



City of Clarksville Parking Commission

February 20, 2024 at 3:00 PM
City Hall Mayor's Conference Room
1 Public Square

Please silence all cell phones.

AGENDA

- 1. Call to Order**
- 2. Announce Members in Attendance (verify quorum)**
 - A. Mary Cooper
Chairperson Andrea Herrera
Andy Kean
Melissa Schaffner
Councilperson Joe Shakeenab
- 3. Public Comment**
(allows 3 persons; 5 minutes each)
- 4. Approval of Minutes**
 - A. January 22, 2024
- 5. Department Reports**
 - A. Management Report
 - i. Ballparc Financials
 - ii. Parkmobile Financials
 - iii. Collection Letters
 - iv. Parking Newsletter
 - v. Motorcycle Parking
 - vi. Late Fees for Monthly Contracts
 - vii. One-Way Streets
 - viii. Map of Potential New Metered Spots
 - B. Financial Report

6. Old Business

- A. Service Trucks Downtown
- B. Main Street Meters

7. New Business

- A. Parking Study Recommendations
- B. 15 Minute Signs (Curbside Pick-up/Loading Zone)

8. Parking Commission Comments

9. Voiding Requests

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2021 1/1/2021 1/31/2021	FY2022 1/1/2022 1/31/2022	FY2023 1/1/2023 1/31/2023	FY2024 1/1/2024 1/31/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 6,285.97	\$ 2,601.00	\$ 6,488.00	\$ 5,579.00
INVESTMENT EARNINGS	35.92	10.27	1,107.80	1,465.90
PARKING METER MONEY - DOWNTOWN	10,084.51	10,766.17	19,631.23	12,097.54
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M	25.00	25.00		-
ROXY LOT	3,047.50	800.00	880.00	
FRANKLIN STREET LOT	-	-		
TRINITY LOT	-			
CONTRACTED SPACES	6,536.50	10,929.83	14,954.81	1,368.00
CONSTRUCTION PERMITS	-	-	-	1,010.00
RENTAL APPLICATION FEES	-	-	-	60.00
GARAGES - LEASED SPACES - TRANSIT	680.00	2,657.00	990.00	1,915.10
CUMBERLAND PLAZA LEASED SPACES	7,081.00	1,530.00	977.91	13,023.40
CUMBERLAND PLAZA METER MONEY	6,433.26	4,875.25	9,478.75	8,896.33
MISCELLANEOUS	38.24	2.78	0.74	4.14
TRANSFER IN FROM GENERAL FUND				
	<u>40,247.90</u>	<u>34,197.30</u>	<u>54,509.24</u>	<u>45,419.41</u>
EXPENSES:				
SALARIES & WAGES	10,048.78	15,055.59	12,024.43	34,600.67
OPERATING	7,141.96	5,889.24	6,219.28	7,768.38
OTHER PROFESSIONAL SERVICES	12,000.00	18,000.00		-
BUILDING REPAIR & MAINTENANCE	513.98	796.26	421.14	435.88
OTHER REPAIR & MAINTENANCE	495.48	1,994.40	1,471.66	979.08
OTHER EQUIPMENT PURCHASES		-		
INTEREST - OTHER DEBT	-	-	-	
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>30,200.20</u>	<u>41,735.49</u>	<u>20,136.51</u>	<u>43,784.01</u>
OPERATING INCOME/(LOSS)	10,047.70	(7,538.19)	34,372.73	1,635.40
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,916.67	7,083.33
	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,083.33</u>
NET PROFIT/(LOSS):	<u><u>\$ 2,131.03</u></u>	<u><u>\$ (15,454.86)</u></u>	<u><u>\$ 26,456.06</u></u>	<u><u>\$ (5,447.93)</u></u>

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

	July 1, 2022 January 31, 2023	July 1, 2023 January 31, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	34,618	61,505	26,887
INVESTMENT EARNINGS	5,212	9,981	4,769
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	113,620	105,249	(8,371)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	4,934	-	(4,934)
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	82,206	30,293	(51,913)
CONSTRUCTION PERMITS	160	1,420	1,260
APPLICATION FEE	30	150	120
GARAGES - LEASED SPACES - TRANSIT	4,565	13,616	9,051
CUMBERLAND PLAZA LEASED SPACES	5,523	52,506	46,983
CUMBERLAND PLAZA METER MONEY	62,691	72,438	9,747
MISCELLANEOUS	8	217	209
Includes additional hang tags, CityCourt/Pcard Rebate/other rental	-	-	-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>313,567</u>	<u>347,374</u>	<u>33,807</u>
EXPENSES:			
SALARIES & WAGES	69,339	107,917	38,578
OPERATING	46,587	54,089	7,503
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	3,107	3,207	101
OTHER REPAIR & MAINTENANCE	5,189	3,555	(1,634)
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>124,222</u>	<u>168,769</u>	<u>44,547</u>
OPERATING PROFIT/(LOSS)	189,345	178,605	(10,741)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	55,417	49,583	(5,833)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>133,929</u>	<u>129,021</u>	<u>(4,907)</u>
PARKING FUND BALANCE		995,777	



City of Clarksville Parking Commission

January 22, 2024 at 3:00 PM
City Hall 4th Floor Conference Room
1 Public Square

MINUTES

1. Call to Order

The meeting was called to order by Chairperson Andrea Herrera at 3:05 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Mary Cooper

Andrea Herrera

Councilperson Joe Shakeenab

3. Public Comment

(allows 3 persons; 5 minutes each)

None present

4. Approval of Minutes

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

5. Department Reports

A. Management Report

The Management Report was given by Michael Palmore.

i. Ballparc Financials

See attached

ii. Parkmobile Financials

See attached

iii. Collection Letters

Mr. Palmore stated that we are in the process of sending out August through October 2023 collection letters.

iv. Parking Newsletter

Mr. Palmore stated that we are still in the process of working on the newsletter

v. Parking Study Recommendations: February Meeting

Mr. Palmore requested Commission members turn in their timeline suggestions for the implementation of the parking study recommendations by February 12, 2024

vi. Service Trucks Downtown

Tabled until the February meeting.

B. Financial Report

The financial report was presented by Laurie Matta, CFO.

6. Old Business

A. Motorcycle Parking

One parking space on First Street will be converted to motorcycle parking.

B. Main St. Meters

This will be discussed based on the Parking Commissioner timeline recommendations.

C. 15 Minute Signs (Curbside Pickup/Loading Zone)

Ms. Herrera inquired about the height of the 15-minute sign on 2nd Street and was informed that it had been mistakenly hung too low and will be moved to the correct height.

D. First Presbyterian 2 Hour Free Parking Sign

Mr. Palmore stated, that as voted by the Parking Commission, it has already been removed.

7. New Business

A. Monthly Parkers - Outstanding Tickets

The Parking Commission believes that collection letters and other penalties will resolve outstanding ticket issues with monthly parkers.

B. Late Fees for Monthly Contracts

Tabled until February meeting.

8. Parking Commission Comments

Mr. Palmore alerted the Commissioners to a car commercial being filmed on Franklin Street in front of the Roxy on January 26th.

Mr. Palmore received an inquiry from a customer who wanted a grace period due to the ice storm. The Commission determined that because the customer had 30 days to pay, and online payment options were available, the late fee applies.

9. Voiding Requests

No Action

200-009-832

200-009-810

200-009-802

200-009-851
200-009-726
200-009-669
200-009-618
200-009-587
200-009-567

Void

200-009-844
200-009-793
200-009-747
200-009-728
200-009-691
200-009-678
200-009-654
200-009-640
200-009-979
200-009-956
200-009-923
200-009-891
200-009-887
200-009-873

10. Adjournment

Ms. Herrera motioned to adjourn. Councilperson Shakeenab seconded and the meeting was adjourned at 4

Ballparc Report (YOY Comparison)

December 2023 Violations:

- **Written: 323**
- **Valid: 310**
- **Paid: 105**
- **Total Paid Revenue: \$2,810.00**

December 2022 Violations:

- **Written: 410**
- **Valid: 375**
- **Paid: 198**
- **Total Paid Revenue: \$6,230.00**

(YOY Comparison)

(Decrease) Written: 87

(Decrease) Valid: 65

(Decrease) Paid: 93

(Decrease) Total Paid Revenue: \$3,420

Collection Letters: August 2023-October 2023 (In-progress-1200 Letters)

Manager Voids

Parkmobile Report (YOY Comparison)

Dec 2023 Parkmobile Transactions:

- 4838 Transactions
- \$13,016.60

Dec 2022 Parkmobile Transactions:

- 3395 Transactions
- \$9,331.00

(Increase) Transactions: 1443

(Increase) Revenue: \$3685.00

Action Code Summary By User

Start Date: 12/1/2023
End Date: 12/31/2023

City of Clarksville, TN

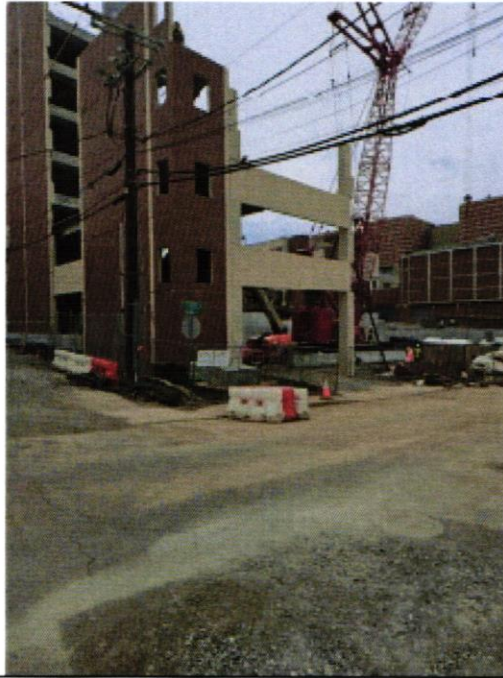
Michael Palmore

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	2	25%	-
MTH	Monthly Parking Issues	6	75%	-
Subtotals		8		-

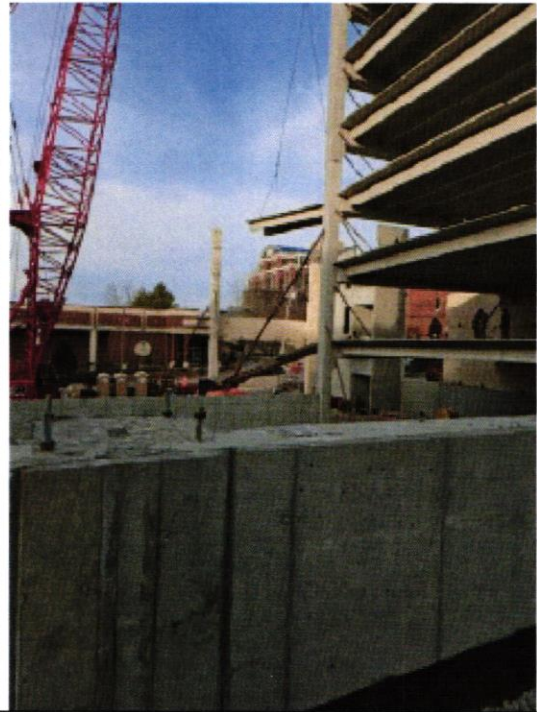
All Users

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	2	25%	-
MTH	Monthly Parking Issues	6	75%	-
Totals		8		-

6. WEEKLY PHOTOS:



NW Corner at Stairwell/Elevator Shaft



Setting Double Tees at NW corner

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2021	FY2022	FY2023	FY2024
	12/1/2020	12/1/2021	12/1/2022	12/1/2023
	12/31/2020	12/31/2021	12/31/2022	12/31/2023
REVENUES:				
PARKING METER FINES - TICKETS	\$ 9,791.97	\$ 4,479.00	\$ 5,090.00	\$ 5,953.00
INVESTMENT EARNINGS	41.05	10.27	1,010.63	1,467.42
PARKING METER MONEY - DOWNTOWN	11,956.64	10,105.03	10,039.89	6,255.55
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M	-	-		-
ROXY LOT	650.00	870.00	774.40	
FRANKLIN STREET LOT	-	-		
TRINITY LOT	-			
CONTRACTED SPACES	1,204.50	1,276.50	6,292.25	-
CONSTRUCTION PERMITS	-	150.00	-	330.00
RENTAL APPLICATION FEES	-	30.00	-	30.00
GARAGES - LEASED SPACES - TRANSIT	992.00	800.00	550.00	-
CUMBERLAND PLAZA LEASED SPACES	2,344.50	30.00	585.00	51.00
CUMBERLAND PLAZA METER MONEY	9,995.76	2,598.50	6,004.40	7,284.27
MISCELLANEOUS	45.00	354.82	-	11.96
TRANSFER IN FROM GENERAL FUND				
	<u>37,021.42</u>	<u>20,704.12</u>	<u>30,346.57</u>	<u>21,383.20</u>
EXPENSES:				
SALARIES & WAGES	14,548.39	5,303.19	16,512.25	17,088.68
OPERATING	4,495.58	3,969.85	3,923.73	5,020.67
OTHER PROFESSIONAL SERVICES	12,000.00	-		-
BUILDING REPAIR & MAINTENANCE	679.61	987.55	421.14	435.88
OTHER REPAIR & MAINTENANCE	32.65	1,229.07	282.55	266.02
OTHER EQUIPMENT PURCHASES		-		
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>31,756.23</u>	<u>11,489.66</u>	<u>21,139.67</u>	<u>22,811.25</u>
OPERATING INCOME/(LOSS)	5,265.19	9,214.46	9,206.90	(1,428.05)
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,916.67	7,083.33
	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,083.33</u>
NET PROFIT/(LOSS):	<u><u>\$ (2,651.48)</u></u>	<u><u>\$ 1,297.79</u></u>	<u><u>\$ 1,290.23</u></u>	<u><u>\$ (8,511.38)</u></u>

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

	July 1, 2022 December 31, 2022	July 1, 2023 December 31, 2023	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	28,130	55,926	27,796
INVESTMENT EARNINGS	4,104	8,515	4,411
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	93,989	84,106	(9,882)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	4,054	-	(4,054)
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	67,251	28,925	(38,326)
CONSTRUCTION PERMITS	160	410	250
APPLICATION FEE	30	90	60
GARAGES - LEASED SPACES - TRANSIT	3,575	10,821	7,246
CUMBERLAND PLAZA LEASED SPACES	4,545	38,898	34,353
CUMBERLAND PLAZA METER MONEY	53,212	59,570	6,358
MISCELLANEOUS	7	213	205
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>259,058</u>	<u>287,473</u>	<u>28,415</u>
EXPENSES:			
SALARIES & WAGES	57,315	73,316	16,001
OPERATING	40,367	46,321	5,954
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	2,686	2,772	86
OTHER REPAIR & MAINTENANCE	3,717	2,576	(1,141)
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>104,085</u>	<u>124,985</u>	<u>20,900</u>
OPERATING PROFIT/(LOSS)	154,973	162,488	7,515
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	47,500	42,500	(5,000)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>107,473</u></u>	<u><u>119,988</u></u>	<u><u>12,515</u></u>
PARKING FUND BALANCE		649,228	