



PARKING COMMISSION AGENDA

DATE: January 17, 2023

**MEETING LOCATION: CITY HALL MAYOR'S CONFERENCE ROOM
ONE PUBLIC SQUARE
CLARKSVILLE, TN 37040**

TIME: 12:30 P.M.

I. CALL TO ORDER

II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)

- **Andrea Herrera**
- **Andy Kean**
- **Councilperson Joe Shakeenab**
- **David Shelton**

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: December 20, 2022

V. DEPARTMENT REPORTS

- 1. Management Report**
 - a. Ballpark Financials**
 - b. ParkMobile Financials**
 - c. Manager Voids**
 - d. Parking Garage Update**
 - e. Parking Timeline**
 - f. Social Media/Video Update**
 - g. Handicap/Van Accessible Spaces**

- 2. Financial Report**

VI. NEW BUSINESS

- 1. County/Commission Passes**

VII. OLD BUSINESS

- 1. Yearly Parking Pass - Fundraiser Prize**

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: December 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 David Shelton at 3:02 p.m.

II QUORUM CHECK

Additional members present were Andy Kean and Andrea Herrera

III ADOPTION OF MINUTES:

Ms. Herrera made a motion to approve the minutes, Mr. Shelton seconded. The minutes from November 15th, 2022 were adopted.

IV GUEST(S)

No guests were present.

V DEPARTMENT REPORTS

Manager's Report

Ballpark Financials: Michael Palmore, Parking Manager, reported 547 tickets were written, 541 were valid, 168 have been paid, which gives us a total of \$4,310.00 in revenue for the month of November.

Parkmobile Financials: For the month of November, we had 4100 transactions with a total of almost \$12,000 in revenue, which is a decrease in transactions of 457 and a decrease in revenue of almost \$900.00.

Parking Garage Update: Mr. Palmore reported that we are now in the budget phase where we are meeting with our consultants to see if any of the adjustments we've made affect the numbers. From there we will confirm the design and begin construction. At this point we are looking at breaking ground in March with an anticipated 1 year timeline for completion.

Leaf on Third Voids: It came to our attention that the zone known as Leaf on Third had not been activated which meant that people could not pay, so violations written in that zone will be voided.

Parking Timeline: F&M Arena will have a soft opening in March with a few events having 500-1500 people. Starting in May, there will be major events averaging 4500 people. There is a committee made up of various agencies meeting monthly to discuss a game plan from an operational standpoint.

Financial Report

The financial report was presented by Regina Hampton. For the month of November we had revenues of \$38,838. Our expenses were \$16,137, so we had an operating profit of \$22,700. After depreciation, we had a net profit of \$14,783. Year to date through November, revenues are \$228,710.00. Expenses are \$82,945. So we have an operating profit of \$145,765 and after depreciation we have a net profit of \$106,181.

VI NEW BUSINESS

1. Vote for New Chairperson

Andy Kean moved to table the vote on a new chairperson until we have a full Parking Commission (5 members). Ms. Herrera seconded and the motion carried. Mr. Shelton will run the meetings in the interim.

2. Handicap Parking in Reserved Areas

Mr. Palmore reports that previously, anyone with a handicap tag could park in any legal parking space except for reserved parking spaces. After a conversation with City Attorney, Lance Baker, that is no longer the case and anyone with a valid handicap plate or tag can park anywhere downtown, reserved or not reserved.

3. Yearly Parking Pass - Fundraiser Prize

Ms. Herrera was asked to find out if the Parking Commission would donate a parking pass to be part of a fundraising package. There was concern this would set a precedent. It was decided that a better option would be to offer an annual pass for purchase if someone wanted to buy it and donate it to a fundraiser. Mr. Palmore will determine a price for an annual pass for fundraisers and present it at the January meeting. Mr. Shelton moved to table the discussion until the January meeting, Mr. Kean seconded and the motion carried.

4. Parking Study Results

Jeff Tindall of the Regional Planning Commission replaced Ryan Bowie on the review committee. The results of the review are Desman in first place, THA second, SP+ third, and Walter P. Moore fourth. The plan is to bring Desman in for a presentation in January.

VII OLD BUSINESS

1. Town Hall Meeting

In light of the Parking Study, this discussion is taken off the agenda until further notice.

VIII PARKING COMMISSION COMMENTS

2. Mr. Kean asked about evening and weekend enforcement related to events at the F&M Arena. Mr. Palmore said in light of event parking, night and weekend enforcement will have to be considered. Mr. Shelton would also like to see coordination with the county in terms of shared standards for parking enforcement.

3. Mr. Shelton would like to have a discussion on the agenda for the next meeting about County Commissioner parking passes.

IX **VOIDING REQUESTS**

 No Action

 Violation 200002077

 Violation 200001737

 Violation 200001922

 Violation 200001928

 Violation 200002006

 Violation 200002229

 Void

 Violation 200002182

 Violation 200002222

 Violation 200002360

 Violation 200002255

 Violation 200002312

X **ADJOURNMENT**

The meeting was adjourned at 4:13 p.m.

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 RESIDENTIAL	78,113	93,989	15,875
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><u>5,689</u></u>	<u><u>107,473</u></u>	<u><u>101,784</u></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):	<u>\$ 9,570.97</u>	<u>\$ (2,103.64)</u>	<u>\$ 1,845.63</u>	<u>\$ 1,290.24</u>