



PARKING COMMISSION AGENDA

DATE: September 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)

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

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: August 16, 2022

V. DEPARTMENT REPORTS

1. Management Report
 - a. Curbside Locations
 - b. Billy Dunlop Park Update
 - c. Ballpark Financials
 - d. Parkmobile Financials
2. Financial Report

VI. NEW BUSINESS

1. City Official Parking Pass

VII. OLD BUSINESS

1. Parking Study RFQ Update
2. Parking Study RFQ Review Committee
3. Parking Garage Update

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: August 16, 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 Ryan Bowie at 3:01 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 July 19, 2022. Mr. Kean seconded and the motion carried. Mr. Bowie made a motion to adopt the minutes from August 8, 2022. Ms. Herrera seconded and the motion carried.

IV GUEST(S)

No guests were present.

V DEPARTMENT REPORTS

Manager's Report:

Michael Palmore reports that additional signage will be posted at the Cumberland Garage to indicate location of additional parking. Curbside Pickup signs have been installed on Franklin and the Loading Zone sign is up by the Art Store.

There were 3538 Parkmobile transactions in July, up 291 from June, with an increase in revenue of \$714.75 compared to June.

In lieu of having informational posters printed, Mr. Palmore will distribute the leftover round meter signs to local businesses which can be posted to increase awareness of rates, methods of payment, and enforcement hours.

We have recently switched enforcement software from Cardinal to Ballpark. Mr. Palmore demonstrated the portal that allows parkers to view their violation as well as photos from the field. They can either pay the fine or dispute it through the portal. They can interact with parking staff via email directly through the portal. The software allows staff to generate various reports. Once all the data is imported from TickeTrak to Ballparc, it will be easier to start looking at unpaid violations and generating letters to parkers.

Mr. Palmore reports there will be a meeting next week with Parks & Recreation, CPD, and Lance Baker to discuss CPD assuming oversight of parking at Billy Dunlop Park.

Financial Report

The financial report was presented by Laurie Matta, CFO. As we are at the start of the new fiscal year, the year-to-date and month-to-date are one in the same. The revenue for July was \$56,000 and expenses were only \$18,000 so that is really positive. With depreciation, we showed a profit of \$30,000, which compared to prior Julys, is about the same. As previously discussed, the line items for obstruction permits and construction permits were combined.

VI NEW BUSINESS

1. New Violations

There are two new violations that Mr. Palmore would like the Commission to consider. The first would be Customer Error, such as when the user only inputs part of their license plate number, so while they may have paid for parking, the enforcement officers can't make a positive match. He suggests a warning for the first violation, and a ticket if it happens again after that. The second is No Hangtag (for Monthly Parking).

In regard to Customer Error, Mr. Bowie made a motion to have a warning on the first offense, and a \$10 ticket after that. Ms. Herrera seconded and the motion carried. Regarding No Hangtag, Mr. Bowie moved for two warnings followed by a \$20 ticket for additional offenses. Mr. Shelton seconded the motion, but the motion was rescinded by Mr. Bowie. The Customer Error offense was approved but no date has been set for it to go into effect. The commission will revisit this in December and/or after the Parking Study.

2. Parking Study

Mr. Palmore has worked with Ms. Matta and she has provided a framework for the RFQ. Hopefully by the next meeting we will be ready to move forward.

3. Parking Garage

Mr. Palmore reports we have had a full meeting with the Engineering Team. The hope is to break ground between October and December.

4. CBID Map/Boundaries

The Central Business Improvement District map was discussed as a potential boundary for Parking Commission oversight.

VII PARKING COMMISSION COMMENTS

Ms. Herrera brought up a need for maintenance at the city parking lot at 104 Childers Place. Mr. Palmore said staff would take care of it.

Mr. Kean wondered if we knew if downtown sales and sales tax have increased with the uptick in parking. Ms. Matta will take a look at what data she can pull.

VIII VOIDING REQUESTS

Violation 200000110 - Ticket reduced to \$3.35 (amount of parking session).

IX ADJOURNMENT

The meeting was adjourned at 4:02 p.m.

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

	July 1, 2021 <u>August 31, 2021</u>	July 1, 2022 <u>August 31, 2022</u>	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	16,717	5,138	(11,579)
INVESTMENT EARNINGS	10	854	844
INTEREST	-		-
PARKING METER MONEY - DOWNTOWN	30,287	30,754	467
RESIDENTIAL			-
MAIN ST LOT	2,400		(2,400)
ROXY LOT	2,398	1,120	(1,278)
TRINITY LOT	-		-
FRANKLIN STREET LOT	540		(540)
PARKING SPACES	9,637	35,095	25,458
CONSTRUCTION PERMITS		50	50
APPLICATION FEE		30	30
GARAGES - LEASED SPACES - TRANSIT	3,328	1,320	(2,008)
CUMBERLAND PLAZA LEASED SPACES	(1,982)	1,665	3,647
CUMBERLAND PLAZA METER MONEY	20,653	20,655	2
MISCELLANEOUS	113	4	(109)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>84,101</u>	<u>96,685</u>	<u>12,584</u>
EXPENSES:			
SALARIES & WAGES	6,838	14,749	7,911
OPERATING	25,423	20,605	(4,819)
OTHER PROFESSIONAL SERVICES	24,000		(24,000)
BUILDING REPAIR & MAINTENANCE	852	814	(38)
OTHER REPAIR & MAINTENANCE	4,086	1,339	(2,747)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>61,199</u>	<u>37,507</u>	<u>(23,692)</u>
OPERATING PROFIT/(LOSS)	22,902	59,178	36,276
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	14,738	15,833	1,096
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>8,164</u></u>	<u><u>43,345</u></u>	<u><u>35,181</u></u>
PARKING FUND BALANCE		424,000	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2020 8/1/2019 8/31/2019	FY2021 8/1/2020 8/31/2020	FY2022 8/1/2021 8/31/2021	FY2023 8/1/2022 8/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 5,799.95	\$ 7,495.90	\$ 8,336.00	\$ 1,863.35
INVESTMENT EARNINGS	563.71	69.22	5.13	499.51
PARKING METER MONEY - DOWNTOWN	8,421.88	8,873.57	14,626.70	17,639.02
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	2,400.00	-
ROXY LOT	570.00	450.00	625.00	880.00
FRANKLIN STREET LOT	-	-	540.00	-
TRINITY LOT	-	-	-	-
PARKING SPACES	1,030.00	1,182.00	1,244.50	5,860.75
CONSTRUCTION PERMITS	30.00	160.00	-	-
RENTAL APPLICATION FEES	30.00	-	-	-
GARAGES - LEASED SPACES - TRANSIT	-	625.80	2,648.00	715.00
CUMBERLAND PLAZA LEASED SPACES	944.82	2,492.74	(10,601.71)	1,035.00
CUMBERLAND PLAZA METER MONEY	13,912.02	11,720.40	8,445.51	11,238.60
MISCELLANEOUS	71.22	55.00	67.62	1.60
TRANSFER IN FROM GENERAL FUND	-	-	-	-
	<u>31,373.60</u>	<u>33,124.63</u>	<u>28,336.75</u>	<u>39,732.83</u>
EXPENSES:				
SALARIES & WAGES	10,682.62	7,328.71	3,762.68	10,625.23
OPERATING	8,144.06	23,314.60	6,919.07	7,038.16
OTHER PROFESSIONAL SERVICES	-	12,000.00	12,000.00	-
BUILDING REPAIR & MAINTENANCE	363.39	1,080.14	458.07	406.90
OTHER REPAIR & MAINTENANCE	1,313.14	2,580.00	4,085.91	1,282.30
OTHER EQUIPMENT PURCHASES	-	-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	-	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>20,503.21</u>	<u>46,303.45</u>	<u>27,225.73</u>	<u>19,352.59</u>
OPERATING INCOME/(LOSS)	10,870.39	(13,178.82)	1,111.02	20,380.24
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>\$ 3,501.56</u>	<u>\$ (20,547.65)</u>	<u>\$ (6,257.81)</u>	<u>\$ 12,463.58</u>