



PARKING COMMISSION AGENDA

DATE: October 18, 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: September 20, 2022

V. DEPARTMENT REPORTS

1. Management Report
 - a. Ballpark Financials
 - b. Parkmobile Financials
 - c. Parking Garage Update
 - d. Parking Study RFQ Update
 - e. Meter Numbered Stickers
2. Financial Report

VI. NEW BUSINESS

1. Grace Periods
2. Parking Managers Voiding

VII. OLD BUSINESS

1. New Pay Machines

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: September 20, 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:

Ms. Herrera made a motion to adopt minutes from August 16, 2022. Mr. Shelton seconded and the motion carried.

IV GUEST(S)

No guests were present.

V DEPARTMENT REPORTS

Manager's Report:

Michael Palmore confirmed with the Commission that Curbside Pickup signs on Franklin and Strawberry Alley had been installed in the correct locations.

Mr. Palmore reported on a meeting with Lance Baker, Jennifer Letourneau, and Chief Crockarell regarding tickets at Billy Dunlop Park. They are looking at parking rules in some of our sister cities in Tennessee. The hope is that tickets written in the parks by CPD will go through their normal channels and void requests will not come to the Commission. Additionally, they are looking to define the boundaries of the area that the Parking Commission would have jurisdiction.

Ballparc Financials: 429 tickets were written, 380 were valid, 125 have been paid, which gives us a total of \$3600 in revenue, an increase of \$3100 from the previous month.

Parkmobile Financials: For the month of August we had 4600 transactions with a total of almost \$13,000 in revenue, which is 1000 more transactions and almost \$3000 more in revenue.

Financial Report

The financial report was presented by Laurie Matta, CFO. We are in the second month of the fiscal year, and looking at the bottom line, Parking is doing much better than last year, going from a profit of \$8000 to a profit of \$43,000. Some of that has to

do with expenses related to the contract with Premier, but salaries should have been somewhat offsetting that. Comparing August to August, we're up \$11,000 in revenue and down \$1000 in expenses, so we're up \$12,000 compared to this time last year in the same month.

VI NEW BUSINESS

1. City Official Parking Pass

City Council members and the County Commission have been given parking passes that allow them to park anywhere, anytime. The County Commission has been advised that theirs will expire at the end of calendar year. Mr. Bowie made a motion that Parking Passes can only be issued under the Parking Manager's authority. Ms. Herrera seconded the motion. Mr. Shelton abstained, all others were in favor and the motion passed. Mr. Bowie made a motion that all previous free parking passes and methods for governmental entities, elected officials, or other groups, will expire December 31, 2022. Ms. Herrera seconded. The motion was amended by Mr. Bowie to include, "any new free parking options will be approved and distributed by the Parking Manager". Mr. Kean amended the motion to include, "based on Parking Commission motions". Ms. Herrera seconded the amended motion. Mr. Shelton abstained, all others were in favor and the motion passed. Mr. Palmore noted that when officials will be parking for official business, their plates can be blocked in the software so they won't be ticketed for that time frame.

2. Parking Study RFQ Update

Ms. Matta has returned the RFQ to Mr. Palmore with some edits. Once those edits are complete, the RFQ will be submitted to Purchasing and then we will start the process.

3. Parking Study RFQ Review Committee

The Parking Commission will review the Parking Study RFQ. Mr. Bowie recommended Daniel Binkley of the EDC and CBID be added to the Review Committee.

4. Parking Garage Update

We are still in the design phase. Currently we are considering 585 spaces and 6 levels. The bridge is still in the design, coming off the third level to connect the new garage with the Cumberland garage as well as connecting to Franklin St. We are looking at breaking ground in December with anticipated completion by the end of 2023. After the new garage is complete, renovations will begin on the Cumberland Garage.

VII PARKING COMMISSION COMMENTS

Mr. Palmore informed the Commission that we will be getting new Pay Machines. The recently installed Pay Machines had been modified by the manufacturer to accept bills, but the bill acceptors were not working properly. So the new ones that we will be getting will only accept coins and cards.

VIII

VOIDING REQUESTS

No Action

Violation 200000475

Violation 200000713

Violation 200000267 - Adjust fine back to original amount

Violation 200000612

Violation 200000726

Violation 200000582

Violation 200000754

Violation 200000771

Violation 200000600

Void

Violation 200000584 (Send letter with TN Handicap code)

IX

ADJOURNMENT

The meeting was adjourned at 4:32 p.m.

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

	July 1, 2021 September 30, 2021	July 1, 2022 September 30, 2022	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	25,260	7,592	(17,668)
INVESTMENT EARNINGS	15	1,466	1,451
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN RESIDENTIAL	44,546	48,371	3,825
MAIN ST LOT	2,400	-	(2,400)
ROXY LOT	3,733	1,800	(1,933)
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	540	-	(540)
LEASED SPACES	10,842	41,145	30,303
CONSTRUCTION PERMITS	-	50	50
APPLICATION FEE	-	30	30
GARAGES - LEASED SPACES - TRANSIT	4,531	1,650	(2,881)
CUMBERLAND PLAZA LEASED SPACES	(1,982)	2,205	4,187
CUMBERLAND PLAZA METER MONEY	28,907	28,017	(890)
MISCELLANEOUS	152	5	(147)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>118,943</u>	<u>132,331</u>	<u>13,388</u>
EXPENSES:			
SALARIES & WAGES	10,827	22,130	11,303
OPERATING	29,176	24,655	(4,521)
OTHER PROFESSIONAL SERVICES	36,000	-	(36,000)
BUILDING REPAIR & MAINTENANCE	1,366	1,221	(145)
OTHER REPAIR & MAINTENANCE	5,599	2,890	(2,709)
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>82,968</u>	<u>50,895</u>	<u>(32,073)</u>
OPERATING PROFIT/(LOSS)	35,976	81,436	45,460
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	22,106	23,750	1,643
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>13,869</u>	<u>57,686</u>	<u>43,817</u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2020 9/1/2019 9/30/2019	FY2021 9/1/2020 9/30/2020	FY2022 9/1/2021 9/30/2021	FY2023 9/1/2022 9/30/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 6,727.99	\$ 7,022.10	\$ 8,542.98	\$ 1,252.00
INVESTMENT EARNINGS	524.50	62.03	4.97	611.47
PARKING METER MONEY - DOWNTOWN	9,505.88	11,195.67	14,259.03	16,304.16
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	63.78	-	-
ROXY LOT	1,547.50	1,205.00	1,335.00	560.00
FRANKLIN STREET LOT	35.92	480.00	-	-
TRINITY LOT	-	-	-	-
LEASED SPACES	1,030.00	1,182.00	1,204.50	6,049.75
CONSTRUCTION PERMITS	20.00	-	-	-
RENTAL APPLICATION FEES	30.00	-	-	-
GARAGES - LEASED SPACES - TRANSIT	-	1,344.00	1,203.00	330.00
CUMBERLAND PLAZA LEASED SPACES	1,492.00	3,183.80	-	540.00
CUMBERLAND PLAZA METER MONEY	16,109.32	13,640.95	8,253.50	6,802.40
MISCELLANEOUS	57.54	88.78	39.14	0.96
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>37,080.65</u>	<u>39,468.11</u>	<u>34,842.12</u>	<u>32,450.74</u>
EXPENSES:				
SALARIES & WAGES	10,413.16	8,768.64	3,989.20	7,380.42
OPERATING	8,136.25	9,924.82	3,752.30	4,049.89
OTHER PROFESSIONAL SERVICES	-	12,000.00	12,000.00	-
BUILDING REPAIR & MAINTENANCE	438.29	503.25	513.98	406.90
OTHER REPAIR & MAINTENANCE	3,348.51	100.12	1,513.00	1,550.85
OTHER EQUIPMENT PURCHASES	-	-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	-	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>22,336.21</u>	<u>31,296.83</u>	<u>21,768.48</u>	<u>13,388.06</u>
OPERATING INCOME/(LOSS)	14,744.44	8,171.28	13,073.64	19,062.68
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>7,375.61</u>	\$ <u>802.45</u>	\$ <u>5,704.81</u>	\$ <u>11,146.02</u>