

V. DEPARTMENT REPORTS

1. Management Report
 - a. IPS Meter Update
 - b. Signage Update
 - c. Rainbow Stickers
 - d. Valet Permit Overview
2. Financial Report

VI. NEW BUSINESS

1. Go-Live Date - New Violation Increase
2. Monthly Permit
3. New Loading Zone
4. Townhall
5. ParkMobile - First Hour Free for New Users

VII. OLD BUSINESS

1. ParkMobile Promos

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: April 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 Councilperson Wanda Smith at 3:01 p.m.

II QUORUM CHECK

Members present were David Shelton and Andy Kean.

III ADOPTION OF MINUTES:

Mr. Kean made a motion to adopt minutes from March 15, March 21, and March 29, 2022. Mr. Shelton seconded and the motion carried.

IV GUEST(S)

No guests comments were made.

V DEPARTMENT REPORTS

Manager's report:

Michael Palmore, Parking Manager, gave a report on plans to sell the IPS meters. Calculations of depreciated value are being made in preparation for listing them on the Gov Deals auction website. Laurie Matta, CFO, said that being an Enterprise Fund, if we sell the meters for less than book value, it's a loss on disposal of assets. The IPS meters are still being removed from the field. Mr. Palmore will have more information at the May meeting about pricing.

Regarding the analog meters, 210 meters have been programmed and 34 are yet to be programmed. When the process is complete, 40 of the meters will be spares available to install if the Parking Study recommends extending the footprint for metered spaces.

Councilperson Smith motioned to make parking free for all street parking until May 2nd to accommodate the transition from IPS meters to analog meters. Mr. Shelton seconded, all voted in favor and the motion carried.

Quotes are being obtained for new street parking rate signs which will also have a space for a QR Code sticker for ParkMobile. ParkMobile will be providing the additional signage we have requested for free.

The financial report was presented by Laurie Matta. For the year-to-date monthly comparison, revenues are down \$70,000 from the same time last year. The majority of this is due to Cumberland Plaza leased spaces being down about \$32,000, Cumberland Plaza metered spaces being down \$30,000, and fine revenue being down due to being short staffed and the effort to transition meters to analog. Expenses are down \$53,000 primarily due to no longer paying for professional services that were provided when we didn't have a Parking Manager. In the month-by-month comparison, Parking Fund revenues are down \$16,000 compared to last March. For expenses, salaries and wages are higher than last year but there is nothing in professional services this year.

VI NEW BUSINESS

1. Promotions with ParkMobile

Promotions are possible city-wide as authorized by the Parking Commission. In addition, individual business owners would have the opportunity to provide promotional pricing through ParkMobile.

Councilperson Smith was interested in offering a promotional discount May 2 when the meter enforcement goes back into effect. Mr. Kean., Mr. Shelton and Councilperson Smith were all in favor of offering a first hour free for new users when they sign up for ParkMobile, at any time moving forward. Mr. Palmore will find out if this possible so it can be voted on at the May meeting.

2. IPS Meters (Covered in Manager's Report)

3. Violation Rates

Mr. Kean moved to raise the violation rate for street parking from \$10 to \$20. Councilperson Smith seconded. Mr. Shelton made a motion to amend the rate to \$15 because you could get hit with several tickets in one day if you don't move your car. Councilperson Smith and Mr. Kean were opposed and the amendment failed. Mr. Kean and Councilperson Smith voted in favor of the motion to increase the violation rate to \$20, Mr. Shelton voted against, and the motion carried. Councilperson Smith moved to remove the ability to give a second ticket after two hours, but rescinded her motion.

4. Signage (Covered in Manager's Report)

5. Monthly Contracts (Long Term Option) Tabled

VII PARKING COMMISSION COMMENTS

No comments.

VIII VOIDING REQUESTS

Void: 170115439, 170115290, 170115298, 170213922, 170213960, 170115428, 170214080

No action: 170115329, 170115406, 503678, 170115362

IX. ADJOURNMENT—The meeting was adjourned at 4:19 p.m.

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

	July 1, 2020 April 30, 2021	July 1, 2021 April 30, 2022	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	91,830	53,073	(38,757)
INVESTMENT EARNINGS	427	210	(217)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	102,422	110,567	8,144
RESIDENTIAL		50	50
MAIN ST LOT	477	2,400	1,923
ROXY LOT	9,580	8,153	(1,427)
TRINITY LOT			-
FRANKLIN STREET LOT	1,440	540	(900)
PARKING SPACES / LOADING ZONES	32,414	49,310	16,896
CONSTRUCTION PERMITS	1,890	2,150	260
APPLICATION FEE	150	180	30
GARAGES - LEASED SPACES - TRANSIT	10,695	12,688	1,992
CUMBERLAND PLAZA LEASED SPACES	40,879	2,130	(38,749)
CUMBERLAND PLAZA METER MONEY	96,968	64,068	(32,900)
MISCELLANEOUS	595	1,387	792
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>389,767</u>	<u>306,904</u>	<u>(82,863)</u>
EXPENSES:			
SALARIES & WAGES	96,631	84,924	(11,708)
OPERATING	95,382	58,593	(36,789)
OTHER PROFESSIONAL SERVICES	120,000	87,000	(33,000)
BUILDING REPAIR & MAINTENANCE	8,462	7,687	(774)
OTHER REPAIR & MAINTENANCE	5,704	18,442	12,738
OTHER EQUIPMENT PURCHASES		15,850	15,850
INTEREST - OTHER DEBT	-		-
OTHER		3,377	3,377
IMPROVEMENTS (NON-BUILDINGS)			-
AMORTIZATION EXPENSE	-	-	-
	<u>326,179</u>	<u>275,873</u>	<u>(50,306)</u>
OPERATING PROFIT/(LOSS)	63,588	31,031	(32,557)
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	73,688	73,688	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(10,100)</u>	<u>(42,657)</u>	<u>(32,557)</u>
PARKING FUND BALANCE		649,228	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 3/1/2019 3/31/2019	FY2020 3/1/2020 03/31/2020	FY2021 3/1/2021 3/31/2021	FY2022 3/1/2022 3/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 6,141.99	\$ 7,822.00	\$ 10,109.97	\$ 4,380.00
INVESTMENT EARNINGS	600.65	350.19	10.26	48.77
PARKING METER MONEY - DOWNTOWN	6,163.80	9,446.88	12,446.24	8,356.09
RESIDENTIAL PARKING - DOWNTOWN	-			50.00
THIRD & MAIN STREET LOT - F&M				
ROXY LOT	380.00	792.50	\$ 920.00	960.00
FRANKLIN STREET LOT				
TRINITY LOT				
PARKING SPACES / LOADING ZONES	1,232.00	1,186.00	\$ 1,204.50	5,535.00
CONSTRUCTION PERMITS	960.00		\$ 1,280.00	80.00
RENTAL APPLICATION FEES	60.00		\$ 60.00	30.00
GARAGES - LEASED SPACES - TRANSIT	1,473.67	1,040.00	\$ 980.64	1,842.50
CUMBERLAND PLAZA LEASED SPACES	1,210.44	1480.81	\$ 2,784.00	720.00
CUMBERLAND PLAZA METER MONEY	11,880.06	8,827.70	\$ 8,716.20	74.46
MISCELLANEOUS	96.06	59.76	\$ 56.38	754.36
TRANSFER IN FROM GENERAL FUND	-	-		
	<u>30,198.67</u>	<u>31,005.84</u>	<u>\$ 38,568.19</u>	<u>22,831.18</u>
EXPENSES:				
SALARIES & WAGES	7,813.46	10,013.83	\$ 10,614.34	32,467.73
OPERATING	4,864.55	5,325.38	\$ 8,236.17	\$ 3,447.25
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	
BUILDING REPAIR & MAINTENANCE	413.39	890.33	\$ 418.60	(1,467.92)
OTHER REPAIR & MAINTENANCE	561.47	22,044.00	\$ 1,800.00	\$ 1,936.61
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT			\$ -	
OTHER			\$ -	
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>13,652.87</u>	<u>38,273.54</u>	<u>\$ 33,069.11</u>	<u>36,383.67</u>
OPERATING INCOME/(LOSS)	16,545.80	(7,267.70)	\$ 5,499.08	(13,552.49)
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
NET PROFIT/(LOSS):	<u><u>\$ 9,007.65</u></u>	<u><u>\$ (14,636.53)</u></u>	<u><u>\$ (1,869.75)</u></u>	<u><u>\$ (20,921.32)</u></u>