



PARKING COMMISSION AGENDA

DATE: March 21, 2023

**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)

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

III. PUBLIC COMMENTS (limit 5 minutes each)

IV. ADOPTION OF MINUTES: February 21, 2023

V. DEPARTMENT REPORTS

1. **Management Report**
 - a. **Ballparc Financials**
 - b. **ParkMobile Financials**
 - c. **Parking Manager Voids**
 - d. **Parking Garage Update**
 - e. **Parking Timeline - Desman**
 - f. **Social Media/Video Update**
2. **Financial Report**

VI. NEW BUSINESS

1. **Valet Parking Opportunity (Matthew Primes)**

VII. OLD BUSINESS

1. **Yearly Passes - Parkmobile**
2. **Sign Height (Street Department)**
3. **Tita Boba Metered Spaces**
4. **Presbyterian Church Parking**

VIII. PARKING COMMISSION COMMENTS

IX. VOIDING REQUESTS

X. ADJOURNMENT

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

	July 1, 2021 February 28, 2022	July 1, 2022 February 28, 2023	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	44,767	42,467	(2,300)
INVESTMENT EARNINGS	69	6,277	6,208
INTEREST			-
PARKING METER MONEY - DOWNTOWN RESIDENTIAL	95,519	128,787	33,269
MAIN ST LOT	2,400		(2,400)
ROXY LOT	6,833	5,654	(1,178)
TRINITY LOT			-
FRANKLIN STREET LOT	540		(540)
LEASED SPACES	32,071	88,107	56,036
CONSTRUCTION PERMITS	1,370	160	(1,210)
APPLICATION FEE	150	30	(120)
GARAGES - LEASED SPACES - TRANSIT	10,130	5,555	(4,575)
CUMBERLAND PLAZA LEASED SPACES	375	6,288	5,913
CUMBERLAND PLAZA METER MONEY	52,697	70,278	17,581
MISCELLANEOUS	629	13	(616)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>247,550</u>	<u>353,617</u>	<u>106,067</u>
EXPENSES:			
SALARIES & WAGES	43,676	81,158	37,482
OPERATING	51,353	54,876	3,523
OTHER PROFESSIONAL SERVICES	87,000		(87,000)
BUILDING REPAIR & MAINTENANCE	8,357	3,528	(4,829)
OTHER REPAIR & MAINTENANCE	13,880	7,862	(6,018)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	3,377		(3,377)
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>207,644</u>	<u>147,424</u>	<u>(60,219)</u>
OPERATING PROFIT/(LOSS)	39,906	206,192	166,286
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	58,952	63,336	4,384
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>(19,046)</u>	<u>142,856</u>	<u>161,902</u>
PARKING FUND BALANCE		649,228	

**CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON**

	FY2020 2/1/2020 2/28/2020	FY2021 2/1/2021 2/28/2021	FY2022 2/1/2022 2/28/2022	FY2023 2/1/2023 2/28/2023
REVENUES:				
PARKING METER FINES - TICKETS	\$ 9,505.50	\$ 2,613.98	\$ 3,099.00	\$ 7,849.00
INVESTMENT EARNINGS	398.80	23.18	18.54	1,065.64
PARKING METER MONEY - DOWNTOWN	8,086.05	6,587.12	6,639.39	15,167.52
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M		300.00	(25.00)	-
ROXY LOT	725.00	839.90	880.00	720.00
FRANKLIN STREET LOT				-
TRINITY LOT		-	-	-
LEASED SPACES	1,186.00	1,204.50	5,006.00	5,901.25
CONSTRUCTION PERMITS			930.00	
RENTAL APPLICATION FEES			90.00	-
GARAGES - LEASED SPACES - TRANSIT	520.00	930.00	670.00	990.00
CUMBERLAND PLAZA LEASED SPACES	1,227.66	2,016.00	796.50	765.00
CUMBERLAND PLAZA METER MONEY	15,023.95	3,847.50	2,329.15	7,586.55
MISCELLANEOUS	52.12	73.52	43.62	4.84
TRANSFER IN FROM GENERAL FUND		-	-	-
	36,725.08	18,435.70	20,477.20	40,049.80
EXPENSES:				
SALARIES & WAGES	53,865.28	10,287.43	4,669.16	11,818.97
OPERATING	9,048.90	9,809.02	3,459.96	8,289.39
OTHER PROFESSIONAL SERVICES		12,000.00	9,000.00	-
BUILDING REPAIR & MAINTENANCE	587.63	393.98	2,184.93	421.14
OTHER REPAIR & MAINTENANCE	91.95	602.32	3,620.41	2,673.40
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)		-	-	-
	63,593.76	33,092.75	22,934.46	23,202.90
OPERATING INCOME/(LOSS)	(26,868.68)	(14,657.05)	(2,457.26)	16,846.90
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,368.83	7,368.83	7,368.83	7,916.66
NET PROFIT/(LOSS):	\$ (34,237.51)	\$ (22,025.88)	\$ (9,826.09)	\$ 8,930.24



PARKING COMMISSION MINUTES

DATE: February 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 3:02 p.m.

II QUORUM CHECK

Additional members present were Andrea Herrera, Andy Kean, Melissa Schaffner, David Shelton, and Joe Shakeenab (arrived 3:50).

III ADOPTION OF MINUTES:

Mr. Shelton made a motion to approve the minutes, Ms. Herrera seconded. The minutes from January 17, 2023 were adopted.

IV GUEST(S)

No guests were present.

V DEPARTMENT REPORTS

Manager's Report

Michael Palmore, Parking Manager, presented the Ballparc and ParkMobile financials (attached).

Mr. Palmore also presented the Parking Manager Voids for the month of January (attached) and for the benefit of the new member of the Parking Commission, gave a review of the situations where he is allowed to void a ticket.

Desman Timeline - Mr. Palmore presented a timeline and discussed upcoming meetings, data collection, and the final price for the study. He also discussed plans that are in place for interaction with downtown stakeholders as well as with the City Councilmembers.

Social Media Update - Mr. Palmore would like to have a point of contact from Parking work with Casey Williams on Social Media. Ms. Herrera stressed the need for transparency.

Parking Garage Update - Mr. Palmore reported that we are in the middle of a budget amendment of about 4.3 million dollars which needs to be approved by the City Council with hopes of breaking ground in late April.