



City of Clarksville

Parking Commission

August 12, 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. 2-hour Free Parking Update & Future Analysis
 - B. Financial Report
- 6. New Business**
 - A. Block Parking Option for Customers- 1st Street Garage
 - B. Garage Reservations
 - C. Violation Rates
 - D. Interim Parking Commission Chair
- 7. Old Business**
- 8. Parking Commission Comments**
- 9. Voiding Requests**
- 10. Adjournment**

CITY OF CLARKSVILLE
PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON

	FY2023	FY2024	FY2025	FY2026
	7/1/2022	7/1/2023	7/1/2024	7/1/2025
	7/31/2022	7/31/2023	7/31/2024	7/31/2025
REVENUES:				
PARKING METER FINES - TICKETS	\$ 3,275.00	\$ 5,877.00	\$ 12,348.00	\$ 10,465.00
INVESTMENT EARNINGS	354.89	1,376.52	1,499.63	-
PARKING METER MONEY - DOWNTOWN	6,955.52	7,918.26	6,609.69	6,511.82
PARKING METER MONEY - DOWNTOWN PARKMOBILE	6,159.30	8,928.95	9,928.65	10,759.70
ROXY LOT	240.00	-	-	-
CONTRACTED SPACES - DOWNTOWN LOTS	29,234.31	31,195.56	16,112.00	14,612.00
OBSTRUCTION PERMITS	50.00	-	60.00	30.00
RENTAL APPLICATION FEES	30.00	30.00	-	-
GARAGES - LEASED SPACES - TRANSIT	605.00	935.00	2,480.50	-
CUMBERLAND PLAZA LEASED SPACES	630.00	1,280.00	12,414.25	13,164.40
CUMBERLAND PLAZA METER MONEY	5,997.66	5,238.90	4,636.25	609.05
CUMBERLAND PLAZA METER MONEY - PARKMOBILE	3,418.40	3,698.05	5,928.10	6,905.00
MISCELLANEOUS	2.30	159.42	6.30	10.04
TRANSFER IN FROM GENERAL FUND				
	<u>56,952.38</u>	<u>66,637.66</u>	<u>72,023.37</u>	<u>63,067.01</u>
EXPENSES:				
SALARIES & WAGES	4,123.92	7,003.66	11,655.95	13,259.72
OPERATING	13,566.51	15,599.84	2,197.81	91,162.38
BUILDING REPAIR & MAINTENANCE	406.90	421.14	435.88	462.03
OTHER REPAIR & MAINTENANCE	56.98	421.31	210.26	549.57
OTHER EQUIPMENT PURCHASES	-	-	-	-
INTEREST - OTHER DEBT	-	-	-	-
OTHER	-	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-	-
	<u>18,154.31</u>	<u>23,445.95</u>	<u>14,499.90</u>	<u>105,433.70</u>
OPERATING INCOME/(LOSS)	38,798.07	43,191.71	57,523.47	(42,366.69)
AMORTIZATION EXPENSE	-			
DEPRECIATION EXPENSE	<u>7,916.67</u>	<u>7,083.33</u>	<u>7,083.33</u>	<u>7,083.33</u>
NET PROFIT/(LOSS):	\$ <u>30,881.40</u>	\$ <u>36,108.38</u>	\$ <u>50,440.14</u>	\$ <u>(49,450.02)</u>

PARKING COMMISSION REVENUE & EXPENDITURE MONTHLY COMPARISON - YTD

	July 1, 2024 July 31, 2024	July 1, 2025 July 31, 2025	Increase (Decrease)
REVENUES:			
PARKING METER FINES - TICKETS	12,348	10,465	(1,883)
INVESTMENT EARNINGS	1,500	-	(1,500)
INTEREST	-	-	-
PARKING METER MONEY - DOWNTOWN	6,610	6,512	(98)
PARKING METER MONEY - DOWNTOWN PARKMOBILE	9,929	10,760	831
CONTRACTED SPACES - DOWNTOWN LOTS	16,112	14,612	(1,500)
OBSTRUCTION PERMITS	60	30	(30)
GARAGES - LEASED SPACES - TRANSIT	2,481	-	(2,481)
CUMBERLAND PLAZA LEASED SPACES	12,414	13,164	750
CUMBERLAND PLAZA METER MONEY	4,636	609	(4,027)
CUMBERLAND PLAZA METER MONEY - PARKMOBILE	5,928	6,905	977
MISCELLANEOUS	6	10	4
Includes additional hang tags, CityCourt/Pcard Rebate/other rental			-
TRANSFER IN FROM GENERAL FUND	-	-	-
	<u>72,023</u>	<u>63,067</u>	<u>(8,956)</u>
EXPENSES:			
SALARIES & WAGES	11,656	13,260	1,604
OPERATING	2,198	91,162	88,965
OTHER PROFESSIONAL SERVICES	-	-	-
BUILDING REPAIR & MAINTENANCE	436	462	26
OTHER REPAIR & MAINTENANCE	210	550	339
OTHER EQUIPMENT PURCHASES	-	-	-
INTEREST - OTHER DEBT	-	-	-
OTHER	-	-	-
IMPROVEMENTS (NON-BUILDINGS)	-	-	-
AMORTIZATION EXPENSE	-	-	-
	<u>14,500</u>	<u>105,434</u>	<u>90,934</u>
OPERATING PROFIT/(LOSS)	57,523	(42,367)	(99,890)
			-
AMORTIZATION EXPENSE	-	-	-
DEPRECIATION EXPENSE	7,083	7,083	-
NET PROFIT/(LOSS) AFTER DEPRECIATION:	<u>50,440</u>	<u>(49,450)</u>	<u>(99,890)</u>
PARKING FUND BALANCE		1,202,708	



City of Clarksville Parking Commission

July 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 3:02PM.

2. Announce Members in Attendance (verify quorum)

Chairperson Andy Kean
Councilperson Joe Shakeenab
Vice Chairperson Melissa Schaffner
Darla Knight

3. Public Comment

(allows 3 persons; 5 minutes each)

Clarksville citizens, Charles Uckleman, John Robinson, Jody Isaacs, and Sal Herrera were in attendance. The business owners expressed that the entire downtown should work together to make the downtown area an economic engine to raise revenue for everyone. Each of these citizens encouraged the Parking Commission to implement 2 hours of free parking downtown. The citizens believe that free parking is one step to making the downtown more inviting, which will bring more revenue, customers, and even investors.

4. Approval of Minutes

June 17, 2025

Vice Chairperson Melissa Schaffner motioned to approve the June 17, 2025 minutes. Darla Knight seconded the motion, and the motion passed.

5. Department Reports

A. Management Report

i. Commission Discussion

Parking manager Heather Boyd wanted to further discuss what would be helpful for the commission members to see in future managers' reports. The commission members responded by saying they would like to see a complete breakdown of revenue expenses in the financial report, including general

expenses such as obstruction permits. The commission members would also like to see revenue from daily garage parking.

ii. Various Parking Updates

As previously voted on in the prior Parking Commission meeting, the last parking space on 1st and Commerce street has been removed due to safety concerns and limited visibility. The space has been painted and converted into a fire lane. Parking in this space is subject to a citation from local law enforcement.

B. Financial Report

Parking Manager Heather Boyd presented the financial reports. See attached.

6. New Business

A. Towing and Booting

No action was needed for this discussion. The City of Clarksville can not tow or boot. If a business owner or downtown occupant would like to request a tow, the citizen should reach out to local law enforcement.

B. Free Daily Street Parking

A motion is on the floor for 2 free hours of daily street parking. Darla Knight motioned, and Ms. Schaffner seconded the motion. The Parking Commission has set a date for a special call meeting to discuss the technicalities of this decision before a final motion is passed. Members of the Legal and Finance department will be in attendance.

C. Outstanding Parking Violation Debt

Data is still being collected from larger areas about their methods of collecting debt for parking violations. The commission wants to make sure the method of collecting this debt is a financially sound method, and will be effective in collecting the debt. The legal department is required to take further action to ensure the Parking Commission operates within legal limits for collecting debt.

D. Public Square Parking Restructure

- Postponed

E. Establishing a Time Frame for Voids

The Parking Commission wanted to address a lag in technology from the ParkMobile application to the equipment of the parking enforcement officers. This lag makes it appear that a person has not paid for parking. The Commission recognized that each case is different and the lag could be anywhere from 1 minute to 6 minutes. Instead of choosing what an acceptable lag time would be, the Commission members decided to address this issue on a case-by-case basis during the voiding process. No action was taken on this item.

F. Proposal to begin Collecting Debt

A motion was put on the floor to table this discussion by Ms. Schaffner. Ms. Knight seconded the motion, and the motion was passed.

7. Old Business

A. Parking City Code - Postponed

8. Parking Commission Comments

Chairperson Andy Kean thanked the Commission for their discussion and maintaining their objectivity during this meeting.

9. Voiding Requests

Voids:

200-022-925
200-023-017
200-023-091
200-023-095
200-023-130
200-023-133
200-023-292
200-023-304
200-023-317
200-023-396
200-023-400
200-023-416
200-023-427
200-023-463
200-023-523
200-023-538
200-023-562
200-023-570
200-023-577
200-023-582
200-023-594
200-023-610
200-023-659
200-023-688

No Action:

200-022-778
200-022-839
200-022-959
200-022-995
200-023-019
200-023-033
200-023-048
200-023-049
200-023-129
200-023-136
200-023-149
200-023-158
200-023-190
200-023-191
200-023-213

200-023-272
200-023-306
200-023-387
200-023-475
200-023-516
200-023-592
200-023-625

10. Adjournment

Darla Knight motioned to adjourn. Vice Chairperson Melissa Schaffner seconded, and the meeting adjourned at 5:30PM.

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	7,916.67	6,909.75	6,135.18	7,083.33
	<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 & MAINTENANCE	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