



TRANSPORTATION COMMITTEE AGENDA

DATE: September 23, 2020

LOCATION: Google Meet

TIME: 4:00pm

1. CALL TO ORDER
2. ATTENDANCE
3. ADOPTION OF MINUTES
 - a) July 22, 2020
4. DEPARTMENT REPORTS
 - a) Ridership Report for July and August 2020
 - b) Financial Report for June, July and August 2020
5. COMMITTEE ACTION
6. CITY COUNCIL ACTION
7. NEW BUSINESS
 - a) Technology Update
 - b) 5310 Award for Vans
 - c) 5303 Planning
 - d) Open Position at CTS
8. PUBLIC COMMENTS (3 individuals 5 minutes each unless waived by Chair)

9. ADJOURNMENT

Transportation Committee Meeting Minutes
Wednesday, July 22nd, 2020 at 4:00pm
Google Hangout Meeting

MEMBERS PRESENT:

Wanda Smith, Committee Chairperson
Gary Norris
Jeff Burkhart
Vondell Richmond

EMPLOYEES PRESENT:

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

Cassie Wheeler, Internal Auditor

CALL TO ORDER:

July 22, 2020 at 4:00p.m... Transportation committee meeting was called to order by Chairperson Wanda Smith. The members in attendance are Gary Norris, Jeff Burkhart and Vondell Richmond. The member not present is Richard Garrett. Chairperson Wanda Smith entertained a motion for approval of the June 22, 2020 minutes all were in favor and the minutes were approved.

RIDERSHIP REPORT:

Paul Nelson went over the Ridership for June 2020 Total System is 50,198 passengers, bus was 47,969 and Paratransit was 2,229. The numbers are down due to the COVID-19. June wraps up CTS fiscal year. We ended up for the fiscal year with Ridership of 623,297. This is also down because the entire last quarter of FY 20 was impacted by the COVID-19.

FINANCIAL REPORT:

Lori Wallis did not have a Financial Report for the month of June 2020. CTS is trying to finish their year end FY 2020. Paul Nelson said, "We finished the year under budget due to some CARES Act money and careful planning on our part. We were able to turn quite a bit of money back to the City. But we do not have a Financial Report at this time." Chairperson Wanda Smith asked, "How much money was turned over back to the City?" Paul Nelson replied, "I don't have an exact number but it was around

\$800,000.00. It was only able to be that amount due to the 100% Federal dollars we got due to the CARES Act.”

Chairperson Wanda Smith asked, “You also said during the COVID-19 your numbers were low how low are they?” Paul Nelson answered, “We end the year with about 60 to 65 thousand in ridership. We lost a lot of revenue because we lost 3 months without revenue.”

COMMITTEE ACTION:

None

CITY COUNCIL ACTION:

None

NEW BUSINESS:

Paul Nelson turned the meeting over to Scott Graves. Scott Graves went over the DBE (Disadvantaged Business Enterprise) CTS has to resubmit a goal to the FTA (Federal Transit Administration) once every 3 years. For each year covered in those 3 years. For each year we will spend 0.86%.” Scott Graves also said, “There are 74 DBE in the Clarksville surrounding areas (Cheatem, Houston, Davidson and Dickson).” Chairperson Wanda Smith asked, “When did this DBE start?” Paul Nelson answered, “We have been doing this since the late 80’s.”

Paul Nelson talked about our shelter improvement placement plan. CTS just put a shelter on Ted Crozier Blvd... CTS is continuing to put up new shelters.

Paul Nelson talked about the Tech Update. CTS is working through the contract phase and we should have the contract from the technology vendor to the mayor by the end of the week.

Staff Update Rhiannon Griffey is CTS New Paratransit Operation Supervisor. She was promoted from a dispatcher. Adrienne Beasley is the New Senior Purchasing Specialist. She will be working on the special projects we are backed logged on.

Chairperson Wanda Smith asked about the employee testing positive that she read in the paper. Chairperson Wanda Smith asked, “Was it in house or a driver?” Paul Nelson replied, “I can not disclose that. HR has advised us not to say anything.” Chairperson Wanda Smith said, “I’m not asking their name, I just wanted to know if it was in house or a driver?” Paul Nelson explained, “I can not divulge that information.” Paul Nelson just explained that it goes against HIPAA law.

Chairperson Wanda Smith said, "What if the employees are scared to come to work?" Paul Nelson answered, "It's not a day that goes by that they don't have concerns." Chairperson Wanda Smith asked, "What procedures are you taking for this?" Paul Nelson said, "Everyone has to wear a mask. That was mandated by the Mayor. We did some cleaning and that night we had the building fogged." Chairperson Wand Smith replied, "That is good."

ADJOURNMENT:

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

Adoption of minutes

PUBLIC COMMENT:

None

Chairperson

Date