



PARKING COMMISSION AGENDA

DATE: November 15, 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: October 18, 2022

V. DEPARTMENT REPORTS

- 1. Management Report**
 - a. Ballpark Financials**
 - b. Parkmobile Financials**
 - c. Parking Garage Update**
 - d. Parking Study RFQ Update**
- 2. Financial Report**

VI. NEW BUSINESS

- 1. Town Hall Meeting**
- 2. Holiday Free Parking**
- 3. Warning Tickets**

VII. OLD BUSINESS

- 1. New Pay Machines**

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT



PARKING COMMISSION MINUTES

DATE: October 18, 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 Chairperson Ryan Bowie at 3:00 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 September 18th, 2022. Mr. Shelton seconded and the motion carried.

IV GUEST(S)

Heather Fields was present to contest her parking ticket.

V DEPARTMENT REPORTS

Manager's Report:

Ballpark Financials: 542 tickets were written, 515 were valid, 27 were waived, 139 have been paid, which gives us a total of \$3850 in violation revenue. Fiscal YTD, July 1 to October 17, 2022 we have written 1458 tickets, 1300 are valid, 111 have been waived, and 358 have been paid, for a total of \$10,000 in parking fines.

Parkmobile Financials: For the month of September we had 4700 transactions with a total of almost \$13,000 in revenue, which is 172 more transactions and almost \$715 more in revenue than we did in August.

Parking Garage Update

The plan is for 587 spaces, 15 of those spaces will be charging stations. The lower level will include 68 spaces for CPD.

Parking Study RFQ Update

The RFQ has been submitted to Purchasing. Sometime in November we'll be able to open up the bids and hopefully get started in December.

Meter Number Stickers

Currently, the meters each have a unique number. Some people are confusing the meter number with the Parkmobile zone number, so we are going to remove the meter numbers.

Financial Report

The financial report was presented by Laurie Matta, CFO. At the end of the first quarter of the fiscal year, ending September 30th, it shows revenues were \$132,000, up by \$13,000. Expenses are down, only \$15,895 for the quarter. We have a profit of \$81,000, and after taking depreciation out, it brings a net profit of \$57,000.

When we compare this September to last September, we doubled our profit. Revenues were still at \$32,000, but expenditures are at \$13,000 and since costs are down, the net profit went from \$5000 to \$11,000.

VI NEW BUSINESS

1. Grace Periods

Some people aren't utilizing Parkmobile notifications or are claiming their meter just ran out and the possibility of instituting a grace period was brought up. The consensus was that better education in the form of Social Media and bringing back "Did You Know" posts would be preferable.

2. Parking Manager Authority

Ms. Matta reminded the board that the citizens have a right to be heard and even those who have "cut and dried" violations have a right to come before the Parking Commission. The type of violation the Parking Manager can void are those where there has clearly been an error, such as a machine malfunction or ticket to a handicapped person in a viable space.

VII OLD BUSINESS

1. New Pay Machines

These will be installed the first week in November. They will accept coins and cards only.

VIII VOIDING REQUESTS

No Action

Violation 200001103

Violation 200001144

Violation 200000927

Violation 200001033

Violation 200001020

Violation 200000967

Violation 200001294

Violation 200000799

Violation 200000800

IX ADJOURNMENT

The meeting was adjourned at 4:19 p.m.