



**BJCTA BOARD OF DIRECTORS
ROLL CALL**

Wednesday, May 17, 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
Y N A
Y N A
Y N A
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

Wednesday, May 17, 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- April 24,2017**
- VIII. Chairman's Report- None**
- IX. Committee Reports**
 - A. Committee of the Whole**
 - May 10,2017
- X. Resolutions for Consideration and Approval**
 - A. Resolution 2017-25-** Authorization to Adopt and Approve the Fiscal Year 2018 Operating and Capital Budgets.
 - B. Resolution 2017- 26-** Authorization for the Executive Director to enter into contract with **Ed's Refurbishing** to provide bus painting and repairs to BJCTA.
 - C. Resolution 2017-27-** Authorization for the Executive Director to procure a phone system from Business Technology Solutions for implementation in the Intermodal Facility.
- XI. Executive Director's Report**
 - A. Financial Report**

- XII. Old Business**
 - A. Intermodal Facility update- STRADA Professional Services
- XIII. New Business**
- XIV. *Public Comment***
- XV. Adjournment**



Birmingham-Jefferson County Transit Authority
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 Phone (205) 521-0161 · Fax (205) 252-7633 · www.bjcta.org

BOARD MEETING MINUTES

Monday, April 24, 2017
 12:00 p.m.

Opening: The meeting was called to order by Chair Patrick Sellers at 12:07 p.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

Members Present: Patricia Henderson, Johnnye P. Lassiter, Bacarra Mauldin, Patrick Sellers, Adam Snyder, Emma Tolbert, Frank Topping, and Martin Weinberg.

Members Absent: Donald A. Harwell

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Starr Culpepper, Toney Chestnut, Jamie Endsley, Stephanie Walker, Karen Jacobs, Dale Knutson, Ron Sweeney, Wytangy Peak, Darryl Grayson, Mike Sims, Ron Thompson, Daryl Perkins, David Burton (STRADA), David Calvert (STRADA), Ronda Robinson, Greg Roddy, J.O. Hill (ATU Local 725 President), Chris Boiling (BPD), Anna Brown, Candace Richards, Ryan Wilson, (Fuston, Petway & French, LLP), and Deborah Walker.

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

IV. Director Bacarra Mauldin led the assembly in the recitation of the **Pledge of Allegiance**.

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

VI. **Adoption of the Agenda:**

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

VII. **Adoption of the Minutes:**

A. Regular Board Meeting Minutes- March 22,2017

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

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

IX. Committee Reports:

A. Governance & External Relations

- **April 19,2017**

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

B. Performance Monitoring & Operational Oversight

- **April 19,2017**

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

C. Planning & Development

- **April 19,2017**

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

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.

Director Henderson made a motion to accept and move the resolution with corrected changes, it was seconded by Director Mauldin and approved by general consent.

- 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.

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

- C. Resolution 2017-21-** Authorization for Free DART Service on "Baron Home Game Days" at Regions Field.

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

Ms. Murdock mentioned that Director Snyder asked what was the difference between the Dart and Connector. She just wanted to clarify that the Dart is East/West service for the Baron Games.

- D. 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 accept and move the resolution, it was seconded by Director Mauldin and approved by general consent.

- E. Resolution 2017-23-** Authorization for Free rides on the Magic City Connector for "May Days".

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

- 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).

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

XI. Executive Director's Report:

- Ms. Murdock mentioned that BJCTA has been visiting all the municipalities going on Budget Planning, FY17 hourly rate was \$71.96 and FY18 hourly rate is \$61.89.
- Mayor of Birmingham asked Ms. Murdock to serve on the Gentrification Task Force.
- Hoover passed the 2017 Agreement, Homewood met about the Circulator, and CenterPoint is requesting Saturday service.
- APTA has named BJCTA for the Bus Safety and Security Gold Award.
- Director Mauldin (Morgan) and Director Sellers (Tyra) daughters has been accepted in the 2017 APTA Youth Summit in D.C.
- Connector is up 2000 riders within 30 days.
- BJCTA nominated Ms. Lassiter, J.O. Hill, and John Wright for the Summit Fusion Award.

Discussion:

Director Henderson asked how other member's family was able to get involved in the youth conference.

Director Sellers replied that it's on APTA home page.

Director Mauldin stated that they send emails out to all APTA members.

Director Snyder made a correction to the Circulator ridership which should be the Connector.

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

XII. Old Business:

A. Intermodal Facility update- STRADA Professional Services

David Calvert (STRADA) gave an update on the Intermodal Facility opening.

XIII. New Business:

A. BJCTA introduce Justin Ridgeway (HR Recruiter) to Board of Directors

B. Jamie Endley (Director of Human Resources) spoke about the job fair at Barber Motor Sports.

XIV. Public Comment: None

XV. Adjournment:

Director Sellers made motion to adjourn the meeting at 12:47 p.m. it was seconded by Director Mauldin and approved by general consent.

The Meeting Adjourned at 12:47 p.m.

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

Date: April 24, 2017

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary



Birmingham-Jefferson County Transit Authority
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Birmingham, Alabama 35203

Phone (205) 521-0161 x117 Fax (205) 252-7633 Website: www.bjcta.org

Report to the Board
COMMITTEE OF THE WHOLE MEETING

Wednesday, May 10, 2017

Opening: The meeting was called to order by Chairman Patrick Sellers at 12:08 p.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

Committee Members Present: Patrick Sellers, Bacarra Mauldin, Johnnye P. Lassiter, Emma Tolbert, Donald A. Harwell, and Martin Weinberg.

Committee Members Absent: Adam Snyder, Patricia Henderson, Frank Topping

Quorum: Yes

Staff and Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Alice Gordon (SKYE Connect), Joi Jackson (SKYE Connect), Mayor Ed May (COF), David Burton (STRADA), Toney Chestnut, Darrell Howard (STRADA), Allen Purdue, Darryl Grayson, Melissa Stevens, Starr Culpepper, Karen Jacobs, Stephanie Walker, Wytangy Peak, Thomas Yuill, Ron Sweeney, Mike Sims, Candace Richards (COB), Ron Thompson (STRADA), David Calvert (STRADA), Ron Thompson (STRADA), Frank Woodson (COF), Chris Underwood, Kaydee Erdreidrich, Sam Ford, Ryan Wilson, Esq. (Fuston, Petway, and French, LLP), and Deborah Byrd Walker, Esq. (Law Office of Deborah Byrd Walker).

III. Adoption of the Agenda- The agenda was adopted by Director Harwell, it was seconded by Director Lassiter and approved by general consent.

IV. Items for Information and/ or Discussion

A. Executive Director Report

Discussion:

Ms. Murdock introduced Mayor Ed May of Fairfield to discuss the letter Fairfield sent to BJCTA. He expressed the debit that the City of Fairfield was in with Max Transit. The City of Fairfield has a new administration and have been trying to think creatively about how to deal with the debit issues as well as doing things to move the city forward. We sent an offer letter to BJCTA with the exchange for the \$500, 000.00 debit owed. The City of Fairfield is willing to help with the acquisition of property for perhaps the maintenance facility or any other TOD projects that BJCTA may be considering.

Ms. Murdock mentioned that staff will be meeting with the developers in the area. Our legal team will be involved to make sure Fairfield owns the property and everything is legit.

Director Sellers Thanked Mayor Ed May for being responsive to the issue which has been labeled for a number of months/years. Also, for being able to think outside the box.

Mayor Ed May Thanked BJCTA.

Director Weinberg asked would 10 acres be enough land.

Director Tolbert asked if it was appropriate to ask where the property was located.

Mayor Ed May explained that the property was located in the old Food World parking lot and also the old TeleTech building. He also mentioned that he wanted BJCTA to know that the City of Fairfield is working to do what's right and is determined to run the city like a municipality supposed to be ran.

Ms. Murdock mentioned in going this route, BJCTA could build a maintenance facility within 18months instead of 3 years.

- Director Lassiter won the Summit Fusion Award
- Director Henderson and Safety Manager Dale Knutson accepted BJCTA Safety/ Security award from APTA in Reno, NV.
- Director Lassiter and Mayor Gulley of Bessemer will meet to discuss if the Circulator will continue.
- Lawson State has asked BJCTA for a Circulator between their two campuses. They are finding out that the students are dropping out because of transportation.
- Airport Shuttle is not doing well, BJCTA maybe cutting the service.
- 280 Route is doing extremely well.
- Eastwood Mall has decided to decline putting the stop back.
- Overtime is down 45 percent.

Director Sellers asked for clarity from Attorney Ryan Wilson. Ryan stated that after speaking with Eastwood, they didn't give any particular reason why they didn't want the stop back.

Director Mauldin arrived

Director Sellers asked to speak on Governmental Relations.

Ms. Murdock asked Starr Culpepper to speak on their behalf.

Starr Culpepper stated that BJCTA has identified legislation that discuss transportation as well as infrastructure oriented the Act in 2015 developed Alabama Transportation Infrastructure Bank. With that bill, it authorizes additional tax revenue that would be used to make loans to units of government. This gives BJCTA the opportunity to secure funding for our maintenance facility.

Ms. Murdock wanted to know the Board pleasure on having a third party to sale Alcoholic Beverages in the Intermodal. FTA didn't have a problem with BJCTA doing so.

- More Than Conquerors Faith Church, Civil Rights Institute, and Housing Authority will be partnering with BJCTA for the Rally.

B. Chief of Staff Report

Adrian mentioned that Alabama Transportation Association (ATA) had a very successful meeting on last month. BJCTA Chairman (Patrick Sellers) has been selected to the ATA Chairman as well.

C. Departmental Reports- Included in your Board Packet for review.

D. Governmental Relations Update- None

E. TCAB Update- None

V. Old Business

A. Intermodal Update-

David Burton (STRADA) updated BJCTA that the Soft Opening scheduled for May 20, 2017 maybe pushed back because of some ADA issues. We possibly will have a meeting involving the legal team about the CXX wall and Amtrak.

Director Mauldin mentioned that she wanted to be involved in that meeting when it took place. Also, she asked who would eat the cost for the additions.

David Burton replied the City of Birmingham

B. Maintenance Facility Update-

Ron Thompson gave an overview on the things that has been discussed with the maintenance facility.

VI. New Business

A. Executive Director Performance Review (SKYE CONNECT)

Alice Gordon went over a list of performance goals and action plans for the Executive Director including:

- Key Dates & Points
- Process Review
- Proposal Areas of the Executive Director evaluation

B. Budget Planning Meeting

Discussion:

Ms. Murdock mentioned that the 2 million offset the cost .45 cent an hour per hour to our municipalities. This is the first year that the Director has managed their own budget and stayed under budget.

Director Mauldin stated that she noticed the decrease in planning line item.

Karen Jacobs stated the AVAIL system will be in place.

Director Weinberg asked with bringing the alcohol, how much additional revenue would BJCTA generate?

Ms. Murdock replied, we just got the approval from FTA, now we will start soliciting to see. Possibly about \$2000.00 a week.

Director Mauldin mentioned that the marketing budget has doubled in the new Budget, however, can we track the return to back up why we are increasing the line? item.

Ms. Murdock stated that her moto: "if you can measure it, then you can manage it

Director Sellers mentioned that we needed more governmental affairs area.

Director Mauldin agreed with Director Sellers, she also mentioned that we needed a full press in D.C.

Director Weinberg asked if BJCTA had a governmental affairs person in D.C.

Director Sellers replied not directly.

Director Lassiter asked if this would be Task Oriented.

Director Mauldin mentioned that either way was fine as long as there are results to

justify the expenditures with a renewable clause.

Director Tolbert asked where the planning money for the BRT project and maintenance facility will come from.

Karen Jacobs replied out the agricultural Executive line.\

Director Sellers aske when was the budget due.

Karen Jacobs replied June 1, 2017 to all cities by the bylaws of Alabama.

VII. Resolutions for Consideration & Recommendation

A. Resolution 2017-25- Authorization to Adopt and Approve the Fiscal Year 2018 Operating and Capital Budgets.

Resolution Tabled for Budget Work Session.

B. Resolution 2017-26- Authorization for the Executive Director to enter into contract with **Ed's Refurbishing** to provide bus painting and repair services to BJCTA.

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

C. Resolution 2017-27- Authorization for the Executive Director to procure a phone system from Business Technology Solutions for implementation in the Intermodal Facility.

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

Discussion:

Director Harwell asked who the other potential bidders on the follow up was.

Darryl Grayson replied, Peach Automobile. All three bidders had the same rebuttal, their facility wouldn't house a bus for painting and repairs.

Director Tolbert asked for the Board to be updated on the DBE's more often.

Ms. Murdock mentioned that every director has a responsibility of finding a minority In their area.

Stephanie Walker stated that BJCTA had a DBE Workshop on Tuesday, May 09, 2017.

VIII. Adjournment

Director Mauldin made the motion to adjourn, the motion was seconded by Director Harwell. The meeting was adjourned at approximately 1:32 pm.

Meeting Adjourned at 1:32 p.m.

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

Date:

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Adopt and Approve the Fiscal Year 2018 Operating and Capital Budgets	RESOLUTION NO.: 2017-25
	DATE: May 2017
	INITIATOR: Director of Finance
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action is to adopt the Birmingham-Jefferson County Transit Authority’s proposed FY 2018 Operating and Capital Budgets.
- 2.0 Description/Justification:** Annually the Authority is required to adopt an operating and capital budget for the forthcoming year.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** In accordance with BJCTA adopted policies and procedures.
- 5.0 Economic Impact:** The Authority proposes to have an Operating and Capital Budget of \$40,681,342.40.
- 6.0 Recommendations:** Staff recommends the approval and adoption of the FY 2018 Operating and Capital Budget.
- 7.0 Alternatives:** Amend the proposed budget.
- 8.0 Attachments:** Copy of The Birmingham-Jefferson County Transit Authority’s Fiscal Year 2018 Operating and Capital Budget under separate cover

Barbara Murdock, Executive Director

Resolution No. 2017-25
Authorization to Adopt and Approve the
Fiscal Year 2018 Operating and Capital Budgets

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is responsible for approving an operating and capital budget for the BJCTA each year;

WHEREAS, the BJCTA Board of Directors are responsible for adopting an operating and capital budget to guide the financial activities of the agency.

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

Section 1. That the Executive Director is hereby authorized to implement the FY2018 Operating and Capital budgets as presented, effective October 1, 2017.

Section 2. That this resolution becomes effective immediately upon adoption and approval.

Adopted: May _____, 2017

Approved: _____
Patrick Sellers, Chairman

Attest: _____
Bacarra Mauldin, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization for the Executive Director to enter a Contract with Ed's Refurbishing to provide Bus Painting and Repair Services to BJCTA.	RESOLUTION NO.: 2017-26
	DATE: May 17, 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:** This action will authorize the Executive Director to enter into contract with Ed's Refurb to paint transit buses and repair services.
- 2.0 Description/Justification:** In an effort to rehabilitate the fleet, many buses need minor body repair and painting.
- 3.0 Procurement Background:** Request for Proposals #17-12, Transit Bus Painting, was issued on April 7, 2017 and due on April 27, 2017. Only one proposal was received. In the case of a single bid, an analysis is done to ensure that pricing is reasonable. After doing a follow-up with potential bidders, Most did not submit a proposal due to not having a facility large enough to house a 40ft bus. The single proposal from Ed's Refurb is priced as follows:

Service-Painting	Base Price per Bus YEAR 1	Base Price per Bus YEAR 2	Base Price per Bus YEAR 3
Paint Fixed Route Buses -New Flyer	\$ 5500.00	\$ 5775.00	\$ 6065.00
Paint Fixed Route Buses – Orions	\$ 4345.00	\$ 4800.00	\$ 5280.00
Paint Fixed Route Buses – Opus	\$ 4125.00	\$ 4540.00	\$ 5000.00
Paint Chance Trolleys Red / Green	\$ 3850 - \$4400	\$4350-\$4900	\$ 4850-\$5400
Ford E450 Cutaways	\$ 3300.00	\$3800.00	\$ 4300.00

Service-Repairs	Price per Hour Year 1	Price per Hour Year 2	Price per Hour Year 3
Body Work (Case-by-Case)	\$ 65.00	\$ 67.50	\$ 70.00

Additionally, body work that will be done on a case-by-case basis, as approved by the Maintenance Director shall be done at a price of \$65 per hour.

- 4.0 Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.
- 5.0 Economic Impact:** Ed's Refurb proposes to paint up to the stated number of buses, as described in the RFP, at a cost of not more than the above stated price per bus, and to complete any minor body work (authorized in advance by Maintenance Director) at a price of \$65 per hour per bus. This cost will come from the Operating Budget.
- 6.0 Recommendations:** Staff has satisfied the Federal Transit Administration's requirements for a single bid and recommends that the Board of Directors authorize the Executive Director to enter into a (3) year contract with Ed's Refurbishing.
- 7.0 Alternatives:** N/A
- 8.0 Attachments:** NA

Barbara Murdock, Executive Director

Resolution No. 2017-26

Authorization for the Executive Director to Execute a Contract with Ed's Refurbishing to provide Bus Painting and Repair Services to the Birmingham-Jefferson County Transit Authority.

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's fleet requires minor body repair and painting; and

WHEREAS, Ed's Refurb was the only proposal received; and

WHEREAS, an analysis was completed to ensure that the requirements of the Federal Transit Administration for a single bid have been met; and

WHEREAS, the BJCTA deems the single proposal submitted by Ed's Refurbishing to be fair and reasonable and to be superior to the costs recently incurred by the BJCTA for similar services.

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

Section 1. The Executive Director is hereby authorized to contract with **Ed's Refurbishing** to provide Bus Painting and Repair services not to exceed proposed amounts **for a three (3) year period** to the Birmingham-Jefferson County Transit Authority.

Section 2. That payment for completed services be consistent with base prices submitted; and

Section 3. That this resolution be adopted immediately upon approval.

Adopted: May _____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization for the Executive Director to procure a ShoreTel phone system from Business Electronics Technology Solutions for implementation in the Intermodal Facility	RESOLUTION NO.: 2017- 27
	DATE: May 17, 2017
	INITIATOR: Tony Chestnut
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **Purpose/Objective:** This action will authorize the Executive Director to procure a ShoreTel phone system from Business Electronics Technology Solutions

- 2.0 **Description/Justification:** The current phone system (Fonality) is not sufficient, reliable and will not accommodate the Intermodal Facility and all that the Intermodal encompass, including future growth.

- 3.0 **Procurement Background:** The current phone system was procured in March 2013, since then, BJCTA growth has made the current phone system outdated. Due to the needs of the new Intermodal Facility, BJCTA will need a more robust phone system. The new phone system will be procured off the Alabama State Contract.

- 4.0 **Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.

- 5.0 **Economic Impact:** The new Shortel phone system with software and accessories will not exceed **\$116,000.00**
 - a) **Source Funding** – Will be programmed into a future PM(5307) and
 - b) **Verified By** – Finance Dept.

- 6.0 **Recommendations:** Authorize the Executive Director to procure and implement a new State-of-the-Art phone system and also to include software and accessories.

- 7.0 **Alternatives:** Keep Current phone System

- 8.0 **Attachments:** NA

Barbara Murdock, Executive Director

Resolution No. 2017-27

Authorization for the Executive Director to procure a ShoreTel phone system from Business Electronics Technology Solutions for implementation in the Intermodal Facility

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, BJCTA requires a new phone system to meet the needs of the new Intermodal Facility; and

WHEREAS, ShoreTel phone system is to be procured off State Contract; and

WHEREAS, BJCTA ensure that the requirements of the Federal Transit Administration for State Contract procurements have been met; and

WHEREAS, the BJCTA deems that the proposal submitted by B.E. Technology Solutions to provide a ShoreTel phone system is fair and reasonable.

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

Section 1. The Executive Director is hereby authorized to procure a ShoreTel phone system from **Business Electronics Technology Solutions** not to exceed \$116,000 for implementation in the new BJCTA Intermodal Facility.

Section 2. That payment for completed services be consistent with base prices submitted; and

Section 3. That this resolution be adopted immediately upon approval.

Adopted: May _____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION:	DATE: April 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 Service Updates.

- The Transit Development Plan is being rolled out to the community. During the month of April, three community involvement sessions were conducted
- **Airport Shuttle** – This pilot program is now over one year old and is an on-demand service. This is the sixth month of on-demand service with ecommerce payments. This month averaged 2 riders each week. This is down from the 12 riders that was averaged the first weeks after on-demand service began on November 14. We will review this service after the one month promotional campaign that started this month.
- **Highway 280** Service numbers continue to rise on the commuter. The past weekly average has been 500 riders. During March we carried 1,660 which is 557 per week.
- **Bessemer Circulator** began operating January 30. The first month there were 33 riders. The next month (March) saw an increase to 157. The ridership for the month of April was 203. That is an increase of 46 riders

4.0 Technology Innovation and Integration

- Route Match is the technology being installed on our paratransit vehicles. Intensive training from Route Match continues with paratransit employees.

5.0 Intermodal Update

- Invitations and invitation list being developed for May opening of Central Station.
- 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 review of the lease clauses were the topic of discussion this month in a conference call with FTA Officials and Attorney Walker.

6.0 Community Relations

- **Homewood** –Met with the Homewood City Council on a proposal for a circulator. They decided against the circulator. I was invited back a second time to discuss service hours for FY'18 and a proposed budget.

7.0 Finance/Budget:

- Planning Investment Committee Meeting.
- Year-to-date we have a net gain of \$1.4 million in the FY'17 budget.
- Finalized the forensic fare box audit recovering \$195,000.
- Completing the FY'16 audit with Banks, Finley and White.
- Working to complete the FY'18 budget.

8.0 Communications (External)

- Advisory Board (TCAB) Attended TCAB Meeting. The discussion was around the Transit Rally scheduled for July. This rally will include political candidates discussing their transit positions and then riding the bus. The Civil Rights Institute is a partner with us on this event.
- Director of Operations, Christopher Ruffin conducted a TV interview with FOX/6 on the Bessemer Pilot Program.
- Director of IT, Toney Chestnutt, conducted a TV interview with CBS/42 on the new bus technologies
- FOX/6 Broadcast stories about: Transit Development Plan and the Bessemer Pilot route.
- Director of Maintenance, Ron Sweeney was interviewed regarding a bus fire.
- Met with ALDOT a third time on construction updates and joint communication efforts.

9.0 Communications (Internal)

- Updated hold messages on multiple phone systems to communicate paratransit information and service improvements to customers.
- 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.

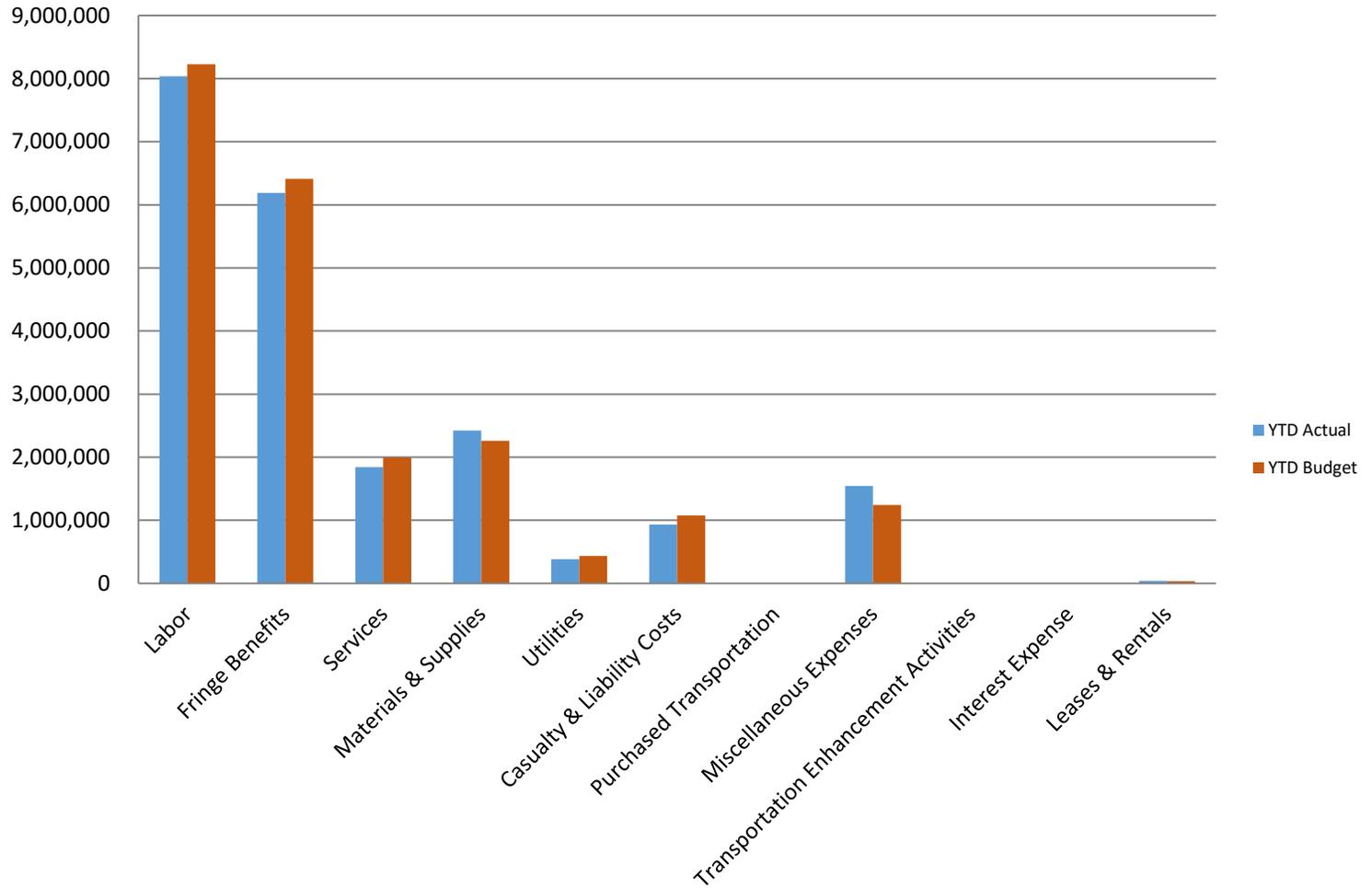
10.0 Performance Indicators

- Overtime is down 45 % compared to April of 2016.
- We are closing out the month under budget by \$1.4 million.

Barbara Murdock

Barbara Murdock, Executive Director

Consolidated Expenses by Function Code Performance Against Budget YTD April 2017



BJCTA
Commission Revenue Trend
As of April 30, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	18,928
Total Commission Revenue	33,051	32,427	34,373	18,928

BJCTA
CNG Revenue
As of April 30, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	248,195
Gallons	80,746	91,519	146,968	124,098

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 7	April 2017	Division: 00 Balance Sheet		As of: 04/30/2017
			October Thru April		
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999	TOTAL - CASH & CASH EQUIVALENTS		\$12,188,045.91	\$21,181,808.54	(\$8,993,762.63)
1020000000 ACCOUNTS RECEIVABLE					
1029999999	TOTAL ACCOUNTS RECEIVABLE		\$9,388,643.51	\$4,597,164.55	\$4,791,478.96
1030000000 SUPPLY INVENTORY					
1039999999	TOTAL SUPPLY INVENTORY		\$1,839,956.11	\$1,690,896.64	\$149,059.47
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999	TOTAL CONST. & PROJ. IN PROCESS		\$927,886.16	\$924,400.00	\$3,486.16
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999	TOTAL PROPERTY, PLANT & EQUIPMENT		\$24,837,589.69	\$21,375,420.84	\$3,462,168.85
1510000000 OTHER ASSETS					
1519999999	TOTAL OTHER ASSETS		\$6,443,132.33	\$6,490,651.23	(\$47,518.90)
1999999999	TOTAL ASSETS		\$55,625,253.71	\$56,260,341.80	(\$635,088.09)
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999	TOTAL ACCOUNTS PAYABLE		\$1,200,650.37	\$1,532,781.13	(\$332,130.76)
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999	TOTAL ACCRUED P/R & W/H		\$363,017.34	\$351,141.62	\$11,875.72
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority
Comparative Balance Sheet

Fiscal Year: 2017	Period 7	April 2017	Division: 00 Balance Sheet		As of: 04/30/2017
			October Thru April		
			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		\$35,088,166.48	\$35,764,522.71	(\$676,356.23)
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		\$37,591,133.19	\$38,279,256.46	(\$688,123.27)
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		\$18,034,120.52	\$15,968,495.34	\$2,065,625.18
3999999997	TOTAL EQUITY		\$18,034,120.52	\$17,981,085.34	\$53,035.18
3999999998	TOTAL LIABILITIES & EQUITY		\$55,625,253.71	\$56,260,341.80	(\$635,088.09)

BJCTA
Financial & Investing Report
As of April 30, 2017

	Balance @ 4/30/2017	Balance @ 3/31/2017	Balance @ 2/28/2017	Balance @ 1/31/2017	Balance @ 12/31/2016	Balance @ 11/30/2016
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	10,059,859	11,594,911	11,395,792	11,060,873	11,060,873	8,350,728
Cash - Payroll - BBVA Compass	10,000	10,000	357,493	10,000	10,000	10,000
Cash - Operating - BBVA Compass	1,907,926	2,698,206	4,276,636	3,585,054	3,585,054	2,122,623
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	110	134	102	2	2	114
Petty Cash - Central Station	151	23	200	158	158	138
Total Cash Accounts	12,188,046	14,513,273	16,240,223	14,866,087	14,866,087	10,693,603
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	12,188,046	14,513,273	16,240,223	14,866,087	14,866,087	10,693,603
<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	1,200,650	1,432,116	967,479	1,145,298	1,198,760	1,009,744
Accrued Payroll	304,294	218,015	622,679	602,769	547,203	424,929
Payroll Taxes	63,557	78,750	87,989	84,817	82,494	75,143
Other W/H Payable	4,834	3,872	6	-	-	-
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,573,335	1,732,753	1,678,152	1,832,884	1,828,457	1,509,816
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of April 30, 2017

	Balances
Total Cash & Investments	12,188,045.91
Less: Short-Term Payables	(1,573,335.11)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 4/30/17	10,414,710.80
Required Three Month Operating Expense Reserve**	4,720,005.33
Cash Over/(Under) Reserve Requirement	5,694,705.47

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

**BJCTA
INCOME STATEMENT
April 30, 2017**

Actual	Budget	\$ Variance	% Variance	Apr-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
135,776	174,199	(38,423)	-22.06%	173,606	(37,830)	4010100001 Passenger Fares - Fixed Route	1,095,899	1,219,394	(123,496)	-10.13%	1,214,853	(118,955)	2,090,390	994,491
1,886	1,669	217	12.99%	2,095	(209)	4010100002 Passenger Fares - Dart	13,232	11,685	1,547	13.24%	16,058	(2,826)	20,032	6,800
14,778	15,437	(658)	-4.27%	16,930	(2,152)	4010100004 Passenger Fares - VIP	112,893	108,056	4,837	4.48%	109,549	3,343	185,238	72,345
152,440	191,305	(38,865)	-20.32%	192,630	(40,191)	4019999999 TOTAL PASSENGER REVENUES	1,222,023	1,339,135	(117,112)	-8.75%	1,340,460	(118,437)	2,295,660	1,073,637
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	8,037,128	8,037,128	0	0.00%	6,300,000	1,737,128	13,777,934	5,740,806
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	48,058	48,058	-	0.00%	42,469	5,589	82,385	34,327
25,406	25,408	(2)	-0.01%	24,424	983	4020400006 Homewood	177,845	177,854	(9)	-0.01%	170,967	6,878	304,893	127,048
6,130	6,130	(0)	0.00%	5,296	834	4020400010 Hoover -	42,913	42,913	(0)	0.00%	37,451	5,462	73,565	30,652
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	366,571	366,571	(0)	0.00%	-	366,571	628,407	261,836
-	-	-	0.00%	26,683	(26,683)	4020400012 Fairfield Revenues	-	-	-	0.00%	186,750	(186,750)	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	70,612	70,613	(0)	0.00%	61,977	8,636	121,050	50,438
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	41,466	41,466	(0)	0.00%	36,654	4,812	71,084	29,618
1,254,942	1,254,943	(1)	0.00%	976,560	278,382	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	8,784,593	8,784,602	(10)	0.00%	6,836,268	1,948,324	15,059,318	6,274,725
2,700	2,417	284	11.73%	3,063	(363)	4060100001 Commission Revenue	18,928	16,917	2,011	11.89%	19,524	(596)	29,000	10,072
20,361	2,917	17,445	598.11%	5,573	14,788	4060300001 Advertising Revenue	66,796	20,417	46,379	227.16%	25,467	41,329	35,000	(31,796)
1,110	187	924	494.76%	1,508	(398)	4069900001 Other Revenues	2,958	1,307	1,652	126.41%	3,794	(835)	2,240	(718)
6,034	1,250	4,784	382.73%	4,361	1,673	4070400001 Investment Income	31,621	8,750	22,871	261.39%	20,601	11,020	15,000	(16,621)
-	6,917	(6,917)	-100.00%	-	-	4079900002 Rental Income	-	6,917	(6,917)	-100.00%	-	41,500	41,500	-
-	-	-	0.00%	-	-	4079900003 Gain/(Loss) on Disposition of Fixed Assets	64,564	-	64,564	0.00%	-	64,564	-	(64,564)
30,206	13,687	16,519	120.70%	14,506	15,700	4079999999 TOTAL OTHER REVENUES	184,868	54,307	130,561	240.41%	69,385	115,482	122,740	(62,128)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	2,221,589	2,118,732	102,857	4.85%	2,118,732	102,857	3,632,112	1,410,523
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	1,554,115	1,510,802	43,313	2.87%	1,510,802	43,313	2,589,947	1,035,832
-	-	-	0.00%	-	-	4080100003 Ad Valorem - Homewood	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	323,943	(323,943)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	62,968	62,968	(0)	0.00%	55,645	7,322	107,945	44,977
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	13,797	13,796	0	0.00%	12,192	1,604	23,651	9,854
-	-	-	0.00%	-	-	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	1,166,667	1,166,667	-	0.00%	1,166,667	-	2,000,000	833,333
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	5,738,560	4,872,966	865,594	17.76%	5,822,264	(83,704)	8,353,655	2,615,095
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	2,692	(2,692)	-	-
-	-	-	0.00%	-	-	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.	3,885,422	3,885,422	-	0.00%	3,885,422	-	6,660,723	2,775,301
508,840	508,840	-	0.00%	36,031	472,809	4139900003 FTA Reimbursements - Pass Thru Funding	2,839,631	2,839,631	-	0.00%	2,122,994	716,638	2,839,631	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
79,000	6,383	72,617	1137.60%	-	79,000	4139900006 FTA Reimbursements - PROJ. ADMIN	191,973	44,683	147,290	329.63%	191,973	76,600	-	(115,373)
-	-	-	0.00%	-	-	4139900008 FTA Reimbursements - TDP	724,644	-	724,644	0.00%	453,978	270,666	-	(724,644)
1,142,900	1,070,284	72,617	6.78%	591,091	551,809	4139999998 TOTAL FEDERAL GRANT REVENUES	7,641,670	6,769,736	871,934	12.88%	6,462,394	1,179,277	9,576,954	1,935,284
3,297,507	3,226,356	71,151	2.21%	2,515,928	781,579	4139999999 TOTAL OPERATING REVENUE	23,571,713	21,820,746	1,750,967	8.02%	20,533,463	3,038,251	35,408,327	11,836,614
19,855	20,544	(689)	-3.35%	-	19,855	4140000002 FTA Reimbursements - Capital	4,738,183	4,718,328	19,855	0.42%	113,816	4,624,367	4,718,328	(19,855)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	1,110,953	1,110,953	0	0.00%	-	1,110,953	1,904,491	793,538
847	847	(0)	0.00%	-	847	4140000004 Capital Revenue - City of Hoover	5,932	5,932	(0)	0.00%	-	5,932	10,169	4,237
-	-	-	0.00%	2,340	(2,340)	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	16,381	(16,381)	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	6,643	6,643	(0)	0.00%	-	6,643	11,388	4,745
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	5,732	5,732	(0)	0.00%	3,206	2,526	9,826	4,094
1,394	1,394	0	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	9,760	9,760	0	0.00%	5,902	3,859	16,732	6,972
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	24,583	24,585	(1)	-0.01%	-	24,583	42,145	17,562
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	8,704	8,704	(0)	0.00%	4,884	3,820	14,921	6,217
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	1,907	1,907	0	0.01%	1,070	837	3,269	1,362
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	50,670	50,670	0	0.00%	-	50,670	86,863	36,193
194,839	195,528	(689)	-0.35%	4,492	190,347	4149999999 TOTAL CAPITAL REVENUES	5,963,067	5,943,214	19,854	0.33%	145,260	5,817,808	6,818,132	855,065
3,492,346	3,421,884	70,462	2.06%	2,520,420	971,926	4999999999 TOTAL REVENUES	29,534,781	27,763,960	1,770,821	6.38%	20,678,722	8,856,059	42,226,459	12,691,679
568,021	576,876	(8,855)	-1.53%	598,711	(30,689)	5010100001 Operator's Salaries	3,955,191	4,038,132	(82,941)	-2.05%	4,039,084	(83,892)	6,922,512	2,967,321
562,627	597,027	(34,401)	-5.76%	560,342	2,285	5010200001 Other Salaries	4,064,016	4,180,814	(116,797)	-2.79%	3,948,648	115,369	7,165,951	3,101,935
-	1,250	(1,250)	-100.00%	10,656	(10,656)	5030400001 Temporary Labor	15,541	8,750	6,791	77.62%	22,347	(6,805)	15,000	(541)
1,130,648	1,175,153	(44,505)	-3.79%	1,169,708	(39,060)	5019999999 TOTAL LABOR	8,034,749	8,227,696	(192,947)	-2.35%	8,010,078	24,671	14,103,463	6,068,714

CY = Current Year
PY = Prior Year
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA
INCOME STATEMENT
April 30, 2017**

Actual	Budget	\$ Variance	% Variance	Apr-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
77,061	92,417	(15,356)	-16.62%	80,453	(3,392)	5020103001 Employer FICA Tax (OASDI)	553,390	646,921	(93,531)	-14.46%	560,788	(7,398)	1,109,007	555,617
16,465	22,088	(5,622)	-25.45%	23,412	(6,947)	5020200001 Pension Expense	123,254	154,613	(31,359)	-20.28%	129,860	(6,606)	265,051	141,797
325,757	284,676	41,081	14.43%	461,226	(135,469)	5020203002 Regular Retirement	2,384,175	1,992,733	391,443	19.64%	2,814,257	(430,082)	3,416,113	1,031,938
426,076	390,848	35,228	9.01%	396,747	29,328	5020303001 Health Insurance	2,614,952	2,735,934	(120,982)	-4.42%	1,870,981	743,971	4,690,172	2,075,220
2,528	6,860	(4,332)	-63.15%	-	2,528	5020417601 Unemployment Taxes	(7,446)	48,020	(55,466)	-115.51%	31,320	(38,765)	82,320	89,776
6,895	7,514	(619)	-8.24%	6,776	119	5020503001 Life Insurance	46,909	52,597	(5,688)	-10.82%	48,307	(1,398)	90,167	43,258
55,502	58,685	(3,183)	-5.42%	57,465	(1,964)	5020803001 Worker's Compensation Insurance	313,721	410,792	(97,071)	-23.63%	406,343	(92,623)	704,215	390,494
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	11,994	11,667	327	2.81%	13,020	(1,026)	20,000	8,006
6,630	11,209	(4,579)	-40.85%	695	5,935	5021303001 Uniforms & Wearing Apparel	47,003	78,466	(31,462)	-40.10%	32,913	14,090	134,512	87,509
807	508	299	58.73%	507	300	5021400001 Employee Wellness	5,648	3,558	2,090	58.73%	3,137	2,511	6,100	452
123	267	(144)	-53.97%	445	(323)	5021403002 Employee Licenses	1,143	1,867	(724)	-38.80%	1,874	(732)	3,200	2,058
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	5,833	4,167	71.43%	-	10,000	10,000	-
1,389	750	639	85.24%	1,429	(39)	5021400004 Tool Allowance	5,837	5,250	587	11.19%	4,598	1,239	9,000	3,163
64,975	37,500	27,475	73.27%	-	64,975	5021400005 General Contingency	76,251	262,500	(186,249)	-70.95%	-	76,251	450,000	373,749
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
984,208	915,821	68,387	7.47%	1,029,156	(44,948)	5029999999 TOTAL FRINGE BENEFITS	6,186,832	6,410,750	(223,919)	-3.49%	5,917,399	269,433	10,989,857	4,803,025
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	4,500	1,750	2,750	157.14%	-	4,500	3,000	(1,500)
56,641	33,354	23,286	69.82%	38,404	18,237	5030300001 Legal Services	209,541	233,479	(23,938)	-10.25%	189,532	20,009	400,250	190,709
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	5,833	(5,833)	-100.00%	-	-	10,000	10,000
332	896	(564)	-62.98%	1,014	(683)	5030300003 Software Technical Support	3,317	6,271	(2,954)	-47.11%	5,372	(2,055)	10,750	7,433
2,419	5,417	(2,998)	-55.34%	5,936	(3,517)	5030300004 Medical Services	15,093	37,917	(22,824)	-60.20%	28,154	(13,062)	65,000	49,907
1,672	1,250	422	33.77%	1,470	202	5030300005 Human Resources Services	5,268	8,750	(3,482)	-39.79%	11,389	(6,121)	15,000	9,732
9,107	10,417	(1,310)	-12.57%	9,445	(338)	5030300006 Computer & Data Services	100,137	72,917	27,220	37.33%	73,070	27,067	125,000	24,863
17,216	80,917	(63,701)	-78.72%	17,920	(704)	5030300007 Professional & Technical Services	727,690	566,417	161,273	28.47%	624,981	102,709	971,000	243,310
-	14,583	(14,583)	-100.00%	22,258	(22,258)	5030300008 Marketing Consulting	22,344	102,083	(79,740)	-78.11%	53,982	(31,639)	175,000	152,656
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	14,000	17,500	(3,500)	-20.00%	11,958	2,042	30,000	16,000
-	-	-	0.00%	-	-	5030300010 Financial Services	1,180	-	1,180	0.00%	-	1,180	-	(1,180)
10,416	10,417	(1)	-0.01%	10,415	1	5030300011 Government Affairs Consultant	72,912	72,917	(5)	-0.01%	72,912	-	125,000	52,088
650	3,333	(2,683)	-80.50%	2,823	(2,173)	5030317612 Legal Travel	15,030	23,333	(8,303)	-35.58%	35,169	(20,138)	40,000	24,970
107	2,817	(2,710)	-96.21%	412	7,142	5030500001 Vehicle Cleaning	7,405	19,717	(12,575)	-63.78%	17,151	(10,009)	33,800	26,658
332	4,167	(3,835)	-92.04%	(1,044)	1,375	5030500004 Building Maintenance Contracts	2,001	29,167	(27,166)	-93.14%	5,316	(3,315)	50,000	47,999
33,881	53,858	(19,977)	-37.09%	43,130	(9,249)	5030703001 Security Services	254,029	377,008	(122,979)	-32.62%	289,525	(35,496)	646,300	392,271
13,030	28,333	(15,303)	-54.01%	18,623	(5,593)	5030903001 Vehicle Maintenance - External	143,081	198,333	(55,252)	-27.86%	186,210	(43,129)	340,000	196,919
5,395	4,659	736	15.79%	3,500	1,895	5030903002 Vehicle Towing	36,170	32,614	3,556	10.90%	30,400	5,770	55,910	19,740
4,150	8,875	(4,725)	-53.24%	33,703	(29,553)	5039900003 Equipment Maintenance - Labor	49,715	62,125	(12,410)	-19.98%	79,890	(30,176)	106,500	56,785
7,500	2,242	5,258	234.57%	-	7,500	5039900004 Advertising Install/Removal Service	15,000	15,692	(692)	-4.41%	13,450	1,550	26,900	11,900
7,585	3,896	3,689	94.70%	1,872	5,713	5039903005 Printing & Copying External	26,896	27,271	(375)	-1.38%	22,006	4,890	46,750	19,854
3,055	3,333	(278)	-8.34%	2,458	597	5039900006 Waste Oil Removal	17,850	23,333	(5,484)	-23.50%	25,645	(7,795)	40,000	22,150
11,620	3,542	8,078	228.09%	760	10,860	5039900007 Other Contracted Services	50,258	24,792	25,467	102.72%	36,161	14,097	42,500	(7,758)
2,972	5,410	(2,438)	-45.07%	5,464	(2,492)	5039900008 Radio & Communication Maintenance	47,422	37,873	9,549	25.21%	28,696	18,726	64,925	17,503
190,079	285,299	(95,220)	-33.38%	220,272	(30,193)	5039999999 TOTAL SERVICES	1,840,574	1,997,091	(156,517)	-7.84%	1,840,970	(395)	3,423,585	1,583,011
18,820	23,046	(4,226)	-18.34%	20,527	(1,708)	5040103001 Fuel & Lubricants - Diesel	132,089	161,324	(29,235)	-18.12%	162,421	(30,332)	276,555	144,466
75,665	75,417	248	0.33%	54,999	20,666	5040103002 Fuel & Lubricants - CNG	531,186	527,917	3,269	0.62%	452,562	78,624	905,000	373,814
175	833	(658)	-78.96%	427	(251)	5040103103 Fuel & Lubricants - Unleaded - VIP	2,098	5,833	(3,736)	-64.04%	3,773	(1,675)	10,000	7,902
29,999	29,833	166	0.56%	31,233	(1,234)	5040200001 Tires & Tubes	188,012	208,833	(20,822)	-9.97%	194,077	(6,065)	358,000	169,989
787	3,758	(2,971)	-79.06%	1,807	(1,020)	5049900001 Printing Supplies	8,395	26,308	(17,913)	-68.09%	13,207	(4,811)	45,100	36,705
1,792	2,231	(440)	-19.71%	4,523	(2,731)	5049900002 General Office Supplies	15,258	15,619	(361)	-2.31%	21,336	(6,078)	26,775	11,517
108,609	147,556	(38,947)	-26.39%	144,095	(35,487)	5049900003 Equip. Repair Parts & Material	1,211,297	1,032,892	178,406	17.27%	950,417	260,880	1,770,672	559,375
5,589	5,417	172	3.18%	8,925	(3,336)	5049900004 Janitorial & Building Supplies	24,698	37,917	(13,219)	-34.86%	38,036	(13,339)	65,000	40,302
(1,732)	2,108	(3,841)	-182.16%	1,827	(3,560)	5049900006 Minor Equipment	22,733	14,758	7,975	54.04%	15,078	7,656	25,300	2,567
-	75	(75)	-100.00%	9	(9)	5049900007 Medical Supplies	32	525	(493)	-93.81%	48	(16)	900	868
21,187	20,637	550	2.67%	24,451	(3,264)	5049900008 Shelter Maintenance	170,447	144,460	25,987	17.99%	25,584	144,862	247,645	77,198
-	-	-	0.00%	919	(919)	5049900009 Facility Maintenance Materials	56	-	56	100.00%	938	(882)	-	-
6,433	7,083	(650)	-9.18%	13,988	(7,555)	5049900010 Internal Sponsored Functions	48,978	49,583	(605)	-1.22%	49,937	(959)	85,000	36,022
8,796	5,000	3,796	75.91%	2,321	6,474	5049900011 Cleaning Supplies	49,914	35,000	14,914	42.61%	27,325	22,589	60,000	10,086
52,655	-	52,655	0.00%	27,829	24,826	5049905103 Inventory Adjustments	18,458	-	18,458	0.00%	176,807	(158,349)	-	(18,458)
328,774	322,996	5,778	1.79%	337,882	(9,108)	5049999999 TOTAL MATERIALS & SUPPLIES	2,423,651	2,260,969	162,681	7.20%	2,131,545	292,105	3,875,947	1,452,352
29,189	33,750	(4,561)	-13.51%	25,191	3,998	5050203001 Electric	194,227	236,250	(42,023)	-17.79%	185,961	8,266	405,000	210,773
5,322	7,016	(1,693)	-24.14%	9,334	(4,011)	5050203002 Water & Sewer	29,552	49,109	(19,557)	-39.82%	35,964	(6,412)	84,186	54,634
2,741	3,908	(1,167)	-29.87%	2,134	607	5050203003 Trash, Garbage & Waste Removal	16,780	27,354	(10,574)	-38.66%	14,121	2,659	46,892	30,112
-	2,917	(2,917)	-100.00%	(4,161)	4,161	5050203004 Heating	14,606	20,417	(5,810)	-28.46%	11,454	3,152	35,000	20,394
25,303	14,393	10,910	75.80%	15,274	10,029	5050203005 Telecommunications	131,322	100,752	30,570	30.34%	103,672	27,650	172,717	41,395
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	-	233	(233)	-100.00%	180	(180)	400	400
62,554	62,016	538	0.87%	47,772	14,783	5059999999 TOTAL UTILITIES	386,487	434,114	(47,627)	-10.97%	351,351	35,136	744,195	357,708

CY = Current Year

**BJCTA
INCOME STATEMENT
April 30, 2017**

Actual	Budget	\$ Variance	% Variance	Apr-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,722	40,432	(24,710)	-61.12%	14,690	1,031	5060100001 Insurance - Property & Liability	104,995	283,023	(178,028)	-62.90%	99,448	5,548	485,183	380,188
3,369	3,148	221	7.02%	3,148	221	5060100002 Insurance - Public Officials	22,490	22,035	455	2.06%	21,310	1,180	37,775	15,285
93,207	91,484	1,723	1.88%	87,082	6,114	5060103003 Insurance - Vehicle	622,236	640,387	(18,152)	-2.83%	589,584	32,652	1,097,807	475,571
(7,805)	(7,805)	(1,971)	0.00%	(1,971)	(5,834)	5060203001 Insurance Proceeds	(64,967)	-	(64,967)	0.00%	(24,407)	(40,560)	64,967	64,967
-	18,443	(18,443)	-100.00%	33,792	(33,792)	5060416501 Property Damage Settlements	247,138	129,101	118,037	91.43%	186,480	60,659	221,316	(25,822)
104,492	153,507	(49,015)	-31.93%	136,752	(32,260)	5069999999 TOTAL CASUALTY & LIABILITY COST	931,893	1,074,547	(142,654)	-13.28%	872,414	59,479	1,842,081	910,188
4,265	4,150	115	2.76%	3,881	384	5090100001 Dues & Subscriptions	29,475	29,050	425	1.46%	27,658	1,817	49,800	20,325
(199)	6,783	(6,982)	-102.93%	29,853	(30,052)	5090200001 Travel	50,199	47,483	2,715	5.72%	68,546	(18,347)	81,400	31,201
2,575	2,694	(119)	-4.43%	1,861	714	5090200002 Per Diem	14,228	18,856	(4,628)	-24.54%	21,202	(6,974)	32,325	18,097
14,559	9,783	4,776	48.82%	12,453	2,106	5090200003 Meetings, Seminars & Training	94,827	68,482	26,344	38.47%	84,724	10,102	117,398	22,571
124,974	120,136	4,838	4.03%	68,812	56,162	5090218105 Planning Activities	1,166,128	840,952	325,176	38.67%	326,977	839,151	1,441,632	275,504
-	8	(8)	-100.00%	124	(124)	5090600001 Fines & Penalties	-	58	(58)	-100.00%	124	(124)	100	100
263	2,208	(1,946)	-88.11%	5,531	(5,268)	5090800001 Legal Advertising	2,381	15,458	(13,078)	-84.60%	14,714	(12,333)	26,500	24,119
7,880	6,250	1,630	26.08%	-	7,880	5090800002 Media Advertising	16,209	43,750	(27,541)	-62.95%	6,952	9,257	75,000	58,791
299	446	(147)	-32.93%	422	(123)	5099900001 Postage & Courier Service	3,185	3,121	64	2.06%	2,665	521	5,350	2,165
15	38	(22)	-59.20%	-	15	5099900002 Other Miscellaneous	449	263	187	71.13%	(0)	449	450	1
-	2,917	(2,917)	-100.00%	2,870	(2,870)	5099900003 Educational - Tuition Reimbursement	12,529	20,417	(7,888)	-38.63%	10,576	1,953	35,000	22,471
102	208	(107)	-51.20%	22	80	5099900004 Interview Expenses	129	1,458	(1,329)	-91.16%	571	(442)	2,500	2,371
115	113	3	2.22%	327	(212)	5099901105 Fees & Permits	1,043	788	256	32.44%	636	407	1,350	307
23,901	7,083	16,818	237.43%	2,518	21,383	5099900006 Community Outreach	66,903	49,583	17,320	34.93%	24,712	42,191	85,000	18,097
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	43,750	31,250	75,000	-
1,810	4,167	(2,357)	-56.56%	1,859	(49)	5099900009 Moving Expenses	13,528	29,167	(15,638)	-53.62%	13,515	14	50,000	36,472
180,559	166,984	13,575	8.13%	136,783	43,776	5099999999 TOTAL MISCELLANEOUS EXPENSES	1,546,213	1,243,886	302,327	24.31%	647,320	898,893	2,078,805	532,592
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
5,071	5,341	(270)	-5.05%	4,989	82	5121200001 Leases & Rentals	41,910	37,386	4,524	12.10%	42,316	(406)	64,090	22,180
5,071	5,341	(270)	-5.05%	4,989	82	5129900099 TOTAL LEASES & RENTALS	41,910	37,386	4,524	12.10%	42,316	(406)	64,090	22,180
270,456	270,456	-	0.00%	208,420	62,036	5130000001 Depreciation Expense	1,810,261	1,810,261	-	0.00%	1,602,815	207,445	1,810,261	-
270,456	270,456	-	0.00%	208,420	62,036	5139900099 TOTAL DEPRECIATION EXPENSE	1,810,261	1,810,261	-	0.00%	1,602,815	207,445	1,810,261	-
508,841	508,841	-	0.00%	36,031	472,810	5160000001 Pass Thru Funding Expense	2,839,632	2,839,632	-	0.00%	2,122,994	716,638	2,839,632	-
508,841	508,841	-	0.00%	36,031	472,810	5169900099 TOTAL OTHER RECONCILING ITEM	2,839,632	2,839,632	-	0.00%	2,122,994	716,638	2,839,632	-
3,765,682	3,866,414	(100,732)	-2.61%	3,327,764	437,918	9999999997 TOTAL EXPENSES	26,042,201	26,336,332	(294,131)	-1.12%	23,539,203	2,502,998	41,771,915	15,729,771
(273,336)	(444,530)	171,194	-38.51%	(807,344)	534,008	9999999998 NET DIFFERENCE	3,492,580	1,427,628	2,064,952	144.64%	(2,860,480)	6,353,060	454,544	(3,038,092)

CY = Current Year
PY = Prior Year
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

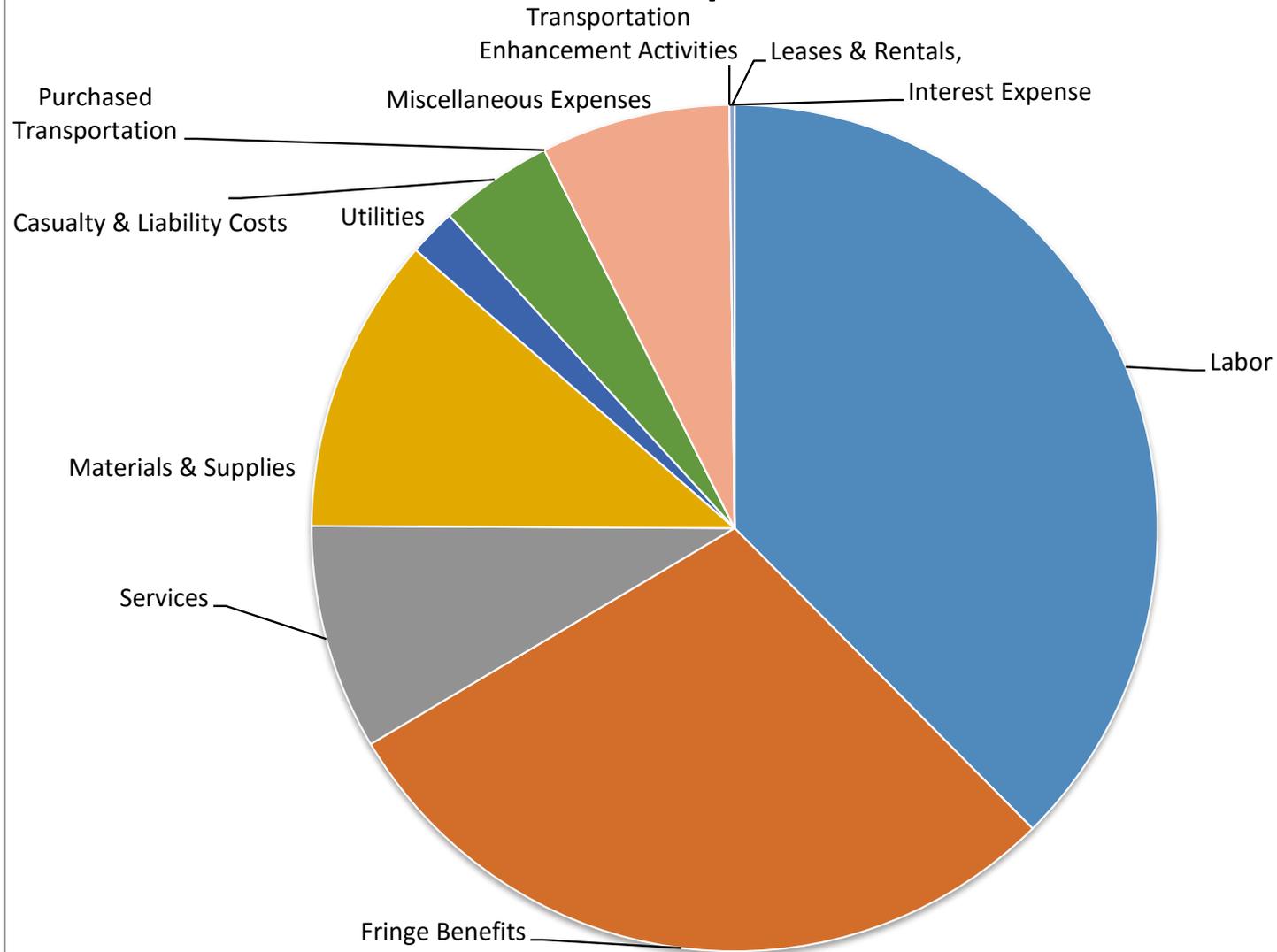
BJCTA - EMPLOYEE OVERTIME REPORT - April 2017

Department	Department Code	OT Hrs. Apr/16	OT Apr/16	OT Hrs. Apr/17	OT Apr/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	10.27	\$ 71.55	6.11	\$ 38.96	\$251.26	36.01
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup.	01220	469.26	\$ 5,066.78	353.58	\$ 3,768.46	\$23,161.73	2143.67
VIP Dispatch	01230/01232	100.14	\$ 1,029.21	16.54	\$ 175.80	\$3,427.84	322.02
VIP Call Center	02115/02130	54.59	\$ 326.02	79.47	\$ 500.91	\$2,870.98	435.03
Fixed Route Ops	03025	4906.39	\$ 40,282.27	2183.33	\$ 18,049.19	\$165,112.23	19507.89
VIP Ops	03135	984.46	\$ 6,714.79	815.07	\$ 5,505.84	\$42,564.02	5970.10
Maint Admin	04140/04142	145.23	\$ 1,507.70	42.32	\$ 343.82	\$5,973.07	606.53
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	636.41	\$ 5,434.05	492.58	\$ 3,610.56	\$30,106.69	4152.78
Maint - Inspection	06145/06148/06146	858.40	\$ 8,658.26	569.34	\$ 12,152.98	\$47,579.99	3939.90
Facilities	12350	42.33	\$ 247.54	56.43	\$ 354.36	\$2,978.28	499.71
Money Room	15125	7.02	\$ 45.70	5.50	\$ 39.03	\$221.74	30.66
Customer Service	16215/75/76/90/91	239.11	\$ 1,731.40	92.02	\$ 703.04	\$6,013.60	828.60
Safety	16615/85	191.00	\$ 2,150.69	120.09	\$ 1,374.83	\$11,607.06	1023.52
Admin & Risk	16715	23.40	\$ 185.02	8.47	\$ 56.91	\$246.47	34.49
IT	17015/10	16.29	\$ 216.87	20.52	\$ 154.53	\$1,157.66	141.47
Finance	17165/17865	25.52	\$ 193.43	2.47	\$ 27.87	\$675.06	55.59
Procurement/Grants	17965/80 & 17265/80	11.00	\$ 112.78	0.00	\$ -	\$610.44	57.32
Executive	17610	80.16	\$ 1,123.90	22.58	\$ 234.29	\$1,422.99	135.70
Planning	17755	19.03	\$ 136.32	5.30	\$ 54.05	\$440.83	58.21
Totals		8820.01	\$ 75,234.28	4891.72	\$ 47,145.43	\$346,421.94	39979.20

Findings : April 2017 overtime is 45% lower compared to April 2016.

Consolidated Expenses by Function Code

YTD April 2017



BJCTA
Summary Revenue & Expense Report
YTD APRIL 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	1,222,023	1,339,135	(117,112)	2,295,660	1,073,637
Municipal Services	12,637,061	12,490,901	146,160	21,412,973	8,775,912
Other Revenues	184,868	54,307	130,561	122,740	(62,128)
Tax Revenues	1,166,667	1,166,667	0	2,000,000	833,333
Capital Revenues	1,224,884	1,224,886	(2)	2,099,804	874,920
FTA Reimbursements - Project Admin	191,973	44,683	147,290	76,600	(115,373)
Federal and Local Grant Revenues	8,623,605	8,603,750	19,855	11,379,051	2,755,446
Total Operating Revenues	25,251,081	24,924,328	326,753	39,386,828	14,135,747
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	2,839,631	2,839,631	0	2,839,631	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	4,283,700	2,839,631	1,444,069	2,839,631	(1,444,069)
Total Revenues	29,534,781	27,763,960	1,770,821	42,226,459	12,691,679
Expenses:					
Labor	8,034,749	8,227,696	(192,947)	14,103,463	6,068,714
Fringe Benefits	6,186,832	6,410,750	(223,919)	10,989,857	4,803,025
Services	1,840,574	1,997,091	(156,517)	3,423,585	1,583,011
Materials & Supplies	2,423,651	2,260,969	162,681	3,875,947	1,452,296
Utilities	386,487	434,114	(47,627)	744,195	357,708
Casualty & Liability Costs	931,853	1,074,547	(142,694)	1,842,081	910,228
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	1,546,213	1,243,886	302,327	2,078,805	532,592
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	41,910	37,386	4,524	64,090	22,180
Total Expenses	21,392,268	21,686,440	(294,171)	37,122,023	15,729,755
Non-Budget Expenses:					
Depreciation Expense	1,810,261	1,810,261	0	1,810,261	0
Pass Thru Funding Expense	2,839,632	2,839,632	0	2,839,632	0
Total Non-Budget Expenses	4,649,892	4,649,892	0	4,649,892	0
Total Expenses	26,042,161	26,336,332	(294,171)	41,771,915	15,729,755
Net Difference	3,492,620	1,427,628	2,064,992	454,544	(3,038,076)

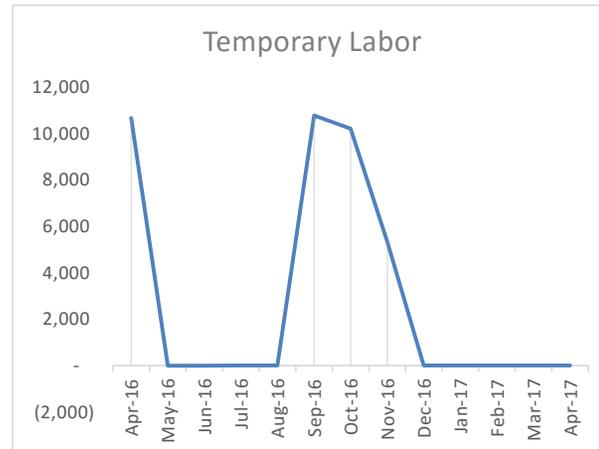
	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	25,251,081	24,924,328	326,753	39,386,828	14,135,747
Total Operating Expenses	21,392,268	21,686,440	(294,171)	37,122,023	15,729,755
Net Operating Profit/(Loss)	3,858,813	3,237,889	620,924	2,264,805	(1,594,008)
Total Non-Budget Revenues	4,283,700	2,839,631	1,444,069	2,839,631	(1,444,069)
Total Non-Budget Expenses	4,649,892	4,649,892	0	4,649,892	0
Total Non-Budget Profit/(Loss)	(366,193)	(1,810,261)	1,444,069	(1,810,261)	(1,444,069)
Net Profit/(Loss)	3,492,620	1,427,628	2,064,992	454,544	(3,038,076)

PARATRANSIT COST
PER RIDERSHIP TREND
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
Paratransit Service Costs	396,859	399,019	364,319	441,667	273,358	403,190	433,413	418,658	390,697	373,035	329,827	369,375	388,928
Ridership	10,235	10,235	9,414	9,690	8,532	10,291	9,483	9,392	8,763	8,325	7,347	8,014	9,076
Paratransit Cost per Ridership	38.77	38.99	38.70	45.58	32.04	39.18	45.70	44.58	44.58	44.81	44.89	46.09	42.85

**Temporary Labor
As of April 2017**

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



Birmingham-Jefferson County Transit Authority
Accounts Receivable Balances
As of April 30, 2017

Advertising	\$ 46,806	\$10,364.65 over 30. Remaining within contract period
Pass/Ticket Sales	\$ 11,761	\$2,274.80 over 90. \$666. over 60. \$1,029 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid April 28th for FY17 Services
Birmingham	\$ 5,227,475	Bill for Jan-Mar sent out. Waiting on payment; Sent email on 5/3 for payment status
Federal	\$ 3,885,422	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ 104,470	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	\$ 59,606	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	\$ 24,557	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 28,368	See Below
Employee	\$ 156	APTA trip
Pass Thru Funding	\$ -	
Board	\$ 22	
	<u>\$ 9,388,644</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 6,034	Interest-Current
\$ 10,630	CNG manual billing. \$1657.38 over 90; \$47.52 over 60; \$2657.30 over 30. Remainder current
\$ 136	Social Security due back from Pension Committee
\$ 521	Reimbursement from Delta flight that was cancelled
\$ 11,046	BBVA Compass Credit Card
<u>\$ 28,368</u>	

Birmingham-Jefferson County Transit Authority
Accounts Receivable Write Offs
As of April 30, 2017

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.:
Finance - Financial & Investment Highlights for Period Ending April 30, 2017	N/A
	DATE: April 30, 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 April 30, 2017 Balance Sheet, assets were \$55,625,253.71 while total liabilities were \$37,591,133.19.
- The Income Statement for the month ending April 30, 2017, details year to date revenues of \$29,534,780.76 and expenses of \$26,042,160.76 resulting in a positive difference of \$3,492,620.00.
- The total cash and cash equivalents as of April 30, 2017 was \$12,188,045.91 of which \$11,967,785.32 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Budgeted Items			
Revenues	25,251,081	24,924,328	326,753
Expenses	21,392,268	21,686,440	(294,171)
Net	3,858,813	3,237,889	620,924
Non Budgeted Items			
Revenues	4,283,700	2,839,631	1,444,069
Expenses	4,649,892	4,649,892	-
Net	(366,193)	(1,810,261)	1,444,069
Combined Net	3,492,620	1,427,628	2,064,992

Total overall variance with the budget is a positive \$1,427,627.54

- 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: Finance Department Status Report	RESOLUTION NO.: N/A
	DATE: April 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. Received paperwork to sign. Will be receiving insurance check in the amount of \$195,518.38
- **FY18**- The budget is completed and will be distributed, upon Board approval to each municipality by June 1st.
- **Training**- Training the new Accounting Specialist for Accounts Payable and to back up Payroll.
- **Staff Meetings**- Attended Staff meetings.

Birmingham-Jefferson County Transit Authority
 STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: April 2017 Human Resources Report	DATE: April 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: 9
 Rehires: 0
 Terminations: 2 (0 voluntary)
 Retirement: 0

Labor Relations:

Processed loan and retirement documentation

FMLA/Medical Leave:

6 Employee(s) on FMLA Full
 6 Employee(s) on FMLA Intermittent
 1 Employee(s) on Medical Leave

Worker's Compensation:

Total Claims: 4
 New Claims: 1

Recruitment Initiatives:

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

Random/Post Offer Drug Testing

Random Selections (0) – Currently up-to-date

Meetings:

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

Projects:

Benefits Fair for May 2017 (Planning phase)
 Develop compensation plan for administrative employees (development phase)
 Converting personnel files to digital format (discovery phase)

Handbook Revision (development phase)
Union contract negotiations (planning phase)

Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Communications Report	DATE: April 2017 INITIATOR: Ronda Robinson, Director of Communications
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1.0 Purpose/Objective:

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

2.0 Completed Projects:

- We advertised Magic City Connector at Cajun cookoff event.
- We advertised Magic City Connector at Gumbo Gala event.
- We launched MCC radio commercials on IHeart Media, Cumulus and Summit Media.
- We coordinated a TV news report about our free Wi-Fi on WIAT CBS42.
- We coordinated a report about the Bessemer Pilot program and our TDP meetings on WBRC FOX6.
- Employee/Customer appreciation: Easter Egg scavenger hunt.



3.0 Working Projects

- New website will be called www.maxtransit.org
- Ongoing planning for Intermodal soft opening
- TCAB rally in July

Ronda Robinson

Director of Communications

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

TITLE/DESCRIPTION:	DATE: April 2017
Marketing and Customer Service Report	INITIATOR: Adrian M. Solomon, Chief of Staff

Customer Service Activities:

- Central Station patrons participated in the Max Easter Egg Scavenger hunt. Fun was had by all and patrons were awarded various prizes for their participation.
- Customer Service call center began employee cross-training, however, April Customer Service phone lines continue to show an overall positive report.



Upcoming Events:

- Max On-Site will be visiting several schools during May 2017 for various career fairs and community events.



STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration and Management	RESOLUTION NO.: N/A
	Month: April 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 **eleven** (11) active FTA grants. Four of which are pass-through and the remaining seven are BJCTA designated grants.

1. Managed thirteen grants in the month of April. Two were closed out ahead of schedule: AL-2017-001 (FFY 2015 CMAQ – ClasTran Vehicle Replacement) and AL-2016-002 (FFY 2015 STPBH Flex Enhanced Mobility – ClasTran). One grant was executed for funding: AL-2017-007 (FFY 2016 Discretionary Low Emission No Emission).
2. Prepared and submitted March Federal Accountability and Transparency Act (FATA) reports.
3. Calculated and submitted April Sub-recipient Fixed Asset Depreciation report.
4. The Public Involvement Plan and Program of Projects have been published on the agency’s website.
5. Attended the April 26th Congestion Management Meeting at the Regional Planning Commission.
6. Facilitated the April 27th Collaboration Meeting with Lawson State Community College.
7. Prepared and submitted 2nd Quarter Milestone Progress Reports (MPRs) on all active grants during the period.
8. Transmitted five grant applications to the Federal Transit Administration (FTA) in the month of April: FFY 2015 Section 5307 Capital, FFY 2016 CMAQ Flex for ITP/MCC Operations and Preventative Maintenance, Section 5307 CMAQ Flex Bus Replacement, FFY 2016 Section 5310 Enhanced Mobility and FFY 2015 Section 5310 Enhanced Mobility; with the latter two applications consolidated.

ATTACHMENTS

- o Grants Status Report

Respectfully submitted,

Stephanie Walker

Stephanie Walker
Director of Grants

FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-03-0058	New Starts Environmental	09/2006	\$6,768,706	\$ 401,884.00	\$ 17,708.00	\$ 384,176.00
AL-03-0077	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 217,542.00	\$ 36,260.00	\$ 181,282.00
AL-2016-002	FFY2015 STPBH-Flex to Para-transit	08/2016	\$3,080,000	\$ 92,663.00	\$ 92,663.00	\$ -
AL-2016-015	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 379,408.00	\$ 10,333.00	\$ 369,075.00
AL-2017-002	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 3,080,000.00	\$ 221,436.00	\$ 2,858,564.00
AL-2017-001	FFY2015 Flex Funds CMAQ	02/2017	\$209,440	\$ 209,440.00	\$ 209,440.00	\$ -
Total Pass-Through Grants			\$16,061,474	\$ 4,171,497.00	\$ 587,840.00	\$3,583,657.00

FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X237	FFY 2014 Section 5307 Funds	01/2015	\$6,944,252	\$ 55,013.00	\$ -	\$ 55,013.00
AL -90-X241	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 49,592.00	\$ -	\$ 49,592.00
AL -90-X242	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 120,348.00	\$ -	\$ 120,348.00
AL -95-X007	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	\$ 7,007,296.00	\$ 15,007.00	\$ 6,992,289.00
AL-2017-005	FFY 2016 Section 5339	03/2017	\$696,975	\$ 696,975.00	\$ 301,349.00	\$ 395,626.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 405,000.00	\$ -	\$ 405,000.00
Total BJCTA Grants			\$26,873,131	\$ 10,494,616.00	\$ 316,356.00	\$10,178,260.00

Combined Totals			\$42,934,605	\$ 14,666,113.00	\$ 904,196.00	\$13,761,917.00
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Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	RESOLUTION NO. Not Applicable
	DATE: May 5, 2017
	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. Site B is completed and the IT department is ready for day one of Site B (Wifi, PIDS, Network, Phones, and Server Room.)
- AV Plan: ESB is implementing the approved plan for the Board Room and Conference Room. EBS has completed Engineering and the design process. I will go over the Design and approve the design with satisfaction of agreement. The opening date of Site A 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 and 3105 location to the Intermodal Site A will be done successfully.
- PIDS: Message Point is has completed Site B (Central Station) PIDS implementation. The PIDS will be ready for day one opening at Site B. 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.
- Police/ Security Area: The IT department is working with Birmingham Police on a shared area for security and communication at the Intermodal.
- Camera Systems: The Intermodal contractor for the Cameras has completed Site B Camera Systems. They will be turning that system over to the IT Department May 2017.

- Access Control Systems: The Intermodal Contractor for the Access Control System has fully completed the implementation at Site B. They will turn that system over to the IT Department May 2017.

IT Projects

- Implementation of Avail: Avail is continuing to install the Avail equipment on the buses. We have gathered a BJCTA Internal Avail Team to assure that the Avail project is implemented correctly. 90% of the buses are complete. The IT department has completed the design and implementation of our Dispatch Control area to fully accommodate the Avail system in its entirety. The next phase of the project is the mobile application and integration with Fleet-net.
- Website: The IT Department will create a new website for BJCTA. Content and design implementation are in effect now. The IT and Communication Department is working in unity to complete the website along with our vendor. This website will be efficient, scalable, modern, and sleek. We are working towards a May finish.
- Route Match: BJCTA has implemented Route Match for Paratransit. Route Match is fully managing our Paratransit Department. Dispatch, Reservationist, and Operators are properly trained, fully on Route Match. Stage 2 and 3 will be implemented by (Targeted) August 2017.
- The IT department has also completed the implementation of the first Web Conference for the Senior Staff Meeting.



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

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: April 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 is continuing to repair all vehicle defects, inspections and brake checks reported in a timely manner.
- Maintenance inspections were 98% for the month of April—having only 2 past due.
- Maintenance mechanics, body shop, and general service workers continue to work together on a daily basis to maintain the upkeep of our fleet.
- The maintenance department assisted with setup for the Barber’s Motorsports Job Fair. Facilities Technicians brought supplies to and from the event. Two of our technicians (Edward Jackson & Keith Jones) also lent a helping hand in soliciting for the job fair.
- The maintenance department welcomes 3 new employees (Larry Fitzpatrick-Tech II; Marquis Little-Apprentice; and Jackie Gordon-Apprentice).
The maintenance department is pleased to display their new uniforms. This morale booster let’s everyone know “when you look better, you do/feel better”. This month’s employee is Facilities Technician, Edward Jackson.

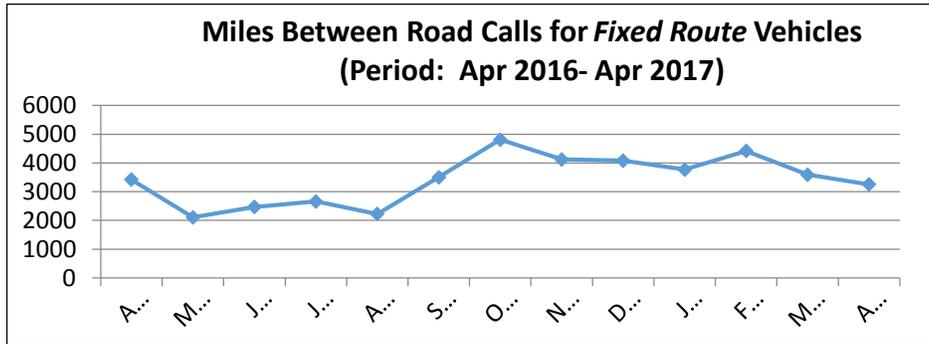


Facility – Update: In addition to normal maintenance processes, the Facilities Section completed the following tasks during the month of April 2017:

- Completed weekly maintenance on bus washer
- Painted floors in bus bays
- Began the refurbishing process for the Engine Cleaning Bay; started painting the bay
- Striped parking lots in each facility
- Replaced toilets in the men’s restroom at Central Station
- Installed Ladder-rack for wiring harness in the IT Control Panel Room at the Intermodal.

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

MAX Maintenance went 3,253 miles between mechanical failures in April 2017. Maintenance was less than 1,800 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	3253								

Quinton Haley

Quinton Haley, Manager of Maintenance Administration

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

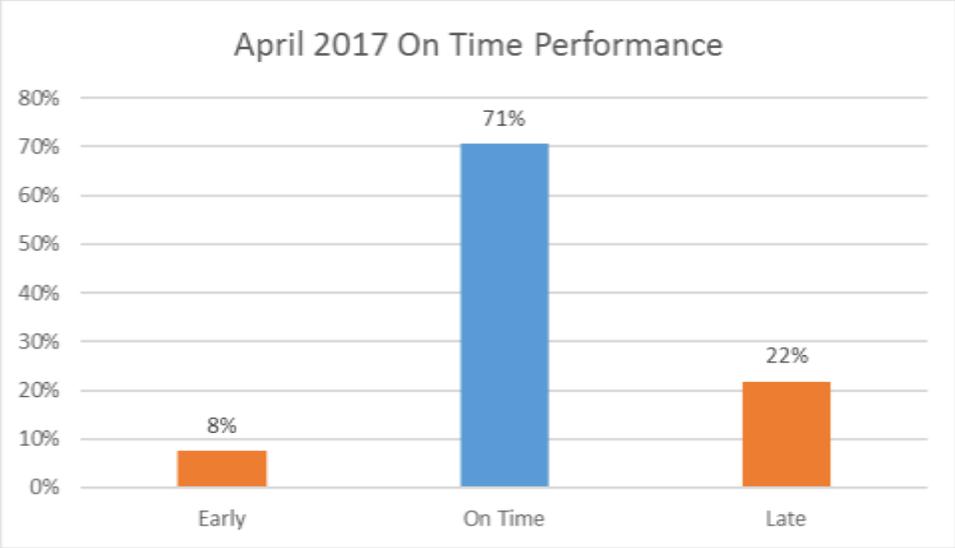
TITLE/DESCRIPTION: Transportation Monthly Update	DATE: April 2017
	INITIATOR: Christopher Ruffin Director of Operations
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

1.0 Fixed-Route

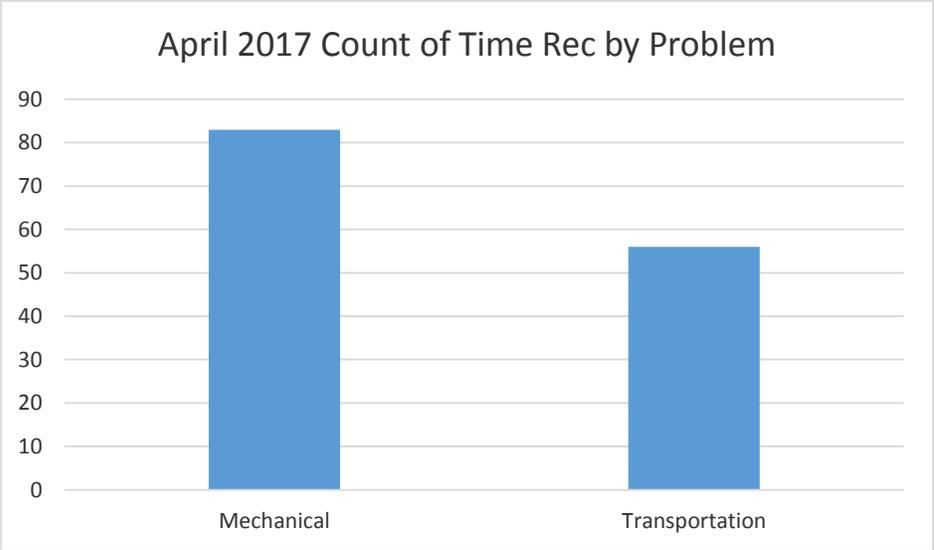
- On April 5, 2017, BJCTA activated the Inclement Weather Plan to ensure the safety of not only our employees, but out passengers, vendors, clients, and consultants.
- Although a new-hire training class began on April 10, 2017, Operations is still seeking to fill vacant Professional Operator positions.
- With the implementation of the Route Match system, the Operations Department has been brainstorming over ways to improve Fonality, our current phone system. We continue to strive for superior service.
- On April 27, 2017, the Director of Operations, along with several other BJCTA Department Heads, met with administration of Lawson State Community College to collaborate on a possible route to transport students between their two campuses.
- Fixed Route prepared for its upcoming Operator Sign-up to begin on May 15, 2017, as well as the Memorial Day Sign-up.

1.1 On Time Performance (Chart)



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

1.2 Missed Trips (Chart)

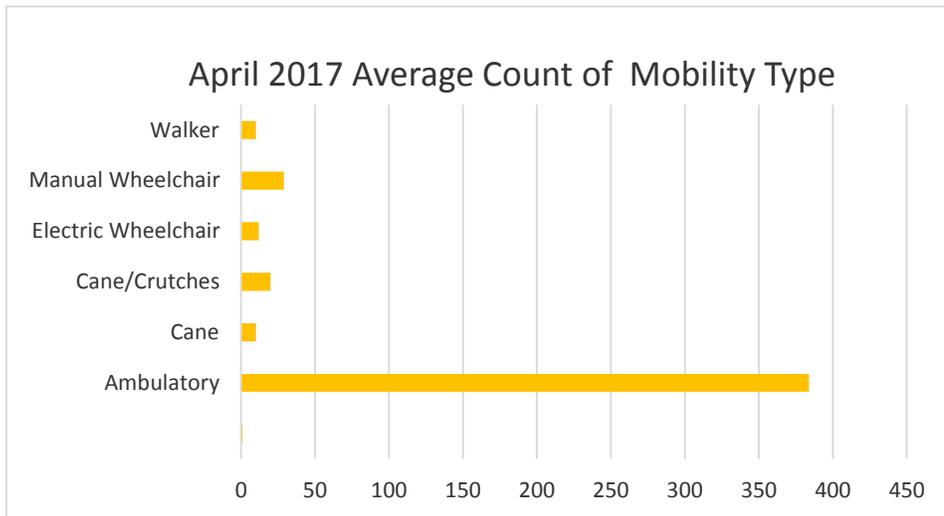


Problem	Count of Time Rec
Mechanical	83
Transportation	56

2.0 Paratransit & ADA

- With great anticipation, Paratransit is pleased to announce that Route Match officially kicked off on April 4, 2017
- Paratransit has been working diligently on educating our clients on our newly revised policies & procedures along with the help from other departments. Letter correspondences, as well as courtesy phone calls have been made to communicate this new information.
- Paratransit continued interviewing applicants for professional Bus Operators and Reservations. We successfully enlisted a new Reservationist, which began on April 10, 2017.
- Paratransit prepared for its upcoming Operator Sign-up to begin on May 15, 2017, as well as the Memorial Day Sign-up.

2.1 Average Count of Mobility Type (Chart)



Mobility Requirement Type	Count of Mobility Requirement Type
Ambulatory	384
Cane	10
Cane/Crutches	20
Electric Wheelchair	12
Manual Wheelchair	29
Walker	10



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning Department Monthly Update	DATE: April 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

- Planning Manager along with the Director of Communications met with Lakeview district to discuss a bus servicing more of the Lakeview area.
- Planning staff attended the ALDOT meeting discussing their 2040 transportation plan.
- Planning manager met with union president Greg Roddy to discuss the upcoming May operators run bid, effective May 15, 2017.
- Planning Department along with Director of Operations, and Executive director met with the city of Homewood to discuss a Homewood circulator.
- Planning Manager, Grants Director Stephanie Walker, and planner Thomas Yuill attended the MPO meeting on Congestive management on April 26th.
- Planning Manager, Planner, Director of Operations, Director of Finance, and Executive Director attended a meeting with the city of Hoover on
- Transit development meeting with cities and chambers of commerce was held at the innovation depot on April 12th.
- Planning Department lead, and attended three open house public meetings in regards to the transit development plan, April 19th (Don Hawkins Park), April 25th (Bessemer Rec Center, and April 27th (West police precinct)
- Planning Manager and other BJCTA staff met with Lawson state about several partnerships initiatives.
- Planning Manager attended both Board committee meetings and board meetings.
- Planning Manager has working dialogue with Director of Operations daily, along with other BJCTA staff.
- Planning department met with Strada professional services in reference to the open house public meetings to brainstorm over things needed for the meetings.
- Planning Department continues to look at ways of improving the overall route services for the organization by performing weekly bus stop assessments, and validation of passenger counts against the AVAIL system.

1.1 Performance Indicator-Fixed Route

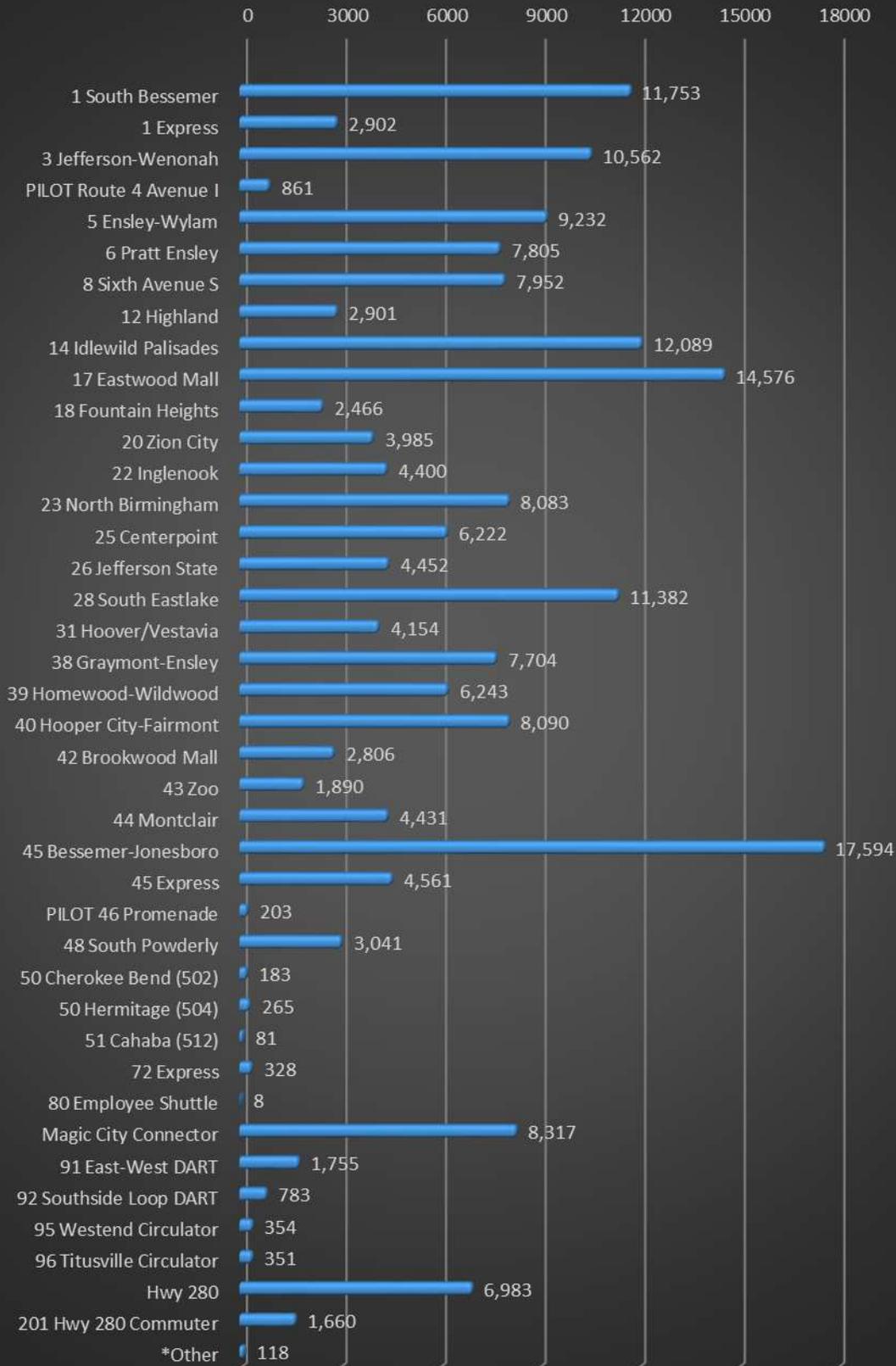
Goal	Performance Indicators	Current Month FY2016	Current Month FY2017	Year to Date FY2016	Year to Date FY2017	YTD Percent Change
Overall System Performance	Total Ridership	246,044	203,526	1,773,892	1,565,059	-11.8%
	Dart Ridership	8,706	10,855	66,387	68,745	3.6%
	Vehicle Service Hours	19,822	18,939	133,367	133,495	0.1%
	Total Miles	276,692	237,462	1,908,563	1,780,501	-6.7%
	Revenue Miles	236,295	225,728	1,651,174	1,664,058	0.8%
	Fare Revenues	\$175,700	\$137,662	\$1,242,300	\$1,109,131	-10.7%
	Total Expenses	\$3,083,314	\$2,986,385	\$46,895,532	\$21,616,839	-53.9%

YTD percentage change is calculated by subtracting the current YTD from the previous YTD, and dividing it from the previous YTD For example: $1,565,059 - 1,773,892 = -208,833 / 1,773,892 = -11.8\%$

1.2

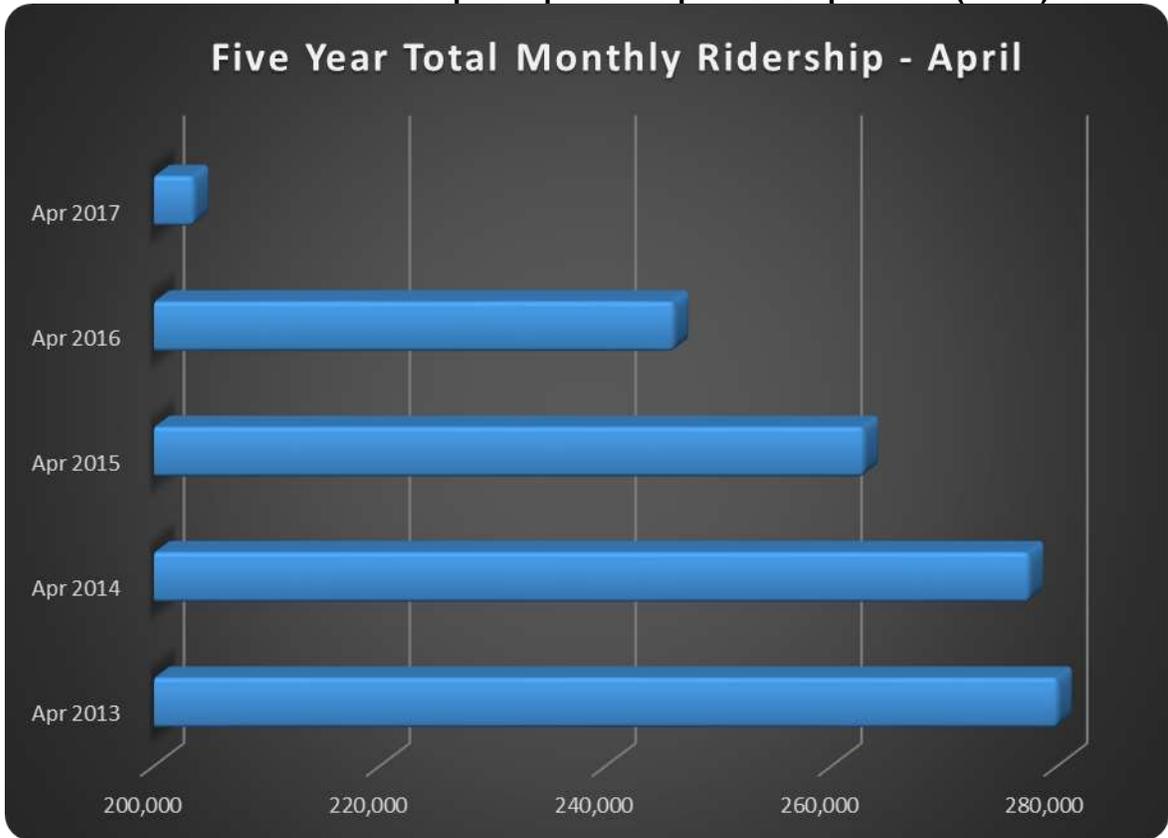
Ridership Summary (Chart)

Ridership By Route - April 2017

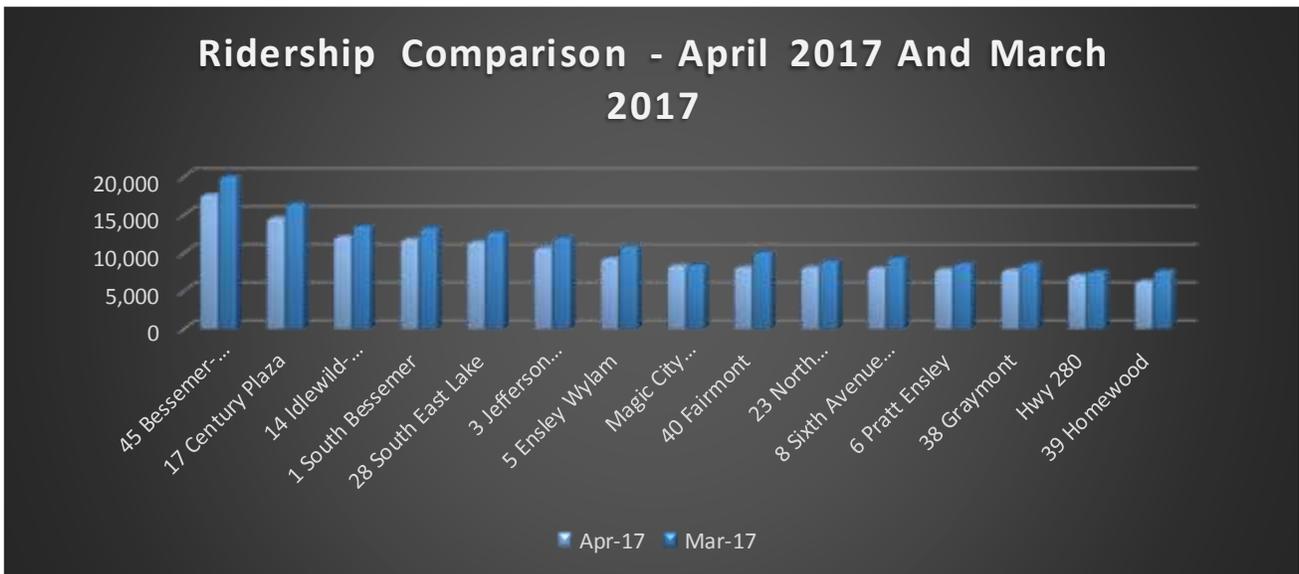
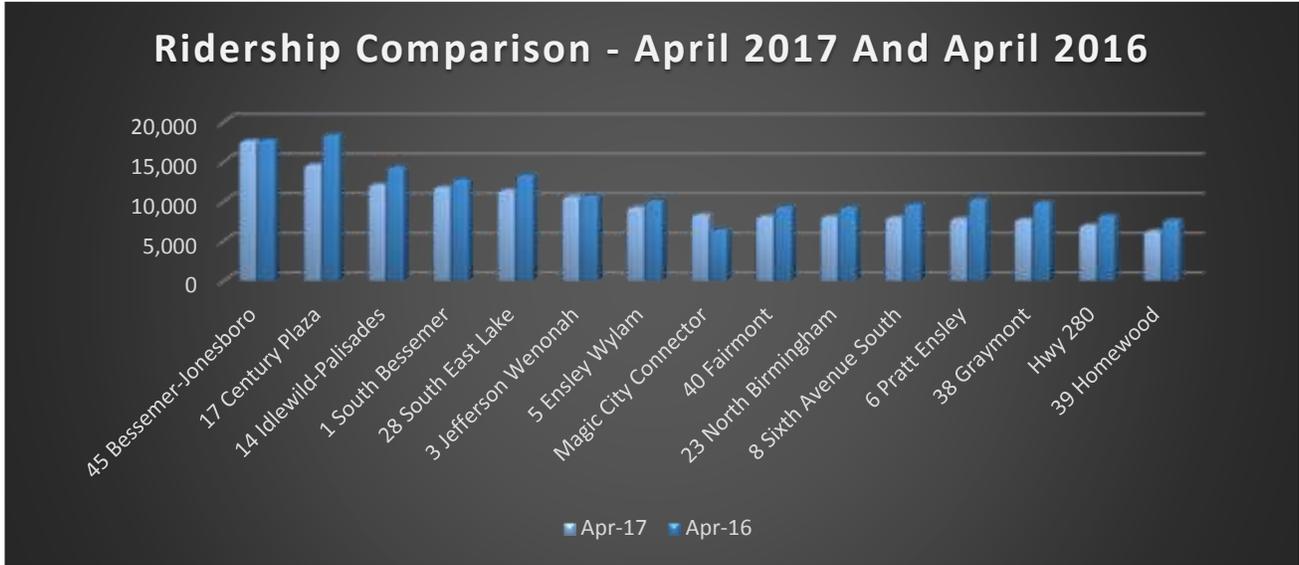


1.3

Five-Year Ridership Comparison April 2013-April 2017 (Chart)



1.4 Top 15 Routes (Chart)



Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: APRIL 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 Oils and Lubricants

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 Purchasing Agent has completed Procurement Series II Training which covers Cost and Price Analysis.

2.4 Upcoming Contract Expirations within 60 Days

2.4.1 None

3.0 RESOLUTION

3.3.1 RFP #17-12 Transit Bus Painting and Repair Services

ATTACHMENTS

- o Contract Log
- o Resolution

Respectfully submitted
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Darryl Grayson

Darryl Grayson - Procurement Manager

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files/BirminghamJefferson_County_Transit_Authority_17875/_event/39601/Contract Log 5-2017 (May Board)DG.doc

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Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Safety, Training & Security Monthly Report	RESOLUTION NO.: N/A
	DATE: April, 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 April, 2017.

TRAINING

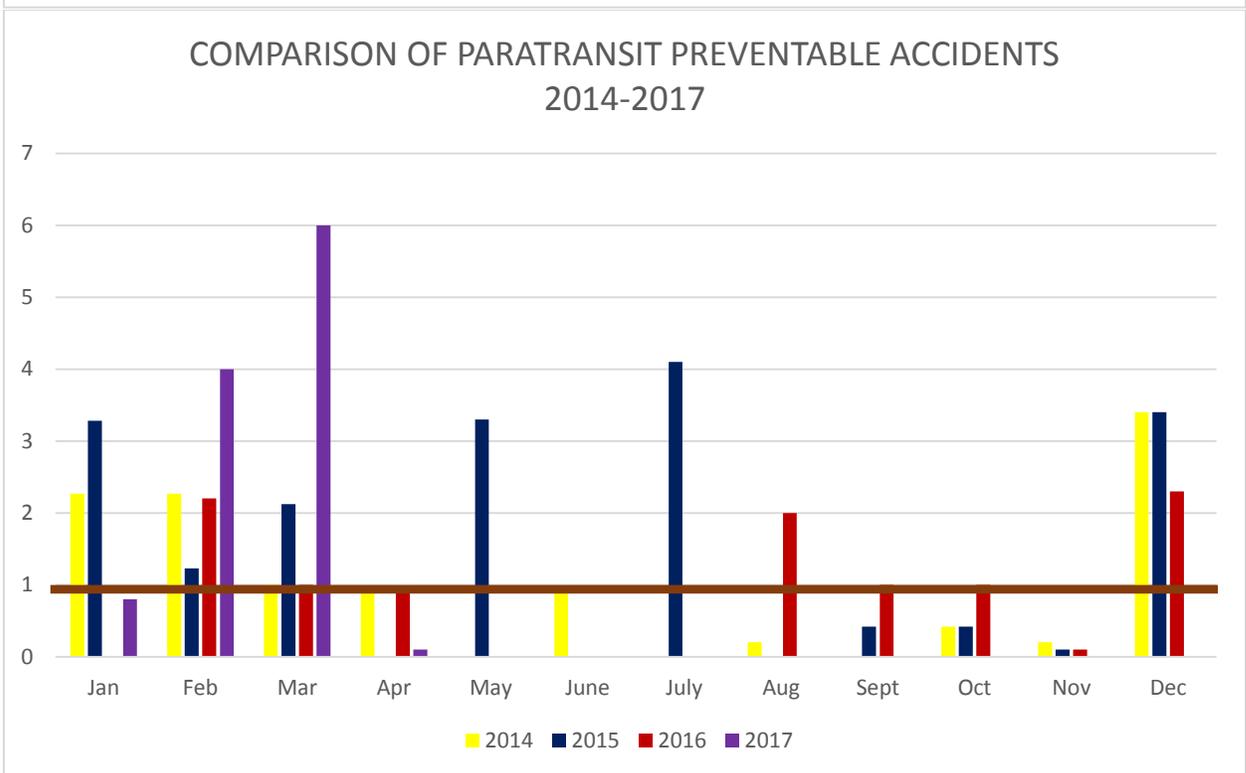
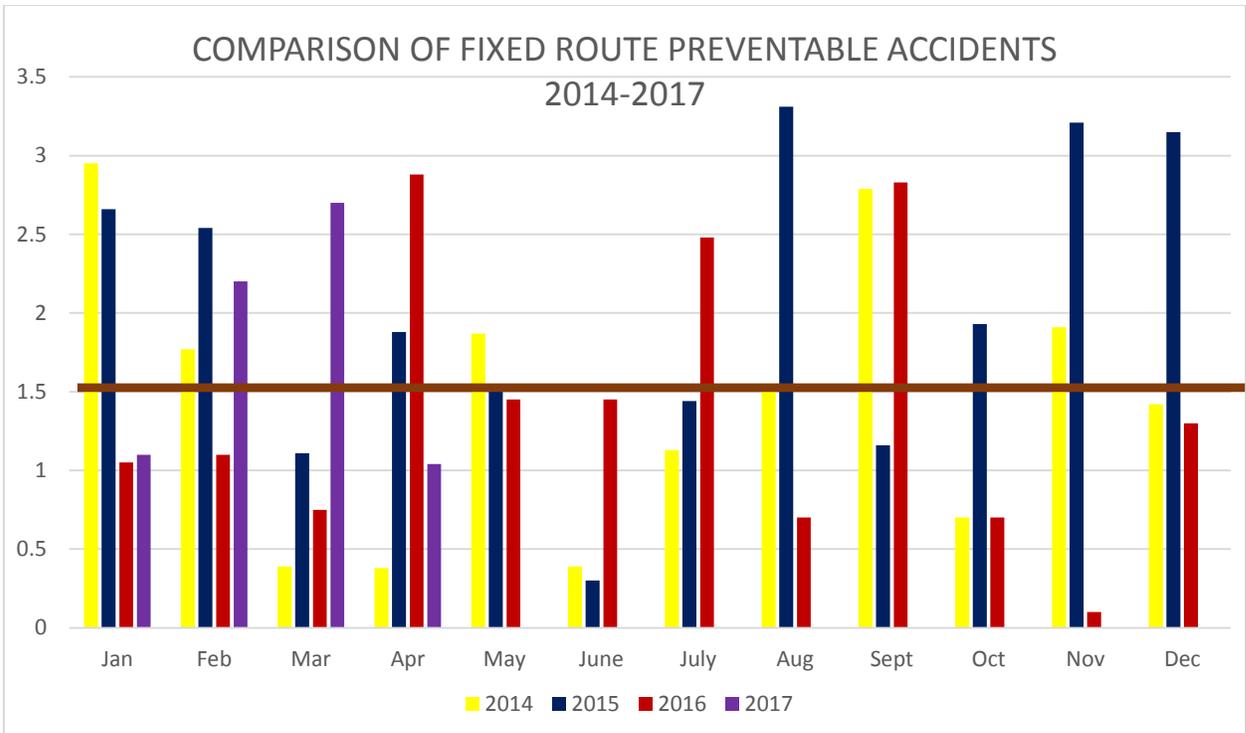
- The training department began soft skill training for the new operations supervisors as well as other new supervisors.
- A new class of bus operators started this month, as well as maintenance, HR, and Finance personnel.
- We met with Lawson State again to further discuss partnerships in training. They have great resources, and it has been discovered that we both and help each other.

SECURITY

- The Security Fence around the 8th Ave. Facility is complete. We have been working through minor glitches, but for the most part, this project can be considered finished.
- One person was quite disruptive this month at Central Station, and the off-duty police were on the scene and quickly ended the issue before it escalated. The person involved was arrested and is no longer allowed at Central Station.

SAFETY

- The Safety Department participated in the decision-making process regarding the inclement weather at the beginning of the month. The decision to close the system for a day was made for the safety of our employees and customers.
- The department participated in the Barber’s Raceway Job Fair. We saw a great many people who were interested in MAX.
- The Safety department was notified that BJCTA has received the Gold Medal Safety and Security award to be given at the APTA Conference in May.
- The paratransit operators had NO preventable accidents this month – they drove close to 100,000 miles accident free. Fixed route had three preventable accidents.



Dale Knutson, TSSP – Manager of Safety, Training, and Security
5/1/17