



**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



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, January 25, 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- December 21, 2016
 - B. Special Called Board Meeting Minutes- January 9, 2017
- VIII. Chairman's Report
- IX. Committee Reports
 - A. Governance & External Relations
 - January 18, 2017
 - B. Performance Monitoring & Operational Oversight
 - January 18, 2017
 - C. Planning & Development
 - January 18, 2017
- X. Resolutions 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.
 - B. Resolution 2017-10 – BJCTA Board of Directors Policy for Real Estate and Joint Development.



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BJCTA BOARD OF DIRECTORS MEETING MINUTES Wednesday, December 21, 2016 12:00 Noon

Opening: The meeting was called to order by Chair Patrick Sellers at 12:02 p.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500.

Members Present: Donald A. Harwell, Patricia Henderson, Reginald Jeter, Johnnye P. Lassiter, Bacarra Mauldin, Adam Snyder, Emma Tolbert, and Frank Topping.

Members Absent: None

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, Mikesha Harvill, KeAundra Reynolds, Karen Jacobs, Dale Knutson, Darryl Grayson, J.O. Hill (ATU Local 725 President), Chris Bolling (BPD), Trey Glenn (STRADA), David Calvert(STRADA), Daryl Burton (STRADA), Christy Howard, Wytangy Peak, Stephanie Walker, Toney Chestnut, Ron Sweeny, Quinton Haley, Jamie Endsley, Christopher Ruffin, Thomas Yuill, Starr Culpepper, Daryl Perkins(Master Solutions), Terri Wiggins(Master Solutions), Butch Ferrell, Chris Bowling(COB), Joi Jackson (Skye Connect), Sherrod Spencer, Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker.

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

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

V. **Safety Message-** Safety Manager (Dale Knutson) gave a safety message about shopping safely during the holiday season.

VI. Adoption of the Agenda:
Director Mauldin moved to adopt the agenda as written. It was seconded by Director Lassiter, and approved by general consent.

VII. Adoption of the Minutes:
A. Regular Board Meeting Minutes November 22,2016
Director Harwell moved to adopt the minutes, it was seconded by Director Mauldin, and approved by general consent.

Discussion:

*An audio file is available for more detail.

Director Henderson asked that the questions asked in the meetings be noted in the minutes.
Director Snyder stated that the minutes should reflect Robert's Rule of Order.
Director Lassiter stated that according to Roberts Rules of Order, the minutes should reflect the action taken.
Director Henderson stated that Robert Rules of Order has four (4) different versions and she is asking that the minutes reflect questions and answers as before.

VIII. Chairman's Report: *Special Presentation*

IX. Committee Reports:

A. Governance & External Relations-

- **December 14,2016**

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

B. Performance Monitoring & Operational Oversight

- **December 14,2016**

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

C. Planning & Development

- **December 14,2016**

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

X. Resolution for Consideration and Approval

A. Resolution 2017-11- Authorize for the Executive Director to contract with **ESB Group, Inc.** to provide Audio Visual Equipment and Installation in the Intermodal Facility for BJCTA.

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

B. Resolution 2017-12- Authorize the Executive Director to enter into a Lease Agreement with **Hood Adventures Inc.** to provide Food Services for the Intermodal Facility for BJCTA.

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

C. Resolution 2017-13- Authorize the Executive Director to create new positions and restructure existing positions to better serve BJCTA's business needs.

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

Discussion:

Director Henderson stated that she didn't know anything about the presentation that took place in the Governance Committee. She expressed that it should have been presented before the full board.

*An audio file is available for more detail.

Director Snyder stated that the DBE was an FTA issue, the positions shouldn't be buried down in the Organizational Chart, and it should be listed as top priority. He also asked the Executive Director (Ms. Murdock) to explain in a public setting what they discussed. **Ms. Murdock** stated that DBE reporting will be the responsibility of Grants. The new TRAMS system that the grants go through, DBE's will now utilize the system and is set as a priority.

Director Snyder asked Chairman Sellers has BJCTA established the priorities of evaluating the new Executive Director next year. He also mentioned that the issues with FTA should be on the top of the priority list.

Director Sellers replied, noted.

Director Tolbert asked the Executive Director to clarify which positions BJCTA currently have people in and the new positions.

Ms. Murdock stated that there are four (4) new positions advertised: (1). Director of Communications, (2). Contract and Compliance Manager, (3). Intermodal Administrator, and (4). Guest Relations Agent.

Director Henderson asked if we could table this **Resolution 2017-13** until next month, because a lot of these questions being asked, should be asked in committee meeting.

Director Sellers stated that the motion is on the floor and has been moved and properly seconded. We are just in the question period.

Director Topping stated that he understood what Ms. Murdock was reading, but he didn't understand the positions listed. He asked for clarification of which individuals were in the positions, and their job descriptions. He also expressed that the presentation should've been done in the Planning and Development Committee.

Director Mauldin stated when the committee was restructured, the Human Resource (HR) department was placed under the Governance Committee.

Director Snyder asked Executive Director if this had a financial impact on BJCTA.

Ms. Murdock replied, No, BJCTA has three (3) positions that hasn't been filled, we are just rearranging duties. The bottom line will stay the same.

XI. Executive Director's Report

- Ms. Murdock reported that BJCTA received a grant from FTA for the Transit Oriented Development for the BRT.
- Meeting with the Mayor of Fairfield (Edward May) about starting services back.
- January 13th Financial Plan and TOD Plan Workshop required to move forward with FTA grant.
- Board Meeting Retreat will be February 2-4 in Montgomery, Al.

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

XII. Old Business

- A. Intermodal Facility update- STRADA Professional Services**
Trey Glenn gave an update on the scheduled opening of the Intermodal Facility.

XIII. New Business- None

*An audio file is available for more detail.

XIV. Public Comment- None

Special Presentation:

- *JO Hill retiring with 32 years of dedication and service*
- *Director Reginald Jeter resigned from BJCTA Board of Directors*

XV. Adjournment

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

The Meeting Adjourned at 12:50 p.m.

Minutes submitted by: Mikesha Harvill, Executive Administrative Assistant

Date: **December 21, 2016**

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 Conference 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 regarding safe driving distance.
- VI.** **Adoption of the Agenda:**
Director Lassiter moved to adopt the agenda. 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 accept the recommendation of Attorney Walker regarding Case number -2015-901942 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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**Board of Directors
Governance & External Relations Committee Meeting
Wednesday January 18, 2017
9:00 a.m.**

Opening: The meeting was called to order by Director Bacarra Mauldin at 9:03 a.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

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

Quorum: Yes

Committee Members Absent: Patrick Sellers

Other Members Present: Donald A. Harwell

Staff and Others Present: Adrian Solomon, Mikesha Harvill, KeAundra Reynolds, Christopher Ruffin, Dale Knutson, Wytangy Peak, Ron Sweeny, Toney Chestnut, Quinton Haley, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, O.J. Hill (TCAB), Terri Wiggins (Master Solutions), Daryl Perkins (Master Solutions), Christy Howard, Wtangy Peak, David Burton (STRADA), Greg Roddy, Edmond Watters (STRADA), Alice Gordon (Skye Connect), Tom Beckett (NW Financial), James White (Banks, Finley, & White), D.M. Rumley (Agency54), Jamesha Lewis (Agency54), David Harwell, Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

III. Adoption of the Agenda- Director Lassiter made a motion to adopt the agenda, it was seconded by Director Mauldin. 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 BJCTA Vision 2017- Master Solutions, LLC crafted a strategic plan of services for the BJCTA for the 2017 calendar year which included an array of events, radio interviews and travel centered on the advancement of the BJCTA and MAX Transit. Mr. Perkins stressed that BJCTA needed to focus on the “ASK.”
Information provided in the Board Packet for your review.
- **TCAB Update-** J.O. Hill gave an update on TCAB events. He stated that in December they capped off their meeting with an overview of the events held last year. After much discussion we found out that, we could be more effective with 100% participation from each member. Kudos to the Board of Directors, Ms. Murdock, and Alice Gordon (Skye Connect) for assisting TCAB to the path of success.
Information provided in the Board Packet for your review.

VI. Old Business- None

VII. New Business-

Executive Director (Barbara Murdock) introduced the new Union President (Greg Roddy) for BJCTA.

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

The meeting ended at 9:25 a.m.

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



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Board of Directors
Performance & Operational Oversight Committee Meeting
Wednesday, January 18, 2017
9:30 a.m.

Opening: The meeting was called to order by Chair Bacarra Mauldin at 10:00 a.m. in the Conference Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

Committee Members Present: Bacarra Mauldin, and Patricia Henderson

Quorum: Yes

Committee Members Absent: Adam Snyder

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

Staff and Others Present: Adrian Solomon, Mikesha Harvill, KeAundra Reynolds, Christopher Ruffin, Dale Knutson, Wytangy Peak, Ron Sweeny, Toney Chestnut, Quinton Haley, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, O.J. Hill (TCAB), Terri Wiggins (Master Solutions), Daryl Perkins (Master Solutions), Christy Howard, Wtangy Peak, David Burton (STRADA), Greg Roddy, Edmond Watters (STRADA), Alice Gordon (Skye Connect), Tom Beckett (NW Financial), James White (Banks, Finley, & White), D.M. Rumley (Agency54), Jamesha Lewis (Agency54), David Harwell, Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

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

IV. Resolutions for Consideration and Recommendations
None

V. Items for Information and/or Discussion

- **Executive Director's Report-** Highlights from the finance department.
 - BJCTA received \$250,577.23 more than expected from Birmingham-Jefferson County Ad Valorem taxes.

-
- BJCTA received \$360,000.00 in C&G fuel reimbursement.
 - HR Director converted fifteen (15) hourly positions into salary positions to cut the Overtime percentage down.
 - **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.

Ms. Murdock acknowledged the great Executive Team that she has, during the bad weather Birmingham experienced, the team came together to make the best decision for the safety of our citizens and staff.

VI. Old Business- None

VII. New Business- None

VIII. Adjournment-

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

The meeting ended at 10:29 a.m.

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



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Board of Directors
Planning & Development Committee Meeting
Wednesday, January 18, 2017
11:00 a.m.

Opening: The meeting was called to order by Chair Johnnye P. Lassiter at 10:45 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: Bacarra Mauldin, and Patricia Henderson

Staff and Others Present: Adrian Solomon, Mikesha Harvill, KeAundra Reynolds, Christopher Ruffin, Dale Knutson, Wytangy Peak, Ron Sweeny, Toney Chestnut, Quinton Haley, James Endsley, Karen Jacobs, Stephanie Walker, Darryl Grayson, O.J. Hill (TCAB), Terri Wiggins (Master Solutions), Daryl Perkins (Master Solutions), Christy Howard, Wtangy Peak, David Burton (STRADA), Greg Roddy, Edmond Watters (STRADA), Alice Gordon (Skye Connect), Tom Beckett (NW Financial), James White (Banks, Finley, & White), D.M. Rumley (Agency54), Jamesha Lewis (Agency54), David Harwell, Ryan Wilson (Fuston, Petway & French, LLP), Deborah Byrd Walker.

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

IV. Resolution for Consideration & Recommendation

A. Resolution 2017-09- 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 Tolbert made a motion to accept and forward the resolution to the full Board. It was seconded by Director Topping, and approved by general consent.

B. Resolution 2017-10- BJCTA Board of Directors Policy for Real Estate and Joint Development.

Director Harwell made a motion to accept and forward the resolution to the full Board. It was seconded by Director Topping 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 Tolbert made a motion to accept and forward the resolution to the full Board. It was seconded by Director Topping, and approved by general consent.

V. Items for Information and /or Discussion

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-** Information and updates will be discussed at the Board Retreat.

VI. New Business –Alice Gordon (Skye Connect) gave an overview of the agenda for the Board Retreat, February 2-4, 2017 in Prattville, Al.

- Comparing feedback from 2016 and 2017 from BJCTA staff.
- 2017 Priorities and 2016 Accomplishments.
- Director Lassiter invited BJCTA to the Grand Opening of Bessemer City Hall on February 12, 2017 from 2:00-4:00pm.

VIII. Adjournment- Director Harwell made a motion to adjourn the meeting at 11:38 a.m. the motion was seconded by Director Topping and approved by general consent.

The meeting adjourned at 11:38 a.m.

Committee Member: Johnnye P. Lassiter (Chair)

Donald A. Harwell

Frank Topping

Emma Tolbert



STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: BJCTA Board of Directors Policy to Invest Operating Funds According in a manner consistent with <i>Section 11-81-21 of the Code of Alabama 1975 regarding investment of public funds.</i>	RESOLUTION NO.: 2017-09
	DATE: October 2016
	INITIATOR: Adrian M. Solomon
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose: To define guidelines and operational factors governing the investment of financial assets of the Birmingham Jefferson County Transit Authority ("BJCTA").

Objectives:

The Safety of Principal in the overall portfolio is the foremost objective of the BJCTA investment plan. This includes:

1. Ensuring that capital losses are avoided, whether from credit risk or interest rate risk;
2. Maintaining adequate liquidity to meet BJCTA cash flow and operating requirements;
3. Maximizing the Total Rate of Return; and,
4. Providing preference to Alabama investments when the ROI is no less than equal to the non-Alabama investment.

Policy Impact: All policies must be approved by the BJCTA Board of Directors.

Economic Impact: Investing public transportation funds wisely is imperative and required by law, a good return will maximize funds for increasing investment to improve public transportation growth as a consequence of both a short-term stimulus impact on capital projects and service enhancement. A longer-term, cumulative impact is on economic productivity. While the total impact will depend on the level and distribution of investments, the magnitude of potential impact can be illustrated by considering a scenario of enhanced investment sustained over 20 years. Thus expanding the Birmingham-Jefferson County Transit Authority.

Recommendations: Authorize the adoption of the Investment Policy and recommendation.

Alternatives: Do not authorize the adoption of the Investment Policy and recommendations; the agency will continue to operate under existing rules.

Attachments: BJCTA Investment Policy



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Resolution No. 2017-09

Adoption of the BJCTA Investment Policy and Guidelines

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

WHEREAS, BJCTA staff has completed in September 2016 the BJCTA Investment Policy and Guidelines document and distributed it to the Board at the November 2016 meeting; and

WHEREAS, the Investment Policy and Guidelines outlines the processes and timelines for future board actions with regard to investments; and

WHEREAS, the Investment Policy and Guidelines complements existing services, but shall supersede those provisions in conflict; and

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

- Section 1.** That the Investment Policy and Guidelines document completed September, 2016 is accepted as the policy of the Birmingham Jefferson County Transit Authority.
- Section 2.** That the Executive Director is authorized to commence the implementation of the Investment Policy and Guidelines.
- Section 3.** That this resolution shall become effective immediately upon adoption and approval.

Adopted: November ____ 2016

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnie P. Lassiter, Secretary

Birmingham Jefferson County Transit Authority

Investment Policy and Guidelines

I. Purpose:

To define guidelines and operational factors governing the investment of financial assets of the Birmingham Jefferson County Transit Authority ("BJCTA").

II. Investment Objectives:

- A. The safety and preservation of invested funds.
- B. To maintain adequate liquidity to meet BJCTA cash flow requirements.
- C. Maximize the Total Rate of Return.
- D. Provide preference to Alabama investments when the ROI is no less than equal to the non-Alabama investment.

III. General Provisions

- A. All transactions shall be for the sole benefit of the BJCTA.
- B. The Board of Directors ("Directors") shall consider updating the BJCTA's investment policy on an annual basis.
- C. The Directors shall conduct an annual review of the BJCTA's Investment to verify the existence and marketability of the underlying assets or satisfy themselves that such a review has been conducted in connection with an independent audit (if any) of the BJCTA's financial statements.
- D. Any investment that is not expressly permitted under this Policy must be formally reviewed and approved by the Directors.
- E. The Directors will endeavor to operate the BJCTA's investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.
- F. Investments shall be diversified with a view to minimizing risk.

IV. Delegation of Responsibility

- A. Board of Directors

The Board of Directors has ultimate responsibility for the investment and management of the BJCTA's Investments. The Directors acknowledge their role as fiduciaries and must act prudently. In accordance with this duty:

1. The Directors may delegate authority over the BJCTA's investments to a properly formed and constituted Investment Committee, being a Board Committee comprised only of directors.
2. The Directors may also establish an advisory committee (which may include non-directors) to provide investment advice to the Directors or to the Board Committee. Advisory committees have no authority to act for the Board of Directors, but may monitor compliance with the investment policy, recommend changes, and assist the Directors or Board Committee in selecting and retaining investment professionals to execute this Investment Policy and Guidelines.
3. The Directors or Board Committee may hire outside experts or investment professionals or officers. In doing so, the Board or Board Committee must act prudently and diligently in selecting one or more qualified investment professionals.
4. The Directors must develop sound and consistent investment goals, objectives, and performance measurement standards.
5. The Directors must communicate all investment goals, objectives, standards and policies to any investment professional(s) retained.
6. The Directors must monitor and review the performance of all investments to determine whether said investments are achieving the stated goals and are in compliance with policy guidelines.
7. The Directors must review and evaluate the performance of investment officers retained to ensure conformity with performance standards, policy guidelines and to monitor investment objective progress.
8. The Directors must take corrective action in the event any investment professional fails to meet or exceed the established guidelines.
9. The Directors, the Investment Committee, the Executive Director, or their authorized agent(s), must notify investment officers of any changes in cash flow and/or liquidity needs and of any other matters germane to the proper investment of BJCTA investment assets.

B. Investment Officers

Investment Officers shall acknowledge their responsibility as an investment fiduciary. Each Investment Officer will have full discretion to make all investment decisions for the assets placed under their control. However, in exercising their discretion, Investment Officers must observe and operate within all policies, guidelines, constraints, and philosophies as outlined herein and in compliance with all applicable state, federal and local laws and regulations concerning the investment of assets. In accordance with this duty, the Investment Professional's responsibilities include:

1. Managing assets under its supervision in accordance with the guidelines and objectives contained in this Investment Policy.
2. Exercising investment discretion in regard to buying, managing, and selling assets held in the portfolio, subject to any limitations contained in this Investment Policy.

3. Communicate any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of the investment process.
4. Inform the Directors, or if authority is delegated, the Investment Committee, regarding any changes in portfolio management personnel, ownership structure, investment philosophy, etc.
5. Administering the BJCTA's investments at reasonable cost, balanced with avoiding a compromise of quality. These costs include, but are not limited to, management and custodial fees, consulting fees, transaction costs and other administrative costs chargeable to the BJCTA.
6. Acknowledge and agree, in writing, as to their fiduciary responsibility to comply fully with the entire Investment Policy and Guidelines.
7. Report to the Directors, or if authority is delegated, the Investment Committee or advisory committee on a quarterly basis regarding the status of the portfolio and its performance for various time periods and meet with the Directors and/or Investment Committee as requested to report on their performance and compliance with goals and objectives.

V. Authorized Investments:

A. Eligible Securities

1. U. S. Treasury Bills, Notes, Bonds, Strips
2. Time Deposits issued by a banking association organized and doing business under the laws of the United States of America or of any state that have a combined capital and surplus of at least \$50,000,000.
3. Certificates of Deposit that are fully collateralized and issued by a bank, savings and loan or trust company organized under the laws of the United States or any state thereof.
4. Investment Agreements with a bank, a bank holding company or a financial institution that has outstanding long-term indebtedness rated "AA" or better by Moody's and S&P.
5. Obligations of any of federal agencies which obligations are backed by the full faith and credit of the United States of America, including (but not limited to):
 - Export-Import Bank
 - Farm Credit System Financial Assistance Corporation
 - Farmers Home Administration
 - General Services Administration
 - U.S. Maritime Administration
 - Small Business Administration
 - Government National Mortgage Association (GNMA)
 - U.S. Dept. of Housing and Urban Development (PHAs)

- Federal Housing Administration

6. Senior debt obligations rated a minimum of “AA” by Standard & Poor’s Ratings Group (“Standard & Poor’s”) and “Aa2” by Moody’s Investors Service (“Moody’s”) issued by the following Government-Sponsored Enterprises (referred to as “Federal Agencies” throughout this policy):
 - Federal Home Loan Bank
 - Federal Farm Credit Bank
 - Federal Home Loan Mortgage Corporation
 - Federal National Mortgage Association
7. Mortgage-backed securities issued by an approved Federal Agency and Collateralized Mortgage Obligations, so long as such securities are rated a minimum of Aa2 by Moody’s and AA by Standard & Poor’s.
8. Debt obligations of any state or local government entity, whether for itself, or as a conduit issuer, provided that the securities are rated in the Aa/AA category by at least two of Standard & Poor’s, Moody’s and Fitch Investors Service (“Fitch”) and do not have a rating from any of Standard & Poor’s, Moody’s and Fitch below the Aa/AA category (without regard to subcategories of ratings), and provided that if a short-term rating is provided for the securities that they are rated in the top tier by at least two of the three of Standard & Poor’s (A1 or better), Moody’s (VMIG1 or P1), and Fitch (F1) and do not have a rating from any of the three rating agencies below such levels.
9. Commercial Paper rated by at least two of Standard and Poor’s, Moody’s and Fitch and not less than “A-1/P-1/F-1” by Standard & Poor’s, Moody’s and Fitch, respectively.
10. Corporate Bonds rated “Aa3/AA-” or better by Moody’s and S&P.
11. Asset-Backed Securities rated “AAA” by Moody’s and S&P.
12. Repurchase agreements with banks or primary government dealers reporting to the Federal Reserve Bank of New York (“Repurchasers”), collateralized by investments with a minimum 102% valuation in securities described above in paragraphs 1, 5 and 6.
13. Share or Certificates in any short-term investment fund that invests not less than 90% of its assets in obligations described in (1) or (2) above.

B. Investment Restrictions

Funds may be invested in any obligations in which sinking funds are authorized to be invested pursuant to Alabama Code §§11-81-19 & 11-81-21, (the “Act”). All investments made by, or on behalf of, the BJCTA shall comply with the Act, as amended, and federal, state and local statutes, rules and regulations. For the avoidance of doubt, this policy specifically prohibits the following:

1. Any investment not listed under Section V.A., Authorized Investments;
2. Any investment in securities (except for repurchase agreements) with legal or contractual restrictions on resale or for which no readily available market exists; or
3. Any investment in derivatives. For the purposes of this policy, a derivative is defined as any financial instrument whose performance, risk characteristics or value is based on an underlying asset and/or index value.

C. Diversification

1. No limitations are placed on Investments carrying the full faith and credit of the U.S. Government, including forward delivery agreements for delivery of such investments or repurchase agreements collateralized by such investments.
2. Investments in any single Federal Agency not carrying the Full Faith and Credit of the U.S. Government are limited to 35% of the Portfolio.
3. Investments in Certificates of Deposit or Investment Agreements in total are limited to 30% of the Portfolio.
4. The combined exposure to Commercial Paper, Corporate Bonds and Asset-Backed Securities is limited to 35% of the total Portfolio.
5. Investments in any one single issuer (excluding U. S. Treasury and Federal Agency securities) are limited to 5% of the Portfolio.

D. Quality

All Investments shall be made with judgment and care, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived and in accordance with all laws, rules, and regulations applicable to the Investments.

All investment ratings shall be based on security ratings at the time of purchase. In the event of a downgrade in rating, the Investment Officer is to discuss such downgrade as soon as possible with the Directors, or if authority is delegated, the Investment Committee, the Executive Director or other authorized designee with a recommendation on whether to sell or hold. The portfolio’s average credit quality should be ratable A3/A- or better by Moody’s / S&P.

E. Maturity

At the time of purchase, the maturity of each security in the Portfolio may not exceed five (5) years, taking into account any call, put, prepayment, or other features that may impact maturity. Similarly, the weighted average life of mortgages and asset-backed securities may not be more than 5 years.

F. Turnover

The Investment Officer shall follow a semi-active approach to investment management whereby investments are generally purchased with the intent of holding to maturity, but the Investment Officer has the flexibility to restructure and rebalance portfolio holdings to manage risk and take advantage of market opportunities.

VI. Performance Benchmark:

The Investment Officer shall work with the Directors, or if authority is delegated, the Investment Committee, the Executive Director or other authorized designee to develop appropriate benchmarks for the various funds invested by the BJCTA, and shall compare the returns of the individual Portfolio segments to such benchmarks.

VII. Periodic Review:

The Investment Officer, the Investment Committee or the advisory committee shall prepare an investment report to the Directors on a quarterly basis, including a management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the latest reporting period. Both Investment performance and conformity with this Investment Policy shall be reported.

VIII. Amendments:

This Investment Policy shall be reviewed annually. Any amendments to the Investment Policy must be approved by the Directors.



STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: BJCTA Board of Directors Policy for Real Estate and Joint Development	RESOLUTION NO.: 2017-10
	DATE: October 2016
	INITIATOR: Adrian M. Solomon
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Introduction: This Real Estate Investment/Joint Development Policy sets forth the general practices of the joint development program of the Birmingham-Jefferson County Transit Authority (BJCTA)

Objectives: Joint development is a creative program through which property interests owned and/or controlled by BJCTA are marketed to office, retail/commercial, recreational/entertainment and residential developers with the objective of developing transit-oriented development projects. Projects are encouraged that:

- Integrate BJCTA's transit facilities
- Reduce automobile dependency
- Increase pedestrian/bicycle originated transit trips
- Foster safe station areas
- Enhance surrounding area connections to transit stations
- Provide mixed-use development including housing and the opportunity to obtain goods and services near transit stations
- Offer active public spaces
- Promote and enhance ridership
- Generate long-term revenues for BJCTA
- Encourage revitalization and sound growth in the communities that BJCTA serves

BJCTA's joint development opportunities consist of property interests owned or controlled by BJCTA and approved by the BJCTA Board of Directors for inclusion in the joint development program. Joint Development is a public transportation project that is integrally related to and often co-located with commercial, residential, or mixed-use development. Joint development may include partnerships for public, private, and/or non-profit development associated with fixed- guideway (rail) or bus

transit systems that are being improved through new construction, renovation, or extension. Joint development may also include bus and intermodal facilities, intercity bus and rail facilities, transit malls, and historic transportation facilities.

Purpose:

The purpose of the Policy is to:

- Disseminate information about BJCTA's joint development program to developers, Local Jurisdiction, the local community and the general public.
- Identify the roles and responsibilities of the BJCTA Board of Directors, the General Manager, BJCTA staff, Local Jurisdictions, developers and the community in the joint development process.
- Establish procedures for the marketing of joint development sites and the selection of private and public sector joint development participants.
- Define BJCTA's community outreach involvement process in the joint development program.
- Define processes for evaluating and estimating joint development project benefits, including cash value, the development of new transit facilities, fiscally positive operating impacts, provision of housing to support staff recruitment, and other benefits.

Economic Impact: Investing public transportation funds wisely is imperative and required by law, a good return will maximize funds for increasing investment to improve public transportation growth as a consequence of both a short-term stimulus impact on capital projects and service enhancement. A longer-term, cumulative impact is on economic productivity. While the total impact will depend on the level and distribution of investments, the magnitude of potential impact can be illustrated by considering a scenario of enhanced investment sustained over 20 years. Thus expanding the Birmingham-Jefferson County Transit Authority.

Recommendations: Authorize the adoption of the Real Estate and Joint Development framework and recommendation.

Alternatives: Do not authorize the adoption of the Real Estate and Joint Development framework and recommendations; the agency will continue to operate under existing rules.

Attachments: BJCTA Real Estate and Investment Policy



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

Resolution No. 2017-10

Adoption of the BJCTA Real Estate and Joint Development Policy

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

WHEREAS, BJCTA staff has completed in September 2016 the BJCTA Real Estate and Joint Development Policy document and distributed it to the Board at the November 2016 meeting; and

WHEREAS, the Real Estate and Joint Development Policy outlines the processes and timelines for future board actions with regard to real estate and joint development; and

WHEREAS, the Real Estate and Joint Development Policy complements existing services, but shall supersede those provisions in conflict; and

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

- Section 1.** That the Real Estate and Joint Development Policy document completed September, 2016 is accepted as the policy of the Birmingham Jefferson County Transit Authority.
- Section 2.** That the Executive Director is authorized to commence the implementation of the Real Estate and Joint Development Policy.
- Section 3.** That this resolution shall become effective immediately upon adoption and approval.

Adopted: November ____ 2016

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnie P. Lassiter, Secretary

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

TITLE/DESCRIPTION: TRANSPORTATION PLANNING PROCESS AGREEMENT-	RESOLUTION NO.: 2017-14
	DATE: January 2017
	INITIATOR: Barbara Murdock
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 Purpose/Objective: To authorize the 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.

2.0 Attachments: None

Barbara Murdock

Barbara Murdock, Executive Director



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

Resolution No. 2017-14 Transportation Planning Process Agreement

WHEREAS, Section 134 of Title 23 of the United States Code and Chapter 53 of Title 49 of the United States Code require that each urbanized area, as a condition of the receipt of Federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning “3C PROCESS” that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals that lead to the development and operation of an integrated, intermodal transportation system that facilitates the efficient, economic movement of people and goods, and

WHEREAS, an agreement concerning a transportation planning process for the Birmingham Urbanized Area was executed in May 1995 between the Alabama Department of Environmental Management, the Birmingham-Jefferson County Transit Authority, 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, and

WHEREAS, the Federal Transit Administration and Federal Highway Administration issued on December 4, 2015 new regulations concerning metropolitan transportation planning. New regulations govern the development of metropolitan transportation plans and programs for urbanized areas resulting from the passage of Fixing America’s Surface Transportation (FAST) Act, and

WHEREAS, an updated agreement referencing FAST Act provisions has been prepared, and

WHEREAS, an unwillingness to participate in the “3C PROCESS” may result in the Secretary of Transportation refusing to approve federal-aid funds for surface transportation within the Birmingham urbanized area,

NOW, THEREFORE, BE IT RESOLVED by the Birmingham-Jefferson County Transit Authority (BJCTA), that it be a party to and execute the updated agreement concerning a transportation planning process.

CERTIFICATION

I hereby certify that this is a true and correct copy of a resolution adopted by the BJCTA at a meeting held on January 25, 2017.

Name, Title

Date

Adopted:

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary Page 29 of 80

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

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

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

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

3.0 Transportation Development Plan.

- The In town Transit Partnership (ITP) –Coca Cola will submit a proposal in January for naming of route. We anticipate rolling out this service after Board approves proposal at either the January or February board meeting. It depends on when the proposal is received. Coca-Cola has asked for an extension of time to respond.
- **Airport Shuttle** – This pilot program is now in its 10th month and is an on-demand service. The second month of on-demand began on November 14, with a weekly average of 10 riders. This is up just a few riders.
- **Highway 280** Service numbers continue to remain steady with an average of 450 – 500 passengers weekly.
- Portions of the Transportation Development Plan will be unveiled to board members in February after the January 30 union required Operator sign-up.

4.0 Technology Innovation and Integration

- AVAIL system testing and training continued in December. 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 February 2017. However, I anticipated the Bus Terminal and the Intermodal will both open in late March. A separate contractor working on the streets in front of the facility will not complete work until February. Our team needs time to practice egress and ingress around the facility before opening to the public.
- 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.
- **Developing Communications plan** for stakeholders, customers, and media on the transit development plan. This includes a comprehensive media outreach plan

encompassing; social media, paid television and radio advertising and joint promotional ventures. Held one Communications Plan meeting in December.

7.0 Finance/Budget:

- Maintaining a positive variance of \$627,000 from budget this month.
- Conducted auction of items beyond their FTA designated useful life and received approximately \$48,000.
- Received \$250,000 above the budgeted ad valorem for Birmingham and Jefferson County.
- Received additional \$360,000 for CNG reimbursements that was not budgeted.
- Renegotiated Verizon services and received an \$8,000 credit toward our services.
- Maintenance management has located a vendor for fare box repairs that estimate repair cost to be half of what was anticipated.
- Approximately 15 Supervisor positions were upgraded to salaried, thus saving significantly in overtime expenses. This was done after HR management reviewed their duties and the laws governing salaried employees.

8.0 Communications (External)

- **Advisory Board (TCAB)** Attended TCAB Meeting.
- Posted Director of Communications position on website, internally and nationally.
- Met with the Mayor Hoover regarding board replacement.
- Working on finalizing Strategic Communications plan.
- Finalizing Communications Plan.
- 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.
- Developing planning agenda for Board retreat.
- Hosted Christmas luncheon which honored Director Reginal Jeter who resigned from the Board to take a judgeship, and J.O. Hill who retired from BJCTA after 34 years of service.

10.0 Performance Indicators

- Safety Department reports positive year end safety statistics: Fixed-route service finished the 2016 with an average of about 1.4 accidents per 100,000 miles traveled. That is better than the 2.6 rate of 2015. The national average is 1.5 accidents per 100,000 miles traveled. The Paratransit rate for 2016 was 0.7 and 1.9 in 2015. These reductions of accident will have a positive impact on our 2017 insurance rates.

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 December 31, 2016	N/A
	DATE: December 31, 2016
	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 December 31, 2016 Balance Sheet, assets were \$57,092,679.77 while total liabilities were \$39,497,029.42.
- The Income Statement for the month ending December 31, 2016, details year to date revenues of \$14,817,357.65 and expenses of \$11,763,207.82 resulting in a positive difference of \$3,054,149.83.
- The total cash and cash equivalents as of December 31, 2016 was \$14,866,087.09 of which \$14,645,926.66 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Revenues	12,285,056	12,221,858	63,198
Expenses	9,787,511	9,063,848	723,663
Net	2,497,545	3,158,010	(660,465)
Non Budgeted Items			
Revenues	2,532,302	1,244,360	1,287,941
Expenses	1,975,697	1,975,697	-
Net	556,605	(731,337)	1,287,941
Combined Net	3,054,150	2,426,673	627,477

Total overall variance with the budget is a positive \$627,477.32

- 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 Joint Transit Authority
Real Estate Investment/ Joint Development Policy**

I. INTRODUCTION

This Real Estate Investment/Joint Development Policy sets forth the general practices of the joint development program of the Birmingham-Jefferson County Transit Authority ("BJCTA").

Joint development is a creative program through which property interests owned and/or controlled by BJCTA are marketed to office, retail/commercial, recreational/entertainment and residential developers with the objective of developing transit-oriented development projects. Projects are encouraged that:

1. Integrate BJCTA's transit facilities 2. Reduce automobile dependency 3. Increase pedestrian/bicycle originated transit trips 4. Foster safe station areas 5. Enhance surrounding area connections to transit stations 6. Provide mixed-use development including housing and the opportunity to obtain goods and services near transit stations 7. Offer active public spaces 8. Promote and enhance ridership 9. Generate long-term revenues for BJCTA 10. Encourage revitalization and sound growth in the communities that BJCTA serves

BJCTA's joint development opportunities consist of property interests owned or controlled by BJCTA and approved by the BJCTA Board of Directors for inclusion in the joint development program. Joint Development is a public transportation project that is integrally related to and often co-located with commercial, residential, or mixed-use development. Joint development may include partnerships for public, private, and/or non-profit development associated with fixed- guideway (rail) or bus transit systems that are being improved through new construction, renovation, or extension. Joint development may also include bus and intermodal facilities, intercity bus and rail facilities, transit malls, and historic transportation facilities.

II. PURPOSE

The purpose of the Policy is to:

1. Disseminate information about BJCTA's joint development program to developers, Local Jurisdiction, the local community and the general public. 2. Identify the roles and responsibilities of the BJCTA Board of Directors, the General Manager, BJCTA staff, Local Jurisdictions, developers and the community in the joint development process.

3. Establish procedures for the marketing of joint development sites and the selection of private and public sector joint development participants. 4. Define BJCTA's community outreach involvement process in the joint development program. 5. Define processes for evaluating and estimating joint development project benefits, including cash value, the development of new transit facilities, fiscally positive operating impacts, provision of housing to support staff recruitment, and other benefits.

III. SCOPE OF POLICY

The Policy applies to joint development projects to which BJCTA is a party. They do not apply to:

1. System interface projects: Projects that have direct connections between BJCTA's facilities and adjacent development owned by others. These projects are managed under separate procedures

established by the Board. 2. Adjacent construction projects. 3. Interim leasing of BJCTA-owned land. 4. Excess property dispositions: Properties that are no longer needed by BJCTA with no ongoing BJCTA or FTA interest.

IV. ROLES AND RESPONSIBILITIES

The BJCTA joint development program is implemented through the combined efforts of the Board, the General Manager, BJCTA staff, [Local Jurisdictions], developers and the community. Their major roles and responsibilities are outlined below:

The BJCTA Board of Directors

The BJCTA Board of Directors establishes joint development policies, exercises specific approvals within the joint development process, and maintains oversight of the joint development program. The Board's responsibilities include:

1. Authorization of joint development solicitations. 2. Approval of preliminary developer selection and a non-binding term sheet based on a staff recommendation. 3. Approval of terms of a binding Joint Development Agreement (the final contract) with the designated developer. 4. Approval of amendments to Joint Development Agreements having one of the following: (a) a value over \$500,000, (b) an assignment or a change in ownership or development team composition, or (c) any material amendment that reduces compensation to BJCTA, extends the Term or changes proposed uses or elements. 5. Authorization of a public hearing, prior to final site plan approval by the Local Jurisdiction, when such hearing is required because of a substantial change to BJCTA facilities on site (including the addition of new facilities) or a change to the site access.

General Manager and BJCTA Staff

The General Manager is responsible for the overall management, administration and conduct of joint development activities on behalf of BJCTA. Included among these responsibilities are:

1. Establishment of development goals and station access needs. 2. Establishment of a process leading to internal and external decisions on use of BJCTA property. 3. Prioritization of projects and establishing overall program pace to achieve highest quality project outcomes. 4. Establishment of annual work programs that broadly emphasize enhancement of land development potential and, ultimately, development of land, and more specifically, include: station access planning; participation in, and advocacy for, station area TOD planning; marketing of development opportunities; selection of development partners; and negotiation of final agreements. 5. Minimization of time required to reach agreement with development partners. 6. Presentation of development projects to communities [along with Local Jurisdictions] and developers. 7. Collaboration with developers to obtain zoning and development approvals (with the level of BJCTA involvement dependent on project specifics). 8. Use of mechanisms that maximize developer interest and competitive pricing of joint development projects.

As used in this Policy, "staff" means the General Manager or staff designated by the General Manager.

Local Jurisdictions

Each Local Jurisdiction has a clear policy interest in BJCTA's joint development program, and plays an important role in the planning and implementation of BJCTA joint development projects.

1. BJCTA and Local Jurisdictions maintain ongoing, informal communications regarding planning and zoning changes at and around BJCTA sites; developer interest in such sites; and jurisdictional TOD planning and initiatives. 2. Local Jurisdictions participate with BJCTA and consultants in identifying sites to be assessed for joint development potential, analyzed in terms of their station access needs, and/or offered as joint development projects. 3. Local Jurisdictions, at their discretion, are encouraged to directly sponsor joint development projects within their boundaries. Provided that these projects are consistent with BJCTA transit planning goals and TOD principles, BJCTA will collaborate with Local Jurisdictions to advance these projects and to establish, through coordinated planning, the maximum transit oriented development benefits possible. 4. Local Jurisdictions participate in the review and evaluation of non-economic aspects of developer proposals. BJCTA recognizes that certain Local Jurisdiction policy positions may depend on economic values offered to BJCTA by joint development project proposals. BJCTA will share project economic information with local jurisdiction representatives to the extent possible without compromising proposer confidentiality requirements and without unduly weakening BJCTA's to negotiate with proposers to achieve the greatest transit and/or economic return possible.

5. BJCTA's joint development solicitations encourage developers to contact Local Jurisdictions to obtain land use and zoning information about a site prior to submitting joint development proposals to BJCTA. In addition, developers are required to meet with community organizations that have been identified by the Local Jurisdictions as those that would be interested in the development of a site within their area.

6. Local Jurisdictions are asked to designate a person or office as the liaison to BJCTA for joint development activities. 7. Local Jurisdictional representatives receive a briefing from BJCTA staff when proposals are received. 8. Local Jurisdictional representatives are invited to participate in any oral presentations by the developer to BJCTA's technical evaluation committee. Developers are required to organize their presentations into two segments: a. land use proposals, zoning actions required, construction schedules; and b. financial offer to BJCTA. (Local Jurisdictional representatives do not participate in the discussion of the second segment.) 9. If desired, the Local Jurisdictions participate with the developer in informational meetings with the community organizations that have been identified by the affected jurisdiction. 10. Local Jurisdictions are invited to submit formal comments during the evaluation of development proposals submitted in response to a formal solicitation or unsolicited proposal. 11. After selection of a developer by the Board, Local Jurisdictions continue their involvement. 12. Local Jurisdictional staff are provided periodic updates and status reports by BJCTA staff. 13. Developers' site plans are reviewed by BJCTA with input from Local Jurisdictional staffs. 14. Local Jurisdictions may sponsor community forums and invite BJCTA staff and developers to participate. 15. BJCTA works cooperatively with Local Jurisdictions on any required zoning and other actions by the Local Jurisdictions. 16. Local Jurisdictions review and approve (or disapprove) the developers' site and project plans through local policies, land use plans, zoning and development- related capital improvements.

BJCTA welcomes the participation of jurisdictional representatives in all phases of its developer selection process, however only BJCTA staff may participate in assigning ratings to each proposal received.

Developers

Public and private development entities, landowners, and/or their agents may participate in planning as well as in implementation phases of the joint development program. Examples of such participation and implementation are as follows:

1. Developers or other interested parties may initiate unsolicited proposals for a BJCTA property at any time. 2. Potential developer(s) are required to meet with the Local Jurisdiction and interested community organization(s) to share information about a pending proposal submission to BJCTA and to seek their views prior to submitting the proposal to BJCTA. At these meetings, the developer is expected to share as much detailed information as possible about the proposed project. As part of the submission to BJCTA, the developer will provide information about the meetings held with the Local Jurisdiction and interested community organizations, including an identification of issues raised at the meetings and how the proposal addresses them. The developer will also include in the submission how the proposed project meets the goal of achieving transit- oriented development. 3. Proposals will be processed as set forth in Sections VI and VII. 4. A selected developer will, with BJCTA's assistance, obtain all necessary plan approvals, zoning and permits from the Local Jurisdiction. 5. In coordination with BJCTA, a selected developer will plan and construct, typically at their cost and expense, any and all required replacement facilities at the joint development site. The plans for replacement facilities will be subject to BJCTA approval. 6. A selected developer will plan, construct and operate a joint development project, under the pertinent Joint Development Agreements and jurisdictional laws and requirements.

Community

BJCTA staff is required to meet with Local Jurisdictions and potentially affected communities prior to the solicitation of development proposals. If BJCTA staff has participated in a recent jurisdictional planning process at which future development of the site is discussed, that may satisfy the requirement of this section. Potential developer partners will also be required to meet with the Local Jurisdiction and interested community organizations as described above.

Input on any topic is appreciated, but particular feedback on open space and community amenity needs; pedestrian and bicycle route concerns/conflicts; land use needs; and building height and massing concerns is especially helpful.

V. OBJECTIVES

The program objectives listed below have been developed to address issues that are critical to achieving high-quality joint development outcomes quickly and with broad support.

1. Before soliciting price-competitive proposals, create as much development certainty as possible by collaborating with stakeholders as to plan land use and station access. 2. Streamline the proposal process as much as possible. 3. Match developer selection processes to transit needs and site specifics. 4. Use the station access planning process whether prior to an RFP or broker- managed process, or simultaneously with an RFQ process to build value into transit development projects through such techniques as shared parking, etc. 5. Incorporate fiscal impacts and benefits into the overall assessment of project economic benefits. 6. Maximize development industry interest, including use of private partners, agents, and/or brokers where appropriate to maximize awareness and interest. 7. Promote innovative transit-oriented land development practices.

VI. PROCEDURES

Joint Development employs a competitive selection process to which the provisions of the BJCTA Procurement Procedures Manual do not apply.

Outline of Steps in Process (as further detailed in subsequent Sections):

1. Staff creates a list of sites which potentially could be offered for joint development 2. Station access planning to include: (i) consultation with relevant BJCTA offices, (ii) consultation with Local Jurisdictions, and (iii) community input 3. Assessment of zoning and market readiness 4. Board approves solicitation for a particular site and method of solicitation.

The Staff List of Joint Development Sites

The list of sites to be studied for potential joint development is derived from requests from Local Jurisdictions, and general market readiness, as determined by staff but which may be based on advice or rankings provided by an outside consultant(s).

Assessment of Zoning and further Market Readiness

Once the station access plan is complete, staff will assess whether the current zoning and/or jurisdictional comprehensive plan align with the station access plan. If changes are needed, staff will consult with jurisdictional representatives about rezoning and/or amendment (or other jurisdiction specific process) that would allow the possible solicitation to should move forward or whether it should wait for changes to the current zoning and/or jurisdictional comprehensive plan. BJCTA will also assess the general readiness of the site for development based on market conditions.

Board Authorization

The General Manager will request that the Board authorize the issuance of a solicitation document for a specific site. The request shall specify which of the solicitation processes given in the Framework will be employed and the reasons for selecting that process. Upon Board approval, the solicitation will be issued.

Development and Issuance of Solicitation Document

The solicitation document will reflect which Board-approved method will be followed. In either case, a solicitation will include the following competitive selection procedures:

1. Advertisement of the availability of the solicitation using print and/or electronic media to reach potentially interested parties and notify the general public. 2. A pre-proposal conference, if needed, to respond to questions from prospective respondents. 3. A proposal due date and a schedule for BJCTA to evaluate proposals and make a selection. 4. Review and evaluation of proposals as set forth in Section VII Alternate Step—RFPE.

An optional first step in the solicitation process is to seek Requests for Prior Experience from developers in order to create a "short list" of qualified developers. This step might be used when there are doubts about the marketability of a site or to elicit developer interest without requiring the time and expense of a response to a formal solicitation. This step might also be used when numerous responses are anticipated in order to pre-qualify respondents. The criteria for selecting such developers shall include prior experience in developing projects of the type and size contemplated, financial capacity to complete the project, prior experience with outreach to communities, members of the project team, and the specific personnel to be assigned to the project. Prior experience in public/private transactions may also be considered.

VII. SELECTION CRITERIA

In evaluating proposals, BJCTA will use commercially reasonable business practices, consistent with FTA's requirements, which include the following:

1. Technical Evaluation a. Degree to which the project reflects transit-oriented development principles
b. Market/financial viability of the joint development project c. Development team experience and prior performance d. Innovation and creativity e. Compatibility of development with local requirements and transit area f. Effects on BJCTA facilities 2. Economic Evaluation a. Enhanced bus ridership
b. Financial benefits accruing to BJCTA and the Local Jurisdiction c. Joint development project completion time-line 3. Integrity, Business Ethics, and Conflicts of Interest 4. Other Non-Direct Benefits - BJCTA may also consider non-direct compensation benefits or special enhancements to transit system ridership over and above those normally provided by joint development.

Advertise Solicitation

To promote fair and open competition, BJCTA will publicize its joint development opportunities in print and/or electronic media with wide circulation and on BJCTA's web site, and as necessary, through public events. BJCTA may conduct the solicitation itself or may employ a third party such as a real estate advisor to conduct the solicitation. If the latter, staff will provide an explanation of why the use of a third party is desirable in the particular case, and the use of such third party must be approved by the BJCTA Board. The solicitation shall contain a description of the station access needs resulting from the station access planning process including those that are requirements of the solicitation, a summary of desired/undesired land uses based on consultations with the Local Jurisdiction, information on preproposal conferences and response due dates, a requirement that developers meet or otherwise communicate with community groups, and any other relevant requirements of the solicitation.

Appraisal

Based on the terms of the solicitation, BJCTA staff will order an appraisal of the property, typically from a third party appraiser. As required by the Federal Transit Administration (FTA) a review appraisal shall also be conducted.

Evaluation Meetings

BJCTA may, but is not required to, meet with each developer who submitted a proposal to receive a developer presentation and conduct specific discussions about the proposal. The discussions will include identifying areas of the proposal that require clarification, improvement, or do not comply with the marketing document. Developers may be requested to submit revised proposals based on the discussions. (Local Jurisdictional representatives will be invited to participate in the evaluation meeting and provide questions/comments to BJCTA for discussion with the developer.) Community Forum

After the initial evaluation, BJCTA staff may organize, in cooperation with the Local Jurisdiction, a community forum to explain proposed changes to BJCTA facilities, and to obtain community input on the technical (non-financial) aspects of the proposals.

Final Evaluation

Staff may or may not request best and final offers from developers. Staff will rate each responsive proposal (including best and final offers, if any) and rank the proposals in accordance with Section 7.8 resulting in a tentative developer selection and commencement of negotiations of a non-binding term sheet that outlines the major business terms of the project. If negotiations are unsuccessful, Staff may terminate negotiations and commence negotiations with the second ranked developer, and those ranked thereafter, in order of ranking. Alternatively, Staff may enter into competitive negotiations with two or more ranked developers. If BJCTA receives competitive proposals but only one proposal meets or exceeds the appraised value of the BJCTA site, and there are no other special or transit benefits to BJCTA, the proposals do not have to be scored and ranked. Rather, the one proposal which meets or exceeds the appraised value of the joint development site will be considered using the criteria above.

Developer Selection

Once the principal terms of a potential developer's proposal have been reduced to a term sheet, staff the General Manager will forward the developer selection recommendation and the term sheet to the BJCTA Board for approval. Staff will also identify the expected timeline and major milestones for completion of negotiations and project closing. A term sheet entered into with a developer is non-binding and does not constitute a contract; there is therefore no binding agreement between BJCTA and the selected developer until the Board has approved the Joint Development Agreement.

Joint Development Agreement

If the term sheet is approved, staff will negotiate a Joint Development Agreement with the selected developer that incorporating the approved terms. A summary of the completed Joint Development Agreement, highlighting significant new terms as well as material changes from the term sheet, will then be forwarded to the BJCTA Board for approval.

FTA Approval

If required, the station changes and terms of the Joint Development Agreement will be submitted to the Federal Transit Administration for approval under FTA's requirements,

Unsolicited Proposals

Proposals received for development of a site owned by BJCTA that were not in response to a specific marketing effort (Unsolicited Proposals) will be evaluated as outlined above.

Confidentiality of Financial Proposals

BJCTA will hold in confidence the financial benefits accruing to BJCTA of all proposals until a Joint Development Agreement is approved and executed. Upon approval by the Board of Directors, BJCTA staff will maintain all information received for joint development projects, including any confidential business information, in accordance with BJCTA's Privacy and Public Access to Records Policies (PARP). All other aspects of the proposals may be reviewed and publicized at public hearings, town meetings, and similar public forums, or as otherwise provided in these Framework.

Subsequent Process

The selected developer must follow any land use, zoning, permitting or other entitlement processes required by the Local Jurisdiction, including any public hearings.

FTA Regulations:

BJCTA joint development properties which were acquired with assistance from the FTA are subject to FTA joint development policies. FTA Circular 7050.1 on Joint Development projects requires that the following criteria be met:

- (1) Economic Benefit—the project must enhance economic development or incorporate private investment;
- (2) Public Transportation Benefit—the project must enhance the effectiveness of a public transportation project and relate, physically or functionally, to the public transportation project; or establish new or enhanced coordination between public transportation and other forms of transportation;
- (3) Revenue—the project must provide a fair share of the produced revenue for public transportation; and,
- (4) Tenant Contributions—the tenant must pay a fair share of the costs of the facility in rental payments or other means.

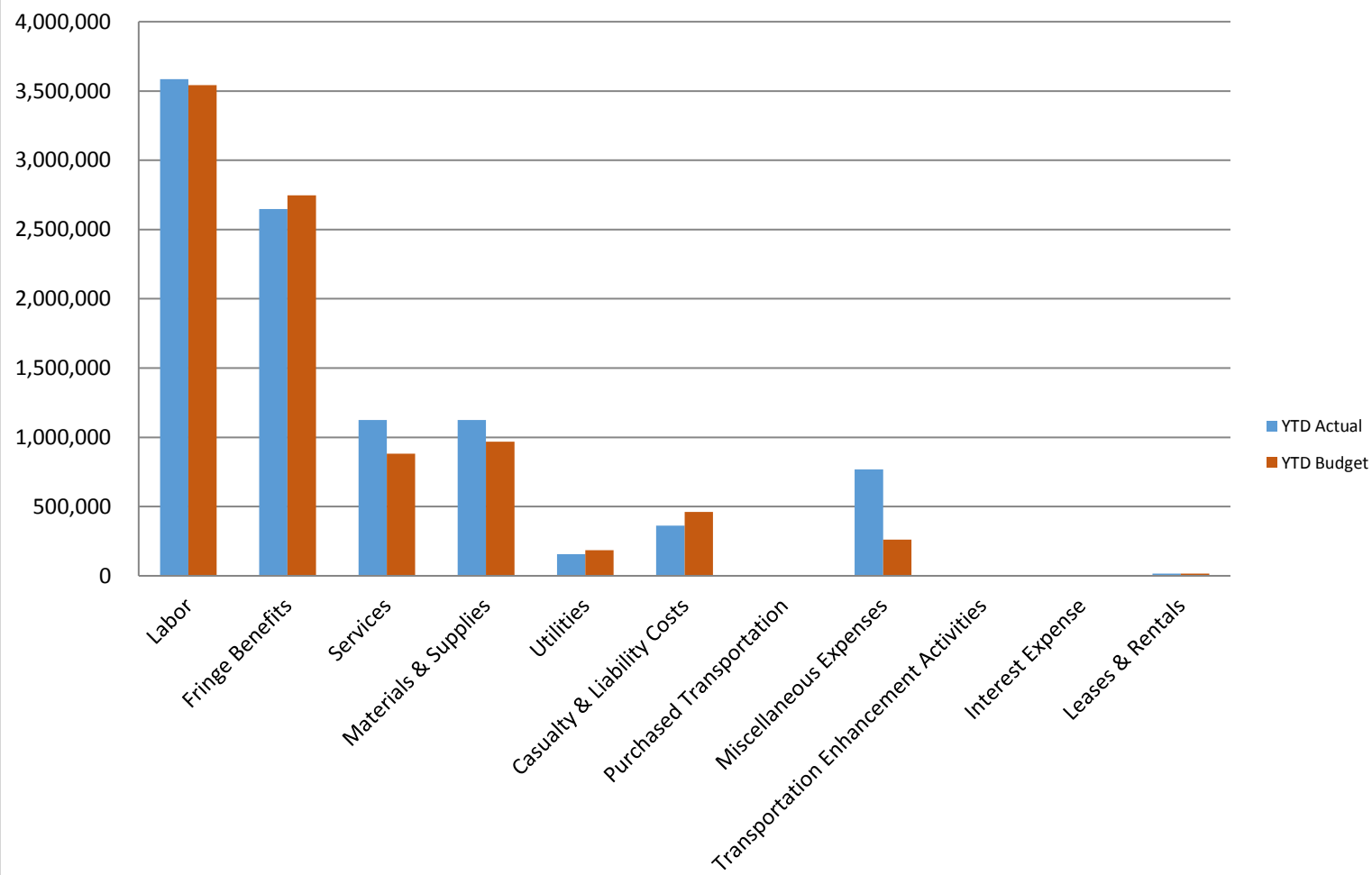
BJCTA shall maintain control over joint development project property and such use of said property shall not impair or inhibit the BJCTA's ability to continue to carry out the originally authorized purpose for which the property was acquired. BJCTA joint development properties which were acquired or projects that were assisted with FTA funds are subject to and will follow FTA guidance. Developers selected for joint development projects will be required to comply with the most current versions of the FTA Title VI Requirements and Guidelines; Environmental Justice Policy; Equal Employment Opportunity Program Guidelines; and other requirements and regulations implementing federal civil rights laws.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.: N/A
Finance Department Status Report	DATE: December 2016
	INITIATOR: Finance Department
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- **Pension Audit.** Mauldin & Jenkins was selected to perform the audit. The auditors were here the week of September 5, 2016. We are waiting on the report.
- **FY 16 Audit-** Sent auditors requested information. Auditors will be on site late December to do the actual sampling and reviewing of procedures.
- **Triennial Review-** Completed and submitted all of our information and checklist to fulfill our inadequacies on the audit.
- **Asset Management-** Had a meeting with Strada and Senior Management on getting this project completed for FTA. Due to FTA in January 2017.

Consolidated Expenses by Function Code **Performance Against Budget** **YTD December 2016**



BJCTA
Commission Revenue Trend
As of December 31, 2016

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	8,495
Total Commission Revenue	33,051	32,427	34,373	8,495

BJCTA
CNG Revenue
As of December 31, 2016

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	111,988
Gallons	80,746	91,519	146,968	55,994

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 3	December 2016	Division: 00 Balance Sheet		As of: 12/31/2016
			October Thru December 2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$14,866,087.09	\$23,546,031.13	(\$8,679,944.04)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$8,956,682.76	\$2,606,289.41	\$6,350,393.35
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,871,448.53	\$1,601,390.59	\$270,057.94
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$207,169.00	\$883,359.59	(\$676,190.59)
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$24,622,139.61	\$21,729,915.07	\$2,892,224.54
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$6,569,152.78	\$7,110,019.31	(\$540,866.53)
1999999999 TOTAL ASSETS			\$57,092,679.77	\$57,477,005.10	(\$384,325.33)
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$1,198,760.00	\$1,858,709.23	(\$659,949.23)
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$629,697.30	\$531,532.87	\$98,164.43
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 3	December 2016	Division: 00 Balance Sheet		As of: 12/31/2016
		October Thru December			
		2017	2016	Variance	
2040199999	TOTAL CURRENT PORTION OF LT DEBT	\$0.00	\$0.00	\$0.00	
2040500000	OTHER CURRENT LIABILITIES				
2059999999	TOTAL OTHER CURRENT LIABILITIES	\$36,729,273.12	\$35,286,961.81	\$1,442,311.31	
2210000000	NON-CURRENT PORTION OF LT DEBT				
2219999999	TOTAL NON-CURRENT LT DEBT	\$0.00	\$0.00	\$0.00	
2310000000	OTHER LIABILITIES				
2319999999	TOTAL OTHER LIABILITIES	\$939,299.00	\$630,811.00	\$308,488.00	
2999999999	TOTAL LIABILITIES	\$39,497,029.42	\$38,308,014.91	\$1,189,014.51	
3000000000	EQUITY				
3040000000	CONTRIBUTED CAPITAL				
3049999999	TOTAL CONTRIBUTED CAPITAL	\$0.00	\$2,012,590.00	(\$2,012,590.00)	
3050000000	RETAINED EARNINGS				
3059999999	TOTAL RETAINED EARNINGS	\$17,595,650.35	\$17,156,400.19	\$439,250.16	
3999999997	TOTAL EQUITY	\$17,595,650.35	\$19,168,990.19	(\$1,573,339.84)	
3999999998	TOTAL LIABILITIES & EQUITY	\$57,092,679.77	\$57,477,005.10	(\$384,325.33)	

BJCTA
INCOME STATEMENT
December 31, 2016

Dec-16 Actual	Dec-16 Budget	Dec-16 \$ Variance	Dec-16 % Variance	Dec-15 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
156,087	174,199	(18,112)	-10.40%	181,305	(25,218)	4010100001 Passenger Fares - Fixed Route	487,581	522,598	(35,017)	-6.70%	534,266	(46,685)	2,090,390	1,602,809
1,792	1,669	123	7.35%	2,326	(534)	4010100002 Passenger Fares - Dart	5,812	5,008	804	16.05%	7,436	(1,624)	20,032	14,220
16,150	15,437	714	4.62%	15,829	322	4010100004 Passenger Fares - VIP	48,198	46,310	1,889	4.08%	45,398	2,800	185,238	137,040
174,029	191,305	(17,276)	-9.03%	199,459	(25,430)	4019999999 TOTAL PASSENGER REVENUES	541,590	573,915	(32,325)	-5.63%	587,100	(45,509)	2,295,660	1,754,070
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	3,444,484	3,444,484	0	0.00%	2,700,000	744,484	13,777,934	10,333,450
6,865	6,865	-	0.00%	6,028	837	4020400005 Vestavia	20,596	20,596	-	0.00%	18,084	2,512	82,385	61,789
25,406	25,408	(1)	-0.01%	23,765	1,642	4020400006 Homewood	76,219	76,223	(4)	-0.01%	71,294	4,926	304,893	228,674
6,130	6,130	(0)	0.00%	5,383	748	4020400010 Hoover -	18,391	18,391	(0)	0.00%	16,148	2,243	73,565	55,174
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	157,102	157,102	(0)	0.00%	-	157,102	628,407	471,305
-	-	-	0.00%	26,653	(26,653)	4020400012 Fairfield Revenues	-	-	-	0.00%	80,019	(80,019)	-	-
10,088	10,088	-	0.00%	8,916	1,171	4020400015 Midfield Revenues	30,263	30,263	0	0.00%	26,748	3,514	121,050	90,787
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	17,771	17,771	(0)	0.00%	15,709	2,062	71,084	53,313
1,254,942	1,254,943	(1)	0.00%	975,981	278,961	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	3,764,826	3,764,830	(4)	0.00%	2,928,002	836,824	15,059,318	11,294,492
2,787	2,417	370	15.33%	2,763	24	4060100001 Commission Revenue	8,495	7,250	1,245	17.17%	8,600	(106)	29,000	20,505
4,384	2,917	1,467	50.29%	4,212	171	4060300001 Advertising Revenue	15,583	8,750	6,833	78.09%	18,558	(2,975)	35,000	19,417
149	187	(38)	-20.18%	216	(67)	4069900001 Other Revenues	1,024	560	464	82.78%	496	527	2,240	1,216
2,875	1,250	1,625	130.04%	1,466	1,410	4070400001 Investment Income	9,269	3,750	5,519	147.18%	3,166	6,103	15,000	5,731
-	-	-	0.00%	-	-	4079900002 Rental Income	21,854	-	21,854	0.00%	-	21,854	(41,500)	(63,354)
21,854	-	21,854	0.00%	-	21,854	4079900003 Gain/(Loss) on Disposition of Fixed Assets	-	-	-	0.00%	-	-	-	-
32,049	6,770	25,279	373.40%	8,658	23,392	4079999999 TOTAL OTHER REVENUES	56,225	20,310	35,915	176.83%	30,821	25,405	39,740	(16,485)
346,758	302,676	44,082	14.56%	319,574	27,184	4080100001 Ad Valorem - Birmingham	952,110	908,028	44,082	4.85%	908,028	44,082	3,632,112	2,680,002
234,391	215,829	18,563	8.60%	239,549	(5,157)	4080100002 Ad Valorem - Jefferson County	666,049	647,487	18,563	2.87%	647,487	18,563	2,589,947	1,923,898
-	-	-	0.00%	-	-	4080100003 Ad Valorem - Homewood	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	47,393	(47,393)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	138,833	(138,833)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	9,186	(191)	4080100006 Ad Valorem - Mountain Brook	26,986	26,986	(0)	0.00%	23,848	3,138	107,945	80,959
1,971	1,971	0	0.00%	1,745	226	4080100007 Ad Valorem - Tarrant	5,913	5,913	0	0.00%	5,225	688	23,651	17,738
356,466	-	356,466	0.00%	-	356,466	4080100008 Alternative Fuel Tax	547,568	-	547,568	0.00%	-	547,568	-	(547,568)
166,667	166,667	(0)	0.00%	166,667	(0)	4089900001 Beer Tax	500,000	500,000	-	0.00%	500,000	-	2,000,000	1,500,000
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
1,115,248	696,138	419,110	60.21%	784,114	331,134	4089999998 TOTAL TAX REVENUES	2,698,626	2,088,414	610,212	29.22%	2,223,420	475,205	8,353,655	5,655,029
-	-	-	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.	1,665,181	1,665,181	-	0.00%	1,665,181	-	6,660,723	4,995,542
352,687	352,687	-	0.00%	317,777	34,910	4139900003 FTA Reimbursements - Pass Thru Funding	1,244,360	1,244,360	-	0.00%	1,094,262	150,099	1,244,360	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
23,001	6,383	16,618	260.33%	-	23,001	4139900006 FTA Reimbursements - PROJ. ADMIN	37,973	19,150	18,823	98.29%	-	37,973	76,600	38,627
453,978	-	453,978	0.00%	-	453,978	4139900008 FTA Reimbursements - TDP	718,519	-	718,519	0.00%	-	718,519	-	(718,519)
1,384,726	914,131	470,596	51.48%	872,837	511,889	4139999998 TOTAL FEDERAL GRANT REVENUES	3,666,033	2,928,691	737,342	25.18%	2,759,442	906,591	7,981,683	4,315,650
3,960,995	3,063,287	897,708	29.31%	2,841,049	1,119,946	4139999999 TOTAL OPERATING REVENUE	10,727,300	9,376,160	1,351,141	14.41%	8,528,785	2,198,515	33,730,056	23,002,756
372,844	372,844	-	0.00%	-	372,844	4140000002 FTA Reimbursements - Capital	3,565,107	3,565,107	-	0.00%	-	3,565,107	3,761,696	196,589
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	476,123	476,123	0	0.00%	-	476,123	1,904,491	1,428,368
847	847	(0)	0.00%	472	375	4140000004 Capital Revenue - City of Hoover	2,542	2,542	(0)	0.00%	1,416	1,126	10,169	7,627
-	-	-	0.00%	2,340	(2,340)	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	7,021	(7,021)	-	-
949	949	(0)	0.00%	(1,057)	2,006	4140000006 Capital Revenue - City of Vestavia Hills	2,847	2,847	(0)	0.00%	-	2,847	11,388	8,541
819	819	(0)	0.00%	456	363	4140000007 Capital Revenue - City of Center Point	2,456	2,456	(0)	0.00%	1,374	1,082	9,826	7,370
1,394	1,394	0	0.00%	782	612	4140000008 Capital Revenue - City of Midfield	4,183	4,183	0	0.00%	2,346	1,837	16,732	12,549
3,512	3,512	(0)	-0.01%	2,084	1,428	4140000009 Capital Revenue - City of Homewood	10,536	10,536	(1)	-0.01%	6,253	4,283	42,145	31,609
1,243	1,243	(0)	0.00%	807	436	4140000010 Capital Revenue - City of Mountain Brook	3,730	3,730	(0)	0.00%	2,093	1,637	14,921	11,191
272	272	0	0.01%	153	119	4140000011 Capital Revenue - City of Tarrant	817	817	0	0.01%	459	359	3,269	2,452
7,239	7,239	0	0.00%	(8,019)	15,258	4140000012 Capital Revenue - City of Bessemer	21,716	21,716	0	0.00%	-	21,716	86,863	65,147
547,827	547,828	(0)	0.00%	(1,982)	549,809	4149999999 TOTAL CAPITAL REVENUES	4,090,057	4,090,058	(1)	0.00%	20,961	4,069,096	5,861,500	1,771,443
4,508,822	3,611,114	897,708	24.86%	2,839,067	1,669,755	4999999999 TOTAL REVENUES	14,817,358	13,466,217	1,351,140	10.03%	8,549,746	6,267,612	39,591,556	24,774,199
593,087	576,876	16,211	2.81%	588,545	4,542	5010100001 Operator's Salaries	1,752,903	1,730,628	22,275	1.29%	1,743,303	9,601	6,922,512	5,169,609
593,421	602,579	(9,158)	-1.52%	583,366	10,056	5010200001 Other Salaries	1,817,936	1,807,738	10,198	0.56%	1,727,659	90,277	7,230,951	5,413,015
-	1,250	(1,250)	-100.00%	3,651	(3,651)	5030400001 Temporary Labor	15,541	3,750	11,791	314.44%	7,241	8,301	15,000	(541)
1,186,508	1,180,705	5,803	0.49%	1,175,562	10,946	5019999999 TOTAL LABOR	3,586,380	3,542,116	44,265	1.25%	3,478,202	108,178	14,168,463	10,582,083
81,219	92,417	(11,198)	-12.12%	83,166	(1,947)	5020103001 Employer FICA Tax (OASDI)	247,309	277,252	(29,943)	-10.80%	243,907	3,402	1,109,007	861,698
15,474	22,088	(6,614)	-29.94%	16,338	(864)	5020200001 Pension Expense	49,508	66,263	(16,755)	-25.29%	56,863	(7,155)	265,051	215,543

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
December 31, 2016

Dec-16 Actual	Dec-16 Budget	Dec-16 \$ Variance	Dec-16 % Variance	Dec-15 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
331,511	284,676	46,835	16.45%	349,040	(17,529)	5020203002 Regular Retirement	1,005,306	854,028	151,278	17.71%	1,110,769	(105,463)	3,416,113	2,410,807
360,590	390,848	(30,257)	-7.74%	453,376	(92,786)	5020303001 Health Insurance	1,211,435	1,172,543	38,892	3.32%	1,141,878	69,557	4,690,172	3,478,737
7,861	6,860	1,001	14.59%	-	7,861	5020417601 Unemployment Taxes	(7,458)	20,580	(28,038)	-136.24%	22,371	(29,829)	82,320	89,778
6,670	7,514	(844)	-11.23%	6,877	(207)	5020503001 Life Insurance	20,015	22,542	(2,527)	-11.21%	20,912	(898)	90,167	70,152
(24,884)	58,685	(83,569)	-142.40%	58,827	(83,712)	5020803001 Worker's Compensation Insurance	77,836	176,054	(98,218)	-55.79%	176,482	(98,646)	704,215	626,379
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
8,289	1,667	6,622	397.34%	13,020	(4,731)	5020116701 Transitional Reinsurance-ACA	8,289	5,000	3,289	65.78%	13,020	(4,731)	20,000	11,711
5,872	11,209	(5,337)	-47.61%	5,370	502	5021303001 Uniforms & Wearing Apparel	16,214	33,628	(17,414)	-51.78%	36,221	(20,007)	134,512	118,298
507	508	(1)	-0.29%	352	155	5021400001 Employee Wellness	1,521	1,525	(4)	-0.29%	1,366	155	6,100	4,579
236	267	(31)	-11.69%	169	66	5021403002 Employee Licenses	415	800	(385)	-48.13%	282	133	3,200	2,785
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	2,500	7,500	300.00%	-	10,000	10,000	-
617	750	(133)	-17.70%	580	37	5021400004 Tool Allowance	1,765	2,250	(485)	-21.56%	919	846	9,000	7,235
5,631	37,500	(31,869)	-84.98%	-	5,631	5021400005 General Contingency	5,631	112,500	(106,869)	-94.99%	-	5,631	450,000	444,369
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
799,593	915,821	(116,228)	-12.69%	987,114	(187,521)	5029999999 TOTAL FRINGE BENEFITS	2,647,784	2,747,464	(99,680)	-3.63%	2,824,790	(177,006)	10,989,857	8,342,073
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	4,500	750	3,750	500.00%	-	4,500	3,000	(1,500)
26,030	33,354	(7,324)	-21.96%	22,975	3,055	5030300001 Legal Services	68,793	100,062	(31,270)	-31.25%	71,058	(2,265)	400,250	331,458
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	2,500	(2,500)	-100.00%	-	-	10,000	10,000
585	896	(310)	-34.65%	107	478	5030300003 Software Technical Support	1,217	2,688	(1,471)	-54.72%	921	296	10,750	9,533
2,373	5,417	(3,044)	-56.19%	2,473	(100)	5030300004 Medical Services	6,742	16,250	(9,508)	-58.51%	9,280	(2,538)	65,000	58,258
2,113	1,250	863	69.04%	4,084	(1,971)	5030300005 Human Resources Services	3,495	3,750	(255)	-6.81%	6,099	(2,605)	15,000	11,505
16,201	10,417	5,785	55.53%	7,018	9,183	5030300006 Computer & Data Services	46,019	31,250	14,769	47.26%	39,622	6,397	125,000	78,981
578,134	80,917	497,218	614.48%	13,338	564,797	5030300007 Professional & Technical Services	641,145	242,750	398,395	164.12%	19,930	621,215	971,000	329,855
3,112	14,583	(11,472)	-78.66%	428	2,684	5030300008 Marketing Consulting	4,791	43,750	(38,959)	-89.05%	2,707	2,084	175,000	170,209
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	6,000	7,500	(1,500)	-20.00%	5,125	875	30,000	24,000
-	-	-	0.00%	-	-	5030300010 Financial Services	-	-	-	0.00%	-	-	-	-
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	31,248	31,250	(2)	-0.01%	31,249	(1)	125,000	93,752
-	3,333	(3,333)	-100.00%	6,106	(6,106)	5030317612 Legal Travel	3,813	10,000	(6,187)	-61.87%	18,454	(14,641)	40,000	36,187
482	2,817	(2,335)	-82.89%	416	66	5030500001 Vehicle Cleaning	1,085	8,450	(7,365)	-87.16%	1,868	(783)	33,800	32,715
248	4,167	(3,918)	-94.04%	711	(463)	5030500004 Building Maintenance Contracts	800	12,500	(11,700)	-93.60%	9,477	(8,677)	50,000	49,200
33,059	62,192	(29,133)	-46.84%	45,243	(12,184)	5030703001 Security Services	111,945	186,575	(74,630)	-40.00%	127,325	(15,380)	746,300	634,355
35,521	28,333	7,188	25.37%	16,673	18,848	5039903001 Vehicle Maintenance - External	88,201	85,000	3,201	3.77%	92,316	(4,115)	340,000	251,799
5,700	4,659	1,041	22.34%	3,280	2,420	5039903002 Vehicle Towing	16,850	13,977	2,873	20.55%	11,705	5,145	55,910	39,060
3,530	8,875	(5,345)	-60.23%	1,854	1,676	5039900003 Equipment Maintenance - Labor	20,581	26,625	(6,044)	-22.70%	29,828	(9,247)	106,500	85,919
7,500	2,242	5,258	234.57%	-	7,500	5039900004 Advertising Install/Removal Service	7,500	6,725	775	11.52%	6,950	550	26,900	19,400
845	3,896	(3,051)	-78.31%	641	204	5039903005 Printing & Copying External	5,930	11,687	(5,758)	-49.26%	10,667	(4,738)	46,750	40,820
4,145	3,333	812	24.36%	3,009	1,136	5039900006 Waste Oil Removal	8,240	10,000	(1,760)	-17.60%	17,057	(8,817)	40,000	31,760
22,297	3,542	18,756	529.57%	725	21,572	5039900007 Other Contracted Services	26,911	10,625	16,286	153.28%	14,970	11,941	42,500	15,589
9,051	5,410	3,641	67.29%	2,449	6,603	5039900008 Radio & Communication Maintenance	19,871	16,231	3,640	22.43%	6,549	13,323	64,925	45,054
763,344	293,632	469,711	159.97%	143,652	619,691	5039999999 TOTAL SERVICES	1,125,676	880,896	244,779	27.79%	533,157	592,519	3,523,585	2,397,909
23,877	23,046	830	3.60%	15,874	8,003	5040103001 Fuel & Lubricants - Diesel	74,560	69,139	5,421	7.84%	80,567	(6,007)	276,555	201,995
67,677	75,417	(7,740)	-10.26%	46,605	21,072	5040103002 Fuel & Lubricants - CNG	219,406	226,250	(6,844)	-3.02%	194,740	24,666	905,000	685,594
419	833	(415)	-49.76%	402	17	5040103103 Fuel & Lubricants - Unleaded - VIP	1,240	2,500	(1,260)	-50.38%	1,299	(58)	10,000	8,760
28,517	29,833	(1,316)	-4.41%	25,439	3,078	5040200001 Tires & Tubes	83,942	89,500	(5,558)	-6.21%	80,355	3,587	358,000	274,058
1,670	3,758	(2,088)	-55.57%	649	1,021	5049900001 Printing Supplies	3,301	11,275	(7,974)	-70.72%	6,115	(2,814)	45,100	41,799
1,179	2,231	(1,052)	-47.16%	3,712	(2,534)	5049900002 General Office Supplies	6,440	6,694	(254)	-3.79%	7,292	(852)	26,775	20,335
170,624	147,556	23,068	15.63%	95,274	75,350	5049900003 Equip. Repair Parts & Material	597,251	442,668	154,583	34.92%	314,824	282,427	1,770,672	1,173,421
2,759	5,417	(2,658)	-49.07%	3,022	(263)	5049900004 Janitorial & Building Supplies	7,314	16,250	(8,936)	-54.99%	12,717	(5,403)	65,000	57,686
5,250	2,108	3,142	149.02%	954	4,296	5049900006 Minor Equipment	8,637	6,325	2,312	36.55%	5,909	2,728	25,300	16,663
-	75	(75)	-100.00%	-	-	5049900007 Medical Supplies	-	225	(225)	-100.00%	-	-	900	900
23,537	20,637	2,900	14.05%	560	22,977	5049900008 Shelter Maintenance	87,048	61,911	25,137	40.60%	577	86,471	247,645	160,597
-	-	-	0.00%	-	-	5049900009 Facility Maintenance Materials	-	-	-	100.00%	-	-	-	-
4,051	7,083	(3,033)	-42.82%	4,414	(364)	5049900010 Internal Sponsored Functions	20,807	21,250	(443)	-2.09%	28,810	(8,003)	85,000	64,193
3,015	5,000	(1,985)	-39.70%	4,734	(1,719)	5049900011 Cleaning Supplies	24,086	15,000	9,086	60.57%	19,473	4,613	60,000	35,914
(15,913)	-	(15,913)	0.00%	3,536	(19,449)	5049905103 Inventory Adjustments	(10,042)	-	(10,042)	0.00%	66,907	(76,949)	-	10,042
316,660	322,996	(6,335)	-1.96%	205,176	111,485	5049999999 TOTAL MATERIALS & SUPPLIES	1,123,990	968,987	155,003	16.00%	819,584	304,406	3,875,947	2,751,957
11,922	33,750	(21,828)	-64.68%	28,127	(16,205)	5050203001 Electric	68,504	101,250	(32,746)	-32.34%	82,091	(13,586)	405,000	336,496
18,087	7,016	11,072	157.82%	4,967	13,120	5050203002 Water & Sewer	24,491	21,047	3,444	16.36%	14,509	9,981	84,186	59,695
2,135	3,908	(1,773)	-45.36%	2,016	119	5050203003 Trash, Garbage & Waste Removal	7,212	11,723	(4,511)	-38.48%	5,986	1,226	46,892	39,680
2,494	2,917	(423)	-14.51%	2,634	(140)	5050203004 Heating	2,780	8,750	(5,970)	-68.22%	3,039	(259)	35,000	32,220
17,284	14,393	2,891	20.09%	15,152	2,132	5050203005 Telecommunications	53,376	43,179	10,196	23.61%	42,796	10,579	172,717	119,341
-	33	(33)	-100.00%	90	(90)	5050200006 Satellite & Cable Services	-	100	(100)	-100.00%	90	(90)	400	400
51,922	62,016	(10,094)	-16.28%	52,986	(1,064)	5059999999 TOTAL UTILITIES	156,364	186,049	(29,685)	-15.96%	148,511	7,852	744,195	587,831

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
December 31, 2016

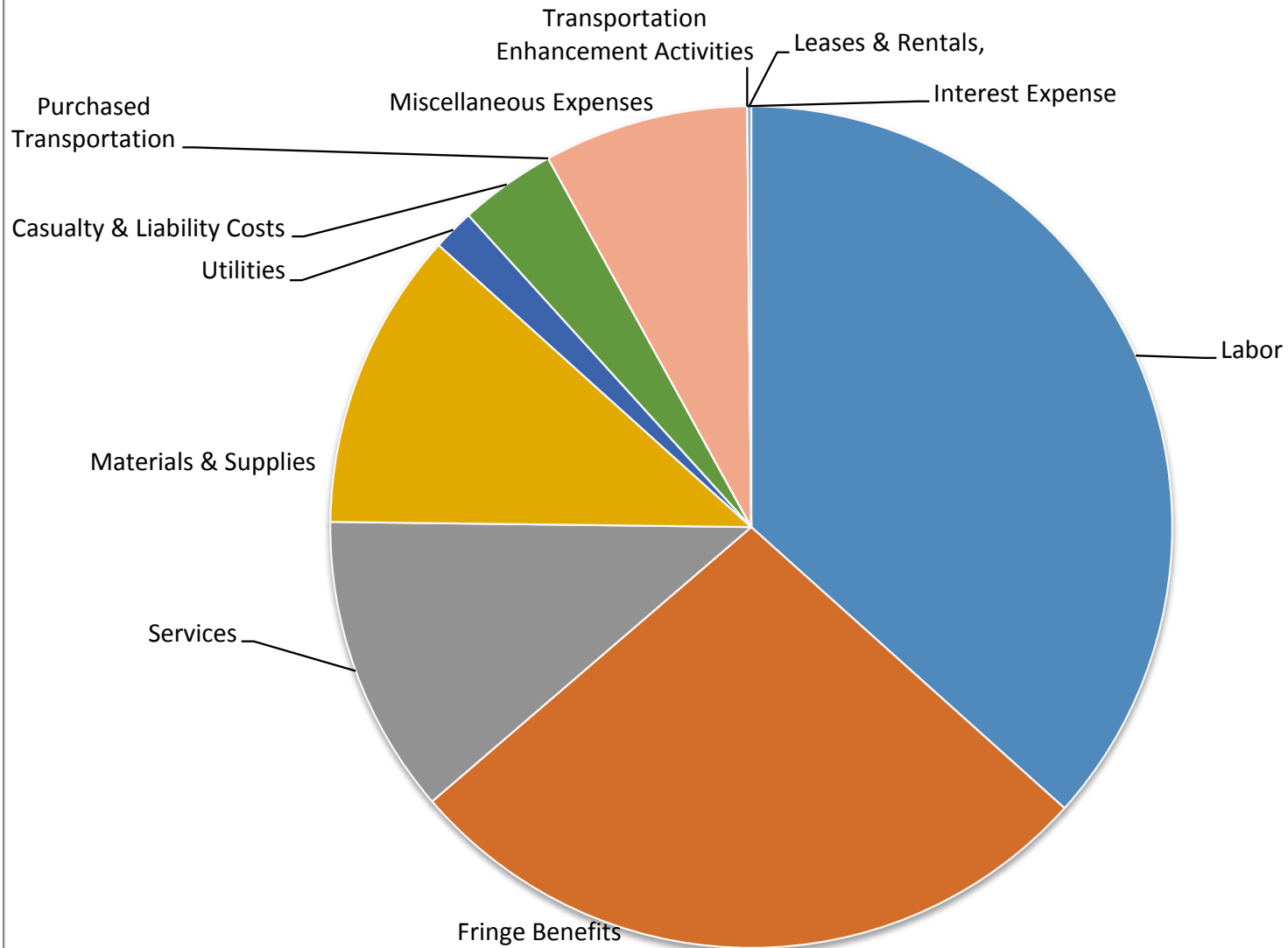
Dec-16 Actual	Dec-16 Budget	Dec-16 \$ Variance	Dec-16 % Variance	Dec-15 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
16,134	40,432	(24,298)	-60.10%	14,701	1,433	5060100001 Insurance - Property & Liability	45,284	121,296	(76,012)	-62.67%	42,497	2,786	485,183	439,899
3,457	3,148	309	9.83%	3,150	307	5060100002 Insurance - Public Officials	9,704	9,444	260	2.75%	9,107	597	37,775	28,071
95,652	91,484	4,168	4.56%	87,155	8,497	5060103003 Insurance - Vehicle	268,467	274,452	(5,985)	-2.18%	251,948	16,518	1,097,807	829,340
(34,587)	-	(34,587)	0.00%	(1,000)	(33,587)	5060203001 Insurance Proceeds	(35,687)	-	(35,687)	0.00%	(15,845)	(19,842)	-	35,687
10,871	18,443	(7,572)	-41.06%	14,533	(3,661)	5060416501 Property Damage Settlements	75,383	55,329	20,054	36.24%	65,888	9,495	221,316	145,933
91,527	153,507	(61,979)	-40.38%	118,539	(27,011)	5069999999 TOTAL CASUALTY & LIABILITY COST	363,150	460,520	(97,371)	-21.14%	353,596	9,554	1,842,081	1,478,931
3,842	4,150	(308)	-7.42%	3,653	189	5090100001 Dues & Subscriptions	12,528	12,450	78	0.63%	12,568	(41)	49,800	37,272
4,309	6,783	(2,474)	-36.47%	2,635	1,675	5090200001 Travel	12,928	20,350	(7,422)	-36.47%	26,176	(13,248)	81,400	68,472
-	2,694	(2,694)	-100.00%	207	(207)	5090200002 Per Diem	2,048	8,081	(6,033)	-74.66%	12,848	(10,800)	32,325	30,277
3,957	9,783	(5,826)	-59.55%	18,161	(14,203)	5090200003 Meetings, Seminars & Traning	10,957	29,350	(18,393)	-62.67%	38,191	(27,234)	117,398	106,441
200,000	40,417	159,583	394.85%	85,450	114,550	5090218105 Planning Activities	692,143	121,250	570,893	470.84%	94,200	597,943	485,000	(207,143)
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	-	25	(25)	-100.00%	-	-	100	100
605	2,208	(1,604)	-72.61%	128	477	5090800001 Legal Advertising	1,675	6,625	(4,950)	-74.72%	4,375	(2,700)	26,500	24,825
-	6,250	(6,250)	-100.00%	68	(68)	5090800002 Media Advertising	4,865	18,750	(13,885)	-74.05%	6,952	(2,087)	75,000	70,135
357	446	(89)	-19.93%	351	6	5099900001 Postage & Courier Service	1,176	1,338	(162)	-12.10%	1,115	61	5,350	4,174
-	38	(38)	-100.00%	(0)	0	5099900002 Other Miscellaneous	290	113	178	158.05%	(0)	291	450	160
1,034	2,917	(1,883)	-64.55%	1,206	(172)	5099900003 Educational - Tuition Reimbursement	12,529	8,750	3,779	43.19%	1,206	11,323	35,000	22,471
27	208	(181)	-86.93%	60	(33)	5099900004 Interview Expenses	27	625	(598)	-95.64%	142	(115)	2,500	2,473
-	113	(113)	-100.00%	10	(10)	5099901105 Fees & Permits	716	338	379	112.22%	13	703	1,350	634
1,689	7,083	(5,395)	-76.16%	461	1,228	5099900006 Community Outreach	13,526	21,250	(7,724)	-36.35%	883	12,643	85,000	71,474
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	-	-	-	0.00%	18,750	(18,750)	75,000	75,000
(109)	4,167	(4,276)	-102.62%	1,859	(1,968)	5099900009 Moving Expenses	3,609	12,500	(8,891)	-71.13%	5,578	(1,968)	50,000	46,391
215,712	87,264	128,447	147.19%	120,498	95,213	5099999999 TOTAL MISCELLANEOUS EXPENSES	769,017	261,793	507,224	193.75%	222,996	546,021	1,122,173	353,156
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
5,012	5,341	(329)	-6.16%	5,048	(36)	5121200001 Leases & Rentals	15,151	16,022	(872)	-5.44%	15,216	(65)	64,090	48,939
5,012	5,341	(329)	-6.16%	5,048	(36)	5129900099 TOTAL LEASES & RENTALS	15,151	16,022	(872)	-5.44%	15,216	(65)	64,090	48,939
249,524	249,524	-	0.00%	241,892	7,632	5130000001 Depreciation Expense	731,337	731,337	-	0.00%	732,007	(670)	731,337	-
249,524	249,524	-	0.00%	241,892	7,632	5139900099 TOTAL DEPRECIATION EXPENSE	731,337	731,337	-	0.00%	732,007	(670)	731,337	-
352,687	352,687	-	0.00%	317,777	34,909	5160000001 Pass Thru Funding Expense	1,244,360	1,244,360	-	0.00%	1,094,263	150,097	1,244,360	-
352,687	352,687	-	0.00%	317,777	34,909	5169900099 TOTAL OTHER RECONCILING ITEM	1,244,360	1,244,360	-	0.00%	1,094,263	150,097	1,244,360	-
4,032,488	3,623,493	408,996	11.29%	3,368,244	664,244	9999999997 TOTAL EXPENSES	11,763,208	11,039,545	723,663	6.56%	10,222,321	1,540,886	38,306,088	26,542,880
476,334	(12,379)	488,712	-3948.07%	(529,177)	1,005,511	9999999998 NET DIFFERENCE	3,054,150	2,426,673	627,477	25.86%	(1,672,575)	4,726,725	1,285,468	(1,768,681)

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

Consolidated Expenses by Function Code YTD December 2016



BJCTA
Summary Revenue & Expense Report
YTD DECEMBER 2016

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	541,590	573,915	(32,325)	2,295,660	1,754,070
Municipal Services	5,415,884	5,353,243	62,640	21,412,973	15,997,089
Other Revenues	56,225	20,310	35,915	81,240	25,015
Tax Revenues	500,000	500,000	0	2,000,000	1,500,000
Capital Revenues	524,950	524,951	(1)	2,099,804	1,574,854
FTA Reimbursements - Project Admin	37,973	19,150	18,823	76,600	38,627
Federal and Local Grant Revenues	5,230,288	5,230,288	0	10,422,419	5,192,131
Total Operating Revenues	12,306,910	12,221,857	85,053	38,388,696	26,081,786
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	1,244,360	1,244,360	0	1,244,360	0
FTA Reimbursements - TDP	718,519	0	718,519	0	(718,519)
CNG ALT. Fuel Reimbursements -	547,568	0	547,568	0	(547,568)
Total Non-Budget Revenues	2,510,447	1,244,360	1,266,087	1,244,360	(1,266,087)
Total Revenues	14,817,358	13,466,217	1,351,140	39,633,056	24,815,699
Expenses:					
Labor	3,586,380	3,542,116	44,265	14,168,463	10,582,083
Fringe Benefits	2,647,784	2,747,464	(99,680)	10,989,857	8,342,073
Services	1,125,676	880,896	244,779	3,523,585	2,397,909
Materials & Supplies	1,123,990	968,987	155,003	3,875,947	2,751,957
Utilities	156,364	186,049	(29,685)	744,195	587,831
Casualty & Liability Costs	363,150	460,520	(97,371)	1,842,081	1,478,931
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	769,017	261,793	507,224	1,047,173	278,156
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	15,151	16,022	(872)	64,090	48,939
Total Expenses	9,787,511	9,063,848	723,663	36,255,391	26,467,880
Non-Budget Expenses:					
Depreciation Expense	731,337	731,337	0	731,337	0
Pass Thru Funding Expense	1,244,360	1,244,360	0	1,244,360	0
Total Non-Budget Expenses	1,975,697	1,975,697	0	1,975,697	0
Total Expenses	11,763,208	11,039,545	723,663	38,231,088	26,467,880
Net Difference	3,054,150	2,426,673	627,477	1,401,968	(1,652,181)

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	12,306,910	12,221,857	85,053	38,388,696	26,081,786
Total Operating Expenses	9,787,511	9,063,848	723,663	36,255,391	26,467,880
Net Operating Profit/(Loss)	2,519,400	3,158,009	(638,610)	2,133,305	(386,095)
Total Non-Budget Revenues	2,510,447	1,244,360	1,266,087	1,244,360	(1,266,087)
Total Non-Budget Expenses	1,975,697	1,975,697	0	1,975,697	0
Total Non-Budget Profit/(Loss)	534,750	(731,337)	1,266,087	(731,337)	(1,266,087)
Net Profit/(Loss)	3,054,150	2,426,673	627,477	1,401,968	(1,652,181)

BJCTA - EMPLOYEE OVERTIME REPORT - December 2016

Department	Department Code	OT Hrs. DEC/16	OT DEC/16	OT Hrs. DEC/15	OT DEC/15	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	3.52	\$ 27.44	2.53	\$ 18.14	\$117.39	15.82
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup.	01220	403.43	\$ 4,423.22	509.53	\$ 5,406.59	\$11,683.76	1057.87
VIP Dispatch	04230/01232	72.21	\$ 752.71	72.37	\$ 751.88	\$2,025.61	188.35
VIP Call Center	02115/02130	51.59	\$ 364.71	117.46	\$ 631.45	\$1,130.45	172.99
Fixed Route Ops	03025	3986.34	\$ 33,942.91	3188.34	\$ 27,504.81	\$82,358.62	9692.49
VIP Ops	03135	1092.56	\$ 7,967.49	874.50	\$ 6,453.51	\$20,346.60	2812.86
Maint Admin	04140/04142	148.74	\$ 1,591.28	101.38	\$ 1,067.15	\$4,198.74	391.12
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	726.82	\$ 5,247.44	466.72	\$ 3,304.22	\$13,347.72	1867.23
Maint - Inspection	06145/06148/06146	760.32	\$ 8,043.41	688.28	\$ 7,043.76	\$21,496.39	2036.90
Facilities	12350	109.08	\$ 612.75	157.09	\$ 897.24	\$1,263.26	214.09
Money Room	15125	8.51	\$ 59.26	8.59	\$ 61.59	\$143.15	20.02
Customer Service	16215/75/76/90/91	192.38	\$ 1,284.49	235.04	\$ 1,616.98	\$3,221.12	454.05
Safety	16615/85	113.50	\$ 1,302.51	102.20	\$ 1,136.08	\$3,901.95	343.55
Admin & Risk	16715	0.18	\$ 2.61	1.43	\$ 12.17	\$29.83	2.57
IT	17015/10	7.39	\$ 64.47	15.05	\$ 176.63	\$261.86	24.78
Finance	17165/17865	13.00	\$ 158.15	26.22	\$ 302.83	\$464.59	37.52
Procurement/Grants	17965/80 & 17265/8	7.46	\$ 82.30	29.00	\$ 274.34	\$318.07	28.85
Executive	17610	6.12	\$ 59.04	80.55	\$ 984.29	\$205.53	18.22
Planning	17755	22.39	\$ 129.74	5.09	\$ 43.71	\$157.12	25.93
Totals		7724.66	\$ 66,115.93	6681.37	\$ 57,357.37	\$166,671.76	19405.21

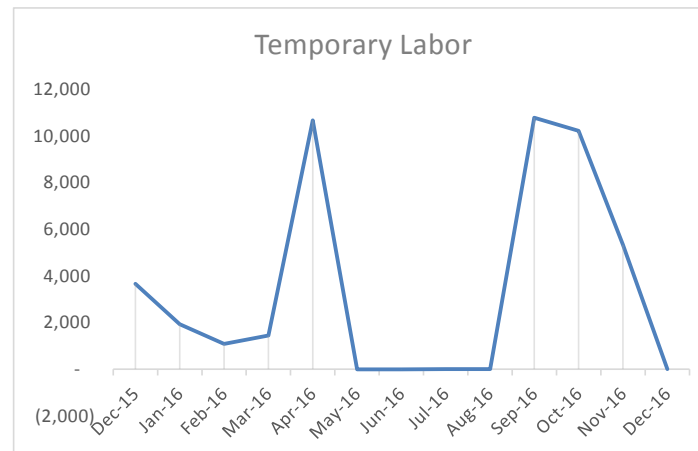
Findings : December 2016 overtime is 7% higher compared to December 2015.

PARATRANSIT COST
PER RIDERSHIP TREND
AS OF NOVEMBER 2016

	Nov-15	Dec-16	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
Paratransit Service Costs	393,931	392,149	253,740	358,137	396,859	399,019	364,319	441,667	273,358	403,190	433,413	418,658	390,697
Ridership	8,469	9,140	8,630	9,312	10,235	10,235	9,414	9,690	8,532	10,291	9,483	9,392	8,763
Paratransit Cost per Ridership	46.51	42.90	29.40	38.46	38.77	38.99	38.70	45.58	32.04	39.18	45.70	44.58	44.58

Temporary Labor
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
Temporary Labor	3,651	1,931	1,079	1,441	10,656	(5)	(7)	-	-	10,771	10,208	5,333	-



BJCTA
Financial & Investing Report
As of December 31, 2016

	Balance @ 12/31/2016	Balance @ 11/30/2016	Balance @ 10/31/2016	Balance @ 9/30/2016	Balance @ 8/31/2016	Balance @ 7/31/2016
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	11,060,873	8,350,728	8,171,363	9,079,410	11,115,951	13,062,333
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	10,000	349,762	10,000
Cash - Operating - BBVA Compass	3,585,054	2,122,623	5,304,297	774,674	1,350,100	1,629,116
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	114	133	33	115	115
Petty Cash - Central Station	158	138	138	139	62	164
Total Cash Accounts	14,866,087	10,693,603	13,695,930	10,074,255	13,025,989	14,911,727
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	14,866,087	10,693,603	13,695,930	10,074,255	13,025,989	14,911,727
<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	1,198,760	1,009,744	2,723,766	1,667,747	701,302	807,993
Accrued Payroll	547,203	424,929	347,117	222,298	674,353	504,216
Payroll Taxes	82,494	75,143	69,435	79,192	89,649	75,735
Other W/H Payable	-	-	11	-	6	51
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,828,457	1,509,816	3,140,330	1,969,238	1,465,309	1,387,996
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of December 31, 2016

	Balances
Total Cash & Investments	14,866,087.09
Less: Short-Term Payables	(1,828,457.30)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 12/31/2016	12,837,629.79
Required Three Month Operating Expense Reserve**	10,290,834.51
Cash Over/(Under) Reserve Requirement	2,546,795.28

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

Birmingham-Jefferson County Transit Authority
Accounts Receivable Balances
As of December 31, 2016

Advertising	\$ 12,260	All within contract period
Pass/Ticket Sales	\$ 8,180	\$1070 over 90. \$713.60 over 60. \$1815.20 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ 20,933	Billed for FY17 Services. City has not approved budget for fiscal year
Birmingham	\$ 6,620,606	July - Nov. Services. Billed quarterly. Waiting on PO from Bham to send billing
Federal	\$ 1,665,181	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ 115,433	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		We received Ad Valorems at the end of December
Homewood	\$ -	Sent quarterly billing out for Oct-Dec 2016. Paid in November
Vestavia Hills	\$ -	Billed for FY17 Services. -Paid
Mtn Brook Ad Valorem		We received Ad Valorems at the end of December
Tarrant Ad Valorem		We received Ad Valorems at the end of December
Birmingham Ad Valorem		We received Ad Valorems at the end of December
Bessemer	\$ -	Sent quarterly billing out for Oct-Dec 2016
		Paid October and November. Will be in, the first week of January to pay December and the
Midfield	\$ 13,267	short payment
Centerpoint	\$ -	Paid in October for Oct.-Dec Services-Paid in October
Blue Cross Blue Shield	\$ -	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 477,296	See Below
Employee	\$ -	
Pass Thru Funding	\$ -	
	<u>\$ 8,933,157</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 2,875	Interest-Current
\$ 9,404	CNG manual billing. \$0over 90; \$4669.16over 60; \$2064.07 over 30. Remainder current
\$ 136	Social Security due back from Pension Committee
\$ 389	Alagasco
\$ 3,313	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>\$ 477,296</u>	

Birmingham-Jefferson County Transit Authority
Accounts Receivable Write Offs
As of December 31, 2016



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Transportation Monthly Update	
	DATE: December 2016
	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 _____	

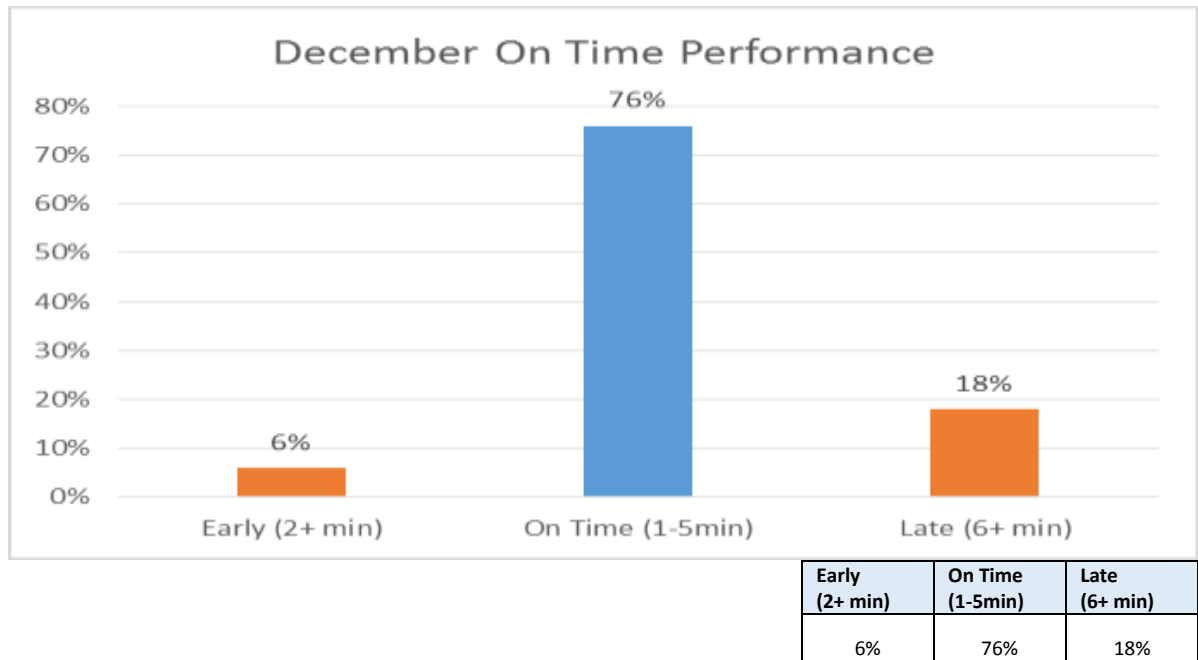
Purpose/Objective: To provide information regarding the progress of the Transportation Department; fixed-route and paratransit.

1.0 Fixed-Route

- On December 12, 2016, the Director of Operations met with the HR Director and Chief of Staff in reference to the Restructuring of the Operation's Department, based on the new Organizational Chart that was approved in December's Board Meeting.
- Met with ALDOT along with STRADA on December 13, 2016, at the Innovation Depot to discuss bus stops at 11th Ave & 16th St that ALDOT will be purchasing and replacing the bus shelter that was once in this location.
- In an effort to have a greater understanding of what the Operations Department's budget is, the Director of Operations met with the Director of Finance on December 15, 2016. It was explained that the Operation's Department has made tremendous strides in eliminating unnecessary costs, and that we are on a path to a very successful year because of certain emphasis placed on the budget.
- With the AVAIL system being placed on six (6) buses of our fleet, there was a meeting on December 16, 2016, with the Chief of Staff, STRADA's David Burton, as well as the IT Director to discuss the PIDS System Demo. One discussion was that Customer Service should be trained first in this system because they will on the customer's first contact in locating a bus.
- On December 20, 2016, there was an arbitration for a former Operator in which the Operation's Department played an integral part to enforce the already implemented cell phone policy.

- The Operation's Department has been working with vigorous intent to make revisions to the On Time Performance measures. It has been determined that the best way for BJCTA to measure On Time Performance was to use Supervisor Time Point Checks to determine what percentage of buses arrived to their stops on time. (On time was defined as one (1) minute early to five (5) minutes late).

1.1 On Time Performance (Chart)



1.2 Missed Trips (Chart)



Count of Time Rec	
Problem	Total
Mechanical	55
Transportation	26

2.0 Paratransit

- The department has had great improvements in closing Customer Complaints in Fleetnet in a timely manner. The Operation's Manager and the ADA Officer has made it a priority for all complaints to be managed as they are received, and for that reason, complaints are down.
- Preparation for Fixed Route and Paratransit General Sign-up (Effective: 1/31/17) as well as the Martin Luther King (MLK) Holiday Sign-up (1/16/17) is underway.
- The department continues to conduct interviews for both Fixed Route and Paratransit, in an effort to decrease overtime (OT). These interviews will be held throughout the month of January 2017.
- December 13, 2016, the Operation's Manager and the ADA Officer, held a conference call in an effort to improve "4 Areas of Deficiency" from the Fiscal Year 2016 FTA's Triennial Review final report.

2.1 Triennial Review (Deficiencies Chart)

Review Area	Deficiencies	
	Code	Description
Americans with Disabilities Act (ADA)	D-33* (Complete)	Improper ADA complementary paratransit eligibility determination process
	D-73* (Complete)	ADA complementary paratransit service deficiencies
	D-109* (On-going)	Limits or capacity constraints on ADA complementary paratransit service
	D-316* (Complete)	Insufficient no-show policy



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

TITLE/DESCRIPTION: Safety, Training & Security Monthly Report	RESOLUTION NO.: N/A
	DATE: December, 2016
	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 December, 2016 at MAX.

TRAINING

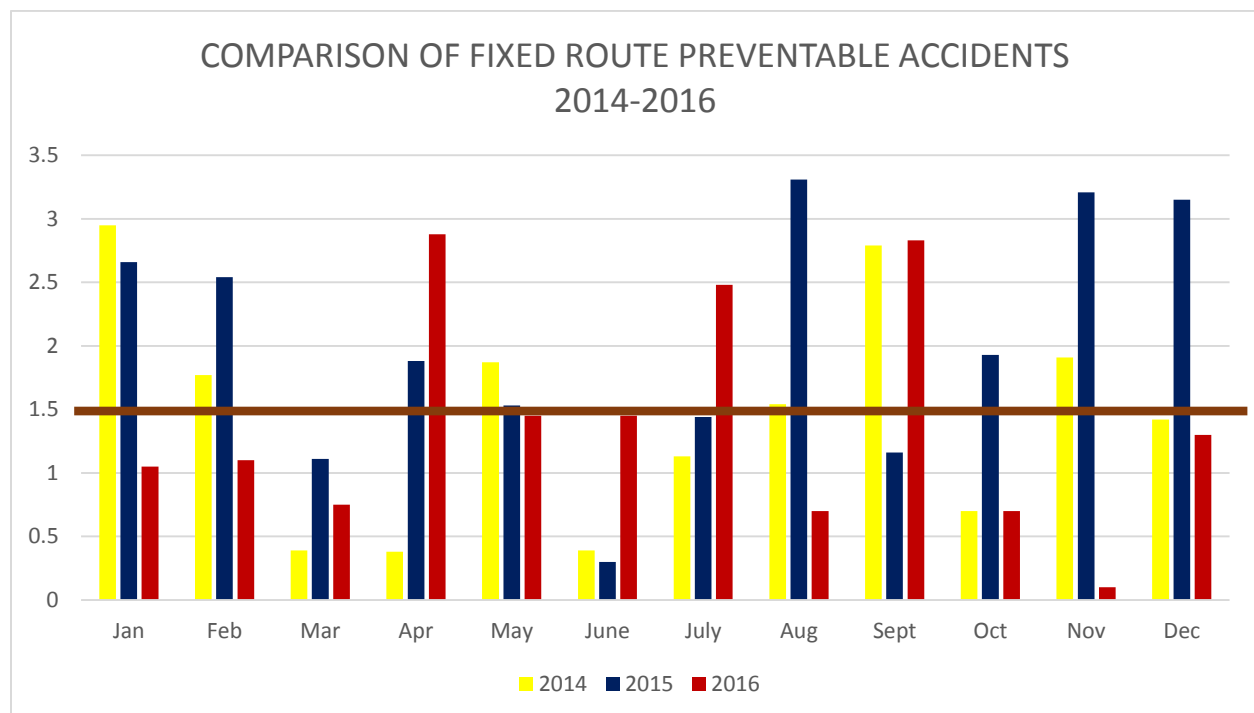
- Graduated two students to be full-time fixed route operators, and three paratransit operators.
- Finished a new chapter in the textbook to include “Avail” training.
- Gave refresher training to two operators.
- Started scheduling training for new routes for the next sign-up.
- We started training with a class of over 12 – the largest we’ve had in a long time.

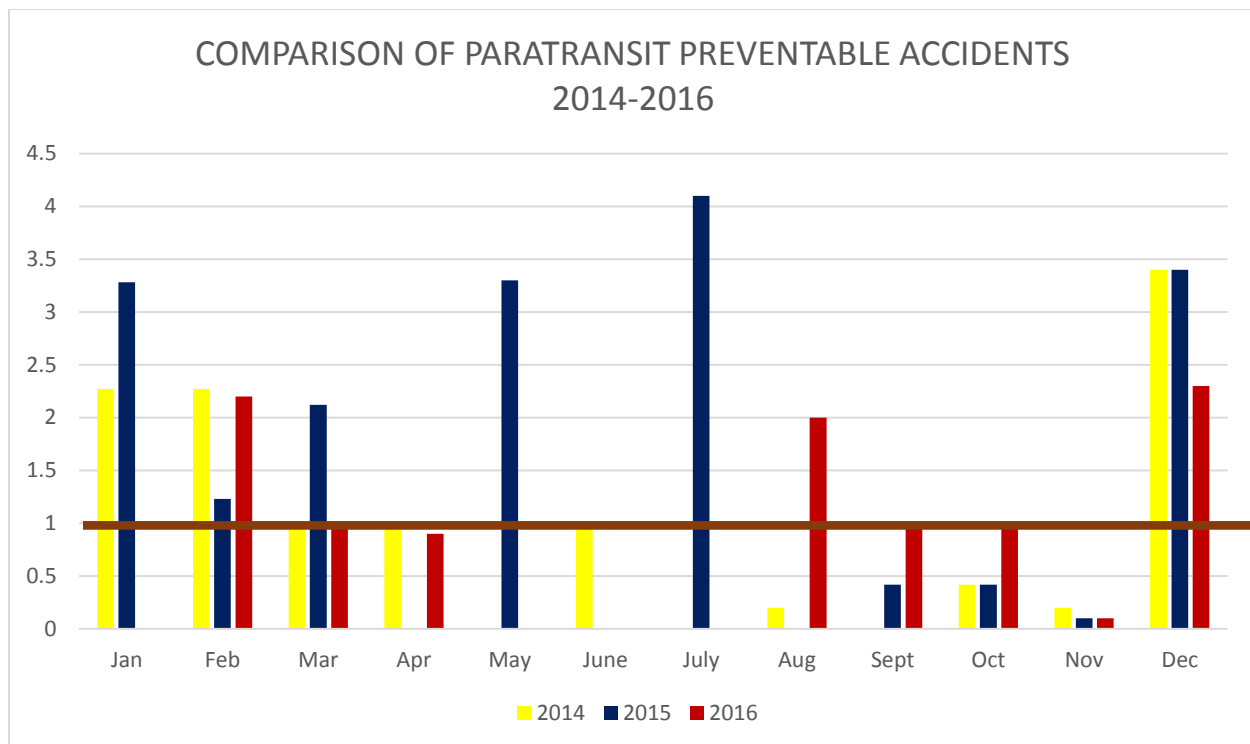
SECURITY

- Finished with the office key inventory. All of the extra office keys for 8th avenue are sorted and in a key box. Have established a relationship with Alabama Lock and Key to transfer signature and ordering duties to Security and Maintenance Dept.
- There were no security issues during the extra Sunday service ran during the Holidays.
- Met with the contractor for the Intermodal and discussed the placement of security cameras in the New Central Station. Will be going in January to set each of the 50 + cameras to ensure best coverage.
- Also met with the key card reader contractor for the Intermodal. It looks like the computer program used at 8th Ave. will be able to export the information needed to import into their program.

SAFETY

- Met with Don Anchors from Alabama Trucking Company. He went through our claims from worker's compensation, and left us with some tools to not only help reduce claims – but also reduce accidents even further.
- We scheduled a supervisor's meeting for a Sunday in January so that Mr. Anchors can give this information to everyone – with the intention of enhancing our safety culture in the entire organization.
- The safety department, to close out the year, will investigate every preventable accident for 2016 – and determine where the accident happened, what type of accident it was, the age and seniority of the operator, and the day it happened. This will give everyone a good idea of how to zero in on preventing accidents even more.
- There were two preventable accidents each for fixed route and Paratransit this month. December and January are traditionally high months for preventable accidents, however, this month showed the lowest accident rate since before 2014. For the year, the total percentage of preventable accidents for the fixed route averaged 1.32% per 100,000 miles. (National average is 1.5). Paratransit averaged 0.86% per 100,000 miles. (National average is 1.0)
 - This compared to 2015 where the average for fixed route was 2.01% and paratransit was 1.64%.
- Attended a TCAB Meeting and gave some input on correlation of the route reorganization and preventable accidents.
- Played Santa Clause to help the Salvation Army and MAX deliver toys to the Angel Tree program.





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

1/5/17



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

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: December 2016
	INITIATOR: Quinton Haley Ron Sweeney
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

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

- Maintenance continues to repair all vehicle defects, inspections and brake checks reported in a timely manner.
- Maintenance inspections were 97% for the month of December—having only 2 that were past due.
- Maintenance mechanics, body shop, and general service workers continuously work together on a daily basis to maintain the upkeep of our fleet.
- Maintenance has begun to receive the new VIP buses; 4 of the 11 have already been delivered.
- New uniforms for the Maintenance Department have been ordered and will be distributed within the next month.
- The maintenance department announced the promotion of Bryon Mosley. Bryon has been promoted from a Tech I to Foreman. Bryon will begin his new journey on January 22, 2017.
- On December 22, 2017 maintenance employees fellowshiped together for their annual Christmas dinner.

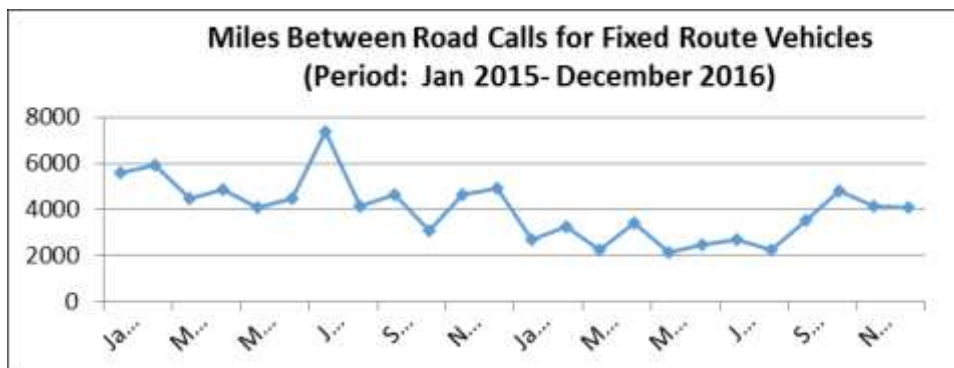


Facility – Update: In addition to normal maintenance processes, the Facilities Section completed the following tasks during the month of December 2016:

- Completed weekly maintenance on bus washer & replaced wall rack
- Began revitalization of the dispatch office (e.g. mounted brackets for monitors, mounted window, mudded & sanded walls, painted)
- Completed the new maintenance office (e.g. prepped & cut tile, installed baseboard & laid tile)

- Painted floors in bus bay
- Installed light bulbs in Parts Dept.
- Laid asphalt at Central Station
- Removed tile in men's shower room
- Met with Vendor (*Trinity Contractors*) regarding parking lights for the 8th Ave. building & grounds

Road Calls – The standard benchmark for mileage between road calls is 5,000 miles. MAX Maintenance department went 4,080 miles between mechanical failures in December 2016. Maintenance was 920 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

Quinton Haley

Quinton Haley, Manager of Maintenance

Ron Sweeney

Ron Sweeney, Director of Maintenance

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

TITLE/DESCRIPTION:	DATE: December 2016
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
Board Retreat	February 2-4, 2017
Black History School Visits	February 2017
Ribbon Cutting for Intermodal	TBA
"Grand" Opening of Intermodal	TBA

2.0 Customer Service

- Max on Site participated in the Five Points West and the Bessemer Christmas parades.
- Alethea House, successfully, continued its monthly "I Got Tested!" campaign at the Central Station.
- Transit Citizen Advisory Board, successfully, sponsored Rider Appreciation Day at the Central Station. The riders were given snacks as they participated in a survey which gave them an opportunity to suggest ways to help make the system better.

3.0 Completed Projects

- Completed a successful Stuff the Bus Toy Drive
- Completed a successful canned food drive to benefit local charities.

4.0 Meetings Attended

- Transit Citizens Advisory Board
- AVAIL onsite pilot testing and installation
- Airport Shuttle On Demand
- Birmingham City Transportation Committee
- Weekly Intermodal planning meeting
- Weekly senior staff meeting

Adrian Solomon

Chief of Staff



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration	RESOLUTION NO.: N/A
	Month: December 2016
	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 **ten** (10) active FTA grants. Four of which are pass-through and the remaining six are BJCTA designated grants.*

1. **Eight** sub-recipient audits have been conducted: Aletheia House, ClasTran, Collat Jewish Family Services, Lakeshore Foundation, Glenwood, Inc., Kid One, Travelers Aid and Rev Birmingham.
2. Pass-through grant AL-37-030-00 was closed out on December 16, 2016. BJCTA-designated grant AL-2016-006-00 will be closed out by 1/31/2017, as a result of all eleven of the paratransit vehicles in that grant not being delivered until mid-January. The original delivery estimation was the end of December.
3. Department heads have begun the procurement process for projects approved in the FFY 2016 Section 5307, 5339 and 5339 Plan of Projects.
4. Participated in and completed the National Transit Institute's Disadvantaged Business Enterprise (DBE) training December 5 – 9, 2016 in Charlottesville, Virginia.
5. Met with RPC staff on December 22, 2016 to plan the coordination of events for the FY 2016 Section 5310 Enhanced Mobility Apportionment.

ATTACHMENTS

- Grant Status Report

Respectfully submitted,

Stephanie Walker

Stephanie Walker, MPA - Grants Administrator

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	\$ -	\$ 704,854.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 298,878.00	\$ -	\$ 298,878.00
AL-37-X030-00	FFY 2012 JARC	09/2014	\$460,028	\$ 138,697.00	\$ 138,697.00	\$ -
AL-2016-002-00	FFY2015 STPBH-Flex to Paratransit	08/2016	\$3,080,000	\$ 1,056,954.00	\$ 224,125.00	\$ 832,829.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 429,233.00	\$ 12,866.00	\$ 416,367.00
Total Pass-Through Grants			\$13,441,502	\$ 2,628,616.00	\$ 375,688.00	\$ 2,252,928.00
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	\$ -	\$ 114,147.00
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	\$ 2,533,236.00	\$ 372,844.00	\$ 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	\$ -	\$ 1,000,000.00
Total BJCTA Grants			\$26,487,496	\$ 3,857,465.00	\$ 372,844.00	\$ 3,484,621.00
Combined Totals			\$39,928,998	\$ 6,486,081.00	\$ 748,532.00	\$ 5,737,549.00



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

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: DECEMBER 2016
	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 Pest Control Services

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 None

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	Engine and Transmissions for Para Transit	6/25/2014	2014-34	7/01/2014	6/08/2017	2			
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	09/08/2017
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 Machine Services	10/01/2012	N/A	10/01/2012	9/30/2017	0			
15-25	Master Solutions LLC	Government Relations Consultant (Federal & State)	08/26/2015	2015-40	10/01/2015	9/30/2016	1 of 4	2016-31	6/22/2016	9/30/2017

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
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			
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 Agreement – 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			
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			
RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			



BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Last Board Action	Contract Start	Contract Expire	Notes / Option Years
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2
N/A	- Darwin National Assurance	Police Professional Liability (Policy Period 12/1/15 – 12/1/16)	N/A	N/A	N/A	N/A	N/A
N/A	- Ascent Underwriters	Cyber Insurance (Policy Period 03/01/16 – 03/01/17)	N/A	N/A	N/A	N/A	N/A
N/A	- Markel / Evanston Insurance	Environmental / Pollution (Policy Period 03/06/16 – 03/06/17)	N/A	N/A	N/A	N/A	N/A
N/A	- National Union Fire Ins Co.	Fiduciary (Policy Period 11/01/15 - 11/01/16)	N/A	N/A	N/A	N/A	N/A
N/A	- Alabama Municipal Ins Corp	Employee Benefit Liability Public Officials Liability Commercial Inland Marine Coverage Equipment	N/A	N/A	N/A	N/A	N/A
N/A	- Travelers Casualty & Surety Cmpy	Commercial General Liability Commercial Auto Coverage Commercial Property Insurance (Policy Period 12/01/15 – 12/01/16)	N/A	N/A	N/A	N/A	N/A
N/A	Alabama Trucking Assoc.	Crime (Policy Period 10/26/15 – 10/26/18)	N/A	N/A	N/A	N/A	N/A
N/A		Association Fee	N/A	N/A	1/01/2016	1/01/2017	N/A



BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Last Board Action	Contract Start	Contract Expire	Notes / Option Years
	(ATA)						
N/A	- Alabama Trucking Assoc. (ATA)	Workers' Compensation (Policy Period 01/01/16 – 01/01/17)	N/A	N/A	N/A	N/A	N/A
N/A	McGriff / Seibels - Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity (Policy Period 10/26/15 - 10/26/18)	N/A	N/A	N/A	N/A	N/A



STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p style="text-align: center;">Department of Planning & Development</p>	RESOLUTION NO.: NONE
	DATE: December 2016
	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:

- Holiday Sunday service started on November 27th and ended on December 18th, ridership is included below:
November 27, 2016: 258
December 04, 2016: 313
December 11, 2016: 360
December 18, 2016: 306
- Operators run bid is completed and goes into effect on Monday January 30, 2017.
- Modified Holiday service is completed and goes into effect on Monday January 16, 2017 in observance of MLK day.
- Bessemer "Pilot" 46 will go 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.
- The Transportation Development Plan is still in progress, BJCTA planning staff along with Strada professional services are working closely to make this plan a success.
- ITP (In-town Transit Partnership), still in progress; more discussions will take place January 2017.
- BRT (Bus rapid transit), still in progress, more updates will take place in January 2017.

3.1 December Performance Indicator Report Fixed Route Service

			Performance Indicators	Current Month FY2016	Current Month FY2017		Year-to-Date FY2016	Year-to-Date FY2017	YTD Percent Change
		Overall System Performance	Total Ridership	261,238	222,291		800,422	705,622	-11.8%
			Dart Ridership	9,249	9,399		29,873	27,750	-7.1%
			Revenue Service Hours	18,901	19,210		55,500	56,627	2.0%
			Total Vehicle Miles	285,440	261,106		812,325	781,303	-3.8%
			Revenue Miles	235,759	247,883		684,943	708,187	3.4%
			Fare Revenues	\$183,631	\$157,879		\$541,701	\$493,392	-8.9%
			Total Expenses	\$2,808,576	\$3,654,849		\$8,396,052	\$10,012,082	19.2%
		Operate an effective transit system	Boarding's per vehicle service hour	13.82	11.57		14.42	12.46	-13.6%

Percent change is calculated by subtracting current year-to-date from previous year-to-date, and then dividing the previous year-to-date

3.2 Summary and Status of Current Planning Initiatives and Ongoing Projects for the month of November 2016

#	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 unveil was cancelled and moved to 2017.
2	Operators Run Bid MLK modified service	<ul style="list-style-type: none"> Run bid completed Completed 	<ul style="list-style-type: none"> New Run bid starts January 30, 2017 Modified service is January 16, 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

Wytangy Peak-Finney
Interim Planning & Development Manager

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: December 2016 Human Resources Report	DATE: December 2016
	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: 13
Rehires: 1
Terminations: 3 (2 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: 0

Recruitment Initiatives:

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

Random/Post Offer Drug Testing

Random Selections (7) - Negative

Meetings:

Attend Chief of Staff meeting - Tuesdays @ 10AM
Executive Staff Meeting – Fridays @ 10:30AM

Projects:

Negotiating Benefits for 2017
- Health, Dental, and Vision Finalized
- Finalizing Life and STD plans
Preparing for 2017 Open Enrollment – Looking at weeks of January 30th and February 6th
Updating new hire packets (Ongoing)
Updating new hire tracking spreadsheet (ongoing)

Streamline hiring process (ongoing)
Interview Training for Managers (implementation phase)
Creating electronic org chart for whole company (complete)
Develop compensation plan for administrative employees (development phase)
Converting personnel files to digital format (discovery phase)

Jamie Endsley
Director of Human Resources



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p align="center">Information Technology Report</p>	RESOLUTION NO. Not Applicable
	DATE: January 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: The AV vendor has been approved by the board. We are working on a timetable, a schedule and plan of action for the AV project.
- 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: We are still waiting on Bright House to provided our equipment for the BJCTA network.
- 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 the implementation of the new server environment. We are currently converting all old servers and applications to the Virtual Server Environment.
- Implementation of Avail: The Avail project is in pilot stage now. We have (6) buses with the Avail systems install on them. We will run this system for 30 days and then began to complete the install on the rest of the bus fleet.

- Bus Wi-Fi: The IT has completed the installation of Wifi devices on all BJCTA MAX Buses.
- 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.
- The IT Department has completed internal IT policy and Procedure. These item are step we are taking to minimize on potential malware attacks or hacks.