



## **PARKING COMMISSION AGENDA**

**DATE: August 16, 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: July 19, 2022**

**V. DEPARTMENT REPORTS**

- 1. Management Report**
  - a. Signage Update (Loading Zones and Curbside)**
  - b. ParkMobile Financials**
  - c. ParkMobile Flyers**
  - d. Balparc Portal Overview**
  - e. Ballparc Financials**
  - f. Billy Dunlop Park**
- 2. Financial Report**

**VI. NEW BUSINESS**

- 1. New Violations**
- 2. Parking Study**
- 3. Parking Garage**
- 4. CBID Map/Boundaries**

**VII. PARKING COMMISSION COMMENTS**

**VIII. VOIDING REQUESTS**

**IX. ADJOURNMENT**



## **PARKING COMMISSION MINUTES**

**DATE: July 19, 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 3:02 p.m.

### **II QUORUM CHECK**

Additional members present were Andrea Herrera, Andy Kean and David Shelton.

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

Ms. Herrera made a motion to adopt minutes from June 21, 2022. Mr. Shelton seconded and the motion carried.

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

No guests were present.

### **V DEPARTMENT REPORTS**

**Manager's Report:**

Michael Palmore reports that Councilperson Wanda Smith will no longer be on the Commission. Councilperson Joe Shakeenab has been appointed as the new member of the Parking Commission.

ParkMobile transactions were down by 291 transactions and revenue was down about \$1000.00, likely due to the 4th of July holiday weekend but overall we are still trending well with ParkMobile.

The Loading Zone in front of the Art Studio should be in place in about 10 days. Ms. Herrera brought up an instance where the County Sheriff recently had a vehicle towed from a Loading Zone on a Saturday night in spite of the fact that it was outside the hours of enforcement. Laurie Matta said the Sheriff's Department doesn't have jurisdiction to enforce City laws. She will check with Chief Crockarell.

Mr. Palmore reported that our new rate signs were posted too low and will be relocated onto the light poles. Additional signs have been ordered for the Cumberland Garage as some people are unaware they can park on the lower level. Mr. Bowie suggested directional arrows on the pavement. Additional signs will also be added at the entrance of the areas reserved for The Press.

Enforcement is still on pause as Ballparc is waiting for information from Cardinal but it should be taken care of by the end of the week so enforcement can resume.

One of the new MacKay kiosks has been repaired but now the other needs repair. MacKay has been notified.

Additional areas have been blocked off at Billy Dunlop park in an effort of define the parking areas but more work needs to be done so that parking can be enforced.

#### **Financial Report**

The financial report was presented by Laurie Matta, CFO. Preliminary Fiscal Year End reports show revenues are down \$65,000 which makes sense based on all the changes that have been made. Expenses are also down almost \$100,000 from last year. After depreciation expense for the year, we're showing a profit of \$14,000. Comparing month to month, June of last year to June of this year, you can see a significant difference because last year there was a \$10,000 loss for the month and this year we have a \$20,000 gain.

### **VI NEW BUSINESS**

#### **1. Parking Study**

Ms. Matta explained that if you do a Request for Qualifications, you give a general description of what you think you want and then tell them to give us your ideas. After we're done rating them based on qualification and what they propose to deliver, then we pick our top candidate and start negotiations on price and scope. If that doesn't work we go to the second one. A Special Called Session will be held August 8. Commission members will bring ideas to put together the general description for the RFQ.

#### **2. Tita Boba**

This business has asked for dedicated parking spaces. Ms. Herrera made a motion to convert two parking spaces on First St. currently reserved for City Hall vehicles to metered spaces. Mr. Shelton seconded and the motion passed.

#### **3. Vote for New Chair**

Mr. Bowie and Ms. Herrera are willing to serve a second term on the Commission. Mr. Shelton nominated Mr. Bowie to serve as Chair, Ms. Herrera seconded, and the motion passed. Mr. Bowie accepted.

### **VII MISCELLANEOUS DISCUSSION**

Mr. Bowie suggested a Welcome Packet for new Commission members. He will send Mr. Palmore the template used when welcoming board members at The Roxy.

Mr. Shelton made note that he is a candidate for County Commissioner and should he win he hopes to facilitate better dialogue with County Government.

VIII **VOIDING REQUESTS**

**Void:**

**504101, 504100,**

**No action:**

**503979, 503980, 170214402, 170115819**

IX. **ADJOURNMENT**

**The meeting was adjourned at 5:23 p.m.**