



**REGULAR MEETING OF BJCTA BOARD OF DIRECTORS
ROLL CALL**

Wednesday, August 22, 2018

cont'd

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2018-30	Res. No. 2018-31	Res. No. 2018-32	Res. No. 2018-33
Davis, Ruby				Y N A	Y N A	Y N A	Y N A
Jones, LeDon				Y N A	Y N A	Y N A	Y N A
Powe, Kevin				Y N A	Y N A	Y N A	Y N A
Sellers, Rev. Patrick				Y N A	Y N A	Y N A	Y N A
Smith, Theodore "Ted"				Y N A	Y N A	Y N A	Y N A
Weinberg, Martin				Y N A	Y N A	Y N A	Y N A
Harwell, Donald				Y N A	Y N A	Y N A	Y N A
Lassiter, Johnnye P.				Y N A	Y N A	Y N A	Y N A
Cunningham, Darryl				Y N A	Y N A	Y N A	Y N A



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

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, August 22, 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 – July 25, 2018
- VIII. Chairman’s Report**
- IX. Committee Reports**
 - A. Planning & Development- August 13, 2018
 - B. Performance Monitoring Oversight Committee- August 21, 2018
- X. Items for Information and/or Discussion**
 - A. FY’19 Budget
- XI. Resolutions for Consideration and Approval**
 - A. Resolution 2018-35:** Authorize the Interim Executive Director to contract with Hill’s Janitorial Service, Inc. – Gardendale, AL for Janitorial Services for three (3) years with two (1) year options to BJCTA.
 - B. Resolution 2018-36:** Authorize the Interim Executive Director to contract with FLEETWASH, INC to provide Bus Bay and Parking Lot Cleaning for three (3) years with two (2) One year options to BJCTA.

- C. **Resolution 2018-37:** Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Renewal, of the Existing Commercial Real Estate Appraisal Services contracts with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH
- D. **Resolution 2018-38:** Authorizes the Interim Executive Director to Exercise the first of two (2) Optional , One (1) Year renewals of existing contract with Whiting Systems, Inc., for exterior bus cleaning solution
- E. **Resolution 2018-40:** Authorization to Adopt and Approve BJCTA Company Credit Card Policy

XII. Old Business

- A. NONE

XIII. New Business

- A. NONE

XIV. Public Comment

XV. Adjournment



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

REGULAR MEETING OF THE BOARD OF DIRECTORS MEETING MINUTES

Wednesday, July 25, 2018
12:00 p.m.

Call to Order

Chair Darryl Cunningham called the meeting to order at 12:01pm in the Birmingham-Jefferson County Transit Authority Board Room located at 1801 Morris Avenue, Birmingham, AL.

Roll Call

(P) Present (A) Absent (T) Tardy

Directors

Ruby Davis (A); LeDon Jones (P); Kevin Powe (P); Patrick Sellers (P); Theodore “Ted” Smith (A); Martin Weinberg (P); Donald Harwell (P); Johnnye P. Lassiter (P); Darryl Cunningham (P)

Alisha Hinson, Board Administrator, announced that a quorum was present.

BJCTA Staff/ Others Present

Christopher Ruffin, Adrian Solomon, Alisha Hinson-Mitchell, Dale Knutson, Deirdre Byrd, Toney Chestnut, Myrna Pittman, Darryl Grayson, Joshua Johnson, Willie Drakeford, Peter Walcott, Erica Jackson, Allen Perdue, Mikesha Harvill, Christina Griggs, Christy Howard, Justin Ridgeway, Nioka Boyce, April Penchion, Carissa Pickett, Edward Jackson, Adrell Meadows, Shahanica Gales, Chris Bolling (BPD), Kevin Owens (City of Birmingham), Nancy Owens (City of Birmingham), Earl Hilliard (HSH), Greg Roddy (Local #725), Becci Hunt (IG), Lauren Bland (IG), Pat Bell (Rider), Roy Johnson (al.com), Christin French Fuston, Petway, French), Cherri Walker (Strada), Butch Ferrell (Rider), Vincent Parker (Fox6), Don Mosely (City of Birmingham), Earl Hilliard Jr. (City of Birmingham), Joi Jackson (SkyeConnect), Meredith Dole (SkyeConnect), Jeff McDaniels (City of Birmingham), Brenda McCray (City of Birmingham)

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

IV. Director Donald Harwell lead the **Pledge of Allegiance**

- V. Director of Safety Dale Knutson provided the **Safety Message** about “Being Safe Throughout the Summer”
- VI. **Adoption of the Agenda**
- **Director Sellers moved to Adopt the Agenda; it was seconded by Director Harwell and approved by general consent.**
- VII. **Adoption of Minutes**
- A. Regular Board Meeting- May 23, 2018
- **Director Harwell moved to Adopt the Minutes; it was seconded by Director Sellers and approved by general consent.**
- B. Committee Meeting of the Whole- June 20, 2018
- **Director Harwell moved to Adopt the Minutes; it was seconded by Director Sellers and approved by general consent.**
- VIII. **Chair’s Report**
- Jefferson County Presentation (No one present)
 - Montevallo Area Express (MAX), Mayor Hollie Cost along with the Student Government Association President from University of Montevallo made a presentation of how grateful she and other citizens are that BJCTA is providing pilot transit service for the city of Montevallo. Mayor Cost stated that she is looking forward to working more with BJCTA on other future endeavors.
- IX. **Resolutions for Consideration and Approval**
- A. **Resolution 2018-26:** Authorization for the Interim Executive Director to Enter into Contract with Intermark Group to provide public relations.
- Director Harwell moved to adopt the resolution; it was seconded by Director Powe.**
- Director Weinberg questioned whether there was a scoring process done for the evaluation of the RFP. Procurement Manager Darryl Grayson stated that the top five (5) vendors from the RFP were brought before a five (5) person panel and the companies were scored based on their presentations.
 - Director Weinberg questioned stated that he didn’t see the amount that the contract was for. Procurement Manager Grayson stated that it was listed in DirectorPoint. Director Lassiter stated that the cost was on page 25 of DirectorPoint.
 - Director Sellers questioned where Intermark Group is from. Manager Grayson stated that they were local. Director Sellers questioned who the owner is. Manager Grayson stated that all of Intermark Group’s information was in the presentation that he could provide Director Sellers.

- A representative from Intermark Group came to the podium per Chairman Cunningham and stated briefly who Intermark Group was and where they were located.
 - Director Sellers questioned whether Intermark Group was DBE affiliated. The Intermark Group representative stated that they were not DBE affiliated.
 - Director Sellers questioned where our DBE levels were. Chief of Staff Adrian Solomon stated that they DBE levels were at 10.3%, and that we were right at the board goal of 11% for DBE.
 - Director Sellers stated that he just wanted to make sure that this agency is physically responsible to reflect the region in which we exist and the people in which BJCTA serves.
 - Director Lassiter questioned when the 11% DBE goal was set. Chief of Staff Solomon stated that the goal was set in 2015 through former Executive Director Barbara Murdock and former Grants Director Stephanie Walker in the form of a resolution.
 - The Intermark Group's representative stated that they were honored to have the opportunity and that they know that having a good public transit system is great for Birmingham and because they are a Birmingham-based business, it is very important to them.
 - Chairman Cunningham requested that the Intermark Group representative state one or two goals. The representative stated that one goal was to make people like Max
 - Director Lassiter requested to know who two of the Intermark clients were. The representative stated that they work with Blue Cross/Blue Shield of Alabama, Alabama Tourism Department, Jack's Restaurants, Bradford Behavioral Health
 - Director Sellers questioned what happened to the other list of PR Firms that BJCTA had to choose from. Chief Solomon stated that the contracts for those vendors were about to come to an end and that they could very well be renewed if needed.
 - Director Weinberg questioned whether Intermark Group would using Intermark Group be in lieu of obtaining a Communications Director. Chief Solomon stated that we would not.
 - Director Powe questioned what would be the first two objectives to gain ridership and gain a positive eye for the public's view. The Intermark representative stated that they would have the first have an onboarding meeting to understand where the organization is and what our goals are.
- B. Resolution 2018-27:** Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with MESSAGE POINT MEDIA of AL, Inc., to provide Passenger Information Displays (PIDS) maintenance to BJCTA for the Intermodal Facility and Central Station.

Director Sellers moved to adopt the resolution; it was seconded by Director Lassiter and approved by general consent.

C. Resolution 2018-28: Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with **Goodyear Tire & Rubber Company**.

Director Sellers moved to adopt the resolution; it was seconded by Director Lassiter and approved by general consent.

D. Resolution 2018-29: Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S. Security Associates, Inc.** to provide physical security guard services for the Birmingham- Jefferson County Transit Authority.

Director Sellers moved to adopt the resolution; it was seconded by Director Harwell and approved by general consent.

E. Resolution 2018-30: Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with **Master Solutions LLC**.

Director Lassiter moved to adopt the resolution; it was seconded by Director Sellers and approved by general consent.

F. Resolution 2018-31: Authorization for the Interim Executive Director to Exercise the First of Two (2) One (1) Year Extensions of the Existing Contract with **Cassady & Self Glass Company, Inc.** to Provide Bus Window and Installation.

Director Lassiter moved to adopt the resolution; it was seconded by Director Sellers and approved by general consent.

G. Resolution 2018-32: Authorization for the Interim Exercise Director to Continue the Authority's Membership in the American Public Transportation Association (APTA).

Director Sellers moved to adopt the resolution; it was seconded by Director Harwell and approved by general consent.

- Director Seller stated an observation that this year's APTA meeting is in Nashville, TN and that as many as possible needs to attend.
- Director Lassiter stated that APTA has provided classes/workshops in the past and that we need to make good use of our membership with APTA.

H. Resolution 2018-33: Authorization to Adopt and Approve the Fiscal Year 2019 Operating and Capital Budgets.

Director Harwell moved to adopt the resolution; it was seconded by Director Smith.

- Director Sellers stated his unreadiness due the fact that the budget was not in DirectorPoint and he wants the budget to reflect the cut that was made by the City of Birmingham and that the routes should also reflect the cut.
- Attorney Courtney French stated that his office received a contract that was for only a 90-day contract in the amount of \$2.5M. He stated that it would be impossible for BJCTA to operate based on a 90-day.
- Director Jones made a request that the board views the budget to reflect the changes in the budget and to call a Special Called Board Meeting within the next 7-10 days.
- Attorney French stated that there is also a difference in opinion of whether the City of Birmingham has paid for the last quarter in FY18. Director Sellers moved to table the budget's approval until the changes reflect Birmingham's budget.
- Chairman Cunningham stated that we would need to table the budget until the changes have been made. Director Sellers voted "No" on tabling the budget.

X. Interim Executive Director's Report

- Interim Executive Director introduced the new Maintenance Director Johnathan Mitchell back to the organization
- BJCTA has kicked the shelter implementation into high gear, installing 30+ new shelters around the Birmingham service area.
- The Birmingham Intermodal Facility has been selected as a finalist for an Award of Excellence with the Urban Land Institute. BJCTA has invited to attend the awards ceremony in Atlanta, GA on September 13, 2018.
- The city has restarted the BRT project with Howard Richards and Andre' Bittas leading the efforts. Interim Executive Director Ruffin and several other team members have been in attendance to BRT meetings over the last week.
- An offer has been made to a potential Director of Finance with 20+ years of experience in Transit Finance and Operations.
- With the major cut that was received from Birmingham, the Interim Executive Director felt that it was necessary to call the organization's state a crisis. Director Harwell requested clarification on whether the accurate amount of the cut was \$5.4M or \$5.8M. The IED stated that he would go on record saying that the amount of the cut was \$5.4M. He then introduced Mr. Earl Hilliard, who was hire to meet on behalf of BJCTA to go to the city and lobby on its behalf.
- Mr. Hilliard spoke about going to the City of Birmingham and having meetings with the city's officials over the last thirty days. He stated that hopefully if the organization continues on a good path, that the city may grant the organization the remainder of the funds that were allocated to "Other Transit Funding". Mr. Hilliard stated that BJCTA needs another source of funding. He also referenced his letter placed in the packet provided to the board members.

- Director Lassiter questioned what Mr. Hilliard's firm was hired to do. Mr. Hilliard stated that his firm was hired to provide legal/governmental relations to the City of Birmingham.
 - Director Powe read some of the items in Mr. Hilliard's packet and stated that Birmingham already knows all of the items that Mr. Hilliard's firm provides, and asked what BJCTA was paying him for.
 - Director Lassiter questioned when Mr. Hilliard's firm contract began and ended. Attorney French answered by saying 30 days, and that the contract has already ended.
 - Chairman Cunningham asked for a Point of Order as Director Powe and Mr. Hilliard made an exchange of words.
- A. Financial Report-** Interim Finance Director Willie Drakeford presented Financial Reports are included in Director Point.

XI. Old Business

A. Board Governance Training

- Chairman Cunningham reminded the board of the Board Governance Training to be held on Tuesday, August 14th (10a-4p) and Wednesday, August 15th (9a-3p)

XII. New Business

- **(NONE)**
- Director Lassiter questioned who would be facilitating the Board Governance Training. Chairman Cunningham responded saying that KB Squared is doing the training.

XIII. Public Comment

- Fixed Route Passenger Pat Bell, 4609-13th Ave No. Birmingham, AL. Ms. Bell spoke about very passionately stating what she feels that the board said in a previous meeting that they would support the Interim Executive Director. She stated that she normally would not support getting someone from the Birmingham area because she feels that Birmingham deserves the best, but she feels that Mr. Ruffin is the best. She stated that the board needs to look at giving the operators more money so that they won't be disgruntled, instead of board members or executives receiving bonuses.
- Ms. Bell stated that she asked the Interim Executive Director if she could look up Intermark Group, why couldn't they, as board member do the same thing.

XIV. Adjournment

Director Sellers moved to dismiss the June Board Meeting; it was seconded by Director Lassiter at 1:50pm.



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PLANNING & DEVELOPMENT COMMITTEE MEETING MINUTES

Tuesday, August 14, 2018
11:00 a.m.

Call to Order

Committee Chairman Theodore “Ted” Smith called the Planning & Development Committee Meeting to order at 11:12am.

Roll Call

(P) Present (A) Absent (T) Tardy

Directors

Ruby Davis (A), Patrick Sellers (A), Theodore “Ted” Smith (P)

Also in attendance were board members LeDon Jones and Kevin Powe

Alisha Hinson, Board Administrator, announced that the meeting was without a quorum.

BJCTA Staff/ Others Present

Christopher Ruffin, Adrian Solomon, Alisha Hinson-Mitchell, Darryl Grayson, Toney Chestnut, Joshua Johnson, April Panchion, Myrna Pittman, Thomas Yuill, Mikesha Harvill, Deirdre Byrd, Johnathan Mitchell, Peter Walcott, Christy Howard, Darryl Perkins, Christin Ford (Fuston, Petway, French), and Butch Ferrell (TCAB)

Committee Chair Smith stated that because no quorum was present, only a discussion could take place to include the present board members.

Procurement

Manager Darryl Grayson presented on behalf of the Procurement Department

- Director Jones questioned the process in which Falls Janitorial went from being the top choice going into the Intermodal Facility to being at the bottom of the evaluation list. Manager Grayson stated that BJCTA was not aware of what the actual needs of the facility were upon moving in. Now that the facility has been occupied, management can now better create a scope that is more useful. Director Jones stated that we should be mindful when doing a re-RFP process that it could be taken in a negative light because

other vendors may see it as an opportunity to benefit from what the existing vendor is already doing.

Customer Care/Marketing

Customer Care/Marketing Director Myrna Pittman presented on behalf of the Customer Care/Marketing Department

- Director Powe questioned a way of providing the board members with a way to be made aware of upcoming events. Director Pittman stated that she would provide Board Administrator Alisha Mitchell with upcoming events to push out to board members.

Grants

Grants Administrator April Penchion presented on behalf of the Grants Department

- Committee Chairman Smith questioned whether grants could be used to assist with the buildout of a new Maintenance Facility. Administrator Penchion stated that they would not.

Information Technology (IT)

IT Director Toney Chestnut presented on behalf of the IT Department

- IT is in the last stage of the Avail Implementation Process, which is the Maintenance Integration
- The Help Desk has been relaunched with the assistance of the Marketing Department to include an icon being placed on all desktops
- Chief of Staff stated that what has not been upgraded is the Genfare system.

Planning

Planning Director Joshua Johnson presented on behalf of the Planning Department

- Director Smith questioned if Planning Director Johnson could do a study on an elevated fixed gateway.

Safety, Security, and Training

Safety Supervisor Christopher Brewster presented on behalf of the Safety, Security, and Training Department

- Staff rode a New Flyer articulated bus on the Route 45. The articulated bus had a better turn radius than the 40' buses. Director Powe questioned how long it would take us to make up the difference in the cost to the articulated bus. Planning Director Johnson stated that he would get the correct answer but that it wouldn't take long.

Governmental Relations

Darryl Perkins presented on behalf of Governmental Relations

- Perkins stated that he visited the Irondale City Council Meeting and spoke with city officials

TCAB

Butch Ferrell presented on behalf of TCAB

- Director Smith stated that we need to get with the Marketing Department about reaching out to riders.

Old Business

- Board Training
August 14-15, 2018, facilitated by KB Squared LLC.

New Business

- Committee Chair Smith presented various drawings and prints of a possible Maintenance Facility
- CNG Station- Staff searching for a location for a downtown CNG station

Adjournment

Committee Chair Smith adjourned the Planning & Development meeting at 12:50pm.



Birmingham-Jefferson County Transit Authority
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PERFORMANCE MONITORING & OVERSIGHT COMMITTEE MEETING MINUTES

Tuesday, August 21, 2018
9:00 a.m.

Call to Order

The meeting was called to order by Chair LeDon Jones at 9:07 A.M. in the Executive Conference Room located at 1801 Morris Avenue, Birmingham, Alabama 35203.

Committee Members Present: Kevin Powe and Martin Weinberg

Quorum: Yes-

Mikeshia Harvill, acting as Board Administrator, conducted roll call and confirmed a quorum.

Committee Members Absent: None

Other Board Members Present: Donald A. Harwell and Theodore “Ted” Smith

Staff and Others Present:

Christopher Ruffin, Adrian Solomon, Darryl Grayson, Toney Chestnut, Joshua Johnson, April Penchion, Myrna Pittman, Mikeshia Harvill, Deirdre Byrd, Johnathan Mitchell, Peter Walcott, Darryl Perkins, Sam Ford (Fuston, Petway, French), Courtney French (Fuston, Petway, French), Willie Drakeford, Allen Perdue, Justin Ridgeway, Nancy Owen, Barbara Herbert, Angela Scroggins, Lillie Pickett, Ernestine Rush, and Kelvin Datcher (City of Birmingham).

Adoption of the Agenda- Director Harwell moved to adopt the agenda. It was seconded by Director Weinberg, and approved by general consent.

Items for Information and/or Discussion

Departmental Updates

Finance- Willie Drakeford (Accounting Specialist II) provided the update for the Finance Department. He reported that as of July 31, 2018 the Balance Sheet Assets were \$65.8 million, while Total Liabilities were \$33.1 million. The Income Statement for the month ending July 2018 details a Year-to-Date (YTD) revenue of \$28.7 million and Expenses of \$29.7 million.

Committee Chair Jones questioned how the figures were calculated and if they should match up with the YTD Actuals reported in the Financial Highlights. After discussion, it was determined that an error had been made and would be corrected.

Chair Jones made a request to Interim Executive Director, Christopher Ruffin, to conduct an analysis on the expenses of the company cars and their usage in an effort to manage expenses. The analysis should be presented to the Board at the next meeting and provide information on how many employees are driving the cars, define their roles, and the cost associated. Director Weinberg asked if some of the company cars had been taken back around the time that Mr. Ruffin assumed the Interim position. Mr. Ruffin stated that the cars are for the operations of the BJCTA for incidents that occur during and after business hours. He also shared that the previous administration wanted all of the Directors to have cars and that did not change when he was placed in the interim role. Mainly because the previous Board Chair, Ruby Davis, expressed concern over taking the cars because of the low morale within the agency. Chair Jones stated that he understood and wanted to clarify that he is not asking that the cars be taken.

Maintenance- Johnathan Mitchell (Director of Maintenance) provided the Maintenance Department update. He reported that for the month of July the miles between Road Calls were at 12,047 miles. Twenty of those road calls were mechanical and eleven were non mechanical. They have completed a recall for an issue with a component on the Ford vehicles. Three bus shelters were completed for the month of July. One shelter is located at Richard Arrington and 45th Street. Another is located at Old Jefferson Avenue and 38th Street. The last one is at 12th Avenue and 31st Street. All of the bus stops are out for the Montevallo Pilot Route. His team is working on moving vehicle maintenance in a different direction with training and weekly meetings.

Chair Jones questioned the process for installation and maintenance of bus shelters. Mr. Mitchell stated that the installation and maintenance of the bus shelters is contracted out to C.P. Construction. Mr. Mitchell also shared that there are processes in place to hold the company accountable for the work they are contracted to do.

Director Harwell questioned whether the bus shelter cost was covered by the city requesting it. Adrian Solomon, BJCTA Chief of Staff, explained that there is an 80/20 match. The requesting city pays 80% and BJCTA provides 20%, which includes installation and maintenance. After further discussion, Chair Jones requested that a shelter analysis be conducted to determine the most cost effective way to manage the bus shelter installation and maintenance process.

Director Powe asked for clarity on what is done to maintain the shelters and the cost. Ms. Solomon answered stating that C.P. Construction handles that and she is not sure of the cost.

Operations- Peter Walcott (Interim Director of Operations) provided the Operations departmental report. He shared there are currently eight new hires in training. They are working with 107 operators and are budgeted for 150 operators. On-Time Performance is 62% and they are working to exceed the industry standard of 72%. The paratransit department has new leadership and are doing well.

Chair Jones asked for an explanation of missed trips. Mr. Walcott explained that a missed trip is any situation where the bus is not on time. It does not mean the bus did not come.

Director Powe expressed some concerns he had while riding the #17 Eastwood Route and he questioned if AVAIL was the best system to use. I.T. Director, Toney Chestnut, confirmed that AVAIL is the best system to use. Mr. Chestnut also shared that the agency has been experiencing internet outages for the past week. He is working with Spectrum to get the issue resolved and working on an alternative solution, if needed.

Director Powe expressed concern over operators not being able to take breaks while driving long hours. Mr. Ruffin responded by sharing that that the operators are treated fairly and confirmed that

the operators do get breaks. Director Powe requested that the team come up with a forum that includes the operators, supervisors, and planning to improve the system.

Chair Jones questioned the process to control the failure to login rate for operators. Mr. Walcott explained that there are procedures in place, including having supervisors check to make sure the operators are logged in.

Resolutions for Consideration and Recommendations

A. FY19 Budget

Discussion-

Chair Jones questioned why we would establish a budget for 10.8 million when we can only potentially get 10 million. He stated that more discussion would be had at the Board meeting tomorrow.

Director Weinberg expressed concerns over the previous contract with the City of Birmingham and the actual contract with the City of Birmingham.

Kelvin Datcher, a representative of the City of Birmingham, addressed the Board. He stated that the council passed a total budget of 10 million dollars for transit, with 5 million being budgeted for the BJCTA. The City of Birmingham has offered a 3 month renewable contract to the BJCTA for consideration.

Chair Jones asked who helped to prepare the budget. Ms. Solomon stated that Ron Thompson, from STRADA helped to prepare the budget. Director Weinberg questioned if the agency was still working with STRADA. Ms. Solomon replied that the agency has two task orders with the company. One is for the facility of the Intermodal Building and the other is a task order to complete the FY 19 budget and assess the finance department. Their contract expires September 30th.

The item will be discussed at the Board meeting.

- B. **Resolution 2018-40:** Authorization to Adopt and Approve BJCTA Credit Card Policy- Director Weinberg moved to amend the BJCTA Credit Card Policy to include that the Executive Director must have approval from at least two members of the Executive Committee of the Board. Director Powe seconded the motion and it was approved by general consent.
- C. Director Weinberg moved to forward the **Amended Resolution 2018-40:** Authorization to Adopt and Approve the BJCTA Credit Card Policy to the full Board for approval. It was seconded by Director Harwell and approved by general consent.

Old Business- None

New Business- None

Adjournment-

Chair Jones adjourned the meeting at 11:02 A.M.

Committee Members: **LeDon Jones (Chairman)**
 Kevin Powe
 Martin Weinberg

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

TITLE/DESCRIPTION: Authorize the Interim Executive Director to contract with Hill's Janitorial Service, Inc. – Gardendale, AL for Janitorial Services for three (3) years with two (1) year options to BJCTA.	RESOLUTION NO.: 2018 - 35
	DATE: August 2018
	INITIATOR: Procurement Department
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 Interim Executive Director to contract with **Hill's Janitorial Service, Inc.** to provide Janitorial Services to BJCTA.
- 2.0 Description/Justification:** This contract will be to outsource Janitorial Services for the Intermodal Facility. The janitorial services RFP was re-issued due to a revised scope. That was not a part of the previous scope of work.
- 3.0 Procurement Background:** On June 19, 2018, BJCTA issued RFP #18-11 (Request for Proposal) to provide Janitorial Services. **Hill's Janitorial Service, Inc.** scored highest because of strong experiences, qualifications and responsiveness. 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 Janitorial Services will not exceed \$330,000.00 per year within the full term of the contract which is a (3) year period including 2 optional renewal years. The total yearly cost will not change for the entire contract period.

COMPANY	SCORE	Cost Per Year
HILL'S JANITORIAL	249	\$330,000.00
STEEL CITY SERVICES	154	\$1,439,000.00
STONE & COLE	133	\$420,000.00
CLEAN SLATE	126	\$169,760.00
EAGLE CLEANING SVCS	118	\$266,673.00
ABSOLUTE CLEANING	108	\$135,000.00
VARSITY FACILITY	94	\$416,622.72
FALLS FACILITY SVCS	62	\$444,865.44

Hill's Janitorial Service, Inc. – Year 1 - \$330,000.00
Year 2 - \$330,000.00
Year 3 - \$330,000.00
3 Years Contract Term Total: \$990,000.00

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

- 6.0 Recommendations:** Authorize the Interim Executive Director to contract with **Hill's Janitorial Service, Inc.**
- 7.0 Alternatives:** Do not provide Janitorial Services
- 8.0 Attachments:** None

Christy Howard



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue 2nd FL Birmingham, Alabama 35203
Phone (205) 521-0101
Website: www.maxtransit.org

Resolution No. 2018 - 35

To authorize the Interim Executive Director to contract with HILL’S JANITORIAL SERVICE, INC. to provide JANITORIAL SERVICES to 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 #18-11 was issued to obtain a company qualified to provide Janitorial Services to BJCTA; and

WHEREAS, Eight (8) companies responded to the proposal. All companies were responsive; and

WHEREAS, it is recommended that the BJCTA contract with **HILL’S JANITORIAL SERVICE, INC.** to provide Janitorial Services to BJCTA; and

WHEREAS, HILL’S JANITORIAL SERVICE, INC. proposes to provide services in accordance with the attached fee schedule within the proposal; and

WHEREAS, the Authority deems the proposal submitted by **HILL’S JANITORIAL SERVICE** to be fair and reasonable.

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

Section 1. The Interim Executive Director is hereby authorized to contract with **HILLS JANITORIAL SERVICES, INC, INC.** to provide Janitorial services, not to exceed **\$330,000.00/year for a three (3) year period** with two (2) one year renewal options, to the Birmingham-Jefferson County Transit Authority.

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

Adopted: August 22, 2018

Darryl Cunningham, Chairman

Attest: _____
Donald A. Harwell, Secretary

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

TITLE/DESCRIPTION: Authorize the Interim Executive Director to contract with FLEETWASH, INC to provide Bus Bay and Parking Lot Cleaning for three (3) years with two (2) One year options to BJCTA.	RESOLUTION NO.: 2018 - 36
	DATE: August 2018
	INITIATOR: Procurement Department
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 Interim Executive Director to contract with **FLEETWASH, INC** to provide Bus Bay and Parking Lot Cleaning to BJCTA.
- 2.0 Description/Justification:** On September 8, 2016, BJCTA issued IFB #16-18 to provide Bus Bay and Parking Lot cleaning. Due to a significant change of scope that wasn't part of the original RFP, BJCTA re-issued the RFP.
- 3.0 Procurement Background:** On July 6, 2018, BJCTA issued RFP #18-12 to solicit a company to provide Bus Bay and Parking Lot Cleaning.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The estimated cost to provide Bus Bay and Lot cleaning will not exceed **\$281,000.00 /year** with a **3%** increase per year within the full term of the contract including option years. Score is as follows with a **MAX of 400 points**

Company	Score	Rate per Year
FLEETWASH, INC	370	\$281,000.00
CJ Pressure Clean	354	\$423,611.00
The Ancon Group	352	\$490,296.00
Steel City Services	342	\$718,400.00
ANCC	259	\$767,252.00

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

- 6.0 Recommendations:** Authorize the Interim Executive Director to contract with **FLEETWASH, INC** to provide Bus Bay and Parking Lot Cleaning for three (3) years with two 1 year options to BJCTA.
- 7.0 Alternatives:** Do not provide Bus Bay and Lot Cleaning
- 8.0 Attachments:** None

Darryl Grayson

Darryl Grayson Procurement / Contracts Manager



Birmingham-Jefferson County Transit Authority
 1801 Morris Avenue 2nd FL Birmingham, Alabama 35203
 Phone (205) 521-0101
 Website: www.maxtransit.org

Resolution No. 2018-36

To authorize the Interim Executive Director to contract with FLEETWASH, INC to provide Bus Bay and Parking Lot Cleaning to 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, RFP #18-12 was issued to obtain a company qualified to provide Bus Bay and Parking Lot Cleaning to BJCTA; and

WHEREAS, FIVE (5) companies responded to the proposal. All companies were responsive; and

WHEREAS, it is recommended that the BJCTA contract with FLEETWASH, INC to provide Bus Bay and Parking Lot Cleaning to BJCTA; and

WHEREAS, FLEETWASH, INC proposes to provide services in accordance with the attached fee schedule within the proposal; and

WHEREAS, the Authority deems the proposal submitted by FLEETWASH, INC to be fair and reasonable.

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

Section 1. The Interim Executive Director is hereby authorized to contract with **FLEETWASH, INC** to provide Bus Bay and Parking Lot Cleaning estimated not to exceed **\$281,000.00 with a 3% increase per year** for a three (3) year period including option years.

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

Adopted: August 22, 2018

 Darryl Cunningham, Chairman

Attest: _____
 Donald Harwell, Secretary

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

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Renewal, of the Existing Commercial Real Estate Appraisal Services contracts with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH	RESOLUTION NO.: 2018-37
	DATE: July 2018
	INITIATOR: Procurement / Contracts
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 Interim Executive Director to exercise the second of four (4) optional, one (1) year renewal, of the existing commercial real estate appraisal services contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh.

2.0 Description/Justification: The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions of the existing contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh. The existing contracts will terminate on October 11, 2018. On June 22, 2016, The BJCTA Board of Directors approved Resolution 2016-28: Authorization to enter into contract with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and SOUTHERN VALUATION to Provide Commercial Real Estate Appraisal Services to BJCTA, which established the four (4) optional, one (1) year extensions.

3.0 Procurement Background: On April 8, 2016, the Request for Qualifications (RFQ) #16-11 was issued to secure companies to provide commercial real estate appraisal services to BJCTA. BJCTA received three (3) qualifications proposals that the evaluation committee reviewed on May 26, 2016. The initial contracts were awarded to **SCOTT REAL ESTATE VALUATION & CONSULTING, LLC** and **SOUTHERN VALUATION** as the most responsive and responsible proposers. Later, it was determined that Southern Valuation did not meet all of the required criteria for selection, and three (3) quotes were received for the appraisal review, as FTA requires the appraisal to be reviewed. By acquiring both companies this will put BJCTA in a better competitive state, and give BJCTA options on selecting an appraisal firm and a reviewing firm.

Company	Score
Scott Real Estate	277
Southern Valuation	200
Cochran & Associates	140

4.0 Policy Impact: The Board of Directors must approve Expenditures exceeding \$25,000.

5.0 Economic Impact: These contracts will be based on task orders and inquiries on properties surrounding the intermodal facility and TOD projects and will **not exceed \$50,000**.

- a) **Source Funding** – “Operational Local Share” from municipalities
- b) **Verified By** – Finance Dept.

6.0 Recommendations: To Authorize the Interim Executive Director to exercise the second of four (4) optional, one (1) year extensions, of the existing commercial real estate appraisal services contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh.

7.0 Alternatives: Do not authorize the Interim Executive Director to exercise the second of four (4) optional, one (1) year extensions.

Darryl Grayson



Birmingham-Jefferson County Transit Authority
 1801 Morris Avenue 2nd FL Birmingham, Alabama 35203
 Phone (205) 521-0101
 Website: www.maxtransit.org

Resolution No. 2018-37

Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisal Services contract with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH

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, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions, of the existing commercial real estate appraisal services contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh which terminates on October 11, 2018; and

WHEREAS, on June 22, 2016, The BJCTA Board of Directors approved Resolution 2016-28; authorizing the existing one (1) year contract, with four (4) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal and quote submitted by **SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH** to be fair, reasonable, and not to exceed \$50,000.

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

Section 1. Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisal Services contract with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH; and

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

Adopted: August 22, 2018

 Darryl Cunningham, Chairman

Attest: _____
 Donald Harwell, Secretary

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

TITLE/DESCRIPTION: Authorizes the Interim Executive Director to Exercise the first of two (2) Optional , One (1) Year renewals of existing contract with Whiting Systems, Inc. , for exterior bus cleaning solution	RESOLUTION NO: 2018-38
	DATE: July 2018
	INITIATOR: Procurement / Contracts
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:** Authorizes the Interim Executive Director to Exercise the first of two (2) Optional, One (1) Year renewal of existing contract with Whiting Systems, Inc.
- 2.0 Description/Justification:** This Procurement is to provide exterior bus cleaning solution for the fleet.
- 3.0 Procurement Background:** On July 14, 2015, the BJCTA issued an Invitation for Bids #15-28 for bus cleaning solution. The current contract expires October 5, 2018. BJCTA is requesting to exercise the first of two (2) Optional , One (1) Year renewal of existing contract In addition to local and national advertisements, BJCTA contacted the following potential bidders and received the following rates per gallon:

Bidders	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Whiting Systems, Inc.	\$7.50/gal	\$7.50/gal	\$7.50/gal	\$7.75/gal	\$7.75/gal
IPAX	\$4.95/gal	\$4.95/gal	\$4.95/gal	\$4.95/gal	\$4.95/gal

A bid was received for a lower cost solution; however, and for the following reasons, Staff recommends continuing use of the current vendor Whiting Systems, Inc.:

- 1. BJCTA purchased the current bus washing machine in July 2012.
- 2. Cleaning products proposed by Whiting Systems, Inc., are specifically made for the machine owned by BJCTA.
- 3. The current cleaning products have been tested and approved to minimize fading and discoloration of the specialized bus paint.
- 4. Less expensive chemical solutions may damage the dispensing machine.
- 5. Previous cleaning products did not remove dirt as well as the current solution used by Whiting Systems, Inc.

- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The two (2) Optional year contract amount will be billed at **\$7.75 a gallon.**
 - a) **Source Funding** – PM (5307) Grant
 - b) **Verified By** – Finance Dept.

- 6.0 Recommendations:** Authorize the Interim Executive Director to Exercise the first of two (2) Optional , One (1) Year renewals of existing contract with **Whiting Systems, Inc.**, for exterior bus cleaning solution.

7.0 Alternatives: Do not authorize the Interim Executive Director to renew.

8.0 Attachments: None

Darryl Grayson

Darryl Grayson – Procurement/Contracts Manger



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue 2nd FL Birmingham, Alabama 35203
Phone (205) 521-0101
Website: www.maxtransit.org

Resolution No. 2018-38

Authorizes the Interim Executive Director to Exercise the first of two (2) Optional, One (1) Year renewals of existing contract with Whiting Systems, Inc., for exterior bus cleaning solution

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, On October 5, 2015, BJCTA contracted Whiting Systems for exterior bus cleaning solution for three (3) years with two optional renewals. The current contract will expire October 30, 2018; and

WHEREAS, BJCTA is requesting to authorize Interim Executive Director to Exercise the first of two (2) Optional , One (1) Year renewals of existing contract with **Whiting Systems, Inc.**, for exterior bus cleaning solution

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

Section 1. The Interim Executive Director is hereby authorized to exercise the first of two (2) Optional, One (1) Year renewals of existing contract with **Whiting Systems, Inc.**, for exterior bus cleaning solution at a rate of **\$7.75 a gallon**.

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

Adopted: August 22, 2018

Darryl Cunningham, Chairman

Attest: _____
Donald Harwell, Secretary

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

TITLE/DESCRIPTION: Authorization to Adopt and Approve BJCTA Company Credit Card Policy	RESOLUTION NO.: 2018 - 40
	DATE: August 2018
	INITIATOR: Executive Department
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:** This action is to adopt and approve a credit card policy in which BJCTA personnel will adhere

- 2.0 Description/Justification:** BJCTA personnel that are granted use of a company credit card must abide by this policy

- 3.0 Procurement Impact:** N/A

- 4.0 Policy Impact:** In accordance with BJCTA adopted policies and procedures.

- 5.0 Economic Impact:** Potential negative impact to local funds, if cards are lost, stolen and/or miss used. Local funds are used to pay credit card expenditures

- 6.0 Recommendations:** Interim Executive Director recommend the adoption and approval of the credit card policy

- 7.0 Alternatives:** Not adopt and approve a credit card policy for BJCTA

- 8.0 Attachments:** BJCTA Credit Card Policy

Christopher Ruffin, Sr., Interim Executive Director

Resolution No. 2018-40

Authorization to Adopt and Approve a Credit Card Policy for the Birmingham-Jefferson County Transit Authority

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) Board of Directors is responsible for approving policies, as it relates to the expenditures of the agency.

WHEREAS, the BJCTA Board of Directors are responsible for adopting a credit card policy to guide the financial activities of the agency.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Birmingham-Jefferson County Transit Authority, Jefferson County, Alabama:

- Section 1.** That the Interim Executive Director is hereby authorized to implement the Credit Card policy as put forth in its’ entirety.
- Section 2.** That this resolution becomes effective immediately upon adoption and approval.

Adopted:

Approved: _____
Darryl Cunningham, Chairman

Attest: _____
Donald Harwell, Secretary



Birmingham–Jefferson County Transit Authority (BJCTA) Credit Card Policy Revision

Credit cards may only be used to purchase goods or services for official BJCTA business. Charging personal or unauthorized transactions to BJCTA-owned credit cards is not acceptable under any circumstance. Receipts for all BJCTA credit card transactions must be kept and turned in to the Finance Department within three (3) days after the transaction. In addition to the foregoing, the Executive Director shall submit his/her credit card purchases and supporting documentation to at least two (2) of the executive committee members (or their designated representative) for review, at least quarterly.

Any unauthorized transaction on the BJCTA credit card will result in disciplinary action. In all cases of misuse or unsubstantiated transactions, BJCTA reserves the right to recover any monies from the employee-cardholder. Cardholders may be required to sign a declaration authorizing the BJCTA to recover, from their salary, any amount improperly charged to a BJCTA-owned credit card.

Prior to departure or termination of duties with the BJCTA, the employee-cardholder must reconcile all expenditures on his/her credit card account. Upon termination of employment, the card must be surrendered to the Executive Director. In the case of the departure or termination of the Executive Director, the credit card must be surrendered to the Board Chair (or their designated representative).

Lost or stolen credit cards must be reported and cancelled immediately. Cardholders are responsible for ensuring that the Finance Department is notified immediately of any disputed charges.



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Operations Monthly Update	RESOLUTION: N/A
	DATE: July 2018
	INITIATOR: Peter Walcott Interim 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.

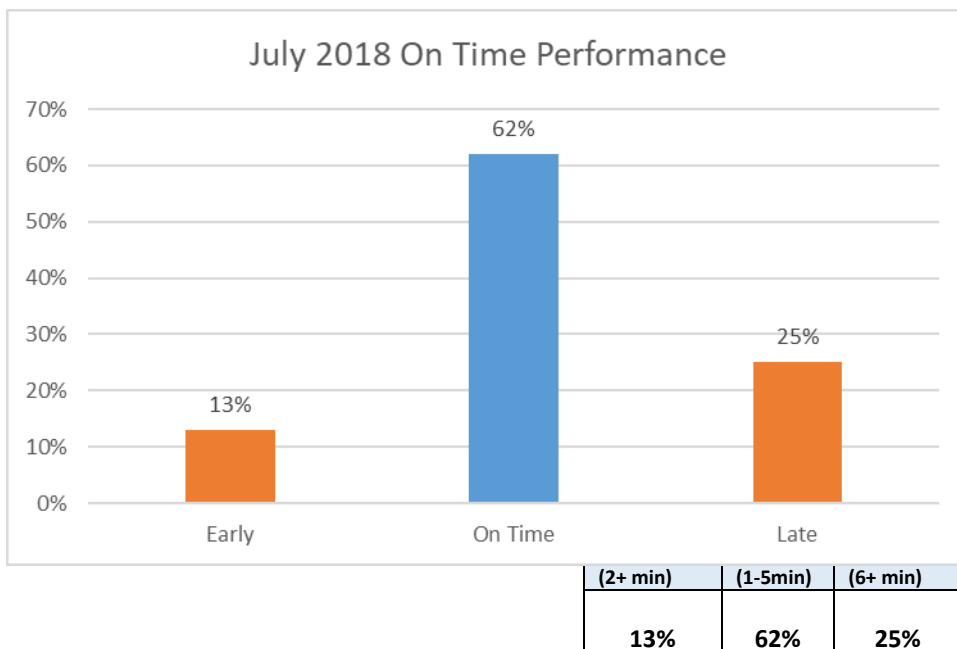
1.0 Fixed Route

- Presently Fixed Route has a total of 8 operators in route training nearing completion
- Preparing to do the fourth and final sign up for 2018

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)



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 stay in contact with Avail to provide the most accurate information possible.

1.4 Missed Trips (Chart)

July Missed Trip Information from Avail

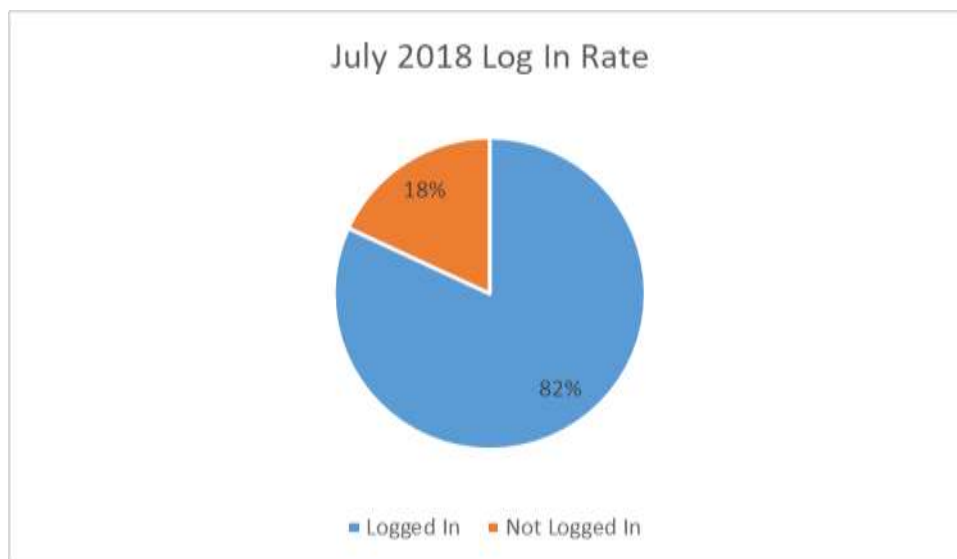
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
1142	4	106	46

**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%

1.7 Operator Attendance

- It is important to understand how attendance affects other Key Performance Indicators. Operator Attendance will be provided on a medium basis for the month. Attendance is calculated based on operators that are Marked-off, are on FMLA, Vacation/Sick Time, Suspended, or on Workman's Compensation.

1.8 Operator Attendance (Chart)

July Operator Attendance (Absentees on Average)				
<u>Mark Offs</u>	<u>FMLA</u>	<u>Vacation/Sick</u>	<u>Suspended</u>	<u>Workman's Comp</u>
2	3	5	0	2

1.9 Customer Complaints (Operations)

July Customer Complaints (Total)		
<u>Closed/Resolved</u>	<u>Open</u>	<u>Total Complaints</u>
3	20	23

**Customer Complaints are calculated in total numbers to reflect how many complaints the Customer Care Center has received with concerns of operators and/or bus information such as tardiness, missed pick-ups, etc.*

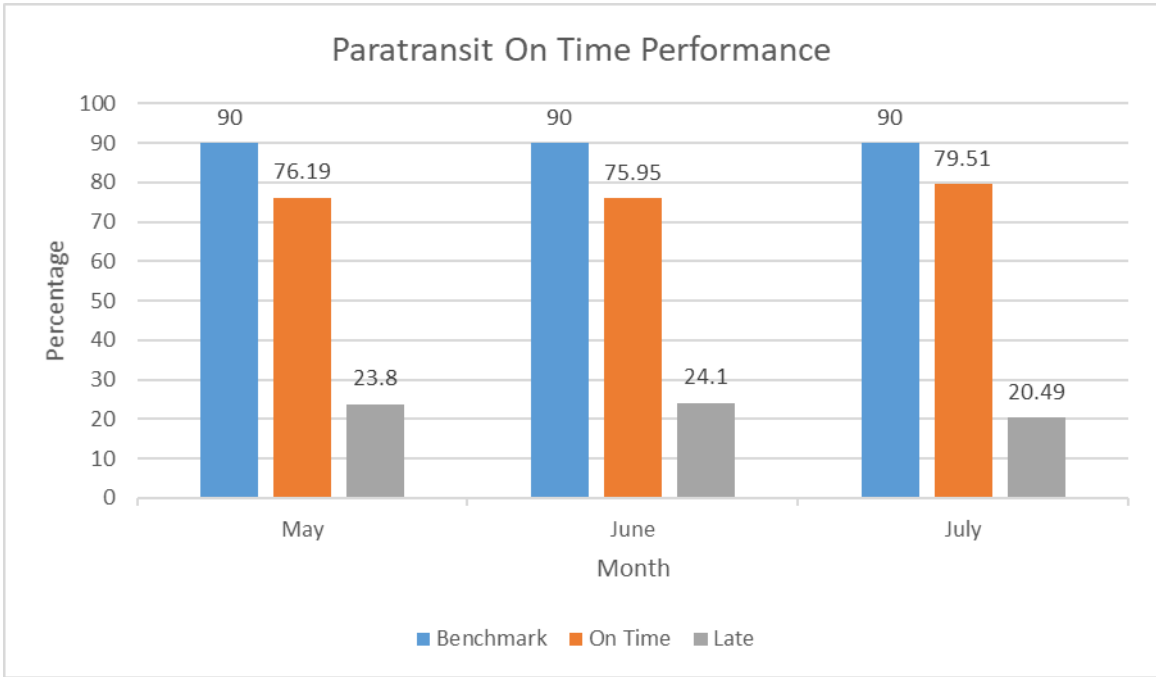
2.0 Paratransit

- Presently collaborate with Customer Care on initiatives to cut down excessive waits on phone calls to improve on time performance
- Currently Paratransit has two new operators that has completed route training

2.1 Paratransit On Time Performance

- On-Time Performance is measured in the RouteMatch System by the percentage of Runs that are Early (based on 15+ minutes); On-Time (based on 1-30 minutes); Late (based on 15+ minutes).

2.2 Paratransit On Time Performance (Chart)



Peter Walcott

Peter Walcott
Interim Director of Operations



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

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: July 2018
	INITIATOR: Johnathan Mitchell
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

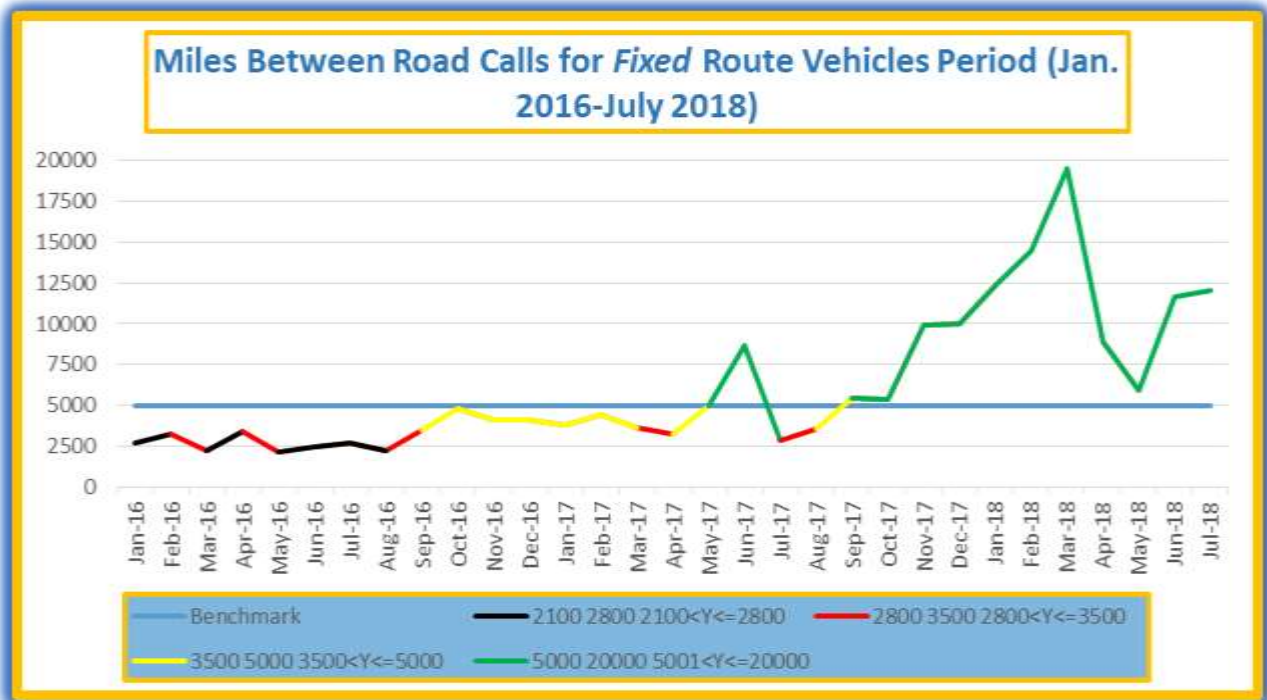
1.0 Purpose/Objective: To provide information regarding the progress of the Maintenance Department.

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 reported vehicle defects, inspections & safety checks in a timely manner
- Achieved 93% inspections for the month of July
- Maintained the upkeep of all fleet
- Repaired 2 transmissions (1 New Flyer & 1 Orion)
- Completed all building/facility inspections due
- Completed FORD recalls (Camshaft Components) on the 1600 series of VIPs
- Completed assembly of 2 bus shelters
- Repainted multiple areas of the 8th ave. building
- Orchestrated consultation w/vendor (Hardy Services) to resolve A/C unit issues at 8th ave. building
- Arranged for consultation regarding Service-line Floor Repair; awaiting quotes
- Interviewed candidates for bus cleaners, general services, facility technicians, building custodians & mechanics (which included our 1st female mechanic candidate)
- Organized weekly foreman’s meeting—to discuss new direction & vision for the maintenance department
- Attended RPC Committee Meeting & BRT Meeting
- Promoted Edward Jackson to Facilities Supervisor
- Selected David Hill (previously General Foreman) to become the Training Supervisor for the Maintenance Department.
- The Maintenance Team congratulated former Mechanic & now the new Director of Maintenance (Johnathan Mitchell) on his return back to the BJCTA.

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

MAX Maintenance went 12,047 miles between mechanical failures in July 2018—making this the 11th consecutive month achieving and exceeding benchmark standards and the 4th month this year to exceed the benchmark by over 6,600 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	12338	14482	19501	8875	5878	11684	12047					

Johnathan Mitchell

Johnathan Mitchell, Director of Maintenance

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Finance - Financial & Investment Highlights for Period Ending July 31, 2018	RESOLUTION NO.: N/A
	DATE: July 31, 2018
	INITIATOR Willie A. Drakeford, Jr. 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 July 31, 2018 Balance Sheet, assets were \$65,828,638.66 while total liabilities were \$33,140,688.45.
- The Income Statement for the month ending July 31, 2018, details year to date revenues of \$33,608,555.22 and expenses of \$33,050,335.96 resulting in a negative difference of \$441,780.74.
- The total cash and cash equivalents as of July 31, 2018 was \$10,323,565.73 of which \$9,403,221.56 was the balance in our operating and money market accounts. Our Capital account balance is \$710,000.00.

	<u>FY18 YTD Actual</u>	<u>FY18 YTD Budget</u>	<u>Variance</u>
Budgeted Items			
Revenues	27,044,510	29,152,079	(2,107,569)
Expenses	<u>27,276,669</u>	<u>36,013,903</u>	<u>(8,737,234)</u>
Net	(232,159)	(6,861,825)	6,629,666
Non Budgeted Items			
Revenues	5,564,045	9,323,575	(3,759,530)
Expenses	<u>5,773,667</u>	<u>5,222,420</u>	<u>551,247</u>
Net	(209,622)	4,101,156	(4,310,778)
Combined Net	(441,781)	(2,760,669)	2,318,888

Total overall variance with the budget is a positive \$2,318,888.

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

Birmingham-Jefferson County Transit Authority

Balance Sheet

Fiscal Year: 2018	Period 10	July - 2018	Division: ** Consolidated Report		As of: 07/31/2018
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100000000 ASSETS		
101000000 CASH & CASH EQUIVALENTS		
1010100001 Money Market-BBVA Compass		\$5,524,633.20
1010100002 Cash - Payroll - BBVA Compass		\$10,000.00
1010100003 Cash - Operating - BBVA Compass		\$1,779,284.40
1010100004 Capital Deposit - BBVA Compass		\$710,332.54
1010100005 Cash - BJCTA Hardship Fund - BBVA Compass		\$0.00
1010100006 CASH - RESTRICTED SELF INSURED		\$200,154.72
1010200001 Petty Cash - Maintenance		\$195.00
1010200002 Petty Cash - Central Station		\$18.12
1010600001 Investments		\$0.00
1019999999 TOTAL - CASH & CASH EQUIVALENTS		\$8,224,617.98
102000000 ACCOUNTS RECEIVABLE		
1020100001 A/R Advertising		(\$1,284.81)
1020100002 A/R Pass/Ticket Sales		\$15,929.00
1020100003 A/R Manual Ticket Sales		\$0.00
1020300001 A/R Accrued Interest		\$0.00
1020600001 A/R Local Share Bus Shelters		\$0.00
1020700001 A/R U.A.B		\$0.00
1020700003 A/R Hoover		\$0.00
1020700004 A/R Birmingham		\$2,700,000.00
1020700005 A/R Planning Grant RPC 5303		\$0.00
1020700006 A/R Federal		\$1,000,000.00
1020700007 A/R RPC CMAQ Ozone		\$0.00
1020700008 A/R Beer Tax		(\$60,776.50)
1020700009 A/R Vestavia		\$0.00
1020700010 A/R Bessemer		\$176,065.77
1020700011 A/R JEFFERSON COUNTY TAX		\$1,499,999.99
1020700012 A/R Racing Commission		\$0.00
1020700013 A/R - Jefferson County Ad Valorem		\$0.00
1020700014 A/R - Homewood		\$85,481.36
1020700015 A/R - Fairfield Ad Valorem		\$0.00
1020700016 A/R - Mtn. Brook Ad Valorem		\$0.00
1020700017 A/R - Tarrant Ad Valorem		\$0.00
1020700018 A/R - Birmingham Ad Valorem		\$0.00
1020700019 A/R - Bessemer Ad Valorem		\$0.00
1020700020 A/R - Brighton		\$0.00
1020700021 A/R - Lipscomb		\$0.00
1020700022 A/R - Midfield		\$11,340.79
1020700023 A/R - Centerpoint		\$0.00
1020700024 A/R Fairfield		\$0.00
1020800001 A/R Blue Cross Blue Shield		\$0.00
1020800002 A/R Department of Energy		\$0.00
1020800004 A/R Board Members		\$197.42
1020800005 A/R Insurance Claims		(\$1,224.07)
1020800006 A/R - CNG Service		\$0.00
1020800007 A/R - Alternative Fuel Credit - Other		\$47,150.12
1020800008 A/R Employee		\$19.44
1020800009 A/R - Pass Thru Funding		\$0.00
1029999999 TOTAL ACCOUNTS RECEIVABLE		\$5,472,898.51

Birmingham-Jefferson County Transit Authority

Balance Sheet

Fiscal Year: 2018	Period 10	July - 2018	Division: ** Consolidated Report	As of: 07/31/2018
1030000000 SUPPLY INVENTORY				
1030000001 Diesel Fuel Supply				\$77,273.26
1030000002 UNLEADED FUEL SUPPLY				\$14,247.80
1030000003 Parts, Oil, Lubricant Inventory				\$1,746,583.10
1039999999 TOTAL SUPPLY INVENTORY				\$1,838,104.16
1050000000 CONSTRUCTION & PROJECTS IN PROCESS				
1050200001 Construct in Progress				\$24,261.00
1050200002 Construction in Progress - Bus Shelters				\$167,647.00
1050200003 Installation/Progress Fare Box				\$0.00
1050200004 Facilities in Progress				\$0.00
1050200005 Installation in Progress / Digital Radios				\$0.00
1059999999 TOTAL CONST. & PROJ. IN PROCESS				\$191,908.00
1110000000 PROPERTY, PLANT & EQUIPMENT				
1110100001 Motor Busses - Class A				\$29,737,803.27
1110100002 Trolley - Class C				\$0.00
1110100003 Paratransit Vehicles				\$4,475,813.34
1110100004 Vans & Other Vehicles				\$954,231.28
1110100005 Route Signing				\$0.00
1110100006 Shelter/Stations				\$967,142.16
1110100007 Operation's Yards/Parking Lot				\$1,154,725.25
1110100008 Office/Maint. Renovations				\$23,541,540.74
1110100009 Operation's Yard Equipment				\$12,263.66
1110100010 Equipment Veh/Maint/Garage				\$1,089,899.45
1110100011 Close Circuit TV				\$216,683.73
1110100012 CNG Fueling Station				\$3,629,997.94
1110100013 Revenue Collection/Process				\$1,127,759.27
1110100014 Communications Equipment				\$1,117,423.19
1110100015 Software				\$373,576.58
1110100016 Office Furniture/Equipment				\$1,196,410.36
1110100017 Land				\$2,856,622.35
1110300001 Accumulated Depreciation				(\$27,076,087.71)
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT				\$45,375,804.86
1510000000 OTHER ASSETS				
1510100001 PPD - Workman's Comp				\$236,780.00
1510100002 PPD - Public Official				\$0.00
1510100003 PPD - Auto Insurance				\$0.00
1510100004 PPD - Insurance Liability				\$476,095.87
1510100005 PPD Software Maintenance Contract				\$4,830.00
1510100006 PPD - OTHER				\$173,154.72
1510200001 Deposits				\$9,949.71
1510200002 Suspense				\$0.00
1510300001 Deferred Pension Outflows				\$4,590,637.00
1519999999 TOTAL OTHER ASSETS				\$5,491,447.30
1999999999 TOTAL ASSETS				\$66,594,780.81
2000000000 LIABILITES & EQUITY				
2000000001 LIABILITIES				

Birmingham-Jefferson County Transit Authority
Balance Sheet

Fiscal Year: 2018	Period 10	July - 2018	Division: ** Consolidated Report	As of: 07/31/2018
201000000 ACCOUNTS PAYABLE				
2010100001	Accounts Payable			\$1,173,708.16
2010100002	A/P Federal			\$0.00
2010100003	Accrued Accounts Payables			\$647,053.30
2019999999	TOTAL ACCOUNTS PAYABLE			\$1,820,761.46
202000000 ACCRUED PAYROLL & WITHHOLDINGS				
2020100001	Accrued Payroll Expenses			\$626,558.98
2020100002	Garnishments			\$11,328.44
2020100003	AFLAC W/H			\$8,301.99
2020100004	Pension W/H			\$0.00
2020100005	Union Dues W/H			\$0.00
2020100006	PPD Prepaid Legal W/H			\$0.00
2020100007	Life Insurance W/H			(\$283.52)
2020100008	Roadside Assistance W/H			\$0.00
2020100009	YMCA W/H			\$0.00
2020100010	Costco W/H			\$0.00
2020100011	Sam's Club W/H			\$0.00
2020100012	Long-Term Care W/H			\$0.00
2020100013	FSA W/H			(\$9,919.17)
2020100014	ADMINISTRATIVE PENSION W/H - 457(b)			\$0.00
2020100015	ADMINISTRATIVE PENSION W/H - 401(a)			\$102.83
2020100016	Administrative Vision W/H			\$0.00
2030100001	Social Security Payable			\$34,732.20
2030100002	Medicare Payable			\$8,122.87
2030100003	Federal Taxes Payable			\$0.00
2030100004	State Taxes Payable			\$36,656.79
2030100005	Jefferson Cty. Taxes Payable			\$0.00
2030100006	B'ham City Taxes Payable			\$9,772.77
2030100007	EMPLOYER PENSION CONTRIBUTION			\$0.00
2039999999	TOTAL ACCRUED P/R & W/H			\$725,374.18
204000000 CURRENT PORTION OF LT DEBT				
2040100001	Current Lease Payable			\$0.00
2040100002	Current Note Payable			\$0.00
2040199999	TOTAL CURRENT PORTION OF LT DEBT			\$0.00
204050000 OTHER CURRENT LIABILITIES				
2040500001	Accrued Interest Payable			\$0.00
2040600001	Pension Accrued			\$0.00
2040600002	Accrued Pension - Contract Employees			\$27,827,834.17
2050500001	Audit Fee Payable			\$20,000.00
2050500002	Unearned Revenue			\$1,158,377.46
2050500003	A/P Blue Cross Blue Shield			\$0.00
2050500004	Compensated Absenses			\$621,053.63
2050500005	Suspense			\$0.00
2050500006	Self Insured Contingency Funds			\$0.00
2050500008	Insurance Proceeds Held for Repairs			\$203,705.43
2050500010	Insurance Proceeds Held-Bus Purchase-Federal Share			\$0.00
2050500011	Insurance Proceeds Held-Bus Purchase-Local Share			\$0.00
2059999999	TOTAL OTHER CURRENT LIABILITIES			\$29,830,970.69

Birmingham-Jefferson County Transit Authority
Balance Sheet

Fiscal Year: 2018	Period 10	July - 2018	Division: ** Consolidated Report	As of: 07/31/2018
2210000000 NON-CURRENT PORTION OF LT DEBT				
2210100001	Loan Payable		\$0.00	
2210100002	Long Term Lease Payable		\$0.00	
2219999999	TOTAL NON-CURRENT LT DEBT		\$0.00	
2310000000 OTHER LIABILITIES				
2310100001	Deferred Pension Inflows		\$911,201.00	
2310200001	Uninsured Liab/Damage		\$50,000.00	
2319999999	TOTAL OTHER LIABILITIES		\$961,201.00	
2999999999	TOTAL LIABILITIES			\$33,338,307.33
3000000000 EQUITY				
3040000000 CONTRIBUTED CAPITAL				
3040100001	Federal Gov't Capital Grant		\$0.00	
3040100003	Donated Capital		\$14,725,426.00	
3040300001	Local Gov't Capital Grant		\$0.00	
3049999999	TOTAL CONTRIBUTED CAPITAL		\$14,725,426.00	
3050000000 RETAINED EARNINGS				
3050100001	Retained Earnings		\$17,962,524.21	
3059999999	TOTAL RETAINED EARNINGS		\$17,962,524.21	
3999999997	TOTAL EQUITY			\$32,687,950.21
3999999998	TOTAL LIABILITIES & EQUITY			\$66,026,257.54

Birmingham-Jefferson County Transit Authority

Income Statement With Approved Budget

Fiscal Year: 2018	Period 10	Division: ** Consolidated Report		As of: 07/31/2018	
			July - 2018	Oct-2017 Thru Jul-2018 Year To Date	Approved Budget
REVENUES					
PASSENGER REVENUES					
Passenger Fares - Fixed Route	\$160,249.43	8.27%	\$1,556,339.70	80.30%	\$1,938,088.00
Passenger Fares - Dart	\$0.00	0.00%	\$12,266.38	61.23%	\$20,032.00
Passenger Fares - VIP	\$15,036.49	7.76%	\$148,519.54	76.67%	\$193,715.00
RPC Ozone Days Reimbursement	\$0.00	0.00%	\$0.00	0.00%	\$0.00
TOTAL PASSENGER REVENUES	\$175,285.92	8.15%	\$1,717,125.62	79.80%	\$2,151,835.00
MUNICIPAL SERVICE REVENUES					
Fixed Route B'ham	\$2,160,000.00	25.00%	\$8,640,000.51	100.00%	\$8,640,000.00
Paratransit BHAM	\$0.00	0.00%	\$0.00	0.00%	\$0.00
UAB Revenue	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Vestavia	\$6,709.47	8.33%	\$67,094.70	83.33%	\$80,513.69
Homewood	\$85,481.36	28.52%	\$310,248.64	103.52%	\$299,689.86
New Neighborhood Shuttles	\$0.00	0.00%	\$0.00	0.00%	\$0.00
DART-B'ham	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Holiday Shuttle B'ham	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Hoover -	\$5,963.98	8.33%	\$59,639.80	83.33%	\$71,567.73
Bessemer Revenue	\$176,065.77	28.52%	\$639,019.56	103.52%	\$617,271.66
Fairfield Revenues	\$0.00	0.00%	\$472,709.72	0.00%	\$0.00
Brighton Revenues	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Lipscomb Revenues	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Midfield Revenues	\$11,340.79	9.51%	\$102,201.18	85.68%	\$119,279.55
Special Fares - Birmingham	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Midfield Prior Year Revenues	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Centerpoint Revenue	\$19,987.90	28.52%	\$72,545.44	103.52%	\$70,076.73
Hoover Prior Year Revenue	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Lipscomb Prior Year Revenue	\$0.00	0.00%	\$0.00	0.00%	\$0.00
TOTAL MUNICIPAL SERVICE REVENUES	\$2,465,549.27	24.91%	\$10,363,459.55	104.70%	\$9,898,399.22
OTHER REVENUES					
Commission Revenue	\$9,682.59	17.06%	\$159,775.30	281.49%	\$56,760.00
Advertising Revenue	\$0.00	0.00%	\$89,423.11	53.02%	\$168,644.00
Other Revenues	\$0.00	0.00%	\$6,081.05	271.48%	\$2,240.00
Investment Income	\$0.00	0.00%	\$48,795.20	220.29%	\$22,150.00
Rental Income	\$15,631.25	11.03%	\$79,561.70	56.15%	\$141,698.00

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

Fiscal Year: 2018	Period 10	Division: ** Consolidated Report		As of: 07/31/2018	
		July - 2018	Oct-2017 Thru Jul-2018 Year To Date		Approved Budget
Gain/(Loss) on Disposition of Fixed Assets		\$68.40	0.00%	\$40,895.90	0.00%
DONATED FACILITIES		\$0.00	0.00%	\$0.00	0.00%
TOTAL OTHER REVENUES		\$25,382.24	6.48%	\$424,532.26	108.44%
TAX REVENUES					
Ad Valorem - Birmingham		\$325,376.87	8.54%	\$3,253,768.70	85.44%
Ad Valorem - Jefferson County		\$227,019.26	8.52%	\$2,270,192.60	85.21%
Ad Valorem - Homewood		\$0.00	0.00%	\$0.00	0.00%
Ad Valorem - Bessemer		\$0.00	0.00%	\$0.00	0.00%
Ad Valorem - Fairfield		\$0.00	0.00%	\$0.00	0.00%
Ad Valorem - Mountain Brook		\$8,821.72	8.33%	\$88,217.20	83.33%
Ad Valorem - Tarrant		\$1,987.99	8.33%	\$19,879.90	83.33%
Alternative Fuel Tax		\$0.00	0.00%	\$742,400.83	0.00%
Beer Tax		\$0.00	0.00%	\$1,499,999.98	75.00%
Jefferson County Tax		\$0.00	0.00%	\$1,499,999.99	75.00%
TOTAL TAX REVENUES		\$563,205.84	5.31%	\$9,374,459.20	88.42%
LOCAL SHARE GRANT REVENUES					
Local Share Grant Revenues		\$0.00	0.00%	\$3,507.40	0.00%
TOTAL LOCAL SHARE GRANT REVENUES		\$0.00	0.00%	\$3,507.40	0.00%
FEDERAL GRANT REVENUES					
FTA Reimbursements - Preventative Mtn.		\$0.00	0.00%	\$4,500,000.00	75.00%
FTA Reimbursements - Pass Thru Funding		\$2,131.00	0.09%	\$2,461,451.00	99.99%
FTA Reimbursements - JARC		\$0.00	0.00%	\$0.00	0.00%
FTA Reimbursements - ADA		\$0.00	0.00%	\$2,560.00	0.00%
FTA Reimbursements - Project Admin.		\$0.00	0.00%	\$171,296.00	158.61%
Planning Grant 5303 Thru RPC		\$0.00	0.00%	\$0.00	0.00%
FTA Reimbursements - TDP		\$0.00	0.00%	\$487,570.00	0.00%
TOTAL FEDERAL GRANT REVENUES		\$2,131.00	0.02%	\$7,622,877.00	88.95%
TOTAL OPERATING REVENUE		\$3,231,554.27	10.22%	\$29,505,961.03	93.33%
CAPITAL REVENUES					
Jefferson County		\$0.00	0.00%	\$0.00	0.00%
FTA Reimbursements - Capital		\$47,030.00	1.04%	\$793,967.00	17.62%

Birmingham-Jefferson County Transit Authority

Income Statement With Approved Budget

Fiscal Year: 2018	Period 10	Division: ** Consolidated Report		As of: 07/31/2018		
		July - 2018	Oct-2017 Thru Jul-2018 Year To Date		Approved Budget	
Capital Revenue - City of Birmingham		\$540,000.00	25.00%	\$2,159,999.49	100.00%	\$2,160,000.00
Capital Revenue - City of Hoover		\$840.50	8.33%	\$8,405.00	83.33%	\$10,085.95
Capital Revenue - City of Fairfield		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Capital Revenue - City of Vestavia Hills		\$945.56	8.33%	\$9,455.60	83.33%	\$11,346.69
Capital Revenue - City of Center Point		\$0.00	0.00%	\$7,406.64	75.00%	\$9,875.83
Capital Revenue - City of Midfield		\$0.00	0.00%	\$11,206.72	66.67%	\$16,809.92
Capital Revenue - City of Homewood		\$0.00	0.00%	\$31,676.22	75.00%	\$42,234.91
Capital Revenue - City of Mountain Brook		\$1,243.23	8.33%	\$12,432.30	83.33%	\$14,918.80
Capital Revenue - City of Tarrant		\$280.17	8.33%	\$2,801.70	83.33%	\$3,361.98
Capital Revenue - City of Bessemer		\$0.00	0.00%	\$65,243.52	75.00%	\$86,991.31
TOTAL CAPITAL REVENUES		\$590,339.46	8.60%	\$3,102,594.19	45.22%	\$6,861,822.39
TOTAL REVENUES		\$3,821,893.73	9.93%	\$32,608,555.22	84.75%	\$38,475,654.12
EXPENSES						
LABOR						
Operator's Salaries		\$579,306.70	8.35%	\$5,926,406.10	85.46%	\$6,934,408.00
Other Salaries		\$588,157.27	8.22%	\$6,062,312.89	84.75%	\$7,153,116.00
TOTAL LABOR		\$1,167,463.97	8.29%	\$11,988,718.99	85.10%	\$14,087,524.00
FRINGE BENEFITS						
Employer FICA Tax (OASDI)		\$80,051.19	7.06%	\$818,838.49	72.24%	\$1,133,423.00
Pension Expense		\$18,138.62	7.00%	\$192,673.30	74.39%	\$259,015.00
Regular Retirement		(\$63,705.67)	-3.37%	(\$489,343.49)	-25.89%	\$1,889,956.28
Health Insurance		\$448,902.17	9.71%	\$4,236,826.37	91.63%	\$4,624,082.00
Dental Insurance		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Unemployment Taxes		\$0.00	0.00%	\$25,646.96	31.30%	\$81,937.00
Life Insurance		\$7,269.29	7.98%	\$76,236.32	83.71%	\$91,075.00
Worker's Compensation Insurance		\$47,356.02	7.01%	\$520,122.42	77.04%	\$675,096.00
Accrued Sick & Vacation Time		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Transitional Reinsurance - ACA		\$0.00	0.00%	\$1,200.00	6.00%	\$20,000.00
Uniforms & Wearing Apparel		\$3,508.67	2.55%	\$84,502.81	61.32%	\$137,807.00
Employee Wellness		\$506.85	4.61%	\$5,068.50	46.08%	\$11,000.00
Employee Licenses		\$113.00	3.51%	\$903.50	28.03%	\$3,223.00
Relocation Expense		\$5,000.00	0.00%	\$5,000.00	0.00%	\$0.00
Tool Allowance		\$658.64	7.11%	\$6,744.27	72.75%	\$9,270.00
General Contingency		\$0.00	0.00%	\$0.00	0.00%	\$150,000.00

Birmingham-Jefferson County Transit Authority

Income Statement With Approved Budget

Fiscal Year: 2018	Period 10	Division: ** Consolidated Report		As of: 07/31/2018		
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TOTAL FRINGE BENEFITS		\$547,798.78	6.03%	\$5,484,419.45	60.36%	\$9,085,884.28
SERVICES						
Promotional Advertising		\$0.00	0.00%	\$4,700.00	94.00%	\$5,000.00
Legal Services		\$42,322.72	9.84%	\$421,063.43	97.86%	\$430,250.00
Architect & Engineering Services		\$113,280.52	75.52%	\$156,633.35	104.42%	\$150,000.00
Software Technical Support		\$0.00	0.00%	\$16,111.35	95.64%	\$16,845.00
Medical Services		\$3,733.00	12.44%	\$27,929.75	93.10%	\$30,000.00
Human Resources Services		\$1,871.25	12.91%	\$15,853.85	109.34%	\$14,500.00
Computer & Data Services		\$20,460.71	11.06%	\$238,852.72	129.11%	\$185,000.00
Professional & Technical Services		\$40,214.75	6.54%	\$436,192.10	70.93%	\$615,000.00
Marketing Consulting		\$0.00	0.00%	\$5,170.00	3.45%	\$150,000.00
Auditing		\$2,000.00	8.33%	\$20,000.00	83.33%	\$24,000.00
Financial Services		\$0.00	0.00%	\$0.00	0.00%	\$6,000.00
Government Relations - Consulting		\$10,416.00	8.33%	\$104,160.00	83.33%	\$125,000.00
Legal Travel		\$0.00	0.00%	\$2,416.59	0.00%	\$0.00
Temporary Labor		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Vehicle Cleaning		\$83.70	0.24%	\$21,463.81	60.32%	\$35,584.00
Building Maintenance Service		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Landscape Maintenance		\$3,250.00	4.39%	\$32,500.00	43.92%	\$74,000.00
Building Maintenance Contracts		\$34,636.07	67.25%	\$285,851.67	555.05%	\$51,500.00
Janitorial Services		\$25,595.80	15.87%	\$201,809.48	125.15%	\$161,255.00
Security Services		\$104,887.27	14.67%	\$810,996.97	113.43%	\$715,000.00
Vehicle Maintenance External		\$19,239.16	6.30%	\$165,804.88	54.28%	\$305,450.00
Vehicle Towing		\$2,650.00	4.02%	\$34,995.00	53.10%	\$65,910.00
Equipment Maintenance - Labor		\$5,500.56	4.84%	\$90,322.04	79.55%	\$113,546.00
Advertising Install/Removal Service		\$8,450.00	20.61%	\$18,600.00	45.37%	\$41,000.00
Printing & Copying External		\$4,124.94	8.85%	\$37,788.69	81.09%	\$46,603.00
Waste Oil Removal		\$2,892.25	7.02%	\$25,326.88	61.47%	\$41,200.00
Other Contracted Services		\$12,451.89	15.04%	\$189,864.53	229.37%	\$82,775.00
Radio & Communication Maintenance		\$3,165.50	3.50%	\$33,172.76	36.68%	\$90,448.00
TOTAL SERVICES		\$461,226.09	12.90%	\$3,397,579.85	95.01%	\$3,575,866.00
MATERIALS & SUPPLIES						
Fuel & Lubricants - Diesel		\$24,652.80	8.50%	\$240,692.03	83.00%	\$290,000.00
Fuel & Lubricants - CNG		\$63,353.98	6.67%	\$650,579.60	68.48%	\$950,000.00
Fuel & Lubricants - Unleaded - VIP		\$18.18	0.18%	\$410.57	4.11%	\$10,000.00
Tires & Tubes		\$24,668.73	6.98%	\$296,135.22	83.82%	\$353,290.00
Printing Supplies		\$96.40	0.25%	\$12,139.87	32.06%	\$37,865.00

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

Fiscal Year: 2018 Period 10	Division: ** Consolidated Report			As of: 07/31/2018	
	July - 2018		Oct-2017 Thru Jul-2018 Year To Date		Approved Budget
General Office Supplies	\$3,131.37	9.50%	\$34,828.69	105.65%	\$32,967.00
Equip. Repair Parts & Material	\$147,771.00	5.40%	\$1,814,980.09	66.32%	\$2,736,697.00
Janitorial & Building Supplies	\$3,115.04	4.65%	\$80,473.51	120.20%	\$66,950.00
Copier Paper	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Minor Equipment	\$6,331.36	22.86%	\$29,285.67	105.75%	\$27,692.00
Medical Supplies	\$89.94	9.93%	\$742.66	81.97%	\$906.00
Shelter Maintenance	\$20,677.18	8.11%	\$192,788.41	75.58%	\$255,074.00
Facility Maintenance Materials	\$0.00	0.00%	\$0.00	0.00%	\$110.00
Internal Sponsored Functions	\$14,290.52	14.91%	\$155,247.72	162.01%	\$95,825.00
Cleaning Supplies	\$6,495.00	7.92%	\$75,360.89	91.90%	\$82,000.00
Equipment & Repairs Parits & Materials-Major Rehab	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Inventory Adjustments	\$0.00	0.00%	(\$123,167.53)	0.00%	\$0.00
TOTAL MATERIALS & SUPPLIES	\$314,691.50	6.37%	\$3,460,497.40	70.06%	\$4,939,376.00
UTILITIES					
Electric	\$46,622.18	12.31%	\$431,077.16	113.82%	\$378,750.00
Water & Sewer	\$1,923.62	2.22%	\$39,322.81	45.35%	\$86,711.00
Trash, Garbage & Waste Removal	\$5,156.02	10.68%	\$52,007.10	107.68%	\$48,298.00
Heating	\$77.34	0.22%	\$30,298.26	86.57%	\$35,000.00
Telecommunications	\$19,181.96	10.87%	\$208,434.58	118.06%	\$176,548.00
Satellite & Cable Services	\$0.00	0.00%	\$539.10	134.78%	\$400.00
TOTAL UTILITIES	\$72,961.12	10.05%	\$761,679.01	104.96%	\$725,707.00
CASUALTY & LIABILITY COSTS					
Insurance - Property & Liability	\$16,748.43	3.45%	\$163,308.41	33.66%	\$485,183.00
Insurance - Public Officials	\$3,588.95	9.50%	\$34,994.65	92.64%	\$37,775.00
Insurance - Vehicle	\$99,294.35	7.18%	\$968,185.80	69.97%	\$1,383,789.00
Insurance Proceeds	\$0.00	0.00%	(\$54,827.02)	0.00%	\$0.00
Property Damage Settlements	\$4,014.13	1.17%	\$206,292.81	60.31%	\$342,076.00
TOTAL CASUALTY & LIABILITY COSTS	\$123,645.86	5.50%	\$1,317,954.65	58.61%	\$2,248,823.00
PURCHASED TRANSPORTATION					
Purchased Transportation	\$0.00	0.00%	\$0.00	0.00%	\$0.00
TOTAL PURCHASED TRANSPORTATION	\$0.00	0.00%	\$0.00	0.00%	\$0.00
MISCELLANEOUS EXPENSES					

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

Fiscal Year: 2018 Period 10	Division: ** Consolidated Report		As of: 07/31/2018		
	July - 2018		Oct-2017 Thru Jul-2018 Year To Date		Approved Budget
Dues & Subscriptions	\$3,791.25	7.67%	\$44,146.88	89.35%	\$49,407.00
Travel	\$1,002.65	1.06%	\$96,152.13	101.38%	\$94,845.00
Per Diem	\$929.50	2.40%	\$33,568.53	86.71%	\$38,715.00
Meetings, Seminars & Training	\$5,000.96	4.28%	\$140,057.68	119.81%	\$116,897.00
Internally Sponsored Workshops	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Planning Activities	(\$10,168.23)	-2.71%	\$201,214.62	53.66%	\$375,000.00
Fines & Penalties	\$5.00	5.00%	\$253.79	253.79%	\$100.00
Legal Advertising	\$386.62	1.19%	\$11,015.47	33.89%	\$32,500.00
Media Advertising	\$2,905.00	0.79%	\$97,378.74	26.32%	\$370,000.00
Postage & Courier Service	\$264.33	4.30%	\$4,103.02	66.79%	\$6,143.00
Other Miscellaneous	\$56.62	16.18%	\$201.65	57.61%	\$350.00
Educational - Tuition Reimbursement	\$0.00	0.00%	\$13,609.06	42.53%	\$32,000.00
Interview Expenses	\$33.25	0.95%	\$256.27	7.32%	\$3,500.00
Fees & Permits	\$145.50	10.78%	\$511.65	37.90%	\$1,350.00
Community Outreach	\$2,665.36	3.14%	\$86,978.86	102.33%	\$85,000.00
Governmental Affairs	\$0.00	0.00%	\$541.54	0.00%	\$0.00
RPC NTD Data	\$0.00	0.00%	\$75,000.00	100.00%	\$75,000.00
Moving Expenses	\$0.00	0.00%	\$14,831.27	29.66%	\$50,000.00
TOTAL MISCELLANEOUS EXPENSES	\$7,017.81	0.53%	\$819,821.16	61.60%	\$1,330,807.00
EXPENSE TRANSFERS					
Transportation Enhancement Activities	\$0.00	0.00%	\$0.00	0.00%	\$0.00
TOTAL EXPENSE TRANSFERS	\$0.00	0.00%	\$0.00	0.00%	\$0.00
INTEREST EXPENSE					
Interest Expense - Short Term Obligations	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Interest Expense	\$0.00	0.00%	\$0.00	0.00%	\$0.00
TOTAL INTEREST EXPENSE	\$0.00	0.00%	\$0.00	0.00%	\$0.00
LEASES & RENTALS					
LEASES & RENTALS					
Leases & Rentals	\$2,451.98	12.31%	\$45,998.46	230.96%	\$19,916.00
TOTAL LEASES & RENTALS	\$2,451.98	12.31%	\$45,998.46	230.96%	\$19,916.00
DEPRECIATION EXPENSE					

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

Fiscal Year: 2018 Period 10	Division: ** Consolidated Report		As of: 07/31/2018		
	July - 2018		Oct-2017 Thru Jul-2018 Year To Date		Approved Budget
Depreciation Expense	\$310,631.95	11.26%	\$3,068,868.10	111.26%	\$2,758,236.15
TOTAL DEPRECIATION EXPENSE	\$310,631.95	11.26%	\$3,068,868.10	111.26%	\$2,758,236.15
OTHER RECONCILING ITEM					
Pass Thru Funding Expense	\$245,481.40	9.96%	\$2,704,798.89	109.76%	\$2,464,183.49
TOTAL OTHER RECONCILING ITEM	\$245,481.40	9.96%	\$2,704,798.89	109.76%	\$2,464,183.49
OLD ACCOUNT NUMBERS-FOR DELETION					
TOTAL EXPENSES	\$3,253,370.46	7.89%	\$33,050,335.96	80.15%	\$41,236,322.92
NET DIFFERENCE	\$568,523.27	-20.59%	(\$441,780.74)	16.00%	(\$2,760,668.80)

Birmingham-Jefferson County Transit Authority

Budget Variance With Annual Budget

Fiscal Year: 2018		Period 10		Division: ** Consolidated Report				As of: 07/31/2018	
July 2018	Budget	Variance	Var/Bgt Var %		October Thru July 2018 YTD	Budget	Variance	Var/Bgt Var %	Annual Budget
				>					
				>	REVENUES				
				>					
				>	PASSENGER REVENUES				
160,249.43	161,507.33	-1,257.90	-0.78%	Passenger Fares - Fixed Route	1,556,339.70	1,615,073.30	-58,733.60	-3.64%	1,938,088.00
0.00	1,669.33	-1,669.33	100.00%	Passenger Fares - Dart	12,266.38	16,693.30	-4,426.92	-26.52%	20,032.00
15,036.49	16,142.92	-1,106.43	-6.85%	Passenger Fares - VIP	148,519.54	161,429.20	-12,909.66	-8.00%	193,715.00
0.00	0.00	0.00	0.00%	RPC Ozone Days Reimbursement	0.00	0.00	0.00	0.00%	0.00
175,285.92	179,319.58	-4,033.66	-2.25%	TOTAL PASSENGER REVENUES	1,717,125.62	1,793,195.80	-76,070.18	-4.24%	2,151,835.00
					MUNICIPAL SERVICE REVENUES				
2,160,000.00	720,000.00	1,440,000.00	200.00%	Fixed Route B'ham	8,640,000.51	7,200,000.00	1,440,000.51	20.00%	8,640,000.00
0.00	0.00	0.00	0.00%	Paratransit BHAM	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	UAB Revenue	0.00	0.00	0.00	0.00%	0.00
6,709.47	6,709.47	0.00	0.00%	Vestavia	67,094.70	67,094.70	0.00	0.00%	80,513.69
85,481.36	24,974.16	60,507.20	242.28%	Homewood	310,248.64	249,741.60	60,507.04	24.23%	299,689.86
0.00	0.00	0.00	0.00%	New Neighborhood Shuttles	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	DART-B'ham	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Holiday Shuttle B'ham	0.00	0.00	0.00	0.00%	0.00
5,963.98	5,963.98	0.00	0.00%	Hoover -	59,639.80	59,639.80	0.00	0.00%	71,567.73
176,065.77	51,439.31	124,626.46	242.28%	Bessemer Revenue	639,019.56	514,393.10	124,626.46	24.23%	617,271.66
0.00	0.00	0.00	0.00%	Fairfield Revenues	472,709.72	0.00	472,709.72	100.00%	0.00
0.00	0.00	0.00	0.00%	Brighton Revenues	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Lipscomb Revenues	0.00	0.00	0.00	0.00%	0.00
11,340.79	9,939.96	1,400.83	14.09%	Midfield Revenues	102,201.18	99,399.60	2,801.58	2.82%	119,279.55
0.00	0.00	0.00	0.00%	Special Fares - Birmingham	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Midfield Prior Year Revenues	0.00	0.00	0.00	0.00%	0.00
19,987.90	5,839.73	14,148.17	242.27%	Centerpoint Revenue	72,545.44	58,397.30	14,148.14	24.23%	70,076.73
0.00	0.00	0.00	0.00%	Hoover Prior Year Revenue	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Lipscomb Prior Year Revenue	0.00	0.00	0.00	0.00%	0.00
2,465,549.27	824,866.61	1,640,682.66	198.90%	TOTAL MUNICIPAL SERVICE REVENUES	10,363,459.55	8,248,666.10	2,114,793.45	25.64%	9,898,399.22
					OTHER REVENUES				
9,682.59	4,730.00	4,952.59	104.71%	Commission Revenue	159,775.30	47,300.00	112,475.30	237.79%	56,760.00
0.00	14,053.67	-14,053.67	100.00%	Advertising Revenue	89,423.11	140,536.70	-51,113.59	-36.37%	168,644.00
0.00	186.67	-186.67	100.00%	Other Revenues	6,081.05	1,866.70	4,214.35	225.76%	2,240.00
0.00	1,845.83	-1,845.83	100.00%	Investment Income	48,795.20	18,458.30	30,336.90	164.35%	22,150.00
15,631.25	11,808.17	3,823.08	32.38%	Rental Income	79,561.70	118,081.70	-38,520.00	-32.62%	141,698.00
68.40	0.00	68.40	100.00%	Gain/(Loss) on Disposition of Fixed Assets	40,895.90	0.00	40,895.90	100.00%	0.00
0.00	0.00	0.00	0.00%	DONATED FACILITIES	0.00	0.00	0.00	0.00%	0.00
25,382.24	32,624.34	-7,242.10	-22.20%	TOTAL OTHER REVENUES	424,532.26	326,243.40	98,288.86	30.13%	391,492.00
					TAX REVENUES				
325,376.87	317,369.92	8,006.95	2.52%	Ad Valorem - Birmingham	3,253,768.70	3,173,699.20	80,069.50	2.52%	3,808,439.00
227,019.26	222,016.42	5,002.84	2.25%	Ad Valorem - Jefferson County	2,270,192.60	2,220,164.20	50,028.40	2.25%	2,664,197.00
0.00	0.00	0.00	0.00%	Ad Valorem - Homewood	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Ad Valorem - Bessemer	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Ad Valorem - Fairfield	0.00	0.00	0.00	0.00%	0.00
8,821.72	8,821.72	0.00	0.00%	Ad Valorem - Mountain Brook	88,217.20	88,217.20	0.00	0.00%	105,860.60
1,987.99	1,987.99	0.00	0.00%	Ad Valorem - Tarrant	19,879.90	19,879.90	0.00	0.00%	23,855.91
0.00	0.00	0.00	0.00%	Alternative Fuel Tax	742,400.83	0.00	742,400.83	100.00%	0.00
0.00	166,666.67	-166,666.67	100.00%	Beer Tax	1,499,999.98	1,666,666.70	-166,666.72	-10.00%	2,000,000.00
0.00	166,666.67	-166,666.67	100.00%	Jefferson County Tax	1,499,999.99	1,666,666.68	-166,666.69	-10.00%	2,000,000.00
563,205.84	883,529.39	-320,323.55	-36.25%	TOTAL TAX REVENUES	9,374,459.20	8,835,293.88	539,165.32	6.10%	10,602,352.51
					LOCAL SHARE GRANT REVENUES				
0.00	0.00	0.00	0.00%	Local Share Grant Revenues	3,507.40	0.00	3,507.40	100.00%	0.00
0.00	0.00	0.00	0.00%	TOTAL LOCAL SHARE GRANT REVENUES	3,507.40	0.00	3,507.40	100.00%	0.00
					FEDERAL GRANT REVENUES				
0.00	500,000.00	-500,000.00	100.00%	FTA Reimbursements - Preventative Mtn.	4,500,000.00	5,000,000.00	-500,000.00	-10.00%	6,000,000.00
2,131.00	0.00	2,131.00	100.00%	FTA Reimbursements - Pass Thru Funding	2,461,451.00	2,461,753.00	-302.00	-0.01%	2,461,753.00
0.00	0.00	0.00	0.00%	FTA Reimbursements - JARC	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	FTA Reimbursements - ADA	2,560.00	0.00	2,560.00	100.00%	0.00
0.00	4,500.00	-4,500.00	100.00%	FTA Reimbursements - Project Admin.	171,296.00	99,000.00	72,296.00	73.03%	108,000.00
0.00	0.00	0.00	0.00%	Planning Grant 5303 Thru RPC	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	FTA Reimbursements - TDP	487,570.00	0.00	487,570.00	100.00%	0.00

Birmingham-Jefferson County Transit Authority

Budget Variance With Annual Budget

Fiscal Year: 2018		Period 10		Division: ** Consolidated Report			As of: 07/31/2018		
July 2018	Budget	Variance	Var/Bgt Var %		October Thru July 2018 YTD	Budget	Variance	Var/Bgt Var %	Annual Budget
2,131.00	504,500.00	-502,369.00	-99.58%	TOTAL FEDERAL GRANT REVENUES	7,622,877.00	7,560,753.00	62,124.00	0.82%	8,569,753.00
3,231,554.27	2,424,839.92	806,714.35	33.27%	TOTAL OPERATING REVENUE	29,505,961.03	26,764,152.18	2,741,808.85	10.24%	31,613,831.73
				CAPITAL REVENUES					
0.00	0.00	0.00	0.00%	Jefferson County	0.00	0.00	0.00	0.00%	0.00
47,030.00	399,176.45	-352,146.45	-88.22%	FTA Reimbursements - Capital	793,967.00	3,707,844.05	-2,913,877.05	-78.59%	4,506,197.00
540,000.00	180,000.00	360,000.00	200.00%	Capital Revenue - City of Birmingham	2,159,999.49	1,800,000.00	359,999.49	20.00%	2,160,000.00
840.50	840.50	0.00	0.00%	Capital Revenue - City of Hoover	8,405.00	8,405.00	0.00	0.00%	10,085.95
0.00	0.00	0.00	0.00%	Capital Revenue - City of Fairfield	0.00	0.00	0.00	0.00%	0.00
945.56	945.56	0.00	0.00%	Capital Revenue - City of Vestavia Hills	9,455.60	9,455.60	0.00	0.00%	11,346.69
0.00	822.99	-822.99	100.00%	Capital Revenue - City of Center Point	7,406.64	8,229.90	-823.26	-10.00%	9,875.83
0.00	1,400.83	-1,400.83	100.00%	Capital Revenue - City of Midfield	11,206.72	14,008.30	-2,801.58	-20.00%	16,809.92
0.00	3,519.58	-3,519.58	100.00%	Capital Revenue - City of Homewood	31,676.22	35,195.80	-3,519.58	-10.00%	42,234.91
1,243.23	1,243.23	0.00	0.00%	Capital Revenue - City of Mountain Brook	12,432.30	12,432.30	0.00	0.00%	14,918.80
280.17	280.17	0.00	0.00%	Capital Revenue - City of Tarrant	2,801.70	2,801.70	0.00	0.00%	3,361.98
0.00	7,249.28	-7,249.28	100.00%	Capital Revenue - City of Bessemer	65,243.52	72,492.80	-7,249.28	-10.00%	86,991.31
590,339.46	595,478.59	-5,139.13	-0.86%	TOTAL CAPITAL REVENUES	3,102,594.19	5,670,865.45	-2,568,271.26	-45.29%	6,861,822.39
3,821,893.73	3,020,318.51	801,575.22	26.54%	TOTAL REVENUES	32,608,555.22	32,435,017.63	173,537.59	0.54%	38,475,654.12
				EXPENSES					
				LABOR					
579,306.70	577,867.33	1,439.37	0.25%	Operator's Salaries	5,926,406.10	5,778,673.30	147,732.80	2.56%	6,934,408.00
588,157.27	598,674.09	-10,516.82	-1.76%	Other Salaries	6,062,312.89	5,955,836.25	106,476.64	1.79%	7,153,116.00
1,167,463.97	1,176,541.42	-9,077.45	-0.77%	TOTAL LABOR	11,988,718.99	11,734,509.55	254,209.44	2.17%	14,087,524.00
				FRINGE BENEFITS					
80,051.19	94,451.91	-14,400.72	-15.25%	Employer FICA Tax (OASDI)	818,838.49	944,519.10	-125,680.61	-13.31%	1,133,423.00
18,138.62	21,584.59	-3,445.97	-15.96%	Pension Expense	192,673.30	215,845.90	-23,172.60	-10.74%	259,015.00
-63,705.67	157,433.36	-221,139.03	140.47%	Regular Retirement	-489,343.49	1,574,333.60	-2,063,677.09	131.08%	1,889,956.28
448,902.17	385,340.16	63,562.01	16.50%	Health Insurance	4,236,826.37	3,853,401.60	383,424.77	9.95%	4,624,082.00
0.00	0.00	0.00	0.00%	Dental Insurance	0.00	0.00	0.00	0.00%	0.00
0.00	6,828.08	-6,828.08	100.00%	Unemployment Taxes	25,646.96	68,280.80	-42,633.84	-62.44%	81,937.00
7,269.29	7,589.57	-320.28	-4.22%	Life Insurance	76,236.32	75,895.70	340.62	0.45%	91,075.00
47,356.02	56,257.97	-8,901.95	-15.82%	Worker's Compensation Insurance	520,122.42	562,579.70	-42,457.28	-7.55%	675,096.00
0.00	0.00	0.00	0.00%	Accrued Sick & Vacation Time	0.00	0.00	0.00	0.00%	0.00
0.00	1,666.67	-1,666.67	100.00%	Transitional Reinsurance - ACA	1,200.00	16,666.70	-15,466.70	-92.80%	20,000.00
3,508.67	11,483.94	-7,975.27	-69.45%	Uniforms & Wearing Apparel	84,502.81	114,839.40	-30,336.59	-26.42%	137,807.00
506.85	916.67	-409.82	-44.71%	Employee Wellness	5,068.50	9,166.70	-4,098.20	-44.71%	11,000.00
113.00	268.59	-155.59	-57.93%	Employee Licenses	903.50	2,685.90	-1,782.40	-66.36%	3,223.00
5,000.00	0.00	5,000.00	100.00%	Relocation Expense	5,000.00	0.00	5,000.00	100.00%	0.00
658.64	772.50	-113.86	-14.74%	Tool Allowance	6,744.27	7,725.00	-980.73	-12.70%	9,270.00
0.00	12,500.00	-12,500.00	100.00%	General Contingency	0.00	125,000.00	-125,000.00	100.00%	150,000.00
547,798.78	757,094.01	-209,295.23	-27.64%	TOTAL FRINGE BENEFITS	5,484,419.45	7,570,940.10	-2,086,520.65	-27.56%	9,085,884.28
				SERVICES					
0.00	416.67	-416.67	100.00%	Promotional Advertising	4,700.00	4,166.70	533.30	12.80%	5,000.00
42,322.72	35,854.16	6,468.56	18.04%	Legal Services	421,063.43	358,541.60	62,521.83	17.44%	430,250.00
113,280.52	12,500.00	100,780.52	806.24%	Architect & Engineering Services	156,633.35	125,000.00	31,633.35	25.31%	150,000.00
0.00	1,403.77	-1,403.77	100.00%	Software Technical Support	16,111.35	14,037.70	2,073.65	14.77%	16,845.00
3,733.00	2,500.00	1,233.00	49.32%	Medical Services	27,929.75	25,000.00	2,929.75	11.72%	30,000.00
1,871.25	1,208.33	662.92	54.86%	Human Resources Services	15,853.85	12,083.30	3,770.55	31.20%	14,500.00
20,460.71	15,416.67	5,044.04	32.72%	Computer & Data Services	238,852.72	154,166.70	84,686.02	54.93%	185,000.00
40,214.75	51,250.00	-11,035.25	-21.53%	Professional & Technical Services	436,192.10	512,500.00	-76,307.90	-14.89%	615,000.00
0.00	12,500.00	-12,500.00	100.00%	Marketing Consulting	5,170.00	125,000.00	-119,830.00	-95.86%	150,000.00
2,000.00	2,000.00	0.00	0.00%	Auditing	20,000.00	20,000.00	0.00	0.00%	24,000.00
0.00	500.00	-500.00	100.00%	Financial Services	0.00	5,000.00	-5,000.00	100.00%	6,000.00
10,416.00	10,416.67	-0.67	-0.01%	Government Relations - Consulting	104,160.00	104,166.70	-6.70	-0.01%	125,000.00
0.00	0.00	0.00	0.00%	Legal Travel	2,416.59	0.00	2,416.59	100.00%	0.00
0.00	0.00	0.00	0.00%	Temporary Labor	0.00	0.00	0.00	0.00%	0.00
83.70	2,965.34	-2,881.64	-97.18%	Vehicle Cleaning	21,463.81	29,653.40	-8,189.59	-27.62%	35,584.00
0.00	0.00	0.00	0.00%	Building Maintenance Service	0.00	0.00	0.00	0.00%	0.00
3,250.00	6,166.67	-2,916.67	-47.30%	Landscape Maintenance	32,500.00	61,666.70	-29,166.70	-47.30%	74,000.00
34,636.07	4,291.67	30,344.40	707.05%	Building Maintenance Contracts	285,851.67	42,916.70	242,934.97	566.06%	51,500.00
25,595.80	13,437.92	12,157.88	90.47%	Janitorial Services	201,809.48	134,379.20	67,430.28	50.18%	161,255.00
104,887.27	59,583.33	45,303.94	76.03%	Security Services	810,996.97	595,833.30	215,163.67	36.11%	715,000.00
19,239.16	25,454.17	-6,215.01	-24.42%	Vehicle Maintenance External	165,804.88	254,541.70	-88,736.82	-34.86%	305,450.00
2,650.00	5,492.50	-2,842.50	-51.75%	Vehicle Towing	34,995.00	54,925.00	-19,930.00	-36.29%	65,910.00

Birmingham-Jefferson County Transit Authority

Budget Variance With Annual Budget

Fiscal Year: 2018		Period 10		Division: ** Consolidated Report			As of: 07/31/2018		
July 2018	Budget	Variance	Var/Bgt Var %		October Thru July 2018 YTD	Budget	Variance	Var/Bgt Var %	Annual Budget
5,500.56	9,462.17	-3,961.61	-41.87%	Equipment Maintenance - Labor	90,322.04	94,621.70	-4,299.66	-4.54%	113,546.00
8,450.00	3,416.67	5,033.33	147.32%	Advertising Install/Removal Service	18,600.00	34,166.70	-15,566.70	-45.56%	41,000.00
4,124.94	3,883.59	241.35	6.21%	Printing & Copying External	37,788.69	38,835.90	-1,047.21	-2.70%	46,603.00
2,892.25	3,433.33	-541.08	-15.76%	Waste Oil Removal	25,326.88	34,333.30	-9,006.42	-26.23%	41,200.00
12,451.89	6,897.92	5,553.97	80.52%	Other Contracted Services	189,864.53	68,979.20	120,885.33	175.25%	82,775.00
3,165.50	7,537.33	-4,371.83	-58.00%	Radio & Communication Maintenance	33,172.76	75,373.30	-42,200.54	-55.99%	90,448.00
461,226.09	297,988.88	163,237.21	54.78%	TOTAL SERVICES	3,397,579.85	2,979,888.80	417,691.05	14.02%	3,575,866.00
				MATERIALS & SUPPLIES					
24,652.80	24,166.67	486.13	2.01%	Fuel & Lubricants - Diesel	240,692.03	241,666.70	-974.67	-0.40%	290,000.00
63,353.98	79,166.67	-15,812.69	-19.97%	Fuel & Lubricants - CNG	650,579.60	791,666.70	-141,087.10	-17.82%	950,000.00
18.18	833.33	-815.15	-97.82%	Fuel & Lubricants - Unleaded - VIP	410.57	8,333.30	-7,922.73	-95.07%	10,000.00
24,668.73	29,440.83	-4,772.10	-16.21%	Tires & Tubes	296,135.22	294,408.30	1,726.92	0.59%	353,290.00
96.40	3,155.42	-3,059.02	-96.94%	Printing Supplies	12,139.87	31,554.20	-19,414.33	-61.53%	37,865.00
3,131.37	2,747.26	384.11	13.98%	General Office Supplies	34,828.69	27,472.60	7,356.09	26.78%	32,967.00
147,771.00	228,058.08	-80,287.08	-35.20%	Equip. Repair Parts & Material	1,814,980.09	2,280,580.80	-465,600.71	-20.42%	2,736,697.00
3,115.04	5,579.17	-2,464.13	-44.17%	Janitorial & Building Supplies	80,473.51	55,791.70	24,681.81	44.24%	66,950.00
0.00	0.00	0.00	0.00%	Copier Paper	0.00	0.00	0.00	0.00%	0.00
6,331.36	2,307.67	4,023.69	174.36%	Minor Equipment	29,285.67	23,076.70	6,208.97	26.91%	27,692.00
89.94	75.50	14.44	19.13%	Medical Supplies	742.66	755.00	-12.34	-1.63%	906.00
20,677.18	21,256.17	-578.99	-2.72%	Shelter Maintenance	192,788.41	212,561.70	-19,773.29	-9.30%	255,074.00
0.00	9.17	-9.17	100.00%	Facility Maintenance Materials	0.00	91.70	-91.70	100.00%	110.00
14,290.52	1,249.50	13,041.02	> 999.99%	Internal Sponsored Functions	155,247.72	93,320.00	61,927.72	66.36%	95,825.00
6,495.00	6,833.33	-338.33	-4.95%	Cleaning Supplies	75,360.89	68,330.30	7,027.59	10.28%	82,000.00
0.00	0.00	0.00	0.00%	Equipment & Repairs Parits & Materials-Major Rehab	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	Inventory Adjustments	-123,167.53	0.00	-123,167.53	100.00%	0.00
314,691.50	404,878.77	-90,187.27	-22.28%	TOTAL MATERIALS & SUPPLIES	3,460,497.40	4,129,612.70	-669,115.30	-16.20%	4,939,376.00
				UTILITIES					
46,622.18	31,562.50	15,059.68	47.71%	Electric	431,077.16	315,625.00	115,452.16	36.58%	378,750.00
1,923.62	7,225.92	-5,302.30	-73.38%	Water & Sewer	39,322.81	72,259.20	-32,936.39	-45.58%	86,711.00
5,156.02	4,024.83	1,131.19	28.11%	Trash, Garbage & Waste Removal	52,007.10	40,248.30	11,758.80	29.22%	48,298.00
77.34	2,916.67	-2,839.33	-97.35%	Heating	30,298.26	29,166.70	1,131.56	3.88%	35,000.00
19,181.96	14,712.33	4,469.63	30.38%	Telecommunications	208,434.58	147,123.30	61,311.28	41.67%	176,548.00
0.00	33.33	-33.33	100.00%	Satellite & Cable Services	539.10	333.30	205.80	61.75%	400.00
72,961.12	60,475.58	12,485.54	20.65%	TOTAL UTILITIES	761,679.01	604,755.80	156,923.21	25.95%	725,707.00
				CASUALTY & LIABILITY COSTS					
16,748.43	40,431.92	-23,683.49	-58.58%	Insurance - Property & Liability	163,308.41	404,319.20	-241,010.79	-59.61%	485,183.00
3,588.95	3,147.92	441.03	14.01%	Insurance - Public Officials	34,994.65	31,479.20	3,515.45	11.17%	37,775.00
99,294.35	115,315.75	-16,021.40	-13.89%	Insurance - Vehicle	968,185.80	1,153,157.50	-184,971.70	-16.04%	1,383,789.00
0.00	0.00	0.00	0.00%	Insurance Proceeds	-54,827.02	0.00	-54,827.02	100.00%	0.00
4,014.13	28,506.33	-24,492.20	-85.92%	Property Damage Settlements	206,292.81	285,063.30	-78,770.49	-27.63%	342,076.00
123,645.86	187,401.92	-63,756.06	-34.02%	TOTAL CASUALTY & LIABILITY COSTS	1,317,954.65	1,874,019.20	-556,064.55	-29.67%	2,248,823.00
				PURCHASED TRANSPORTATION					
0.00	0.00	0.00	0.00%	Purchased Transportation	0.00	0.00	0.00	0.00%	0.00
0.00	0.00	0.00	0.00%	TOTAL PURCHASED TRANSPORTATION	0.00	0.00	0.00	0.00%	0.00
				MISCELLANEOUS EXPENSES					
3,791.25	4,117.26	-326.01	-7.92%	Dues & Subscriptions	44,146.88	41,172.60	2,974.28	7.22%	49,407.00
1,002.65	7,903.75	-6,901.10	-87.31%	Travel	96,152.13	79,037.50	17,114.63	21.65%	94,845.00
929.50	3,226.26	-2,296.76	-71.19%	Per Diem	33,568.53	32,262.60	1,305.93	4.05%	38,715.00
5,000.96	9,741.44	-4,740.48	-48.66%	Meetings, Seminars & Traning	140,057.68	97,414.40	42,643.28	43.78%	116,897.00
0.00	0.00	0.00	0.00%	Internally Sponsored Workshops	0.00	0.00	0.00	0.00%	0.00
-10,168.23	31,250.00	-41,418.23	132.54%	Planning Activities	201,214.62	312,500.00	-111,285.38	-35.61%	375,000.00
5.00	8.33	-3.33	-39.98%	Fines & Penalties	253.79	83.30	170.49	204.67%	100.00
386.62	2,708.33	-2,321.71	-85.72%	Legal Advertising	11,015.47	27,083.30	-16,067.83	-59.33%	32,500.00
2,905.00	30,833.33	-27,928.33	-90.58%	Media Advertising	97,378.74	308,333.30	-210,954.56	-68.42%	370,000.00
264.33	511.92	-247.59	-48.36%	Postage & Courier Service	4,103.02	5,119.20	-1,016.18	-19.85%	6,143.00
56.62	29.16	27.46	94.17%	Other Miscellaneous	201.65	291.60	-89.95	-30.85%	350.00
0.00	2,666.67	-2,666.67	100.00%	Educational - Tuition Reimbursement	13,609.06	26,666.70	-13,057.64	-48.97%	32,000.00
33.25	291.67	-258.42	-88.60%	Interview Expenses	256.27	2,916.70	-2,660.43	-91.21%	3,500.00
145.50	112.50	33.00	29.33%	Fees & Permits	511.65	1,125.00	-613.35	-54.52%	1,350.00
2,665.36	7,083.33	-4,417.97	-62.37%	Community Outreach	86,978.86	70,833.30	16,145.56	22.79%	85,000.00
0.00	0.00	0.00	0.00%	Governmental Affairs	541.54	0.00	541.54	100.00%	0.00
0.00	0.00	0.00	0.00%	RPC NTD Data	75,000.00	75,000.00	0.00	0.00%	75,000.00

Birmingham-Jefferson County Transit Authority

Budget Variance With Annual Budget

Fiscal Year: 2018			Period 10		Division: ** Consolidated Report			As of: 07/31/2018		
July 2018	Budget	Variance	Var/Bgt Var %		October Thru July 2018 YTD	Budget	Variance	Var/Bgt Var %	Annual Budget	
0.00	4,166.67	-4,166.67	100.00%	Moving Expenses	14,831.27	41,666.70	-26,835.43	-64.40%	50,000.00	
7,017.81	104,650.62	-97,632.81	-93.29%	TOTAL MISCELLANEOUS EXPENSES	819,821.16	1,121,506.20	-301,685.04	-26.90%	1,330,807.00	
EXPENSE TRANSFERS										
0.00	0.00	0.00	0.00%	Transportation Enhancement Activities	0.00	0.00	0.00	0.00%	0.00	
0.00	0.00	0.00	0.00%	TOTAL EXPENSE TRANSFERS	0.00	0.00	0.00	0.00%	0.00	
INTEREST EXPENSE										
0.00	0.00	0.00	0.00%	Interest Expense - Short Term Obligations	0.00	0.00	0.00	0.00%	0.00	
0.00	0.00	0.00	0.00%	Interest Expense	0.00	0.00	0.00	0.00%	0.00	
0.00	0.00	0.00	0.00%	TOTAL INTEREST EXPENSE	0.00	0.00	0.00	0.00%	0.00	
LEASES & RENTALS										
LEASES & RENTALS										
2,451.98	1,659.66	792.32	47.74%	Leases & Rentals	45,998.46	16,596.60	29,401.86	177.16%	19,916.00	
2,451.98	1,659.66	792.32	47.74%	TOTAL LEASES & RENTALS	45,998.46	16,596.60	29,401.86	177.16%	19,916.00	
DEPRECIATION EXPENSE										
310,631.95	0.00	310,631.95	100.00%	Depreciation Expense	3,068,868.10	2,758,236.15	310,631.95	11.26%	2,758,236.15	
310,631.95	0.00	310,631.95	100.00%	TOTAL DEPRECIATION EXPENSE	3,068,868.10	2,758,236.15	310,631.95	11.26%	2,758,236.15	
OTHER RECONCILING ITEM										
245,481.40	0.00	245,481.40	100.00%	Pass Thru Funding Expense	2,704,798.89	2,464,183.49	240,615.40	9.76%	2,464,183.49	
245,481.40	0.00	245,481.40	100.00%	TOTAL OTHER RECONCILING ITEM	2,704,798.89	2,464,183.49	240,615.40	9.76%	2,464,183.49	
OLD ACCOUNT NUMBERS-FOR DELETION										
3,253,370.46	2,990,690.86	262,679.60	8.78%	TOTAL EXPENSES	33,050,335.96	35,254,248.59	-2,203,912.63	-6.25%	41,236,322.92	
568,523.27	29,627.65	538,895.62	> 999.99%	NET DIFFERENCE	-441,780.74	-2,819,230.96	2,377,450.22	-84.33%	-2,760,668.80	

BJCTA - Employee Overtime Report - JULY 2018

Department	Department Code	OT Hrs. JUL/17	OT JUL/17	OT Hrs. JUL/18	OT JUL/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01122	3.25	\$ 20.49	58.08	\$ 711.25	223.28	\$ 2,474.19
VIP Admin	01130	0.00	\$ -	0.00	\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	680.95	\$ 7,359.95	581.27	\$ 6,438.70	5194.52	\$ 57,045.52
VIP Dispatch	01230/01232	124.58	\$ 1,252.49	150.63	\$ 1,558.25	898.20	\$ 9,111.49
VIP Call Center	02115/02130	23.28	\$ 138.60	2.43	\$ 19.44	125.13	\$ 910.51
Fixed Route Ops	03025	2327.68	\$ 19,702.94	3071.22	\$ 27,512.04	26468.94	\$ 235,215.09
VIP Ops	03135	1332.57	\$ 9,494.53	1049.18	\$ 7,616.54	10350.02	\$ 75,500.95
Maint Admin	04140/04142	89.50	\$ 778.42	27.87	\$ 220.75	496.85	\$ 4,379.40
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	0.00	\$ -
Maint	05145/05146	491.43	\$ 3,581.83	367.03	\$ 2,763.31	4313.69	\$ 32,813.34
Maint - Inspection	06145/06146/06148	462.35	\$ 4,790.28	301.77	\$ 3,250.24	4066.53	\$ 43,878.69
Facilities	12350	58.35	\$ 370.31	31.37	\$ 232.65	477.31	\$ 3,442.94
Money Room	15125	40.72	\$ 286.79	40.25	\$ 319.42	191.37	\$ 1,532.81
Customer Service	16215/75/76/90/91	292.55	\$ 2,309.44	113.85	\$ 802.98	1676.14	\$ 13,017.33
Safety	16615/85	173.88	\$ 1,956.53	129.25	\$ 1,497.94	1499.67	\$ 17,114.53
Admin & Risk	16715	6.72	\$ 53.79	8.87	\$ 78.51	112.94	\$ 900.73
IT	17015/17095	11.55	\$ 110.96	15.37	\$ 169.78	344.89	\$ 3,261.11
Finance	17165/17865	13.20	\$ 120.23	75.28	\$ 855.35	418.30	\$ 4,227.03
Procurement/Grants	17965/80 & 17265/80	7.90	\$ 83.58	14.72	\$ 168.25	73.00	\$ 833.17
Executive	17610	106.88	\$ 1,029.12	26.53	\$ 244.39	639.79	\$ 5,889.56
Planning	17755	5.05	\$ 49.46	0.00	\$ -	41.16	\$ 408.57
Totals		6,252.40	\$ 53,489.74	6,064.97	\$ 54,459.79	57,611.73	\$ 511,956.96

Findings : July 2018 overtime hours are 3% lower compared to July 2017; however, overtime spending for 2018 is 2% higher.



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

TITLE / DESCRIPTION: Grants Development and Oversight and the Disadvantage Business Enterprise Program	RESOLUTION NO.: N/A
	DATE: July 2018
	INITIATOR: April Penchion
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 thirteen (13) active FTA grants. Five of which are pass-through and the remaining eight are BJCTA designated grants.*

- Prepared and submitted June Federal Funding Accountability and Transparency Act (FFATA) reports for all sub-recipients payments over \$25,000 in the month of June.
- Calculated and submitted July Sub-recipient Fixed Asset Depreciation report.
- Prepared and submitted Milestone Progress Reports (MPRs) for active grants during the third quarter of FY 2018.
- Prepared and submitted Federal Financial Reports (FFRs) for grants with disbursements between April 1, 2018 and June 30, 2018.
- Conducted onsite at Kid One July 10th and 11th in accordance with FTA compliance criteria. The agency had one recommendation.
- Scheduled an onsite compliance review with The Arc of Central Alabama August 28-29.

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

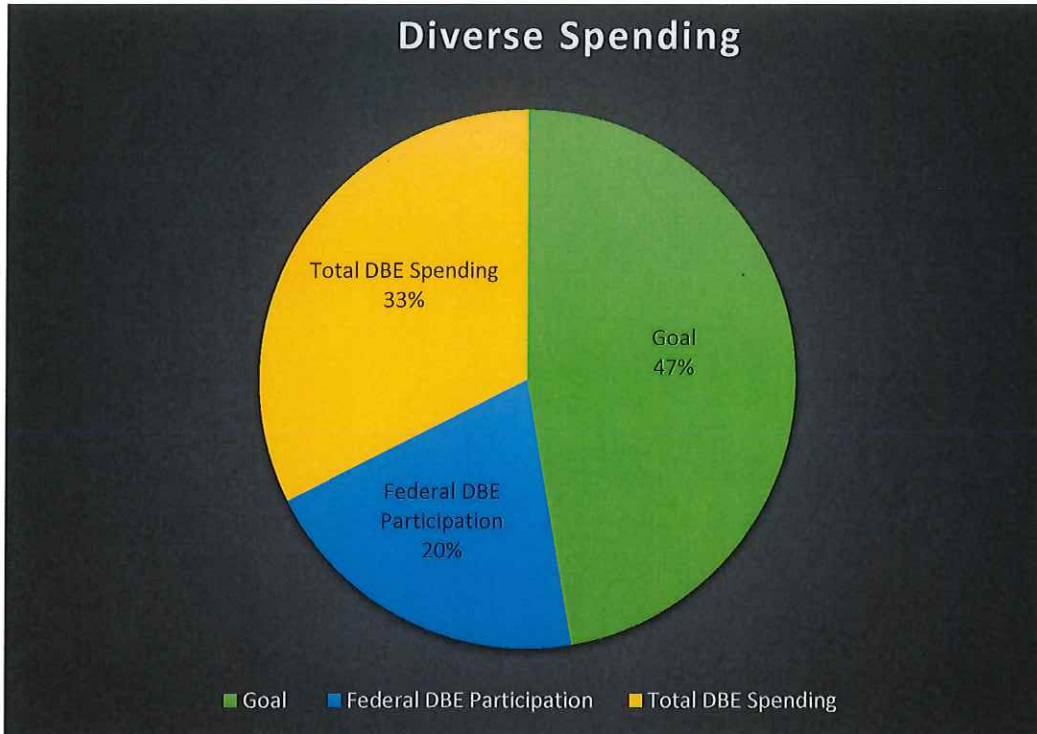
- Sent DBE certificate renewal notices to two vendors who were within thirty days of certificate expiration.
- Sent DBE certificate reminder to a vendor whose DBE certificate has been expired for two months.
- Held a Disadvantaged Business Enterprise (DBE) 101 workshop on July 12th, presented by Zakiya Wright with the Alabama Department of Transportation (ALDOT).

Other Activities:

- July 17th - Met with the City of Birmingham staff via teleconference to discuss and strategize about the development of the Intermodal Farmer's Market project.
- July 18th, 25th, & 26th - Attended 3 meetings with the Metropolitan Planning Organization (MPO) and presented the Review Committee's Recommendations for funding for 8 sub-recipients.

DBE Progress Report

- 7.2% DBE Participation in total spending (6 Alabama Certified DBE Vendors, \$121,780 out of \$1,679,980)
- 4.5% DBE Participation in federal spending (1 Alabama Certified DBE Vendors, \$21,950 out of \$49,161)



***DBE participation in total spending is up over last month by .6%. However, DBE participation in federal spending is down over last month by 4.7%.**

Month	Federal Spending	Total Spending
October	0.5%	12.6%
November	4.7%	11.9%
December	8.4%	8.2%
January	9%	6.5%
February	13.4%	9.1%
March	16%	9.4%
April	4.5%	4.2%
May	2%	9.3%
June	9.2%	6.6%
July	4.5%	7.2%

****Fiscal Year average: Federal Spending 7.2%, Total Spending 8.5%**

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	\$ 256,375.00	\$ -	\$ 256,375.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 349,161.00	\$ 2,131.00	\$ 347,030.00
AL-2018-003	FFY2017 STPBH-Flex to Para-transit	04/2017	\$3,080,000	\$ 2,523,025.00	\$ -	\$ 2,523,025.00
AL-2018-006	FFY Section 5310 BJCTA Enhanced Mobility	03/2018	\$221,765	\$ 221,765.00	\$ -	\$ 221,765.00
Total Pass-Through Grants			\$10,959,699	\$ 3,350,326.00	\$ 2,131.00	\$ 3,348,195.00
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	\$ 594.00	\$ -	\$ 594.00
AL-95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,054,837.00	\$ -	\$ 2,054,837.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,912	\$ 326,205.00	\$ -	\$ 326,205.00
AL-2018-004	FFY 2017 Bus & Bus Facilities	01/2018	\$690,931	\$ 648,740.00	\$ -	\$ 648,740.00
AL-2018-005	FFY 2017 Preventative Maintenance BJCTA	03/2018	\$7,134,241	\$ 3,517,536.00	\$ 47,030.00	\$ 3,470,506.00
Total BJCTA Grants			\$15,211,752	\$ 6,547,912.00	\$ 47,030.00	\$ 6,500,882.00

Combined Totals	FTA Award	Previous Balance	Drawn this Period	Balance
	\$26,171,451	\$ 9,898,238.00	\$ 49,161.00	\$ 9,849,077.00

COMPILED SCORE SHEET

FTA Section 5310

June 19, 2018 Review Committee Meeting

Applicant Name, Request Amount & Project Description	Reviewer #1 Score	Reviewer #2 Score	Reviewer #3 Score	Reviewer #4 Score	Average
Lawson State Community College - \$56,000 - Cutaway Bus, Bench & Signage	83	n/a	60	73	72
The Exceptional Foundation - \$36,000 - 15-Passenger Van & Purchased Transportation	97	n/a	87	97	93.66667
Travelers Aid - \$192,200 - Purchase Trips	84	n/a	86	94	88
Kid One - \$25,384 - Transmission Replacement, GPS Tracking & Installation, IT Equipment, etc.	98	n/a	82	99	93
Lakeshore - \$56,000 - Accessible Minivan	73	n/a	73	66	70.66667
Glenwood - \$356,000 - (9) Minivans & (4) Cutaway Buses	77	n/a	77	68	74
Arc of Central Alabama - \$116,508 - Passenger Loading Area Shelter & (3) 15-Passenger Van	99	n/a	79	85	87.66667
ClasTran - \$259,200 - (6) Cutaway Buses	80	n/a	69	70	73

Review Committee Funding Recommendations

Lawson State Community College - \$56,000 - Cutaway Bus, Bench & Signage
The Exceptional Foundation - \$32,000 - 15-Passenger Van
Travelers Aid - \$192,200 - Purchase Trips
Kid One - \$25,384 - Transmission Replacement, GPS Tracking & Installation, IT Equipment, etc
Lakeshore - \$56,000 - Accessible Minivan
Glenwood - \$124,000 - (1) cutaway bus and (4) caravans
Arc of Central Alabama - \$116,508 Passenger Loading Area Shelter & (3) 15-Passenger Van
ClasTran - \$86,400 - (2) Cutaway Buses

\$688,492 total recommended awards

Reviewer #1 Doug Hale
 Reviewer #2 Darrell Howard (unable to attend)
 Reviewer #3 Ryan Parker
 Reviewer #4 Phillip Wiedmeyer
 Facilitator: Stephanie Walker (BJCTA)
 Review Packets: April Penchion (BJCTA)
 Clarification and Support: Laurel Land (RPC)



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	RESOLUTION NO. Not Applicable
	DATE: August 5, 2018
	INITIATOR: Toney Chestnut Sr 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:

The IT Department is responsible for maintaining 99.9% uptime on IT systems, hardware and functionality of the PC process, so the BJCTA can be productive in providing world class transit service to the Birmingham Metro Area. We are excited and energetic about our future to help move BJCTA forward.

IT Projects

- Implementation of Avail: The final stage of the Avail implementation is the maintenance integrations with Fleetnet. The IT department is actively planning and working on full implementation.
- Route Match: The last portion of the Route Match project is the full usage of the IVR system, the scheduling app, and the payment option. The IT department is working with Route Match to complete the project.
- IT Help Desk: The IT department has relaunched the IT helpdesk with more options to communicate IT issues with the IT staff, so we can be more efficient and effective for the authority.
- Shoretel Mobility: Shoretel Mobility allows users to interact with their desk phone while being away from the desk. This solution will provided the staff to be more efficient and effective while not been at their desk. The IT department have completed this project. We will implement this solution to the staff.
- Staff: The IT department has an open position for System Administrator.

Information Technology



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning & Development Department Monthly Update	DATE: July 2018
	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 _____	

Description/Justification: The Director of Planning & Development evaluates, refines, and expands the service network as it pertains to the socioeconomic and transportation needs unique to the region.

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

1.0 Planning Activities and Initiatives

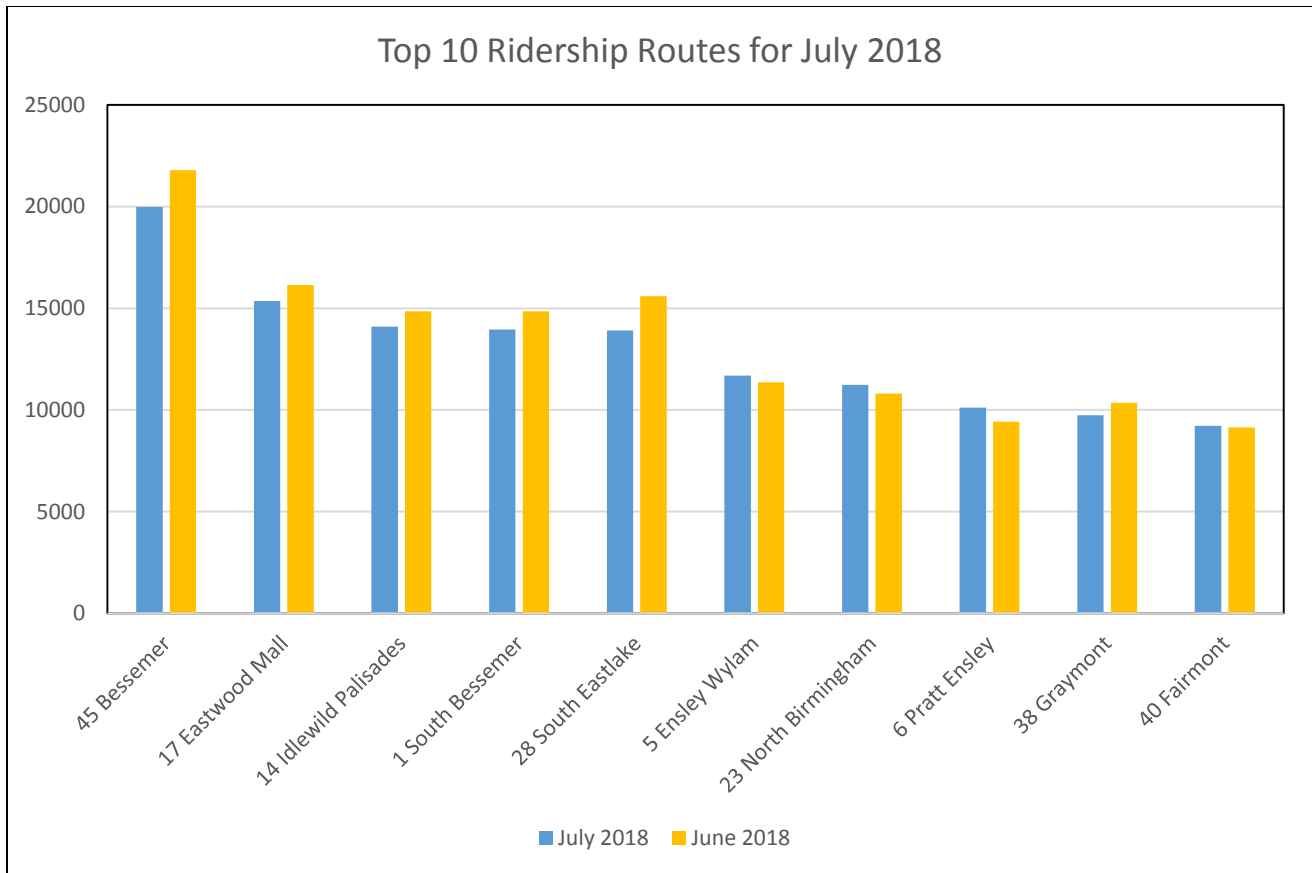
- Presented network redesign to County Manager’s Office.
- Executed preliminary route run of Mountain Brook Circulator with City Manager and Chamber of Commerce staff.
- Met with Alabama Power regarding a market study for streetcar system.
- Held Public Involvement meeting in Montevallo for pilot-route.
- Represented BJCTA at Birmingham Transportation Committee meeting.
- Attended Jefferson County Committee meeting.
- Met and coordinated with Birmingham Traffic Engineer.
- Tested 60’ Articulated Bus on Route 1 from New Flyer.

1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	July FY2017	July FY2018	Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	214,847	217,936	2,226,594	2,408,856	1.4%
	Magic City Conn Intermodal Conn Lakeview Local	10,990	11,903	103,350	120,992	7.7%
	Vehicle Service Hours	18,199	17,882	191,028	188,024	-1.8%
	Revenue Miles	229,314	222,442	2,389,661	2,363,462	-3.1%
Operate an effective transit system	Boarding’s per vehicle service hour	11.81	12.19	11.66	12.81	3.2%

- Current Percent change is calculated by subtracting the Current month FY’18 from the Current month FY’17, and then dividing the previous month FY’17 from that.
- YTD ridership is up by 8.6%
- Average Transit Trip Time = 27.09205945

1.4 Top 10 Ridership Routes (Chart) (June 2018 compared to May 2018)

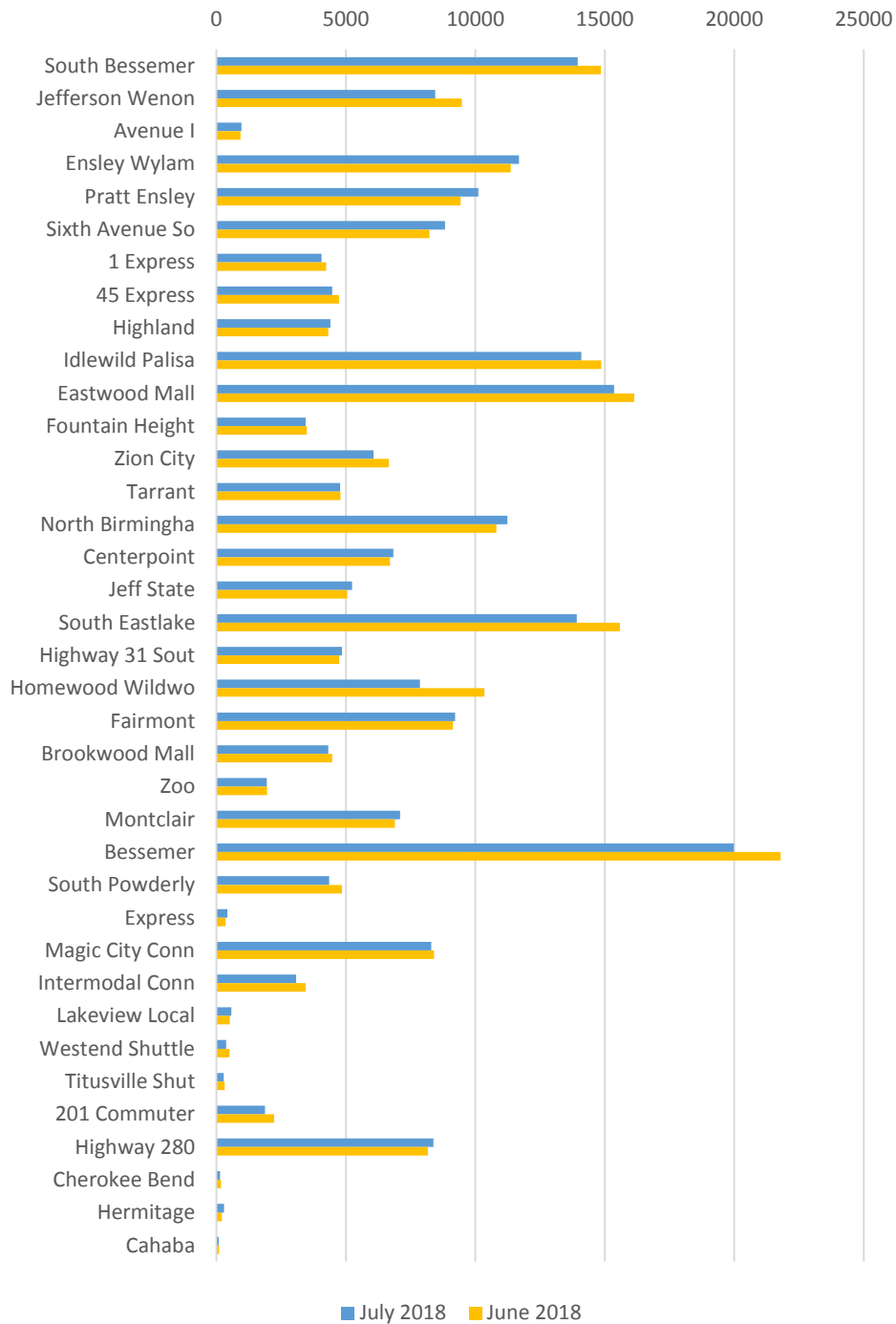


Top 10 Routes for July 2018

	<u>Jul7 2018</u>	<u>June 18</u>
45 Bessemer-Jonesboro	19,981	21,791
17 Century Plaza	15,361	16,139
14 Idlewild-Palisades	14,091	14,856
1 South Bessemer	13,957	14,849
28 South Eastlake	13,916	15,587
5 Ensley Wylam	11,691	11,367
23 North Birmingham	11,240	10,810
6 Pratt Ensley	10,113	9,431
38 Graymont	9,744	10,346
40 Fairmont	9,212	9,140

1.2 Ridership Comparison (Chart) June 2018 compared to May 201

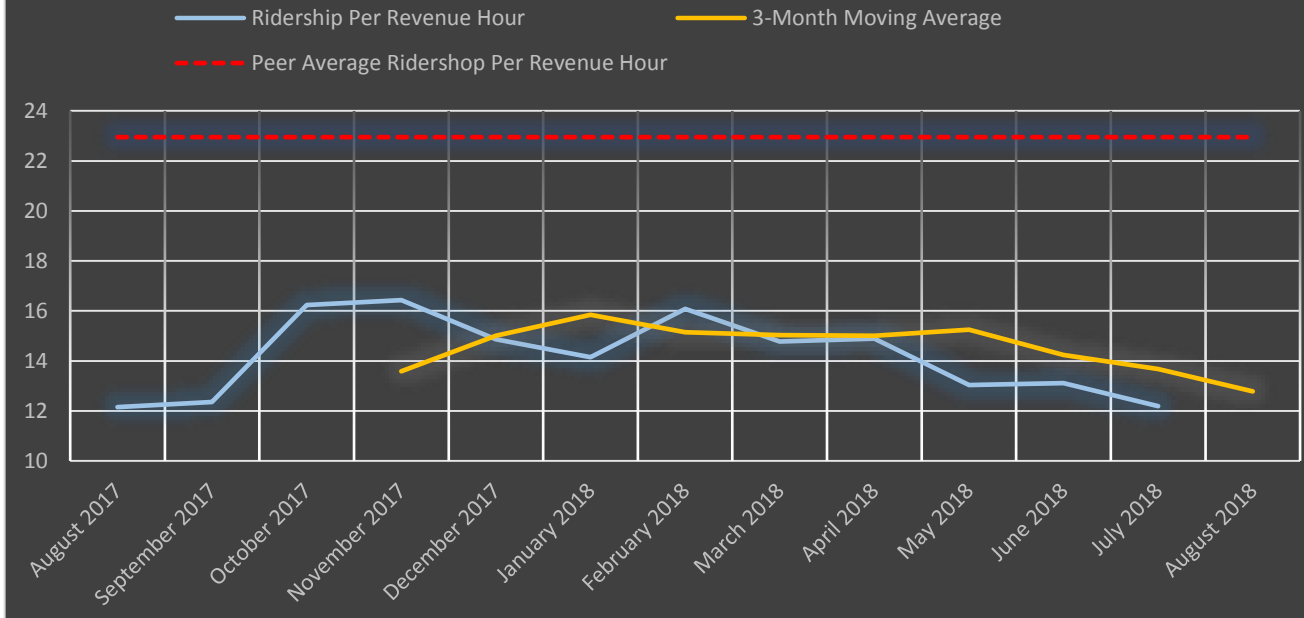
Ridership Comparison- July 2018 to June 2018



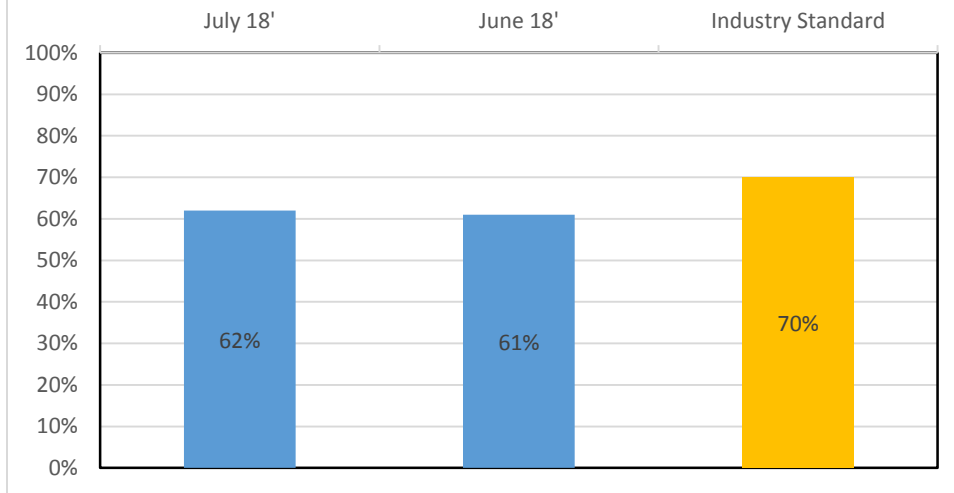
1.3 Average Daily Ridership Summary (June 2018 compared to May 2018)

Route	July 2018	June 2018	Difference
South Bessemer	558	571	-13
Jefferson Wenona	338	365	-27
Avenue I	38	36	3
Ensley Wylam	468	437	30
Pratt Ensley	405	363	42
Sixth Avenue South	353	316	37
1 Express	162	163	-1
45 Express	179	182	-3
Highland	176	166	10
Idlewild Palisades	564	571	-8
Eastwood Mall	614	621	-6
Fountain Height	138	134	4
Zion City	243	256	-13
Tarrant	191	184	7
North Birmingham	450	416	34
Centerpoint	273	258	15
Jeff State	209	194	15
South Eastlake	557	600	-43
Highway 31 South	194	183	11
Homewood Wildwood	314	398	-84
Fairmont	368	352	17
Brookwood Mall	172	172	1
Zoo	78	75	3
Montclair	284	265	19
Bessemer	799	838	-39
South Powderly	174	187	-12
Express	17	14	3
Magic City Connector	332	323	8
Intermodal Connector	123	133	-9
Lakeview Local	23	20	3
Westend Shuttle	15	19	-4
Titusville Shuttle	11	12	-1
201 Commuter	75	86	-11
Highway 280	335	314	21
Cherokee Bend	6	7	-1
Hermitage	12	8	4
Cahaba	3	4	-1

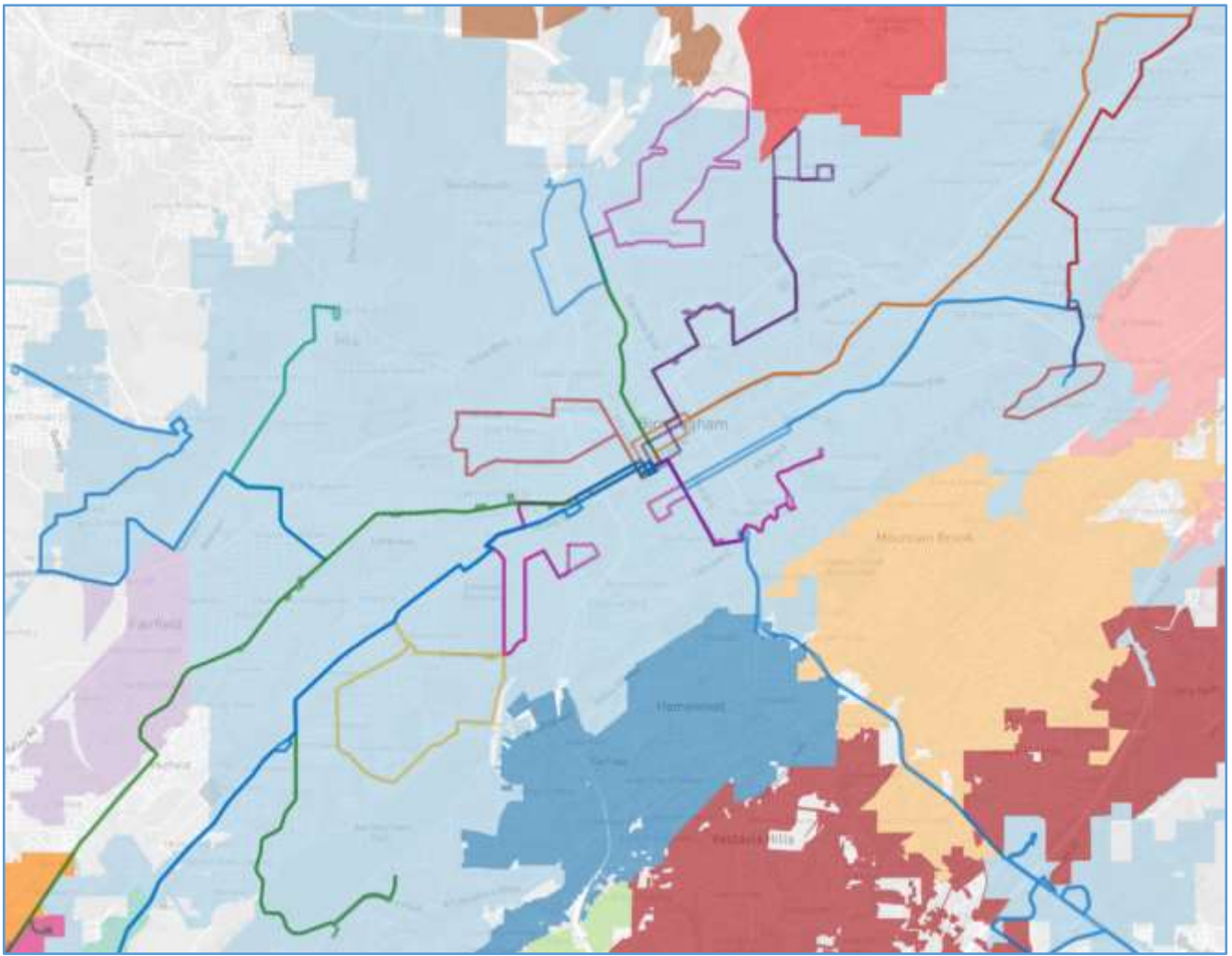
Average Ridership Per Revenue Hour



On-Time Performance



Possible Intra-Birmingham Forced Transfer Redesign



Joshua Johnson

Planning & Development Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Procurement / Contracts	RESOLUTION NO.: N/A
	DATE: JULY 2018
	INITIATOR: Procurement / Contracts Dept.
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	

1.0 PROCUREMENT

1.1 Upcoming and Current Solicitations

None

2.0 CONTRACT ADMINISTRATION

2.1 To better manage Board approved contracts, at least 60 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a Solicitation Request Form to begin the solicitation process.

The attached BJCTA Approved Contracts Report have been updated and contracts are listed in ascending order by the contract expiration date.

Procurement Updates:

- Charging Station Installation at 8th avenue underway
- Bus Procurement for 9 fixed route buses contract completed and awaiting New Flyer response.
- 6 Paratransit buses has been received
- Floor Scrubber received for Maintenance and staff is being trained
- Proposals for 15 BRT 40ft Buses reinstated by the city but with a non-BJCTA approved bus

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 Whiting Systems Inc. – Bus Cleaning Solution (October 5, 2018)
- 2.4.2 Scott Real Estate Valuation & Consulting (October 11, 2018)

3.0 RESOLUTIONS

- 3.3.1 2018-35 Janitorial Services
- 3.3.2 2018-36 Bus Bay & Parking Lot Cleaning
- 3.3.3 2018-37 Commercial Real Estate Services Renewal
- 3.3.4 2018-38 Bus Cleaning Solutions – Renewal

ATTACHMENTS

- o Contract Log
- o Resolutions

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
16-11	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	8/30/2017	10/11/2018
16-14	Message Point Media of AL, Inc.	PIDS (Maint. terms)	8/5/2016	2016-35	8/31/2016	8/31/2017	2 of 4	2018-27	8/30/2018	8/31/2019
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	2 of 2	2018-28	8/30/2018	8/31/2019
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	3 of 4	2018-29	9/08/2018	9/08/2019
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	1 of 2	2018-31	9/30/2018	9/30/2019
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	3 of 4	2018-30	8/30/2018	9/30/2019
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
RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
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	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018

	Police Officers									
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			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	1 of 2	N/A	3/01/2018	3/01/2019
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/Mats/First Aid Kits	4/13/2015	N/A	4/01/2015	3/31/2018	1 of 2	2018-13	3/28/18	3/31/2019
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	1 of 3	2018-15	3/28/18	4/01/2019
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2018	2 of 2	2018-20	4/25/2018	6/8/2019
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	1 of 2	2018-21	4/23/2018	7/01/2019
RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
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			
18-06	At Work Uniforms	Supervisor Uniforms	06/27/2018	2018-25	07/09/2018	07/09/2021	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: July, 2018
	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 July, 2018.

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.*

- Trained 7 new supervisors on the soft skills of supervision (Communication, Counseling, etc.). Also trained on how to do proper accident investigation.
- Graduated three more operators; and have 9 still in training.
- Training staff worked with Paratransit operators to ensure they know the proper way to use the Route Match System.

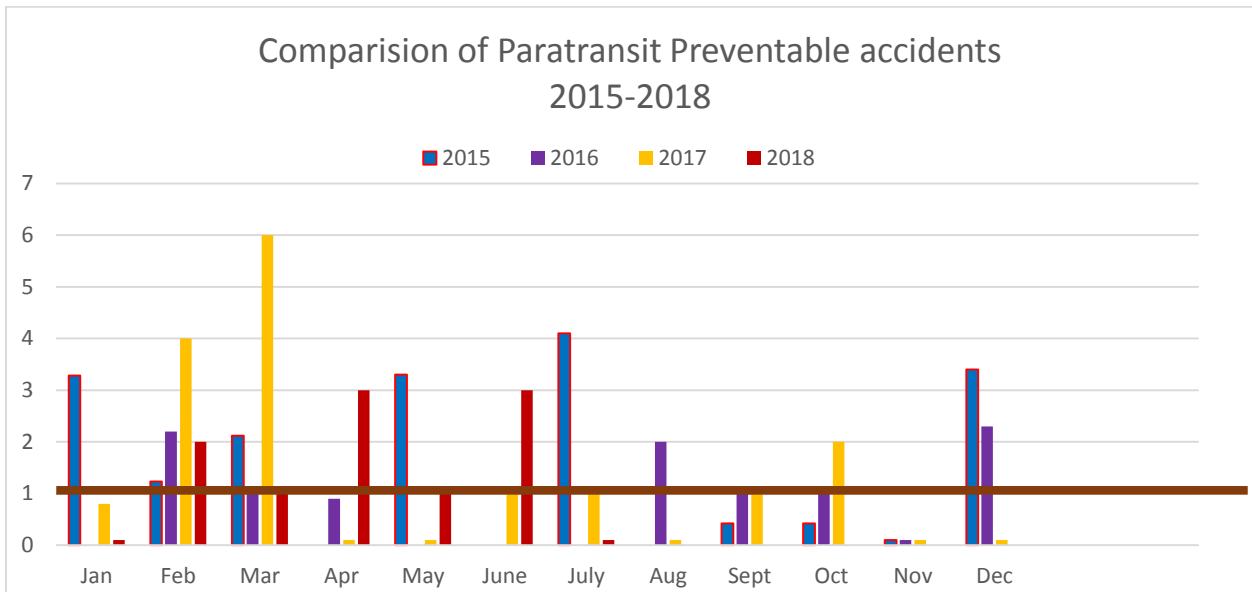
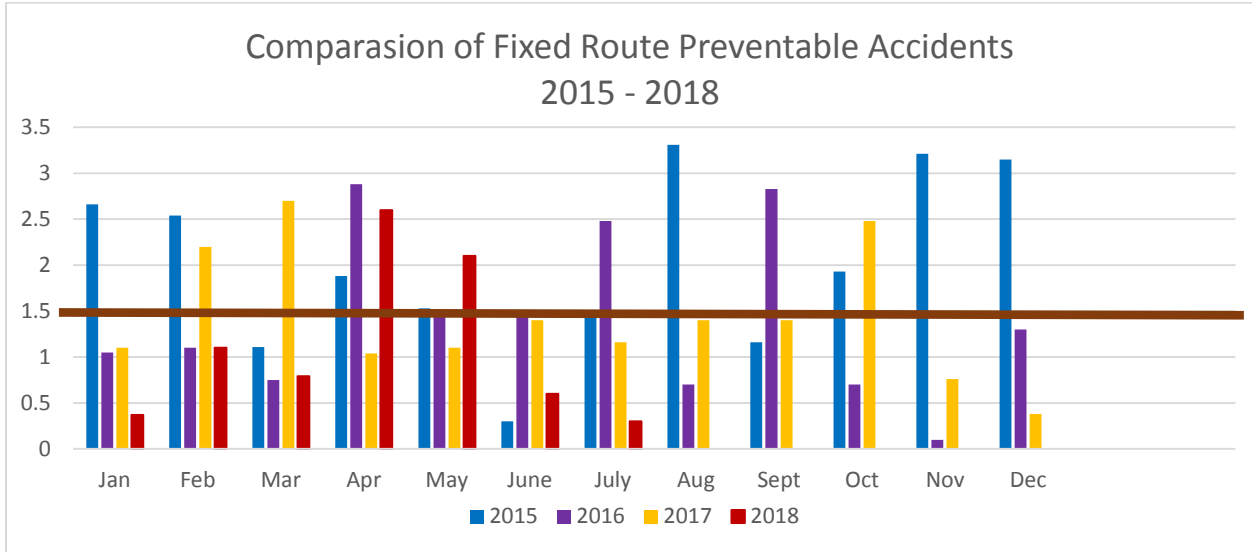
Security Overview: *The Birmingham Jefferson County Transit Authority’s Security Department is committed to providing a safe environment – and providing a positive perception regarding personal safety while on BJCTA property.*

- There were a few incidents at the Intermodal this month. Security officers are now checking tickets hourly to ensure that those that are there belong there.
- The Security Department is working on a plan to ensure that the older cameras are all working; while working on a grant to replace them.

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.*

- The Safety Department was at Central Station this month with a speed gun to ensure that operators were not speeding while operating there. There were some operators who are disregarding the 5 m.p.h. speed limit and they were counselled.
- The fixed route accident rate continues to stay below national average at 0.3 accidents per 100,000 miles (only ONE preventable accident). The Paratransit accident rate this month was at ZERO preventable accidents this month!
- The Director of Safety and Training worked with the Planning Department regarding the Montivallo route, as well other areas that needed attention.

- Took a test ride on an Articulated (60') bus to see how it would handle some of the route we are running. An excellent ride – no problems with the bus and routes.



Dale Knutson, TSSP; WSO-CSE – Director of Safety, Training, and Security

8/2/18

**-Transportation Citizen’s Advisory Board (TCAB)
July Board Report**

TCAB has been busy trying to keep up with the news of change or the idea of change for BJCTA. We have talked to people one on one and in groups about the so-called changes for better transportation in the city of Birmingham. TCAB has been on the move to get a better understanding on what's going to change for the better for this city. What we have heard and what we have witnessed does not fit the needs of this city. We believe that cutting service and supplementing a ride share program for Birmingham will not solve the problem. Private companies are for-profit organizations and we don't have the ridership advantage here. Research of this kind of service shows that it will not work in the Birmingham metro area. People are not going to pay more money for less service and where private services profit by volume of service and that volume is not in Birmingham. TCAB has let there feelings be known at the city council meetings, BJCTA Board meetings and city council transportation meetings. As an advisory board, we advise to protest this decision and have a meeting of the whole to find a better solution to whatever the problem is.

TCAB had seven people who claim interest in joining our group but only one made the list. Those that did not make it either never answered their phone, didn't have voice mail or were elderly and did not understand what they signed up for.

We are working on a campaign to visit other city council meetings and neighborhood meetings around the city.

Again thank you for your support and all that that you do.

J.O. Hill

President - TCAB

Master Solutions, LLC

Daryl O. Perkins, Principal
1600—5th Street, NW • Birmingham, Alabama 35215
Phone: 205.533.4871



Governmental Affairs Update August 2018

This update details the events and occurrences for the month of July 2018, and current projects that are on-going in nature, but are being worked on monthly to help bring them to fruition.

Meeting with BJCTA/MAX- Master Solutions, LLC met with BJCTA board members and Executive Director, Chris Ruffin, on several occasions regarding the transit budget and working with Mayor Woodfin and the City Council.

Meeting with MAX Director of Planning/Development- Master Solutions, LLC worked with the Director of Planning and Development, Joshua Johnson, on creating a strategy to expand MAX Transit's reach to surrounding municipalities.

BJCTA Investors- Master Solutions, LLC completed profiles of City Councils in all our districts who are currently investors as well as a number of City Councils in other municipalities we would like to become future investors in MAX Transit.

Low No Grant Support- Master Solutions, LLC had several conversations with Congresswoman Sewell and other state representatives in regard to securing the Low No Grant for transit.

Max Transit Monthly Meetings- Master Solutions, LLC attended the Committee of the Whole Meeting on Wednesday, July 18 and the Meeting of the Board on Wednesday, July 25.

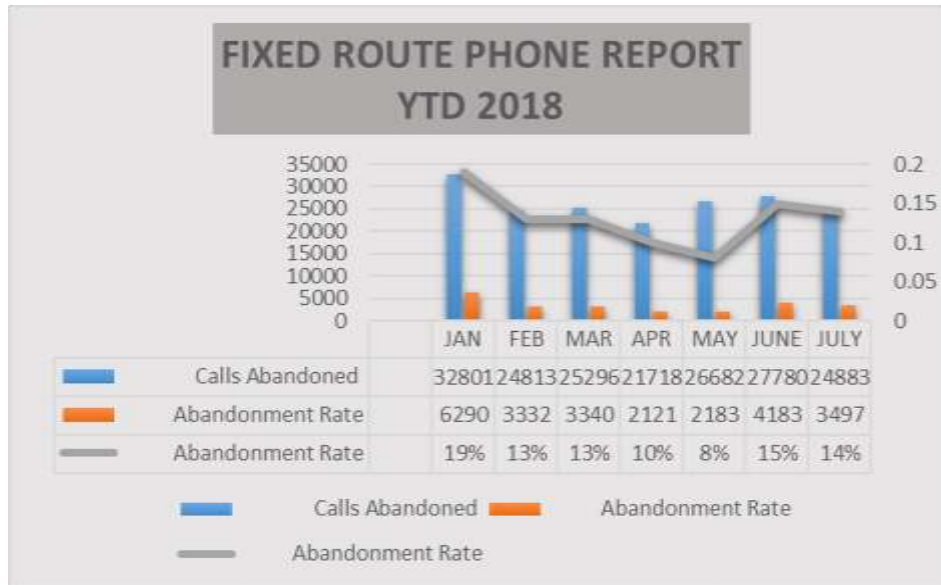
**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

TITLE/DESCRIPTION:	DATE: July 2018
Customer Care Center Report	INITIATOR Myrna Pitman Director of Customer Care & Marketing

Customer Care Center Activities:

- Assisted The Alethea House as they hosted their HIV Awareness initiative on July 8th.
- Provided a tour of Central Station and the Intermodal Facility to a group from the ARC of Jefferson County

Customer Care Statistics:



**National Abandonment Rate Goal: 10%*

Overall Service Level:

JAN	FEB	MAR	APR	MAY	JUN	JUL
64%	62%	64%	63%	57%	48%	59%

**Service Level Goal: Answer 70% of calls in 30 seconds*

PARA TRANSIT PHONE REPORT YTD 2018

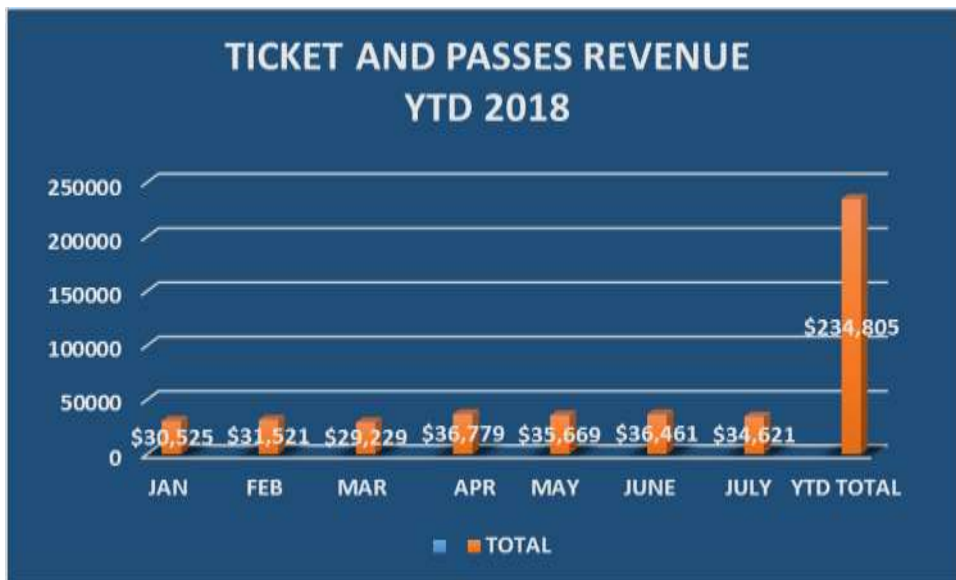


***National Abandonment Goal: 10%**

Overall Service Level

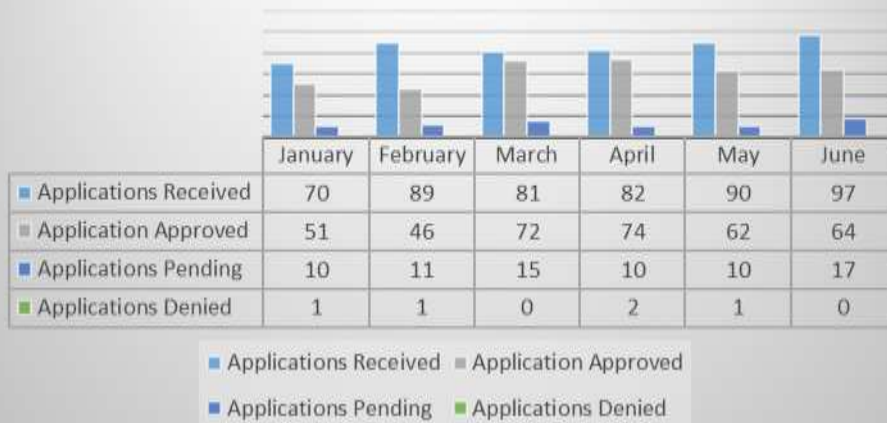
JAN	FEB	MAR	APR	MAY	JUN	JUL
64%	62%	62%	63%	57%	48%	50%

***Service Level Goal: Answer 70% of calls in 30 seconds**



- Totals indicate the sum for the sale of all tickets and bus passes.

ADA ELIGIBILITY STATISTICS YTD 2018



- This information is tallied on the 22nd of each month for the previous month. Applications are pending due to incomplete paperwork or unverifiable information from the client.

Bracie E. Smith

Customer Care Supervisor

TITLE/DESCRIPTION:	DATE: July 2018
Marketing Report	INITIATOR Myrna Pitman Director of Customer Care & Marketing

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.

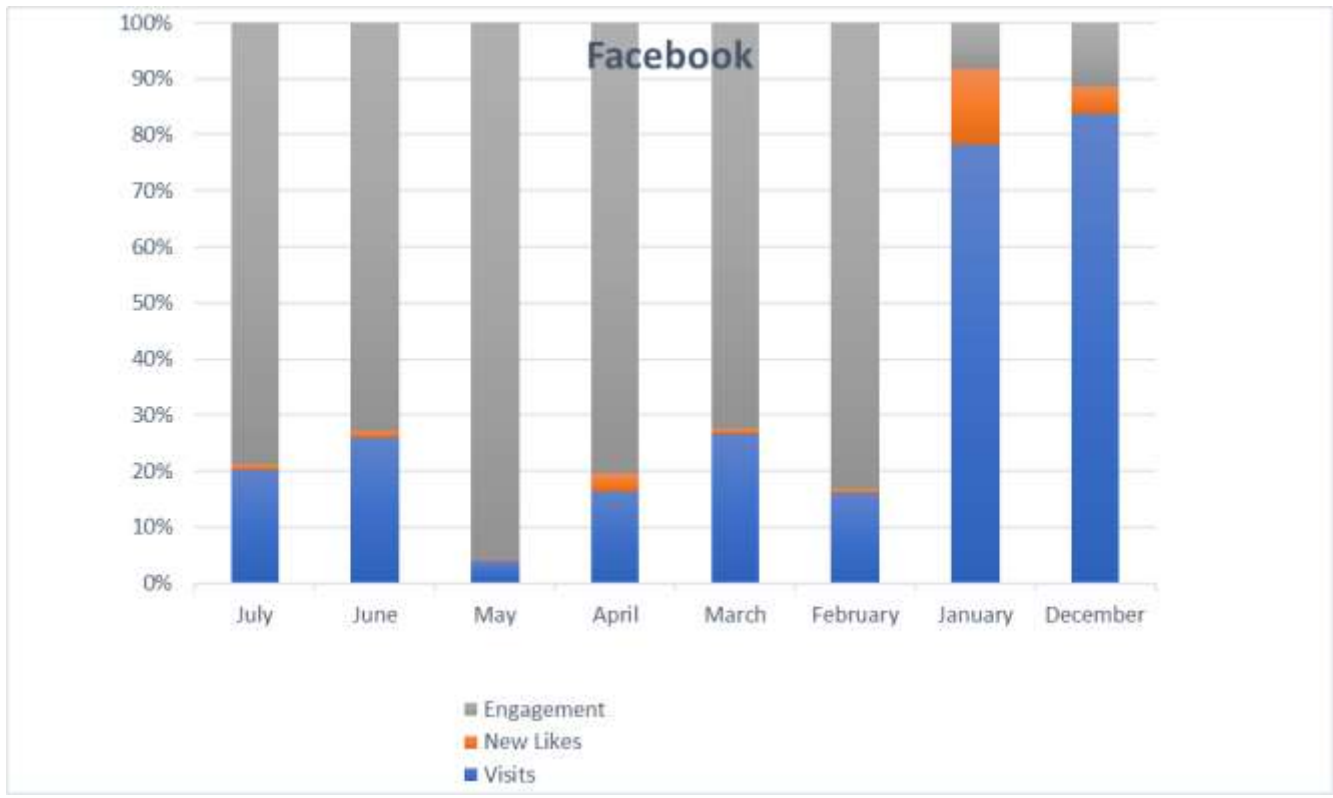
2.0 Completed Projects:

- Provided a media toolkit to get the City of Montevalllo started promoting their pilot route.
- Participated in Jefferson County Family Court’s Family Resource Fair on July 27th.
- Met with Message Point Media to discuss website needs and changes.
- The Communications team attended the Transit Citizens Advisory Board (TCAB) monthly meeting.
- Scheduled Board and Executive staff photography session. A date for retakes will be provided soon.
- Team met to have its monthly departmental strategic planning session for 2019 fiscal year.

3.0 Working Projects

- Working to update the website and make it more user friendly.
- Strategic work sessions to organize and focus department.

July Digital Report for Facebook



- 367 visits to BJCTA Facebook page
- New Page Likes – 15
- Post Engagement Actions – 1421 (shares, likes, comments)

Mikeshia T. Harvill

Marketing Specialist