



City of Clarksville Parking Commission

February 18, 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. January 21, 2025
- 5. Department Reports**
 - A. Management Report
 - i. Parking Manager
 - ii. Ballpark Report
 - iii. ParkMobile Report
 - iv. Night Enforcement
 - v. 1st Street Update
 - vi. New Enforcement Signage Update
 - vii. Cumberland Renovation Update
 - B. Financial Report
- 6. New Business**
 - A. Resident Parking Rates
- 7. Old Business**
 - A. 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

	FY2022 1/1/2022 1/31/2022	FY2023 1/1/2023 1/31/2023	FY2024 1/1/2024 1/31/2024	FY2025 1/1/2025 1/31/2025
REVENUES:				
PARKING METER FINES - TICKETS	\$ 2,601.00	\$ 6,488.00	\$ 5,579.00	\$ 6,581.00
INVESTMENT EARNINGS	10.27	1,107.80	1,465.90	-
PARKING METER MONEY - DOWNTOWN	10,766.17	19,631.23	12,097.54	15,123.03
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	25.00	-	-	-
ROXY LOT	800.00	880.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	10,929.83	14,954.81	1,368.00	5,648.00
CONSTRUCTION PERMITS	-	-	1,010.00	-
RENTAL APPLICATION FEES	-	-	60.00	-
GARAGES - LEASED SPACES - TRANSIT	2,657.00	990.00	1,915.10	3,206.50
CUMBERLAND PLAZA LEASED SPACES	1,530.00	977.91	13,023.40	16,229.75
CUMBERLAND PLAZA METER MONEY	4,875.25	9,478.75	8,896.33	4,681.30
MISCELLANEOUS	2.78	0.74	4.14	5.34
TRANSFER IN FROM GENERAL FUND				
	<u>34,197.30</u>	<u>54,509.24</u>	<u>45,419.41</u>	<u>51,474.92</u>
EXPENSES:				
SALARIES & WAGES	15,055.59	12,024.43	34,600.67	20,045.89
OPERATING	5,889.24	6,219.28	7,768.38	24,305.82
OTHER PROFESSIONAL SERVICES	18,000.00			-
BUILDING REPAIR & MAINTENANCE	796.26	421.14	435.88	462.03
OTHER REPAIR & MAINTENANCE	1,994.40	1,471.66	979.08	247.99
OTHER EQUIPMENT PURCHASES		-	-	2,680.00
INTEREST - OTHER DEBT	-	-	-	-
OTHER			-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	<u>41,735.49</u>	<u>20,136.51</u>	<u>43,784.01</u>	<u>47,741.73</u>
OPERATING INCOME/(LOSS)	(7,538.19)	34,372.73	1,635.40	3,733.19
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>\$ (15,454.86)</u>	<u>\$ 26,456.06</u>	<u>\$ (5,447.93)</u>	<u>\$ (3,350.14)</u>

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

	July 1, 2023 January 31, 2024	July 1, 2024 January 31, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	61,505	72,200	10,695
INVESTMENT EARNINGS	9,981	8,436	(1,545)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	105,249	107,695	2,447
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	30,293	37,574	7,281
CONSTRUCTION PERMITS	1,420	90	(1,330)
APPLICATION FEE	150	-	(150)
GARAGES - LEASED SPACES - TRANSIT	13,616	16,486	2,871
CUMBERLAND PLAZA LEASED SPACES	52,506	62,327	9,821
CUMBERLAND PLAZA METER MONEY	72,438	66,261	(6,177)
MISCELLANEOUS	217	119	(97)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>347,374</u>	<u>371,190</u>	<u>23,816</u>
EXPENSES:			
SALARIES & WAGES	107,917	132,543	24,627
OPERATING	53,819	84,666	30,847
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	3,207	4,367	1,160
OTHER REPAIR & MAINENANCE	3,555	2,876	(679)
OTHER EQUIPMENT PURCHASES	270	2,680	2,410
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>168,769</u>	<u>227,133</u>	<u>58,364</u>
OPERATING PROFIT/(LOSS)	178,605	144,057	(34,548)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	49,583	49,583	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>129,021</u></u>	<u><u>94,474</u></u>	<u><u>(34,548)</u></u>
PARKING FUND BALANCE		1,202,708	



City of Clarksville Parking Commission

January 21, 2025 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 3:03 PM.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Chairperson Andy Kean

Councilperson Joe Shakeenab

Vice Chairperson Melissa Schaffner

Mary Cooper

Darla Knight

3. Public Comment

(allows 3 persons; 5 minutes each)

Mr. Don Sharpe was present to contest his parking ticket.

4. Approval of Minutes

Councilperson Joe Shakeenab motioned to approve the December 17, 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 Report

See attached.

ii. ParkMobile Report

See attached.

B. Financial Report

Laurie Matta presented the financial report.

6. New Business

A. City Hall Parking Lot

Mr. Palmore informed the Parking Commission that this topic will be stricken from the agenda.

B. Remove Spaces on 1st Street (PAC)

Ms. Schaffner made a motion to remove the 8 parking spaces on 1st Street when the construction of the Performing Arts Center begins. Councilperson Shakeenab seconded and the motion passed.

7. Old Business

A. Weekend Event Rates - Postponed

This topic will be discussed once the new Parking Manager is present.

B. Parking City Code - Postponed

This topic will be discussed once the new Parking Manager is present.

C. Parking SOP - Postponed

This topic will be discussed once the new Parking Manager is present.

8. Parking Commission Comments

9. Voiding Requests

No Action:

200-019-004
200-019-005
200-018-984
200-019-007
200-019-054
200-019-092
200-019-107
200-019-127
200-018-772
200-018-963
200-019-321
200-018-980

Voids:

200-019-040
200-019-261
200-018-971
200-018-973
200-019-003
200-019-066
200-019-108
200-019-110
200-019-112
200-019-118
200-019-120
200-019-126
200-019-128

200-019-129
200-019-130
200-019-131
200-019-165
200-019-184
200-019-272
200-018-932
200-018-986
200-019-063
200-019-223
200-019-231
200-019-088

10. Adjournment

Councilperson Shakeenab motioned to adjourn. Ms. Schaffner seconded, and the meeting was adjourned at 4:21 PM.

Ballparc Report (YOY Comparison)

Dec 2024 Violations:

- Written: 459
- Paid: 162

Dec 2023 Violations:

- Written: 323
- Paid: 153

(YOY Comparison)

(Increase) Written: 136

(Decrease) Paid: 9

Collection Letters: Feb 2024

- File issues

Parkmobile Report (YOY Comparison)

Dec 2024 Parkmobile Transactions:

- 5587 Transactions
- \$12,684.45

Dec 2023 Parkmobile Transactions:

- 4838 Transactions
- \$13,016.60

(Increase) Transactions: 749

(Increase) Revenue: 332.15

Manager Voids

Action Code Summary By User

City of Clarksville, TN

Start Date: 12/1/2024

End Date: 12/31/2024

Michael Palmore

Action Code	Description	Count	% of Total	Payments
COB	City/County Official Business	12	71%	-
EV	Employee Vehicle	1	6%	-
HC	Hanidicap Plate	1	6%	-
MI	MacKay Issues	1	6%	-
MTH	Monthly Parking Issues	1	6%	-
OE	Officer Error	1	6%	-
Subtotals		17		-

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PARKING COMMISSION REVENUE & EXPENDITURE MONTHLY COMPARISON - YTD

	July 1, 2023 December 31, 2023	July 1, 2024 December 31, 2024	Increase (Decrease)
REVENUES:			
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, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>301,954</u>	<u>319,715</u>	<u>17,761</u>
EXPENSES:			
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	-	-	-
	<u>124,985</u>	<u>179,391</u>	<u>54,406</u>
OPERATING PROFIT/(LOSS)	176,969	140,324	(36,646)
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	42,500	42,500	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>134,469</u>	<u>97,824</u>	<u>(36,646)</u>
PARKING FUND BALANCE		1,202,708	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 12/1/2021 12/31/2021	FY2023 12/1/2022 12/31/2022	FY2024 12/1/2023 12/31/2023	FY2025 12/1/2024 12/31/2024
REVENUES:				
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>
EXPENSES:				
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>
OPERATING INCOME/(LOSS)	9,214.46	9,206.90	13,053.55	14,379.91
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>1,297.79</u>	\$ <u>1,290.23</u>	\$ <u>5,970.22</u>	\$ <u>7,296.58</u>