



## **PARKING COMMISSION AGENDA**

**DATE: July 19, 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: June 21, 2022**

**V. DEPARTMENT REPORTS**

**1. Management Report**

- a. **ParkMobile Financials**
- b. **Loading Zone**
- c. **Signage**
- d. **ParkMobile Stickers**
- e. **Enforcement**
- f. **MacKay Meter**
- g. **Billy Dunlop Park**
- h. **The Press Signage**

**2. Financial Report**

**VI. NEW BUSINESS**

1. **Parking Study**
2. **Tita Boba Parking**
3. **Vote for New Chair**

**VII. PARKING COMMISSION COMMENTS**

**VIII. VOIDING REQUESTS**

**IX. ADJOURNMENT**



## **PARKING COMMISSION MINUTES**

**DATE: June 21, 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 3:03 p.m.

### **II QUORUM CHECK**

Additional members present were Andrea Herrera and Andy Kean.

### **III ADOPTION OF MINUTES:**

Mr. Kean made a motion to adopt minutes from May 17, 2022. Ms. Herrera seconded and the motion carried.

### **IV GUEST(S)**

Martin Harris was present to contest a violation at Billy Dunlop Park due to a lack of sufficient marking. He was instructed to fill out a void request in the appropriate time frame so that it can be addressed at the July meeting.

### **V DEPARTMENT REPORTS**

#### **Manager's Report:**

Michael Palmore, Parking Manager, reports that all Meter Signs are in place with the exception of 2nd and Public Square and those will be done this week. ParkMobile zone signs will be installed by the middle of July.

Everything is in place with the Street Department to put the new Loading Zone and curbside signage in place.

Mr. Palmore presented the new "rainbow stickers" for the meters with the requested white text instead of black. He also presented a ParkMobile map which has been updated to include pins for zones in the downtown core. A ParkMobile tutorial video will be uploaded to the website by the end of the week. A ParkMobile flyer is in the works and will be completed after sign installation is complete. So far in the month of June there have been 18,149 transactions and about \$5300 in revenue.

#### **Financial Report**

The financial report was presented by Laurie Matta, CFO. Looking at meter money from July to May, compared to last year we are up \$16,000. Meter fines are down but that should go back up when Parking Enforcement is fully staffed. Leased spaces are down due to issues with the Kiosks. All of our expenses are under compared to last

year's expenses due to the staffing shortages. Other Repairs and Maintenance is up \$16,000 in part due to signage costs. Year-to-date, we have a loss of \$6545.00 which isn't bad considering all the changes in Parking. Month-to-month we are up \$17,000 over last year in the same month.

City Council has changed how things are going to get reported starting in July in the new budget year. The Finance Department used to provide services for Parking and Parking paid the Finance Department back. But now everything will live in the Parking Fund.

## **VI NEW BUSINESS**

### **1. Violations**

Mr. Palmore asked for clarification on a previous vote to increase \$10 violations to \$20. The Commission stated that only \$10 overtime parking violations were to be increased.

### **2. Violation Fees**

Ms. Herrera made a motion to combine the "restricted" and "reserved" violations into one violation and keep the penalty at \$40.00. Mr. Shelton seconded and the motion passed.

### **3. Discuss vote for new Chairperson**

Ms. Matta said that a vote on a new Chairperson should take place after the new members are in place.

## **VII MISCELLANEOUS DISCUSSION**

Captain Welty reported an uptick in violations, particularly at Billy Dunlop Robert Clark Park. CPD has upped their presence in these parks to try to curb unlawful behavior. Boulders have been placed as a deterrent, and adequate signage is present. Ms. Herrera suggested wire cables to delineate rows in the gravel parking areas so that more cars will fit. Mr. Palmore will be meeting Friday with Parks and Recreation Director, Jennifer Letourneau to discuss parking in these areas.

## **VIII VOIDING REQUESTS**

Void:

504111, 170115587, 170115618

No action:

170214184, 502054, 502742, 503940, 503977, 503975, 503953, 170214309, 170214208

## **IX. ADJOURNMENT**

The meeting was adjourned at 4:57 p.m.

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

	<u>July 1, 2020</u> <u>June 30, 2021</u>	<u>July 1, 2021</u> <u>June 30, 2022</u>	<u>Increase</u> <u>(Decrease)</u>
<b>REVENUES:</b>			
PARKING METER FINES - TICKETS	102,929	63,683	(39,246)
INVESTMENT EARNINGS	432	385	(47)
INTEREST			-
PARKING METER MONEY - DOWNTOWN	130,259	146,321	16,062
RESIDENTIAL		50	50
MAIN ST LOT	657	2,400	1,743
ROXY LOT	10,767	9,553	(1,215)
TRINITY LOT			-
FRANKLIN STREET LOT	1,440	540	(900)
PARKING SPACES / LOADING ZONES	34,853	64,787	29,934
CONSTRUCTION PERMITS	2,300	4,065	1,765
APPLICATION FEE	210	210	-
GARAGES - LEASED SPACES - TRANSIT	12,503	14,558	2,054
CUMBERLAND PLAZA LEASED SPACES	44,589	4,155	(40,434)
CUMBERLAND PLAZA METER MONEY	121,923	86,475	(35,448)
MISCELLANEOUS	914	1,410	496
Includes additional hang tags,			-
CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>463,778</u>	<u>398,592</u>	<u>(65,186)</u>
<b>EXPENSES:</b>			
SALARIES & WAGES	123,833	105,127	(18,705)
OPERATING	109,236	69,259	(39,977)
OTHER PROFESSIONAL SERVICES	144,000	87,000	(57,000)
BUILDING REPAIR & MAINTENANCE	9,607	8,501	(1,106)
OTHER REPAIR & MAINENANCE	5,976	22,752	16,775
OTHER EQUIPMENT PURCHASES			-
INTEREST - OTHER DEBT			-
OTHER		3,377	3,377
IMPROVEMENTS (NON-BUILDINGS)			-
AMORTIZATION EXPENSE	-	-	-
	<u>392,652</u>	<u>296,016</u>	<u>(96,636)</u>
<b>OPERATING PROFIT/(LOSS)</b>	<b>71,125</b>	<b>102,575</b>	<b>31,450</b>
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	87,430	88,426	995
<b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>	<b><u>(16,305)</u></b>	<b><u>14,150</u></b>	<b><u>30,455</u></b>
<b>PARKING FUND BALANCE</b>		<b>649,228</b>	