



## TRANSIT, STREET & GARAGE AGENDA

**DATE: August 24th, 2022**

**LOCATION: Street Department Conference Room**

**TIME: 3:00pm**

1. CALL TO ORDER
2. ATTENDANCE
  - a) Introduction of Members
3. ADOPTION OF MINUTES - June 2022
4. DEPARTMENT REPORTS
  - a) Transit Report
    - Ridership Report for June, July 2022
    - Financial Report for June 2022
    - Transit Update
  - b) Street Report
    - Department Report -Orville Sykes
    - Introduce New Director
    - Work orders
  
    - Transportation 2020 Update - Chris Cowan
    - Liberty Pwk Sidewalk
    - Sidewalk project update
    - New School Sidewalk
  - c) Garage Report
    - Department Report - Bill Lee
    - Monthly Fuel Report
5. COMMITTEE ACTION
  - a) PTASP and FY 2023

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, June 22nd at 3:00pm  
Street Department Conference Room

Members Present:

Wanda Smith, Chairperson  
Joe Shakeenab, Councilman  
Trisha Butler, Councilperson

Members Absent:

Vondell Richmond, Councilman  
Amber Marquis, Councilperson

Transit

Arthur Bing, Interim Director  
Lori Wallis, Financial Director  
Veronica Williams, Administrative Support Specialist  
Katina Wade-George, Grounds & Facilities Maintenance Supervisor

Street

Chris Cowan, Senior Engineering Manager  
Bonny Blyzes, Administrative Support Supervisor  
Jerome Henderson, Engineer  
Billy Page, Equipment Operations Supervisor

Garage

Bill Lee, Director  
Stacey Burney, Administrative Support Technician

Internal Audit

Charlie DeHarde

**CALL TO ORDER:**

June 22, 2022 at 3:00p.m... Transportation, Street & Garage Committee (TSG) meeting was called to order by Chairperson Wanda Smith. The members in attendance were Trish Butler and Joe Shakeenab. Members not in attendance were Amber Marquis and Vondell Richmond.

Chairperson Wanda Smith entertained a motion for approval for the May 25, 2022 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 May 2022. CTS had 37,436 passengers, 6,306 senior citizens, 169 wheelchairs, 625 bicycles and 2,855 on paratransit. The total for CTS for the FY 2021-22 is 424,531 passengers. Chairperson Wanda Smith asked, "Mr. Bing was that an increase or is this steady?" Mr. Bing stated, "The ridership is holding steady, but since Covid we are carrying half of what we were carrying. In 2019 we carried over 800,000 for the year, but we may just carry over 500,000 this year. But on another note we had our 35th Anniversary. We carried 1900 passengers, the highest count this year, but we served over 300 hotdogs" Chairperson Wanda Smith asked if there were any more questions there were none.

#### **FINANCIAL REPORT:**

Lori Wallis went over the Financial Report for the month of April 2022. CTS revenues were over budget year to date \$137,717.27 and expensive under budget \$474,672.82 total year to date. CTS is under budget year to date \$612,390.09 and the bulk of that is wages and fuel. If you were not here late meeting we typically around April we amend our budget to send the local back to local to appropriate for the next year. But this year all of our funds left will be federal and state grant funds so there were no local funds so we didn't amend our budget. 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 Ms. Veronica Williams will no longer be his Administrative Support Specialist. She will be CTS 'new Operations Supervisor.

#### **COMMITTEE ACTION REQUIRED:**

No action required

## **STREET DEPARTMENT**

### **Departmental Report:**

#### **DEPARTMENTAL REPORT - Chris Cowan**

We will be conducting a storm debris pickup from June 21-July 5 to accommodate citizens with the clean up of fallen limbs/branches from the wind storm on June 17th. We have been working additional hours to remove trees from the roads and surrounding areas to promote safe road travel.

We closed 215 work orders so far for the month of June. The mosquito control contract bid was awarded to VDCI and that contract will begin July 1, 2022.

We have implemented additional safety measures to prevent heat related illness for our employees including safety training, cooling rags, earlier shifts (as permitted) water, gatorade and extra breaks as needed.

Billy Page discussed the mowing/right-of-way crew and the mowing they do throughout the city. We are in the process of creating a map on our website to disclose mowing locations each week.

Jerome Henderson spoke about the process for the request of speed hump installation and the required criteria to be met for installation.

#### **TRANSPORTATION 2020 UPDATE - Chris Cowan**

The sidewalk project on 48/13 has gone out for bid and a contract will be secured by mid July. There was a pre-construction meeting this week.

We are finalizing the sidewalk contract for Jordan Rd and N. Senseney, which is expected to move forward fairly quickly.

Maps that illustrated the expansion of Needmore to 5 lanes were viewed and discussed.

### **Committee Action Required:**

No action required

## **GARAGE DEPARTMENT**

### **Departmental Report: Bill Lee**

#### **CITY GARAGE REPORT:**

Bill Lee gave department report for May 2022. The total number of work orders was 354. Total work order hours was 808.55. Total parts cost was \$44,312.10. Total tire cost

was \$13,944.81. Outside work was \$3,732.86. Fuel purchases onsite were 36,697 gallons of unleaded and 9,954 gallons of diesel. At last delivery on 5-25-22 unleaded fuel cost was \$4.16. It increased from 3.42 on 4-27-22. At last delivery on 5-24-22 diesel fuel cost was \$4.45 per gallon. It increased from \$3.97 on 4-22-22. Wanda Smith said she had gotten complaints from constituents about police vehicles idling too much. Bill Lee said he would email the chief and sergeants about the city's idling policy. Joe Shakeenab asked if the garage had any issues getting fuel. Bill Lee told him he doesn't let fuel levels get too low to begin with, and when it is bid out it is done at 7:00 AM so the order is in first thing. Only one or two times was the tanker out or almost out when it got to the garage to deliver the fuel.

**Committee Action Required:**

No action required

**Adjournment:**

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Chairperson

Date

# Clarksville Transit System July 2022 Ridership Report

| DATE          | DAY | FIXED ROUTE   | DEMAND RESPON | SPECIAL SERVICE | SYSTEM        |
|---------------|-----|---------------|---------------|-----------------|---------------|
| 01-Jul-22     | Fri | 1,708         | 142           | 0               | 1,850         |
| 02-Jul-22     | Sat | 1,283         | 83            | 0               | 1,366         |
| 03-Jul-22     | Sun | 0             | 0             | 1,733           | 1,733         |
| 05-Jul-22     | Tue | 1,548         | 83            | 0               | 1,631         |
| 06-Jul-22     | Wed | 1,557         | 149           | 0               | 1,706         |
| 07-Jul-22     | Thu | 1,478         | 98            | 0               | 1,576         |
| 08-Jul-22     | Fri | 1,413         | 135           | 0               | 1,548         |
| 09-Jul-22     | Sat | 1,273         | 80            | 0               | 1,353         |
| 11-Jul-22     | Mon | 1,716         | 109           | 0               | 1,825         |
| 12-Jul-22     | Tue | 1,608         | 92            | 0               | 1,700         |
| 13-Jul-22     | Wed | 1,578         | 126           | 0               | 1,704         |
| 14-Jul-22     | Thu | 1,480         | 118           | 0               | 1,598         |
| 15-Jul-22     | Fri | 1,613         | 116           | 0               | 1,729         |
| 16-Jul-22     | Sat | 1,243         | 55            | 0               | 1,298         |
| 18-Jul-22     | Mon | 1,342         | 105           | 0               | 1,447         |
| 19-Jul-22     | Tue | 1,456         | 99            | 100             | 1,655         |
| 20-Jul-22     | Wed | 1,360         | 108           | 0               | 1,466         |
| 21-Jul-22     | Thu | 1,531         | 101           | 0               | 1,632         |
| 22-Jul-22     | Fri | 1,577         | 139           | 0               | 1,716         |
| 23-Jul-22     | Sat | 1,133         | 52            | 0               | 1,185         |
| 25-Jul-22     | Mon | 1,485         | 133           | 0               | 1,618         |
| 26-Jul-22     | Tue | 1,278         | 94            | 0               | 1,372         |
| 27-Jul-22     | Wed | 1,608         | 113           | 0               | 1,721         |
| 28-Jul-22     | Thu | 1,519         | 93            | 0               | 1,612         |
| 29-Jul-22     | Fri | 1,367         | 126           | 0               | 1,493         |
| 30-Jul-22     | Sat | 1,139         | 57            | 0               | 1,196         |
| <b>Totals</b> |     | <b>36,293</b> | <b>2,804</b>  | <b>1,833</b>    | <b>40,730</b> |

| Category                | July 2022 |
|-------------------------|-----------|
| Fixed Route             | July 2022 |
| Daily Average           | 1,396     |
| M-F Average             | 1,511     |
| Saturday Average        | 1,214     |
| Total Weekday (M-F)     | 30,222    |
| Total Weekend (Sat)     | 6,071     |
| Fixed Route Total       | 36,293    |
| Special Service         | 1,833     |
| Senior Citizens         | 6,246     |
| Disabled                | 3,318     |
| Wheelchairs             | 194       |
| Bicycles                | 470       |
| Children Under Age of 4 | 270       |
| Operating Days          | 26        |

| Category             | July 2022 |
|----------------------|-----------|
| Demand Response (DR) | July 2022 |
| DR Average (M-F)     | 114       |
| DR Average (Sat)     | 65        |
| DR Total (M-F)       | 2,277     |
| DR Total (Sat)       | 327       |
| DR Total             | 2,604     |

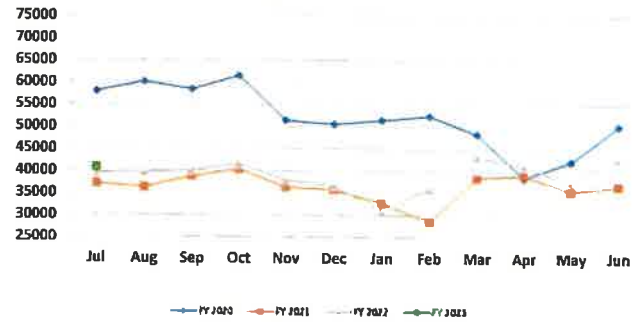
|                   |        |
|-------------------|--------|
| FY 2023 Ridership | 40,730 |
|-------------------|--------|

| DATE          | DAY | FIXED ROUTE  | DEMAND RESPON | SPECIAL SERVICE | SYSTEM       |
|---------------|-----|--------------|---------------|-----------------|--------------|
| 01-Jul-22     | Fri | 78           | 0             | 0               | 78           |
| 02-Jul-22     | Sat | 44           | 0             | 0               | 44           |
| 03-Jul-22     | Sun | 0            | 0             | 1,733           | 1,733        |
| 05-Jul-22     | Tue | 64           | 0             | 0               | 64           |
| 06-Jul-22     | Wed | 57           | 0             | 0               | 57           |
| 07-Jul-22     | Thu | 62           | 0             | 0               | 62           |
| 08-Jul-22     | Fri | 81           | 0             | 0               | 81           |
| 09-Jul-22     | Sat | 59           | 0             | 0               | 59           |
| 11-Jul-22     | Mon | 72           | 0             | 0               | 72           |
| 12-Jul-22     | Tue | 89           | 0             | 0               | 89           |
| 13-Jul-22     | Wed | 59           | 0             | 0               | 59           |
| 14-Jul-22     | Thu | 59           | 0             | 0               | 59           |
| 15-Jul-22     | Fri | 87           | 0             | 0               | 87           |
| 16-Jul-22     | Sat | 40           | 0             | 0               | 40           |
| 18-Jul-22     | Mon | 72           | 0             | 0               | 72           |
| 19-Jul-22     | Tue | 62           | 0             | 0               | 62           |
| 20-Jul-22     | Wed | 59           | 0             | 0               | 59           |
| 21-Jul-22     | Thu | 77           | 0             | 0               | 77           |
| 22-Jul-22     | Fri | 50           | 0             | 0               | 50           |
| 23-Jul-22     | Sat | 36           | 0             | 0               | 36           |
| 25-Jul-22     | Mon | 65           | 0             | 0               | 65           |
| 26-Jul-22     | Tue | 42           | 0             | 0               | 42           |
| 27-Jul-22     | Wed | 66           | 0             | 0               | 66           |
| 28-Jul-22     | Thu | 60           | 0             | 0               | 60           |
| 29-Jul-22     | Fri | 53           | 0             | 0               | 53           |
| 30-Jul-22     | Sat | 31           | 0             | 0               | 31           |
| <b>Totals</b> |     | <b>1,196</b> | <b>1,833</b>  | <b>1,833</b>    | <b>4,862</b> |

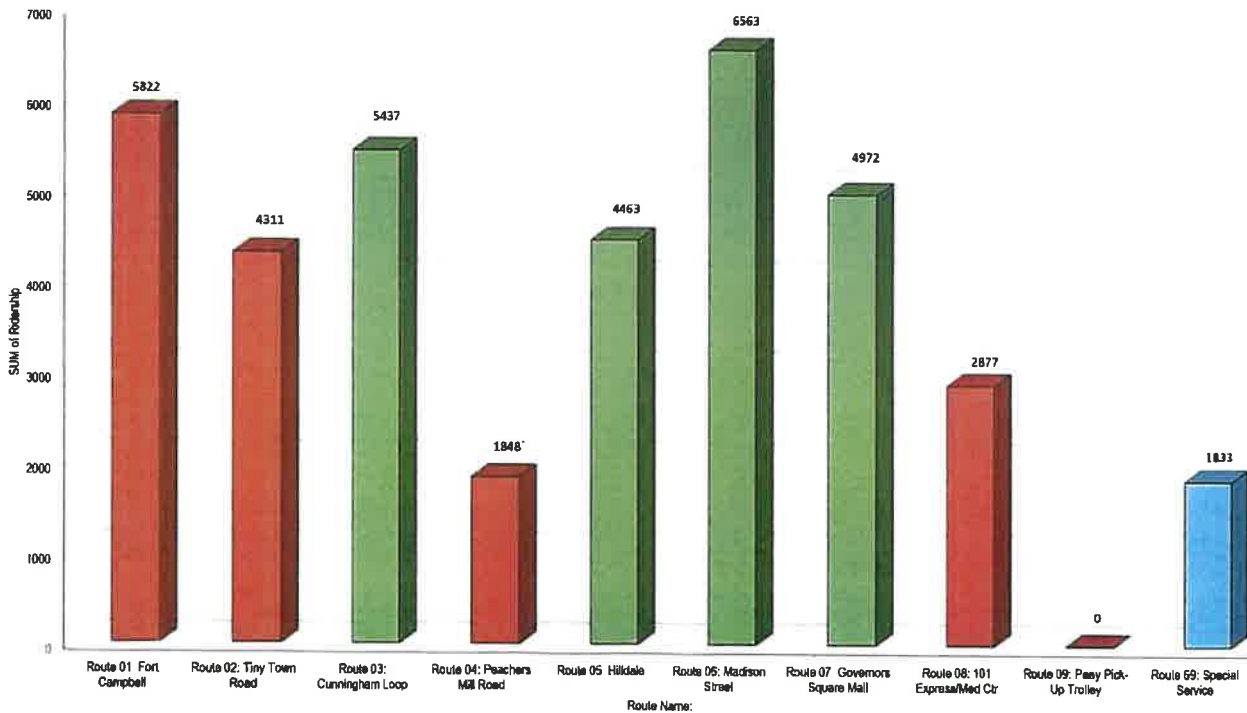


- Route 01: Fort Campbell
- Route 02: Tiny Town Road
- Route 03: Cunningham Loop
- Route 04: Peachers Mill Road
- Route 05: Hilldale
- Route 06: Madison Street
- Route 07: Governors Square Mall
- Route 08: 101 Express/Med Ctr

CTS System Ridership



June 2022 Ridership



Hourly Service Special Service

# Clarksville Transit System June 2022 Ridership Report

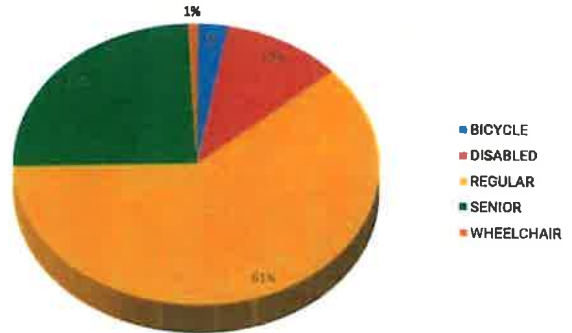
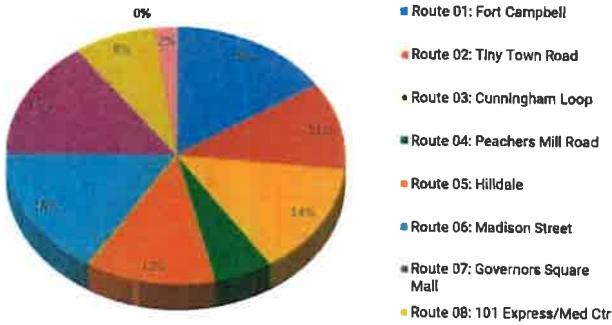
| DATE          | DAY | FIXED ROUTE   | DEMAND RESPONSE | SPECIAL SERVICE | SYSTEM        |
|---------------|-----|---------------|-----------------|-----------------|---------------|
| 01-Jun-22     | Wed | 1,904         | 125             | 0               | 2,029         |
| 02-Jun-22     | Thu | 1,513         | 112             | 0               | 1,625         |
| 03-Jun-22     | Fri | 1,669         | 170             | 0               | 1,839         |
| 04-Jun-22     | Sat | 1,365         | 83              | 0               | 1,448         |
| 06-Jun-22     | Mon | 1,409         | 119             | 0               | 1,528         |
| 07-Jun-22     | Tue | 1,455         | 129             | 0               | 1,584         |
| 08-Jun-22     | Wed | 1,429         | 140             | 0               | 1,569         |
| 09-Jun-22     | Thu | 1,487         | 133             | 0               | 1,620         |
| 10-Jun-22     | Fri | 1,522         | 134             | 0               | 1,656         |
| 11-Jun-22     | Sat | 1,388         | 65              | 0               | 1,454         |
| 13-Jun-22     | Mon | 1,561         | 109             | 0               | 1,670         |
| 14-Jun-22     | Tue | 1,453         | 117             | 0               | 1,570         |
| 15-Jun-22     | Wed | 1,471         | 121             | 0               | 1,592         |
| 16-Jun-22     | Thu | 1,490         | 121             | 0               | 1,611         |
| 17-Jun-22     | Fri | 1,392         | 131             | 0               | 1,523         |
| 18-Jun-22     | Sat | 1,437         | 67              | 863             | 2,367         |
| 20-Jun-22     | Mon | 1,400         | 91              | 0               | 1,491         |
| 21-Jun-22     | Tue | 1,697         | 117             | 0               | 1,814         |
| 22-Jun-22     | Wed | 1,481         | 139             | 0               | 1,620         |
| 23-Jun-22     | Thu | 1,469         | 111             | 0               | 1,580         |
| 24-Jun-22     | Fri | 1,486         | 118             | 0               | 1,604         |
| 25-Jun-22     | Sat | 1,381         | 68              | 0               | 1,449         |
| 27-Jun-22     | Mon | 1,589         | 119             | 0               | 1,708         |
| 28-Jun-22     | Tue | 1,516         | 114             | 0               | 1,630         |
| 29-Jun-22     | Wed | 1,476         | 164             | 0               | 1,640         |
| 30-Jun-22     | Thu | 1,483         | 94              | 0               | 1,577         |
| <b>Totals</b> |     | <b>38,923</b> | <b>3,012</b>    | <b>863</b>      | <b>42,798</b> |

| Fixed Route             | June 2022 |
|-------------------------|-----------|
| Daily Average           | 1,497     |
| M-F Average             | 1,516     |
| Saturday Average        | 1,393     |
| Total Weekday (M-F)     | 33,352    |
| Total Weekend (Sat)     | 5,571     |
| Fixed Route Total       | 38,923    |
| Special Service         | 863       |
| Senior Citizens         | 6,537     |
| Disabled                | 2,778     |
| Wheelchairs             | 209       |
| Bicycles                | 713       |
| Children Under Age of 4 | 324       |
| Operating Days          | 26        |

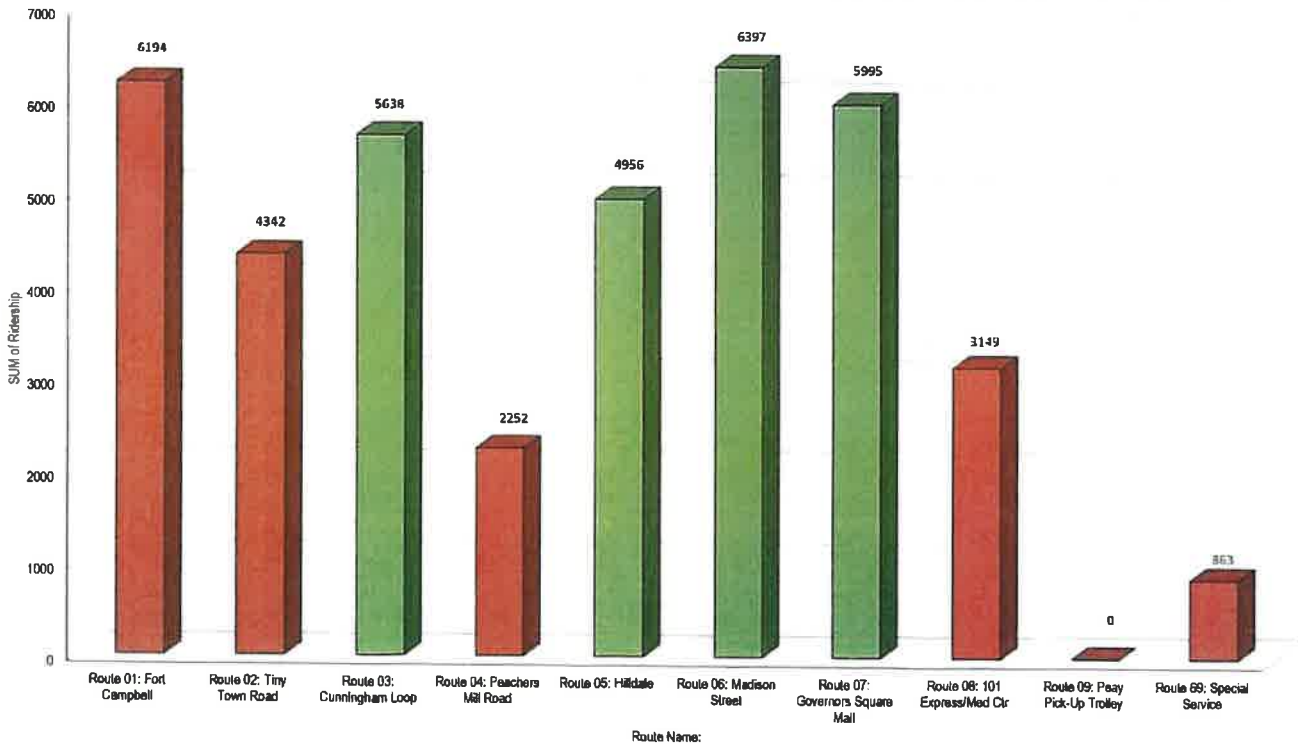
| Demand Response (DR) | June 2022 |
|----------------------|-----------|
| DR Average (M-F)     | 124       |
| DR Average (Sat)     | 71        |
| DR Total (M-F)       | 2,728     |
| DR Total (Sat)       | 284       |
| DR Total             | 3,012     |

|                   |         |
|-------------------|---------|
| FY 2022 Ridership | 457,329 |
|-------------------|---------|

| DATE      | DAY | FIXED ROUTE | DEMAND RESPONSE | SPECIAL SERVICE | TOTAL |
|-----------|-----|-------------|-----------------|-----------------|-------|
| 01-Jun-22 | Wed | 20          | 0               | 0               | 20    |
| 02-Jun-22 | Thu | 64          | 0               | 0               | 64    |
| 03-Jun-22 | Fri | 67          | 0               | 0               | 67    |
| 04-Jun-22 | Sat | 18          | 0               | 0               | 18    |
| 06-Jun-22 | Mon | 53          | 0               | 0               | 53    |
| 07-Jun-22 | Tue | 81          | 0               | 0               | 81    |
| 08-Jun-22 | Wed | 66          | 0               | 0               | 66    |
| 09-Jun-22 | Thu | 65          | 0               | 0               | 65    |
| 10-Jun-22 | Fri | 76          | 0               | 0               | 76    |
| 11-Jun-22 | Sat | 19          | 0               | 0               | 19    |
| 13-Jun-22 | Mon | 73          | 0               | 0               | 73    |
| 14-Jun-22 | Tue | 85          | 0               | 0               | 85    |
| 15-Jun-22 | Wed | 70          | 0               | 0               | 70    |
| 16-Jun-22 | Thu | 72          | 0               | 0               | 72    |
| 17-Jun-22 | Fri | 79          | 0               | 0               | 79    |
| 18-Jun-22 | Sat | 13          | 0               | 0               | 13    |
| 20-Jun-22 | Mon | 64          | 0               | 0               | 64    |
| 21-Jun-22 | Tue | 70          | 0               | 0               | 70    |
| 22-Jun-22 | Wed | 53          | 0               | 0               | 53    |
| 23-Jun-22 | Thu | 71          | 0               | 0               | 71    |
| 24-Jun-22 | Fri | 75          | 0               | 0               | 75    |
| 25-Jun-22 | Sat | 17          | 0               | 0               | 17    |
| 27-Jun-22 | Mon | 85          | 0               | 0               | 85    |
| 28-Jun-22 | Tue | 87          | 0               | 0               | 87    |
| 29-Jun-22 | Wed | 65          | 0               | 0               | 65    |
| 30-Jun-22 | Thu | 63          | 0               | 0               | 63    |



June 2022 Ridership





**TSG Committee Meeting  
City Garage Monthly Report**

July 2022

Requisitions turned into Finance Department:

Total number of Work Orders: 347

Total number of Work Order hours: 775.15

Total Parts Cost: \$37,948.70

Total Tire Cost: \$14,283.10

Total Aims Unit Cost: \$0.00

Total Labor Cost Billed to Gas & Water: \$550.55

Outside Work: \$3,718.92

Citywide Gas and Diesel Total Price from Fuel Master Onsite: Unleaded: \$148,473.80

Diesel: \$43,019.63

Total: \$191,493.43

Citywide Gas and Diesel Total Gallons from Fuel Master Onsite: Unleaded: 39,191.63

Diesel: 10,827.71

Total: 50,019.34

Citywide Gas and Diesel Total Price from Wex Offsite: Unleaded: \$40,310.07

Diesel: \$33,256.91

Totals: \$73,566.98

Citywide Gas and Diesel Total Gallons from Wex Offsite: Unleaded: 9,838.22

Diesel: 6,344.77

Total: 16,182.99

Fuel Purchases Onsite-Deliveries: Unleaded 31,416 total gallons

Diesel 11,056 total gallons

Fuel Cost Unleaded: \$3.37 per gallon (last delivery on 7/25/2022) DECREASE OF 23% FROM \$4.39 AS OF JUNE 29

Fuel Cost Diesel: \$3.79 per gallon (last delivery on 7/29/2022) DECREASE OF 18% FROM \$4.61 AS OF JUNE 24

Garage Vehicle Repair Totals: 641.47

Garage Fuel Use Totals: 116.49 gallons at a total cost \$451.80

Bill Lee, Fleet Manager

T/S/G Committee Meeting

City Garage Monthly Report

June 2022

City Wide Vehicle Expense Totals:

Requisitions turned into Finance Department:

Total number of Work Orders: 377

Total number of Work Order hours: 774.05

Total Parts Cost: \$ 86,085.12

Total Tire Cost: \$ 16,584.77

Total Aims Unit Cost: \$ 0.00

Total Labor Cost Billed to Gas & Water: \$ 323.40

Outside Work: \$ 4,155.07

City Wide Gas and Diesel Totals Price from **Fuel Master Onsite:**  
Unleaded: \$ 118,989.66  
Diesel: \$ 38,248.88  
Total: \$ 157,238.54

City Wide Gas and Diesel Total Gallons from **Fuel Master Onsite:**  
Unleaded: 34,390.04  
Diesel: 9,023.08  
Total: 43,413.12

Citywide Gas and Diesel Total Price from **Wex Offsite:**  
Unleaded: \$ 43,84.43  
Diesel: \$ 35,294.92  
Totals: \$ 79,136.35

Citywide Gas and Diesel Total Gallons from **Wex Offsite:**  
Unleaded: 9,509.32  
Diesel: 6,247.65  
Total: 15,756.97

Fuel Purchases Onsite: Deliveries: Unleaded 39,907 total gallons  
Diesel 10,811 total gallons

Fuel Cost Unleaded: \$4.39 per gallon (last delivery on 6/29/2022) INCREASE OF 6% FROM \$4.16 AS OF MAY 25th

Fuel Cost Diesel: \$4.61 per gallon (last delivery on 6/24/2022) INCREASE OF 3.5% FROM \$4.45 AS OF MAY 24th

Garage Vehicle Repair Totals: \$0.00

Garage Fuel Use Totals: 185.35 Gallons fuel, total cost \$186.49

Bill Lee  
Fleet Manager