



**BJCTA BOARD OF DIRECTORS
ROLL CALL**

Wednesday, March 22,2017

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2017-	Res. No. 2017-	Res. No. 2017-	Res. No. 2017-
Harwell, Donald A.				Y N A	Y N A	Y N A	Y N A
Henderson, Patricia				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
Mauldin, Bacarra				Y N A	Y N A	Y N A	Y N A
Sellers, Rev. Patrick				Y N A	Y N A	Y N A	Y N A
Snyder, Adam				Y N A	Y N A	Y N A	Y N A
Tolbert, Emma				Y N A	Y N A	Y N A	Y N A
Topping, Frank				Y N A	Y N A	Y N A	Y N A

Res. No. 2017-
Y N A
Y N A
Y N A
Y N A
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Y N A
Y N A



Birmingham-Jefferson County Transit Authority
2121 Reverend Abraham Woods, Jr. Blvd., Suite 500 · Post Office Box 10212 · Birmingham, Alabama 35202-0212

REGULAR MEETING OF THE BOARD OF DIRECTORS

Monday, April 24, 2017

12:00 p.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
- IV. Pledge of Allegiance**
- V. Safety Message**
- VI. Adoption of Agenda**
- VII. Adoption of Minutes**
 - A. Regular Board Meeting Minutes- March 22,2017**
- VIII. Chairman's Report-**
- IX. Committee Reports**
 - A. Governance & External Relations**
 - April 19,2017
 - B. Performance Monitoring & Operational Oversight**
 - April 19,2017
 - C. Planning & Development**
 - April 19,2017
- X. Resolutions for Consideration and Approval**
 - A. Resolution 2017-19–** Requesting that BJCTA Board of Directors select a Law Firm(s) to provide Legal Services to BJCTA and authorize the Executive Director to enter into contract with the selected firm(s) for 1 year with 2 one year options.

- B. Resolution 2017- 20-** Authorize the Executive Director to update BJCTA's Public Involvement Plan in accordance with Federal Transit Authority (FTA) Triennial Review guidelines.
- C. Resolution 2017-21-** Authorization for Free DART Service on "Baron Home Game Days" at Regions Field.
- D. Resolution 2017-22-** Authorization to Celebrate "National Dump the Pump Day" and provide free rides to customers on June 15, 2017.
- E. Resolution 2017-23-** Authorization for Free rides on the Magic City Connector for "May Days".
- F. Resolution 2017-24-** Support for the nomination of Bacarra Sanderson Mauldin to the Executive Committee of the Board of Directors of the American Public Transportation Association (APTA).

XI. Executive Director's Report

- A.** Chief of Staff Report
- B.** Financial Report

XII. Old Business

- A.** Intermodal Facility update- STRADA Professional Services & Attorney Deborah Walker

XIII. New Business

XIV. *Public Comment*

XV. Adjournment



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BOARD MEETING MINUTES

Wednesday, March 22, 2017
12:00 p.m.

Opening: The meeting was called to order by Chair Patrick Sellers at 12:05 p.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

Members Present: Donald A. Harwell, Patricia Henderson, Johnnye P. Lassiter, Bacarra Mauldin, Patrick Sellers, Frank Topping, and Martin Weinberg.

Members Absent: Adam Snyder, and Emma Tolbert

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Mikesha Harvill, Starr Culpepper, Christopher Ruffin, Toney Chestnut, Jamie Endsley, Stephanie Walker, Karen Jacobs, Dale Knutson, Ron Sweeney, Thomas Yuill, Wytangy Peak, Darryl Grayson, J.O. Hill (ATU Local 725 President), Butch Ferrell, Chris Bolling (BPD), Kevin Owens (COB), Joi Jackson (Skye Connect), Gloria Law (Skye Connect), Terri Wiggins (Master Solutions), Ann Brown, Dora Sims, Johnny Gunn, Diane Cain, Darrell Howard (STRADA), David Calvert (STRADA), Ryan Wilson, Courtney French (Fuston, Petway & French, LLP), and Deborah Walker.

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

IV. Director Johnnye P. Lassiter led the assembly in the recitation of the **Pledge of Allegiance**.

V. **Safety Message-** Safety Manager (Dale Knutson) gave the safety message on Eye Safety.

VI. **Adoption of the Agenda:**

Director Topping made a motion to adoption the Agenda, it was seconded by Director Lassiter and approved by general consent.

VII. **Adoption of the Minutes:**

A. **Regular Board Meeting Minutes- February 22,2017**

Director Lassiter made a motion to adopt the minutes, it was seconded by Director Mauldin and approved by general consent.

VIII. Chairman's Report: Chairman Sellers acknowledged the great turn out BJCTA had with The Magic City Connector Kick Off.

IX. Committee Reports:

A. Committee of the Whole Meeting

• **March 17,2017**

Director Lassiter made a motion to forward the minutes to the full board, it was seconded by Director Mauldin and approved by general consent.

X. Resolutions for Consideration and Approval:

A. Resolution 2017-15- Authorize the Executive Director to contract with **SKYE CONNECT** to provide DBE Coordination, Certification, Training & Development services to BJCTA.

Director Lassiter made a motion to move the resolution, it was seconded by Director Mauldin and approved by general consent. Director Henderson abstained.

B. Resolution 2017-16- Authorize the Executive Director to contract with **Gregory Pest Solutions** to provide Pest Control services to BJCTA.

Director Mauldin made a motion to move the resolution, it was seconded by Director Lassiter and approved by general consent. Director Henderson abstained.

C. Resolution 2017-17- Authorize the Executive Director to procure Two (2) new Bus Bay Lifts from **Heavy- Duty Lifts & Equipment Inc.** for BJCTA Chassis Room & Shop Bay.

Director Mauldin made a motion to move the resolution, it was seconded by Director Topping and approved by general consent.

D. Resolution 2017-18- Urging the Alabama Legislature to enact an increase in the taxes on motor fuels.

Director Lassiter made a motion to move the resolution, it was seconded by Director Henderson and approved by general consent. Director Henderson abstained and Director Harwell voted No.

XI. Executive Director's Report:

- Ms. Murdock mentioned that Amendment 14 passed, BJCTA will receive \$ 2 Million to be used for the BRT.
- Meeting with Congresswoman Terri Sewell in DC- March 31,2017(Maintenance Facility)
- Meeting with Eastwood Mall- March 27,2017

A. Financial Report- Included in your Board Packet for review

XII. Old Business:

A. Intermodal Facility update- STRADA Professional Services & Attorney Deborah Walker

David Burton (STRADA) gave an update on the Intermodal Facility opening, Site B- April 3, 2017 and Site A- Mid June.

XIII. New Business: None

XIV. Public Comment:

Anna Brown- 3115 24th Street North, spoke on the Bus Service.

XV. Adjournment:

Director Harwell made motion to adjourn the meeting at 12:19 p.m. it was seconded by Director Topping and approved by general consent.

The Meeting Adjourned at 12:19 p.m.

Corrections:

Corrections to March 2017 Committee of the Whole minutes have been corrected to show Director Henderson absent for meeting and not voting on resolutions.

Minutes submitted by: Ke'Aundra Reynolds, Executive Administrative Assistant

Date:

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary



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**Board of Directors
Governance & External Relations Committee Meeting
Wednesday April 19, 2017
9:00 a.m.**

Opening: The meeting was called to order by Chairman Patrick Sellers at 9:10 a.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

Governance Members: Patrick Sellers, Bacarra Mauldin, Johnnye P. Lassiter, and Barbara Murdock (Ex-Officio)

Quorum: Yes

Committee Members Absent: None

Other Members Present: Donald A. Harwell, Frank Topping, Emma Tolbert, Patricia Henderson, Adam Snyder, and Martin Weinberg.

Staff and Others Present: Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Dale Knuston, Wytangy Peak, Ron Sweeny, Toney Chestnut, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, Starr Culpepper, Mike Sims, Ronda Robinson, Candice Richards (COB), Alice Gordon (SKYE Connect), O.J. Hill (TCAB), Edmond Watters (STRADA), Ron Thompson (STRADA), David Burton (STRADA), David Calvert (STRADA), Daryl Howard (STRADA), Courtney French, Sam Ford, Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

III. Adoption of the Agenda- Director Lassiter made a motion to adopt the agenda, it was seconded by Director Mauldin and approved by general consent.

IV. Resolutions for Consideration and Recommendations-

A. Resolution 2017-19- Requesting that BJCTA Board of Directors select a Law Firm(s) to provide Legal Services to BJCTA and authorize the Executive Director to enter into a contract with the selected firm(s) for 1 year with 2 one year options.

Director Mauldin made a motion to move the resolution to the full board authorizing the Executive Director to enter into contract with Fuston, Petway & French and Attorney Deborah Walker for 1 year with 2 one year options. It was seconded by Director Sellers, and approved by general consent.

V. Items for Information and/or Discussion

- **Governmental Relations Update**
Information is provided in the Board Packet for your review.
- **TCAB Update-** J.O. Hill gave an update of the Transit Rally that will be held in July 2017. TCAB is also elevating their advocacy for transit.
Information is provided in the Board Packet for your review.

VI. Old Business

Alice Gordon (Skye Connect) discuss the Executive Director Performance Review dealing with the Action Plan that needs to be met by July 1,2017 before the Executive Director (Barbara Murdock) one (1) year mark which includes goals to meet and obtain.

Discussion:

Director Harwell mentioned based on OMA, the board cannot go into Executive Session for an Executive Performance Review. It's the law that it should always be an open meeting.

VII. New Business

Director Mauldin asked the board for their support as being a nominee of the Executive Committee of the Board of Directors of the American Public Transportation Association (APTA).

A resolution of support for nomination of Director Bacarra Sanderson Mauldin to the Executive Committee of the Board of Directors of the American Public Transportation Association (APTA).

Director Sellers made a motion to forward to the resolution to the full board. It was seconded by Director Mauldin, and approve by general consent.

VIII. Adjournment- Director Mauldin made a motion to adjourn, it was seconded by Director Sellers and approved by general consent.

The meeting ended at 9:36 a.m.

Committee Members: **Patrick Sellers (Chairman)**
 Bacarra Sanderson Mauldin
 Johnnye P. Lassiter
 Barbara Murdock (Ex Officio)



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Board of Directors
Performance & Operational Oversight Committee Meeting
Wednesday, April 19, 2017
9:30 a.m.

Opening: The meeting was called to order by Chairman Bacarra Mauldin at 9:44 a.m. in the Conference Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

Committee Members Present: Bacarra Mauldin, Adam Snyder, and Patricia Henderson

Quorum: Yes

Committee Members Absent: Patrick Sellers, Johnye P. Lassiter, Emma Tolbert, Martin Weinberg, Donald A. Harwell, and Frank Topping.

Other Board Members Present: Patrick Sellers, Donald A. Harwell, and Johnnye P. Lassiter

Staff and Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Dale Knuston, Wytangy Peak, Ron Sweeny, Toney Chestnut, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, Starr Culpepper, Mike Sims, Ronda Robinson, Candice Richards (COB), Alice Gordon (SKYE Connect), O.J. Hill (TCAB), Edmond Watters (STRADA), Ron Thompson (STRADA), David Burton (STRADA), David Calvert (STRADA), Daryl Howard (STRADA), Courtney French, Sam Ford, Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

III. Adoption of the Agenda- Director Snyder made a motion to adopt the agenda, it was seconded by Director Henderson. The agenda was approved by general consent.

IV. Resolutions for Consideration and Recommendations

A. Resolution 2017-21- Authorization for Free DART Service on “Baron Home Game Days” at Regions Field.

Director Henderson made a motion to move the resolution to the full board, it was seconded by Director Snyder and approved by general consent.

B. Resolution 2017-22- Authorization to Celebrate “National Dump the Pump Day” and provide free rides to customers on June 15, 2017

Director Henderson made a motion to move the resolution to the full board, it was seconded by Director Snyder and approved by general consent.

C. Resolution 2017-23- Authorization for Free rides on the Magic City Connector for “May Days”.

Director Henderson made a motion to move the resolution to the full board, it was seconded by Director Snyder and approved by general consent.

V. Items for Information and/or Discussion

- **Executive Director’s Report-** Included in the Board Packet for your review
 - Intermodal Facility received a Birmingham Business Journal (BBJ) Award.
 - BJCTA was named for APTA’s Safety Gold Award
 - Mayor of Birmingham invited BJCTA to serve on the Gentrification Task Force
 - Hoover wants to extend service with Bessemer and also purchase three (3) shelters
 - Hoover offered land for the new maintenance facility
 - CenterPoint is requesting Saturday service
 - BJCTA has customer/curtesy training being held for all employees
 - BJCTA will be receiving five (5) new buses within the next forty-five (45) day

Discussion:

Director Henderson asked, how was the Airport Shuttle doing?

Ms. Murdock replied, the Airport Shuttle is On Demand, BJCTA was losing money before then.

Director Snyder asked how often did the Connector run?

Ms. Murdock replied, every 20 minutes.

Director Snyder asked, with the issues that has occurred with the new system in place, what lessons have BJCTA learned from this?

Ms. Murdock replied, BJCTA has learned to talk to the customers in enough time to educate them.

Karen Jacobs mention to the Board that all the municipalities are currently paid up to date.

- **Departmental Reports-** *Included in your packet for review.*

VI. Old Business

- Maintenance Facility- Ron Thompson (STRADA) gave an update of the maintenance facility. 15 acres of land is needed to build.

VII. New Business- None

Executive Session:

Director Mauldin made a motion to go into Executive Session at 10:45 a.m. to discuss possible litigation and safety. It was seconded by Director Henderson and approved by Roll Call Vote.

Directors:

Bacarra Mauldin- Yes, Martin Weinberg- Yes, Adam Snyder- Yes, Patricia Henderson- Yes

Director Mauldin made a motion to come out of Executive Session at 11:07 a.m. It was seconded by Director Snyder and approved by Roll Call Vote.

Directors:

Bacarra Mauldin- Yes, Martin Weinberg- Yes, Adam Snyder- Yes, Patricia Henderson- Yes

VIII. Adjournment

Director Mauldin made the motion to adjourn, it was seconded by Director Henderson and approved by general consent.

The meeting ended at 11:07 a.m.

Committee Members: Bacarra Mauldin (Chairman)
Martin Weinberg
Adam Snyder
Patricia Henderson



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**Board of Directors
Planning & Development Committee Meeting
Wednesday, April 19, 2017
11:00 a.m.**

Opening: The meeting was called to order by Chairman Johnnye P. Lassiter at 11:08 a.m. in the Conference Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

Planning & Development Members Present: Johnnye Lassiter, Donald A. Harwell, Emma Tolbert, and Frank Topping

Quorum: Yes

Committee Members Absent: None

Other Members Present: Patrick Sellers, Bacarra Mauldin, Patricia Henderson, Martin Weinberg, and Adam Snyder

Staff and Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Dale Knuston, Wytangy Peak, Ron Sweeny, Toney Chestnut, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, Starr Culpepper, Mike Sims, Ronda Robinson, Candice Richards (COB), Alice Gordon (SKYE Connect), O.J. Hill (TCAB), Edmond Watters (STRADA), Ron Thompson (STRADA), David Burton (STRADA), David Calvert (STRADA), Daryl Howard (STRADA), Courtney French, Sam Ford, Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

III. Adoption of the Agenda- Director Harwell made the motion to adopt the agenda, it was seconded by Director Topping. The agenda was approved by general consent.

IV. Resolution for Consideration & Recommendation

A. Resolution 2017-20- Authorize the Executive Director to update BJCTA's Public Involvement Plan in accordance with Federal Transit Authority (FTA) Triennial Review guidelines.

Director Harwell made a motion to move the resolution to the full board, it was seconded by Director Topping and approved by general consent.

V. Items for Information and /or Discussion

- **Chief of Staff Report-** Included in the Board Packet for your review.
 - Mrs. Solomon mentioned to the Board that she will make sure all Board Members are aware of every event that's going on so that you can participate.
- **Departmental Reports-** Included in the Board Packet for your review.

VI. Old Business

- **Intermodal Update-** David Burton (STRADA) gave an update on the Intermodal Facility Openings. May 21, 2017- Soft Opening and Mid July- Grand Opening.

Director Tolbert asked, if we could have the mayor, congresswoman, etc. to reach out to CXX about cleaning the property.

Ms. Murdock stated, we have reached out to the mayor and BJCTA is waiting on a response.

Will poll the board for a good date for the May Board Meeting

VII. New Business – None

VIII. Adjournment- Director Harwell made a motion to adjourn, it was seconded by Director Topping and approved by general consent.

The meeting adjourned at 11:35 a.m.

Committee Member: Johnnye P. Lassiter (Chair)

Donald A. Harwell

Frank Topping

Emma Tolbert

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

TITLE/DESCRIPTION: Requesting that BJCTA Board of Directors select a Law Firm(s) to provide Legal Services to BJCTA and authorize the Executive Director to enter into a contract with the selected firm(s) for 1 year with 2 one year options.	RESOLUTION NO.: 2017-19 DATE: March 2017 INITIATOR: Darryl Grayson
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:** Requesting that BJCTA Board of Directors select a Law Firm(s) to provide Legal Services to BJCTA and authorize the Executive Director to enter into a contract with the legal firm(s) selected by the BJCTA Board of Directors.
- 2.0 Description/Justification:** The current legal services contract is set to expire on June 30, 2017. In order to prevent a disruption in the service provided, BJCTA is requesting that the BJCTA Board of Directors select a legal firm(s) and authorize the Executive Director to enter into a contract with selected firm(s).
- 3.0 Procurement Background:** On January 20, 2017 Request for Proposals (RFP) #17-07 for Legal Services was released. Six (6) firms responded to the proposal by the deadline of March 1, 2017. The evaluation team was carefully chosen and made up of prominent Attorneys who BJCTA vetted to render accurate and unbiased evaluations. The Evaluation Committee consisted of:
- **Attorney Carthenia Jefferson** – Past President of Alabama Lawyers Association
 - **Attorney Ken Riley** – Current President of Alabama Associates for justice
 - **Attorney James Bushnell** – Dean of Birmingham School of Law
 - **Attorney Alicia Jett** - Eraclides Gelman, Hall, Indek and Goodman Law Firm, Vestavia
 - **Attorney Brian Spellen** – The Trinity Law Group, Birmingham
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The Following Proposals were scored as follows from highest to lowest:

LAW FIRMS	EVALUATION SCORE MAX 500 POINTS FROM HIGHEST TO LOWEST	PARTNER LEVEL (Hourly)
FUSTON, PETWAY & FRENCH, LLP	461	\$275
BURR & FOREMAN, LLP	436	\$325
BISHOP, COLVIN, JOHNSON & KENT, LLC	417	\$195
ATTORNEY DEBORAH WALKER	377	\$275
SEWELL, SEWELL & MCMILLAN, LLC	352	\$300
LAIRD & ROBERTSON, PC	219	\$200

PLEASE VIEW ATTACHMENTS FOR FULL PERSONNEL CATEGORY HOURLY RATES

- 6.0 Recommendations:** Authorize the Executive Director to enter into a one (1) year contract with two (2), one (1) year renewal options with the selected firm(s).
- 7.0 Alternatives:** Do not select a Law Firm(s)
- 8.0 Attachments:** Hourly rates from each firm.



It's time to ride!

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Resolution No. 2017-19

Requesting that BJCTA Board of Directors select a Law Firm(s) to provide Legal Services to BJCTA and authorize the Executive Director to enter into a contract with the selected firm(s).

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

WHEREAS, Request for Proposal #17-07 was issued to obtain a firm(s) qualified to perform legal services for the BJCTA; and

WHEREAS, Six (6) firms responded to the proposal, all of which were responsive and responsible; and

WHEREAS, it is recommended that the BJCTA contract with the chosen law firm(s) selected by the BJCTA Board of Directors; and

WHEREAS, All firms proposed to provide services in accordance with the attached fee schedule; and

WHEREAS, the Authority deems the proposals submitted by all firms to be fair and reasonable.

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

Section 1. The Executive Director is hereby authorized to enter into contract with the Law Firm(s) selected by the BJCTA Board of Directors to provide legal services to the Birmingham-Jefferson County Transit Authority for One (1) year, with two (2), one (1) year renewal options; and

Section 2. Firm(s) will provide legal services in accordance with the attached fee schedule; and

Section 3. That this resolution is effective immediately upon approval and adoption.

Adopted: April ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorize the Executive Director to update BJCTA's Public Involvement Plan in accordance with Federal Transit Authority (FTA) Triennial Review guidelines.	RESOLUTION NO.: 2017-20
	DATE: April 2017
	INITIATORS: Wytangy Peak-Finney Stephanie Walker
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: The purpose of this Resolution is to request approval to adopt the revised Public Involvement Plan in order to satisfy the 2016 Triennial Review. This update includes the Birmingham-Jefferson County Transit Authority's (BJCTA) coordination with the Regional Programming Commission (RPC) on public involvement and the Program of Projects (POP) process. It also entails making the Public Involvement Plan and POP available on BJCTA's and RPC's website for public comment.

2.0 Description/Justification: To provide a comprehensive and compliant Public Involvement Plan.

3.0 Background: After receipt of the 2016 Triennial Review Draft Report, BJCTA was notified that its current Public Involvement Plan was lacking, and needed to be revised to include key public involvement components such as: RPC coordination as projects are created and entered into the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP), and those POPS being available for public comment. BJCTA has been working aggressively on these revisions, and has received coordination from RPC to ensure the revised plan meets FTA standards.

4.0 Policy Impact: New or revised BJCTA plans or policies must be approved by the Board.

5.0 Economic Impact: None

6.0 Recommendations: Authorize the Executive Director to revise the agency's Public Involvement Plan to ensure FTA compliance.

7.0 Alternatives: None. A Compliant Public Involvement Plan is an FTA requirement.

8.0 Attachments: BJCTA's revised Public Involvement Plan and the agency's current Program of Projects

Wytangy Peak-Finney
 Wytangy Peak-Finney
 Planning Manager

Stephanie Walker
 Stephanie Walker
 Grants Administrator



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Resolution No. 2017-20

Authorize the Executive Director to create new positions and restructure existing positions to better serve BJCTA's business needs.

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, After research of other transit systems public involvement and POP processes, and at the requirement of FTA, this revised plan will help BJCTA ensure federal compliance; and

WHEREAS, To provide a public involvement plan that is compliant ensures the agency's viability and federal funding streams; and

WHEREAS, BJCTA plan and policy revisions must be approved by the Board; and

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

Section 1. The Executive Director is hereby authorized to revise the Public Involvement Plan to meet Federal Transit Administration guidelines.

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

Adopted: April 19, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization for Free DART Service on “Baron Home Game Days” at Regions Field	RESOLUTION NO.: 2017 - 21
	DATE: April 19, 2017
	INITIATOR: Adrian M. Solomon
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To increase accessibility and reduce congestion during The Barons home games at Regions Field, by making the DART free to all riders on these game days.
- 2.0 Description/Justification:** Late April and beginning of May activities at Regions Field increase. In an effort to reduce congestion during game times and encourage citizens and visitors to take public transit, the following resolution would make rides on BJCTA DART vehicles free on home game days. MAX will benefit from any increase in ridership on these days.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free rides must be authorized by the Board of Directors.
- 5.0 Economic Impact:** The average daily cash fare collection is estimated at \$3,782.00
- 6.0 Recommendations:** Authorize free rides to riders on “Baron Home Game Days” at Regions Field
- 7.0 Alternatives:** Do not authorize.
- 8.0 Attachments:** N/A

Barbara Murdock, Executive Director

Resolution No. 2017-21
Authorization for Free DART Service on
Barons Home Game Days at Regions Field
Held During the BJCTA Service Hours

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

WHEREAS, the BJCTA provides a special Downtown Birmingham transit service called the Downtown Area Roundabout Transit (DART) that operates three routes; and

WHEREAS, the BJCTA desires to increase accessibility and reduce congestion during times that Baron games are held at Regions Field during the BJCTA’s service hours by making the DART free to all riders on these game days; and

WHEREAS, based on the number of proposed home game days, it is estimated that the BJCTA will realize approximately a \$3,782.00 reduction in revenue.

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

Section 1. That the BJCTA DART service operates three routes in the Downtown Birmingham area; and

Section 2. That the BJCTA desires to increase accessibility and reduce congestion during time that games are held at the Regions Field during the BJCTA’s service hours

Section 3. That the Executive Director is authorized to provide free DART service on Baron home game days; and

Section 4. That based on the number of proposed home games, revenue reduction is estimated to be \$3,782.00; and

Section 5. That this resolution be adopted immediately upon approval.

Adopted: April _____, 2017

Approved: _____
Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassister, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Celebrate “National Dump the Pump Day” and provide free rides to customers on June 15, 2017.	RESOLUTION NO.: 2017-22
	DATE: April 24, 2017
	INITIATOR: Adrian M. Solomon, Chief of Staff
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To celebrate “National Dump the Pump Day” on June 15, 2017 by allowing free rides and celebrate independence from the automobile for at least one day.
- 2.0 Description/Justification:** June 15, 2017 marks the 12th annual “National Dump the Pump Day”. This day encourages people to ride public transportation to save money, protect the environment, reduce dependence on foreign oil, and improve the quality of life for all citizens. In an effort to encourage citizens in the Birmingham-Jefferson County area who would normally drive their cars to take public transit, the following resolution would make rides on BJCTA vehicles free on June 15, 2017. MAX will benefit from an increase in ridership on this day.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free rides must be authorized by the Board of Directors.
- 5.0 Economic Impact:** The average daily cash fare collection is estimated at \$5,600.00
- 6.0 Recommendations:** Authorize free rides to celebrate “National Dump the Pump Day” on June 15, 2017.
- 7.0 Alternatives:** Do not authorize.
- 8.0 Attachments:** N/A



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

Resolution No. 2017-22

Authorization to Celebrate “National Dump the Pump Day” and Provide
Free Rides to Customers on June 15, 2017

- WHEREAS**, The Birmingham-Jefferson County Transit Authority (the “BJCTA”) is a public entity established by the Alabama Legislature to provide mass public transportation in Jefferson County, Alabama, and
- WHEREAS**, June 15, 2017 marks the 12th annual “National Dump the Pump Day” as a day that encourages people to ride public transportation to save money, protect the environment, and improve the quality of life for all Americans; and
- WHEREAS**, people who ride public transportation can save, on average, more than \$10,174 per year, based on today’s gas prices, the cost of owning a car and the average unreserved parking rate; and
- WHEREAS**, for every \$1 invested in public transportation, \$4 is generated in economic returns; and
- WHEREAS**, U. S. public transportation use reduces the country’s carbon footprint by 37 million metric tons – the equivalent of 4.9 million households using electricity in a year; and saves 4.2 billion gallons of gasoline per year – the equivalent of 900,000 cars filling up every day; and
- WHEREAS**, Public transportation use saved in 498 urban areas in the United States saved 876 million hours annually in travel time and 450 million gallons of fuel; and without public transportation, annual congestion costs would have risen by nearly \$21 billion from \$121 to \$142 billion; and

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

- Section 1:** That the BJCTA will join with public transportation systems across the country and participate in the 12th annual “National Dump the Pump Day” on June 15, 2017 by encouraging citizens to ride public transportation;
- Section 2:** That the BJCTA declares that, by using public transportation, people save money, help the environment, reduce dependence on foreign oil, and improve Americans’ quality of life.
- Section 3:** That the BJCTA declares public transportation is an important part of our nation’s transportation system and provides citizens with travel options other than driving a car; and
- Section 4:** That the BJCTA shall participate in the 12th annual “National Dump the Pump Day” by offering free rides to its customers on June 15, 2017.
- Section 5:** Customers who have purchased passes covering June 15, 2017 shall not have the passes extended by an additional day.
- Section 6:** That this resolution shall become effective immediately upon adoption and approval.

Adopted: April , 2017

Approved _____
Rev. Patrick Sellers, Chairman

Attest: _____
Bacarra Mauldin, Secretary



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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization for Free rides on the Magic City Connector for "May Days".	RESOLUTION NO.: 2017-23
	DATE: May 2017
	INITIATOR: Ronda Robinson, Director of Communications
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 increase visibility and accessibility by making the Magic City Connector free to all riders on 5/6/2017 and 5/20/2017.
- 2.0 Description/Justification:** The spring activities in and around the downtown area will encourage citizens and visitors to take public transit. The following resolution would make rides on the Magic City Connector vehicles free on two Saturdays during the month of May. MAX will benefit from any increase in ridership on these days which will expose more choice riders to public transit.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free May Day rides must be authorized by the Board of Directors.
- 5.0 Economic Impact:** The average monthly cash fare collection for the Magic City Connector is estimated at \$6,576.00
- 6.0 Recommendations:** Authorize free rides to riders on "May Days."
- 7.0 Alternatives:** Do not authorize.
- 8.0 Attachments:** N/A

Barbara Murdock, Executive Director

Resolution No. 2017-23

Authorization for Free Magic City Connector Service on “May Days” During the BJCTA Service Hours

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

WHEREAS, the BJCTA provides a special Downtown Birmingham transit service called the Magic City Connector that operates routes in the Downtown Birmingham area; and

WHEREAS, the BJCTA desires to increase accessibility and reduce congestion by making the Magic City Connector free to all riders on these May Days; and

WHEREAS, based on the number of proposed days, it is estimated that the BJCTA will realize approximately a \$6,576.00 reduction in revenue.

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

Section 1. That the BJCTA ‘s Magic City Connector service operates routes in the Downtown Birmingham area; and

Section 2. That the BJCTA desires to increase accessibility and reduce congestion during the BJCTA’s service hours.

Section 3. That the Executive Director is authorized to provide free Magic City Connector service on “May Days”; and

Section 4. That based on an economic impact review, revenue reduction is estimated to be \$6,576.00; and

Section 5. That this resolution becomes effectived immediately upon adoption .

Adopted: May _____, 2017

Approved: _____ Attest: _____
Rev. Patrick Sellers, Chairman Johnnye P. Lassiter, Secretary

Resolution No. 2017-24

A resolution of support for the nomination of Director Bacarra Sanderson Mauldin to the Executive Committee of the Board of Directors of the American Public Transportation Association (APTA).

Whereas, the Birmingham-Jefferson County Transit Authority ("BJCTA") is a duly authorized public corporation established by the Alabama Legislature to provide for public transportation in Jefferson County and metropolitan Birmingham, Alabama; and

Whereas, the BJCTA is a member of the APTA. Membership in APTA offers a wide variety of benefits to agency, including but not limited to: national representation relative to Federal legislation, a network of agencies across the country, and is a source of industry information and training; and

Whereas, since her appointment in 2014 to the BJCTA Board, Director Bacarra Sanderson Mauldin, has played an active role in APTA Meetings and activities. She has represented the agency at said meetings and spread goodwill about the work of the BJCTA; and

Whereas, since her election in 2015 to the APTA Board, Director Bacarra Sanderson Mauldin, has played an active role in the governance of APTA and has worked to ensure that the position of BJCTA agency is always represented; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA support the nomination of Director Bacarra Sanderson Mauldin for the Executive Committee of APTA Board of Directors and sincerely, urge the APTA Nominating Committee to support this nomination as well.

Adopted: This, the _____ Day of _____, 2017

Approved:

Rev. Patrick Sellers, Chairman

Attest: _____

Johnnye P Lassiter, Secretary

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

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

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 are exemplified externally, as well as internally.

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

3.0 Transportation Development Plan.

- The Transit Development Plan is in its final stages. This plan was presented to area Mayors, BBA, and Chamber of Commerce representatives for their feedback. Now the plan will be presented to neighborhood leaders, riders and employees during the month of April.
- **Airport Shuttle** – This pilot program is now in its one year old and is an on-demand service. This is the fifth month of on-demand service with ecommerce payments. This month averaged 12 riders each week. This is up from the 10 riders that was averaged the first weeks after on-demand service began on November 14.
- **Highway 280** Service numbers continue to rise on the commuter. The past weekly average has been 500 riders. During March we carried 2,227 which is 557 per week.
- **Bessemer Circulator** began operating January 30. The ridership for the month of March was 157 total up from 33 riders the first month.

4.0 Technology Innovation and Integration

- Route Match is the technology being installed on our paratransit vehicles. Intensive training from Route Match began in March and continues.

5.0 Intermodal Update

- Hosting weekly Intermodal meetings with BJCTA, STRADA, City of Birmingham, Architect and BJCTA Attorney Deborah Walker. All construction updates, agreements, leases and required contracts and budgets are discussed at these meetings. Bus Terminal opening has been pushed to May 2017. The Intermodal opening is expected in July.
- We are in the final negotiating stage of the Amtrak lease. A meeting with Amtrak is scheduled during April.

6.0 Community Relations

- **ClasTran** the BJCTA 5310 service provider informed the Executive Director that they have a subcontractor who is being sued for ownership. The parties settled the suit and we are working on a new contract with Clastran
- **General:** Met with the Mayor of Hoover and Hoover City Council on expanding service. We will present a proposal to them for review next month. Also, the City of

Homewood has also asked for a proposal on a circulator as well as the Lakeview community in Birmingham. The Centerpoint Community is considering adding Saturday service. We are working now on proposals for all these requests.

7.0 Finance/Budget:

- BJCTA team and STRADA met to discuss status of various tasks. The team is closing out the following work orders: FMO, Triennial review, PIDs, Avail, Route Match and the Fence project. Current open task orders with STRADA include: Intermodal, TDP, BRT and the Maintenance Facility.
- Met with FTA officials in Washington, DC to discuss funding opportunities for the Maintenance facility.

8.0 Communications (External)

- **Advisory Board (TCAB)** Attended TCAB Meeting.
- Met with ALDOT on construction updates and joint communication efforts.

9.0 Communications (Internal)

- Developed 2021 Roadmap brochure
- **Employee Meeting**-Planned and attended Employee meeting at the Bowling Alley.
- **Ongoing**- The Joint Departmental meeting is held every Tuesday at 10:00am. The host is the Operations Department Manager.
- Senior Staff meeting is being changed to every Thursday at 10:00 am.
- Each Director is meeting with Finance monthly for budget reviews.
- Reviewed each departmental report for Board of Directors.
- Reviewed and edited action plan documents from the Executive Staff retreat.

10.0 Performance Indicators

- Overtime is down 7 % compared to March 2016.
- We are closing out the month under budget by \$1.8 million.
- APTA has awarded BJCTA the 2016 Gold Safety Award for the year.
- Our Customer Service Department has an abandon call rate of 8% which is below industry standards of 10%.

Barbara Murdock

Barbara Murdock, Executive Director

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

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

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

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

3.0 Working Projects:

- Intermodal Grand Opening – Met with committee that is inclusive of City Officials, Board, staff and other stakeholders. Committee met March 27, 2017.
- Alabama Transportation Association (ATA) – ATA Board of Directors established in March 23rd meeting in Montgomery. Official name has been filed with the State of Alabama
- New Technology – Coordinating company-wide training on AVAIL, Public Information Displays (PIDS) and Route Match. Also coordination of training for customers.
- Transit Development Plan (TDP) – Working with Communications personnel, to get our message out through public meetings, social media and TV advertising.
- Transit Oriented Development (TOD) – Participate with a Peer Group Network, this group has invited participants to the DC area to tour some of the TOD projects in progress.
- MAX Magic City Connector – Worked with Communications personnel to coordinate and successful launch for the Connector.
- Road Map 2021 – Oversight and implementation phase. Ongoing.

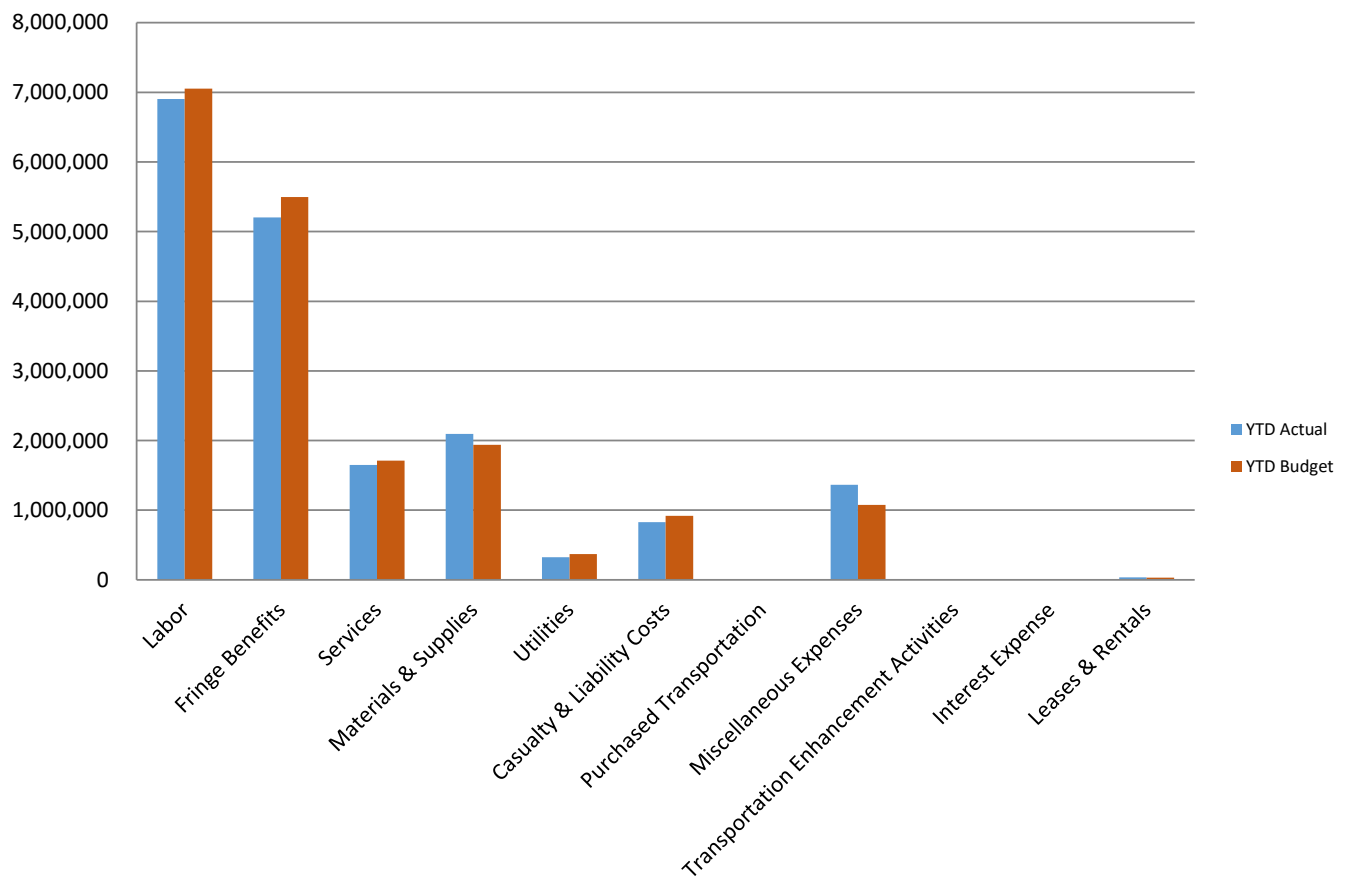
4.0 Meetings Attended:

- Magic City Connector Planning Meeting
- Tour of new facility, Site A and B
- BJCTA Committee and Board Meetings
- Alabama Transportation Association Meeting
- Message Point – Public Information Display (PID)
- Eastwood Mall Bus Stop Meeting
- City of Birmingham Transportation Committee Meeting
- Chief of Staff Meeting
- Executive Team Meeting

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Consolidated Expenses by Function Code **Performance Against Budget** **YTD March 2017**



BJCTA
Commission Revenue Trend
As of March 31, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	16,228
Total Commission Revenue	33,051	32,427	34,373	16,228

BJCTA
CNG Revenue
As of March 31, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	211,951
Gallons	80,746	91,519	146,968	105,976

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 6	March 2017	Division: 00 Balance Sheet		As of: 03/31/2017
			October Thru March		
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$14,513,273.23	\$21,508,823.69	(\$6,995,550.46)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$7,478,870.37	\$3,992,386.59	\$3,486,483.78
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,864,311.58	\$1,670,524.09	\$193,787.49
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$839,468.50	\$284,927.00	\$554,541.50
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$25,049,320.60	\$21,549,168.50	\$3,500,152.10
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$6,600,282.75	\$6,603,959.91	(\$3,677.16)
1999999999 TOTAL ASSETS			\$56,345,527.03	\$55,609,789.78	\$735,737.25
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$1,432,115.65	\$1,148,866.89	\$283,248.76
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$300,636.94	\$762,273.76	(\$461,636.82)
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017		Period 6	March 2017	Division: 00 Balance Sheet		As of: 03/31/2017	
				October Thru March			
				2017	2016	Variance	
2040199999 TOTAL CURRENT PORTION OF LT DEBT				\$0.00	\$0.00	\$0.00	
2040500000 OTHER CURRENT LIABILITIES							
2059999999 TOTAL OTHER CURRENT LIABILITIES				\$35,366,018.98	\$34,279,408.78	\$1,086,610.20	
2210000000 NON-CURRENT PORTION OF LT DEBT							
2219999999 TOTAL NON-CURRENT LT DEBT				\$0.00	\$0.00	\$0.00	
2310000000 OTHER LIABILITIES							
2319999999 TOTAL OTHER LIABILITIES				\$939,299.00	\$630,811.00	\$308,488.00	
2999999999 TOTAL LIABILITIES				\$38,038,070.57	\$36,821,360.43	\$1,216,710.14	
3000000000 EQUITY							
3040000000 CONTRIBUTED CAPITAL							
3049999999 TOTAL CONTRIBUTED CAPITAL				\$0.00	\$2,012,590.00	(\$2,012,590.00)	
3050000000 RETAINED EARNINGS							
3059999999 TOTAL RETAINED EARNINGS				\$18,307,456.46	\$16,775,839.35	\$1,531,617.11	
3999999997 TOTAL EQUITY				\$18,307,456.46	\$18,788,429.35	(\$480,972.89)	
3999999998 TOTAL LIABILITIES & EQUITY				\$56,345,527.03	\$55,609,789.78	\$735,737.25	

BJCTA
Financial & Investing Report
As of March 31, 2017

	Balance @ 3/31/2017	Balance @ 2/28/2017	Balance @ 1/31/2017	Balance @ 12/31/2016	Balance @ 11/30/2016	Balance @ 10/31/2016
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	11,594,911	11,395,792	11,060,873	11,060,873	8,350,728	8,171,363
Cash - Payroll - BBVA Compass	10,000	357,493	10,000	10,000	10,000	10,000
Cash - Operating - BBVA Compass	2,698,206	4,276,636	3,585,054	3,585,054	2,122,623	5,304,297
Capital Deposit - BBVA Compass	10,000	10,000	10,000	10,000	10,000	10,000
Cash - BJCTA Hardship Fund - BBVA Compass	-	-	-	-	-	-
Cash - Restricted Self Insured	200,000	200,000	200,000	200,000	200,000	200,000
Petty Cash - Maintenance	134	102	2	2	114	133
Petty Cash - Central Station	23	200	158	158	138	138
Total Cash Accounts	14,513,273	16,240,223	14,866,087	14,866,087	10,693,603	13,695,930
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	14,513,273	16,240,223	14,866,087	14,866,087	10,693,603	13,695,930
<u>CASH RESERVES:</u>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	1,432,116	967,479	1,145,298	1,198,760	1,009,744	2,723,766
Accrued Payroll	218,015	622,679	602,769	547,203	424,929	347,117
Payroll Taxes	78,750	87,989	84,817	82,494	75,143	69,435
Other W/H Payable	3,872	6	-	-	-	11
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,732,753	1,678,152	1,832,884	1,828,457	1,509,816	3,140,330
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of March 31, 2017

	Balances
Total Cash & Investments	14,513,273.23
Less: Short-Term Payables	(1,732,752.59)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 3/31/17	12,580,520.64
Required Three Month Operating Expense Reserve**	5,198,257.77
Cash Over/(Under) Reserve Requirement	<u>7,382,262.87</u>

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

**BJCTA
INCOME STATEMENT
March 31, 2017**

Actual	Budget	\$ Variance	% Variance	Mar-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
170,634	174,199	(3,565)	-2.05%	164,836	5,799	4010100001 Passenger Fares - Fixed Route	960,123	1,045,195	(85,072)	-8.14%	1,041,247	(81,125)	2,090,390	1,130,267
2,039	1,669	369	22.12%	2,339	(301)	4010100002 Passenger Fares - Dart	11,346	10,016	1,330	13.28%	13,963	(2,617)	20,032	8,686
18,624	15,437	3,187	20.65%	17,166	1,458	4010100004 Passenger Fares - VIP	98,115	92,619	5,496	5.93%	92,619	5,495	185,238	87,123
191,297	191,305	(8)	0.00%	184,340	6,956	4019999999 TOTAL PASSENGER REVENUES	1,069,583	1,147,830	(78,247)	-6.82%	1,147,830	(78,247)	2,295,660	1,226,077
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	6,888,967	6,888,967	0	0.00%	5,400,000	1,488,967	13,777,934	6,888,967
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	41,193	41,193	-	0.00%	36,402	4,790	82,385	41,192
25,406	25,408	(1)	-0.01%	22,446	2,960	4020400006 Homewood	152,439	152,447	(8)	-0.01%	146,543	5,895	304,893	152,454
6,130	6,130	(0)	0.00%	5,296	834	4020400010 Hoover -	36,782	36,783	(0)	0.00%	32,155	4,628	73,565	36,783
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	314,203	314,204	(0)	0.00%	-	314,203	628,407	314,204
-	-	-	0.00%	26,683	(26,683)	4020400012 Fairfield Revenues	-	-	-	0.00%	160,067	(160,067)	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	60,525	60,525	(0)	0.00%	53,123	7,402	121,050	60,525
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	35,542	35,542	(0)	0.00%	31,418	4,124	71,084	35,542
1,254,942	1,254,943	(1)	0.00%	974,582	280,360	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	7,529,651	7,529,659	(8)	0.00%	5,859,708	1,669,943	15,059,318	7,529,667
2,621	2,417	204	8.46%	2,789	(168)	4060100001 Commission Revenue	16,228	14,500	1,728	11.92%	16,461	(233)	29,000	12,772
9,394	2,917	6,478	222.10%	(4,362)	13,757	4060300001 Advertising Revenue	46,434	17,500	28,934	165.34%	19,893	26,541	35,000	(11,434)
525	187	338	181.03%	725	(200)	4069900001 Other Revenues	1,848	1,120	728	65.01%	2,285	(437)	2,240	392
6,285	1,250	5,035	402.79%	5,221	1,064	4070400001 Investment Income	25,587	7,500	18,087	241.16%	16,240	9,347	15,000	(10,587)
-	-	-	0.00%	-	-	4079900002 Rental Income	-	-	-	0.00%	-	-	41,500	41,500
-	-	-	0.00%	-	-	4079900003 Gain/(Loss) on Disposition of Fixed Assets	64,564	-	64,564	0.00%	-	64,564	-	(64,564)
18,825	6,770	12,055	178.07%	4,373	14,452	4079999999 TOTAL OTHER REVENUES	154,662	40,620	114,041	280.75%	54,879	99,782	122,740	(31,922)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	1,904,219	1,816,056	88,163	4.85%	1,816,056	88,164	3,632,112	1,727,893
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	1,332,099	1,294,974	37,125	2.87%	1,294,973	37,125	2,589,947	1,257,848
-	-	-	0.00%	-	-	4080100003 Ad Valorem - Homewood	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	277,665	(277,665)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	53,972	53,973	(0)	0.00%	47,696	6,276	107,945	53,973
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	11,826	11,826	0	0.00%	10,450	1,375	23,651	11,825
171,857	-	171,857	0.00%	634,283	(462,426)	4080100008 Alternative Fuel Tax	719,425	-	719,425	0.00%	634,283	85,142	-	(719,425)
166,667	166,667	-	0.00%	166,667	-	4089900001 Beer Tax	1,000,000	1,000,000	-	0.00%	1,000,000	-	2,000,000	1,000,000
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
888,876	696,138	192,738	27.69%	1,375,423	(486,547)	4089999998 TOTAL TAX REVENUES	5,021,540	4,176,828	844,713	20.22%	5,081,124	(59,583)	8,353,655	3,332,115
-	-	-	0.00%	2,692	(2,692)	4099900001 Local Share Grant Revenues	-	-	-	100.00%	2,692	(2,692)	-	-
-	-	-	0.00%	2,692	(2,692)	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	2,692	(2,692)	-	-
555,060	555,060	-	0.00%	555,060	-	4139900001 FTA Reimbursements - Preventative Mtn.	3,330,362	3,330,362	-	0.00%	3,330,362	-	6,660,723	3,330,362
302,435	302,435	-	0.00%	568,303	(265,868)	4139900003 FTA Reimbursements - Pass Thru Funding	2,330,791	2,330,791	-	0.00%	2,086,963	243,829	2,330,791	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
75,000	6,383	68,617	1074.94%	-	75,000	4139900006 FTA Reimbursements - PROJ. ADMIN	112,973	38,300	74,673	194.97%	-	112,973	76,600	(36,373)
6,125	-	6,125	0.00%	-	6,125	4139900008 FTA Reimbursements - TDP	724,644	-	724,644	0.00%	453,978	270,666	-	(724,644)
938,620	863,879	74,742	8.65%	1,123,363	(184,743)	4139999998 TOTAL FEDERAL GRANT REVENUES	6,498,770	5,699,453	799,317	14.02%	5,871,302	627,468	9,068,114	2,569,345
3,292,560	3,013,035	279,525	9.28%	3,664,773	(372,213)	4139999999 TOTAL OPERATING REVENUE	20,274,206	18,594,390	1,679,816	9.03%	18,017,534	2,256,672	34,899,487	14,625,281
106,612	106,612	-	0.00%	-	106,612	4140000002 FTA Reimbursements - Capital	4,718,328	4,697,784	20,544	0.44%	113,816	4,604,512	4,718,328	-
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	952,246	952,246	-	0.00%	-	952,246	1,904,491	952,245
847	847	(0)	0.00%	-	847	4140000004 Capital Revenue - City of Hoover	5,084	5,084	-	0.00%	-	5,084	10,169	5,085
-	-	-	0.00%	2,340	(2,340)	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	14,041	(14,041)	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	5,694	5,694	-	0.00%	-	5,694	11,388	5,694
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	4,913	4,913	-	0.00%	2,748	2,165	9,826	4,913
1,394	1,394	0	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	8,366	8,366	-	0.00%	5,059	3,307	16,732	8,366
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	21,071	21,071	-	0.00%	-	21,071	42,145	21,074
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	7,461	7,461	(0)	0.00%	4,187	3,274	14,921	7,461
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	1,635	1,635	0	0.01%	917	717	3,269	1,634
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	43,432	43,431	0	0.00%	-	43,432	86,863	43,431
281,595	281,596	(0)	0.00%	4,492	277,104	4149999999 TOTAL CAPITAL REVENUES	5,768,229	5,747,684	20,544	0.36%	140,768	5,627,461	6,818,132	1,049,903
3,574,155	3,294,630	279,525	8.48%	3,669,265	(95,110)	4999999999 TOTAL REVENUES	26,042,435	24,342,074	1,700,361	6.99%	18,158,302	7,884,133	41,717,619	15,675,185
568,817	576,876	(8,059)	-1.40%	564,298	4,519	5010100001 Operator's Salaries	3,387,170	3,461,256	(74,086)	-2.14%	3,440,373	(53,203)	6,922,512	3,535,342
580,827	597,027	(16,200)	-2.71%	542,315	38,512	5010200001 Other Salaries	3,501,390	3,583,786	(82,397)	-2.30%	3,388,305	113,084	7,165,951	3,664,562
-	1,250	(1,250)	-100.00%	1,441	(1,441)	5030400001 Temporary Labor	15,541	7,500	8,041	107.22%	11,691	3,850	15,000	(541)
1,149,644	1,175,153	(25,509)	-2.17%	1,108,055	41,590	5019999999 TOTAL LABOR	6,904,101	7,052,542	(148,442)	-2.10%	6,840,369	63,731	14,103,463	7,199,362

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA
INCOME STATEMENT
March 31, 2017**

Actual	Budget	\$ Variance	% Variance	Mar-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
78,436	92,417	(13,982)	-15.13%	76,596	1,840	5020103001 Employer FICA Tax (OASDI)	476,329	554,504	(78,175)	-14.10%	480,334	(4,006)	1,109,007	632,678
24,571	22,088	2,484	11.24%	15,706	8,865	5020200001 Pension Expense	106,789	132,525	(25,737)	-19.42%	106,448	341	265,051	158,262
403,180	284,676	118,504	41.63%	374,336	28,844	5020203002 Regular Retirement	2,058,418	1,708,057	350,362	20.51%	2,353,031	(294,613)	3,416,113	1,357,695
365,050	390,848	(25,797)	-6.60%	390,655	(25,605)	5020303001 Health Insurance	2,188,876	2,345,086	(156,210)	-6.66%	1,474,234	714,642	4,690,172	2,501,296
-	6,860	(6,860)	-100.00%	8,948	(8,948)	5020417601 Unemployment Taxes	(9,973)	41,160	(51,134)	-124.23%	31,320	(41,293)	82,320	92,293
6,714	7,514	(800)	-10.64%	6,838	(124)	5020503001 Life Insurance	40,014	45,083	(5,069)	-11.24%	41,531	(1,517)	90,167	50,153
69,380	58,685	10,695	18.22%	57,465	11,914	5020803001 Worker's Compensation Insurance	258,219	352,107	(93,888)	-26.66%	348,878	(90,659)	704,215	445,996
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
3,705	1,667	2,038	122.30%	-	3,705	5020116701 Transitional Reinsurance-ACA	11,994	10,000	1,994	19.94%	13,020	(1,026)	20,000	8,006
6,132	11,209	(5,077)	-45.30%	(8,959)	15,091	5021303001 Uniforms & Wearing Apparel	40,373	67,256	(26,883)	-39.97%	32,218	8,155	134,512	94,139
907	508	399	78.40%	251	656	5021400001 Employee Wellness	4,841	3,050	1,791	58.73%	2,631	2,211	6,100	1,259
123	267	(144)	-53.88%	133	(10)	5021403002 Employee Licenses	1,020	1,600	(580)	-36.27%	1,429	(409)	3,200	2,180
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	5,000	5,000	100.00%	-	10,000	10,000	-
1,926	750	1,176	156.84%	2,048	(122)	5021400004 Tool Allowance	4,448	4,500	(52)	-1.15%	3,170	1,278	9,000	4,552
5,645	37,500	(31,855)	-84.95%	-	5,645	5021400005 General Contingency	11,276	225,000	(213,724)	-94.99%	11,276	-	450,000	438,724
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
965,769	915,821	49,948	5.45%	924,019	41,750	5029999999 TOTAL FRINGE BENEFITS	5,202,624	5,494,929	(292,305)	-5.32%	4,888,243	314,380	10,989,857	5,787,233
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	4,500	1,500	3,000	200.00%	-	4,500	3,000	(1,500)
30,598	33,354	(2,756)	-8.26%	27,345	3,253	5030300001 Legal Services	152,901	200,125	(47,224)	-23.60%	151,128	1,772	400,250	247,349
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	5,000	(5,000)	-100.00%	-	-	10,000	10,000
117	896	(779)	-86.98%	887	(770)	5030300003 Software Technical Support	2,985	5,375	(2,390)	-44.46%	4,358	(1,373)	10,750	7,765
2,509	5,417	(2,908)	-53.68%	3,832	(1,323)	5030300004 Medical Services	12,674	32,500	(19,826)	-61.00%	22,218	(9,544)	65,000	52,326
-	1,250	(1,250)	-100.00%	1,710	(1,710)	5030300005 Human Resources Services	3,596	7,500	(3,904)	-52.06%	9,918	(6,322)	15,000	11,404
16,141	10,417	5,724	54.95%	9,896	6,245	5030300006 Computer & Data Services	91,030	62,500	28,530	45.65%	63,625	27,405	125,000	33,970
12,103	80,917	(68,814)	-85.04%	3,823	8,280	5030300007 Professional & Technical Services	710,474	485,500	224,974	46.34%	607,062	103,412	971,000	260,526
-	14,583	(14,583)	-100.00%	19,507	(19,507)	5030300008 Marketing Consulting	22,344	87,500	(65,156)	-74.46%	31,724	(9,381)	175,000	152,656
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	12,000	15,000	(3,000)	-20.00%	10,250	1,750	30,000	18,000
-	-	-	0.00%	-	-	5030300010 Financial Services	1,180	-	1,180	0.00%	-	1,180	-	(1,180)
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	62,496	62,500	(4)	-0.01%	62,497	(1)	125,000	62,504
8,911	3,333	5,578	167.33%	11,283	(2,372)	5030317612 Legal Travel	14,380	20,000	(5,620)	-28.10%	32,345	(17,965)	40,000	25,620
295	2,817	(2,521)	-89.51%	1,025	(730)	5030500001 Vehicle Cleaning	7,035	16,900	(9,865)	-58.37%	16,739	(9,704)	33,800	26,765
289	4,167	(3,877)	-93.05%	(3,317)	3,606	5030500004 Building Maintenance Contracts	1,669	25,000	(23,331)	-93.32%	6,360	(4,691)	50,000	48,331
34,996	53,858	(18,862)	-35.02%	37,629	(2,633)	5030703001 Security Services	220,148	323,150	(103,002)	-31.87%	246,395	(26,247)	646,300	426,152
15,825	28,333	(12,509)	-44.15%	26,003	(10,178)	5039903001 Vehicle Maintenance - External	130,051	170,000	(39,949)	-23.50%	167,587	(37,536)	340,000	209,949
5,000	4,659	341	7.32%	5,325	(325)	5039903002 Vehicle Towing	30,775	27,955	2,820	10.09%	26,900	3,875	55,910	25,135
3,465	8,875	(5,410)	-60.96%	4,568	(1,103)	5039900003 Equipment Maintenance - Labor	45,565	53,250	(7,685)	-14.43%	46,187	(622)	106,500	60,935
-	2,242	(2,242)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	7,500	13,450	(5,950)	-44.24%	13,450	(5,950)	26,900	19,400
10,768	3,896	6,872	176.40%	1,970	8,798	5039903005 Printing & Copying External	19,311	23,375	(4,064)	-17.39%	20,134	(824)	46,750	27,439
2,971	3,333	(363)	-10.88%	3,373	(402)	5039900006 Waste Oil Removal	14,794	20,000	(5,206)	-26.03%	23,186	(8,392)	40,000	25,206
2,799	3,542	(743)	-20.97%	5,937	(3,138)	5039900007 Other Contracted Services	38,638	21,250	17,388	81.83%	35,401	3,237	42,500	3,862
6,763	5,410	1,353	25.01%	7,557	(793)	5039900008 Radio & Communication Maintenance	44,450	32,463	11,988	36.93%	23,231	21,219	64,925	20,475
165,966	285,299	(119,333)	-41.83%	180,476	(14,510)	5039999999 TOTAL SERVICES	1,650,496	1,711,793	(61,297)	-3.58%	1,620,697	29,799	3,423,585	1,773,089
(3,169)	23,046	(26,215)	-113.75%	24,759	(27,928)	5040103001 Fuel & Lubricants - Diesel	113,269	138,278	(25,009)	-18.09%	141,894	(28,625)	276,555	163,286
72,455	75,417	(2,962)	-3.93%	60,815	11,640	5040103002 Fuel & Lubricants - CNG	455,521	452,500	3,021	0.67%	397,563	57,958	905,000	449,479
208	833	(625)	-75.02%	489	(281)	5040103103 Fuel & Lubricants - Unleaded - VIP	1,922	5,000	(3,078)	-61.55%	3,346	(1,424)	10,000	8,078
25,611	29,833	(4,222)	-14.15%	27,018	(1,407)	5040200001 Tires & Tubes	158,012	179,000	(20,988)	-11.72%	162,844	(4,831)	358,000	199,988
1,836	3,758	(1,923)	-51.16%	1,203	632	5049900001 Printing Supplies	7,608	22,550	(14,942)	-66.26%	11,400	(3,792)	45,100	37,492
1,738	2,231	(494)	-22.12%	3,155	(1,417)	5049900002 General Office Supplies	13,466	13,388	79	0.59%	16,813	(3,347)	26,775	13,309
218,813	147,556	71,257	48.29%	236,542	(17,729)	5049900003 Equip. Repair Parts & Material	1,102,689	885,336	217,353	24.55%	806,322	296,367	1,770,672	667,983
3,870	5,417	(1,546)	-28.55%	3,504	366	5049900004 Janitorial & Building Supplies	19,109	32,500	(13,391)	-41.20%	29,111	(10,002)	65,000	45,891
6,758	2,108	4,650	220.54%	2,323	4,435	5049900006 Minor Equipment	24,466	12,650	11,816	93.40%	13,250	11,215	25,300	834
32	75	(43)	-56.68%	-	32	5049900007 Medical Supplies	32	450	(418)	-92.78%	39	(6)	900	868
20,787	20,637	150	0.73%	51	20,736	5049900008 Shelter Maintenance	149,260	123,822	25,437	20.54%	1,133	148,126	247,645	98,385
-	-	-	0.00%	18	(18)	5049900009 Facility Maintenance Materials	56	-	56	100.00%	18	38	-	-
15,799	7,083	8,716	123.05%	2,980	12,819	5049900010 Internal Sponsored Functions	42,545	42,500	45	0.10%	35,949	6,595	85,000	42,455
8,523	5,000	3,523	70.46%	5,531	2,992	5049900011 Cleaning Supplies	41,119	30,000	11,119	37.06%	25,004	16,115	60,000	18,881
(38,605)	-	(38,605)	0.00%	44,507	(83,112)	5049905103 Inventory Adjustments	(34,197)	-	(34,197)	0.00%	148,978	(183,175)	-	34,197
334,658	322,996	11,662	3.61%	412,895	(78,237)	5049999999 TOTAL MATERIALS & SUPPLIES	2,094,876	1,937,974	156,903	8.10%	1,793,663	301,213	3,875,947	1,781,126
55,867	33,750	22,117	65.53%	25,022	30,845	5050203001 Electric	165,038	202,500	(37,462)	-18.50%	160,770	4,268	405,000	239,962
(24,430)	7,016	(31,445)	-448.23%	4,133	(28,562)	5050203002 Water & Sewer	24,230	42,093	(17,863)	-42.44%	26,630	(2,400)	84,186	59,956
2,335	3,908	(1,573)	-40.24%	2,108	227	5050203003 Trash, Garbage & Waste Removal	14,039	23,446	(9,407)	-40.12%	11,987	2,052	46,892	32,853
2,630	2,917	(286)	-9.82%	4,880	(2,250)	5050203004 Heating	14,606	17,500	(2,894)	-16.54%	15,615	(1,008)	35,000	20,394
20,727	14,393	6,334	44.01%	15,212	5,515	5050203005 Telecommunications	106,019	86,358	19,661	22.77%	88,398	17,621	172,717	66,698
-	33	(33)	-100.00%	90	(90)	5050200006 Satellite & Cable Services	-	200	(200)	-100.00%	180	(180)	400	400
57,130	62,016	(4,886)	-7.88%	51,445	5,685	5059999999 TOTAL UTILITIES	323,932	372,098	(48,165)	-12.94%	303,579	20,353	744,195	420,263

CY = Current Year

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Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
March 31, 2017

Actual	Budget	\$ Variance	% Variance	Mar-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,135	40,432	(25,297)	-62.57%	13,967	1,169	5060100001 Insurance - Property & Liability	89,234	242,592	(153,358)	-63.22%	84,758	4,476	485,183	395,949
3,243	3,148	95	3.03%	2,993	250	5060100002 Insurance - Public Officials	19,122	18,888	234	1.24%	18,162	959	37,775	18,653
89,731	91,484	(1,753)	-1.92%	82,802	6,929	5060103003 Insurance - Vehicle	529,029	548,904	(19,874)	-3.62%	502,491	26,538	1,097,807	568,778
(6,232)		(6,232)	0.00%	(318)	(5,915)	5060203001 Insurance Proceeds	(57,162)	-	(57,162)	0.00%	(22,436)	(34,725)	-	57,162
162,165	18,443	143,722	779.28%	2,782	159,383	5060416501 Property Damage Settlements	247,138	110,658	136,480	123.34%	152,687	94,451	221,316	(25,822)
264,042	153,507	110,536	72.01%	102,226	161,816	5069999999 TOTAL CASUALTY & LIABILITY COST	827,361	921,041	(93,679)	-10.17%	735,663	91,699	1,842,081	1,014,720
4,574	4,150	424	10.21%	3,528	1,046	5090100001 Dues & Subscriptions	25,210	24,900	310	1.24%	23,777	1,433	49,800	24,590
25,835	6,783	19,052	280.86%	4,243	21,593	5090200001 Travel	50,397	40,700	9,697	23.83%	38,693	11,704	81,400	31,003
3,981	2,694	1,287	47.77%	2,970	1,011	5090200002 Per Diem	11,654	16,163	(4,509)	-27.90%	19,341	(7,687)	32,325	20,671
20,045	9,783	10,262	104.89%	10,911	9,134	5090200003 Meetings, Seminars & Traning	80,267	58,699	21,568	36.74%	72,271	7,996	117,398	37,131
147,681	120,136	27,545	22.93%	93,965	53,715	5090218105 Planning Activities	1,041,154	720,816	320,338	44.44%	258,165	782,989	1,441,632	400,478
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	-	50	(50)	-100.00%	-	-	100	100
-	2,208	(2,208)	-100.00%	61	(61)	5090800001 Legal Advertising	2,118	13,250	(11,132)	-84.01%	9,183	(7,064)	26,500	24,382
2,639	6,250	(3,611)	-57.78%	-	2,639	5090800002 Media Advertising	8,329	37,500	(29,171)	-77.79%	6,952	1,377	75,000	66,671
470	446	24	5.44%	287	183	5099900001 Postage & Courier Service	2,886	2,675	211	7.89%	2,243	644	5,350	2,464
143	38	105	280.99%	-	143	5099900002 Other Miscellaneous	434	225	209	92.85%	(0)	434	450	16
-	2,917	(2,917)	-100.00%	6,500	(6,500)	5099900003 Educational - Tuition Reimbursement	12,529	17,500	(4,971)	-28.41%	7,706	4,823	35,000	22,471
-	208	(208)	-100.00%	73	(73)	5099900004 Interview Expenses	27	1,250	(1,223)	-97.82%	549	(522)	2,500	2,473
-	113	(113)	-100.00%	170	(170)	5099901105 Fees & Permits	928	675	253	37.48%	309	619	1,350	422
15,545	7,083	8,462	119.46%	10,413	5,133	5099900006 Community Outreach	43,002	42,500	502	1.18%	22,194	20,808	85,000	41,998
75,000	75,000	-	0.00%	6,250	68,750	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	37,500	37,500	75,000	-
2,094	4,167	(2,073)	-49.74%	1,859	235	5099900009 Moving Expenses	11,718	25,000	(13,282)	-53.13%	11,655	63	50,000	38,282
298,006	241,984	56,022	23.15%	141,229	156,777	5099999999 TOTAL MISCELLANEOUS EXPENSES	1,365,654	1,076,903	288,752	26.81%	510,537	855,117	2,078,805	713,151
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
11,645	5,341	6,304	118.03%	5,085	6,559	5121200001 Leases & Rentals	36,839	32,045	4,794	14.96%	37,327	(488)	64,090	27,251
11,645	5,341	6,304	118.03%	5,085	6,559	5129900099 TOTAL LEASES & RENTALS	36,839	32,045	4,794	14.96%	37,327	(488)	64,090	27,251
269,458	269,458	-	0.00%	217,629	51,829	5130000001 Depreciation Expense	1,539,805	1,539,805	-	0.00%	1,394,396	145,409	1,539,805	-
269,458	269,458	-	0.00%	217,629	51,829	5139900099 TOTAL DEPRECIATION EXPENSE	1,539,805	1,539,805	-	0.00%	1,394,396	145,409	1,539,805	-
302,435	302,435	-	0.00%	568,304	(265,869)	5160000001 Pass Thru Funding Expense	2,330,791	2,330,791	-	0.00%	2,086,963	243,828	2,330,791	-
302,435	302,435	-	0.00%	568,304	(265,869)	5169900099 TOTAL OTHER RECONCILING ITEM	2,330,791	2,330,791	-	0.00%	2,086,963	243,828	2,330,791	-
3,818,753	3,734,010	84,743	2.27%	3,711,363	107,390	9999999997 TOTAL EXPENSES	22,276,479	22,469,918	(193,440)	-0.86%	20,211,437	2,065,041	40,992,619	18,716,196
(244,598)	(439,379)	194,782	-44.33%	(42,097)	(202,500)	9999999998 NET DIFFERENCE	3,765,956	1,872,156	1,893,800	101.16%	(2,053,135)	5,819,091	725,001	(3,041,011)

CY = Current Year

PY = Prior Year

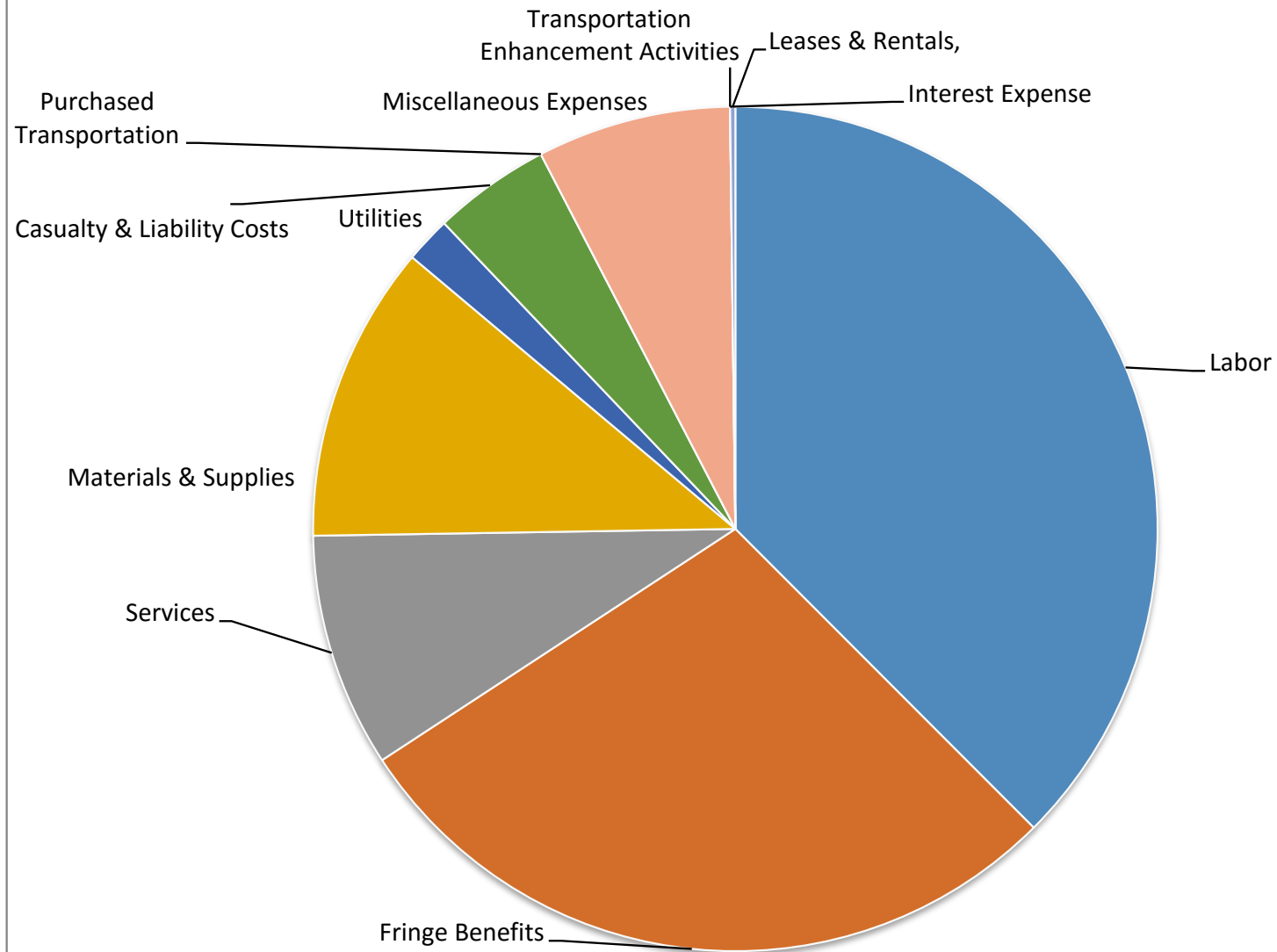
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA - EMPLOYEE OVERTIME REPORT - March 2017

Department	Department Code	OT Hrs. Mar/16	OT Mar/16	OT Hrs. Mar/17	OT Mar/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	12.29	\$ 85.68	9.31	\$ 60.01	\$212.30	29.90
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Su	01220	437.11	\$ 4,628.83	327.14	\$ 3,445.22	\$19,393.27	1790.09
VIP Dispatch	01230/01232	93.15	\$ 983.50	47.56	\$ 498.68	\$3,252.04	305.48
VIP Call Center	02115/02130	55.55	\$ 312.17	82.31	\$ 541.60	\$2,370.07	355.56
Fixed Route Ops	03025	3594.55	\$ 30,633.94	2888.40	\$ 24,240.28	\$147,063.04	17324.56
VIP Ops	03135	696.25	\$ 4,713.49	868.46	\$ 6,144.41	\$37,058.18	5155.03
Maint Admin	04140/04142	124.58	\$ 1,360.68	69.38	\$ 582.00	\$5,629.25	564.21
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	468.53	\$ 3,229.26	653.59	\$ 4,832.96	\$26,496.13	3660.20
Maint - Inspection	06145/06148	454.83	\$ 4,672.88	477.19	\$ 4,971.16	\$35,427.01	3370.56
Facilities	12350	40.52	\$ 253.13	93.43	\$ 557.57	\$2,623.92	443.28
Money Room	15125	0.00	\$ -	1.49	\$ 12.18	\$182.71	25.16
Customer Service	16215/75/76	151.23	\$ 1,114.38	80.47	\$ 622.10	\$5,310.56	736.58
Safety	16615/85	99.24	\$ 1,109.75	226.10	\$ 2,530.57	\$10,232.23	903.43
Admin & Risk	16715	4.57	\$ 47.85	12.55	\$ 82.20	\$189.56	26.02
IT	17015/10	14.10	\$ 183.72	22.54	\$ 201.63	\$1,003.13	120.95
Finance	17165/17865	16.36	\$ 192.94	6.11	\$ 70.95	\$647.19	53.12
Procurement/Grant	17965/80 & 1	21.02	\$ 219.61	11.27	\$ 121.14	\$610.44	57.32
Executive	17610	61.38	\$ 744.62	39.24	\$ 401.88	\$1,188.70	113.12
Planning	17755	1.27	\$ 12.26	2.33	\$ 24.22	\$386.78	52.91
Totals		6346.53	\$ 54,498.69	5918.87	\$ 49,940.76	\$299,276.51	35087.48

Findings : March 2017 overtime is 7% lower compared to March 2016.

Consolidated Expenses by Function Code YTD March 2017



BJCTA
Summary Revenue & Expense Report
YTD MARCH 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	1,069,583	1,147,830	(78,247)	2,295,660	1,226,077
Municipal Services	10,831,767	10,706,487	125,280	21,412,973	10,581,206
Other Revenues	154,662	40,620	114,041	122,740	(31,922)
Tax Revenues	1,000,000	1,000,000	0	2,000,000	1,000,000
Capital Revenues	1,049,901	1,049,902	(1)	2,099,804	1,049,903
FTA Reimbursements - Project Admin	112,973	38,300	74,673	76,600	(36,373)
Federal and Local Grant Revenues	8,048,690	8,028,146	20,544	11,379,051	3,330,362
Total Operating Revenues	22,267,575	22,011,284	256,291	39,386,828	17,119,253
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	2,330,791	2,330,791	0	2,330,791	0
FTA Reimbursements - TDP	724,644	0	724,644	0	(724,644)
CNG ALT. Fuel Reimbursements -	719,425	0	719,425	0	(719,425)
Total Non-Budget Revenues	3,774,860	2,330,791	1,444,069	2,330,791	(1,444,069)
Total Revenues	26,042,435	24,342,076	1,700,359	41,717,619	15,675,185
Expenses:					
Labor	6,904,101	7,052,542	(148,442)	14,103,463	7,199,362
Fringe Benefits	5,202,624	5,494,929	(292,305)	10,989,857	5,787,233
Services	1,650,496	1,711,793	(61,297)	3,423,585	1,773,089
Materials & Supplies	2,094,876	1,937,974	156,903	3,875,947	1,781,071
Utilities	323,932	372,098	(48,165)	744,195	420,263
Casualty & Liability Costs	827,361	921,041	(93,679)	1,842,081	1,014,720
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	1,365,654	1,076,903	288,752	2,078,805	713,151
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	36,839	32,045	4,794	64,090	27,251
Total Expenses	18,405,883	18,599,323	(193,440)	37,122,023	18,716,140
Non-Budget Expenses:					
Depreciation Expense	1,539,805	1,539,805	0	1,539,805	0
Pass Thru Funding Expense	2,330,791	2,330,791	0	2,330,791	0
Total Non-Budget Expenses	3,870,596	3,870,596	0	3,870,596	0
Total Expenses	22,276,479	22,469,918	(193,440)	40,992,619	18,716,140
Net Difference	3,765,956	1,872,157	1,893,799	725,001	(3,040,955)

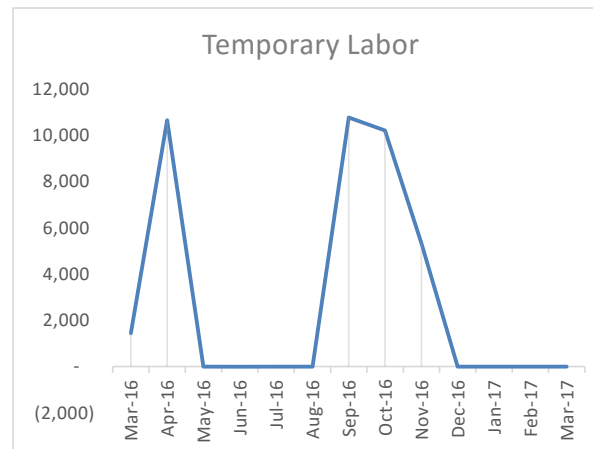
	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	22,267,575	22,011,284	256,291	39,386,828	17,119,253
Total Operating Expenses	18,405,883	18,599,323	(193,440)	37,122,023	18,716,140
Net Operating Profit/(Loss)	3,861,692	3,411,961	449,730	2,264,805	(1,596,887)
Total Non-Budget Revenues	3,774,860	2,330,791	1,444,069	2,330,791	(1,444,069)
Total Non-Budget Expenses	3,870,596	3,870,596	0	3,870,596	0
Total Non-Budget Profit/(Loss)	(95,736)	(1,539,804)	1,444,069	(1,539,804)	(1,444,069)
Net Profit/(Loss)	3,765,956	1,872,157	1,893,799	725,001	(3,040,955)

PARATRANSIT COST
PER RIDERSHIP TREND
AS OF FEBRUARY 2017

	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
Paratransit Service Costs	358,137	396,859	399,019	364,319	441,667	273,358	403,190	433,413	418,658	390,697	373,035	329,827	369,375
Ridership	9,312	10,235	10,235	9,414	9,690	8,532	10,291	9,483	9,392	8,763	8,325	7,347	8,014
Paratransit Cost per Ridership	38.46	38.77	38.99	38.70	45.58	32.04	39.18	45.70	44.58	44.58	44.81	44.89	46.09

Temporary Labor
As of March 2017

	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17
Temporary Labor	1,441	10,656	(5)	(7)	-	-	10,771	10,208	5,333	-	-	-	-



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

Advertising	\$	30,611	All within contract period
Pass/Ticket Sales	\$	12,149	\$264 over 90. \$2690. over 60. \$3518 over 30. Remainder current.
Local Share Bus Shelters	\$	-	
Hoover	\$	34,889	Billed for FY17 Services. City Council meeting on 4/3/17 will have this on the agenda
Birmingham	\$	3,920,606	Bill for Jan-Mar sent out. Waiting on payment
Federal	\$	3,330,362	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$	96,680	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem			We received Ad Valorems at the end of December
Homewood	\$	-	Paid in January 2nd quarter Services (Jan-Mar)
Vestavia Hills	\$	-	Billed for FY17 Services. -Paid
Mtn Brook Ad Valorem			We received Ad Valorems at the end of December
Tarrant Ad Valorem			We received Ad Valorems at the end of December
Birmingham Ad Valorem			We received Ad Valorems at the end of December
Bessemer	\$	-	Sent quarterly billing out for Apr-Jun 2017-waiting on payment
Midfield	\$	-	Current; Sent April Bill out on 4/3
Centerpoint	\$	-	Paid Apr-Jun 2017 on April 3, 2017
Blue Cross Blue Shield	\$	22,076	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$	19,766	See Below
Employee	\$	3,024	APTA trip
Pass Thru Funding	\$	-	
	<u>\$</u>	<u>7,470,163</u>	

Breakdown of A/R Other/Alt Fuel

\$	-	SI Insurance-Current
\$	6,285	Interest-Current
\$	5,624	CNG manual billing. \$0 over 90; \$1662.38 over 60; \$47.52 over 30. Remainder current
\$	136	Social Security due back from Pension Committee
\$	521	Reimbursement from Delta flight that was cancelled
\$	7,200	RPC-Reimbursement on Caravan Software
\$	19,766	

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Financial Highlights

- As of the March 31, 2017 Balance Sheet, assets were \$56,345,527.03 while total liabilities were \$38,038,070.57.
- The Income Statement for the month ending March 31, 2017, details year to date revenues of \$26,042,434.62 and expenses of \$22,276,478.68 resulting in a positive difference of \$3,765,955.94.
- The total cash and cash equivalents as of March 31, 2017 was \$14,513,273.23 of which \$14,293,116.43 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Revenues	22,267,575	22,011,284	256,291
Expenses	18,405,883	18,599,323	(193,440)
Net	3,861,692	3,411,961	449,730
Non Budgeted Items			
Revenues	3,774,860	2,330,791	1,444,069
Expenses	3,870,596	3,870,596	0
Net	(95,736)	(1,539,804)	1,444,068
Combined Net	3,765,956	1,872,157	1,893,799

Total overall variance with the budget is a positive \$1,893,798.83

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

- **FY 16 Audit-**The Auditors are in the final stages of review. Auditors are waiting on the Boards responses to the questionnaires that went out earlier this year.
- **CNG Reimbursement** – No new legislation for CNG reimbursement for FY17. Will continue to check website and advise status.
- **GFI Forensic Audit-** The auditors had some more questions concerning the deposits vs. our spreadsheet. Answered their questions. I hope that the auditors will complete their investigation and final recovery can proceed on losses.
- **Alternative Fuel Credit.** Received the reimbursement of \$171,856.61. The reimbursement is for October thru December 2016 usage.
- **FY18-** Preparing the budget in for Board approval. Waiting on Service hours from Planning. They are working on this information with Strada. This information should be available to Finance on April 12th
- **MPO Meeting-** Attended MPO meeting with Grants Administrator and Planning Manager.



Birmingham-Jefferson County Transit Authority

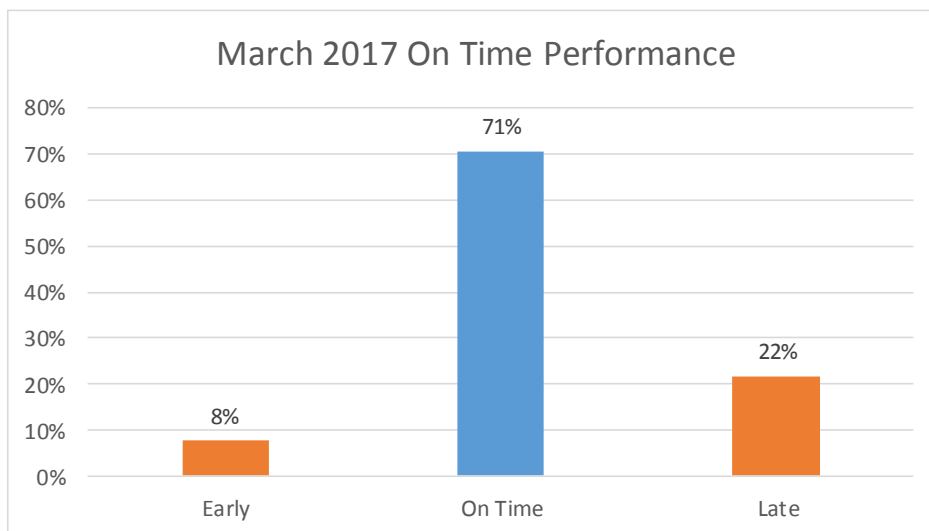
TITLE/DESCRIPTION: Transportation Monthly Update	
	DATE: March 2017
	INITIATOR: Christopher Ruffin Director of Operations
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

1.0 Fixed-Route

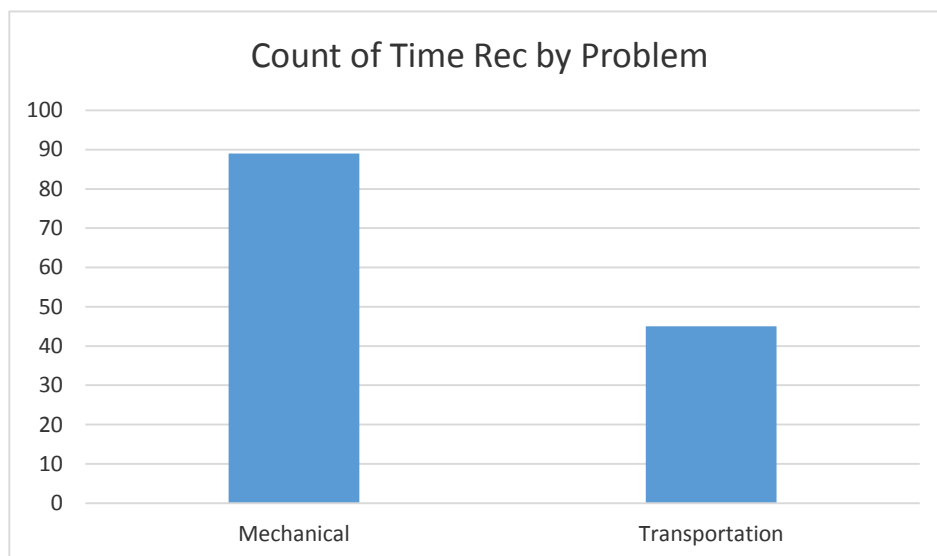
- On March 9, 2017, the Director of Operations traveled to Montgomery, AL to attend the Alabama Transit Association (ATA) Meeting in which bi-laws, and goals were discussed from a regional perspective. At that time, ATA casted votes for the next Chairman of the Board. The Operations Department sends congratulations to BJCTA's Chairman of the Board for becoming the newest Chairman for ATA.
- The Operations Department is in constant communication with Birmingham City Councilor Steven Hoyt to finalize an agreement that would be beneficial to not only business owners of Eastwood Mall, but also to the passengers of BJCTA.
- Under the direction of the Director of Operations, the Magic City Connector was launched on March 23, 2017.
- On March 24, 2017, Operations met with the Director of Finance and the Grants Administrator to discuss the possibility of acquiring more supervisor vehicles, up-to-date 2-Way Radios, and tablets from which the AVAIL system can accessed.
- To assist with making accommodations with external transit sources outside of MAX service hours, Operations met with the Hoover mayor along with a Paratransit passenger on March 29, 2017.

1.1 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
8%	71%	22%

1.2 Missed Trips (Chart)



Problem	Count of Time Rec
Mechanical	89
Transportation	45

2.0 Paratransit & ADA

- On March 8, 2017, the Operations Manager and the ADA Officer attended a webinar with Non-Emergency Medical Transportation (NEMT). Operations is making all efforts to become educated on the requirements of travel training.
- On March 10, 2017, The Operations and Planning Managers attended a meeting with the Birmingham Housing Authority to discuss exit closures in the housing community of Marks Village.
- Paratransit has a great need to enlist more Paratransit Reservationists. The Operations department has held several interviews throughout the month of March to occupy those positions.
- Operations has been training vigorously with Route Match anticipating its launch on April 3, 2017.
- To ensure that our bus stops are placed and surrounded in safe locations, the ADA Officer along with the Planning Department evaluated several stops within the service area.



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

TITLE/DESCRIPTION: Safety, Training & Security Monthly Report	RESOLUTION NO.: N/A
	DATE: March, 2017
	INITIATOR: Dale Knutson
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

TRAINING

- The department trained all of the operators on the ROUTE MATCH system.
- The training department has been training bus operators regarding the new Central Station. Every operator will drive in and around the station before opening day. Every operator was also trained on the Passenger Information Display systems, and are using them as they are trained at Central Station.
- We have 13 operators in training in one form or another. One small group has been practicing to test for their CDL.
- We have graduated 5 operators this month.

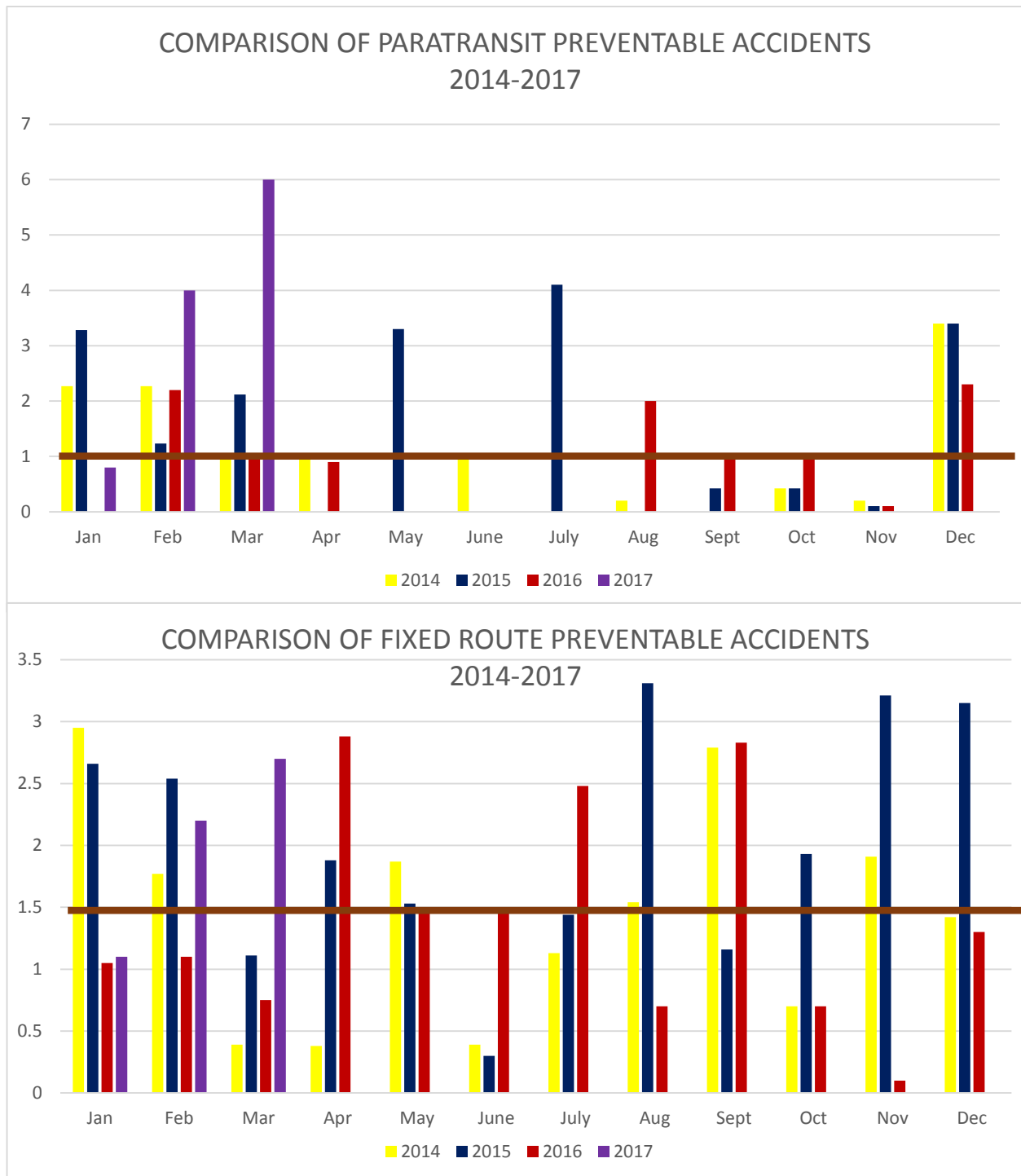
SECURITY

- The Security Fence around the 8th Ave. Facility is complete. Power is on, badges have been assigned, and final preparations will be made for the “official” opening during the first week of April.
- Though there were two minor security events at Central Station this month, overall, security issues have been very quiet.
- The security badges at the Intermodal and the new Central Station have been assigned and grouped for entrance to parts of the building by employees. Once ownership is granted, key cards will be changed to allow access to the new Central Station.

SAFETY

- The Safety Department participated in the Magic City Connector kickoff. The Safety and Training Supervisors brought buses to the ceremony, while the Manager, and one of the Safety Supervisors drove two of the buses on the route to show the dignitaries where the route travels.
- The preventable accidents were up this month. Fixed route had 2.7 preventable accidents per 100,000 miles. Paratransit had 6.0 preventable accidents per 100,000. The Safety Department zeroed in on the cause of many of these accidents, and immediately went as a department to mitigate those causes.

Since mitigation, no preventable accidents have been recorded. More mitigation will occur the first part of April.



Dale Knutson, TSSP – Manager of Safety, Training, and Security
4/3/17



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

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

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

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

- Maintenance continues to repair all reported vehicle defects, inspections and brake checks in a timely manner.
- Maintenance inspections were 99% for the month of March—having only 1 past due.
- Maintenance mechanics, body shop, and general service workers continue to work together, daily, to maintain the upkeep of our fleet.
 - The BJCTA maintenance department is proud to announce that all of the new Coca-Cola wrapped buses are now in service for the ITP route.
- The steam cleaner has been relocated to the steam room; the steam cleaner building is now the new storage area of surplus supplies for the Intermodal.
- The maintenance department is continuing shop improvements. The Floor Painting Project is still ongoing. The shop area restroom, bays and pits have been painted.



- The maintenance department, now, has both facility and maintenance service trucks available for use.
- The maintenance department assisted with setup for the Rodeo Kickoff & main event. Director of Maintenance (Ron Sweeney) also lent a helping hand in serving staff at the Rodeo kickoff.
- The maintenance department is taking the initiative to move ahead for progress by granting the opportunity for training to our technicians (Maintenance & Facility). They

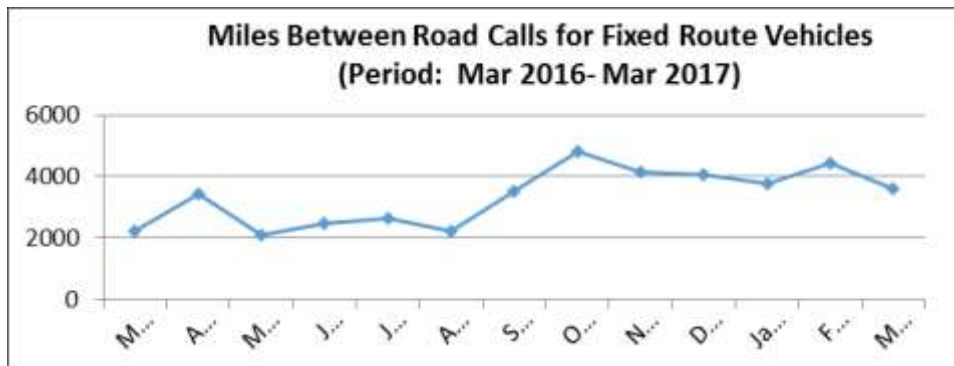
have attended fire alarm training and New Flyer training—which consisted of training in brakes, coolant, CNG & electrical systems.

Facility – Update: In addition to normal maintenance processes, the Facilities Section completed the following tasks during the month of March 2017:

- Completed weekly maintenance on bus washer
- Maintenance on bus lifts & bus bays.
- Installed/hung monitors in Central Station.
- Hung flood zone signs.

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

MAX Maintenance went 3,592 miles between mechanical failures in March 2017. Maintenance was less than 1,500 miles short of reaching the standard benchmark. Maintenance continues to work diligently to reach and maintain 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
2015	5589	5895	4438	4840	4080	4471	7343	4114	4608	3087	4613	4921
2016	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
2017	3767	4418	3592									

Quinton Haley

Quinton Haley, Manager of Maintenance Administration

Ron Sweeney

Ron Sweeney, Director of Maintenance

Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION:	DATE: March 2017
Communications Report	INITIATOR: Ronda Robinson, Director of Communications

1.0 Purpose/Objective:

To update the Board of Directors and staff regarding activities of the Communications Department.

2.0 Completed Projects:

- Magic City Connector launch was a great team effort. All media outlets were present and provided positive coverage of BJCTA.
- We held a 'Route Match goes live' celebration with staff.
- A professional photographer took new photos of Board/Executive staff for our website and intermodal. Please view and approve the proofs.
- Employee appreciation: Candy bags were given to all employees.



3.0 Working Projects

- New website will be called www.maxtransit.org
- Ongoing planning for Intermodal grand opening
- Ongoing marketing for airport shuttle on-demand
- Ongoing marketing for Wi-Fi on buses
- Employee quarterly meeting April 9,2017
- TCAB rally in July

Ronda Robinson

Director of Communications

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

TITLE/DESCRIPTION:	DATE: March 2017
Customer Service Report	INITIATOR: Adrian M. Solomon Chief of Staff

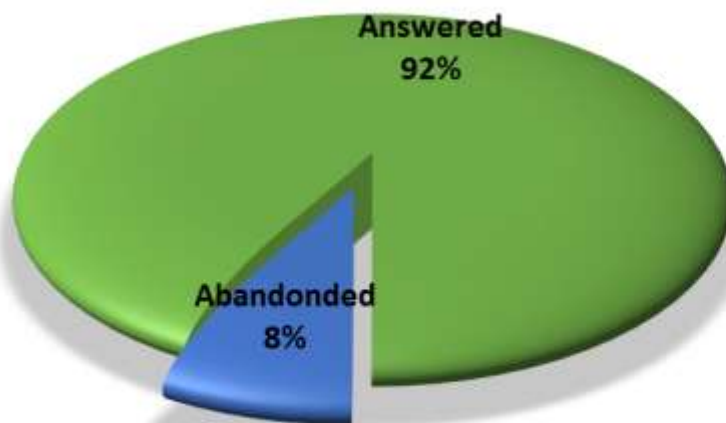
Customer Service Activities

- Customer Service honored “Max Rider of the Month”, Mr. Kennedy Mason. Mason has been riding Max for close to twenty years and says that he enjoys talking with other customers and the Max operators. He mostly rides the #1 South Bessemer and the #45 Bessemer –Jonesboro. One of the recent changes that he really enjoys is the decreased waiting time for the #45 that happened because Max added another bus to the route. This improvement to the service means he can get to his destinations faster.



- Customer Service phone lines continue to experience an even lower call abandonment rate for the month of March. (Jan.-22% -Feb.-12%)

March 2017 Customer Service Phone Report



Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

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	\$ 430,380.00	\$ 28,496.00	\$ 401,884.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 248,141.00	\$ 30,599.00	\$ 217,542.00
AL-2016-002-00	FFY2015 STPBH-Flex to Para-transit	08/2016	\$3,080,000	\$ 402,553.00	\$ 309,890.00	\$ 92,663.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 387,858.00	\$ 8,450.00	\$ 379,408.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 3,080,000.00	-	\$ 3,080,000.00
AL-2017-001-00	FFY2015 Flex Funds CMAQ	02/2017	\$209,440	\$ 209,440.00	-	\$ 209,440.00
Total Pass-Through Grants			\$16,061,474	\$ 4,548,932.00	\$ 377,435.00	\$ 4,171,497.00
FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X237-00	FFY 2014 Section 5307 Funds	01/2015	\$6,944,252	\$ 55,013.00	-	\$ 55,013.00
AL -90-X241-00	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 49,592.00	-	\$ 49,592.00
AL -90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 120,348.00	-	\$ 120,348.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,160,392.00	-	\$ 2,160,392.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 7,224,000.00	\$ 216,704.00	\$ 7,007,296.00
AL-2017-005	FFY 2016 Section 5339	03/2017	\$696,975	\$ 696,975.00	\$ 301,349.00	\$ 395,626.00
Total BJCTA Grants			\$26,468,131	\$ 10,306,320.00	\$ 518,053.00	\$ 9,788,267.00
Combined Totals			\$42,529,605	\$ 14,855,252.00	\$ 895,488.00	\$ 13,959,764.00



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

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

*Status Report: the Birmingham-Jefferson County Transit Authority (BJCTA) currently manages and provides quarterly reports on **twelve** (12) active FTA grants. Six of which are pass-through and the remaining seven are BJCTA designated grants.*

1. Prepared and submitted February Federal Accountability and Transparency Act (FATA) reports.
2. Calculated and submitted February Sub-recipient Fixed Asset Depreciation report.
3. The FFY 2016 Section 5307, 5339 and 5339 Program of Projects are being published for public awareness and involvement. **Final updates have been made to both the Program of Projects and the Public Involvement Policy.**
4. ALDOT meeting on March 14th - Received information about unapplied for funding from prior years, as well as the opportunity to utilize ALDOT's bus simulator for operator safety training.
5. RPC meeting on March 15th - Notified of over 1.8 million dollars in ITP operating funding not applied for in prior years, and received a letter for the flexing of those funds to BJCTA.
6. Review Committee recommendations for FFY 2016 Section 5310 Enhanced Mobility applications were approved by the MPO Citizens Committee on March 15, 2017 with an 8:1 vote, and subsequently by the MPO Technical and Advisory committees, without a roll call vote.
7. The FY 2016 Discretionary Low Emission No Emission grant was submitted to FTA on March 22, 2017, and is currently in Final Review and Concurrences.
8. The FY 2016 Preventative Maintenance and Bus & Bus Facilities grants were executed on March 24th, with the first disbursements on March 29th.

ATTACHMENTS

- Grant Status Report

Respectfully submitted,

Stephanie Walker

Stephanie Walker, MPA - Grants Administrator

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: March 2017 Human Resources Report	DATE: March 2017
	INITIATOR: Jamie Endsley Director of Human Resources

ACTION REQUEST: <input 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 Hires: 0
Rehires: 0
Terminations: 4 (2 voluntary)
Retirement: 2

Labor Relations:

Processed loan and retirement documentation

FMLA/Medical Leave:

4 Employees on FMLA Full
5 Employees on FMLA Intermittent
3 Employees on Medical Leave

Worker's Compensation:

New Claims: 2

Recruitment Initiatives:

Current Job Postings: Operators (VIP and Fixed Route), Mechanics, VIP Reservationist,
Accounts Payable Specialist, General Applications

Random/Post Offer Drug Testing

Random Selections (6) – Negative; (1) Medical, upon re-test - Negative

Meetings:

Executive Staff Meeting – Thursdays @ 10:30AM
HR Staff Meeting – Thursdays @ 3PM

Projects:

Benefits Fair for May 2017 (discovery phase)
Develop compensation plan for administrative employees (development phase)
Converting personnel files to digital format (discovery phase)
Handbook Revision (development phase)
Barber Motorsports Job Fair April 2017 (secured vendor spot)

Jamie Endsley

Director of Human Resources



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

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: MARCH 2017
	INITIATOR: Darryl Grayson
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 Solicitations

Within the next 60 days staff anticipates preparing the solicitations:

1.1.1 Bus Paint & Body Work

2.0 CONTRACT ADMINISTRATION

2.1 To better manage Board approved contracts, at least 120 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process.

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

2.3 Procurement Updates:

2.3.1 Currently in the process of accepting quotes for ATM Machines in the new Intermodal and Central Station Locations. The ATM Provider will provide a percentage of profits to BJCTA.

2.3.2 In the process of finalizing contract with Coke for branding and pouring rights at the Intermodal.

2.3.3 The Procurement Department has procured a Bid Management module to help provide structure in executing solicitations (RFP's, IFB's etc.). Procurement Staff and Contract Administrator was trained by Fleetnet in March.

2.3.4 The Procurement Manager and Purchasing Agent will be attending a PSR (Procurement System Review) review training on April 20th & 21st in Atlanta, Ga. This training will help the department gain knowledge of what will be expected required if the Authority receive a PSR.

2.4 Upcoming Contract Expirations within 60 Days

2.4.1 None

3.0 RESOLUTION

3.3.1 RFP #17-07 Legal Services

ATTACHMENTS

- Contract Log
- Resolutions

Respectfully submitted

Darryl Grayson

Darryl Grayson - Procurement Manager

BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-04	Alabama Professional Services	Pest Control Services (Admin & Fleet)	3/25/2015	N/A	4/28/2015	4/27/2017	3			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	2			
14-02	Ed's Refurbishing	Bus Painting/ Body Work	5/28/2014	2014-30	6/16/2014	6/15/2017	0			
14-09	Deborah Walker Law Offices	Legal Services	6/25/2014	2014-37	7/01/2014	6/30/2017	0			
14-09	Fuston, Petway and French	Legal Services	6/25/2014	2014-37	7/01/2014	6/30/2017	0			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	4			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	4			
12-05	Hollingsworth	Oils and Lubricants	8/23/2012	N/A	8/23/2012	8/22/2017	0			
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	2			
16-14	Message Point Media of AL, Inc.	PIDS	8/5/2016	2016-35	8/31/2016	8/31/2017	4			
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	1 of 4	2016-38	8/31/2016	9/08/2017
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	2			
12-22	Buffalo Rock	Vending Services	10/01/2012	N/A	10/01/2012	9/30/2017	0			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	1 of 4	2016-31	6/22/2016	9/30/2017

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	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	4			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	4			
12-23	New Flyer of America, Inc.	Bus Manufacturer	11/28/2012	2013-08	11/29/2012	11/28/2017	0			
14-23	Avesis Incorporated	Vision Insurance Coverage	10/29/2014	2015-02	12/01/2014	11/30/2016	2 of 2	N/A	11/30/2016	11/30/2017
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	2			
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	0			
16-24	CRV Surveillance, LLC	Maintenance Facility Security Fence	11/22/2016	2017-07	1/17/2017	1/16/2018	1			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	2			
17-02	The ESB Group, Inc.	A/V Equipment & Installation	12/21/2016	2017-11	3/20/2017	3/19/2018	1			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/ Mats	4/13/2015	N/A	4/01/2015	3/31/2018	2			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg.87 Oct.Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	3			
15-14	At Work Uniforms	Transit Supervisor Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
16-12	Municipal & Comm. “MAC” Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
17-06	Message Point Media of AL, Inc.	Website Design & Implementation	3/01/2017	N/A	3/01/2017	3/01/2020	2			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2			

BJCTA Policies

Vendor Name	Product/Service	Effective Date	Expiration Date	Notes/ Option Years
National Union Fire Ins. Co	Fiduciary	11/01/2016	11/01/2017	
Darwin National Assurance	Police Professional Liability	12/01/2016	12/01/2017	
AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/	12/01/2016	12/01/2017	

	Equipment/ General Liability/ Auto/ Property Insurance			
AL Trucking Assoc. (ATA)	Association Fee	1/01/2016	1/01/2017	
AL Trucking Assoc. (ATA)	Workers' Compensation	1/01/2016	1/01/2017	
Ascent Underwriters	Cyber Insurance	3/01/2016	3/01/2017	
Markel/ Evanston Insurance	Environmental Pollution	3/06/2016	3/06/2017	
Travelers Casualty & Surety Co	Crime	10/26/2015	10/26/2018	
McGriff / Seibels Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity	10/26/2015	10/26/2018	



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning Department Monthly Update	DATE: March 2017
	INITIATOR: Wytangy Peak-Finney Manager of Planning
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

1.0 Planning Activities and Initiatives

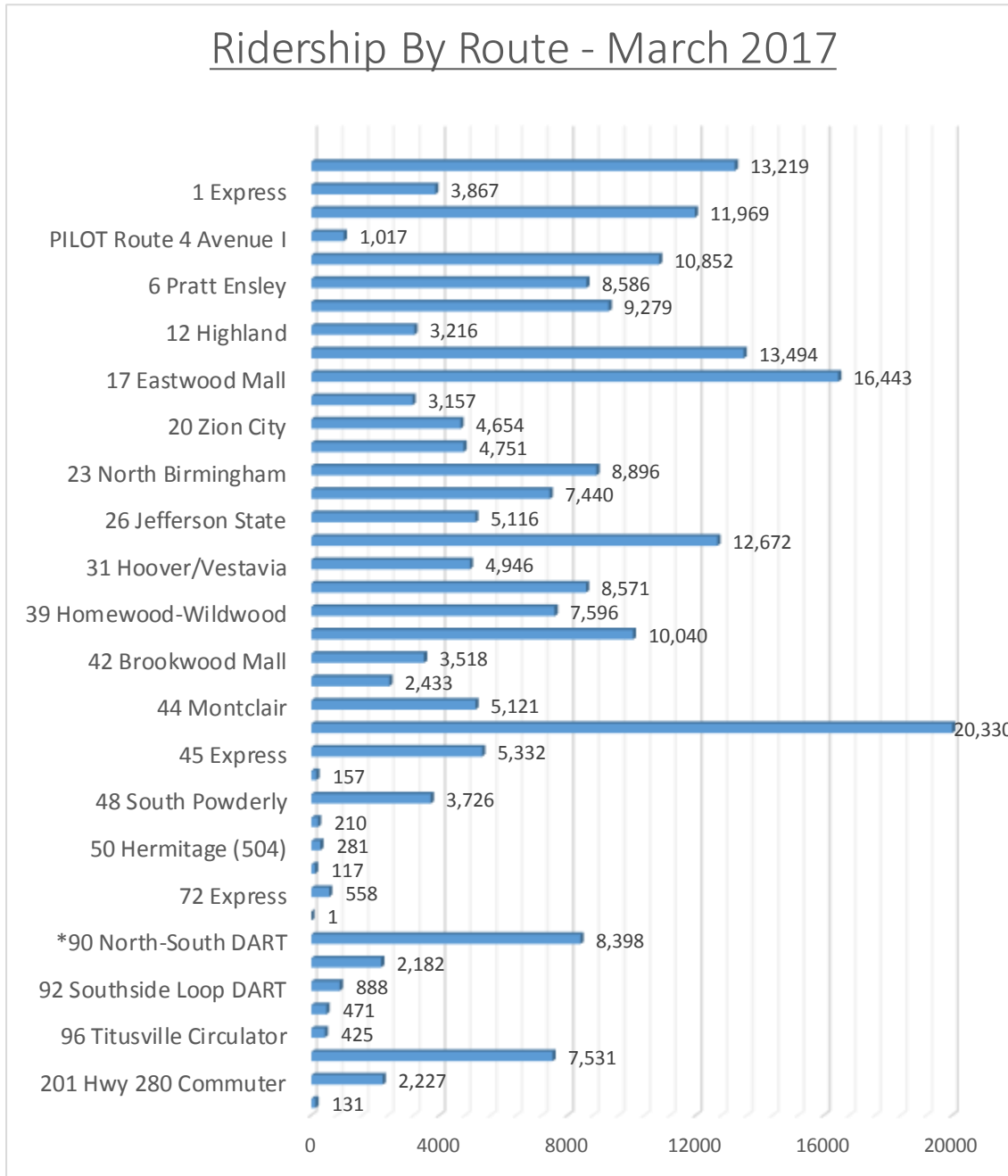
- On March 1, 2017 Planning Manager met with individual planning staff to discuss projects, and daily work activities for the upcoming month.
- Planning Manager along with other BJCTA staff met with a representative from Ricoh to discuss the needs of each department in regards to the copiers.
- Planning Staff met with Strada Professional Services to discuss the Transit Development Plan, and the next steps which is the public involvement (Weekly meeting)
- Planning Manager attended the MPO technical committee meeting as well as the Advisory committee meeting.
- Planning Manager participated in the unveiling of the new Coca-Cola buses on Friday March 24th for the New Magic City Connector Route, project name ITP (In-town Transit Partnership).
- Planning Manager, along with Grants Administrator and representative from Strada professional services met with the MPO to discuss the public involvement process.
- Planning Manager and Operations Manager met with the Birmingham Housing Authority on March 10th to discuss issues in Marks Village (Gate City), they are proposing to close 16 of the 19 entrances/exits in the housing community, they reached out to transit so we can reroute our bus.
- Planning Manager, Planner Thomas Yuill along with the Director of Operations made a brief presentation to the boards of directors at the March committee meeting to discuss the next steps process for the transit development plan.
- Planning Manager, and Planner Thomas Yuill attended the United Way meeting on March 21st to discuss the next steps process for the transit development plan.
- Planners Thomas Yuill and Ricky Walker attended an all-day workshop at United Way on March 10th in regards to complete streets plan.

- On March 24th, Planners Thomas Yuill and Ricky Walker attended a seminar at UAB on Sustainability.
- Weekly bus stops assessments are performed and provided to Director of Operations.
- Planning Manager completed a bus shelter proposal for the City of Hoover.
- Planning Staff has weekly join-me sessions with AVAIL staff.
- Planning Staff was involved in the AVAIL training held March 28-30th.
- Planning Manager is working with Strada professional services to gather new service hours that will be presented to each municipality from the transit development plan.
- Planning Manager has daily/weekly coordination with Director of Operations Christopher Ruffin to ensure we are meeting the needs of the organization.
- Planning Manager, along with the Director of Operations, and city of Birmingham representatives toured the eastwood mall issue and found a location for our bus closer to the Wal-Mart shopping center. Coordination with Wal-Mart is ongoing; city of Birmingham attorney was in attendance as well as BJCTA attorney Ryan Wilson.

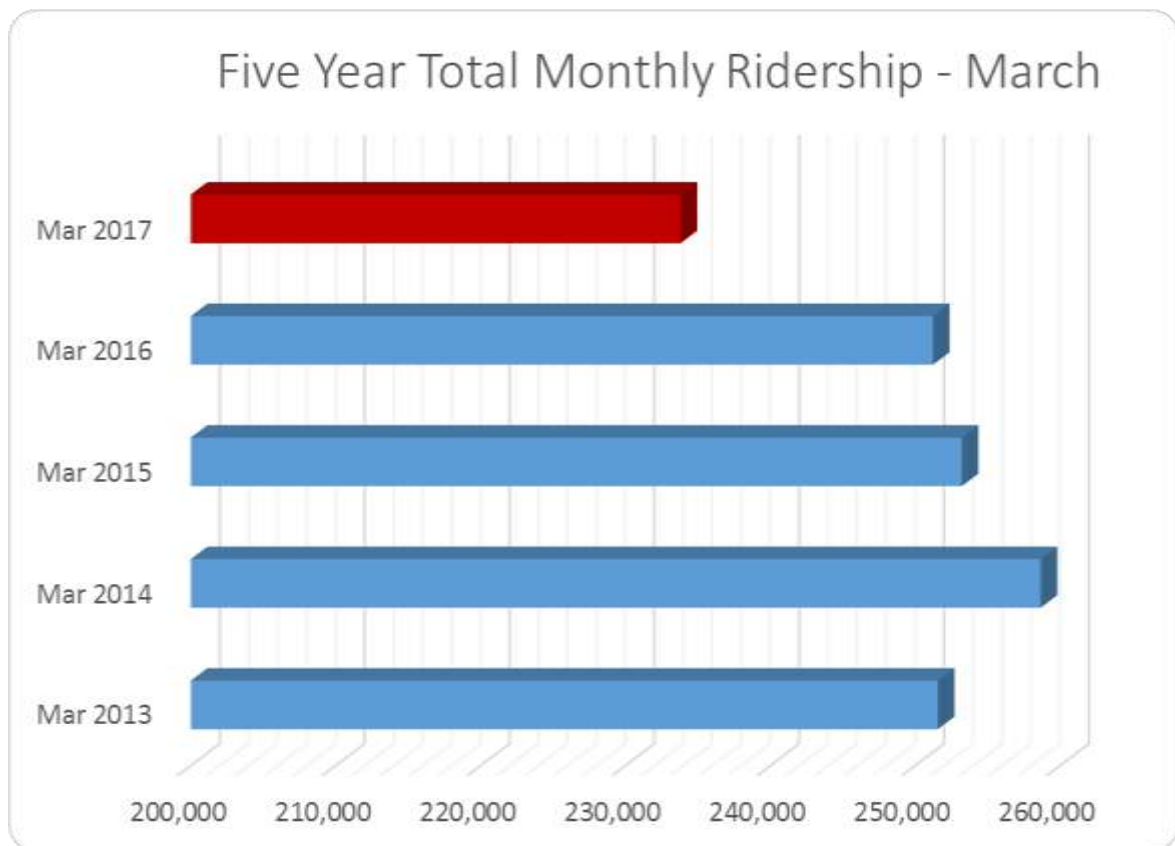
1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	Current Month FY2016	Current Month FY2017		Year to Date FY2016	Year to Date FY2017	YTD Percent Change
Overall System Performance	Total Ridership	2512,40	233,818		1,527,848	1,361,533	-10.9%
	Dart Ridership	9,822	11,468		57,861	57,890	0.4%
	Vehicle Service Hours	20,573	20,457		113,545	114,556	0.9%
	Total Miles	288,327	280,140		1,631,871	1,543,039	-5.4%
	Revenue Miles	261,441	260,405		1,414,875	1,438,330	1.7%
	Fare Revenues	167,175	172,673		\$1,066,600	\$971,469	-8.9%
	Total Expenses	2,925,429	3,246,860		\$16,812,218	\$18,630,454	10.8%

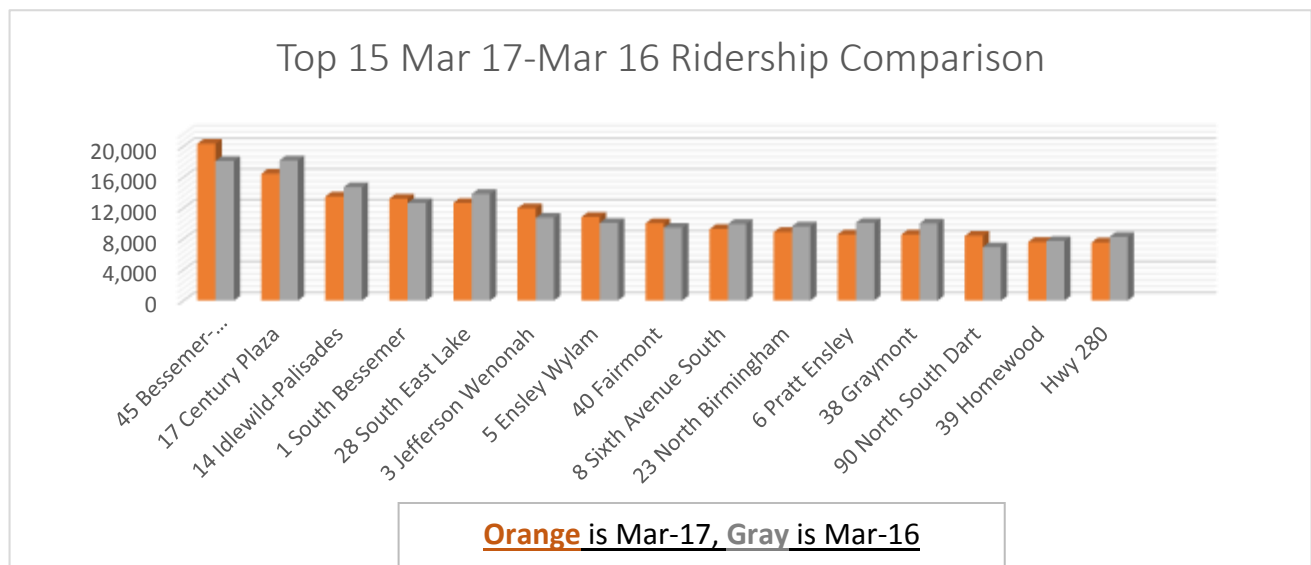
YTD percentage change is calculated by subtracting the current YTD from the previous YTD, and dividing it from the previous YTD For example: $1,527,848 - 1,361,533 + 166,315 / 1,527,848 = -10.9\%$



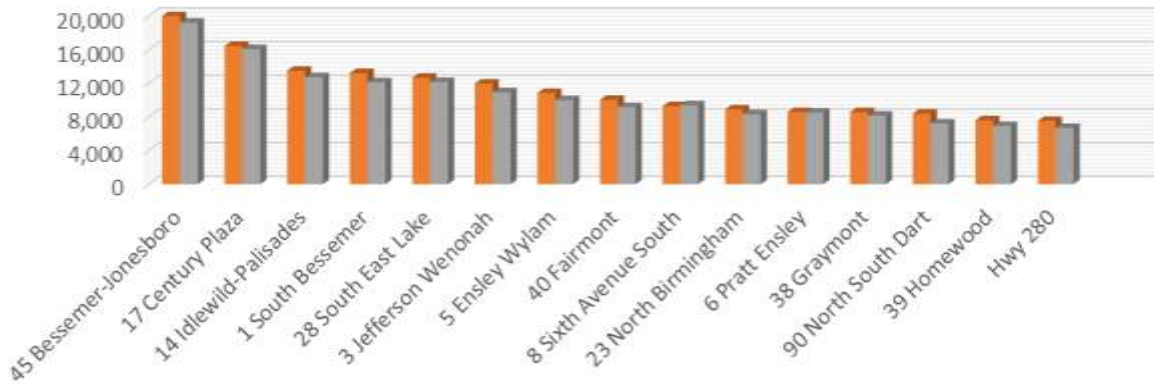
1.3 Five-Year Ridership Comparison (Chart)



1.4 Top 15 Routes (Chart)



Top 15 Mar 17-Feb 17 Ridership Comparison



Orange Is Mar 17, Gray Is Feb 17

Top 15 Routes for March 2017

	<u>March-17</u>	<u>March-16</u>	<u>March-17</u>	<u>February-17</u>
45 Bessemer-Jonesboro	20,330	18,099	20,330	19,224
17 Century Plaza	16,443	18,167	16,443	16,087
14 Idlewild-Palisades	13,494	14,715	13,494	12,732
1 South Bessemer	13,219	12,673	13,219	12,120
28 South East Lake	12,672	13,826	12,672	12,169
3 Jefferson Wenonah	11,969	10,736	11,969	10,944
5 Ensley Wylam	10,852	10,076	10,852	10,014
40 Fairmont	10,040	9,442	10,040	9,167
8 Sixth Avenue South	9,279	9,932	9,279	9,390
23 North Birmingham	8,896	9,612	8,896	8,337
6 Pratt Ensley	8,586	10,077	8,586	8,517
38 Graymont	8,571	9,989	8,571	8,150
90 North South Dart	8,398	6,936	8,398	7,231
39 Homewood	7,596	7,732	7,596	6,910
Hwy 280	7,531	8,263	7,531	6,697

Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p align="center">Information Technology Report</p>	RESOLUTION NO. Not Applicable
	DATE: April 5, 2016
	INITIATOR: Toney Chestnut Sr Information Technology
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

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

Intermodal

- IT Plan: We have developed an IT plan for the Intermodal. The plan will consist of Access Points for Wi-Fi and high capacity switches for connectivity throughout the Intermodal. We are currently implementing the hardware and configuring the software, to assure full connectivity on opening day.
- AV Plan: ESB is implementing the approved plan for the Board Room and Conference Room. The contract and timeline is completed. The opening date is the cornerstone of the timeline.
- Moving Plan: IT department conducts meetings with vendors and staff to assure the IT portions of the move from old Central Station to the new Central Station and the BJCTA staff from the 2121 location to the Intermodal Site A will be done successfully.
- PIDS: Message Point is has completed Site B (Central Station) PIDS implementation. We are working with Message Point on Site A and C PIDS Implementation.
- Additions: The IT department is completing a plan for multiple IT projects at Site A. BJCTA is requiring additional data infrastructure for office layout, employee commendations, etc.

IT Projects

- Implementation of Avail: Avail has begun to install the Avail equipment on the buses. We have gathered a BJCTA Internal Avail Team to assure that the Avail project will be implemented correctly. 50% of the buses are complete.
- Website: The IT Department will create a new website for BJCTA. Content and design are in effect now. The website will be completed by May.
- Route Match: BJCTA has implemented Route Match for Paratransit. The go live was April 3, 2017. Stage 2 and 3 will be implemented by August 2017.

