City of Clarksville
Parking Commission

June 17, 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. Commission Discussion
     - ii. 1st Street Closure for PAC construction
   - B. Financial Report
6. **New Business**
   - A. 1st & Commerce Street last parking space (Vote for removal)
   - B. Loading Zone: Time Limits
7. **Old Business**
   - A. Parking City Code- Postponed
   - B. Event Rates
   - C. SOP for Parking
   - D. Violation Rate Increase
8. **Parking Commission Comments**
9. **Voiding Requests**
10. **Adjournment**

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

	July 1, 2023 May 31, 2024	July 1, 2024 May 31, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	110,584	122,045	11,461
INVESTMENT EARNINGS	15,731	14,554	(1,178)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	66,043	73,133	7,090
PARKING METER MONEY - DOWNTOWN PARKMOBILE	111,427	108,301	(3,125)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	35,807	45,596	9,789
CONSTRUCTION PERMITS	1,420	90	(1,330)
APPLICATION FEE	150	-	(150)
GARAGES - LEASED SPACES - TRANSIT	22,009	22,722	714
CUMBERLAND PLAZA LEASED SPACES	76,303	89,630	13,328
CUMBERLAND PLAZA METER MONEY	63,550	32,465	(31,086)
CUMBERLAND PLAZA METER MONEY - PARKMOBILE	52,665	58,331	5,666
MISCELLANEOUS	275	147	(127)
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-		-
	555,963	567,014	11,051
EXPENSES:			
SALARIES & WAGES	185,610	231,376	45,766
OPERATING	79,163	134,361	55,199
OTHER PROFESSIONAL SERVICES	-		-
BUILDING REPAIR & MAINTENANCE	5,071	14,285	9,214
OTHER REPAIR & MAINENANCE	1,981	4,513	2,532
OTHER EQUIPMENT PURCHASES	270	9,360	9,090
INTEREST - OTHER DEBT	-		-
OTHER	-		-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	272,095	393,896	121,801
OPERATING PROFIT/(LOSS)	283,869	173,119	(110,750)
			-
AMORTIZATION EXPENSE	-	-	
DEPRECIATION EXPENSE	77,917	77,917	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	**205,952**	**95,202**	(110,750)
PARKING FUND BALANCE		**1,202,708**	

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 5/1/2022 5/31/2022	FY2023 5/1/2023 5/31/2023	FY2024 5/1/2024 5/31/2024	FY2025 5/1/2025 5/31/2025
REVENUES:				
PARKING METER FINES - TICKETS	$ 4,686.00	$ 4,362.00	$ 10,951.00	$ 22,525.00
INVESTMENT EARNINGS	174.64	1,298.98	1,483.58	1,252.55
PARKING METER MONEY - DOWNTOWN	11,074.21	(11,037.57)	9,035.46	6,902.77
PARKING METER MONEY - DOWNTOWN PARKMOBILE	7,120.45	29,263.45	11,771.00	11,960.65
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	-	-
ROXY LOT	1,000.00	400.00	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	6,450.00	6,283.75	1,102.00	2,234.00
CONSTRUCTION PERMITS	1,440.00	-	-	(30.00)
RENTAL APPLICATION FEES	-	-	-	-
GARAGES - LEASED SPACES - TRANSIT	1,320.00	990.00	2,205.50	959.25
CUMBERLAND PLAZA LEASED SPACES	1,170.00	1,305.00	3,453.50	8,602.50
CUMBERLAND PLAZA METER MONEY	7,556.07	(2,964.65)	7,719.12	854.47
CUMBERLAND PLAZA METER MONEY - PARKMOBILE	2,358.55	12,840.15	6,694.30	5,810.00
MISCELLANEOUS	3.28	1.08	28.68	11.82
TRANSFER IN FROM GENERAL FUND				
	44,353.20	42,742.19	54,444.14	61,083.01
EXPENSES:				
SALARIES & WAGES	8,085.21	12,301.50	24,636.31	31,881.21
OPERATING	3,476.56	4,389.07	5,070.74	10,737.78
OTHER PROFESSIONAL SERVICES	-			-
BUILDING REPAIR & MAINTENANCE	917.26	421.14	435.88	2,262.03
OTHER REPAIR & MAINTENANCE	4,259.64	264.92	816.67	167.04
OTHER EQUIPMENT PURCHASES	-	-	-	-
INTEREST - OTHER DEBT	-	-	-	
OTHER	-		-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-		-
	16,738.67	17,376.63	30,959.60	45,048.06
OPERATING INCOME/(LOSS)	27,614.53	25,365.56	23,484.54	16,034.95
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,083.33	7,083.33
NET PROFIT/(LOSS):	**$ 19,697.86**	**$ 17,448.89**	**$ 16,401.21**	**$ 8,951.62**

City of Clarksville
Parking Commission

May 20, 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 3:00 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)

Jeff Robinson presented information pertaining to the loading zone that is on 2nd Street near his business, stating that the Commission in past years previously voted that this specific loading zone would not have time limit signage. He also presented information pertaining to how raising fine prices has historically affected revenues for the Parking Commission. Presentation lasted for the allotted 5 minutes.

4. Approval of Minutes

A. April 15, 2025

Mary Cooper motioned to approve the April 15, 2025 minutes. Darla Knight seconded and the motion passed.

5. Department Reports

A. Management Report

The management report was presented by Heather Boyd.

i. Parking Manager

ii. Ballparc Financials

See attached.

iii. Parkmobile Financials

See attached.

iv. Loading Zone Sign Update

Mrs. Boyd stated that missing loading zone signage was replaced. New loading zone signage was also put up to match the new yellow and black color scheme.

v. Downtown Walkthrough

Mrs. Boyd stated that the downtown walkthrough to assess the need for signage is postponed until further notice.

B. Financial Report

Heather Boyd gave the financial report. See attached.

6. New Business

A. Budget Summary

There is a goal set to increase yearly revenue by 5% over the next budget year. One proposal is Artlink in the parking garages. Artlink will give young artists a chance to showcase their work, as well as give business owners a chance to advertise their business in the stairwell. Additional proposals include increasing monthly parking rates, night enforcement of illegal parking, and event parking.

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

Parking Commission requested that management research Mr. Jeff Robinson's presented items by looking into previous Commission minutes to see when the 2nd Street loading zone signage change was voted on. Commission members also requested if a more in depth spreadsheet can be put together with historical data on revenues and how fines being raised had an effect on them

9. Voiding Requests

Voids:
200-021-464
200-021-479
200-021-537
200-021-544
200-021-575
200-021-577
200-021-685

200-021-687
200-021-732
200-021-742
200-021-751
200-021-756
200-021-757
200-021-841
200-021-862
200-021-878
200-021-888
200-021-890
200-021-905
200-021-912
200-021-913
200-021-969
200-021-971
200-022-089
200-022-092
200-021-607

No Action:
200-021-423
200-021-449
200-021-463
200-021-492
200-021-500
200-021-508
200-021-525
200-021-526
200-021-536
200-021-562
200-021-586
200-021-592
200-021-594
200-021-680
200-021-702
200-021-740
200-021-743
200-021-749
200-021-754
200-021-802
200-021-803
200-021-877
200-021-885
200-022-017
200-022-018
200-022-027
200-022-031
200-022-036
200-022-043

200-022-057
200-022-076
200-022-088
200-022-113
200-022-114

10. Adjournment

Ms. Schaffner motioned to adjourn. Mary Cooper seconded, and the meeting was adjourned at 5:24PM.

Ballparc Report (YOY Comparison)

Apr 2025 Violations:

- **Written: 721**
- **Paid: 235**

Apr 2024 Violations:

- **Written: 855**
- **Paid: 378**

<u>(YOY Comparison)</u>

(Decrease) Written: 134
(Decrease) Paid: 143

Collection Letters: Feb 2024-Dec 2024

- **May 1st- 1607**
- **May 12th-367**

Total: 1974 letters

Parkmobile Report (YOY Comparison)

Apr 2025 Parkmobile Transactions:

- **6673 Transactions**
- **$16,202.50**

Apr 2024 Parkmobile Transactions:

- **6037 Transactions**
- **$16,196.35**

(Increase) Transactions: 636

(Increase) Revenue: $6.15

Manager Voids

Action Code Summary By User
City of Clarksville, TN

Start Date: 4/1/2025
End Date: 4/30/2025

Michael Palmore

Action Code	Description	Count	% of Total	Payments
COB	City/County Official Business	3	20%	-
MTH	Monthly Parking Issues	4	27%	-
OE	Officer Error	8	53%	-
Subtotals		15		-

All Users

Action Code	Description	Count	% of Total	Payments
COB	City/County Official Business	3	20%	-
MTH	Monthly Parking Issues	4	27%	-
OE	Officer Error	8	53%	-
Totals		15		-

Loading Zone Update:

Voided 1 more-Longer than 15 mins violation

<u>Parking City Code (Timeline):</u>

~~4.15.25: Parking Commission: Approval of Appendix~~ (Postponed til June)

6.17.25: Parking Commission: Approval of Appendix
6.30.25: 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

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				
	36,532.29	68,151.94	55,578.05	52,510.95
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)	-	-		-
	15,995.98	28,486.37	24,435.55	35,499.30
OPERATING INCOME/(LOSS)	20,536.31	39,665.57	31,142.50	17,011.65
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	7,916.67	7,916.67	7,083.33	7,083.33
NET PROFIT/(LOSS):	**$ 12,619.64**	**$ 31,748.90**	**$ 24,059.17**	**$ 9,928.32**

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**	