



# City of Clarksville Parking Commission

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January 20, 2026 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
  - B. Financial Report
- 6. New Business**
  - A. Parking Garage Financial Overview
  - B. Arm Gates
- 7. Old Business**
  - A. Violation Rates
- 8. Parking Commission Comments**
- 9. Voiding Requests**
- 10. Adjournment**

**CITY OF CLARKSVILLE**  
**PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON**

|                                                   | <b>FY2023</b>             | <b>FY2024</b>             | <b>FY2025</b>             | <b>FY2026</b>             |
|---------------------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|                                                   | <b>12/1/2022</b>          | <b>12/1/2023</b>          | <b>12/1/2024</b>          | <b>12/1/2025</b>          |
|                                                   | <b>12/31/2022</b>         | <b>12/31/2023</b>         | <b>12/31/2024</b>         | <b>12/31/2025</b>         |
| <b>REVENUES:</b>                                  |                           |                           |                           |                           |
| PARKING METER FINES - TICKETS                     | \$ 5,090.00               | \$ 5,953.00               | \$ 8,383.00               | \$ 3,164.00               |
| INVESTMENT EARNINGS                               | 1,010.63                  | 1,467.42                  | 1,310.58                  | 1,151.74                  |
| PARKING METER MONEY - DOWNTOWN                    | 4,079.69                  | 6,255.55                  | 6,011.54                  | -                         |
| PARKING METER MONEY - DOWNTOWN PARKMOBILE         | 5,960.20                  | 9,044.80                  | 7,266.45                  | 1,898.10                  |
| THIRD & MAIN STREET LOT - F&M                     | -                         | -                         | -                         | -                         |
| ROXY LOT                                          | 774.40                    | -                         | -                         | -                         |
| TRINITY LOT                                       | -                         | -                         | -                         | -                         |
| 1ST STREET PARKING GARAGE - LEASED SPACES         | -                         | -                         | -                         | 5,393.00                  |
| 1ST STREET PARKING GARAGE - PARKMOBILE            | -                         | -                         | -                         | 2,984.00                  |
| CONTRACTED SPACES - DOWNTOWN LOTS                 | 6,292.25                  | -                         | 5,291.50                  | 17,538.00                 |
| CONSTRUCTION PERMITS                              | -                         | 330.00                    | 30.00                     | 30.00                     |
| RENTAL APPLICATION FEES                           | -                         | 30.00                     | -                         | -                         |
| GARAGES - LEASED SPACES - TRANSIT                 | 550.00                    | 880.00                    | 1,617.00                  | 1,086.25                  |
| CUMBERLAND PLAZA LEASED SPACES                    | 585.00                    | 636.00                    | 6,265.25                  | 5,600.25                  |
| CUMBERLAND PLAZA METER MONEY                      | 3,120.95                  | 7,284.27                  | 3,382.31                  | 1,639.25                  |
| CUMBERLAND PLAZA METER MONEY - PARKMOBILE         | 2,883.45                  | 3,971.80                  | 5,417.65                  | 5,345.00                  |
| MISCELLANEOUS                                     | -                         | 11.96                     | 7.78                      | 3.32                      |
| TRANSFER IN FROM GENERAL FUND                     | -                         | -                         | -                         | -                         |
|                                                   | <u>30,346.57</u>          | <u>35,864.80</u>          | <u>44,983.06</u>          | <u>45,832.91</u>          |
| <b>EXPENSES:</b>                                  |                           |                           |                           |                           |
| SALARIES & WAGES                                  | 16,512.25                 | 17,088.68                 | 19,118.94                 | 17,496.36                 |
| OPERATING                                         | 3,923.73                  | 5,020.67                  | 10,766.59                 | 9,762.96                  |
| BUILDING REPAIR & MAINTENANCE - 1ST STREET GARAGE | -                         | -                         | -                         | 1,800.00                  |
| BUILDING REPAIR & MAINTENANCE - CUMBERLAND GARAGE | 421.14                    | 435.88                    | 462.03                    | 489.75                    |
| BUILDING REPAIR & MAINTENANCE - TRANSIT GARAGE    | -                         | -                         | -                         | 850.00                    |
| OTHER REPAIR & MAINTENANCE                        | 282.55                    | 266.02                    | 255.59                    | 457.85                    |
| OTHER EQUIPMENT PURCHASES                         | -                         | -                         | -                         | -                         |
| INTEREST - OTHER DEBT                             | -                         | -                         | -                         | -                         |
| OTHER                                             | -                         | -                         | -                         | -                         |
| MACHINERY & EQUIPMENT                             | -                         | -                         | -                         | -                         |
| IMPROVEMENTS (NON-BUILDINGS)                      | -                         | -                         | -                         | -                         |
|                                                   | <u>21,139.67</u>          | <u>22,811.25</u>          | <u>30,603.15</u>          | <u>30,856.92</u>          |
| <b>OPERATING INCOME/(LOSS)</b>                    | 9,206.90                  | 13,053.55                 | 14,379.91                 | 14,975.99                 |
| DEPRECIATION EXPENSE                              | <u>7,916.67</u>           | <u>7,083.33</u>           | <u>7,083.33</u>           | <u>7,083.33</u>           |
| <b>NET PROFIT/(LOSS):</b>                         | <u><u>\$ 1,290.23</u></u> | <u><u>\$ 5,970.22</u></u> | <u><u>\$ 7,296.58</u></u> | <u><u>\$ 7,892.66</u></u> |

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

|                                                                       | July 1, 2024<br>December 31, 2024 | July 1, 2025<br>December 31, 2025 | Increase<br>(Decrease)      |
|-----------------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------|
| <b>REVENUES:</b>                                                      |                                   |                                   |                             |
| PARKING METER FINES - TICKETS                                         | 65,619                            | 36,161                            | (29,458)                    |
| INVESTMENT EARNINGS                                                   | 8,436                             | 7,253                             | (1,183)                     |
| INTEREST                                                              | -                                 | -                                 | -                           |
| PARKING METER MONEY - DOWNTOWN                                        | 37,558                            | 24,422                            | (13,135)                    |
| PARKING METER MONEY - DOWNTOWN PARKMOBILE                             | 55,015                            | 25,644                            | (29,371)                    |
| 1ST STREET PARKING GARAGE - LEASED SPACES                             | -                                 | 35,394                            | 35,394                      |
| 1ST STREET PARKING GARAGE - PARKMOBILE                                | -                                 | 22,847                            | 22,847                      |
| CONTRACTED SPACES - DOWNTOWN LOTS                                     | 31,926                            | 43,267                            | 11,342                      |
| OBSTRUCTION PERMITS                                                   | 90                                | 270                               | 180                         |
| GARAGES - LEASED SPACES - TRANSIT                                     | 13,280                            | 2,353                             | (10,927)                    |
| CUMBERLAND PLAZA LEASED SPACES                                        | 46,098                            | 19,035                            | (27,063)                    |
| CUMBERLAND PLAZA METER MONEY                                          | 28,159                            | 6,940                             | (21,219)                    |
| CUMBERLAND PLAZA METER MONEY- PARKMOBILE                              | 33,421                            | 23,349                            | (10,072)                    |
| MISCELLANEOUS                                                         | 114                               | 182                               | 67                          |
| Includes additional hang tags,<br>CityCourt/Pcard Rebate/other rental |                                   |                                   | -                           |
| TRANSFER IN FROM GENERAL FUND                                         | -                                 | -                                 | -                           |
|                                                                       | <u>319,715</u>                    | <u>247,118</u>                    | <u>(72,597)</u>             |
| <br><b>EXPENSES:</b>                                                  |                                   |                                   |                             |
| SALARIES & WAGES                                                      | 112,498                           | 115,498                           | 3,001                       |
| OPERATING                                                             | 60,361                            | 142,856                           | 82,496                      |
| OTHER PROFESSIONAL SERVICES                                           | -                                 | -                                 | -                           |
| BUILDING REPAIR & MAINTENANCE - 1ST STREET GARAGE                     | -                                 | 11,700                            | 11,700                      |
| BUILDING REPAIR & MAINTENANCE - CUMBERLAND GARAGE                     | 3,905                             | 3,030                             | (875)                       |
| BUILDING REPAIR & MAINTENANCE - TRANSIT GARAGE                        | -                                 | 9,156                             | 9,156                       |
| OTHER REPAIR & MAINTENANCE                                            | 2,628                             | 7,412                             | 4,784                       |
| OTHER EQUIPMENT PURCHASES                                             | -                                 | -                                 | -                           |
| MACHINERY AND EQUIPMENT                                               | -                                 | 15,995                            | 15,995                      |
| INTEREST - OTHER DEBT                                                 | -                                 | -                                 | -                           |
| OTHER                                                                 | -                                 | -                                 | -                           |
| IMPROVEMENTS (NON-BUILDINGS)                                          | -                                 | -                                 | -                           |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 | -                           |
|                                                                       | <u>179,391</u>                    | <u>305,647</u>                    | <u>126,256</u>              |
| <br><b>OPERATING PROFIT/(LOSS)</b>                                    | <br>140,324                       | <br>(58,529)                      | <br>(198,852)               |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 | -                           |
| DEPRECIATION EXPENSE                                                  | 42,500                            | 42,500                            | -                           |
| <br><b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>                      | <br><u><u>97,824</u></u>          | <br><u><u>(101,029)</u></u>       | <br><u><u>(198,852)</u></u> |
| <br><b>PARKING FUND BALANCE</b>                                       |                                   | <br><b>(19,415,325)</b>           |                             |



## City of Clarksville Parking Commission

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December 16, 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 Melissa Schaffner at 3:00 PM.

#### 2. Announce Members in Attendance (verify quorum)

Parking Commission members present:

Chairperson Melissa Schaffner

Councilperson Joe Shakeenab

Darla Knight

Mary Cooper

#### 3. Public Comment

(allows 3 persons; 5 minutes each)

Mr. Joshua Etson attended the Parking Commission meeting to physically dispute his parking violation.

#### 4. Approval of Minutes

November 18, 2025

Darla Knight motioned to approve the November 18, 2025 minutes. Mary Cooper seconded, and the minutes were approved.

#### 5. Department Reports

##### A. Management Report

Michael Palmore presented the management report, giving the Commission members an update on any changes made to parking. Mr. Palmore updated the Commission on the usage of the EV stations. Multiple pins have been added to the ParkMobile app for users who search for a zone on the map only. Mr. Palmore will be reviewing applications to recruit a maintenance person who will service meters and possibly assist with ticketing. The ParkMobile representative, Rhett Wallace, virtually joined the meeting to present the ParkMobile app and some of its new interfaces that will better assist parkers.

##### B. Financial Report

Michael Palmore presented the financial report. Mr. Palmore stated that the biggest revenue loss at this time was from meter money due to the

implementation of 2-hour street parking. The Commission agrees it is still too early to tell if the 2 free hours of street parking is helpful or harmful. The commission also feels that data from business owners is needed to know if it is helping or hurting the downtown. Another reason for the loss of revenue is due to one enforcement officer that works a limited number of hours.

## 6. New Business

### A. Roxy Lot

The Roxy parking lot has remained vacant due to the anticipation of a Roxy construction project. There is currently not a set date for the construction to begin. The Parking Commission felt the lot could be useful until construction begins. Councilperson Joe Shakeenab motioned for the Roxy Lot to be striped and ParkMobile signs to be added. Mary Cooper seconded, and the motion was passed.

### B. Signage

Chairperson Schaffner suggested the use of sandwich boards to convey information to the public such as directions to the paid parking garages, how to pay for parking, or which areas are restricted from parking. Mr. Palmore and Ms. Schaffner have agreed to research equipment and cost to determine if the use of the boards will be suitable.

### C. Transit Parking Spaces

There are four parking spaces on Legion street that were in question. The issue derives from a business owner receiving a parking citation. These four spots were allotted to the Transit department at an unknown period of time to accommodate employees. However, due to lack of documentation of when the spaces were allotted, the Parking Commission chose to reclaim those spaces. Darla Knight motioned for the 4 spaces on Legion Street to be converted to ParkMobile spaces. Mary Cooper seconded, and the motion was passed.

## 7. Old Business

### A. Garage Reservations

The topic of garage reservations for large events was presented. If a large event is happening, hosts can request to reserve spaces in the garage for attendees. The garage reservation is subject to a discount based on the number of spaces needed for the event. The discount will follow the same structure as monthly parking contracts. The information is on the parking page of the city website. Ms. Cooper motioned to allow garage reservations. Mr. Shakeenab seconded, and the motion was passed.

### B. Violation Rates

Violation rates were revisited. Ms. Cooper advocated for lower fines, saying that the cost deters citizens from revisiting the downtown. Additionally, Ms. Cooper says more people may be willing to pay their fines if it did not cost as much as it does. The Commission then discussed how violation rates were previously raised because people were not paying their fines at that time. The members requested more data before they can decide on changing the violation rates.

**8. Parking Commission Comments**

**9. Voiding Requests**

No Action:

200-025-824

200-025-926

200-025-928

200-025-947

Void:

200-025-750

200-025-755

200-025-781

200-025-864

200-025-891

200-025-962

200-025-985

200-026-008

**10. Adjournment**

Chairperson Melissa Schaffner motioned to adjourn. Councilperson Joe Shakeenab seconded, and the meeting adjourned at 5:21PM.

**CITY OF CLARKSVILLE**  
**PARKING COMMISSION REVENUE & EXPENDITURE COMPARISON**

|                                                   | <b>FY2023</b><br><b>11/1/2022</b><br><b>11/30/2022</b> | <b>FY2024</b><br><b>11/1/2023</b><br><b>11/30/2023</b> | <b>FY2025</b><br><b>11/1/2024</b><br><b>11/30/2024</b> | <b>FY2026</b><br><b>11/1/2025</b><br><b>11/30/2025</b> |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <b>REVENUES:</b>                                  |                                                        |                                                        |                                                        |                                                        |
| PARKING METER FINES - TICKETS                     | \$ 6,478.00                                            | \$ 11,222.00                                           | \$ 11,261.00                                           | \$ 4,434.00                                            |
| INVESTMENT EARNINGS                               | 864.95                                                 | 1,419.06                                               | 1,313.25                                               | 1,148.57                                               |
| PARKING METER MONEY - DOWNTOWN                    | 16,269.93                                              | 13,791.92                                              | 12,254.56                                              | 6,123.42                                               |
| PARKING METER MONEY - DOWNTOWN PARKMOBILE         | -                                                      | -                                                      | -                                                      | 1,776.20                                               |
| THIRD & MAIN STREET LOT - F&M                     | -                                                      | (408.00)                                               | -                                                      | -                                                      |
| ROXY LOT                                          | 640.00                                                 | -                                                      | -                                                      | -                                                      |
| TRINITY LOT                                       | -                                                      | -                                                      | -                                                      | -                                                      |
| 0th STREET PARKIG GARAGE - LEASED SPACES          |                                                        |                                                        |                                                        | 6,675.75                                               |
| 1ST STREET PARKIG GARAGE - PARKMOBILE             |                                                        |                                                        |                                                        | 3,762.00                                               |
| CONTRACTED SPACES - DOWNTOWN LOTS                 | 5,461.50                                               | (19,387.31)                                            | 2,374.00                                               | 1,388.00                                               |
| CONSTRUCTION PERMITS                              | 110.00                                                 | -                                                      | -                                                      | -                                                      |
| RENTAL APPLICATION FEES                           | -                                                      | -                                                      | -                                                      | -                                                      |
| GARAGES - LEASED SPACES - TRANSIT                 | 550.00                                                 | 6,038.10                                               | 2,084.50                                               | 936.75                                                 |
| CUMBERLAND PLAZA LEASED SPACES                    | 765.00                                                 | 21,444.81                                              | 6,340.42                                               | 270.00                                                 |
| CUMBERLAND PLAZA METER MONEY                      | 7,697.50                                               | 12,381.45                                              | 9,247.25                                               | 1,812.95                                               |
| CUMBERLAND PLAZA METER MONEY - PARKMOBILE         |                                                        |                                                        |                                                        | 3,381.40                                               |
| MISCELLANEOUS                                     | 2.42                                                   | 17.48                                                  | 5.56                                                   | 4.30                                                   |
| TRANSFER IN FROM GENERAL FUND                     |                                                        |                                                        |                                                        |                                                        |
|                                                   | <u>38,839.30</u>                                       | <u>46,519.51</u>                                       | <u>44,880.54</u>                                       | <u>31,713.34</u>                                       |
| <b>EXPENSES:</b>                                  |                                                        |                                                        |                                                        |                                                        |
| SALARIES & WAGES                                  | 9,578.20                                               | 12,514.71                                              | 25,882.87                                              | 17,792.34                                              |
| OPERATING                                         | 5,717.26                                               | 5,714.36                                               | 7,899.19                                               | 7,488.26                                               |
| BUILDING REPAIR & MAINTENANCE - 1ST STREET GARAGE |                                                        |                                                        | -                                                      | 2,250.00                                               |
| BUILDING REPAIR & MAINTENANCE - CUMBERLAND GARAGE | 516.90                                                 | 531.14                                                 | 1,579.60                                               | 572.03                                                 |
| BUILDING REPAIR & MAINTENANCE - TRANSIT GARAGE    |                                                        |                                                        |                                                        | -                                                      |
| OTHER REPAIR & MAINTENANCE                        | 325.22                                                 | 195.06                                                 | 105.15                                                 | 501.09                                                 |
| OTHER EQUIPMENT PURCHASES                         | -                                                      | -                                                      | -                                                      | -                                                      |
| INTEREST - OTHER DEBT                             | -                                                      | -                                                      | -                                                      | -                                                      |
| OTHER                                             |                                                        | -                                                      | -                                                      | -                                                      |
| MACHINERY & EQUIPMENT                             |                                                        |                                                        |                                                        | -                                                      |
| IMPROVEMENTS (NON-BUILDINGS)                      |                                                        |                                                        |                                                        | -                                                      |
|                                                   | <u>16,137.58</u>                                       | <u>18,955.27</u>                                       | <u>35,466.81</u>                                       | <u>28,603.72</u>                                       |
| <b>OPERATING INCOME/(LOSS)</b>                    | <b>22,701.72</b>                                       | <b>27,564.24</b>                                       | <b>9,413.73</b>                                        | <b>3,109.62</b>                                        |
| AMORTIZATION EXPENSE                              |                                                        |                                                        |                                                        |                                                        |
| DEPRECIATION EXPENSE                              | <u>7,916.67</u>                                        | <u>7,083.33</u>                                        | <u>7,083.33</u>                                        | <u>7,083.33</u>                                        |
| <b>NET PROFIT/(LOSS):</b>                         | <b>\$ <u>14,785.05</u></b>                             | <b>\$ <u>20,480.91</u></b>                             | <b>\$ <u>2,330.40</u></b>                              | <b>\$ <u>(3,973.71)</u></b>                            |

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

|                                                                       | July 1, 2024<br>November 30, 2024 | July 1, 2025<br>November 30, 2025 | Increase<br>(Decrease)  |
|-----------------------------------------------------------------------|-----------------------------------|-----------------------------------|-------------------------|
| <b>REVENUES:</b>                                                      |                                   |                                   |                         |
| PARKING METER FINES - TICKETS                                         | 57,236                            | 32,997                            | (24,239)                |
| INVESTMENT EARNINGS                                                   | 7,126                             | 6,101                             | (1,024)                 |
| INTEREST                                                              | -                                 | -                                 | -                       |
| PARKING METER MONEY - DOWNTOWN                                        | 31,546                            | 24,422                            | (7,124)                 |
| PARKING METER MONEY - DOWNTOWN PARKMOBILE                             | 47,748                            | 23,746                            | (24,002)                |
| 1ST STREET PARKING GARAGE - LEASED SPACES                             | -                                 | 30,001                            | 30,001                  |
| 1ST STREET PARKING GARAGE - PARKMOBILE                                | -                                 | 19,863                            | 19,863                  |
| CONTRACTED SPACES - DOWNTOWN LOTS                                     | 26,634                            | 25,729                            | (905)                   |
| OBSTRUCTION PERMITS                                                   | 60                                | 240                               | 180                     |
| GARAGES - LEASED SPACES - TRANSIT                                     | 11,663                            | 1,267                             | (10,396)                |
| CUMBERLAND PLAZA LEASED SPACES                                        | 39,832                            | 13,434                            | (26,398)                |
| CUMBERLAND PLAZA METER MONEY                                          | 24,777                            | 5,301                             | (19,476)                |
| CUMBERLAND PLAZA METER MONEY- PARKMOBILE                              | 28,003                            | 18,004                            | (9,999)                 |
| MISCELLANEOUS                                                         | 106                               | 178                               | 72                      |
| Includes additional hang tags,<br>CityCourt/Pcard Rebate/other rental |                                   |                                   | -                       |
| TRANSFER IN FROM GENERAL FUND                                         | -                                 | -                                 | -                       |
|                                                                       | <u>274,732</u>                    | <u>201,285</u>                    | <u>(73,447)</u>         |
| <b>EXPENSES:</b>                                                      |                                   |                                   |                         |
| SALARIES & WAGES                                                      | 93,379                            | 98,002                            | 4,623                   |
| OPERATING                                                             | 49,594                            | 132,373                           | 82,779                  |
| OTHER PROFESSIONAL SERVICES                                           | -                                 | -                                 | -                       |
| BUILDING REPAIR & MAINTENANCE - 1ST STREET GARAGE                     | -                                 | 9,900                             | 9,900                   |
| BUILDING REPAIR & MAINTENANCE - CUMBERLAND GARAGE                     | 3,443                             | 2,540                             | -                       |
| BUILDING REPAIR & MAINTENANCE - TRANSIT GARAGE                        | -                                 | 8,306                             | 8,306                   |
| OTHER REPAIR & MAINTENANCE                                            | 2,372                             | 6,883                             | 4,510                   |
| OTHER EQUIPMENT PURCHASES                                             | -                                 | -                                 | -                       |
| MACHINERY AND EQUIPMENT                                               | -                                 | 15,995                            | 15,995                  |
| INTEREST - OTHER DEBT                                                 | -                                 | -                                 | -                       |
| OTHER                                                                 | -                                 | -                                 | -                       |
| IMPROVEMENTS (NON-BUILDINGS)                                          | -                                 | -                                 | -                       |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 | -                       |
|                                                                       | <u>148,788</u>                    | <u>273,999</u>                    | <u>101,813</u>          |
| <b>OPERATING PROFIT/(LOSS)</b>                                        | 125,944                           | (72,713)                          | (175,260)               |
| AMORTIZATION EXPENSE                                                  | -                                 | -                                 | -                       |
| DEPRECIATION EXPENSE                                                  | 35,417                            | 35,417                            | -                       |
| <b>NET PROFIT/(LOSS) AFTER DEPRECIATION:</b>                          | <u><u>90,527</u></u>              | <u><u>(108,130)</u></u>           | <u><u>(175,260)</u></u> |
| <b>PARKING FUND BALANCE</b>                                           |                                   | <b>1,202,708</b>                  |                         |