



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

Wednesday, October 19, 2018

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2018-46	Res. No. 2018-47	Res. No. 2018-48	Res. No. 2018-49
Cunningham, Darryl				Y N A	Y N A	Y N A	Y N A
Davis, Ruby				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
Parker, Sam				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
Powe, Kevin				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
Smith, Theodore "Ted"				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 Phone: (205) 521-0161
Website: www.maxtransit.org

REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, October 24, 2018
12:00 p.m.

AGENDA

- I. Call to Order**
- II. Roll Call & Establishment of Quorum**
- III. Invocation**
- IV. Pledge of Allegiance**
- V. Safety Message**
- VI. Adoption of the Agenda**
- VII. Swearing In Ceremony**
- VIII. Adoption of Minutes**
 - A. Regular Board Meeting Minutes- October 8, 2018
 - B. Performance Monitoring/ Oversight Committee Meeting- October 17, 2018
 - C. Planning & Development Committee Meeting- October 17, 2018
- IX. Chairman's Report**
- X. Committee Reports**
 - A. Performance Monitoring/ Oversight Committee
 - B. Planning & Development Committee

XI. Resolutions for Consideration and Approval

- A. **Resolution 2018-46:** Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with **DSI Medical Services, Inc.**
- B. **Resolution 2018-47:** Authorization to Provide “**Free**” **Transportation Services to Veterans on Veteran’s Day-** Recognized on November 12, 2018.
- C. **Resolution 2018-48:** Authorization for the Interim Executive Director to Exercise the First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to Provide Design and Construction Support for Twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with **Wendel Architecture, PC.**

XII. Interim Executive Director’s Report

- A. Financial Report

XIII. Old Business

(NONE)

XIII. New Business

- A. 2018 Magic City Classic Events
- B. Update on Homewood Services

XIV. Public Comment*

XV. Adjournment

* Speaker must have read and signed acknowledgement of rules governing Public Comment



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

Monday, October 8, 2018
9:00 a.m.

Call to Order

Chair Darryl Cunningham called the meeting to order at 9:09 a.m. 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 (P); LeDon Jones (P); Kevin Powe (P); Patrick Sellers (P); Theodore “Ted” Smith (P); Martin Weinberg (P); Donald Harwell (P); Johnnye P. Lassiter (A); Darryl Cunningham (P)

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

BJCTA Staff/ Others Present

Christopher Ruffin, Adrian Solomon, Alisha Mitchell, Gary Collins, Johnathan Mitchell, Christopher Brewster, Phyllis Goode, Darryl Grayson, Myrna Pittman, Toney Chestnut, Deirdre Byrd, Christy Howard, Willie Drakeford, April PENCHION, Allen Perdue, Justin Ridgeway, Adrell Meadows, Khaia Wheeler, Carissa Pickett, Terry Barnfield, Courtney French (Fuston, Petway & French); Christin French (Fuston, Petway & French), Roy Johnson (al.com), Howard Richards (City of Birmingham), Tammy Fitts (Paratransit Rider), Bacarra Mauldin (Citizen), Cory Pettway (City of Birmingham), Pat Bell (Citizen)

- III. Director Kevin Powe provided the **Invocation**.
- IV. Director Donald Harwell lead the **Pledge of Allegiance**
- V. Interim Director of Safety Christopher Brewster provided the **Safety Message** about “Safety in Multi-tasking”

VI. Adoption of the Agenda

- **Director Sellers motioned to move the officer elections to the top of the agenda; it was seconded by Director Harwell and approved by general consent.**

VII. Adoption of Minutes

- A. Regular Board Meeting Minutes- August 22, 2018
- B. Governance Committee Meeting Minutes, September 14, 2018
- C. Performance Monitoring/ Oversight Committee Meeting Minutes, September 14, 2018
- D. Planning & Development Committee Meeting Minutes- September 14, 2018
- Director Harwell asked if the minutes could be approved separately or did they have to be approved as a whole. Attorney French stated that they could be voted on as a group unless there is an issue with one or more of the minutes.
Director Smith moved to Adopt the Minutes; it was seconded by Director Harwell and approved by general consent.

VIII. Chair's Report

- Chairman Cunningham stated that the only thing that he had an update on was the APTA Conference that was held in Nashville, TN. He asked if any attendees had anything to comment on the conference. There was no discussion regarding the conference from anyone.
- Chairman Cunningham then turned the meeting over to the Election Committee Chair, Patrick Sellers.
 - Director Sellers stated that the committee received two (2) different slates, one of which was the existing officers. The slate was declined by a Roll Call Vote.
Roll Call
Ruby Davis (N)
LeDon Jones (N)
Kevin Powe (N)
Patrick Sellers (Y)
Theodore Smith (N)
Martin Weinberg (N)
Donald Harwell (Y)
Darryl Cunningham (Y)

- The next slate of nominees were: Theodore Smith, Chair; LeDon Jones, Vice-Chair; Kevin Powe, Secretary/ Treasurer. The slate was approved by Roll Call Vote.

Roll Call

Ruby Davis (Y)

LeDon Jones (Y)

Kevin Powe (Y)

Patrick Sellers (N)

Theodore Smith (Y)

Martin Weinberg (Y)

Donald Harwell (N)

Darryl Cunningham (N)

- The Board paused for a brief moment to allow seating changes with the new officers being:

Theodore “Ted” Smith, Chairman

LeDon Jones, Vice-Chairman

Kevin Powe, Secretary/Treasurer

IX. Committee Reports

- **Governance Committee**

Director Cunningham stated that he had nothing to report on.

- **Performance Monitoring/ Oversight Committee**

- Director LeDon Jones requested that Interim Executive Director Ruffin introduce the new Finance Director, Gary Collins. IED Ruffin directed Finance Director Collins to speak before the board.
- Director Ruffin stated that a Compliance Officer was also hired. He requested that she speak before the board. Compliance Officer Phyllis Goode introduced her return to the organization.
- IED Ruffin spoke about the organization being amongst several recipients to receive funding from the \$84.45M Low/No Emissions Grant. BJCTA was awarded \$1.5M, which will allow the Authority to purchase two (2) electric buses and chargers.
- “The Montevallo Express Route has been doing tremendously well!” as stated by Interim Operations Manager Allen Perdue. “The ridership has been steadily increasing”.
- BRT Project Manager from the City of Birmingham, Howard Richards provided updates on the BRT. He stated that there will be 60-foot articulated buses for the BRT.

- Finance Director Gary Collins provided the most current financial update as well as an update about the financial audit, stating that the final documents to the audit will be delivered to the Authority on October 10, 2018.
 - Director Weinberg confirmed whether the information presented at the Performance Monitoring/ Oversight Committee relating to Fairfield only for information purposes only. The Committee Chair stated that it was indeed for information purposes only.
- **Planning & Development Committee:**
 - Director Theodore “Ted” Smith, Chairman of the Planning & Development Committee reported that the same information that was in the Performance Monitoring Committee was presented except for the topic of a new Maintenance Facility. The Authority is still looking at additional property as well as property that was already on the existing list to obtain.
 - It is important to find another facility because the current facility will only hold half of the articulated bus.

X. 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 & Communications Services to BJCTA.

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

B. Resolution 2018-41: Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with **Off-Duty Birmingham Police Officers** to Provide Security 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.

C. Resolution 2018-42: Authorization for the Interim Executive Director to Contract with **C.J. Pressure Cleaning, Inc.** to Provide Bus Bay and Parking Lot Cleaning for Three (3) Years with Two (2) One Year Options to BJCTA.

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

Director Harwell questioned who had the contract before C.J. Pressure Cleaning, Inc. Manager Grayson stated that Ancon Group had the contract.

D. Resolution 2018-43: Authorizes the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Renewals of Existing Contract with **ALLCOMM WIRELESS, INC.** for Radio Maintenance Service.

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

Director Jones stated that on the resolution, the amount is still incorrect. Manager Grayson stated that the corrected amounts for the resolution should state that the amount is not to exceed \$120,000.00 for three (3) years, and it is not to exceed \$40,000.00 annually.

After legal consultation with Attorney French Director Harwell motioned to amend the contract with the corrected amounts; it was seconded by Director Cunningham and approved by general consent.

Director Sellers had a Point of Personal Reference because he had to leave.

E. Resolution 2018-44: Authorize the Interim Executive Director to award a contract to Barge Design Solutions to provide Roadway Improvements and Transitways Design Services on the design phase of the BRT project.

Director Jones moved to adopt the resolution; it was seconded by Director Harwell and went for discussion.

- Director Jones stated that to his understanding, he felt like there was some unreadiness amongst staff. IED Ruffin stated that because staff had not ever heard of Barge before nor were they even consulted about the company before, that they were indeed unready. He stated that the City is the lead on the grant and that it is actually legal because they are on state contract. Director Jones reiterated that he just wanted to make sure that staff understood what was going on.
- Howard Richards spoke about the conflict in the curbside stations. He spoke about the studies that were done to move the stations to the center to avoid increases in cost. He stated that the City procured Barge through a separate process to do the street widening and to extend the guideways.
- Director Powe stated that he was not ready. Attorney French stated that for clarification, he wanted to make sure of which resolution was being voted on because two (2) resolutions were the same on the agenda.
- Chairman Smith read the resolution as to what is actually being voted on by the board. Attorney French stated that it would take a unanimous vote to amend the agenda to add Resolution 2018-44 (Authorize the Interim Executive Director to amend the current contract with Wendel Architecture PC to Provide Additional Design and Construction Related Services for the BRT Stations Located within the ITP Segment). Chairman Smith called for a Roll Call Vote for the Amendment.

Roll Call

LeDon Jones (Y)

Kevin Powe (A)

Theodore Smith (Y)

Martin Weinberg (N)
Donald Harwell (Y)
Darryl Cunningham (Y)

- Chairman Smith stated that because Director Weinberg voted “No”, that the resolution would be tabled until the next board meeting. Chief of Staff Solomon stated that we wouldn’t want any time lost due to the error being made.
- Howard Richards asked for the reconsideration of the resolution being tabled.
- Attorney French stated that because of the error being placed on the agenda, the board would either need to send the resolution back through one of the committees and then on to the Board Meeting later in the month.
- Chairman Smith stated that the resolution would be tabled until the next meeting.
- Director Powe asked Howard Richards, what advancement would we be prolonging if the resolution is held off until the board meeting later in the month. Director Harwell clarified that the vote was only to place the item on the agenda.

Director Weinberg motioned to reconsider the vote unanimous consent for adding Resolution 2018-44; it was seconded by Chairman Smith and approved by Roll Call Vote.

Roll Call
Kevin Powe (A)
Theodore Smith (Y)
Martin Weinberg (N)
Donald Harwell (Y)
Darryl Cunningham (Y)

Resolution 2018-44: Authorize the Interim Executive Director to award a contract to **Barge Design Solutions** to provide Roadway Improvements and Transitways Design Services on the design phase of the BRT project

Director Harwell moved to adopt the resolution; it was seconded by Director Powe and approved by general consent. Director Weinberg voted “Nay”

- F. Resolution 2018-45:** Authorize the Interim Executive Director to amend the current contract with **Wendel Architecture PC** to provide additional design and construction related services for the BRT stations located within the ITP segment.

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

XI. Interim Executive Director’s Report

A. Financial Report- Finance Director Gary Collins provided the financial update for Period 11 located on page 43 in Directorpoint.

XII. Old Business

A. Amendment of the BJCTA By-laws

Attorney French read and explained each section that is to be changed within the BJCTA By-laws.

Amendments to the BJCTA Bylaws

I. Under Article 1, add Section 12 to state: "The Board shall follow Robert's Rules of Order, as revised".

II. Under Article 4, amend Section 2 to state: "Except as provided in Section 3 of this Article V, each officer of the Board shall hold office for a term of one (1) year beginning at the time of election and ending on the election of a successor".

III. Under Article 4, amend Section 3 to state: "Any officer of the Board may resign at any time upon written notice to the Authority addressed to it at its principal office. An officer may be removed or may be declared disqualified to serve or incapable of serving by the Board for a violation of Alabama Ethics law or any offense involving moral turpitude while in office. Upon the removal of an officer, the resignation or death of an officer, or a declaration that an officer is disqualified from service or incapable of serving, such office shall be vacant. A person may, at any time, be elected to fill such a vacancy in the same manner in which a person may initially be elected to such office".

Director Harwell motioned to accept the changes in the BJCTA By-laws; it was seconded by Director Harwell and approved by Roll Call Vote.

Roll Call

Kevin Powe (Y)

Theodore Smith (Y)

Martin Weinberg (Y)

Donald Harwell (Y)

Darryl Cunningham (Y)

- Director Weinberg questioned who proposed the changes in the By-laws. Attorney French stated that the change was a part of the City's request in Leadership Stabilization Plan.

XIII. New Business

A. TransLoc: Senior Planner Thomas Yuill provided the board with an update on the On-Demand Transit Service that the Authority has sign up for a 3-month Proof of Concept Pilot to see if it would work for the organization. The service would provide the Authority's passengers with on-line or app-based booking to compliment the Fixed Route system. It would also provide the Authority with going into unincorporated areas that we do not currently service.

Chairman Smith questioned whether the pilot would be like Uber service to the Hub. Planner Yuill stated that it would be a locally controlled and subsidized service.

Chairman Smith questioned whether the pilot is to begin before or with the BRT. Planner Yuill stated that the Authority is looking to launch the Pilot before the BRT (early 2019).

Director Weinberg questioned whether it would be Uber drivers or BJCTA Operators.

Planner Yuill stated that the information was for transparency only. He stated that if it was decided that after the pilot, we would like to keep the services, the project would have to come before the board for vote at that time.

Howard Richards stated that he was excited to hear that the service would bring people in to the BRT route.

Planner Yuill stated that the Authority would bring more information to the board as the efforts progress.

**XIV. Public Comment
(NONE)**

- Director Harwell stated that he wanted the record to show that the information for Resolutions 2018-44 and 2018-45 were indeed on Directorpoint; however did not have a link.
- Chief of Staff Solomon asked the chairman about having committee meetings for the month of October. Chairman Smith stated that for the month of October, the Performance Monitoring and Planning & Development Committees will meet on the third Wednesday of the month and will be reassigned thereafter.
- Chairman Smith stated that he wanted to congratulate the previous leadership and looks forward to working with them in the future.

XV. Adjournment

Chairman Cunningham adjourned the meeting at 10:33 a.m.



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

PERFORMANCE MONITORING/ OVERSIGHT COMMITTEE MEETING MINUTES

Wednesday, October 17, 2018
9:00 a.m.

Call to Order

The meeting was called to order by Director Martin Weinberg at 9:04 A.M. in the Executive Conference Room located at 1801 Morris Avenue, Birmingham, Alabama 35203.

Committee Member Present: Kevin Powe

Quorum: Yes-

Alisha Hinson, Board Administrator, conducted roll call and confirmed a quorum after legal counsel stated that there would have to be a motion to include other board members present as members of the committee.

Committee Members Absent: LeDon Jones

Other Board Members Present: Theodore “Ted” Smith, Sam Parker, Donald Harwell, Ruby Davis

Staff and Others Present:

Christopher Ruffin, Adrian Solomon, Alisha Mitchell, Darryl Grayson, Toney Chestnut, Joshua Johnson, April Penchion, Myrna Pittman, Johnathan Mitchell, Gary Collins, Christy Howard, Thomas Yuill, Christopher Brewster, Willie Drakeford, Myrna Pittman, Phyllis Goode, Allen Perdue, Darryl Perkins (Master Solutions), Sam Ford (Fuston, Petway, French), Courtney French (Fuston, Petway, and French), Don Mosely (City of Birmingham), Dwight Hamilton (Fairview Neighborhood Association),

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

Newly Elected Board Member Sam Parker was present and introduced himself to the committee and staff. The Interim Executive Director, Christopher Ruffin requested that the staff introduce themselves to the new director.

Legal counsel advised the committee that they would have to make it known for the record that the chairman and new board member would be standing in for the committee members that are absent, otherwise it would be an informational meeting only.

Chairman Smith moved to add two members to committee for the meeting; it was seconded by Director Weinberg.

Resolutions for Consideration and Recommendations:

A. Resolution 2018-46: Authorization for the Interim Executive Director to exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with **DSI Medical Services, Inc.** **Director Smith motioned to pass the resolution on to the full board for approval; it was seconded by Director Weinberg and approved by general consent.**

- Director Weinberg asked why the resolution was being brought before the board when the amount is not expected to exceed the threshold amount. Procurement Manager Darryl Grayson stated that because it was a renewal, the amount would exceed the threshold which is why the resolution for renewal is being presented to the committee. *The record reflects a change on the agenda in making a correction in the name of the chairman and board secretary.

B. Resolution 2018-48: Authorization for the Interim Executive Director to Exercise the First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to Provide Design and Construction Support for Twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with **Wendel Architecture, PC.**

Director Smith motioned to pass the resolution on to the full board for approval; it was seconded by Director Weinberg and approved by general consent.

- Chairman Smith wanted to clarify the difference in Resolution 2018-48 and Resolution 2018-44. Manager Grayson stated that Resolution 2018-44 was approved to amend the current contract with Wendel to provide additional design and construction related services for the BRT stations within the ITP segment. Resolution 2018-48 is the actual contract that the Authority has with Wendel.

C. Resolution 2018-49: Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Renewal Options of the Existing Contract with **COBBS ALLEN LIABILITY INSURANCE BROKER SERVICES.**

Director Parker motioned to pass the resolution on to the full board for approval; it was seconded by Director Smith and voted down by the committee until more information is received.

- Director Weinberg stated he heard Attorney French state that the Authority uses Alabama Municipal Insurance Corporation (AMIC) and he wanted to know if AMIC was something separate from COBBS ALLEN. Director Weinberg wanted to know what was covered with the Broker Insurance with COBBS ALLEN. Chief of Staff Solomon stated that COBBS ALLEN provides several HR types of services. They are the insurance broker and they have carriers that they assign out. Chief Solomon stated that if COBBS ALLEN is the main broker, the resolution may need to be brought back to the table after further review of the scope of work.
- Finance Director Gary Collins and Chief Solomon stated that the department will obtain all of that information and bring it back to the committee.

Items for Information and/or Discussion

Departmental Updates

Finance Highlights- Provided by Finance Director Gary Collins. Collins stated that there is \$68.5M in Assets; \$32.5M Liabilities; YTD Revenue \$37.4M; Cash \$8.1M in which \$7.2M sits in the Money Market/ Operating Account. All other reports can be found in Directorpoint beginning on page 11.

Maintenance- Maintenance Director Johnathan Mitchell provided the updates. Mitchell reported that the Facilities has successfully launched their new Helpdesk by email. Forty (40) tickets were closed out for the month of September. He also stated that there had been no recent flooding issues to

Procurement- Procurement Manager Darryl Grayson provided the updates. Grayson stated that his only updates were already included in the packet by way of resolutions.

Operations- Provided by Interim Fixed Route Manager, Allen Perdue. Perdue stated that for Key Performance Indicators (KPI), On-Time Performance was down for the month of September being at 60% due to staff shortages and the Avail system. The Paratransit side also failed to hit the benchmark that had been set for them. He stated that all other KPI benchmarks are listed the Directorpoint. Operations is still in the process of interviewing more applicants for operators. The department is short by thirty (30) on the Fixed Route side and approximately five (5) on the Paratransit side.

- IED Ruffin stated that he met with Lorenza Thomas from Lawson State Community College to collaborate on what they have branded as Workforce Development. The Authority will be donating a bus to Lawson State and through the 5310 Grant, they will also receive a commuter bus. Ruffin stated that there is a shortage of CDL Drivers across the industry, and hopefully Lawson State and the Authority can put their resources together to help bring in more operators.
- Director Weinberg questioned whether it was previously helpful that the Authority was having job fairs previously. Chief Solomon stated that it was helpful in building up a database, but those job fairs mostly helped with administrative position leads, not operators.
- Manager Perdue stated that the Authority is in the process of having Contract Negotiations with the Union where a pay increase is being negotiated.
- Chief Solomon stated that the HR Director has a plan in place to pull together part-time operators with possibly using retirees.

Old Business

- None

New Business

A. 2018 Magic City Classis Events

- Chief Solomon stated that the Authority will be participating in the 2018 Magic City Classic Parade on Saturday, October 27, 2018 at 7:00 a.m. New Flyer will be donating a 60-foot articulated bus to be presented as an example of how the BRT bus should be branded. The City will be providing signage, t-shirts, etc. to help in the efforts.
- A table has been acquired for the UNCF Scholarship Breakfast, held on Friday, October 26, 2018 at 7:00 a.m., which will be held at The Harbert Center. All board members are asked to attend if possible. The board will be recognized at the breakfast and there will be an ad from the Authority.

B. Update on Homewood Services

- Planning Director Joshua Johnson stated that the Authority is receiving a decreased apportionment from the Homewood municipality. The Authority had budgeted for them, to pay \$420K, but Homewood only budgeted for \$210K. The Homewood route #14 will be extending to go to the Lakeshore Walmart. The route #42 will be extending to the route #31 service, going through Birmingham, Homewood, Vestavia, Hoover on the Outbound. The Route #3 be also be extending. Director Johnson will be meeting with RPC to request approximately \$156K for extending the Magic City Connector to go from the Southside to cover Vulcan and into downtown Homewood.

- Attorney Courtney French stated that there was a need to go into Executive Session for ongoing and possible threat litigation.

Director Smith motioned to move into Executive Session; it was seconded by Director Parker and approve by Roll Call Vote at 10:23 a.m.

Roll Call

Martin Weinberg (Y)

Sam Parker (Y)

Theodore Smith (Y)

Donald Harwell (Y)

Ruby Davis (Y)

- **Director Smith motioned to come out of Executive Session it was seconded by Director Harwell and approve by Roll Call Vote at 10:53 a.m.**

Roll Call

Martin Weinberg (Y)

Sam Parker (Y)

Theodore Smith (Y)

Donald Harwell (Y)

Ruby Davis (Y)

Kevin Powe (Y)

Adjournment

Director Weinberg adjourned the meeting at 10:54 a.m.

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



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

PLANNING & DEVELOPMENT COMMITTEE MEETING MINUTES

Wednesday, October 17, 2018
10:00 a.m.

Call to Order

The meeting was called to order by Director Martin Weinberg at 11:00 A.M. in the Executive Conference Room located at 1801 Morris Avenue, Birmingham, Alabama 35203.

Committee Member Present: Ruby Davis, Sam Parker, Theodore “Ted” Smith

Quorum: Yes-

Alisha Hinson, Board Administrator, conducted roll call and confirmed a quorum after legal counsel stated that there would have to be a motion to include other board members present as members of the committee.

Committee Members Absent: None

Other Board Members Present: Donald Harwell, Kevin Powe, Martin Weinberg

Staff and Others Present:

Christopher Ruffin, Adrian Solomon, Alisha Mitchell, Darryl Grayson, Toney Chestnut, Joshua Johnson, April Penchion, Myrna Pittman, Johnathan Mitchell, Gary Collins, Christy Howard, Thomas Yuill, Christopher Brewster, Deirdre Byrd, Willie Drakeford, Myrna Pittman, Phyllis Goode, Allen Perdue, Justin Ridgeway, Darryl Perkins (Master Solutions), Sam Ford (Fuston, Petway, French), Courtney French (Fuston, Petway, and French), Don Mosely (City of Birmingham), Dwight Hamilton (Fairview Neighborhood Association), Roy Johnson (al.com)

Adoption of the Agenda

Director Parker moved to adopt the agenda. It was seconded by Director Davis, and approved by general consent.

Resolutions for Consideration and Recommendations:

A. Resolution 2018-46: Authorization to Provide “FREE” Transportation Services to Veterans on Veteran’s Day- Recognized on November 12, 2018.

Director Davis motioned to pass the resolution on to the full board; it was seconded by Director Parker and approved by general consent.

Items for Information and/or Discussion

Departmental Updates

Customer Care/ Marketing Highlights- Provided by Customer Care/ Marketing Director Myrna Pittman. Pittman stated that the stats for Customer Care was down for the month of September because of staffing issues. Pittman stated that the department has begun sending out events for the month in advance which are being sent to the Board Administrator to send to the board. Fixed Route has two (2) vacancies. Paratransit has one (1) vacancies.

- IED Ruffin stated that it had been said that at some point, customer service personnel will not be needed. IT Director Chestnut stated that with all of the technology that is being implemented, passengers should be able to use the technology for all of their needs. Pittman stated that technology is great, but everyone is not going to use it. Chairman Smith stated that as the calls decrease, the staff may be able to be decreased, but it should never be obsolete.

Information Technology (IT) Highlights- Provided by IT Director Toney Chestnut. Chestnut stated that the IT issues that the Authority had been having, have since been resolved. The Authority has entered an agreement with AT&T for better coverage in the internet service; Charter being the backup. The IT Department now completed the Internet-Ready CNG Station so that the CNG Station can be monitored better.

- Director Weinberg questioned whether there had been any more talks about a system that will allow customers to pay electronically. Chestnut stated that Genfare has the technology that the Authority needs but an RFP would need to be done. He stated that this is also a \$3M system that would need to be implemented. Chestnut stated that while attending the APTA Conference, he spoke with the Genfare sales rep, and was told that there is a way to incorporate software that would not cost the Authority anything, it would however charge 4% of the fare rate. Chief Solomon stated that FTA regulates that a fare study be done before the Authority can raise the rates.

Planning Highlights- Provided by Planning Director Josh Johnson. Director Harwell questioned when the Homewood changes would take effect. Johnson stated that the changes take effect on November 5th. The Authority received an increased apportionment from the cities of Tarrant and Center Point. The Tarrant Route #22 will receive an extra four and a half trips (4-1/2) a day, while the Center Point Route #25 will receive an extra fourteen (14) trips and will take effect in January. There was also an increased apportionment from the cities of Midfield and Bessemer. In January, there can be decreased headways in Bessemer. The new schedules are expected to begin on January 7, 2019.

- Director Weinberg questioned what the status was about the Farmer's Market. Johnson stated that there was a misunderstanding with the City of Birmingham about the funding. Director Davis clarified that the grant for the Farmer's Market being time-sensitive. Johnson stated that the City of Birmingham requested an extension.
- Chairman Smith stated that the department needs to look at bringing the BRT route to the airport, and also think about parking.

Safety- Provided by Interim Safety Director Christopher Brewster. Four (4) trainees graduated and are now full-time operators. Brewster stated that the standard of "Putting Dignity Behind the Steering Wheel" begins with the training process. The department is currently addressing all

security processes that relate to keys, ID badges, etc. The department is in the process of writing SOPs for the CNG Station. Preventable accidents were down for the month of September.

Old Business

- **None**

New Business

A. 2018 Magic City Classis Events

- Chief Solomon stated that the Authority will be participating in the 2018 Magic City Classic Parade on Saturday, October 27, 2018 at 7:00 a.m. New Flyer will be donating a 60-foot articulated bus to be presented as an example of how the BRT bus should be branded. The City will be providing signage, t-shirts, etc. to help in the efforts.
- A table has been acquired for the UNCF Scholarship Breakfast, held on Friday, October 26, 2018 at 7:00 a.m., which will be held at The Harbert Center. All board members are asked to attend if possible. The board will be recognized at the breakfast and there will be an ad from the Authority.
- Chief Solomon stated that there may be some city officials on the bus. The bus will be in the parade behind the mayor's vehicle. The bus will leave the Maintenance Facility at 6:00 a.m.
- IED Ruffin stated that he wanted to thank Roy Johnson from al.com for being a transit advocate. Johnson introduced IED Ruffin to the CEO of the World Games (DJ Machovich).

Adjournment

Chairman Smith adjourned the meeting at 11:38 a.m.

**Committee Members: Theodore "Ted" Smith
 Ruby Davis**

**PERFORMANCE MONITORING/OVERSIGHT COMMITTEE
ROLL CALL**

Wednesday, October 17, 2018

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2018-46	Res. No.	Res. No.	Res. No.
Powe, Kevin				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
Jones, LeDon				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 Phone: (205) 521-0161
Website: www.maxtransit.org

**PERFORMANCE MONITORING/ OVERSIGHT
COMMITTEE MEETING**
Wednesday, October 17, 2018
9:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call/ Establishment of Quorum**
- III. Adoption of Agenda**
- IV. Resolutions for Consideration and Recommendation**
 - A. Resolution 2018-46: Authorization for the Interim Executive Director to exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.
- V. Items for Information and/or Discussion**
 - A. Departmental Updates
 - Finance
 - Contracts/Procurement
 - Grants/ DBE
 - Maintenance
 - Operations
- VI. Old Business**
- VII. New Business**
 - A. 2018 Magic City Classic Events
 - B. Update on Homewood Service
- VIII. Adjournment**

Committee Members: LeDon Jones, Chair

Kevin Powe
Martin Weinberg



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

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.	RESOLUTION NO.: 2018-46
	DATE: September 2018
	INITIATOR: Contracts & Procurement
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 two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc..

2.0 Description/Justification: The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of two (2) optional, one (1) year extensions of the existing agreement with DSI Medical Services, Inc. The existing agreement will terminate on December 31, 2017. In November 2014, the BJCTA Board of Directors approved Resolution 2015-04: Authorization to contract with DSI Medical Services, Inc., to provide Drug and Alcohol Testing and Physical Services to BJCTA, which established the two (2) optional, one (1) year extensions.

3.0 Procurement Background: In the year of 2014, the Request for Proposals (RFP) #14-25 was issued to secure companies to provide drug and alcohol and physical services to BJCTA. BJCTA received three (3) proposals that the evaluation committee reviewed. The contract was awarded to **DSI Medical Services, Inc.**, as the most responsive and responsible proposer.

Company	Score
DSI Medical	266
Safety First	261
ATG	217

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

5.0 Economic Impact: FY 2017 average yearly service costs were \$15,000.00; and current FY 2018 expenditures were approximately \$11,000.00. Drug and Alcohol testing services are used as needed and as random testing.

6.0 Recommendations: To authorize the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc.

7.0 Alternatives: Do not authorize the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc.

Darryl Grayson

Darryl Grayson, Contract & Procurement Manager



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

Resolution No. 2018-46

Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.

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 two (2) optional, one (1) year extensions of the existing agreement with DSI Medical Services, Inc., which will terminate on December 31, 2017; and

WHEREAS, in November 2014, The BJCTA Board of Directors approved Resolution 2015-04; authorizing the existing contract, with two (2) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal submitted by **DSI Medical, Inc.**, to be fair, reasonable, and **not to exceed \$16,000**.

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 Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with **DSI Medical Services, Inc.**; and

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

Adopted: October 24, 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 First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with Wendel Architecture, PC.	RESOLUTION NO.: 2018-48
	DATE: September 2018
	INITIATOR: Contracts & Procurement
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 First of One (1) Optional, One (1) Year Extensions, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with **Wendel Architecture, PC.**
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of one (1) optional, one (1) year extensions of the existing agreement with Wendel Architecture PC. The existing agreement will terminate on November 16, 2018. In November 2017, the BJCTA Board of Directors approved Resolution 2017-34: Authorization to renew contract with Wendel Architecture PC., to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities
- 3.0 Procurement Background:** In the year of 2017, the Request for Qualification (RFQ) #17-13 was issued to secure companies to provide design and construction support to BJCTA. BJCTA received five (5) proposals that the evaluation committee reviewed. The contract was awarded to **Wendel Architecture, PC** as the most responsive and responsible proposer.

Evaluation Criteria	Max Score	CCR	Wendel	Dynamic	Sarcor	Khafra
		Score	Score	Score	Score	Score
1. Firm Capabilities and Experience	20	11	18	19	17	13
2. Team Composition and Organization	15	9	14	13	13	10
3. Project Approach and Methodology	15	8	14	12	12	10
4. Project Management and Controls	10	5	10	9	9	9
5. Proposed Key Staff Qualifications	25	15	23	20	17	14
6. Disadvantaged Business Enterprise	15	12	13	15	15	14
Totals	100	60	91	88	82	70
Rank			1	2	3	4

- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** **Wendel Architectural, PC** proposed to design and provide construction support service at a **not to exceed amount of \$265,000.**
- 6.0 Recommendations:** To authorize the Interim Executive Director to exercise the first of one (1) optional, one (1) year extensions, of the existing agreement to provide design services with Wendel Architecture PC.
- 7.0 Alternatives:** Do not authorize the Interim Executive Director to renew contract to provide design services with Wendel Architecture PC.

Darryl Grayson

Darryl Grayson, Contract & Procurement Manager



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

Resolution No. 2018-48

Authorization for the Interim Executive Director to exercise the First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with Wendel Architecture, PC.

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 First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with Wendel Architecture, PC.; and

WHEREAS, in November 2014, The BJCTA Board of Directors approved Resolution 2017-34; authorizing the existing contract, with two (2) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal submitted by **Wendel Architecture PC.**, to be fair, reasonable, and **not to exceed \$265,000.00.**; and

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 First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with **Wendel Architecture, PC. Not to Exceed 265,000.00**

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

Adopted: October 24, 2018

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary

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

TITLE/DESCRIPTION: Authorization for the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with COBBS ALLEN liability insurance broker services.	RESOLUTION NO.: 2018-49
	DATE: September 2018
	INITIATOR: Contracts & Procurement
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:** Authorization for the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with COBBS ALLEN liability insurance broker services.
- 2.0 **Description/Justification:** In July 2012, the BJCTA Board of Directors authorized Cobbs, Allen & Hall to execute on-going assessment and analysis of its liability insurance and alternatives to existing plan designs and carriers.
- 3.0 **Procurement Background:** In July 2015, the BJCTA issued Request for Proposals #15-26, and executed a 3-year contract on September 28, 2015 with Cobbs, Allen & Hall ending September 30, 2018.

RFP #15-26 was issued July 20, 2015, BJCTA received two (2) proposals and the evaluation committee scores are as follow:

Proposers	Evaluation Points	Evaluation Score	Total 3-Year Amount Proposed	Two (2) Optional 1-Year Extensions
Cobb, Allen Hall	271	59.6%	\$255,000	\$90,000 each year
AON Risk Services South, Inc.	184	40.4%	\$267,000	\$89,000 each year

- 4.0 **Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 **Economic Impact:** The total contract cost, not to exceed \$255,000.00 provides insurance broker services 3-years. This project is annually budgeted and planned as Operating expense in FY 2019.
- 6.0 **Recommendations:** Authorize the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with COBBS ALLEN liability insurance broker services.
- 7.0 **Alternatives:** Authorization not to renew the existing contract.
- 8.0 **Attachments:** None

Respectfully submitted,

Darryl Grayson

Darryl Grayson, Contract & Procurement Manager



It's time to ride!

Birmingham-Jefferson County Transit Authority
1801 Morris Avenue 2nd FL Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.bjcta.org

Resolution No. 2018-49

Page 29 of 416

Authorize the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with COBBS ALLEN liability insurance broker services.

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 Request for Proposal (RFP) #15-26 was issued in July 20, 2015 to contract liability broker services for 3-years with two (2) optional 1-year extensions with the most responsive and responsible proposal; and

WHEREAS, based on the evaluation committee findings, Staff recommends the Board of Directors authorize the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with COBBS ALLEN liability insurance broker services.

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 Renewal options of the existing Contract with COBBS ALLEN liability insurance broker services and not to exceed \$255,000.00

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

Adopted: October 24, 2018

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Finance - Financial & Investment Highlights for Period Ending September 30, 2018	RESOLUTION NO.: N/A
	DATE: September 30, 2018
	INITIATOR Gary Collins 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 September 30, 2018 Balance Sheet, assets were \$68,576,568.69 while total liabilities were \$32,513,007.49.
- The Income Statement for the month ending September 30, 2018, details year to date revenues of \$37,458,438.03 and expenses of \$38,609,635.81 resulting in a negative difference of \$1,151,179.78.
- The total cash and cash equivalents as of September 30, 2018 was \$8,138,213.80 of which \$7,216,449.42 was the balance in our operating and money market accounts. Our Capital account balance is \$710,332.54.

	<u>FY18 YTD Actual</u>	<u>FY18 YTD Budget</u>	<u>Variance</u>
Budgeted Items			
Revenues	31,041,675	29,152,079	1,862,596
Expenses	<u>32,312,076</u>	<u>36,013,903</u>	<u>(3,701,827)</u>
Net	(1,270,401)	(6,861,825)	5,564,423
Non Budgeted Items			
Revenues	6,443,763	9,323,575	(2,879,812)
Expenses	<u>6,297,560</u>	<u>5,222,420</u>	<u>1,075,140</u>
Net	146,203	4,101,156	(3,954,952)
Combined Net	(1,124,198)	(2,760,669)	1,609,471

- Attached are the Balance Sheet, Income Statement, Cash Balance Summary, Overtime Report, Variance Analysis reports.

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

TITLE/DESCRIPTION: Finance Department Status Report	RESOLUTION NO.: N/A
	DATE: September 2018
	INITIATOR: Gary Collins Finance Department
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

Purpose/Objective

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

Financial Overview: Provide the current conditions of BJCTA

- Passenger Fares 6.98% from budgeted. This is first time this fiscal year
- Overtime was down 5% vs. same period last year.
- For the month of September 2018, spent \$3,442,383.31 on payroll, taxes and accounts payable

Other Activities

- Attended APTA conference
- Had meeting with the City of Hoover to discuss ridership and service hours needed
- Attended Senior Staff Meetings
- Began departmental meetings to discuss current workload and workflow
- Connected with Greg Chilik to discuss upcoming training and meeting opportunities.

Birmingham-Jefferson County Transit Authority

Balance Sheet

Division: ** Consolidated Report

As of: 9/30/2018

Fiscal Year: 2018 Period: 12 Sep-2018

ASSETS

CASH & CASH EQUIVALENTS

Money Market-BBVA Compass	\$6,303,745.13
Cash - Payroll - BBVA Compass	\$10,992.12
Cash - Operating - BBVA Compass	\$912,704.29
Capital Deposit - BBVA Compass	\$710,332.54
Cash - BJCTA Hardship Fund - BBVA Compass	\$0.00
CASH - RESTRICTED SELF INSURED	\$200,154.72
Petty Cash - Maintenance	\$200.00
Petty Cash - Central Station	\$85.00
Investments	\$0.00
TOTAL - CASH & CASH EQUIVALENTS	 \$8,138,213.80

ACCOUNTS RECEIVABLE

A/R Advertising	\$21,902.07
A/R Pass/Ticket Sales	\$55,751.00
A/R Manual Ticket Sales	\$0.00
A/R Accrued Interest	\$0.00
A/R Local Share Bus Shelters	\$0.00
A/R U.A.B	\$0.00
A/R Hoover	\$0.00
A/R Birmingham	\$2,700,000.00
A/R Planning Grant RPC 5303	\$0.00
A/R Federal	\$2,500,000.00
A/R RPC CMAQ Ozone	\$0.00
A/R Beer Tax	\$231,737.63
A/R Vestavia	\$0.00
A/R Bessemer	\$0.00
A/R JEFFERSON COUNTY TAX	\$1,999,999.97
A/R Racing Commission	\$0.00
A/R - Jefferson County Ad Valorem	\$0.00
A/R - Homewood	\$85,481.36
A/R - Fairfield Ad Valorem	\$0.00
A/R - Mtn. Brook Ad Valorem	\$0.00
A/R - Tarrant Ad Valorem	\$0.00
A/R - Birmingham Ad Valorem	\$0.00
A/R - Bessemer Ad Valorem	\$0.00
A/R - Brighton	\$0.00
A/R - Lipscomb	\$0.00
A/R - Midfield	\$11,340.79
A/R - Centerpoint	\$0.00
A/R Fairfield	\$0.00
A/R Blue Cross Blue Shield	\$0.00
A/R Department of Energy	\$0.00
A/R Board Members	\$197.42
A/R Insurance Claims	(\$1,224.07)
A/R - CNG Service	\$0.00
A/R - Alternative Fuel Credit - Other	\$85,298.95
A/R Employee	\$33.00
A/R - Pass Thru Funding	\$0.00

TOTAL ACCOUNTS RECEIVABLE

\$7,690,518.12

Birmingham-Jefferson County Transit Authority

Balance Sheet

Division: ** Consolidated Report

As of: 9/30/2018

Fiscal Year: 2018 Period: 12 Sep-2018

SUPPLY INVENTORY		
Diesel Fuel Supply	\$14,716.93	
UNLEADED FUEL SUPPLY	\$21,323.86	
Parts, Oil, Lubricant Inventory	\$1,786,082.46	
TOTAL SUPPLY INVENTORY	\$1,822,123.25	
CONSTRUCTION & PROJECTS IN PROCESS		
Construct in Progress	\$24,261.00	
Construction in Progress - Bus Shelters	\$167,647.00	
Installation/Progress Fare Box	\$0.00	
Facilities in Progress	\$0.00	
Installation in Progress / Digital Radios	\$0.00	
TOTAL CONST. & PROJ. IN PROCESS	\$191,908.00	
PROPERTY, PLANT & EQUIPMENT		
Motor Busses - Class A	\$29,737,803.27	
Trolley - Class C	\$0.00	
Paratransit Vehicles	\$4,475,813.34	
Vans & Other Vehicles	\$954,231.28	
Route Signing	\$0.00	
Shelter/Stations	\$967,142.16	
Operation's Yards/Parking Lot	\$1,163,747.14	
Office/Maint. Renovations	\$23,541,540.74	
Operation's Yard Equipment	\$12,263.66	
Equipment Veh/Maint/Garage	\$1,118,224.26	
Close Circuit TV	\$218,557.30	
CNG Fueling Station	\$3,629,997.94	
Revenue Collection/Process	\$1,127,759.27	
Communications Equipment	\$1,117,423.19	
Software	\$373,576.58	
Office Furniture/Equipment	\$1,204,509.19	
Land	\$2,856,622.35	
Accumulated Depreciation	(\$27,076,087.71)	
TOTAL PROPERTY, PLANT & EQUIPMENT	\$45,423,123.96	
OTHER ASSETS		
PPD - Workman's Comp	\$183,110.00	
PPD - Public Official	\$0.00	
PPD - Auto Insurance	\$0.00	
PPD - Insurance Liability	\$367,801.51	
PPD Software Maintenance Contract	\$4,830.00	
PPD - OTHER	\$154,353.34	
Deposits	\$9,949.71	
Suspense	\$0.00	
Deferred Pension Outflows	\$4,590,637.00	
TOTAL OTHER ASSETS	\$5,310,681.56	
TOTAL ASSETS		\$68,576,568.69
LIABILITES & EQUITY		

Birmingham-Jefferson County Transit Authority

Balance Sheet

Division: ** Consolidated Report

As of: 9/30/2018

Fiscal Year: 2018 Period: 12 Sep-2018

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable	\$556,659.50
A/P Federal	\$0.00
Accrued Accounts Payables	\$1,500.00

TOTAL ACCOUNTS PAYABLE \$558,159.50

ACCRUED PAYROLL & WITHHOLDINGS

Accrued Payroll Expenses	\$314,486.59
Garnishments	\$0.00
AFLAC W/H	(\$214.45)
Pension W/H	\$0.00
Union Dues W/H	\$0.00
PPD Prepaid Legal W/H	\$0.00
Life Insurance W/H	\$726.73
Roadside Assistance W/H	\$0.00
YMCA W/H	\$0.00
Costco W/H	\$0.00
Sam's Club W/H	\$0.00
Long-Term Care W/H	\$0.00
FSA W/H	\$3,223.59
ADMINISTRATIVE PENSION W/H - 457(b)	\$0.00
ADMINISTRATIVE PENSION W/H - 401(a)	\$14.12
Administrative Vision W/H	\$0.00
Social Security Payable	\$325,456.06
Medicare Payable	\$76,114.93
Federal Taxes Payable	\$176,555.86
State Taxes Payable	\$131,557.52
Jefferson Cty. Taxes Payable	\$0.00
B'ham City Taxes Payable	\$34,604.71
EMPLOYER PENSION CONTRIBUTION	\$0.00

TOTAL ACCRUED P/R & W/H \$1,062,525.66

CURRENT PORTION OF LT DEBT

Current Lease Payable	\$0.00
Current Note Payable	\$0.00

TOTAL CURRENT PORTION OF LT DEBT \$0.00

OTHER CURRENT LIABILITIES

Accrued Interest Payable	\$0.00
Pension Accrued	\$0.00
Accrued Pension - Contract Employees	\$27,507,199.04
Audit Fee Payable	\$24,000.00
Unearned Revenue	\$1,703,742.07
A/P Blue Cross Blue Shield	\$0.00
Compensated Absenses	\$621,053.63
Suspense	\$0.00
Self Insured Contingency Funds	\$0.00
Insurance Proceeds Held for Repairs	\$75,126.59
Insurance Proceeds Held-Bus Purchase-Federal Share	\$0.00
Insurance Proceeds Held-Bus Purchase-Local Share	\$0.00

Birmingham-Jefferson County Transit Authority
Balance Sheet

Division: ** Consolidated Report

As of: 9/30/2018

Fiscal Year: 2018 Period: 12 Sep-2018

TOTAL OTHER CURRENT LIABILITIES	\$29,931,121.33	
NON-CURRENT PORTION OF LT DEBT		
Loan Payable	\$0.00	
Long Term Lease Payable	\$0.00	
TOTAL NON-CURRENT LT DEBT	\$0.00	
OTHER LIABILITIES		
Deferred Pension Inflows	\$911,201.00	
Uninsured Liab/Damage	\$50,000.00	
TOTAL OTHER LIABILITIES	\$961,201.00	
TOTAL LIABILITIES		\$32,513,007.49
EQUITY		
CONTRIBUTED CAPITAL		
Federal Gov't Capital Grant	\$0.00	
Donated Capital	\$14,725,426.00	
Local Gov't Capital Grant	\$0.00	
TOTAL CONTRIBUTED CAPITAL	\$14,725,426.00	
RETAINED EARNINGS		
Retained Earnings	\$21,035,252.84	
TOTAL RETAINED EARNINGS	\$21,035,252.84	
TOTAL EQUITY		\$35,760,678.84
TOTAL LIABILITIES & EQUITY		\$68,273,686.33

Birmingham-Jefferson County Transit Authority

Income Statement With Approved Budget

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018	
		Sep-2018		Oct-2017 Sep-2018	Approved Budget
REVENUES					
PASSENGER REVENUES					
Passenger Fares - Fixed Route		\$139,802.44	7.21%	\$1,846,092.44	95.25% \$1,938,088.00
Passenger Fares - Dart		\$0.00	0.00%	\$12,266.38	61.23% \$20,032.00
Passenger Fares - VIP		\$10,468.56	5.40%	\$166,256.52	85.83% \$193,715.00
RPC Ozone Days Reimbursement		\$0.00	0.00%	\$0.00	0.00% \$0.00
TOTAL PASSENGER REVENUES		\$150,271.00	6.98%	\$2,024,615.34	94.09% \$2,151,835.00
MUNICIPAL SERVICE REVENUES					
Fixed Route B'ham		\$720,000.00	8.33%	\$8,202,740.87	94.94% \$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		\$6,709.52	8.33%	\$80,513.69	100.00% \$80,513.69
Homewood		\$24,974.30	8.33%	\$360,197.24	120.19% \$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 -		\$5,963.95	8.33%	\$71,567.73	100.00% \$71,567.73
Bessemer Revenue		\$51,439.31	8.33%	\$741,898.18	120.19% \$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%	\$136,223.55	114.21% \$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		\$0.00	0.00%	\$78,385.10	111.86% \$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		\$820,427.87	8.29%	\$10,144,236.08	102.48% \$9,898,399.22
OTHER REVENUES					
Commission Revenue		\$8,070.83	14.22%	\$176,683.62	311.28% \$56,760.00
Advertising Revenue		\$11,721.21	6.95%	\$116,602.24	69.14% \$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		\$6,106.25	4.31%	\$99,424.20	70.17% \$141,698.00

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018	
		Sep-2018	Oct-2017 Sep-2018	Approved Budget	
Gain/(Loss) on Disposition of Fixed Assets		\$0.00	0.00%	\$40,895.90	0.00%
DONATED FACILITIES		\$0.00	0.00%	\$0.00	0.00%
TOTAL OTHER REVENUES		\$25,898.29	6.62%	\$488,482.21	124.77%
TAX REVENUES					
Ad Valorem - Birmingham		\$325,376.87	8.54%	\$3,904,522.44	102.52%
Ad Valorem - Jefferson County		\$227,019.30	8.52%	\$2,724,231.16	102.25%
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%	\$105,860.64	100.00%
Ad Valorem - Tarrant		\$1,987.99	8.33%	\$23,855.88	100.00%
Alternative Fuel Tax		\$0.00	0.00%	\$742,400.83	0.00%
Beer Tax		\$166,666.66	8.33%	\$1,999,999.96	100.00%
Jefferson County Tax		\$166,666.66	8.33%	\$1,999,999.97	100.00%
TOTAL TAX REVENUES		\$896,539.20	8.46%	\$11,500,870.88	108.47%
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.		\$535,060.00	8.92%	\$6,035,060.00	100.58%
FTA Reimbursements - Pass Thru Funding		\$500,930.00	20.35%	\$2,962,381.00	120.34%
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.		\$9,000.00	8.33%	\$180,296.00	166.94%
Planning Grant 5303 Thru RPC		\$0.00	0.00%	\$0.00	0.00%
FTA Reimbursements - TDP		\$147,477.00	0.00%	\$635,047.00	0.00%
TOTAL FEDERAL GRANT REVENUES		\$1,192,467.00	13.91%	\$9,815,344.00	114.53%
TOTAL OPERATING REVENUE		\$3,085,603.36	9.76%	\$33,977,055.91	107.48%
CAPITAL REVENUES					
Jefferson County		\$0.00	0.00%	\$0.00	0.00%
FTA Reimbursements - Capital		\$0.00	0.00%	\$793,967.00	17.62%

Birmingham-Jefferson County Transit Authority

Income Statement With Approved Budget

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018		
		Sep-2018	Oct-2017 Sep-2018	Approved Budget		
Capital Revenue - City of Birmingham		\$180,000.00	8.33%	\$2,519,999.49	116.67%	\$2,160,000.00
Capital Revenue - City of Hoover		\$840.45	8.33%	\$10,085.95	100.00%	\$10,085.95
Capital Revenue - City of Fairfield		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Capital Revenue - City of Vestavia Hills		\$945.54	8.33%	\$11,346.70	100.00%	\$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		\$1,400.83	8.33%	\$12,607.55	75.00%	\$16,809.92
Capital Revenue - City of Homewood		\$3,519.00	8.33%	\$35,195.22	83.33%	\$42,234.91
Capital Revenue - City of Mountain Brook		\$1,243.23	8.33%	\$14,918.76	100.00%	\$14,918.80
Capital Revenue - City of Tarrant		\$280.14	8.33%	\$3,362.01	100.00%	\$3,361.98
Capital Revenue - City of Bessemer		\$7,249.28	8.33%	\$72,492.80	83.33%	\$86,991.31
TOTAL CAPITAL REVENUES		\$195,478.47	2.85%	\$3,481,382.12	50.74%	\$6,861,822.39
TOTAL REVENUES		\$3,281,081.83	8.53%	\$37,458,438.03	97.36%	\$38,475,654.12
EXPENSES						
LABOR						
Operator's Salaries		\$575,693.74	8.30%	\$7,143,078.34	103.01%	\$6,934,408.00
Other Salaries		\$594,179.84	8.31%	\$7,301,009.62	102.07%	\$7,153,116.00
TOTAL LABOR		\$1,169,873.58	8.30%	\$14,444,087.96	102.53%	\$14,087,524.00
FRINGE BENEFITS						
Employer FICA Tax (OASDI)		\$80,755.67	7.12%	\$987,591.29	87.13%	\$1,133,423.00
Pension Expense		\$16,878.07	6.52%	\$236,475.48	91.30%	\$259,015.00
Regular Retirement		\$164,215.79	8.69%	(\$392,981.70)	-20.79%	\$1,889,956.28
Health Insurance		\$393,420.44	8.51%	\$5,025,000.19	108.67%	\$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		\$0.00	0.00%	\$76,236.32	83.71%	\$91,075.00
Worker's Compensation Insurance		\$0.00	0.00%	\$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		\$6,065.51	4.40%	\$94,811.51	68.80%	\$137,807.00
Employee Wellness		\$0.00	0.00%	\$5,575.35	50.69%	\$11,000.00
Employee Licenses		\$225.75	7.00%	\$1,242.00	38.54%	\$3,223.00
Relocation Expense		\$0.00	0.00%	\$5,000.00	0.00%	\$0.00
Tool Allowance		\$0.00	0.00%	\$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

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018		
		Sep-2018	Oct-2017 Sep-2018	Approved Budget		
TOTAL FRINGE BENEFITS		\$661,561.23	7.28%	\$6,592,664.09	72.56%	\$9,085,884.28
SERVICES						
Promotional Advertising		\$0.00	0.00%	\$4,700.00	94.00%	\$5,000.00
Legal Services		\$27,405.75	6.37%	\$472,914.84	109.92%	\$430,250.00
Architect & Engineering Services		\$0.00	0.00%	\$124,881.97	83.25%	\$150,000.00
Software Technical Support		\$34.04	0.20%	\$16,145.39	95.85%	\$16,845.00
Medical Services		\$2,490.50	8.30%	\$32,501.75	108.34%	\$30,000.00
Human Resources Services		\$2,408.88	16.61%	\$19,726.85	136.05%	\$14,500.00
Computer & Data Services		\$4,279.56	2.31%	\$261,125.40	141.15%	\$185,000.00
Professional & Technical Services		\$71,730.72	11.66%	\$508,431.27	82.67%	\$615,000.00
Marketing Consulting		\$0.00	0.00%	\$5,170.00	3.45%	\$150,000.00
Auditing		\$2,000.00	8.33%	\$24,000.00	100.00%	\$24,000.00
Financial Services		\$0.00	0.00%	\$0.00	0.00%	\$6,000.00
Government Relations - Consulting		\$10,416.00	8.33%	\$114,576.00	91.66%	\$125,000.00
Legal Travel		\$1,513.94	0.00%	\$3,930.53	0.00%	\$0.00
Temporary Labor		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Vehicle Cleaning		\$1,292.14	3.63%	\$24,063.83	67.63%	\$35,584.00
Building Maintenance Service		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Landscape Maintenance		\$3,250.00	4.39%	\$39,000.00	52.70%	\$74,000.00
Building Maintenance Contracts		\$61,353.90	119.13%	\$367,862.07	714.30%	\$51,500.00
Janitorial Services		\$0.00	0.00%	\$227,405.28	141.02%	\$161,255.00
Security Services		\$66,868.65	9.35%	\$928,607.74	129.88%	\$715,000.00
Vehicle Maintenance External		\$12,039.37	3.94%	\$189,599.11	62.07%	\$305,450.00
Vehicle Towing		\$7,535.00	11.43%	\$43,980.00	66.73%	\$65,910.00
Equipment Maintenance - Labor		\$19,782.87	17.42%	\$118,436.72	104.31%	\$113,546.00
Advertising Install/Removal Service		\$950.00	2.32%	\$20,850.00	50.85%	\$41,000.00
Printing & Copying External		\$1,590.58	3.41%	\$41,065.87	88.12%	\$46,603.00
Waste Oil Removal		\$2,893.25	7.02%	\$32,652.23	79.25%	\$41,200.00
Other Contracted Services		\$10,446.18	12.62%	\$209,064.23	252.57%	\$82,775.00
Radio & Communication Maintenance		\$0.00	0.00%	\$36,144.76	39.96%	\$90,448.00
TOTAL SERVICES		\$310,281.33	8.68%	\$3,866,835.84	108.14%	\$3,575,866.00
MATERIALS & SUPPLIES						
Fuel & Lubricants - Diesel		\$21,886.69	7.55%	\$310,936.67	107.22%	\$290,000.00
Fuel & Lubricants - CNG		\$114,044.94	12.00%	\$848,082.17	89.27%	\$950,000.00
Fuel & Lubricants - Unleaded - VIP		\$0.00	0.00%	\$497.87	4.98%	\$10,000.00
Tires & Tubes		\$29,142.74	8.25%	\$299,430.19	84.75%	\$353,290.00
Printing Supplies		\$152.62	0.40%	\$12,952.41	34.21%	\$37,865.00

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018		
		Sep-2018		Oct-2017 Sep-2018	Approved Budget	
General Office Supplies		\$1,127.41	3.42%	\$36,493.13	110.70%	\$32,967.00
Equip. Repair Parts & Material		\$148,412.84	5.42%	\$2,134,094.19	77.98%	\$2,736,697.00
Janitorial & Building Supplies		\$4,697.40	7.02%	\$87,071.75	130.05%	\$66,950.00
Copier Paper		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Minor Equipment		\$4,683.84	16.91%	\$35,398.55	127.83%	\$27,692.00
Medical Supplies		\$89.94	9.93%	\$1,132.05	124.95%	\$906.00
Shelter Maintenance		\$20,637.08	8.09%	\$214,973.49	84.28%	\$255,074.00
Facility Maintenance Materials		\$0.00	0.00%	\$0.00	0.00%	\$110.00
Internal Sponsored Functions		\$2,248.00	2.35%	\$161,150.56	168.17%	\$95,825.00
Cleaning Supplies		\$20,450.94	24.94%	\$113,792.04	138.77%	\$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%	(\$155,250.19)	0.00%	\$0.00
TOTAL MATERIALS & SUPPLIES		\$367,574.44	7.44%	\$4,100,754.88	83.02%	\$4,939,376.00
UTILITIES						
Electric		\$44,099.41	11.64%	\$520,093.55	137.32%	\$378,750.00
Water & Sewer		\$34,741.77	40.07%	\$75,285.29	86.82%	\$86,711.00
Trash, Garbage & Waste Removal		\$5,824.49	12.06%	\$62,992.41	130.42%	\$48,298.00
Heating		\$91.06	0.26%	\$30,472.16	87.06%	\$35,000.00
Telecommunications		\$22,826.79	12.93%	\$254,369.66	144.08%	\$176,548.00
Satellite & Cable Services		\$0.00	0.00%	\$539.10	134.78%	\$400.00
TOTAL UTILITIES		\$107,583.52	14.82%	\$943,752.17	130.05%	\$725,707.00
CASUALTY & LIABILITY COSTS						
Insurance - Property & Liability		\$0.00	0.00%	\$163,308.41	33.66%	\$485,183.00
Insurance - Public Officials		\$0.00	0.00%	\$34,994.65	92.64%	\$37,775.00
Insurance - Vehicle		\$0.00	0.00%	\$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		\$0.00	0.00%	\$260,554.67	76.17%	\$342,076.00
TOTAL CASUALTY & LIABILITY COSTS		\$0.00	0.00%	\$1,372,216.51	61.02%	\$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

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018		
		Sep-2018	Oct-2017 Sep-2018	Approved Budget		
Dues & Subscriptions		\$0.00	0.00%	\$48,538.13	98.24%	\$49,407.00
Travel		\$13,825.15	14.58%	\$114,596.16	120.82%	\$94,845.00
Per Diem		\$1,099.00	2.84%	\$34,935.78	90.24%	\$38,715.00
Meetings, Seminars & Training		\$31,558.16	27.00%	\$189,562.66	162.16%	\$116,897.00
Internally Sponsored Workshops		\$0.00	0.00%	\$0.00	0.00%	\$0.00
Planning Activities		\$30,033.66	8.01%	\$231,248.28	61.67%	\$375,000.00
Fines & Penalties		\$15.00	15.00%	\$268.79	268.79%	\$100.00
Legal Advertising		\$147.07	0.45%	\$11,314.42	34.81%	\$32,500.00
Media Advertising		\$5,300.00	1.43%	\$108,878.74	29.43%	\$370,000.00
Postage & Courier Service		\$44.22	0.72%	\$4,328.07	70.46%	\$6,143.00
Other Miscellaneous		\$0.00	0.00%	\$201.65	57.61%	\$350.00
Educational - Tuition Reimbursement		\$0.00	0.00%	\$13,609.06	42.53%	\$32,000.00
Interview Expenses		\$1,474.27	42.12%	\$1,730.54	49.44%	\$3,500.00
Fees & Permits		\$0.00	0.00%	\$561.65	41.60%	\$1,350.00
Community Outreach		\$1,220.00	1.44%	\$90,292.36	106.23%	\$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		\$84,716.53	6.37%	\$940,439.10	70.67%	\$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		\$2,860.00	14.36%	\$51,325.46	257.71%	\$19,916.00
TOTAL LEASES & RENTALS		\$2,860.00	14.36%	\$51,325.46	257.71%	\$19,916.00
DEPRECIATION EXPENSE						

Birmingham-Jefferson County Transit Authority Income Statement With Approved Budget

From Fiscal Year: 2018 Thru Fiscal Year: 2018	From Period 12 Thru Period 12	Division: ** Consolidated Report		As of: 9/30/2018	
		Sep-2018		Oct-2017 Sep-2018	Approved Budget
Depreciation Expense		\$0.00	0.00%	\$3,068,868.10	111.26% \$2,758,236.15
TOTAL DEPRECIATION EXPENSE		\$0.00	0.00%	\$3,068,868.10	111.26% \$2,758,236.15
OTHER RECONCILING ITEM					
Pass Thru Funding Expense		\$273,445.05	11.10%	\$3,228,691.70	131.02% \$2,464,183.49
TOTAL OTHER RECONCILING ITEM		\$273,445.05	11.10%	\$3,228,691.70	131.02% \$2,464,183.49
OLD ACCOUNT NUMBERS-FOR DELETION					
TOTAL EXPENSES		\$2,977,895.68	7.22%	\$38,609,635.81	93.63% \$41,236,322.92
NET DIFFERENCE		\$303,186.15	-10.98%	(\$1,151,197.78)	41.70% (\$2,760,668.80)

BJCTA - Employee Overtime Report - SEPTEMBER 2018

Department	Department Code	OT Hrs. SEPT/17	OT SEPT/17	OT Hrs. SEPT/18	OT SEPT/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01122	2.28	\$ 15.57	42.60	\$ 549.60	308.48	\$ 3,573.39
VIP Admin	01130	0.00	\$ -	0.00	\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	826.06	\$ 8,764.60	701.09	\$ 7,748.68	6703.66	\$ 73,773.18
VIP Dispatch	01230/01232	115.25	\$ 1,197.29	104.33	\$ 1,065.61	1085.53	\$ 11,063.09
VIP Call Center	02115/02130	37.29	\$ 245.83	2.52	\$ 22.96	136.74	\$ 1,006.19
Fixed Route Ops	03025	2120.33	\$ 18,112.36	3124.31	\$ 27,338.56	33372.16	\$ 296,274.85
VIP Ops	03135	1495.58	\$ 10,710.95	1030.41	\$ 7,578.24	12630.93	\$ 92,192.32
Maint Admin	04140/04142	61.37	\$ 509.30	20.33	\$ 200.09	555.81	\$ 4,885.57
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	0.00	\$ -
Maint	05145/05146	524.60	\$ 3,839.72	272.58	\$ 2,037.19	5006.26	\$ 38,022.10
Maint - Inspection	06145/06146/06148	434.74	\$ 4,479.62	300.68	\$ 3,249.94	4826.31	\$ 52,041.82
Facilities	12350	73.59	\$ 502.95	23.28	\$ 166.00	538.75	\$ 3,864.35
Money Room	15125	45.47	\$ 353.65	17.56	\$ 142.67	274.21	\$ 2,146.95
Customer Service	16215/75/76/90/91	136.96	\$ 1,077.05	101.50	\$ 724.44	1889.36	\$ 14,540.93
Safety	16615/85	154.39	\$ 1,731.90	82.53	\$ 884.16	1755.45	\$ 19,864.16
Admin & Risk	16715	12.00	\$ 85.88	13.23	\$ 123.10	136.87	\$ 1,125.12
IT	17015/17095	39.22	\$ 368.30	13.07	\$ 152.83	372.16	\$ 3,579.47
Finance	17165/17865	38.35	\$ 337.05	58.42	\$ 638.60	575.22	\$ 5,969.15
Procurement/Grants	17965/80 & 17265/80	9.22	\$ 99.02	5.47	\$ 66.26	89.18	\$ 1,022.09
Executive	17610	82.12	\$ 706.54	40.21	\$ 491.36	723.79	\$ 6,782.89
Planning	17755	9.45	\$ 96.37	0.00	\$ -	41.16	\$ 408.57
Totals		6,218.27	\$ 53,233.95	5,954.12	\$ 53,180.29	71,022.03	\$632,136.19

Findings : September 2018 overtime hours are 5% lower compared to September 2017.

SEPTEMBER 2018 VENDOR PAYABLES

Vendor	VendorName	Payments	Service Description
00000018	BLUE CROSS BLUE SHIELD	\$437,439.72	Insurance
00000082	TRANSPORTATION SOUTH, INC	\$281,034.00	Paratransit Buses
00000166	CLASTRAN	\$254,945.00	Pass Thru Funding
00000002	REGIONS BANK	\$245,904.47	Pension
00000006	SPIRE	\$130,780.72	Utilities
00001515	STRADA PROFESSIONAL SERVICES, LLC	\$75,435.01	Professional Services - Executive
00000027	CUMMINS MID-SOUTH, LLC	\$63,308.39	Parts
00001684	W.W. WILLIAMS COMPANY, LLC	\$53,260.54	Equipment Repair/Parts
00001641	THE ANCON GROUP	\$45,700.00	Professional Services - Clean/Remove Oil
00000004	ALABAMA POWER	\$44,099.41	Utilities
00001571	THE AFTERMARKET PARTS CO, LLC	\$40,237.64	Parts
00000128	BIRMINGHAM WATER WORKS	\$34,741.77	Utilities
00001388	Fuston, Petway & French, LLP	\$27,405.75	Legal Service
00001038	GOODYEAR	\$26,764.02	Tires
00001046	C. P CONSTRUCTION	\$20,637.08	Contract Service - Bus Shelter
00000050	LONG-LEWIS FORD	\$18,692.99	Equipment Repair/Parts
00000286	GFI GENFARE	\$18,146.33	Farebox Equipment
00000225	REGIONAL PLANNING COMMISSION	\$16,864.46	Pass Thru Funding
00000180	COMPASS BANK (VISA PAYMENT)	\$16,299.46	BJCTA Corporate Credit Card Payment
00001394	CRV SURVEILLANCE, LLC	\$15,336.29	Security Services
00001403	Verizon Wireless	\$14,923.27	Communication
00001648	STEEL CITY SERVICES, LLC	\$14,798.00	Contract Service
00000978	TRAVELERS AID SOCIETY OF B'HAM, AL. INC	\$13,884.96	Pass Thru Funding
00000096	AMERICAN PUBLIC TRANSPORTATION ASSOC.	\$13,875.00	Transit Organization
00001574	MANSFIELD OIL COMPANY OF GAINSVILLE, INC	\$12,499.95	Fuel & Lubricant
00001898	ABLE EQUIPMENT RENTAL, INC.	\$11,707.85	Equipment for garage
00001522	SKYE CONNECT INCORPORATED	\$11,550.00	Professional Services - Executive
00001205	MASTER SOLUTIONS, LLC	\$10,416.00	Legal Service
00001897	KB SQUARED CONSULTING, LLC	\$10,200.00	Professional Services - Executive
00000038	GRAINGER	\$10,113.48	Equipment Repair/Parts
00000228	CDW GOVERNMENT, INC	\$9,553.05	Minor Equipment
00000201	ATU # 725	\$9,090.40	Union Dues
00000999	WHITING SYSTEMS, INC	\$8,300.46	Cleaning Supplies
00001144	BRIGHT HOUSE NETWORK, LLC	\$8,165.18	Utilities
00000062	NAPA AUTO PARTS, INC	\$7,969.28	Parts
00001638	TRINITY CONTRACTORS	\$7,765.73	Contracted Services
00000146	WEIL WRECKER SERVICE, INC	\$7,385.00	Towing Service
00000045	KURT'S TRUCK & PARTS CO., INC	\$6,953.57	Equipment Repair/Parts
00000086	WASTE MANAGEMENT	\$5,824.49	Trash Removal
00000417	ETOWAH CHEMICAL SALES & SERVICE	\$5,820.00	Cleaning Supplies
00001142	FLEETWASH, INC	\$5,440.66	Cleaning Service
00000680	DOOR SYSTEMS GROUP NO. AMERICA	\$5,254.72	Parts
00001180	HEAVY DUTY LIFT & EQUIPMENT, INC	\$4,773.86	Equipment & Lease
00001896	THE BUS CENTER OF ATLANTA	\$4,459.64	Equipment Repair/Parts
00001557	3G CHEMICAL SOLUTIONS, LLC	\$4,103.16	Cleaning Supplies
00001811	LIGHTHOUSE INTEGRATED SOLUTIONS	\$4,000.00	Professional Services - Executive
00000770	WILKS TIRE & BATTERY SERVICE, INC	\$3,804.96	Tires/Parts
00001345	ANTHONY MASON	\$3,700.00	Security Services - Police Officer
00001710	JIHAD AHMAD	\$3,550.00	Security Services - Police Officer

SEPTEMBER 2018 VENDOR PAYABLES

Vendor	VendorName	Payments	Service Description
00000056	MUNCIE TRANSIT SUPPLY	\$3,479.40	Professional & Technical Service
00001824	GEORGE D. HARRIS	\$3,475.00	Security Services - Police Officer
00001516	RELY SUPPLY, LLC	\$3,417.09	Equipment Repair/Parts
00000139	LOOMIS, FARGO & CO.	\$3,396.65	Security Services
00001251	TERMINAL TEK, LLC	\$3,377.91	Professiona Service - IT
00000113	MUNICIPAL & COMMERCIAL	\$3,315.17	Uniforms
00001433	SUMMIT MEDIA	\$3,300.00	Advertising
00001650	G & G LAWN CARE, INC.	\$3,250.00	Contract Service - Landscape
00001770	ROGER J. EADY	\$3,237.50	Security Services - Police Officer
00001732	TERRY J. CHANDLER	\$3,225.00	Security Services - Police Officer
00001714	EDWIN DION JONES	\$3,137.50	Security Services - Police Officer
00000217	JASPER ENGINES & TRANSMISSION	\$3,102.00	Parts
00000185	ED'S REFURB & PRO DETAIL	\$2,715.00	Equipment Repair/Parts
00001876	ISAAC SIMMONS	\$2,600.00	Security Services - Police Officer
00001359	LYNDON SCOTT MCCRAY	\$2,500.00	Security Services - Police Officer
00000024	BUDGET JANITORIAL SUPPLY, INC	\$2,469.90	Cleaning Supplies
00000035	FLEETPRIDE, INC	\$2,414.96	Equipment Repair/Parts
00001892	Travis M. Ward	\$2,400.00	Security Services - Police Officer
00001773	WILLIAM ANDREW GULLEY	\$2,375.00	Security Services - Police Officer
00000165	LUMINATOR HOLDING LP	\$2,372.91	Equipment Repair/Parts
00001894	Christopher Dixon	\$2,312.50	Security Services - Police Officer
00001369	MACK A. TREADWELL, III	\$2,312.50	Security Services - Police Officer
00001162	TRANSPERFECT TRANSLATION INTERNATIONAL	\$2,244.00	Translation Services
00001862	WALLACE RUSSELL	\$2,200.00	Security Services - Police Officer
00000021	BIRMINGHAM HOSE	\$2,121.96	Equipment Repair/Parts
00001788	TIMOTHY TURNER, JR.	\$2,112.50	Security Services - Police Officer
00000107	THERMO KING OF MONTGOMERY	\$2,004.89	Parts
00001737	JEREMY HARRIS	\$2,000.00	Security Services - Police Officer
00001885	JAMES RICHARDSON	\$1,950.00	Security Services - Police Officer
00001679	Coca-Cola Bottling Company	\$1,876.65	Beverage for Meeting/Seminar/Training
00001895	Antonio K. Bowie	\$1,850.00	Security Services - Police Officer
00001404	WATER WAY DISTRIBUTING COMPANY, INC.	\$1,845.50	Bottle Water Supplier
00000150	HOME DEPOT	\$1,808.14	Supplies & Equipment
00000639	NEOPOST, INC.	\$1,680.78	Mail Machine & Meter Funding
00000075	SOUTHERN ARMATURE WORKS, INC	\$1,656.75	Equipment Repair/Parts
00001455	ANALYTICAL TESTING GROUP	\$1,535.00	Medical Services
00001456	Charles Nechtem Associates, Inc	\$1,520.55	Human Resource Service
00001423	WIAT - TV	\$1,500.00	Advertising
00001729	Erica Denise Storey	\$1,437.50	Security Services - Police Officer
00001828	ERICA LOFTON	\$1,400.00	Security Services - Police Officer
00000008	ARAMARK UNIFORM SERVICES	\$1,388.74	Uniforms
00001344	DAMARCUS A. MITCHELL	\$1,387.50	Security Services - Police Officer
00000808	RICOH AMERICAS CORPORATION	\$1,349.33	Copier Usage
00001857	DERRICK MAURICE LEWIS	\$1,293.75	Security Services - Police Officer
00001323	CTC SUPPLIES	\$1,292.73	Janitorial & Building Supplies
00000234	BOWMAN BROS. TRIM & GLASS	\$1,285.00	Equipment Repair/Parts
00000028	CASSADY & SELF GLASS CO. INC	\$1,280.00	Vehicle External Maintenance
00001343	CALEB PENN	\$1,275.00	Security Services - Police Officer
00001363	CLYDE MARCUS COLEMAN	\$1,200.00	Security Services - Police Officer

SEPTEMBER 2018 VENDOR PAYABLES

Vendor	VendorName	Payments	Service Description
00000610	STAPLES BUSINESS CREDIT	\$1,153.85	Office Supplues
00001851	ALONZO GEOWASKI DICKINSON	\$1,150.00	Security Services - Police Officer
00001839	GEORGE V. SAMPSON, JR.	\$1,100.00	Security Services - Police Officer
00001872	Childrens Village Inc	\$1,000.00	Community Outreach Sponsorship
00001842	DONALD REESE	\$1,000.00	Security Services - Police Officer
00001594	MOBILITYWORKS	\$962.08	Vehicle Repair
00001454	DSI Medical Services, Inc	\$955.50	Human Resource Service
00001884	LAMAR COMPANIES	\$950.00	Advertising
00001850	A-1 AUTO ELECTRIC/A-1 ALTERNATIVE FUEL	\$930.00	Equipment Repair/Parts
00001825	KESHA L. BOGUS	\$912.50	Security Services - Police Officer
00000437	EMPLOYMENT SCREENING SERVICES	\$888.33	Human Resource Service
00001740	Vincent E. Brown	\$887.50	Security Services - Police Officer
00001904	JOHNSON CONTROLS SECURITY SOLUTIONS	\$840.00	Security Services - Alarm
00001611	Message Point Media of Alabama	\$830.00	Professional & Technical Service
00001719	ROBERT EARL LEWIS JR	\$825.00	Security Services - Police Officer
00000039	AIRGAS SOUTH, INC	\$793.00	Equipment Repair/Parts
00000646	HAYES SHOES	\$784.98	Uniform
00000114	VENTURENET	\$744.00	Professional Services - IT
00001915	ATLANTIC TRAINING, LLC	\$700.32	Training Material
00000074	SAAB TIRE	\$676.08	Tires
00001909	TAMEKA BRAZEL	\$625.00	Security Services - Police Officer
E41552	CHRISTOPHER RUFFIN	\$600.00	Per Diem
00000614	AT WORK UNIFORMS	\$550.24	Uniforms
00001900	C SPIRE BUSINESS	\$550.00	Computer Data Service - IT
00001336	COREY GAUTHIER	\$537.50	Security Services - Police Officer
00000065	OFFICE DEPOT	\$523.88	Office Supplies
00000047	JOHNNYE P. LASSITER	\$500.00	Per Diem
00001787	NORMAN ADAMS	\$500.00	Security Services - Police Officer
00000528	PATRICK SELLERS	\$500.00	Per Diem
00001513	RICHARDSON BROADCASTING CORPORATION	\$500.00	Advertising
00001807	RUBY DAVIS	\$500.00	Per Diem
00001805	THEODORE SMITH	\$500.00	Per Diem
00000144	SHERWIN- WILLIAMS	\$449.82	Vehicle External Maintenance
00001496	U.S. SECURITY ASSOCIATES, INC	\$414.72	Security Services
00001914	TYLER FRANKS	\$412.50	Security Services - Police Officer
00001912	DARRYL CUNNINGHAM	\$400.00	Per Diem
00000099	A-1 PRINT & COPY CENTER	\$389.00	Outside Printing
00001749	ANTONIO WASHINGTON	\$375.00	Security Services - Police Officer
00001332	BRANDON DAMETRICE LOWE	\$375.00	Security Services - Police Officer
E41589	ADRIAN SOLOMON	\$360.25	Per Diem
00001826	InCARE TECHNOLOGIES, INC.	\$355.64	Minor Equipment
00000979	BALCH & BINGHAM, LLP	\$350.00	Meeting/Seminar/Training
00000005	AT&T	\$348.01	Utilities
00001172	METRO MINI STORAGE	\$339.00	Lease
E41709	DARRYL GRAYSON	\$307.50	Per Diem
00001868	CASSELLA DEMOND SCOTT	\$300.00	Security Services - Police Officer
00001861	HILLARY L. CASTLEBERRY	\$300.00	Security Services - Police Officer
00000452	O'REILLY AUTOMOTIVE, INC	\$287.98	Equipment Repair/Parts
00000509	BIRMINGHAM WINNELSON CO	\$283.03	Equipment Repair/Parts

SEPTEMBER 2018 VENDOR PAYABLES

Vendor	VendorName	Payments	Service Description
00001243	ULINE, INC	\$276.48	Parts
00000012	AMERICAN OSMENT	\$266.40	Janitorial & Building Supplies
00001623	COX COMMERCIAL INTERIORS	\$256.60	Office Supplies
E41261	DEIRDRE BYRD	\$228.51	Per Diem
00001837	JOSEPH WALLACE, JR.	\$218.75	Security Services - Police Officer
00000459	SPRINGER EQUIPMENT	\$218.59	Equipment Repair/Parts
00001170	JOHN H CARTER CO, INC	\$211.19	Office Supplies - Facilites
E41830	ALISHA DANELLE HINSON	\$207.35	Per Diem
E41838	APRIL PENCHION	\$206.50	Per Diem
E41476	ALLEN PERDUE JR	\$198.50	Per Diem
00001775	ASP OF BIRMINGHAM	\$195.00	Contract Service - monthly fountain service
00000095	ALABAMA DEPT. OF ENVIROMENTAL MNGT.	\$180.00	Annual Fee for environmental management
E41939	TONEY CHESTNUT	\$179.32	Per Diem
E41774	CARIAUNDRRA LESHURE	\$178.50	Per Diem
E41742	PHYLLIS GOODE	\$178.50	Per Diem
E41904	Shahanica Denys Gales	\$178.50	Per Diem
00000092	BARBER CO	\$165.00	Monthly Lease
00000545	PRO-TOW	\$150.00	Twoing Service
00001918	GARY COLLINS	\$147.50	Per Diem
E41562	JOHNATHAN MITCHELL	\$147.50	Per Diem
00000315	LIGHT BULB DEPOT 6, LLC	\$125.00	Janitorial & Building Supplies
00000221	CHRISTOPHER BOLLING	\$120.00	Security Services - Police Officer
00001300	STRICKLAND PAPER COMPANY, INC.	\$105.60	Copier Paper
E41503	BILLY CAIN	\$100.00	Uniform Allowance
E41407	GERALD SEDACY	\$100.00	Uniform Allowance
00000106	BIRMINGHAM TROPHY SHOP, INC	\$99.00	Outside Printing
00001856	Interiorscapes, Inc.	\$76.46	Contract Service - monthly plant upkeep
E41024	SAMMY KATO	\$75.59	Uniform Allowance
00001392	CATHY A. ELLIOTT MOBLEY	\$67.00	Insurance
E41556	BRYANT E SMITH	\$56.50	CDL Renewal
E40953	PHYLLIS BECK	\$56.50	CDL Renewal
E40966	TERRI L. DOBBS	\$56.50	CDL Renewal
E41148	MIKELA WILLIAMS	\$56.25	CDL Renewal
00001711	LUCIUS MOSS	\$55.50	Insurance
00000182	FORBES DISTRIBUTING CO., INC	\$25.38	Equipment Repair/Parts - Facility
00000173	WASHEE-QUICKEE	\$17.74	Vehicle Cleaning
00001751	FASTSIGNS / ACCUPRINT	\$9.58	Printing Supplies
00000620	FASTENAL COMPANY	\$7.45	Parts
00000083	UNITED PARCEL SERVICE	\$1.88	Postage



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Procurement / Contracts	RESOLUTION NO.: N/A
	DATE: September 2018
	INITIATOR: Procurement / Contracts
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 90 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:**

- Administration Staff visited New Flyer in Anniston AL. The visit enlightened us on the electrical aspects of the Electric Buses as well as options on our current New Flyer Bus order.
- Administration Staff will attend Vehicle Innovative Center Training at New Flyer/Anniston
- Bus Procurement Purchase order has been issued for 3 35' feet out of the nine. Awaiting Pre-Manufacture meeting to be determined.
- Both Charging Stations are up and running at Maintenance Garage & Intermodal Parking Lot

All Upcoming contracts expiring within the next 90 days will exhaust the optional renewal year upon expirations.

2.4 Upcoming Contract Expirations within 90 Days

2.4.1 DSI Medical Services(December 31, 2018)

3.0 RESOLUTIONS

3.3.1 2018- 46 DSI Medical Services (Renewal)

ATTACHMENTS

- Contract Log
- 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	2 of 4	2017-43	10/11/2018	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	1 of 2	2018-38	10/05/2018	10/05/2019
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			

16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	N/A	N/A	11/29/2018	12/31/2018
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	1 of 2	2018-04	11/29/2017	12/31/2018
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			
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			
14-05	Gateway Advertising	Bus Advertising / Wraps	3/26/2014	2014-07	4/08/14	4/08/2019	0			
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
16-20	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			
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			
17-13	Wendel Architecture PC	BRT Stop Facilities Project	11/16/2017	2017-47	11/16/2017	11/16/2018	1			

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			
18-35	Hills Janitorial Services	Janitorial Svcs	09/11/2018	2018-35	09/11/2018	09/10/2021	2			
18-12	C.J. Pressure Cleaning	Bus Bay & Parking Cleaning	10/08/2018	2018-42	10/08/2018	10/07/2021	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

TITLE / DESCRIPTION: Grants Development and Oversight and the Disadvantage Business Enterprise Program	RESOLUTION NO.: N/A
	DATE: September 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 nine (9) active FTA grants. Four (4) of which are pass-through and the remaining five (5) are BJCTA designated grants.*

- Calculated and submitted September Sub-recipient Fixed Asset Depreciation report.
- Prepared and submitted Federal Funding Accountability and Transparency Act (FFATA) reports for all sub-recipients payments over \$25,000 in the month of August.
- Conducted onsite review at Travelers Aid September 28th in accordance with FTA compliance criteria.

DBE Overview: *BJCTA is committed to eliminating barriers for women and minorities to participate in contracting opportunities. BJCTA has fourteen (14) listed DBE vendors.*

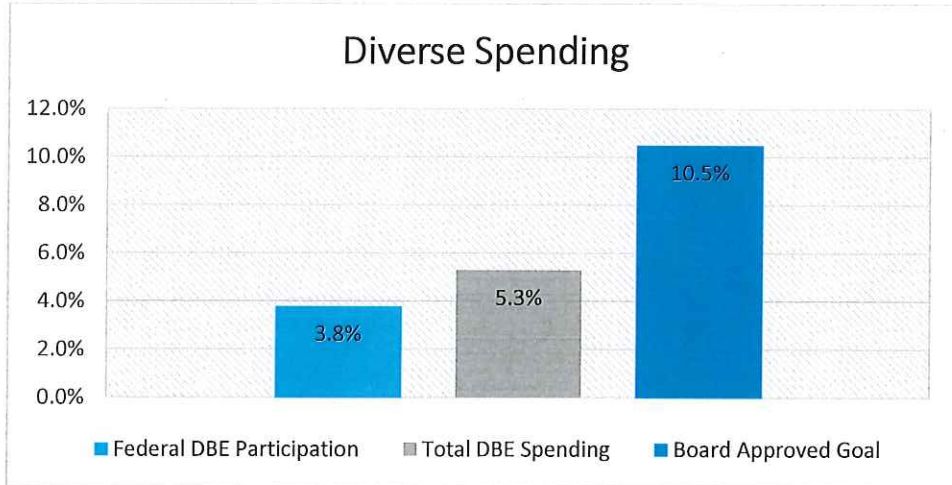
- Sent DBE certificate reminder to three vendors whose DBE certificate has been expired for over a month.
- Hill's Janitorial Service has been added as a DBE vendor.

Other Activities:

- September 7th -Met with FTA Nicole Spivey Finley Grant Application Guidance
- September 19th-Met with the city of Birmingham to discuss the ADECA Grant
- September 20th-MPO funding meeting
- September 22nd-25th-Attended the APTA Conference

DBE Progress Report

- 5.3% DBE Participation in total spending (8 Alabama Certified DBE Vendors, \$180,603 out of \$3,439,791)
- 3.8% DBE Participation in federal spending (1 Alabama Certified DBE Vendors, \$25,343 out of \$673,047)



***DBE participation in total spending is down over last month by 3.5%. However, DBE participation in federal spending is down over last month by 1%.**

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%
August	4.8%	8.8%
September	3.8%	5.3%

****Fiscal Year average: Federal Spending 7.1%, Total Spending 7.9%**

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	\$ 322,699.00	\$ 13,885.00	\$ 308,814.00
AL-2018-003	FFY2017 STPBH-Flex to Para-transit	04/2017	\$3,080,000	\$ 2,035,559.00	\$ 263,695.00	\$ 1,771,864.00
AL-2018-006	FFY Section 5310 Enhanced Mobility	03/2018	\$756,566	\$ 756,566.00	\$ -	\$ 756,566.00
Total Pass-Through Grants			\$11,494,500	\$ 2,614,633.00	\$ 277,580.00	\$ 2,337,053.00
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	\$ 2,029,436.00	\$ -	\$ 2,029,436.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,912	\$ 326,205.00	\$ 147,477.00	\$ 178,728.00
AL-2018-004	FFY 2017 Bus & Bus Facilities	01/2018	\$690,931	\$ 648,740.00	\$ 168,128.00	\$ 480,612.00
AL-2018-005	FFY 2017 Preventative Maintenance BJCTA	03/2018	\$7,134,241	\$ 3,463,288.00	\$ 79,862.00	\$ 3,383,426.00
Total BJCTA Grants			\$15,211,752	\$ 6,468,263.00	\$ 395,467.00	\$ 6,072,796.00
Combined Totals			\$26,706,252	\$ 9,082,896.00	\$ 673,047.00	\$ 8,409,849.00



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

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: September 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	

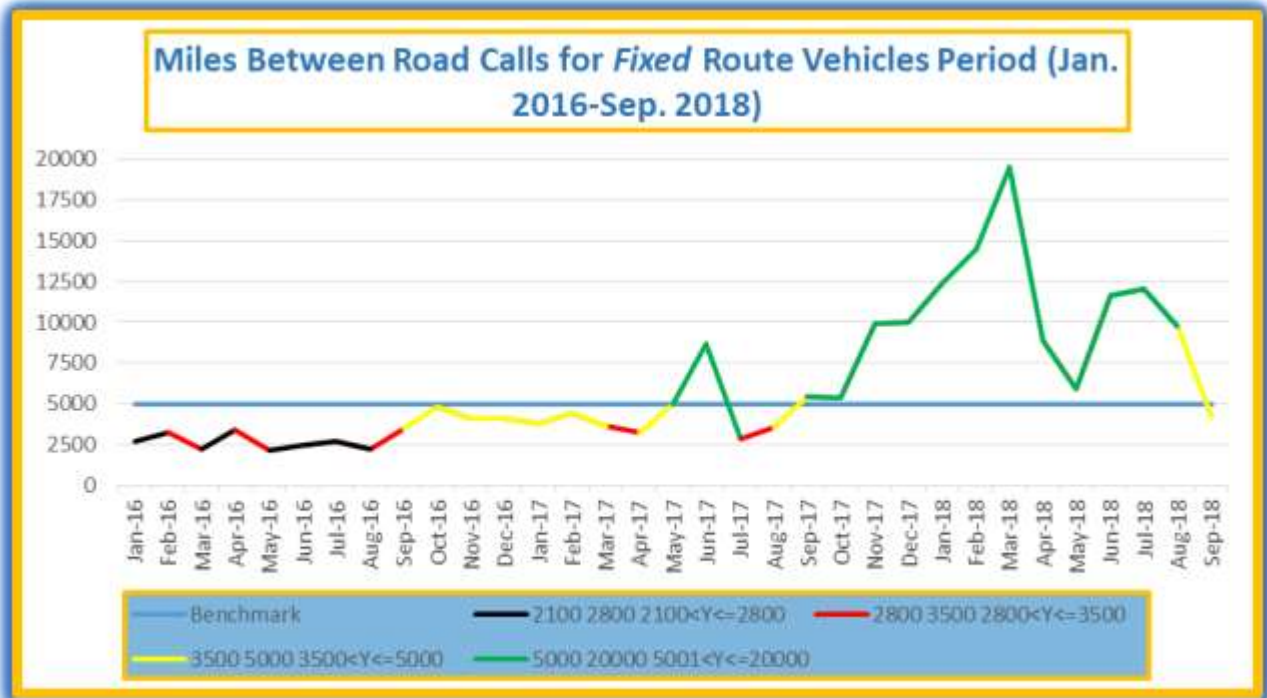
1.0 Purpose/Objective: To provide information regarding the progress of the Maintenance Department.

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 91% inspections for the month of September
- Maintained the upkeep of all fleet
- Completed all building/facility inspections due
- Installed Tool Cage in shop bay for Mechanics
- Repaired A/C in Money Room, Safety Office & at Intermodal
- Ordered shelves for the Marketing Department
- Began fully-functional Facilities/Maintenance Help Desk-completing over 40 tickets
- Replaced sink in Men’s Restroom (8th Ave.)
- Painted reception area at Central Station
- Mounted monitor in Maintenance Department Trainer office
- Continued OOS-RDS (Out-of-Service Repair Day Sunday) to improve bus availability
- Conducted 2-day training class for mechanics regarding Cummins Engines-Running Overheads/Adjusting Valves
- Finalized BJCTA’s 2018 Transit Asset Management (TAM) Plan
- Attended the APTA Conference in Nashville, TN.

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

MAX Maintenance went 4,174 miles between mechanical failures in September 2018—falling short of the benchmark by 826 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	9778	4174			

Johnathan Mitchell

Johnathan Mitchell, Director of Maintenance



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Operations Monthly Update	RESOLUTION: N/A
	DATE: September 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.

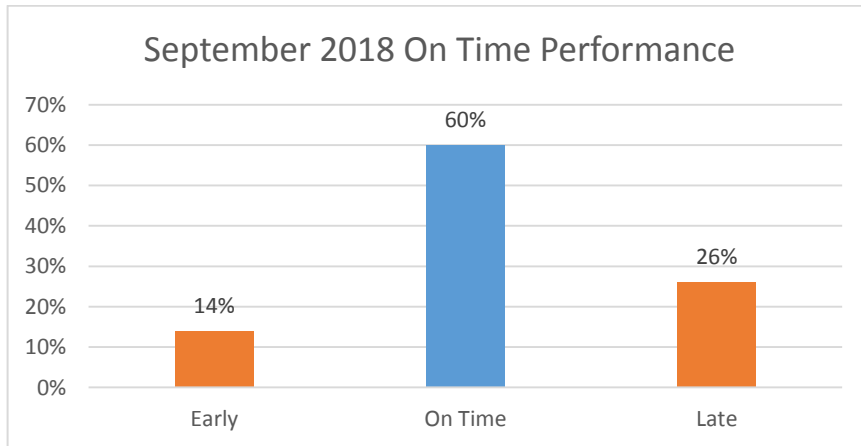
1.0 Fixed Route

- Attended the Jefferson County Healthcare Coalition Community Wide Tabletop Exercise
- Attended the Labor and Employment Conference in Biloxi, MS
- Completed the fourth and final sign up for 2018
- Held interviews for Fixed Route Operators-Request to hire 7 operators

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 Fixed Route On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
14%	60%	26%

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)

September Missed Trip Information from Avail

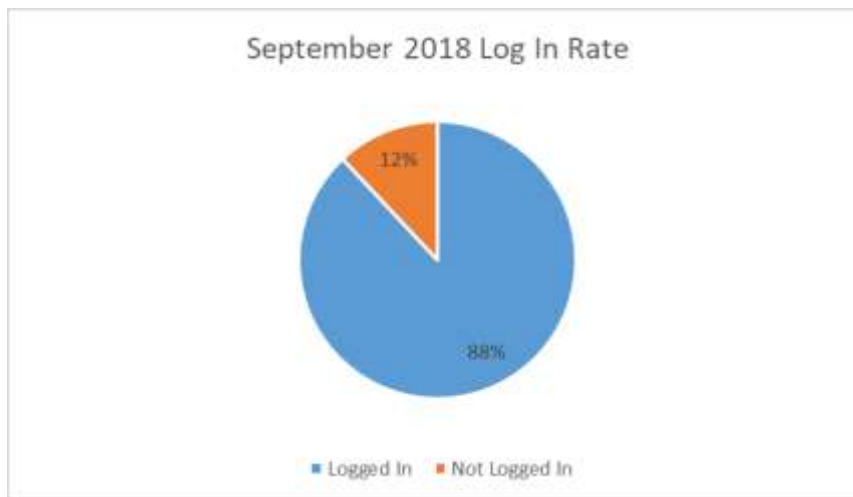
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
3631	9	350	151

**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	88%
Not Logged In	12%

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)

September Operator Attendance (Absentees on Average)				
Mark Offs	FMLA	Vacation/Sick	Suspended	Workman's Comp
2	6	5	0	2

1.9 Customer Complaints (Operations)

September Customer Complaints (Total)		
Closed/Resolved	Open	Total Complaints
18	9	27

**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.*

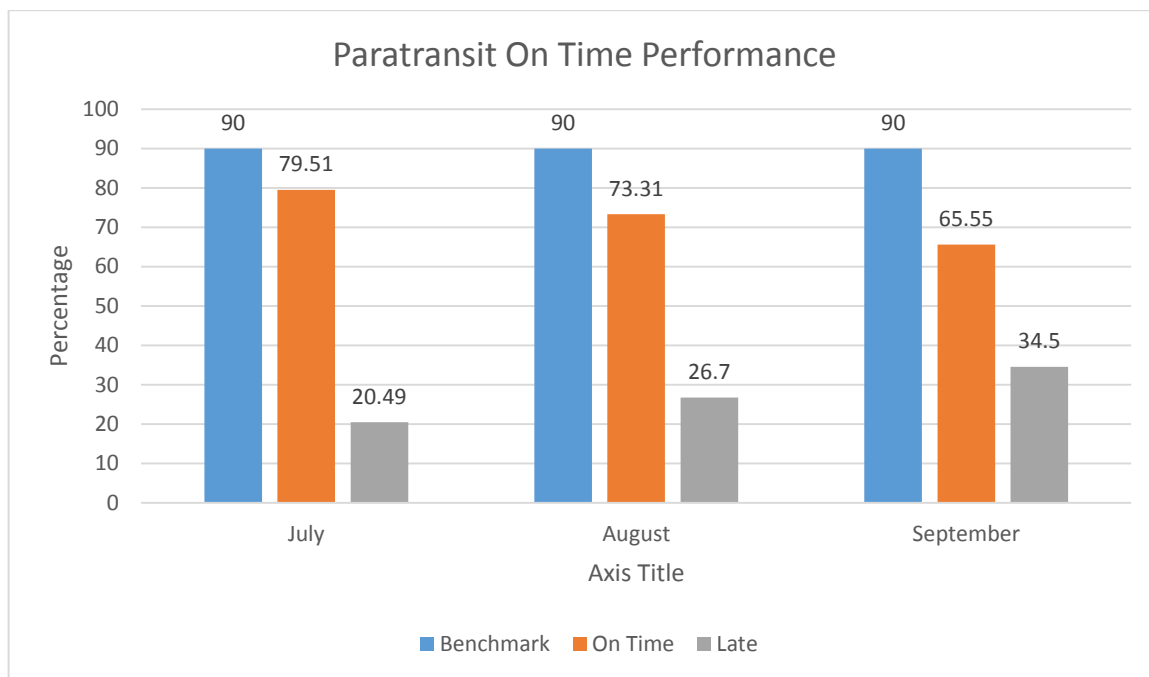
2.0 Paratransit

- Presently collaborate with Customer Care to improve On Time Performance by comparing schedules to customers real time pick up and drop offs
- Identified operators with low on time performance and explained to them how RouteMatch incurs on time performance as opposed to their stop time
- Held interviews for Paratransit Operators

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

**PLANNING & DEVELOPMENT COMMITTEE MEETING
ROLL CALL**

Wednesday, October 17, 2018

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2018-46	Res. No.	Res. No.	Res. No.
Davis, Ruby				Y N A	Y N A	Y N A	Y N A
				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



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35203-0212 Phone: (205) 521-0161
Website: www.maxtransit.org

**PLANNING & DEVELOPMENT
COMMITTEE MEETING**
Wednesday, October 17, 2018
10:00 a.m.

AGENDA

- I. Call to Order**
- II. Roll Call/ Establishment of Quorum**
- III. Adoption of Agenda**
- IV. Resolutions for Consideration and Recommendation**
 - A. Resolution 2018-47: Authorization to Provide “Free” Transportation Service to Veterans on Veteran’s Day – Recognized on November 12, 2018.**
- V. Items for Information and/or Discussion**
 - A. Departmental Updates**
 - Customer Care/ Marketing
 - Information Technology (IT)
 - Planning
 - Safety
- VI. Old Business**
- VII. New Business**
 - A. 2018 Magic City Classic Events**
- VIII. Adjournment**

Committee Members: Theodore “Ted” Smith, Chair
Ruby Davis
Patrick Sellers

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Authorization to Provide “Free” Transportation Service to Veterans on Veteran’s Day – Recognized on November 12, 2018.	RESOLUTION NO.: 2018-47
	DATE: October, 2018
	INITIATOR: Director of Customer Svc
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 will authorize the Interim Executive Director to implement “free rides” for veterans on Veterans Day.
- 2.0 Description/Justification:** The BJCTA desires to recognize and honor all veterans for their service by providing them with free bus service on Saturday, November 12, 2018.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free bus service must be approved by the Board.
- 5.0 Economic Impact:** \$1140.69
- 6.0 Recommendations:** Adopt resolution
- 7.0 Alternatives:** Do not provide free rides for Veterans on Veterans Day.
- 8.0 Attachments:** None

Christopher Ruffin, Interim Executive Director



It's time to ride!

Birmingham-Jefferson County Transit Authority
1801 Morris Avenue Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2018-47

Authorization to Provide Free Bus Service for Veterans
Recognized On November 12, 2018 – Veterans Day

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a public entity established by the Alabama Legislature to provide mass public transportation, and

WHEREAS, the BJCTA takes great pride in recognizing the tireless efforts and commitment of our country's veterans and armed forces; and

WHEREAS, the BJCTA desires and would be honored to provide free public transportation services to our veterans on Veterans Day,

WHEREAS, the BJCTA’s Veterans Day transportation service honors and affirms the importance of Armed Forces throughout the American culture,

WHEREAS, this annual event will give Alabamians and Americans a chance to recognize and commemorate veterans,

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

Section 1. That the Interim Executive Director is authorized to provide free public transportation service for veterans on Veterans Day recognized on November 12, 2018.

Section 2. That this resolution be adopted immediately upon approval.

Adopted: October 24, 2018

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Treasurer

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

TITLE/DESCRIPTION:	DATE: September 2018
Interim Executive Director Report	INITIATOR: Christopher Ruffin, Sr. Interim Executive Director
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 and inform the Board of Directors regarding the state of affairs of the organization. This report is to ensure that the BJCTA mission and vision exemplified externally, as well as internally.

2.0 Description/Justification: The Interim Executive Director is responsible for and has direct oversight of the overall budget, communications, labor, legislative initiatives (local, state and federal), internal leadership, planning, operational performance, community outreach, and staffing. The mission is to improve transit services, and strive to provide mobility options for everyone. The Board in the following areas has prioritized the BJCTA Strategic plan goals; Workforce Development, Route Optimization/Transit Development plan, Operational Excellence, Technology Integration, Transit –Oriented Development, Capital Improvements and Customer Service. This report provides movement toward these goals.

3.0 Service Updates:

- Debriefed with the Board Chairman and KB Squared to debrief from the Board Governance Training
- Met with Fairfield officials and Jefferson County Commissioners George Bowman and Walter Jackson at Fairfield City Hall
- Met with executives from Intermark Group about organizational expectations.
- Met with Board Member to discuss details of possible maintenance facility.
- Attended various meetings with the City of Birmingham relating to the BRT
- Attended BJCTA Planning & Development Committee Meeting
- Attended BJCTA Performance Measures/ Oversight Committee Meeting
- Attended BJCTA Governance Committee Meeting
- Attended BJCTA Regular Meeting of the Board

- Attended BJCTA Executive Staff Meeting
- Prepared for upcoming New Flyer Training Session (Essentials of Electric Buses) in Anniston, AL. (Vehicle Innovation Center)
- Attended the 2018 Annual American Public Transportation Association (APTA) Conference in Nashville, TN.
- Attended FTA Quarterly BRT Meeting with Dr. Yvette Taylor

Christopher Ruffin, Sr.

Christopher Ruffin, Sr.,
Interim Executive Director

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

TITLE/DESCRIPTION: Chief of Staff Report	DATE: September 2018 INITIATOR: Adrian M. Solomon, Chief of Staff
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

1.0 Purpose/Objective: Supports the organization's functions according to circumstances and needs. This report is a summary of information, given from other departmental reports and special projects assigned to the Chief of Staff.

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

3.0 Working Projects:

- Participated in Birmingham Rapid Transit branding session.
- Facilitated shelter installation process; met with vendor to establish clarity.
- Continue review of Standard Operating Procedures for all departments.
- Participated in planning for the Magic City Classic Parade
- Reviewed and finalized monthly stakeholder report
- Participated in discussions for a new Maintenance facility.
- Begin preparation for 2019 Triennial Review.
- Developed a tracking process for staff professional development assessments.

4.0 Meetings Attended:

- BJCTA Committee meetings
- Executive staff meetings
- Birmingham Rapid Transit meetings with City Officials
- Quarterly FTA meeting on BRT project
- American Public Transportation Association (APTA) Annual Conference
- 2019 budget review and update to banking

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: September 2018 Human Resources Report	DATE: September 2018
	INITIATOR: Deirdre F. Byrd Director of Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

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

Employment Information

New Hire: (8) Bus Operators

Promotions: None

Medical Benefits: Medical cost for 2019 has decreased (-30.88%) union and (-21.6%) for admin. employees.

Terminations/Separations:

- (3) Terminations (mechanic, supervisor and network admin.)
- (3) Retirement (bus operators)
- (3) Resignations (2 operators and 1 safety director)

Occupancy Rate: 78 % (Total 153 Bus Operators – Budgeted for 195)

Labor Relations:

- Processed loan and retirement documentation.
- Unemployment claim processing.

FMLA/Medical Leave:

- (5) Employees on FMLA Full
- (3) Employees on FMLA Intermittent

Workers Compensation: Total Claims (4)

Recruitment Initiatives: Current Job Postings- Bus Operators, Diesel Mechanics,

Random/Post Offer Drug Testing

- Random Selections (10) – Currently up-to-date
- Pre-Employment (10)

Projects:

- Open Enrollment/Benefit Fair – November 2018
- Contract Negotiations – 50% complete

Deirdre F. Byrd

Deirdre F. Byrd
Director of Human Resources

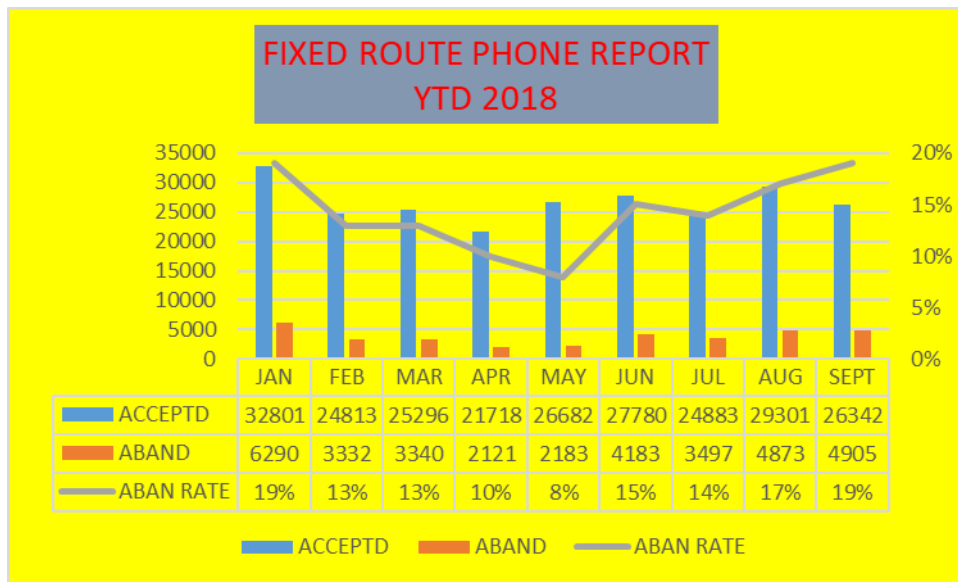
**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

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

Customer Care Center Activities:

- Worked with Greater Birmingham Ministries and the Southern Poverty Law Center as they held their voter registration drives at Central Station during the month of September.

Customer Care Statistics:

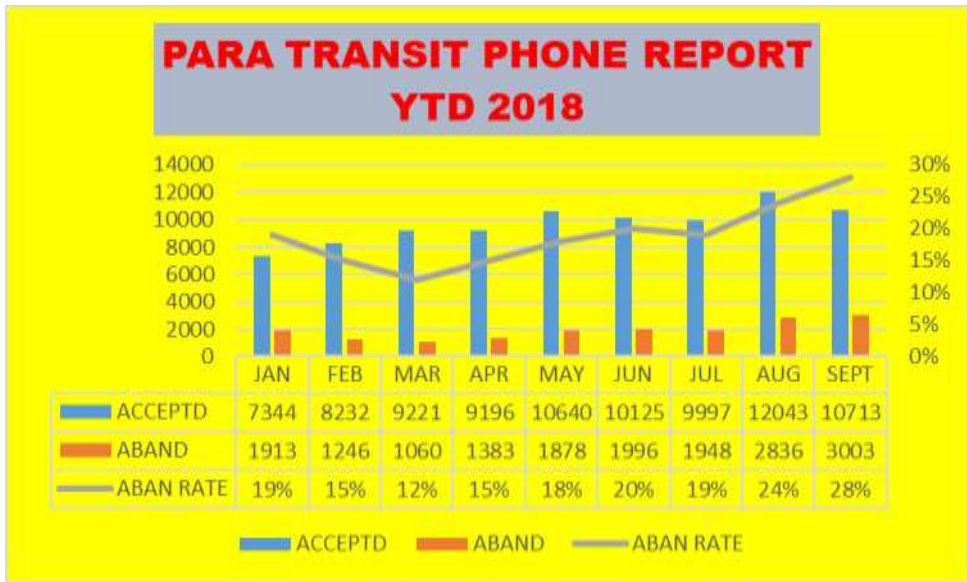


**National Abandonment Rate Goal: 10%*

Overall Service Level:

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
59%	59%	59%	73%	75%	56%	59%	57%	50%

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



**National Abandonment Goal: 10%*

Overall Service Level

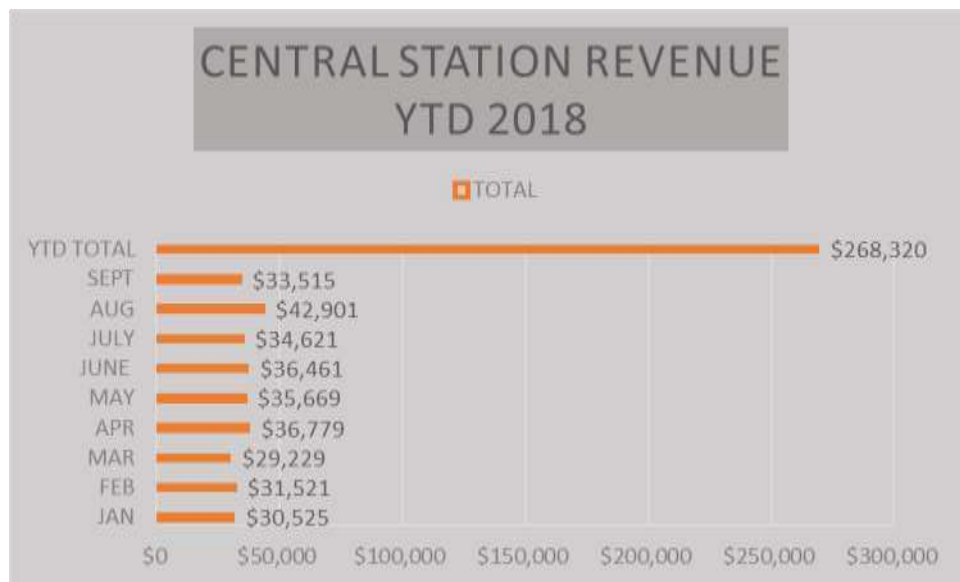
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
64%	62%	64%	63%	57%	48%	50%	47%	43%

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

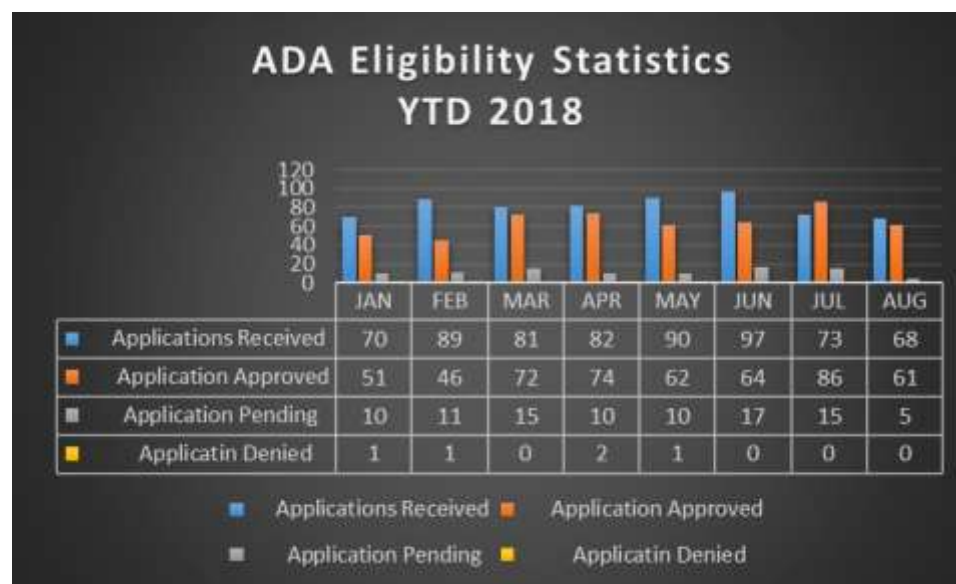
**Customer Comments
Sept. 2018**

	DEPT.	FIXED	MAIN	PLAN	CCC	SAFETY	ADMIN	ADA
Complaint		24	0	0		0	0	3
Compliment					1			
Suggestion								
Total			0	0	1	0	0	3
Resolvd		22			1			2

**Customer comments are reported from the 25th of the previous month to the 25th of the next month. Any unresolved comments will be resolved during the following month*



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



- 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

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

TITLE/DESCRIPTION:	DATE: September 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:

- Attended the Transit Citizens Advisory Board (TCAB) monthly meeting.
- Participated in the iPUSH Foodie Festival as title sponsor on September 2nd.
- Scheduled and organized the following groups to provide Voter Registration in the lobby of Central Station: Greater Birmingham Ministries & Southern Poverty Law Center.
- Met with Message Point Media to continue making website changes.

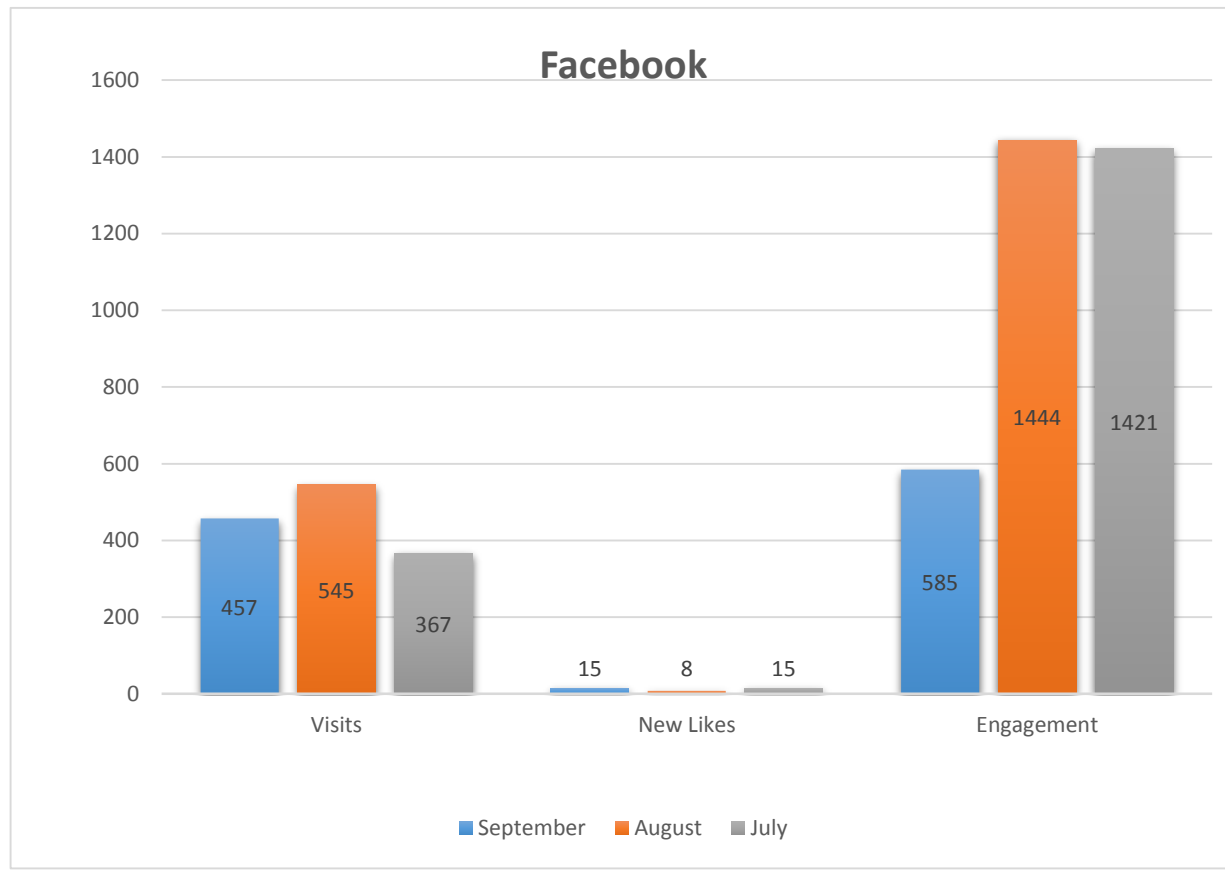
3.0 Working Projects:

- Continuing work with Message Point Media to update the website.
- Strategic work sessions to organize and focus department.
- Working to develop Social Media policy and plan.
- Continuing work on Jingle Bus wrap design.

4.0 October Marketing Activities/ Events:

- **Monday, October 1st-** League of Women Voters' of Greater Birmingham (LWVGB) voter registration drive at Central Station – 7 am- 10am
- **Saturday, October 6th-** TCAB Meeting in the Board room of Intermodal Facility- 10 am- 11 am
- **Friday, October 12th-** TCAB & LWVGB partner for voter registration drive at Central Station- 6 am- 2 pm & 3 pm- 5:30 pm
- **Monday, October 15th-** TCAB voter registration drive at Central Station- 10 am- 6 pm
- **Tuesday, October 16th-** Community Helpers Career Day at Central Park Elementary School- 8:30 am
- **Tuesday, October 16th-** LWVGB voter registration at Central Station- 3 pm- 5:30 pm
- **Thursday, October 18th-** Children's Village Founders Day Luncheon at The Club- 11:30 am
- **Saturday, October 27th-** Magic City Classic Parade

September Digital Report for Facebook



- 457 visits to BJCTA Facebook page
- New Page Likes – 15
- Post Engagement Actions – 585 (shares, likes, comments)

Mikeshia T. Harvill

Marketing Specialist



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	RESOLUTION NO. Not Applicable
	DATE: September 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 Information Technology 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.
- APTA : In the month of September, I attended the APTA conference. I was able to connect with many resources around the country, and gather technology ideas and practices for our transit authority. The conference was very informative and needful.
- Security Monitor Center: We are working on opening the Security Monitoring Center at site A. IT is leading the charge with other departments to ensure that the operation of the Security Monitoring Center is completed and a success.
- Parking Lot Site C: We are working to complete the full operation of the Site C parking lot. IT is leading the charge with other departments to assure the full functionality of the parking lot is enable and working well.
- CNG Station Internet: We are working to provide internet connection to the CNG station; so therefore, the Maintenance department can manage the CNG station in its entirety from an onsite or remote PC.
- Internet Backup Project: IT has completed the backup internet project. This will allow the 1700 and 1800 locations Internet connection to be more reliable and stable.



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning & Development Department Monthly Update	DATE: September 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

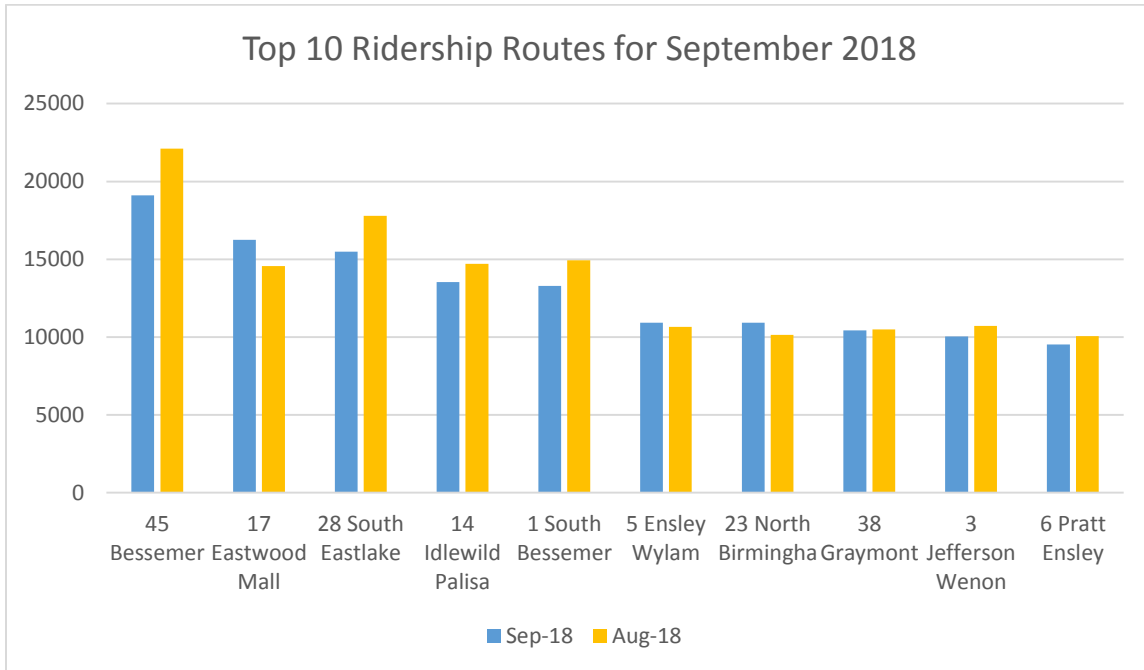
- Corroborated with County Commission and Fairfield on restoration of fixed-route service.
- Collaborated with Birmingham on pre/post data requirements BRT project.
- Worked internally on fleet Capital Improvement Projections based on the characteristics and demands of existing network.
- Attended BRT East Community Transit Center Kickoff meeting.
- Met with Mayor of Tarrant to increase the number of trips on the Route 22.
- Met with Mayor of Centerpoint about increasing the number of trips on the Route 25.
- Collaborated with City of Birmingham on Farmer’s Market project.
- Presented monthly performance of Montevallo Pilot to the city, university and Shelby County.
- Attended Birmingham’s Transportation Committee Meeting.
- Presented upcoming Homewood route changes to Councilor O’Quinn.
- Attended City Center Master Plan meeting with other officials and stakeholders.
- Presented fixed-route performance Mayor Brocato and Hoover officials.
- Attended and collaborated with the Homewood City Council on upcoming service reduction in Homewood.

1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	September FY2017	September FY2018	Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	226,423	255,298	2,697,933	3,231,926	11.3%
	Revenue Hours	18,333	20,306	223,606	227,596	9.7%
	Revenue Miles	231,594	261,159	2,820,144	3,004,348	11.3%
	Boarding’s per vehicle service hour	12.35	12.57	12.07	14.2	1.8%

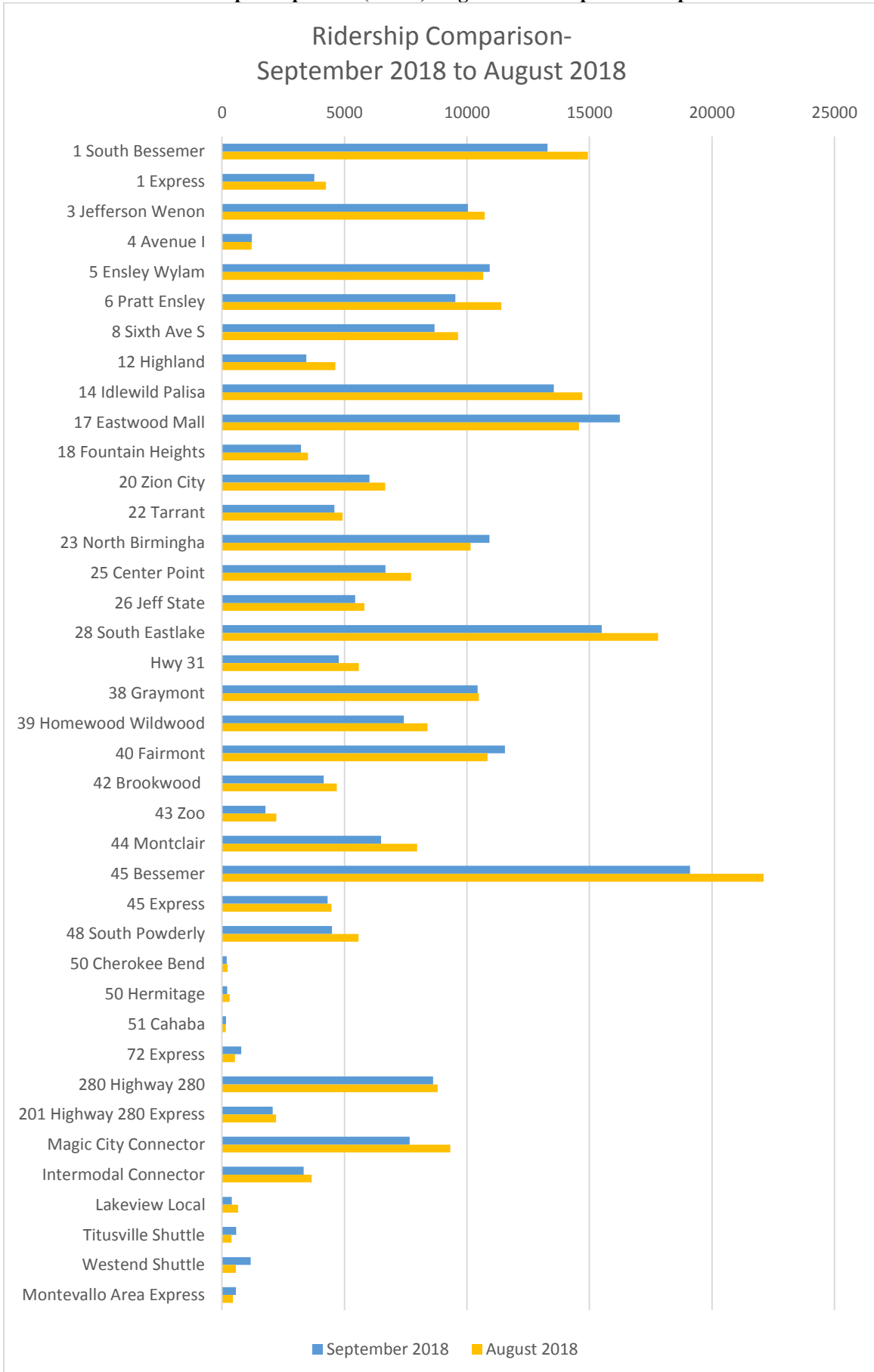
- Current Percent change is calculated by subtracting the Current month FY'18 from the Current month FY'17, and then dividing the previous month FY'17 from that.
- YTD ridership is up by 11.3%
- Average Transit Trip Time = 25 min 50 sec

1.4 Top 10 Ridership Routes (Chart) (August 2018 compared to September 2018)



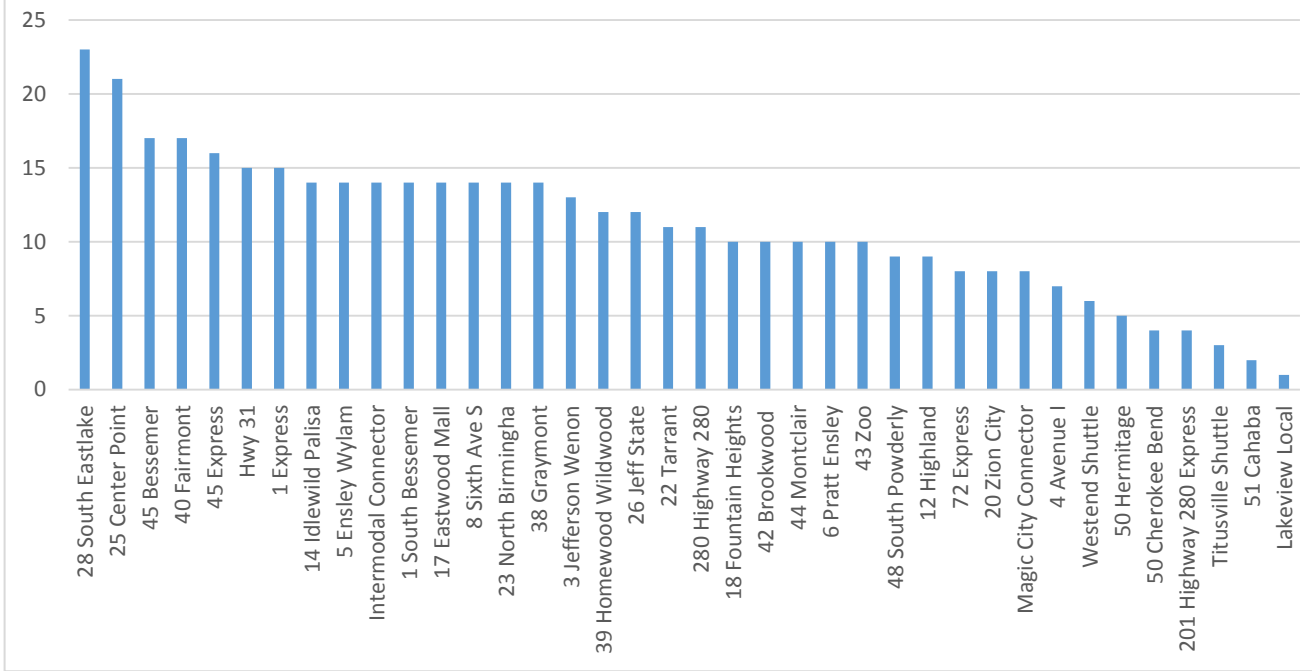
Route	September 2018	August 2018
45 Bessemer	19103	22104
17 Eastwood Mall	16246	14571
28 South Eastlake	15496	17801
14 Idlewild Palisades	13543	14712
1 South Bessemer	13290	14941
5 Ensley Wylam	10931	10665
23 North Birmingham	10916	10147
38 Graymont	10432	10484
3 Jefferson Wenonah	10037	10722
6 Pratt Ensley	9529	10058

1.2 Ridership Comparison (Chart) August 2018 compared to September 2018

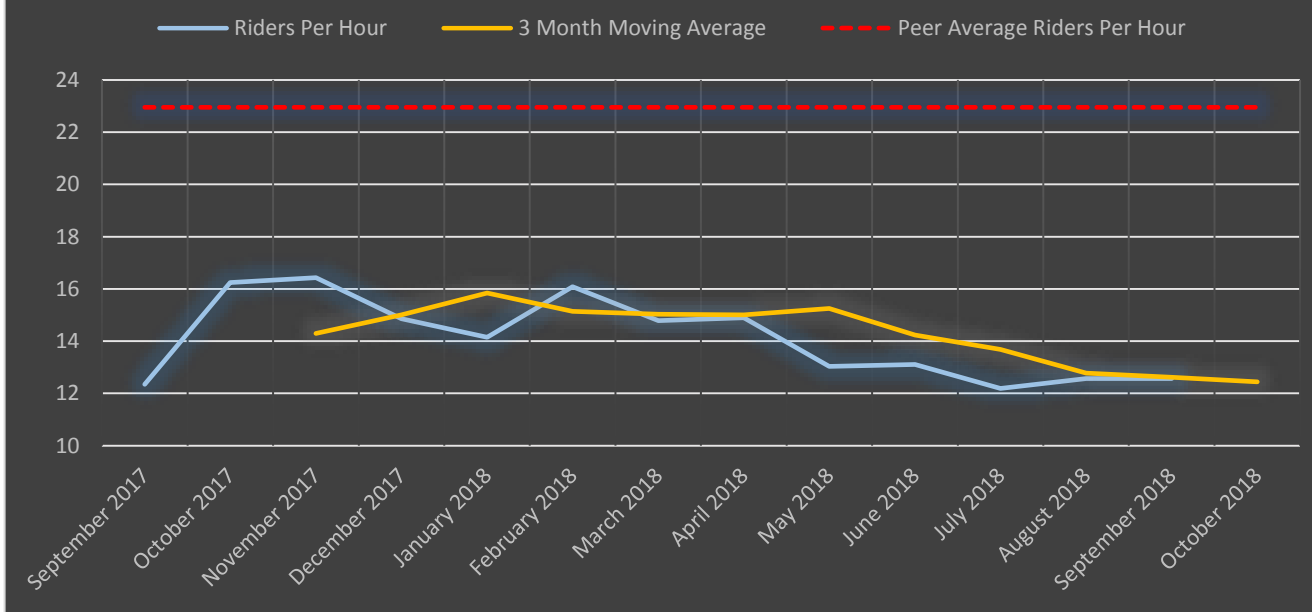


***Montevallo Area Express started mid-month August which skews ridership data for this report.**

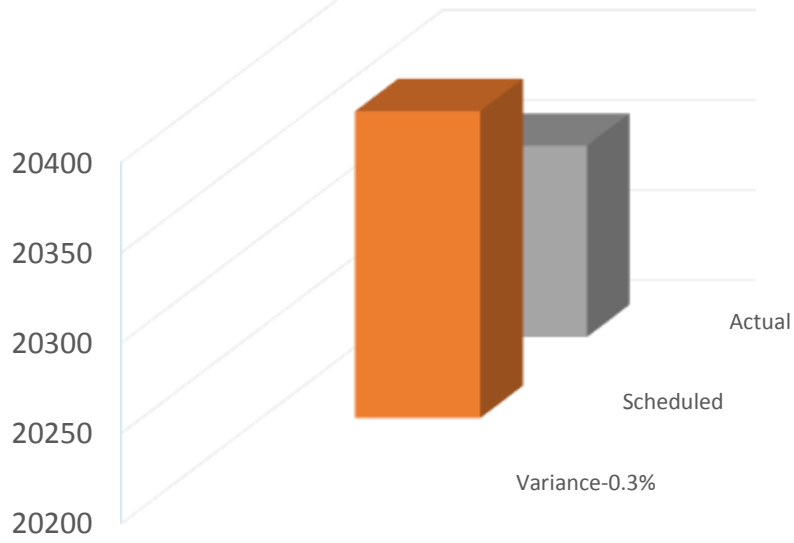
Riders per Revenue Hour



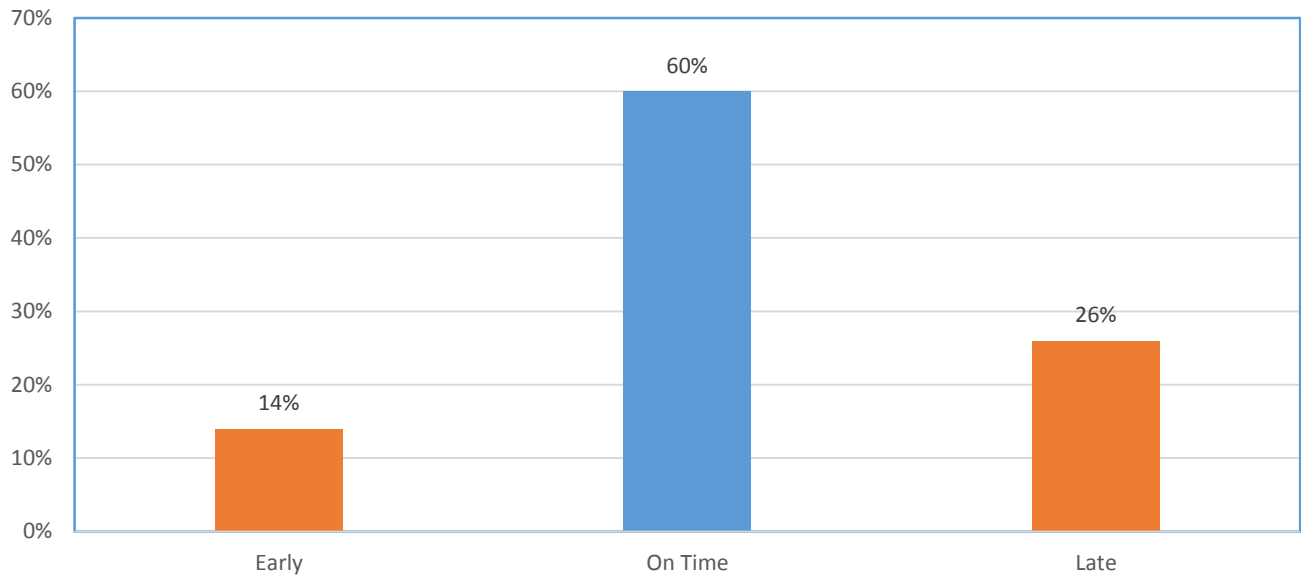
Average Ridership Per Revenue Hour



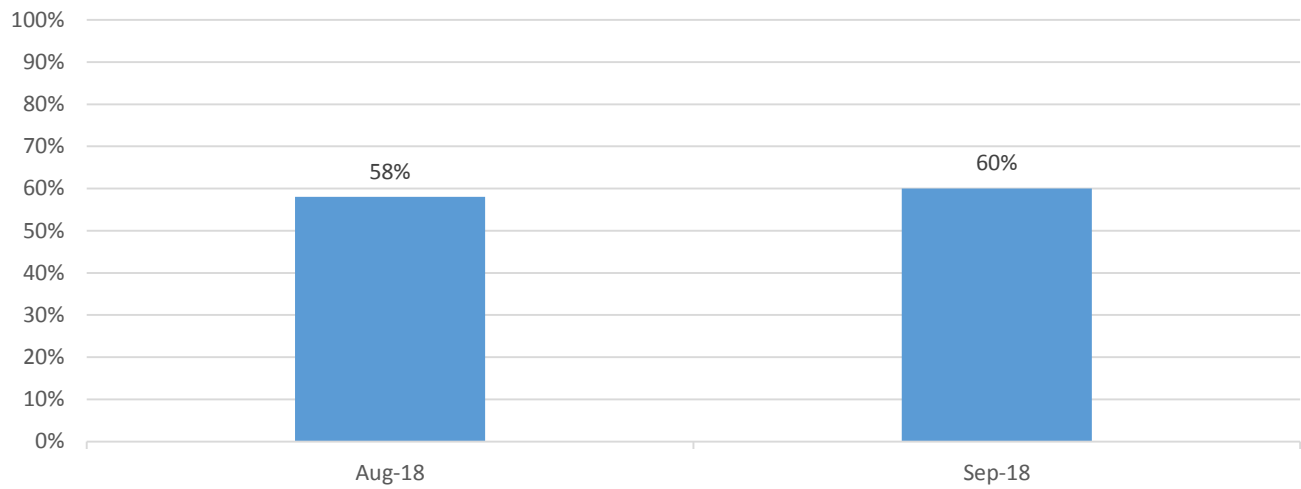
September Hourly Variance



On Time Performance September 2018

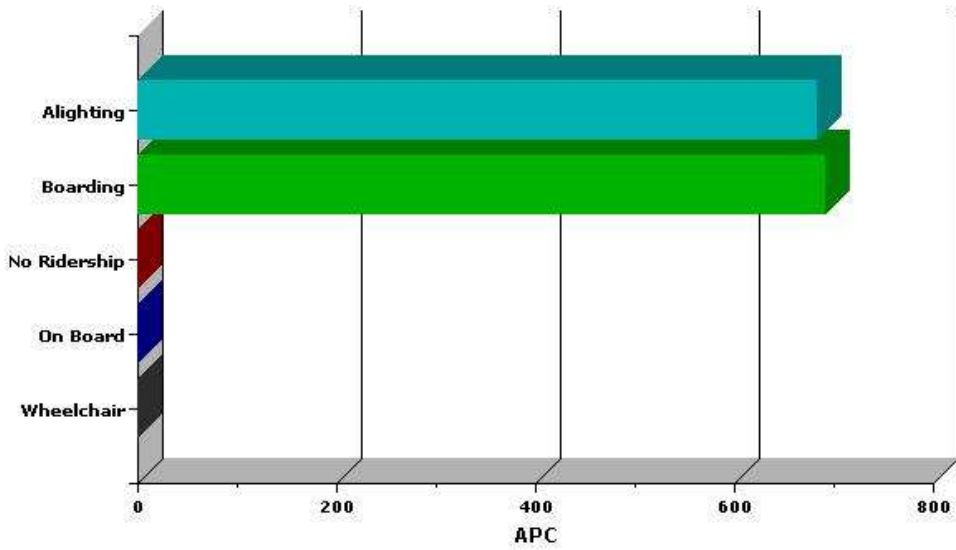


September 2018 On Time Performance Comparison

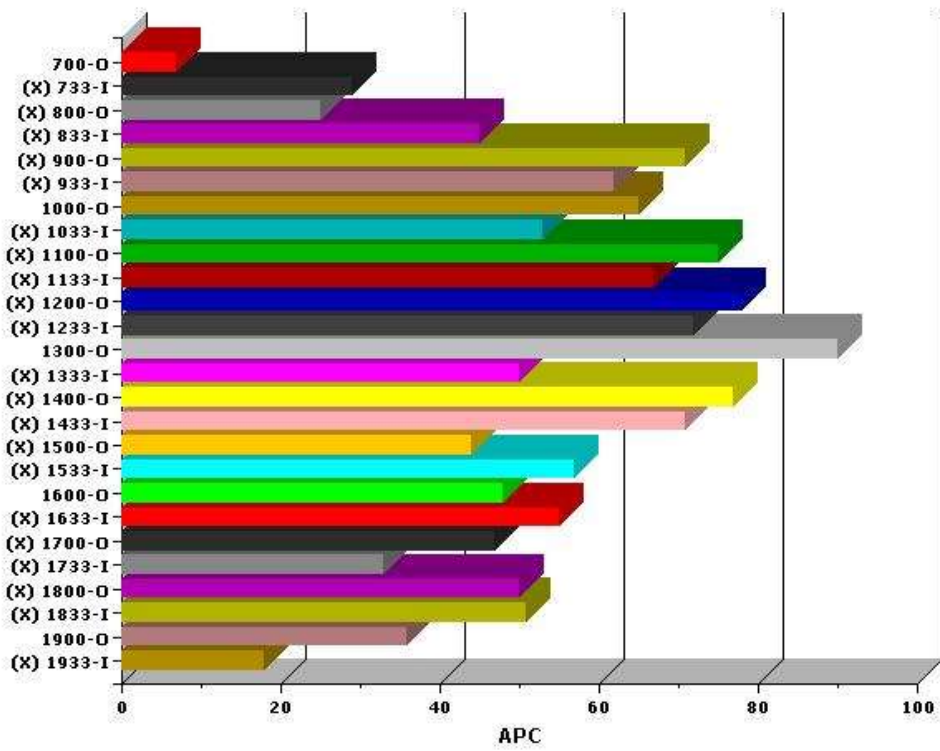


1.4 Montevillo Area Express First Month Progress Report

APC Counts by Fare Aug 14, 2018 - Sep 14, 2018
Route = Montevillo Area



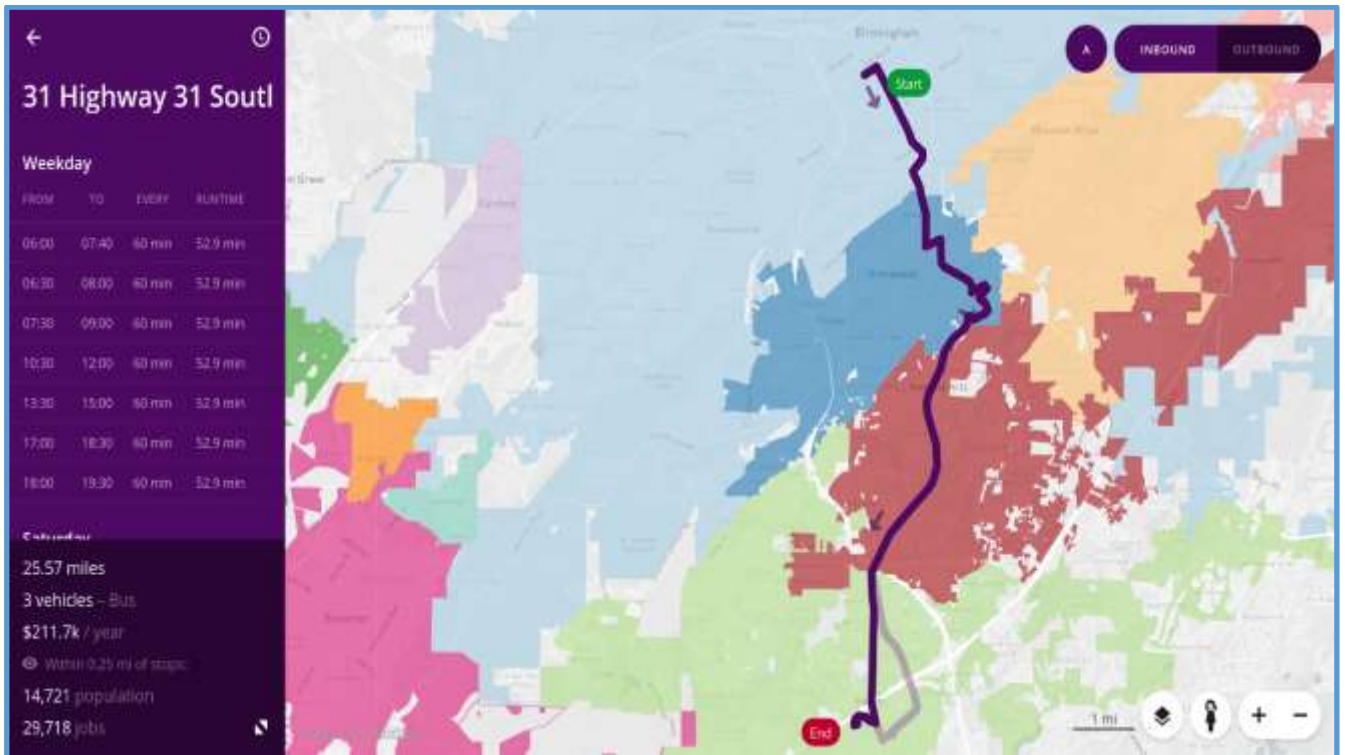
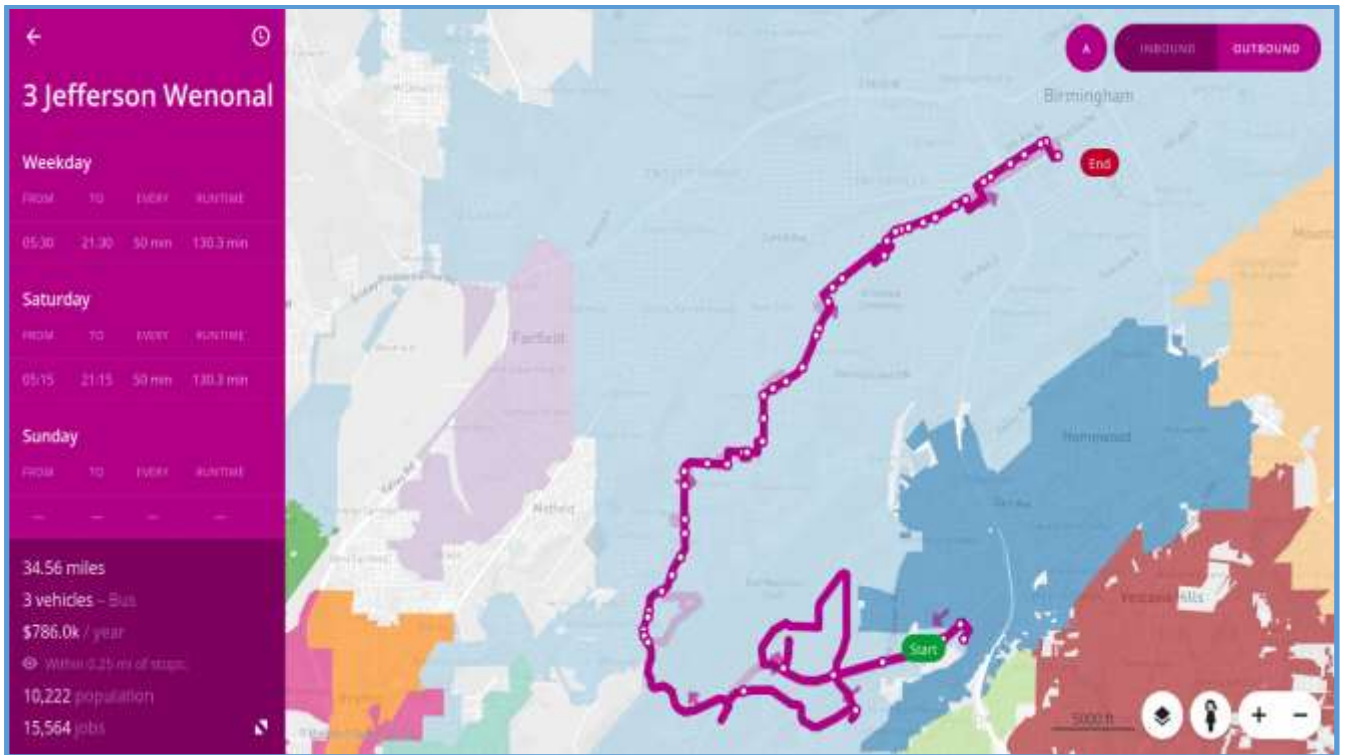
APC Counts by Trip Aug 14, 2018 - Sep 14, 2018
Route = Montevillo Area



IMPORTANT NOTICE

The Birmingham-Jefferson County Transit Authority (BJCTA)
Notification of Route Changes
EFFECTIVE
MONDAY, NOVEMBER 5, 2018

- **Route #3- Jefferson/ #28- South Eastlake:** No Longer Cross-Town Interline Connection.
- **Route #3- Jefferson:** Extended to serve a portion of the west Lakeshore area and Walmart.
- **Route #22- Tarrant:** Two (2) additional trips added.
- **Route #25- CenterPoint:** Seven (7) additional trips added.
- **Route #26- Jeff State:** Saturday Service ONLY
- **Route #28- South Eastlake:** Slight route change.
- **Route #39- Homewood: ELIMINATED**
- **Route #42- Brookwood/ Route #31- Hoover: Consolidated route.** Trips to Homewood, Brookwood Hospital, and Brookwood Mall reduced to seven (7) on weekdays and five (5) on Saturdays.
- **Route #99- Mountain Brook:** Spartan Shuttle *3 month PILOT*



Joshua Johnson



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

	RESOLUTION NO.: N/A
	DATE: September, 2018
	INITIATOR: Christopher Brewster
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 September, 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.*

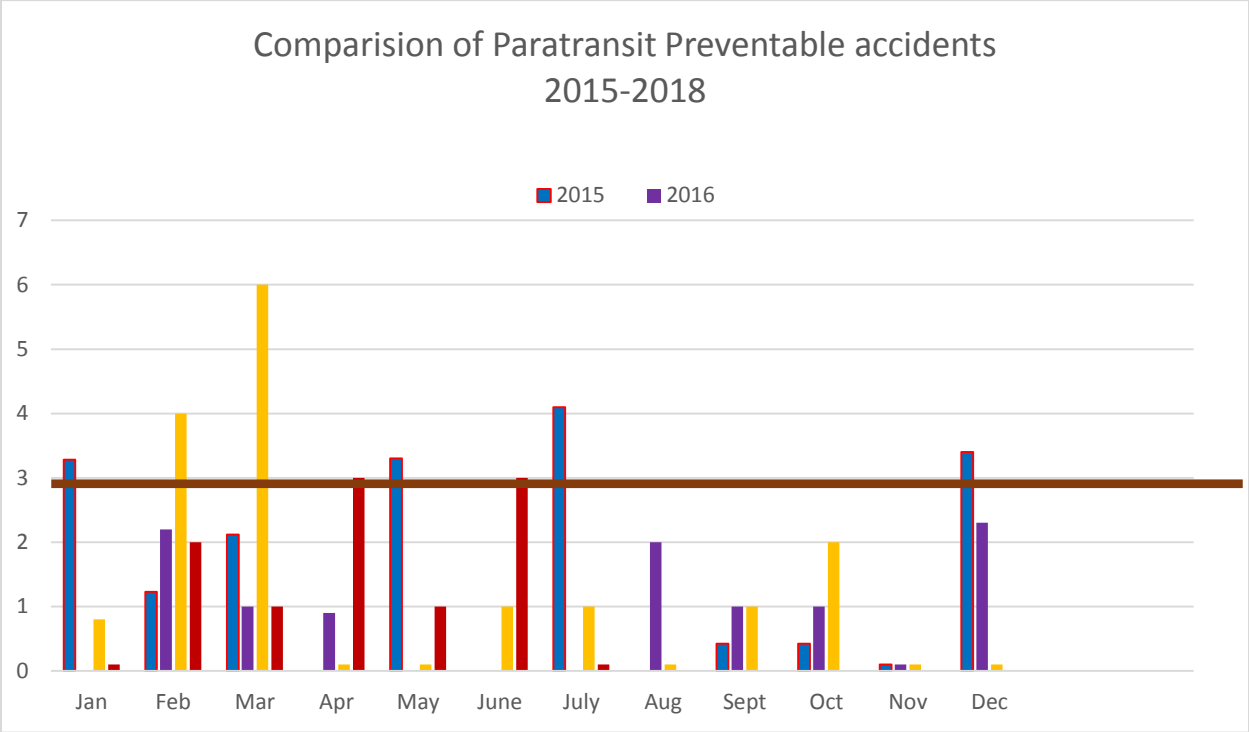
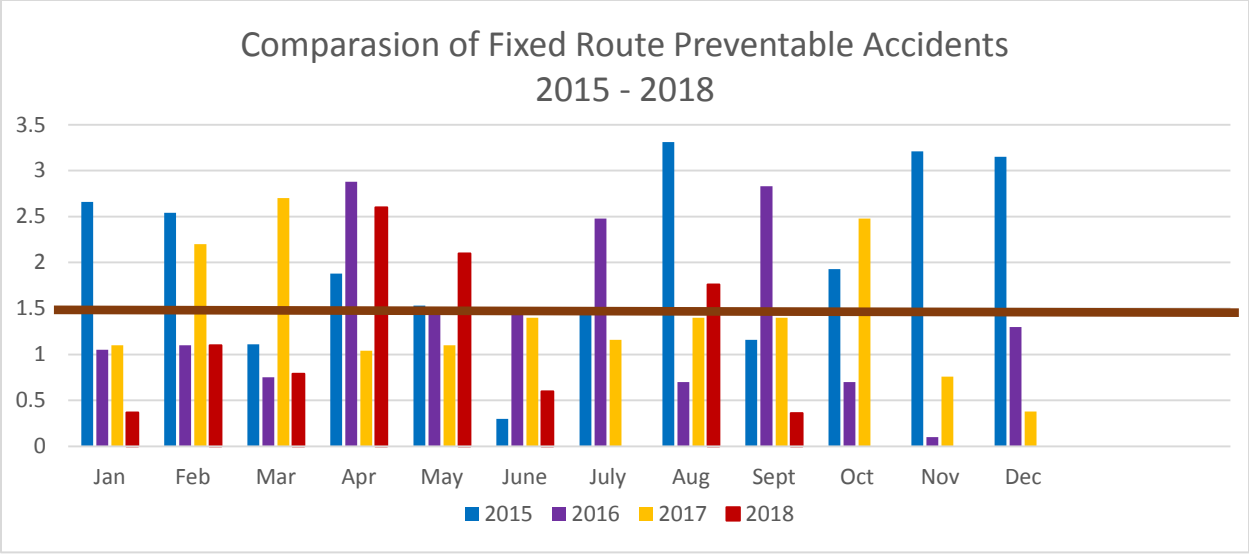
- *The Birmingham Jefferson County Transit Authority’s Training Department graduated four remaining operators; and started a new class of seven operators, (2 fixed route and 5 paratransit).*
- The two Fixed route trainees have started CDL training and the five Paratransit trainees have started revenue training.

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.*

- The Security Department is working on a plan to identify and ensure that all cameras at 8th Avenue are working.
- The Security Department is working with Apollo Video Technology to quote the replacement and upgrading of our present bus fleet video system.
- The Security Department is working to identify any issues that have and may arise with the proper functioning of the gated areas on 8th Avenue.
- The Security Department is working to identify and address any possible security breaches in conjunction with the Maintenance and Facilities Department. {Access, Keys and Badges.}
- The Security Department is working to improve the ID badge process and to revisit the initial plan to charge staff for replacement badges to aid with offsetting the cost.

Safety Overview: *The 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 Fixed route accident rate is down as compared to the national average(1.5) at 0.36 accidents per 100,000 miles. The Paratransit accident rate this month is below the national average(1.0) at 0.95 preventable accidents this month.
- The Safety and Security Department spoke with “Mega Bus” executives about a sign for the designated parking area. We will provide a temporary marker and develop a Standard Operating Procedure (S.O.P.) for passengers to safely meet their transportation to and from Central Station.



Christopher M. Brewster, TSSP, WSO-CSSD, CTAA-CSSO –(Interim) Director of Safety, Training, & Security 10/1/18

Master Solutions, LLC

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



Governmental Affairs Update October 2018

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

Meeting with MAX Director of Planning/Development- Master Solutions, LLC continued working with the Director of Planning and Development, Joshua Johnson, on outreach to investor cities.

Meeting with City of Irondale– Master Solutions, LLC continued meetings with Mayor Charles Moore and the Irondale City Council about extending transit services to the City of Irondale.

Meetings with City of Centerpoint - Master Solutions, LLC successfully reached an agreement with the City of Centerpoint to expand services in comparison to the previous fiscal year.

Meetings with City of Hoover- Master Solutions, LLC met with Mayor Brocato of Hoover and his senior leadership team concerning redesigning routes in Hoover to maximize their public dollars.

Meeting with City of Pelham- Master Solutions, LLC had conversations with the new city manager of Pelham and set up a meeting with him to discuss expanding the Highway 31 route into Pelham.

Meeting with the City of Tarrant- Master Solutions, LLC successfully reached an agreement with the City of Tarrant to expand services in comparison to the previous fiscal year.

Meeting with the Transportation Committee- Master Solutions, LLC attended the Transportation Committee headed by Councilor O’Quinn of the City of Birmingham and worked with Joshua Johnson on the presentation for the meeting.

TCAB REPORT SEPTEMBER 2018

First of all I want to recognize everyone who were so thoughtful during my down time. Thanks for all the calls, cards, prayers, and willingness to help me if I needed it. You have brought tears to eyes and warmth to my heart by your kindness. Again, thanks for being so thoughtful and your kindness.

For the month of September, TCAB has focused on the end of the year events and the organization of the bus riders. TCAB members were invited to a meeting at G.B.M. with a group called (The Transportation Task Force). I think this is a new group wanting to get involved in transit advocacy but I'm not sure.

T.C.A.B. also attended a Transportation Committee Meeting at City Hall with Counselor Darrell O'Quinn on how things were going with transportation in Birmingham.

The chair attended his neighborhood meeting and was nominated to run for the position of President. The chairman accepted the nomination and the voting will occur on October 30, 2018.

I am still working my way to recovery and hope to be back with you soon.

Yours truly,

J.O. Hill

Chairman - TCAB



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

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.	RESOLUTION NO.: 2018-46
	DATE: September 2018
	INITIATOR: Contracts & Procurement
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 two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc..

2.0 Description/Justification: The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of two (2) optional, one (1) year extensions of the existing agreement with DSI Medical Services, Inc. The existing agreement will terminate on December 31, 2017. In November 2014, the BJCTA Board of Directors approved Resolution 2015-04: Authorization to contract with DSI Medical Services, Inc., to provide Drug and Alcohol Testing and Physical Services to BJCTA, which established the two (2) optional, one (1) year extensions.

3.0 Procurement Background: In the year of 2014, the Request for Proposals (RFP) #14-25 was issued to secure companies to provide drug and alcohol and physical services to BJCTA. BJCTA received three (3) proposals that the evaluation committee reviewed. The contract was awarded to **DSI Medical Services, Inc.**, as the most responsive and responsible proposer.

Company	Score
DSI Medical	266
Safety First	261
ATG	217

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

5.0 Economic Impact: FY 2017 average yearly service costs were \$15,000.00; and current FY 2018 expenditures were approximately \$11,000.00. Drug and Alcohol testing services are used as needed and as random testing.

6.0 Recommendations: To authorize the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc.

7.0 Alternatives: Do not authorize the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc.

Darryl Grayson

Darryl Grayson, Contract & Procurement Manager



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

Resolution No. 2018-46

Authorization for the Interim Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.

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 two (2) optional, one (1) year extensions of the existing agreement with DSI Medical Services, Inc., which will terminate on December 31, 2017; and

WHEREAS, in November 2014, The BJCTA Board of Directors approved Resolution 2015-04; authorizing the existing contract, with two (2) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal submitted by **DSI Medical, Inc.**, to be fair, reasonable, and **not to exceed \$16,000**.

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 Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with **DSI Medical Services, Inc.**; and

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

Adopted: October 24, 2018

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Authorization to Provide “Free” Transportation Service to Veterans on Veteran’s Day – Recognized on November 12, 2018.	RESOLUTION NO.: 2018-47
	DATE: October, 2018
	INITIATOR: Director of Customer Svc
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 will authorize the Interim Executive Director to implement “free rides” for veterans on Veterans Day.
- 2.0 Description/Justification:** The BJCTA desires to recognize and honor all veterans for their service by providing them with free bus service on Saturday, November 12, 2018.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free bus service must be approved by the Board.
- 5.0 Economic Impact:** \$1140.69
- 6.0 Recommendations:** Adopt resolution
- 7.0 Alternatives:** Do not provide free rides for Veterans on Veterans Day.
- 8.0 Attachments:** None

Christopher Ruffin, Interim Executive Director



It's time to ride!

Birmingham-Jefferson County Transit Authority
1801 Morris Avenue Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2018-47

Authorization to Provide Free Bus Service for Veterans
Recognized On November 12, 2018 – Veterans Day

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a public entity established by the Alabama Legislature to provide mass public transportation, and

WHEREAS, the BJCTA takes great pride in recognizing the tireless efforts and commitment of our country's veterans and armed forces; and

WHEREAS, the BJCTA desires and would be honored to provide free public transportation services to our veterans on Veterans Day,

WHEREAS, the BJCTA’s Veterans Day transportation service honors and affirms the importance of Armed Forces throughout the American culture,

WHEREAS, this annual event will give Alabamians and Americans a chance to recognize and commemorate veterans,

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

Section 1. That the Interim Executive Director is authorized to provide free public transportation service for veterans on Veterans Day recognized on November 12, 2018.

Section 2. That this resolution be adopted immediately upon approval.

Adopted: October 24, 2018

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Treasurer



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

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to exercise the First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with Wendel Architecture, PC.	RESOLUTION NO.: 2018-48
	DATE: September 2018
	INITIATOR: Contracts & Procurement
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 First of One (1) Optional, One (1) Year Extensions, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with **Wendel Architecture, PC.**
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of one (1) optional, one (1) year extensions of the existing agreement with Wendel Architecture PC. The existing agreement will terminate on November 16, 2018. In November 2017, the BJCTA Board of Directors approved Resolution 2017-34: Authorization to renew contract with Wendel Architecture PC., to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities
- 3.0 Procurement Background:** In the year of 2017, the Request for Qualification (RFQ) #17-13 was issued to secure companies to provide design and construction support to BJCTA. BJCTA received five (5) proposals that the evaluation committee reviewed. The contract was awarded to **Wendel Architecture, PC** as the most responsive and responsible proposer.

Evaluation Criteria	Max Score	CCR	Wendel	Dynamic	Sarcor	Khafra
		Score	Score	Score	Score	Score
1. Firm Capabilities and Experience	20	11	18	19	17	13
2. Team Composition and Organization	15	9	14	13	13	10
3. Project Approach and Methodology	15	8	14	12	12	10
4. Project Management and Controls	10	5	10	9	9	9
5. Proposed Key Staff Qualifications	25	15	23	20	17	14
6. Disadvantaged Business Enterprise	15	12	13	15	15	14
Totals	100	60	91	88	82	70
Rank			1	2	3	4

- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** **Wendel Architectural, PC** proposed to design and provide construction support service at a **not to exceed amount of \$265,000.**
- 6.0 Recommendations:** To authorize the Interim Executive Director to exercise the first of one (1) optional, one (1) year extensions, of the existing agreement to provide design services with Wendel Architecture PC.
- 7.0 Alternatives:** Do not authorize the Interim Executive Director to renew contract to provide design services with Wendel Architecture PC.

Darryl Grayson



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

Resolution No. 2018-48

Authorization for the Interim Executive Director to exercise the First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with Wendel Architecture, PC.

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 First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with Wendel Architecture, PC.; and

WHEREAS, in November 2014, The BJCTA Board of Directors approved Resolution 2017-34; authorizing the existing contract, with two (2) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal submitted by **Wendel Architecture PC.**, to be fair, reasonable, and **not to exceed \$265,000.00.**; and

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 First of One (1) Optional, One (1) Year Renewal, of the Existing Contract to provide design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities with **Wendel Architecture, PC. Not to Exceed 265,000.00**

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

Adopted: October 24, 2018

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary