



City of Clarksville

Parking Commission

April 16, 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. March 19, 2024
- 5. Department Reports**
 - A. Management Report
 - i. Ballparc Financials
 - ii. ParkMobile Financials
 - iii. Collection Letter Update
 - iv. Parking Newsletter
 - v. Parking City Code Update
 - vi. Motorcycle/2nd St Update
 - vii. Accepting Commission Invites
 - viii. Main St - F&M Arena Monthly Parking
 - B. Financial Report

6. Old Business

- A. Service Trucks
- B. Town Hall Meetings

7. New Business

- A. Event Usage - Parking Lots and/or Parking Spaces
- B. Town Halls

8. Parking Commission Comments

9. Voiding Requests

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2021 3/1/2021 3/31/2021	FY2022 3/1/2022 3/31/2022	FY2023 3/1/2023 3/31/2023	FY2024 3/1/2024 3/31/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 10,109.97	\$ 4,380.00	\$ 8,136.00	\$ 9,962.00
INVESTMENT EARNINGS	10.26	48.77	1,218.02	1,470.49
PARKING METER MONEY - DOWNTOWN	12,446.24	8,363.84	21,833.76	19,051.70
RESIDENTIAL PARKING - DOWNTOWN		50.00		
THIRD & MAIN STREET LOT - F&M				-
ROXY LOT	920.00	960.00	840.00	
FRANKLIN STREET LOT	-	-		
TRINITY LOT	-			
CONTRACTED SPACES	1,204.50	5,535.00	6,058.31	1,402.00
CONSTRUCTION PERMITS	1,280.00	80.00	180.00	-
RENTAL APPLICATION FEES	60.00	30.00	30.00	-
GARAGES - LEASED SPACES - TRANSIT	980.64	1,842.50	880.00	2,128.50
CUMBERLAND PLAZA LEASED SPACES	2,784.00	720.00	810.00	3,966.50
CUMBERLAND PLAZA METER MONEY	8,716.20	74.46	10,026.95	11,350.72
MISCELLANEOUS	56.38	754.36	184.04	8.56
TRANSFER IN FROM GENERAL FUND				
	<u>38,568.19</u>	<u>22,838.93</u>	<u>50,197.08</u>	<u>49,340.47</u>
EXPENSES:				
SALARIES & WAGES	10,614.34	32,467.73	14,841.60	17,833.65
OPERATING	8,236.17	3,447.25	3,724.41	6,412.21
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	418.60	(1,467.92)	421.14	435.88
OTHER REPAIR & MAINTENANCE	1,800.00	1,936.61	300.19	612.35
OTHER EQUIPMENT PURCHASES		-		
INTEREST - OTHER DEBT	-	-	-	
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	15,850.00		-
	<u>33,069.11</u>	<u>52,233.67</u>	<u>19,287.34</u>	<u>25,294.09</u>
OPERATING INCOME/(LOSS)	5,499.08	(29,394.74)	30,909.74	24,046.38
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,916.67	7,083.33
	<u></u>	<u></u>	<u></u>	<u></u>
NET PROFIT/(LOSS):	<u><u>\$ (2,417.59)</u></u>	<u><u>\$ (37,311.41)</u></u>	<u><u>\$ 22,993.07</u></u>	<u><u>\$ 16,963.05</u></u>

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

	July 1, 2022 March 31, 2023	July 1, 2023 March 31, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	50,603	85,260	34,657
INVESTMENT EARNINGS	7,495	12,821	5,326
INTEREST	-		-
PARKING METER MONEY - DOWNTOWN	150,621	139,039	(11,582)
RESIDENTIAL	-		-
MAIN ST LOT	-	-	-
ROXY LOT	6,494	-	(6,494)
TRINITY LOT			-
FRANKLIN STREET LOT	-		-
CONTRACTED SPACES	94,165	33,183	(60,983)
CONSTRUCTION PERMITS	340	1,420	1,080
APPLICATION FEE	60	150	90
GARAGES - LEASED SPACES - TRANSIT	6,435	17,708	11,273
CUMBERLAND PLAZA LEASED SPACES	7,098	60,534	53,437
CUMBERLAND PLAZA METER MONEY	80,304	92,417	12,113
MISCELLANEOUS	197	234	37
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	403,814	442,767	38,953
 EXPENSES:			
SALARIES & WAGES	96,000	143,373	47,373
OPERATING	58,600	64,951	6,351
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	3,949	4,079	130
OTHER REPAIR & MAINTENANCE	8,163	4,296	(3,866)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	166,712	216,700	49,988
 OPERATING PROFIT/(LOSS)	237,102	226,067	(11,035)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	71,250	63,750	(7,500)
 NET PROFIT/(LOSS) AFTER DEPRECIATION:	165,852	162,317	(3,535)
 PARKING FUND BALANCE		 995,777	



City of Clarksville

Parking Commission

March 19, 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 3:03 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission Members present:

Mary Cooper

Chairperson Andrea Herrera

Andy Kean

Melissa Schaffner

Councilperson Joe Shakeenab

3. Public Comment

(allows 3 persons; 5 minutes each)

There were no public comments.

4. Approval of Minutes

A. February 20, 2024

Councilperson Joe Shakeenab motioned to approve the February 20, 2024 minutes. Mary Cooper seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.
See attached.

B. Financial Report

The financial report was presented by Laurie Matta, CFO.
See attached.

6. Old Business

A. Service Trucks

Mr. Palmore stated that other cities charge for service trucks to come downtown to do business. Ms. Herrera suggested, that for extensive work being done, service trucks should get a day pass.

B. Main Street Meters

Mr. Palmore brought the request for F&M Arena to rent spaces in the Main Street Lot along with spaces on Main Street. Ms. Herrera made a motion to grant F&M Arena 34 parking spots in the Main Street Lot and 29 spaces on Main Street for lease. Mr. Kean seconded and the motion passed. When the new parking garage opens, those spaces will be converted into ParkMobile signs.

7. New Business

A. Extending Meter Time

Ms. Herrera motioned to table this discussion until the new parking garage opened. Councilperson Shakeenab seconded. The motion passed.

B. Free Street Parking on Mondays

Mr Kean made a motion for free street parking to begin April 1, 2024. Ms. Herrera seconded and the motion passed.

C. Main Street Lot

Discussed as old business under 6.B.

8. Parking Commission Comments

9. Voiding Requests

No Action

200-010-637

200-010-906

200-010-980

200-010-996

200-011-007

200-011-039

200-011-041

200-011-057

200-011-082

200-011-116

200-011-207

200-011-252

200-011-256

200-011-381

200-011-451

200-011-487

200-011-586

Void

200-010-726

200-010-845

200-010-916

200-010-933
200-010-957
200-010-959
200-010-965
200-010-971
200-010-987
200-011-009
200-011-085
200-011-153
200-011-163
200-011-165
200-011-182
200-011-204
200-011-212
200-011-262
200-011-282
200-011-299
200-011-320
200-011-324
200-011-416
200-011-417
200-011-418
200-011-419
200-011-462
200-011-469
200-011-483
200-011-530
200-011-268
200-011-622
200-011-623
200-011-642
200-011-643

10. Adjournment

Ms. Herrera motioned to adjourn. Councilperson Shakeenab seconded and the meeting was adjourned at 4:44 PM.

Ballparc Report (YOY Comparison)

February 2024 Violations:

- **Written: 975**
- **Valid: 940**
- **Paid: 302**
- **Total Paid Revenue: \$7,690.00**

February 2023 Violations:

- **Written: 695**
- **Valid: 659**
- **Paid: 341**
- **Total Paid Revenue: \$10,480.00**

(YOY Comparison)

(Decrease) Written: 280

(Decrease) Valid: 281

(Decrease) Paid: 39

(Decrease) Total Paid Revenue: \$2,790.00

**Collection Letters: 30 Day-November 2023-January 2024:
\$36,840.00**

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

Parkmobile Report (YOY Comparison)

Feb 2024 Parkmobile Transactions:

- 5770 Transactions
- \$15,326.15

Feb 2023 Parkmobile Transactions:

- 4123 Transactions
- \$11,276.20

(Increase) Transactions: 1647

(Increase) Revenue: \$4,049.95

Manager Voids

Action Code Summary By User City of Clarksville, TN

Start Date: 2/1/2024
End Date: 2/29/2024

Michael Palmore

Action Code	Description	Count	% of Total	Payments
COB	City/County Official Business	2	12%	-
EV	Employee Vehicle	5	31%	-
FHT	Forgot Hangtag	8	50%	-
OE	Officer Error	1	6%	-
Subtotals		16		-

All Users

Action Code	Description	Count	% of Total	Payments
COB	City/County Official Business	2	12%	-
EV	Employee Vehicle	5	31%	-
FHT	Forgot Hangtag	8	50%	-
OE	Officer Error	1	6%	-
Totals		16		-

6. WEEKLY PHOTOS:



View of East Elevation, Topped Out.



View of South Elevation. Completing Last Bays of Erection in Southwest



Setting Column in Southwest Corner of Structure



Crane Positioning for Final Sequencing.

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	-		-
	353,617	375,433	21,816
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	-	-	-
	147,424	191,391	43,966
OPERATING PROFIT/(LOSS)	206,192	184,042	(22,151)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	63,333	56,667	(6,667)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	142,859	127,375	(15,484)
PARKING FUND BALANCE		995,777	

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)