



City of Clarksville

Parking Commission

March 19, 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. February 20, 2024
5. **Department Reports**
 - A. Management Report
 - B. Financial Report
6. **Old Business**
 - A. Service Trucks
 - B. Main Street Meters
7. **New Business**
 - A. Extending Meter Time
 - B. Free Street Parking on Mondays
 - C. Main Street Lot
8. **Parking Commission Comments**
9. **Voiding Requests**

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2021 2/1/2021 2/28/2021	FY2022 2/1/2022 2/28/2022	FY2023 2/1/2023 2/28/2023	FY2024 2/1/2024 2/29/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 2,613.98	\$ 3,099.00	\$ 7,849.00	\$ 13,793.00
INVESTMENT EARNINGS	23.18	18.54	1,065.64	1,369.82
PARKING METER MONEY - DOWNTOWN	6,587.12	6,639.39	15,167.52	4,496.62
RESIDENTIAL PARKING - DOWNTOWN				
THIRD & MAIN STREET LOT - F&M	300.00	(25.00)		-
ROXY LOT	839.90	880.00	720.00	
FRANKLIN STREET LOT	-	-		
TRINITY LOT	-			
CONTRACTED SPACES	1,204.50	5,006.00	5,901.25	1,488.00
CONSTRUCTION PERMITS	-	930.00	-	-
RENTAL APPLICATION FEES	-	90.00	-	-
GARAGES - LEASED SPACES - TRANSIT	930.00	670.00	990.00	1,083.50
CUMBERLAND PLAZA LEASED SPACES	2,016.00	796.50	765.00	2,351.90
CUMBERLAND PLAZA METER MONEY	3,847.50	2,329.15	7,586.55	3,467.30
MISCELLANEOUS	73.52	43.62	4.84	8.80
TRANSFER IN FROM GENERAL FUND				
	<u>18,435.70</u>	<u>20,477.20</u>	<u>40,049.80</u>	<u>28,058.94</u>
EXPENSES:				
SALARIES & WAGES	10,287.43	4,669.16	11,818.97	17,622.09
OPERATING	9,809.02	3,459.96	8,289.39	4,435.06
OTHER PROFESSIONAL SERVICES	12,000.00	9,000.00		-
BUILDING REPAIR & MAINTENANCE	393.98	3,620.41	421.14	435.88
OTHER REPAIR & MAINTENANCE	602.32	2,184.93	2,673.40	128.86
OTHER EQUIPMENT PURCHASES		-		
INTEREST - OTHER DEBT	-	-	-	-
OTHER		-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>33,092.75</u>	<u>22,934.46</u>	<u>23,202.90</u>	<u>22,621.89</u>
OPERATING INCOME/(LOSS)	(14,657.05)	(2,457.26)	16,846.90	5,437.05
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):	\$ (22,573.72)	\$ (10,373.93)	\$ 8,930.23	\$ (1,646.28)

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

	July 1, 2022 February 28, 2023	July 1, 2023 February 29, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	42,467	75,298	32,831
INVESTMENT EARNINGS	6,277	11,351	5,073
INTEREST	-		-
PARKING METER MONEY - DOWNTOWN	128,787	109,745	(19,042)
RESIDENTIAL	-		-
MAIN ST LOT	-	-	-
ROXY LOT	5,654	-	(5,654)
TRINITY LOT			-
FRANKLIN STREET LOT	-		-
CONTRACTED SPACES	88,107	31,781	(56,326)
CONSTRUCTION PERMITS	160	1,420	1,260
APPLICATION FEE	30	150	120
GARAGES - LEASED SPACES - TRANSIT	5,555	14,699	9,144
CUMBERLAND PLAZA LEASED SPACES	6,288	54,858	48,570
CUMBERLAND PLAZA METER MONEY	70,278	75,905	5,628
MISCELLANEOUS	13	226	213
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>353,617</u>	<u>375,433</u>	<u>21,816</u>
 EXPENSES:			
SALARIES & WAGES	81,158	125,539	44,381
OPERATING	54,876	58,524	3,648
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	3,528	3,643	115
OTHER REPAIR & MAINTENANCE	7,862	3,684	(4,178)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>147,424</u>	<u>191,391</u>	<u>43,966</u>
 OPERATING PROFIT/(LOSS)	 206,192	 184,042	 (22,151)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	63,333	56,667	(6,667)
 NET PROFIT/(LOSS) AFTER DEPRECIATION:	 <u><u>142,859</u></u>	 <u><u>127,375</u></u>	 <u><u>(15,484)</u></u>
 PARKING FUND BALANCE		 995,777	



City of Clarksville

Parking Commission

February 20, 2024 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 Chairperson Andrea Herrera at 3:00 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Chairperson Andrea Herrera

Mary Cooper

Andy Kean

Councilperson Joe Shakeenab

3. Public Comment

(allows 3 persons; 5 minutes each)

Jeff Robinson, owner of Blackhorse Pub and Brewery, requested that the 15-minute loading sign and zone be moved up, so it does not block his easement to his dumpster. He also stated that ADA parkers are parked longer than the meter max of 4 hours.

4. Approval of Minutes

Councilperson Joe Shakeenab motioned to approve the January 22, 2023 minutes. Mary Cooper seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.

i. Ballparc Financials

See attached.

ii. Parkmobile Financials

See attached.

iii. Collection Letters

Michael Palmore stated that the collection letters totaling the amount of \$55,000 with one violation have been sent out and the letters with multiple violations will

be sent by the end of the week. Mr. Palmore stated that they are working on the 60-day notices.

iv. Parking Newsletter

Mr. Pamlore stated that the parking newsletter, Curbside Chatter, is ready to be pushed out on Friday, February 23, 2024. The newsletter contains information about parking.

v. Motorcycle Parking

vi. Map of Potential New Metered Spots

See attached.

B. Financial Report

6. Old Business

A. Service Trucks Downtown

Tabled until the March meeting.

B. Main Street Meters

Tabled until the March meeting.

7. New Business

A. Parking Study Recommendations

It was decided that there will be a special session to discuss the parking study recommendations on March 12, 2024, at 3 PM.

B. 15 Minute Signs (Curbside Pick-up/Loading Zone)

Mr. Palmore stated that he would meet with the Street Department to get signs and the street painted so that the easement on 2nd Street would not be blocked.

8. Parking Commission Comments

Ms. Herrera asked about the ParkMobile issues. Mr. Palmore stated that he has an upcoming call with the ParkMobile representative to talk about all the issues.

9. Voiding Requests

No Action

200-010-813

200-010-808

200-010-773

200-010-731

200-010-688

200-010-656

200-010-633

200-010-617

200-010-606

200-010-407
200-010-396
200-010-354
200-010-337
200-010-317
200-010-315
200-010-311
200-010-308
200-010-256
200-010-243
200-010-204
200-010-199
200-010-171
200-010-167
200-010-140
200-010-098
200-010-076
200-010-017
200-010-010
200-009-997
200-009-938

Void

200-010-815
200-010-786
200-010-728
200-010-723
200-010-717
200-010-713
200-010-705
200-010-676
200-010-671
200-010-629
200-010-628
200-010-626
200-010-612
200-010-575
200-010-540
200-010-473
200-010-438
200-010-434
200-010-414
200-010-393
200-010-374
200-010-362
200-010-349
200-010-345
200-010-302
200-010-269
200-010-216

200-010-214
200-010-088
200-010-050
200-010-025

10. Adjournment

Ms. Herrera motioned to adjourn. Councilperson Shakeenab seconded and the meeting was adjourned at 4:49 PM.

Ballparc Report (YOY Comparison)

January 2024 Violations:

- **Written: 498**
- **Valid: 475**
- **Paid: 131**
- **Total Paid Revenue: \$3,430.00**

January 2023 Violations:

- **Written: 726**
- **Valid: 666**
- **Paid: 345**
- **Total Paid Revenue: \$10,790.00**

(YOY Comparison)

(Decrease) Written: 228

(Decrease) Valid: 191

(Decrease) Paid: 214

(Decrease) Total Paid Revenue: \$7,360.00

Collection Letters: 30 Day-August 2023-October 2023: \$55,300.00

Collection Letters: 60 Day- January 2023-July 2023: \$44,340.00

Manager Voids

Parkmobile Report (YOY Comparison)

Jan 2024 Parkmobile Transactions:

- 4836 Transactions
- \$13,514.60

Jan 2023 Parkmobile Transactions:

- 4102 Transactions
- \$11,670.30

(Increase) Transactions: 734

(Increase) Revenue: \$1844.30

Action Code Summary By User

City of Clarksville, TN

Start Date: 1/1/2024

End Date: 1/31/2024

Michael Palmore

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	2	50%	-
MTH	Monthly Parking Issues	2	50%	-
Subtotals		4		-

All Users

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	2	50%	-
MTH	Monthly Parking Issues	2	50%	-
Totals		4		-

6. WEEKLY PHOTOS:



Progress of Precast Erection on 2/5/24



Progress of Precast Erection on 2/9/24



Setting Double Tee at Drive Ramp Between Level 0 and Level 1



Light Wall Installed, Setting Double Tee Along Drive Ramp



Everything you need to know about downtown parking

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.

The study will be reviewed by the Parking Commission to determine which recommendations will be implemented and establish a timeline for any changes to parking.

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

[Find out more](#)

Parking Garage Update



The new Downtown Parking Garage is beginning to take shape.

Contractors have begun topping out the sixth bay of precast panels, continuing down the east section of the structure, installing walls and pouring concrete for the pedestrian bridge to Franklin Street.

For regular visual-updates on progress, follow the City of Clarksville [Facebook](#) and [Instagram](#).

Cumberland Garage Update

Renovations for the Cumberland Garage remain in the design phase as our structural engineer continues to seek the best deck mediation solutions.

Current plans include landscaping, stormwater system repair, and mechanical and lighting upgrades.

It's Motorcycle Season!

Spring is almost here, and that means it's time to get those motorcycles out!

We will be offering motorcycle-only parking on First Street in front of the Crussman Building.

Parking Commission Meeting

The next meeting of the Parking Commission is scheduled for March 19 at 3 p.m.

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

[Find out more](#)

Parking Tips

Have a quick appointment downtown?

We offer several 15-minute parking spots throughout our downtown footprint.

15-minute parking spots are available on Strawberry Alley, Franklin Street, 2nd Street and 3rd.

Flashers must be active

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	-		-
	313,567	347,374	33,807
 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	-	-	-
	124,222	168,769	44,547
 OPERATING PROFIT/(LOSS)	189,345	178,605	(10,741)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	55,417	49,583	(5,833)
 NET PROFIT/(LOSS) AFTER DEPRECIATION:	133,929	129,021	(4,907)
 PARKING FUND BALANCE		 995,777	

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	<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>