

COMMITTEE ROLL CALL

Wednesday, January 17, 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 17, 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. **Chairman'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 19th, Feb 2nd, or Feb 16th. 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- None

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: None

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: Patrick Sellers (Y), 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: Patrick Sellers (Y), 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**

TITLE/DESCRIPTION: Authorize the Executive Director to procure One (1) Aerial Work Platform from OER Services, LLC for BJCTA Chassis Room & Shop Bay	RESOLUTION NO.: 2018-06
	DATE: December 2017
	INITIATOR: Procurement Dept
ACTION REQUEST: <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
OER SERVICES, LLC	\$41,030.63
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

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**

TITLE/DESCRIPTION: 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	RESOLUTION NO.: 2018 - 07
	DATE: December 2017
	INITIATOR: Procurement Dept
ACTION REQUEST: <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
BRASCO INTERNATIONAL INC	\$5,730.00
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!

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2121 Rev. Abraham Woods, Jr. Blvd; Ste. 500 Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: 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**

TITLE/DESCRIPTION:	DATE: December 2017
Executive Director's Report	INITIATOR: Barbara Murdock, Executive Director
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 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**

	Balance @ 12/31/2017	Balance @ 11/30/2017	Balance @ 10/31/2017	Balance @ 9/30/2017	Balance @ 8/31/2017	Balance @ 7/31/2017
CASH ACCOUNTS:						
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
Total Cash Accounts	2,865,348	5,035,688	7,299,327	2,807,752	5,493,616	8,295,194
INVESTMENTS:						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	2,865,348	5,035,688	7,299,327	2,807,752	5,493,616	8,295,194
CASH RESERVES:						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
SHORT-TERM PAYABLES:						
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	-	-	-	-	-	-
Total Short-Term Payables	3,347,891	1,533,925	1,402,014	1,686,499	1,673,138	1,685,100
DEBT:						
Total Debt	-	-	-	-	-	-

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

	Balances
Total Cash & Investments	2,865,347.70
Less: Short-Term Payables	(3,347,890.88)
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
143,344	161,507	(18,163)	-11.25%	156,087	(12,742)	4010100001 Passenger Fares - Fixed Route	480,083.08	484,522	(4,439)	-0.92%	487,581	(7,498)	1,938,088	1,458,005
1,487	1,669	(183)	-10.93%	1,792	(305)	4010100002 Passenger Fares - Dart	3,850.60	5,008	(1,157)	-23.11%	5,812	(1,961)	20,032	16,181
13,067	16,143	(3,076)	-19.06%	16,150	(3,083)	4010100004 Passenger Fares - VIP	41,864.34	48,429	(6,564)	-13.55%	48,198	(6,334)	193,715	151,851
157,898	179,320	(21,422)	-11.95%	174,029	(16,131)	4019999999 TOTAL PASSENGER REVENUES	525,798	537,959	(12,161)	-2.26%	541,590	(15,792)	2,151,835	1,626,037
408,113	740,902	(332,790)	-44.92%	1,148,161	(740,049)	4020400002 Fixed Route B'ham	2,661,750.51	2,222,707	439,043	19.75%	3,444,484	(782,733)	8,640,000	8,894,386
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	20,128.41	20,128	-	0.00%	20,596	(468)	80,514	60,385
24,974	24,974	(0)	0.00%	25,406	(432)	4020400006 Homewood	74,922.33	74,922	(0)	0.00%	76,219	(1,297)	299,690	224,768
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	17,891.94	17,892	-	0.00%	18,391	(499)	71,568	53,676
51,439	51,439	-	0.00%	52,367	(928)	4020400011 Bessemer Revenues	154,317.93	154,318	-	0.00%	157,102	(2,784)	617,272	462,954
9,940	9,940	(0)	0.00%	10,088	(148)	4020400015 Midfield Revenues	29,819.80	29,820	(0)	0.00%	30,263	(443)	119,280	89,460
5,840	5,840	0	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	17,519.18	17,519	(0)	0.00%	17,771	(252)	70,077	52,558
512,979	845,769	(332,790)	-39.35%	1,254,942	(741,963)	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	2,976,350	2,537,307	439,043	17.30%	3,764,826	(788,475)	9,898,399	9,838,186
3,532	4,730	(1,198)	-25.32%	2,787	745	4060100001 Commission Revenue	11,201.86	14,190	(2,988)	-21.06%	8,495	2,707	56,760	45,558
5,415	14,054	(8,639)	-61.47%	4,384	1,031	4060300001 Advertising Revenue	18,557.01	42,161	(23,604)	-55.99%	15,583	2,974	168,644	150,087
1,970	187	1,783	955.12%	149	1,821	4069900001 Other Revenues	2,183.35	560	1,623	289.88%	1,024	1,160	2,240	57
2,801	1,846	955	51.75%	2,875	(74)	4070400001 Investment Income	10,805.67	5,537	5,268	95.14%	9,269	1,536	22,150	11,344
3,000	11,808	(8,808)	-74.59%	-	3,000	4079900002 Rental Income	8,274.20	35,425	(27,150)	-76.64%	8,274	141,698	133,424	-
-	-	-	0.00%	21,854	(21,854)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	-	-	-	0.00%	21,854	(21,854)	-	-
16,718	32,624	(15,907)	-48.76%	32,049	(15,332)	4079999999 TOTAL OTHER REVENUES	51,022	97,873	(46,851)	-47.87%	56,225	(5,203)	391,492	340,470
317,370	317,370	(0)	0.00%	346,758	(29,388)	4080100001 Ad Valorem - Birmingham	952,109.73	952,110	(0)	0.00%	952,110	-	3,808,439	2,856,329
222,016	222,016	-	0.00%	234,391	(12,375)	4080100002 Ad Valorem - Jefferson County	666,049.26	666,049	-	0.00%	666,049	-	2,664,197	1,998,148
8,822	8,822	-	0.00%	8,995	(174)	4080100005 Ad Valorem - Mountain Brook	26,465.16	26,465	-	0.00%	26,986	(521)	105,861	79,395
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	5,963.97	5,964	-	0.00%	5,913	51	23,856	17,892
-	-	-	0.00%	356,466	(356,466)	4080100008 Alternative Fuel Tax	-	-	-	0.00%	547,568	(547,568)	-	-
166,667	166,667	-	0.00%	166,667	-	4089900001 Beer Tax	500,000.00	500,000	(0)	0.00%	500,000	(0)	2,000,000	1,500,000
-	-	-	0.00%	-	-	4089900002 Jefferson County Tax	-	-	-	0.00%	-	-	2,000,000	2,000,000
716,863	716,863	(0)	0.00%	1,115,248	(398,386)	4089999998 TOTAL TAX REVENUES	2,150,588	2,150,588	(0)	0.00%	2,698,626	(548,038)	10,602,353	8,451,764
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	-	-	-	-
-	-	-	0.00%	-	-	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	-	-	-	-
500,000	500,000	-	0.00%	555,060	(55,060)	4139900001 FTA Reimbursements - Preventative Mtn.	1,500,000.00	1,500,000	-	0.00%	1,665,181	(165,181)	6,000,000	4,500,000
331,498	331,498	-	0.00%	352,687	(21,189)	4139900003 FTA Reimbursements - Pass Thru Funding	833,807.00	833,807	-	0.00%	1,244,360	(410,553)	833,807	-
-	-	-	0.00%	-	-	4139900005 FTA Reimbursements-ADA	2,560.00	-	2,560	0.00%	-	2,560	-	(2,560)
9,000	4,500	4,500	100.00%	23,001	(14,001)	4139900006 FTA Reimbursements - PROJ. ADMIN	72,000.00	67,500	4,500	6.67%	37,973	34,027	108,000	36,000
-	-	-	0.00%	453,978	(453,978)	4139900008 FTA Reimbursements - TDP	242,665.00	-	242,665	0.00%	718,519	(475,854)	-	(242,665)
840,498	835,998	4,500	0.54%	1,384,726	(544,228)	4139999998 TOTAL FEDERAL GRANT REVENUES	2,651,032	2,401,307	249,725	10.40%	3,666,033	(1,015,001)	6,941,807	4,290,775
2,244,956	2,610,574	(365,618)	-14.01%	3,960,995	(1,716,039)	4139999999 TOTAL OPERATING REVENUE	8,354,790	7,725,034	629,757	8.15%	10,727,300	(2,372,510)	29,985,886	24,547,232
136,837	399,176	(262,339)	-65.72%	372,844	(236,007)	4140000002 FTA Reimbursements - Capital	332,437.00	913,609	(581,172)	-63.61%	3,565,107	(3,232,670)	4,506,197	4,173,760
(269,391)	158,738	(428,129)	-269.71%	158,708	(428,098)	4140000003 Capital Revenue - City of Birmingham	48,211.49	476,213	(428,001)	-89.88%	476,123	(427,911)	2,160,000	1,905,614
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	2,521.50	2,522	-	0.00%	2,542	(21)	10,086	7,564
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	2,836.68	2,837	-	0.00%	2,847	(10)	11,347	8,510
823	823	-	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	2,468.97	2,469	-	0.00%	2,456	13	9,876	7,407
1,401	1,401	-	0.00%	1,394	6	4140000008 Capital Revenue - City of Midfield	4,202.53	4,202	0	0.00%	4,183	19	16,810	12,607
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	10,558.74	10,559	-	0.00%	10,536	23	42,235	31,676
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	3,729.69	3,730	-	0.00%	3,730	(1)	14,919	11,189
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	840.51	841	-	0.00%	817	23	3,362	2,521
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	21,747.84	21,748	0	0.00%	21,716	32	86,991	65,243
(116,252)	574,216	(690,468)	-120.25%	547,827	(664,079)	4149999999 TOTAL CAPITAL REVENUES	429,555	1,438,728	(1,009,173)	-70.14%	4,090,057	(3,660,502)	6,861,822	6,226,093
2,128,704	3,184,790	(1,056,086)	-33.16%	4,508,822	(2,380,119)	4999999999 TOTAL REVENUES	8,784,345	9,163,762	(379,417)	-4.14%	14,817,358	(6,033,012)	36,847,708	30,773,325
586,823	577,867	8,955	1.55%	593,087	(6,264)	5010100001 Operator's Salaries	1,804,040.63	1,733,602	70,439	4.06%	1,752,903	51,138	6,934,408.00	5,130,367
618,644	595,390	23,254	3.91%	593,421	25,223	5010200001 Other Salaries	1,848,310.94	1,786,170	62,141	3.48%	1,817,936	30,375	7,144,681.00	5,296,370
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	15,541	(15,541)	-	-
1,205,467	1,173,257	32,209	2.75%	1,186,508	18,959	5019999999 TOTAL LABOR	3,652,352	3,519,772	132,579	3.77%	3,586,380	65,971	14,079,089	10,426,737
81,689	94,452	(12,763)	-13.51%	81,219	469	5020103001 Employer FICA Tax (OASDI)	247,906.95	283,356	(35,449)	-12.51%	247,309	598	1,133,423.00	885,516
18,341	21,585	(3,243)	-15.03%	15,474	2,867	5020200001 Pension Expense	55,712.41	64,754	(9,041)	-13.96%	49,508	6,205	259,015.00	203,303
305,011	368,716	(63,705)	-17.28%	331,511	(26,500)	5020203002 Regular Retirement	920,590.86	1,106,148	(185,557)	-16.78%	1,005,306	(84,716)	4,424,591.00	3,504,000
400,907	385,340	15,567	4.04%	360,590	40,316	5020303001 Health Insurance	1,207,752.06	1,156,020	51,732	4.47%	1,211,435	(3,683)	4,624,082.00	3,416,330
-	6,828	(6,828)	-100.00%	7,861	(7,861)	5020417601 Unemployment Taxes	5,822.00	20,484	(14,662)	-71.58%	(7,458)	13,280	81,937.00	76,115
7,522	7,590	(68)	-0.89%	6,670	852	5020503001 Life Insurance	21,858.13	22,769	(911)	-4.00%	20,015	1,844	91,075.00	69,217
55,502	56,258	(756)	-1.34%	(24,884)	80,386	5020900001 Worker's Compensation Insurance	166,505.51	168,774	(2,268)	-1.34%	77,836	88,670	675,096.00	508,590
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
1,200	1,667	(467)	-28.00%	8,289	(7,089)	5020116701 Transitional Reinsurance-ACA	1,200.00	5,000	(3,800)	-76.00%	8,289	(7,089)	20,000.00	18,800
3,497	11,484	(7,987)	-69.55%	5,872	(2,375)	5021303001 Uniforms & Wearing Apparel	16,917.75	34,452	(17,534)	-50.89%	16,214	704	137,807.00	120,889

CY = Current Year

**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
507	917	(410)	-44.71%	507	-	5021400001 Employee Wellness	1,520.55	2,750	(1,229)	-44.71%	1,521	-	11,000.00	9,479
226	269	(43)	-15.86%	236	(10)	5021403002 Employee Licenses	282.25	806	(524)	-64.97%	415	(133)	3,223.00	2,941
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	9,270.00	9,270
417	773	(355)	-46.01%	617	(200)	5021400004 Tool Allowance	1,026.73	2,318	(1,291)	-55.70%	1,765	(738)	150,000	148,973
-	12,500	(12,500)	-100.00%	5,631	(5,631)	5021400005 General Contingency	-	37,500	(37,500)	-100.00%	5,631	(5,631)	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
874,818	968,377	(93,558)	-9.66%	799,593	75,225	5029999999 TOTAL FRINGE BENEFITS	2,647,095	2,905,130	(258,035)	-8.88%	2,647,784	(689)	11,620,519	8,973,424
-	417	(417)	-100.00%	-	-	5030200001 Promotional Advertising	-	1,250	(1,250)	-100.00%	4,500	(4,500)	5,000.00	5,000
36,529	35,854	675	1.88%	26,030	10,499	5030300001 Legal Services	122,379.21	107,562	14,817	13.77%	68,793	53,587	430,250.00	307,871
-	12,500	(12,500)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	37,500	(37,500)	-100.00%	-	-	150,000.00	150,000
7,575	1,404	6,171	439.63%	585	6,990	5030300003 Software Technical Support	12,363.19	4,211	8,152	193.57%	1,217	11,146	16,845.00	4,482
720	2,500	(1,780)	-71.20%	2,373	(1,653)	5030300004 Medical Services	6,613.75	7,500	(886)	-11.82%	6,742	(128)	30,000.00	23,386
-	1,208	(1,208)	-100.00%	2,113	(2,113)	5030300005 Human Resources Services	2,085.25	3,625	(1,540)	-42.48%	3,495	(1,409)	14,500.00	12,415
59,455	15,417	44,038	285.65%	16,201	43,253	5030300006 Computer & Data Services	85,029.30	46,250	38,779	83.85%	46,019	39,010	185,000.00	99,971
48,212	51,250	(3,038)	-5.93%	578,134	(529,923)	5030300007 Professional & Technical Services	168,751.03	153,750	15,001	9.76%	641,145	(472,394)	615,000.00	446,249
-	12,500	(12,500)	-100.00%	3,112	(3,112)	5030300008 Marketing Consulting	2,550.00	37,500	(34,950)	-93.20%	4,791	(2,241)	150,000.00	147,450
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	6,000.00	6,000	-	0.00%	6,000	-	24,000.00	18,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	1,500	(1,500)	-100.00%	-	-	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	31,248.00	31,250	(2)	-0.01%	31,248	-	125,000.00	93,752
-	-	-	0.00%	-	-	5030317612 Legal Travel	-	-	-	0.00%	3,813	(3,813)	0.00	-
2,971	2,965	6	0.20%	482	2,489	5030500001 Vehicle Cleaning	11,708.27	8,896	2,812	31.61%	1,085	10,623	35,584.00	23,876
3,250	6,167	(2,917)	-47.30%	-	3,250	5030500003 Landscape Maintenance	9,750.00	18,500	-	-	-	-	74,000.00	64,250
26,163	4,292	21,872	509.63%	248	25,915	5030500004 Building Maintenance Contracts	59,193.20	12,875	46,318	359.75%	800	58,393	51,500.00	7,693
18,898	13,438	5,460	40.63%	18,898	18,898	5030600001 Janitorial Services	51,853.77	40,314	-	-	-	-	161,255.00	109,401
45,384	59,583	(14,199)	-23.83%	33,059	12,326	5030703001 Security Services	151,132.31	178,750	(27,618)	-15.45%	111,945	39,187	715,000.00	563,868
5,294	25,454	(20,160)	-79.20%	35,521	(30,227)	5039903001 Vehicle Maintenance - External	69,191.74	76,363	(7,171)	-9.39%	88,201	(19,010)	305,450.00	236,258
2,825	5,493	(2,668)	-48.57%	5,700	(2,875)	5039903002 Vehicle Towing	8,475.00	16,478	(8,003)	-48.57%	16,850	(8,375)	65,910.00	57,435
10,418	9,462	956	10.11%	3,530	6,889	5039900003 Equipment Maintenance - Labor	38,156.22	28,387	9,770	34.42%	20,581	17,575	113,546.00	75,390
7,000	3,417	3,583	104.88%	7,500	(500)	5039900004 Advertising Install/Removal Service	7,000.00	10,250	(3,250)	-31.71%	7,500	(500)	41,000.00	34,000
1,267	3,884	(2,616)	-67.37%	845	422	5039903005 Printing & Copying External	4,924.15	11,651	(6,727)	-57.74%	5,930	(1,006)	46,603.00	41,679
861	3,433	(2,573)	-74.93%	4,145	(3,285)	5039900006 Waste Oil Removal	6,413.76	10,300	(3,886)	-37.73%	8,240	(1,826)	41,200.00	34,786
22,183	6,898	15,285	221.59%	22,297	(114)	5039900007 Other Contracted Services	50,105.06	20,694	29,411	142.13%	26,911	23,194	82,775.00	32,670
3,378	7,537	(4,159)	-55.18%	9,051	(5,673)	5039900008 Radio & Communication Maintenance	9,835.03	22,612	(12,777)	-56.51%	19,871	(10,036)	90,448.00	80,613
314,800	297,989	16,811	5.64%	763,344	(48,544)	5039999999 TOTAL SERVICES	914,758	893,967	18,002	2.01%	1,125,676	(272,521)	3,575,866	2,661,108
20,298	24,167	(3,868)	-16.01%	23,877	(3,578)	5040103001 Fuel & Lubricants - Diesel	67,141.17	72,500	(5,359)	-7.39%	74,560	(7,418)	290,000	222,859
58,008	79,167	(21,159)	-26.73%	67,677	(9,669)	5040103002 Fuel & Lubricants - CNG	211,478.57	237,500	(26,021)	-10.96%	219,406	(17,828)	950,000	738,521
51	833	(783)	-93.92%	419	(368)	5040103103 Fuel & Lubricants - Unleaded - VIP	176.50	2,500	(2,323)	-92.94%	1,240	(1,064)	10,000	9,824
28,813	29,441	(628)	-2.13%	28,517	296	5040200001 Tires & Tubes	83,665.70	88,322	(4,657)	-5.27%	83,942	(276)	353,290	269,624
631	3,155	(2,525)	-80.01%	1,670	(1,039)	5049900001 Printing Supplies	4,405.31	9,466	(5,061)	-53.46%	3,301	1,104	37,865	33,460
2,914	2,747	167	6.07%	1,179	1,735	5049900002 General Office Supplies	10,135.58	8,242	1,894	22.98%	6,440	3,696	32,967	22,831
216,568	228,058	(11,490)	-5.04%	170,624	45,944	5049900003 Equip. Repair Parts & Material	529,911.41	684,174	(154,263)	-22.55%	597,251	(67,339)	2,736,697	2,206,786
3,417	5,579	(2,162)	-38.76%	2,759	658	5049900004 Janitorial & Building Supplies	18,303.72	16,738	1,566	9.36%	7,314	10,990	66,950	48,646
2,334	2,308	26	1.13%	5,250	(2,916)	5049900006 Minor Equipment	11,201.51	6,923	4,279	61.80%	8,637	2,565	27,692	16,490
-	76	(76)	-100.00%	-	-	5049900007 Medical Supplies	203.02	227	(23)	-10.37%	-	203	906	703
22,806	21,256	1,550	7.29%	23,637	(831)	5049900008 Shelter Maintenance	67,280.48	63,769	3,512	5.51%	87,048	(19,768)	255,074	187,794
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	28	(28)	-100.00%	-	-	110	-
2,496	7,006	(4,510)	-64.37%	4,051	(1,554)	5049900010 Internal Sponsored Functions	45,334.54	54,573	(9,239)	-16.93%	20,807	24,528	95,825	50,490
5,921	6,833	(913)	-13.36%	3,015	2,906	5049900011 Cleaning Supplies	25,379.36	20,500	4,879	23.80%	24,086	1,293	82,000	56,621
(9,906)	-	(9,906)	0.00%	(15,913)	6,007	5049905103 Inventory Adjustments	(42,758.50)	-	(42,759)	0.00%	(10,042)	(32,716)	-	42,759
354,350	410,635	(56,285)	-13.71%	316,760	37,590	5049999999 TOTAL MATERIALS & SUPPLIES	1,031,858	1,265,461	(233,603)	-18.46%	1,123,990	(92,132)	4,939,376	3,907,408
44,180	31,563	12,617	39.98%	11,922	32,258	5050203001 Electric	124,974.38	94,688	30,287	31.99%	68,504	56,470	378,750	253,776
4,174	7,226	(3,052)	-42.23%	18,087	(13,913)	5050203002 Water & Sewer	14,760.19	21,678	(6,918)	-31.91%	24,491	(9,731)	86,711	71,951
4,500	4,025	475	11.80%	2,135	2,365	5050203003 Trash, Garbage & Waste Removal	16,763.44	12,074	4,689	38.83%	7,212	9,551	48,298	31,535
3,792	2,917	875	30.01%	2,494	1,298	5050203004 Heating	4,776.73	8,750	(3,973)	-45.41%	2,780	1,996	35,000	30,223
22,365	14,712	7,653	52.02%	17,284	5,081	5050203005 Telecommunications	69,131.91	44,137	24,995	56.63%	53,376	15,756	176,548	107,416
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	-	100	(100)	-100.00%	-	-	400	400
79,011	60,476	18,535	30.65%	51,922	27,089	5059999999 TOTAL UTILITIES	230,407	181,427	48,980	27.00%	156,364	74,043	725,707	495,300

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

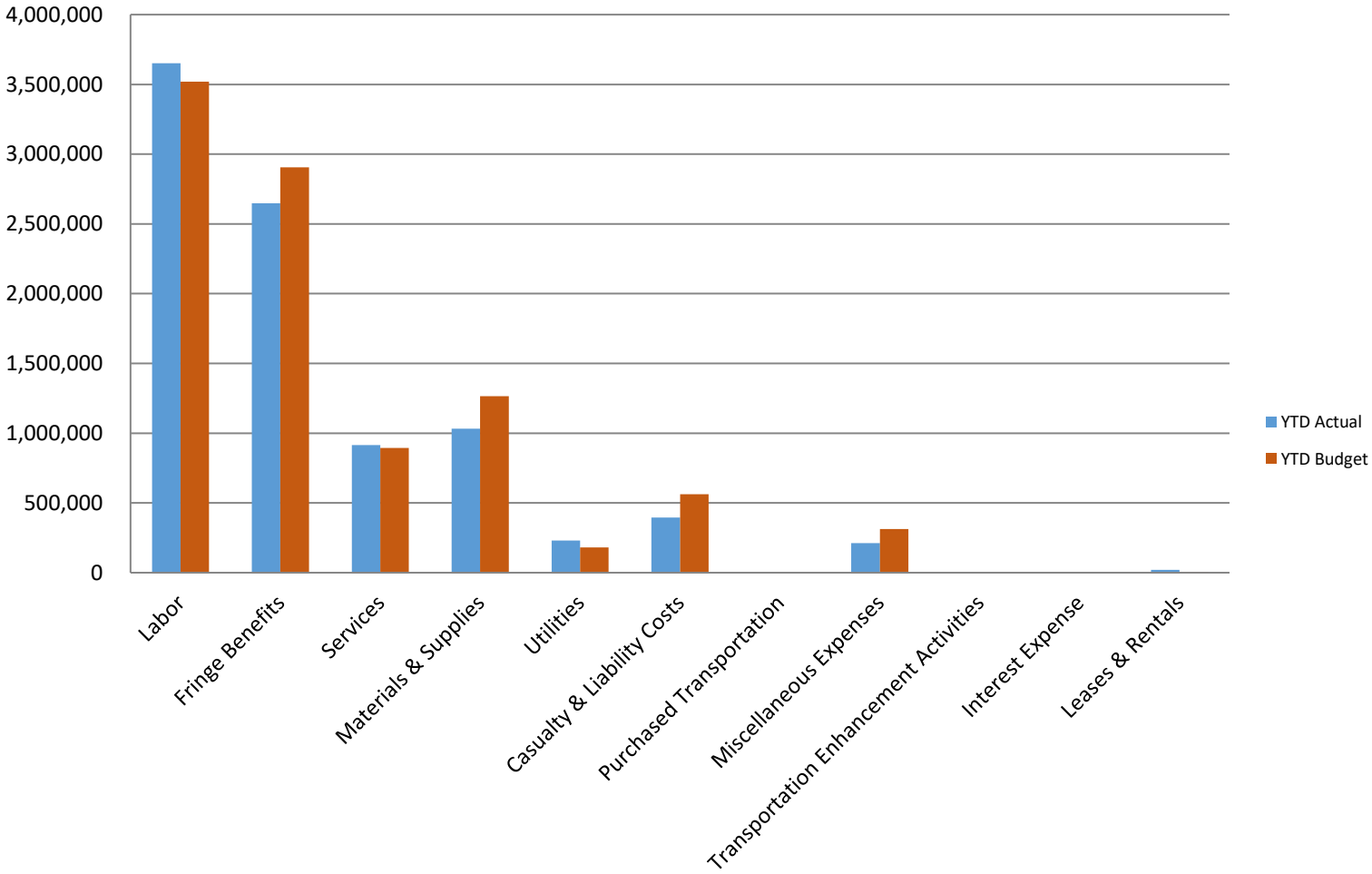
**BJCTA
INCOME STATEMENT
December 31, 2017**

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
171,434	187,402	(15,968)	-8.52%	91,527	79,906	5069999999 TOTAL CASUALTY & LIABILITY COST	395,128	562,206	(167,077)	-29.72%	363,150	31,979	2,248,823	1,853,695
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
-	-	-	0.00%	-	16,927	5099900009 Moving Expenses	12,487.52	12,500	(12)	-0.10%	3,609	8,878	50,000	37,512
44,446	104,651	(60,205)	-57.53%	215,712	(171,266)	5099999999 TOTAL MISCELLANEOUS EXPENSES	212,623	313,952	(101,329)	-32.28%	769,017	(556,394)	1,330,807	1,118,184
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	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
4,481	1,660	2,821	169.98%	5,012	(531)	5129900099 TOTAL LEASES & RENTALS	19,315	4,979	14,336	287.92%	15,151	4,164	19,916	601
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	-
295,961	295,961	-	0.00%	249,524	46,437	5139900099 TOTAL DEPRECIATION EXPENSE	879,336	879,336	-	0.00%	731,337	147,999	879,336	-
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	-
329,788	329,788	-	0.00%	352,687	(22,899)	5169900099 TOTAL OTHER RECONCILING ITEM	833,807	833,807	-	0.00%	1,244,360	(410,553)	833,807	-
3,674,555	3,830,195	(155,639)	-4.06%	4,032,588	(358,033)	9999999997 TOTAL EXPENSES	10,816,679	11,360,036	(543,357)	-4.78%	11,763,208	(1,008,133)	40,253,245	29,436,457
(1,545,851)	(645,405)	(900,447)	139.52%	476,234	(2,022,085)	9999999998 NET DIFFERENCE	(2,032,333)	(2,196,274)	163,940	-7.46%	3,054,150	(5,024,879)	(3,405,537)	1,336,868

(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

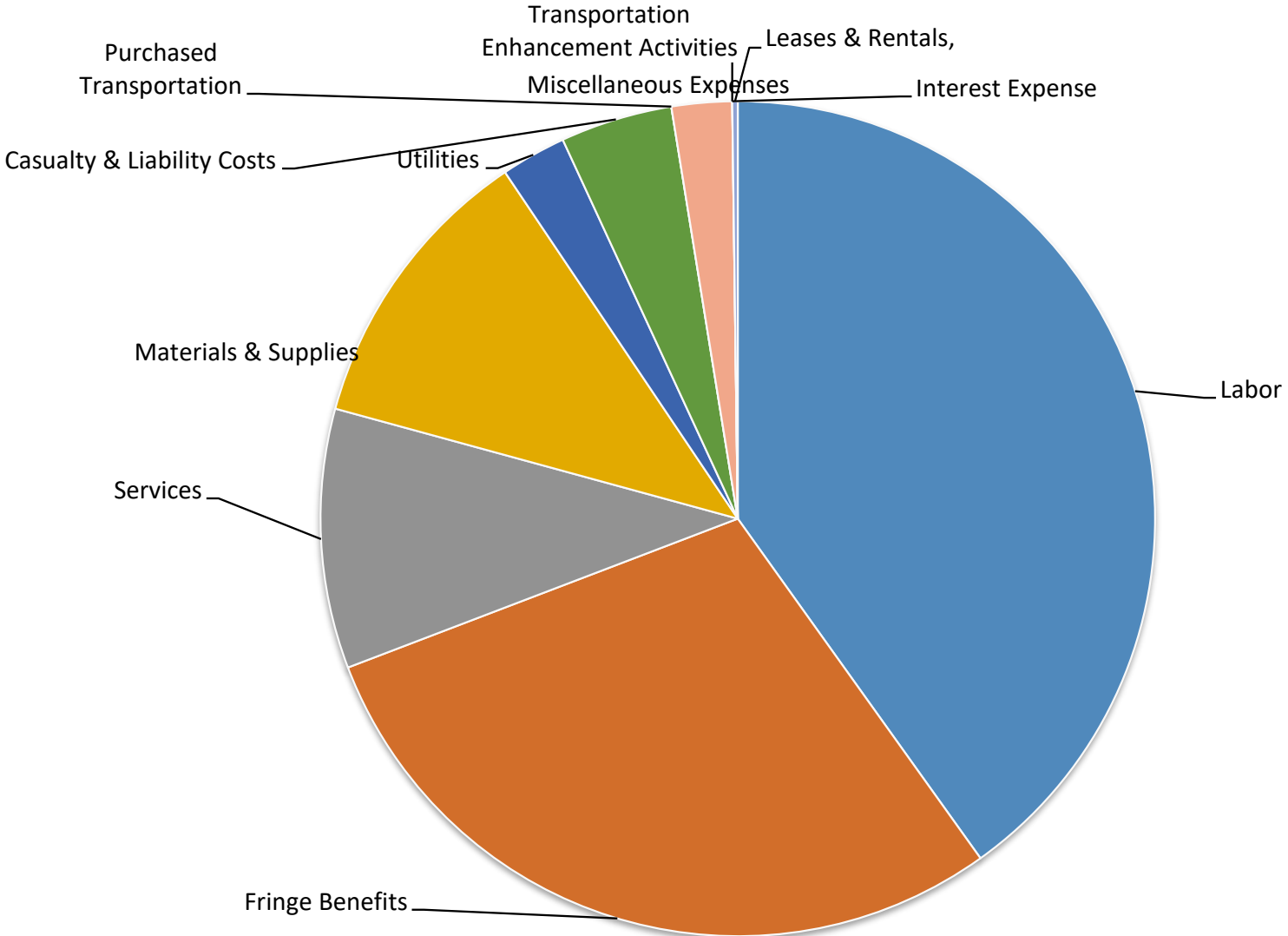
(833,807) Pass Thru rev
Capital Revenue
879,336 Depr
833,807 Pass Thru Exp
(2,016,805) Amt Tsf to Capital
(1,137,470) Should equal net difference
(4,543,007) Difference

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
Operating Revenues:					
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>
Non-Budget Revenues:					
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>
Expenses:					
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>
Non-Budget Expenses:					
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
Net Operating Profit/(Loss)	(1,398,223)	(1,316,938)	(81,285)	(2,526,202)	(1,127,979)
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
Total Non-Budget Profit/(Loss)	(634,110)	(879,335)	245,225	(879,335)	(245,225)
Net Profit/(Loss)	(2,032,333)	(2,196,274)	163,940	(3,405,537)	(1,373,204)

BJCTA
Commission Revenue Trend
As of December 31, 2017

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

BJCTA
CNG Revenue
As of December 31, 2017

	FY15	FY16	FY17	FY18
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
Totals		7682.48	\$ 65,751.82	6683.30	\$ 58,853.54	15778.91	\$139,191.97

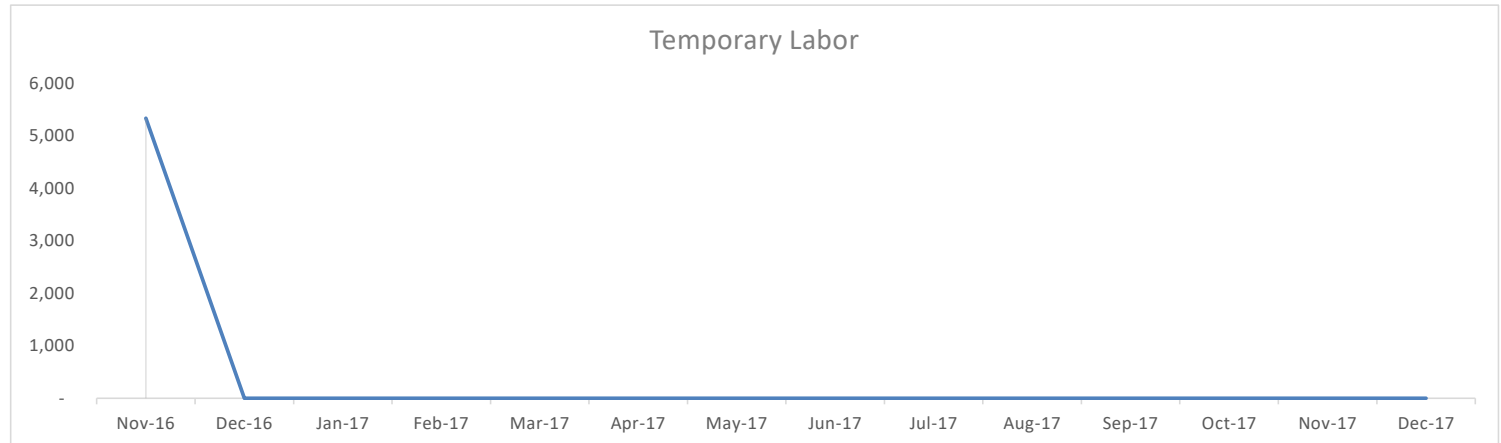
Findings : December 2017 overtime is 13% lower compared to December 2016.

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
------------	-----------------	---

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.: N/A
Finance - Financial & Investment Highlights for Period Ending December 31, 2017	DATE: December 31, 2017
	INITIATOR Finance Department
ACTION REQUEST: <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>
Budgeted Items			
Revenues	7,705,313	8,329,955	(624,642)
Expenses	<u>9,103,536</u>	<u>9,646,893</u>	<u>(543,357)</u>
Net	(1,398,223)	(1,316,938)	(81,285)
Non Budgeted Items			
Revenues	1,079,032	833,807	245,225
Expenses	<u>1,713,142</u>	<u>1,713,142</u>	<u>-</u>
Net	(634,110)	(879,335)	245,225
Combined Net	(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

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

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

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

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 1st 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 20th, 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

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

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

TITLE/DESCRIPTION:	DATE: December 2017
Chief of Staff Report	INITIATOR: Adrian Solomon, Chief of Staff
ACTION REQUEST: <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

TITLE/DESCRIPTION: <p style="text-align: center;">December 2017 Human Resources Report</p>	DATE: December 2017 <hr/> INITIATOR: Jamie Endsley Director of Human Resources <hr/>
ACTION REQUEST: 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

TITLE/DESCRIPTION:	DATE: December 2017
Communications Report	INITIATOR: 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.

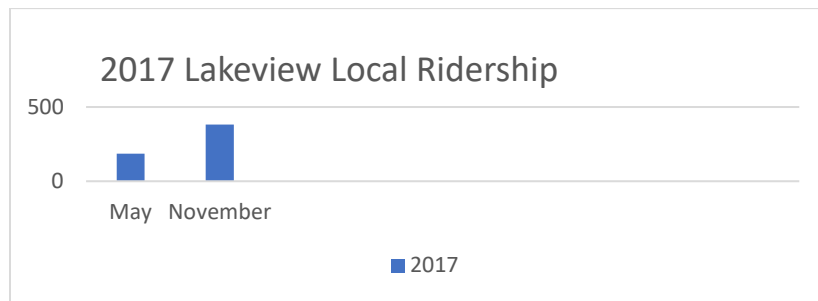
2.0 Completed Projects:

- 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

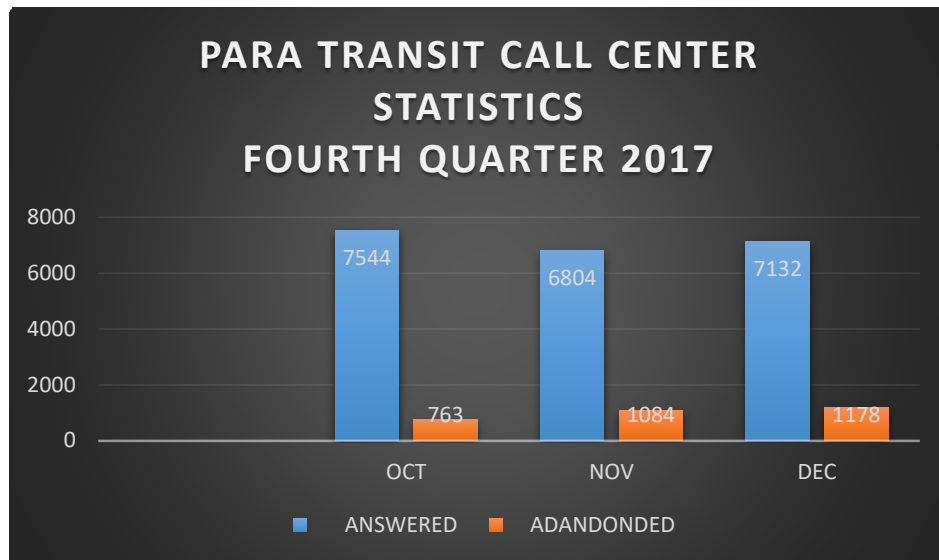
**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

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

Customer Service Activities:

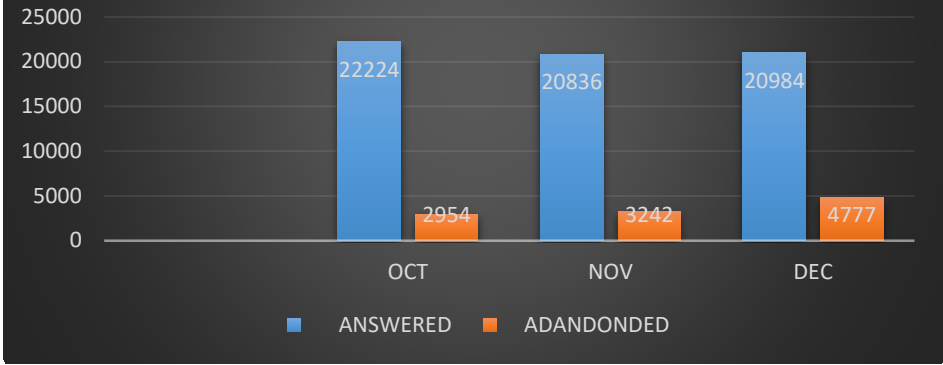
- Assisted the Transit Citizens Advisory Committee (TCAB) with Employee Appreciation Day which was held at Central Station. Riders were rewarded with holiday giveaways in appreciation for using our service.
- Worked with the Communications Department to serve in the Bessemer and 5 Points West Christmas 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

TITLE / DESCRIPTION: Grants Administration and Management	RESOLUTION NO.: N/A
	Month: December 2017
	INITIATOR: Stephanie Walker
ACTION REQUEST: <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 8th 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.*

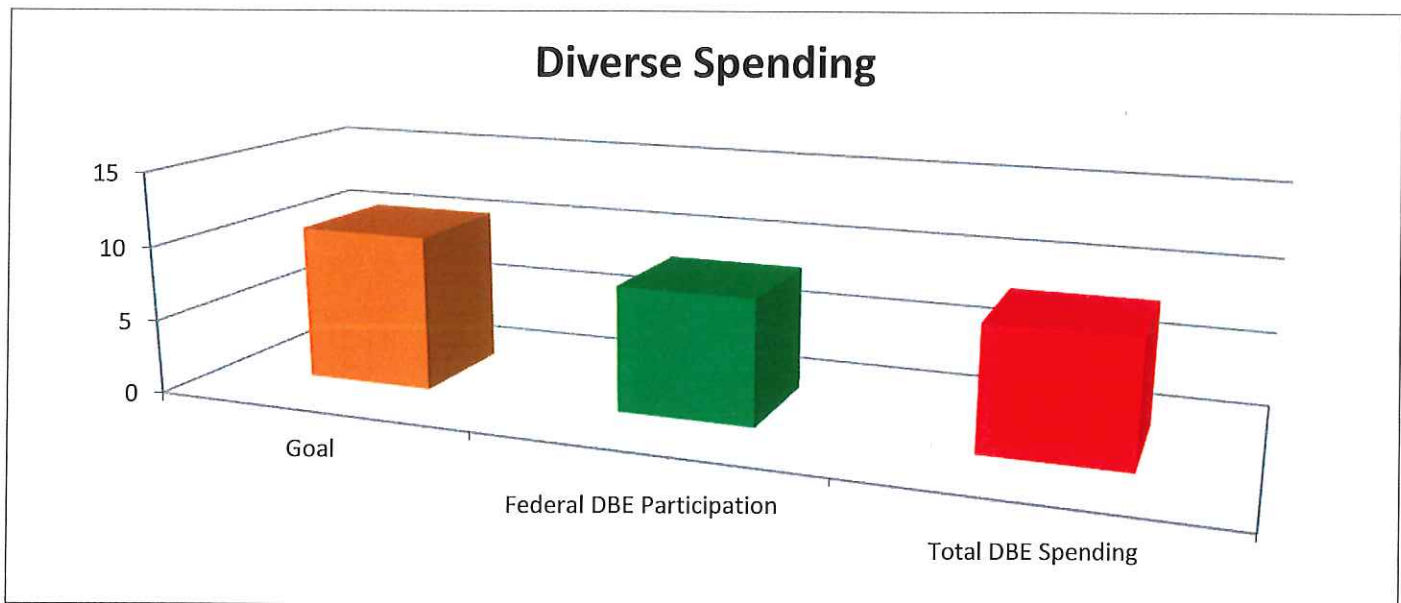
- Submitted Semi-Annual report to the Federal Transit Administration (FTA) on December 1st.
- Set marketing and advertising deadlines for the March 22, 2018 Diverse Business Expo.
- Scheduled the next monthly planning session for Thursday, January 11, 2018.
- Sent DBE certificate renewal notices to two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

Other Activities:

- Met with the Regional Programming Commission Director of Planning on December 20th 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 21st.
- Worked on and completed FFY 2017 Schedule of Expenditures of Federal Awards (SEFA) report for auditor on December 29th and 31st.

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
Total Pass-Through Grants			\$13,870,702	\$2,194,819.00	\$332,260.00	\$1,862,559.00

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
Total BJCTA Grants			\$15,085,685	\$2,974,532.00		\$2,974,532.00

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



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Department Report	RESOLUTION NO. Not Applicable
	DATE: January 5, 2018
	INITIATOR: Information Technology
ACTION REQUEST: <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**

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: December 2017
	INITIATOR: Ron Sweeney
ACTION REQUEST: <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 4th consecutive month achieving benchmark standards and the 2nd 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

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Operations Monthly Update	DATE: December 2017
	INITIATOR: Christopher Ruffin Director of Operations
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 progression of the Operations Department; both Fixed-Route and Paratransit.

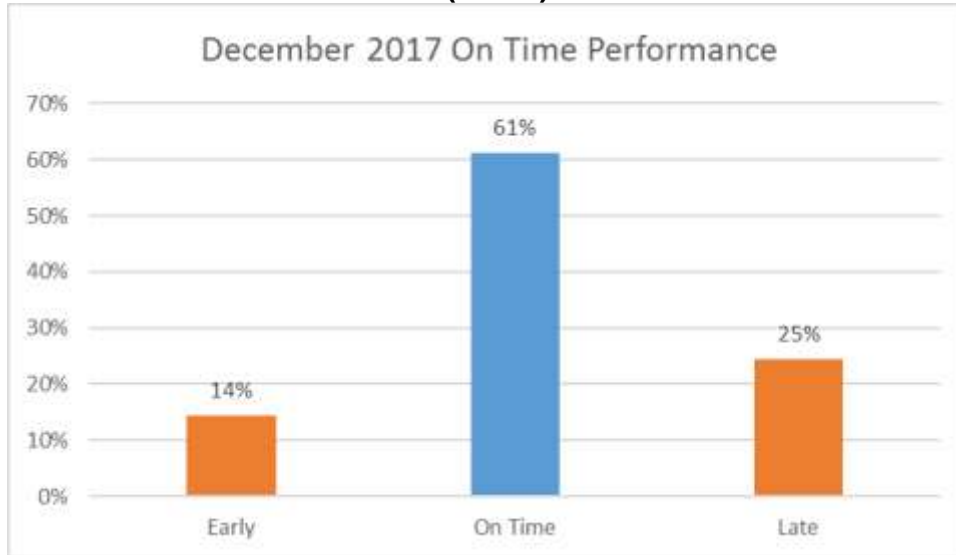
1.0 Fixed Route

- 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 8th 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

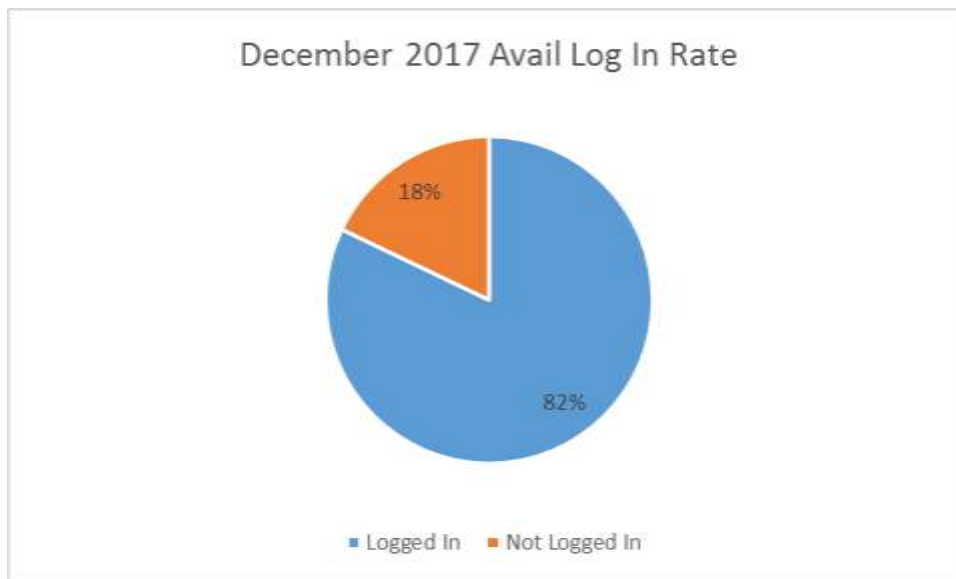
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
1,498	1	110	55

**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)



Logged In	82%
Not Logged In	18%

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

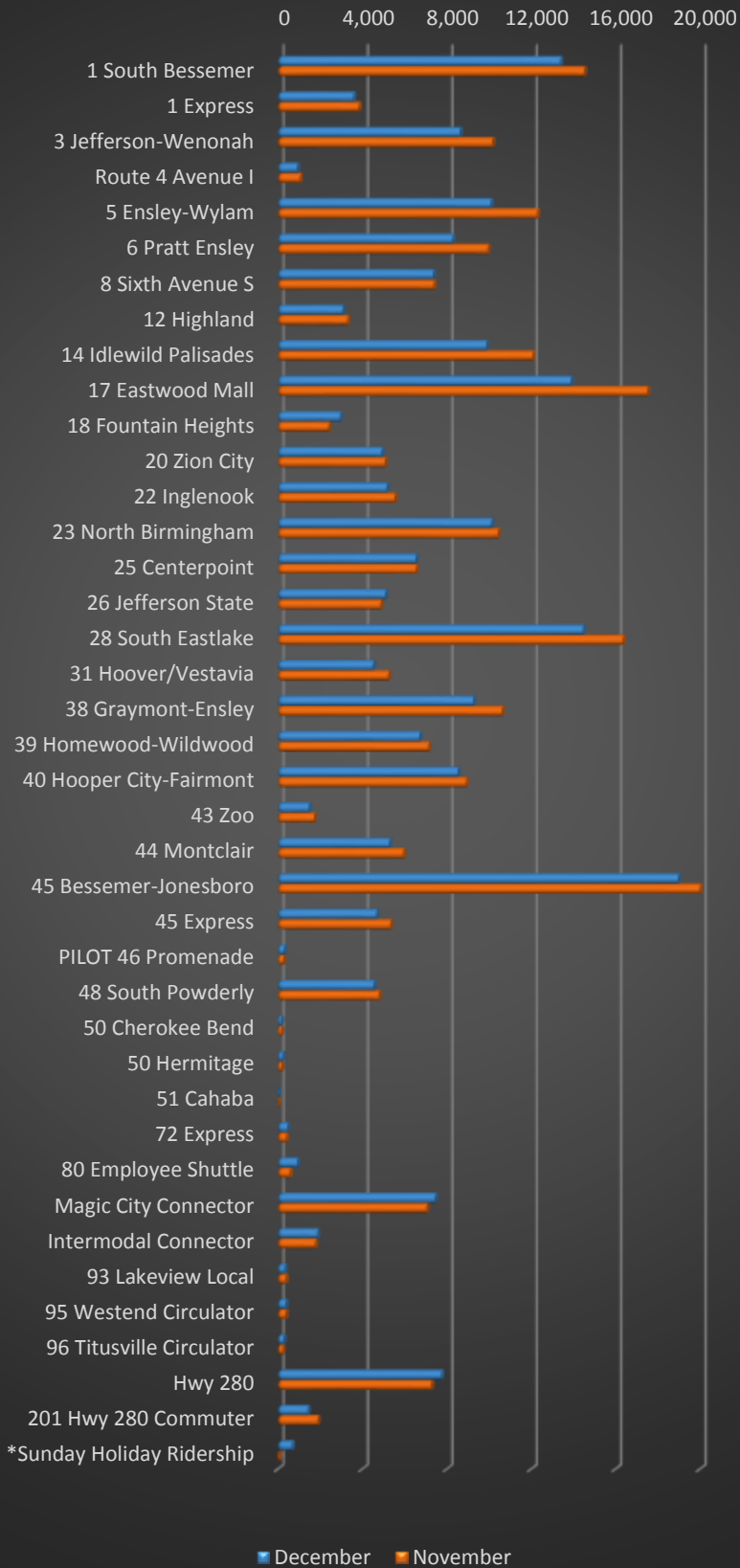
- 93 Lakeview Local: 366
- Magic City Connector: 7,449
- "Pilot Bessemer Commuter: 296
- 201 Highway 280 Commuter: 1,423
- "Pilot" Lawson State Cougar Express: 30

1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	December FY2017	December FY2018	Year to Date FY2017	Year to Date FY2018	Current Percent Change
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%

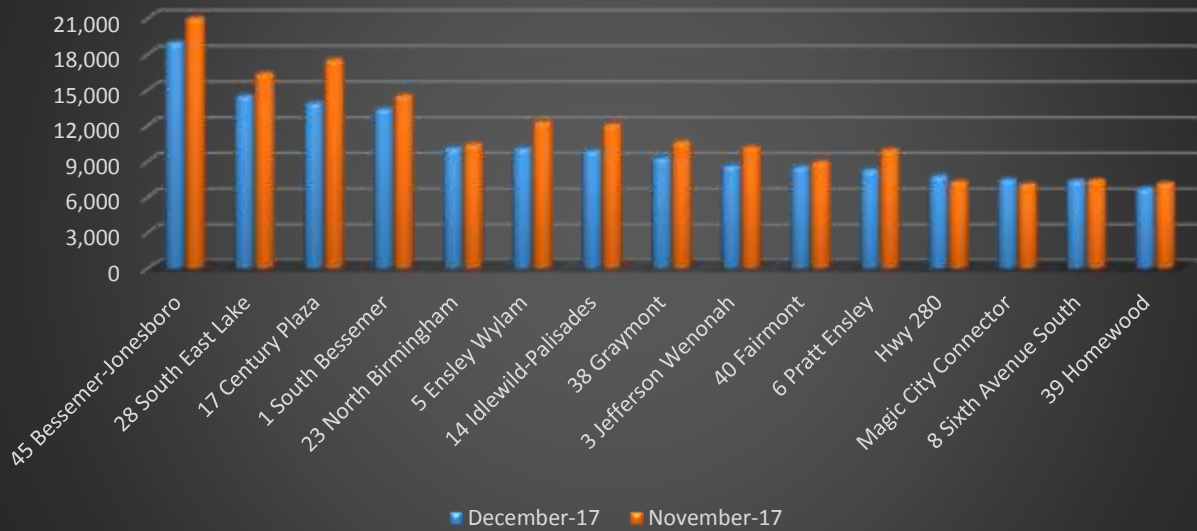
1.2 Ridership Comparison (Chart) December 2017 compared to November 2017)

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

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: DECEMBER 2017
	INITIATOR: Darryl Grayson
ACTION REQUEST: <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

	RESOLUTION NO.: N/A
	DATE: December, 2017
	INITIATOR: Dale Knutson
ACTION REQUEST: <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”.)

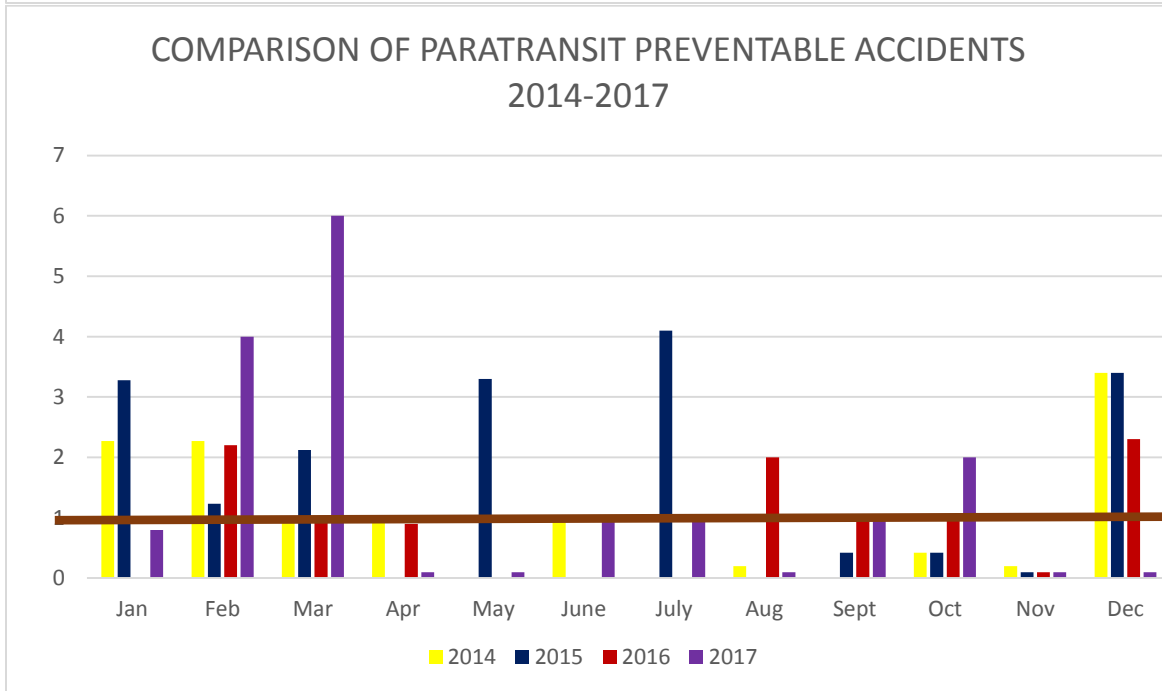
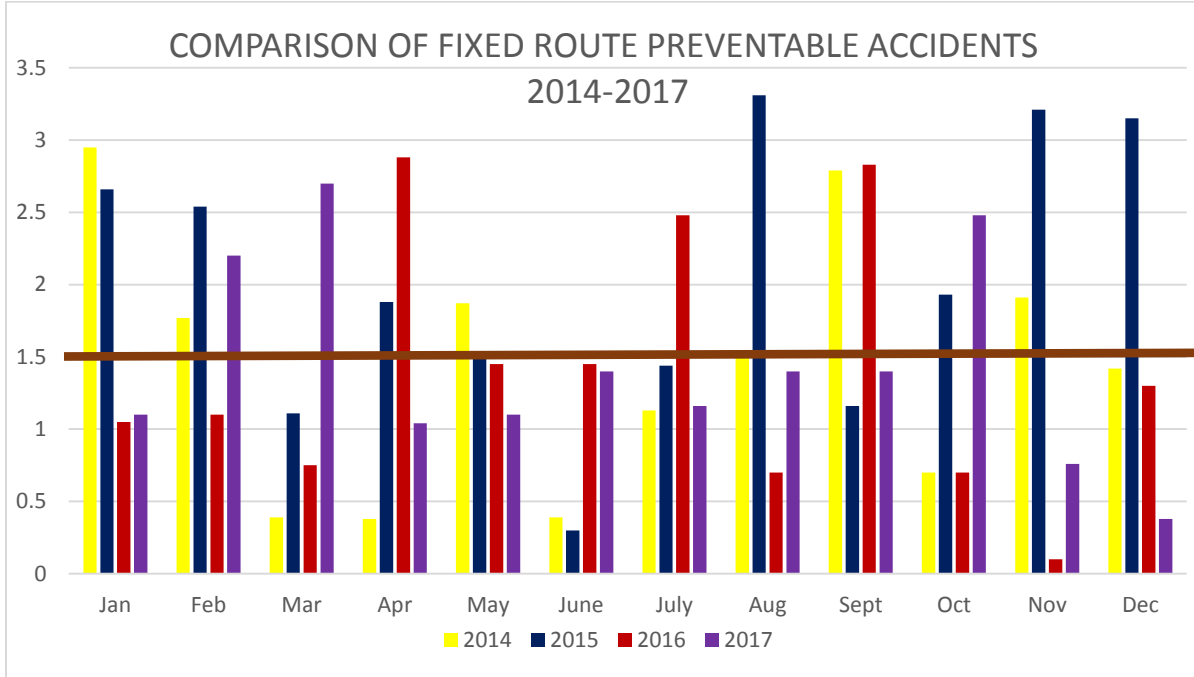
Security Overview: *The Birmingham Jefferson County Transit Authority’s Security Department is committed to providing a safe environment – and providing a positive perception regarding personal safety while on BJCTA property.*

- 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