



City of Clarksville

Parking Commission

July 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. Commission Discussion
 - ii. Various Parking Updates
 - B. Financial Report
- 6. New Business**
 - A. Towing and Booting
 - B. Free Daily Street Parking
 - C. Outstanding Parking Violation Debt
 - D. Public Square Parking Restructure
 - E. Establishing a Time Frame for Voids
 - F. Proposal to begin Collecting Debt
- 7. Old Business**
 - A. Parking City Code - Postponed
- 8. Parking Commission Comments**
- 9. Voiding Requests**
- 10. Adjournment**

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2022 6/1/2022 6/30/2022	FY2023 6/1/2023 6/30/2023	FY2024 6/1/2024 6/30/2024	FY2025 6/1/2025 6/30/2025
REVENUES:				
PARKING METER FINES - TICKETS	\$ 5,924.00	\$ 4,226.00	\$ 9,357.00	\$ 14,938.00
INVESTMENT EARNINGS	241.22	1,300.89	1,444.92	1,216.55
PARKING METER MONEY - DOWNTOWN	10,448.04	10,023.61	4,580.55	4,548.54
PARKING METER MONEY - DOWNTOWN PARKMOBILE	7,094.95	9,713.70	10,338.15	9,732.60
RESIDENTIAL PARKING - DOWNTOWN	-	-	-	-
THIRD & MAIN STREET LOT - F&M	-	-	-	-
ROXY LOT	400.00	(40.00)	-	-
FRANKLIN STREET LOT	-	-	-	-
TRINITY LOT	-	-	-	-
CONTRACTED SPACES	9,027.50	(1,408.50)	(5,164.25)	2,374.00
CONSTRUCTION PERMITS	475.00	-	60.00	-
RENTAL APPLICATION FEES	30.00	-	-	-
GARAGES - LEASED SPACES - TRANSIT	550.00	825.00	1,806.50	-
CUMBERLAND PLAZA LEASED SPACES	795.32	1,080.00	3,961.94	10,659.20
CUMBERLAND PLAZA METER MONEY	10,350.62	5,629.10	3,550.35	510.34
CUMBERLAND PLAZA METER MONEY - PARKMOBILE	2,142.55	3,148.15	4,573.20	5,014.50
MISCELLANEOUS	19.92	304.37	11.98	12.70
TRANSFER IN FROM GENERAL FUND				
	<u>47,499.12</u>	<u>34,802.32</u>	<u>34,520.34</u>	<u>49,006.43</u>
EXPENSES:				
SALARIES & WAGES	12,118.50	12,110.40	23,710.92	23,301.97
OPERATING	8,651.13	72,095.57	13,559.68	6,813.32
OTHER PROFESSIONAL SERVICES	-	-	-	-
BUILDING REPAIR & MAINTENANCE	39.53	421.14	435.88	2,262.03
OTHER REPAIR & MAINTENANCE	4,365.29	40.37	129.66	54.21
OTHER EQUIPMENT PURCHASES	-	-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	-	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>25,174.45</u>	<u>84,667.48</u>	<u>37,836.14</u>	<u>32,431.53</u>
OPERATING INCOME/(LOSS)	22,324.67	(49,865.16)	(3,315.80)	16,574.90
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION EXPENSE	<u>7,916.67</u>	<u>6,909.75</u>	<u>6,135.18</u>	<u>7,083.33</u>
NET PROFIT/(LOSS):	<u>\$ 14,408.00</u>	<u>\$ (56,774.91)</u>	<u>\$ (9,450.98)</u>	<u>\$ 9,491.57</u>

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

	July 1, 2023 June 30, 2024	July 1, 2024 June 30, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	119,941	136,983	17,042
INVESTMENT EARNINGS	17,176	15,770	(1,406)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	70,623	77,682	7,058
PARKING METER MONEY - DOWNTOWN PARKMOBILE	121,765	118,034	(3,731)
RESIDENTIAL	-	-	-
MAIN ST LOT	-	-	-
ROXY LOT	-	-	-
TRINITY LOT	-	-	-
FRANKLIN STREET LOT	-	-	-
CONTRACTED SPACES	30,643	47,970	17,327
CONSTRUCTION PERMITS	1,480	90	(1,390)
APPLICATION FEE	150	-	(150)
GARAGES - LEASED SPACES - TRANSIT	23,815	22,722	(1,093)
CUMBERLAND PLAZA LEASED SPACES	80,264	100,290	20,025
CUMBERLAND PLAZA METER MONEY	67,101	32,975	(34,126)
CUMBERLAND PLAZA METER MONEY - PARKMOBILE	57,239	63,346	6,107
MISCELLANEOUS	287	160	(127)
Includes additional hang tags,			-
CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>590,484</u>	<u>616,021</u>	<u>25,537</u>
EXPENSES:			
SALARIES & WAGES	209,321	254,678	45,357
OPERATING	86,410	141,175	54,764
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	5,507	16,547	11,040
OTHER REPAIR & MAINENANCE	5,295	4,567	(728)
OTHER EQUIPMENT PURCHASES	3,397	9,360	5,963
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>309,931</u>	<u>426,327</u>	<u>116,396</u>
OPERATING PROFIT/(LOSS)	280,553	189,694	(90,859)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	73,622	85,000	11,378
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>206,931</u>	<u>104,694</u>	<u>(102,237)</u>
PARKING FUND BALANCE		1,202,708	

Fiscal Year 2025 Revenue Breakdown		
Total Revenue July 1, 2024 - June 30, 2025		\$ 616,021
	Total	% of Overall Total Revenue
Street Parking		
Coin Collection	\$ 77,682	12.6%
ParkMobile	\$ 118,034	19.2%
Total	\$ 195,716	31.8%
Monthly Parking Reservations		
Cumberland/1st Street Garage	\$ 100,290	16.3%
Transit	\$ 22,722	3.7%
Other Lots	\$ 47,970	7.8%
Total	\$ 170,982	27.8%
Parking Fines		
Tickets	\$ 136,983	22.2%
Total	\$ 136,983	22.2%

Annual Full-Time Parking Enforcement Officer Salary + Benefits Budget Example (FY26)

Salary Example	\$	42,870.00
Benefits	\$	26,941.00
Total	\$	69,811.00



City of Clarksville Parking Commission

June 17, 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 3:02PM.

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)

Jeff Robinson and Wayne Wilkinson both presented concerns about the time limit of the loading zones. Both citizens emphasized that the confusion about loading zones started when the time limit was added. Both parties urged for the removal of time limits on loading zones.

4. Approval of Minutes

May 20, 2025

Councilperson Joe Shakeenab motioned to approve the May 20, 2025 minutes.

Mary Cooper seconded and the motion passed.

5. Department Reports

A. Management Report

i. Commission Discussion

Michael Palmore did not present a managers report for this meeting. Instead, Mr. Palmore took interest in what the members of the Parking Commission would like to see in the monthly report besides financial reports. The Parking Commission highlighted wanting updates on current events and future events that may impact parking in the downtown area. The members also requested a

report that separates past due debt from current debt prior to the implication of ParkMobile.

ii. 1st Street Closure for PAC construction

Closure for 1st street construction has not been determined at this time.

B. Financial Report

Michael Palmore presented the financial report. See attached.

6. New Business

A. 1st & Commerce Street last parking space (Vote for removal)

The last parking space on the corner of 1st and Commerce street was subjected to a vote for removal. Commission members say the parking space reduces visibility and safety for turning vehicles. Mary Cooper motioned to remove the space. Vice Councilperson Schaffner seconded the motion, and the motion passed.

B. Loading Zone: Time Limits

A concern about timed loading zones was addressed in the previous meeting, stating that a vote was taken to remove limits on loading zones. Mr. Palmore explained that research was done from 2016 to the present that showed there was not a vote taken to remove time limits from the loading zones, but to restructure the area instead. The commission then took a vote to remove all time limits from the loading zones, and the motion was passed.

7. Old Business

A. Parking City Code- Postponed

B. Event Rates

C. SOP for Parking

D. Violation Rate Increase

8. Parking Commission Comments

The Parking Commission explored the idea of parking spaces for those who are making quick trips into the courthouse, such as flower or food delivery. The commission presented some spaces they felt may service the need well, and notated to return to the conversation in future meetings.

9. Voiding Requests

No Action:

200-021-832

200-021-961

200-022-334

200-022-348

200-022-438
200-022-535
200-022-603
200-022-633
200-022-652
200-022-705
200-022-737
200-022-816
200-022-869
200-022-875
200-022-909
200-022-975

Voids:

200-022-056
200-022-144
200-022-225
200-022-262
200-022-295
200-022-318
200-022-341
200-022-429
200-022-431
200-022-435
200-022-470
200-022-474
200-022-483
200-022-487
200-022-526
200-022-561
200-022-562
200-022-573
200-022-590
200-022-620
200-022-658
200-022-733
200-022-797
200-022-853
200-022-879
200-022-895
200-022-913

10. Adjournment

Vice Chairperson Melissa Schaffner motioned to adjourn. Mary Cooper seconded, and the meeting adjourned at 5:19PM.

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				
	<u>44,353.20</u>	<u>42,742.19</u>	<u>54,444.14</u>	<u>61,083.01</u>
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)	-	-	-	-
	<u>16,738.67</u>	<u>17,376.63</u>	<u>30,959.60</u>	<u>45,048.06</u>
OPERATING INCOME/(LOSS)	27,614.53	25,365.56	23,484.54	16,034.95
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><u>\$ 19,697.86</u></u>	<u><u>\$ 17,448.89</u></u>	<u><u>\$ 16,401.21</u></u>	<u><u>\$ 8,951.62</u></u>

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	-	-	-
	<u>555,963</u>	<u>567,014</u>	<u>11,051</u>
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 & MAINTENANCE	1,981	4,513	2,532
OTHER EQUIPMENT PURCHASES	270	9,360	9,090
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>272,095</u>	<u>393,896</u>	<u>121,801</u>
OPERATING PROFIT/(LOSS)	283,869	173,119	(110,750)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	77,917	77,917	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u><u>205,952</u></u>	<u><u>95,202</u></u>	<u><u>(110,750)</u></u>
PARKING FUND BALANCE		1,202,708	