



City of Clarksville Parking Commission

December 19, 2023 at 3:00 PM
City Hall Mayor's Conference Room
1 Public Square

MINUTES

1. Call to Order

The meeting was called to order by Vice Chairperson Andy Kean at 3:00 PM

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Mary Cooper

Andy Kean

Councilperson Joe Shakeenab

3. Public Comment

(allows 3 persons; 5 minutes each)

None present

4. Approval of Minutes

Councilperson Joe Shakeenab moved to adopt the December 19, 2023 Minutes, Ms. Cooper seconded and the motion passed.

5. Department Reports

A. Management Report

i. Ballparc Financials

See attached

ii. Parkmobile Financials

See attached

iii. Collection Letter

A full report will be available at the January meeting.

iv. Parking Newsletter

Mr. Palmore distributed a draft of the Parking Newsletter. See attached.

v. Parking Study Recommendations

This is tabled until the January meeting.

vi. Parking Internal Audit Report

The Parking Internal Audit is complete and will be sent to City Council on Thursday.

vii. Parking Garage Update

1st St. will be closed until further notice due to the use of a construction crane.

B. Financial Report

The financial report was presented by Laurie Matta, CFO.

6. Parking Commission Comments

No comments.

7. Voiding Requests

NO ACTION

200-009-513

200-009-480

200-009-429

200-009-406

200-009-316

200-008-818

VOID

200-009-527

200-009-498

200-009-455

200-009-391

200-009-351

200-009-348

200-009-321

200-009-288

200-009-267

200-009-225

200-009-188

200-009-165

200-009-073

8. Adjournment

The meeting was adjourned at 3:40 PM

Ballparc Report (YOY Comparison)

November 2023 Violations:

- Written: 782
- Valid: 749
- Paid: 205
- Total Paid Revenue: \$4,710.00

NOVEMBER

October 2022 Violations:

- Written: 547
- Valid: 514
- Paid: 214
- Total Paid Revenue: \$6,230.00

(YOY Comparison)

(Increase) Written: 235

(Increase) Valid: 235

(Decrease) Paid: 9

(Decrease) Total Paid Revenue: \$1,520

Collection Letters: September 2023-October 2023 (In-progress)

Manager Voids

Action Code Summary By User

Start Date: 11/1/2023

End Date: 11/30/2023

City of Clarksville, TN

Michael Palmore

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	4	44%	-
COB	City/County Official Business	2	22%	-
EV	Employee Vehicle	3	33%	-

Parkmobile Report (YOY Comparison)

Nov 2023 Parkmobile Transactions:

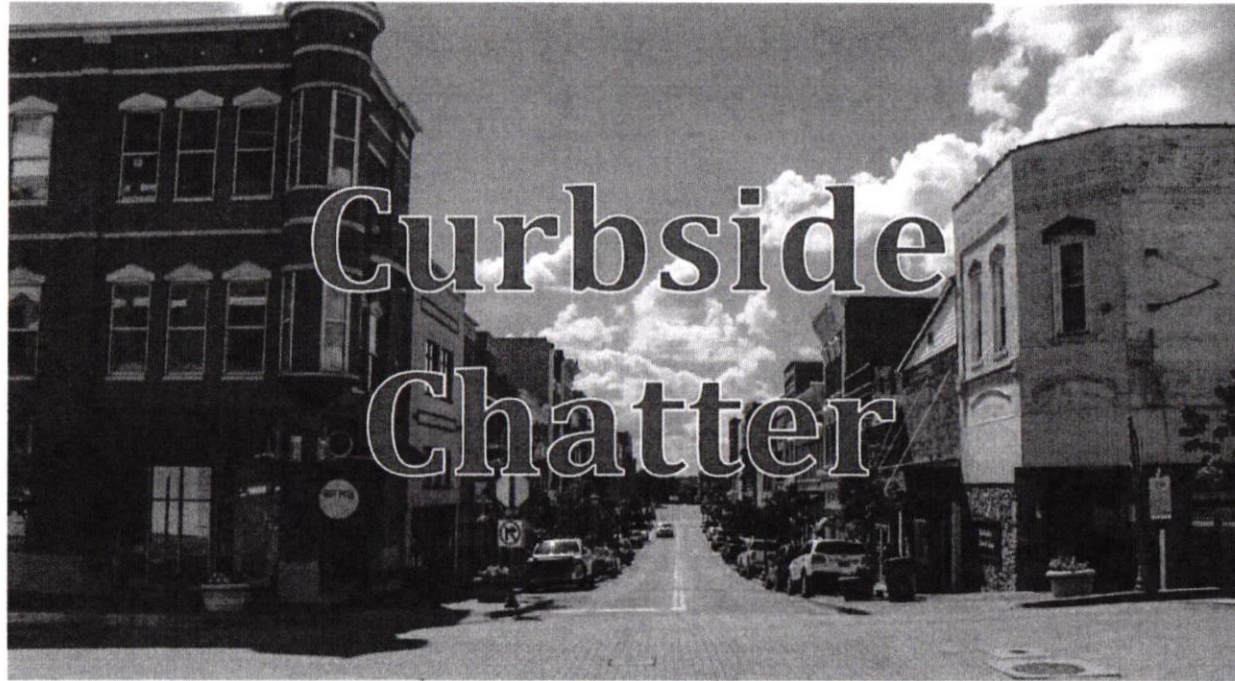
- **5456 Transactions**
- **\$14,709.55**

Nov 2022 Parkmobile Transactions:

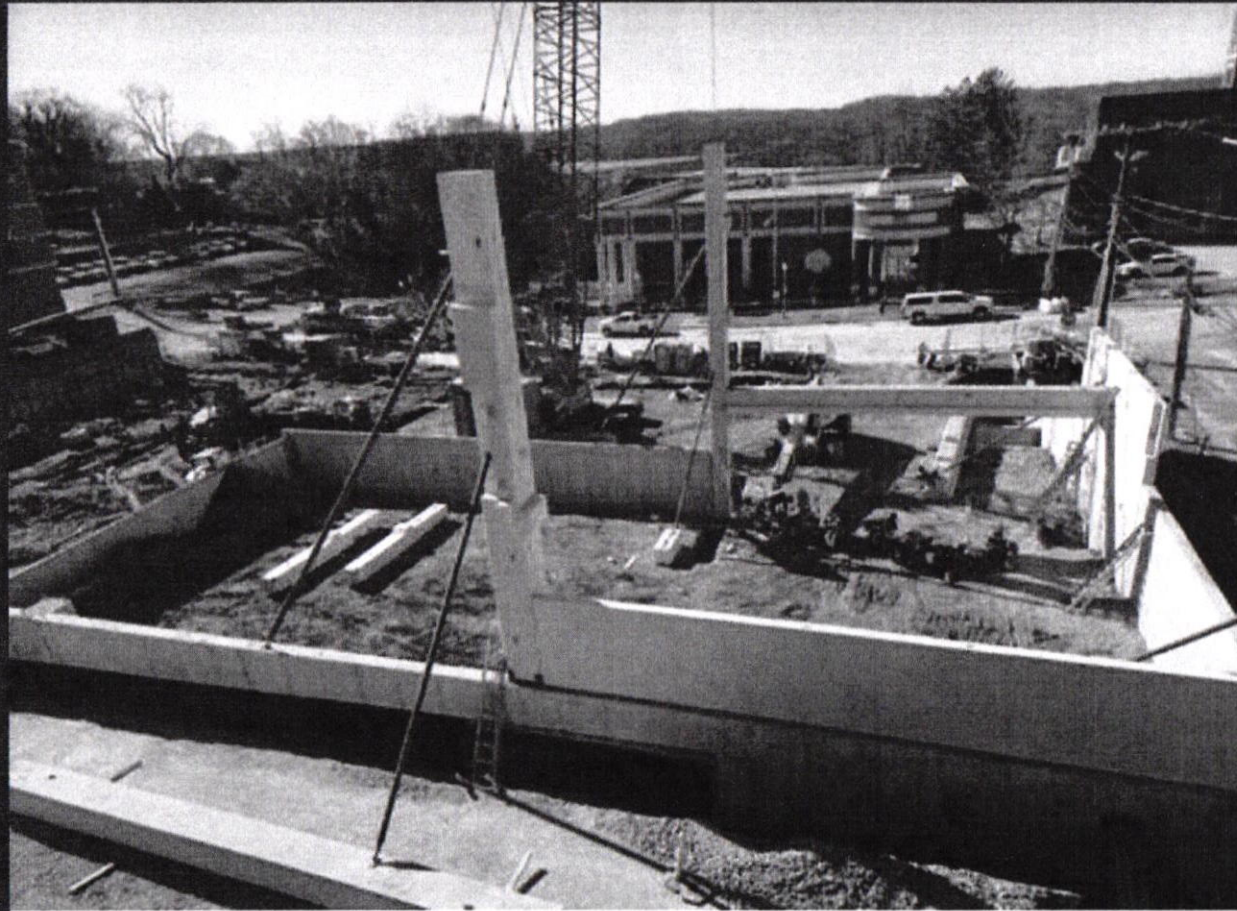
- **4116 Transactions**
- **\$11,885.00**

(Increase) Transactions: 1340

(Increase) Revenue: \$2821.55



Everything you need to know about downtown parking in
Clarksville, Tennessee



Parking Garage update

Work on our new downtown parking garage is moving forward this week as contractors have begun setting columns and shear wall panels in the Northeast bays of the structure.

Work on Spring Alley is also nearing its final stages as contractor Meadows reports 85% completion of conduit runs.

Parking Study Complete!

We are pleased to announce that our 2023 Parking Study is complete and available to the public.

This parking study, completed by Desman Design Management, is the product of over a year's work and will provide the City of Clarksville with the tools needed to effectively manage parking in our Historic Downtown for years to come.

To read the 2023 Parking Study, visit our website or click on the link below.

[Find out more](#)

Free Holiday Parking!!!

Throughout the month of December, the City of Clarksville will waive downtown parking fees Friday to Monday to promote shopping locally during the holiday season.

This promotion was inspired by "Local Business Fridays," which began in 2021 and was expanded to include Mondays last year.

Enforced parking hours for December are as follows:

8 a.m. - 5 p.m. on weekdays (excluding Monday & Friday): free parking after 5 p.m.

Parking Commission Meeting

The next meeting of the Parking Commission is scheduled for [date] at 3 p.m.

Agendas for Parking Commission meetings can be found at the link below.

[Find out more](#)

Share your thoughts

Have questions about downtown parking that you don't see in this newsletter?

Let us know by using the link below to share your questions and suggestions.

[Find out more](#)

In the spotlight

[Sign up for Parkmobile \(Apple/Android\)](#)

[Parking Information](#)

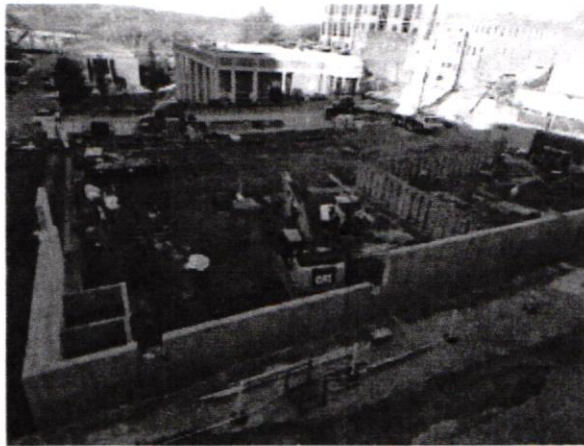
[Parking Commission Webpage](#)

DECEMBER 2023 MINUTES

6. WEEKLY PHOTOS:



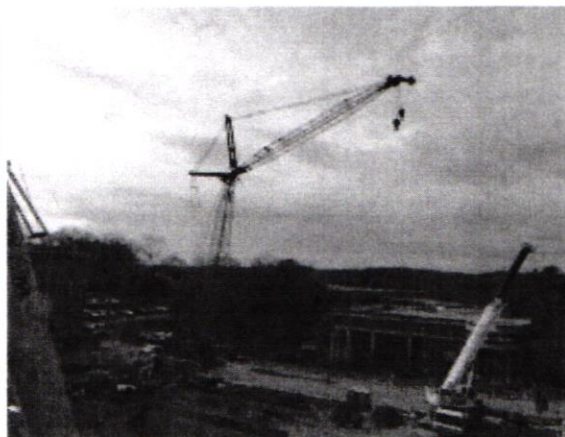
Condition of Spring Alley as of December 4.



Preparing for Pour at Central Shear Wall and Basement End Wall.



Crane Erection 12/7 within 1st Street.



Crane Erection Completed 12/8.

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

DECEMBER 2023 MINUTES

	July 1, 2022 November 30, 2022	July 1, 2023 November 30, 2023	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	23,040	49,973	26,933
INVESTMENT EARNINGS	3,093	7,047	3,954
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	83,949	77,851	(6,098)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	3,280	-	(3,280)
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	60,959	28,925	(32,034)
CONSTRUCTION PERMITS	160	80	(80)
APPLICATION FEE	30	60	30
GARAGES - LEASED SPACES - TRANSIT	3,025	10,821	7,796
CUMBERLAND PLAZA LEASED SPACES	3,960	38,847	34,887
CUMBERLAND PLAZA METER MONEY	47,208	52,286	5,078
MISCELLANEOUS	7	201	193
Includes additional hang tags, CityCourt/Pcard Rebate/other rental	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>228,711</u>	<u>266,089</u>	<u>37,378</u>
EXPENSES:			
SALARIES & WAGES	40,803	56,228	15,425
OPERATING	36,443	41,300	4,857
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	2,265	2,336	71
OTHER REPAIR & MAINTENANCE	3,435	2,310	(1,125)
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>82,945</u>	<u>102,174</u>	<u>19,228</u>
OPERATING PROFIT/(LOSS)	145,766	163,916	18,150
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	39,583	35,417	(4,167)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>106,182</u>	<u>128,499</u>	<u>22,317</u>
PARKING FUND BALANCE		649,228	

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

	FY2021 11/1/2020 11/30/2020	FY2022 11/1/2021 11/30/2021	FY2023 11/1/2022 11/30/2022	FY2024 11/1/2023 11/30/2023
REVENUES:				
PARKING METER FINES - TICKETS	\$ 15,273.98	\$ 3,552.97	\$ 6,478.00	\$ 11,222.00
INVESTMENT EARNINGS	47.16	7.45	864.95	1,419.06
PARKING METER MONEY - DOWNTOWN	9,300.11	11,171.46	16,269.93	13,791.92
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M	-	-		(408.00)
ROXY LOT	475.00	50.00	640.00	
FRANKLIN STREET LOT	960.00	-		
TRINITY LOT	-			
CONTRACTED SPACES	1,204.50	1,396.50	5,461.50	(19,387.31)
CONSTRUCTION PERMITS	120.00	290.00	110.00	-
RENTAL APPLICATION FEES	30.00	30.00	-	-
GARAGES - LEASED SPACES - TRANSIT	695.00	360.00	550.00	6,038.10
CUMBERLAND PLAZA LEASED SPACES	5,358.00	-	765.00	21,444.81
CUMBERLAND PLAZA METER MONEY	11,162.26	7,159.01	7,697.50	12,381.45
MISCELLANEOUS	55.00	44.74	2.42	17.48
TRANSFER IN FROM GENERAL FUND				
	<u>44,681.01</u>	<u>24,062.13</u>	<u>38,839.30</u>	<u>46,519.51</u>
EXPENSES:				
SALARIES & WAGES	9,616.47	3,908.46	9,578.20	12,514.71
OPERATING	4,431.94	2,460.62	5,717.26	5,714.36
OTHER PROFESSIONAL SERVICES	12,000.00	12,000.00		-
BUILDING REPAIR & MAINTENANCE	691.16	1,192.29	516.90	531.14
OTHER REPAIR & MAINTENANCE	93.49	4,700.14	325.22	195.06
OTHER EQUIPMENT PURCHASES		-		
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>26,833.06</u>	<u>24,261.51</u>	<u>16,137.58</u>	<u>18,955.27</u>
OPERATING INCOME/(LOSS)	17,847.95	(199.38)	22,701.72	27,564.24
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,083.33</u>
NET PROFIT/(LOSS):	\$ <u>9,931.28</u>	\$ <u>(8,116.05)</u>	\$ <u>14,785.05</u>	\$ <u>20,480.91</u>