



City of Clarksville Parking Commission

May 22, 2024 at 3:00 PM
City Hall Staff Conference Room
1 Public Square

Please silence all cell phones.

AGENDA

- 1. Call to Order**
- 2. Announce Members in Attendance (verify quorum)**
 - A. Chairperson Andrea Herrera
Andy Kean
Mary Cooper
Melissa Schaffner
Councilperson Joe Shakeenab
- 3. Public Comment**
(allows 3 persons; 5 minutes each)
- 4. Approval of Minutes**
 - A. April 16, 2024 Minutes
- 5. Department Reports**
 - A. Management Report
 - i. ParkMobile Financials
 - ii. Parking Newsletter
 - iii. Academy Ave Update
 - B. Financial Report
- 6. Old Business**
 - A. Event Usage Fees
 - B. Service Vehicle Fees
- 7. New Business**
 - A. Main Street - Millan Parking
 - B. 2nd Street Re-Design

C. County Government Plates

8. Parking Commission Comments

9. Voiding Requests

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2021 4/1/2021 4/30/2021	FY2022 4/1/2022 4/30/2022	FY2023 4/1/2023 4/30/2023	FY2024 4/1/2024 4/30/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 15,916.97	\$ 3,926.00	\$ 5,067.00	\$ 14,373.00
INVESTMENT EARNINGS	4.97	91.93	1,201.23	1,426.80
PARKING METER MONEY - DOWNTOWN	11,143.80	6,700.68	12,306.08	14,449.06
RESIDENTIAL PARKING - DOWNTOWN		-		
THIRD & MAIN STREET LOT - F&M				-
ROXY LOT	892.50	360.00	720.00	
FRANKLIN STREET LOT	-	-		
TRINITY LOT	-			
CONTRACTED SPACES	2,062.50	11,704.15	36,223.95	1,522.00
CONSTRUCTION PERMITS	-	700.00	30.00	-
RENTAL APPLICATION FEES	-	-	-	-
GARAGES - LEASED SPACES - TRANSIT	1,332.00	715.00	770.00	2,095.50
CUMBERLAND PLAZA LEASED SPACES	7,242.00	1,035.00	990.00	12,314.60
CUMBERLAND PLAZA METER MONEY	9,763.97	11,296.25	9,796.70	9,385.11
MISCELLANEOUS	42.26	3.28	1,046.98	11.98
TRANSFER IN FROM GENERAL FUND				
	<u>48,400.97</u>	<u>36,532.29</u>	<u>68,151.94</u>	<u>55,578.05</u>
EXPENSES:				
SALARIES & WAGES	7,447.22	8,779.69	13,703.77	17,601.38
OPERATING	8,625.26	3,792.43	11,611.60	6,226.00
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	393.98	798.67	2,776.14	555.88
OTHER REPAIR & MAINTENANCE	-	2,625.19	394.86	52.29
OTHER EQUIPMENT PURCHASES		-		
INTEREST - OTHER DEBT	-	-	-	
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>28,466.46</u>	<u>15,995.98</u>	<u>28,486.37</u>	<u>24,435.55</u>
OPERATING INCOME/(LOSS)	19,934.51	20,536.31	39,665.57	31,142.50
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>\$ 12,017.84</u>	<u>\$ 12,619.64</u>	<u>\$ 31,748.90</u>	<u>\$ 24,059.17</u>

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

	July 1, 2022 April 30, 2023	July 1, 2023 April 30, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	55,670	99,633	43,963
INVESTMENT EARNINGS	8,696	14,248	5,551
INTEREST	-		-
PARKING METER MONEY - DOWNTOWN	162,927	156,663	(6,264)
RESIDENTIAL	-		-
MAIN ST LOT	-	-	-
ROXY LOT	7,214	-	(7,214)
TRINITY LOT			-
FRANKLIN STREET LOT	-		-
CONTRACTED SPACES	130,389	34,705	(95,685)
CONSTRUCTION PERMITS	370	1,420	1,050
APPLICATION FEE	60	150	90
GARAGES - LEASED SPACES - TRANSIT	7,205	19,803	12,598
CUMBERLAND PLAZA LEASED SPACES	8,088	72,849	64,761
CUMBERLAND PLAZA METER MONEY	90,101	101,802	11,701
MISCELLANEOUS	1,244	246	(998)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>471,966</u>	<u>501,519</u>	29,554
EXPENSES:			
SALARIES & WAGES	109,704	160,974	51,270
OPERATING	70,212	70,907	695
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	6,725	4,635	(2,090)
OTHER REPAIR & MAINTENANCE	8,557	4,349	(4,209)
OTHER EQUIPMENT PURCHASES	-	270	270
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>195,198</u>	<u>241,135</u>	45,937
OPERATING PROFIT/(LOSS)	276,768	260,384	(16,383)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	79,167	70,833	(8,333)
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>197,601</u></u>	<u><u>189,551</u></u>	<u><u>(8,050)</u></u>
PARKING FUND BALANCE		995,777	



City of Clarksville

Parking Commission

April 16, 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 3:05 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission Members present:

Chairperson Andrea Herrera

Andy Kean

Melissa Schaffner

Councilperson Joe Shakeenab

3. Public Comment

(allows 3 persons; 5 minutes each)

Danny Acevado was present to contest his parking citation.

4. Approval of Minutes

Councilperson Joe Shakeenab motioned to approve the March 19, 2024 minutes. Andy Kean seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.

i. Ballparc Financials

Mr. Palmore stated he's going to stop reporting the financials from Ballparc due to it not capturing the correct amounts. This amount is captured in the financials that are presented by Finance.

ii. ParkMobile Financials

See Attached

iii. Collection Letter Update

Mr Palmore stated that they are caught up on collection letters. They will resume in the budget year FY25. The collection rate is anywhere from 12-13 percent.

iv. Parking Newsletter

Mr. Palmore stated that the parking tip updates each month. This month, it alerted citizens it is illegal to be parked facing the wrong direction and the enforcement hours.

v. Parking City Code Update

Mr. Palmore stated he will present the Parking Commission with a rough draft in a special called session in June before the updated City Code goes to the City Council for approval.

vi. Motorcycle/2nd St Update

Ms. Herrera made a motion that a motorcycle may not share a space with a vehicle. Ms. Schaffner seconded and the motion passed. Mr. Palmore stated that the maintenance team is waiting for warmer temperatures for stripping of motorcycle spaces.

vii. Accepting Commission Invites

Mr. Palmore asked Commission members to accept the calendar invites for the Parking Commission Meetings for quorum.

viii. Main St - F&M Arena Monthly Parking

Mr. Palmore stated that F&M Arena will still be leasing spaces at the Main Street lot. They will not be needing the 30 street spaces they had originally requested.

B. Financial Report

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

6. Old Business

A. Service Trucks

Ms. Hererra made a motion to create a template for service vehicles downtown. Councilperson Shakeenab seconded and the motion passed.

B. Town Hall Meetings

The Commission members agreed on making media releases instead of town hall meetings.

7. New Business

A. Event Usage - Parking Lots and/or Parking Spaces

This discussion was tabled until the Special Called Session for the City Code overview.

8. Parking Commission Comments

9. Voiding Requests

No Action

200-013-203
200-011-771
200-011-775
200-011-790
200-011-794
200-011-818
200-011-839
200-011-841
200-011-862
200-011-887
200-011-936
200-012-005
200-012-070
200-012-116
200-012-289
200-012-321
200-012-359
200-012-371

Void

200-011-592
200-011-640
200-011-736
200-011-756
200-011-763
200-011-816
200-011-848
200-011-849
200-011-852
200-011-958
200-011-960
200-011-964
200-011-998
200-012-016
200-012-031
200-012-061
200-012-077
200-012-086
200-012-119
200-012-152
200-012-300
200-012-306
200-012-352
200-012-363
200-012-385
200-012-396
200-012-405
200-012-412

10. Adjournment

Ms. Herrera motioned to adjourn. Councilperson Shakeenab seconded and the meeting was adjourned at 4:43 PM.

Ballparc Report (YOY Comparison)

March 2024 Violations:

- **Written: 885**
- **Valid: 859**
- **Paid: 262**
- **Total Paid Revenue: \$7,150.00**

March 2023 Violations:

- **Written: 757**
- **Valid: 702**
- **Paid: 335**
- **Total Paid Revenue: \$10,030.00**

(YOY Comparison)

(Decrease) Written: 128

(Decrease) Valid: 157

(Decrease) Paid: 73

(Decrease) Total Paid Revenue: \$2,880.00

Collection Letters: 30 Day- Nov 2023-Jan 2024: \$36,840.00

Parkmobile Report (YOY Comparison)

Mar 2024 Parkmobile Transactions:

- **6035 Transactions**
- **\$16,079.50**

Mar 2023 Parkmobile Transactions:

- 5582 Transactions
- \$15,446.10

(Increase) Transactions: 453

(Increase) Revenue: \$633.40

Manager Voids

Action Code Summary By User					Start Date: 3/1/2024
City of Clarksville, TN					End Date: 3/31/2024
Michael Palmore					
Action Code	Description	Count	% of Total	Payments	
COB	City/County Official Business	7	47%	-	
EV	Employee Vehicle	2	13%	-	
MTH	Monthly Parking Issues	3	20%	-	
OE	Officer Error	3	20%	-	
Subtotals		15		-	
All Users					
Action Code	Description	Count	% of Total	Payments	
COB	City/County Official Business	7	47%	-	
EV	Employee Vehicle	2	13%	-	
MTH	Monthly Parking Issues	3	20%	-	
OE	Officer Error	3	20%	-	
Totals		15		-	



Typical Topping Slab Preparation. Mesh Installed, Edge Felt Installed.



Grading at Ground Level



Secured Entrance to CC1SPG at Commerce.



Slab Preparation, Level 2 – Rain Water Leaders Installed, Joints Prepared for Topping Slab.

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	-		-
	<u>403,814</u>	<u>442,767</u>	<u>38,953</u>
 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 & MAINENANCE	8,163	4,296	(3,866)
OTHER EQUIPMENT PURCHASES	-		-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>166,712</u>	<u>216,700</u>	<u>49,988</u>
 OPERATING PROFIT/(LOSS)	 237,102	 226,067	 (11,035)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	71,250	63,750	(7,500)
 NET PROFIT/(LOSS) AFTER DEPRECIATION:	 <u><u>165,852</u></u>	 <u><u>162,317</u></u>	 <u><u>(3,535)</u></u>
 PARKING FUND BALANCE		 995,777	