



City of Clarksville Parking Commission

March 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. February 18, 2025
- 5. Department Reports**
 - A. Management Report
 - i. Parking Manager
 - ii. Ballparc Report
 - iii. ParkMobile Financials
 - iv. Cumberland Renovation Update
 - v. Booting Discussion
 - B. Financial Report
- 6. New Business**
 - A. Two - One Weeks of Free Parking
 - B. All Meter Loading Zones
 - C. Phase 1 - Meter Consolidation
- 7. Old Business**
 - A. Event Rates-Postponed
 - B. Parking City Code- Postponed
 - C. SOP for Parking- Postponed

- 8. Parking Commission Comments**
- 9. Voiding Requests**
- 10. Adjournment**

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 2/1/2022 2/28/2022	FY2023 2/1/2023 2/28/2023	FY2024 2/1/2024 2/29/2024	FY2025 2/1/2025 2/28/2025
REVENUES:				
PARKING METER FINES - TICKETS	\$ 3,099.00	\$ 7,849.00	\$ 13,793.00	\$ 7,400.00
INVESTMENT EARNINGS	18.54	1,065.64	1,369.82	1,135.24
PARKING METER MONEY - DOWNTOWN	6,639.39	15,167.52	14,739.07	17,753.44
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	(25.00)	-	-	-
ROXY LOT	880.00	720.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	5,006.00	5,901.25	1,488.00	-
CONSTRUCTION PERMITS	930.00	-	-	-
RENTAL APPLICATION FEES	90.00	-	-	-
GARAGES - LEASED SPACES - TRANSIT	670.00	990.00	1,963.50	880.00
CUMBERLAND PLAZA LEASED SPACES	796.50	765.00	4,061.90	1,215.00
CUMBERLAND PLAZA METER MONEY	2,329.15	7,586.55	8,628.35	5,550.76
MISCELLANEOUS	43.62	4.84	8.80	4.18
TRANSFER IN FROM GENERAL FUND				
	<u>20,477.20</u>	<u>40,049.80</u>	<u>46,052.44</u>	<u>33,938.62</u>
EXPENSES:				
SALARIES & WAGES	4,669.16	11,818.97	17,622.09	20,740.95
OPERATING	3,459.96	8,289.39	4,449.68	10,354.40
OTHER PROFESSIONAL SERVICES	9,000.00			-
BUILDING REPAIR & MAINTENANCE	3,620.41	421.14	435.88	2,892.03
OTHER REPAIR & MAINTENANCE	2,184.93	2,673.40	128.86	94.78
OTHER EQUIPMENT PURCHASES	-	-	-	1,351.80
INTEREST - OTHER DEBT	-	-	-	-
OTHER	-	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>22,934.46</u>	<u>23,202.90</u>	<u>22,636.51</u>	<u>35,433.96</u>
OPERATING INCOME/(LOSS)	(2,457.26)	16,846.90	23,415.93	(1,495.34)
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>\$ (10,373.93)</u>	<u>\$ 8,930.23</u>	<u>\$ 16,332.60</u>	<u>\$ (8,578.67)</u>

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

	July 1, 2023 February 29, 2024	July 1, 2024 February 28, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	75,298	79,600	4,302
INVESTMENT EARNINGS	11,351	10,847	(504)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	119,988	125,449	5,461
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	31,781	37,574	5,793
CONSTRUCTION PERMITS	1,420	90	(1,330)
APPLICATION FEE	150	-	(150)
GARAGES - LEASED SPACES - TRANSIT	15,579	17,366	1,787
CUMBERLAND PLAZA LEASED SPACES	56,568	63,452	6,885
CUMBERLAND PLAZA METER MONEY	81,066	71,812	(9,254)
MISCELLANEOUS	226	124	(102)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>393,426</u>	<u>406,314</u>	12,888
EXPENSES:			
SALARIES & WAGES	125,539	153,284	27,745
OPERATING	58,269	97,328	39,059
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	3,643	7,259	3,616
OTHER REPAIR & MAINENANCE	3,684	2,971	(714)
OTHER EQUIPMENT PURCHASES	270	4,032	3,762
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>191,405</u>	<u>264,874</u>	73,469
OPERATING PROFIT/(LOSS)	202,021	141,440	(60,581)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	56,667	56,667	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>145,354</u></u>	<u><u>84,773</u></u>	<u><u>(60,581)</u></u>
PARKING FUND BALANCE		1,202,708	



City of Clarksville Parking Commission

February 18, 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 3:05 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)

There were no members present.

4. Approval of Minutes

A. January 21, 2025

Councilperson Joe Shakeenab motioned to approve the January 21, 2025 minutes. Darla Knight seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.

i. Parking Manager

Mr. Palmore announced the new Parking Manager, Heather Boyd.

ii. Ballparc Report

See attached.

iii. ParkMobile Report

See attached.

iv. Night Enforcement

Mr. Palmore stated that night enforcement for parking infractions will begin in April.

v. 1st Street Update

Mr. Palmore mentioned there is a work order to reinstall the ParkMobile signs on 1st Street.

vi. New Enforcement Signage Update

Mr. Palmore stated that the signs are in and will be installed as soon as possible.

vii. Cumberland Renovation Update

Mr. Palmosre mentioned that TRC will head the renovations of the Cumberland Garage.

B. Financial Report

Laurie Matta gave the financial report. See attached.

6. New Business

A. Resident Parking Rates

This was tabled until the Cumberland Garage is open and operational.

7. Old Business

A. Event Rates - Postponed

B. Parking City Code - Postponed

C. Parking SOP - Postponed

8. Parking Commission Comments

9. Voiding Requests

No Action:

200-019-374

200-019-101

200-019-236

200-019-335

200-019-432

200-019-444

200-019-465

200-019-472

200-019-501

200-019-607

200-019-709

200-019-720
200-019-760
200-019-779

Voids:

200-019-174
200-019-254
200-019-362
200-019-379
200-019-384
200-019-396
200-019-430
200-019-431
200-019-437
200-019-493
200-019-494
200-019-541
200-019-546
200-019-553
200-019-559
200-019-560
200-019-612
200-019-616
200-019-634
200-019-692
200-019-723
200-019-770
200-019-799
200-019-816
200-019-836
200-019-852

10. Adjournment

Chairperson Andy Kean motioned to adjourn. Ms. Schaffner seconded, and the meeting was adjourned at 4:44 PM.

Ballparc Report (YOY Comparison)

Jan 2025 Violations:

- Written: 621
- Paid: 193

Jan 2024 Violations:

- Written: 498
- Paid: 216

(YOY Comparison)

(Increase) Written: 123

(Decrease) Paid: 23

Collection Letters: Feb 2024

- File issues

Parkmobile Report (YOY Comparison)

Jan 2025 Parkmobile Transactions:

- 6093 Transactions
- \$14,598.40

Jan 2024 Parkmobile Transactions:

- 4836 Transactions
- \$13,514.60

(Increase) Transactions: 1257

(Increase) Revenue: \$1083.80

Manager Voids

Action Code Summary By User

City of Clarksville, TN

Start Date: 1/1/2025

End Date: 1/31/2025

Michael Palmore

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	7	100%	-
Subtotals		7		-

All Users

Action Code	Description	Count	% of Total	Payments
EV	Employee Vehicle	7	100%	-
Totals		7		-

- Cumberland Reno Update (John/Brandon)
- SOP Booting
- Clarification on collection report
- Clarification crosswalk on Franklin
- New parking garage traffic flow

Jan Meeting Updates

- Update from last meeting: 1st Street & Commerce, street department is running an audit to ensure it compiles with the sight triangle.
- Work order has been created for adding signs back on first street
- Enforcement Hours signage ordered and picked up.
- More signage in the core (?)
- Parking bander (still investigating)

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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	-	-	-
	347,374	371,190	23,816
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	-	-	-
	168,769	227,133	58,364
OPERATING PROFIT/(LOSS)	178,605	144,057	(34,548)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	49,583	49,583	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	129,021	94,474	(34,548)
PARKING FUND BALANCE		1,202,708	