



PARKING COMMISSION AGENDA

DATE: June 21, 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: May 21, 2022

V. DEPARTMENT REPORTS

- 1. Management Report**
 - a. Signage Update**
 - b. New Loading Zone/Curbside Signage**
 - c. Rainbow Stickers**
 - d. ParkMobile Pins**
 - e. ParkMobile Video**
 - f. ParkMobile Flyers**
 - g. ParkMobile Financial**
 - h. Ballpark Update**
- 2. Financial Report**

VI. NEW BUSINESS

- 1. Violations**
- 2. Violation Fees**
- 3. Discuss vote for new chair (July Meeting)**

VII. PARKING COMMISSION COMMENTS

VIII. VOIDING REQUESTS

IX. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: May 17, 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 3:00 p.m.

II QUORUM CHECK

Members present were Andrea Hererra, Andy Kean, and David Shelton.

III ADOPTION OF MINUTES:

Mr. Kean made a motion to adopt minutes from April 19, 2022. Ryan Bowie seconded and the motion carried.

IV GUEST(S)

No guests comments were made.

V DEPARTMENT REPORTS

Manager's Report:

Michael Palmore, Parking Manager, reports that we have an inventory of 45 4G IPS meters and 105 2G IPS meters that have been pulled from the field. Pictures have been taken and submitted to Purchasing so they can be listed on the Gov Deals auction site. The 2G meters are obsolete at this point and they will be sold as a package at net book value, which Laurie Matta is working on.

Mr. Palmore presented the new street parking signs which show parking rates and how to pay by coin or ParkMobile. These will go on every parking meter pole. Also presented were options for stickers that would be affixed to the parking meter heads as well as signs for ParkMobile zone numbers which will be mounted on light poles. We have five new Curbside Pickup signs and they will be installed in a position less likely to be hit.

As previously announced, street parking enforcement was reinstated on May 1. Mr. Palmore reported that since the beginning of the month, there have been 16,167 ParkMobile transactions, but with the analog meters we do not have a way to track how many coin transactions have taken place. He said that meters will need to be emptied weekly to avoid jams due to being full of coins.

Mr. Palmore invited Laurie Matta to discuss valet parking. She said she had received an inquiry about valet parking from a coming business. We have a city code that

addresses valet parking and it falls under the Parking Commission. Valet parking on public streets requires a permit from the Parking Commission and has to be ADA compliant. According to Eric Bittner, Deputy City Attorney, businesses do not need a permit if they want to have valet parking in their own parking lot.

Financial Report

The financial report was presented by Laurie Matta, CFO. Revenues were down \$82,000 from the same time last year as we weren't doing a lot of collections this past month due to the transition to analog meters. We have a loss for the year-to-date of \$42,657. The month-to-month comparison report was incorrect and the corrected report will be emailed.

Regarding the FY23 budget, a change will be made to move employee salaries into the Parking Fund. Previously, when the city had a Parking Authority, they were designed to be a separate entity and they contracted with the city to provide services. But it hasn't been that way for some time so it was decided to move salaries under the Parking Fund where they should be. Mr. Palmore reported that a parking study was included in the budget. Also, a part-time position was changed to a full-time position. On the enforcement side, we budgeted for a conversion to Ballparc enforcement software as the Cardinal software we have been using is outdated. Ballparc has a streamlined process for pulling reports, which will give us the information we need to pursue collections.

VI NEW BUSINESS

1. Go-Live Date - New Violation Increase

Mr. Bowie made a motion to make the go-live date for the new violation rates effective July 1, 2022. Mr. Kean made an amendment to have the go-live date coincide with the implementation of the Ballparc software. With the amendment, the motion passed with all in favor.

2. Monthly Permit

Mr. Palmore said that there have been a lot of requests for the reinstatement of annual passes for parking. Mr. Bowie made a motion to table the discussion until December 2022 so we have a full year to experience what has been put in place and all were in favor.

3. New Loading Zone

The Art Store has requested that the No Parking Zone in front of their business be converted into a Loading Zone. Ms. Herrera made a motion to convert the space to a Loading Zone, Mr. Shelton seconded and the motion passed.

4. Town Hall

Mr. Palmore would like to hold another Town Hall meeting. This was tabled until the July meeting, after the new budget is in place, with an eye toward a date in the fall.

5. ParkMobile Promotions

Mr. Palmore reported that ParkMobile charges \$250 for 1000 promotional codes, that can be used any way we want to.

VII PARKING COMMISSION COMMENTS

Mr. Bowie noted that there are parking spaces in front of City Hall where the curb is painted yellow but they are valid parking spaces. He requests that the yellow paint be removed. Mr. Palmore will address it.

VIII VOIDING REQUESTS

Void: 503784

No action: 503848, 503792, 170115481

IX. ADJOURNMENT—The meeting was adjourned at 4:16 p.m.

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

	<u>July 1, 2020</u> <u>May 31, 2021</u>	<u>July 1, 2021</u> <u>May 31, 2022</u>	<u>Increase</u> <u>(Decrease)</u>
REVENUES:			
PARKING METER FINES - TICKETS	99,857	57,759	(42,098)
INVESTMENT EARNINGS	430	385	(45)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	112,590	128,778	16,188
RESIDENTIAL		50	50
MAIN ST LOT	657	2,400	1,743
ROXY LOT	10,567	9,153	(1,415)
TRINITY LOT			-
FRANKLIN STREET LOT	1,440	540	(900)
PARKING SPACES / LOADING ZONES	33,619	55,760	22,141
CONSTRUCTION PERMITS	2,300	3,590	1,290
APPLICATION FEE	210	180	(30)
GARAGES - LEASED SPACES - TRANSIT	11,847	14,008	2,160
CUMBERLAND PLAZA LEASED SPACES	42,182	3,300	(38,882)
CUMBERLAND PLAZA METER MONEY	110,310	73,982	(36,327)
MISCELLANEOUS	705	1,390	685
Includes additional hang tags,			-
CityCourt/Pcard Rebate/other rental			
TRANSFER IN FROM GENERAL FUND	-		-
	<u>426,714</u>	<u>351,274</u>	<u>(75,440)</u>
EXPENSES:			
SALARIES & WAGES	105,463	93,009	(12,454)
OPERATING	100,418	62,070	(38,348)
OTHER PROFESSIONAL SERVICES	132,000	87,000	(45,000)
BUILDING REPAIR & MAINTENANCE	8,908	8,605	(304)
OTHER REPAIR & MAINTENANCE	5,920	22,701	16,781
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT	-		-
OTHER		3,377	3,377
IMPROVEMENTS (NON-BUILDINGS)			-
AMORTIZATION EXPENSE	-	-	-
	<u>352,709</u>	<u>276,762</u>	<u>(75,948)</u>
OPERATING PROFIT/(LOSS)	74,005	74,512	507
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	81,057	81,057	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>(7,052)</u></u>	<u><u>(6,545)</u></u>	<u><u>507</u></u>
PARKING FUND BALANCE		649,228	

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 5/1/2019 5/31/2019	FY2020 5/1/2020 05/31/2020	FY2021 5/1/2021 5/31/2021	FY2022 5/1/2022 5/31/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 10,596.49	\$ 4,663.00	\$ 8,027.00	\$ 4,686.00
INVESTMENT EARNINGS	603.07	130.61	\$ 2.56	174.64
PARKING METER MONEY - DOWNTOWN	9,052.03	3,044.50	\$ 10,167.85	18,194.66
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M			\$ 180.00	
ROXY LOT	1,907.08	1,740.00	\$ 987.50	1,000.00
FRANKLIN STREET LOT				
TRINITY LOT				
PARKING SPACES / LOADING ZONES	1,025.00	1,146.00	\$ 1,204.50	6,450.00
CONSTRUCTION PERMITS	80.00		\$ 410.00	1,440.00
RENTAL APPLICATION FEES	60.00		\$ 60.00	
GARAGES - LEASED SPACES - TRANSIT		640.00	\$ 1,152.00	1,320.00
CUMBERLAND PLAZA LEASED SPACES	1,804.00	1082.20	\$ 1,303.41	1,170.00
CUMBERLAND PLAZA METER MONEY	12,105.30	5,479.00	\$ 13,341.90	9,914.62
MISCELLANEOUS	120.44	59.34	\$ 110.12	3.28
TRANSFER IN FROM GENERAL FUND	-	-		
	<u>37,353.41</u>	<u>17,984.65</u>	<u>\$ 36,946.84</u>	<u>44,353.20</u>
EXPENSES:				
SALARIES & WAGES	15,160.62	11,354.84	\$ 8,831.84	8,085.21
OPERATING	5,992.85	5,621.53	\$ 5,035.82	\$ 3,476.56
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	
BUILDING REPAIR & MAINTENANCE	363.39	363.39	\$ 446.56	917.26
OTHER REPAIR & MAINTENANCE	4,996.99	6.01	\$ 216.33	\$ 4,259.64
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT			\$ -	
OTHER			\$ -	
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>26,513.85</u>	<u>17,345.77</u>	<u>\$ 26,530.55</u>	<u>16,738.67</u>
OPERATING INCOME/(LOSS)	10,839.56	638.88	\$ 10,416.29	27,614.53
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,538.15</u>	<u>7,368.83</u>	<u>\$ 7,368.83</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	<u><u>\$ 3,301.41</u></u>	<u><u>\$ (6,729.95)</u></u>	<u><u>\$ 3,047.46</u></u>	<u><u>\$ 20,245.70</u></u>

CITY OF CLARKSVILLE
PARKING AUTHORITY REVENUE & EXPENDITURE COMPARISON

	FY2019 4/1/2019 4/30/2019	FY2020 4/1/2020 04/30/2020	FY2021 4/1/2021 4/30/2021	FY2022 4/1/2022 4/30/2022
REVENUES:				
PARKING METER FINES - TICKETS	\$ 9,622.99	\$ 3,706.97	\$ 15,916.97	\$ 3,926.00
INVESTMENT EARNINGS	584.89	210.50	\$ 4.97	91.93
PARKING METER MONEY - DOWNTOWN	6,613.38	760.38	\$ 11,143.80	6,683.93
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M	185.00			
ROXY LOT	1,261.32	200.00	\$ 892.50	360.00
FRANKLIN STREET LOT				
TRINITY LOT				
PARKING SPACES / LOADING ZONES	2,117.00	2,119.00	\$ 2,062.50	11,704.15
CONSTRUCTION PERMITS	200.00			700.00
RENTAL APPLICATION FEES	60.00			
GARAGES - LEASED SPACES - TRANSIT	1,200.00	800.00	\$ 1,332.00	715.00
CUMBERLAND PLAZA LEASED SPACES	7,448.00	6416.00	\$ 7,242.00	1,035.00
CUMBERLAND PLAZA METER MONEY	14,230.45	673.00	\$ 9,763.97	11,296.25
MISCELLANEOUS	68.74	8.66	\$ 42.26	3.28
TRANSFER IN FROM GENERAL FUND	-	-		
	<u>43,591.77</u>	<u>14,894.51</u>	<u>\$ 48,400.97</u>	<u>36,515.54</u>
EXPENSES:				
SALARIES & WAGES	8,162.48	11,928.36	\$ 7,447.22	8,779.69
OPERATING	14,755.67	10,698.93	\$ 8,625.26	\$ 3,792.43
OTHER PROFESSIONAL SERVICES			\$ 12,000.00	
BUILDING REPAIR & MAINTENANCE	413.39	363.39	\$ 393.98	798.67
OTHER REPAIR & MAINTENANCE	133.48			\$ 2,625.19
OTHER EQUIPMENT PURCHASES				
INTEREST - OTHER DEBT			\$ -	
OTHER			\$ -	
IMPROVEMENTS (NON-BUILDINGS)	-		\$ -	-
	<u>23,465.02</u>	<u>22,990.68</u>	<u>\$ 28,466.46</u>	<u>15,995.98</u>
OPERATING INCOME/(LOSS)	20,126.75	(8,096.17)	\$ 19,934.51	20,519.56
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,538.15	7,368.83	\$ 7,368.83	7,368.83
	<u>7,538.15</u>	<u>7,368.83</u>	<u>\$ 7,368.83</u>	<u>7,368.83</u>
NET PROFIT/(LOSS):	<u><u>\$ 12,588.60</u></u>	<u><u>\$ (15,465.00)</u></u>	<u><u>\$ 12,565.68</u></u>	<u><u>\$ 13,150.73</u></u>