



TRANSIT, STREET & GARAGE AGENDA

DATE: March 14, 2023

LOCATION:

Clarksville Street Department

Large Conference Room

199 10th Street

TIME: 3:45 pm

1. CALL TO ORDER
2. ATTENDANCE
 - a) Introduction of Members
3. ADOPTION OF MINUTES - February 21, 2023
4. DEPARTMENT REPORTS
 - a) Transit Report
Ridership Report for February 2023
Financial Report for February 2023
 - b) Street Report
Department Report - Danny Foust
Work Orders - 177 completed in February 2023
Wind event update - 3/3/23

Transportation 2020 Update - Jerome Henderson
Capital Project Update
Sidewalk Update
 - c) Garage Report
Department Report - Bill Lee
Work order and fuel reports
5. COMMITTEE ACTION
 - Title IV plan update. (Transit)
6. CITY COUNCIL ACTION
 - Ordinances 89-2022-23
 - Ordinances 90-2022-23
 - Ordinances 91-2022-23
 - Ordinances 92-2022-23

7. NEW BUSINESS
8. PUBLIC COMMENTS (3 individuals 5 minutes each unless waived by Chair)
9. ADJOURNMENT

Transportation Committee Meeting Minutes

Tuesday, February 21st at 1:00pm
Street Department Conference Room

Members Present:

Wanda Smith, Chairperson
Deanna McLaughlin, Councilperson
Karen Reynolds, Councilperson

Members Absent:

Wanda Allen, Councilperson
Wallace Redd, Councilman

Transit

Arthur Bing, Interim Director
Lori Wallis, Financial Director
Katina Wade-George, Administrative Support Supervisor
Terry Davis, Accounting

Street

Ihab Habib, Director
Chris Cowan, Senior Engineering Manager
Bonny Blyzes, Administrative Support Supervisor

Garage

Bill Lee, Director
Stacey Burney, Administrative Support Technician

Internal Audit

Charlie DeHarde

CALL TO ORDER:

February 21, 2023 at 3:08p.m... Transportation, Street & Garage Committee (TSG) meeting was called to order by Chairperson Wanda Smith. The members in attendance were Deanna McLaughlin and Karen Reynolds. Members not in attendance were Wanda Allen and Wallace Redd.

Chairperson Wanda Smith entertained a motion for approval for the January 17, 2023 Transportation, Street and Garage minutes. All were in favor and the minutes were approved.

TRANSPORTATION

Departmental Report:

RIDERSHIP REPORT:

Mr. Arthur Bing went over the Ridership report for November 2022 CTS carried 42,384, December 2022 CTS carried 38,999 and January 2023 CTS carried 42,344 passengers.

FINANCIAL REPORT:

Mrs. Terry Davis went over the December 2022 Finances. December 2022 we are under budget \$254,047.15 and our operating expenses are \$196,555.98 . We are under budget due to understaffed fringes and benefits. Terry Davis added that our advertisement has gone up. Chairperson Wanda Smith asked if there were any other questions and there were none.

TRANSIT UPDATES:

Mr. Arthur Bing told the TSG (Transit, Street and Garage) Committee that we were updating our Title VI plan as required by the Federal Government. This plan is updated annually to make sure that we are not discriminating against anyone. We also have updated our LEP program to make sure that we are covering our customers that do not speak English. Our current material is in Spanish as required by this plan due to the high Spanish speaking community. We also offer language cards for other languages if we need interpreting by calling a 1-800 number.

COMMITTEE ACTION REQUIRED:

No action required

STREET DEPARTMENT

Departmental Report:

DEPARTMENTAL REPORT - Chris Cowan

We closed 235 work orders in the month of January. We had our last winter weather event from 1/30/23-1/31/23 and snow and ice removal went well. Whitfield Rd striping was completed.

TRANSPORTATION 2020 UPDATE - Chris Cowan

An update on the progress of the Roundabout was given after a question was asked by Mrs. Smith. Much of the contractor work has been completed with the exception of the AT&T relocations. Chris is hoping to have that phase completed by the end of March. The entire project has been delayed 1 year, with a projected completion of August

2024. The North Whitfield portion was completed first because of the close proximity to the school. Mrs. McLaughlin asked for an update on the damaged lights on 101st. Mr. Cowan stated repairs were almost completed. A sidewalks project update was given as 9 projects have been surveyed and 5 are in the process of survey and design. A proposed new meeting time of the 3rd Tuesday of each month at 3:45 pm was voted and agreed upon.

Committee Action Required:

No action required

GARAGE DEPARTMENT

Departmental Report: Bill Lee

CITY GARAGE REPORT:

Bill Lee gave department report for January 2023. The total number of work orders was 451. The total number of work order hours was 981.5. Total parts cost was \$58,520.63. Total tire cost was \$20,508.83. At last delivery on 1-30-23 unleaded fuel cost was \$2.93 per gallon. It increased 6.5% from \$2.75 on 12-30-22. At last delivery on 1-25-23, diesel was \$3.52 per gallon. It increased 22% from \$2.89 on 12-21-22. He said he has talked to some of the fuel companies and they don't expect fuel to increase much for the next fiscal year. Wanda Smith asked how often fuel is ordered. Bill explained he gets unleaded about once a week and diesel about every two weeks and it is bid out every time. She also asked if the police were abiding by the idling policy and he said they are doing a really good job. Ihab Habib asked if oil changes could start being done every 7500 miles instead of every 5000 miles to save money. Bill said he recommends every 5000 and will keep doing that and engines were likely to be damaged if it was any longer in between.

Committee Action Required:

No action required

Adjournment:

Chairperson

Date

CLARKSVILLE TRANSIT SYSTEM
 CITY OF CLARKSVILLE TENNESSEE
 SUMMARY FINANCIAL STATEMENT
 January 2023

YTD Net Under-Budget 414,319.05

	MONTHLY ACTUALS	MONTHLY BUDGET	MONTHLY VARIANCE	Y-T-D ACTUALS	Y-T-D BUDGET	Y-T-D VARIANCE
PASSENGER FARES	36,840.72	30,775.85	6,064.87	252,401.16	215,438.33	36,962.83
SPECIAL TRANSIT FARES	18,483.67	17,986.11	497.56	128,707.15	125,907.09	2,800.06
ADVERTISING SERVICES	11,383.33	10,416.25	967.08	87,816.63	72,916.25	14,900.38
INTEREST REVENUE	1,975.98	8.33	1,967.65	13,174.86	58.31	13,116.55
NON-TRANSPORTATION FUNDS	12,343.02	624.98	11,718.04	15,301.55	4,375.00	10,926.55
TOTAL DIRECTLY GENERATED FUNDS	81,026.72	59,811.52	21,215.20	497,401.35	418,694.98	78,706.37

FEDERAL ASSISTANCE	277,773.00	358,543.66	(80,770.66)	1,920,314.00	2,509,891.66	(589,577.66)
STATE ASSISTANCE	121,631.00	92,658.04	28,972.96	1,183,384.00	648,628.52	534,755.48
LOCAL ASSISTANCE	126,590.83	234,087.88	(107,497.05)	1,274,291.34	1,638,671.36	(364,380.02)
TOTAL FED/STATE/LOCAL ASSISTANCE	525,994.83	685,289.58	(159,294.75)	4,377,989.34	4,797,191.54	(419,202.20)

TOTAL ALL REVENUES	607,021.55	745,101.10	(138,079.55)	4,875,390.69	5,215,886.52	(340,495.83)
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WAGES & FRINGES	533,573.44	603,140.18	69,566.74	3,887,019.46	4,210,402.71	323,383.25
SERVICES	24,677.85	24,265.04	(412.74)	208,996.22	169,861.08	(39,135.14)
FUEL AND LUBRICANTS	14,521.53	75,080.33	60,558.80	461,006.17	525,580.33	64,574.16
TIRES AND TUBES	1,896.00	2,374.91	478.91	20,016.40	16,624.93	(3,391.47)
OTHER MATERIALS AND SUPPLIES	8,009.40	18,827.17	10,817.77	128,817.91	131,794.69	2,976.78
UTILITIES	7,395.62	6,274.41	(1,121.21)	44,698.11	43,922.39	(775.72)
CASUALTY AND LIABILITY	13,955.16	12,082.85	(1,872.31)	87,078.20	84,582.85	(2,495.35)
MISCELLANEOUS EXPENSE	2,794.70	3,832.19	1,037.49	36,343.16	26,826.23	(9,516.93)
TOTAL SYSTEM EXPENSE	606,823.70	745,877.08	139,053.45	4,873,975.63	5,209,595.21	335,619.58

INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
LEASES - BUILDING	0.00	0.00	0.00	0.00	0.00	0.00
LEASES - PARKING LOT	0.00	0.00	0.00	0.00	0.00	0.00
LEASES - EQUIPMENT	197.85	201.16	3.31	1,415.06	1,408.16	(6.90)
TOTAL OPERATING EXPENSES	607,021.55	746,078.24	139,056.76	4,875,390.69	5,211,003.37	335,612.68

TOTAL (PROFIT) LOSS	0.00	(977.14)	977.21	0.00	4,883.15	(4,883.15)
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Clarksville Transit System February 2023 Ridership Report

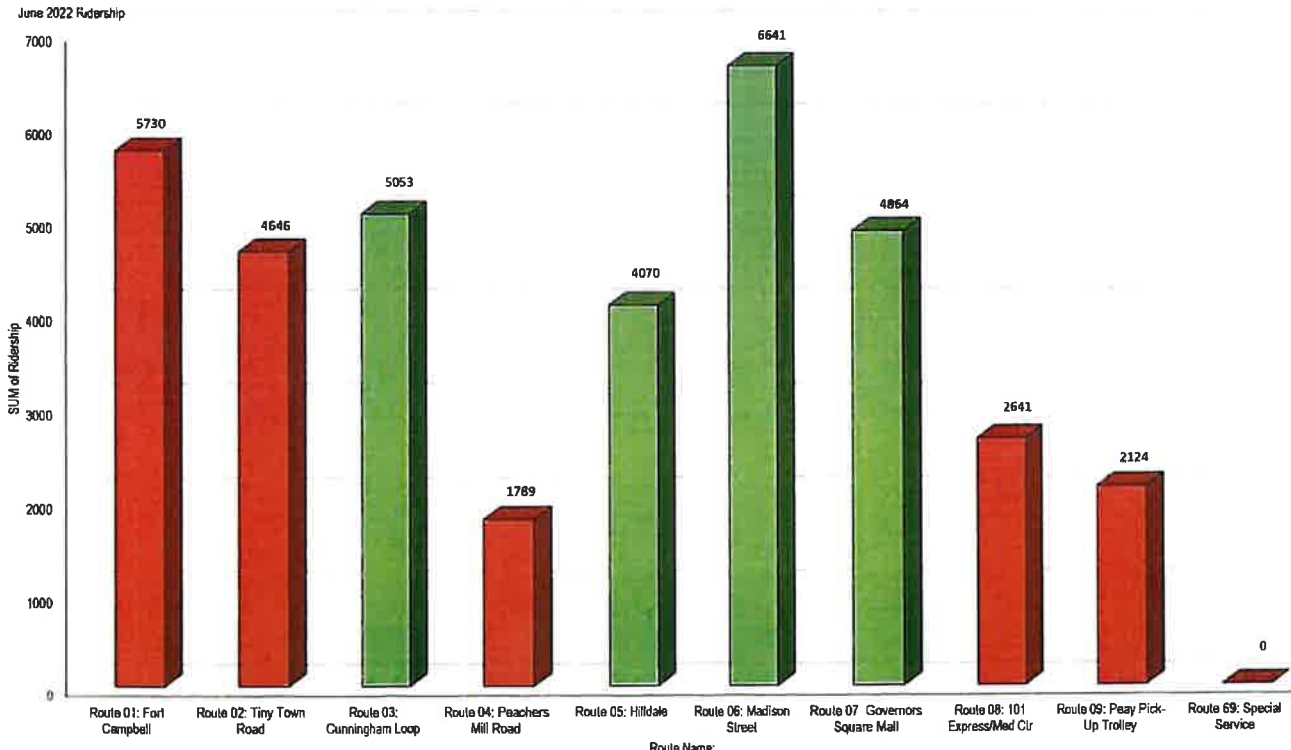
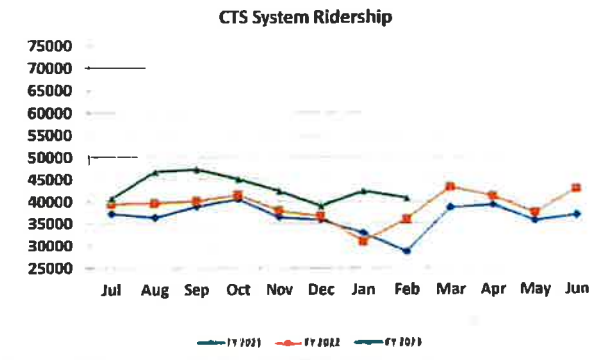
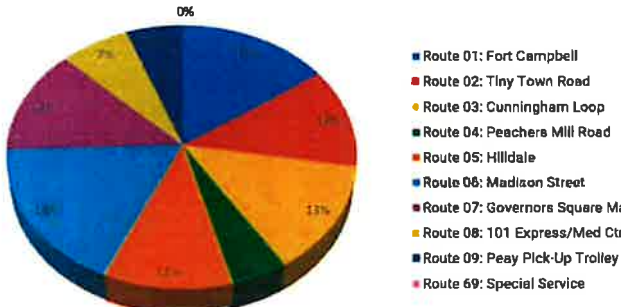
DATE	DAY	FIXED ROUTE	DEMAND RESPONSE	SPECIAL SERVICE	SYSTEM
01-Feb-23	Wed	1,034	78	0	1,112
02-Feb-23	Thu	1,549	103	0	1,652
03-Feb-23	Fri	1,765	185	0	1,950
04-Feb-23	Sat	1,170	98	0	1,268
06-Feb-23	Mon	1,950	140	0	2,090
07-Feb-23	Tue	1,879	164	0	2,043
08-Feb-23	Wed	1,466	186	0	1,652
09-Feb-23	Thu	1,706	136	0	1,842
10-Feb-23	Fri	1,670	168	0	1,838
11-Feb-23	Sat	1,121	87	0	1,208
13-Feb-23	Mon	1,888	139	0	2,027
14-Feb-23	Tue	1,827	175	0	2,002
15-Feb-23	Wed	1,769	165	0	1,934
16-Feb-23	Thu	1,142	105	0	1,247
17-Feb-23	Fri	1,497	138	0	1,635
18-Feb-23	Sat	970	83	0	1,053
20-Feb-23	Mon	1,401	111	0	1,512
21-Feb-23	Tue	1,838	149	0	1,987
22-Feb-23	Wed	1,738	145	0	1,883
23-Feb-23	Thu	1,808	161	0	1,969
24-Feb-23	Fri	1,598	172	0	1,770
25-Feb-23	Sat	1,107	67	0	1,174
27-Feb-23	Mon	1,888	149	0	2,017
28-Feb-23	Tue	1,797	155	0	1,952
Totals		37,558	3,239	0	40,797

Fixed Route	February 2022	February 2023
Daily Average	1,380	1,565
M-F Average	1,464	1,660
Saturday Average	1,014	1,092
Total Weekday (M-F)	29,283	33,190
Total Weekend (Sat)	4,055	4,368
Fixed Route Total	33,338	37,558
Special Service	0	0
Senior Citizens	5,398	5,894
Disabled	2,653	2,967
Wheelchairs	176	141
Bicycles	332	449
Children Under Age of 4	288	604
Operating Days	24	24

Demand Response (DR)	February 2022	February 2023
DR Average (M-F)	126	145
DR Average (Sat)	54	84
DR Total (M-F)	2,508	2,904
DR Total (Sat)	218	335
DR Total	2,724	3,239

APSU	February 2022	February 2023
Peay Pickup	2,088	2,124
Fixed Route	1,908	3,915

FY 2023 Ridership	302,653	344,410
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ORDINANCE 89-2022-23

AN ORDINANCE OF THE CITY OF CLARKSVILLE AUTHORIZING THE MAYOR, OR HIS DESIGNEE TO CONDUCT NEGOTIATIONS AND TO ENTER AN AGREEMENT FOR PURCHASE AND ACQUISITION OF EASEMENTS AND/OR PROPERTY RIGHTS FOR A PUBLIC PURPOSE FOR THE SIDEWALK PROJECT ON RINGGOLD RD.

WHEREAS, the Clarksville City Council finds that improvements to certain streets and intersections within the City are a vital component to the proper function of the transportation system and enhanced quality of life for city residents; and

WHEREAS, the Clarksville City Council finds it to be in the public interest to acquire easements and/or rights of way for the purpose of constructing sidewalk to access the Ringgold Elementary School;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That the Mayor, or his designee, may negotiate and enter into an agreement for the purchase and acquisition of any necessary property rights from affected property owners for the Ringgold Rd Sidewalk, and said negotiations and/or acquisitions shall be performed in compliance with Tennessee Department of Transportation policies.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

ORDINANCE

ORDINANCE 90-2022-23

AN ORDINANCE OF THE CITY OF CLARKSVILLE AUTHORIZING THE MAYOR, OR HIS DESIGNEE TO CONDUCT NEGOTIATIONS AND TO ENTER AN AGREEMENT FOR PURCHASE AND ACQUISITION OF EASEMENTS AND/OR PROPERTY RIGHTS FOR A PUBLIC PURPOSE FOR THE SIDEWALK PROJECT ON CROSSLAND AVE.

WHEREAS, the Clarksville City Council finds that improvements to certain streets and intersections within the City are a vital component to the proper function of the transportation system and enhanced quality of life for city residents; and

WHEREAS, the Clarksville City Council finds it to be in the public interest to acquire easements and/or rights of way for the purpose of constructing sidewalk to access the Moore Elementary School

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That the Mayor, or his designee, may negotiate and enter into an agreement for the purchase and acquisition of any necessary property rights from affected property owners for the Crossland Ave Sidewalk, and said negotiations and/or acquisitions shall be performed in compliance with Tennessee Department of Transportation policies.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

ORDINANCE

ORDINANCE 91-2022-23

AN ORDINANCE OF THE CITY OF CLARKSVILLE AUTHORIZING THE MAYOR, OR HIS DESIGNEE TO CONDUCT NEGOTIATIONS AND TO ENTER AN AGREEMENT FOR PURCHASE AND ACQUISITION OF EASEMENTS AND/OR PROPERTY RIGHTS FOR A PUBLIC PURPOSE FOR THE SIDEWALK PROJECT ON BEECH ST, E ST AND BETWEEN RICHVIEW MIDDLE SCHOOL AND CLARKSVILLE HIGH SCHOOL.

WHEREAS, the Clarksville City Council finds that improvements to certain streets and intersections within the City are a vital component to the proper function of the transportation system and enhanced quality of life for city residents; and

WHEREAS, the Clarksville City Council finds it to be in the public interest to acquire easements and/or rights of way for the purpose of constructing sidewalk to access the Burns Darden Elementary School, Richview Middle School, and Clarksville High School;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That the Mayor, or his designee, may negotiate and enter into an agreement for the purchase and acquisition of any necessary property rights from affected property owners for the Beech St, E St. and between Richview School and Clarksville High School Sidewalks, and said negotiations and/or acquisitions shall be performed in compliance with Tennessee Department of Transportation policies.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

ORDINANCE

ORDINANCE 92-2022-23

AN ORDINANCE OF THE CITY OF CLARKSVILLE AUTHORIZING THE MAYOR, OR HIS DESIGNEE TO CONDUCT NEGOTIATIONS AND TO ENTER AN AGREEMENT FOR PURCHASE AND ACQUISITION OF EASEMENTS AND/OR PROPERTY RIGHTS FOR A PUBLIC PURPOSE FOR THE SIDEWALK PROJECT ON RODEER DR, N LIBERTY CHURCH, APPLETON DR. AND OLD RUSSELLVILLE PIKE.

WHEREAS, the Clarksville City Council finds that improvements to certain streets and intersections within the City are a vital component to the proper function of the transportation system and enhanced quality of life for city residents; and

WHEREAS, the Clarksville City Council finds it to be in the public interest to acquire easements and/or rights of way for the purpose of constructing sidewalk to access the Northwest High School, Kenwood School Complex, and St. B. Elementary School;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CLARKSVILLE, TENNESSEE:

That the Mayor, or his designee, may negotiate and enter into an agreement for the purchase and acquisition of any necessary property rights from affected property owners for the Rodeer Dr, N Liberty Church, Appleton Dr, and Old Russellville Pike Sidewalks, and said negotiations and/or acquisitions shall be performed in compliance with Tennessee Department of Transportation policies.

FIRST READING:

SECOND READING:

EFFECTIVE DATE:

ORDINANCE