



STREET, GARAGE AND TRANSPORTATION COMMITTEE AGENDA

DATE: January 27th, 2021

LOCATION: Zoom Meeting

TIME: 4:00pm

1. CALL TO ORDER
2. ATTENDANCE
3. ADOPTION OF MINUTES
 - a) Transportation October 2020
 - b) Garage and Street September 2020
4. DEPARTMENT REPORTS
 - a) Presentations from Clarksville Transit System, Ridership Report and Financial Report
 - b) Presentation from City Garage and Monthly Report
 - c) Presentation from Clarksville Street Department
5. COMMITTEE ACTION
 - a) (CTS) Drug and Alcohol Policy approval
6. CITY COUNCIL ACTION
7. NEW BUSINESS
8. PUBLIC COMMENTS (3 individuals 5 minutes each unless waived by Chair)
9. ADJOURNMENT

Transportation Committee Meeting Minutes
Wednesday, October 28th,, 2020 at 4:00pm
Google Hangout Meeting

MEMBERS PRESENT:

Wanda Smith, Committee Chairperson
Gary Norris
Vondell Richmond
Jeff Burkhart

EMPLOYEES PRESENT:

Paul Nelson, Director
Lori Wallis, Finance Director
Scott Graves, Business Analyst
Veronica Williams, Administrative Support Specialist

CALL TO ORDER:

October 28th at 4:00p.m... Transportation committee meeting was called to order by Chairperson Wanda Smith. The members in attendance are Gary Norrris, Jeff Burkhart and Vondell Richmond. The only member not present was Richard Garrett. Chairperson Wanda Smith entertained a motion for approval of the September 23rd, 2020 minutes. All were in favor and the minutes were approved.

RIDERSHIP REPORT:

Paul Nelson went over the Ridership for September 2020 was 38,865, bus was 36,467 and paratransit service was 2,398. We are down 33% since September 2019. That is all related to Covid. Statewide average is down 48%. CTS trending a little bit better than the state. But we are still down substantially.

FINANCIAL REPORT:

Lori Wallis went over the Financial Report for the month of September 2020. The revenue was under budget \$34,031.55. The expensives under budget \$283,301.44. Year to date under budget \$249,269.89.

This is mostly due to wages and fuel and also we had budgeted for a 3% wage increase and it did not happen. But it will happen in January of 2021.

COMMITTEE ACTION:

None

CITY COUNCIL ACTION:

None

NEW BUSINESS:

Paul Nelson went over General System Update. Tomorrow Clarksville Academy will be painting the Spooky Special. It will be out on the 30th and 31st of October for everyone to see. It will rotate routes on those days. Anyone who catches that route rides for free. So keep an eye out for it.

Our DBE plan approval, this is for our Tri-Annual DBE goal. Which is our goal of dollars to spend on Disadvantaged Business Enterprise. We sent it off and got it back for comments. It was approved on the 2nd time back. We have our goal for the next 3 years.

Route 1000 CTS has already made that route free until the end of the year. This is an effort to boost ridership on the Industrial Park Route 1000. Look for a lot of advertising for this route. We plan to add radio commercials, Facebook, press releases and removing the fare was part of that promotion so look for that.

Basket of Thankfulness we do every year in November, so every Friday and Saturday you can donate 2 can goods in lieu of paying bus fare. The canned goods go to support a local food bank or pantry. This year it will go to the First Christain Church. This is the church that supports us. Every time we need to leave our Transit Center they let us stage on their property. So this year we will be donating the can goods to them from Basket of Thankfulness.

Bus route will all be free Tuesday November 3rd for voting. Anyone that needs to vote can use any of the bus routes to get to the voting polls and don't have to worry about a fare.

Clarksville Transit will be closed on Thanksgiving. We will be open Friday with a Free day for Black Friday.

Shelters that will be coming soon that were taken up due to the sidewalk project TDOT was doing. Will be Mission Barbecue and JoAnn's on Wilma Rudolph Blvd... They add ADA ramps to them. Also Chums'

and The Mart are 2 locations where we will be replacing the old style shelters with new ones. It should be in the next couple of weeks.

Chairperson Wanda Smith asked, "Is this in the Business Park? Route 1000?" Paul Nelson answered, "It is the Industrial Park route. It goes from Wal-Mart to Alfred Thun to International Blvd..." Chairperson Wanda Smith asked, "Are we hitting all of the businesses where people can get dropped off for work?" Paul Nelson replied, "We hit at least 20 or more businesses along that route, but we do not hit them all though. There are some that are farther out from what we service." Chairperson Wanda Smith asked, "What about Google do we drop people off there?" Paul Nelson said, "We do not service the Google plant." Chairperson Wanda Smith asked, "Do you plan to service the Google plant?" Paul Nelson said, "We do not have any plan to service the Google plant. Right now it is outside of our urbanized area. It is a very large site but right now I don't think it has that many employees."

Chairperson Wanda Smith asked, "What about the free voting. If anyone needs a ride what time does that bus start and what bus number is that and will that be all buses?" Paul Nelson responded, "The entire system will be free on Tuesday November 3rd. We have a facebook post out there with a nice flyer fill free to post that." Chairperson Wanda Smith said, "I will. Thank you."

Chairperson Wanda Smith asked, "On the Spooky bus that will be on the 31st?" Paul Nelson said, "On the 30th and 31st of October." Chairperson Wanda Smith asked, "Is that just one bus?" Paul Nelson replied, "Yes. It's just the painted Spooky Special bus. It will rotate routes for the 2 days. So every route the bus will be on. We have the schedule on our facebook page so people can go out and ride it."

Chairperson Wanda Smith said, "So the Basket of Thankfulness, people can donate can goods to ride free every Friday and Saturday?" Paul Nelson answered, "2 can goods in lieu of paying the fare."

ADJOURNMENT:

Chairperson Ms. Wanda Smith entertained a motion to adjourn. Vondell Richmond motioned to adjourn with Gray Norris seconding. Chairperson Ms. Wanda Smith adjourned the meeting.

Adoption of minutes

PUBLIC COMMENT:

Chairperson

Date

Clarksville Transit System December 2020 Ridership Report

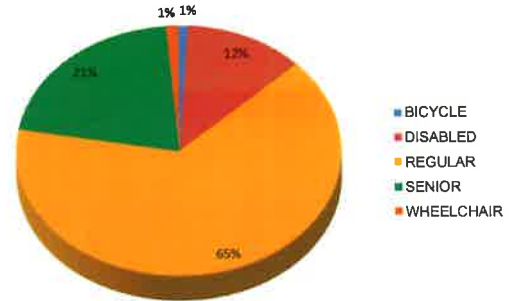
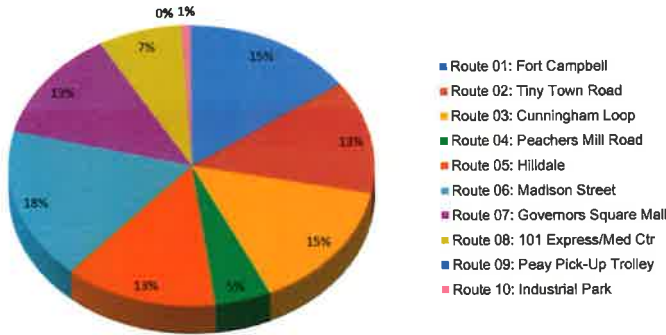
DATE	DAY	FIXED ROUTE	DEMAND RESPONSE	SPECIAL SERVICE	SYSTEM
01-Dec-20	Tue	1,458	91	0	1,549
02-Dec-20	Wed	1,380	103	0	1,483
03-Dec-20	Thu	1,497	102	0	1,599
04-Dec-20	Fri	1,391	115	0	1,506
05-Dec-20	Sat	1,087	56	0	1,143
07-Dec-20	Mon	1,440	96	0	1,536
08-Dec-20	Tue	1,442	74	0	1,516
09-Dec-20	Wed	1,507	114	0	1,621
10-Dec-20	Thu	1,450	95	0	1,545
11-Dec-20	Fri	1,529	111	0	1,640
12-Dec-20	Sat	1,052	60	0	1,112
14-Dec-20	Mon	1,302	99	0	1,401
15-Dec-20	Tue	1,354	81	0	1,435
16-Dec-20	Wed	1,164	106	0	1,270
17-Dec-20	Thu	1,299	88	0	1,387
18-Dec-20	Fri	1,312	113	0	1,425
19-Dec-20	Sat	1,047	60	0	1,107
21-Dec-20	Mon	1,475	88	0	1,563
22-Dec-20	Tue	1,250	79	0	1,329
23-Dec-20	Wed	1,261	89	0	1,350
24-Dec-20	Thu	979	49	125	1,153
26-Dec-20	Sat	1,034	63	0	1,097
28-Dec-20	Mon	1,294	81	0	1,375
29-Dec-20	Tue	1,194	69	0	1,263
30-Dec-20	Wed	1,217	90	0	1,307
31-Dec-20	Thu	1,101	76	0	1,177
Totals		33,516	2,248	125	35,889

Category	December 2020
Fixed Route	33,516
Daily Average	1,289
M-F Average	1,332
Saturday Average	1,055
Total Weekday (M-F)	29,296
Total Weekend (Sat)	4,220
Fixed Route Total	33,516
Special Service	125
Senior Citizens	6,429
Disabled	3,704
Wheelchairs	367
Bicycles	279
Children Under Age of 4	414
Operating Days	26

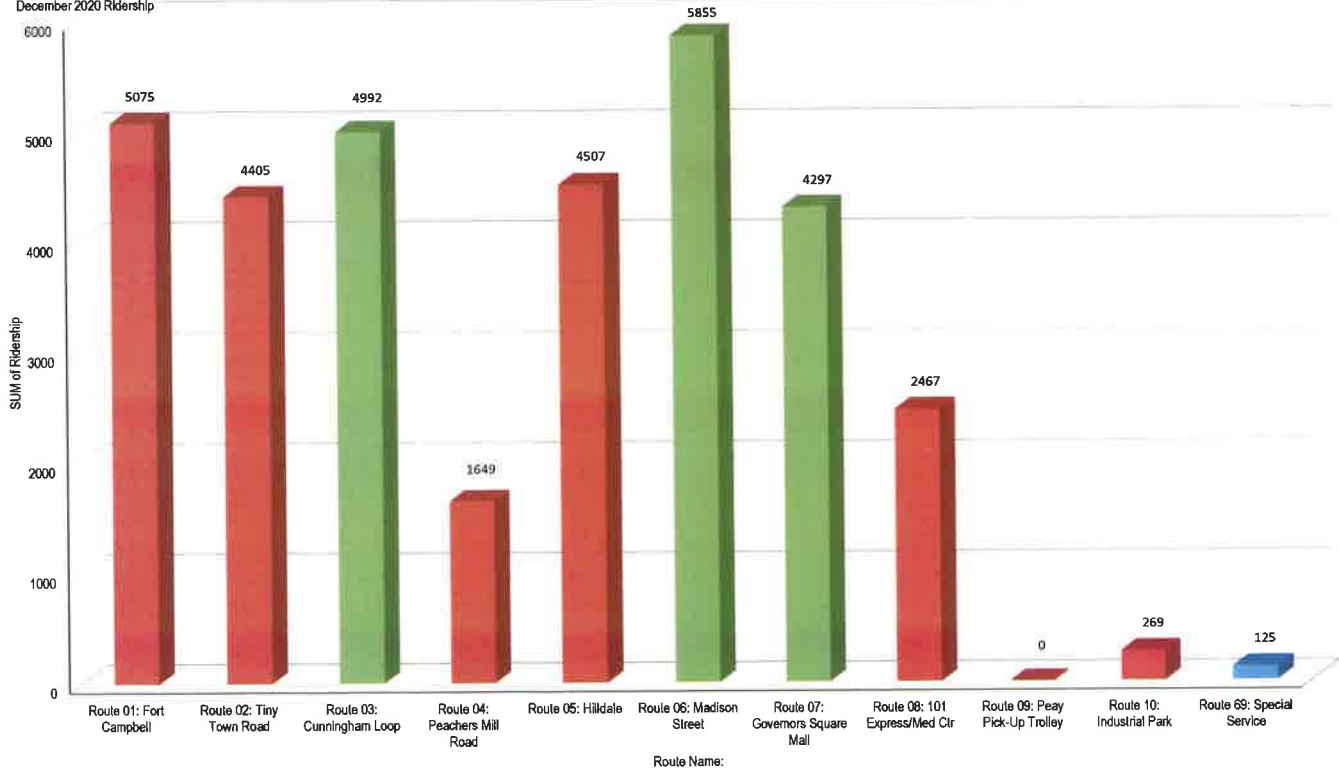
Category	December 2020
Demand Response (DR)	2,248
DR Average (M-F)	91
DR Average (Sat)	60
DR Total (M-F)	2,009
DR Total (Sat)	239
DR Total	2,248

FY 2021 Ridership	225,328
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DATE	DAY	FIXED ROUTE	PEAY PICKUP	TOTAL
01-Dec-20	Tue	41	0	41
02-Dec-20	Wed	54	0	54
03-Dec-20	Thu	63	0	63
04-Dec-20	Fri	65	0	65
06-Dec-20	Sat	47	0	47
07-Dec-20	Mon	56	0	56
08-Dec-20	Tue	60	0	60
09-Dec-20	Wed	58	0	58
10-Dec-20	Thu	54	0	54
11-Dec-20	Fri	71	0	71
12-Dec-20	Sat	47	0	47
14-Dec-20	Mon	49	0	49
15-Dec-20	Tue	63	0	63
16-Dec-20	Wed	49	0	49
17-Dec-20	Thu	52	0	52
18-Dec-20	Fri	42	0	42
19-Dec-20	Sat	47	0	47
21-Dec-20	Mon	57	0	57
22-Dec-20	Tue	56	0	56
23-Dec-20	Wed	59	0	59
24-Dec-20	Thu	59	0	59
26-Dec-20	Sat	42	0	42
28-Dec-20	Mon	54	0	54
29-Dec-20	Tue	68	0	68
30-Dec-20	Wed	48	0	48
31-Dec-20	Thu	53	0	53
Totals		1414	0	1414



December 2020 Ridership



CLARKSVILLE TRANSIT SYSTEM
 CITY OF CLARKSVILLE TENNESSEE
 SUMMARY FINANCIAL STATEMENT
 DECEMBER 2020

	MONTHLY ACTUALS	MONTHLY BUDGET	MONTHLY VARIANCE	Y-T-D ACTUALS	Y-T-D BUDGET	Y-T-D VARIANCE
PASSENGER FARES	29,060.21	40,578.24	(11,518.03)	181,770.12	243,450.00	(61,679.88)
SPECIAL TRANSIT FARES	16,717.67	19,155.03	(2,437.36)	103,470.98	114,920.98	(11,450.00)
ADVERTISING SERVICES	10,375.00	10,750.86	(375.86)	56,275.00	64,500.00	(8,225.00)
INTEREST REVENUE	6.51	41.67	(35.16)	44.29	250.02	(205.73)
NON-TRANSPORTATION FUNDS	0.00	750.06	(750.06)	12,454.71	4,500.00	7,954.71
TOTAL DIRECTLY GENERATED FUNDS	56,159.39	71,275.86	(15,116.47)	354,015.10	427,621.00	(73,605.90)
FEDERAL ASSISTANCE	524,060.00	437,886.70	86,173.30	2,361,426.00	2,627,110.00	(265,684.00)
STATE ASSISTANCE	0.00	28,787.64	(28,787.64)	0.00	172,712.00	(172,712.00)
LOCAL ASSISTANCE	6,276.70	86,600.34	(80,323.64)	59,292.40	519,560.48	(460,268.08)
TOTAL FED/STATE/LOCAL ASSISTANCE	530,336.70	553,274.68	(22,937.98)	2,420,718.40	3,319,382.48	(898,664.08)
TOTAL ALL REVENUES	586,496.09	624,550.54	(38,054.45)	2,774,733.50	3,747,003.48	(972,269.98)
WAGES & FRINGES	487,152.33	521,826.45	(34,674.12)	2,726,149.84	3,004,200.58	(278,050.74)
SERVICES	17,004.87	22,122.59	(5,117.72)	112,653.96	132,725.02	(20,071.06)
FUEL AND LUBRICANTS	29,633.37	59,588.10	(29,954.73)	167,262.52	357,500.04	(190,237.52)
TIRES AND TUBES	2,309.35	2,083.50	(225.85)	13,194.00	12,500.00	(694.00)
OTHER MATERIALS AND SUPPLIES	24,380.54	18,230.63	(6,149.91)	152,051.82	109,375.06	(42,676.76)
UTILITIES	8,083.39	8,614.61	(531.22)	47,221.45	51,683.54	(4,462.09)
CASUALTY AND LIABILITY	12,925.25	11,110.89	(1,814.36)	61,622.50	66,660.02	(5,037.52)
MISCELLANEOUS EXPENSE	5,006.99	4,168.93	(838.06)	24,914.11	25,011.58	(97.47)
TOTAL OPERATING EXPENSES	586,496.09	647,745.70	61,249.61	3,305,070.20	3,759,655.84	454,585.64

Clarksville Transit System Drug and Alcohol Policy Approval

The Clarksville Transit System (CTS); a department of the City of Clarksville is regulated by the Federal Transit Administration and the regulations of this policy are mandated by the U.S. Department of Transportation to provide safe public transportation.

To ensure employees are not impaired in their ability to perform their duties safely and promotes a safe, satisfying work environment free from the adverse affects of drug use and alcohol misuse.

Prohibits the unlawful manufacture, distribution, dispensing, possession or use of and controlled substance according to the Drug Free Workplace Act of 1988.

Encourage employees to seek professional assistance anytime personal problems, including drug and/ or alcohol dependency adversely affects their ability to perform their duties safely.

The Clarksville Transit System policy was revised in January 2018.

The Clarksville Transit System will fully enforce this policy as the information herein is regulated by the Federal Transit Administration, the U.S. Department of Transportation and the City of Clarksville.

Chairperson

Date

Committee Member

Date

Committee Member

Date

Committee Member

Date

Committee Member

Date

STREET/GARAGE COMMITTEE
MINUTES

DATE: September 24, 2020
LOCATION: Street Department Conference Room
199 10th Street
Clarksville, TN 37040

MEMBERS PRESENT:

Tim Chandler
Richard Garrett
Ron Erb

EMPLOYEES PRESENT

David Shepard
Billy Lee
Chris Cowan
Shirley Williams

MEMBERS ABSENT

Jeff Henley
Gary Norris

The meeting was called to order by Councilman Chandler at 3:99 P.M. The minutes for August 24, 2020 was unanimously approved.

Chris Cowan gave to following updates on Capital Projects;

Dunbar Cave Bridge Replacement – Road remains closed. Utility relocation nearing completion. Demolition of bridge and culvert has begun.

New Sidewalks – Construction is continuing. Should be done on Armistead and Kirby within two weeks. Design continuing on 2021 sidewalk West Concord and Cherry Tree. Hoping for advertisement in January 2021.

Dunlop International. Paving to be complete by the first week in October. They will be conducting this work at night to reduce impact to the hospital traffic. Traffic signal poles are up and signal heads have been installed. The Control Cabinet is also being completed this week.

ROSSVIEW – Meeting with Contractor, CEI, City representatives and Utility Companies held in the office and in the field. Estimate 6 months of utility relocation for CDE/ATT/Charter.

MERIWETHER Trenton – Construction has begun on this project. They have started with relocation of gas and water lines and some grading on the Trenton Road.

The committee unanimously voted to take TDOT Sidewalk Proposal of Acceptance (from McAdoo Creek Road to East of SR-76) to the City Council.

Billy Lee, Garage Manager, gave a presentation of the garage's progress report:
Total city wide vehicle expenses was \$153,211.10. Total number of work orders closed was 387. Total number of work hours was 840.05. Fuel cost of leaded was \$1.3825 per gallon with diesel \$1.179 per gallon.

The meeting was adjourned at 4:15 P.M.

Councilman Chandler

Date

Street and City Garage Committee Meeting

City Garage Monthly Report

For the December of 2020

City Wide Vehicle Expense Totals: \$ 134,511.20

Requisitions turned into Finance Department: \$ 133,051.47

Total number of Work Orders: 339.00

Total number of Work Order hours: 740.00

Total Parts Cost: \$ 37,241.40

Total Tire Cost: \$ 17,751.75

Total Aims Unit Cost: \$ 0

Total Labor Cost Billed to Gas & Water: \$ 666.05

Outside Work: \$ 485.00

City Wide Gas and Diesel Totals Price from Fuel Master Onsite:
Unleaded: \$ 45,687.14
Diesel: \$ 11,755.84
Total: \$ 57,442.98

City Wide Gas and Diesel Total Gallons from Fuel Master Onsite:
Unleaded: 32,584.94
Diesel: 7,663.77
Total: 40,248.71

Citywide Gas and Diesel Total Price from Wex Offsite:
Unleaded: \$ 12,170.03
Diesel: \$ 8,753.99
Totals: \$ 20,924.02

Citywide Gas and Diesel Total Gallons from Wex Offsite:
Unleaded: 8,143.16
Diesel: 4,795.61
Total: 12,938.77

Fuel Purchases Onsite: Deliveries: Unleaded 27,994 total gallons
Diesel 7,054 total gallons

Fuel Cost Unleaded: \$1.47 per gallon (last delivery on 12/22/2020)

Fuel Cost Diesel: \$1.568 per gallon (last delivery on 12/22/2020)

Garage Vehicle Repair Totals: \$ 327.75

Garage Fuel Use Totals: 58.74 Gallons fuel, total cost \$ 80.35

Bill Lee
Fleet Manager