



PARKING COMMISSION AGENDA

DATE: November 15, 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: October 18, 2022

V. DEPARTMENT REPORTS

1. Management Report
 - a. Ballparc Financials
 - b. Parkmobile Financials
 - c. Parking Garage Update
 - d. Parking Study RFQ Update
2. Financial Report

VI. NEW BUSINESS

1. Town Hall Meeting
2. Holiday Free Parking
3. Warning Tickets

VII. OLD BUSINESS

1. New Pay Machines

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: October 18, 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, Councilperson Joe Shakeenab, and David Shelton.

III ADOPTION OF MINUTES:

Ms. Herrera made a motion to adopt minutes from September 18th, 2022. Mr. Shelton seconded and the motion carried.

IV GUEST(S)

Heather Fields was present to contest her parking ticket.

V DEPARTMENT REPORTS

Manager's Report:

Ballparc Financials: 542 tickets were written, 515 were valid, 27 were waived, 139 have been paid, which gives us a total of \$3850 in violation revenue. Fiscal YTD, July 1 to October 17, 2022 we have written 1458 tickets, 1300 are valid, 111 have been waived, and 358 have been paid, for a total of \$10,000 in parking fines.

Parkmobile Financials: For the month of September we had 4700 transactions with a total of almost \$13,000 in revenue, which is 172 more transactions and almost \$715 more in revenue than we did in August.

Parking Garage Update

The plan is for 587 spaces, 15 of those spaces will be charging stations. The lower level will include 68 spaces for CPD.

Parking Study RFQ Update

The RFQ has been submitted to Purchasing. Sometime in November we'll be able to open up the bids and hopefully get started in December.

Meter Number Stickers

Currently, the meters each have a unique number. Some people are confusing the meter number with the Parkmobile zone number, so we are going to remove the meter numbers.

Financial Report

The financial report was presented by Laurie Matta, CFO. At the end of the first quarter of the fiscal year, ending September 30th, it shows revenues were \$132,000, up by \$13,000. Expenses are down, only \$15,895 for the quarter. We have a profit of \$81,000, and after taking depreciation out, it brings a net profit of \$57,000.

When we compare this September to last September, we doubled our profit. Revenues were still at \$32,000, but expenditures are at \$13,000 and since costs are down, the net profit went from \$5000 to \$11,000.

VI NEW BUSINESS

1. Grace Periods

Some people aren't utilizing Parkmobile notifications or are claiming their meter just ran out and the possibility of instituting a grace period was brought up. The consensus was that better education in the form of Social Media and bringing back "Did You Know" posts would be preferable.

2. Parking Manager Authority

Ms. Matta reminded the board that the citizens have a right to be heard and even those who have "cut and dried" violations have a right to come before the Parking Commission. The type of violation the Parking Manager can void are those where there has clearly been an error, such as a machine malfunction or ticket to a handicapped person in a viable space.

VII OLD BUSINESS

1. New Pay Machines

These will be installed the first week in November. They will accept coins and cards only.

VIII VOIDING REQUESTS

No Action

Violation 200001103

Violation 200001144

Violation 200000927

Violation 200001033

Violation 200001020

Violation 200000967

Violation 200001294

Violation 200000799

Violation 200000800

IX ADJOURNMENT

The meeting was adjourned at 4:19 p.m.

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

	July 1, 2021 October 31, 2021	July 1, 2022 October 31, 2022	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	31,035	16,562	(14,473)
INVESTMENT EARNINGS	23	2,228	2,205
INTEREST	-		-
PARKING METER MONEY - DOWNTOWN	56,837	67,679	10,842
RESIDENTIAL			-
MAIN ST LOT	2,400		(2,400)
ROXY LOT	4,233	2,640	(1,593)
TRINITY LOT	-		-
FRANKLIN STREET LOT	540		(540)
LEASED SPACES	13,462	55,497	42,035
CONSTRUCTION PERMITS		50	50
APPLICATION FEE		30	30
GARAGES - LEASED SPACES - TRANSIT	5,643	2,475	(3,168)
CUMBERLAND PLAZA LEASED SPACES	(1,982)	3,195	5,177
CUMBERLAND PLAZA METER MONEY	35,735	39,510	3,775
MISCELLANEOUS	183	5	(179)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>148,109</u>	<u>189,872</u>	<u>41,763</u>
EXPENSES:			
SALARIES & WAGES	14,740	31,225	16,485
OPERATING	35,574	30,724	(4,850)
OTHER PROFESSIONAL SERVICES	48,000		(48,000)
BUILDING REPAIR & MAINTENANCE	1,760	1,748	(12)
OTHER REPAIR & MAINTENANCE	7,149	3,109	(4,039)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>107,222</u>	<u>66,805</u>	<u>(40,417)</u>
OPERATING PROFIT/(LOSS)	40,886	123,067	82,180
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	29,475	31,667	2,191
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>11,411</u></u>	<u><u>91,400</u></u>	<u><u>79,989</u></u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2020 10/1/2019 10/31/2019	FY2021 10/1/2020 10/31/2020	FY2022 10/1/2021 10/31/2021	FY2023 10/1/2022 10/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 12,508.99	\$ 9,582.98	\$ 5,775.00	\$ 8,970.00
INVESTMENT EARNINGS	512.49	53.85	7.70	762.34
PARKING METER MONEY - DOWNTOWN	8,913.34	10,750.61	12,290.43	15,938.94
RESIDENTIAL PARKING - DOWNTOWN	30.00	-	-	-
THIRD & MAIN STREET LOT - F&M	25.00	88.70	-	-
ROXY LOT	960.00	575.00	500.00	760.00
FRANKLIN STREET LOT				-
TRINITY LOT		-	-	-
LEASED SPACES	1,763.50	8,790.00	2,620.50	14,352.56
CONSTRUCTION PERMITS	1,140.00		-	-
RENTAL APPLICATION FEES	30.00	-	-	-
GARAGES - LEASED SPACES - TRANSIT	1,687.00	2,288.00	1,112.00	660.00
CUMBERLAND PLAZA LEASED SPACES	7,928.42	1,353.00		945.00
CUMBERLAND PLAZA METER MONEY	14,654.27	9,282.40	6,828.46	9,404.15
MISCELLANEOUS	167 2/9	65.66	31.60	
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>50,320.23</u>	<u>42,830.20</u>	<u>29,165.69</u>	<u>51,792.99</u>
EXPENSES:				
SALARIES & WAGES	10,849.16	9,101.05	3,912.79	9,094.95
OPERATING	8,296.20	8,620.67	6,398.12	6,058.95
OTHER PROFESSIONAL SERVICES		12,000.00	12,000.00	-
BUILDING REPAIR & MAINTENANCE	37.96	2,000.00	393.98	526.90
OTHER REPAIR & MAINTENANCE	28.44		1,549.98	219.35
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>19,211.76</u>	<u>31,721.72</u>	<u>24,254.87</u>	<u>15,900.15</u>
OPERATING INCOME/(LOSS)	31,108.47	11,108.48	4,910.82	35,892.84
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>23,739.64</u>	\$ <u>3,739.65</u>	\$ <u>(2,458.01)</u>	\$ <u>27,976.18</u>