



## **PARKING COMMISSION AGENDA**

**DATE: February 24, 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. ADOPTION OF MINUTES: February 15, 2021**

**IV. GUEST(S): Public Comments (limit 5 minutes each)  
Jeff Robinson**

**V. NEW BUSINESS**

- 1. Lance Baker, City Attorney**
  - a. Parking Authority vs Parking Commission**
    - i. Parking Organizational Names**
  - b. Powers and Duties of the Parking Commission**
  - c. City Code of Ethics-Conflict of Interest**
  - d. Open Meeting and Records Act**
  - e. Parkmobile Contract Overview**
- 2. Laurie Matta, CFO**
  - a. Parking Financial Overview**
  - b. Parking Proforma for Downtown Parking Options**
  - c. Organizational Chart**
- 3. Matt Brooker**
  - a. Parkmoile Overview**
- 4. Michael Palmore**
  - a. ParkMobile Financials**
  - b. Convenience Fees**
  - c. ParkMobile Refunds**
  - d. Three Parking Options**
  - e. Public Meeting for Parking Feedback**
- 5. Cumberland Garage Repairs**
- 6. New Parking Garage**
- 7. Downtown Parking Study**

**VI. MISCELLANEOUS DISCUSSION**

**VII. ADJOURNMENT**



## **PARKING COMMISSION MINUTES**

**DATE: February 15, 2022**

**MEETING LOCATION: CROW RECREATION CENTER, MEETING ROOM  
211 RICHVIEW DR.  
CLARKSVILLE, TN 37043**

### **I. CALL TO ORDER/QUORUM CHECK**

**The meeting was called to order by Ryan Bowie at 3:01 pm.**

**Members present were Andrea Herrera, David Shelton, Andy Kean and Councilperson Smith**

### **II. ADOPTION OF MINUTES:**

**January 18, 2021**

**Ms. Hererra made a motion to adopt. Councilperson Smith seconded and the motion carried.**

### **III. GUEST(S)**

**Mr. Jason Steen expressed concern about the increase in monthly parking fees as well as fees charged by ParkMobile. He also expressed concern about the way these decisions were made and how and when they were communicated to the public.**

### **IV. DEPARTMENT REPORTS**

**Financial Report: The financial report was presented by Laurie Matta. YTD expenses July 2021 to January 31, it is short \$57,000 compared to the same time last year. For the fiscal year we have collected \$227,000 in the Parking Fund and the expenses have been \$184,000, which brings us to a loss of \$9218.00. Month-to-month, comparing January 2022 to January 2021, for the month we collected \$34,000 in revenue, and expenses came to \$41,700 which brings us to a loss of about \$14,000. Mr. Bowie asked for clarification for the difference between January revenue 2021 vs. January 2022. Mrs Matta highlighted the lower revenue in terms of Parking Meter Fines as well as Cumberland Plaza leased spaces. In terms of expenses, Mrs. Matta mentioned that we are transitioning from a contractor to an employee. Michael Palmore mentioned that revenue was down because enforcement was light when the garage first re-opened and ParkMobile went into effect as well as the fact that machines are down. Mr. Palmore said we should have new kiosks installed by the end of February or first of March.**

**Meter Report: Mr. Palmore stated that we have a total of 295 meters, 156 actively working and 139 not working.**

**Mr. Palmore reported that additional ParkMobile signage has been ordered for increased awareness and visibility.**

**Operational Changes: Mr. Palmore said based on public input, ParkMobile will implement a notification on the app to make people aware of the hours when payment is required for parking. Mr. Bowie asked for clarification about how the pay rates were set in place with ParkMobile. Mr. Palmore said that he tried to match the meter rates that were in place but ParkMobile couldn't structure it the same way. He apologized for not bringing options to the Parking Commission for approval. Mayor Pitts clarified that by cCity Code, the Commission needs to vote on a rate change, regardless of the collection mechanism; if ParkMobile can't accommodate the rates that have been approved by the Commission, we have to find a different way to collect parking fees. Mr. Bowie suggested we hold a special called session to discuss rates. Mrs. Matta added that ParkMobile was introduced as an option long before Mr. Palmore was employed with the city and the Commission was overwhelmingly in support of it due to the convenience it offered. She acknowledged that mistakes may have been made but responded to this because she was responsible for Parking at the time ParkMobile was first discussed with the Commission.**

### **III. NEW BUSINESS**

#### **1. Parking Garage Finances, Guest: Laurie Matta, CFO**

**Mrs. Matta handed out a ProForma Statement of where we can expect to be financially with a new parking garage. Projected losses for FY 2022 is \$73,000. The Parking Fund has had an operational loss since 2015. In 2023 we have to start making debt service payments on the new garage as well as repairs on the Cumberland Garage. This will put the projected loss at \$799,000. There is not enough in the fund to cover those debt service payments. In 2024, we will have a loss of almost a million dollars. The city can't support Parking, tax dollars cannot go toward parking functions. The rates that are charged is what supports the Parking Fund. The introduction of "first hour free" was when the Parking Fund started bleeding. Mr. Kean invited Mrs. Matta to help the Commission investigate options and present information, which she agreed to do.**

#### **2. Handicapped Parking Tags**

**A question was raised at the Town Hall meeting as to whether Disabled Veteran plates counted as Handicapped plates. Mr. Palmore verified that they were valid for parking anywhere downtown except for reserved spaces.**

#### **3. Rates**

##### **a. Transactions - First Hour**

**Mr. Palmore said ParkMobile can charge just the .35 transaction fee for the first hour, but the city gets none of that. Mrs. Matta said with credit card payments through kiosks or meters, the city pays the credit card fees as determined by the card issuer. Mayor Pitts reiterated the suggestion that we have a special called meeting. City Attorney, Lance Baker, advised not to make any decisions about rates or ending the relationship with ParkMobile before looking at the contract ramifications. A motion was made by David Shelton to suspend using ParkMobile for daily parking fees pending a legal**

review, discussion with ParkMobile, and a special called session. Mr. Kean seconded the motion and the motion carried.

- b. After 5 pm and Weekends - tabled pending special called session
- c. ParkMobile vs. Coins - tabled pending special called session

- 4. Next Town Hall Meeting - tabled pending special called session
- 5. No Parking Signs for Poston Street

Councilperson Smith reported that she has an Airbnb next door to her home. There have been instances of as many as 8-9 cars at a time, belonging to guests at the Airbnb property, taking up space on the street. It was determined that the Street Dept. should handle this issue.

- 6. Curbside Spaces

Mr. Bowie said that during Covid, 15-Minute Curbside pickup spaces were installed. However, they are routinely damaged or stolen and then it becomes a free-for-all and people park all day for free. Mrs. Herrera made a motion that the signs be replaced but on the side of the space where the meter is rather than the front of the space. Mr. Bowie seconded and the motion carried.

- 7. Safety

Mr. Palmore has discussed options with Tom Hutchinson of Austin Peay such as blue lights and mobile apps. The city is looking into these options. Councilperson Smith urged the commission to consider an option that is pedestrian-friendly and suitable for the elderly.

- 8. Monthly Parking Discount Tiers

10-19 spaces - 15% discount

20-59 spaces - 25% discount

60+ spaces - 30% discount

Mrs. Herrera made a motion to adopt the new discount tiers, Councilperson Smith seconded, and the motion carried.

#### V. OLD BUSINESS

- a. Alternative to Duplicate Hang Tags - tabled
- b. Parking Garage - discussed under New Business

#### VII. MISCELLANEOUS DISCUSSION

- 1. Mr. Shelton said he had a conversation with a City bus driver who brought up a spot at Third and Main where there is not a parking spot, but people are parking there and it makes it hard for the bus drivers to round the corner. Mr. Kean questioned whether this is a temporary problem due to busses rerouted during downtown construction. No action was taken.

#### VIII. VOIDING REQUESTS

170213479, 170213690, 170213442, 170213704, 170213633 - Void  
503613, 170213668, 1702115052 - No action

#### IX. ADJOURNMENT—The meeting was adjourned at 4:31 pm.