City of Clarksville
Parking Commission

April 15, 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**
5. **Department Reports**
   - A. Management Report
     - i. Parking Manager
     - ii. Ballparc Report
     - iii. Parkmobile Report
     - iv. Cumberland Renovation Update
     - v. Loading Zone Update
     - vi. Parking City Code (Timeline)
     - vii. Budget Highlights
   - B. Financial Report
6. **New Business**
   - A. SOP for the voiding process
   - B. Parking Appendix
   - C. Violation Cost
   - D. 200-020-342
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 3/1/2022 3/31/2022	FY2023 3/1/2023 3/31/2023	FY2024 3/1/2024 3/31/2024	FY2025 3/1/2025 3/31/2025
REVENUES:				
PARKING METER FINES - TICKETS	$ 4,380.00	$ 8,136.00	$ 9,962.00	$ 10,024.00
INVESTMENT EARNINGS	48.77	1,218.02	1,470.49	1,246.53
PARKING METER MONEY - DOWNTOWN	8,363.84	21,833.76	22,226.47	19,119.78
RESIDENTIAL PARKING - DOWNTOWN	50.00	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	-	-
ROXY LOT	960.00	840.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	5,535.00	6,058.31	1,402.00	2,374.00
CONSTRUCTION PERMITS	80.00	180.00	-	-
RENTAL APPLICATION FEES	30.00	30.00	-	-
GARAGES - LEASED SPACES - TRANSIT	1,842.50	880.00	2,128.50	2,098.25
CUMBERLAND PLAZA LEASED SPACES	720.00	810.00	3,966.50	6,051.00
CUMBERLAND PLAZA METER MONEY	74.46	10,026.95	11,350.72	6,187.70
MISCELLANEOUS	754.36	184.04	8.56	5.40
TRANSFER IN FROM GENERAL FUND				
	22,838.93	50,197.08	52,515.24	47,106.66
EXPENSES:				
SALARIES & WAGES	32,467.73	14,841.60	17,833.65	23,757.82
OPERATING	3,447.25	3,724.41	6,412.21	16,194.61
OTHER PROFESSIONAL SERVICES	-			-
BUILDING REPAIR & MAINTENANCE	(1,467.92)	421.14	435.88	2,262.03
OTHER REPAIR & MAINTENANCE	1,936.61	300.19	612.35	40.72
OTHER EQUIPMENT PURCHASES	-	-	-	4,401.68
INTEREST - OTHER DEBT	-	-	-	
OTHER	15,850.00		-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	52,233.67	19,287.34	25,294.09	46,656.86
OPERATING INCOME/(LOSS)	(29,394.74)	30,909.74	27,221.15	449.80
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,083.33	7,083.33
NET PROFIT/(LOSS):	**$ (37,311.41)**	**$ 22,993.07**	**$ 20,137.82**	**$ (6,633.53)**

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

	July 1, 2023 March 31, 2024	July 1, 2024 March 31, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	85,260	89,624	4,364
INVESTMENT EARNINGS	12,821	12,093	(728)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	142,214	144,569	2,355
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	33,183	39,948	6,765
CONSTRUCTION PERMITS	1,420	90	(1,330)
APPLICATION FEE	150	-	(150)
GARAGES - LEASED SPACES - TRANSIT	17,708	19,465	1,757
CUMBERLAND PLAZA LEASED SPACES	60,534	69,503	8,969
CUMBERLAND PLAZA METER MONEY	92,417	78,000	(14,417)
MISCELLANEOUS	234	129	(105)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	445,941	453,420	7,479
EXPENSES:			
SALARIES & WAGES	143,373	177,042	33,670
OPERATING	64,681	113,523	48,841
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	4,079	9,521	5,442
OTHER REPAIR & MAINENANCE	4,296	3,011	(1,285)
OTHER EQUIPMENT PURCHASES	270	8,433	8,163
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	216,700	311,531	94,831
OPERATING PROFIT/(LOSS)	229,242	141,889	(87,352)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	63,750	63,750	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	**165,492**	**78,139**	(87,352)
PARKING FUND BALANCE		**1,202,708**	

City of Clarksville
Parking Commission

March 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 3:01 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 present.

4. Approval of Minutes

A. February 18, 2025

Darla Knight motioned to approve the February 18, 2025 minutes. Melissa Schaffner seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Michael Palmore.

i. Parking Manager

No comments were made at this time.

ii. Ballparc Report

See attached.

iii. ParkMobile Financials

See attached.

iv. Cumberland Renovation Update

Mr. Palmore stated that the re-opening of the Cumberland will be at the end of July/ August timeframe.

v. Booting Discussion

This topic was tabled until further notice.

B. Financial Report

Laurie Matta gave the financial report. See attached.

6. New Business

A. Two - One Weeks of Free Parking

Mr. Palmore decided not to move forward with this item.

B. All Meter Loading Zones

This item was tabled until further notice.

C. Phase 1 - Meter Consolidation

Chairperson Kean motioned to move forward with the meter consolidation on Franklin St. Ms. Schaffner seconded and the motion passed.

7. Old Business

A. Event Rates-Postponed

B. Parking City Code- Postponed

C. SOP for Parking- Postponed

8. Parking Commission Comments

9. Voiding Requests

No Action:
200-019-886
200-019-891
200-019-893
200-019-945
200-020-009
200-020-040
200-020-089
200-020-126
200-020-137
200-020-155
200-020-213
200-020-240
200-020-270
200-020-302
200-020-317

200-020-318
200-020-362
200-020-388
200-020-445
200-020-456
200-020-342
200-020-487

Voids:
200-019-873
200-019-881
200-019-885
200-019-949
200-019-985
200-019-988
200-020-017
200-020-029
200-020-041
200-020-058
200-020-060
200-020-073
200-020-082
200-020-088
200-020-108
200-020-114
200-020-116
200-020-128
200-020-146
200-020-160
200-020-227
200-020-453
200-020-497
200-020-480

10. Adjournment

Chairperson Andy Kean motioned to adjourn. Ms. Cooper seconded, and the meeting was adjourned at 5:07 PM.

Ballparc Report (YOY Comparison)

Feb 2025 Violations:

- **Written: 580**
- **Paid: 181**

Feb 2024 Violations:

- **Written: 975**
- **Paid: 401**

<u>(YOY Comparison)</u>

(Decrease) Written: 395
(Decrease) Paid: 220

Collection Letters: Feb 2024-Dec 2024

- **Total Violations: About 4200**

Parkmobile Report (YOY Comparison)

Feb 2025 Parkmobile Transactions:

- **5723 Transactions**
- **$13,453.10**

Jan 2024 Parkmobile Transactions:

- **5770 Transactions**
- **$15,326.15**

(Increase) Transactions: 47

(Increase) Revenue: $1873.00

Manager Voids

Action Code Summary By User
City of Clarksville, TN

Start Date: 2/1/2025
End Date: 2/28/2025

Michael Palmore

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	4	7%	-
COB	City/County Official Business	4	7%	-
EV	Employee Vehicle	38	63%	-
OE	Officer Error	14	23%	-
Subtotals		60		-

All Users

Action Code	Description	Count	% of Total	Payments
CE	Customer Error	4	7%	-
COB	City/County Official Business	4	7%	-
EV	Employee Vehicle	38	63%	-
OE	Officer Error	14	23%	-
Totals		60		-

Feb Meeting Updates

- Parking bander

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				
	20,477.20	40,049.80	46,052.44	33,938.62
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)	-	-		-
	22,934.46	23,202.90	22,636.51	35,433.96
OPERATING INCOME/(LOSS)	(2,457.26)	16,846.90	23,415.93	(1,495.34)
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,083.33	7,083.33
NET PROFIT/(LOSS):	**$ (10,373.93)**	**$ 8,930.23**	**$ 16,332.60**	**$ (8,578.67)**

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	-		-
	393,426	406,314	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	-	-	-
	191,405	264,874	73,469
OPERATING PROFIT/(LOSS)	202,021	141,440	(60,581)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	56,667	56,667	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	**145,354**	**84,773**	(60,581)
PARKING FUND BALANCE		**1,202,708**	