



City of Clarksville

Parking Commission

September 24, 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)**
- 3. Public Comment**
(allows 3 persons; 5 minutes each)
- 4. Approval of Minutes**
 - A. August 20, 2024 Minutes
- 5. Department Reports**
 - A. Management Report
 - i. Parking Garage Update
 - ii. Ballparc Report
 - iii. ParkMobile Financials
 - iv. Update on Downtown Parking Design
 - v. Cleaning Charge for Contracted Parkers
 - vi. New Member
 - vii. Signage Update
 - viii. APSU Parking
 - B. Financial Report
- 6. New Business**
 - A. SOP for Parking
- 7. Old Business**
 - A. Weekend Event Rates

B. Parking City Code

8. Parking Commission Comments

9. Voiding Requests

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 8/1/2021 8/31/2021	FY2023 8/1/2022 8/31/2022	FY2024 8/1/2023 8/31/2023	FY2025 8/1/2024 8/31/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 8,336.00	\$ 3,065.35	\$ 8,369.00	\$ 14,756.00
INVESTMENT EARNINGS	5.13	499.51	1,406.67	1,489.46
PARKING METER MONEY - DOWNTOWN	14,626.70	18,951.92	18,936.93	18,898.43
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	2,400.00	-	-	-
ROXY LOT	625.00	1,000.00	-	-
FRANKLIN STREET LOT	540.00	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	1,244.50	5,860.75	5,724.00	2,824.00
CONSTRUCTION PERMITS	-	-	-	-
RENTAL APPLICATION FEES	-	-	-	-
GARAGES - LEASED SPACES - TRANSIT	2,648.00	715.00	880.00	2,480.50
CUMBERLAND PLAZA LEASED SPACES	(10,601.71)	1,035.00	1,440.00	3,547.75
CUMBERLAND PLAZA METER MONEY	8,445.51	11,798.55	9,633.80	11,533.82
MISCELLANEOUS	67.62	1.60	4.26	22.22
TRANSFER IN FROM GENERAL FUND				
	<u>28,336.75</u>	<u>42,927.68</u>	<u>46,394.66</u>	<u>55,552.18</u>
EXPENSES:				
SALARIES & WAGES	3,762.68	10,625.23	11,530.36	18,396.93
OPERATING	6,919.07	7,038.16	7,008.89	22,762.75
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	458.07	406.90	421.14	435.88
OTHER REPAIR & MAINTENANCE	4,085.91	1,282.30	69.52	390.97
OTHER EQUIPMENT PURCHASES		-		-
INTEREST - OTHER DEBT	-	-	-	-
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>27,225.73</u>	<u>19,352.59</u>	<u>19,029.91</u>	<u>41,986.53</u>
OPERATING INCOME/(LOSS)	1,111.02	23,575.09	27,364.75	13,565.65
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,083.33	7,083.33
	<u></u>	<u></u>	<u></u>	<u></u>
NET PROFIT/(LOSS):	<u><u>\$ (6,805.65)</u></u>	<u><u>\$ 15,658.42</u></u>	<u><u>\$ 20,281.42</u></u>	<u><u>\$ 6,482.32</u></u>

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

	August 1, 2023 August 31, 2023	August 1, 2024 August 31, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	14,246	27,104	12,858
INVESTMENT EARNINGS	2,783	2,989	206
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	35,784	35,437	(347)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	36,920	18,936	(17,984)
CONSTRUCTION PERMITS	-	60	60
APPLICATION FEE	30	-	(30)
GARAGES - LEASED SPACES - TRANSIT	1,815	4,961	3,146
CUMBERLAND PLAZA LEASED SPACES	2,720	15,962	13,242
CUMBERLAND PLAZA METER MONEY	18,571	22,098	3,527
MISCELLANEOUS	164	29	(135)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	<u>113,032</u>	<u>127,576</u>	<u>14,543</u>
EXPENSES:			
SALARIES & WAGES	18,534	30,053	11,519
OPERATING	22,609	24,961	2,352
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	842	872	29
OTHER REPAIR & MAINTENANCE	491	601	110
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>42,476</u>	<u>56,486</u>	<u>14,011</u>
OPERATING PROFIT/(LOSS)	70,556	71,089	533
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	14,167	14,167	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>56,390</u></u>	<u><u>56,922</u></u>	<u><u>533</u></u>
PARKING FUND BALANCE		995,777	



City of Clarksville Parking Commission

August 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 3:11 PM.

2. Announce Members in Attendance (verify quorum)

Parking members present:
Chairperson Andrea Herrera
Andy Kean
Councilperson Joe Shakeenab
Melissa Schaffner
Mary Cooper

3. Public Comment

(allows 3 persons; 5 minutes each)

Joseph Tuck was present to contest his parking citation. Mayor Wes Golden was present to ask for spaces for the Montgomery County Fire Department.

4. Approval of Minutes

Chairperson Andrea Herrera motioned to approve the July 16, 2024 minutes.
Councilperson Joe Shakeenab seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was given by Michael Palmore.

i. Parking Garage Update

Brandon Sather was present from Municipal Properties to give an update on the parking garage.

ii. Ballparc Report

See attached.

iii. ParkMobile Financials

See attached.

iv. Update on Downtown Parking Redesign

Mr. Palmore gave an update on the striping of new spaces in the downtown area.

v. Event Rates

This was tabled until September's meeting.

B. Financial Report

Laurie Matta presented the financial report. See attached.

6. New Business

A. County Fire Lane

Ms. Herrera motioned to add three spaces on Commerce Street for Montgomery County Fire vehicles. Mr. Kean seconded and the motion passed.

B. Parking City Code

This was tabled until the September's meeting.

C. New Sign Design

Councilperson Shakeenab motioned to approve the new sign design. Mr. Kean seconded and the motion passed.

7. Old Business

A. Roxy Parking Passes

Roxy parking passes were discussed and there will be no changes at this time.

8. Parking Commission Comments

9. Voiding Requests

Voids:

200-014-062

200-014-529

200-014-595

200-014-598

200-014-621

200-014-646

200-014-647

200-014-677

200-014-685

200-014-730

200-014-735

200-014-772

200-014-776

200-014-777

200-014-790

200-014-798

200-014-823

200-014-829
200-014-838
200-014-840
200-014-844
200-014-851
200-014-861
200-014-877
200-014-884
200-014-891
200-014-898
200-014-910
200-014-915
200-014-927
200-014-979
200-014-990
200-015-021
200-015-030
200-015-080
200-015-081
200-015-085
200-015-093
200-015-112
200-015-158
200-015-172
200-015-209
200-015-219
200-015-224
200-015-236
200-015-239
200-015-244
200-015-265
200-015-280
200-015-281
200-015-327
200-015-341
200-015-381
200-015-428
200-015-441
200-015-464
200-015-484
200-015-489
200-015-499
200-015-545
200-015-557
200-015-562
200-015-566
200-015-611
200-015-684
200-015-694
200-015-730

200-015-777
200-015-787
200-015-809

No Action:

200-014-547
200-014-576
200-014-716
200-014-717
200-014-733
200-014-774
200-014-826
200-014-843
200-014-858
200-014-900
200-014-956
200-015-033
200-015-035
200-015-048
200-015-050
200-015-122
200-015-124
200-015-125
200-015-177
200-015-248
200-015-249
200-015-294
200-015-302
200-015-320
200-015-325
200-015-356
200-015-371
200-015-372
200-015-413
200-015-453
200-015-458
200-015-497
200-015-526
200-015-527
200-015-572
200-015-590
200-015-618
200-015-619
200-015-621
200-015-623
200-015-626
200-015-681
200-015-731
200-015-797
200-015-838

10. Adjournment

Ms. Herrera motioned to adjourn. Mr. Kean seconded and the meeting was adjourned at 5:20 PM.

Ballparc Report (YOY Comparison)

July 2024 Violations:

- **Written: 1133**
- **Paid: 338**

July 2023 Violations:

- **Written: 294**
- **Paid: 144**

(YOY Comparison)

(Increase) Written: 839

(Increase) Paid: 194 (\$3060.00)

Collection Letters: Feb 2024 (start date will be Oct 1st)

Parkmobile Report (YOY Comparison)

July 2024 Parkmobile Transactions:

- **6111 Transactions**
- **\$15856.75**

July 2023 Parkmobile Transactions:

- **4830 Transactions**
- **\$12,637.50**

(Increase) Transactions: 1281

(Increase) Revenue: \$3218.50

Manager Voids

Action Code Summary By User
City of Clarksville, TN

Start Date: 7/1/2024
End Date: 7/31/2024

Michael Palmore

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	2	20%	-
COB	City/County Official Business	1	10%	-
EV	Employee Vehicle	3	30%	-
MTH	Monthly Parking Issues	2	20%	-
OE	Officer Error	2	20%	-
Subtotals		10		-

All Users

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	2	20%	-
COB	City/County Official Business	1	10%	-
EV	Employee Vehicle	3	30%	-
MTH	Monthly Parking Issues	2	20%	-
OE	Officer Error	2	20%	-
Totals		10		-

6. WEEKLY PHOTOS:

	
View of area of Transformer Pad to be Reworked per NEC Design.	Cumberland Alley Concrete Slab Preparation.

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PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 7/1/2021 7/31/2021	FY2023 7/1/2022 7/31/2022	FY2024 7/1/2023 7/31/2023	FY2025 7/1/2024 7/31/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 8,381.00	\$ 3,275.00	\$ 5,877.00	\$ 12,348.00
INVESTMENT EARNINGS	5.13	354.89	1,376.52	1,499.63
PARKING METER MONEY - DOWNTOWN	15,660.63	13,114.82	16,847.21	16,538.34
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	-	-
ROXY LOT	1,772.50	240.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	8,392.50	29,234.31	31,195.56	16,112.00
CONSTRUCTION PERMITS	-	50.00	-	60.00
RENTAL APPLICATION FEES	-	30.00	30.00	-
GARAGES - LEASED SPACES - TRANSIT	680.00	605.00	935.00	2,480.50
CUMBERLAND PLAZA LEASED SPACES	8,620.01	630.00	1,280.00	12,414.25
CUMBERLAND PLAZA METER MONEY	12,207.60	9,416.06	8,936.95	10,564.35
MISCELLANEOUS	45.00	2.30	159.42	6.30
TRANSFER IN FROM GENERAL FUND				
	<u>55,764.37</u>	<u>56,952.38</u>	<u>66,637.66</u>	<u>72,023.37</u>
EXPENSES:				
SALARIES & WAGES	3,075.16	4,123.92	7,003.66	11,655.95
OPERATING	18,504.23	13,566.51	15,599.84	2,197.81
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	393.98	406.90	421.14	435.88
OTHER REPAIR & MAINTENANCE	-	56.98	421.31	210.26
OTHER EQUIPMENT PURCHASES		-		-
INTEREST - OTHER DEBT	-	-	-	-
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>33,973.37</u>	<u>18,154.31</u>	<u>23,445.95</u>	<u>14,499.90</u>
OPERATING INCOME/(LOSS)	21,791.00	38,798.07	43,191.71	57,523.47
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,916.67</u>	<u>7,916.67</u>	<u>7,083.33</u>	<u>7,083.33</u>
NET PROFIT/(LOSS):	<u>\$ 13,874.33</u>	<u>\$ 30,881.40</u>	<u>\$ 36,108.38</u>	<u>\$ 50,440.14</u>

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

	July 1, 2023 July 31, 2023	July 1, 2024 July 31, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	5,877	12,348	6,471
INVESTMENT EARNINGS	1,377	1,500	123
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	16,847	16,538	(309)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	31,196	16,112	(15,084)
CONSTRUCTION PERMITS	-	60	60
APPLICATION FEE	30	-	(30)
GARAGES - LEASED SPACES - TRANSIT	935	2,481	1,546
CUMBERLAND PLAZA LEASED SPACES	1,280	12,414	11,134
CUMBERLAND PLAZA METER MONEY	8,937	10,564	1,627
MISCELLANEOUS	159	6	(153)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>66,638</u>	<u>72,023</u>	5,386
EXPENSES:			
SALARIES & WAGES	7,004	11,656	4,652
OPERATING	15,600	2,198	(13,402)
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	421	436	15
OTHER REPAIR & MAINENANCE	421	210	(211)
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>23,446</u>	<u>14,500</u>	(8,946)
OPERATING PROFIT/(LOSS)	43,192	57,523	14,332
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	7,083	7,083	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>36,108</u></u>	<u><u>50,440</u></u>	<u><u>14,332</u></u>
PARKING FUND BALANCE		995,777	