



**BJCTA BOARD OF DIRECTORS
ROLL CALL**

Wednesday, January 25, 2017

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

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



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

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, February 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- January 25,2017
 - B. Special Called Board Meeting Minutes- January 9, 2017
- VIII. Chairman's Report
- IX. Committee Reports
 - A. Governance & External Relations
 - February 15,2017
 - B. Performance Monitoring & Operational Oversight
 - February 15,2017
 - C. Planning & Development
 - February 15,2017
- X. Resolutions for Consideration and Approval
- XI. Executive Director's Report
 - A. Financial Report
- XII. Old Business

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

B. Maintenance Facility Update

XIII. New Business

XIV. Public Comment*

XV. Adjournment



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**BJCTA BOARD OF DIRECTORS
MEETING MINUTES
Wednesday, January 25, 2017
12:00 Noon**

- Opening:** The meeting was called to order by Chair Patrick Sellers at 12:06 p.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500.
- Members Present:** Donald A. Harwell, Johnnye P. Lassiter, Bacarra Mauldin, Adam Snyder, and Frank Topping.
- Members Absent:** Emma Tolbert and Patricia Henderson
- 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, Jamie Endsley, Christopher Ruffin, Daryl Perkins(Master Solutions), Terri Wiggins(Master Solutions), Butch Ferrell, Chris Bowling(COB), Greg Roddy, Scott Phillips(STRADA), Dale Knutson, Corlette Burns(Shift Marketing Consulting), Daryl Howard(STRADA), R.M. Rumley(Agent 54),Rhonda Robinson, Ed Carrion(Total Transportation), Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker.

- III.** Director Patrick Sellers provided the **Invocation**.
- IV.** Director Donald A. Harwell led the assembly in the recitation of the **Pledge of Allegiance**.
- V.** **Safety Message-** Safety Manager (Dale Knutson) gave a safety message on avoiding intersection accidents.
- VI. Adoption of the Agenda:**
The adoption of the Agenda was moved by Director Lassiter, it was seconded by Director Mauldin, and approved by general consent.
- VII. Adoption of the Minutes:**
A. Regular Board Meeting Minutes December 21,2016
Director Harwell moved to adopt the minutes, it was seconded by Director Lassiter, and approved by general consent.

*An audio file is available for more detail.

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

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

VIII. Chairman's Report: Announced the Board Retreat would be held in Prattville, Al. February 2-4, 2017.

IX. Committee Reports:

A. Governance & External Relations-

• **January 18,2017**

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

• **January 18,2017**

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

C. Planning & Development

• **January 18,2017**

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

X. Resolution for Consideration and Approval

A. Resolution 2017-09- BJCTA Board of Directors Policy to Invest Operating Funds According in a manner consistent with Section 11-81-21 of the Code of Alabama 1975 regarding investment of public funds.

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

B. Resolution 2017-12- BJCTA Board of Directors Policy for Real Estate and Joint Development.

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

C. Resolution 2017-14- TRANSPORTATION PLANNING PROCESS AGREEMENT- To authorize the Birmingham-Jefferson County Transit Authority (BJCTA), that it be a party to and execute the updated agreement concerning a transportation planning process with the Alabama Department of Environmental Management, the Birmingham Regional Planning Commission, the Metropolitan Planning Organization, the Jefferson County Health Department, and the State of Alabama acting by and through the Alabama Department of Transportation Regional Planning Commission.

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

XI. Executive Director's Report

*An audio file is available for more detail.

- Ms. Murdock reported that she received a letter from the management staff of Eastwood Mall and similar letter for the management staff at the Palisades Mall requesting that services be stopped in the areas.
- Ms. Murdock introduced the new Director of Communications, Rhonda Robinson
- Ed Carrion (Total Transportation, New York, New York) spoke on how BJCTA could make the Paratransit Service better for the riders.

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

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.

XIII. New Business- None

XIV. Public Comment- None

**Announcement* Director Lassiter invited everyone out for the Bessemer City Hall Ribbon cutting on February 12, 2017 from 4-6pm.*

XV. Adjournment

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

The Meeting Adjourned at 12:30 p.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: **January 25, 2017**

Approved by: _____
Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

*An audio file is available for more detail.



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**SPECIAL CALLED
 BOARD MEETING MINUTES
 Monday, January 09, 2016
 12:00 Noon**

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

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

Members Absent: Adam Snyder, and Emma Tolbert

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, Mikesha Harvill, KeAundra Reynolds, Quinton Haley, Ron Sweeney, Christopher Ruffin, Dale Knutson, Toney Chestnut, Wytangy Peak, Karen Jacobs, Stephanie Walker J.O. Hill(TCAB), Tony Sides(Attorney),Ryan Wilson (Fuston, Petway & French, LLP), and Attorney Walker.

III. Director Bacarra Mauldin provided the **Invocation.**

IV. Director Frank Topping led the assembly in the recitation of the **Pledge of Allegiance.**

V. **Safety Message-** Safety Manager (Dale Knutson) gave a safety message in reference to keeping a 5 to 10 foot eye distance in between cars while driving.

VI. Adoption of the Agenda:

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

Executive Session

Director Harwell made a motion to go into Executive Session at 12:10 pm to discuss Pending Litigation, it was seconded by Director Topping and approved by Roll Call Vote.

Directors: Donald A. Harwell- Yes, Patricia Henderson- Yes, Johnnye P. Lassiter- Yes, Bacarra Mauldin- Yes, and Frank Topping- Yes.

Director Harwell made a motion to come out of Executive Session at 12:38 pm, it was seconded by Director Topping and approved by Roll Call Vote.

*An audio file is available for more detail.

Director Sellers arrived

Directors: Donald A. Harwell- Yes, Patricia Henderson- Yes, Johnnye P. Lassiter- Yes, Bacarra Mauldin- Yes, Frank Topping- Yes, and Patrick Sellers-Yes.

****Director Mauldin made a motion to move and accept the recommendation of our attorney regarding Case Number-2015901942 to be resolved by court order with prejudice, it was seconded by Director Topping, and approved by general consent.****

VII. Adjournment:

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

The Meeting Adjourned at 12:42p.m.

Minutes submitted by: Mikesha Harvill, Executive Administrative Assistant

Date: January 09, 2017

Approved by: _____
Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

*An audio file is available for more detail.



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**GOVERNANCE & EXTERNAL RELATIONS COMMITTEE
MEETING
Wednesday, February 15, 2017
9:00 A.M.**

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Resolutions for Consideration & Recommendation
None**
- V. Items for Information and/or Discussion**
 - Governmental Relations Update
 - TCAB Update
- VI. Old Business**
- VII. New Business**
- VIII. Adjournment**

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



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**Board of Directors
Governance & External Relations Committee Meeting
Wednesday February 15, 2017
9:00 a.m.**

Opening: The meeting was called to order by Chairman Patrick Sellers at 9:08 a.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

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

Quorum: Yes

Committee Members Absent: None

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

Staff and Others Present: Adrian Solomon, KeAundra Reynolds, Mikesha Harvill, Ronda Robinson, Christopher Ruffin, Dale Knuston, Wytangy Peak, Ron Sweeny, Toney Chestnut, Quinton Haley, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, O.J. Hill (TCAB), Daryl Perkins (Master Solutions), Daryl Howard (STRADA), David Burton (STRADA), Edmond Watters (STRADA), Scott Phillips (STRADA), R.M. Rumley (Agency 54), Ron Reekes (Wendel), Sean Beacky (Wendel), Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

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

IV. Resolutions for Consideration and Recommendations- None

V. Items for Information and/or Discussion

- **Governmental Relations Update-** Daryl Perkins (Master Solutions) gave an update on the DC Fly In, Bus Rapid Transit, Alabama Transit Association, Gas Tax/One Cent Sales Tax and Governance Affairs and Board of Directors Meetings. Information is provided in the Board Packet for your review.
- **TCAB Update-** J.O. Hill gave an update on TCAB Community Action Plan for 2017. Information is provided in the Board Packet for your review.

V. Old Business

Director Sellers announced that the Board of Director's had a great informational retreat.

VII. New Business- None

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

The meeting ended at 9:24 a.m.

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



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PERFORMANCE MONITORING & OPERATIONAL OVERSIGHT COMMITTEE MEETING

Wednesday, February 15, 2017
Following the Governance & External Relations Committee

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Resolutions for Consideration & Recommendation**
None
- V. Items for Information and/or Discussion**
 - Executive Director's Report
 - Departmental Reports
- VI. Old Business**
 - Maintenance Facility- Ronald Reekes
- VII. New Business**
- VIII. Adjournment**

Committee Members: Bacarra Sanderson Mauldin, Chair
Adam Snyder
Patricia Henderson



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Board of Directors
Performance & Operational Oversight Committee Meeting
Wednesday, February 15, 2017
9:30 a.m.

Opening: The meeting was called to order by Chair Bacarra Mauldin at 9:30 a.m. in the Conference Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

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

Quorum: Yes

Committee Members Absent:

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

Staff and Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Mikesha Harvill, Ronda Robinson, Christopher Ruffin, Dale Knuston, Wytangy Peak, Ron Sweeny, Toney Chestnut, Quinton Haley, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, O.J. Hill (TCAB), Daryl Perkins(Master Solutions), Daryl Howard (STRADA), David Burton (STRADA), Edmond Watters(STRADA), Scott Phillips(STRADA), R.M. Rumley(Agency 54), Ron Reekes(Wendel), Sean Beacky(Wendel), Ryan Wilson(Fuston, Petway & French, LLP), Deborah Byrd Walker.

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

IV. Resolutions for Consideration and Recommendations

None

Director Tolbert arrived

V. Items for Information and/or Discussion

-
- **Executive Director's Report-** Ms. Murdock recognized the urgency in building a new maintenance facility and she reached out the Wendel Company for direction.
 - **Departmental Reports-**
 - **Finance-** Karen Jacobs (Finance Director) Information included in the Board Packet for your review.
 - **Maintenance-** Ron Sweeney (Director of Maintenance) Information included in the Board Packet for your review.
 - **Human Resource-** Jamie Endsley (HR Director) Information included in the Board Packet for your review.
 - **Information Technology-** Toney Chestnut (IT Director) Information included in the Board Packet for your review.
 - **Operations-** Christopher Ruffin (Director of Operations) Information included in the Board Packet for your review.

Director Henderson arrived

Director Topping arrived

VI. Old Business- Ron Reekes (Wendel Company) gave a presentation on different maintenance facilities and cost.

VII. New Business- None

VIII. Adjournment-

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

The meeting ended at 11:21 a.m.

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



PLANNING & DEVELOPMENT COMMITTEE MEETING
Wednesday, February 15, 2017
Following the Performance & Monitoring Oversight Committee

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Resolutions for Consideration & Recommendation**
- V. Items for Information and/or Discussion**
 - Chief of Staff Reports
 - Departmental Reports
- VI. Old Business**
 - Intermodal Update
 - Service Planning/ Route Optimization
- VII. New Business**
 - Maintenance Facility- Ronald Reekes (Wendel)
 - Fire Destruction Bus Donation
- VIII.**
- IX. Adjournment**

Committee Members: Johnnye P. Lassiter, Chair
Donald A. Harwell
Frank Topping
Emma Tolbert



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**Board of Directors
Planning & Development Committee Meeting
Wednesday, February 15, 2017
11:00 a.m.**

Opening: The meeting was called to order by Chair Johnnye P. Lassiter at 11:22 a.m. in the Conference Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

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

Quorum: Yes

Committee Members Absent: None

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

Staff and Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Mikesha Harvill, Ronda Robinson, Christopher Ruffin, Dale Knuston, Wytangy Peak, Ron Sweeny, Toney Chestnut, Quinton Haley, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, O.J. Hill (TCAB), Daryl Perkins (Master Solutions), Daryl Howard (STRADA), David Burton (STRADA), Edmond Watters (STRADA), Scott Phillips (STRADA), R.M. Rumley (Agency 54), Ron Reekes (Wendel), Sean Beacky (Wendel), Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

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

IV. Resolution for Consideration & Recommendation- None

V. Items for Information and /or Discussion

- **Chief of Staff Reports-** Mrs. Solomon updated us on the Coca-Cola signing and number of buses that will be wrapped.

- **Departmental Reports**

- **Grants-** Stephanie Walker (Grants Administrator) Information included in the Board Packet for your review.
- **Procurement-** Darryl Grayson (Procurement Officer) –Information included in the Board Packet for your review.
- **Planning-** Wytangy Peak (Planning Manager) – Information included in the Board Packet for your review.
- **Marketing-** Mikesha Harvill (Marketing Specialist) Information included in Board Packet for your review

VI. Old Business

- **Intermodal Update-** David Burton (STRADA) gave an update on the progress of Intermodal Facility opening and operating tentatively mid-March.
- **Service Planning/ Route Optimization-** Wytangy Peake gave update on the routes. Information included in Board Packet for your review.

VI. New Business

- Fire Destruction Bus Donation (Informational Only)
- Director Lassiter gave Kuddos to BJCTA for coming out to support the Ribbon Cutting of the new Bessemer City Hall and the great ride with the Mayor of Bessemer on the 46 Bessemer Circulator Route (Pilot).
- Dollar General Meeting is scheduled for February 22,2017

VIII. Adjournment- Director Harwell made a motion to adjourn the meeting at 12:04 a.m., the motion was seconded by Director Topping and approved by general consent.

The meeting adjourned at 12:04 p.m.

Committee Member: Johnnye P. Lassiter (Chair)
Donald A. Harwell
Frank Topping
Emma Tolbert

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

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

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

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

3.0 Transportation Development Plan.

- The In town Transit Partnership (ITP) –Coca Cola’s proposal to brand the ITP route a “Birmingham Attractions” route was accepted. Plans are now underway on the name and graphic design of the wrap for the six buses that will operate on this downtown circulator route. A group of Coke executives from Atlanta toured the Intermodal to brainstorm about ideas for further branding opportunities. They will that proposal in February.
- **Airport Shuttle** – This pilot program is now in its 11th month and is an on-demand service. This is the third month of on-demand service with ecommerce payments. This month averaged 25-35 riders each week. This is up from the 10 riders that was averaged the first weeks after on-demand service began on November 14.
- **Highway 280** Service numbers continue to remain steady with an average of 450 – 500 passengers weekly.
- The Transportation Development Plan was presented to the Board of Directors at their annual retreat.
- Bessemer Circulator began operating January 30.

4.0 Technology Innovation and Integration

- AVAIL system testing and training continued in January. AVAIL projects an official rollout by late summer or early fall 2017.

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 March 2017. The Intermodal opening is expected in June
- We are in the final negotiating stage of the Amtrak lease.

6.0 Community Relations

- **Regional Planning Commission** Policy Board Meeting attended by BJCTA staff. A presentation was made to the group on the top six projects that are being worked on.
- **Communications plan** for stakeholders, customers, and media was presented to the Board and staff at the annual retreat. This included a comprehensive media outreach plan encompassing; social media, paid television and radio advertising and joint promotional ventures. Held one Communications Plan meeting in January.

7.0 Finance/Budget:

- Maintaining a positive variance of \$1,380,774 from budget this month.
- Completed and submitted all quarterly and yearly reports to FTA and IRS.
- Submitted October-December 2016 Alternative Fuel Credit to the IRS. Requesting reimbursement of \$171,857.00. This will make the total reimbursement to be \$719,425.00 that was not budgeted in FY17.
- Auditors are on site doing their fieldwork. The audit is going well and are very complimentary on our record keeping.

8.0 Communications (External)

- **Advisory Board (TCAB)** Attended TCAB Meeting.
- Hired and publically announced the new Communications Director
- Mayor of Hoover sent letter officially replacing Director Jeter with Martin Weinberg
- Finalizing project action plans
- Met with vendors to start planning congressional schedules for the APTA Legislative meeting in March.

9.0 Communications (Internal)

- **Ongoing-** The Joint Departmental meeting is held every Tuesday at 10:00am. The host is the Operations Department Manager.
- Senior Staff meeting is held every Friday at 10:30 am.
- Each Director is meeting with Finance monthly for budget reviews.
- Reviewed each departmental report for Board of Directors.
- Completed all documents and plans for Board Retreat

10.0 Performance Indicators

- The Executive Team met to discuss the early January weather system. After road and other stakeholder analysis, the team decided not to run buses on Friday or Saturday due to icy conditions. Buses ran Monday and by the afternoon, full service was restored.
 - There were no accidents or incidents caused by any BJCTA vehicle during that entire weekend.

Barbara Murdock

Barbara Murdock, Executive Director

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Financial Highlights

- As of the January 31, 2017 Balance Sheet, assets were \$57,611,900.08 while total liabilities were \$38,971,401.02.
- The Income Statement for the month ending January 31, 2017, details year to date revenues of \$19,296,038.40 and expenses of \$15,197,039.86 resulting in a positive difference of \$4,098,998.54.
- The total cash and cash equivalents as of January 31, 2017 was \$14,800,461.25 of which \$14,210,118.29 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Revenues	16,209,187	15,176,873	1,032,314
Expenses	12,439,147	12,085,131	354,016
Net	3,770,040	3,091,743	678,297
Non Budgeted Items			
Revenues	3,086,851	1,756,897	1,329,954
Expenses	2,757,893	2,757,893	-
Net	328,958	(1,000,995)	1,329,954
Combined Net	4,098,999	2,090,747	2,008,251

Total overall variance with the budget is a positive \$2,008,251.16

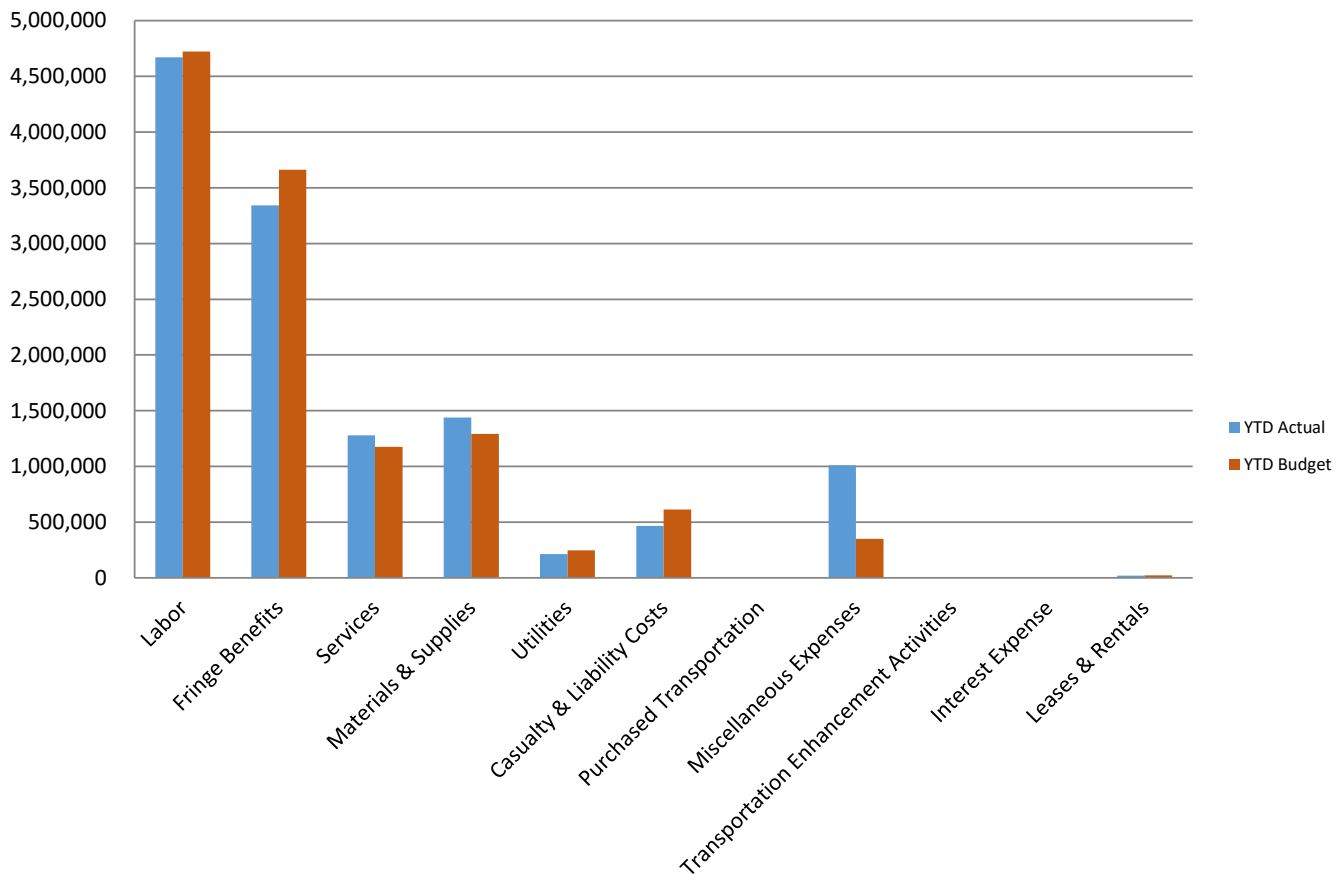
- Attached are the Balance Sheet, Income Statement and Performance Graphs, Cash Balance Summary, Financial and Investing Report, Overtime, Variance Analysis, CNG Revenue, Paratransit Cost per Ridership, Temporary Labor Trend, and Commission Revenue Trend reports.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Finance Department Status Report	RESOLUTION NO.: N/A
	DATE: January 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-** Sent auditors requested information. Auditors are on site doing actual sampling and reviewing of procedures. The audit is going well.
- **Triennial Review-** Completed and submitted all of our information and checklist to fulfill our inadequacies on the audit.
- **Asset Management-** Had a meeting with Ron Thompson, from Strada, on Transit Asset Management. Will need assistance in getting the report prepared for FTA that is due in June 2017.
- **MPO Meeting-** Attended meeting with the Executive Director, Ms. Lassiter, Chief of Staff, Planning Manager and Grants Administrator regarding funding.
- **Alternative Fuel Credit.** Submitted reimbursement of \$171,856.61. The reimbursement is for October thru December 2016 usage.
- **Taxes-** Finance completed and submitted the W-2's, to employees; IRS forms 720 and 941; 1099's to Accounts Payable vendors
- **FTA Quarterly Reports-** Completed and submitted the FFR (Financial Federal Reports) for grants that are still active.

Consolidated Expenses by Function Code Performance Against Budget YTD January 2017



BJCTA
Commission Revenue Trend
As of January 31, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	11,168
Total Commission Revenue	33,051	32,427	34,373	11,168

BJCTA
CNG Revenue
As of January 31, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	146,987
Gallons	80,746	91,519	146,968	73,494

BJCTA
Financial & Investing Report
As of January 31, 2017

	Balance @ 1/31/2017	Balance @ 12/31/2016	Balance @ 11/30/2016	Balance @ 10/31/2016	Balance @ 9/30/2016	Balance @ 8/31/2016
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	11,060,873	11,060,873	8,350,728	8,171,363	9,079,410	11,115,951
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	10,000	10,000	349,762
Cash - Operating - BBVA Compass	3,585,054	3,585,054	2,122,623	5,304,297	774,674	1,350,100
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	2	2	114	133	33	115
Petty Cash - Central Station	158	158	138	138	139	62
Total Cash Accounts	14,866,087	14,866,087	10,693,603	13,695,930	10,074,255	13,025,989
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	14,866,087	14,866,087	10,693,603	13,695,930	10,074,255	13,025,989
<u>CASH RESERVES:</u>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	1,145,298	1,198,760	1,009,744	2,723,766	1,667,747	701,302
Accrued Payroll	602,769	547,203	424,929	347,117	222,298	674,353
Payroll Taxes	84,817	82,494	75,143	69,435	79,192	89,649
Other W/H Payable	-	-	-	11	-	6
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,832,884	1,828,457	1,509,816	3,140,330	1,969,238	1,465,309
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of January 31, 2017

	Balances
Total Cash & Investments	14,866,087.09
Less: Short-Term Payables	(1,832,884.42)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 1/31/2017	12,833,202.67
Required Three Month Operating Expense Reserve**	5,498,653.26
Cash Over/(Under) Reserve Requirement	7,334,549.41

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

**BJCTA
INCOME STATEMENT
January 31, 2017**

Jan-17 Actual	Jan-17 Budget	Jan-17 \$ Variance	Jan-17 % Variance	Jan-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
146,610	174,199	(27,590)	-15.84%	171,366	(24,756)	4010100001 Passenger Fares - Fixed Route	634,190	696,797	(62,606)	-8.98%	705,632	(71,442)	2,090,390	1,456,200
1,681	1,669	12	0.72%	2,091	(410)	4010100002 Passenger Fares - Dart	7,493	6,677	816	12.22%	9,527	(2,034)	20,032	12,539
14,088	15,437	(1,348)	-8.73%	14,271	(183)	4010100004 Passenger Fares - VIP	62,287	61,745	542	0.88%	59,670	2,617	185,238	122,951
162,379	191,305	(28,926)	-15.12%	187,728	(25,349)	4019999999 TOTAL PASSENGER REVENUES	703,970	765,219	(61,249)	-8.00%	774,828	(70,858)	2,295,660	1,591,690
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	4,592,645	4,592,645	0	0.00%	3,600,000	992,645	13,777,934	9,185,289
6,865	6,865	-	0.00%	6,184	681	4020400005 Vestavia	27,462	27,462	-	0.00%	24,268	3,194	82,385	54,923
25,406	25,408	(2)	-0.01%	26,402	(995)	4020400006 Homewood	101,626	101,631	(5)	-0.01%	97,696	3,930	304,893	203,267
6,130	6,130	(0)	0.00%	5,383	748	4020400010 Hoover -	24,522	24,522	(0)	0.00%	21,531	2,991	73,565	49,043
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	209,469	209,469	(0)	0.00%	-	209,469	628,407	418,938
-	-	-	0.00%	26,683	(26,683)	4020400012 Fairfield Revenues	-	-	-	0.00%	106,702	(106,702)	-	-
10,087	10,088	(1)	0.00%	8,941	1,146	4020400015 Midfield Revenues	40,350	40,350	(0)	0.00%	35,689	4,661	121,050	80,700
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	23,695	23,695	(0)	0.00%	20,945	2,750	71,084	47,389
1,254,942	1,254,943	(1)	0.00%	978,828	276,113	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	5,019,767	5,019,773	(6)	0.00%	3,906,830	1,112,937	15,059,318	10,039,551
2,673	2,417	256	10.60%	2,802	(129)	4060100001 Commission Revenue	11,168	9,667	1,501	15.53%	11,402	(234)	29,000	17,832
5,531	2,917	2,614	89.62%	3,961	1,570	4060300001 Advertising Revenue	21,114	11,667	9,447	80.98%	22,518	(1,404)	35,000	13,886
145	187	(42)	-22.32%	140	5	4069900001 Other Revenues	1,169	746	423	56.72%	636	532	2,240	1,071
4,790	1,250	3,540	283.17%	3,237	1,553	4070400001 Investment Income	14,059	5,000	9,059	181.18%	6,403	7,656	15,000	941
-	-	-	0.00%	-	-	4079900002 Rental Income	-	-	-	0.00%	-	-	(41,500)	(41,500)
42,012	-	42,012	0.00%	-	42,012	4079900003 Gain/(Loss) on Disposition of Fixed Assets	63,867	-	63,867	0.00%	-	63,867	(63,867)	(63,867)
55,151	6,770	48,381	714.63%	10,139	45,012	4079999999 TOTAL OTHER REVENUES	111,376	27,079	84,297	311.30%	40,960	70,416	81,240	(71,636)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	1,269,480	1,210,704	58,776	4.85%	1,210,704	58,776	3,632,112	2,362,632
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	888,066	863,316	24,750	2.87%	863,316	24,750	2,589,947	1,701,881
-	-	-	0.00%	-	-	4080100003 Ad Valorem - Homewood	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	185,110	(185,110)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	35,982	35,982	(0)	0.00%	31,797	4,184	107,945	71,963
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	7,884	7,884	0	0.00%	6,967	917	23,651	15,767
-	-	-	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	666,667	666,667	-	0.00%	666,667	-	2,000,000	1,333,333
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	3,415,645	2,784,552	631,093	22.66%	2,964,561	451,085	8,353,655	4,938,010
-	-	-	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.	2,220,241	2,220,241	-	0.00%	2,220,241	-	6,660,723	4,440,482
512,537	512,537	-	0.00%	260,903	251,634	4139900003 FTA Reimbursements - Pass Thru Funding	1,756,897	1,756,897	-	0.00%	1,355,165	401,733	1,244,360	(512,537)
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	-	-	4139900006 FTA Reimbursements - PROJ. ADMIN	37,973	25,533	12,440	48.72%	-	37,973	76,600	38,627
-	-	-	0.00%	-	-	4139900008 FTA Reimbursements - TDP	718,519	-	718,519	0.00%	-	718,519	-	(718,519)
1,067,597	1,073,981	(6,383)	-0.59%	815,963	251,634	4139999998 TOTAL FEDERAL GRANT REVENUES	4,733,630	4,002,672	730,959	18.26%	3,575,406	1,158,225	7,981,683	3,248,053
3,257,088	3,223,137	33,952	1.05%	2,733,799	523,289	4139999999 TOTAL OPERATING REVENUE	13,984,389	12,599,294	1,385,094	10.99%	11,262,584	2,721,804	34,284,093	19,745,668
1,046,609	69,433	977,176	1407.37%	-	1,046,609	4140000002 FTA Reimbursements - Capital	4,611,716	3,634,540	977,176	26.89%	-	4,611,716	3,761,696	(850,020)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	634,830	634,830	0	0.00%	-	634,830	1,904,491	1,269,661
847	847	(0)	0.00%	472	375	4140000004 Capital Revenue - City of Hoover	3,390	3,390	(0)	0.00%	1,888	1,501	10,169	6,779
-	-	-	0.00%	2,340	(2,340)	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	9,361	(9,361)	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	3,796	3,796	(0)	0.00%	-	3,796	11,388	7,592
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	3,275	3,275	(0)	0.00%	1,832	1,443	9,826	6,551
1,394	1,394	0	0.00%	757	637	4140000008 Capital Revenue - City of Midfield	5,578	5,577	0	0.00%	3,103	2,474	16,732	11,155
3,512	3,512	(0)	-0.01%	(6,253)	9,764	4140000009 Capital Revenue - City of Homewood	14,047	14,048	(1)	-0.01%	-	14,047	42,145	28,098
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	4,974	4,974	(0)	0.00%	2,791	2,183	14,921	9,947
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	1,090	1,090	0	0.01%	612	478	3,269	2,179
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	28,954	28,954	0	0.00%	-	28,954	86,863	57,909
1,221,592	244,417	977,176	399.80%	(1,374)	1,222,967	4149999999 TOTAL CAPITAL REVENUES	5,311,650	4,334,475	977,175	22.54%	19,587	5,292,063	5,861,500	549,850
4,478,681	3,467,553	1,011,127	29.16%	2,732,425	1,746,256	4999999999 TOTAL REVENUES	19,296,038	16,933,769	2,362,270	13.95%	11,282,171	8,013,868	40,145,593	20,295,518
523,641	576,876	(53,235)	-9.23%	580,621	(56,979)	5010100001 Operator's Salaries	2,276,544	2,307,504	(30,960)	-1.34%	2,323,923	(47,379)	6,922,512	4,645,968
559,632	602,579	(42,947)	-7.13%	587,936	(28,304)	5010200001 Other Salaries	2,377,568	2,410,317	(32,749)	-1.36%	2,315,596	61,972	7,230,951	4,853,383
-	1,250	(1,250)	-100.00%	1,931	(1,931)	5030400001 Temporary Labor	15,541	5,000	10,541	210.83%	9,171	6,370	15,000	(541)
1,083,273	1,180,705	(97,432)	-8.25%	1,170,488	(87,214)	5019999999 TOTAL LABOR	4,669,654	4,722,821	(53,167)	-1.13%	4,648,690	20,964	14,168,463	9,498,809

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

BJCTA
INCOME STATEMENT
January 31, 2017

Jan-17 Actual	Jan-17 Budget	Jan-17 \$ Variance	Jan-17 % Variance	Jan-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
75,441	92,417	(16,976)	-18.37%	83,431	(7,990)	5020103001 Employer FICA Tax (OASDI)	322,750	369,669	(46,919)	-12.69%	327,339	(4,588)	1,109,007	786,257
15,680	22,088	(6,408)	-29.01%	16,466	(786)	5020200001 Pension Expense	65,187	88,350	(23,163)	-26.22%	73,129	(7,941)	265,051	199,864
322,267	284,676	37,591	13.20%	353,276	(31,009)	5020203002 Regular Retirement	1,327,574	1,138,704	188,869	16.59%	1,464,045	(136,472)	3,416,113	2,088,539
206,683	390,848	(184,165)	-47.12%	(247,982)	454,665	5020303001 Health Insurance	1,418,118	1,563,391	(145,273)	-9.29%	893,896	524,221	4,690,172	3,272,054
(2,515)	6,860	(9,375)	-136.67%	-	(2,515)	5020417601 Unemployment Taxes	(9,973)	27,440	(37,414)	-136.35%	22,371	(32,345)	82,320	92,293
6,571	7,514	(943)	-12.55%	6,962	(391)	5020503001 Life Insurance	26,586	30,056	(3,470)	-11.55%	27,874	(1,289)	90,167	63,581
55,502	58,685	(3,183)	-5.42%	57,465	(1,964)	5020803001 Worker's Compensation Insurance	133,337	234,738	(101,401)	-43.20%	233,947	(100,610)	704,215	570,878
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	8,289	6,667	1,622	24.33%	13,020	(4,731)	20,000	11,711
12,649	11,209	1,440	12.84%	2,097	10,553	5021303001 Uniforms & Wearing Apparel	28,863	44,837	(15,974)	-35.63%	38,317	(9,454)	134,512	105,649
507	508	(1)	-0.29%	507	-	5021400001 Employee Wellness	2,027	2,033	(6)	-0.29%	1,873	155	6,100	4,073
425	267	159	59.46%	312	113	5021403002 Employee Licenses	840	1,067	(226)	-21.23%	595	246	3,200	2,360
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	3,333	6,667	200.00%	-	10,000	10,000	-
337	750	(413)	-55.08%	203	134	5021400004 Tool Allowance	2,102	3,000	(898)	-29.94%	1,122	980	9,000	6,898
-	37,500	(37,500)	-100.00%	-	-	5021400005 General Contingency	5,631	150,000	(144,369)	-96.25%	-	5,631	450,000	444,369
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
693,547	915,821	(222,274)	-24.27%	272,737	420,810	5029999999 TOTAL FRINGE BENEFITS	3,341,331	3,663,286	(321,954)	-8.79%	3,097,527	243,804	10,989,857	7,648,526
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	4,500	1,000	3,500	350.00%	-	4,500	3,000	(1,500)
27,425	33,354	(5,929)	-17.78%	33,493	(6,068)	5030300001 Legal Services	96,218	133,417	(37,199)	-27.88%	104,551	(8,333)	400,250	304,033
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	3,333	(3,333)	-100.00%	-	-	10,000	10,000
441	896	(455)	-50.74%	932	(491)	5030300003 Software Technical Support	1,658	3,583	(1,925)	-53.73%	1,853	(195)	10,750	9,092
1,343	5,417	(4,074)	-75.21%	4,799	(3,456)	5030300004 Medical Services	8,085	21,667	(13,582)	-62.69%	14,079	(5,994)	65,000	56,915
101	1,250	(1,149)	-91.91%	1,437	(1,335)	5030300005 Human Resources Services	3,596	5,000	(1,404)	-28.08%	7,536	(3,940)	15,000	11,404
14,065	10,417	3,649	35.03%	6,441	7,624	5030300006 Computer & Data Services	60,085	41,667	18,418	44.20%	46,063	14,022	125,000	64,915
18,012	80,917	(62,905)	-77.74%	9,693	8,319	5030300007 Professional & Technical Services	659,156	323,667	335,490	103.65%	629,534	971,000	311,844	311,844
-	14,583	(14,583)	-100.00%	1,710	(1,710)	5030300008 Marketing Consulting	4,791	58,333	(53,542)	-91.79%	4,417	374	175,000	170,209
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	8,000	10,000	(2,000)	-20.00%	6,833	1,167	30,000	22,000
-	-	-	0.00%	-	-	5030300010 Financial Services	-	-	-	0.00%	-	-	-	-
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	41,664	41,667	(3)	-0.01%	41,665	(1)	125,000	83,336
1,385	3,333	(1,948)	-58.44%	1,700	(315)	5030317612 Legal Travel	5,198	13,263	(8,135)	-61.01%	20,154	(14,956)	40,000	34,802
4,422	2,817	1,606	57.01%	4,662	(239)	5030500001 Vehicle Cleaning	5,508	11,337	(5,759)	-51.12%	6,530	(1,022)	33,800	28,292
248	4,167	(3,918)	-94.04%	-	248	5030500004 Building Maintenance Contracts	1,048	16,667	(15,618)	-93.71%	9,477	(8,429)	50,000	48,952
37,348	62,192	(24,844)	-39.95%	41,472	(4,124)	5030703001 Security Services	149,293	248,767	(99,474)	-39.99%	168,797	(19,504)	746,300	597,007
15,995	28,333	(12,338)	-43.55%	40,199	(24,203)	5039903001 Vehicle Maintenance - External	104,197	113,333	(9,137)	-8.06%	132,515	(28,318)	340,000	235,803
4,700	4,659	41	0.88%	4,220	480	5039903002 Vehicle Towing	21,550	18,637	2,913	15.63%	15,825	5,625	55,910	34,360
8,813	8,875	(62)	-0.70%	6,565	2,247	5039900003 Equipment Maintenance - Labor	29,394	35,500	(6,106)	-17.20%	36,393	(7,000)	106,500	77,106
(7,500)	2,242	(9,742)	-434.57%	-	(7,500)	5039900004 Advertising Install/Removal Service	-	8,967	(8,967)	-100.00%	6,950	(6,950)	26,900	26,900
2,393	3,896	(1,503)	-38.58%	2,401	(8)	5039903005 Printing & Copying External	8,323	15,583	(7,261)	-46.59%	13,068	(4,746)	46,750	38,427
3,065	3,333	(268)	-8.04%	2,756	309	5039900006 Waste Oil Removal	11,305	13,333	(2,028)	-15.21%	19,813	(8,508)	40,000	28,695
3,045	3,542	(496)	-14.01%	4,640	(1,595)	5039900007 Other Contracted Services	29,956	14,167	15,789	111.45%	19,610	10,346	42,500	12,544
6,191	5,410	781	14.43%	1,490	4,701	5039900008 Radio & Communication Maintenance	26,062	21,642	4,421	20.43%	8,038	18,024	64,925	38,863
153,911	293,632	(139,721)	-47.58%	180,733	(26,822)	5039999999 TOTAL SERVICES	1,279,586	1,174,528	105,058	8.94%	713,890	565,696	3,523,585	2,243,999
17,532	23,046	(5,514)	-23.93%	29,833	(12,301)	5040103001 Fuel & Lubricants - Diesel	92,091	92,185	(94)	-0.10%	110,400	(18,308)	276,555	184,464
79,244	75,417	3,827	5.07%	76,429	2,814	5040103002 Fuel & Lubricants - CNG	298,650	301,667	(3,017)	-1.00%	271,170	27,480	905,000	606,350
237	833	(596)	-71.57%	414	(177)	5040103103 Fuel & Lubricants - Unleaded - VIP	1,477	3,333	(1,856)	-55.68%	1,712	(235)	10,000	8,523
27,039	29,833	(2,795)	-9.37%	28,484	(1,445)	5040200001 Tires & Tubes	110,981	119,333	(8,353)	-7.00%	108,839	2,142	358,000	247,019
1,191	3,758	(2,567)	-68.30%	2,847	(1,655)	5049900001 Printing Supplies	4,492	15,033	(10,541)	-70.12%	8,962	(4,469)	45,100	40,608
1,880	2,231	(352)	-15.76%	4,679	(2,800)	5049900002 General Office Supplies	8,320	8,925	(605)	-6.78%	11,972	(3,652)	26,775	18,455
142,289	147,556	(5,267)	-3.57%	130,354	11,935	5049900003 Equip. Repair Parts & Material	739,540	590,224	149,316	25.30%	445,177	294,362	1,770,672	1,031,132
5,563	5,417	147	2.71%	7,505	(1,941)	5049900004 Janitorial & Building Supplies	12,877	21,667	(8,790)	-40.57%	20,222	(7,345)	65,000	52,123
2,156	2,108	48	2.28%	2,192	(36)	5049900006 Minor Equipment	10,793	8,433	2,360	27.98%	8,101	2,693	25,300	14,507
-	75	(75)	-100.00%	39	(39)	5049900007 Medical Supplies	-	300	(300)	-100.00%	39	(39)	900	900
20,787	20,637	150	0.73%	463	20,324	5049900008 Shelter Maintenance	107,835	82,548	25,287	30.63%	1,040	106,795	247,645	139,810
56	-	56	0.00%	-	56	5049900009 Facility Maintenance Materials	56	-	56	100.00%	-	56	-	-
1,313	7,083	(5,770)	-81.46%	5,283	(3,970)	5049900010 Internal Sponsored Functions	22,120	28,333	(6,214)	-21.93%	34,093	(11,973)	85,000	62,880
5,079	5,000	79	1.59%	-	5,079	5049900011 Cleaning Supplies	29,166	20,000	9,166	45.83%	19,473	9,692	60,000	30,334
10,000	-	10,000	0.00%	29,618	(19,617)	5049905103 Inventory Adjustments	(42)	-	(42)	0.00%	96,525	(96,567)	-	42
314,367	322,996	(8,629)	-2.67%	318,139	(3,773)	5049999999 TOTAL MATERIALS & SUPPLIES	1,438,357	1,291,982	146,374	11.33%	1,137,723	300,633	3,875,947	2,437,646
14,977	33,750	(18,773)	-55.63%	27,923	(12,946)	5050203001 Electric	83,481	135,000	(51,519)	-38.16%	110,014	(26,533)	405,000	321,519
20,040	7,016	13,024	185.65%	4,278	15,761	5050203002 Water & Sewer	44,530	28,062	16,468	58.69%	18,787	25,743	84,186	39,656
2,269	3,908	(1,638)	-41.93%	1,961	309	5050203003 Trash, Garbage & Waste Removal	9,482	15,631	(6,149)	-39.34%	7,947	1,535	46,892	37,410
5,288	2,917	2,372	81.31%	2,815	2,473	5050203004 Heating	8,069	11,667	(3,598)	-30.84%	5,855	2,214	35,000	26,931
14,376	14,393	(18)	-0.12%	15,189	(813)	5050203005 Telecommunications	67,751	57,572	10,179	17.68%	57,885	9,766	172,717	104,966
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	-	133	(133)	-100.00%	90	(90)	400	400
56,949	62,016	(5,067)	-8.17%	52,166	4,783	5059999999 TOTAL UTILITIES	213,313	248,065	(34,752)	-14.01%	200,677	12,635	744,195	530,882

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA
INCOME STATEMENT
January 31, 2017**

Jan-17 Actual	Jan-17 Budget	Jan-17 \$ Variance	Jan-17 % Variance	Jan-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
13,912	40,432	(26,520)	-65.59%	13,962	(50)	5060100001 Insurance - Property & Liability	59,195	161,728	(102,533)	-63.40%	56,459	2,736	485,183	425,988
2,981	3,148	(167)	-5.30%	2,992	(11)	5060100002 Insurance - Public Officials	12,685	12,592	93	0.74%	12,098	586	37,775	25,090
82,476	91,484	(9,008)	-9.85%	82,775	(299)	5060103003 Insurance - Vehicle	350,943	365,936	(14,993)	-4.10%	334,724	16,219	1,097,807	746,864
(6,547)	(6,547)	(6,547)	0.00%	(3,859)	(2,688)	5060203001 Insurance Proceeds	(42,234)	(42,234)	(42,234)	0.00%	(19,704)	(22,530)	(42,234)	42,234
9,590	18,443	(8,853)	-48.00%	43,657	(34,067)	5060416501 Property Damage Settlements	84,973	73,772	11,201	15.18%	109,546	(24,573)	221,316	136,343
102,412	153,507	(51,094)	-33.28%	139,528	(37,116)	5069999999 TOTAL CASUALTY & LIABILITY COST	465,562	614,027	(148,465)	-24.18%	493,124	(27,562)	1,842,081	1,376,519
3,969	4,150	(181)	-4.37%	4,278	(309)	5090100001 Dues & Subscriptions	16,497	16,600	(103)	-0.62%	16,846	(350)	49,800	33,303
6,212	6,783	(571)	-8.42%	1,896	4,316	5090200001 Travel	19,140	27,133	(7,993)	-29.46%	28,072	(8,932)	81,400	62,260
3,183	2,694	489	18.15%	3,002	180	5090200002 Per Diem	5,231	10,775	(5,544)	-51.46%	15,850	(10,619)	32,325	27,094
28,281	9,783	18,498	189.08%	12,017	16,264	5090200003 Meetings, Seminars & Training	39,238	39,133	105	0.27%	50,208	(10,970)	117,398	78,160
187,512	40,417	147,095	363.95%	40,800	146,712	5090218105 Planning Activities	879,655	161,667	717,988	444.12%	135,000	744,655	485,000	(394,655)
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	-	33	(33)	-100.00%	-	-	100	100
291	2,208	(1,917)	-86.81%	2,151	(1,859)	5090800001 Legal Advertising	1,966	8,833	(6,867)	-77.74%	6,526	(4,559)	26,500	24,534
825	6,250	(5,425)	-86.80%	-	825	5090800002 Media Advertising	5,690	25,000	(19,310)	-77.24%	6,952	(1,262)	75,000	69,310
970	446	525	117.68%	471	500	5099900001 Postage & Courier Service	2,146	1,783	363	20.35%	1,585	561	5,350	3,204
(0)	38	(38)	-100.72%	-	(0)	5099900002 Other Miscellaneous	290	150	140	93.36%	(0)	290	450	160
-	2,917	(2,917)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	12,529	11,667	862	7.39%	1,206	11,323	35,000	22,471
-	208	(208)	-100.00%	-	-	5099900004 Interview Expenses	27	833	(806)	-96.73%	142	(115)	2,500	2,473
212	113	99	88.22%	-	212	5099901105 Fees & Permits	928	450	478	106.22%	13	915	1,350	422
6,436	7,083	(648)	-9.15%	4,554	1,881	5099900006 Community Outreach	19,962	28,333	(8,371)	-29.55%	5,438	14,524	85,000	65,038
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	-	-	-	0.00%	25,000	(25,000)	75,000	75,000
4,265	4,167	98	2.36%	2,359	1,906	5099900009 Moving Expenses	7,874	16,667	(8,792)	-52.75%	7,937	(63)	50,000	42,126
242,155	87,264	154,891	177.50%	77,778	164,377	5099999999 TOTAL MISCELLANEOUS EXPENSES	1,011,172	349,058	662,114	189.69%	300,774	710,398	1,122,173	111,001
-	-	-	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%	5,378	(356)	5121200001 Leases & Rentals	20,172	21,363	(1,191)	-5.57%	20,594	(421)	64,090	43,918
5,022	5,341	(319)	-5.97%	5,378	(356)	5129900099 TOTAL LEASES & RENTALS	20,172	21,363	(1,191)	-5.57%	20,594	(421)	64,090	43,918
269,659	269,659	-	0.00%	235,796	33,862	5130000001 Depreciation Expense	1,000,996	1,000,996	-	0.00%	967,803	33,193	1,000,996	-
269,659	269,659	-	0.00%	235,796	33,862	5139900099 TOTAL DEPRECIATION EXPENSE	1,000,996	1,000,996	-	0.00%	967,803	33,193	1,000,996	-
512,537	512,537	-	0.00%	260,902	251,636	5160000001 Pass Thru Funding Expense	1,756,897	1,756,897	-	0.00%	1,355,164	401,733	1,756,897	-
512,537	512,537	-	0.00%	260,902	251,636	5169900099 TOTAL OTHER RECONCILING ITEM	1,756,897	1,756,897	-	0.00%	1,355,164	401,733	1,756,897	-
3,433,832	3,803,478	(369,646)	-9.72%	2,713,646	720,186	9999999997 TOTAL EXPENSES	15,197,040	14,843,023	354,016	2.39%	12,935,967	2,261,073	39,088,284	23,891,300
1,044,849	(335,925)	1,380,774	-411.04%	18,779	1,026,070	9999999998 NET DIFFERENCE	4,098,999	2,090,745	2,008,253	96.05%	(1,653,796)	5,752,795	1,057,310	(3,595,782)

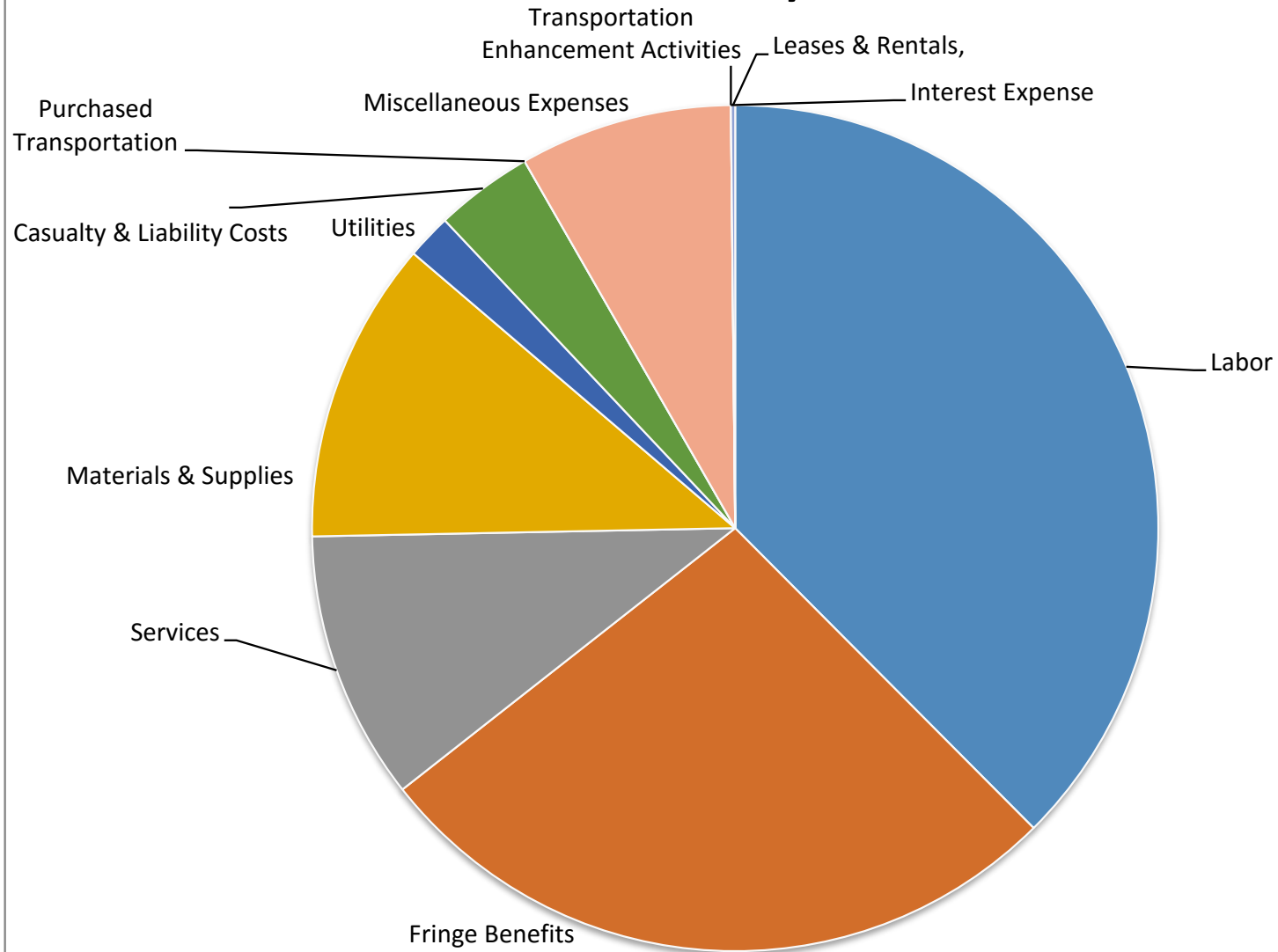
CY = Current Year
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Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA - EMPLOYEE OVERTIME REPORT - January 2017

Department	Department Code	OT Hrs. Jan/16	OT Jan/16	OT Hrs. Jan/17	OT Jan/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	1.41	\$ 10.28	2.22	\$ 16.43	\$133.82	18.04
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup.	01220	415.28	\$ 4,345.58	156.05	\$ 1,654.81	\$13,338.51	1213.92
VIP Dispatch	01230/01232	63.32	\$ 681.14	23.16	\$ 242.06	\$2,267.67	211.51
VIP Call Center	02115/02130	85.59	\$ 508.41	44.25	\$ 297.72	\$1,428.17	217.24
Fixed Route Ops	03025	4223.23	\$ 36,201.75	1735.08	\$ 14,678.62	\$97,037.24	11427.57
VIP Ops	03135	831.32	\$ 5,543.38	518.35	\$ 3,716.37	\$24,062.97	3331.21
Maint Admin	04140/04142	132.58	\$ 1,450.01	32.39	\$ 252.03	\$4,450.77	423.51
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	530.87	\$ 3,668.60	568.65	\$ 4,158.64	\$17,506.36	2435.88
Maint - Inspection	06145/06148/0614	677.87	\$ 6,942.11	388.58	\$ 4,095.89	\$25,592.28	2425.48
Facilities	12350	162.20	\$ 937.46	59.47	\$ 372.88	\$1,636.14	273.56
Money Room	15125	10.50	\$ 74.20	2.16	\$ 15.20	\$158.35	22.18
Customer Service	16215/75/76/90/9	240.90	\$ 1,600.71	110.45	\$ 786.39	\$4,007.51	564.50
Safety	16615/85	148.16	\$ 1,654.89	108.50	\$ 1,237.56	\$5,139.51	452.05
Admin & Risk	16715	1.40	\$ 12.85	1.42	\$ 10.59	\$40.42	3.99
IT	17015/10	17.40	\$ 228.74	28.02	\$ 279.10	\$540.96	56.79
Finance	17165/17865	16.07	\$ 179.41	4.17	\$ 48.04	\$512.63	41.69
Procurement/Grants	17965/80 & 17265/	4.29	\$ 44.17	10.11	\$ 95.58	\$413.65	38.96
Executive	17610	65.30	\$ 719.19	9.46	\$ 108.72	\$314.25	27.68
Planning	17755	2.14	\$ 19.46	12.25	\$ 83.26	\$240.38	38.18
Totals		7629.83	\$ 64,822.34	3814.74	\$ 32,149.89	\$198,821.59	23223.94

Findings : January 2017 overtime is 33% lower compared to January 2016.

Consolidated Expenses by Function Code YTD January 2017



BJCTA
Summary Revenue & Expense Report
YTD JANAUARY 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	703,970	765,220	(61,250)	2,295,660	1,591,690
Municipal Services	7,221,178	7,137,658	83,520	21,412,973	14,191,795
Other Revenues	111,376	27,080	84,296	81,240	(30,136)
Tax Revenues	666,667	666,667	0	2,000,000	1,333,333
Capital Revenues	699,934	699,935	(1)	2,099,804	1,399,870
FTA Reimbursements - Project Admin	37,973	25,533	12,440	76,600	38,627
Federal and Local Grant Revenues	6,831,957	5,854,781	977,176	10,422,419	3,590,462
Total Operating Revenues	16,273,054	15,176,873	1,096,181	38,388,696	22,115,642
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	1,756,897	1,756,897	0	1,244,360	(512,537)
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	3,022,984	1,756,897	1,266,087	1,244,360	(1,778,624)
Total Revenues	19,296,038	16,933,771	2,362,268	39,633,056	20,337,018
Expenses:					
Labor	4,669,654	4,722,821	(53,167)	14,168,463	9,498,809
Fringe Benefits	3,341,331	3,663,286	(321,954)	10,989,857	7,648,526
Services	1,279,586	1,174,528	105,058	3,523,585	2,243,999
Materials & Supplies	1,438,357	1,291,982	146,374	3,875,947	2,437,590
Utilities	213,313	248,065	(34,752)	744,195	530,882
Casualty & Liability Costs	465,562	614,027	(148,465)	1,842,081	1,376,519
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	1,011,172	349,058	662,114	1,047,173	36,001
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	20,172	21,363	(1,191)	64,090	43,918
Total Expenses	12,439,147	12,085,131	354,016	36,255,391	23,816,244
Non-Budget Expenses:					
Depreciation Expense	1,000,996	1,000,996	0	1,000,996	0
Pass Thru Funding Expense	1,756,897	1,756,897	0	1,756,897	0
Total Non-Budget Expenses	2,757,893	2,757,893	0	2,757,893	0
Total Expenses	15,197,040	14,843,023	354,016	39,013,284	23,816,244
Net Difference	4,098,999	2,090,747	2,008,251	619,773	(3,479,226)

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	16,273,054	15,176,873	1,096,181	38,388,696	22,115,642
Total Operating Expenses	12,439,147	12,085,131	354,016	36,255,391	23,816,244
Net Operating Profit/(Loss)	3,833,907	3,091,743	742,164	2,133,305	(1,700,602)
Total Non-Budget Revenues	3,022,984	1,756,897	1,266,087	1,244,360	(1,778,624)
Total Non-Budget Expenses	2,757,893	2,757,893	0	2,757,893	0
Total Non-Budget Profit/(Loss)	265,092	(1,000,995)	1,266,087	(1,513,532)	(1,778,624)
Net Profit/(Loss)	4,098,999	2,090,747	2,008,251	619,773	(3,479,226)

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 4	January 2017	Division: 00 Balance Sheet	As of: 01/31/2017	
October Thru January					
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1010100001	Money Market-BBVA Compass		\$11,221,470.58	\$19,185,463.43	(\$7,963,992.85)
1010100002	Cash - Payroll - BBVA Compass		\$380,089.46	\$10,000.00	\$370,089.46
1010100003	Cash - Operating - BBVA Compass		\$2,988,647.71	\$2,406,031.13	\$582,616.58
1010100004	Capital Deposit - BBVA Compass		\$10,000.00	\$10,000.00	\$0.00
1010100006	CASH - RESTRICTED SELF INSURED		\$200,000.00	\$200,000.00	\$0.00
1010200001	Petty Cash - Maintenance		\$181.29	\$127.52	\$53.77
1010200002	Petty Cash - Central Station		\$72.21	\$200.00	(\$127.79)
1019999999	TOTAL - CASH & CASH EQUIVALENTS		\$14,800,461.25	\$21,811,822.08	(\$7,011,360.83)
1020000000 ACCOUNTS RECEIVABLE					
1020100001	A/R Advertising		\$9,457.64	\$41,938.87	(\$32,481.23)
1020100002	A/R Pass/Ticket Sales		\$12,049.60	\$16,285.70	(\$4,236.10)
1020700003	A/R Hoover		\$27,911.08	\$23,419.00	\$4,492.08
1020700004	A/R Birmingham		\$5,227,475.12	\$900,000.00	\$4,327,475.12
1020700006	A/R Federal		\$2,220,241.00	\$2,220,241.00	\$0.00
1020700008	A/R Beer Tax		\$101,460.66	\$95,096.37	\$6,364.29
1020700009	A/R Vestavia		\$0.00	\$24,268.18	(\$24,268.18)
1020700010	A/R Bessemer		\$59,605.84	\$0.00	\$59,605.84
1020700014	A/R - Homewood		\$0.00	\$0.00	\$0.00
1020700022	A/R - Midfield		\$1,784.37	\$29,095.08	(\$27,310.71)
1020700024	A/R Fairfield		\$0.00	\$458,018.54	(\$458,018.54)
1020800001	A/R Blue Cross Blue Shield		\$23,208.47	\$0.00	\$23,208.47
1020800007	A/R - Alternative Fuel Credit - Other		\$470,946.79	\$5,513.46	\$465,433.33
1020800008	A/R Employee		\$36.62	\$283.58	(\$246.96)
1020800009	A/R - Pass Thru Funding		\$0.00	\$460,887.00	(\$460,887.00)
1029999999	TOTAL ACCOUNTS RECEIVABLE		\$8,154,177.19	\$4,275,046.78	\$3,879,130.41
1030000000 SUPPLY INVENTORY					
1030000001	Diesel Fuel Supply		\$46,744.58	\$54,261.62	(\$7,517.04)
1030000002	UNLEADED FUEL SUPPLY		\$19,058.73	\$9,956.67	\$9,102.06
1030000003	Parts, Oil, Lubricant Inventory		\$1,836,394.58	\$1,548,636.41	\$287,758.17
1039999999	TOTAL SUPPLY INVENTORY		\$1,902,197.89	\$1,612,854.70	\$289,343.19
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1050200001	Construct in Progress		\$73,917.94	\$576,315.00	(\$502,397.06)
1050200002	Construction in Progress - Bus Shelters		\$207,169.00	\$212,927.00	(\$5,758.00)

Birmingham-Jefferson County Transit Authority
Comparative Balance Sheet

Fiscal Year: 2017	Period 4	January 2017	Division: 00 Balance Sheet	As of: 01/31/2017		
				October Thru January		
				2017	2016	Variance
1059999999	TOTAL CONST. & PROJ. IN PROCESS		\$281,086.94	\$789,242.00	(\$508,155.06)	
1110000000	PROPERTY, PLANT & EQUIPMENT					
1110100001	Motor Busses - Class A		\$30,427,693.70	\$29,223,282.00	\$1,204,411.70	
1110100002	Trolley - Class C		\$1,206,331.83	\$2,725,943.08	(\$1,519,611.25)	
1110100003	Paratransit Vehicles		\$3,854,315.34	\$2,992,026.84	\$862,288.50	
1110100004	Vans & Other Vehicles		\$674,011.38	\$447,259.35	\$226,752.03	
1110100006	Shelter/Stations		\$934,494.71	\$937,457.36	(\$2,962.65)	
1110100007	Operation's Yards/Parking Lot		\$896,971.82	\$896,971.82	\$0.00	
1110100008	Office/Maint. Renovations		\$3,483,932.24	\$3,483,932.24	\$0.00	
1110100009	Operation's Yard Equipment		\$12,263.66	\$14,201.66	(\$1,938.00)	
1110100010	Equipment Veh/Maint/Garage		\$372,553.21	\$359,491.06	\$13,062.15	
1110100011	Close Circuit TV		\$219,651.33	\$219,651.33	\$0.00	
1110100012	CNG Fueling Station		\$3,629,997.94	\$3,629,997.94	\$0.00	
1110100013	Revenue Collection/Process		\$1,127,759.27	\$1,130,918.87	(\$3,159.60)	
1110100014	Communications Equipment		\$956,394.04	\$889,813.51	\$66,580.53	
1110100015	Software		\$404,726.58	\$418,396.16	(\$13,669.58)	
1110100016	Office Furniture/Equipment		\$610,310.16	\$513,575.30	\$96,734.86	
1110100017	Land		\$2,856,622.35	\$2,856,622.35	\$0.00	
1110300001	Accumulated Depreciation		(\$26,088,472.44)	(\$29,092,034.84)	\$3,003,562.40	
1119999999	TOTAL PROPERTY, PLANT & EQUIPMENT		\$25,579,557.12	\$21,647,506.03	\$3,932,051.09	
1510000000	OTHER ASSETS					
1510100001	PPD - Workman's Comp		\$610,520.17	\$632,118.67	(\$21,598.50)	
1510100004	PPD - Insurance Liability		\$1,034,431.33	\$986,875.58	\$47,555.75	
1510100005	PPD Software Maintenance Contract		\$18,120.00	\$16,480.00	\$1,640.00	
1510100006	PPD - OTHER		\$97,433.19	\$77,117.64	\$20,315.55	
1510200001	Deposits		\$8,686.00	\$8,686.00	\$0.00	
1510300001	Deferred Pension Outflows		\$5,125,229.00	\$5,196,941.00	(\$71,712.00)	
1519999999	TOTAL OTHER ASSETS		\$6,894,419.69	\$6,918,218.89	(\$23,799.20)	
1999999999	TOTAL ASSETS		\$57,611,900.08	\$57,054,690.48	\$557,209.60	
2000000000	LIABILITES & EQUITY					
2000000001	LIABILITIES					
2010000000	ACCOUNTS PAYABLE					
2010100001	Accounts Payable		\$218,764.91	\$404,910.40	(\$186,145.49)	
2010100003	Accrued Accounts Payables		\$926,533.16	\$1,172,897.50	(\$246,364.34)	

Birmingham-Jefferson County Transit Authority
Comparative Balance Sheet

Fiscal Year: 2017	Period 4	January 2017	Division: 00 Balance Sheet	As of: 01/31/2017		
				October Thru January		
				2017	2016	Variance
2019999999		TOTAL ACCOUNTS PAYABLE	\$1,145,298.07	\$1,577,807.90	(\$432,509.83)	
2020000000		ACCRUED PAYROLL & WITHHOLDINGS				
2020100001		Accrued Payroll Expenses	\$602,769.16	\$582,888.92	\$19,880.24	
2020100016		Administrative Vision W/H	\$0.00	\$0.00	\$0.00	
2030100001		Social Security Payable	\$33,875.86	\$33,416.72	\$459.14	
2030100002		Medicare Payable	\$7,922.58	\$7,815.31	\$107.27	
2030100004		State Taxes Payable	\$33,692.17	\$35,305.11	(\$1,612.94)	
2030100006		B'ham City Taxes Payable	\$9,326.58	\$9,596.31	(\$269.73)	
2039999999		TOTAL ACCRUED P/R & W/H	\$687,586.35	\$669,022.37	\$18,563.98	
2040000000		CURRENT PORTION OF LT DEBT				
2040199999		TOTAL CURRENT PORTION OF LT DEBT	\$0.00	\$0.00	\$0.00	
2040500000		OTHER CURRENT LIABILITIES				
2040600002		Accrued Pension - Contract Employees	\$31,014,652.67	\$29,241,400.67	\$1,773,252.00	
2050500001		Audit Fee Payable	\$21,500.00	\$27,333.33	(\$5,833.33)	
2050500002		Unearned Revenue	\$4,548,784.77	\$4,662,828.94	(\$114,044.17)	
2050500003		A/P Blue Cross Blue Shield	\$0.00	\$10,727.04	(\$10,727.04)	
2050500004		Compensated Absences	\$612,469.26	\$800,105.13	(\$187,635.87)	
2050500006		Self Insured Contingency Funds	\$0.00	\$200,000.00	(\$200,000.00)	
2050500008		Insurance Proceeds Held for Repairs	\$1,810.90	\$0.00	\$1,810.90	
2050500010		Insurance Proceeds Held-Bus Purchase-Federal Share	\$0.00	\$37,507.96	(\$37,507.96)	
2050500011		Insurance Proceeds Held-Bus Purchase-Local Share	\$0.00	\$9,376.99	(\$9,376.99)	
2059999999		TOTAL OTHER CURRENT LIABILITIES	\$36,199,217.60	\$34,989,280.06	\$1,209,937.54	
2210000000		NON-CURRENT PORTION OF LT DEBT				
2219999999		TOTAL NON-CURRENT LT DEBT	\$0.00	\$0.00	\$0.00	
2310000000		OTHER LIABILITIES				
2310100001		Deferred Pension Inflows	\$889,299.00	\$580,811.00	\$308,488.00	
2310200001		Uninsured Liab/Damage	\$50,000.00	\$50,000.00	\$0.00	
2319999999		TOTAL OTHER LIABILITIES	\$939,299.00	\$630,811.00	\$308,488.00	
2999999999		TOTAL LIABILITIES	\$38,971,401.02	\$37,866,921.33	\$1,104,479.69	
3000000000		EQUITY				

Birmingham-Jefferson County Transit Authority
Comparative Balance Sheet

Fiscal Year: 2017	Period 4	January 2017	Division: 00 Balance Sheet		As of: 01/31/2017
			October Thru January		
			2017	2016	Variance
3040000000 CONTRIBUTED CAPITAL					
3040100003	Donated Capital		\$0.00	\$2,012,590.00	(\$2,012,590.00)
3049999999	TOTAL CONTRIBUTED CAPITAL		\$0.00	\$2,012,590.00	(\$2,012,590.00)
3050000000 RETAINED EARNINGS					
3050100001	Retained Earnings		\$18,640,499.06	\$17,175,179.15	\$1,465,319.91
3059999999	TOTAL RETAINED EARNINGS		\$18,640,499.06	\$17,175,179.15	\$1,465,319.91
3999999997	TOTAL EQUITY		\$18,640,499.06	\$19,187,769.15	(\$547,270.09)
3999999998	TOTAL LIABILITIES & EQUITY		\$57,611,900.08	\$57,054,690.48	\$557,209.60

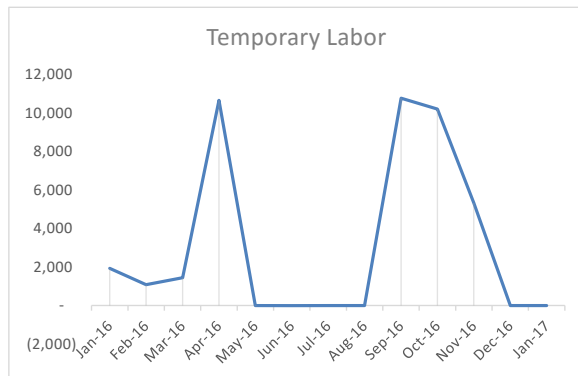
PARATRANSIT COST
PER RIDERSHIP TREND
AS OF DECEMBER 2016

	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16
30	60,882	59,173	63,694	56,825	61,629	71,040	62,298	59,242	59,290	61,010	73,578	41,314	46,161
35	260,889	132,055	225,273	244,885	253,253	214,693	279,378	132,127	257,928	266,950	251,203	259,259	245,875
Total	321,771	191,227	288,967	301,709	314,882	285,733	341,676	191,369	317,218	327,960	324,781	300,573	292,036
40	61,525	66,576	69,870	67,134	66,997	64,028	71,935	74,599	75,042	83,195	89,207	88,285	76,746
45	479,844	414,287	462,201	664,786	580,211	540,475	697,225	556,083	586,275	727,988	632,923	604,973	546,323
Total	541,369	480,863	532,071	731,920	647,208	604,503	769,160	630,682	661,317	811,183	722,131	693,258	623,069
13%	70,378	62,512	69,169	95,150	84,137	78,585	99,991	81,989	85,971	105,454	93,877	90,123	80,999

	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Nov-16
Paratransit Service Costs	392,149	253,740	358,137	396,859	399,019	364,319	441,667	273,358	403,190	433,413	418,658	390,697	373,035
Ridership	9,140	8,630	9,312	10,235	10,235	9,414	9,690	8,532	10,291	9,483	9,392	8,763	8,325
Paratransit Cost per Ridership	42.90	29.40	38.46	38.77	38.99	38.70	45.58	32.04	39.18	45.70	44.58	44.58	44.81

**Temporary Labor
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
Temporary Labor	1,931	1,079	1,441	10,656	(5)	(7)	-	-	10,771	10,208	5,333	-	-



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

Advertising	\$	9,458	All within contract period
Pass/Ticket Sales	\$	12,050	\$273.60 over 90. \$88 over 60. \$560 over 30. Remainder current.
Local Share Bus Shelters	\$	-	
Hoover	\$	27,911	Billed for FY17 Services. City has not approved budget for fiscal year Paid July-Sept Services in Jan. 2017; Sent out billing for Oct-Dec. and Jan-Mar-waiting on payment.
Birmingham	\$	5,227,475	Per grant schedules-Will be drawing these funds down in October 2017
Federal	\$	2,220,241	Paid monthly. Accrued is done evenly over the 12 months
Beer Tax	\$	59,606	We received Ad Valorems at the end of December
Jeff Co Ad Valorem			Paid in January 2nd quarter Services (Jan-Mar)
Homewood	\$	-	Billed for FY17 Services. -Paid
Vestavia Hills	\$	-	We received Ad Valorems at the end of December
Mtn Brook Ad Valorem			We received Ad Valorems at the end of December
Tarrant Ad Valorem			We received Ad Valorems at the end of December
Birmingham Ad Valorem			We received Ad Valorems at the end of December
Bessemer	\$	-	Sent quarterly billing out for Jan-Mar 2017-waiting on payment Paid December and Janaury. Reminded them of the short payment of October services. Will be in to pay.
Midfield	\$	1,784	Will be in to pay.
Centerpoint	\$	-	Paid in January 2nd quarter Services (Jan-Mar)
Blue Cross Blue Shield	\$	-	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$	470,947	See Below
Employee	\$	-	
Pass Thru Funding	\$	-	
	\$	<u>8,029,471</u>	

Breakdown of A/R Other/Alt Fuel

\$	-	SI Insurance-Current
\$	4,790	Interest-Current
\$	2,249	CNG manual billing. \$0over 90; \$0over 60; \$25.72 over 30. Remainder current
\$	136	Social Security due back from Pension Committee
\$	2,594	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>470,947</u>	

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



Birmingham-Jefferson County Transit Authority

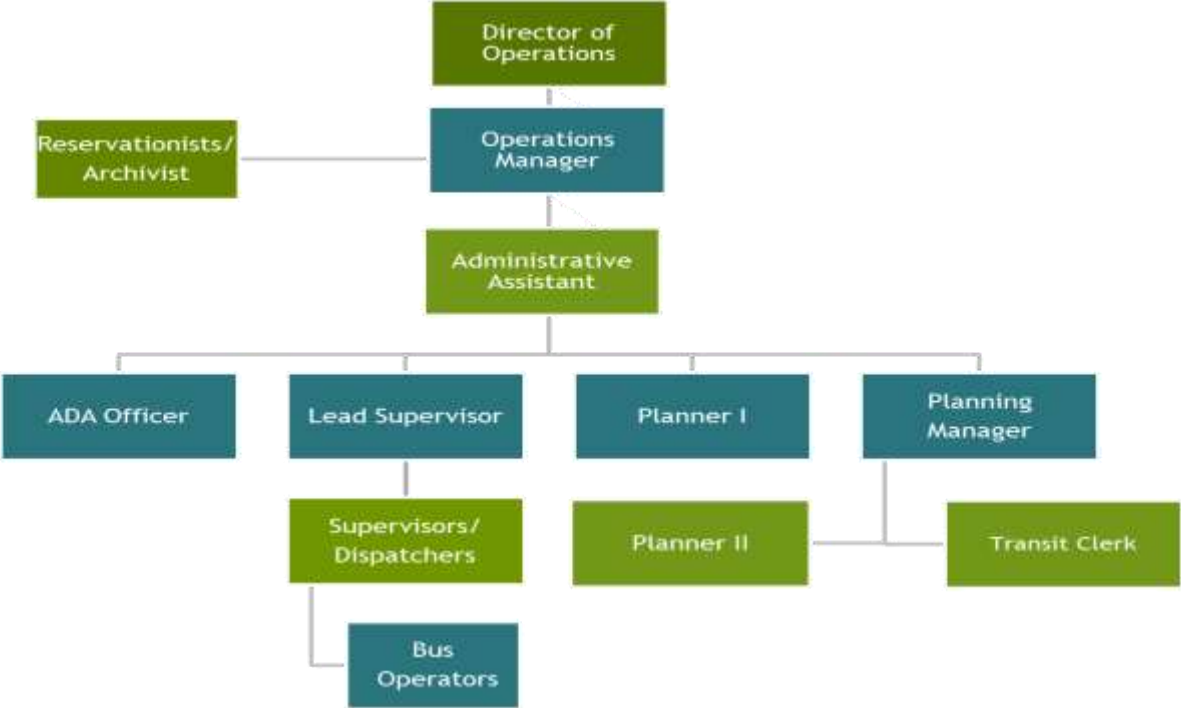
TITLE/DESCRIPTION: Transportation Monthly Update	DATE: January 2017
	INITIATOR: Christopher Ruffin Director of Operations
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

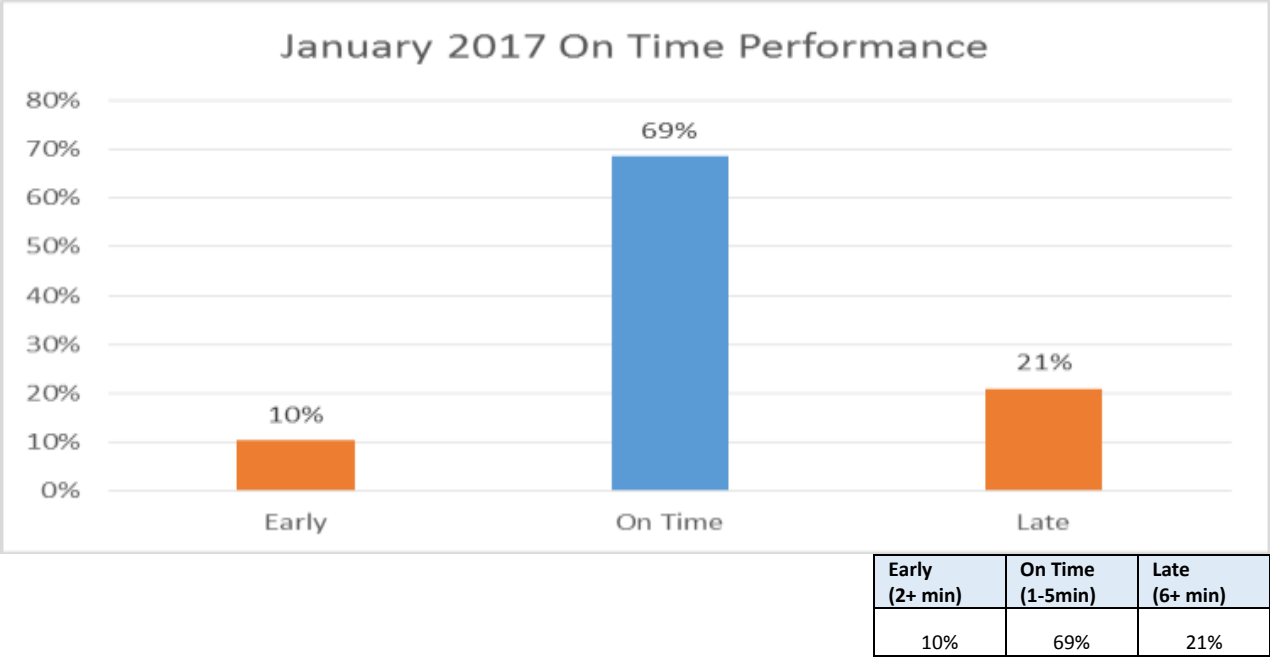
1.0 Fixed-Route

- On January 5, 2017, the Director of Operations met with the Executive Staff to implement BJCTA’s emergency weather protocol. This was necessary so that we could ensure safety of the public and our employees. This also placed emphasis on making sure that we kept any incidents and accidents to a minimum.
- On January 18, 2017, the Director of Operations went to a workshop at the Innovation Depot called “Innovation & Inclusion: The City Context; An Informal Urban Innovation Workshop”. This workshop emphasized what the respective roles of universities and other institutional stakeholders, community-based organizations, and the private sector were helping to address poverty in the community.
- The Director of Operations has been in constant communication with Birmingham’s City Councilman Steven Hoyt to provide updates on the perspective BRT System. He, along with the Executive Director attended bi-weekly Birmingham City Council Committee Meetings to supply this information.
- The Director of Operations met with the manager of Global Traffic Technologies on January 26, 2017 to gain information on how Birmingham’s BRT would partner to have Traffic Signal Priority within the city’s BRT Route for effectiveness and efficiency.
- The Director of Operations along with the Executive Director met with Coca-Cola to discuss the upcoming partnership. This meeting was held on January 30, 2017, with concentration on upcoming goals and expectations.
- With the Planning Department recently being placed under the Operations Department within the organization, the Operations Department has derived a Departmental Chart to assist with developing every role within it.

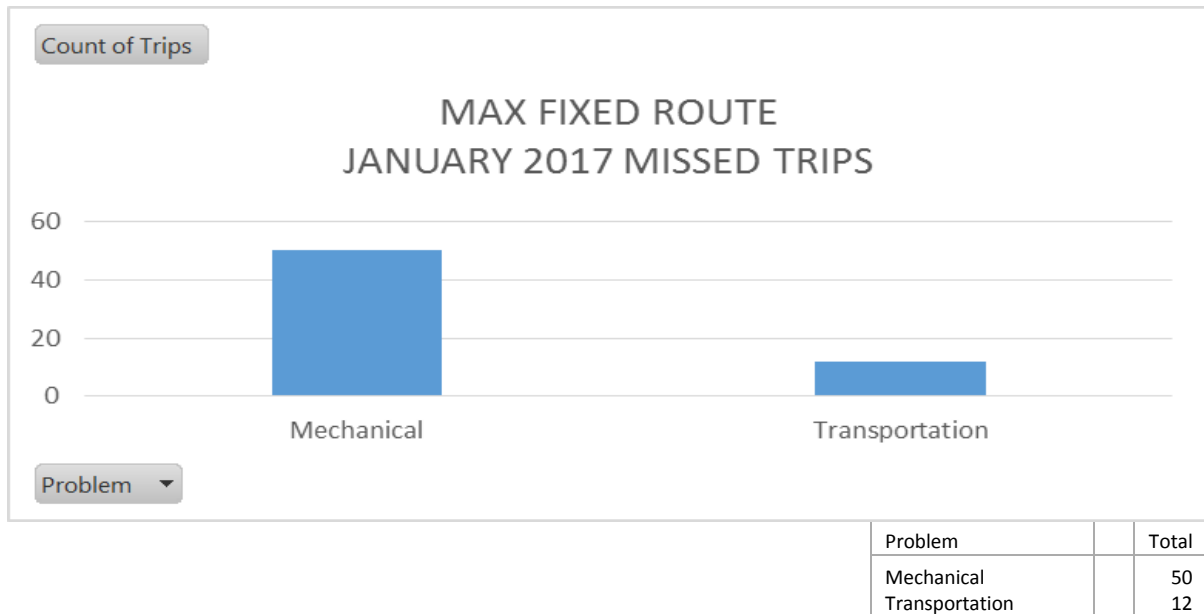
1.1 Operations' Departmental Chart



1.2 On Time Performance (Chart)



1.3 Missed Trips (Chart)



1.4 Paratransit

- Preparations have been completed for the current Fixed Route and Paratransit General Sign-up which began on January 30, 2017.
- As of January 16, 2017, the New Control Center has been completed, is actively running, and anticipating the launch of Avail and RouteMatch Systems. Training for Avail is currently underway; RouteMatch training is scheduled to begin on February 20, 2017.
- The Operations Department has completed all interviews (Fixed Route and Paratransit) for the upcoming Bus Operator Training class which is scheduled to begin on February 20, 2017.
- Operations is proud to announce that there were 11 new Paratransit buses added to its current fleet, which will aid in transporting our passengers.
- The ongoing process of improving the “4 Areas of Deficiency” from the Fiscal Year 2016 FTA’s Triennial Review final report has now been completed. The Operation’s Manager and the ADA Officer have worked tirelessly on this process which has now been forwarded and accepted by FTA. (see chart 2.1)

Christopher Ruffin
Director of Operations



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

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

TRAINING

- All five non-CDL holders passed this month and continued on to route training.
- The department graduated 3 more students to full-time operators.
- We began training on the Passenger Information Display System, as well as the AVAIL system. As of 1/30/17, close to 35 operators have been trained.
- We trained the Extra Board, as well as the two operators who signed up for the new Bessemer Circulator Route. We will be training more operators on that route as time dictates.

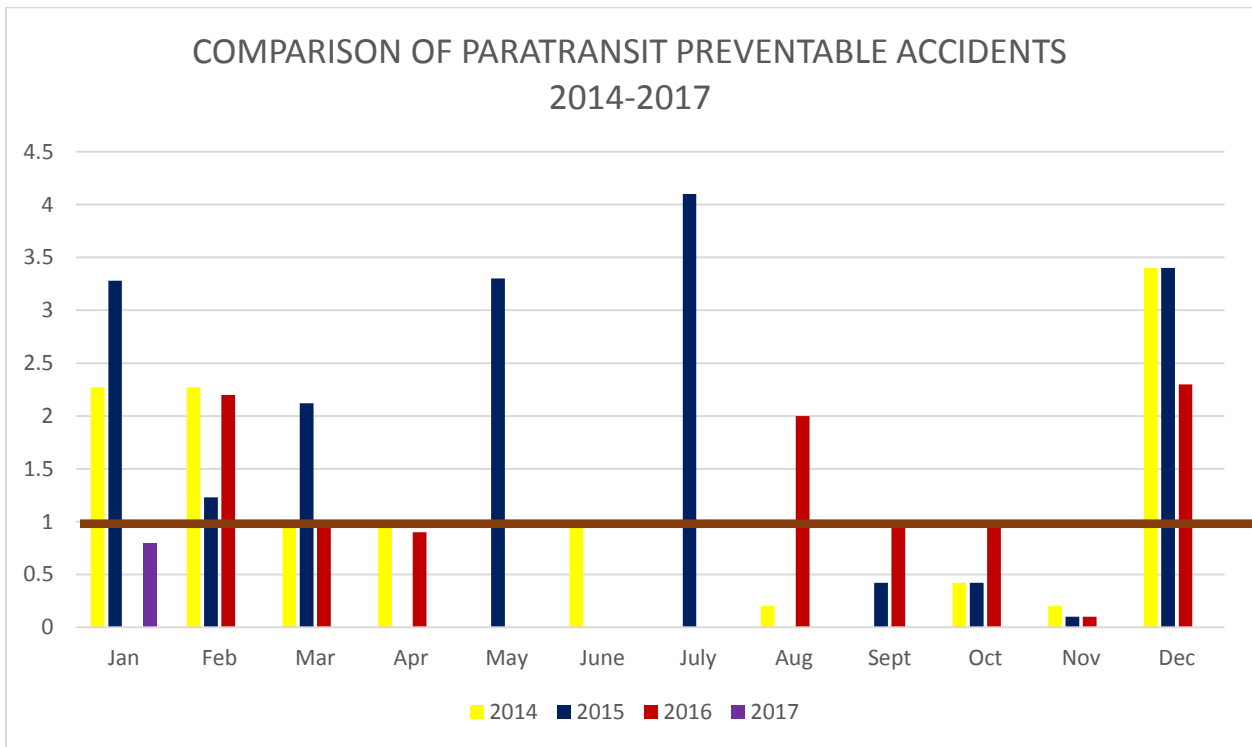
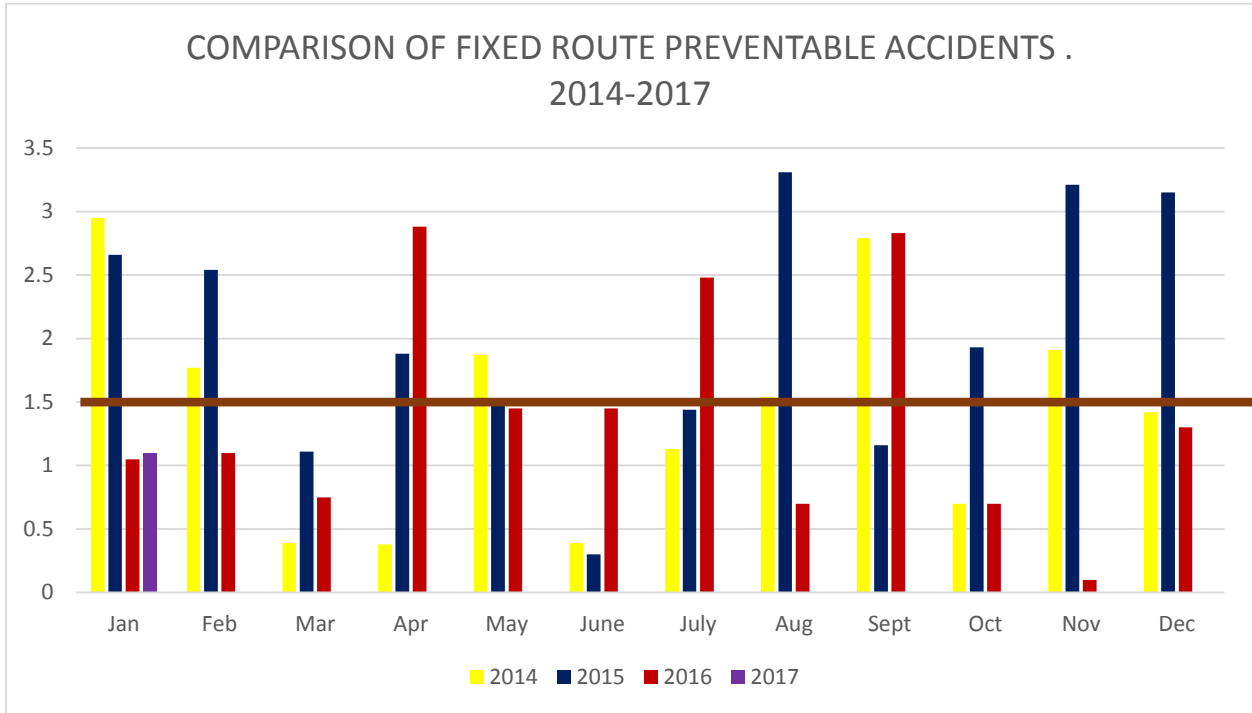
SECURITY

- There were no security issues at Central Station during the Friday and Saturday system-wide weather closure.
- The security cameras at the new Central Station will be tested after February, as the icy weather prevented the previous test.
- Two new key-card readers were added to fortify 8th Avenue’s security plan.
- Construction started on the Security fence at 8th Avenue. To date, there has been minimal disruption.

SAFETY

- The Safety Department, along with the rest of the Executive Team met to discuss the early January weather system. It was determined to not run buses on Friday or Saturday due to icy conditions. Buses ran Monday and by the afternoon, full service was restored.
 - There were no accidents or incidents caused by any BJCTA vehicle during that entire weekend.
- ROADEO contestants have been practicing every Saturday in January (with the exception of the weather-related closing). Practice will continue on Saturdays until the ROADEO in March.

- Fixed Route accident rate was 1.1 per 100,000 miles, while Paratransit was 0.8 per 100,000 miles for the month.



Dale Knutson, TSSP – Manager of Safety, Training, and Security

2/1/17



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

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

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

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

- Maintenance continues to repair, in a timely manner, all reported vehicle defects, inspections and brake checks.
- Maintenance inspections were 99% for the month of January—having only 1 that was past due.
- Maintenance mechanics, body shop, and general service workers continue to work together daily to maintain the upkeep of our fleet.
- Maintenance received 11 new VIP buses and will be ready for service soon.
- The Security Fence Project has begun in the maintenance department. Ed Bruce (STRADA-Project Manager) is working alongside Quinton Haley in overseeing the project.
- New uniforms for the Maintenance Department have been distributed and are now being worn.
- In receipt of his certificate on Jan. 31st, the maintenance department recognizes Quinton Haley (Manager of Maintenance Administration) for his selflessness in assisting the U.S. Secret Service during the arrival of President Obama to Birmingham, AL. in 2015—carrying on the duties & responsibilities of law enforcement.



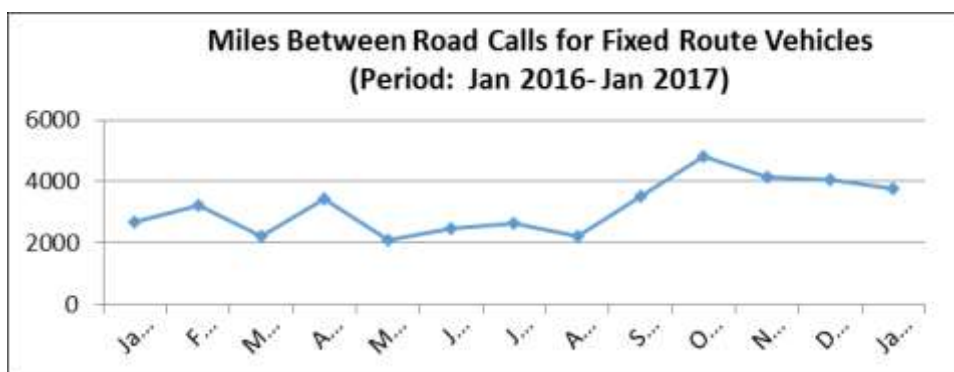
Facility – Update: In addition to normal maintenance processes, the Facilities Section completed the following tasks during the month of January 2017:

- Completed weekly maintenance on bus washer
- Continued to revitalize the dispatch office
- Painted the Safety Manager’s office, maintenance department men’s restroom, and maintenance department’s breakroom.
- Mounted window ledge on eastside of 8th Ave. Bldg.
- Relocated shelters in storage area

- Repaired spout in women’s restroom
- Repaired sink in driver’s lobby restroom
- Replaced lock on janitor’s closet at Central Station
- Repaired bay door & bus vac
- Replaced ballast in driver’s lobby
- Disassembled hydraulic pump in shop area

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

MAX Maintenance went 3,767 miles between mechanical failures in January 2017. Maintenance was 1,233 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											

Quinton Haley

Quinton Haley, Manager of Maintenance Administration

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Ozark Regional Transit-Fire Destruction Contingency Bus Donation	RESOLUTION NO.: 2017-
	DATE: February 2017
	INITIATOR: 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 authorize the Birmingham-Jefferson County Transit Authority (BJCTA) to donate two of its four contingency vehicles, that have met their useful life, to Ozark Regional Transit in Springdale, Arkansas. The Federal Transit Administration has already approved this action.
- 2.0 **Description/Justification:** To assist Ozark Regional Transit with transportation due to their loss of 20 of their 24 vehicles caused by fire.
- 3.0 **BJCTA Contingency Vehicle Background:** Part of BJCTA's operating fleet consists of inactive, reserve buses. These inactive buses, permissible by the Federal Transit Administration (FTA) policy, are reserved for future emergency use in lieu of selling them (e.g. extreme weather conditions, potential service expansion, emergency operations (evacuations), fuel shortages & any other undefined emergencies or service requirements).
- 4.0 **Ozark Regional Transit -Fire Destruction Background:** Ozark Regional Transit (ORT) lost 20 of their buses on January 10, 2017 due to fire—leaving only four from their entire fleet. The depletion of their fleet has led to services being interrupted, rescheduled, and/or canceled. All of their fixed route buses are completely out of service until further notice. Executive Director of ORT (Joel Gardner) has reached out to other transit systems around the state and country for help.
- 5.0 **Recommendations:** Authorize the donation of two contingency buses to Ozark Regional Transit in Springdale, Arkansas.

Ron Sweeney

Ron Sweeney, Director of Maintenance

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

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

Purpose/Objective: To update the Board of Directors and staff regarding activities and communications of the BJCTA within the Marketing and Customer Services Departments.

Marketing and Customer Services Activities:

1.0 Marketing Working Projects:

Route Optimization	Ongoing
Airport Shuttle On-Call Marketing Campaign	Ongoing
Black History Bus School Tour	February 2017
In-town Transit Partnership	February 2017
Roadeo	March 19, 2017
Employee Quarterly Meeting	March 26, 2017
Ribbon Cutting for Intermodal	TBA
Grand Opening for Intermodal	TBA
Transit Oriented Development	TBA
Alabama Transit Association	TBA
New Technology Communication Planning	TBA

2.0 Customer Service

- Max On Site is preparing for upcoming Black History Tour of Schools to begin Thursday, February, 9, 2017 with Hudson Elementary and will run weekly throughout February.
- Alethea House will resume it's monthly "I Got Tested" initiative at Central Station in March 2017.

3.0 Completed Projects:

- Customer Service Representative, Demeko Reynolds, was BJCTA's contestant in the APTA Customer Service Challenge for 2017.
- The BJCTA Board and Executive Staff completed a successful retreat on February 2-4, 2017 in Prattville, Alabama.

Adrian Solomon
Chief of Staff

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	\$ 704,854.00	\$ 253,195.00	\$ 451,659.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 298,878.00	\$ 31,497.00	\$ 267,381.00
AL-2016-002-00	FFY2015 STPBH-Flex to Para-transit	08/2016	\$3,080,000	\$ 832,829.00	\$ 212,565.00	\$ 620,264.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 416,367.00	\$ 15,280.00	\$ 401,087.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 3,080,000.00	\$ -	\$ 3,080,000.00
Total Pass-Through Grants			\$16,061,474	\$ 5,332,928.00	\$ 512,537.00	\$ 4,820,391.00
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	\$ 114,147.00	\$ 59,134.00	\$ 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	\$ 1,000,000.00	\$ 987,475.00	\$ 12,525.00
Total BJCTA Grants			\$26,487,496	\$ 3,484,621.00	\$ 1,046,609.00	\$ 2,438,012.00
Combined Totals			\$42,548,970	\$ 8,817,549.00	\$ 1,559,146.00	\$ 7,258,403.00



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

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

1. A new sub-recipient grant AL-2017-002-00 (\$3,080,000 Flex Enhanced Mobility for ClasTran) was executed on January 26, 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. BJCTA-designated grant AL-2016-006-00 will closed out by 2/28/2017, as a result of the eleven paratransit vehicles in the grant coming in at \$12,525 under quote and requiring a budget revision. This was a result of National Bus Sales (the original vendor) selling its company to Creative Bus Sales, who offered the vehicles at a cheaper price.
4. Prepared and submitted all ten Milestone Progress Reports (MPRs) for the quarter ending December 2016.
5. Prepared and submitted December 2016 Federal Accountability and Transparency Act (FATA) reports.
6. Calculated and submitted October – December Sub-recipient Fixed Asset Depreciation report.
7. The FFY 2016 Section 5307, 5339 and 5339 Plan of Projects are being published for public awareness and involvement.
8. Worked with RPC to plan the release of the FFY 2016 Section 5310 Enhanced Mobility apportionment RFP.
9. Worked with Skye Connect, Inc. to strategize a Disadvantaged Business Enterprise (DBE) Internal Buy-In training session for mid-spring.
10. Attended two MPO meetings.

ATTACHMENTS

- o Grant Status Report

Respectfully submitted,

Stephanie Walker

Stephanie Walker, MPA - Grants Administrator



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: JANUARY 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 Mechanical Lifts for Buses – Will issue in February

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 Posted Solicitations

2.3.1 RFP #17-08 Legal Services – Due March 1st, 2017

2.3.2 RFP #17-08 Pest Control Service – Due February 24, 2017

2.3 Upcoming Contract Expirations within 60 Days

2.3.1 None

3.0 RESOLUTIONS

3.3.1 None

ATTACHMENTS

- Contract Log

Respectfully submitted,

Darryl Grayson

Darryl Grayson - Procurement Officer



BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-03	CNG Inspectors LLC	CNG Inspector	1/28/2015	2015-09	2/02/2015	2/01/2017	0			
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2016	2/28/2017	0			
15-04	Alabama Professional Services	Pest Control Services (Admin & Fleet)	3/25/2015	N/A	4/28/2015	4/27/2017	3			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	2			
14-02	Ed's Refurbishing	Bus Painting/ Body Work	5/28/2014	2014-30	6/16/2014	6/15/2017	0			
14-09	Deborah Walker Law Offices	Legal Services	6/25/2014	2014-37	7/01/2014	6/30/2017	0			
14-09	Fuston, Petway and French	Legal Services	6/25/2014	2014-37	7/01/2014	6/30/2017	0			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	4			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	4			
12-05	Hollingsworth	Oils and Lubricants	8/23/2012	N/A	8/23/2012	8/22/2017	0			
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	2			
16-14	Message Point Media of AL, Inc.	PIDS	8/5/2016	2016-35	8/31/2016	8/31/2017	4			
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	1 of 4	2016-38	8/31/2016	9/08/2017
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	2			
12-22	Buffalo Rock	Vending Services	10/01/2012	N/A	10/01/2012	9/30/2017	0			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	1 of 4	2016-31	6/22/2016	9/30/2017
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	4			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	4			
12-23	New Flyer of America, Inc.	Bus Manufacturer	11/28/2012	2013-08	11/29/2012	11/28/2017	0			
14-23	Avesis Incorporated	Vision Insurance Coverage	10/29/2014	2015-02	12/01/2014	11/30/2016	2 of 2	N/A	11/30/2016	11/30/2017
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	2			
16-24	CRV Surveillance, LLC	Maintenance Facility Security Fence	11/22/2016	2017-07	1/17/2017	1/16/2018	1			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	2			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/Mats	4/13/2015	N/A	4/01/2015	3/31/2018	2			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel Fuel / Regular 87 Octane Unleaded Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	3			
15-14	At Work Uniforms	Transit Supervisor Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			

15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
16-12	Municipal & Comm. “MAC” Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2			

BJCTA Policies

Vendor Name	Product/Service	Effective Date	Expiration Date	Notes/ Option Years
National Union Fire Ins. Co	Fiduciary	11/01/2015	11/01/2016	
Darwin National Assurance	Police Professional Liability	12/01/2015	12/01/2016	
AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/ Equipment/ General Liability/	12/01/2015	12/01/2016	

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

STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Department of Planning & Development	RESOLUTION NO.: NONE
	January 2017
	INITIATOR: Wytangy Peak-Finney
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 to the Board of Directors regarding the progress of the Authority's planning initiatives and activities.

2.0 Resolution: None

3.0 Planning Activities and Updates:

- Operators run bid is completed and went into effect on Monday January 30, 2017.
- Bessemer "Pilot" 46 went into effect on Monday, January 30, 2017.
- Route 45 Bessemer will have four additional trips added into the schedule effective January 30, 2017.
- Routes 17 Eastwood Mall, and 44 Montclair will be rerouted from the eastwood village area effective January 30, 2017.
- Routes 14 Palisades, 39 Lakeshore, and 96 Titusville shuttle will be rerouted out of the palisades effective January 30, 2017.

Ridership update	Performance Indicators	Current Month FY2016	Current Month FY2017		Year-to-Date FY2016	Year-to-Date FY2017
Overall System Performance	Total Ridership	234,780	202,296		1,035,202	907,918
	Dart Ridership	9,098	8,816		38,971	36,566
	Revenue Service Hours	18,349	19,293		73,849	75,920
	Total Vehicle Miles	265,432	229,783		1,077,757	1,011,086
	Revenue Miles	227,525	239,980		912,468	948,167
	Fare Revenues	\$184,846	\$148,291		\$726,547	\$641,683
	Total Expenses	\$2,299,087	\$2,651,636		\$10,695,139	\$12,663,718
Operate an effective transit system	Boarding's per vehicle service hour	12.80	10.49		14.02	11.96

There are many factors that would explain why ridership has been decreasing from month to month, and year to year. Here are a few just to name:

- Gas prices have steadily declined over the past couple years, when gas is cheaper, people are more willing to drive than take public transit
- A stronger economy/more jobs, which allows riders to purchase their own vehicles
- During certain times of year, we have less ridership due to school being out of session (summer months, fall/spring/winter break)
- Route eliminations (i.e., Route 41 Fairfield) represent a 100% loss of the ridership those routes served. While the Route 4 Avenue I is providing around 1,500 rides a month, this does not come close to making up the 10,000-12,000 rides a month the Route 41 provided
- Alternative transit options (Uber, bike share, commute smart,) are becoming more and more popular

Route Changes	Project Name/ Description	Status	Remark
1	Transit Development Plan	<ul style="list-style-type: none"> • Bi-weekly phone conferences are being held between the BJCTA planning staff and STRADA Professional services. 	<ul style="list-style-type: none"> • Transportation development plan will be discussed with board of directors at board retreat, February 3, 2017.
2	Operators Run Bid	<ul style="list-style-type: none"> • Run bid completed 	<ul style="list-style-type: none"> • New Run bid went into effect January 30,2017
3	Palisades	<ul style="list-style-type: none"> • Routes 14, 39, and 96 Titusville Shuttle will be re-routed to be removed from the Palisades 	<ul style="list-style-type: none"> • New Modifications start January 30, 2017
4	Bessemer	<ul style="list-style-type: none"> • An additional bus will be added to the route 45 Bessemer during peak hours • A new "Pilot" route 46 Bessemer circulator (Recreation center, Dollar General Warehouse, Tannehill Promenade) 	<ul style="list-style-type: none"> • New Modifications starts January 30, 2017
5	Eastwood Village	<ul style="list-style-type: none"> • Routes 17 Eastwood and 44 Montclair will be removed from the eastwood village area/Wal-Mart 	<ul style="list-style-type: none"> • Effective January 30, 2017

**Birmingham-Jefferson County Transit Authority
Ridership Comparison
January 2017**

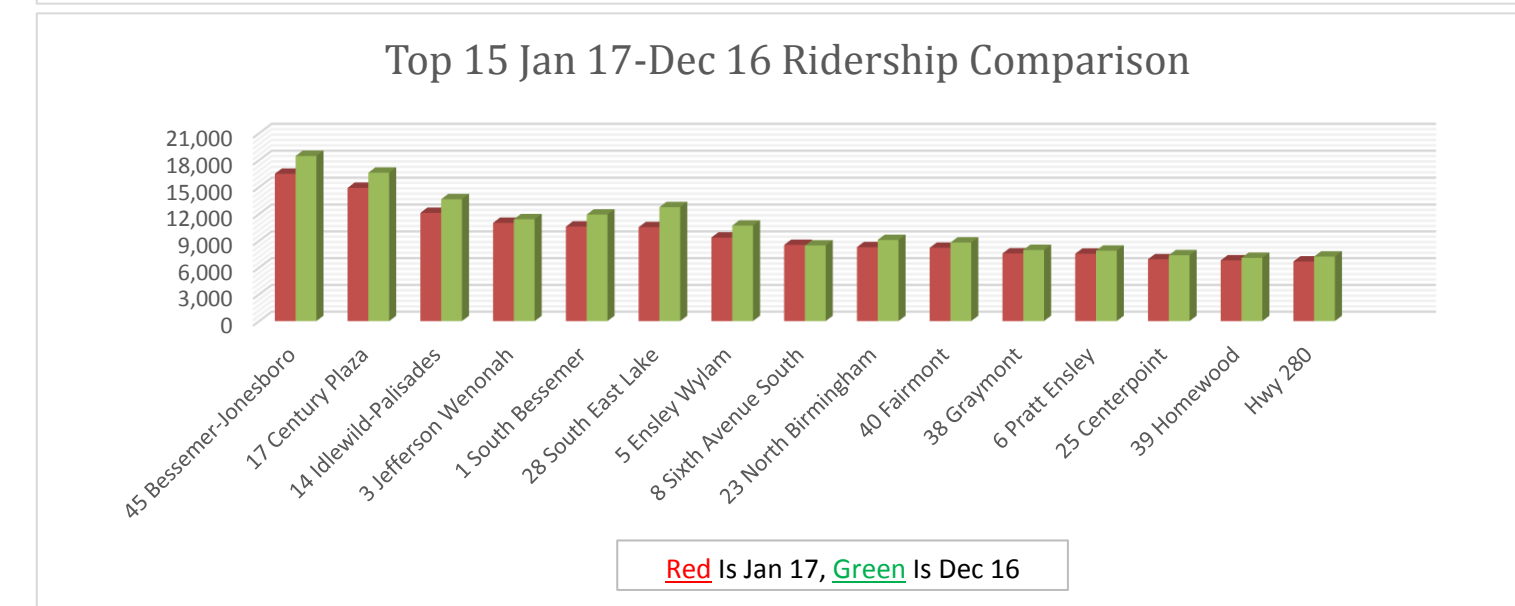
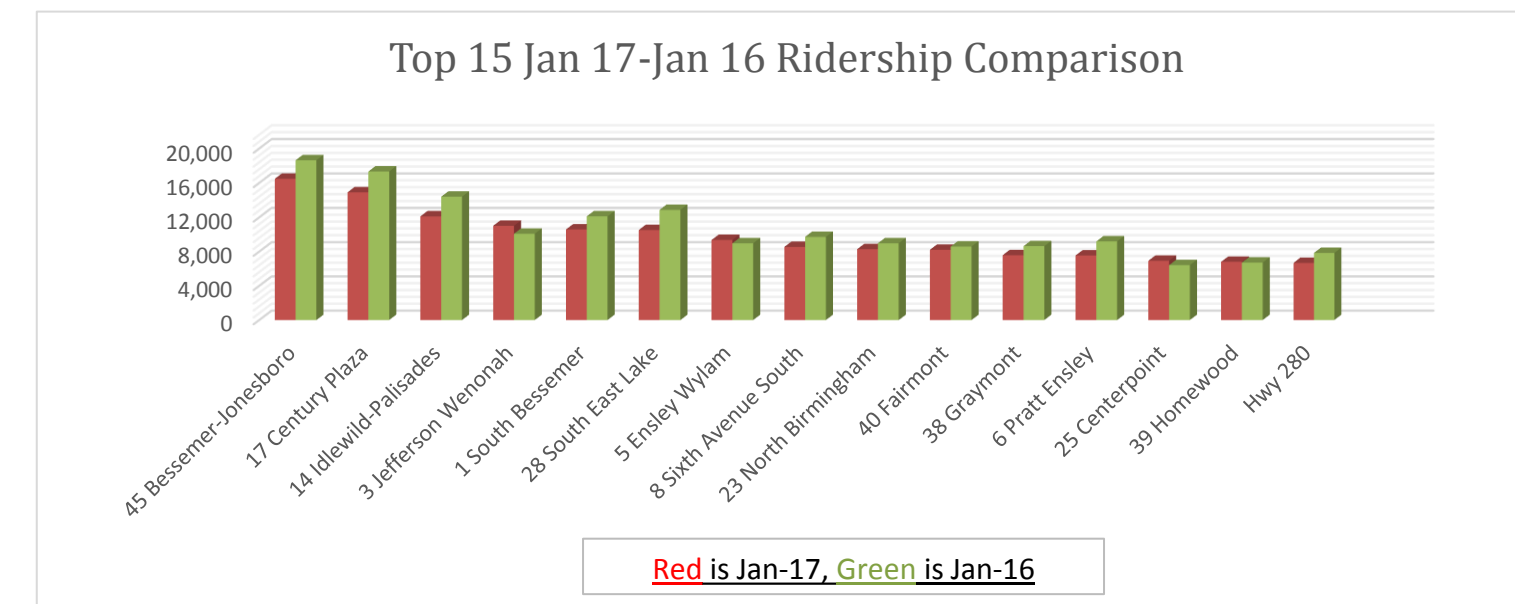


Route Number and Name	Jan 2017	Jan 2016	Difference	Dec 2016	Difference	Jan 2012	Jan 2013	Jan 2014	Jan 2015
1 South Bessemer	10,589	12,121	(1,532)	11,933	(1,344)	11,553	13,180	13,334	12,438
1 Express	2,861	2,761	100	3,320	(459)	0	0	0	3,481
3 Jefferson-Wenonah	11,014	10,088	926	11,412	(398)	11,414	9,927	11,844	12,195
PILOT Route 4 Avenue I	992	0	992	1,091	(99)	0	0	0	0
5 Ensley-Wylam	9,364	8,974	390	10,698	(1,334)	9,348	9,745	11,932	10,230
6 Pratt Ensley	7,552	9,192	(1,640)	7,889	(337)	8,273	13,167	12,122	10,554
8 Sixth Avenue S	8,544	9,723	(1,179)	8,477	67	7,138	6,820	6,058	10,324
12 Highland	2,376	3,239	(863)	2,756	(380)	3,236	2,571	4,417	3,724
14 Idlewild Palisades	12,115	14,404	(2,289)	13,648	(1,533)	15,369	12,889	14,433	16,485
17 Eastwood Mall	14,911	17,340	(2,429)	16,600	(1,689)	16,337	17,813	19,544	21,109
18 Fountain Heights	2,289	3,091	(802)	2,517	(228)	2,637	3,188	1,709	3,194
20 Zion City	3,950	4,625	(675)	4,390	(440)	3,767	3,741	4,020	4,929
22 Inglenook	4,197	4,680	(483)	4,443	(246)	4,564	5,100	5,548	5,850
23 North Birmingham	8,287	8,976	(689)	9,093	(806)	8,765	9,006	9,380	10,944
25 Centerpoint	6,926	6,417	509	7,379	(453)	10,784	8,304	7,074	7,323
26 Jefferson State	4,237	5,364	(1,127)	4,613	(376)	1,114	4,992	4,560	6,382
28 South Eastlake	10,523	12,871	(2,348)	12,757	(2,234)	12,563	12,540	11,893	12,505
31 Hoover/Vestavia	4,456	4,961	(505)	5,102	(646)	3,814	4,086	4,971	5,201
38 Graymont-Ensley	7,583	8,641	(1,058)	7,970	(387)	8,308	8,759	8,742	9,928
39 Homewood-Wildwood	6,809	6,720	89	7,083	(274)	5,580	5,556	3,816	6,756
40 Hooper City-Fairmont	8,217	8,595	(378)	8,804	(587)	7,914	9,761	10,993	10,170
*41 Fairfield	0	12,589	(12,589)	0	0	13,151	13,323	13,068	13,246
42 Brookwood Mall	3,285	3,903	(618)	3,830	(545)	3,313	3,504	3,856	4,770
43 Zoo	1,638	1,897	(259)	1,764	(126)	1,302	1,211	864	1,717
44 Montclair	5,012	4,500	512	5,981	(969)	4,479	3,952	4,945	5,749
45 Bessemer-Jonesboro	16,478	18,635	(2,157)	18,466	(1,988)	18,754	19,715	21,188	18,742
45 Express	4,762	4,680	82	5,368	(606)	0	0	0	4,828
*PILOT 46 Promenade	9	0	0	0	9	0	0	0	0
48 South Powderly	3,627	4,985	(1,358)	3,891	(264)	3,887	3,034	2,128	4,049
50 Cherokee Bend (502)	281	174	107	290	(9)	0	10	389	418
50 Hermitage (504)	222	327	(105)	283	(61)	0	0	369	329
51 Cahaba (512)	123	185	(62)	141	(18)	347	401	347	326
72 Express	706	804	(98)	772	(66)	1,097	1,223	661	848
80 Employee Shuttle	1	17	(16)	0	1	0	0	24	19
90 North-South DART	6,321	6,587	(266)	6,691	(370)	7,903	8,057	8,296	7,326
91 East-West DART	1,832	1,758	74	1,740	92	1,671	2,694	2,905	1,759
92 Southside Loop DART	663	753	(90)	968	(305)	692	1,014	1,162	1,262
95 Westend Circulator	370	400	(30)	363	7	0	321	425	501
96 Titusville Circulator	440	488	(48)	490	(50)	0	379	805	764
Hwy 280	6,682	7,844	(1,162)	7,238	(556)	6,130	6,603	6,205	8,505
201 Hwy 280 Commuter	1,827	1,281	546	1,888	(61)	0	0	0	132
*205 Airport Shuttle	0	128	(128)	0	0	0	0	0	0
*Others & Unknown	225	62	163	152	73	12,164	15,101	790	1,942
Monthly Totals	202,296	234,780	(32,484)	222,291	(19,995)	227,368	241,687	234,817	260,954

(Numbers in Parentheses equal loss in ridership)
 *January 2017 unknown ridership was 225.
 *PILOT 46 Promenade went into effect January 30, 2017.
 *Route 41 was discontinued July 5th, 2016.
 *Airport Shuttle became an On-Call Service November 14th, 2016.

*2012-15 Ridership included routes 52 UAB and 93 Courthouse Shuttle.
 Those routes have since been discontinued.

Top 15 Routes for January 2017	January-17	January-16	January-17	December-16
45 Bessemer-Jonesboro	16,478	18,635	16,478	18,466
17 Century Plaza	14,911	17,340	14,911	16,600
14 Idlewild-Palisades	12,115	14,404	12,115	13,648
3 Jefferson Wenonah	11,014	10,088	11,014	11,412
1 South Bessemer	10,589	12,121	10,589	11,933
28 South East Lake	10,523	12,871	10,523	12,757
5 Ensley Wylam	9,364	8,974	9,364	10,698
8 Sixth Avenue South	8,544	9,723	8,544	8,477
23 North Birmingham	8,287	8,976	8,287	9,093
40 Fairmont	8,217	8,595	8,217	8,804
38 Graymont	7,583	8,641	7,583	7,970
6 Pratt Ensley	7,552	9,192	7,552	7,889
25 Centerpoint	6,926	6,417	6,926	7,379
39 Homewood	6,809	6,720	6,809	7,083
Hwy 280	6,682	7,844	6,682	7,238



Birmingham-Jefferson County Transit Authority
 STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: January 2017 Human Resources Report	DATE: January 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 Administration is responsible for recruitment and retention, personnel record maintenance, employee /labor relations, compensation and benefits administration, drug and alcohol program management, policy interpretation, organization development and information technology.

Employment Information:

New Hires: 0
 Rehires: 0
 Terminations: 7 (4 voluntary)
 Retirement: 2

Labor Relations:

Attended Arbitration for Johnnie Evans
 Processed loan and retirement documentation
 Met and responded to calls concerning exit process (retiree and resigned employees)

FMLA/Medical Leave:

5 Employees on FMLA Full
 5 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:

Benefits for 2017
 - Health, Dental, and Vision Finalized

- Finalized Life and STD plans

Preparing for 2017 Open Enrollment – Looking at week of February 6th
Updating new hire packets (Ongoing)
Updating new hire tracking spreadsheet (ongoing)
Streamline hiring process (ongoing)
Interview Training for Managers (implementation phase)
Develop compensation plan for administrative employees (development phase)
Converting personnel files to digital format (discovery phase)



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	RESOLUTION NO. Not Applicable
	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 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.
- Bright House Connection: The Connection is enable and we are working to establish configuration with the system.
- PIDS: Message Point is working very well at assuring BJCTA that the PIDS will be ready for day 1 opening at the Intermodal. We have some PIDS been tested at 2121 and 3105 locations for the staff viewing pleasure. The IT department is working on segmenting the network for the PIDS network to assure no one will be able to access the PIDS network for interruption in services. The PIDS Training has been conducted foe BJCTA staff., We will have additional training in the near future.

• **IT Projects**

- Upgrade Server Environment: The IT department has completed converting all the physical servers to the new server Environment.
- Implementation of Avail: Avail will begin to install the Avail equipment on the buses February 13, 2016. We have gathered a BJCTA Internal Avail Team to assure that the Avail project is implemented correctly.

- Website: The IT Department will create a new website for BJCTA. We have selected a vendor and now is working on the layout of the page and the next step will be content. The complete project will be completed first quarter of next year.
- All Staff Email: The IT department has completed a project to provide all staff with email communication.

Information Technology
