



## TRANSPORTATION COMMITTEE AGENDA

**DATE: September 23, 2019**

**LOCATION: Clarksville Transit System Main Office**

**TIME: 4:00pm**

1. CALL TO ORDER
2. ATTENDANCE
3. ADOPTION OF MINUTES
  - a) July 2019
4. DEPARTMENT REPORTS
  - a) Ridership Report for July 2019 and August 2019
  - b) Financial Report for June 2019 and July 2019
5. COMMITTEE ACTION
  - a) October Meeting
6. CITY COUNCIL ACTION
7. NEW BUSINESS
  - a) Transit Center Update
  - b) 5310 Grant Award
  - c) 3 New Buses
  - d) State Roadeo Conference
  - e) PTASP

8. PUBLIC COMMENTS (3 individuals 5 minutes each unless waived by Chair)

9. ADJOURNMENT

Transportation Committee Meeting Minutes  
Monday, July 22, 2019, 4:00pm  
Clarksville Transit System, Conference Room 4<sup>th</sup> floor

**MEMBERS PRESENT:**

Wanda Smith, Committee Chairperson  
Richard Garrett  
Jeff Burkhart  
Gary Norris  
Cassie Wheeler, Internal Auditor

**EMPLOYEES PRESENT:**

Paul Nelson, Interim Director  
Lori Wallis, Finance Director  
Veronica Williams, Administrative Support Specialist

**CALL TO ORDER:**

July 22, 2019 at 4:00p.m... Transportation committee meeting was called to order by Chairperson Wanda Smith. The members in attendance are Richard Garrett, Jeff Burkhart and Gary Norris. The member not present is Vondell Richmond. Chairperson Wanda Smith entertained a motion for approval of the March 25, 2019 minutes all were in favor and the minutes were approved.

**RIDERSHIP REPORT:**

Mr. Paul Nelson reported, "For April 2019 the ridership total was 59,889 with 3,536 demand response. For May 2019 ridership total was 56,637 with 3,299 for demand response. For June ridership total was 51,227 with 2,831 for demand response. Bring our fiscal year total for 2019 to 680,976." Mr Nelson asked if there were any questions there were none.

**FINANCIAL REPORT:**

Ms. Lori Wallis went over the financial report. Ms. Wallis stated, "For May our revenue were \$20,899.79 over budget and our expenses were \$97,109.01 under budget and our total under budget for the month was \$80,273.30. We had a couple of capital items coming out of our local budget that why that is a little weird there." Chairperson Wanda Smith asked, "Is that for the new buses?" Ms. Wallis replied, "No, it was a wheel balance and a vehicle." Chairperson Wanda Smith said, "Okay." Chairperson Wanda Smith asked if there were any questions there were none.

#### COMMITTEE ACTION:

None

#### CITY COUNCIL ACTION:

None

#### NEW BUSINESS:

Mr. Paul Nelson gave an update on the Transit Center. Mr. Nelson said about 85% of the sidewalk was poured and the roof of the Transit Center should be complete in about one week. The inside of the Transit Center is about 75% complete and just a few things are left to go is wall paper, trim and flooring in the driver area. CTS has something coming soon is the planters, pavers, benches, coating for the concrete and the last thing is the traffic deck repair and ceiling. CTS is hoping for a November completion.

Clarksville Transit System will have our annual Roadeo August 18th, 2019 from 9:00am to 3:00pm at the main office 430 Boillin Lane. CTS Bus Operators compete for a chance to win 1st, 2nd or 3rd and go on to the State Roadeo held in Chattanooga, TN this October.

Mr. Paul Nelson explained that the Ridership growth study is studying area that are in need of service. CTS extend the survey study an addition 2 weeks to do a specific survey for Ft. Campbell. The community survey generated about 400 responses. CTS should have a full report by early August. With that report CTS will be able to use that information for the new route possibilities.

Chairperson Ms. Wanda Smith asked, "What are you all doing to find a new place for the Transit Center?" Mr. Paul Nelson said, "We are working with Mayor and quite often he sending us areas. Some of them are in the study and some are new ideas. We are also looking ahead on how we are going to fund it." Chairperson Ms. Wanda Smith asked, "So what places have you looked at and what area?" Mr. Paul Nelson replied, "Some of the places that have come up 9th St. and College St. it might be a possibility. But the Conwood site is our preferred site. Close to the Conwood site there a place across the street there a house for sale on 8th St. next to the Fire House. Those are some of the areas." Chairperson Ms. Wanda Smith asked, "Will these buildings meet federal standards laws and guidelines in order to set up a new Transit Center?" Mr. Paul Nelson answered, "They would have to, it would be a fatal flaw if they did." Chairperson Ms. Wanda Smith asked, "I know the Conwood site is what you all are looking at have you checked it out to see if it meets the standards?" Mr. Paul Nelson responded, "It would be part of the NIPA process, that were we would get FTA approval. There is nothing about that property that I'm aware

of that would make it not qualify for federal dollars.” Chairperson Ms. Wanda Smith asked if there were any more questions there were none.

Chairperson Ms. WandaSmith wanted the record to show Mr. Gary Norris came in. Mr. Gary Norris was Chairing another meeting the Common Design review board and was late.

Mr. Paul Nelson asked if we could move the October meeting due to it fall on CTS State Rodeo. Chairperson Ms. Wanda Smith asked if we could wait until it gets close to that time and see if we need to move it to another day.

**ADJOURNMENT:**

Chairperson Ms. Wanda Smith entertained a motion to adjourn. Mr. Jeff Burkhart motioned to adjourn with Mr. Richard Garrett seconding. Chairperson Ms. Wanda Smith adjourned the meeting.

**PUBLIC COMMENT:**

---

Chairperson

---

Date

# Clarksville Transit System AUGUST 2019 Ridership Report

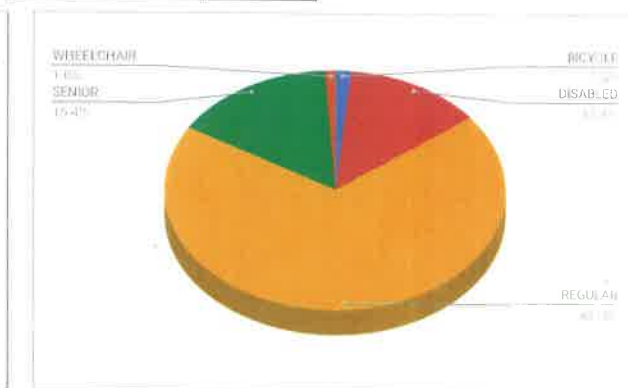
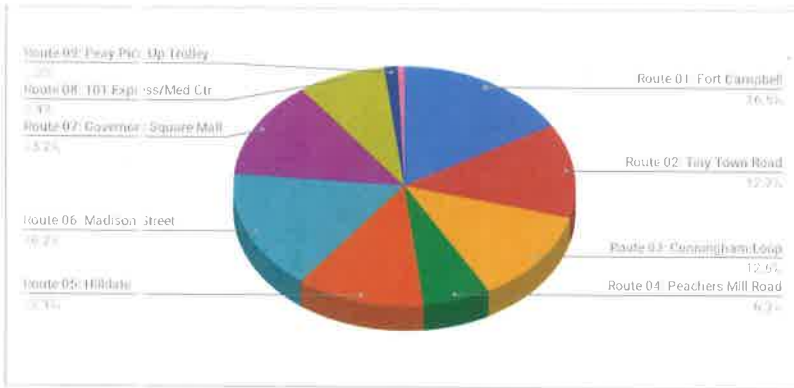
DATE	DAY	FIXED ROUTE	DEMAND RESPONSE	SPECIAL SERVICE	SYSTEM
01-Aug-19	Thu	2,319	130	0	2,449
02-Aug-19	Fri	2,459	159	0	2,618
03-Aug-19	Sat	1,563	91	0	1,654
05-Aug-19	Mon	2,270	129	0	2,399
06-Aug-19	Tue	2,211	161	0	2,372
07-Aug-19	Wed	2,151	162	0	2,313
08-Aug-19	Thu	2,148	152	0	2,300
09-Aug-19	Fri	2,206	147	0	2,353
10-Aug-19	Sat	1,517	92	0	1,609
12-Aug-19	Mon	2,188	133	0	2,321
13-Aug-19	Tue	2,091	105	0	2,196
14-Aug-19	Wed	2,226	143	0	2,369
15-Aug-19	Thu	2,134	133	0	2,267
16-Aug-19	Fri	2,203	155	0	2,358
17-Aug-19	Sat	1,544	72	0	1,616
19-Aug-19	Mon	2,238	132	0	2,370
20-Aug-19	Tue	2,115	141	0	2,256
21-Aug-19	Wed	2,221	174	0	2,395
22-Aug-19	Thu	1,807	162	0	1,969
23-Aug-19	Fri	1,934	156	0	2,090
24-Aug-19	Sat	1,443	85	0	1,528
26-Aug-19	Mon	2,242	129	0	2,371
27-Aug-19	Tue	2,232	142	0	2,374
28-Aug-19	Wed	2,431	178	0	2,609
29-Aug-19	Thu	2,385	153	0	2,538
30-Aug-19	Fri	2,506	169	0	2,675
31-Aug-19	Sat	1,679	73	0	1,752
<b>Totals</b>		<b>56,463</b>	<b>3,658</b>	<b>0</b>	<b>60,121</b>

Fixed Route	August 2019
Daily Average	2,091
M-F Average	2,214
Saturday Average	1,549
Total Weekday (M-F)	48,717
Total Weekend (Sat)	7,746
Fixed Route Total	56,463
Special Service	0
Senior Citizens	7,809
Disabled	6,625
Wheelchairs	505
Bicycles	754
Children Under Age of 4	1,739
Operating Days	27

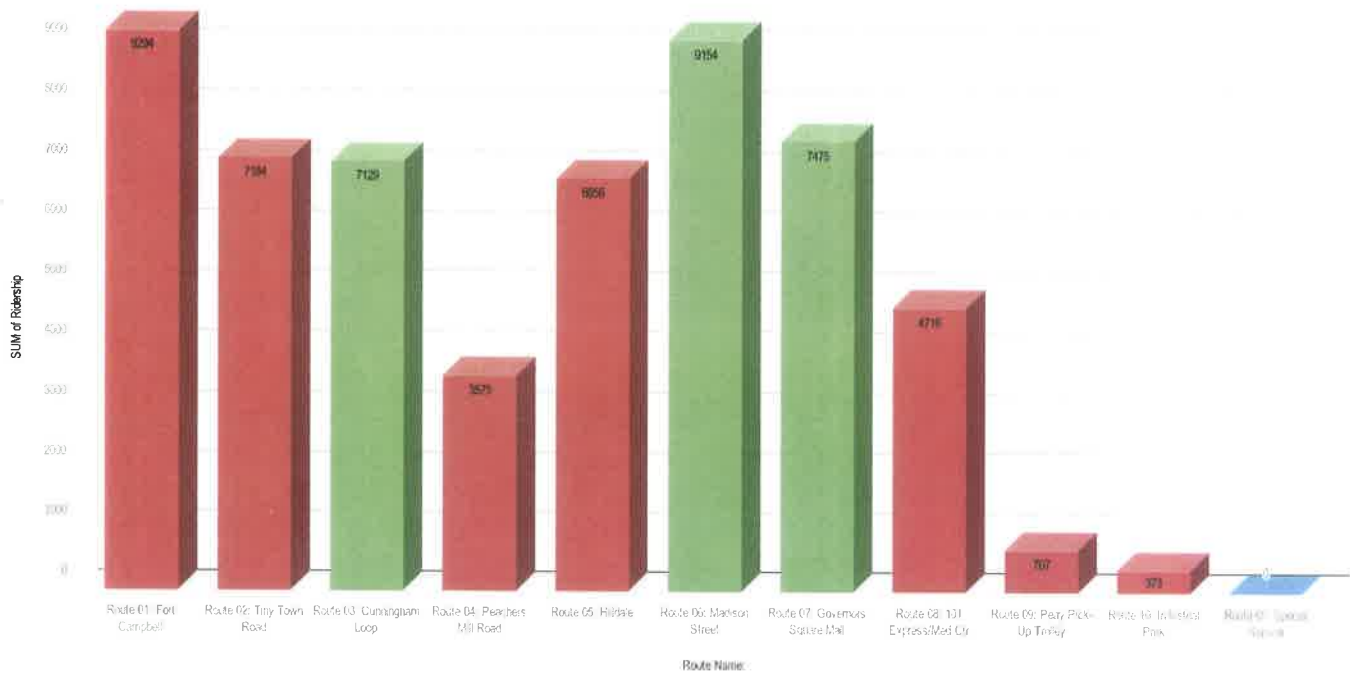
Demand Response (DR)	August 2019
DR Average(M-F)	148
DR Average (Sat)	83
DR Total (M-F)	3,245
DR Total (Sat)	413
DR Total	3,658

DATE	DAY	FIXED ROUTE	PEAY PICKUP	TOTAL
01-Aug-19	Thu	138	0	138
02-Aug-19	Fri	139	0	139
03-Aug-19	Sat	71	0	71
05-Aug-19	Mon	137	0	137
06-Aug-19	Tue	128	0	128
07-Aug-19	Wed	132	0	132
08-Aug-19	Thu	118	0	118
09-Aug-19	Fri	147	0	147
10-Aug-19	Sat	98	0	98
12-Aug-19	Mon	135	0	135
13-Aug-19	Tue	97	0	97
14-Aug-19	Wed	122	0	122
15-Aug-19	Thu	114	0	114
16-Aug-19	Fri	130	0	130
17-Aug-19	Sat	75	0	75
19-Aug-19	Mon	149	0	149
20-Aug-19	Tue	139	0	139
21-Aug-19	Wed	169	0	169
22-Aug-19	Thu	143	0	143
23-Aug-19	Fri	138	0	138
24-Aug-19	Sat	71	0	71
26-Aug-19	Mon	188	132	320
27-Aug-19	Tue	218	128	346
28-Aug-19	Wed	209	171	380
29-Aug-19	Thu	211	144	355
30-Aug-19	Fri	203	132	335
31-Aug-19	Sat	93	0	93
<b>Totals</b>		<b>3712</b>	<b>647</b>	<b>4419</b>

FY 2020 Ridership	118,013
-------------------	---------



## April Ridership



# Clarksville Transit System JULY 2019 Ridership Report

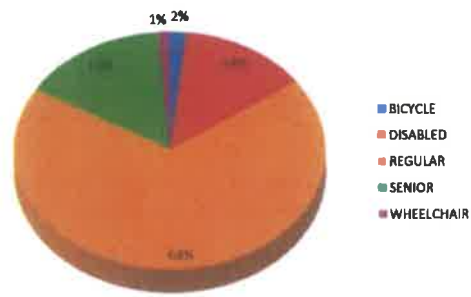
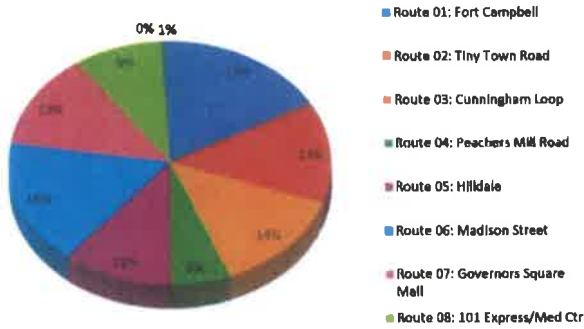
DATE	DAY	FIXED ROUTE	DEMAND RESPONSE	SPECIAL SERVICE	SYSTEM
01-Jul-19	Mon	2,341	127	0	2,468
02-Jul-19	Tue	2,177	115	0	2,292
03-Jul-19	Wed	3,441	149	1,128	4,718
06-Jul-19	Fri	2,105	123	0	2,228
08-Jul-19	Sat	1,607	71	0	1,678
08-Jul-19	Mon	2,311	111	0	2,422
09-Jul-19	Tue	2,175	127	0	2,302
10-Jul-19	Wed	2,161	136	0	2,297
11-Jul-19	Thu	2,204	128	0	2,332
12-Jul-19	Fri	2,193	150	0	2,343
13-Jul-19	Sat	1,373	74	0	1,447
16-Jul-19	Mon	2,000	115	60	2,175
16-Jul-19	Tue	1,912	160	85	2,157
17-Jul-19	Wed	2,048	141	0	2,189
18-Jul-19	Thu	2,187	81	0	2,268
19-Jul-19	Fri	2,078	151	0	2,229
20-Jul-19	Sat	1,435	54	0	1,489
22-Jul-19	Mon	1,842	108	0	1,950
23-Jul-19	Tue	2,082	125	0	2,187
24-Jul-19	Wed	2,070	128	0	2,198
25-Jul-19	Thu	2,084	114	0	2,198
26-Jul-19	Fri	2,084	161	0	2,245
27-Jul-19	Sat	1,573	68	0	1,641
29-Jul-19	Mon	2,152	127	0	2,279
30-Jul-19	Tue	2,031	96	0	2,127
31-Jul-19	Wed	1,995	147	0	2,143
<b>Totals</b>		<b>53,532</b>	<b>3,087</b>	<b>1,273</b>	<b>57,892</b>

Fixed Route	July 2019
Daily Average	2,068
M-F Average	2,166
Saturday Average	1,472
Total Weekday (M-F)	47,644
Total Weekend (Sat)	5,888
Fixed Route Total	53,532
Special Service	1,273
Senior Citizens	7,038
Disabled	6,173
Wheelchairs	509
Bicycles	817
Children Under Age of 4	1,474
Operating Days	26

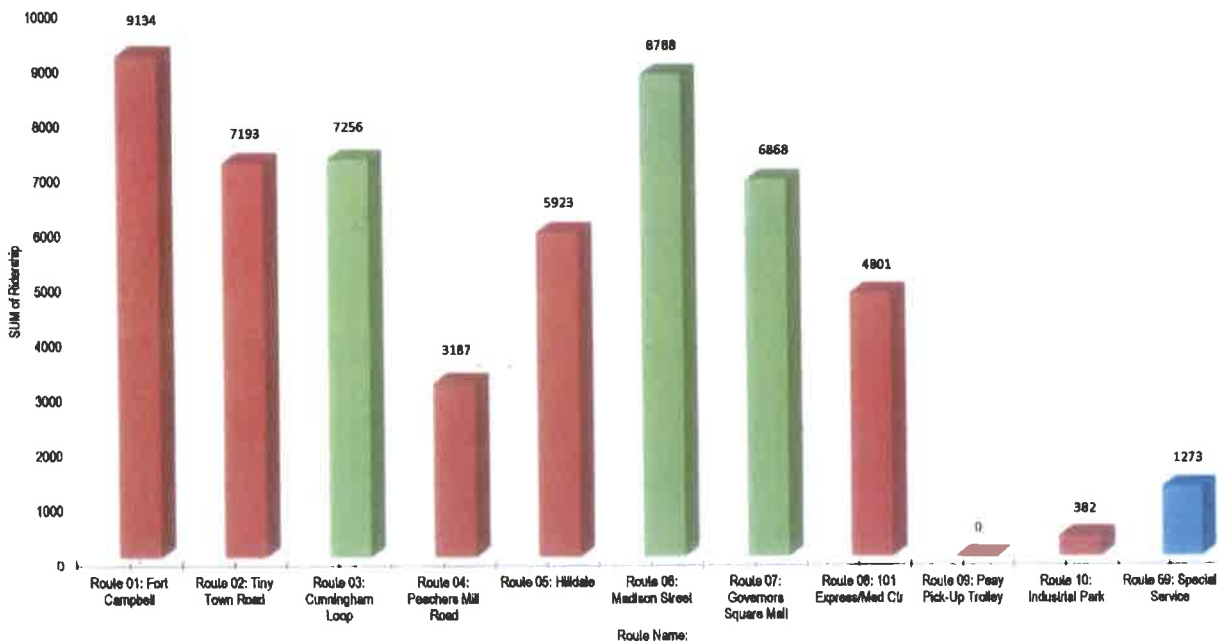
Demand Response (DR)	July 2019
DR Average (M-F)	128
DR Average (Sat)	67
DR Total (M-F)	2,820
DR Total (Sat)	267
DR Total	3,087

DATE	DAY	FIXED ROUTE	DEMAND RESPONSE	SPECIAL SERVICE
01-Jul-19	Mon	139	0	139
02-Jul-19	Tue	144	0	144
03-Jul-19	Wed	3	0	3
06-Jul-19	Fri	128	0	128
08-Jul-19	Sat	67	0	67
08-Jul-19	Mon	167	0	167
09-Jul-19	Tue	167	0	167
10-Jul-19	Wed	132	0	132
11-Jul-19	Thu	163	0	163
12-Jul-19	Fri	125	0	125
13-Jul-19	Sat	76	0	76
16-Jul-19	Mon	134	0	134
16-Jul-19	Tue	97	0	97
17-Jul-19	Wed	137	0	137
18-Jul-19	Thu	131	0	131
19-Jul-19	Fri	96	0	96
20-Jul-19	Sat	68	0	68
22-Jul-19	Mon	103	0	103
23-Jul-19	Tue	128	0	128
24-Jul-19	Wed	120	0	120
25-Jul-19	Thu	125	0	125
26-Jul-19	Fri	108	0	108
27-Jul-19	Sat	78	0	78
29-Jul-19	Mon	141	0	141
30-Jul-19	Tue	132	0	132
31-Jul-19	Wed	149	0	149

FY 2020 Ridership: 57,892



April Ridership



CLARKSVILLE TRANSIT SYSTEM  
 CITY OF CLARKSVILLE TENNESSEE  
 SUMMARY FINANCIAL STATEMENT  
 JULY 2019

	MONTHLY ACTUALS	MONTHLY BUDGET	MONTHLY VARIANCE	Y-T-D ACTUALS	Y-T-D BUDGET	Y-T-D VARIANCE
PASSENGER FARES	38,954.16	44,137.08	(5,182.92)	38,954.16	44,137.08	(5,182.92)
ADVERTISING SERVICES	10,229.17	11,666.67	(1,437.50)	10,229.17	11,666.67	(1,437.50)
INTEREST REVENUE	49.04	59.58	(10.54)	49.04	59.58	(10.54)
NON-TRANSPORTATION FUNDS	19.96	1,583.33	(1,563.37)	19.96	1,583.33	(1,563.37)
TOTAL DIRECTLY GENERATED FUNDS	67,497.46	76,016.83	(8,519.37)	67,497.46	76,016.83	(8,519.37)
FEDERAL ASSISTANCE	276,769.00	246,819.00	29,950.00	276,769.00	246,819.00	29,950.00
STATE ASSISTANCE	83,505.24	90,820.25	(7,315.01)	83,505.24	90,820.25	(7,315.01)
LOCAL ASSISTANCE	86,758.09	180,034.33	(93,276.24)	86,758.09	180,034.33	(93,276.24)
TOTAL FED/STATE/LOCAL ASSISTANCE	447,032.33	517,673.58	(70,641.25)	447,032.33	517,673.58	(70,641.25)
TOTAL FUNDS	514,529.79	593,690.42	(79,160.63)	514,529.79	593,690.42	(79,160.63)
WAGES & FRINGES	421,717.45	466,484.33	44,766.88	421,717.45	466,484.33	44,766.88
SERVICES	15,440.16	25,841.83	10,401.67	15,440.16	25,841.83	10,401.67
FUEL AND LUBRICANTS	42,030.94	58,196.17	16,165.23	42,030.94	58,196.17	16,165.23
TIRES AND TUBES	3,537.50	2,083.33	(1,454.17)	3,537.50	2,083.33	(1,454.17)
OTHER MATERIALS AND SUPPLIES	14,819.56	18,473.75	3,654.19	14,819.56	18,473.75	3,654.19
UTILITIES	7,829.53	8,190.83	361.30	7,829.53	8,190.83	361.30
CASUALTY AND LIABILITY	7,638.88	7,776.75	137.87	7,638.88	7,776.75	137.87
MISCELLANEOUS EXPENSE	1,515.77	4,588.58	3,072.81	1,515.77	4,588.58	3,072.81
TOTAL OPERATING EXPENSES	514,529.79	591,635.58	77,105.79	514,529.79	591,635.58	77,105.79

CLARKSVILLE TRANSIT SYSTEM  
 CITY OF CLARKSVILLE TENNESSEE  
 SUMMARY FINANCIAL STATEMENT  
 JUNE 2019

	MONTHLY ACTUALS	MONTHLY BUDGET	MONTHLY VARIANCE	Y-T-D ACTUALS	Y-T-D BUDGET	Y-T-D VARIANCE
PASSENGER FARES	41,337.31	44,560.93	(3,223.62)	516,995.88	534,688.00	(17,692.12)
SPECIAL TRANSIT FARES	19,288.13	20,074.28	(786.15)	224,992.00	240,872.00	(15,880.00)
ADVERTISING SERVICES	10,229.17	11,250.90	(1,021.73)	129,849.97	135,000.00	(5,150.03)
INTEREST REVENUE	41.55	59.21	(17.66)	641.21	710.00	(68.79)
NON-TRANSPORTATION FUNDS	400.00	360.86	39.14	59,010.71	4,330.00	54,680.71
TOTAL DIRECTLY GENERATED FUNDS	71,296.16	76,306.18	(5,010.02)	931,489.77	915,600.00	15,889.77
FEDERAL ASSISTANCE	0.00	228,723.05	(228,723.05)	2,744,457.00	2,744,457.00	0.00
STATE ASSISTANCE	385.76	88,321.19	(87,935.43)	1,059,770.00	1,059,770.00	0.00
LOCAL ASSISTANCE	471,753.18	168,951.02	302,802.16	1,637,604.85	1,767,250.00	(129,645.15)
TOTAL FED/STATE/LOCAL ASSISTANCE	472,138.94	485,995.26	(13,856.32)	5,441,831.85	5,571,477.00	(129,645.15)
TOTAL ALL REVENUES	543,435.10	562,301.44	(18,866.34)	6,373,321.62	6,487,077.00	(113,755.38)
WAGES & FRINGES	434,336.22	441,942.59	7,606.37	5,045,253.32	5,199,521.00	154,267.68
SERVICES	30,738.48	21,325.46	(9,413.02)	232,259.93	255,886.00	23,626.07
FUEL AND LUBRICANTS	51,022.97	58,095.77	7,072.80	571,069.84	567,094.00	(3,975.84)
TIRES AND TUBES	0.00	2,083.50	2,083.50	22,947.32	25,000.00	2,052.68
OTHER MATERIALS AND SUPPLIES	9,933.01	18,050.53	8,117.52	263,717.09	216,589.00	(47,128.09)
UTILITIES	7,574.81	7,744.87	170.06	101,107.52	92,931.00	(8,176.52)
CASUALTY AND LIABILITY	7,288.11	6,556.52	(731.59)	87,457.39	78,672.00	(8,785.39)
MISCELLANEOUS EXPENSE	2,541.50	4,282.23	1,740.73	49,509.21	51,384.00	1,874.79
TOTAL OPERATING EXPENSES	543,435.10	560,081.47	16,646.37	6,373,321.62	6,487,077.00	113,755.38