City of Clarksville
Parking Commission

December 17, 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. November 19, 2024
5. **Department Reports**
   A. Management Report
      i. Ballparc Financials
      ii. Cumberland Garage Renovation
      iii. Parking Manager
   B. Financial Report
6. **New Business**
   A. Extended Holiday Parking - Free Parking Dec 23rd & Dec 24th
   B. Long-term Monthly Parking Options: 3 or 6 Month Passes
7. **Old Business**
   A. Resident Parking
   B. Weekend Event Rates - Tabled until Parking City Code is approved
   C. Parking City Code - Tabled until February's Executive Session
   D. Parking SOP - Tabled until January's Parking Commission Meeting
8. **Parking Commission Comments**
9. **Voiding Requests**

10. Adjournment

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

	July 1, 2023 November 30, 2023	July 1, 2024 November 30, 2024	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	49,973	57,236	7,263
INVESTMENT EARNINGS	7,047	7,126	78
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	77,851	79,294	1,444
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	28,925	26,634	(2,291)
CONSTRUCTION PERMITS	80	60	(20)
APPLICATION FEE	60	-	(60)
GARAGES - LEASED SPACES - TRANSIT	10,821	11,663	842
CUMBERLAND PLAZA LEASED SPACES	38,847	39,832	986
CUMBERLAND PLAZA METER MONEY	52,286	52,780	495
MISCELLANEOUS	201	106	(94)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	266,089	274,732	8,642
EXPENSES:			
SALARIES & WAGES	56,228	93,379	37,151
OPERATING	41,030	49,594	8,564
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	2,336	3,443	1,107
OTHER REPAIR & MAINENANCE	2,310	2,372	62
OTHER EQUIPMENT PURCHASES	270	-	(270)
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	102,174	148,788	46,614
OPERATING PROFIT/(LOSS)	163,916	125,944	(37,972)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	35,417	35,417	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	**128,499**	**90,527**	(37,972)
PARKING FUND BALANCE		**1,202,708**	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 11/1/2021 11/30/2021	FY2023 11/1/2022 11/30/2022	FY2024 11/1/2023 11/30/2023	FY2025 11/1/2024 11/30/2024
REVENUES:				
PARKING METER FINES - TICKETS	$ 3,552.97	$ 6,478.00	$ 11,222.00	$ 11,261.00
INVESTMENT EARNINGS	7.45	864.95	1,419.06	1,313.25
PARKING METER MONEY - DOWNTOWN	11,171.46	16,269.93	13,791.92	12,254.56
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	(408.00)	-
ROXY LOT	50.00	640.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	1,396.50	5,461.50	(19,387.31)	2,374.00
CONSTRUCTION PERMITS	290.00	110.00	-	-
RENTAL APPLICATION FEES	30.00	-	-	-
GARAGES - LEASED SPACES - TRANSIT	360.00	550.00	6,038.10	2,084.50
CUMBERLAND PLAZA LEASED SPACES	-	765.00	21,444.81	6,340.42
CUMBERLAND PLAZA METER MONEY	7,159.01	7,697.50	12,381.45	9,247.25
MISCELLANEOUS	44.74	2.42	17.48	5.56
TRANSFER IN FROM GENERAL FUND				
	24,062.13	38,839.30	46,519.51	44,880.54
EXPENSES:				
SALARIES & WAGES	3,908.46	9,578.20	12,514.71	25,882.87
OPERATING	2,460.62	5,717.26	5,714.36	7,899.19
OTHER PROFESSIONAL SERVICES	12,000.00			-
BUILDING REPAIR & MAINTENANCE	1,192.29	516.90	531.14	1,579.60
OTHER REPAIR & MAINTENANCE	4,700.14	325.22	195.06	105.15
OTHER EQUIPMENT PURCHASES		-	-	-
INTEREST - OTHER DEBT	-	-	-	
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	24,261.51	16,137.58	18,955.27	35,466.81
OPERATING INCOME/(LOSS)	(199.38)	22,701.72	27,564.24	9,413.73
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,083.33	7,083.33
NET PROFIT/(LOSS):	**$ (8,116.05)**	**$ 14,785.05**	**$ 20,480.91**	**$ 2,330.40**

City of Clarksville
Parking Commission

November 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 Andy Kean at 3:05 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:
Chairperson Andy Kean
Vice Chairperson Melissa Schaffner
Mary Cooper
Darla Knight

3. Public Comment
(allows 3 persons; 5 minutes each)

There were no members of the public present.

4. Approval of Minutes

Melissa Schaffner motioned to approve the October 15, 2024 minutes.Mary Cooper seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.

i. Grand Opening Update

Mr. Palmore discussed the opening of the garage.

ii. Ballparc Report

See Attached.

iii. Downtown Parking Redesign Update

Mr. Palmore stated that he is working with TRC to strip parking spaces.

iv. ParkMobile Account Overview

Clarksville's ParkMobile Representative, Baylee Mauro, gave a presentation on ParkMobile.

B. Financial Report

Laurie Matta presented the financial report. See attached.

6. New Business

A. St. Peter Church - Handicap Parking
There will be no changes at this time.

B. First Baptist - Removing a Parking Space on Commerce St
It was discussed that this space will be removed due to safety/traffic concerns.

C. December Holiday Parking
Chairperson Kean motioned to offer free street parking throughout December on Mondays and Fridays. Ms. Schaffner seconded and the motion passed.

D. Resident Parking
This discussion was tabled.

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

Voids:
200-017-028
200-017-033
200-017-077
200-017-086
200-017-099
200-017-126
200-017-129
200-017-132
200-017-141
200-017-143
200-017-151
200-017-154
200-017-158
200-017-190
200-017-192
200-017-196
200-017-210
200-017-212

200-017-213
200-017-214
200-017-215
200-017-216
200-017-222
200-017-224
200-017-227
200-017-228
200-017-235
200-017-245
200-017-285
200-017-286
200-017-315
200-017-344
200-017-352
200-017-359
200-017-361
200-017-362
200-017-363
200-017-395
200-017-429
200-017-456
200-017-488
200-017-500
200-017-645
200-017-646
200-017-659
200-017-667
200-017-669
200-017-709
200-017-734
200-017-744
200-017-753
200-017-781
200-017-800
200-017-864
200-017-998
200-018-000
200-018-034
200-018-116
200-018-144

No Action:
200-017-075
200-017-160
200-017-161
200-017-162
200-017-179
200-017-200
200-017-234

200-017-266
200-017-268
200-017-301
200-017-304
200-017-347
200-017-403
200-017-425
200-017-426
200-017-486
200-017-568
200-017-624
200-017-632
200-017-641
200-017-642
200-017-670
200-017-683
200-017-717
200-017-730
200-017-770
200-017-782
200-017-792
200-017-829
200-017-880
200-017-915
200-017-929
200-017-978
200-018-009
200-018-032
200-018-033
200-018-051
200-018-090
200-018-093
200-018-117
200-018-173
200-018-179
200-018-181
200-017-153

10. Adjournment

Mr. Kean motioned to adjourn. Ms. Shaffner seconded, and the meeting was adjourned at 5:29 PM.

Ballparc Report (YOY Comparison)

Oct 2024 Violations:

- **Written: 836**
- **Paid: 291**

Oct 2023 Violations:

- **Written: 800**
- **Paid: 349**

<u>(YOY Comparison)</u>

(Increase) Written: 36
(Decrease) Paid: 58

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

Parkmobile Report (YOY Comparison)

Oct 2024 Parkmobile Transactions:

- **6282 Transactions**
- **$16,049.70**

Oct 2023 Parkmobile Transactions:

- **5916 Transactions**
- **$15,843.95**

(Increase) Transactions: 366

(Increase) Revenue: $206

Manager Voids

Action Code Summary By User
City of Clarksville, TN

Start Date: 10/1/2024
End Date: 10/31/2024

Michael Palmore

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	1	6%	-
HC	Hanidicap Plate	1	6%	-
MTH	Monthly Parking Issues	7	44%	-
OE	Officer Error	7	44%	-
Subtotals		16		-

All Users

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	1	6%	-
HC	Hanidicap Plate	1	6%	-
MTH	Monthly Parking Issues	7	44%	-
OE	Officer Error	7	44%	-
Totals		16		-

- New parking garage layout
- DoubleTree: Parking space reduction 100 to 50

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				
	29,165.69	51,792.99	50,290.03	57,787.78
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)	-	-		-
	24,254.87	15,902.87	20,130.18	29,209.94
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
NET PROFIT/(LOSS):	**$ (3,005.85)**	**$ 27,973.45**	**$ 23,076.52**	**$ 21,494.51**

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	-		-
	219,570	229,851	10,281
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 & MAINENANCE	2,115	2,267	152
OTHER EQUIPMENT PURCHASES	270	-	(270)
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	83,218	113,321	30,103
OPERATING PROFIT/(LOSS)	136,351	116,530	(19,821)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	28,333	28,333	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	**108,018**	**88,197**	(19,821)
PARKING FUND BALANCE		**1,202,708**	