



City of Clarksville Parking Commission

May 20, 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 Financials
 - iii. Parkmobile Financials
 - iv. Loading Zone Sign Update
 - v. Downtown Walkthrough
 - B. Financial Report
- 6. New Business**
 - A. Budget Summary
- 7. Old Business**
 - A. Event Rates-Postponed
 - B. Parking City Code-Postponed
 - C. SOP for Parking-Postponed
 - D. Violation Rate Increase-Postponed
- 8. Parking Commission Comments**

9. Voiding Requests

10. Adjournment

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 4/1/2022 4/30/2022	FY2023 4/1/2023 4/30/2023	FY2024 4/1/2024 4/30/2024	FY2025 4/1/2025 4/30/2025
REVENUES:				
PARKING METER FINES - TICKETS	\$ 3,926.00	\$ 5,067.00	\$ 14,373.00	\$ 9,896.00
INVESTMENT EARNINGS	91.93	1,201.23	1,426.80	1,207.90
PARKING METER MONEY - DOWNTOWN	6,700.68	12,306.08	14,449.06	18,002.23
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	-	-
ROXY LOT	360.00	720.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	11,704.15	36,223.95	1,522.00	3,414.00
CONSTRUCTION PERMITS	700.00	30.00	-	30.00
RENTAL APPLICATION FEES	-	-	-	-
GARAGES - LEASED SPACES - TRANSIT	715.00	770.00	2,095.50	2,298.45
CUMBERLAND PLAZA LEASED SPACES	1,035.00	990.00	12,314.60	11,524.50
CUMBERLAND PLAZA METER MONEY	11,296.25	9,796.70	9,385.11	6,131.35
MISCELLANEOUS	3.28	1,046.98	11.98	6.52
TRANSFER IN FROM GENERAL FUND				
	<u>36,532.29</u>	<u>68,151.94</u>	<u>55,578.05</u>	<u>52,510.95</u>
EXPENSES:				
SALARIES & WAGES	8,779.69	13,703.77	17,601.38	22,452.42
OPERATING	3,792.43	11,611.60	6,226.00	9,494.17
OTHER PROFESSIONAL SERVICES	-	-	-	-
BUILDING REPAIR & MAINTENANCE	798.67	2,776.14	555.88	2,502.03
OTHER REPAIR & MAINTENANCE	2,625.19	394.86	52.29	1,050.68
OTHER EQUIPMENT PURCHASES	-	-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	-	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>15,995.98</u>	<u>28,486.37</u>	<u>24,435.55</u>	<u>35,499.30</u>
OPERATING INCOME/(LOSS)	20,536.31	39,665.57	31,142.50	17,011.65
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>\$ 12,619.64</u>	<u>\$ 31,748.90</u>	<u>\$ 24,059.17</u>	<u>\$ 9,928.32</u>

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

	July 1, 2023 April 30, 2024	July 1, 2024 April 30, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	99,633	99,520	(113)
INVESTMENT EARNINGS	14,248	13,301	(947)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	156,663	162,571	5,908
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	34,705	43,362	8,657
CONSTRUCTION PERMITS	1,420	120	(1,300)
APPLICATION FEE	150	-	(150)
GARAGES - LEASED SPACES - TRANSIT	19,803	21,763	1,960
CUMBERLAND PLAZA LEASED SPACES	72,849	81,028	8,179
CUMBERLAND PLAZA METER MONEY	101,802	84,131	(17,671)
MISCELLANEOUS	246	136	(110)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	501,519	505,931	4,412
EXPENSES:			
SALARIES & WAGES	160,974	199,495	38,521
OPERATING	70,907	124,428	53,520
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	4,635	12,023	7,388
OTHER REPAIR & MAINENANCE	4,349	4,346	(3)
OTHER EQUIPMENT PURCHASES	270	8,556	8,286
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	241,135	348,848	107,712
OPERATING PROFIT/(LOSS)	260,384	157,084	(103,301)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	70,833	70,833	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	189,551	86,250	(103,301)
PARKING FUND BALANCE		1,202,708	



City of Clarksville Parking Commission

April 15, 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 3:01pm.

2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Chairperson Andy Kean

Councilperson Joe Shakeenab

Mary Cooper

Darla Knight

3. Public Comment

There were no members present.

4. Approval of Minutes

March 18, 2025

Councilperson Shakeenab motioned to approve the March 18, 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

ii. Ballparc Report

See attached.

iii. Parkmobile Report

See attached.

iv. Cumberland Renovation Update

The Cumberland parking garage renovations are nearing completion, with lighting and landscaping almost finished. Dog waste stations are planned for both sides of the garage. The estimated completion date is the end of July or beginning of August.

v. Loading Zone Update

The time limit for loading zones was debated. The group considered extending the time from 15 to 30 minutes due to complaints, but also acknowledged that this could lead to increased violations. There was also a discussion about the need to enforce the loading zone rules, particularly concerning larger vehicles that block traffic.

vi. Parking City Code (Timeline)

A timeline for the updated appendix parking city code approval process is estimated for late September/early October.

vii. Budget Highlights

Mr. Palmore presented budget highlights, including a golf cart for increased team efficiency in the large parking garage and a digital screen for advertising parking and local businesses. There was also a discussion about "Art Link" which will provide business owners a new way to advertise their businesses.

B. Financial Report

Heather Boyd gave the financial report. See attached.

6. New Business

A. SOP for the voiding process

Mr. Palmore stated that he will work on an SOP for what constitutes "No Action".

B. Parking Appendix

Creating an SOP for the voiding process of tickets is under consideration to be posted for transparency.

C. Violation Cost

Postponed until next month's meeting.

D. 200-020-342

This parking violation was resolved prior to the meeting

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:

200-020-606
200-020-641
200-020-729
200-020-735
200-020-847
200-020-876
200-020-889
200-020-948
200-020-951
200-020-998
200-021-027
200-021-199
200-021-201
200-021-203
200-021-208
200-021-217
200-021-243
200-021-251
200-021-286
200-021-302
200-021-322
200-021-323

Voids:

200-020-507
200-020-602
200-020-645
200-020-678
200-020-693
200-020-721
200-020-740
200-020-742
200-020-747
200-020-754
200-020-776
200-020-808
200-020-816
200-020-821
200-020-869
200-020-878
200-020-903
200-020-919

200-021-005
200-021-020
200-021-076
200-021-079
200-021-108
200-021-145
200-021-148
200-021-167
200-021-175
200-021-196
200-021-205
200-021-212
200-021-213
200-021-222
200-021-238
200-021-248
200-021-287
200-021-292
200-021-321
200-021-357

10. Adjournment

Chairperson Andy Kean motioned to adjourn. Mary Cooper seconded, and the meeting was adjourned at 5:51PM.

Ballparc Report (YOY Comparison)

Mar 2025 Violations:

- Written: 797
- Paid: 238

Mar 2024 Violations:

- Written: 885
- Paid: 356

(YOY Comparison)

(Decrease) Written: 88

(Decrease) Paid: 118

Collection Letters: Feb 2024-Dec 2024

- Total Violations: About 4200

Parkmobile Report (YOY Comparison)

Feb 2025 Parkmobile Transactions:

- 6974 Transactions
- \$16,169.90

Feb 2024 Parkmobile Transactions:

- 6035 Transactions
- \$16,079.50

(Increase) Transactions: 939

(Increase) Revenue: \$90.40

Manager Voids

Action Code Summary By User				Start Date: 3/1/2025
City of Clarksville, TN				End Date: 3/31/2025
Michael Palmore				
Action Code	Description	Count	% of Total	Payments
CE	Customer Error	1	17%	-
HC	Hanidicap Plate	1	17%	-
OE	Officer Error	4	67%	-
Subtotals		6		-
All Users				
Action Code	Description	Count	% of Total	Payments
CE	Customer Error	1	17%	-
HC	Hanidicap Plate	1	17%	-
OE	Officer Error	4	67%	-
Totals		6		-

Loading Zone Update:

Voided 6-Longer than 15 mins violations for the month of March.

200-020-602
200-020-690
200-020-776
200-020-878
200-020-943
200-021-013

Cumberland Renovation Update:

- The Eco Fixtures have been installed. The only remaining light fixtures to install are some of the stairwell lights and the pole lights.
- Landscaping will match 1st Street Garage with 2 dog stations being added to both side of Cumberland

Parking City Code (Timeline):

4.15.25: Parking Commission: Approval of Appendix

5.30.25: Parking Code is completed

6.30.25: SOP completed

7.8.25: Internal Review

7.15.25: Parking Commission: Final Approval of Parking Code, Appendix, & SOP

8.25.25: Finance Committee Meeting

September: Internal meeting with stakeholders

9.25.25: Executive Session

- Budget Highlights:

Pro Elite Electric Golf Cart

CDE Digital Screen

Partnering with Artlink to showcase local art in the parking garage stairwells

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	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				
	<u>22,838.93</u>	<u>50,197.08</u>	<u>52,515.24</u>	<u>47,106.66</u>
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)	-	-	-	-
	<u>52,233.67</u>	<u>19,287.34</u>	<u>25,294.09</u>	<u>46,656.86</u>
OPERATING INCOME/(LOSS)	(29,394.74)	30,909.74	27,221.15	449.80
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>\$ (37,311.41)</u>	<u>\$ 22,993.07</u>	<u>\$ 20,137.82</u>	<u>\$ (6,633.53)</u>

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 & MAINTENANCE	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	