

# COMMITTEE ROLL CALL

Wednesday, January 31, 2018

Donald A. Harwell  
Kevin Powe  
Martin Weinberg  
Myeisha Hutchinson  
Ruby Davis  
Tamika Wren  
Theodore Smith  
Johnnye P. Lassiter  
Patrick Sellers




Birmingham-Jefferson County Transit Authority  
1801 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35203-0212

## REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, January 31, 2018

12:00 p.m.

### AGENDA

- I. **Call to Order**
- II. **Roll Call**
- III. **Invocation**
- IV. **Pledge of Allegiance**
- V. **Safety Message**
- VI. **Adoption of Agenda**
- VII. **Adoption of Minutes**
  - A. Regular Board Meeting Minutes- December 13,2017
- VIII. **Chair's Report**
- IX. **Committee Reports**
  - A. Committee of the Whole Meeting Minutes- January 10,2018
- X. **Resolutions for Consideration and Approval**
  - A. **Resolution 2018-06-** Authorize the Executive Director to procure One (1) Aerial Work Platform from OER Services, LLC for BJCTA Chassis Room & Shop Bay.
  - B. **Resolution 2018-07-** Authorize the Executive Director to procure Six (6) Bus Shelters from **Brasco International Inc.** to be installed on the Magic City Connector route for BJCTA
- XI. **Executive Director's Report**
  - A. Financial Report
- XII. **Old Business-** None

**XIII. New Business- None**

**XIV. \*Public Comment\***

**XV. Adjournment**



**BOARD MEETING MINUTES**  
**Wednesday, December 13, 2017**  
**12:00 p.m.**

**Opening:** Vice- Chair Ruby Davis called the meeting to order at 12:01 p.m. in The Birmingham-Jefferson County Transit Authority; boardroom located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

**Directors Present:** Ruby Davis, Patrick Sellers ,Johnnye P. Lassiter, Kevin Powe, Martin Weinberg, Myeisha Hutchinson, Donald A. Harwell, and Theodore(Ted) Smith.

**Directors Absent:** Chair Tameka Wren

**Quorum:** Yes

**BJCTA Staff/**

**Others Present:** Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Justin Ridgeway, April Penchion, Karen Jacobs, Cari LeShure, Melissa Cobbin, Christina Griggs, Mikesha Harvill, William Pennell, Stephanie Walker, Jamie Endsley, Ron Sweeney, Dale Knutson, Myrna Pittman, David Burton, Ron Thompson (Strada), Peter Walcott, Ronda Robinson, Greg Roddy(Local 725), Josh Johnson, Alice Westery (TCAB), Alice Gordon (Skye Connect), Anna Brown, Councilor Darrell O’Quinn(COB), Councilor Sheila Tyson (COB), Councilor Steven Hoyt (COB), Darrell Perkins(Master Solutions), JO Hill (TCAB), James White, Jim White, Ebony O’Brien (Banks, Finley,& White LLC), David Russell, Darryl Grayson, Chuck Jefferies, Roy Johnson (AL.COM), Rod Scott(State Legislation District 55), Brenda Perryman, Elliott Baez, Ralanda Robinson, Sherrod Spencer, Butch Ferrell, Office Bolling (COB), Attorney Ryan Wilson, Attorney Sam Ford (Fuston, Petway & French, LLP), Attorney Deborah Walker

**III.** Director Patrick Sellers provided the **Invocation.**

**IV.** Director Donald A. Harwell led the assembly in the recitation of the **Pledge of Allegiance.**

**V.** Director of Safety Dale Knutson gave the **Safety Message** on tips for putting up Christmas decoration without getting hurt.

**VI. Adoption of the Agenda:**

Vice-Chair Davis made a motion to modify the agenda under Old Business Section 12C (Adding Resolution 2018-08- Authorizing the Ratification of the Executive Director’s Execution of a Bus Rapid Transit Comprehensive Implementation Agreement by and between the Birmingham-Jefferson County Transit Authority and the City of

*All minutes are prepared according to Robert’s Rule of Order. If additional information is needed, you may request a copy of the digitized recording from the Board Support.*

Birmingham, Alabama) it was seconded by Director Smith, and approved by general consent.

**Director Lassiter** asked in what committee meeting this resolution go through.

**Director Davis** replied that Attorney Walker will speak to it today and we will vote on it today.

**VII. Adoption of the Minutes:**

- **Regular Board Meeting Minutes-** November 29,2017  
Director Smith moved to accept the minutes; it was seconded by Director Hutchinson and approved by general consent.
- **Special Called Board Meeting Minutes-** November 29,2017  
Director Weinberg moved to accept the minutes; it was seconded by Director Powe and approved by general consent.
- **Special Called Board Meeting Minutes-** December 4,2017  
Director Harwell moved to accept the minutes; it was seconded by Director Smith and approved by general consent.

**VIII. Chairman's Report-** None

**IX. Committee Reports:**

**A. Ad Hoc Committee Meeting Minutes-** December 11,2017

Director Hutchinson moved to accept the minutes; it was seconded by Director Weinberg and approved by general consent.

**X. Resolution for Consideration and Approval-** None

**XI. Executive Director's Report:**

**Highlights:**

- Banks, Finley, White & Co. discussed with the Board the accounting that relates to the Transit Authority and the City of Birmingham. He provided a presentation on the Financial Audit Scope, which includes Management's Responsibility for the Financial Statements, Auditor's Responsibility, and Transit Service Agreement.  
**Director Weinberg** asked was it I their scope to review any contracts between BJCTA and the City of Birmingham.  
**James White** replied, yes and to get to your point, the fact whether the contract was signed or not is not a predetermined factor of revenue recognition as it relates to the Transit Authority and the City of Birmingham.  
**Director Weinberg** asked James White did they do the City of Birmingham audit as well.  
**James White** answered yes.  
**Director Weinberg** asked if the firm was aware of the \$10.8 million in the City of Birmingham budget for transit.  
**James White** replied the \$15.6 million relates to the fiscal year ended 2017 which we just commenced the audit. The discrepancy of the \$15.6 million vs. \$10.8 million has not been audited yet.

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**Director Davis** asked for clarification of the fiscal year that Banks, Finley, White & Co. performed the audit for BJCTA.

**James White** replied the fiscal year is October 1, 2015- September 30, 2016. He explained that we are currently working on the audit for fiscal year 2017.

**Director Davis** asked Karen Jacobs that currently in 2017 books today BJCTA shows in account receivables amount from the City of Birmingham for \$15.6 million. Is that right?

**Karen Jacobs** replied, no the receivables show \$8 million, the \$15.6 is what we put in the budget and the City of Birmingham owes \$7.6 million for 2017.

**Director Davis** asked does that include the extra \$4.8 million. She also asked does BJCTA have an agreement with the City of Birmingham for \$15.6 million.

**Karen Jacobs** replied yes a verbal agreement.

**Director Weinberg** asked was it improper to carry an amount in accounts receivables that we legally do not have right too.

He asked Attorney Walker did BJCTA have legal binding to collect this money.

**Attorney Walker** replied that we have legal binding only collect the \$10.8 million.

**Director Davis** asked if it was common accounting practices in the firm 45 years of experience to acknowledge amounts in account receivables without a binding contract.

**Director Davis made a motion to amend the agenda so that the account receivables be reconciled for the recoverable amount. The motion died for a lack of second.**

**Jim White** gave the board advice from a governance standpoint. He advised that they did not want management to adjust the books. It is a process for making adjustments that is when you become involve in day-to-day activity.

**Director Sellers** mentioned to Director Davis that he suggests that she take counsel from Jim White and not get into day to day.

**Director Davis** replied duly noted.

- Ms. Murdock acknowledged Birmingham City Council; Councilor O'Quinn, Councilor Tyson, and Councilor Hoyt.

**Councilor Hoyt** stated to the board that the budget was presented to the council that we needed to increase the giving because of service. He encouraged the Board to set a meeting with Mayor Woodfin to get an agreement. He stated that the board needed to go through the process and make a decision. He expressed not to leave the \$15.6 million on the table because the council agreed to pay the increased amount. Hoyt mentioned that he has never seen transit move so swiftly since Ms. Murdock has been in office.

**Councilor Tyson** Gave kudos to Ms. Murdock for a job well done, she has never seen transit operate in a way it does now. She stated to the Board that she was hired to run and operate BJCTA not the Board. Tyson mentioned that she was also on the Transportation Committee and agreed that the council promised her the increase amount of money.

**Director Powe** replied to Councilor Tyson in an angry voice that BJCTA transit system sucked, so do not sit up and lie about this system.

**Rod Scott** (State Legislation District 55) He mentioned to the Board that he hopes that they can come to mutual agreements so that the Board can find more funding for transit.

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- Ronda Robinson, Director of Communications informed the board of the dates for the Intermodal Grand Opening of January 19<sup>th</sup>, Feb 2<sup>nd</sup>, or Feb 16<sup>th</sup>. BJCTA has two budgets to work with. (1). \$11,000.00 (indoor event and live band) and (2). \$25,000.00 (street festival for the customers).
- **Financial Report-** Finance Director (Karen Jacobs) presented the financial reports. Her report can be viewed in Directors Point.
- **Departmental Highlights** (Operations, Maintenance, Customer Service & Marketing, Grants, Procurement, Planning, Safety, and Administration) Included in Directors Point for your review.

## **XII. Old Business:**

- **Intermodal Facility Update:**

**David Burton** (STRADA) reported that BJCTA would gain occupancy and move into the Intermodal on Friday, December 22, 2017.

- **Work Session- Prattville Update:**

The Board of Directors decided to go to Prattville for the Board Retreat on February 1-3, 2017.

- **Resolution 2018-08-** In accordance therewith, the BJCTA Board of Directors should adopt a resolution ratifying the actions of the Executive Director since the BRT Agreement was signed by the Executive Director without Board approval and no duly adopted resolution exists authorizing her to do so. This was brought to your attention and discussed in the ad hoc committee meeting on Monday, December 11, 2017.

***Director Sellers made a motion to move Resolution 2018-08; it was seconded by Director Smith approved by general consent.***

## **XIII. New Business-**

### **XIV. Public Comment:**

1. **James Hill-** 708 Crest Valley Way Birmingham, Alabama 35212  
Invited BJCTA/ Board to come participate in the TCAB Event at Central Station on Wednesday, December 20, 2017 from 6:00am -2:00pm.

### ***Executive Session:***

***Director Weinberg made a motion to go into Executive Session at 1:05 pm to discuss pending litigation and the outcome of the litigation; it was seconded by Director Davis and approved by Roll Call Vote.***

*Directors: Harwell- Yes, Powe- Yes, Weinberg- Yes, Hutchinson- Yes, Davis- Yes, Smith-Yes, Lassiter- Yes, and Sellers- Yes.*

***Director Harwell made a motion to come out of Executive Session at 1:45 pm; it was seconded by Director Hutchinson and approved by Roll Call Vote.***

***All minutes are prepared according to Robert's Rule of Order. If additional information is needed, you may request a copy of the digitized recording from the Board Support.***

*Directors: Harwell- Yes, Powe-Yes, Weinberg-Yes, Hutchinson- Yes, Davis- Yes, Smith- Yes, Lassiter- Yes, and Sellers-absent.*

**XVI. Adjournment:**

Director Harwell made the motion to adjourn at 1:46 p.m.; it was seconded by Director Davis and approved by general consent.

**The meeting adjourned at 1:46 p.m.**

**Minutes submitted by:** KeAundra Reynolds, Executive Administrative Assistant

**Date:** December 13, 2017

**Approved by:**

\_\_\_\_\_  
Tameka Wren, Chairman

**Attest:**

\_\_\_\_\_  
Martin Weinberg, Treasurer





**Birmingham-Jefferson County Transit Authority**  
**Committee of the Whole Meeting Minutes**  
**January 10, 2018**

**I. CALL TO ORDER:**

The meeting was called to order at 12:02 p.m. by Chair Tameka Wren, in the Board Room; 1801 Morris Avenue Birmingham, Alabama.

**II. ROLL CALL: (P) Present (A) Absent (T) Tardy**

**Directors:** Patrick Sellers (A), Johnnye P. Lassiter (P), Theodore (Ted) Smith (P), Tameka Wren (P), Ruby Davis (P), Myeisha Hutchinson (P), Martin Weinberg (P), Kevin Powe (T) and Donald A. Harwell (A).

KeAundra Reynolds, Board Support, announced that a quorum of the Board was present at roll call.

Director Lassiter requested that the record note Director Harwell and Director Sellers were out of town.

**BJCTA STAFF and OTHERS PRESENT:**

*Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Chris Ruffin, David Burton, Dale Knutson, Starr Culpepper, Josh Johnson, Jamie Endsley, Darryl Grayson, Ronda Robinson, Stephanie Walker, Karen Jacobs, Myrna Pittman, Erica Jackson, Sammy Kato, Alisha Hinson, April Penchion, Willie Drakeford, Greg Roddy(Local 725), Melissa Cobbin, Christina Griggs, Shahanica Gales, Jamal Boykin, Justin Ridgeway, Terri Barnesfield, Wytangy Peak, Chris Goodman, Mikesha Harvill, Christy Howard, J.O. Hill (TCAB), Alice Westery (TCAB), Edmond Watters (STRADA), Ron Thompson (STRADA), Joi Jackson(SKYE CONNECT), Ron Reeks(Wendel), Angela Weinberg, Chuck Jefferies, Roy Johnson (AL.Com), Charles Clanton(ESB), E. Philener(EPH Enterprises), Attorney Deborah Walker, Attorney Ryan Wilson, Attorney Sam Ford(Fuston, Pettway, and French LLP).*

**III. ADOPTION OF AGENDA:**

Director Davis moved to adopt the agenda, seconded by Director Lassiter and approved by general consent.

**IV. ITEMS for INFORAMTION and/or DISCUSSION:**

**A. Executive Director Report:**

**Highlights:**

- Myrna Pittman joined BJCTA on December 4, 2017 to enhance the customer service and enforce policies and procedures
- *BJCTA had over 600 riders for Sunday Service*
- *BJCTA exceeded industry standard miles between role calls for the month of December with 9,900.*
- *All travel for attorneys has to be presented to the board for approval.*
- *Chair Wren stated that Attorney Walker submitted a travel request to attend the APTA Legal Affairs Seminar held on February 25-27,2018*

*Director Wren made a motion to approve Attorney Walker travel to the APTA Legal Affairs Seminar; it was seconded by Director Davis and approved by general consent.*

- *Chair Wren agreed with the previous Chairman (Patrick Sellers) approval for the Executive Director to attend the APTA Transit CEO Seminar in Miami, Florida on February 10-12, 2018.*

**B. Departmental Highlights-** *(Planning, Safety, Contracts/Compliance, Operations, Grants, Communications, Procurement, Human Resources, Finance, and Chief of Staff) Included in Directors Point for your review.*

**C. Governmental Relations Update-** None

**D. TCAB Update-** *J.O. Hill informed BJCTA that TCAB is preparing for the Rally in Montgomery February 6, 2018 to support the HB10 trust fund bill and rally for state funding for public transportation.*

**V. RESOLUTIONS for CONSIDERATION & RECOMMENDATION:**

**A. Resolution 2018-06-** *Authorize the Executive Director to procure One (1) Aerial Work Platform from **OER Services, LLC** for BJCTA Chassis Room & Shop Bay.*

*Director Smith made a motion to forward the resolution to the full board, it was seconded by Director Davis and approved by general consent.*

**B. Resolution 2018-07-** *Authorize the Executive Director to procure Six (6) Bus Shelters from **Brasco International Inc.** to be installed on the Magic City Connector route for BJCTA.*

*Director Hutchinson made a motion to forward the resolution to the full board, it was seconded by Director Smith and approved by general consent.*

**\*Director Powe arrived to the meeting at 12:50pm\***

**VI. OLD BUSINESS:**

**A. Maintenance Facility Update:**

*Ron Thompson (STRADA) gave an update of the phase of the maintenance facility project.*

**B. Intermodal Facility Update:**

*David Burton (STRADA) mentioned that the time has finally come, BJCTA has completely moved into the Intermodal Facility. He informed the board of the parking at Site C.*

**VII. NEW BUSINESS:**

**Executive Session:**

***Director Davis made a motion to go into Executive Session at 1:15 p.m. to discuss “Good Name and Character and possible litigation”, seconded by Director Lassiter and approved by Roll Call Vote.***

*Directors: Johnnye P. Lassiter (Y), Theodore Smith (Y), Tameka Wren (Y), Ruby Davis (Y), Myeisha Hutchinson (Y), Martin Weinberg (Y), Kevin Powe (Y).*

***Director Hutchinson made a motion to come out of Executive Session at 1:49 p.m., seconded by Director Lassiter and approved by Roll Call Vote.***

*Directors: Johnnye P. Lassiter (Y), Theodore Smith (Y), Tameka Wren (Y), Ruby Davis (Y), Myeisha Hutchinson (Y), Martin Weinberg (Y), Kevin Powe (Y).*

**VIII. ADJOURNMENT:**

*Director Weinberg made a motion to adjourn the meeting at 1:50 p.m., seconded by Director Smith and approved by general consent.*

***Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant/ Board Support***

***Date: January 10, 2018***

**Approved by:**

\_\_\_\_\_  
***Tameka Wren, Chairman***

**Attest :**

\_\_\_\_\_  
***Martin Weinberg, Treasurer***

**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>  Authorize the Executive Director to procure One (1) Aerial Work Platform from <b>OER Services, LLC</b> for BJCTA Chassis Room & Shop Bay	<b>RESOLUTION NO.:</b> 2018-06
	<b>DATE:</b> December 2017
	<b>INITIATOR:</b> Procurement Dept
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To Authorize the Executive Director to procure one (1) Aerial Work Platform from **OER Services, LLC** for BJCTA Chassis Room & Shop Bay.
- 2.0 Description/Justification:** To provide one (1) new Aerial Work Platform for BJCTA Maintenance Facility. The platform will be used to provide extensive maintenance and repair service to buses.
- 3.0 Procurement Background:** On November 15, 2017, BJCTA issued Invitation for Bid - IFB #18-02 to procure one (1) Aerial Work Platform. **OER SERVICES, LLC** submitted the lowest price in the amount of \$41,030.63. This vendor also met the requested specifications within the IFB.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The cost to provide one (1) new Aerial Work Platform must not exceed **\$41,030.63** for this platform.

**6.0**

Company	Cost
<b>OER SERVICES, LLC</b>	<b>\$41,030.63</b>
TECHNOLOGY INTERNATIONAL, INC.	\$52,525.00

- a) **Source Funding** – PM (5307) and Allocated Local Funding
- b) **Verified By** – Finance Dept.

- 7.0 Recommendations:** Authorize the Executive Director to procure one (1) new Aerial Work Platform from **OER SERVICES, LLC**.
- 8.0 Alternatives:** Do not procure platform.
- 9.0 Attachments:** None

***Christy Howard***

Christy Howard – Purchasing Agent



**It's time to ride!**

Birmingham-Jefferson County Transit Authority  
2121 Rev. Abraham Woods, Jr. Blvd; Ste. 500 Birmingham, Alabama 35203  
Phone (205) 521-0161 x117 Fax (205) 252-7633  
Website: [www.bjcta.org](http://www.bjcta.org)

**Resolution No. 2018-06**

**Authorize the Executive Director to procure One (1) Aerial Work Platform from OER Services, LLC for BJCTA Chassis Room & Shop Bay.**

**WHEREAS**, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

**WHEREAS**, Invitation for Bid - IFB #18-02 was issued to procure one (1) new Aerial Work Platform for BJCTA; and

**WHEREAS**, Two (2) companies responded to the proposal. All companies were responsive; and

**WHEREAS**, it is recommended that the BJCTA procure Aerial Work Platform from **OER SERVICES, LLC**; and

**WHEREAS**, **OER SERVICES, LLC** proposes to provide equipment in accordance with the attached cost within the proposal; and

**WHEREAS**, the Authority deems the proposal submitted by **OER SERVICES, LLC** to be fair and reasonable.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the BJCTA as follows:

**Section 1.** The Executive Director is hereby authorized to procure one (1) Aerial Work Platform from **OER SERVICES, LLC**. This company will provide the Aerial Work Platform at a cost not to exceed **\$41,030.63**.

**Section 2.** This resolution is effective immediately upon approval and adoption.

**Adopted: December \_\_\_\_\_, 2017**

\_\_\_\_\_  
Tameka Wren, Chair

Attest: \_\_\_\_\_  
Martin Weinberg, Secretary

**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>  Authorize the Executive Director to procure Six (6) Bus Shelters from <b>Brasco International Inc.</b> to be installed on the Magic City Connector route for BJCTA	<b>RESOLUTION NO.:</b> 2018 - 07
	<b>DATE:</b> December 2017
	<b>INITIATOR:</b> Procurement Dept
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To Authorize the Executive Director to procure Six (6) Bus Shelters from **Brasco International Inc.** to be installed on the Magic City Connector route for BJCTA.
- 2.0 Description/Justification:** Six (6) Bus Shelters will be place along the new Magic City Connector route.
- 3.0 Procurement Background:** On October 23, 2017, BJCTA issued Request for Proposal RFP #18-01 to procure Six (6) Bus Shelters for the new Magic City Connector route. This vendor also met the requested specifications within the RFP.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The cost to provide six (6) Bus Shelters must not exceed **\$34,800.00 total.**

**6.0**

Company	Cost / Per Shelter
<b>BRASCO INTERNATIONAL INC</b>	<b>\$5,730.00</b>
TOLAR MANUFACTURING COMPANY	\$8,880.00

- a) **Source Funding** – CMAQ Grant
- b) **Verified By** – Finance Department and Grants Department

- 7.0 Recommendations:** Authorize the Executive Director to procure Six (6) new Bus Shelters from **Brasco International Inc.**
- 8.0 Alternatives:** Do not Procure Bus Shelters
- 9.0 Attachments:** None

*Darryl Grayson*

Darryl Grayson– Purchasing Manager



**It's time to ride!**

Birmingham-Jefferson County Transit Authority  
2121 Rev. Abraham Woods, Jr. Blvd; Ste. 500 Birmingham, Alabama 35203  
Phone (205) 521-0161 x117 Fax (205) 252-7633  
Website: [www.bjcta.org](http://www.bjcta.org)

**Resolution No. 2018-07**

**Authorize the Executive Director to procure Six (6) Bus Shelters from Brasco International Inc. to be installed on the Magic City Connector route for BJCTA.**

**WHEREAS**, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

**WHEREAS**, Request for Proposal – RFP #18-01 was issued to procure six (6) Bus Shelters for BJCTA; and

**WHEREAS**, Two (2) companies responded to the RFP. All companies were responsive; and

**WHEREAS**, it is recommended that the BJCTA procure Bus Shelters from **Brasco International Inc.**; and

**WHEREAS**, **Brasco International Inc.** proposes to provide equipment in accordance with the attached cost within the proposal; and

**WHEREAS**, the Authority deems the proposal submitted by **Brasco International Inc.** to be fair and reasonable.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the BJCTA as follows:

**Section 1.** The Executive Director is hereby authorized to procure Six (6) Bus Shelters from **Brasco International Inc.** This company will provide the Bus Shelter at a cost **not to exceed \$34,800.00 total.**

**Section 2.** This resolution is effective immediately upon approval and adoption.

**Adopted: December \_\_\_\_\_, 2017**

\_\_\_\_\_  
Tameka Wren, Chair

Attest: \_\_\_\_\_  
Martin Weinberg, Secretary

**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> December 2017
<b>Executive Director's Report</b>	<b>INITIATOR:</b> Barbara Murdock, Executive Director
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

- **Purpose/Objective:** To provide and inform the Board of Directors regarding the state of affairs of the organization. This report is to ensure that the BJCTA mission and vision are exemplified externally, as well as internally.
- **Description/Justification:** The Executive Director is responsible for and has direct oversight of the overall budget, communications, labor, legislative initiatives (local, state and federal), internal leadership, planning, operational performance, community outreach, and staffing. The mission is to improve transit services, and strive to provide mobility options for everyone. The Board in the following areas has prioritized the BJCTA Strategic plan goals: Workforce Development, Route Optimization/Transit /Development plan, Operational Excellence, Technology Integration, Transit-Oriented Development, Capital Improvements and Customer Service. This report provides movement toward these goals.

**Service Updates**

BJCTA's best performing routes continue to do well and remain stable. The strongest performing route in December was Highway 280.

- **Highway 280** ridership increased by 482 passengers during the month of December. This **December 2017** approximately 7,748 passengers used this service, compared to November 2017 with **7,266** riders.
- **Magic City Connector** ridership was up by 399 in December. There were **7449 riders in December 2017** compared to November's ridership of **7,050**
- The specialized Holiday service with Sunday operations started in November 2017 after Thanksgiving with **62** riders. In December 2017, the holiday season brought **674** passengers.

**Technology Innovation and Integration**

- BJCTA computers, the telephone system, and copiers serving the entire administrative staff were successfully moved and installed at the new 1801 Morris Avenue Intermodal.
- Camera and Audio System capabilities for Board Room at the Intermodal presented to Executive Team.

**Intermodal Update**

- Conference call conducted with BJCTA and Amtrak attorneys to finalize lease and address discrepancies between FTA stature requirements and FRA requirements.
- Administrative staff successfully moved into the new facility on December 19, 2017.

**Community Relations**

- Met with Smart Growth America on the TOD program.
- Met with staff on starting a non-profit to provide philanthropic service to the community.

**Finance/Budget**

- Attended Birmingham City Council Transportation Committee to review budget

**Communications (External)**

- Met with Birmingham Housing Authority on TOD partnership
- Reviewed Plans for BRT December Charrette
- Participated in (2) Christmas parades in West End and Bessemer
- Unveiled Jingle Bus with Salvation Army Stuff the Bus campaign



### Communications (Internal)

- Met with Executive Team on inclement weather challenges
- Each Director is meeting with Finance Director monthly for budget reviews.
- Reviewed each departmental report for Board of Directors.

### Performance Indicators

- **Road Calls** – The standard benchmark for mileage between road calls is 5,000 miles.
- MAX Maintenance Department went an extraordinary **9,972** miles between mechanical failures in December 2017—cutting down road calls by half since the month of October. This remarkable achievement is the first for the agency in over 5 years. Maintenance continues to work diligently to reach, maintain & exceed the standard benchmark.

*Barbara Murdock*

Barbara Murdock, Executive Director

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018	Period 11	August 2018	Division: 00 Balance Sheet		As of: 11/30/2017
			October Thru August		
			2018	2017	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999	TOTAL - CASH & CASH EQUIVALENTS		\$2,882,070.96	\$5,493,616.30	(\$2,611,545.34)
1020000000 ACCOUNTS RECEIVABLE					
1029999999	TOTAL ACCOUNTS RECEIVABLE		\$8,817,219.96	\$12,637,417.69	(\$3,820,197.73)
1030000000 SUPPLY INVENTORY					
1039999999	TOTAL SUPPLY INVENTORY		\$1,851,895.31	\$1,826,338.93	\$25,556.38
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999	TOTAL CONST. & PROJ. IN PROCESS		\$205,082.00	\$327,991.11	(\$122,909.11)
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999	TOTAL PROPERTY, PLANT & EQUIPMENT		\$46,557,563.90	\$27,221,341.72	\$19,336,222.18
1510000000 OTHER ASSETS					
1519999999	TOTAL OTHER ASSETS		\$8,045,453.35	\$5,780,057.33	\$2,265,396.02
1999999999	TOTAL ASSETS		\$68,359,285.48	\$53,286,763.08	\$15,072,522.40
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999	TOTAL ACCOUNTS PAYABLE		\$2,683,537.33	\$863,352.77	\$1,820,184.56
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999	TOTAL ACCRUED P/R & W/H		\$678,792.56	\$809,784.84	(\$130,992.28)
2040000000 CURRENT PORTION OF LT DEBT					

**Birmingham-Jefferson County Transit Authority**  
**Comparative Balance Sheet**

Fiscal Year: 2018	Period 11	August 2018	Division: 00 Balance Sheet		As of: 11/30/2017
			October Thru August		
			2018	2017	Variance
2040199999		TOTAL CURRENT PORTION OF LT DEBT	\$0.00	\$0.00	\$0.00
2040500000		OTHER CURRENT LIABILITIES			
2059999999		TOTAL OTHER CURRENT LIABILITIES	\$31,429,519.59	\$33,506,119.04	(\$2,076,599.45)
2210000000		NON-CURRENT PORTION OF LT DEBT			
2219999999		TOTAL NON-CURRENT LT DEBT	\$0.00	\$0.00	\$0.00
2310000000		OTHER LIABILITIES			
2319999999		TOTAL OTHER LIABILITIES	\$437,206.00	\$939,299.00	(\$502,093.00)
2999999999		TOTAL LIABILITIES	\$35,229,055.48	\$36,118,555.65	(\$889,500.17)
3000000000		EQUITY			
3040000000		CONTRIBUTED CAPITAL			
3049999999		TOTAL CONTRIBUTED CAPITAL	\$20,047,564.00	\$0.00	\$20,047,564.00
3050000000		RETAINED EARNINGS			
3059999999		TOTAL RETAINED EARNINGS	\$13,106,177.22	\$17,168,207.43	(\$4,062,030.21)
3999999997		TOTAL EQUITY	\$33,153,741.22	\$17,168,207.43	\$15,985,533.79
3999999998		TOTAL LIABILITIES & EQUITY	\$68,382,796.70	\$53,286,763.08	\$15,096,033.62

**BJCTA**  
**Financial & Investing Report**  
**As of December 31, 2017**

	<b>Balance @ 12/31/2017</b>	<b>Balance @ 11/30/2017</b>	<b>Balance @ 10/31/2017</b>	<b>Balance @ 9/30/2017</b>	<b>Balance @ 8/31/2017</b>	<b>Balance @ 7/31/2017</b>
<b>CASH ACCOUNTS:</b>						
Money Market - BBVA Compass	612,230	1,447,250	1,275,375	2,080,089	4,675,817	6,286,701
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	10,000	337,637	10,000
Cash - Operating - BBVA Compass	2,032,903	3,368,159	5,803,784	507,404	269,930	1,788,315
Capital Deposit - BBVA Compass	10,000	10,000	10,000	10,000	10,000	10,000
Cash - BJCTA Hardship Fund - BBVA Compass	-	-	-	-	-	-
Cash - Restricted Self Insured	200,000	200,000	200,000	200,000	200,000	200,000
Petty Cash - Maintenance	65	172	74	200	193	38
Petty Cash - Central Station	150	107	94	58	39	141
<b>Total Cash Accounts</b>	<b>2,865,348</b>	<b>5,035,688</b>	<b>7,299,327</b>	<b>2,807,752</b>	<b>5,493,616</b>	<b>8,295,194</b>
<b>INVESTMENTS:</b>						
Total Investments	-	-	-	-	-	-
<b>Total Cash &amp; Investments</b>	<b>2,865,348</b>	<b>5,035,688</b>	<b>7,299,327</b>	<b>2,807,752</b>	<b>5,493,616</b>	<b>8,295,194</b>
<b>CASH RESERVES:</b>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total Cash Reserves</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>SHORT-TERM PAYABLES:</b>						
Accounts Payable	2,668,093	964,353	930,270	1,335,240	863,353	1,002,138
Accrued Payroll	586,394	483,895	397,777	262,048	721,696	590,683
Payroll Taxes	85,899	79,871	72,490	82,969	93,862	83,688
Other W/H Payable	7,505	5,805	1,477	6,242	(5,773)	8,591
Pension Expense Payable	-	-	-	-	-	-
<b>Total Short-Term Payables</b>	<b>3,347,891</b>	<b>1,533,925</b>	<b>1,402,014</b>	<b>1,686,499</b>	<b>1,673,138</b>	<b>1,685,100</b>
<b>DEBT:</b>						
Total Debt	-	-	-	-	-	-

**BJCTA**  
**Cash Balances Summary**  
**As of December 31, 2017**

	<b>Balances</b>
Total Cash & Investments	2,865,347.70
Less: Short-Term Payables	<b>(3,347,890.88)</b>
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @12/31/17	(682,543.18)
Required Three Month Operating Expense Reserve**	10,043,672.64
Cash Over/(Under) Reserve Requirement	<u>(10,726,215.82)</u>

\*\* - Reserve Amount Excludes Depreciation Expense and Pass Thru Funding





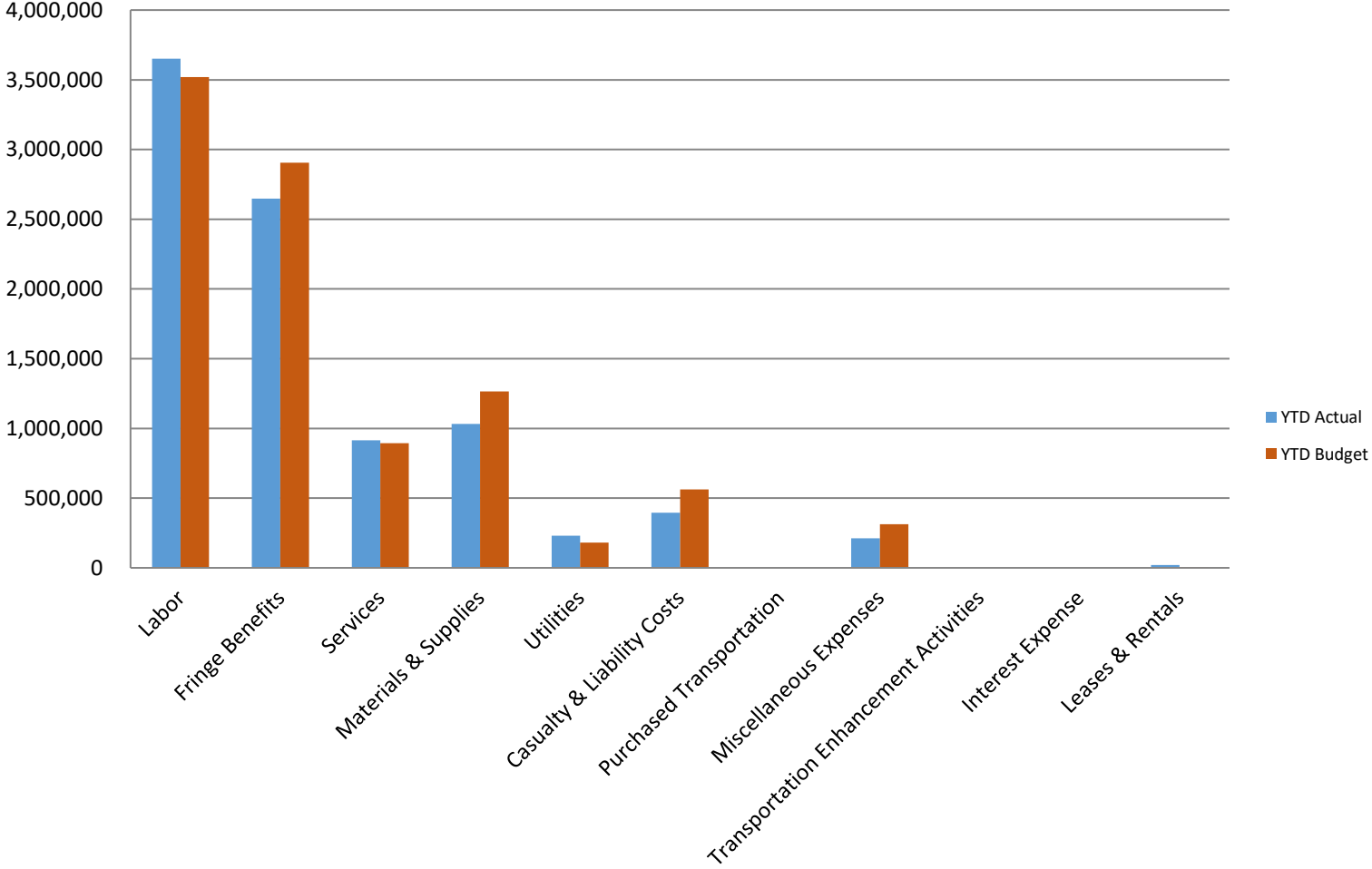
**BJCTA  
INCOME STATEMENT  
December 31, 2017**

Dec-17 Actual	Dec-17 Budget	Dec-17 \$ Variance	Dec-17 % Variance	Dec-16 Actual	CY vs PY \$ Variance	Title	Dec-17 Actual	Dec-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
17,798	40,432	(22,634)	-55.98%	16,134	1,663	5060100001 Insurance - Property & Liability	48,982.34	121,296	(72,313)	-59.62%	45,284	3,699	485,183	436,201
3,814	3,148	666	21.15%	3,457	356	5060100002 Insurance - Public Officials	10,496.21	9,444	1,052	11.14%	9,704	793	37,775	27,279
105,514	115,316	(9,802)	-8.50%	95,652	9,862	5060103003 Insurance - Vehicle	290,395.33	345,947	(55,552)	-16.06%	268,467	21,929	1,383,789	1,093,394
(1,053)	-	(1,053)	0.00%	(34,587)	33,535	5060203001 Insurance Proceeds	(21,638.58)	-	(21,639)	0.00%	(35,687)	14,049	-	21,639
45,361	28,506	16,855	59.13%	10,871	34,490	5060416501 Property Damage Settlements	66,893.14	85,519	(18,626)	-21.78%	75,383	(8,490)	342,076	275,183
<b>171,434</b>	<b>187,402</b>	<b>(15,968)</b>	<b>-8.52%</b>	<b>91,527</b>	<b>79,906</b>	<b>5069999999 TOTAL CASUALTY &amp; LIABILITY COST</b>	<b>395,128</b>	<b>562,206</b>	<b>(167,077)</b>	<b>-29.72%</b>	<b>363,150</b>	<b>31,979</b>	<b>2,248,823</b>	<b>1,853,695</b>
4,040	4,117	(77)	-1.87%	3,842	198	5090100001 Dues & Subscriptions	12,398.06	12,352	46	0.37%	12,528	(130)	49,407	37,009
2,562	7,904	(5,341)	-67.58%	4,309	(1,747)	5090200001 Travel	33,570.73	23,711	9,859	41.58%	12,928	20,643	94,845	61,274
631	3,226	(2,595)	-80.44%	-	631	5090200002 Per Diem	14,705.53	9,679	5,027	51.94%	2,048	12,658	38,715	24,009
8,213	9,741	(1,529)	-15.69%	3,957	4,255	5090200003 Meetings, Seminars & Training	24,422.02	29,224	(4,802)	-16.43%	10,957	13,465	116,897	92,475
2,216	31,250	(29,034)	-92.91%	200,000	(197,784)	5090218105 Planning Activities	72,494.70	93,750	(21,255)	-22.67%	692,143	(619,648)	375,000	302,505
25	8	17	200.12%	-	25	5090600001 Fines & Penalties	135.00	25	110	440.22%	-	135	100	(35)
3,036	2,708	328	12.11%	605	2,432	5090800001 Legal Advertising	9,482.75	8,125	1,358	16.71%	1,675	7,808	32,500	23,017
2,335	30,833	(28,498)	-92.43%	-	2,335	5090800002 Media Advertising	19,589.00	92,500	(72,911)	-78.82%	4,865	14,724	370,000	350,411
414	512	(98)	-19.09%	357	57	5099900001 Postage & Courier Service	1,402.44	1,536	(133)	-8.68%	1,176	227	6,143	4,741
139	29	110	377.09%	-	139	5099900002 Other Miscellaneous	139.12	87	52	59.03%	290	(151)	350	211
3,390	2,667	723	27.13%	1,034	2,356	5099900003 Educational - Tuition Reimbursement	3,390.06	8,000	(4,610)	-57.62%	12,529	(9,139)	32,000	28,610
-	292	(292)	-100.00%	27	(27)	5099900004 Interview Expenses	168.99	875	(706)	-80.69%	27	142	3,500	3,331
127	113	14	12.67%	-	127	5099901105 Fees & Permits	146.75	338	(191)	-56.52%	716	(570)	1,350	1,203
499	7,083	(6,584)	-92.96%	1,689	(1,190)	5099900006 Community Outreach	8,090.53	21,250	(13,159)	-61.93%	13,526	(5,436)	85,000	76,909
16,818	4,167	12,651	303.62%	(109)	-	5099900008 RPC NTD Data	-	-	-	0.00%	-	-	75,000	75,000
					16,927	5099900009 Moving Expenses	12,487.52	12,500	(12)	-0.10%	3,609	8,878	50,000	37,512
<b>44,446</b>	<b>104,651</b>	<b>(60,205)</b>	<b>-57.53%</b>	<b>215,712</b>	<b>(171,266)</b>	<b>5099999999 TOTAL MISCELLANEOUS EXPENSES</b>	<b>212,623</b>	<b>313,952</b>	<b>(101,329)</b>	<b>-32.28%</b>	<b>769,017</b>	<b>(556,394)</b>	<b>1,330,807</b>	<b>1,118,184</b>
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	<b>5110117102 TOTAL INTEREST EXPENSE</b>	-	-	-	0.00%	-	-	-	-
4,481	1,660	2,821	169.98%	5,012	(531)	5121200001 Leases & Rentals	19,314.59	4,979	14,336	287.92%	15,151	4,164	19,916	601
<b>4,481</b>	<b>1,660</b>	<b>2,821</b>	<b>169.98%</b>	<b>5,012</b>	<b>(531)</b>	<b>5129900099 TOTAL LEASES &amp; RENTALS</b>	<b>19,315</b>	<b>4,979</b>	<b>14,336</b>	<b>287.92%</b>	<b>15,151</b>	<b>4,164</b>	<b>19,916</b>	<b>601</b>
295,961	295,961	-	0.00%	249,524	46,437	5130000001 Depreciation Expense	879,335.86	879,336	-	0.00%	731,337	147,999	879,336	-
<b>295,961</b>	<b>295,961</b>	<b>-</b>	<b>0.00%</b>	<b>249,524</b>	<b>46,437</b>	<b>5139900099 TOTAL DEPRECIATION EXPENSE</b>	<b>879,336</b>	<b>879,336</b>	<b>-</b>	<b>0.00%</b>	<b>731,337</b>	<b>147,999</b>	<b>879,336</b>	<b>-</b>
329,788	329,788	-	0.00%	352,687	(22,899)	5160000001 Pass Thru Funding Expense	833,806.52	833,807	-	0.00%	1,244,360	(410,553)	833,807	-
<b>329,788</b>	<b>329,788</b>	<b>-</b>	<b>0.00%</b>	<b>352,687</b>	<b>(22,899)</b>	<b>5169900099 TOTAL OTHER RECONCILING ITEM</b>	<b>833,807</b>	<b>833,807</b>	<b>-</b>	<b>0.00%</b>	<b>1,244,360</b>	<b>(410,553)</b>	<b>833,807</b>	<b>-</b>
<b>3,674,555</b>	<b>3,830,195</b>	<b>(155,639)</b>	<b>-4.06%</b>	<b>4,032,588</b>	<b>(358,033)</b>	<b>9999999997 TOTAL EXPENSES</b>	<b>10,816,679</b>	<b>11,360,036</b>	<b>(543,357)</b>	<b>-4.78%</b>	<b>11,763,208</b>	<b>(1,008,133)</b>	<b>40,253,245</b>	<b>29,436,457</b>
<b>(1,545,851)</b>	<b>(645,405)</b>	<b>(900,447)</b>	<b>139.52%</b>	<b>476,234</b>	<b>(2,022,085)</b>	<b>9999999998 NET DIFFERENCE</b>	<b>(2,032,333)</b>	<b>(2,196,274)</b>	<b>163,940</b>	<b>-7.46%</b>	<b>3,054,150</b>	<b>(5,024,879)</b>	<b>(3,405,537)</b>	<b>1,336,868</b>

(331,498) Pass Thru rev  
Capital Revenue  
295,961 Depr  
329,788 Pass Thru Exp  
(1,978,450) Amt Tsf to Capital  
(1,684,199) Should equal net difference  
(2,329,604) Difference

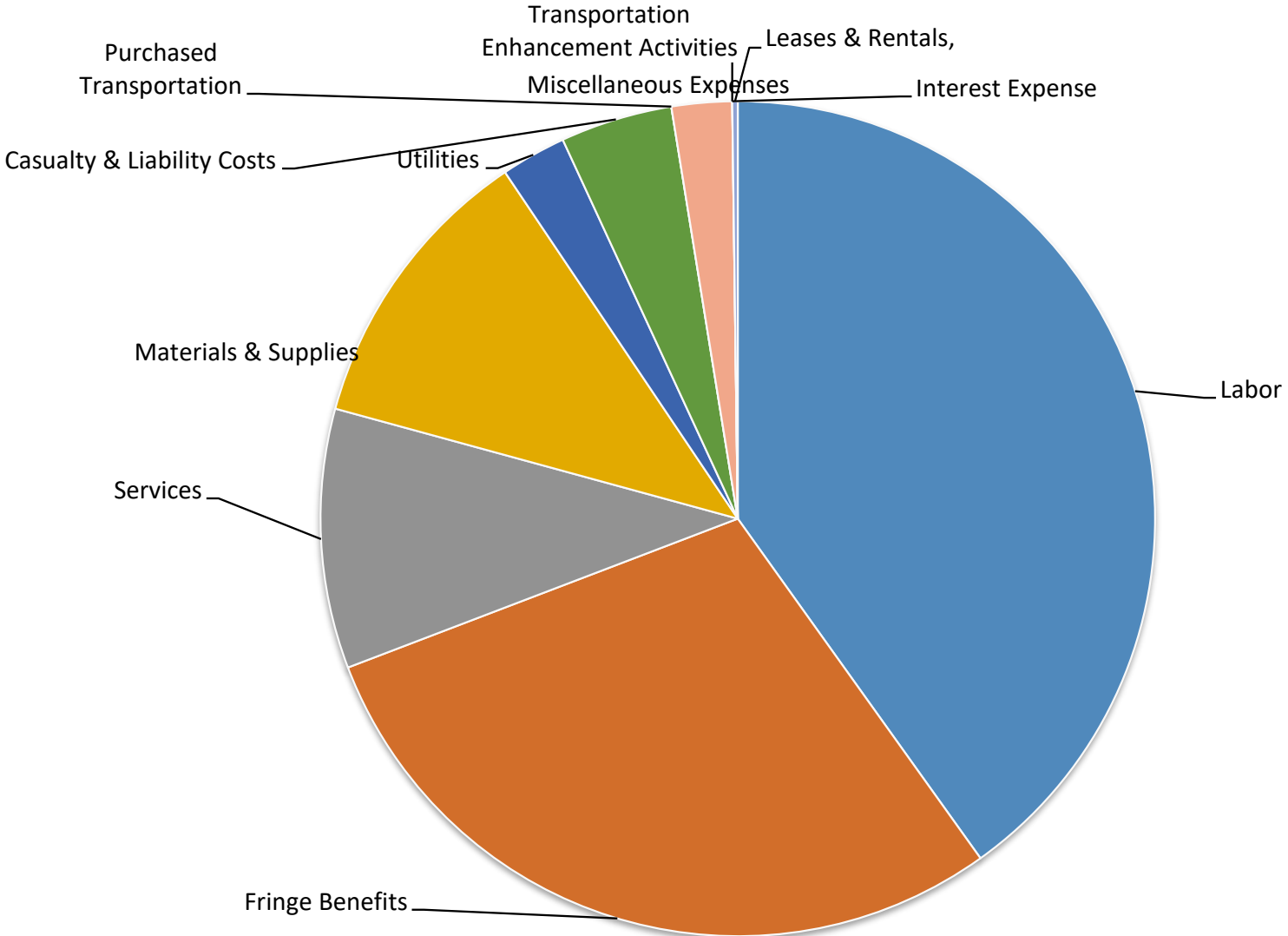
(833,807) Pass Thru rev  
Capital Revenue  
879,336 Depr  
833,807 Pass Thru Exp  
(2,016,805) Amt Tsf to Capital  
(1,137,470) Should equal net difference  
(4,543,007) Difference

## Consolidated Expenses by Function Code Performance Against Budget YTD December 2017





# Consolidated Expenses by Function Code YTD December 2017



**BJCTA**  
**Summary Revenue & Expense Report**  
**YTD DECEMBER 2017**

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
<b>Operating Revenues:</b>					
Passenger Fares	525,798	537,959	(12,161)	2,151,835	1,626,037
Municipal Services	4,626,938	4,187,895	439,043	16,755,138	12,128,200
Other Revenues	51,022	97,873	(46,851)	391,492	340,470
Tax Revenues	500,000	500,000	0	2,000,000	1,500,000
Capital Revenues	97,118	525,119	(428,001)	2,101,239	2,004,121
FTA Reimbursements - Project Admin	72,000	67,500	4,500	108,000	36,000
Federal and Local Grant Revenues	1,832,437	2,413,609	(581,172)	12,506,197	10,673,760
Total Operating Revenues	<u>7,705,313</u>	<u>8,329,955</u>	<u>(624,642)</u>	<u>36,013,901</u>	<u>28,308,588</u>
<b>Non-Budget Revenues:</b>					
FTA Reimbursements - Pass Thru Funds	833,807	833,807	0	833,807	0
FTA Reimbursements - ADA & TDP	245,225	0	245,225	0	(245,225)
CNG ALT. Fuel Reimbursements -	0	0	0	0	0
Total Non-Budget Revenues	<u>1,079,032</u>	<u>833,807</u>	<u>245,225</u>	<u>833,807</u>	<u>(245,225)</u>
Total Revenues	<u>8,784,345</u>	<u>9,163,762</u>	<u>(379,417)</u>	<u>36,847,708</u>	<u>28,063,363</u>
<b>Expenses:</b>					
Labor	3,652,352	3,519,772	132,579	14,079,089	10,426,737
Fringe Benefits	2,647,095	2,905,130	(258,035)	11,620,519	8,973,424
Services	914,758	893,967	20,792	3,575,866	2,661,108
Materials & Supplies	1,031,858	1,265,461	(233,603)	4,939,376	3,907,518
Utilities	230,407	181,427	48,980	725,707	495,300
Casualty & Liability Costs	395,128	562,206	(167,077)	2,248,823	1,853,695
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	212,623	313,952	(101,329)	1,330,807	1,118,184
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	19,315	4,979	14,336	19,916	601
Total Expenses	<u>9,103,536</u>	<u>9,646,893</u>	<u>(543,357)</u>	<u>38,540,103</u>	<u>29,436,567</u>
<b>Non-Budget Expenses:</b>					
Depreciation Expense	879,336	879,336	0	879,336	0
Pass Thru Funding Expense	833,807	833,807	0	833,807	0
Total Non-Budget Expenses	<u>1,713,142</u>	<u>1,713,142</u>	<u>0</u>	<u>1,713,142</u>	<u>0</u>
Total Expenses	<u>10,816,679</u>	<u>11,360,036</u>	<u>(543,357)</u>	<u>40,253,245</u>	<u>29,436,567</u>
Net Difference	<u>(2,032,333)</u>	<u>(2,196,274)</u>	<u>163,940</u>	<u>(3,405,537)</u>	<u>(1,373,204)</u>

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	7,705,313	8,329,955	(624,642)	36,013,901	28,308,588
Total Operating Expenses	9,103,536	9,646,893	(543,357)	38,540,103	29,436,567
<b>Net Operating Profit/(Loss)</b>	<b>(1,398,223)</b>	<b>(1,316,938)</b>	<b>(81,285)</b>	<b>(2,526,202)</b>	<b>(1,127,979)</b>
Total Non-Budget Revenues	1,079,032	833,807	245,225	833,807	(245,225)
Total Non-Budget Expenses	1,713,142	1,713,142	0	1,713,142	0
<b>Total Non-Budget Profit/(Loss)</b>	<b>(634,110)</b>	<b>(879,335)</b>	<b>245,225</b>	<b>(879,335)</b>	<b>(245,225)</b>
<b>Net Profit/(Loss)</b>	<b>(2,032,333)</b>	<b>(2,196,274)</b>	<b>163,940</b>	<b>(3,405,537)</b>	<b>(1,373,204)</b>

**BJCTA**  
**Commission Revenue Trend**  
**As of December 31, 2017**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Commission Revenue	32,427	34,373	31,018	11,202
<b>Total Commission Revenue</b>	<b>32,427</b>	<b>34,373</b>	<b>31,018</b>	<b>11,202</b>

**BJCTA**  
**CNG Revenue**  
**As of December 31, 2017**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Revenue	183,039	293,936	477,108	170,631
Gallons	91,519	146,968	238,534	85,315

**BJCTA - Employee Overtime Report - December 2017**

Department	Department Code	OT Hrs. DEC/16	OT DEC/16	OT Hrs. DEC/17	OT DEC/17	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01120	3.52	\$ 27.44	2.21	\$ 15.26	3.77	\$ 27.86
VIP Admin	01130		\$ -		\$ -		\$ -
Fixed Rte. Road Sup.	01220	403.49	\$ 4,423.22	568.11	\$ 6,218.66	1497.22	\$ 16,424.87
VIP Dispatch	01230/01230	72.21	\$ 752.71	129.48	\$ 1,297.04	236.01	\$ 2,411.69
VIP Call Center	02115/02130	51.59	\$ 364.71	25.15	\$ 152.28	56.48	\$ 362.76
Fixed Route Ops	03025	3986.34	\$ 33,942.91	3021.39	\$ 26,846.99	6417.70	\$ 56,562.62
VIP Ops	03135	1078.30	\$ 7,882.23	1151.21	\$ 8,322.94	3203.45	\$ 23,773.96
Maint Admin	04140/04140	148.74	\$ 1,591.28	55.06	\$ 479.53	181.93	\$ 1,582.05
Facilities Admin	04250		\$ -		\$ -		\$ -
Maint	05145/05145	698.90	\$ 5,059.59	538.83	\$ 4,114.53	1377.19	\$ 10,473.96
Maint - Inspection	06145/06146/06146	760.32	\$ 8,043.41	464.37	\$ 5,012.29	1307.20	\$ 13,998.84
Facilities	12350	109.08	\$ 612.75	47.57	\$ 326.81	89.56	\$ 604.13
Money Room	15125	8.51	\$ 59.26	21.52	\$ 174.01	51.80	\$ 416.39
Customer Service	16215/75/76/90/9	192.38	\$ 1,193.49	255.33	\$ 1,839.06	417.32	\$ 3,071.12
Safety	16615/85	113.50	\$ 1,302.51	126.53	\$ 1,473.99	324.34	\$ 3,751.59
Admin & Risk	16715	0.18	\$ 2.61	18.50	\$ 129.26	33.59	\$ 235.63
IT	17015/10	7.39	\$ 64.47	64.52	\$ 665.08	120.93	\$ 1,195.54
Finance	17165/17865	13.00	\$ 158.15	28.40	\$ 264.88	125.01	\$ 1,182.85
Procurement/Grants	17965/80 & 17265/8	7.46	\$ 82.30	4.59	\$ 54.27	15.92	\$ 180.13
Executive	17610	5.18	\$ 59.04	158.51	\$ 1,446.65	280.87	\$ 2,555.29
Planning	17755	22.39	\$ 129.74	2.02	\$ 20.01	38.62	\$ 380.69
<b>Totals</b>		<b>7682.48</b>	<b>\$ 65,751.82</b>	<b>6683.30</b>	<b>\$ 58,853.54</b>	<b>15778.91</b>	<b>\$139,191.97</b>

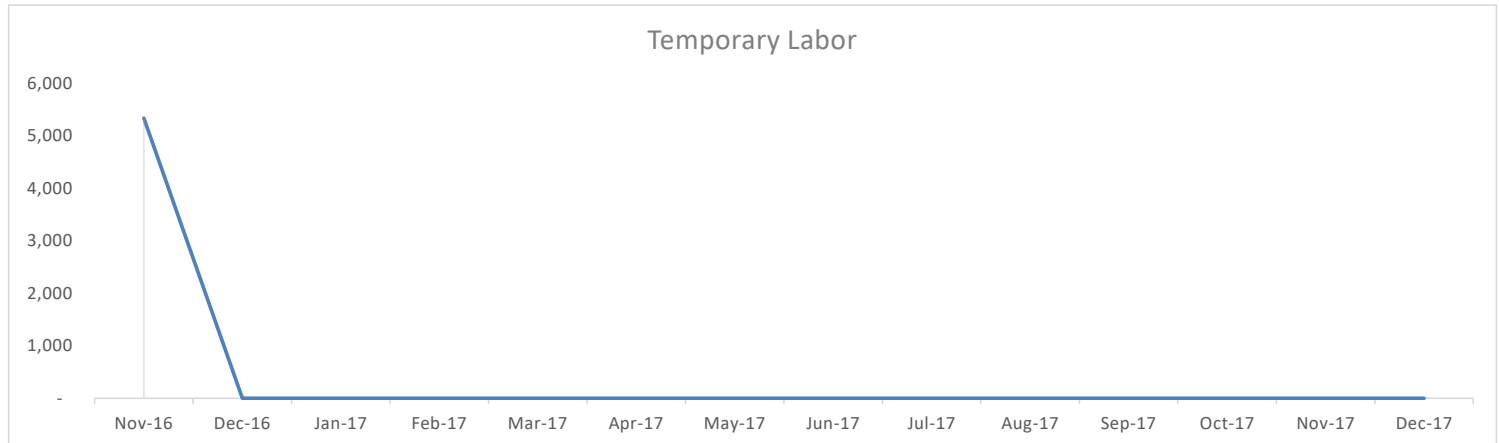
Findings : December 2017 overtime is 13% lower compared to December 2016.

PARATRANSIT COST  
PER RIDERSHIP TREND  
AS OF NOVEMBER 2017

	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17
Paratransit Service Costs	418,658	390,697	373,035	329,827	369,375	388,928	376,805	387,045	454,923	367,261	406,928	285,410	407,311	406,928
Ridership	9,392	8,763	8,325	7,347	8,014	9,076	7,018	8,117	6,967	5,251	9,007	8,509	9,736	8,877
Paratransit Cost per Ridership	44.58	44.58	44.81	44.89	46.09	42.85	53.69	47.68	65.30	69.95	45.18	33.54	41.84	45.84

**Temporary Labor  
As of December**

	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Temporary Labor	5,333	-	-	-	-	-	-	-	-	-	-	-	-	-



**Birmingham-Jefferson County Transit Authority  
Accounts Receivable Balances  
As of December 31, 2017**

Advertising	\$ 72,361	Notified Vendor on payment status. Received payment of \$17k 1/2/18-current
Pass/Ticket Sales	\$ 18,258	\$1492.20 over 90. \$3858 over 60. \$810 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid FY18 contract amount in November
		Resent 4th qtr of FY17 and 1st qtr of FY18 to city. Should expect answer w/e 1/13/18
Birmingham	\$ 5,400,000	payment
Federal	\$ 1,500,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 140,119	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem	\$ 666,049	Will receive Ad Valorems at the end of December beginning of January
Homewood	\$ -	Sent quarterly billing out for Oct.-Dec. 2017-paid in December 2017
Vestavia Hills	\$ -	Billed for FY18 Services. -Paid
Mtn Brook Ad Valorem	\$ 30,195	Will receive Ad Valorems at the end of December beginning of January
Tarrant Ad Valorem	\$ 6,804	Will receive Ad Valorems at the end of December beginning of January
Birmingham Ad Valorem	\$ 952,110	Will receive Ad Valorems at the end of December beginning of January
Bessemer	\$ -	Sent quarterly billing out for Oct.-Dec. 2017-paid in December 2017
Midfield	\$ 11,341	Sent out December bill-pay monthly-waiting on payment. Email city on payment status.
Centerpoint	\$ -	Paid for the 1st quarter of FY18 services
		Self Insured over/under payments occur every month. Will be receiving funds back after
Blue Cross Blue Shield	\$ 30,237	April 2018
Alternative Fuel/Other	\$ 7,646	See Below
Employee	\$ 318	credit card charges to be reimbursed.
Pass Thru Funding	\$ -	
Board	\$ -	
	<u>\$ 8,835,438</u>	
Breakdown of A/R Other/Alt Fuel		
	\$ -	SI Insurance-Current
	\$ 2,797	Interest-Current
	\$ 4,848	CNG manual billing. \$145.88 over 90; \$0 over 60; \$93.09 over 30. Remainder current
	\$ -	
	<u>\$ 7,646</u>	

**Birmingham-Jefferson County Transit Authority  
Accounts Receivable Write Offs  
As of December 31, 2017**

Birmingham	\$ 4,882,426.92	Notified that City is paying 10,800,000.00 for FY17
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Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>	<b>RESOLUTION NO.:</b> N/A
Finance - Financial & Investment Highlights for Period Ending December 31, 2017	<b>DATE:</b> December 31, 2017
	<b>INITIATOR</b> Finance Department
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

**Financial Highlights**

- As of the December 31, 2017 Balance Sheet, assets were \$68,368,357.69 while total liabilities were \$35,214,616.47
- The Income Statement for the month ending December 31, 2017, details year to date revenues of \$8,784,345.31 and expenses of \$10,816,678.64 resulting in a negative difference of \$2,032,333.33.
- The total cash and cash equivalents as of December 31, 2017 was \$2,865,347.70 of which \$2,645,132.68 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	<u>FY18 YTD Actual</u>	<u>FY18 YTD Budget</u>	<u>Variance</u>
<b>Budgeted Items</b>			
Revenues	7,705,313	8,329,955	(624,642)
Expenses	<u>9,103,536</u>	<u>9,646,893</u>	<u>(543,357)</u>
<b>Net</b>	(1,398,223)	(1,316,938)	(81,285)
<b>Non Budgeted Items</b>			
Revenues	1,079,032	833,807	245,225
Expenses	<u>1,713,142</u>	<u>1,713,142</u>	<u>-</u>
<b>Net</b>	(634,110)	(879,335)	245,225
<b>Combined Net</b>	(2,032,333)	(2,196,273)	163,940

Total overall variance with the budget is a positive \$169,940.

- Attached are the Balance Sheet, Income Statement and Performance Graphs, Cash Balance Summary, Financial and Investing Report, Overtime, Variance Analysis, CNG Revenue, Paratransit Cost per Ridership, Temporary Labor Trend, and Commission Revenue Trend reports.

**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>  <b>Finance Department Status Report</b>	<b>RESOLUTION NO.:</b> <b>N/A</b>
	<b>DATE:</b> <b>December 2017</b>
	<b>INITIATOR:</b> <b>Finance Department</b>
<b>ACTION REQUEST:</b> <input type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Review/Comment</b> <input checked="" type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Other</b>	

**Purpose/Objective**

The objective of financial reporting is to track, analyze and report the results. The purpose of these reports is to examine the financial performance of the organization. This information enables the Board to gauge the financial health of Birmingham-Jefferson County Transit Authority (BJCTA).

**Financial Overview:** Provide the current conditions of BJCTA

- For the month of December, the (YTD) year to date overall variance was a negative \$2,196,274. The major reason is Birmingham City payment for services. Budget corrected to reflect these changes.
- Passenger Fares down 11.96% from budgeted. No services on December 8 and Late start of services on December 9 due to snow.
- Overtime was down 13% vs. same period last year
- For the month of December, spent \$3,298,734 on payroll, taxes and accounts payable
- Based on the required 3 month operating expenses, BJCTA is under \$10,726,216 in cash.
- BJCTA received 1<sup>st</sup> quarter payments from Homewood and Bessemer. Midfield has not paid their December contract services. Emailed the City Manager for update.
- Received a payment for FY18 Beer Tax revenue in the amount of \$182.7k
- Talked to Jefferson County Tax Collectors about Fairfield and about collection of their outstanding debt thru Ad Valorem.

**Other Activities**

- Continue staff training to make sure proper succession
- December 20<sup>th</sup>, moved to our new offices
- Collaborated with the team on the new year goals to reduce more paper
- Webinar was done with IT and Payroll on the new timekeeping system
- Attended Senior staff meetings
- The team inventoried and tagged the new furniture in Site "A" Intermodal.
- Conducted meetings with staff



**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> December 2017
<b>Chief of Staff Report</b>	<b>INITIATOR:</b> Adrian Solomon, Chief of Staff
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

**1.0 Purpose/Objective:** Supports the organization’s functions according to circumstances and needs. This report is a summary of information, given from other departmental reports.

**2.0 Description/Justification:** The Chief of Staff plans and directs all administrative, financial, and operational activities for the organization's Executive Director. Acts as a point of contact between executive management, employees and other stakeholders.

**3.0 Working Projects:**

- Participated in the establishment of strategic objectives for Transit Oriented Development (around each substation/endpoint for BRT) along with the core group and Smart Growth America.
  - Assisted in planning a successful visit with Smart Growth and Birmingham Transportation Committee
  - Presented goals and objectives of TOD for the committee to consider and focus
- Facilitated next steps for the Alabama Transportation Association (ATA)
  - Participated in discussions on increasing membership with House Representative
  - Coordinate participation with the Rural Transit Association Program upcoming annual conference 2018
- Identified Key Performance Indicators (KPI), based on industry standards for customer service presentation and call center personnel. Begin implementation of KPI’s into annual performance review. Trending of the below KPI’s will be reported in monthly board reports.
  - Percentage of total calls answered
  - Percentage of calls abandoned
  - Average hold time for each call
  - Trending year over year

**4.0 Meetings Attended:**

- BJCTA Board meeting
- BJCTA Committee meeting
- Senior Staff meetings
- Birmingham Transportation Committee
- Weekly conference calls with Smart Growth America
- TOD discussion with the Birmingham Housing Authority and BJCTA

*Adrian M. Solomon*

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  <p style="text-align: center;"><b>December 2017 Human Resources Report</b></p>	<b>DATE: December 2017</b> <hr/> <b>INITIATOR:</b> Jamie Endsley Director of Human Resources <hr/>
<b>ACTION REQUEST:</b> Approval   Review/Comment <input checked="" type="checkbox"/> Information Only   Other _____	

**Purpose/Objective:**

The Human Resources Department is responsible for recruitment and retention, personnel record maintenance, employee/labor relations, compensation and benefits administration, drug and alcohol program management, policy interpretation, and organization development.

**Employment Information:**

- New Hires:     0
  
- Rehires:        0
- Terminations: 3
  - 2 Bus Operators (involuntary)
  - 1 General Service (involuntary)

**Labor Relations:**

Processed loan and retirement documentation.  
Worked with Union Reps on disciplinary actions.

**FMLA/Medical Leave:**

4 Employees on FMLA Full  
4 Employee on FMLA Intermittent

**Worker's Compensation:**

Total Claims: 4  
Current Claims @EOM: 3

**Recruitment Initiatives:**

- Current Job Postings: Operators (VIP and Fixed Route), Mechanics, VIP Reservationist, Customer Service Reps and Manager of IT

**Random/Post Offer Drug Testing**

Random Selections (7) – Currently up-to-date  
Post-Accident DOT = 3, Pre-Employ DOT = 0

**Meetings:**

Executive Staff Meeting – Thursdays @ 10:00AM  
HR Staff Meeting – Thursdays @ 3PM

**Projects:**

- We are continuing to prepare for 2018 contract negotiations.
- Open enrollment was completed to contract and administrative employees.
- We are considering contracting FMLA out to a third party.
- Designing Performance Evaluation Plan for 2018

*Jamie Endsley*

Jamie Endsley  
Director of Human Resources

## Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> December 2017
<b>Communications Report</b>	<b>INITIATOR:</b> Ronda Robinson, Director of Communications

### 1.0 Purpose/Objective:

The Communications Department is responsible for the implementation of communications both internally and externally. The Director ensures that communications support is constantly being provided by his/her team and that the messages in the content stay consistent and accurately represent the goals and objectives of the organization. In addition, the Director manages the public relation aspect within BJCTA as well as; build and sustain a reputation for quality, reliability and customer satisfaction.

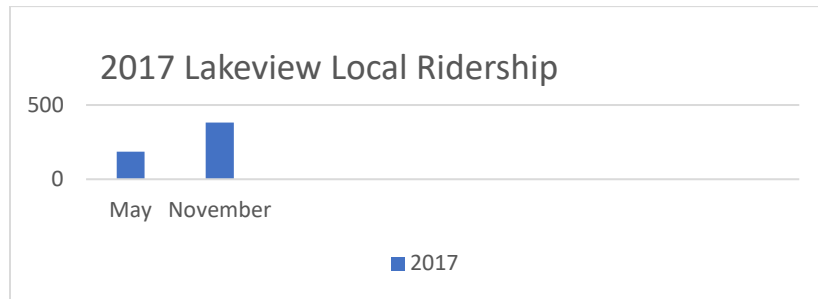
### 2.0 Completed Projects:

- Organized and implemented a very successful live social media effort called “Concert on the Connector”. The advertising campaign featured Tasha Simone of Hot 107.7 and Eric Essix on the Magic City Connector. The videos averaged 3.1k views on Facebook.
- Scheduled community outreach events at local restaurants and bars called “Transit on Tap.”
- Coordinated December birthday celebration and holiday music at Central station.

### 3.0 Working Projects

- Ongoing planning for Intermodal Grand Opening (February)
- Preparing Bessemer service advertising (January/February)

#### 2017 Lakeview Local Ridership



### December 2017 Communications Progress Report

**Lakeview Local Route-** The revamped Lakeview Local route began in May of 2017 with a ridership of 185. The route has experienced a steady increase over several months. In November, we counted 382 riders. The increase in part may be attributed to a number of successful advertising campaigns:

- Scheduled several live radio broadcasts
- Created a digital media campaign
- Developed radio commercials
- Designed print advertisement

**Ronda Robinson**

Director of Communications

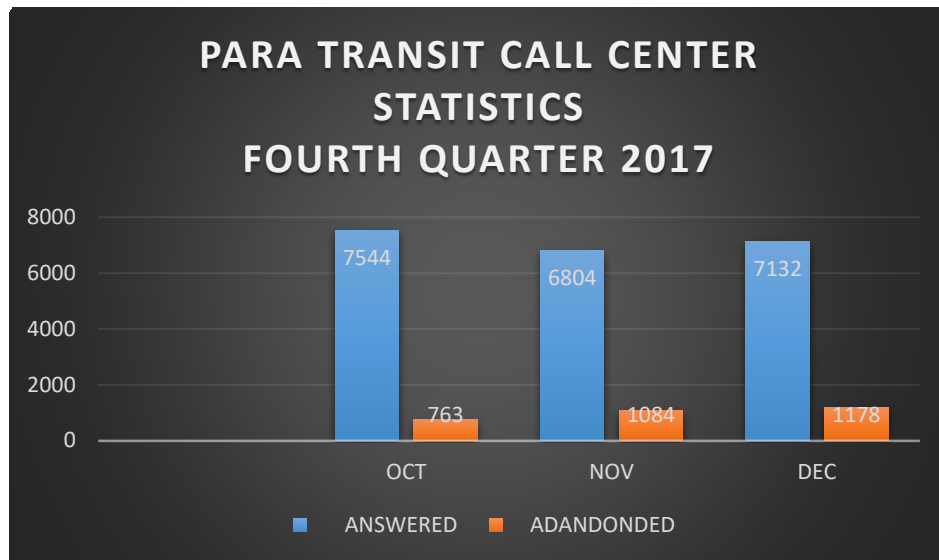
**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> November 2017
<b>Marketing and Customer Service Report</b>	<b>INITIATOR:</b> Adrian Solomon Chief Of Staff

**Customer Service Activities:**

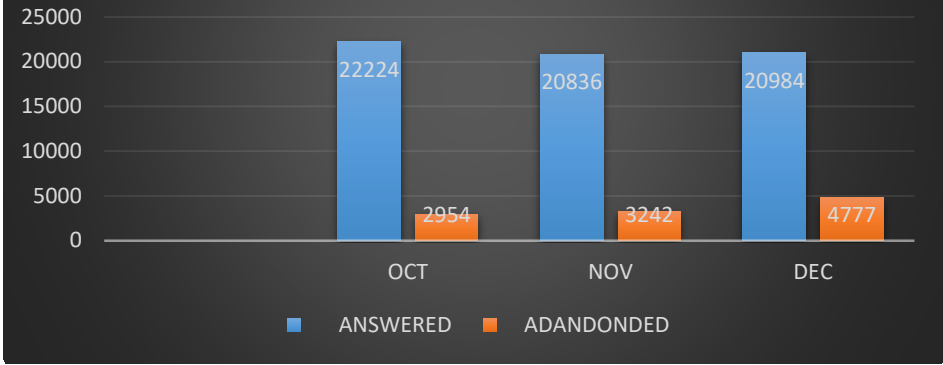
- Assisted the Transit Citizens Advisory Committee (TCAB) with Employee Appreciation Day which was held at Central Station. Riders were rewarded with holiday giveaways in appreciation for using our service.
- Worked with the Communications Department to serve in the Bessemer and 5 Points West Christmas Parade.
- Entered the pre-qualifying round of the 2018 American Public Transportation Association (APTA) Customer Service Challenge. Announcement of the names of the five winning contestants will be made in late January.

**Statistics:**



- Answered call totals were 21,480 for the fourth quarter of 2017 and the abandoned calls were 3,025
- Fourth quarter end answer rate was 88% and the abandonment rate was 12%

# FIXED ROUTE CALL CENTER STATISTICS FOURTH QUARTER 2017



- Answered call totals for the fourth quarter of 2017 were 64,044 and the abandoned calls were 10, 973
- Fourth quarter end calls answered rate was 85% and the abandonment rate was 15%



STAFF SUMMARY AND COMMENTS

<b>TITLE / DESCRIPTION:</b>  <b>Grants Administration and Management</b>	<b>RESOLUTION NO.:</b> N/A
	<b>Month:</b> December 2017
	<b>INITIATOR:</b> Stephanie Walker
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	

**Purpose/Objective:**

To effectively and efficiently safeguard federal funds, seek non-traditional funding opportunities and ensure Disadvantaged Business Enterprise (DBE) participation in grant projects as well as contracting opportunities.

**Grants Overview:** *The Birmingham-Jefferson County Transit Authority (BJCTA) currently manages and provides quarterly reports on twelve active FTA grants. Five of which are pass-through and the remaining seven are BJCTA designated grants.*

- Revised budget line items of the FFY2016 Section 5307 Preventative Maintenance/Capital grant as a result of two projects coming in lower than original estimates. This freed up funds for a new time clock system as well as scanners for Human Resources and Finance.
- Worked with the City of Birmingham and the Farmers Market on an Alabama Department of Economic and Community Affairs (ADECA) Healthy Food Financing Program grant. This grant, if awarded, will address the food dessert issue within the City.
- Transmitted the FFY 2017 Flex Enhanced Mobility Application to FTA. This funding has been allocated to CLASTRAN in the Statewide Transportation Improvement Plan (STIP) through FFY 2018.
- Created the FFY 2017 Bus and Bus Facilities Application, which will fund both fix-route and para-transit fleet as well as safety and security equipment for the 8<sup>th</sup> maintenance facility.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of November.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of December.
- Held two discretionary grant application strategy sessions meeting with team members.

**DBE Overview:** *BJCTA is committed to eliminating barriers for women and minorities to participate in contracting opportunities.*

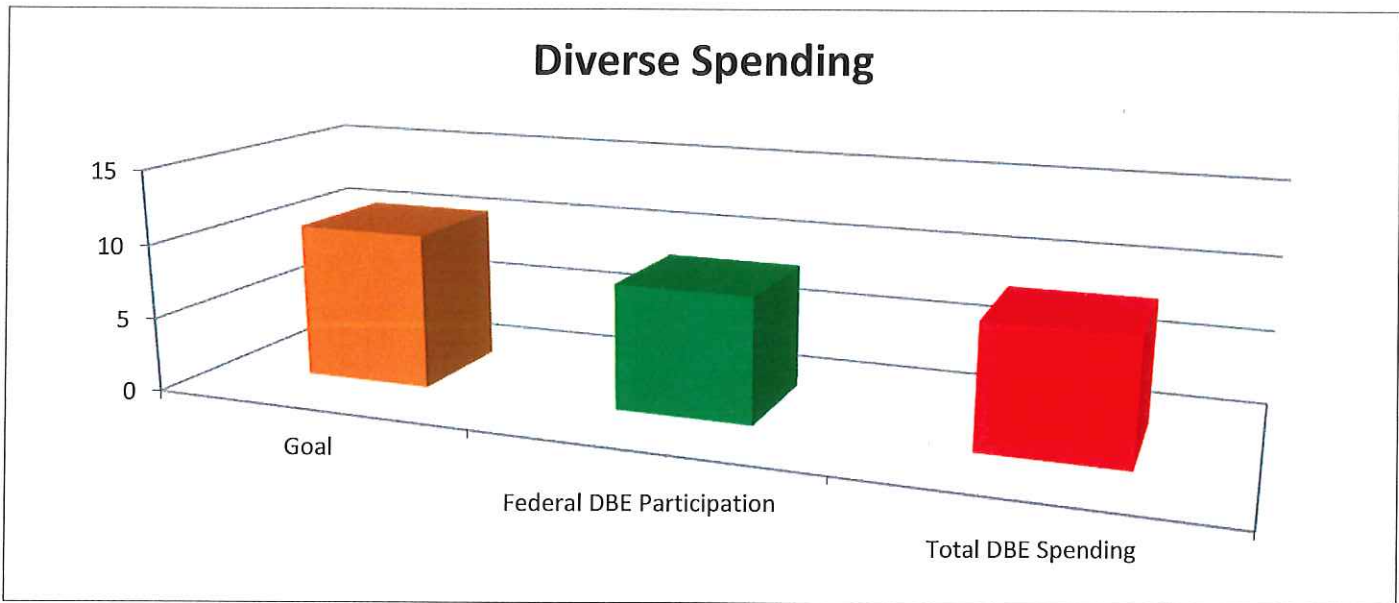
- Submitted Semi-Annual report to the Federal Transit Administration (FTA) on December 1<sup>st</sup>.
- Set marketing and advertising deadlines for the March 22, 2018 Diverse Business Expo.
- Scheduled the next monthly planning session for Thursday, January 11, 2018.
- Sent DBE certificate renewal notices to two vendors who were within thirty days of certificate expiration.

**Other Activities:**

- Met with the Regional Programming Commission Director of Planning on December 20<sup>th</sup> to formalize plans for quarterly team meetings on transit improvements and challenges. The first quarterly meeting is set for Tuesday, February 6, 2018.
- Served Bus Operators and Maintenance Staff during Operator's Appreciation on December 21<sup>st</sup>.
- Worked on and completed FFY 2017 Schedule of Expenditures of Federal Awards (SEFA) report for auditor on December 29<sup>th</sup> and 31<sup>st</sup>.

## December 2017 DBE Progress Report

- 8.2% DBE Participation in total spending (9 Alabama Certified DBE Vendors, \$194,275.78 out of \$2,369,789.97)
- 8.4% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$42,047 out of \$499,419)



**\*\*\*Federal DBE participation is up this month over last month by 3.7%.**



BJCTA Grant Status December 2017

FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-03-0058-02	New Starts Environmental	09/2006	\$6,768,706	\$302,214.00	\$10,767.00	\$291,447.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$63,289.00	-	\$63,289.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$152,641.00	\$72,505.00	\$80,136.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$1,141,831.00	\$236,859.00	\$904,972.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$534,844.00	\$12,129.00	\$522,715.00
<b>Total Pass-Through Grants</b>			<b>\$13,870,702</b>	<b>\$2,194,819.00</b>	<b>\$332,260.00</b>	<b>\$1,862,559.00</b>

FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$88,260.00	\$79,064.00	\$9,196.00
AL-95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$2,121,420.00	\$8,238.00	\$2,113,182.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$164,001.00	\$63,563.00	\$100,438.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$12,913.00	-	\$12,913.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$36,932.00	\$4,172.00	\$32,760.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,913	\$551,006.00	-	\$551,006.00
<b>Total BJCTA Grants</b>			<b>\$15,085,685</b>	<b>\$2,974,532.00</b>		<b>\$2,974,532.00</b>

Combined Totals						
			<b>\$28,956,387</b>	<b>\$5,169,351.00</b>	<b>\$332,260.00</b>	<b>\$4,837,091.00</b>



Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  Information Technology Department Report	<b>RESOLUTION NO.</b> Not Applicable
	<b>DATE:</b> January 5, 2018
	<b>INITIATOR:</b> Information Technology
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**Purpose/Objective:**

Report on the status of activities completed and in process during the current reporting period. Provide information pertaining to current projects as well as the performance of the Information Technology department against established goals, objectives and performance indicators.

**Current Project Status:**

- Intermodal Facility Audio Video (AV) Plan: 99% COMPLETE
  - Equipment installed,
  - Additional Staff training performed
- BPD Substation/Security Office Technology Up-fit: 90% COMPLETE
  - Hardware installation postponed until February
  - Final testing and configuration remaining to be performed
- Fixed Route Intelligent Transportation System (Avail ITS): 80% COMPLETE
  - Maintenance integration to be performed in the coming weeks
- Paratransit ITS System (Route Match): 80% COMPLETE
  - Implementation of the Interactive Voice Response system (passenger notification) in process,
  - Inbound & Outbound IVR testing performed,
  - Investigation of reporting anomalies being performed
- BJCTA Intranet Development: 20% COMPLETE
  - No Activity
- Shoretel Mobility Feature: 90% COMPLETE
  - No Activity

**Challenges:**

Relocation of all administrative staff from 2121 Building location to the new Intermodal Facility.



**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b> Maintenance Department	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> December 2017
	<b>INITIATOR:</b> Ron Sweeney
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

**1.0 Purpose/Objective:** To provide information regarding the progress of the Maintenance Department.

**2.0 Description/Justification:** As indicated monthly, many of the projects discussed during last month's board report are still in progress and will be updated as they continue to develop.

- Repaired all vehicle defects reported, inspections & safety checks in a timely manner
- Achieved 99% inspections for the month of December
- Maintained the upkeep of all fleet.
- Completed 4 Engine In-frame Rebuilds (Fixed Route Buses)
- Replaced 1 Transmission (Fixed Route)
- Work Campaigns Completed:
  - Defect Repairs on all 12 NABI's
  - Heat Exchanger Defects
- Work Campaign in Beginning Stage:
  - Exhaust Modifications on Paratransit Buses (all 1700 Series)
- Began Warming Station Project for General Services
- Assisted with 2121 Building Staff's move to the Intermodal
- Received 3 New Electric Hybrid Vehicles
- Continuing to stress the importance of morale and teamwork, the maintenance & operations management teams made a joint effort to end the year by saying to their workers "thank you & we appreciate you for all that you do". A combined Christmas dinner was held to celebrate this occasion.





**Road Calls** – The standard benchmark for mileage between road calls is 5,000 miles.

MAX Maintenance went an extraordinary 9,972 miles between mechanical failures in December 2017—making this the 4<sup>th</sup> consecutive month achieving benchmark standards and the 2<sup>nd</sup> consecutive month exceeding the benchmark by over 4,900 miles. Maintenance continues to work diligently to reach, maintain & exceed the standard benchmark.



TOTAL MILES BETWEEN MECHANICAL ROAD CALLS FOR FIXED ROUTE VEHICLES												
	Month											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2016	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
2017	3767	4418	3592	3253	4938	8688	2871	3521	5444	5363	9910	9972
2018												

*Ron Sweeney*

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Ron Sweeney, Director of Maintenance



**Birmingham-Jefferson County Transit Authority**

<b>TITLE/DESCRIPTION:</b>  <b>Operations Monthly Update</b>	<b>DATE:</b> December 2017
	<b>INITIATOR:</b> Christopher Ruffin Director of Operations
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**Purpose/Objective:** To provide information regarding the progression of the Operations Department; both Fixed-Route and Paratransit.

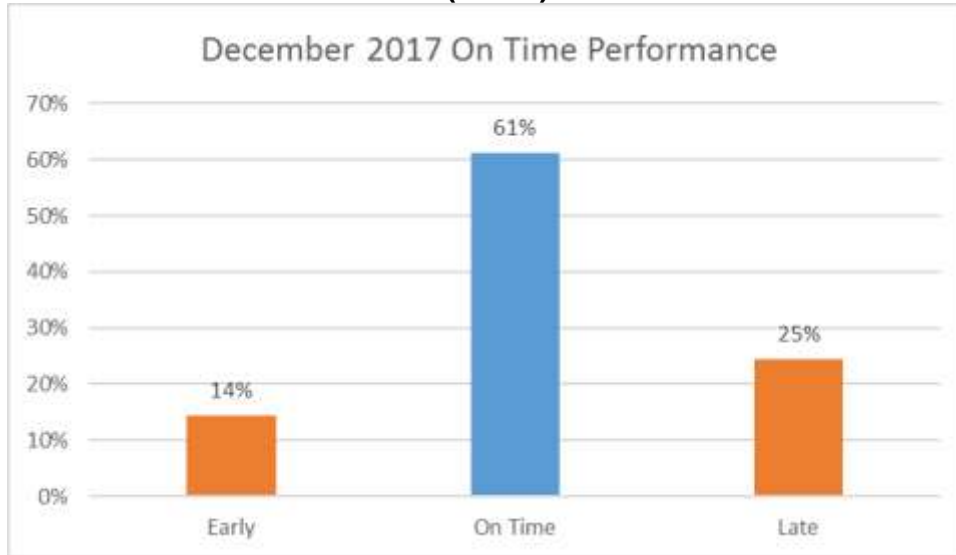
**1.0 Fixed Route**

- Participated in Heaven 610am Radio Interview with the Communications Director, focusing on “The Improvement of Transit for our Passengers”
- Preparing for January General Sign-up (January 29, 2018) as well as MLK Day Sign-up (January 15, 2018)
- Participated in phone conference with Gillig Corporation, pertaining to the Bus Rapid Transit (BRT) vehicles
- Attended the Smart Growth TOD Presentation with the Birmingham City Council Transportation Committee
- Hosted the Operation & Maintenance Appreciation Christmas Dinner at 8<sup>th</sup> Ave. Maintenance Facility
- Met with SkyConnect concerning Customer Satisfaction Surveys
- Facilitated Christmas Salvation Army Special in the Jingle Bus

### 1.1 On Time Performance

- On-Time Performance is measured in the Avail System by the percentage of Runs that are Early (based on 2+ minutes); On-Time (based on 1-5 minutes); (based on 6+ minutes).

### 1.2 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
14%	61%	25%

### 1.3 Missed Trips

- Avail calculates trips that are missed due to the operator not being logged on and system issues as “Missed Trips”. The department is still in contact with Avail to provide the most accurate information possible.

### 1.4 Missed Trips (Chart)

#### December Missed Trip Information from Avail

Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
1,498	1	110	55

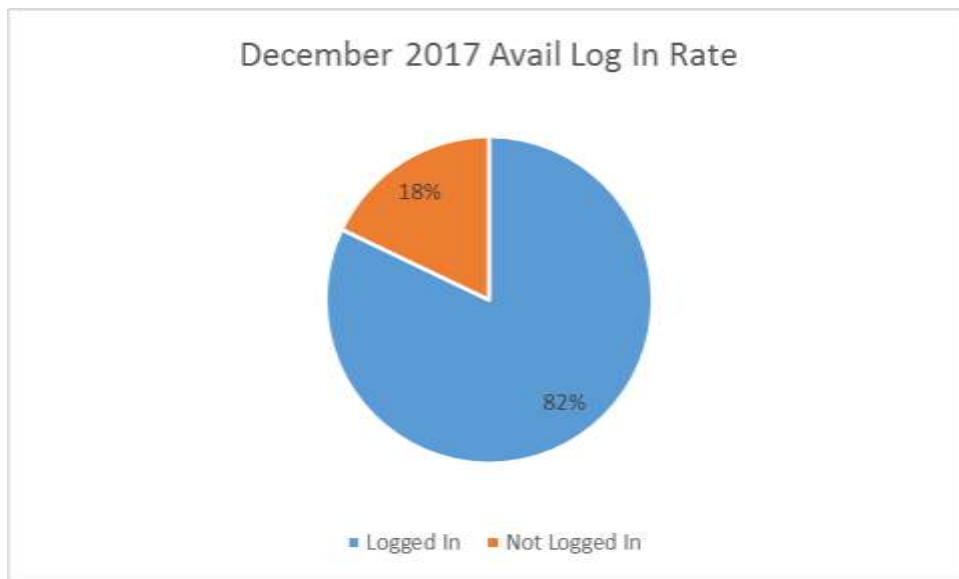
*\*Missed trips do not consist only of trips that are actually missed by operators. This number consists of bad communications between the Avail System and BJCTA network, operator log-in rate (failure to log-in), and trips that are missed because of mechanical issues.*



## 1.5 Operator Log-in Rate

- The Operator Log-in Rate is the percentage of Operators that are logging into the Avail system before starting their specified runs without having to be logged in by Dispatch.

## 1.6 Operator Log-In Rate (Chart)



<b>Logged In</b>	<b>82%</b>
<b>Not Logged In</b>	<b>18%</b>

## 2.0 Paratransit

- Preparing for January General Sign-up (January 29, 2018) as well as MLK Day Sign-up (January 15, 2018)
- Continued developmental procedures for the Lead Supervisor and Dispatchers/Supervisors
- Met with Union President to resolve operator issues
- Reviewed new Standard Operating Procedures (SOP) the Paratransit staff
- Assisted the Interim Customer Service Director with Paratransit issues



**Birmingham-Jefferson County Transit Authority**

TITLE/DESCRIPTION:  Planning Department Monthly Update	DATE: December 2017
	INITIATOR: Joshua Johnson Director of Planning & Development
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**Purpose/Objective:** To provide information regarding the progress of the Planning Department.

**1.0 Planning Activities and Initiatives**

- **Engaged Housing Authority Birmingham District as prospective partner for Transit Oriented Development.**
- **Revised Transit Development Plan and Technical Memos.**
- **Engaged Lawson State to continue campus shuttle.**
- **Implemented Jefferson County Employee Shuttle.**
- **Implemented Lakeview Local Evening route, connecting breweries, pubs, and bars across Birmingham.**
- **Extended Magic City Connector to include Top Golf.**
- **Registered 3 Planners for GIS Certificate at Michigan State.**

**Ridership Highlights for December 02017**

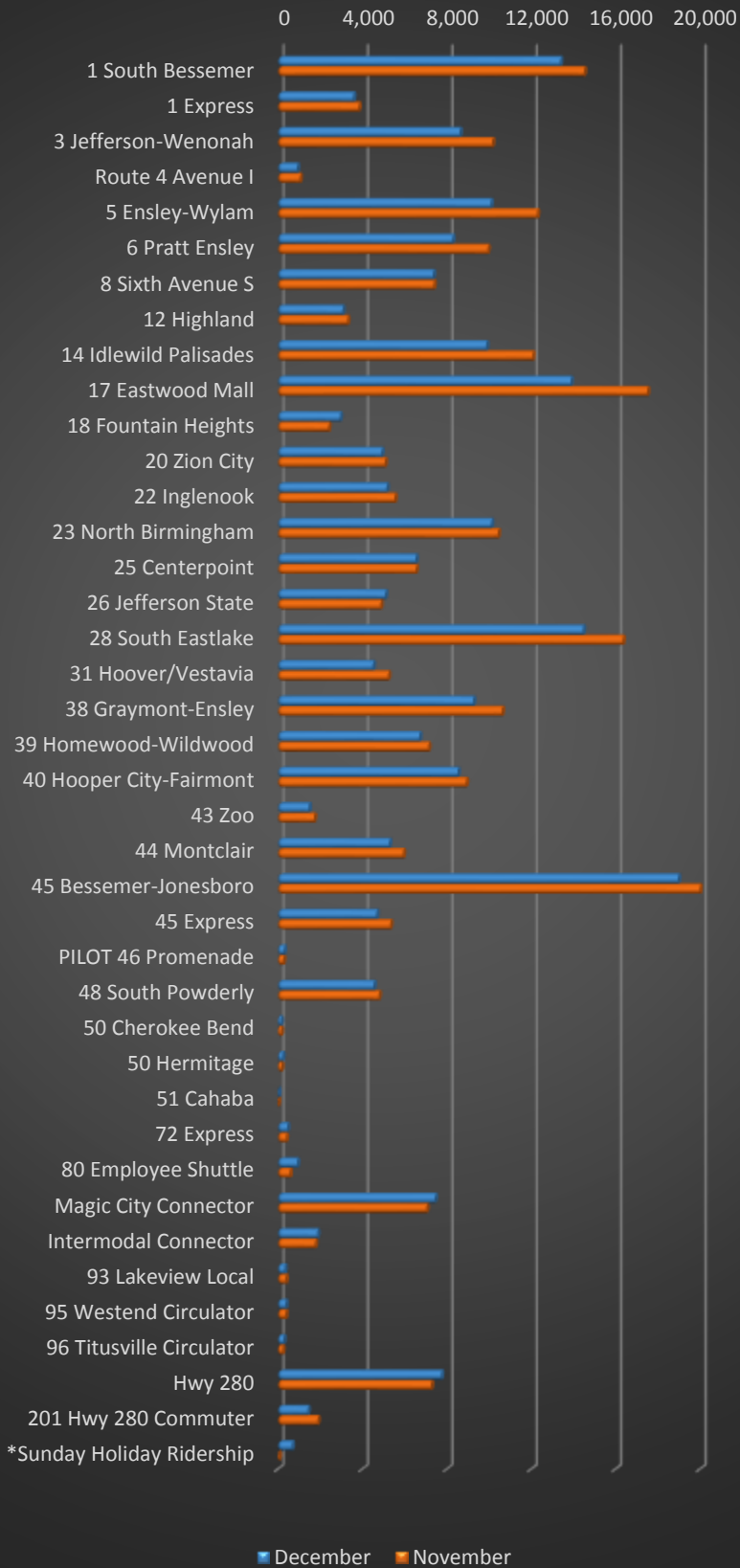
- 93 Lakeview Local: 366
- Magic City Connector: 7,449
- "Pilot Bessemer Commuter: 296
- 201 Highway 280 Commuter: 1,423
- "Pilot" Lawson State Cougar Express: 30

**1.1 Performance Indicator-Fixed Route**

<b>Goal</b>	<b>Performance Indicators</b>	<b>December FY2017</b>	<b>December FY2018</b>	<b>Year to Date FY2017</b>	<b>Year to Date FY2018</b>	<b>Current Percent Change</b>
Overall System Performance	Ridership-Fixed Route	222,291	219,970	696,223	738,326	-1.0%
	90 D 'town Circulator Magic City Connector	6,691	7,449	20,286	25,637	11.3%
	91 Intermodal Conn	1,740	1,874	4,843	6,450	7.7%
	93 Lakeview Local	968	326	2,621	1,291	-66.3%
	Vehicle Service Hours	19,210	18,537	56,627	56,880	-3.5%
	Total Miles	261,106	249,290	794,617	784,987	-4.5%
	Revenue Miles	247,883	235,859	708,187	708,326	-4.9%
	Fare Revenues	\$157,879	\$144,831	\$493,392	\$483,934	-8.3%
	Total Expenses	\$3,654,849	\$3,048,806	\$8,926,082	\$9,103,536	-16.6%

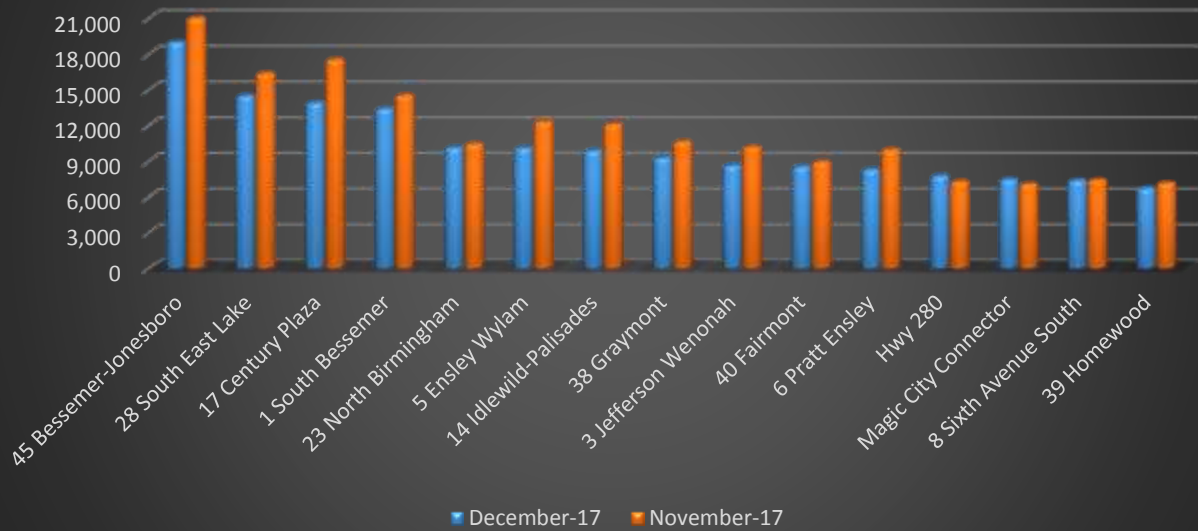
**1.2 Ridership Comparison (Chart) December 2017 compared to November 2017)**

## Ridership Comparison - December-November 2017



Route Number and Name	<u>Dec 2017</u>	<u>Nov 2017</u>	<u>Diff</u>
1 South Bessemer	13,387	14,512	(1,125)
1 Express	3,582	3,834	(252)
3 Jefferson-Wenonah	8,622	10,166	(1,544)
Route 4 Avenue I	916	1,049	(133)
5 Ensley-Wylam	10,093	12,296	(2,203)
6 Pratt Ensley	8,285	9,952	(1,667)
8 Sixth Avenue S	7,358	7,391	(33)
12 Highland	3,067	3,303	(236)
14 Idlewild Palisades	9,878	12,080	(2,202)
17 Eastwood Mall	13,883	17,509	(3,626)
18 Fountain Heights	2,954	2,409	545
20 Zion City	4,919	5,079	(160)
22 Inglewood	5,156	5,543	(387)
23 North Birmingham	10,117	10,432	(315)
25 CenterPoint	6,542	6,548	(6)
26 Jefferson State	5,096	4,871	225
28 South Eastlake	14,468	16,355	(1,887)
31 Hoover/Vestavia	4,510	5,234	(724)
38 Graymont-Ensley	9,265	10,625	(1,360)
39 Homewood-Wildwood	6,709	7,135	(426)
40 Hooper City-Fairmont	8,524	8,923	(399)
42 Brookwood Mall	3,455	4,148	(693)
43 Zoo	1,475	1,722	(247)
44 Montclair	5,283	5,945	(662)
45 Bessemer-Jonesboro	18,970	21,349	(2,379)
45 Express	4,676	5,336	(660)
PILOT 46 Promenade	296	257	39
48 South Powderly	4,546	4,789	(243)
50 Cherokee Bend	147	156	(9)
50 Hermitage	227	174	53
51 Cahaba	37	17	20
72 Express	445	396	49
80 Employee Shuttle	917	572	345
Magic City Connector	7,449	7,050	399
Intermodal Connector	1,874	1,772	102
93 Lakeview Local	326	382	(56)
PILOT 94 Lawson State	30	105	(75)
95 Westend Circulator	368	362	6
96 Titusville Circulator	273	227	46
Hwy 280	7,748	7,266	482
201 Hwy 280 Commuter	1,423	1,889	(466)
*Sunday Holiday Ridership	674	62	612
*Other	4,283	4,091	192
Monthly Totals	217,970	239,222	(21,252)

## Top 15 Ridership Routes - December 2017



### Top 15 Routes for December 2017

### December-17

### November-17

45 Bessemer-Jonesboro	18,970	21,349
28 South East Lake	14,468	16,355
17 Century Plaza	13,883	17,509
1 South Bessemer	13,387	14,512
23 North Birmingham	10,117	10,432
5 Ensley Wylam	10,093	12,296
14 Idlewild-Palisades	9,878	12,080
38 Graymont	9,265	10,625
3 Jefferson Wenonah	8,622	10,166
40 Fairmont	8,524	8,923
6 Pratt Ensley	8,285	9,952
Hwy 280	7,748	7,266
Magic City Connector	7,449	7,050
8 Sixth Avenue South	7,358	7,391
39 Homewood	6,709	7,135

*Joshua Johnson*

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Planning Department

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Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE / DESCRIPTION:</b>  <b>Procurement Department</b>	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> DECEMBER 2017
	<b>INITIATOR:</b> Darryl Grayson
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	

**Purpose/Objective:**

To build and maintain core supplier relationships, getting the best value on all supplies, services and equipment and coordinating all relevant documentation activities accurately and efficiently.

**1.1 Upcoming and Current Solicitations**

Currently posted or within next 60 days:

1.1.1 Branding for BRT

**2.0 CONTRACT ADMINISTRATION**

- 2.1** To better manage Board approved contracts, at least 120 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process.
- 2.2** The attached BJCTA Approved Contracts Report have been updated and contracts are listed in ascending order by the contract expiration date.

**Procurement Updates:**

Received Electric/Hybrid vehicles for non-revenue fleet  
Procurement Staff will attend Procurement System Review (PSR) Training in January

All Upcoming contracts expiring within the next 60 days will exhaust the optional renewal year upon expirations.

**2.4 Upcoming Contract Expirations within 60 Days**

2.4.1 Charles Nectem Inc. (Employee Assistance Program)

**3.0 RESOLUTIONS**

- 3.3.1 Res 2018-06 Aerial Work Platform
- 3.3.2 Res 2018-07 Bus Shelters for Magic City Connector Route

**ATTACHMENTS**

- o Contract Log
- o Resolutions

Respectfully submitted

*Darryl Grayson*

Darryl Grayson - Procurement Manager





# BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

## Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-24	CRV Surveillance, LLC	Maintenance Facility Security Fence	11/22/2016	2017-07	1/17/2017	1/16/2018	1			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	2			
17-02	The ESB Group, Inc.	A/V Equipment & Installation	12/21/2016	2017-11	3/20/2017	3/19/2018	1			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/Mats	4/13/2015	N/A	4/01/2015	3/31/2018	2			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg.87 Oct.Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	3			
N/A	Lighthouse Software Company	DBE Tracking Software	11/21/2017	N/A	11/21/2017	4/30/2018	2			
N/A	Business Electronics Technology Solutions	ShoreTel Phone System	5/01/2017	2017-27	6/01/2017	6/1/2018	0			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	1 of 2	2014-34	6/8/2017	6/8/2018
17-07	Deborah Walker Law Offices	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	1 of 4	2016-30	7/12/2017	7/12/2018
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	1 of 4	2017-43	6/20/2017	8/08/2018
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	1 of 4	2017-43	6/20/2017	8/08/2018

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-14	Message Point Media of AL, Inc.	PIDS (Maint. terms)	8/5/2016	2016-35	8/31/2016	8/31/2017	1 of 4	2017-42	8/30/2017	8/31/2018
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	1 of 2	2017-44	8/30/2017	8/31/2018
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	2 of 4	2017-38	8/30/2017	9/08/2018
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	1 of 2	2017-40	8/30/2017	9/28/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	2 of 4	2017-39	8/30/2017	9/30/2018
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	N/A	N/A	11/29/2018	12/31/2018
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	1 of 2	2018-04	11/29/2017	12/31/2018
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
17-06	Message Point Media of AL, Inc.	Website Design & Implementation	3/01/2017	N/A	3/01/2017	3/01/2020	2			
17-08	Gregory Pest Solutions	Pest Control Services	3/29/2017	2017-16	4/12/2017	4/12/2020	2			
17-10	Ed's Refurbishing	Transit Bus Painting -Repairs	5/17/2017	2017-26	6/1/2017	6/1/2020	N/A			
17-16	Rely Supply	Oils and Lubricants	8/30/2017	2017-36	9/01/2017	9/01/2020	2			
15-10	Avail Technologies, Inc.	Cellular Data	8/30/2017	2017-34	9/01/2017	9/01/2022	N/A			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2			

**BJCTA Policies**

Vendor Name	Product/Service	Effective Date	Expiration Date	Notes/ Option Years
National Union Fire Ins. Co	Fiduciary	11/01/2017	11/01/2018	
Darwin National Assurance	Police Professional Liability	12/01/2017	12/01/2018	

AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/ Equipment/ General Liability/ Auto/ Property Insurance	12/01/2017	12/01/2018	
Ascent Underwriters	Cyber Insurance	3/01/2017	3/01/2018	
Markel/ Evanston Insurance	Environmental Pollution	3/06/2017	3/06/2018	
Travelers Casualty & Surety Co	Crime	10/26/2016	10/26/2018	
McGriff / Seibels Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity	10/26/2016	10/26/2018	



**Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS**

	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> December, 2017
	<b>INITIATOR:</b> Dale Knutson
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**1.0 Purpose/Objective:** This report is to provide information regarding Safety, Training, and Security for the month of December 2017.

**Training Overview:** *The Birmingham Jefferson County Transit Authority’s Training Department is committed to providing a safe environment, as well as first class, consistent training to BJCTA employees and stakeholders.*

- Continued training students on the routes; behind-the-wheel (Students will be graduating in January).
- Composed and reviewed January’s Safety Training classes (“See Something – Say Something”.)

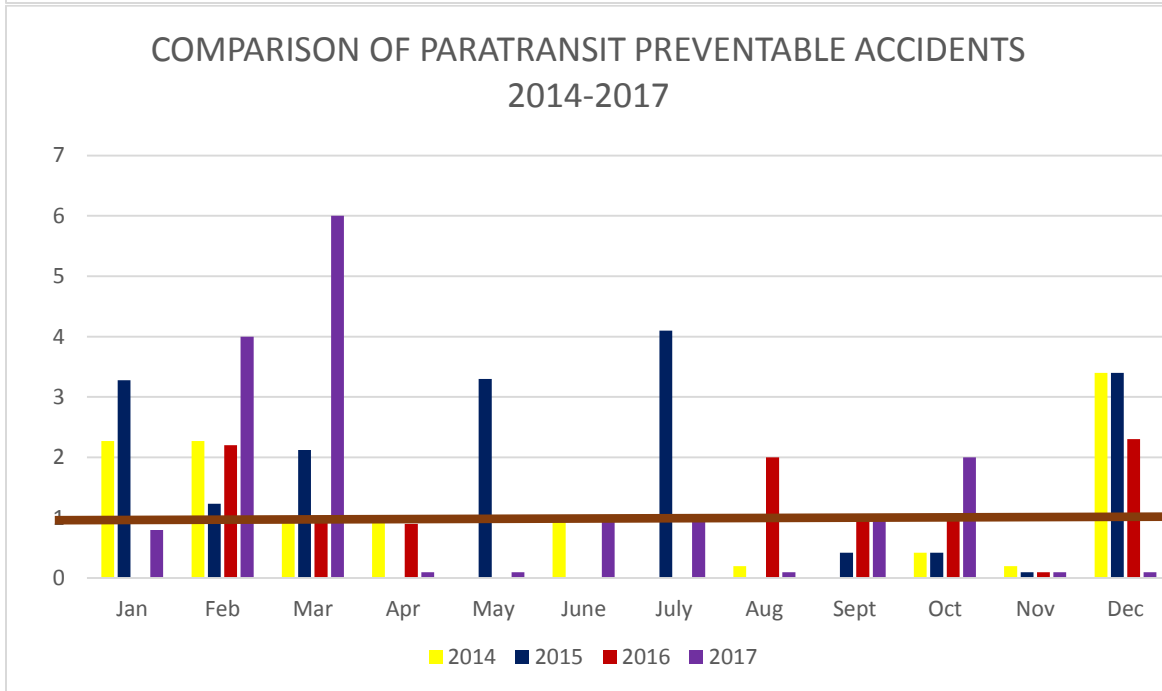
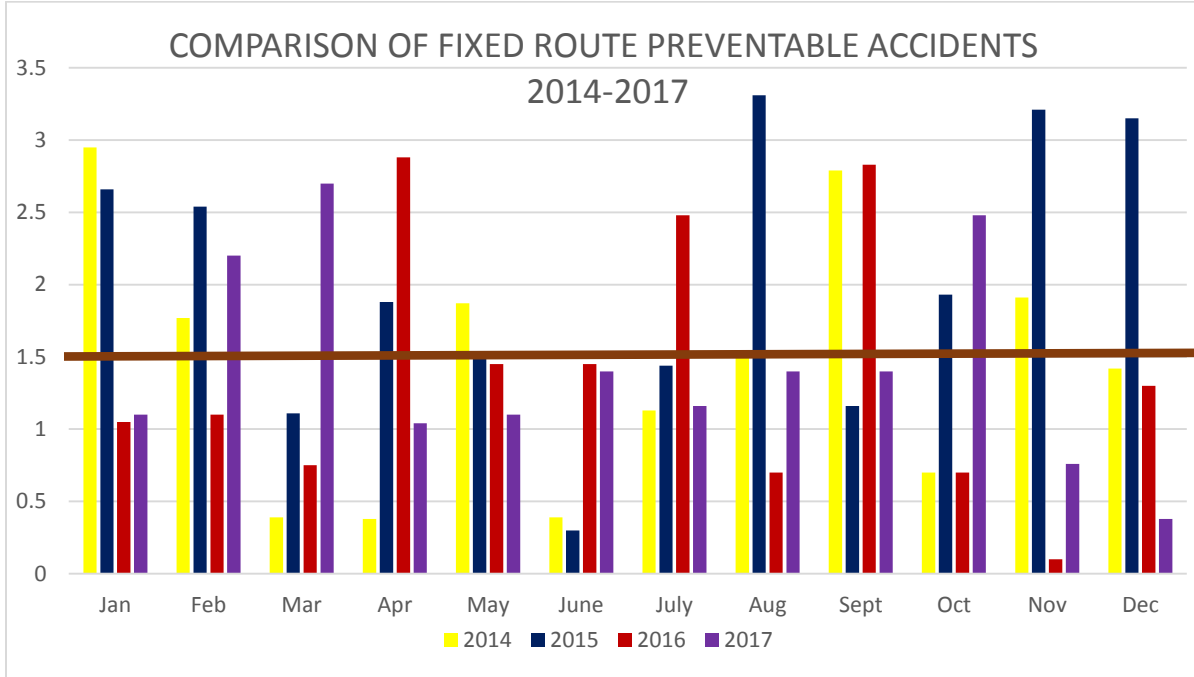
**Security Overview:** *The Birmingham Jefferson County Transit Authority’s Security Department is committed to providing a safe environment – and providing a positive perception regarding personal safety while on BJCTA property.*

- Commended our officers and security personnel, as there were no major incidents during the Holiday season, despite the higher crowds and longer hours worked.
- Began security coverage of the Intermodal with 24 hour security in the lobby.
- Coordinated the move between the 2121 building and the Intermodal Center during the Holidays.

**Safety Overview:** *The award-winning Birmingham Jefferson County Transit Authority’s Safety Department provides an environment that enforces and encourages a positive safety experience for its employees, customers, and stakeholders.*

- Began a large statistical project which will pinpoint accident type, age/experience of operator, and place where the accident happened. We will various departments once this data is collected to see how we can further reduce our accidents.
- Testified in court regarding an accident that happened in 2014.
- Continued to see a positive drop in preventable accidents for both fixed route (1) and paratransit (0). This is the second month in a row that Paratransit operators

have not had a preventable accident. We are within the National Average for the year for fixed route and slightly above for paratransit.



**Dale Knutson, TSSP – Manager of Safety, Training, and Security**

**1/3/18**