



City of Clarksville

Parking Commission

November 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)**
- 3. Public Comment**
(allows 3 persons; 5 minutes each)
- 4. Approval of Minutes**
- 5. Department Reports**
 - A. Management Report
 - i. Grand Opening Update
 - ii. Ballparc Report
 - iii. Downtown Parking Redesign Update
 - iv. ParkMobile Account Overview
 - B. Financial Report
- 6. New Business**
 - A. St. Peter Church - Handicap Parking
 - B. First Baptist - Removing a Parking Space on Commerce St
 - C. December Holiday Parking
 - D. Resident Parking
- 7. Old Business**
 - A. SOP for Parking - Tabled Until January
 - B. Parking City Code - Tabled until February's Executive Session
 - C. Weekend/ Event Rates - Tabled until February's Executive Session
- 8. Parking Commission Comments**

9. Voiding Requests

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 10/1/2021 10/31/2021	FY2023 10/1/2022 10/31/2022	FY2024 10/1/2023 10/31/2023	FY2025 10/1/2024 10/31/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 5,775.00	\$ 8,970.00	\$ 10,316.00	\$ 8,162.00
INVESTMENT EARNINGS	7.70	762.34	1,456.97	1,408.38
PARKING METER MONEY - DOWNTOWN	12,290.43	15,938.94	18,251.64	17,985.27
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	408.00	-
ROXY LOT	500.00	760.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	2,620.50	14,352.56	960.00	2,950.00
CONSTRUCTION PERMITS	-	-	80.00	-
RENTAL APPLICATION FEES	-	-	30.00	-
GARAGES - LEASED SPACES - TRANSIT	1,112.00	660.00	2,087.50	2,095.50
CUMBERLAND PLAZA LEASED SPACES	-	945.00	3,914.50	13,431.00
CUMBERLAND PLAZA METER MONEY	6,828.46	9,404.15	12,776.40	11,738.41
MISCELLANEOUS	31.60	-	9.02	17.22
TRANSFER IN FROM GENERAL FUND				
	<u>29,165.69</u>	<u>51,792.99</u>	<u>50,290.03</u>	<u>57,787.78</u>
EXPENSES:				
SALARIES & WAGES	3,912.79	9,094.95	12,558.10	18,823.59
OPERATING	6,398.12	6,061.67	6,744.34	8,284.66
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	393.98	526.90	541.14	435.88
OTHER REPAIR & MAINTENANCE	1,549.98	219.35	286.60	1,665.81
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>24,254.87</u>	<u>15,902.87</u>	<u>20,130.18</u>	<u>29,209.94</u>
OPERATING INCOME/(LOSS)	4,910.82	35,890.12	30,159.85	28,577.84
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>\$ (3,005.85)</u></u>	<u><u>\$ 27,973.45</u></u>	<u><u>\$ 23,076.52</u></u>	<u><u>\$ 21,494.51</u></u>

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

	July 1, 2023 October 31, 2023	July 1, 2024 October 31, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	38,751	45,975	7,224
INVESTMENT EARNINGS	5,628	5,812	184
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	64,059	67,040	2,981
RESIDENTIAL	-	-	-
MAIN ST LOT	408	-	(408)
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	48,312	24,260	(24,052)
CONSTRUCTION PERMITS	80	60	(20)
APPLICATION FEE	60	-	(60)
GARAGES - LEASED SPACES - TRANSIT	4,783	9,578	4,796
CUMBERLAND PLAZA LEASED SPACES	17,402	33,492	16,090
CUMBERLAND PLAZA METER MONEY	39,904	43,533	3,629
MISCELLANEOUS	183	101	(82)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>219,570</u>	<u>229,851</u>	<u>10,281</u>
EXPENSES:			
SALARIES & WAGES	43,713	67,496	23,783
OPERATING	35,316	41,695	6,379
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	1,805	1,864	59
OTHER REPAIR & MAINTENANCE	2,115	2,267	152
OTHER EQUIPMENT PURCHASES	270	-	(270)
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>83,218</u>	<u>113,321</u>	<u>30,103</u>
OPERATING PROFIT/(LOSS)	136,351	116,530	(19,821)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	28,333	28,333	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>108,018</u></u>	<u><u>88,197</u></u>	<u><u>(19,821)</u></u>
PARKING FUND BALANCE		1,202,708	



City of Clarksville Parking Commission

October 15, 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 Vice Chairperson Andy Kean at 3:18 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Vice Chairperson Andy Kean

Councilperson Joe Shakeenab

Melissa Schaffner

3. Public Comment

(allows 3 persons; 5 minutes each)

There were no members of the public present.

4. Approval of Minutes

Councilperson Joe Shakeenab motioned to approve the September 24, 2024 minutes.
Melissa Schaffner seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.

i. 1st Street Garage Grand Opening

Mr. Palmore discussed the grand opening of the garage.

ii. Ballparc Report

See Attached

iii. ParkMobile Report

See Attached

iv. Update on Downtown Parking Redesign

Mr. Palmore discussed the updates on the the downtown redesigns.

v. Signage Update

Signage for the new garage was discussed.

vi. APSU Parking

Mr. Palmore stated that at this time the Parking Commission will not be ticketing in the Austin Peay Campus.

B. Financial Report

Laurie Matta presented the financial report. See attached.

6. New Business

A. Vote in New Chair and Vice Chair

Ms. Schaffner motioned for Andy Kean to become the new Parking Commission Chair. Councilperson Shakeenab seconded and the motion passed. Mr. Kean motioned for Ms. Schaffner to become the new Parking Commission Vice Chair. Councilperson Shakeenab seconded and the motion passed.

B. First Week Grand Opening - Free Parking

It was discussed, and free parking will not be offered with the grand opening of the garage.

C. Cleaning Charge

This discussion has been tabled.

D. Rates

i. Block Parking

Mr. Kean moved to set a rate of \$1.00 an hour with a \$6.00 max for all-day parking in the Cumberland and 1st Street Parking Garages. Ms. Schaffner seconded, and the motion passed.

ii. Monthly Parking - 1st Street Garage

This discussion was tabled.

7. Old Business

A. Weekend Event Rates

Tabled until February's Executive Session.

B. Parking City Code

Tabled until February's Executive Session.

C. SOP for Parking

Tabled Until January.

8. Parking Commission Comments

9. Voiding Requests

Voids:

200-016-932

200-016-944

200-016-971
200-016-948
200-016-989
200-016-994
200-017-003
200-017-001
200-017-021
200-017-016
200-017-056
200-017-051

No Action:

200-016-968
200-016-982
200-016-985
200-017-007
200-017-038
200-017-017
200-017-062

10. Adjournment

Mr. Kean motioned to adjourn. Councilperson Shakeenab seconded, and the meeting was adjourned at 4:28 PM.

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 9/1/2021 9/30/2021	FY2023 9/1/2022 9/30/2022	FY2024 9/1/2023 9/30/2023	FY2025 9/1/2024 9/30/2024
REVENUES:				
PARKING METER FINES - TICKETS	\$ 8,542.98	\$ 1,252.00	\$ 14,189.00	\$ 10,709.00
INVESTMENT EARNINGS	4.97	611.47	1,388.20	1,414.90
PARKING METER MONEY - DOWNTOWN	14,259.03	19,673.11	10,023.00	13,617.84
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	-	-
ROXY LOT	1,335.00	640.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	1,204.50	6,049.75	10,432.50	2,374.00
CONSTRUCTION PERMITS	-	-	-	-
RENTAL APPLICATION FEES	-	-	-	-
GARAGES - LEASED SPACES - TRANSIT	1,203.00	495.00	880.00	2,521.75
CUMBERLAND PLAZA LEASED SPACES	-	585.00	10,767.31	4,099.00
CUMBERLAND PLAZA METER MONEY	8,253.50	8,891.55	8,557.10	9,696.40
MISCELLANEOUS	39.14	0.96	10.42	55.04
TRANSFER IN FROM GENERAL FUND				
	<u>34,842.12</u>	<u>38,198.84</u>	<u>56,247.53</u>	<u>44,487.93</u>
EXPENSES:				
SALARIES & WAGES	3,989.20	7,380.42	12,620.77	18,619.32
OPERATING	3,752.30	4,059.89	5,962.83	7,726.22
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	513.98	406.90	421.14	555.88
OTHER REPAIR & MAINTENANCE	1,513.00	1,550.85	1,337.64	-
OTHER EQUIPMENT PURCHASES		-	269.99	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>21,768.48</u>	<u>13,398.06</u>	<u>20,612.37</u>	<u>26,901.42</u>
OPERATING INCOME/(LOSS)	13,073.64	24,800.78	35,635.16	17,586.51
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><u>\$ 5,156.97</u></u>	<u><u>\$ 16,884.11</u></u>	<u><u>\$ 28,551.83</u></u>	<u><u>\$ 10,503.18</u></u>

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

	July 1, 2023 September 30, 2023	July 1, 2024 September 30, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	28,435	37,813	9,378
INVESTMENT EARNINGS	4,171	4,404	233
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	45,807	49,055	3,247
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	47,352	21,310	(26,042)
CONSTRUCTION PERMITS	-	60	60
APPLICATION FEE	30	-	(30)
GARAGES - LEASED SPACES - TRANSIT	2,695	7,483	4,788
CUMBERLAND PLAZA LEASED SPACES	13,487	20,061	6,574
CUMBERLAND PLAZA METER MONEY	27,128	31,795	4,667
MISCELLANEOUS	174	84	(91)
Includes additional hang tags,			-
CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	169,280	172,063	2,784
EXPENSES:			
SALARIES & WAGES	31,155	48,672	17,517
OPERATING	28,572	32,687	4,115
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	1,263	1,428	164
OTHER REPAIR & MAINTENANCE	1,828	601	(1,227)
OTHER EQUIPMENT PURCHASES	270	-	(270)
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	63,088	83,388	20,300
OPERATING PROFIT/(LOSS)	106,192	88,676	(17,516)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	21,250	21,250	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	84,942	67,426	(17,516)
PARKING FUND BALANCE		1,202,708	

Ballparc Report (YOY Comparison)

Sept 2024 Violations:

- **Written: 518**
- **Paid: 223**

Sept 2023 Violations:

- ☐ **Written: 972**
- ☐ **Paid: 447**

(YOY Comparison)

(Increase) Written: 454

(Increase) Paid: 224

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

Parkmobile Report (YOY Comparison)

Sept 2024 Parkmobile Transactions:

- ☐ **5373 Transactions**
- ☐ **\$13,871.35**

Sept 2023 Parkmobile Transactions:

- ☐ **5302 Transactions**
- ☐ **\$14038.05**

(Decrease) Transactions: 71

(Increase) Revenue: \$163.70

Manager Voids

Action Code Summary By User
City of Clarksville, TN

Start Date: 9/1/2024
End Date: 9/30/2024

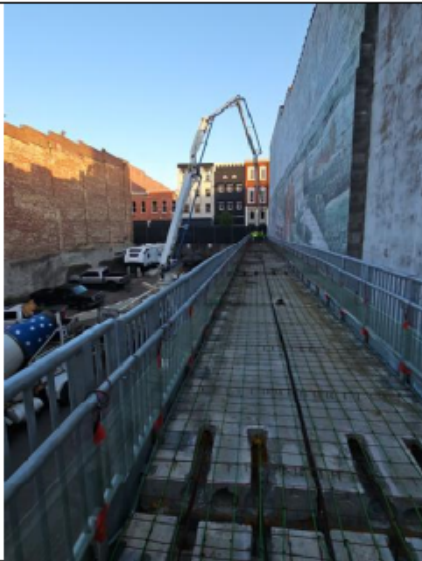
Michael Palmore

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	2	25%	-
COB	City/County Official Business	3	38%	-
EV	Employee Vehicle	2	25%	-
OE	Officer Error	1	12%	-
Subtotals		8		-

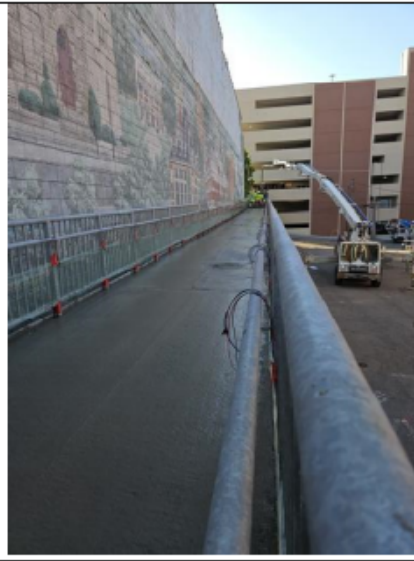
All Users

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	2	25%	-
COB	City/County Official Business	3	38%	-
EV	Employee Vehicle	2	25%	-
OE	Officer Error	1	12%	-
Totals		8		-

6. WEEKLY PHOTOS:



Pour of Pedestrian Walkway



Pour Completed on Pedestrian Walkway



☐ New parking garage layout

Level 0: County Sheriff and EMS
Level 1-4: Public Parking and Monthly Parkers
Level 5: County
Level 6: Milan
Level 7 & Roof: DoubleTree