



**BJCTA BOARD OF DIRECTORS
ROLL CALL**

Wednesday, March 22,2017

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

Res. No. 2017-
Y N A
Y N A
Y N A
Y N A
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, March 22, 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- February 22,2017
- VIII. Chairman's Report- Executive Director Performance Evaluation Review (Informational Only)
- IX. Committee Reports
 - A. Committee of the Whole Meeting
 - March 17,2017
- X. Resolutions for Consideration and Approval
 - A. Resolution 2017-15 – Authorize the Executive Director to contract with **SKYE CONNECT** to provide DBE Coordination, Certification, Training & Development services to BJCTA.
 - B. Resolution 2017- 16- Authorize the Executive Director to contract with **Gregory Pest Solutions** to provide Pest Control services to BJCTA.
 - C. Resolution 2017-17- Authorize the Executive Director to procure Two (2) new Bus Bay Lifts from **Heavy- Duty Lift & Equipment Inc.** for BJCTA Chassis Room & Shop Bay.
 - D. Resolution 2017-18- Urging the Alabama Legislature to enact an increase in the taxes on motor fuels.

- XI. Executive Director's Report**
 - A. Financial Report**
- XII. Old Business**
 - A. Intermodal Facility update- STRADA Professional Services & Attorney Deborah Walker**
- XIII. New Business**
- XIV. Public Comment***
- XV. Adjournment**



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BJCTA BOARD OF DIRECTORS MEETING MINUTES Wednesday, February 22, 2017 12:00 Noon

Opening: The meeting was called to order by Chair Patrick Sellers at 12:09 p.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500.

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

Members Absent: None

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, Mikesha Harvill, KeAundra Reynolds, Karen Jacobs, Dale Knutson, Darryl Grayson, J.O. Hill (ATU Local 725 President), Chris Bolling (BPD), Trey Glenn (STRADA), David Calvert(STRADA), Daryl Burton (STRADA), Christy Howard, Stephanie Walker, Toney Chestnut, Ron Sweeny, Quinton Haley, Jamie Endsley, Ronda Robinson, Christopher Ruffin, Mike Sims, Butch Ferrell, Chris Bowling(COB), Dale Knutson, Corlette Burns(Shift Marketing Consulting), Shelly Stewart, David Burton (STRADA), David Calvert (STRADA), Edmond Watters (STRADA), Cherri Williams (STRADA),Trey Glenn (STRADA), Alice Gordon (Skye Connect), Kevin Owens(COB),Reginald Jeter, Angela Weinberg, Anna Brown Ryan Wilson (Fuston, Petway & French, LLP), Attorney 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 a safety message on having a balance with personal and work life to prevent stress.

VI. **Adoption of the Agenda:**

The adoption of the Agenda was moved by Director Snyder, it was seconded by Director Lassiter, and approved by general consent.

*An audio file is available for more detail.

VII. Adoption of the Minutes:

A. Regular Board Meeting Minutes January 25,2017

Director Mauldin moved to adopt the minutes, it was seconded by Director Lassiter, and approved by general consent. Director Henderson abstained.

B. Special Called Board Meeting Minutes- January 9,2017

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

VIII. Chairman's Report: Director Sellers expressed that the Board had a wonderful retreat setting forth a great strategic plan to move the agency forward. He also expressed the sense of comradery and support. Director Sellers noted that it's important that the retreat is done yearly to stay embraced with each other.

IX. Committee Reports:

A. Governance & External Relations-

• February 15,2017

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

B. Performance Monitoring & Operational Oversight

• February 15,2017

Director Henderson made a motion to move the minutes with corrections, it was seconded by Director Lassiter, and approved by general consent.

C. Planning & Development

• February 15,2017

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

X. Resolution for Consideration and Approval- None

XI. Executive Director's Report

- Ms. Murdock acknowledged Birmingham Icon, Mr. Shelly Stewart.
- Ms. Murdock acknowledged Quinton Haley (Maintenance) for receiving an Appreciation Award from President Obama's Secret Service Staff.
- Chief of Staff (Adrian Solomon) and Director of Operations (Chris Ruffin) met with the City of Birmingham for approval on the coke wrap.

Financial Report- Karen Jacobs (Director of Finance) Included in Board Packets for Review

Discussion:

Director Henderson had questions about the Access Management on p.22. She wanted to know who needed assistance to prepare for FTA reporting.

*An audio file is available for more detail.

Karen Jacobs replied, we have to let FTA know of all assets and how they would be Replaced. It's a five (5) year timeline that was introduced in 2013 and has to be implemented in 2018.

Director Henderson asked if BJCTA would have to hire additional staff.

Karen Jacobs replied, No, we have Erica Jackson and Ron Thompson (STRADA) going to Washington, DC. for training.

Director Henderson also asked about the Construction in progress with the Bus Shelters on p.32. she wanted to know if we were putting bus shelters all over.

Karen Jacobs replied that the inventory was brought in 2008, if any municipality wanted a shelter, they would have to go through the planning department.

Director Henderson asked if we asked other neighborhoods if they wanted any bus shelters.

Ms. Murdock replied, Yes, we have involved other neighborhoods and they are interested in the shelters.

Director Henderson asked about the municipalities listed on p.37 with late payments.

Karen Jacobs replied, Hoover- said they would be late with payment, Bessemer will be sending payment at the beginning of March, and Midfield owe \$1,784 which will bring them up to date.

Director Lassiter gave great Kudos to the staff for getting the overtime rate down!

Ms. Murdock acknowledged TCAB for their efforts with passing out handouts to restore the Palisades service on Monday, February 27,2017.

Director Snyder asked to hear about the Senior Staff Retreat

Ms. Murdock replied, staff work so hard on putting together the Action Plan with the direction from the Board during the Board Retreat. She asked that someone from the team speak on the experience.

Ron Sweeney mentioned that STRADA and SKYE CONNECT was so helpful, this retreat was one of the most beneficial retreats that he had ever been on. He experienced the Board and Staff coming together for One Common Good!

Director Henderson asked, where did we go for the retreat and was any other Board Member there?

Director Sellers replied, Yes, I was there.

Ms. Murdock answered Director Henderson question, Gulf Shores.

Director Tolbert asked about the terms of the ITP amount.

Ms. Murdock replied, it's a five (5) year term for the amount as of now, it's subject to change.

Director Tolbert asked if the design for the coke wrap been approved, and if BJCTA's name would be on the bus. She mentioned that it looks like a coke bus without having the brand on it.

Director Henderson also asked about the Contract Renewals on p. 52. (1). **BCBS**- Jamie Endsley replied, has been renewed March 1,2017 to February 28,2018. (2). **CNG**- Karen replied that we have to send the CNG RFP back out.

Director Henderson added, also on p. 55 Contract Expirations. She asked why the Board didn't get an update on the contract that were expiring?

Jamie Endsley responded, these are contracts that had an automatic extension.

XII. Old Business

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

Trey Glenn gave an update on the scheduled opening of the Intermodal Facility.

B. Maintenance Facility Update

*An audio file is available for more detail.

XIII. New Business

- A. New Board Member- Director Martin Weinberg was sworn in by the Honorable Judge Reginald Jeter.
- B. STRADA Professional Services- Gas Tax

Director Mauldin made a recommendation to move the Gas Tax to the committee meeting. It was seconded by Director Henderson, and approved by general consent.

XIV. Public Comment

Ms. Colette Burns (Marketing Partnership) announced that her and her daddy (Shelly Stewart) was back in business together and was looking forward to doing business with BJCTA.

XV. Adjournment

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

The Meeting Adjourned at 1:05 p.m.

Minutes submitted by: KeAundra Reynolds - Executive Administrative Assistant

Date: February 22, 2017

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

*An audio file is available for more detail.



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COMMITTEE OF THE WHOLE BOARD MEETING

**Friday, March 17, 2017
9:00 a.m.**

- I. **Opening:** Chairman Patrick Sellers called the meeting to order at 9:05 a.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.
- II. **Committee Members Present:** Donald A. Harwell, Patricia Henderson, Johnnye P. Lassiter, Bacarra Mauldin, Patrick Sellers, Adam Snyder, Frank Topping, Emma Tolbert, and Martin Weinberg.
- III. **Staff and Others Present:** Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Mikesha Harvill, KeAundra Reynolds, Karen Jacobs, Wytangy Peak, Stephanie Walker, J.O. Hill, Jamie Endsley, Thomas Yuill, Dale Knutson, Quinton Haley, Ronda Robinson, Darryl Grayson, Christopher Ruffin, Toney Chestnut, Mike Sims, Trey Glenn (STRADA), David Burton (STRADA), Ron Thompson (STRADA), Darrell Howard (STRADA), Councilman Hoyt (COB), Courtney French, Ryan Wilson (Fuston, Petway & French, LLP), and Attorney Walker.
- IV. **Adoption of Agenda:** Director Lassiter made a motion to adopt the agenda; it was seconded by Director Snyder and approved by general consent.
- V. **Resolution for Consideration & Recommendation:**
 - A. **Resolution 2017-15-** Authorize the Executive Director to contract with **SKYE CONNECT** to provide DBE, Coordination, Certification, Trainings & Development services to BJCTA.
Director Lassiter made a motion to forward the resolution to the full board. It was seconded by Director Mauldin, and approved by general consent.
 - B. **Resolution 2017-16-** Authorize the Executive Director to contract with **Gregory Pest Solutions** to provide Pest Control services to BJCTA.

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

****Director Weinberg arrived****

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

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

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

Director Mauldin made a motion to forward the resolution to the full board. It was seconded by Director Lassiter and approved by general consent. Director Harwell abstained.

****Director Topping arrived****

VI. Items for Information and/ or Discussion

A. Executive Director Report

- ALDOT is flexing BJCTA 1.8 Million for ITP Operations
- Meeting scheduled on the hill in DC to meet with Representative Terri Sewell.
- Mayor of Hoover wants to buy a shelter for each stop in Hoover.
- March 19th – BJCTA Annual Bus Rodeo
- March 20th- Birmingham Transportation Committee Meeting at 4:30 p.m. City Hall (Council Chambers).
- April 9th- Employee Quarterly Meeting (Spare Time Entertainment-Trussville).
- Communications department is working on putting together training for the passengers.

➤ **Departmental Reports-** Included in Board Packet for your review.

B. Chief of Staff Report

- Alabama Transportation Association (ATA) appointed Dr. Patrick Sellers as Chairman of Board.

C. Governmental Relations Update- Included in Board Packet for your review.

D. TCAB Update- Included in Board Packet for your review.

VII. Old Business

A. Intermodal Update- Trey Glenn (STRADA gave update; **Site B-** Complete, available to run buses on April 3rd. **Site A-** Opening mid- June.

B. Maintenance Facility Update- Ron Thompson (STRADA). Included in Board Packet for your review.

VIII. New Business

A. Magic City Connector (ITP) Kick- Off- Friday, March 24,2017

B. Transit Development Plan (TDP) - Thomas Yuill gave a presentation on route and new headways.

****Director Mauldin mentioned that Birmingham Chapter have been asked to host the APTA Meeting for summer 2018. If the Board agree on it. A letter of Intent will have to done before the board meet in Chicago in July 2017.****

Director Snyder left

Executive Session:

Director Tolbert made a motion to go into Executive Session at 10:43 a.m. to discuss potential litigation issues. It was seconded by Director Topping, and approved by Roll Call Vote.

Directors: Harwell- Yes, Henderson- Yes, Lassiter- Yes, Mauldin- Yes, Sellers- Yes, Snyder- Yes, Tolbert- Yes, Topping-Yes, Weinberg- Yes.

Director Harwell made a motion to come out of Executive Session at 11:14 a.m. It was seconded by Director Topping, and approved by Roll Call Vote.

Directors: Harwell- Yes, Henderson- Yes, Lassiter- Yes, Mauldin- Yes, Sellers- Yes, Snyder- Yes, Tolbert- Yes, Topping-Yes, Weinberg- Yes.

Director Harwell made a motion to except recommendation for legal counsel. It was seconded by Director Topping, and approved by general consent.

IX. Adjournment

Director Mauldin made a motion to adjourn at 11:20 a.m. Director Tolbert seconded the motion, and approved by general consent.

Meeting ended at 11:20 a.m.

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

TITLE/DESCRIPTION: Authorize the Executive Director to contract with SKYE CONNECT to provide DBE Coordination, Certification, Training & Development services to BJCTA.	RESOLUTION NO.: 2017-15 DATE: February 2017 INITIATOR: Darryl R. 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:** To Authorize the Executive Director to contract with **SKYE CONNECT** to provide DBE Coordination, Certification, Trainings & Development services to BJCTA.
- 2.0 Description/Justification:** To provide DBE Coordination, Certification, Trainings & Development services to BJCTA that could impact Board, Customers or Employees.
- 3.0 Procurement Background:** On November, 2017, BJCTA issued RFQ #17-04 to provide DBE Coordination, Certification, Trainings & Development services to BJCTA. For 2 years with three (3) one year options. Two (2) qualifications were received. **SKYE CONNECT** evaluated higher and met the requested criteria within the RFQ.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The cost to provide these services must not exceed **\$75,000.00 a year** within the duration of the contract.

Company	Score
SKYE CONNNECT INC	278
MILLIGAN & COMPANY	230

- a) **Source Funding** – PM (5307) and Allocated Local Funding
 b) **Verified By** – Finance Dept.
- 6.0 Recommendations:** Authorize the Executive Director to contract with **SKYE Connect**, to provide DBE Coordination, Certification, Trainings & Development services to BJCTA.
- 7.0 Alternatives:** Do not provide DBE Coordination, Certification, Trainings & Development services to BJCTA.
- 8.0 Attachments:** None

Darryl Grayson

Darryl Grayson Procurement Officer



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Resolution No. 2017-15

Authorize the Executive Director to contract with SKYE CONNECT to provide DBE Coordination, Certification, Training & Development services to BJCTA.

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

WHEREAS, Request for Qualifications RFQ #17-04 was issued to obtain a company qualified to provide DBE Coordination, Certification, Training & Development services to BJCTA.; and

WHEREAS, Two (2) companies responded to the proposal. All companies were responsive; and

WHEREAS, it is recommended that the BJCTA contract with SKYE Connect Inc. to provide DBE Coordination, Certification, Training & Development services to BJCTA: and

WHEREAS, the Authority deems the proposal submitted by SKYE Connect to be fair and reasonable.

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

Section 1. The Executive Director is hereby authorized to contract with **SKYE Connect Inc.** to provide DBE Coordination, Certification, and Training & Development Services for 2 years with three (3) one year options not to exceed **\$75,000 a year** within duration term of the contract with the Birmingham-Jefferson County Transit Authority.

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

Adopted: March 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorize the Executive Director to contract with Gregory Pest Solution to provide Pest Control services to BJCTA.	RESOLUTION NO.: 2017-16 <hr/> DATE: February 2017 <hr/> INITIATOR: Darryl R. 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:** To Authorize the Executive Director to contract with **Gregory Pest Solution**, to provide Pest Control services to BJCTA.
- 2.0 Description/Justification:** To provide pest control services to Buses, Maintenance Facility, Sites A and B of the Intermodal Facility.
- 3.0 Procurement Background:** On January 23, 2017, BJCTA issued RFP #17-08 to provide Pest Control Services to BJCTA for 3 years with two (2) one year options. **Gregory Pest Solution** evaluated higher and met the requested criteria within the RFP. Gregory Pest Solutions also has Impressive references.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The cost to provide a **Pest Control Services** must not exceed **\$20,000.00** a year within the duration of the contract.

Company	Score	Amount Per Year
GREGORY PEST SOLUTIONS	225	\$19,708.80
KNOX PEST CONTROL	224	\$25,980.00
BOMAC PEST CONTROL	170	\$52,800.00
ALABAMA PEST CONTROL	163	\$2,400.00

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

- 6.0 Recommendations:** Authorize the Executive Director to contract with **Gregory Pest Solution**, to provide Pest Control services to BJCTA.
- 7.0 Alternatives:** Do not provide pest control services.
- 8.0 Attachments:** None

Darryl Grayson

Darryl Grayson Procurement Officer



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Resolution No. 2017-16

Authorize the Executive Director to contract with Gregory Pest Solution, to provide Pest Control services to BJCTA.

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

WHEREAS, Request for Proposal RFP #17-08 was issued to obtain a company qualified to provide Pest Control Services to BJCTA; and

WHEREAS, Four (4) companies responded to the proposal. All companies were responsive; and

WHEREAS, it is recommended that the BJCTA contract with Gregory Pest Solution to provide Pest Control services to BJCTA. and

WHEREAS, **Gregory Pest Solution** proposes to provide services in accordance with the attached fee schedule within the proposal; and

WHEREAS, the Authority deems the proposal submitted by Gregory Pest Solution to be fair and reasonable.

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

Section 1. The Executive Director is hereby authorized to contract with **Gregory Pest Solution** to provide Pest Control Services not to exceed **\$20,000.00 a year** within duration term of the contract with the Birmingham-Jefferson County Transit Authority.

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

Adopted: March 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorize the Executive Director to procure Two (2) new Bus Bay lifts from Heavy-Duty Lift & Equipment Inc. for BJCTA Chassis Room & Shop Bay	RESOLUTION NO.: 2017-17 <hr/> DATE: February 2017 <hr/> INITIATOR: Darryl R. 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:** To Authorize the Executive Director to procure Two (2) Bus Bay lifts from **Heavy-Duty Lift & Equipment Inc.** for BJCTA Chassis Room & Shop Bay.

- 2.0 Description/Justification:** To provide two (2) new bus lifts for BJCTA Maintenance Facility. The lifts ill be used to provide extensive maintenance and repair service to buses

- 3.0 Procurement Background:** On February 10, 2017, BJCTA issued RFP #17-09 to procure Two (2) Bus Bay lifts from **Heavy-Duty Lift & Equipment Inc.** **Heavy-Duty Lift & Equipment Inc.** evaluated higher and met the requested specifications within the RFP.

- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.

- 5.0 Economic Impact:** The cost to provide 2 new bus lifts must not exceed **\$192,000.00** for both lifts.

Company	Score	Cost
HEAVY DUTY LIFT & EQUIPMENT	262	\$192,000.00
HENNESSY INDUSTRIES	216	\$165,986.00
STERTIL KONI	195	\$274,051.00
ROTARY LIFT INC	151	\$171,975.02

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

- 6.0 Recommendations:** Authorize the Executive Director to procure two (2) new Bus Lifts from **Heavy-Duty Lift & Equipment Inc.**

- 7.0 Alternatives:** Do not procure bus lifts.

- 8.0 Attachments:** None

Darryl Grayson

Darryl Grayson Procurement Officer



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Resolution No. 2017-17

Authorize the Executive Director to procure Two (2) Bus Bay lifts from Heavy-Duty Lift & Equipment Inc. for BJCTA Chassis Room & Shop Bay.

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

WHEREAS, Request for Proposal RFP #17-09 was issued to procure two (2) new Bus Lifts for BJCTA; and

WHEREAS, Four (4) companies responded to the proposal. All companies were responsive; and

WHEREAS, it is recommended that the BJCTA procure Bus Lifts from **Heavy-Duty Lift & Equipment Inc.**; and

WHEREAS, **Heavy-Duty Lift & Equipment Inc.** proposes to provide equipment in accordance with the attached cost within the proposal; and

WHEREAS, the Authority deems the proposal submitted by **Heavy-Duty Lift & Equipment Inc.** to be fair and reasonable.

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

Section 1. The Executive Director is hereby authorized to procure two (2) new Bus Lifts from **Heavy-Duty Lift & Equipment Inc.** Heavy-Duty Lift & Equipment Inc. will provide both lifts at a cost not to exceed **\$192,000.00**.

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

Adopted: March 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Urging the Alabama Legislature to enact an increase in the taxes on motor Fuels	RESOLUTION NO.: 2017-18
	DATE: February 2017
	INITIATOR: Executive
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:** Urging the Alabama Legislature to enact an increase in the taxes on motor fuels.
- 2.0 Description/Justification:** That the Alabama Legislature is respectfully urged to enact an increase in the gasoline and diesel fuel taxes in the 2017 Regular Legislative Session and to collaborate with all the transit authorities in the state to create innovative ways for the state, the authorities, and other stake holders in identifying new funds for transportation in the state
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Act to urge legislature must be approved by the Board.
- 5.0 Economic Impact:** N/A
- 6.0 Recommendations:** Adopt resolution
- 7.0 Alternatives:** Do not adopt resolution
- 8.0 Attachments:** None

Barbara Murdock, Executive Director

Resolution No. 2017-18
Urging the Alabama Legislature to
Enact an increase in the taxes on motor fuels

WHEREAS, public transit is vital to citizens across the state of Alabama, especially in the Birmingham region, as a viable means for transportation; and

WHEREAS, the Alabama Legislature has previously introduced legislation to enact an increase in the gasoline and the diesel fuel taxes and such legislation has failed to be enacted in recent years; and

WHEREAS, an increase in the gasoline and diesel fuel taxes, would greatly improve transportation and safety and spur economic development throughout the state;

NOW, THEREFORE BE IT RESOLVED That the Alabama Legislature is respectfully urged to enact an increase in the gasoline and diesel fuel taxes in the 2017 Regular Legislative Session and to collaborate with all the transit authorities in the state to create innovative ways for the state, the authorities, and other stake holders in identifying new funds for transportation in the state

Section 1. That the Birmingham Jefferson County Transit Authority ask the Alabama State Legislature to work with all of our urban and rural transit authorities to amend the Alabama Constitution to use fuel and other taxes to fund roads, bridges, and transportation

Section 2. That a copy of this resolution be made available to each member of the Jefferson County Legislative Delegation.

Adopted:

Reverend Patrick Sellers, Chairman

Attest: _____
Johnnie P. Lassister, Secretary/Treasurer

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

TITLE/DESCRIPTION:	DATE: February 2016
Executive Director's Report	INITIATOR: Barbara Murdock, Executive Director
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

1.0 Purpose/Objective: To provide and inform the Board of Directors regarding the state of affairs of the organization. This report is to ensure that the BJCTA mission, and vision are exemplified externally, as well as internally.

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

3.0 Transportation Development Plan.

- The In town Transit Partnership (ITP) –Coca Cola's proposal has been finalized. The new route is called "The Magic City Connector" and will kick off with a news conference on March 24. The Birmingham Mayor, City Council, and Jefferson County Commissioners have been invited as well as other stakeholders. Coca-Cola executives will also be present.
- **Airport Shuttle** – This pilot program is now in its one year old and is an on-demand service. This is the fourth month of on-demand service with ecommerce payments. This month averaged 7 riders each week. This is down from the 10 riders that was averaged the first weeks after on-demand service began on November 14.
- **Highway 280** Service numbers continue to remain steady with an average of 450 – 500 passengers weekly.
- **Bessemer Circulator** began operating January 30.The week of February 27 – March 4 there were 33 passengers using the service. That was up from the first week of 3 passengers.

4.0 Technology Innovation and Integration

- Route Match is the technology being installed on our paratransit vehicles. Intensive training from Route Match will begin in March.

5.0 Intermodal Update

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

6.0 Community Relations

- **ClasTran** the BJCTA 5310 service provider informed the Executive Director that they have a subcontractor who is being sued for ownership. The Judge's decision expected March 21 will determine whether this service has to be rebid to comply with FTA rules and regulations.

Dollar General: The Mayor of Bessemer, Board Member Johnnnny P. Lassiter, BJCTA Executive Director and Director of Operations, Christopher Ruffin met with General Manager Mike Dunn on public transit services for the distribution center. All agreed on conducting a survey of the employees and also working jointly on a Job Fair.

7.0 Finance/Budget:

- BJCTA team and STRADA met with Smart Growth America to kick-off the Grant for Transit-Oriented Development that was awarded to BJCTA. The Smart Growth America Team and one FTA official interviewed the Executive Director on the plans for the Grant.

8.0 Communications (External)

- **Advisory Board (TCAB)** Attended TCAB Meeting.
- Met with vendors to finalize congressional schedules for the APTA Legislative meeting in March.
- Developed A&E task orders for feasibility study and planning of a new maintenance facility.
- Met with REV Birmingham on placement of ZYP bikes at Intermodal.
- Met with RPC on projects for the 2018 planning cycle.
- Met with ALDOT on construction updates and joint communication efforts.

9.0 Communications (Internal)

- Developed 2021 Roadmap brochure
- **Rodeo** is scheduled for March 19. An employee appreciation was held this month to kick off the Rodeo. Employees and Board members mingled and ate lunch together during this event.
- **Ongoing-** The Joint Departmental meeting is held every Tuesday at 10:00am. The host is the Operations Department Manager.
- Senior Staff meeting is being changed to every Thursday at 10:00 am.
- Each Director is meeting with Finance monthly for budget reviews.
- Reviewed each departmental report for Board of Directors.
- Reviewed and edited action plan documents from the Executive Staff retreat.

10.0 Performance Indicators

- The miles-between road calls continues to improve. Over the last six months we have seen a 50% improvement rate. Miles-between mechanical road calls has increased from the 2,000 mile range to the 4,000 mile range. The industry benchmark is 5,000 miles.
- The industry standard for maintenance major and minor inspection reports is 98%. Our team has maintained a 99% average over the last six months.
- Our Customer Service Department has an abandon call rate of 8% which is below industry standards of 10%.

Barbara Murdock

Barbara Murdock, Executive Director

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

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

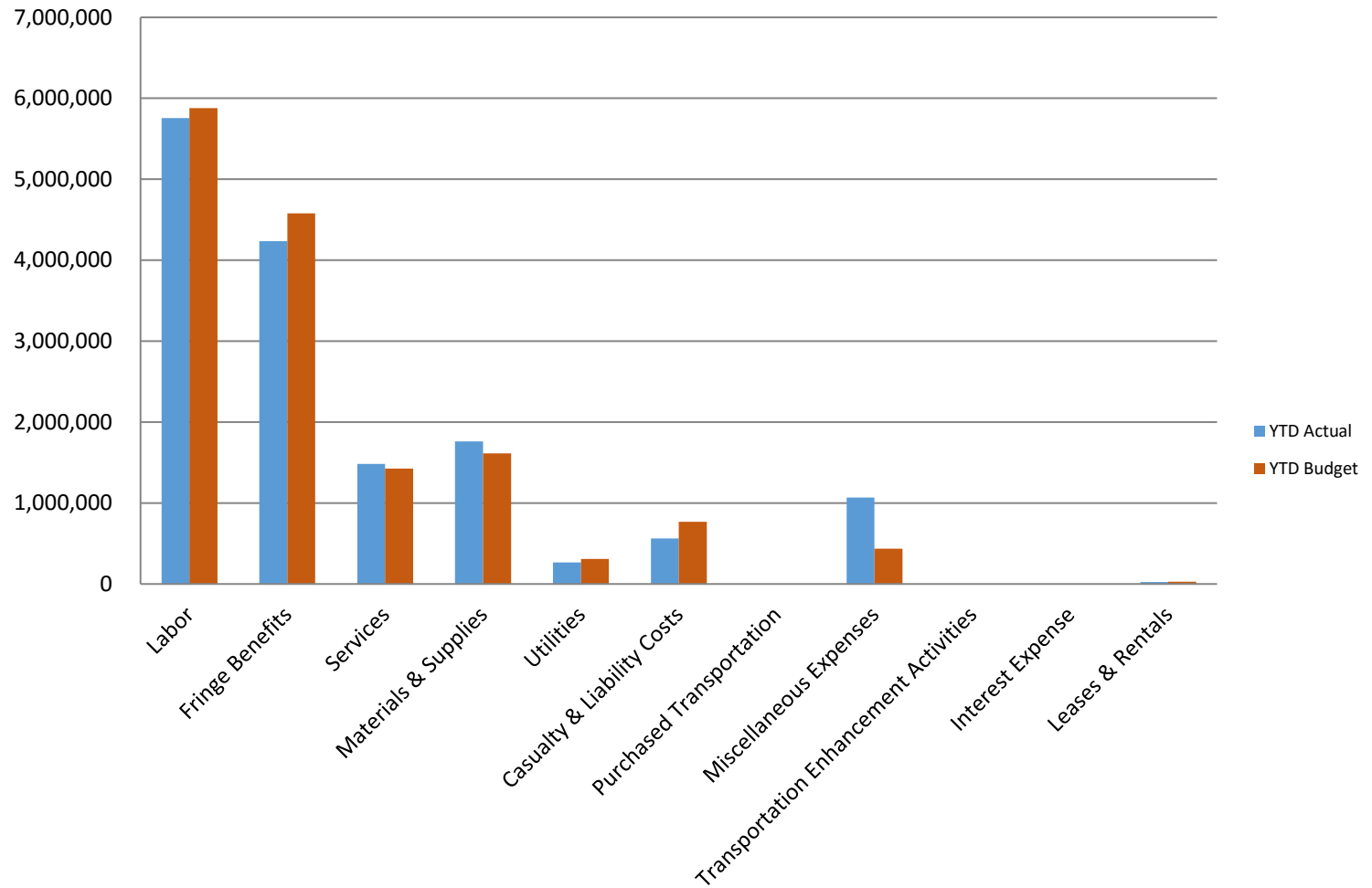
- 1.0 Purpose/Objective:** Supports the organization's functions according to circumstances and needs. This report is a summary of information, given from other departmental reports.
- 2.0 Description/Justification:** The Chief of Staff plans and directs all administrative, financial, and operational activities for the organization's Executive Director. Acts as a point of contact between top management, employees and other stakeholders.
- 3.0 Working Projects:**
- Intermodal Grand Opening – Developed a Committee that is inclusive of City Officials, Board, staff and other stakeholders. Committee met February 13, 2017.
 - Alabama Transit Association – Working with other officers and attorney to solidify bylaws, Board of Directors and membership
 - New Technology – Coordinating company-wide training on AVAIL, Public Information Displays (PIDS) and Route Match
 - In-town Partnership – Working with Communications personnel, on signage, bus wraps, shelters and giveaways for the launch.
 - Transit Oriented Development – Participated with a Peer Group Network, the group has arranged for participants to travel to Virginia and see some of the TOD in progress.
 - Road Map 2021 – Oversight and implementation phase. Ongoing.
 - Black History Month – Oversight of bus wrap and school visits
- 4.0 Meetings Attended:**
- Smart Growth Cities Leaders
 - Board of Directors Retreat
 - Alabama Transit Association conference calls
 - Employee performance reviews
 - Executive and Senior Leadership Retreat
 - City of Birmingham Transportation Committee
 - Staff departmental meetings
- 5.0 Recognition:**
- ENO - The National Leader in Policy and Professional Development for the transportation industry, selected BJCTA Chief of Staff to participate in their 2017 Transit Senior Executive Program. The selection process was nomination by peers in the industry and nominees submit a brief of work, community and life experiences.

Adrian Solomon, Chief of Staff

Consolidated Expenses by Function Code

Performance Against Budget

YTD February 2017



BJCTA
Commission Revenue Trend
As of February 28, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	13,607
Total Commission Revenue	33,051	32,427	34,373	13,607

BJCTA
CNG Revenue
As of February 28, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	176,310
Gallons	80,746	91,519	146,968	88,155

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 5	February 2017	Division: 00 Balance Sheet		As of: 02/28/2017
			October Thru February		
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$16,240,223.39	\$23,090,279.78	(\$6,850,056.39)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$6,394,828.97	\$3,367,267.29	\$3,027,561.68
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,876,674.88	\$1,642,396.50	\$234,278.38
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$359,492.94	\$410,927.00	(\$51,434.06)
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$25,311,868.67	\$21,438,542.86	\$3,873,325.81
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$6,748,785.84	\$6,766,619.06	(\$17,833.22)
1999999999 TOTAL ASSETS			\$56,931,874.69	\$56,716,032.49	\$215,842.20
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$967,479.08	\$1,003,427.61	(\$35,948.53)
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$710,673.18	\$671,675.26	\$38,997.92
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017		Period 5	February 2017	Division: 00 Balance Sheet		As of: 02/28/2017	
				October Thru February			
				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				\$35,762,368.80	\$35,579,592.11	\$182,776.69	
2210000000 NON-CURRENT PORTION OF LT DEBT							
2219999999 TOTAL NON-CURRENT LT DEBT				\$0.00	\$0.00	\$0.00	
2310000000 OTHER LIABILITIES							
2319999999 TOTAL OTHER LIABILITIES				\$939,299.00	\$630,811.00	\$308,488.00	
2999999999 TOTAL LIABILITIES				\$38,379,820.06	\$37,885,505.98	\$494,314.08	
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				\$18,552,054.63	\$16,817,936.51	\$1,734,118.12	
3999999997 TOTAL EQUITY				\$18,552,054.63	\$18,830,526.51	(\$278,471.88)	
3999999998 TOTAL LIABILITIES & EQUITY				\$56,931,874.69	\$56,716,032.49	\$215,842.20	

BJCTA
Financial & Investing Report
As of February 28, 2017

	Balance @ 2/28/2017	Balance @ 1/31/2017	Balance @ 12/31/2016	Balance @ 11/30/2016	Balance @ 10/31/2016	Balance @ 9/30/2016
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	11,395,792	11,060,873	11,060,873	8,350,728	8,171,363	9,079,410
Cash - Payroll - BBVA Compass	357,493	10,000	10,000	10,000	10,000	10,000
Cash - Operating - BBVA Compass	4,276,636	3,585,054	3,585,054	2,122,623	5,304,297	774,674
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	102	2	2	114	133	33
Petty Cash - Central Station	200	158	158	138	138	139
Total Cash Accounts	16,240,223	14,866,087	14,866,087	10,693,603	13,695,930	10,074,255
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	16,240,223	14,866,087	14,866,087	10,693,603	13,695,930	10,074,255
<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	967,479	1,145,298	1,198,760	1,009,744	2,723,766	1,667,747
Accrued Payroll	622,679	602,769	547,203	424,929	347,117	222,298
Payroll Taxes	87,989	84,817	82,494	75,143	69,435	79,192
Other W/H Payable	6	-	-	-	11	-
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,678,152	1,832,884	1,828,457	1,509,816	3,140,330	1,969,238
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of February 28, 2017

	Balances
Total Cash & Investments	16,240,223.39
Less: Short-Term Payables	(1,678,152.26)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 2/28/17	14,362,071.13
Required Three Month Operating Expense Reserve**	5,034,456.78
Cash Over/(Under) Reserve Requirement	9,327,614.35

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

BJCTA
INCOME STATEMENT
February 28, 2017

Actual	Budget	\$ Variance	% Variance	Feb-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
155,298	174,199	(18,901)	-10.85%	170,780	(15,482)	4010100001 Passenger Fares - Fixed Route	789,488	870,996	(81,507)	-9.36%	876,412	(86,923)	2,090,390	1,300,902
1,814	1,669	145	8.69%	2,098	(283)	4010100002 Passenger Fares - Dart	9,307	8,347	961	11.51%	11,624	(2,317)	20,032	10,725
17,204	15,437	1,768	11.45%	15,784	1,421	4010100004 Passenger Fares - VIP	79,491	77,183	2,309	2.99%	75,453	4,038	185,238	105,747
174,317	191,305	(16,988)	-8.88%	188,661	(14,344)	4019999999 TOTAL PASSENGER REVENUES	878,287	956,525	(78,238)	-8.18%	963,490	(85,203)	2,295,660	1,417,373
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	5,740,806	5,740,806	0	0.00%	4,500,000	1,240,806	13,777,934	8,037,128
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	34,327	34,327	-	0.00%	30,335	3,992	82,385	48,058
25,406	25,408	(1)	-0.01%	26,402	(995)	4020400006 Homewood	127,032	127,039	(6)	-0.01%	124,097	2,935	304,893	177,861
6,130	6,130	(0)	0.00%	5,328	803	4020400010 Hoover -	30,652	30,652	(0)	0.00%	26,858	3,793	73,565	42,913
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	261,836	261,836	(0)	0.00%	-	261,836	628,407	366,571
-	-	-	0.00%	26,683	(26,683)	4020400012 Fairfield Revenues	-	-	-	0.00%	133,384	(133,384)	-	-
10,088	10,088	0	0.00%	8,580	1,508	4020400015 Midfield Revenues	50,438	50,438	-	0.00%	44,269	6,168	121,050	70,613
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	29,618	29,618	(0)	0.00%	26,181	3,437	71,084	41,466
1,254,942	1,254,943	(1)	0.00%	978,296	276,646	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	6,274,709	6,274,716	(7)	0.00%	4,885,126	1,389,583	15,059,318	8,784,609
2,439	2,417	22	0.93%	2,270	169	4060100001 Commission Revenue	13,607	12,083	1,523	12.61%	13,672	(65)	29,000	15,393
15,926	2,917	13,009	446.02%	1,737	14,188	4060300001 Advertising Revenue	37,040	14,583	22,456	153.99%	24,256	12,784	35,000	(2,040)
155	187	(32)	-16.97%	924	(769)	4069900001 Other Revenues	1,324	933	390	41.81%	1,560	(237)	2,240	916
5,243	1,250	3,993	319.46%	4,616	628	4070400001 Investment Income	19,302	6,250	13,052	208.84%	11,019	8,284	15,000	(4,302)
-	-	-	0.00%	-	-	4079900002 Rental Income	-	-	-	0.00%	-	-	41,500	41,500
698	-	698	0.00%	-	698	4079900003 Gain(Loss) on Disposition of Fixed Assets	64,564	-	64,564	0.00%	-	64,564	-	(64,564)
24,461	6,770	17,691	261.31%	9,547	14,914	4079999999 TOTAL OTHER REVENUES	135,837	33,850	101,986	301.29%	50,506	85,330	122,740	(13,097)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	1,586,850	1,513,380	73,470	4.85%	1,513,380	73,470	3,632,112	2,045,262
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	1,110,082	1,079,145	30,938	2.87%	1,079,145	30,938	2,589,947	1,479,865
-	-	-	0.00%	-	-	4080100003 Ad Valorem - Homewood	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	231,388	(231,388)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	44,977	44,977	(0)	0.00%	39,747	5,230	107,945	62,968
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	9,855	9,855	0	0.00%	8,709	1,146	23,651	13,796
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	547,568	-	547,568	0.00%	-	547,568	-	(547,568)
166,667	166,667	-	0.00%	166,667	-	4089900001 Beer Tax	833,333	833,333	-	0.00%	833,333	-	2,000,000	1,166,667
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	4,132,665	3,480,690	651,975	18.73%	3,705,701	426,964	8,353,655	4,220,990
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	-	-	-	-
-	-	-	0.00%	-	-	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	-	-	-	-
555,060	555,060	-	0.00%	555,060	-	4139900001 FTA Reimbursements - Preventative Mtn.	2,775,301	2,775,301	-	0.00%	2,775,301	-	6,660,723	3,885,422
271,459	271,459	-	0.00%	163,495	107,964	4139900003 FTA Reimbursements - Pass Thru Funding	2,028,356	2,028,356	-	0.00%	1,518,660	509,697	2,028,356	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	-	-	4139900006 FTA Reimbursements - PROJ. ADMIN	37,973	31,917	6,056	18.98%	-	37,973	76,600	38,627
-	-	-	0.00%	453,978	(453,978)	4139900008 FTA Reimbursements - TDP	718,519	-	718,519	0.00%	453,978	264,541	-	(718,519)
826,519	832,903	(6,383)	-0.77%	1,172,533	(346,014)	4139999998 TOTAL FEDERAL GRANT REVENUES	5,560,150	4,835,574	724,575	14.98%	4,747,939	812,211	8,765,679	3,205,530
2,997,258	2,982,059	15,200	0.51%	3,090,177	(92,919)	4139999999 TOTAL OPERATING REVENUE	16,981,647	15,581,355	1,400,292	8.99%	14,352,761	2,628,886	34,597,052	17,615,406
-	-	-	0.00%	113,816	(113,816)	4140000002 FTA Reimbursements - Capital	4,611,716	3,634,540	977,176	26.89%	113,816	4,497,900	3,761,696	(850,020)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	793,538	793,538	0	0.00%	-	793,538	1,904,491	1,110,953
847	847	(0)	0.00%	(1,888)	2,736	4140000004 Capital Revenue - City of Hoover	4,237	4,237	(0)	0.00%	-	4,237	10,169	5,932
-	-	-	0.00%	2,340	(2,340)	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	11,701	(11,701)	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	4,745	4,745	(0)	0.00%	-	4,745	11,388	6,643
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	4,094	4,094	(0)	0.00%	2,290	1,804	9,826	5,732
1,394	1,394	0	0.00%	1,113	282	4140000008 Capital Revenue - City of Midfield	6,972	6,972	(0)	0.00%	4,216	2,756	16,732	9,760
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	17,559	17,560	(1)	-0.01%	-	17,559	42,145	24,586
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	6,217	6,217	(0)	0.00%	3,489	2,728	14,921	8,704
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	1,362	1,362	-	0.00%	764	598	3,269	1,907
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	36,193	36,193	0	0.00%	-	36,193	86,863	50,670
174,983	174,984	(0)	0.00%	116,689	58,294	4149999999 TOTAL CAPITAL REVENUES	5,486,633	4,509,458	977,175	21.67%	136,276	5,350,357	5,861,500	374,867
3,172,242	3,157,042	15,199	0.48%	3,206,866	(34,624)	4999999999 TOTAL REVENUES	22,468,280	20,090,813	2,377,467	11.83%	14,489,037	7,979,243	40,458,552	17,990,273
541,808	576,876	(35,068)	-6.08%	552,151	(10,343)	5010100001 Operator's Salaries	2,818,353	2,884,380	(66,027)	-2.29%	2,876,074	(57,722)	6,922,512	4,104,159
542,994	597,027	(54,033)	-9.05%	530,395	12,599	5010200001 Other Salaries	2,920,562	2,986,759	(66,197)	-2.22%	2,845,990	74,572	7,165,951	4,245,389
-	1,250	(1,250)	-100.00%	1,079	(1,079)	5030400001 Temporary Labor	15,541	6,250	9,291	148.66%	10,250	5,291	15,000	(541)
1,084,803	1,175,153	(90,351)	-7.69%	1,083,625	1,178	5019999999 TOTAL LABOR	5,754,456	5,877,389	(122,932)	-2.09%	5,732,315	22,141	14,103,463	8,349,007

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
February 28, 2017

Actual	Budget	\$ Variance	% Variance	Feb-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
75,143	92,417	(17,275)	-18.69%	76,400	(1,257)	5020103001 Employer FICA Tax (OASDI)	397,893	462,086	(64,193)	-13.89%	403,738	(5,846)	1,109,007	711,114
17,030	22,088	(5,057)	-22.90%	17,613	(583)	5020200001 Pension Expense	82,217	110,438	(28,220)	-25.55%	90,742	(8,524)	265,051	182,834
327,665	284,676	42,989	15.10%	514,649	(186,984)	5020203002 Regular Retirement	1,655,238	1,423,380	231,858	16.29%	1,978,694	(323,456)	3,416,113	1,760,875
405,708	390,848	14,860	3.80%	189,682	216,026	5020303001 Health Insurance	1,823,826	1,954,238	(130,413)	-6.67%	1,083,578	740,247	4,690,172	2,866,346
-	6,860	(6,860)	-100.00%	-	-	5020417601 Unemployment Taxes	(9,973)	34,300	(44,274)	-129.08%	22,371	(32,345)	82,320	92,293
6,714	7,514	(800)	-10.64%	6,819	(105)	5020503001 Life Insurance	33,300	37,570	(4,270)	-11.36%	34,693	(1,393)	90,167	56,867
55,502	58,685	(3,183)	-5.42%	57,465	(1,964)	5020803001 Worker's Compensation Insurance	188,839	293,423	(104,584)	-35.64%	291,413	(102,574)	704,215	515,376
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	8,289	8,333	(44)	-0.53%	13,020	(4,731)	20,000	11,711
5,378	11,209	(5,831)	-52.02%	2,860	2,518	5021303001 Uniforms & Wearing Apparel	34,241	56,047	(21,806)	-38.91%	41,177	(6,936)	134,512	100,271
1,907	508	1,399	275.12%	507	1,400	5021400001 Employee Wellness	3,934	2,542	1,393	54.79%	2,380	1,555	6,100	2,166
57	267	(210)	-78.81%	702	(645)	5021403002 Employee Licenses	897	1,333	(437)	-32.75%	1,296	(399)	3,200	2,303
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	4,167	5,833	140.00%	-	10,000	10,000	-
420	750	(330)	-44.00%	-	420	5021400004 Tool Allowance	2,522	3,750	(1,228)	-32.75%	1,122	1,400	9,000	6,478
-	37,500	(37,500)	-100.00%	-	-	5021400005 General Contingency	5,631	187,500	(181,869)	-97.00%	5,631	450,000	444,369	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
895,523	915,821	(20,298)	-2.22%	866,697	28,826	5029999999 TOTAL FRINGE BENEFITS	4,236,854	4,579,107	(342,253)	-7.47%	3,964,224	272,630	10,989,857	6,753,003
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	4,500	1,250	3,250	260.00%	-	4,500	3,000	(1,500)
26,085	33,354	(7,269)	-21.79%	19,233	6,853	5030300001 Legal Services	122,303	166,771	(44,468)	-26.66%	123,783	(1,481)	400,250	277,948
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	4,167	(4,167)	-100.00%	-	-	10,000	10,000
1,210	896	315	35.12%	1,618	(408)	5030300003 Software Technical Support	2,869	4,479	(1,611)	-35.96%	3,471	(603)	10,750	7,881
2,080	5,417	(3,337)	-61.60%	4,307	(2,227)	5030300004 Medical Services	10,165	27,083	(16,919)	-62.47%	18,386	(8,221)	65,000	54,835
-	1,250	(1,250)	-100.00%	673	(673)	5030300005 Human Resources Services	3,596	6,250	(2,654)	-42.47%	8,209	(4,613)	15,000	11,404
14,804	10,417	4,388	42.12%	7,666	7,138	5030300006 Computer & Data Services	74,889	52,083	22,806	43.79%	53,729	21,160	125,000	50,111
39,215	80,917	(41,702)	-51.54%	573,617	(534,402)	5030300007 Professional & Technical Services	698,371	404,583	293,788	72.61%	603,239	95,132	971,000	272,629
17,553	14,583	2,969	20.36%	7,800	9,753	5030300008 Marketing Consulting	22,344	72,917	(50,573)	-69.36%	12,217	10,127	175,000	152,656
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	10,000	12,500	(2,500)	-20.00%	8,542	1,458	30,000	20,000
1,180	-	1,180	0.00%	-	1,180	5030300010 Financial Services	1,180	-	1,180	0.00%	-	1,180	-	(1,180)
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	52,080	52,083	(3)	-0.01%	52,081	(1)	125,000	72,920
271	3,333	(3,063)	-91.88%	908	(637)	5030317612 Legal Travel	5,469	16,667	(11,197)	-67.18%	21,062	(15,593)	40,000	34,531
1,232	2,817	(1,584)	-56.25%	9,184	(7,952)	5030500001 Vehicle Cleaning	6,740	14,083	(7,344)	-52.14%	15,714	(8,974)	33,800	27,060
332	4,167	(3,835)	-92.04%	200	132	5030500004 Building Maintenance Contracts	1,380	20,833	(19,453)	-93.38%	9,677	(8,297)	50,000	48,620
35,859	53,858	(17,999)	-33.42%	39,969	(4,110)	5030703001 Security Services	185,152	269,292	(84,140)	-31.24%	208,766	(23,614)	646,300	461,148
10,030	28,333	(18,304)	-64.60%	9,069	960	5039903001 Vehicle Maintenance - External	114,226	141,667	(27,440)	-19.37%	141,584	(27,358)	340,000	225,774
4,225	4,659	(434)	-9.32%	5,650	(1,425)	5039903002 Vehicle Towing	25,775	23,296	2,479	10.64%	21,575	4,200	55,910	30,135
12,707	8,875	3,832	43.17%	5,226	7,480	5039900003 Equipment Maintenance - Labor	42,100	44,375	(2,275)	-5.13%	41,620	480	106,500	64,400
7,500	2,242	5,258	234.57%	6,500	1,000	5039900004 Advertising Install/Removal Service	7,500	11,208	(3,708)	-33.09%	13,450	(5,950)	26,900	19,400
220	3,896	(3,676)	-94.35%	5,096	(4,876)	5039903005 Printing & Copying External	8,543	19,479	(10,936)	-56.14%	18,165	(9,622)	46,750	38,207
518	3,333	(2,815)	-84.45%	-	518	5039900006 Waste Oil Removal	11,824	16,667	(4,843)	-29.06%	19,813	(7,989)	40,000	28,176
5,883	3,542	2,341	66.11%	9,854	(3,971)	5039900007 Other Contracted Services	35,839	17,708	18,131	102.39%	29,464	6,375	42,500	6,661
11,624	5,410	6,214	114.85%	7,636	3,988	5039900008 Radio & Communication Maintenance	37,687	27,052	10,634	39.31%	15,674	22,012	64,925	27,238
204,943	285,299	(80,356)	-28.17%	726,331	(521,388)	5039999999 TOTAL SERVICES	1,484,529	1,426,494	58,036	4.07%	1,440,221	44,308	3,423,585	1,939,056
24,347	23,046	1,300	5.64%	6,735	17,611	5040103001 Fuel & Lubricants - Diesel	116,438	115,231	1,207	1.05%	117,135	(697)	276,555	160,117
84,416	75,417	8,999	11.93%	65,578	18,838	5040103002 Fuel & Lubricants - CNG	383,066	377,083	5,983	1.59%	336,748	46,318	905,000	521,934
237	833	(596)	-71.56%	1,145	(908)	5040103103 Fuel & Lubricants - Unleaded - VIP	1,714	4,167	(2,452)	-58.86%	2,857	(1,143)	10,000	8,286
21,420	29,833	(8,413)	-28.20%	26,987	(5,567)	5040200001 Tires & Tubes	132,401	149,167	(16,765)	-11.24%	135,826	(3,425)	358,000	225,599
1,280	3,758	(2,478)	-65.94%	1,235	45	5049900001 Printing Supplies	5,773	18,792	(13,019)	-69.28%	10,196	(4,424)	45,100	39,327
3,409	2,231	1,178	52.78%	1,686	1,723	5049900002 General Office Supplies	11,729	11,156	572	5.13%	13,658	(1,929)	26,775	15,046
144,336	147,556	(3,220)	-2.18%	124,602	19,733	5049900003 Equip. Repair Parts & Material	883,875	737,780	146,096	19.80%	569,780	314,096	1,770,672	886,797
2,361	5,417	(3,055)	-56.40%	5,385	(3,024)	5049900004 Janitorial & Building Supplies	15,238	27,083	(11,845)	-43.73%	25,607	(10,369)	65,000	49,762
6,914	2,108	4,806	227.94%	2,826	4,088	5049900006 Minor Equipment	17,707	10,542	7,166	67.97%	10,927	6,781	25,300	7,593
-	75	(75)	-100.00%	-	-	5049900007 Medical Supplies	-	375	(375)	-100.00%	39	(39)	900	900
20,637	20,637	-	0.00%	43	20,595	5049900008 Shelter Maintenance	128,472	103,185	25,287	24.51%	1,082	127,390	247,645	119,173
-	-	-	0.00%	-	-	5049900009 Facility Maintenance Materials	56	-	56	100.00%	-	56	-	-
4,626	7,083	(2,458)	-34.70%	(1,123)	5,749	5049900010 Internal Sponsored Functions	26,746	35,417	(8,671)	-24.48%	32,969	(6,224)	85,000	58,254
3,430	5,000	(1,570)	-31.40%	-	3,430	5049900011 Cleaning Supplies	32,595	25,000	7,595	30.38%	19,473	13,122	60,000	27,405
4,449	-	4,449	0.00%	7,946	(3,496)	5049905103 Inventory Adjustments	4,408	-	4,408	0.00%	104,471	(100,063)	-	(4,408)
321,862	322,996	(1,133)	-0.35%	243,045	78,817	5049999999 TOTAL MATERIALS & SUPPLIES	1,760,219	1,614,978	145,241	8.99%	1,380,769	379,451	3,875,947	2,115,784
25,690	33,750	(8,060)	-23.88%	25,735	(44)	5050203001 Electric	109,171	168,750	(59,579)	-35.31%	135,748	(26,577)	405,000	295,829
4,129	7,016	(2,886)	-41.14%	3,710	419	5050203002 Water & Sewer	48,659	35,078	13,582	38.72%	22,497	26,162	84,186	35,527
2,222	3,908	(1,685)	-43.13%	1,932	290	5050203003 Trash, Garbage & Waste Removal	11,704	19,538	(7,834)	-40.10%	9,879	1,825	46,892	35,188
3,907	2,917	991	33.97%	4,880	(973)	5050203004 Heating	11,976	14,583	(2,607)	-17.88%	10,735	1,241	35,000	23,024
17,541	14,393	3,148	21.87%	15,201	2,340	5050203005 Telecommunications	85,292	71,965	13,327	18.52%	73,186	12,106	172,717	87,425
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	-	167	(167)	-100.00%	90	(90)	400	400
53,490	62,016	(8,526)	-13.75%	51,457	2,032	5059999999 TOTAL UTILITIES	266,802	310,081	(43,279)	-13.96%	252,135	14,668	744,195	477,393

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
February 28, 2017

Actual	Budget	\$ Variance	% Variance	Feb-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
14,903	40,432	(25,529)	-63.14%	14,331	572	5060100001 Insurance - Property & Liability	74,098	202,160	(128,061)	-63.35%	70,791	3,308	485,183	411,085
3,194	3,148	46	1.45%	3,071	123	5060100002 Insurance - Public Officials	15,878	15,740	139	0.88%	15,169	709	37,775	21,897
88,355	91,484	(3,129)	-3.42%	84,965	3,390	5060103003 Insurance - Vehicle	439,298	457,420	(18,121)	-3.96%	419,689	19,609	1,097,807	658,509
(8,695)	-	(8,695)	0.00%	(2,415)	(6,281)	5060203001 Insurance Proceeds	(50,929)	-	(50,929)	0.00%	(22,118)	(28,811)	50,929	50,929
-	18,443	(18,443)	-100.00%	40,359	(40,359)	5060416501 Property Damage Settlements	84,973	92,215	(7,242)	-7.85%	149,905	(64,932)	221,316	136,343
97,757	153,507	(55,750)	-36.32%	140,312	(42,556)	5069999999 TOTAL CASUALTY & LIABILITY COST	563,319	767,534	(204,215)	-26.61%	633,436	(70,117)	1,842,081	1,278,762
4,140	4,150	(10)	-0.25%	3,403	737	5090100001 Dues & Subscriptions	20,636	20,750	(114)	-0.55%	20,249	387	49,800	29,164
5,422	6,783	(1,361)	-20.07%	6,378	(956)	5090200001 Travel	24,562	33,917	(9,355)	-27.58%	34,450	(9,888)	81,400	56,838
2,443	2,694	(251)	-9.32%	522	1,921	5090200002 Per Diem	7,673	13,469	(5,795)	-43.03%	16,372	(8,698)	32,325	24,652
20,985	9,783	11,201	114.50%	11,152	9,832	5090200003 Meetings, Seminars & Training	60,222	48,916	11,306	23.11%	61,360	(1,138)	117,398	57,176
13,819	40,417	(26,597)	-65.81%	29,200	(15,381)	5090218105 Planning Activities	893,474	202,083	691,391	342.13%	164,200	729,274	485,000	(408,474)
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	-	42	(42)	-100.00%	-	-	100	100
152	2,208	(2,057)	-93.13%	2,597	(2,445)	5090800001 Legal Advertising	2,118	11,042	(8,923)	-80.82%	9,122	(7,004)	26,500	24,382
-	6,250	(6,250)	-100.00%	-	-	5090800002 Media Advertising	5,690	31,250	(25,560)	-81.79%	6,952	(1,262)	75,000	69,310
270	446	(176)	-39.46%	370	(100)	5099900001 Postage & Courier Service	2,416	2,229	187	8.39%	1,955	461	5,350	2,934
1	38	(37)	-97.33%	-	1	5099900002 Other Miscellaneous	291	188	104	55.22%	(0)	291	450	159
-	2,917	(2,917)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	12,529	14,583	(2,055)	-14.09%	1,206	11,323	35,000	22,471
-	208	(208)	-100.00%	333	(333)	5099900004 Interview Expenses	27	1,042	(1,014)	-97.39%	476	(449)	2,500	2,473
-	113	(113)	-100.00%	126	(126)	5099901105 Fees & Permits	928	563	366	64.98%	139	789	1,350	422
7,495	7,083	412	5.81%	6,344	1,151	5099900006 Community Outreach	27,457	35,417	(7,960)	-22.47%	11,781	15,676	85,000	57,543
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	-	-	-	0.00%	31,250	(31,250)	75,000	75,000
1,750	4,167	(2,417)	-58.00%	1,859	(109)	5099900009 Moving Expenses	9,624	20,833	(11,209)	-53.80%	9,796	(172)	50,000	40,376
56,476	87,264	(30,788)	-35.28%	68,534	(12,058)	5099999999 TOTAL MISCELLANEOUS EXPENSES	1,067,648	436,322	631,326	144.69%	369,308	698,340	1,122,173	54,525
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
5,022	5,341	(319)	-5.97%	11,648	(6,626)	5121200001 Leases & Rentals	25,194	26,704	(1,510)	-5.65%	32,242	(7,048)	64,090	38,896
5,022	5,341	(319)	-5.97%	11,648	(6,626)	5129900099 TOTAL LEASES & RENTALS	25,194	26,704	(1,510)	-5.65%	32,242	(7,048)	64,090	38,896
269,351	269,351	-	0.00%	208,963	60,388	5130000001 Depreciation Expense	1,270,347	1,270,347	-	0.00%	1,176,766	93,580	1,270,347	-
269,351	269,351	-	0.00%	208,963	60,388	5139900099 TOTAL DEPRECIATION EXPENSE	1,270,347	1,270,347	-	0.00%	1,176,766	93,580	1,270,347	-
271,459	271,459	-	0.00%	163,495	107,964	5160000001 Pass Thru Funding Expense	2,028,356	2,028,356	-	0.00%	1,518,659	509,697	2,028,356	-
271,459	271,459	-	0.00%	163,495	107,964	5169900099 TOTAL OTHER RECONCILING ITEM	2,028,356	2,028,356	-	0.00%	1,518,659	509,697	2,028,356	-
3,260,686	3,548,208	(287,522)	-8.10%	3,564,109	(303,423)	9999999999 TOTAL EXPENSES	18,457,726	18,337,312	120,414	0.66%	16,500,076	1,957,650	39,464,094	21,006,424
(88,444)	(391,165)	302,721	-77.39%	(357,243)	268,798	9999999998 NET DIFFERENCE	4,010,554	1,753,501	2,257,053	128.72%	(2,011,039)	6,021,593	994,459	(3,016,151)

CY = Current Year

PY = Prior Year

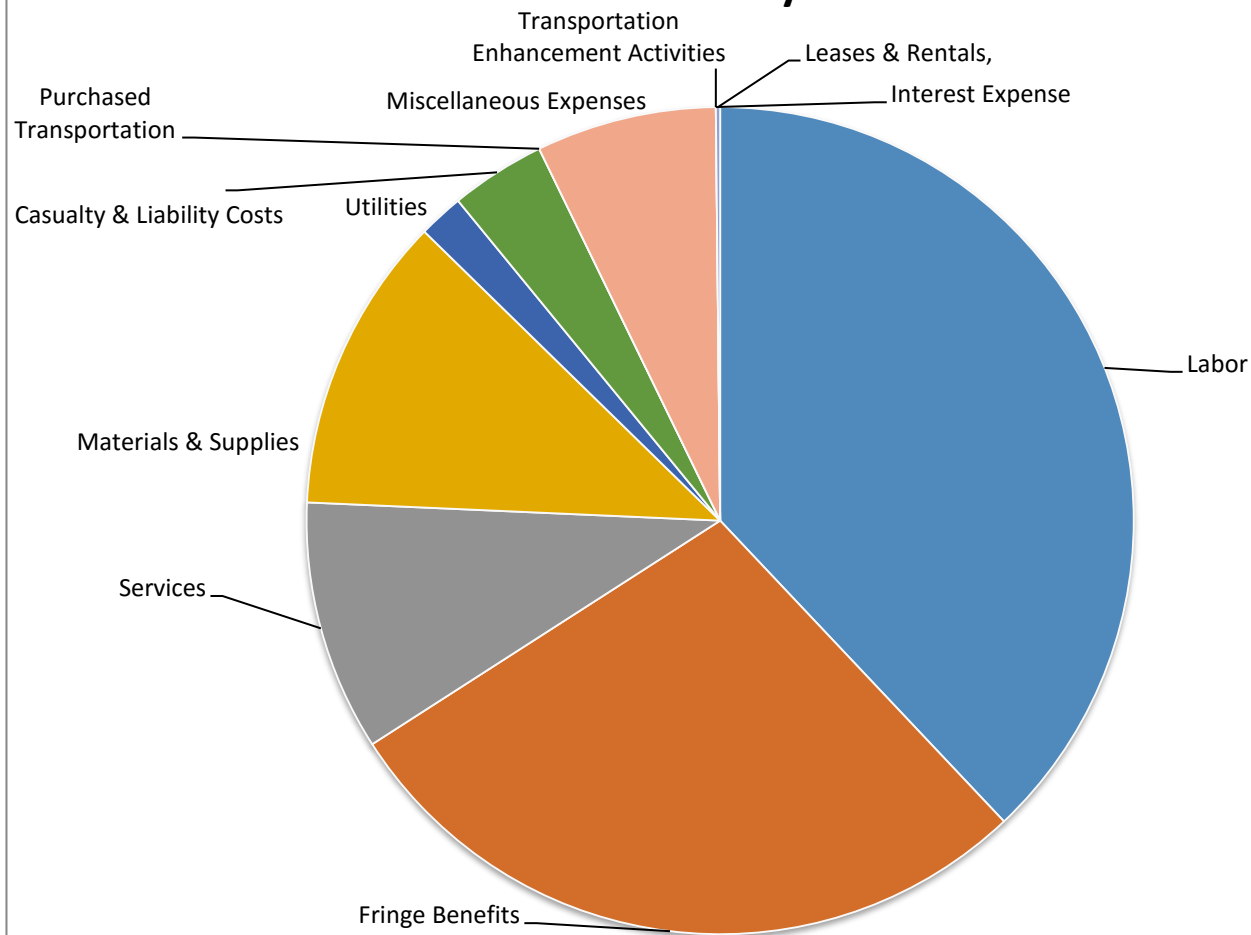
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCJA - EMPLOYEE OVERTIME REPORT - February 2017

Department	Department Code	OT Hrs. Feb/16	OT Feb/16	OT Hrs. Feb/17	OT Feb/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	12.35	\$ 98.12	2.55	\$ 18.47	\$152.29	20.59
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup.	01220	311.12	\$ 3,273.65	249.03	\$ 2,609.54	\$15,948.05	1462.95
VIP Dispatch	01230/01232	75.45	\$ 804.94	46.41	\$ 485.69	\$2,753.36	257.92
VIP Call Center	02115/02130	77.22	\$ 469.98	56.01	\$ 400.30	\$1,828.47	273.25
Fixed Route Ops	03025	4058.27	\$ 34,705.05	3008.59	\$ 25,785.52	\$122,822.76	14436.16
VIP Ops	03135	667.08	\$ 4,445.25	955.36	\$ 6,650.80	\$30,913.77	4286.57
Maint Admin	04140/04142	122.41	\$ 1,352.80	71.32	\$ 596.95	\$5,047.72	494.83
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	269.66	\$ 1,909.91	570.73	\$ 4,156.81	\$21,663.17	3006.61
Maint - Inspection	06145/06148/0614	361.28	\$ 3,725.21	467.89	\$ 4,863.57	\$30,455.85	2893.37
Facilities	12350	34.50	\$ 206.18	76.29	\$ 430.21	\$2,066.35	349.85
Money Room	15125	0.00	\$ -	1.49	\$ 12.18	\$170.53	23.67
Customer Service	16215/75/76/90/9	191.46	\$ 1,336.54	91.61	\$ 680.95	\$4,688.46	656.11
Safety	16615/85	110.37	\$ 1,244.01	225.28	\$ 2,562.15	\$7,701.66	677.33
Admin & Risk	16715	1.01	\$ 9.88	9.48	\$ 66.94	\$107.36	13.47
IT	17015/10	6.39	\$ 80.06	28.15	\$ 260.54	\$801.50	98.41
Finance	17165/17865	31.31	\$ 366.56	5.32	\$ 63.61	\$576.24	47.01
Procurement/Grants	17965/80 & 17265	22.27	\$ 235.57	7.09	\$ 75.65	\$489.30	46.05
Executive	17610	84.51	\$ 1,080.34	46.20	\$ 472.57	\$786.82	73.88
Planning	17755	1.19	\$ 10.51	12.40	\$ 122.18	\$362.56	50.58
Totals		6437.85	\$ 55,354.56	5931.20	\$ 50,314.63	\$249,336.22	29168.61

Findings : February 2017 overtime is 4% lower compared to February 2016.

Consolidated Expenses by Function Code YTD February 2017



BJCTA
Summary Revenue & Expense Report
YTD FEBRUARY 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	878,287	956,525	(78,238)	2,295,660	1,417,373
Municipal Services	9,026,473	8,922,072	104,400	21,412,973	12,386,501
Other Revenues	135,837	33,850	101,986	122,740	(13,097)
Tax Revenues	833,333	833,333	0	2,000,000	1,166,667
Capital Revenues	874,917	874,918	(1)	2,099,804	1,224,887
FTA Reimbursements - Project Admin	37,973	31,917	6,056	76,600	38,627
Federal and Local Grant Revenues	7,387,017	6,409,841	977,176	10,422,419	3,035,402
Total Operating Revenues	19,173,837	18,062,457	1,111,380	38,430,196	19,256,359
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	2,028,356	2,028,356	0	2,028,356	0
FTA Reimbursements - TDP	718,519	0	718,519	0	(718,519)
CNG ALT. Fuel Reimbursements -	547,568	0	547,568	0	(547,568)
Total Non-Budget Revenues	3,294,443	2,028,356	1,266,087	2,028,356	(1,266,087)
Total Revenues	22,468,280	20,090,813	2,377,467	40,458,552	17,990,273
Expenses:					
Labor	5,754,456	5,877,389	(122,932)	14,103,463	8,349,007
Fringe Benefits	4,236,854	4,579,107	(342,253)	10,989,857	6,753,003
Services	1,484,529	1,426,494	58,036	3,423,585	1,939,056
Materials & Supplies	1,760,219	1,614,978	145,241	3,875,947	2,115,728
Utilities	266,802	310,081	(43,279)	744,195	477,393
Casualty & Liability Costs	563,319	767,534	(204,215)	1,842,081	1,278,762
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	1,067,648	436,322	631,326	1,122,173	54,525
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	25,194	26,704	(1,510)	64,090	38,896
Total Expenses	15,159,023	15,038,609	120,414	36,165,391	21,006,368
Non-Budget Expenses:					
Depreciation Expense	1,270,347	1,270,347	0	1,270,347	0
Pass Thru Funding Expense	2,028,356	2,028,356	0	2,028,356	0
Total Non-Budget Expenses	3,298,703	3,298,703	0	3,298,703	0
Total Expenses	18,457,726	18,337,312	120,414	39,464,094	21,006,368
Net Difference	4,010,554	1,753,501	2,257,053	994,459	(3,016,096)

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	19,173,837	18,062,457	1,111,380	38,430,196	19,256,359
Total Operating Expenses	15,159,023	15,038,609	120,414	36,165,391	21,006,368
Net Operating Profit/(Loss)	4,014,814	3,023,848	990,966	2,264,805	(1,750,009)
Total Non-Budget Revenues	3,294,443	2,028,356	1,266,087	2,028,356	(1,266,087)
Total Non-Budget Expenses	3,298,703	3,298,703	0	3,298,703	0
Total Non-Budget Profit/(Loss)	(4,260)	(1,270,346)	1,266,087	(1,270,346)	(1,266,087)
Net Profit/(Loss)	4,010,554	1,753,501	2,257,053	994,459	(3,016,096)

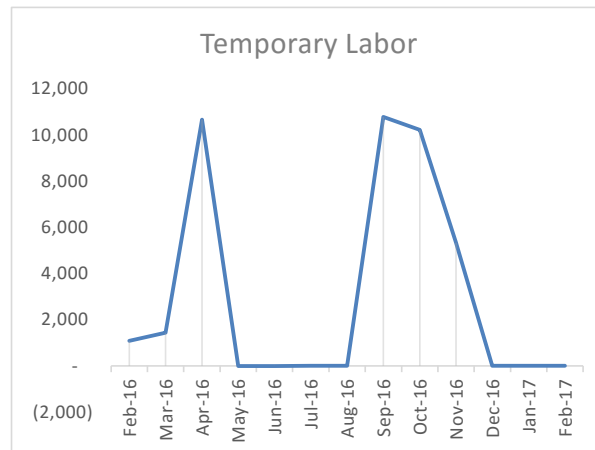
PARATRANSIT COST
PER RIDERSHIP TREND

AS OF JANUARY 2017

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17
Paratransit Service Costs	253,740	358,137	396,859	399,019	364,319	441,667	273,358	403,190	433,413	418,658	390,697	373,035	329,827
Ridership	8,630	9,312	10,235	10,235	9,414	9,690	8,532	10,291	9,483	9,392	8,763	8,325	7,347
Paratransit Cost per Ridership	29.40	38.46	38.77	38.99	38.70	45.58	32.04	39.18	45.70	44.58	44.58	44.81	44.89

Temporary Labor
As of February 2017

	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17
Temporary Labor	1,079	1,441	10,656	(5)	(7)	-	-	10,771	10,208	5,333	-	-	-



Birmingham-Jefferson County Transit Authority
Accounts Receivable Balances
As of February 28, 2017

Advertising	\$	25,383	All within contract period
Pass/Ticket Sales	\$	16,020	\$137 over 90. \$604 over 60. \$5918 over 30. Remainder current.
Local Share Bus Shelters	\$	-	
Hoover	\$	34,889	Billed for FY17 Services. City Council meeting on 3/6/17 for discussion
Birmingham	\$	2,613,738	Bill for Jan-Mar sent out. Waiting on payment
Federal	\$	2,775,301	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$	84,901	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	\$	119,212	Sent quarterly billing out for Jan-Mar 2017-waiting on payment
			Paid services for February on 28th after banks closed. Reminded them of the short
Midfield	\$	13,266	payment of October services. Sent email reminding of shortage
Centerpoint	\$	-	Paid in January 2nd quarter Services (Jan-Mar)
Blue Cross Blue Shield	\$	22,076	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$	474,529	See Below
Employee	\$	(2,197)	Staff paid for Senior Retreat.
Pass Thru Funding	\$	217,711	Clastran and Message Point-money pulled down on 2/28-received FTA funds on 3/2
	\$	<u>6,394,829</u>	

Breakdown of A/R Other/Alt Fuel

\$	-	SI Insurance-Current
\$	5,243	Interest-Current
\$	5,378	CNG manual billing. \$0over 90; \$18over 60; \$1678 over 30. Remainder current
\$	136	Social Security due back from Pension Committee
\$	521	Reimbursement from Delta flight that was cancelled
\$	2,073	BBVA Compass-Refund due for unauthorized charges on VISA
\$	453,978	Reimbursement from FTA on AVL system
\$	7,200	RPC-Reimbursement on Caravan Software
\$	<u>474,529</u>	

Birmingham-Jefferson County Transit Authority
Accounts Receivable Write Offs
As of February 28, 2017

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.:
Finance - Financial & Investment Highlights for Period Ending February 28, 2017	N/A
	DATE: February 28, 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 February 28, 2017 Balance Sheet, assets were \$56,931,874.69 while total liabilities were \$38,379,820.06.
- The Income Statement for the month ending February 28, 2017, details year to date revenues of \$22,468,279.86 and expenses of \$18,457,725.75 resulting in a positive difference of \$4,010,554.11.
- The total cash and cash equivalents as of February 28, 2017 was \$16,240,223.39 of which \$15,672,428.32 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Revenues	19,173,837	18,062,457	1,111,380
Expenses	15,159,023	15,038,609	120,414
Net	4,014,814	3,023,848	990,966
Non Budgeted Items			
Revenues	3,294,443	2,028,356	1,266,087
Expenses	3,298,703	3,298,703	-
Net	(4,260)	(1,270,347)	1,266,087
Combined Net	4,010,554	1,753,501	2,257,053

Total overall variance with the budget is a positive \$2,257,052.95

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.: N/A
Finance Department Status Report	DATE: February 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. Should be receiving the draft in March for review. The audit is going well.
- **CNG Audit-** IRS was here to review our 2016 CNG filing and reimbursement. This audit went well and there were no changes in our status.
- **Workers Comp Audit-** ATA was here and audited our 1099's and 941's for accuracy. Will hear these results of the audit in March.
- **GFI Forensic Audit-** The auditors had some more questions concerning the deposits vs. our spreadsheet. Answered their questions. I hope that this audit will wrap up in the next 45 days.
- **Retreats-**Attended the Board and Senior Retreats.
- **Staff Meeting-**Staff meeting on the 20th to go over all of information that we received from the Senior Retreat.
- **Alternative Fuel Credit.** Submitted reimbursement of \$171,856.61. The reimbursement is for October thru December 2016 usage.
- **FY18-**Sent out budgets to each department for input. Will begin preparing the budget in March for Board approval.
- **FY17 Mid-Year Adjustments-** Adjusting Professional Services, Architect & Engineering Services and Planning Activity. The adjustments will be for the additional needs on the new Facility.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: February 2017 Human Resources Report	DATE: February 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: 12
Rehires: 0
Terminations: 7 (3 voluntary)
Retirement: 2

Labor Relations:

Processed loan and retirement documentation

FMLA/Medical Leave:

4 Employees on FMLA Full
6 Employees on FMLA Intermittent
1 Employees on Medical Leave

Worker's Compensation:

New Claims: 1

Recruitment Initiatives:

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

Random/Post Offer Drug Testing

Random Selections (5) - Negative

Meetings:

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

Projects:

- 2017 Open Enrollment
- Completed on week of February 6th
 - 318 of 324 employees attended
 - 113 employees enrolled in new Flexible Spending Account

Interview Training for Managers (implementation phase)
Develop compensation plan for administrative employees (development phase)
Converting personnel files to digital format (discovery phase)
Appraisal for Intermodal Site B for property and contents insurance

Birmingham-Jefferson County Transit Authority

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

1.0 Purpose/Objective:

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

2.0 Completed Projects:

- Press release for new board member Martin Weinberg. The Hoover Sun did an online article.
- Press release for Black History Bus tour. CBS 42 covered our stop at Hudson Elementary.
- Press release for Bessemer Pilot Program. ABC 33/40 covered with two reporters and a live shot.
- Employee appreciation: Candy bags were given to all employees on Valentine's day.
- ABC 33/40 covered Eastwood Village Mall bus stop concerns and TCAB petition.
- Positive feature story about the Intermodal opening by AL.com.
- New website will be called www.maxtransit.org



MAGIC CITY CONNECTOR

Birmingham 40'NF-Xcelsior-600 Series-MAX 1/10th Scale



3.0 Working Projects

- New photos for Board/Executive staff
- Magic City Connector launch March 24, 2017 at 2:30pm
- New employee pictures
- Ongoing planning for Intermodal grand opening
- Ongoing marketing for airport shuttle on-demand
- Ongoing marketing for wi-fi on buses
- Rodeo March 19, 2017
- Employee quarterly meeting April 9, 2017

Ronda Robinson

Director of Communications

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

TITLE/DESCRIPTION: Customer Service Report	DATE: February 2017
	INITIATOR: Bracie Smith Terry Barnfield

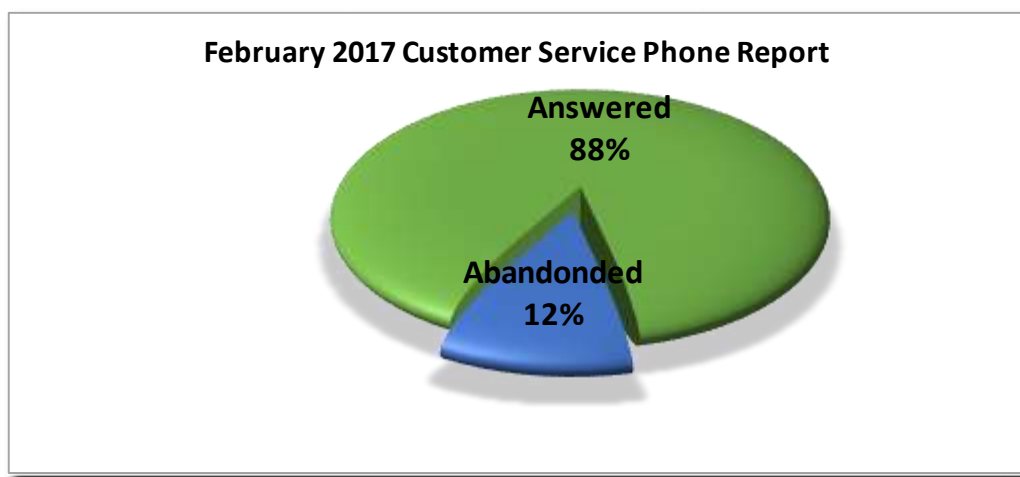
Purpose/Objective: To update the Board of Directors and staff regarding activities in the Customer Services Department.

1.0 Customer Service Activities

- Customer Service personnel participated with the Transit Citizens Advisory Committee (TCAB) in hosting a rider involvement rally at Central Station. This event encouraged riders to participate in the process of making transit better and more accessible to all people.
- Winners of the Customer Service, Black History initiative. Winners answered black history related questions.



- Customer Service achieved a decrease in the call abandonment rate in February. Thanks to increased customer service training, low staff absenteeism and, an overall, focused team effort to improve the customer's experience.



2.0 Completed Projects:

- MAX ONSITE completed another successful Black History Month School tour with a visit to Jonesboro Elementary School in Bessemer. Other schools visited were Hudson, Hemphill and Lewis Elementary.

FTA Grant #	Pass-Through Grants	Date	Federal Award	Balance Last Report	Expended this Period	Award Balance
AL-03-0058-02	New Starts Environmental	09/2006	\$6,768,706	\$ 451,659.00	\$ 21,279.00	\$ 430,380.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 267,381.00	\$ 19,240.00	\$ 248,141.00
AL-2016-002-00	FFY2015 STPBH-Flex to Para-transit	08/2016	\$3,080,000	\$ 620,264.00	\$ 217,711.00	\$ 402,553.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 401,087.00	\$ 12,861.00	\$ 388,226.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 3,080,000.00	\$ -	\$ 3,080,000.00
AL-2017-001-00	FFY2015 Flex Funds CMAQ	02/2017	\$209,440	\$ 209,440.00	\$ -	\$ 209,440.00
Total Pass-Through Grants			\$16,061,474	\$ 4,820,391.00	\$ 271,091.00	\$ 4,549,300.00
FTA Grant #	BJCTA Grants	Date	Federal Award	Balance Last Report	Expended this Period	Award Balance
AL -90-X237-00	FFY 2014 Section 5307 Funds	01/2015	\$6,944,252	\$ 55,013.00	\$ -	\$ 55,013.00
AL -90-X241-00	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 49,592.00	\$ -	\$ 49,592.00
AL -90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 120,348.00	\$ -	\$ 120,348.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,160,392.00	\$ -	\$ 2,160,392.00
AL-2016-004-00	FFY 2015 BJCTA Section 5307	08/2016	\$6,940,340	\$ 40,142.00	\$ 40,142.00	\$ -
AL-2016-006-00	FFY 2015 FHWA CMAQ Transfer	08/2016	\$1,000,000	\$ 12,525.00	\$ -	\$ 12,525.00
Total BJCTA Grants			\$26,487,496	\$ 2,438,012.00	\$ 40,142.00	\$ 2,397,870.00
Combined Totals			\$42,548,970	\$ 7,258,403.00	\$ 311,233.00	\$ 6,947,170.00

Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration	Month: February 2017
	INITIATOR: Stephanie Walker, Grants Administrator
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	

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

1. A new sub-recipient grant AL-2017-001-00 (\$209,440 Flex CMAQ funds for ClasTran) was executed on February 14, 2017.
2. **All** active sub-recipient audits have been conducted for calendar year 2016. The Arc of Jefferson County, a new sub-recipient who was awarded funding in FFY 2017, will have onsite review conducted by the end of calendar year 2017.
3. Prepared and submitted January 2016 Federal Accountability and Transparency Act (FATA) reports.
4. Calculated and submitted January Sub-recipient Fixed Asset Depreciation report.
5. The FFY 2016 Section 5307, 5339 and 5339 Plan of Projects are being published for public awareness and involvement.
6. Worked with Review Committee to make recommendations for FFY 2016 Section 5310 Enhanced Mobility applications.
7. Attended Disadvantaged Business Enterprise (DBE) small business branding workshop at the Birmingham Airport.
8. Attended two-day Smart Growth America TOD stakeholder interviews and activities.

ATTACHMENTS

- Grant Status Report

Respectfully submitted,

Stephanie Walker

Stephanie Walker, MPA - Grants Administrator

STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	DATE: February 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.
- AV Plan: ESB is implementing the approved plan for the Board Room and Conference Room. The contract and timeline is completed. The opening date is the cornerstone of the timeline.
- Moving Plan: IT department conducts meetings with vendors and staff to assure the IT portions of the move from old Central Station to the new Central Station and the BJCTA staff from the 2121 location to the Intermodal Site A will be done successfully.
- PIDS: Message Point is working very well at assuring BJCTA that the PIDS will be ready for day 1 opening at the Intermodal.
- Additions: The IT department is completing a plan for multiple IT projects at Site A. BJCTA is requiring additional data infrastructure for office layout, employee commendations, etc.

IT Projects

- Implementation of Avail: Avail has begun to install the Avail equipment on the buses. We have gathered a BJCTA Internal Avail Team to assure that the Avail project will be implemented correctly.
- Website: The IT Department will create a new website for BJCTA. Content and design are in effect now. The website will be completed by May.
- IT Security: The IT department has completed an IT Security Plan for protecting BJCTA IT data and assets from malicious code.
- Route Match: BJCTA is working with Route Match with implementing their system for Paratransit. This project will be completed by April.

STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <div style="text-align: center;">Maintenance Department</div>	DATE: February 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.

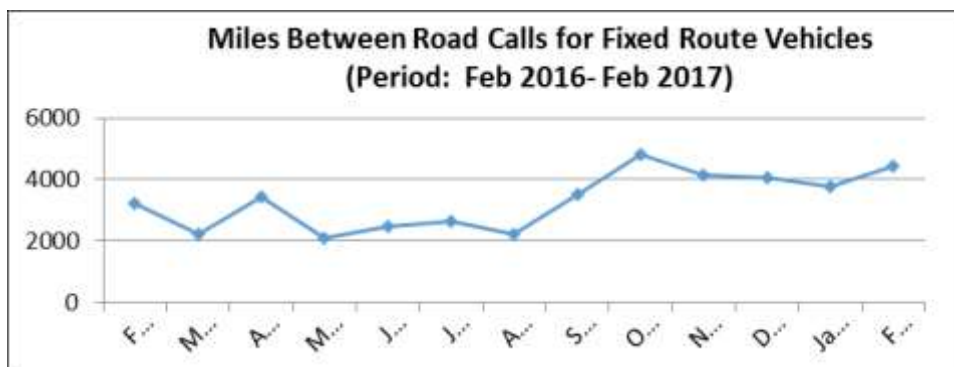
- Maintenance is continuing to repair all reported vehicle defects, inspections and brake checks in a timely manner.
- Maintenance inspections were 90% for the month of February—with 8 out of 78 being past due.
- Maintenance mechanics, body shop, and general service workers are continuing to work together on a daily basis to maintain the upkeep of our fleet.
- The maintenance department assisted AVAIL in resolving the compatibility issues regarding the destination signs on the New Flyer Buses.
- All 11 of the New Paratransit (VIP) vehicles have been received and have now been placed in service.
- The BJCTA maintenance department prepared two of its contingency buses to be donated to sister transit system (Ozark Regional Transit)—due to the loss of 20 of their 24 vehicles caused by fire.
- The Security Fence Project is near completion. STRADA and the BJCTA, working together, has made the transition a smooth one.
- The maintenance department has begun shop improvements. Bid evaluations for two new lifts are complete and have been submitted for further approvals. We are at the beginning stage(s) of providing two heavy-duty laptop computers for the mechanics in the shop area to assist with access to such things as schematics and diagnostics.
- The maintenance department welcomes two new hires (Marquis Little & Jackie Gordon) to the department and to the apprenticeship program.
- The maintenance department has teamed up once again with Jefferson State Community College and their Industrial Maintenance Program. Phillip Grundhoefer (Tech I), Larry Tanniehill (Tech II), Joshua Scaife (Apprentice) & William Lambert (General Service) have been chosen to attend this program.

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

- Completed weekly maintenance on bus washer
- Cleaned & repaired hydraulic pumps in bus bays.
- Removed broken vent from Central Station for repairs.
- Prepped and painted the men's restroom & operations office.
- Removed old lockers from shop area restrooms and assembled new ones.
- Assembled mail drop-box in shop area for ATU business/paperwork.
- Installed window ledge panels
- Repaired bus bay signs at Central Station

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

MAX Maintenance went 4,418 miles between mechanical failures in February 2017. Maintenance was 582 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										

Quinton Haley

Quinton Haley, Manager of Maintenance Administration

Ron Sweeney

Ron Sweeney, Director of Maintenance

Birmingham-Jefferson County Transit Authority

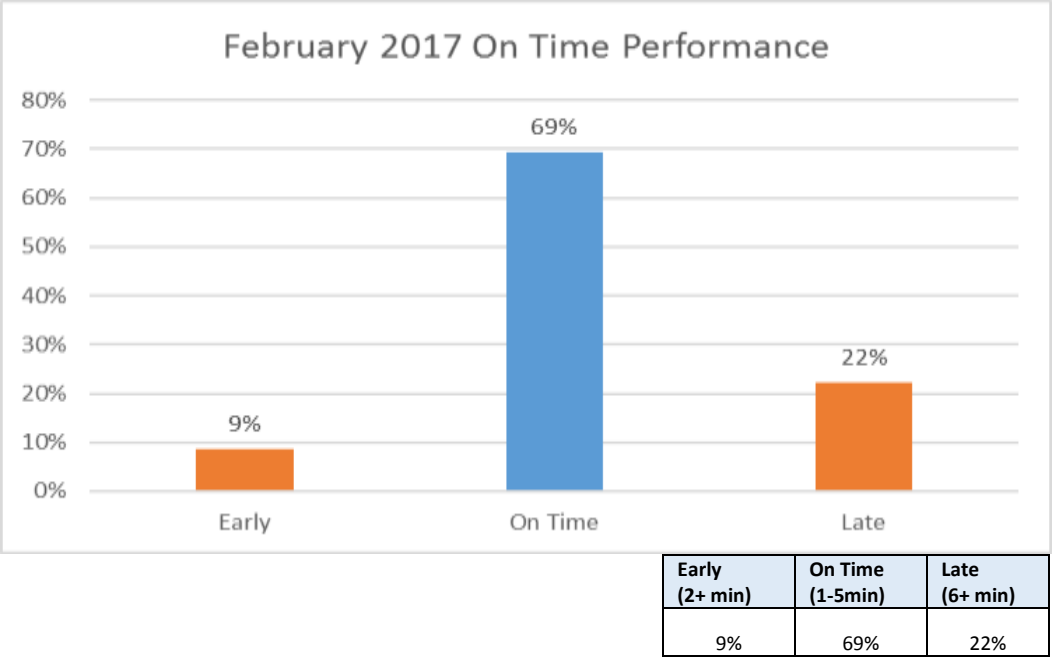
TITLE/DESCRIPTION: Transportation Monthly Update	DATE: February 2017
	INITIATOR: Christopher Ruffin Director of Operations
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective: To provide information regarding the progress of the Transportation Department; fixed-route and paratransit.

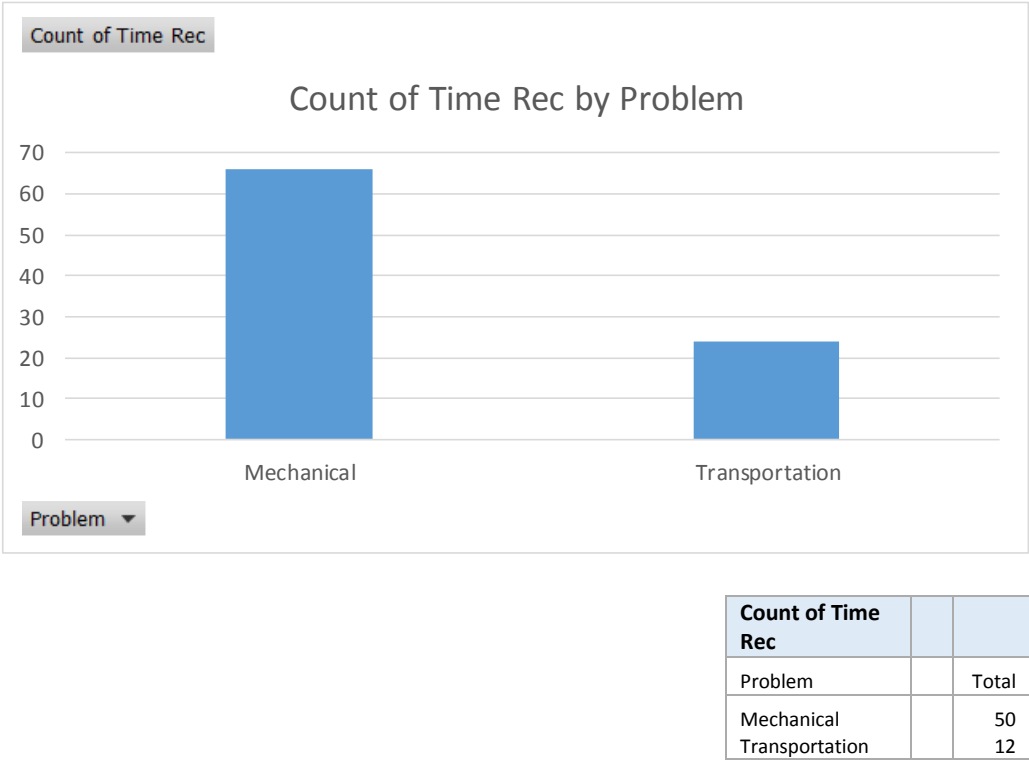
1.0 Fixed-Route

- On February 2-5, 2017, the Director of Operations attended the Board Retreat that was held in Prattville, AL. This annual event is BJCTA's strategic planning session of the year. It is where the Board of Directors tasks the organization with how we can better serve the community.
- The Director of Operations, along with the Executive Director, gave a tour to Coca-Cola Executives on February 8, 2017, showcasing the Intermodal to identify locations for Coca-Cola's vending machines would be.
- On February 16-19, 2017, the Director of Operations traveled to Gulf Shores, AL to attend the Senior Staff Retreat. With this year's theme being "Road Map to 2021", this event mirrors the annual Board Retreat with the exception that this summit points out each department's specific role and what each department has been tasked with
- On February 20, 2017, the Director of Operations led a tour in one of the In-Town Partnership (ITP) vehicles to secure plans and to view the specific functionalities of the ITP Route.
- Bessemer Mayor Kenneth Gulley, as well as Director Johnnye Lassiter, Executive Director and the Director of Operations have attended several meetings with the General Manager of Bessemer's Dollar General Warehouse, in hopes of finding solutions to how BJCTA can better serve the facility and it employees with bus service directed to that area.
- BJCTA is in the Preliminary stage of the BRT System. On February 28, 2017, the Director of Operations, along with STRADA and a representative from Birmingham's City Hall traveled to Atlanta, GA to meet with the Federal Transit Administration (FTA) to sign documents ensuring the pre-awarding of funds before we are able to move to the design phase of the process.
- For the month of February, there was a loss of 3 operators and a gain of 3 operators; holding steady at 124 operators.

1.1 On Time Performance (Chart)



1.2 Missed Trips (Chart)



2.0 Paratransit

- To ensure our passengers the best transit service possible, Paratransit has placed all eleven (11) of its new buses into revenue service.
- With the assistance from STRADA, the Operations Department held a meeting to discuss FTA and ADA Compliance with Paratransit Reservationists and Dispatchers to provide a clear understanding of proper documentation for reporting purposes.
- For the month of February, there was a loss of 2 operators and a gain of 2 operators; holding steady at 36 operators.

3.0 ADA

- On February 9, 2017, there was a meeting with Reservation Team Lead regarding the number of dropped calls and extensive hold times for Paratransit callers.
- Because it is always our goal to make sure that all of our bus stops are placed in safe areas, the ADA Officer along with BJCTA Planner met with the owner of a Guthrie's Restaurant, to review and discuss the removal of an unsafe bus stop on Route 14 on February 16, 2017.
- On February 22, 2017, a meeting was held on with the Operations Department and STRADA to determine the exact information needed from FTA when reporting on the Daily Activity Log.

Christopher Ruffin
Director of Operations

Birmingham-Jefferson County Transit Authority

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

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

1.0 Planning Activities and Initiatives

- On February 9, 2017, Planning Staff along with STRADA staff, Darrell Howard, and David Calvert met on 20th Street South to look at Bus stop, Bus shelter locations for the ITP route.
- Planning Staff along with Marketing & Communications went out to Bessemer to take the Mayor of Bessemer and our Bessemer Board representative Johnny Lassiter on a route tour of the Pilot 46 Bessemer circulator.
- Planning Manager met with Darrell Howard from Strada Professional Services to discuss the Transit Development Plan, this is an ongoing process.
- Planning Manager met with Alfredo Acoff from Strada Professional Services to discuss the update on the Public Involvement Plan.
- Planning Staff (Ricky Walker, Thomas Yuill) completed a bike share transit survey, as it relates to the relationship between transit and the bike share program.
- Planning Manager attended the MPO policy committee meeting on February 8, 2017.
- Planning Department has been working with other departments to insure that organizational goals are being met.
- The Planning Department has been providing a weekly update to the Director of Operations on bus stop needs and improvements, as it mostly relates to bus stops with low to zero riders per month.
- The Planning staff has a weekly call with AVAIL representatives as it relates to updates, as well as weekly training with the AVAIL/Datapoint system.
- The Planning staff along with other representatives from BJCTA, toured the BRT route with representatives with the Smart growth America.
- The Planning Staff, along with other BJCTA representatives, and Strada representatives met with Greg Dawkins and other City of Birmingham engineers and planners to discuss bus stop needs and improvements along 20th Street North/South.
- The Planning Staff and other BJCTA employees, BJCTA Board Chair Patrick Sellers, and Strada representatives toured the ITP route in its entirety.

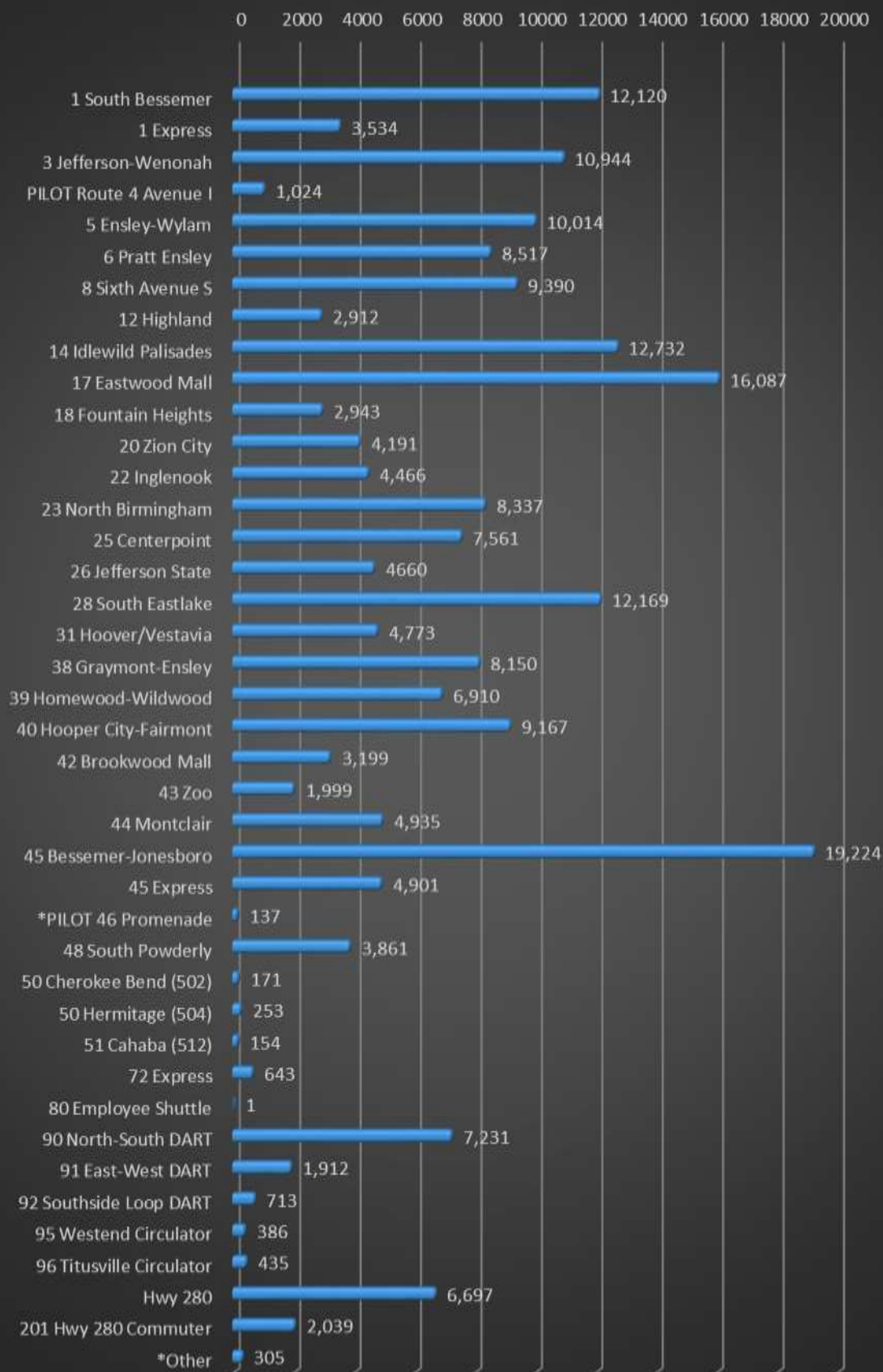
- Planning Manager is working with our Grants administrator on a review committee to look at 5 candidates that applied for the 5310 funding.

1.1 Performance Indicator-Fixed Route

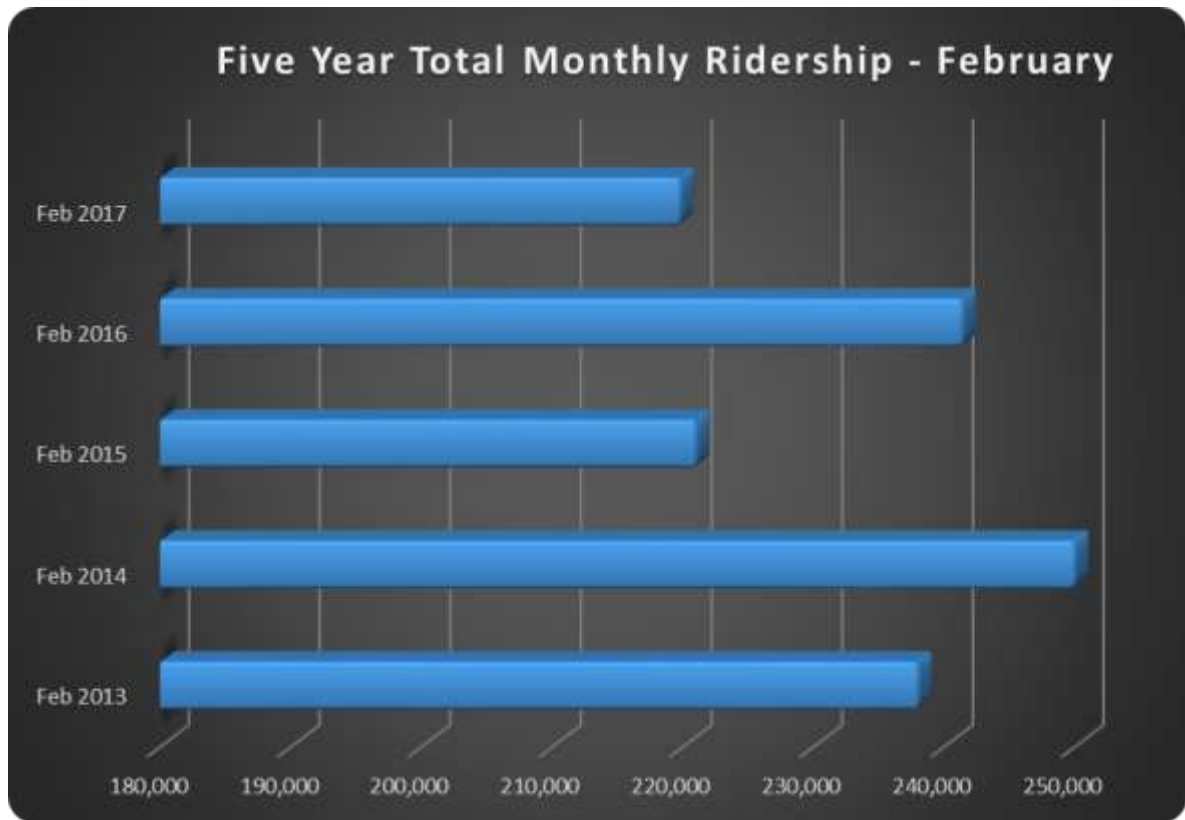
Goal	Performance Indicators	Current Month FY2016	Current Month FY2017		Year to Date FY2016	Year to Date FY2017	YTD Percent Change
Overall System Performance	Total Ridership	241,406	219,797		1,276,608	1,127,715	-11.7%
	Dart Ridership	8,888	9,856		47,859	46,422	-3.0%
	Vehicle Service Hours	19,123	18,179		92,972	94,099	1.2%
	Total Miles	265,787	251,813		1,343,544	1,262,899	-6.0%
	Revenue Miles	240,966	229,758		1,153,434	1,177,925	2.1%
	Fare Revenues	\$172,877	\$157,112		\$899,425	\$798,796	-11.2%
	Total Expenses	\$3,191,651	\$2,719,876		\$13,886,789	\$15,383,594	10.8%

YTD percentage change is calculated by subtracting the current YTD from the previous YTD, and dividing it from the previous YTD For example: $1,127,715 - 1,276,608 + 148,893 / 1,276,608 = -11.7\%$

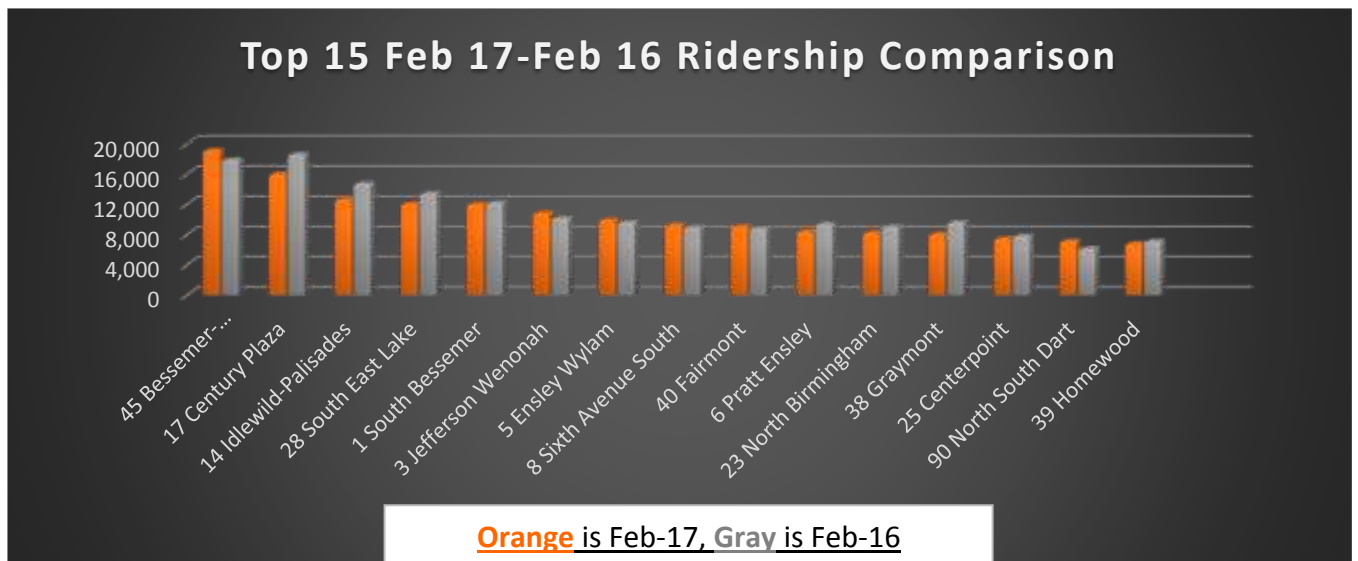
Ridership By Route - February 2017



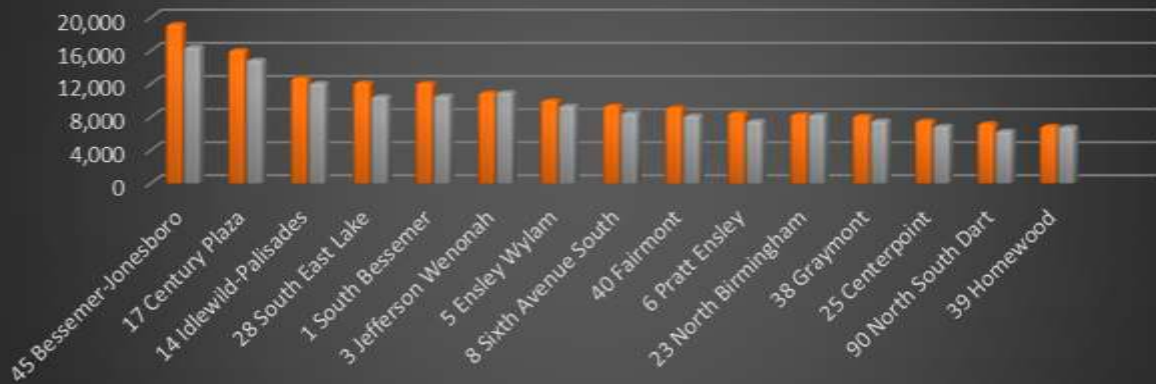
1.3 Five-Year Ridership Comparison (Chart)



1.4 Top 15 Routes (Chart)



Top 15 Feb 17-Jan 17 Ridership Comparison



Orange Is Feb 17, Gray Is Jan 17

End of Ridership report, the next section will discuss an article from City Lab on February 24, 2017 about what's behind declining transit ridership nationwide...

What's Behind Declining Transit Ridership Nationwide?

Pick a culprit: The rise of ride-hailing services, budget cuts, cheap oil, or bad service.

Feb 24, 2017

Commuters in L.A. are riding more Metro, less bus. (Reuters)

New York City subway system has posted its first dip in ridership since 2009, according to data from the Metropolitan Transportation Authority. The news follows a news week full of reported transit passenger declines in Los Angeles and San Francisco. And, for years, nearly every city in the U.S. (with a few notable exceptions) has posted negative percent changes, too.

Which raises two questions as old as public transit itself: Where do the riders go, when they go? And how can cities bring them back?

Some of the factors behind these declines are national, as the transportation scholar David Levinson points out via email. The economy is expanding, and oil prices are plunging. People are buying more cars and driving them more often, both to work and to weekend activities that are better served by vehicles. American cities continue to suburbanize, and as they do, taking transit often becomes a less attractive option. Immigrants, long a strong base of ridership for agencies, are increasingly moving out of urban centers... and buying and driving their own vehicles.

UZA Name	Sum of 2015	Sum of 2016	Change
Seattle, WA	178,640,154	185,913,534	4.1%
Houston, TX	83,285,295	85,180,489	2.3%
Milwaukee, WI	40,610,851	41,476,982	2.1%
Detroit, MI	36,734,180	37,079,598	0.9%
New York-Newark, NY-NJ-CT	4,222,700,561	4,241,214,495	0.4%
San Francisco-Oakland, CA	454,952,418	454,996,256	0.0%
Boston, MA-NH-RI	403,464,723	402,554,159	-0.2%
Pittsburgh, PA	63,990,430	63,570,697	-0.7%
Denver-Aurora, CO	101,021,365	99,777,407	-1.2%
Portland, OR-WA	112,440,100	110,985,034	-1.3%
San Antonio, TX	37,983,886	37,290,201	-1.8%
Salt Lake City-West Valley City, UT	44,909,741	43,776,825	-2.5%
Minneapolis-St. Paul, MN-WI	96,636,368	93,716,857	-3.0%
Chicago, IL-IN	623,466,948	603,747,357	-3.2%
Urban Honolulu, HI	68,587,549	66,361,162	-3.2%
Las Vegas-Henderson, NV	72,044,767	69,420,973	-3.6%
Dallas-Fort Worth-Arlington, TX	75,998,371	72,137,725	-5.1%
Baltimore, MD	111,070,976	105,214,371	-5.3%
Atlanta, GA	141,154,134	132,925,293	-5.8%
Philadelphia, PA-NJ-DE-MD	369,644,085	346,276,496	-6.3%
Phoenix-Mesa, AZ	69,525,177	64,898,486	-6.7%
San Diego, CA	94,921,830	88,507,937	-6.8%
St. Louis, MO-IL	47,250,866	44,020,031	-6.8%
Cleveland, OH	46,844,074	43,507,057	-7.1%
Los Angeles-Long Beach-Anaheim, CA	619,459,557	572,589,716	-7.6%
San Jose, CA	44,718,244	40,763,554	-8.8%
Miami, FL	156,449,301	141,556,090	-9.5%
Washington, DC-VA-MD	441,222,366	396,260,838	-10.2%
Austin, TX	32,795,531	28,893,986	-11.9%
San Juan, PR	38,853,326	32,289,221	-16.9%

Transit ridership is falling except in 2 cities with major bus network restructures. Let's stop blaming gas prices & start a #bus turnaround

Then, there are the local forces that might be triggering declines from town to town. Weather and employment all factor in. In some cities, reliability issues are also dissuading people from riding buses and trains: See poster-child Washington, D.C., where lethally under-maintained trains drove WMATA to cut service for long stretches of time this year and last. Passengers on San Francisco's BART trains are verifiably vanishing; overcrowded, delay-prone trains that shriek when they (finally) pull into stations are probable drivers.

In other cities, rail numbers grow while bus numbers fall. That's true in Los Angeles, where thickening traffic and construction hold-ups are slowing buses and perhaps discouraging passengers. In Chicago, CTA bus ridership dropped by nearly 20 percent between 2008 and 2016, "even as rail ridership has increased by roughly the same amount," writes the urban policy analyst Daniel Kay Hertz; service cuts likely bear a good deal of blame. (There may be some issues with the ridership data itself, too.)

Little is certain in the murky realm of transit ridership interpretation.

In New York, bus ridership has waned for years; chalk it up there to too-slow and too-unreliable service. And yes, subway usage also fell 0.3 percent last year, as the *New York Times* reported this week—but weekday ridership is at an all-time high, while weekend ridership has dropped about 3 percent. There is likely a service connection there, too: Weekends are when subways are more often out of service due to repairs. Of course, weekends are also when folks who aren't working are more likely to take an unusual trip somewhere—their friends in the Bronx, that concert south of Prospect Park—and for those kinds of occasional trips, a ride in an Uber or Lyft might be more reasonable.

RELATED STORY

Is America Breaking Up With Cars?

Which leads to a theory raised in most reports of declining public transportation use: Those ride-hailing services are stealing passengers. This argument probably holds truest for weekend boarding's. But the best research out there (and there isn't much yet) suggests most workers don't rely on Uber and Lyft for regular daily commutes. Ride-hailing may even be more supportive of transit than competitive, at least in the biggest cities (smaller cities might be another question). At the very least, it doesn't seem to be siphoning a significant number of riders away. When Uber and Lyft left Austin, mass transit saw a very modest one percent bump in ridership, according to the transportation consultant Jarrett Walker.

Meanwhile, more and more cities—including the ones that are registering dips in transit—are offering different kinds of transportation options luring people out of single-passenger cars. Citibike’s incredible success in New York City is one example. As Sharon Feigon, executive director of the Shared-Use Mobility Center, points out, declining transit numbers may not sound great, “but the question is really about how you define success.”

Only three U.S. cities saw a greater than 1 percent increase in ridership between 2015 and 2016; the top two were Houston and Seattle, which have both undergone radical overhauls of their bus networks. Seattle also invested heavily in its rail network, as well as walking and biking infrastructure—and the metro will get more money for buses and trains with the recent passage of Sound Transit 3.

Little is certain in the murky realm of transit ridership interpretation, except perhaps one thing: If cities want to lure passengers onto trains and buses, paying attention to cracks in both types of networks, and investing to fix them, is a pretty sure bet.

Wytangy Peak-Finney

Planning Department



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

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: FEBRUARY 2017
	INITIATOR: Darryl Grayson
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	

1.0 PROCUREMENT

1.1 Upcoming Solicitations

Within the next 60 days staff anticipates preparing the solicitations:

1.1.1 Bus Paint & Body Work

2.0 CONTRACT ADMINISTRATION

2.1 To better manage Board approved contracts, at least 120 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process. All contracts are reviewed by Attorney French. All Grants & Board Resolutions are reviewed by Attorney Walker.

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 Current Solicitation Activity

2.3.1 RFP #17-07 Legal Services

RFP #17-07 was posted on Jan 20, 2017 and proposals were due on March 1, 2017. Proposals were hand delivered to the evaluators on March 6th and are to be evaluated and returned by March 22nd. The evaluation team was carefully chosen and made up of prominent Attorneys and Judges who we feel that can render an accurate and unbiased evaluation. This resolution will come before the board in April's committee and board meetings.

2.4 Upcoming Contract Expirations within 60 Days

2.4.1 None

3.0 RESOLUTION

- 3.3.1 RFP #17-08 Pest Control Services
- 3.3.2 RFP #17-09 Chasis Room & Shop Bus Lifts
- 3.3.3 RFQ #17-04 DBE Coordination & Certification

ATTACHMENTS

- Contract Log
- Resolutions

Respectfully submitted

Darryl Grayson

Darryl Grayson - Procurement Officer

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

TITLE/DESCRIPTION: Safety, Training & Security Monthly Report	DATE: February, 2017
	INITIATOR: Dale Knutson
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

TRAINING

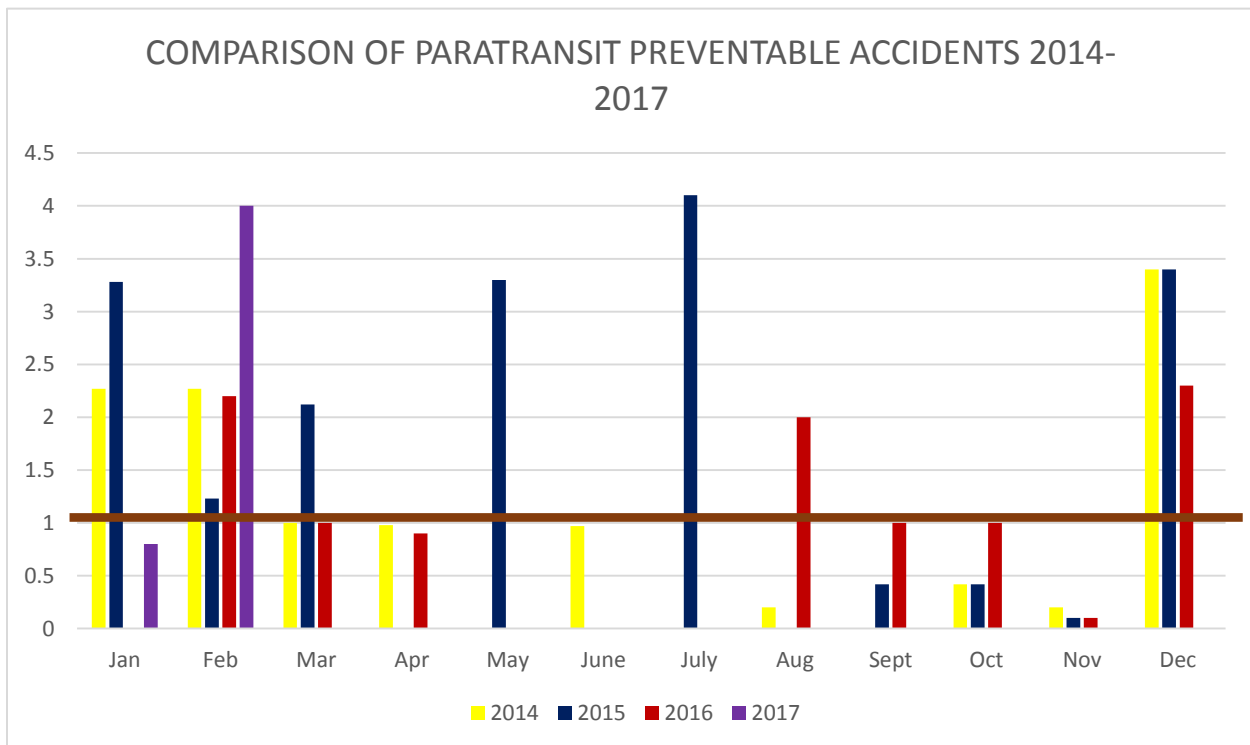
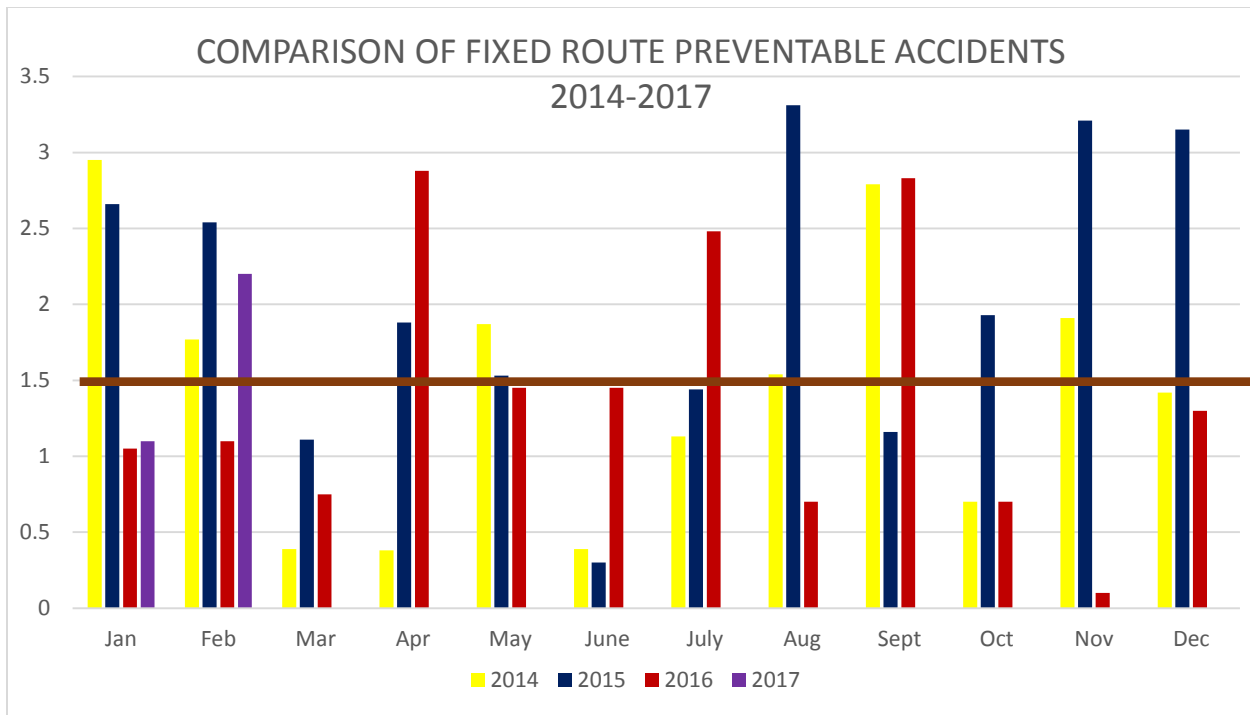
- The department trained all of the operators on the AVAIL system.
- The department also trained more operators to run the Bessemer Circulator.
- Every operator was also trained on the Passenger Information Display systems.
- Members of the Training Department have been working with the ROADEO contestants to practice for the annual ROADEO.
- A new class of over 10 operators started this month.
- Almost all of the operators from the November class have graduated.

SECURITY

- The Security Fence around the 8th Ave. Facility is 85% complete. The gates have been installed, and the power source has been identified, and installed.
- There were no major Security events during the month of February.

SAFETY

- The Safety Department has been looking at ways to diffuse fixed object accidents. One potential solution is a collision alert system. The Department is meeting with the Grants Department to see what grants are available to put in a demonstrator system.
- The Department is also investigating ways to partner with Lawson State.
- The preventable accidents were up this month. Fixed route had 2.2 preventable accidents per 100,000 miles. Paratransit had 4.0 preventable accidents per 100,000. This is indeed higher than average; but it is somewhat typical for post-holiday stress/bills, tax time, changing weather, and other factors.



Dale Knutson, TSSP – Manager of Safety, Training, and Security
3/1/17