



# City of Clarksville

## Parking Commission

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January 21, 2025 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. December 17, 2024
5. **Department Reports**
  - A. Management Report
    - i. Ballparc Report
    - ii. ParkMobile Report
  - B. Financial Report
6. **New Business**
  - A. City Hall Parking Lot
  - B. Remove Spaces on 1st Street (PAC)
7. **Old Business**
  - A. Weekend Event Rates - Postponed
  - B. Parking City Code - Postponed
  - C. Parking SOP - Postponed
8. **Parking Commission Comments**
9. **Voiding Requests**
10. **Adjournment**

**CITY OF CLARKSVILLE**  
**PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON**

|                                   | <b>FY2022</b><br><b>12/1/2021</b><br><b>12/31/2021</b> | <b>FY2023</b><br><b>12/1/2022</b><br><b>12/31/2022</b> | <b>FY2024</b><br><b>12/1/2023</b><br><b>12/31/2023</b> | <b>FY2025</b><br><b>12/1/2024</b><br><b>12/31/2024</b> |
|-----------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <b>REVENUES:</b>                  |                                                        |                                                        |                                                        |                                                        |
| PARKING METER FINES - TICKETS     | \$ 4,479.00                                            | \$ 5,090.00                                            | \$ 5,953.00                                            | \$ 8,383.00                                            |
| INVESTMENT EARNINGS               | 10.27                                                  | 1,010.63                                               | 1,467.42                                               | 1,310.58                                               |
| PARKING METER MONEY - DOWNTOWN    | 10,105.03                                              | 10,039.89                                              | 15,300.35                                              | 13,277.99                                              |
| RESIDENTIAL PARKING - DOWNTOWN    | -                                                      | -                                                      | -                                                      | -                                                      |
| THIRD & MAIN STREET LOT - F&M     | -                                                      | -                                                      | -                                                      | -                                                      |
| ROXY LOT                          | 870.00                                                 | 774.40                                                 | -                                                      | -                                                      |
| FRANKLIN STREET LOT               | -                                                      | -                                                      | -                                                      | -                                                      |
| TRINITY LOT                       | -                                                      | -                                                      | -                                                      | -                                                      |
| CONTRACTED SPACES                 | 1,276.50                                               | 6,292.25                                               | -                                                      | 5,291.50                                               |
| CONSTRUCTION PERMITS              | 150.00                                                 | -                                                      | 330.00                                                 | 30.00                                                  |
| RENTAL APPLICATION FEES           | 30.00                                                  | -                                                      | 30.00                                                  | -                                                      |
| GARAGES - LEASED SPACES - TRANSIT | 800.00                                                 | 550.00                                                 | 880.00                                                 | 1,617.00                                               |
| CUMBERLAND PLAZA LEASED SPACES    | 30.00                                                  | 585.00                                                 | 636.00                                                 | 6,265.25                                               |
| CUMBERLAND PLAZA METER MONEY      | 2,598.50                                               | 6,004.40                                               | 11,256.07                                              | 8,799.96                                               |
| MISCELLANEOUS                     | 354.82                                                 | -                                                      | 11.96                                                  | 7.78                                                   |
| TRANSFER IN FROM GENERAL FUND     |                                                        |                                                        |                                                        |                                                        |
|                                   | <u>20,704.12</u>                                       | <u>30,346.57</u>                                       | <u>35,864.80</u>                                       | <u>44,983.06</u>                                       |
| <b>EXPENSES:</b>                  |                                                        |                                                        |                                                        |                                                        |
| SALARIES & WAGES                  | 5,303.19                                               | 16,512.25                                              | 17,088.68                                              | 19,118.94                                              |
| OPERATING                         | 3,969.85                                               | 3,923.73                                               | 5,020.67                                               | 10,766.59                                              |
| OTHER PROFESSIONAL SERVICES       | -                                                      | -                                                      | -                                                      | -                                                      |
| BUILDING REPAIR & MAINTENANCE     | 987.55                                                 | 421.14                                                 | 435.88                                                 | 462.03                                                 |
| OTHER REPAIR & MAINTENANCE        | 1,229.07                                               | 282.55                                                 | 266.02                                                 | 255.59                                                 |
| OTHER EQUIPMENT PURCHASES         | -                                                      | -                                                      | -                                                      | -                                                      |
| INTEREST - OTHER DEBT             | -                                                      | -                                                      | -                                                      | -                                                      |
| OTHER                             | -                                                      | -                                                      | -                                                      | -                                                      |
| IMPROVEMENTS (NON-BUILDINGS)      | -                                                      | -                                                      | -                                                      | -                                                      |
|                                   | <u>11,489.66</u>                                       | <u>21,139.67</u>                                       | <u>22,811.25</u>                                       | <u>30,603.15</u>                                       |
| <b>OPERATING INCOME/(LOSS)</b>    | <b>9,214.46</b>                                        | <b>9,206.90</b>                                        | <b>13,053.55</b>                                       | <b>14,379.91</b>                                       |
| AMORTIZATION EXPENSE              | -                                                      | -                                                      | -                                                      | -                                                      |
| DEPRECIATION EXPENSE              | <u>7,916.67</u>                                        | <u>7,916.67</u>                                        | <u>7,083.33</u>                                        | <u>7,083.33</u>                                        |
| <b>NET PROFIT/(LOSS):</b>         | <b><u>\$ 1,297.79</u></b>                              | <b><u>\$ 1,290.23</u></b>                              | <b><u>\$ 5,970.22</u></b>                              | <b><u>\$ 7,296.58</u></b>                              |

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

|                                                                       | July 1, 2023<br>December 31, 2023 | July 1, 2024<br>December 31, 2024 | Increase<br>(Decrease) |
|-----------------------------------------------------------------------|-----------------------------------|-----------------------------------|------------------------|
| <b>REVENUES:</b>                                                      |                                   |                                   |                        |
| PARKING METER FINES - TICKETS                                         | 55,926                            | 65,619                            | 9,693                  |
| INVESTMENT EARNINGS                                                   | 8,515                             | 8,436                             | (79)                   |
| INTEREST                                                              | -                                 | -                                 | -                      |
| PARKING METER MONEY - DOWNTOWN                                        | 93,151                            | 92,572                            | (579)                  |
| RESIDENTIAL                                                           | -                                 | -                                 | -                      |
| MAIN ST LOT                                                           | -                                 | -                                 | -                      |
| ROXY LOT                                                              | -                                 | -                                 | -                      |
| TRINITY LOT                                                           | -                                 | -                                 | -                      |
| FRANKLIN STREET LOT                                                   | -                                 | -                                 | -                      |
| CONTRACTED SPACES                                                     | 28,925                            | 31,926                            | 3,001                  |
| CONSTRUCTION PERMITS                                                  | 410                               | 90                                | (320)                  |
| APPLICATION FEE                                                       | 90                                | -                                 | (90)                   |
| GARAGES - LEASED SPACES - TRANSIT                                     | 11,701                            | 13,280                            | 1,579                  |
| CUMBERLAND PLAZA LEASED SPACES                                        | 39,483                            | 46,098                            | 6,615                  |
| CUMBERLAND PLAZA METER MONEY                                          | 63,542                            | 61,580                            | (1,962)                |
| MISCELLANEOUS                                                         | 213                               | 114                               | (98)                   |
| Includes additional hang tags,<br>CityCourt/Pcard Rebate/other rental |                                   |                                   | -                      |
| TRANSFER IN FROM GENERAL FUND                                         | -                                 | -                                 | -                      |
|                                                                       | 301,954                           | 319,715                           | 17,761                 |
| <b>EXPENSES:</b>                                                      |                                   |                                   |                        |
| SALARIES & WAGES                                                      | 73,316                            | 112,498                           | 39,181                 |
| OPERATING                                                             | 46,051                            | 60,361                            | 14,310                 |
| OTHER PROFESSIONAL SERVICES                                           | -                                 | -                                 | -                      |
| BUILDING REPAIR & MAINTENANCE                                         | 2,772                             | 3,905                             | 1,134                  |
| OTHER REPAIR & MAINTENANCE                                            | 2,576                             | 2,628                             | 52                     |
| OTHER EQUIPMENT PURCHASES                                             | 270                               | -                                 | (270)                  |
| INTEREST - OTHER DEBT                                                 | -                                 | -                                 | -                      |
| OTHER                                                                 | -                                 | -                                 | -                      |
| IMPROVEMENTS (NON-BUILDINGS)                                          | -                                 | -                                 | -                      |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 | -                      |
|                                                                       | 124,985                           | 179,391                           | 54,406                 |
| <b>OPERATING PROFIT/(LOSS)</b>                                        | 176,969                           | 140,324                           | (36,646)               |
|                                                                       |                                   |                                   | -                      |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 |                        |
| DEPRECIATION EXPENSE                                                  | 42,500                            | 42,500                            | -                      |
| <b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>                          | 134,469                           | 97,824                            | (36,646)               |
| <b>PARKING FUND BALANCE</b>                                           |                                   | <b>1,202,708</b>                  |                        |



## City of Clarksville Parking Commission

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December 17, 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 3:08 PM

#### 2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Chairperson Andy Kean

Councilperson Joe Shakeenab

Melissa Schaffner

Darla Knight

#### 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 November 19, 2024 minutes.

Melissa Schaffner seconded and the motion passed.

#### 5. Department Reports

##### A. Management Report

The management report was presented by Michael Palmore.

##### i. Ballparc Financials

See Attached

##### ii. Cumberland Garage Renovation

Mr. Palmore stated that the Cumberland Garage will close on January 6, 2025, to start minor upgrades.

##### iii. Parking Manager

Mr. Palmore stated that the Parking Manager position was posted.

##### B. Financial Report

Laurie Matta presented the financial report. See attached.

**6. New Business**

- A. Extended Holiday Parking - Free Parking Dec 23rd & Dec 24th  
Councilperson Shakeenab motioned to extend free holiday parking to the garages on December 23 and 24, 2024. Ms. Schaffner seconded and the motion passed.
- B. Long-term Monthly Parking Options: 3 or 6 Month Passes  
This discussion was tabled.

**7. Old Business**

- A. Resident Parking  
This discussion was tabled.
- 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**

No Action:

200-017-963  
200-018-286  
200-018-290  
200-018-342  
200-018-350  
200-018-374  
200-018-404  
200-018-508  
200-018-528  
200-018-556  
200-018-618  
200-018-681  
200-018-712  
200-018-751

Void:

200-017-542  
200-017-926  
200-017-927  
200-018-128  
200-018-202  
200-018-203

200-018-295  
200-018-296  
200-018-312  
200-018-315  
200-018-319  
200-018-320  
200-018-327  
200-018-378  
200-018-385  
200-018-400  
200-018-423  
200-018-460  
200-018-488  
200-018-491  
200-018-512  
200-018-515  
200-018-575  
200-018-589  
200-018-634  
200-018-640  
200-018-642  
200-018-647  
200-018-785  
200-018-800  
200-018-802  
200-018-803  
200-018-826  
200-018-841  
200-018-843  
200-018-849  
200-017-878  
200-017-986  
200-017-987

**10. Adjournment**

Mr. Kean motioned to adjourn. Ms. Schaffner seconded, and the meeting was adjourned at 4:18 PM.

## Ballparc Report (YOY Comparison)

### Nov 2024 Violations:

- Written: 786
- Paid: 266

### Nov 2023 Violations:

- ☐ Written: 782
- ☐ Paid: 337

### (YOY Comparison)

(Increase) Written: 4

(Decrease) Paid: 71

### Collection Letters: Feb 2024

- File issues

## Parkmobile Report (YOY Comparison)

### Nov 2024 Parkmobile Transactions:

- ☐ 5566 Transactions
- ☐ \$13,784.65

### Nov 2023 Parkmobile Transactions:

- ☐ 5456 Transactions
- ☐ \$14709.55

(Increase) Transactions: 110

(Increase) Revenue: 924.90

# Manager Voids

Action Code Summary By User

City of Clarksville, TN

Start Date: 11/1/2024

End Date: 11/30/2024

Michael Palmore

| Action Code | Description                   | Count | % of Total | Payments |
|-------------|-------------------------------|-------|------------|----------|
| COB         | City/County Official Business | 2     | 67%        | -        |
| EV          | Employee Vehicle              | 1     | 33%        | -        |
| Subtotals   |                               | 3     |            | -        |

All Users

| Action Code | Description                   | Count | % of Total | Payments |
|-------------|-------------------------------|-------|------------|----------|
| COB         | City/County Official Business | 2     | 67%        | -        |
| EV          | Employee Vehicle              | 1     | 33%        | -        |
| Totals      |                               | 3     |            | -        |

**CITY OF CLARKSVILLE**  
**PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON**

|                                   | <b>FY2022</b><br><b>11/1/2021</b><br><b>11/30/2021</b> | <b>FY2023</b><br><b>11/1/2022</b><br><b>11/30/2022</b> | <b>FY2024</b><br><b>11/1/2023</b><br><b>11/30/2023</b> | <b>FY2025</b><br><b>11/1/2024</b><br><b>11/30/2024</b> |
|-----------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <b>REVENUES:</b>                  |                                                        |                                                        |                                                        |                                                        |
| 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     |                                                        |                                                        |                                                        |                                                        |
|                                   | <u>24,062.13</u>                                       | <u>38,839.30</u>                                       | <u>46,519.51</u>                                       | <u>44,880.54</u>                                       |
| <b>EXPENSES:</b>                  |                                                        |                                                        |                                                        |                                                        |
| 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)      | -                                                      | -                                                      |                                                        | -                                                      |
|                                   | <u>24,261.51</u>                                       | <u>16,137.58</u>                                       | <u>18,955.27</u>                                       | <u>35,466.81</u>                                       |
| <b>OPERATING INCOME/(LOSS)</b>    | (199.38)                                               | 22,701.72                                              | 27,564.24                                              | 9,413.73                                               |
| AMORTIZATION EXPENSE              | -                                                      |                                                        |                                                        |                                                        |
| DEPRECIATION EXPENSE              | <u>7,916.67</u>                                        | <u>7,916.67</u>                                        | <u>7,083.33</u>                                        | <u>7,083.33</u>                                        |
| <b>NET PROFIT/(LOSS):</b>         | <u><u>\$ (8,116.05)</u></u>                            | <u><u>\$ 14,785.05</u></u>                             | <u><u>\$ 20,480.91</u></u>                             | <u><u>\$ 2,330.40</u></u>                              |

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

|                                                                       | July 1, 2023<br>November 30, 2023 | July 1, 2024<br>November 30, 2024 | Increase<br>(Decrease) |
|-----------------------------------------------------------------------|-----------------------------------|-----------------------------------|------------------------|
| <b>REVENUES:</b>                                                      |                                   |                                   |                        |
| 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,<br>CityCourt/Pcard Rebate/other rental |                                   |                                   | -                      |
| TRANSFER IN FROM GENERAL FUND                                         | -                                 | -                                 | -                      |
|                                                                       | 266,089                           | 274,732                           | 8,642                  |
| <b>EXPENSES:</b>                                                      |                                   |                                   |                        |
| 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 & MAINTENANCE                                            | 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                 |
| <b>OPERATING PROFIT/(LOSS)</b>                                        | 163,916                           | 125,944                           | (37,972)               |
|                                                                       |                                   |                                   | -                      |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 | -                      |
| DEPRECIATION EXPENSE                                                  | 35,417                            | 35,417                            | -                      |
| <b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>                          | 128,499                           | 90,527                            | (37,972)               |
| <b>PARKING FUND BALANCE</b>                                           |                                   | <b>1,202,708</b>                  |                        |