

Regular Board of Directors Meeting Roll Call

Wednesday, August 30, 2017

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

Treasurer
Vice- Chair
Chair



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, August 30, 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- July 27,2017**
- VIII. Chairman's Report**
- IX. Committee Reports**
 - A. Committee of the Whole**
 - August 24,2017
- X. Resolutions for Consideration and Approval**
 - A. Resolution 2017-34-** Authorize the Executive Director to Contract with **AVAIL Technologies, Inc.** to provide Cellular Data for five (5) years to BJCTA.
 - B. Resolution 2017-35-** Authorize the Executive Director to enter into a contract with **Vectour Transportation Group, LLC** to provide additional paratransit service to BJCTA.
 - C. Resolution 2017-36-** Authorize the Executive Director to enter into contract with **Rely Supply** to provide Oil and Lubricants to BJCTA.

- D. Resolution 2017-37-** Authorize the Executive Director to enter into Contract with **Business Interiors Inc. (DIRTT)** to design and Install Pre-Engineered Walls into Site A Retail Space.
- E. Resolution 2017-38-** Authorization for the Executive Director to Exercise the Second and Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S Security Associates, Inc.** to provide physical security guard services for the Birmingham-Jefferson County Transit Authority.
- F. Resolution 2017-39-** Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of Existing Governmental Relations Consulting Services Contract with **Master Solutions, LLC.**
- G. Resolution 2017-40-** Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide **Marketing, Advertising & Public Relations Services.**
- H. Resolution 2017-41-** Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with **STRADA, Wendel, and WR&A** to Perform Task Order Engineering and Architectural (A&E) Services as Needed.
- I. Resolution 2017- 42-** Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with **Message Point Media of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility.
- J. Resolution 2017-43-** Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisals Services contract with **Scott Real Estate Valuation & Consulting, LLC** and **Roger M. Pugh.**
- K. Resolution 2017-44-** Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with **Goodyear Tire & Rubber Company.**

XI. Executive Director's Report

A. Financial Report

XII. Old Business

A. Intermodal Facility update- STRADA Professional Services

XIII. New Business

A. Employee Picnic- Sunday, September 24, 2017- Patton Park

XIV. *Public Comment*

XV. Adjournment



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BOARD MEETING MINUTES

Wednesday, June 28, 2017

12:00 p.m.

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

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

Members Absent: Reginald Jeter, and Adam Snyder

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Karen Jacobs, Dale Knutson, Darryl Grayson, Justin Ridgeway, Christy Howard, Greg Roddy, Sammy Kato, Mike Sims, Ron Sweeney, JC Mashburn, Stephanie Walker, Wytangy Peak, Starr Culpepper, Jamie Endsley, Ronda Robinson, Chris Bolling (BPD), Alice Gordon (Skye Connect), Edmond Watters (STRADA), Candace Richards (COB), Darryl Perkins (Master Solutions), Anna Brown, Butch Ferrell, Sam Ford, Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker

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

IV. Director Donald A. Harwell led the assembly in the recitation of the **Pledge of Allegiance**.

V. Dale Knutson gave **Safety Message** on how to be safe for the holidays.

VI. Adoption of the Agenda:
Director Lassiter moved the adoption of the Agenda; it was seconded by Director Mauldin, and approved by general consent.

VII. Adoption of the Minutes:

A. FY18 Budget Work Session Minutes- May 15,2017
Director Lassiter moved to adopt the minutes, Director seconded it Mauldin. The minutes were approved by general consent.

B. Regular Board Meeting Minutes- May 17,2017
Director Lassiter moved to adopt the minutes, Director seconded it Harwell. The minutes was approved by general consent.

C. Special Called Board Meeting Minutes- June 1,2017

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

****Noted: Corrections were made to June 14,2017 minutes stating that Director Henderson said that she didn't know what trip she went on, she said the trip was in March.****

VIII. Chairman's Report:

Chair's daughter, Tyra Sellers attended the APTA Youth Summit in Washington, DC. She expressed what she learned that stood out to her the most was, Mobility Management with the new technology within the next 15 years, we will have Automatic Vehicle.

IX. Committee Reports:

A. Committee of the Whole Meeting Minutes- June 14,2017

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

X. Resolution for Consideration and Approval

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

Director Mauldin made a motion to move and pass the budget with the amendment of moving \$100K from contingency to restore the legal line item to the FY17 level. Director Tolbert seconded the motion and was approved by Roll Call Vote.

Directors: Donald A. Harwell- No, Frank Topping- Yes, Emma Tolbert- Yes, Martin Weinberg- Yes, Patricia Henderson- No, Adam Snyder- Yes, Johnnye P. Lassiter- No, Bacarra Mauldin- Yes, Patrick Sellers- Yes.

The Budget Pass

Discussion:

Director Henderson wanted to ask more questions about the budget concerning employee raises.

Ms.Murdock explained to her that all employees will received a cost of living raise in October.

B. Resolution 2017-30- Authorization to procure seven (7) Motorola Portable Radios from Allcomm Wireless, Inc. for Road Supervisors.

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

C. Resolution 2017-31- Authorize the Executive Director to receive the first Year threshold contract amount with **SKYE CONNECT to reflect additional training service.**

Director Mauldin made a motion to move the resolution, it was seconded by Director Lassiter and approved by Roll Call Vote.

Directors: Donald A Harwell- Yes, Frank Topping- Yes, Emma Tolbert- No, Martin Weinberg- Abstained, Patricia Henderson- Abstained, Adam Snyder-

Yes, Johnnye P. Lassiter- Yes, Bacarra Mauldin- Yes, Patrick Sellers- Yes.
Resolution Pass

XI. Executive Director's Report

Highlights:

- Director Henderson Birthday
- JC Mashburn is retiring from MAX with 39 years of service as a mechanic.
- Mayor Gulley (Bessemer) is interested in working with the numbers to keep the Pilot Service going.
- Low No Grant is the process of being approved for Electric Bus.

A. Financial Report- Included in Board Packets for Review

B. Departmental Highlights (Operations, Maintenance, Customer Service & Marketing, Grants, Procurement, Planning& Development, Administration)
Highlights Overview included in Board Packets for Review.

XII. Old Business

A. Intermodal Facility Update

Edmond Watters (STRADA) gave an update of Site an opening around Mid-September.

XIII. New Business:

None

XIV. Public Comment-

Anna Brown at 3115-24th Street North discussed that the customer service department should be on the phones until the last bus pull in.

XV. Adjournment

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

The Meeting Adjourned at 12:56 pm

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: _____

Approved by: _____
Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary



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Report to the Board
COMMITTEE OF THE WHOLE MEETING MINUTES
Thursday, August 24, 2017

Opening: Chairman Patrick Sellers called the meeting to order at 12:07 p.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

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

Committee Members Absent: Emma Tolbert and Adam Snyder

Quorum? Yes

Staff and Others Present: Barbara Murdock, KeAundra Reynolds, Dale Knutson, Terri Wiggins (Master Solution), Darrell Perkins (Master Solution), J O Hill (TCAB), Justin Ridgeway, Christina Griggs, David Burton (STRADA), David Calvert (STRADA), Jamie Endsley, Ron Sweeney, Dorothy George, Thomas Yuill, Wytangy Peak, Ronda Robinson, Toney Chestnut, Darryl Grayson, Christopher Ruffin, Stephanie Walker, Karen Jacobs, Mike Sims, Starr Culpepper, Scott Phillips(STRADA), James White(Bank, Finley& White), Herbert Patterson, Josh Johnson (COB), Sam Ford, Ryan Wilson, Courtney French, Esq. (Fuston, Petway, and French, LLP).

III. Adoption of the Agenda- Director Lassiter move to adopt the agenda. It was seconded by Director Harwell, and approved by general consent.

IV. Items for Information and /or Discussion

A. Executive Director Report

Highlights:

- All the Pilots Programs numbers are up
- Ridership numbers are up by 10% using the APC (Automatic Passenger Count)
- Meeting with FTA discussing the \$20 Million Tiger Grant that BJCTA has to match for the BRT (Bus Rapid Transit)
- Branding the BRT
- Meeting with Alabama Power to discuss the Electric Buses

- BJCTA will tour the Salvation Army on September 8, 2017 and discuss adding a bus stop to their location

B. Departmental Reports

Highlights:

- **Finance-** Banks, Finley, & White gave an Audit Presentation for FY16 A133 Independent Audit * **No Deficiencies***!
- Maintenance, Grants, Human Resources, Information Technology, Operations, Communication, and Safety reports included in the packet for review.

C. Governmental Relations Update- *Included in the packet for review.*

D. TCAB Update- *Included in the packet for review.*

V. Resolution for Consideration & Recommendation:

A. Resolution 2017-34- Authorize the Executive Director to Contract with **AVAIL Technologies, Inc.** to provide Cellular Data for five (5) years to BJCTA.

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

B. Resolution 2017-35- Authorize the Executive Director to enter into a contract with **Vectour Transportation Group, LLC** to provide additional paratransit service to BJCTA.

Director Mauldin made a motion to forward the resolution to the full board; it was seconded by Director Weinberg and approved by general consent.

Discussion:

The board asked for clarification on this resolution. Darryl Grayson (Procurement Manager) explained that this resolution was to allow a third party to assist BJCTA on pickups on an Ass Needed Basis. It serves as a safety net with ADA Compliance Regulations.

Director Henderson asked what the amount Vectour Transportation Group was, LLC charged for their services.

Darryl Grayson replied the hourly rate is \$57.25.

C. Resolution 2017-36- Authorize the Executive Director to enter into contract with **Rely Supply** to provide Oil and Lubricants to BJCTA.

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

D. Resolution 2017-37- Authorize the Executive Director to enter into Contract with **Business Interiors Inc. (DIRTT)** to design and install Pre- Engineered Walls into Site A Retail Space.

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

Discussion:

Darryl Grayson (Procurement Manager) explained to the board that this was going to be a Smart Vending Store that BJCTA will provide a self- operated retail area

in Site A for Greyhound, Amtrak, and BJCTA administrative offices.

E. Resolution 2017-38-Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S Security Associates, Inc.** to provide physical security guard services for the Birmingham-Jefferson County Transit Authority

Director Henderson made a motion to forward the resolution to the full board; it was seconded by Director Lassiter and approved by general consent.

F. Resolution 2017-39- Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of Existing Governmental Relations Consulting Services Contract with **Master Solutions, LLC.**

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

G. Resolution 2017-40- Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide **Marketing, Advertising & Public Relations Services.**

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

H. Resolution 2017-41- Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with **STRADA, Wendel,** and **WR&A** to Perform Task Order Engineering and Architectural (A&E) Services as Needed.

Director Henderson made a motion to forward the resolution to the full board; it was seconded by Director Lassiter and approved by general consent.

I. Resolution 2017-42- Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with **Message Point Media of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility.

Director Henderson made a motion to forward the resolution to the full board; it was seconded by Director Topping and approved by general consent.

J. Resolution 2017- 43- Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisals Services contract with **Scott Real Estate Valuation & Consulting, LLC** and **Roger M. Pugh.**

Director Henderson made a motion to forward the resolution to the full board; it was seconded by Director Topping and approved by general consent.

K. Resolution 2017-44- Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with **Goodyear Tire & Rubber Company.**

Director Henderson made a motion to forward the resolution to the full board; it was seconded by Director Mauldin and approved by general consent.

VI. Old Business

A. Intermodal Facility Update- (Site A) is schedule for opening in November.

B. Maintenance Facility Update- None

C. Executive Director Salary Review-

Discussion:

SKYE CONNECT researched salaries of ED/CEOs/General Managers for similar organizations by:

- Size
- Budget
- Field of Practice
- Background expectations of ED/CEO/GM
- Within similar cost-of-living areas

SKYE CONNECT also compared other transit systems within the same size including 1. **Ann Arbor Transportation Authority, (AATA)** MI. 2. **Capital Area Transit System (CATS)**, Baton Rouge, LA. 3. **Champaign- Urbana Mass Transit District**, IL 4. **Nashville MTA- Tennessee**

BJCTA current Executive Director Salary \$149,349.00 as of October 2016.

Director Harwell asked, what the suggested salary was, **Director Sellers** replied, \$250,000.00 considering all the projects BJCTA has lined up including: Intermodal, Maintenance Facility, BRT, TOD, etc. **Director Henderson** stated that she would get a 5% bonus that = \$7,500.00. **Directors:** Sellers, Topping, Harwell, Mauldin, Henderson agreed to start the salary at \$200,000.00.

VII. New Business

A. TOD Update- None

VIII. Adjournment

Director Harwell made the motion to adjourn; the motion was seconded by Director Topping and approved by general consent.

The meeting was adjourned at approximately 1:35 pm.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date:

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: To Authorize the Executive Director to contract with AVAIL TECHNOLOGIES, INC to provide Cellular Data for five (5) years to BJCTA.	RESOLUTION NO.: 2017-34
	DATE: August 2017
	INITIATOR: I.T. Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To authorize the Executive Director to contract with **AVAIL Technologies Inc.**, to provide Cellular Data for five (5) years to BJCTA.
- 2.0 Description/Justification:** On October 21, 2015, BJCTA selected Avail Technologies to perform the work and the parties entered into contract for related services identified in RFP #15-10. The Cellular Data is a sole source procurement from Avail Technologies.
- 3.0 Procurement Background:** On May 1, 2015, the BJCTA issued RFP #15-10 to solicit a company to provide Automatic Vehicle Locators, Passenger Counters and Voice Annunciator Systems.
- 4.0 Policy Impact:** Expenditures exceeding \$67,500.00 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The cost to provide Cellular Data will not exceed **\$67,500.00** within the full term of the contract which is a 5-year period.

Service of Recommended Company (Avail Technologies Inc.)	Amount Per Year
Avail Cellular Cost (Year 1)	\$13,500.00
Avail Cellular Cost (Year 2)	\$13,500.00
Avail Cellular Cost (Year 3)	\$13,500.00
Avail Cellular Cost (Year 4)	\$13,500.00
Avail Cellular Cost (Year 5)	\$13,500.00
5 YEAR CONTRACT TERM TOTAL	\$67,500.00

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

- 6.0 Recommendations:** Authorize the Executive Director to contract with **AVAIL Technologies INC.** to provide Cellular Data to BJCTA.
- 7.0 Alternatives:** Do not Authorize the Executive Director to contract with **AVAIL Technologies INC.** to provide Cellular Data to BJCTA.
- 8.0 Attachments:** None

Toney Chestnut

Toney Chestnut, IT Director



It's time to ride!

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. 2017-34

To authorize the Executive Director to contract with AVAIL Technologies Inc. to provide Cellular Data for five (5) years to BJCTA.

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

WHEREAS, on May 1, 2015, the BJCTA issued RFP #15-10 to solicit a company to provide Automatic Vehicle Locators, Passenger Counters and Voice Annunciator Systems. the BJCTA selected Avail Technologies to perform the work and the parties entered into contract for related services; and,

WHEREAS, the Contractor was selected by the BJCTA to perform the work and the Parties entered into an agreement on October 21, 2015, in which Contractor agreed to perform the work identified in RFP#15-10; and,

WHEREAS, the Contractor upon BJCTA's request, has submitted a quote outside of the original contract for Cellular Data which is a sole source procurement; and,

WHEREAS, the BJCTA and the Contractor wish to add these certain terms of the Agreement related to the scope of services and pricing regarding Cellular Data; and,

NOW, THEREFORE, BE IT RESOLVED, in consideration of the mutual promises and covenants contained herein, and other goods and valuable consideration, the mutuality, and sufficiency of which are hereby acknowledged, the parties agree that the Agreement shall be amended in the following particulars:

Section 1. The Executive Director is hereby authorized to contract with The AVAIL Technologies Inc. to provide Cellular Data that will not exceed **\$67,500.00** for a five (5) year period, not including option years to Birmingham-Jefferson County Transit Authority.

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

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorize the Executive Director to enter into a contract with The Vectour Transportation Group, LLC to provide and additional Paratransit Service to BJCTA	RESOLUTION NO.: 2017-35
	DATE: March 2017
	INITIATOR: Darryl Grayson
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** Authorize the Executive Director to enter into a contract with The Vectour Transportation Group, LLC to provide and additional Paratransit Service to BJCTA
- 2.0 Description/Justification:** To team with BJCTA Paratransit services to strengthen paratransit services and to help prevent delays and missed pickup ups.
- 3.0 Procurement Background:** On June 12, 2017, Request for Proposals (RFP) #17-11 for Paratransit Services was released. Five (5) companies responded to the proposal by the deadline of July 6, 2017. The evaluation team was carefully chosen and vetted to render accurate and unbiased evaluations.
- 4.0 Policy Impact:** the Board of Directors must approve Expenditures exceeding \$25,000.

5.0 Economic Impact: The Following Proposals were scored as follows from highest to lowest:

COMPANIES	EVALUATION SCORE MAX 500 POINTS FROM HIGHEST TO LOWEST	Paratransit (Hourly Service)
VECTOUR TRANSPORTATION (Certified DBE)	212	\$57.25
ITL SOLUTIONS	211	\$26.23
CLAS TRAN	180	\$58.20
TRANSITIONS COMMUTE	180	\$72.18
GREATER BIRMINGHAM	161	\$42.40

PLEASE VIEW ATTACHMENTS FOR FULL PERSONNEL CATEGORY HOURLY RATES

- 6.0 Recommendations:** Authorize the Executive Director to enter into a three (3) year contract with two (2), one (1) year renewal options with the selected firm(s).
- 7.0 Alternatives:** Do not provide Paratransit(s)
- 8.0 Attachments:** None

Darryl Grayson
 Darryl Grayson, Procurement Manager



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Resolution No. 2017-35

Authorize the Executive Director to enter into a contract with The Vectour Transportation Group, LLC to provide and additional Paratransit Service to BJCTA

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

WHEREAS, Request for Proposal #17-11 was issued to obtain a firm(s) qualified to perform legal services for the BJCTA; and

WHEREAS, Five (5) companies responded to the proposal, all of which were responsive and responsible; and

WHEREAS, it is recommended that the BJCTA contract with the chosen company selected by the Evaluation Committee; and

WHEREAS, The Vectour Transportation Group, LLC a certified DBE, proposed to provide services in accordance with the attached fee schedule; and

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

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

Section 1. The Executive Director is hereby authorized to enter into contract with The Vectour Transportation Group, LLC to provide and additional Paratransit Service to BJCTA for One (1) year, with two (2), one (1) year renewal options; and

Section 2. The Vectour Transportation Group, LLC will provide services in accordance with the attached fee schedule; and

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

Adopted: August _____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization for the Executive Director to enter a Contract with Rely Supply to provide Oils and Lubricants to BJCTA.	RESOLUTION NO.: 2017-36 DATE: August 23, 2017 INITIATOR: Darryl Grayson Christy Howard
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action will authorize the Executive Director to enter into contract with Rely Supply to provide Oils and Lubricants.
- 2.0 Description/Justification:** The oils and lubricants are needed to maintain the performances of BJCTA's fleet.
- 3.0 Procurement Background:** Request for Proposal (RFP #17-16), Oils and Lubricants, was issued on July 11, 2017 and was due on July 24, 2017. We received four (4) proposals. Rely Supply evaluated the highest (260 Points) and met the requested criteria. The pricing for Rely Supply is below. **Rely Supply is a certificated Disadvantaged Business Enterprise (DBE) vendor with an active certification.**

COMPANY	POINTS
Rely Supply	260 Points
W. H. Thomas Oil	155 Points
RelaDyne	140 Points
Hunter Oil Co.	80 Points

- A) Source Funding –** Preventive Maintenance (PM) Section 5307
B) Verified By- Finance Department

OIL TYPE	Price YR 1 PER GALLON	Price YR 2 PER GALLON	Price YR 3 PER GALLON	Price Option YR 1 PER GALLON	Price Option YR 2 PER GALLON
CNG 15w40 MOTOR OIL	\$6.70	\$6.83	\$6.97	\$7.11	\$7.25
15w40 ENGINE OIL	\$5.57	\$5.68	\$5.79	\$5.91	\$6.03
5w20 ENGINE OIL	\$6.86	\$7.00	\$7.14	\$7.28	\$7.43
TRANSMISSI ON OIL – ALLISON – B400/B300	\$12.03	\$12.27	\$12.52	\$12.76	\$13.02
TRANSMISSI ON - FORD	\$9.94	\$10.14	\$10.34	\$10.55	\$10.76

GEAR OIL 80w140	\$16.16	\$16.48	\$16.81	\$17.15	\$17.49
HYDRAULIC OIL	\$4.20	\$4.28	\$4.37	\$4.46	\$4.55
ELC ANITFREEZE 50/50 (RED)	\$5.72	\$5.83	\$5.95	\$6.07	\$6.19
ANTIFREEZE 50/50 (GREEN)	\$5.39	\$5.50	\$5.61	\$5.72	\$5.83

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

5.0 Economic Impact: Rely Supply proposes is to provide oils and lubricants as needed (authorized in advance by the Maintenance Department). This cost will come from the Operating Budget.

6.0 Recommendations: Staff has satisfied the Federal Transit Administration's requirements for RFP #17-16 and recommends that the Board of Directors authorize the Executive Director to enter into a (3) year contract with two (2) one year options with Rely Supply.

7.0 Alternatives: N/A

8.0 Attachments: NA

Darryl Grayson

Darryl Grayson, Procurement Manager



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

Resolution No. 2017-36

Authorization for the Executive Director to Execute a Contract with Rely Supply to provide Oils and Lubricants to the Birmingham-Jefferson County Transit Authority.

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

WHEREAS, the BJCTA's fleet requires oils and lubricants; and

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

WHEREAS, the BJCTA deems the proposal submitted by Rely Supply to be fair and reasonable and to be superior to the costs recently incurred by the BJCTA for similar services.

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

Section 1. The Executive Director is hereby authorized to contract with **Rely Supply** to provide **Oils and Lubricants** not to exceed the proposed amounts **for a three (3) year period** with **two (2), one (1) year** options stated in this resolution to the Birmingham-Jefferson County Transit Authority.

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

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

Adopted: August 23, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorize the Executive Director to enter into a Contract with Business Interiors Inc. to design and Install Pre-Engineered Walls into Site "A" Retail Space.	RESOLUTION NO.: 2017-37
	DATE: August 2, 2017
	INITIATOR: Darryl Grayson
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action will authorize the Executive Director to enter into Contract with **Business Interiors Inc.** to Install and design Site A retail space using Pre-fabricated walls.
- 2.0 Description/Justification:** BJCTA will provide a self-manned retail area in Site A for Greyhound, Amtrak and BJCTA administration offices. **RFP #17-17 Pre-Engineered Walls Solution.** This will be a one-time procurement.
- 3.0 Procurement Background:** Request for Proposal (RFP #17-17), Pre-fabricated walls Solution, was issued on August 1, 2017 and was due on August 14, 2017. We received two (2) proposals. **Business Interiors Inc.** evaluated the highest (235 Points) and met the requested criteria. Break down below:

Company	Points
Business Interiors Inc.	235
Cox Commercial Interiors	190

- a) **Source Funding** – All Local Funding
b) **Verified By** – Finance Department
- 4.0 Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.
- 5.0 Economic Impact:** **Business Interiors Inc.** proposes to Pre-fabricated walls and installation as needed. The amount for this project will not exceed **\$139,500.00**. This cost will come from Local Funding.
- 6.0 Recommendations:** Authorize the Executive Director to procure Pre-Engineered Walls from **Business Interiors Inc.**
- 7.0 Alternatives:** Do not use PRE-ENGINEERED walls
- 8.0 Attachments:** NA

Darryl Grayson, Procurement Manager

Resolution No. 2017-37

Authorize the Executive Director to enter into a Contract with **Business Interiors Inc.** to design and Install Pre-Engineered Walls into Site “A” Retail Space.

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

WHEREAS, Request for Proposal #17-37 was issued to obtain a company qualified to design and installation services for the BJCTA; and

WHEREAS, **Business Interiors Inc.** was selected met the award criteria and also deemed the most responsive and responsible; and

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

WHEREAS, the BJCTA deems the proposal submitted by **Business Interiors Inc.** to be fair and reasonable; and

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

Section 1. The Executive Director is hereby authorized to contract with **Business Interiors Inc.** to design and install Pre-Engineered walls in Site “A” retail space not to exceed \$139,500.00 to Birmingham-Jefferson County Transit Authority.

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

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

Adopted: August 23, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE / DESCRIPTION: Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with U.S. Security Associates, Inc. to provide physical security guard services for the Birmingham-Jefferson County Transit Authority	RESOLUTION NO.: 2017-38
	DATE: August 2017
	INITIATOR: Safety & Security Department
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To authorize the Executive Director to exercise the Second of Four (4) optional, one (1) year extensions, of the existing Contract with **U.S. Security Associates, Inc.** to provide physical security guard services.
- 2.0 Description/Justification:** The Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions of the existing contract with U.S. Security Associates, Inc. The existing contract with U.S. Security Associates, Inc. is to provide 24 hours/7 days a week physical security guard services of passengers, employees, and assets will terminate on September 8, 2017. On August 26, 2015, the BJCTA Board of Directors approved Resolution 2015-41: Authorization for the Executive Director to enter into a contract with U.S. Security Associates, Inc., to Provide Physical Security Guard Services. Which established the four (4) optional, one (1) year extensions.
- 3.0 Procurement Background:** On July 29, 2015, the Invitation for Bid (IFB) #15-16 was issued for Physical Security Services; four (4) bids were received and reviewed by staff. The one (1) year contract, with four (4) optional, one (1) year extensions was awarded to U.S. Security Associates, Inc. after approval of Resolution 2015-41.

Vendor	Year 1 Hourly Rate	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4	Total Annual Contract Amount
U.S. Security Associates, Inc.	\$12.96	\$12.96	\$12.96	\$12.96	\$12.96	\$128,926.00

- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** The total annual contract cost of \$128,926.00 is budgeted as an Operations expense.
- 6.0 Recommendations:** To authorize the Executive Director to exercise the second of four (4) optional, one (1) year contract extensions with U.S. Security Associates, Inc.
- 7.0 Alternatives:** To not authorize the Executive Director to exercise the second of four (4) optional, one (1) year extensions with U.S. Security Associates, Inc.
- 8.0 Attachments:** N/A

Starr Culpepper



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. 2017-38

Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with U.S. Security Associates, Inc. to provide physical security guard services for the Birmingham-Jefferson County Transit Authority

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

WHEREAS, the Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions, of the existing contract with **U.S. Security Associates, Inc.** to provide physical security guard services which terminates on September 8, 2017; and

WHEREAS, on August 26, 2015, the BJCTA Board of Directors approved Resolution 2015-41, authorizing the existing one (1) year contract, with four (4) optional, one (1) year extensions to **U.S. Security Associates, Inc.**; and

WHEREAS, **U.S. Security Associates, Inc.** proposed to 24 hours/7 days a week physical security guard services of passengers, employees, and assets at a cost of \$128,926.00 for each annual contract; and

WHEREAS, the total anticipated annual cost of \$128,926.00, was approved with Resolution 2015-41, and budgeted as an Operations expense.

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

Section 1. Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S. Security Associates, Inc.** to provide physical security guard services for the Birmingham-Jefferson County Transit Authority; and

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

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE / DESCRIPTION: Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with Master Solutions, LLC	RESOLUTION NO.: 2017-39
	DATE: August 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 Purpose/Objective: To authorize the Executive Director to exercise the second of four (4) optional, one (1) year extensions, of the existing governmental relations consulting services contract with Master Solutions, LLC.

2.0 Description/Justification: The Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions of the existing contract with Master Solutions, LLC. The existing contract with Master Solutions, LLC, to provide governmental relations consulting services will terminate on September 30, 2017. On August 26, 2015, The BJCTA Board of Directors approved Resolution 2015-40: Authorization for the Executive Director to enter into a one (1) year contract with Master Solutions, LLC for Governmental Relations Services for the Birmingham-Jefferson County Transit Authority, which established the four (4) optional, one (1) year extensions.

3.0 Procurement Background: On June 1, 2015, the Request for Proposals (RFP) #15-25 was issued to secure Governmental Relations Services. BJCTA received two (2) proposal responses. On July 16, 2015, the evaluation committee completed the technical review and scored each proposal. BJCTA staff recommended Master Solutions, LLC to the Board of Directors due to past performance and extensive knowledge and familiarity of BJCTA's federal, state, and local affairs. Furthermore, staff's recommendation was consistent with the established RFP award criterion: quality, past performances, experience, qualifications, and cost. The one (1) year contract, with four (4) optional, one (1) year extensions was awarded to Master Solutions, LLC after approval of Resolution 2015-40.

Vendor	1 st Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
Master Solutions	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000

4.0 Policy Impact: The Board of Directors must approve Expenditures exceeding \$25,000.

5.0 Economic Impact: The total contract cost of \$625,000 included the four (4) optional, one (1) year extensions, to ensure continuous governmental relations consulting services. This expense was previously approved with Resolution 2015-40. This expenditure is allocated as a non-federal External Affairs line item expense.

6.0 Recommendations: To authorize the Executive Director to exercise the second of four (4) optional one (1) year contract extensions with Master Solutions, LLC.

7.0 Alternatives: To not authorize the Executive Director to exercise the second of four (4) optional one (1) year extensions with Master Solutions, LLC.

8.0 Attachments: N/A

Starr Culpepper

Starr Culpepper, Contract & Governmental Affairs Administrator



Birmingham-Jefferson County Transit Authority
2121 Rev. Abraham Woods, Jr. Blvd; Ste. 500 Birmingham, Alabama 35203
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Resolution No. 2017-39

**Authorization for the Executive Director to Exercise the Second of Four (4) Optional,
One (1) Year Extensions, of the Existing Governmental Relations Consulting Services
Contract with Master Solutions, LLC**

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions, of the existing governmental relations consulting services contract with Master Solutions, LLC which terminates on September 30, 2017; and

WHEREAS, on August 26, 2015, the BJCTA Board of Directors approved Resolution 2015-40, authorizing the existing one (1) year contract, with four (4) optional, one (1) year extensions to Master Solutions, LLC; and

WHEREAS, Master Solutions, LLC proposed to perform governmental relations consulting services at a cost of \$125,000 for the first contracted year and \$125,000 for the four (4) optional, one (1) year extensions; and

WHEREAS, the total anticipated cost of the one (1) year contract and the four (4) optional extensions was \$625,000, and was approved with Resolution 2015-40, and budgeted as a non-federal External Affairs line item.

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

Section 1. Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with Master Solutions, LLC; and

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

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services	RESOLUTION NO.: 2017-40
	DATE: August, 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To Authorize the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services to BJCTA.
- 2.0 Description/Justification:** The Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions of the existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services to BJCTA.
- The existing contract with these approved agencies will terminate on September 28, 2017. On September 24, 2014, The BJCTA Board of Directors approved Resolution 2014-36: Authorization for the Executive Director to Enter into Task Order agreements with approved agencies to provide Marketing, Strategic Communications, Advertising, & Public Relations Services, which established the two (2) optional, one (1) year extensions. The BJCTA requires the need for Marketing, Advertising and Public Relations services to provide marketing activities that are designed to generate awareness of BJCTA, its products and services and ultimately lead to increased ridership and funding.
- 3.0 Procurement Impact:** On May 2, 2014, the Request for Proposals (RFP) #14-11 was issued to secure Marketing, Strategic Communications, Advertising, & Public Relations Services. Proposals were due May 30, 2014 with ten (10) vendors responding to the outlined requirements and scoring.
- 1. Project Understanding and Approach and Relevant Project Experience – 25 points:** Demonstrated knowledge of the needs and appropriate approach to identifying project objectives and deliverables. The evaluation shall take into consideration all recent relevant project experience by all key staff included in this proposal. The significance of the staff's role and their performance will also be considered.
 - 2. Approach to Plan and Schedule – 50 points:** Relevant samples of work for government and or non-profit agencies will be evaluated. Samples should consist of a variety of media including but not limited to television spots, radio spots, billboards, public relations pieces, web advertising and messaging, etc.
 - 3. Cost and Disbursement Rationality to BJCTA – 25 points:** The evaluation was based upon cost analysis of various project components. Price of providing multi-faceted marketing and advertising services over the first year was analyzed and scored. Points were assigned based on the rationale of the response to RFP approach, experience and quality of staff and the cost benefit to the BJCTA.

Not all vendors bid on all four categories, the outcome of the RFP evaluations are listed below, with the agencies ranked in order from highest to lowest score.

PROPOSER	SCORE
Jones Worley (Certified DBE)	342
Quest Communications	340
24 Communications	309
The Lewis Group	275
Wilborn Institute	273
Shift Marketing	271
GCR	270
Clarus	243
I-Level	205
Wright Consulting	157

4.0 Policy Impact: In accordance with the Authority's policy, the Board of Directors must approve any expenditure exceeding \$25,000.

5.0 Economic Impact: When services are needed for a specific task, BJCTA staff will develop a brief description of the requirement and request the approved vendors prepare a creative brief to include: cost estimates, schedule of DBE participation, and completion schedule of the task. After satisfactory response to the scope of services, cost evaluation, DBE participation and schedule have been negotiated; a Notice to proceed will be issued for each specific Task Order. The contract will not exceed the marketing budget for FY 2018.

6.0 Recommendations: It is recommended that the Board of Directors Authorize the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services to BJCTA, the approved agencies are:

1. Strategic Communications/Program Management

- a. Jones Worley
- b. Quest Communications

2. Marketing Plan Implementation

- a. 24 Communications
- b. Wilborn Institute

3. Research & Development

- a. Shift Communications

4. Marketing and Public Relations Outreach Programs

- a. Lewis Group
- b. GCR

7.0 Alternatives: Do not authorize the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services to BJCTA.

Starr Culpepper

Starr Culpepper, Contract & Governmental Affairs Administrator



Birmingham-Jefferson County Transit Authority
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Resolution No. 2017-40

Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions, of the existing task order agreements with approved agencies to provide marketing, advertising & public relations services, which terminates on September 28, 2017; and

WHEREAS, September 24, 2014, The BJCTA Board of Directors approved Resolution 2014-36: Authorization for the Executive Director to Enter into Task Order agreements with approved agencies to provide Marketing, Strategic Communications, Advertising, & Public Relations Services, which established the two (2) optional, one (1) year extensions.

WHEREAS, the approved agencies to provide Marketing, Advertising & Public Relations Services to BJCTA are:

PROPOSER	SCORE
Jones Worley (Certified DBE)	342
Quest Communications	340
24 Communications	309
The Lewis Group	275
Wilborn Institute	273
Shift Marketing	271
GCR	270

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

Section 1. Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Task Order agreements with approved agencies to provide Marketing, Advertising & Public Relations Services; and

Section 2. This resolution is effective immediately upon approval.

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE / DESCRIPTION: Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with STRADA, Wendel, and WR&A to Perform Task Order Engineering and Architectural (A&E) Services as Needed	RESOLUTION NO.: 2017- 41
	DATE: August 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

1.0 Purpose/Objective: To authorize the Executive Director to exercise the second of four (4) optional, one (1) year extensions, of the existing engineering and architectural (A&E) services contracts with STRADA, Wendel, and WR&A.

2.0 Description/Justification: The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions of the existing contracts with STRADA, Wendel, and WR&A. The existing contracts with these firms are to provide engineering and architectural (A&E) services will terminate on September 30, 2017. On October 28, 2015, The BJCTA Board of Directors approved Resolution 2016-02: Authorization for the Executive Director to contract with STRADA, Wendel, and WR&A to perform task order engineering and architectural (A&E) services as needed for one (1) year, which established the four (4) optional, one (1) year extensions.

3.0 Procurement Background: On June 3, 2015, the Request for Qualifications (RFQ) #15-17 was issued to identify highly qualified teams of accessible engineers and consulting firms to complete transit projects as needed. BJCTA received five (5) proposals, on July 15, 2015; the evaluation committee completed the technical review and scored each proposal. The one (1) year contract, with four (4) optional, one (1) year extensions was awarded to the top three (3) company proposals, after approval of Resolution 2016-02.

Vendor	Evaluation Points	Evaluation Score
Dynamic Civil Solutions	276	17%
SARCOR, LLC	286	18%
STRADA Professional Services (Certified DBE)	334	20%
Wendel	349	21%
Whitman, Requardt & Associates (WR&A)	386	24%

4.0 Policy Impact: The Board of Directors must approve Expenditures exceeding \$25,000.

5.0 Economic Impact: The increased budgeted amount for FY 2017 to ensure continuous engineering & architectural (A&E) services is \$485,000. This expense was previously approved with Resolution 2016-27: Approval of the FY 2017 Operating and Capital Budget. This expenditure is allocated as the Planning Activities line item expense.

6.0 Recommendations: To authorize the Executive Director to exercise the second of four (4) optional one (1) year contract extensions with STRADA, Wendel, and WR&A.

7.0 Alternatives: To not authorize the Executive Director to exercise the second of four (4) optional one (1) year extensions with STRADA, Wendel, and WR&A.

8.0 Attachments: N/A.



Birmingham-Jefferson County Transit Authority
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Resolution No. 2017-41

Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with STRADA, Wendel, and WR&A to Perform Task Order Engineering and Architectural (A&E) Services as Needed

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

WHEREAS, on October 28, 2015, the BJCTA Board of Directors approved Resolution 2016-02, authorizing the existing one (1) year contracts, with four (4) optional, one (1) year extensions to STRADA, Wendel, and WR&A; and

WHEREAS, the Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of four (4) optional, one (1) year extensions, of the existing engineering and architectural (A&E) services contracts which terminate on September 30, 2017; and

WHEREAS, Payment to STRADA, Wendel, and WR&A for this one (1) year extension is not to exceed what the Authority has budgeted for the fiscal year 2018; and

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

Section 1. Authorization for the Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with **STRADA, Wendel, and WR&A** to Perform Task Order Engineering and Architectural (A&E) Services as Needed; and

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

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary



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

TITLE / DESCRIPTION: Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility.	RESOLUTION NO.: 2017- 42
	DATE: August 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To authorize the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with **MESSAGE POINT MEDIA of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility. This will begin the Maintenance Terms of the Contract.
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of four (4) optional, one (1) year extensions, of the existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility. The existing contract with MESSAGE POINT MEDIA of AL, Inc. will terminate on August 31, 2017. On August 5, 2016, the BJCTA Board of Directors approved Resolution 2016-35: Authorization to enter into an agreement with MESSAGE POINT MEDIA to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility, which established the four (4) optional, one (1) year extensions. This will begin the Maintenance Terms of the Contract.
- 3.0 Procurement Background:** On June 20, 2016, the Request for Proposals (RFP) #16-14 was issued to secure a qualified company to provide Passenger Information Displays Systems (P.I.D.S.). BJCTA received four (4) qualified proposals. The evaluation committee reviewed proposals on July 13, 2016 and recommended awarding the contract to **MESSAGE POINT MEDIA of AL, Inc.** as the most responsive and responsible proposer.

Company	Score
MESSAGE POINT MEDIA	275
INFAX	225
COM-NET	207
AVAIL TECHNOLOGIES	150

- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** This contract will begin the implementation of the Maintenance terms contracted for at a cost **not to exceed \$46,000.**
- a) **Source Funding** – Professional Service IT budget
 - b) **Verified By** – Finance Dept.
- 6.0 Recommendations:** To authorize the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions to begin the Maintenance Terms of the Contract.
- 7.0 Alternatives:** Do not authorize the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions to begin the Maintenance Terms of the Contract.

Starr Culpepper



Birmingham-Jefferson County Transit Authority
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Resolution No. 2017- 42

Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility.

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of four (4) optional, one (1) year extensions, of the existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) which terminate on August 31, 2017; and

WHEREAS, on August 5, 2016, the BJCTA Board of Directors approved Resolution 2016-35, authorizing the existing contract with four (4) optional, one (1) year extensions and the Maintenance Terms; and

WHEREAS, the total anticipated cost of the one (1) year optional renewal maintenance terms will **not exceed \$46,000**; and

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

Section 1. Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with **MESSAGE POINT MEDIA of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility, Beginning the Maintenance Terms.

Section 2. This resolution is effective immediately upon adoption.

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary



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

TITLE / DESCRIPTION: Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisal Services contracts with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH	RESOLUTION NO.: 2017- 43
	DATE: August 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To authorize the Executive Director to exercise the first of four (4) optional, one (1) year extensions, of the existing commercial real estate appraisal services contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh.
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of four (4) optional, one (1) year extensions of the existing contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh. The existing contracts will terminate on October 11, 2017. On June 22, 2016, The BJCTA Board of Directors approved Resolution 2016-28: Authorization to enter into contract with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and SOUTHERN VALUATION to Provide Commercial Real Estate Appraisal Services to BJCTA, which established the four (4) optional, one (1) year extensions.
- 3.0 Procurement Background:** On April 8, 2016, the Request for Qualifications (RFQ) #16-11 was issued to secure companies to provide commercial real estate appraisal services to BJCTA. BJCTA received three (3) qualifications proposals that the evaluation committee reviewed on May 26, 2016. The initial contracts were awarded to **SCOTT REAL ESTATE VALUATION & CONSULTING, LLC** and **SOUTHERN VALUATION** as the most responsive and responsible proposers. Later, it was determined that Southern Valuation did not meet all of the required criteria for selection, and three (3) quotes were received for the appraisal review, as FTA requires the appraisal to be reviewed. By acquiring both companies this will put BJCTA in a better competitive state, and give BJCTA options on selecting an appraisal firm and a reviewing firm.

Company	Score
Scott Real Estate	277
Southern Valuation	200
Cochran & Associates	140

- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** These contracts will be based on task orders and inquiries on properties surrounding the intermodal facility and TOD projects and will **not exceed \$50,000**.
 a) **Source Funding** – “Operational Local Share” from municipalities
 b) **Verified By** – Finance Dept.
- 6.0 Recommendations:** To Authorize the Executive Director to exercise the first of four (4) optional, one (1) year extensions, of the existing commercial real estate appraisal services contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh.
- 7.0 Alternatives:** Do not Authorize the Executive Director to exercise the first of four (4) optional, one (1) year extensions.

Starr Culpepper

Starr Culpepper, Contract & Governmental Affairs Administrator



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. 2017-43

Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisal Services contract with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of four (4) optional, one (1) year extensions, of the existing commercial real estate appraisal services contracts with Scott Real Estate Valuation & Consulting, LLC and Roger M. Pugh which terminates on October 11, 2017; and

WHEREAS, on June 22, 2016, The BJCTA Board of Directors approved Resolution 2016-28; authorizing the existing one (1) year contract, with four (4) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal and quote submitted by **SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH** to be fair, reasonable, and not to exceed \$50,000.

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

Section 1. Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Commercial Real Estate Appraisal Services contract with SCOTT REAL ESTATE VALUATION & CONSULTING, LLC and ROGER M. PUGH; and

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

Adopted: August ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

TITLE/DESCRIPTION: Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with Goodyear Tire & Rubber Company	RESOLUTION NO.: 2017-44
	DATE: August 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

1.0 Purpose/Objective: To authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing tire lease and service contract with Goodyear Tire & Rubber Company.

2.0 Description/Justification: The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions of the existing tire lease and service contract with Goodyear Tire & Rubber Company, which terminates on August 31, 2017. On September 5, 2014, The BJCTA Board of Directors approved Resolution 2014-46: Authorization for the Executive Director to Enter into a Tire Lease and Service Contract with Goodyear Tire & Rubber Company for the Birmingham-Jefferson County Transit Authority, which established the two (2) optional, one (1) year extensions.

3.0 Procurement Background: On July 24, 2014, the Invitation for Bids (IFB) #14-18 was issued to secure a company to provide tires and services. Initially, Bridgestone was the lower bidder, but after further review of the IFB, Bridgestone was determined to be non-responsive due to suspension and debarment protocols. Therefore, and after conferencing with legal, it was determined to recommend award of the Tire Lease agreement to the next lowest bidder, Goodyear Tire & Rubber Company. Respective Proposals were:

Vendor Name / Location	Estimated Totals ¹	Ranking
Goodyear Tire & Rubber Company / Akron, Ohio	\$967,285.41	Recommend
Bridgestone Americas Tire Operations, LLC / Akron, Ohio	\$629,754.92	Non-Responsive
Michelin Fleet Solutions	Written response of "No Bid"	

4.0 Policy Impact: The Board of Directors must approve Expenditures exceeding \$25,000.

5.0 Economic Impact: This lease is eligible for reimbursement at 80% by the Federal Transit Administration.

6.0 Recommendations: To authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing tire lease and service contract with Goodyear Tire & Rubber Company.

7.0 Alternatives: Do not authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing tire lease and service contract with Goodyear Tire & Rubber Company.

Starr Culpepper

Starr Culpepper, Contract & Governmental Affairs Administrator

¹ These totals are based on average tire miles in a 12-month period, and for the entire 3-year period.



Birmingham-Jefferson County Transit Authority
2121 Rev. Abraham Woods, Jr. Blvd; Ste. 500 Birmingham, Alabama 35203
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Resolution No. 2017-44
Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with Goodyear Tire & Rubber Company

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

WHEREAS, the Birmingham-Jefferson County Transit Authority is requesting approval to exercise the first of two (2) optional, one (1) year extensions, of the existing tire lease and service contract with Goodyear Tire & Rubber Company which terminates on August 31, 2017; and

WHEREAS, on September 5, 2014, The BJCTA Board of Directors approved Resolution 2014-46: Authorization for the Executive Director to Enter into a Tire Lease and Service Contract with Goodyear Tire & Rubber Company for the Birmingham-Jefferson County Transit Authority, which established the two (2) optional, one (1) year extensions; and

WHEREAS, the bid submitted by Goodyear Tire & Rubber Company for these services was fair, reasonable, and anticipated **not to exceed \$967,285.41** (based on average tire miles in a 12-month period and for the entire 3-year period).

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

Section 1. Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with Goodyear Tire & Rubber Company; and

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

Adopted: August _____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

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

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

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

3.0 Service Updates.

Several of the routes are experiencing the traditional summer month decline as schools are closed and vacations begin. However, our best performing routes continue to do well and remain stable. To date our strongest routes are in Bessemer.

- **Route 1-South Bessemer** saw an increase of 615 passenger this July compared to last year. Route 45-Bessemer-Jonesboro is up by 130 passengers.
- **Highway 280** -Service numbers continue to rise on the commuter. During April we carried **1,660** passengers. May saw an increase to **2,071** passengers in June the numbers jumped to **2,283**. In July ridership on this route decreased to **1,980**.
- **Bessemer Circulator** began operating January 30. The first month there were **33** riders. The next month (March) saw an increase to **157**. The ridership for the month of April was **203**. During May ridership dropped on this route to **146** passengers. June reports the all-time high of **162** passengers. This is a pilot route that was schedule to stop in June. The Mayor of Bessemer has asked that we promote it this summer and he said he will find funds to support it. Ridership continues to increase. In July there were 214 riders.
- **Lakeview Local Route-** replaced the 92 Southside loop on May 15, and had **185** riders which is a good start for a modified route. In June it almost doubled to **306**. In July this route is down to **170** passengers.
- **Magic City Connector** continues to increase in ridership. We had **9,173** riders in May compared to **8,317** in April. This is an increase of 856 riders. This is reflective of various promotions on this route. HOT 107.7 broadcast live from this route twice in May and we also offered one free fare weekend. In June HOT 107.7 did another live broadcast and ridership continues to grow with **9,363** customers. This route is also down to **8,786**.

4.0 Technology Innovation and Integration

- Route Match is the technology being installed on our paratransit vehicles. Intensive training from Route Match continues with paratransit employees.
- Met with Smart Growth America on Grant Award and plans for the West End and Woodlawn TOD projects.

5.0 Intermodal Update

- Amtrak will be the first to move into the Intermodal by mid-August. We continue negotiating their Lease
- The official opening of the Intermodal (Site A) is tentatively being scheduled for the October 6, 2017.
- Conducted a tour of the Intermodal for ULI developers from all over the state of Alabama
- Reviewed bid package for the build-out of the Smart Convenience store at Site A

6.0 Community Relations

- Met with Alabama Power officials and purchased two Electric Charging Stations for the Intermodal parking lot at Site C.
- Met with Alabama Power officials to discuss teaming on grant efforts for electric buses and vehicles.
- Hosted a lunch and learn session with ULI developers and Kathy Sloss on downtown TOD vision.
- Invited to serve on the City of Birmingham's' Gentrification Committee
- Invited to serve on the a Tourism Master Plan committee by the Greater Birmingham Convention and Visitors Bureau
- Met with Salvation Army Board of Directors on service for their new campus in the Finley Avenue area.

7.0 Finance/Budget:

- Investment Committee Meeting recommendations made to committee
- Met with Accountants to review FY'16 audit with Banks, Finley and White. Scheduled presentation to Board of Directors for August Committee meeting.
- Audit information submitted and approved by FTA
- Pension audit has been completed and forwarded to the Board.
- FY'18 budget approved

8.0 Communications (External)

- Advisory Board (TCAB) Attended TCAB Meeting. The discussion was around the Transit Rally scheduled for July. This rally will include political candidates discussing their transit positions and then riding the bus. The Civil Rights Institute is a partner as well as The Birmingham School Board, More than Conquerors Church and the Birmingham Housing Authority.
- HOT 107 FM Broadcast live once during the month from the Magic City Connector

9.0 Communications (Internal)

- Met with Communications Department on FY 2018 Marketing Plan expectations
- Met with IT Department on FY 2018 plans and expectations
- Met with Planning Department on FY 2018 plans and expectations
- Revising BJCTA website.
- Senior Staff meeting is every Thursday at 10:00 am.
- Each Director is meeting with Finance Director monthly for budget reviews.
- Reviewed each departmental report for Board of Directors.

10.0 Performance Indicators

- Overtime is down 58 % compared to July of 2016. For the month we were over budget by \$987,694. This is because the Avail system final invoices were submitted and paid. Year-to-date we are under budget by \$1.7million.

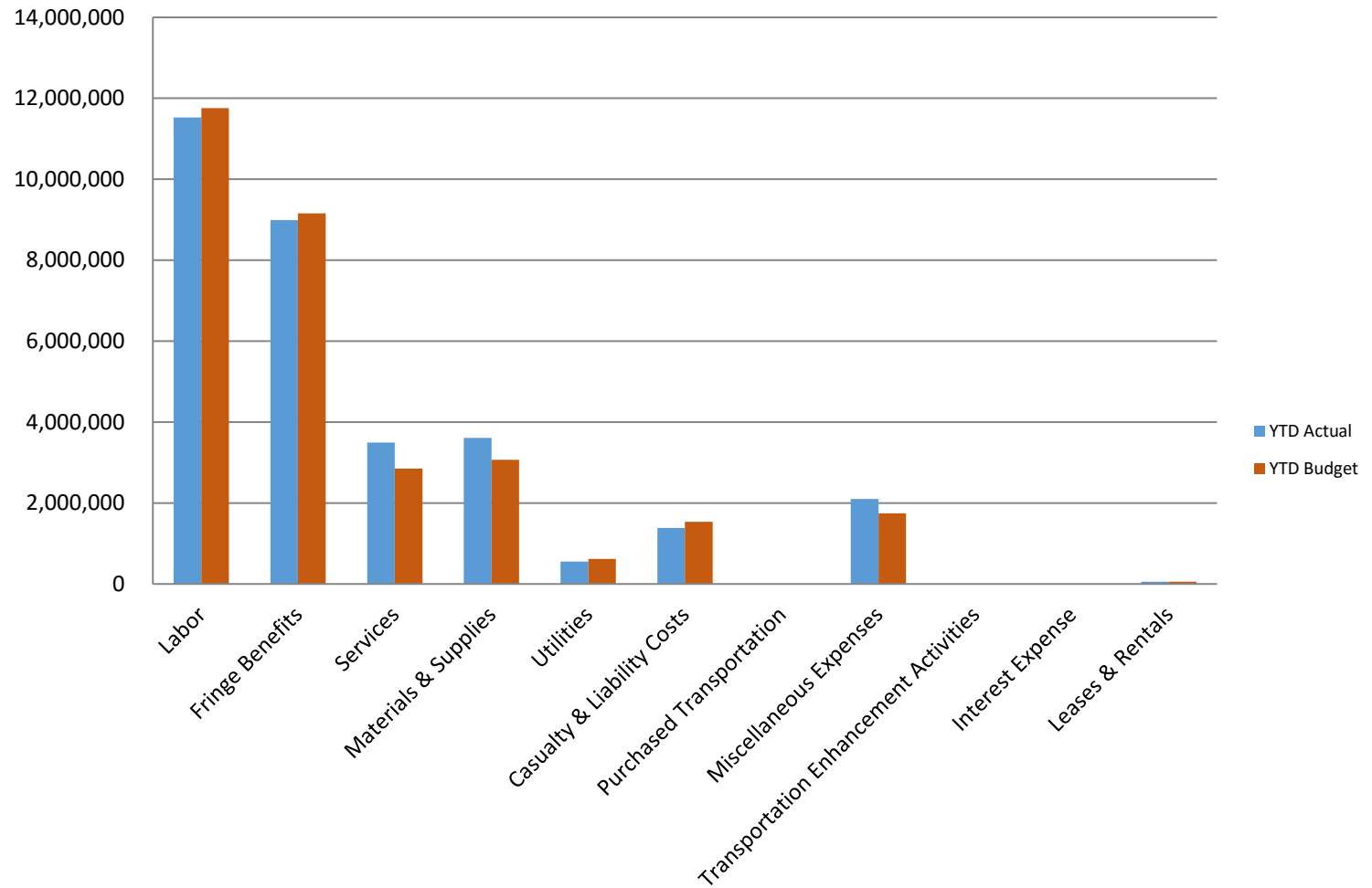
Barbara Murdock

Barbara Murdock, Executive Director

Consolidated Expenses by Function Code

Performance Against Budget

YTD July 2017



BJCTA
Commission Revenue Trend
As of July 31, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	22,688
Total Commission Revenue	33,051	32,427	34,373	22,688

BJCTA
CNG Revenue
As of July 31, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	371,862
Gallons	80,746	91,519	146,968	185,931

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 10	July 2017	Division: 00 Balance Sheet		As of: 07/31/2017
			October Thru July		
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$8,295,193.91	\$14,911,727.31	(\$6,616,533.40)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$10,734,642.91	\$6,212,161.77	\$4,522,481.14
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,840,949.77	\$1,728,858.85	\$112,090.92
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$394,442.43	\$528,327.00	(\$133,884.57)
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$25,521,973.04	\$20,765,255.77	\$4,756,717.27
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$5,944,024.78	\$5,938,368.18	\$5,656.60
1999999999 TOTAL ASSETS			\$52,731,226.84	\$50,084,698.88	\$2,646,527.96
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$1,002,138.38	\$807,992.61	\$194,145.77
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$665,780.32	\$580,003.25	\$85,777.07
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017		Period 10	July 2017	Division: 00 Balance Sheet		As of: 07/31/2017	
				October Thru July			
				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				\$33,885,378.65	\$32,316,455.92	\$1,568,922.73	
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	\$939,299.00	\$0.00	
2999999999 TOTAL LIABILITIES				\$36,492,596.35	\$34,643,750.78	\$1,848,845.57	
3000000000 EQUITY							
3040000000 CONTRIBUTED CAPITAL							
3049999999 TOTAL CONTRIBUTED CAPITAL				\$0.00	\$0.00	\$0.00	
3050000000 RETAINED EARNINGS							
3059999999 TOTAL RETAINED EARNINGS				\$16,238,630.49	\$15,440,948.10	\$797,682.39	
3999999997 TOTAL EQUITY				\$16,238,630.49	\$15,440,948.10	\$797,682.39	
3999999998 TOTAL LIABILITIES & EQUITY				\$52,731,226.84	\$50,084,698.88	\$2,646,527.96	

BJCTA
Financial & Investing Report
As of July 31, 2017

	Balance @ 7/31/2017	Balance @ 6/30/2017	Balance @ 5/31/2017	Balance @ 4/30/2017	Balance @ 3/31/2017	Balance @ 2/28/2017
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	6,286,701	10,117,432	11,446,456	10,059,859	11,594,911	11,395,792
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	10,000	10,000	357,493
Cash - Operating - BBVA Compass	1,788,315	403,493	1,719,189	1,907,926	2,698,206	4,276,636
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	38	180	200	110	134	102
Petty Cash - Central Station	141	90	179	151	23	200
Total Cash Accounts	8,295,194	10,741,195	13,386,024	12,188,046	14,513,273	16,240,223
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	8,295,194	10,741,195	13,386,024	12,188,046	14,513,273	16,240,223
<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	1,002,138	1,099,415	985,427	1,200,650	1,432,116	967,479
Accrued Payroll	590,683	515,287	415,212	304,294	218,015	622,679
Payroll Taxes	83,688	79,966	71,129	63,557	78,750	87,989
Other W/H Payable	8,591	7,496	7,099	4,834	3,872	6
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,685,100	1,702,163	1,478,868	1,573,335	1,732,753	1,678,152
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of July 31, 2017

	Balances
Total Cash & Investments	8,295,194.31
Less: Short-Term Payables	(1,685,100.44)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @7/31/17	6,410,093.87
Required Three Month Operating Expense Reserve**	5,055,301.32
Cash Over/(Under) Reserve Requirement	<u>1,354,792.55</u>

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

BJCTA
INCOME STATEMENT
July 31, 2017

Jul-17 Actual	Jul-17 Budget	Jul-17 \$ Variance	Jul-17 % Variance	Jul-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
147,368	174,199	(26,831)	-15.40%	150,380	(3,012)	4010100001 Passenger Fares - Fixed Route	1,540,858	1,735,413	(194,555)	-11.21%	1,690,806	(149,949)	2,090,390	549,533
1,876	1,669	207	12.37%	1,690	186	4010100002 Passenger Fares - Dart	19,004	23,273	(4,269)	-18.34%	22,007	(3,003)	20,032	1,028
14,103	15,437	(1,333)	-8.64%	17,334	(3,231)	4010100004 Passenger Fares - VIP	159,389	154,365	5,024	3.25%	157,407	1,982	185,238	25,849
163,347	191,305	(27,958)	-14.61%	169,404	(6,057)	4019999999 TOTAL PASSENGER REVENUES	1,719,250	1,913,050	(193,800)	-10.13%	1,870,220	(150,970)	2,295,660	576,410
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	11,481,612	11,481,612	1	0.00%	9,000,000	2,481,612	13,777,934	2,296,322
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	68,654	68,654	-	0.00%	60,670	7,984	82,385	13,731
25,406	25,408	(1)	0.00%	24,424	983	4020400006 Homewood	254,065	254,078	(13)	-0.01%	244,239	9,826	304,893	50,828
6,124	6,130	(6)	-0.10%	5,296	828	4020400010 Hoover -	61,285	61,304	(19)	-0.03%	53,340	7,945	73,565	12,280
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer Revenue	523,672	523,673	(0)	0.00%	-	523,672	628,407	104,735
-	-	-	0.00%	-	-	4020400012 Fairfield Revenues	-	-	-	0.00%	(30)	30	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	100,875	100,875	(0)	0.00%	88,538	12,337	-	(100,875)
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	59,236	59,237	(0)	0.00%	52,363	6,874	121,050	61,814
1,254,936	1,254,943	(7)	0.00%	949,877	305,059	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	12,549,400	12,549,432	(32)	0.00%	9,499,120	3,050,280	15,059,318	2,438,834
-	2,417	(2,417)	-100.00%	2,874	(2,874)	4060100001 Commission Revenue	22,688	24,167	(1,479)	-6.12%	28,448	(5,760)	29,000	6,312
6,978	2,917	4,061	139.25%	1,593	5,385	4060300001 Advertising Revenue	98,464	29,167	69,297	237.59%	26,688	71,776	35,000	(63,464)
1,050	187	863	462.49%	1,002	49	4069900001 Other Revenues	199,802	1,867	197,935	10603.48%	5,079	194,723	2,240	(197,562)
5,696	1,250	4,446	355.67%	3,846	1,850	4070400001 Investment Income	51,837	12,500	39,337	314.70%	33,373	18,464	15,000	(36,837)
-	6,917	(6,917)	-100.00%	-	-	4079900002 Rental Income	-	27,667	(27,667)	-100.00%	-	-	41,500	41,500
(4,066)	-	(4,066)	0.00%	-	(4,066)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	59,991	-	59,991	0.00%	-	59,991	-	(59,991)
9,658	13,687	(4,029)	-29.44%	9,315	343	4079999999 TOTAL OTHER REVENUES	432,782	95,367	337,415	353.81%	93,589	339,194	122,740	(310,042)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	3,173,699	3,026,760	146,939	4.85%	3,026,760	146,939	3,632,112	458,413
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	2,220,164	2,158,289	61,875	2.87%	2,158,289	61,875	2,589,947	369,783
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	-	(462,775)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	89,954	89,954	(0)	0.00%	79,943	10,461	107,945	17,991
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	19,709	19,709	0	0.00%	17,417	2,292	23,651	3,942
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	719,425	-	719,425	0.00%	634,283	85,142	-	(719,425)
166,667	166,667	-	0.00%	166,667	-	4089900001 Beer Tax	1,666,667	1,666,667	-	0.00%	1,666,667	-	2,000,000	333,333
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	7,889,618	6,961,379	928,239	13.33%	8,045,684	(156,066)	8,353,655	464,037
4,715	-	4,715	0.00%	-	4,715	4099900001 Local Share Grant Revenues	4,715	-	4,715	100.00%	5,334	(619)	-	(4,715)
4,715	-	4,715	0.00%	-	4,715	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	4,715	-	4,715	100.00%	5,334	(619)	-	(4,715)
555,060	555,060	-	0.00%	698,318	(143,258)	4139900001 FTA Reimbursements - Preventative Mtn.	5,550,603	5,550,603	-	0.00%	5,980,376	(429,773)	6,660,723	1,110,121
313,324	313,324	-	0.00%	191,180	122,144	4139900003 FTA Reimbursements - Pass Thru Funding	3,843,993	3,843,993	-	0.00%	2,344,835	1,499,159	3,843,993	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	-	-	4139900006 FTA Reimbursements - PROJ. ADMIN	191,973	63,833	128,140	200.74%	95,923	96,050	76,600	(115,373)
8,747	-	8,747	0.00%	655,222	(646,475)	4139900008 FTA Reimbursements - TDP	733,391	-	733,391	0.00%	1,109,200	(375,809)	-	(733,391)
877,131	874,768	2,364	0.27%	1,544,720	(667,589)	4139999998 TOTAL FEDERAL GRANT REVENUES	10,319,960	9,458,429	861,531	9.11%	9,530,333	789,626	10,581,316	261,357
3,026,806	3,030,840	(4,034)	-0.13%	3,414,455	(387,649)	4139999999 TOTAL OPERATING REVENUE	32,915,725	30,977,657	1,938,068	6.26%	29,044,280	3,871,445	36,412,689	3,425,880
22,051	-	22,051	0.00%	-	22,051	4140000002 FTA Reimbursements - Capital	5,246,706	4,718,328	528,378	11.20%	258,189	4,988,517	4,718,328	(528,378)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	1,587,076	1,587,076	0	0.00%	-	1,587,076	1,904,491	317,415
847	847	(1)	-0.10%	-	847	4140000004 Capital Revenue - City of Hoover	8,471	8,474	(3)	-0.03%	-	8,471	10,169	1,698
-	-	-	0.00%	-	-	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	-	-	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	9,490	9,490	(0)	0.00%	-	9,490	11,388	1,898
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	8,188	8,188	(0)	0.00%	4,580	3,608	9,826	1,638
1,394	1,394	0	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	13,943	13,943	0	0.00%	8,431	5,512	16,732	2,789
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	35,119	35,121	(2)	-0.01%	-	35,119	42,145	7,026
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	12,434	12,434	(0)	0.00%	6,978	5,457	14,921	2,487
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	2,724	2,724	0	0.01%	1,529	1,196	3,269	545
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	72,386	72,386	0	0.00%	-	72,386	86,863	14,477
197,034	174,984	22,050	12.60%	2,152	194,882	4149999999 TOTAL CAPITAL REVENUES	6,996,538	6,468,165	528,374	8.17%	279,707	6,716,832	6,818,132	(178,406)
3,223,840	3,205,824	18,016	0.56%	3,416,607	(192,767)	4999999999 TOTAL REVENUES	39,912,263	37,445,822	2,466,442	6.59%	29,323,986	10,588,277	43,230,821	3,247,474
550,453	576,876	(26,423)	-4.58%	522,102	28,351	5010100001 Operator's Salaries	5,645,268	5,768,760	(123,492)	-2.14%	5,725,404	(80,136)	6,922,512	1,277,244
572,803	597,027	(24,225)	-4.06%	539,403	33,399	5010200001 Other Salaries	5,861,192	5,971,896	(110,704)	-1.85%	5,627,601	233,590	7,165,951	1,304,759
-	1,250	(1,250)	-100.00%	-	-	5030400001 Temporary Labor	15,541	12,500	3,041	24.33%	22,334	(6,793)	15,000	(541)
1,123,256	1,175,153	(51,898)	-4.42%	1,061,506	61,750	5019999999 TOTAL LABOR	11,522,001	11,753,156	(231,155)	-1.97%	11,375,339	146,662	14,103,463	2,581,462

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
July 31, 2017

Jul-17 Actual	Jul-17 Budget	Jul-17 \$ Variance	Jul-17 % Variance	Jul-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
79,242	92,417	(13,175)	-14.26%	75,023	4,219	5020103001 Employer FICA Tax (OASDI)	793,935	924,173	(130,238)	-14.09%	795,298	(1,363)	1,109,007	315,072
17,619	22,088	(4,469)	-20.23%	15,331	2,288	5020200001 Pension Expense	175,801	220,876	(45,075)	-20.41%	176,791	(990)	265,051	89,250
325,391	284,676	40,715	14.30%	(264,195)	589,586	5020203002 Regular Retirement	3,365,383	2,846,761	518,622	18.22%	3,314,828	50,555	3,416,113	50,730
399,153	390,848	8,305	2.12%	428,094	(28,942)	5020303001 Health Insurance	3,849,559	3,908,477	(58,917)	-1.51%	2,946,951	902,609	4,690,172	840,613
946	6,860	(5,914)	-86.21%	17,112	(16,166)	5020417601 Unemployment Taxes	(3,972)	68,600	(72,572)	-105.79%	81,429	(85,402)	82,320	86,292
7,184	7,514	(330)	-4.39%	6,814	370	5020503001 Life Insurance	69,086	75,139	(6,053)	-8.06%	68,868	218	90,167	21,081
55,502	58,685	(3,183)	-5.42%	51,360	4,142	5020803001 Worker's Compensation Insurance	480,226	586,846	(106,619)	-18.17%	609,267	(129,041)	704,215	223,989
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	11,994	16,667	(4,673)	-28.04%	14,113	(2,119)	20,000	8,006
6,642	11,209	(4,568)	-40.75%	6,685	(44)	5021303001 Uniforms & Wearing Apparel	107,483	112,094	(4,611)	-4.11%	22,472	85,011	134,512	27,029
507	508	(1)	-0.29%	507	-	5021400001 Employee Wellness	7,169	5,083	2,085	41.02%	4,658	2,511	6,100	(1,069)
292	267	25	9.46%	381	(89)	5021403002 Employee Licenses	1,614	2,667	(1,053)	-39.48%	2,501	(887)	3,200	1,586
-	833	(833)	-100.00%	(5,000)	5,000	5021400003 Relocation Expense	10,000	8,333	1,667	20.00%	-	10,000	10,000	-
383	750	(367)	-48.88%	276	107	5021400004 Tool Allowance	7,287	7,492	(204)	-2.73%	5,588	1,700	9,000	1,713
-	37,500	(37,500)	-100.00%	-	-	5021400005 General Contingency	116,897	375,000	(258,103)	-68.83%	-	116,897	450,000	333,103
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
892,860	915,821	(22,961)	-2.51%	332,387	560,473	5029999999 TOTAL FRINGE BENEFITS	8,992,461	9,158,206	(165,745)	-1.81%	8,042,763	949,699	10,989,857	1,997,396
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	8,350	2,500	5,850	234.00%	766	7,584	3,000	(5,350)
29,567	33,354	(3,787)	-11.35%	41,247	(11,680)	5030300001 Legal Services	316,885	333,542	(16,656)	-4.99%	292,347	24,538	400,250	83,365
6,489	833	5,655	678.65%	-	6,489	5030300002 Architect & Engineering Services	35,703	8,333	27,370	328.44%	30,304	35,703	10,000	(25,703)
541	896	(354)	-39.57%	3,766	(3,224)	5030300003 Software Technical Support	4,819	8,958	(4,140)	-46.21%	10,304	(5,485)	10,750	5,931
2,354	5,417	(3,063)	-56.54%	2,714	(360)	5030300004 Medical Services	22,858	54,167	(31,309)	-57.80%	39,122	(16,265)	65,000	42,142
3,737	1,250	2,487	198.98%	1,190	2,547	5030300005 Human Resources Services	10,760	12,500	(1,740)	-13.92%	11,129	(369)	15,000	4,240
15,466	10,417	5,050	48.48%	13,981	1,486	5030300006 Computer & Data Services	142,559	104,167	38,392	36.86%	120,551	22,008	125,000	(17,559)
664,282	80,917	583,365	720.95%	1,142,710	(478,428)	5030300007 Professional & Technical Services	1,792,852	809,167	983,685	121.57%	1,769,887	22,965	971,000	(821,852)
-	14,583	(14,583)	-100.00%	2,494	(2,494)	5030300008 Marketing Consulting	22,344	145,833	(123,490)	-84.68%	60,957	(38,613)	175,000	152,656
2,000	2,500	(500)	-20.00%	5,458	(3,458)	5030300009 Auditing	20,000	25,000	(5,000)	-20.00%	20,833	(833)	30,000	10,000
-	-	-	0.00%	6,956	(6,956)	5030300010 Financial Services	1,180	-	1,180	0.00%	6,956	(5,776)	-	(1,180)
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	104,160	104,167	(7)	-0.01%	104,160	-	125,000	20,840
189	3,333	(3,144)	-94.33%	2,524	(2,335)	5030317612 Legal Travel	21,566	33,333	(11,767)	-35.30%	55,426	(33,860)	40,000	18,434
2,583	2,817	(233)	-8.29%	2,096	487	5030500001 Vehicle Cleaning	12,357	28,167	(15,810)	-56.13%	21,953	(9,597)	33,800	21,443
6,500	-	6,500	0.00%	-	6,500	5030500003 Landscape Maintenance	9,750	-	9,750	0.00%	-	9,750	-	(9,750)
467	4,167	(3,700)	-88.80%	673	(207)	5030500004 Building Maintenance Contracts	7,735	41,667	(33,931)	-81.44%	6,931	804	50,000	42,265
574	-	574	0.00%	-	574	5030600001 Janitorial Services	1,460	-	1,460	0.00%	-	1,460	-	(1,460)
61,393	53,858	7,534	13.99%	39,833	21,560	5030703001 Security Services	408,608	538,583	(129,976)	-24.13%	410,981	(2,373)	646,300	237,692
21,939	28,333	(6,394)	-22.57%	30,510	(8,570)	5039903001 Vehicle Maintenance - External	222,340	283,333	(60,993)	-21.53%	291,880	(69,540)	340,000	117,660
7,200	4,659	2,541	54.53%	6,175	1,025	5039903002 Vehicle Towing	50,320	46,592	3,728	8.00%	51,505	(1,185)	55,910	5,590
4,888	8,875	(3,987)	-44.92%	5,801	(912)	5039900003 Equipment Maintenance - Labor	70,250	88,750	(18,500)	-20.85%	70,370	(120)	106,500	36,250
-	2,242	(2,242)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	15,000	22,417	(7,417)	-33.09%	19,950	(4,950)	26,900	11,900
(3,428)	3,896	(7,324)	-188.00%	3,014	(6,442)	5039903005 Printing & Copying External	35,199	38,958	(3,759)	-9.65%	40,756	(5,558)	46,750	11,551
2,927	3,333	(406)	-12.18%	2,396	532	5039900006 Waste Oil Removal	25,513	33,333	(7,820)	-23.46%	30,996	(5,482)	40,000	14,487
2,204	3,542	(1,338)	-37.78%	(2,740)	4,944	5039900007 Other Contracted Services	70,072	35,417	34,655	97.85%	46,540	23,532	42,500	(27,572)
6,369	5,410	959	17.72%	8,472	(2,102)	5039900008 Radio & Communication Maintenance	59,735	54,104	5,631	10.41%	49,102	10,633	64,925	5,190
848,657	285,299	563,359	197.46%	1,329,685	(481,027)	5039999999 TOTAL SERVICES	3,492,375	2,852,988	639,388	22.41%	3,533,402	(41,027)	3,423,585	(68,790)
34,655	23,046	11,608	50.37%	25,253	9,401	5040103001 Fuel & Lubricants - Diesel	208,217	230,463	(22,246)	-9.65%	238,456	(30,240)	276,555	68,339
97,181	68,750	28,431	41.35%	89,165	8,016	5040103002 Fuel & Lubricants - CNG	817,870	687,500	130,370	18.96%	688,410	129,460	825,000	7,130
59	833	(774)	-92.91%	281	(222)	5040103103 Fuel & Lubricants - Unleaded - VIP	2,416	8,333	(5,918)	-71.01%	4,760	(2,345)	10,000	7,584
24,850	28,583	(3,733)	-13.06%	31,232	(6,382)	5040200001 Tires & Tubes	262,397	285,833	(23,436)	-8.20%	280,694	(18,296)	343,000	80,603
(155)	3,758	(3,913)	-104.11%	1,080	(1,234)	5049900001 Printing Supplies	9,518	37,583	(28,065)	-74.67%	15,809	(6,291)	45,100	35,582
2,081	2,231	(150)	-6.74%	1,971	110	5049900002 General Office Supplies	20,783	22,313	(1,530)	-6.86%	27,580	(6,797)	26,775	5,992
152,343	139,223	13,120	9.42%	264,544	(112,202)	5049900003 Equip. Repair Parts & Material	1,853,910	1,392,227	461,683	33.16%	1,632,906	221,004	1,670,672	(183,238)
(3,133)	5,417	(8,550)	-157.84%	7,135	(10,268)	5049900004 Janitorial & Building Supplies	39,010	54,167	(15,157)	-27.98%	53,500	(14,490)	65,000	25,990
2,982	2,108	874	41.44%	1,922	1,060	5049900006 Minor Equipment	29,407	21,084	8,324	39.48%	21,607	7,800	25,300	(4,107)
-	75	(75)	-100.00%	-	-	5049900007 Medical Supplies	32	750	(718)	-95.67%	57	(24)	900	868
26,136	20,637	5,499	26.65%	21,387	4,749	5049900008 Shelter Maintenance	237,605	206,371	31,235	15.14%	88,196	149,410	247,645	10,400
-	-	-	0.00%	16	(16)	5049900009 Facility Maintenance Materials	56	-	56	100.00%	310	(254)	-	-
3,202	7,083	(3,882)	-54.80%	2,511	691	5049900010 Internal Sponsored Functions	70,312	70,833	(522)	-0.74%	70,999	(687)	85,000	14,688
7,419	5,000	2,419	48.38%	5,719	1,700	5049900011 Cleaning Supplies	72,866	50,000	22,866	45.73%	44,462	28,404	60,000	(12,866)
10,369	-	10,369	0.00%	(12,432)	22,800	5049905103 Inventory Adjustments	(17,349)	-	(17,349)	0.00%	249,582	(266,931)	-	17,349
357,989	306,746	51,243	16.71%	439,785	(81,797)	5049999999 TOTAL MATERIALS & SUPPLIES	3,607,049	3,067,456	539,593	17.59%	3,417,326	189,723	3,680,947	73,954
33,692	33,750	(58)	-0.17%	27,820	5,872	5050203001 Electric	289,225	337,500	(48,275)	-14.30%	263,174	26,051	405,000	115,775
7,294	7,016	278	3.97%	10,327	(3,034)	5050203002 Water & Sewer	44,575	70,155	(25,580)	-36.46%	63,857	(19,282)	84,186	69,111
2,832	3,908	(1,075)	-27.52%	2,121	711	5050203003 Trash, Garbage & Waste Removal	24,299	39,077	(14,778)	-37.82%	20,479	3,820	46,892	22,593
177	2,917	(2,740)	-93.93%	116	61	5050203004 Heating	15,610	29,167	(13,557)	-46.48%	12,211	3,398	35,000	19,390
7,229	14,393	(7,164)	-49.78%	16,939	(9,710)	5050203005 Telecommunications	178,055	143,931	34,124	23.71%	150,852	27,202	172,717	(5,338)
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	455	333	122	36.58%	270	186	400	(55)
51,224	62,016	(10,793)	-17.40%	57,323	(6,100)	5059999999 TOTAL UTILITIES	552,218	620,163	(67,944)	-10.96%	510,843	41,375	744,195	191,977

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BJCTA
INCOME STATEMENT
July 31, 2017

Jul-17 Actual	Jul-17 Budget	Jul-17 \$ Variance	Jul-17 % Variance	Jul-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,439	40,432	(24,993)	-61.81%	14,419	1,021	5060100001 Insurance - Property & Liability	151,263	404,319	(253,057)	-62.59%	142,636	8,627	485,183	333,920
3,308	3,148	161	5.10%	3,090	219	5060100002 Insurance - Public Officials	32,413	31,479	934	2.97%	30,565	1,849	37,775	5,362
91,533	91,484	49	0.05%	85,483	6,050	5060103003 Insurance - Vehicle	896,772	914,839	(18,068)	-1.97%	845,626	51,146	1,097,807	201,035
-	-	-	0.00%	(6,093)	6,093	5060203001 Insurance Proceeds	(66,967)	-	(66,967)	0.00%	(43,752)	(23,215)	-	66,967
8,506	18,443	(9,937)	-53.88%	1,882	6,624	5060416501 Property Damage Settlements	369,502	184,430	185,072	100.35%	287,408	82,094	221,316	(148,186)
118,787	153,507	(34,720)	-22.62%	98,780	20,007	5069999999 TOTAL CASUALTY & LIABILITY COST	1,382,982	1,535,068	(152,085)	-9.91%	1,262,482	120,500	1,842,081	459,099
4,162	4,150	12	0.30%	3,728	434	5090100001 Dues & Subscriptions	41,608	41,500	108	0.26%	40,389	1,219	49,800	8,192
22,827	6,783	16,043	236.51%	13,892	8,935	5090200001 Travel	97,324	67,833	29,491	43.47%	97,092	232	81,400	(15,924)
6,867	2,694	4,173	154.90%	1,364	5,503	5090200002 Per Diem	23,791	26,938	(3,147)	-11.68%	28,871	(5,080)	32,325	8,534
10,177	9,783	393	4.02%	11,193	(1,016)	5090200003 Meetings, Seminars & Training	201,239	97,832	103,407	105.70%	116,137	85,102	117,398	(83,841)
140,327	120,136	20,191	16.81%	136,914	3,413	5090218105 Planning Activities	1,475,916	1,201,360	274,556	22.85%	645,593	830,322	1,441,632	(34,284)
-	8	(8)	-100.00%	78	(78)	5090600001 Fines & Penalties	102	83	19	22.36%	254	(152)	100	(2)
3,451	2,208	1,243	56.27%	2,205	1,246	5090800001 Legal Advertising	6,023	22,083	(16,061)	-72.73%	24,430	(18,407)	26,500	20,477
5,935	6,250	(315)	-5.04%	-	5,935	5090800002 Media Advertising	35,348	62,500	(27,152)	-43.44%	6,952	28,397	75,000	39,652
468	446	22	4.91%	364	103	5099900001 Postage & Courier Service	4,878	4,458	419	9.41%	4,616	262	5,350	472
(2)	38	(40)	-106.16%	0	(2)	5099900002 Other Miscellaneous	447	375	72	19.22%	(1)	448	450	3
-	2,917	(2,917)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	12,529	29,167	(16,638)	-57.04%	12,600	(71)	35,000	22,471
-	208	(208)	-100.00%	12,843	(12,843)	5099900004 Interview Expenses	129	2,083	(1,954)	-93.81%	13,414	(13,285)	2,500	2,371
45	113	(68)	-60.00%	55	(10)	5099901105 Fees & Permits	1,311	1,125	186	16.49%	815	495	1,350	40
8,816	7,083	1,733	24.46%	(82)	8,898	5099900006 Community Outreach	104,899	70,833	34,066	48.09%	27,733	77,166	85,000	(19,899)
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	62,500	12,500	75,000	-
1,750	4,167	(2,417)	-58.00%	1,859	(109)	5099900009 Moving Expenses	18,778	41,667	(22,888)	-54.93%	19,092	(314)	50,000	31,222
204,822	166,984	37,838	22.66%	190,664	14,159	5099999999 TOTAL MISCELLANEOUS EXPENSES	2,099,321	1,744,838	354,484	20.32%	1,100,487	998,834	2,078,805	(20,516)
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
5,045	5,341	(295)	-5.53%	6,364	(1,319)	5121200001 Leases & Rentals	56,399	53,408	2,991	5.60%	60,088	(3,689)	64,090	7,691
5,045	5,341	(295)	-5.53%	6,364	(1,319)	5129900099 TOTAL LEASES & RENTALS	56,399	53,408	2,991	5.60%	60,088	(3,689)	64,090	7,691
295,569	295,569	-	0.00%	208,365	87,204	5130000001 Depreciation Expense	2,666,331	2,666,331	-	0.00%	2,228,179	438,152	2,666,331	-
295,569	295,569	-	0.00%	208,365	87,204	5139900099 TOTAL DEPRECIATION EXPENSE	2,666,331	2,666,331	-	0.00%	2,228,179	438,152	2,666,331	-
313,324	313,324	-	0.00%	191,180	122,144	5160000001 Pass Thru Funding Expense	3,843,994	3,843,994	-	0.00%	2,344,834	1,499,160	3,843,994	-
313,324	313,324	-	0.00%	191,180	122,144	5169900099 TOTAL OTHER RECONCILING ITEM	3,843,994	3,843,994	-	0.00%	2,344,834	1,499,160	3,843,994	-
4,211,534	3,679,760	531,774	14.45%	3,916,039	295,494	9999999997 TOTAL EXPENSES	38,215,133	37,295,607	919,526	2.47%	33,875,743	4,339,390	43,437,348	5,222,271
(987,694)	(473,936)	(513,758)	108.40%	(499,432)	(488,262)	9999999998 NET DIFFERENCE	1,697,130	150,214	1,546,915	1029.80%	(4,551,757)	6,248,887	(206,527)	(1,974,797)

CY = Current Year

PY = Prior Year

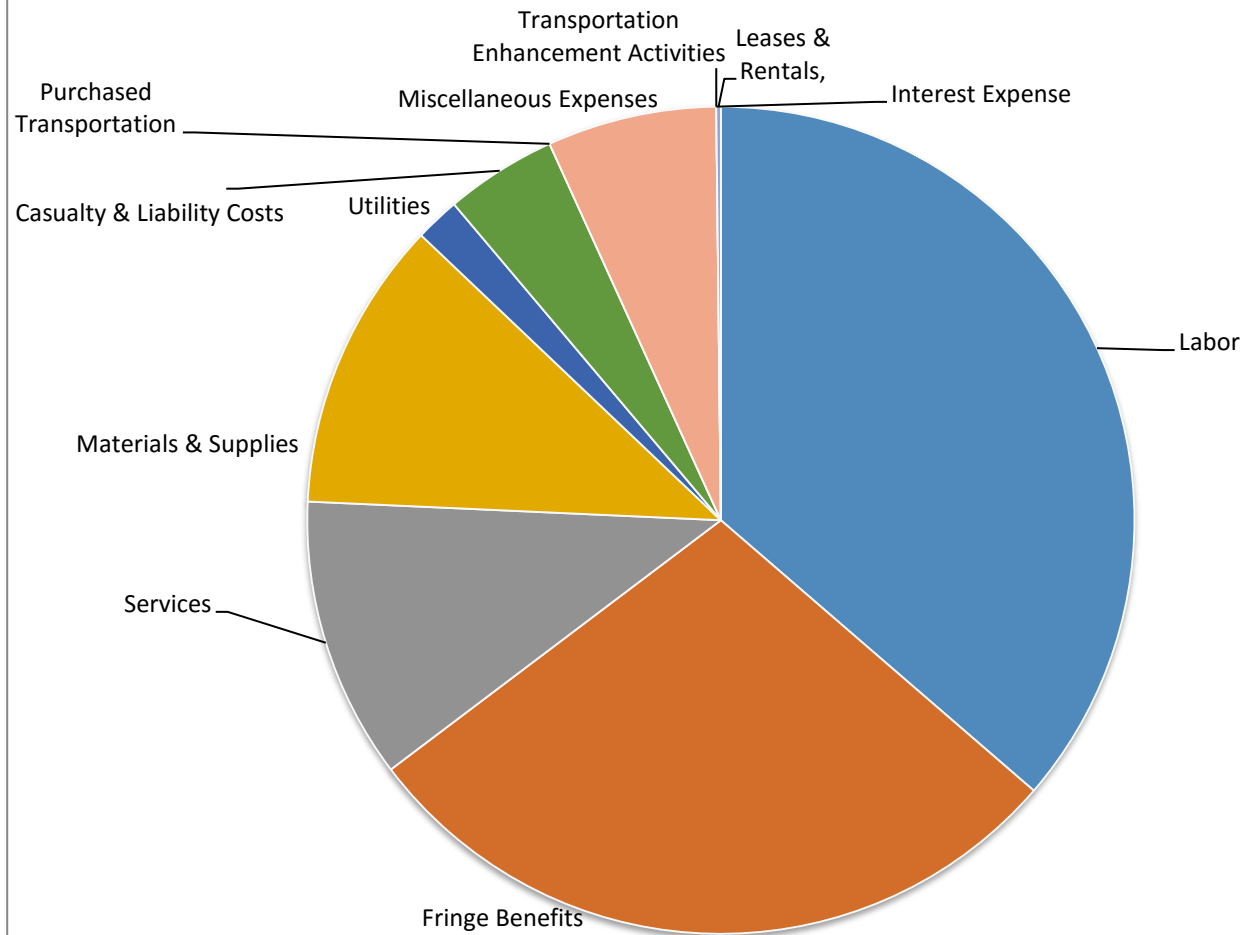
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA - EMPLOYEE OVERTIME REPORT - July 2017

Department	Department Code	OT Hrs. Jul/16	OT Jul/16	OT Hrs. Jul/17	OT Jul/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	39.20	\$ 296.12	1.15	\$ 7.88	\$301.69	43.61
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup	01220	458.59	\$ 4,903.12	352.00	\$ 3,795.44	\$34,752.20	3223.07
VIP Dispatch	01230/01232	94.57	\$ 1,026.20	65.52	\$ 666.42	\$5,350.12	511.06
VIP Call Center	02115/02130	35.20	\$ 254.83	14.50	\$ 83.71	\$3,462.14	536.03
Fixed Route Ops	03025	3716.10	\$ 30,524.92	1172.11	\$ 9,914.09	\$210,215.03	24892.59
VIP Ops	03135	741.50	\$ 4,956.57	718.43	\$ 5,110.25	\$61,432.87	8616.16
Maint Admin	04140/04142	178.57	\$ 1,828.87	39.51	\$ 356.59	\$6,841.57	704.23
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	786.77	\$ 5,536.68	184.16	\$ 1,367.53	\$37,506.32	5156.93
Maint - Inspection	06145/06148/0614	853.06	\$ 8,647.29	243.74	\$ 2,545.44	\$59,451.13	5095.45
Facilities	12350	87.53	\$ 511.47	15.56	\$ 87.68	\$4,291.22	719.56
Money Room	15125	19.04	\$ 123.96	26.58	\$ 180.57	\$715.58	103.71
Customer Service	16215/75/76/90/9	219.51	\$ 1,562.52	160.34	\$ 1,290.84	\$10,131.99	1348.35
Safety	16615/85	132.28	\$ 1,477.25	73.15	\$ 818.23	\$13,993.42	1236.12
Admin & Risk	16715	2.03	\$ 19.87	2.19	\$ 16.73	\$320.30	45.11
IT	17015/10	17.35	\$ 241.28	1.08	\$ 12.78	\$1,255.84	152.04
Finance	17165/17865	18.29	\$ 208.45	5.56	\$ 56.29	\$900.06	79.55
Procurement/Grants	17965/80 & 17265	30.07	\$ 309.56	0.02	\$ 0.32	\$632.98	59.00
Executive	17610	29.04	\$ 320.64	24.26	\$ 236.95	\$2,050.40	197.73
Planning	17755	5.56	\$ 51.23	2.02	\$ 19.71	\$537.33	68.49
Totals		7464.26	\$ 62,800.83	3101.88	\$ 26,567.45	\$454,142.19	52788.79

Findings : July 2017 overtime is 58% lower compared to July 2016.

Consolidated Expenses by Function Code YTD July 2017



BJCTA
Summary Revenue & Expense Report
YTD JULY 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	1,719,250	1,913,050	(193,800)	2,295,660	576,410
Municipal Services	18,052,927	17,844,144	208,782	21,412,973	3,360,046
Other Revenues	432,782	95,367	337,415	122,740	(310,042)
Tax Revenues	1,666,667	1,666,667	0	2,000,000	333,333
Capital Revenues	1,749,832	1,749,837	(5)	2,099,804	349,972
FTA Reimbursements - Project Admin	191,973	63,833	128,140	76,600	(115,373)
Federal and Local Grant Revenues	10,802,024	10,268,931	533,093	11,379,051	577,027
Total Operating Revenues	34,615,454	33,601,828	1,013,626	39,386,828	4,771,374
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	3,843,993	3,843,993	0	3,843,993	0
FTA Reimbursements - TDP	733,391	0	733,391	0	(733,391)
CNG ALT. Fuel Reimbursements -	719,425	0	719,425	0	(719,425)
Total Non-Budget Revenues	5,296,809	3,843,993	1,452,816	3,843,993	(1,452,816)
Total Revenues	39,912,263	37,445,822	2,466,441	43,230,821	3,318,559
Expenses:					
Labor	11,522,001	11,753,156	(231,155)	14,103,463	2,581,462
Fringe Benefits	8,992,461	9,158,214	(165,753)	10,989,857	1,997,396
Services	3,492,375	2,852,988	639,388	3,423,585	(68,790)
Materials & Supplies	3,607,049	3,067,456	539,593	3,875,947	268,898
Utilities	552,218	620,163	(67,944)	744,195	191,977
Casualty & Liability Costs	1,382,982	1,535,068	(152,085)	1,842,081	459,099
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	2,099,321	1,744,838	354,484	2,078,805	(20,516)
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	56,399	53,408	2,991	64,090	7,691
Total Expenses	31,704,808	30,785,290	919,518	37,122,023	5,417,215
Non-Budget Expenses:					
Depreciation Expense	2,666,331	2,666,331	0	2,666,331	0
Pass Thru Funding Expense	3,843,994	3,843,994	0	3,843,994	0
Total Non-Budget Expenses	6,510,325	6,510,325	0	6,510,325	0
Total Expenses	38,215,133	37,295,616	919,518	43,632,348	5,417,215
Net Difference	1,697,130	150,206	1,546,923	(401,527)	(2,098,657)

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	34,615,454	33,601,828	1,013,626	39,386,828	4,771,374
Total Operating Expenses	31,704,808	30,785,290	919,518	37,122,023	5,417,215
Net Operating Profit/(Loss)	2,910,646	2,816,538	94,108	2,264,805	(645,841)
Total Non-Budget Revenues	5,296,809	3,843,993	1,452,816	3,843,993	(1,452,816)
Total Non-Budget Expenses	6,510,325	6,510,325	0	6,510,325	0
Total Non-Budget Profit/(Loss)	(1,213,516)	(2,666,332)	1,452,816	(2,666,332)	(1,452,816)
Net Profit/(Loss)	1,697,130	150,206	1,546,923	(401,527)	(2,098,657)

PRESENTATION OF THE AUDIT OF THE 2016 FINANCIAL STATEMENTS TO THE BOARD OF THE BIRMINGHAM JEFFERSON COUNTY TRANSIT AUTHORITY

July 26, 2017



Audit Scope and Responsibilities

BFW&Co.

Financial Statement

- Express opinion on the Financial Statements
- Perform audit in accordance with professional standards, including GAS
- Maintain independence and attitude of professional skepticism throughout the audit
- Report to management required information, including, significant deficiencies in internal control, instances of noncompliance, and fraud noted during the audit
- Application of certain limited audit procedures to the required supplementary information (MD&A, Schedule of Changes in Net Pension Liability and Related Ratios, Schedule of Contributions)

Single Audit

- Express opinion on the compliance for each of BJCTA's major federal programs
- Perform audit in accordance with professional standards, including GAS and Uniform Guidance

Audit Scope and Responsibilities

BJCTA Management

- Fairly present the Financial Statements in conformity with U.S. generally accepted accounting principles
- Adopt proper accounting policies
- Establish and maintain effective internal control over financial reporting and compliance
- Prevent and detect fraud
- Disclose to BFW&Co. significant deficiencies in internal control and fraud involving those with significant roles in internal control
- Compliance with requirements of laws, regulations, contracts and grants applicable to its federal programs

Condensed Statements of Net Position

	2016	2015	Dollar Change	Percentage Change
Current assets	\$ 21,990,307	\$ 24,066,625	\$ (2,076,318)	(8.6)%
Capital assets	21,633,626	22,816,265	(1,182,639)	(5.2)%
Other long-term assets	<u>8,686</u>	<u>8,611</u>	<u>75</u>	0.9%
Total assets	<u>\$ 43,632,619</u>	<u>\$ 46,891,501</u>	<u>\$ (3,258,882)</u>	(7.0)%
Total deferred outflow of resources	\$ 5,975,270	\$ 5,125,229	\$ 850,041	16.6%
Current and other liabilities	\$ 2,614,123	\$ 2,583,288	\$ 30,835	1.2%
Long-term liabilities	<u>31,243,473</u>	<u>28,424,734</u>	<u>2,818,739</u>	9.9%
Total liabilities	<u>\$ 33,857,596</u>	<u>\$ 31,008,022</u>	<u>\$ 2,849,574</u>	9.2%
Total deferred inflow of resources	\$ 387,206	\$ 889,299	\$ (502,093)	56.5%
Net investment in capital assets	\$ 21,633,626	\$ 22,816,265	\$ (1,182,639)	(5.2)%
Unrestricted	<u>(6,270,537)</u>	<u>(2,696,856)</u>	<u>(3,573,681)</u>	132.5%
Total net position	<u>\$ 15,363,089</u>	<u>\$ 20,119,409</u>	<u>\$ (4,756,320)</u>	(23.6)%

Condensed Statements of Revenues, Expenses and Changes in Fund Net Position

	2016	2015	Dollar Change	Percentage Change
Passenger fares	\$ 2,262,039	\$ 2,322,395	\$ (60,356)	(2.6)%
Other operating revenue	<u>76,579</u>	<u>88,184</u>	<u>(11,605)</u>	(13.2)%
Total operating revenue	2,338,618	2,410,579	(76,961)	(3.0)%
Salaries and benefits	22,763,664	21,492,656	1,271,008	5.9%
Vehicle fuel, repairs, and maintenance	1,799,761	1,908,719	108,958	5.7%
Depreciation	2,646,666	2,900,045	(253,379)	(8.7)%
Other operating expenses	<u>14,296,358</u>	<u>11,106,255</u>	<u>3,190,103</u>	28.7%
Total operating expenses	<u>41,506,449</u>	<u>37,407,675</u>	<u>4,098,774</u>	11.0%
Operating grants- federal assistance	13,048,241	10,423,097	2,625,144	25.2%
Operating grants- local assistance	14,064,312	14,352,589	(288,277)	2.0%
Ad valorem tax revenue	6,893,681	7,699,750	(806,609)	(10.5)%
Insurance proceeds	68,715	168,458	(99,743)	(59.2)%
Gain (loss) on disposal of capital assets	-	(3,527,085)	3,527,085	(100)%
Interest income	<u>39,532</u>	<u>12,163</u>	<u>26,369</u>	225.02%
Total non-operating revenues	<u>34,114,481</u>	<u>29,128,972</u>	<u>4,985,509</u>	17.12%
Capital contributions- federal grants	297,030	28,799	268,231	446.5%
Capital contributions- land and buses	<u>-</u>	<u>2,012,590</u>	<u>(2,012,590)</u>	(100)%
Capital contributions	297,030	2,041,389	(1,744,359)	(85.45)%
Change in net position	<u>\$ (4,756,320)</u>	<u>\$ (3,826,735)</u>	<u>\$ (929,585)</u>	24.3%

Schedule of Expenditures of Federal Awards

	2016	2015	Dollar Change	Percentage Change
Federal Transit Capital Investment Grants	\$ 570,649	\$ 395,644	\$ 175,005	44.2%
Federal Transit Formula Grants	8,947,452	6,995,626	1,951,826	27.9%
Total Federal Transit Cluster	<u>\$ 9,518,101</u>	<u>\$ 7,391,270</u>	<u>\$ 2,126,831</u>	28.8%
Capital Assistance Program for Elderly Persons and Job Access Reverse Commute	\$ 3,202,656	\$ 3,338,461	\$ (135,805)	(4.1)%
Persons with Disabilities	398,210	128,168	270,042	210.7%
New Freedom Program	117,643	153,390	(35,747)	(23.3)%
Total Transit Services Programs Cluster	<u>\$ 3,718,509</u>	<u>\$ 3,620,019</u>	<u>\$ 98,490</u>	2.7%
Total Expenditures of Federal Awards	<u>\$ 13,236,610</u>	<u>\$ 11,011,289</u>	<u>\$ (2,225,321)</u>	20.2%

Summary of Audit Results

Audit Results on Financial Statements

1. **Unmodified opinion** on financial statements. Best possible opinion independent auditor can issue.
2. **No material weaknesses** in internal control over financial reporting were identified over the Board's financial statement close and reporting process.
3. **No material noncompliance** was found by the audit.

Summary of Single Audit Results

Audit Results on Major Federal Programs

1. **No material noncompliance** for major programs were identified. Best possible opinion independent auditor can issue.
2. **No identified deficiencies** in internal control over compliance that we consider to be material weaknesses.

Communication with Those Charged with Governance

- Management is responsible for the selection and use of appropriate accounting principles.
- Accounting estimates selected were appropriate.
- We encountered no difficulties in dealing with management in performing the audit.
- Management has determined that effects of uncorrected misstatements are immaterial to the financial statements taken as a whole.

Communication with Those Charged with Governance

- There were no disagreements with management on financial accounting, reporting, or auditing matters.
- We requested certain representations from management and they were provided in a “Management Representation Letter”.
- To our knowledge, there were no **consultations** with other accountants. (“second opinion”)
- We applied limited procedures to the MD&A information.
- This communication is intended **solely for the Board and management of the Birmingham-Jefferson County Transit Authority.**

Audit Adjusting Entries

- Corrected Misstatements
 - Compensated Absences: To agree with Sick Leave policy Article 13 per Amalgamated Transit Union Local 725 and BJCTA agreement.
 - Net effect increase in Net Position - \$318,177
 - Deferred Inflows and Outflows: Adjusted in accordance with GASB 68
 - Net effect increase in Net Position - \$513,334
- Uncorrected Misstatements
 - Accrual Litigation Losses: Accrue for potential losses at year end
 - Potential Net effect decrease in Net Position - \$110,000

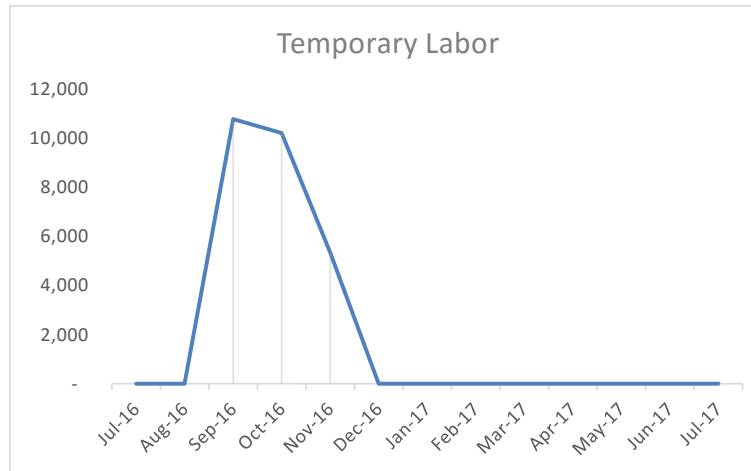
QUESTION & ANSWER

PARATRANSIT COST
PER RIDERSHIP TREND
AS OF JUNE 2017

	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Paratransit Service Costs	441,667	273,358	403,190	433,413	418,658	390,697	373,035	329,827	369,375	388,928	376,805	387,045	454,923
Ridership	9,690	8,532	10,291	9,483	9,392	8,763	8,325	7,347	8,014	9,076	7,018	8,117	6,967
Paratransit Cost per Ridership	45.58	32.04	39.18	45.70	44.58	44.58	44.81	44.89	46.09	42.85	53.69	47.68	65.30

Temporary Labor
As of July 2017

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



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

Advertising	\$ 47,708	within contract period
Pass/Ticket Sales	\$ 13,133	\$828 over 90. 1158.20 over 60. \$1741 over 30. Remainder current.
Local Share Bus Shelters	\$ 4,715	2 shelters installed in Hoover-bill sent out July
Hoover	\$ -	
Birmingham	\$ 4,968,689	Bill for April-Jun Sent out
Federal	\$ 5,550,603	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ (904)	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		We received Ad Valorems at the end of December
Homewood	\$ -	Paid in January 2nd quarter Services (Jan-Mar)
Vestavia Hills	\$ -	Billed for FY17 Services. -Paid
Mtn Brook Ad Valorem		We received Ad Valorems at the end of December
Tarrant Ad Valorem		We received Ad Valorems at the end of December
Birmingham Ad Valorem		We received Ad Valorems at the end of December
Bessemer	\$ 59,606	Sent quarterly billing out for Jul-Sept 2017-waiting on payment
Midfield	\$ 11,482	Current; Sent July Bill out on 7/5
Centerpoint	\$ -	
Blue Cross Blue Shield	\$ 30,209	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 12,987	See Below
Employee	\$ 3,251	Misc Expenses
Pass Thru Funding	\$ -	
Board	\$ (48)	
	<u>\$ 10,701,431</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 5,696	Interest-Current
\$ 6,770	CNG manual billing. \$10 over 90; \$126.70 over 60; \$281.42 over 30. Remainder current
\$ -	Social Security due back from Pension Committee
\$ 521	Reimbursement from Delta flight that was cancelled
<u>\$ 12,987</u>	

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

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

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

Financial Highlights

- As of the July 31, 2017 Balance Sheet, assets were \$52,731,226.84 while total liabilities were \$36,492,596.35.
- The Income Statement for the month ending July 31, 2017, details year to date revenues of \$39,912,263.27 and expenses of \$38,215,133.30 resulting in a positive difference of \$1,697,129.97.
- The total cash and cash equivalents as of July 31, 2017 was \$8,295,193.91 of which \$8,075,015.46 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Budgeted Items			
Revenues	34,615,454	33,601,828	1,013,626
Expenses	31,704,808	30,785,290	919,518
Net	2,910,646	2,816,538	94,108
Non Budgeted Items			
Revenues	5,296,809	3,843,993	1,452,816
Expenses	6,510,325	6,510,325	-
Net	(1,213,516)	(2,666,332)	1,452,816
Combined Net	1,697,130	150,206	1,546,924

Total overall variance with the budget is a positive \$1,546,923.80

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

- **FY 16 Audit**-The Auditors are ready to go over with the Board the FY16 Audit results.
- **CNG Reimbursement** – No new legislation for CNG reimbursement for FY17. Will continue to check website and advise status.
- **Training**- Train staff on doing reconciliation on different balance sheet accounts. Sent Procurement staff for additional training. Met with Contracts Administration on quarterly reports for Board package and vendor reviews
- **Meetings**-Attended Senior Staff and Intermodal meetings.
- **Promotion**-Promoted our Payroll Specialist to the Staff Accountant position.
- **Interviewing**- Sent HR request to post the vacant position in Finance. Will begin interviewing in August.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p style="text-align: center;">July 2017 Human Resources Report</p>	DATE: July 2017
	INITIATOR: Jamie Endsley Director of Human Resources
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

The Human Resources Department is responsible for recruitment and retention, personnel record maintenance, employee/labor relations, compensation and benefits administration, drug and alcohol program management, policy interpretation, and organization development.

Employment Information:

New Hires: 6 – 2 Fixed Route Bus Operators, 1 Paratransit Bus Operator, 1 General Services, 2 Bus Shop Cleaners
Transfers: 1 – General Service transferred to Fixed Route Bus Operator
Rehires: 3 – 1 Bus Shop Cleaner and 2 Fixed Route Bus Operators
Terminations: 4 (3 Voluntary)

- 3 Operators (2 Voluntary)
- 1 Mechanic (Voluntary)

Labor Relations:

Processed loan and retirement documentation.
Worked with Union Reps on disciplinary actions.

FMLA/Medical Leave:

5 Employee(s) on FMLA Full
4 Employee(s) on FMLA Intermittent
1 Employee(s) on Medical Leave

Worker's Compensation:

Total Claims: 2
New Claims: 1

Recruitment Initiatives:

Current Job Postings: Staff Accountant, Operators (VIP and Fixed Route), Mechanics, VIP Reservationist, Customer Service Reps, General Applications

Random/Post Offer Drug Testing

Random Selections (7) – Currently up-to-date
Post-Accident DOT = 1, Pre-Employ DOT = 6, Return to Duty = 1

Meetings:

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

Projects:

Benefits Fair (Part II) for August 14, 2017 – America's First Federal Credit Union, Birmingham Zoo, and YMCA
Converting personnel files to digital format (procurement phase)
Handbook Revision (development phase)
Union contract negotiations (planning phase)
Benefits Broker for 2018 Plan Year (procurement phase)

Jamie Endsley

Jamie Endsley
Director of Human Resources

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

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

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

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

3.0 Working Projects:

- Intermodal Grand Opening – Lead discussion and preparation efforts. Opening tentatively scheduled for October 6, 2017.
- New Technology – Coordinating customer based educational training sessions on Public Information Displays (PIDS), Route Match (Paratransit Software) and “where’s my bus” App (AVAIL). Oversee implementation and training of new telephone system.
- Transit Oriented Development (TOD) – Participate with core group and Smart Growth America to cast vision of what TOD could look like thirty years from now. The Smart Growth team visit to Birmingham went well, and very good feedback was given to help move TOD forward.
- Customer Care Training – Phase 1 completed and all attendees received certificates.
- Road Map 2021 – Oversight and implementation of top 5 projects.
 - New Technology
 - Transit Oriented Development (TOD)
 - Bus Rapid Transit (BRT)
 - Transit Development Plan (TDP)
 - New Maintenance Facility

4.0 Meetings Attended:

- Urban Land Institute lunch and tour
- BJCTA Committee and Board Meetings
- Smart Growth team visit to Birmingham and tour
- Transit Oriented Development – Innovation Depot
- New hire orientation
- Transit Citizen Advisory Board

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority

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

1.0 Purpose/Objective:

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

2.0 Completed Projects:

- We advertised Magic City Connector at Brian McNight concert. Riders took selfies on the bus using #getconnected for a chance to win tickets to concert.
- We launched the opening of the new MAX Central Station.
- We organized a parade, stuffed 500 bags of school supplies and conducted a Mayoral candidate's forum for the Respect Rally. Approximately 8500 people attended this event. It was great exposure for BJCTA and TCAB.
- We coordinated Lakeview Local ride a-long live remote with Hot107-7.
- We educated Lawson State students about new campus circulator.
- We printed MCC advertisement in Black Market Magazine.
- We contributed to a feature story on Barbara Murdock for Divine Favor Magazine.
- We participated in Comedian Rickey Smiley's School supply stuff the MAX bus campaign.





3.0 Working Projects

- Back to school initiatives with Summit Media and Rickey Smiley Foundation
- UAB/Alabama State ride along with Hot 107-7
- Ongoing planning for Intermodal grand opening
- Magic City Classic marketing

Ronda Robinson

Director of Communications

Birmingham-Jefferson County Transit Authority STAFF SUMMARY AND COMMENTS

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

Customer Service Activities:

- Congratulations to the Customer Service Para Transit Call Center who successfully reached their goal of taking their calls abandoned rate under 10% during the month of July. Efficiency in staff scheduling and their commitment to implementing the training they have received caused the team to reach its goal of meeting the national average which is below 10%. They now stand at an 8% calls abandoned rate which translates to improved service to MAX riders.



Para Transit Call Center Team: Malia, Tunisia, Phonshea, C. J. & Alicia. (Not shown: Mary & Delores)



- Customer Service welcomed four new employees: Two will be assisting customers at Central Station; one in Fixed Route Call Center and one in Para Transit Call Center.

Welcome to the family!



Jaylyn & Jerome



Evann & Malia

- The Customer Service Call Center had an 18% call abandonment rate for July. Steps to improve their statistic are still ongoing.



- MAX-ON-SITE hosted a “How to ride the bus training” to a Pratt City Summer Camp group on July 11th. The group of students and chaperones were excited to ride the 6 Pratt/Emsley to the Negro History Museum near Railroad Park and back to McAlpine Recreational Center. They said that the operator and the customer service representative were extremely helpful and friendly.



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

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

Purpose/Objective:

To effectively and efficiently safeguard federal funds, seek non-traditional funding opportunities and ensure Disadvantaged Business Enterprise (DBE) participation in grant projects as well as contracting opportunities.

Grants Overview: *The Birmingham-Jefferson County Transit Authority (BJCTA) currently manages and provides quarterly reports on thirteen (13) active FTA grants. Five of which are pass-through and the remaining eight are BJCTA designated grants.*

- Prepared and submitted June Federal Accountability and Transparency Act (FATA) reports.
- Calculated and submitted July Sub-recipient Fixed Asset Depreciation report.
- Prepared and submitted thirteen (13) Milestone Progress Reports (MPRs) for active grants during the third quarter of FY 2017.
- Prepared and submitted twelve (12) Federal Transaction Reports (FFRs) for grants with disbursements between April 1, 2017 and June 30, 2017.
- Working with the Maintenance Director and Strada to prepare a winning discretionary Section 5339 application for fixed-route buses and maintenance department needs.

DBE Overview: *BJCTA is committed to eliminating barriers for women and minorities to participate in contracting opportunities.*

- With the help of the Procurement Department, we have acquired two new DBE certified vendors who specialize in office supplies and signage respectively.
- July 14, 2017 – Monthly DBE Strategy Session
- July 21, 2017 – Planning Session
- July 25, 2017 – “How to Write Capability Statements” Vendor Engagement Workshop
- Prepared a three-fiscal year look at the agency’s DBE participation progress.

Other Activities:

- Attended TCAB Meeting
- Participated in R.E.S.P.E.C.T. Transit Rally
- Attended MPO Citizen's Committee Meeting

Grants Status Report:

FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-03-0058	New Starts Environmental	09/2006	\$6,768,706	\$ 314,432.00	\$ 6,425.00	\$ 308,007.00
AL-03-0077	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 143,339.00	\$ 23,842.00	\$ 119,497.00
AL-2016-015	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 262,955.00	\$ 10,755.00	\$ 252,200.00
AL-2017-002	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 2,381,333.00	\$ 239,090.00	\$ 2,142,243.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 889,228.00	\$ -	\$ 889,228.00
Total Pass-Through Grants			\$13,870,702	\$ 3,991,287.00	\$ 280,112.00	\$ 3,711,175.00
FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X241	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 29,809.00	\$ -	\$ 29,809.00
AL -90-X242	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 101,000.00	\$ 1,920.00	\$ 99,080.00
AL -95-X007	CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,160,392.00	\$ 15,931.00	\$ 2,144,461.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 6,988,324.00	\$ 4,200.00	\$ 6,984,124.00
AL-2017-005	FFY 2016 Section 5339	03/2017	\$696,975	\$ 395,626.00	\$ -	\$ 395,626.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 19,416.00	\$ -	\$ 19,416.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 67,325.00	\$ -	\$ 67,325.00
AL-2017-014	FFY 2016 Section 5307 CMAQ Flex	06/2017	\$800,000	\$ 800,000.00	\$ 8,747.00	\$ 791,253.00
Total BJCTA Grants			\$20,798,983	\$ 10,561,892.00	\$ 30,798.00	\$ 10,531,094.00
Combined Totals			\$34,669,685	\$ 14,553,179.00	\$ 310,910.00	\$ 14,242,269.00

DBE Three-Fiscal Year Progression

FY 2015:

- 0.1% DBE Participation in total spending (1 Alabama Certified DBE Vendor, \$22,763.55 out of \$19,145,200.91)
- 0% DBE Participation in federal spending

FY 2016:

- 6.5% DBE Participation in total spending (4 Alabama Certified DBE Vendors, \$1,710,753.77 out of \$26,380,690.69)
- 3.9% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$518,466 out of \$13,233,502)

FY 2017:

- 10.7% DBE Participation in total spending (9 Alabama Certified DBE Vendors, \$3,415,354 out of \$31,965,709)
- 6.8% DBE Participation in federal spending (3 Alabama Certified DBE Vendors, \$1,142,273 out of \$16,688,128)





Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p align="center">Information Technology Report</p>	RESOLUTION NO. Not Applicable
	DATE: August 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 are in the progress of installing Access Points, Switches and all of the IT equipment for the Site A, according to the original IT plan.
- AV Plan: ESB will start installing all of the AV equipment and systems this month, for the boardroom. I will personally monitor the process to assure completion.
- Moving Plan: The IT department is ready to implement the plan of moving all the IT equipment from 2121 to Site A new offices.
- PIDS: Message Point is currently installing all PIDS at Site A and has already trained some current tenants on the system.
- Additions: The IT department is working with a host of vendors (Fiber, Ethernet, and Executive staff changes) to assure all IT asset are working on day 1.
- Police/ Security Area: The IT department is working with Birmingham Police on a shared area for security and communications at the Intermodal. We will install the communications for the space and support Birmingham Police in moving in.

IT Projects

- Implementation of Avail: Avail is implemented on our Fix Route Buses. The next phase of the project is the mobile application and integration with Fleet-net.
- Intranet: The IT department is working with the communications department on completing an intranet for the entire agency.
- Route Match: The IT department is working on the IVR (Stage 2) portion of the project. The next stage 3 is the mobile application for the riders.
- Phone System: The IT department is current implementing the new phone system. Training is schedule for the week of August 14, 2017. The go live date is August 18, 2017.

- Backup internet for PIDS: The IT department is implementing a backup internet solution for the entire system across all locations.



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

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

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

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

- Maintenance continues to repair, in a timely manner, all vehicle defects, inspections & safety checks.
- Maintenance inspections were 100% for the month of July.
- Maintenance mechanics, body shop, parts department, and general service workers continue to work together on a daily basis to maintain the upkeep of our fleet.
- The maintenance department is making preparations for 4 additional Paratransit vehicles and 3 New Flyer vehicles that are expected to arrive the 1st week of August.
- The maintenance department has made great strides in resolving mechanical issues that are consistent among 2 of our major fleet during the summer months. These resolutions include: rerouting the hydraulic line on fan motors to keep our Opus bus engines from running hot and replacing old coolant level sensors with new, more durable styles to keep our New Flyer buses from cutting off. New Flyer Representatives visited the maintenance department showing documented correspondences assuring that this issue with the coolant sensors is happening among other companies/systems as well—and not just the BJCTA.
- The maintenance department recognized the accomplishments of one of our apprentice (Marquis Little) for completing his training and receiving his Class B w/Passenger Endorsement CDL Certification.
- The maintenance department also recognizes David Hill (Foreman) & Edward Jackson (Facilities Tech) for being chosen to attend the U.S. Dept. of Transportation's Transit Safety Institute (TSI) Training through the Federal Transit Administration. They successfully completed their course in *Transit Bus System Safety -Identifying & Correcting Safety and Security Issues*.



- The maintenance department welcomes 4 new employees (Virgil Bookert-Bus Shop Cleaner; Cory Clay-General Services; Justin Lyons-Bus Shop Cleaner; & Curtis Taylor-Bus Shop Cleaner).
- The maintenance department received their Team Training Plaque for completing the Mobile Air Conditioning training course held onsite by TPC Trainco in June.

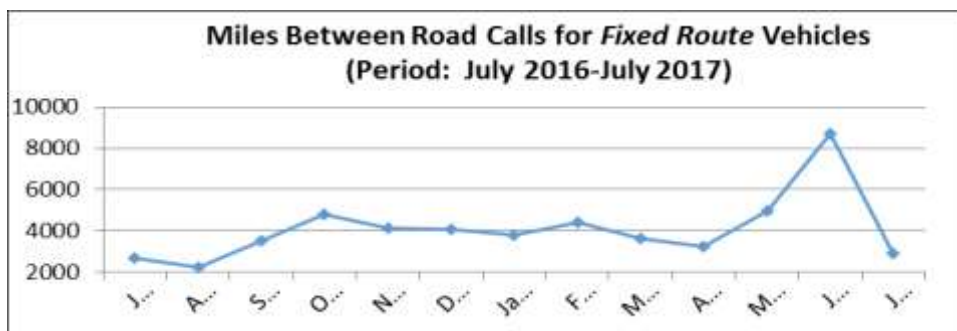


Facility – Update: In addition to normal maintenance processes, the Facilities Section completed the following tasks during the month of July 2017:

- Completed weekly maintenance on bus washer
- Pumped oil and water out of the pit in the chemical room located in the shop area
- Unstopped sink in men's locker room in the maintenance department
- Tinted the windows in the dispatch office
- Installed toilet tissue dispensers in the men's restrooms & installed paper towel dispensers and trash cans at Central Station
- Assisted the Communications Department by picking up Tornado Relief donations from each of our locations
- Assisted the I.T. Department in assessing their project for the Site A location
- Assisted the Communications Department with the setup & other preparations (e.g. picking up school supplies) for the Respect Rally

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

MAX Maintenance went 2,871 miles between mechanical failures in July 2017. This decrease in mileage is primarily due to the number of buses down for repairs caused by the extreme heat temperatures of the summer. This mileage has, however, increased by 214 miles in comparison to this time last year (2016). Maintenance continues to work diligently to reach and maintain the standard benchmark.



TOTAL MILES BETWEEN MECHANICAL ROAD CALLS FOR FIXED ROUTE VEHICLES												
	Month											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015	5589	5895	4438	4840	4080	4471	7343	4114	4608	3087	4613	4921
2016	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
2017	3767	4418	3592	3253	4938	8688	2871					

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

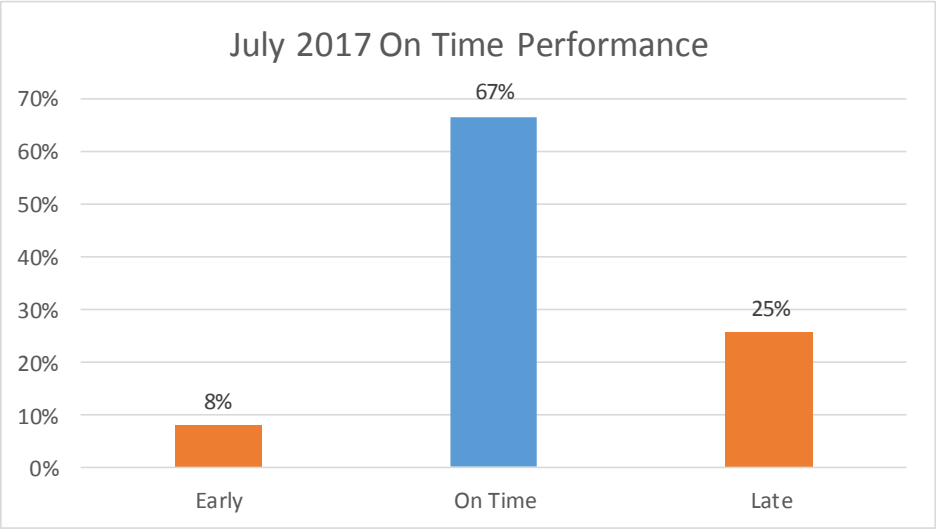
TITLE/DESCRIPTION: Transportation Monthly Update	DATE: July 2017
	INITIATOR: Christopher Ruffin Director of Operations
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

1.0 Fixed Route

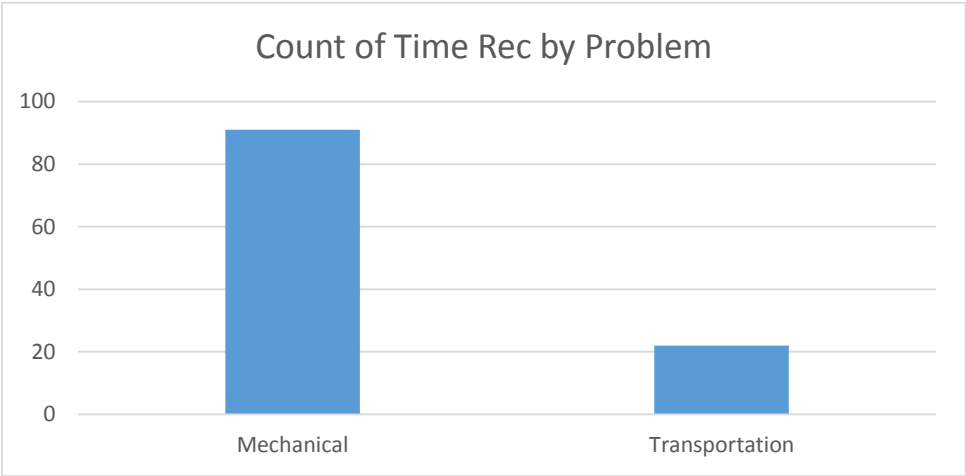
- Fixed Route continues to seek Professional Operators to fill vacant positions for the next New-Hire Training Class. (Date- TBD)
- A New-Hire Training Class began on July 17, 2017 filled with several Professional Operator trainees.
- Fixed Route has launched the beginning stages for its September Operator Run Bid
- Operations has been working tirelessly to recreate and revise all forms, and have them uploaded onto Supervisor tablets to ultimately operate paperless.
- During the week of July 10-14, 2017, Supervisors were tasked with the opportunity of completing thirty-six (36) hours of Transit Bus System Safety training with the Transportation Safety Institute (TSI). The training was compiled with several modules over a 5-day timeframe. The training was a study of the four (4) pillars of the Safety Management Systems (SMS) and how SMS and System Safety work together to help create a safer working environment. It also explored the concepts of safety climate, safety risk management, the hazard reduction matrix, as well as the hazard reduction procedure.
- Operations is diligently working to revise all Standard Operating Procedures (SOP) within the department.
- Operations collaborated vigorously with the Communications Department to ensure that there were available operators, and that those buses were in their designated positions for Birmingham's Annual R.E.S.P.E.C.T. rally held on Saturday, July 29, 2017.

1.1 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
8%	67%	25%

1.2 Missed Trips (Chart)



Problem	Count of Time Rec
Mechanical	91
Transportation	22

2.0 Paratransit

- Paratransit continues to seek Professional Operators to fill vacant positions for the next New-Hire Training Class.(Date-TBD)
- A New-Hire Training class began on July 17, 2017, filled with several Professional Operator trainees.
- Paratransit has launched the beginning stages for the September Operator Run Bid
- Paratransit continues to collaborate with Route Match for the anticipation of its upcoming phase (Phase II- IVR).
- An objective of Paratransit for the month of July has been to introduce the Microsoft OneNote program to supervisors and dispatchers. With this program, Paratransit is able to leave trip information that can be used to keep the department aligned with the daily occurrences while also assisting the department with BJCTA's paperless goal.
- In July, Operations was pleased to host the Paratransit Advisory Committee Meeting, where members of this committee contemplated on methods to improve Paratransit services within the city.



Birmingham-Jefferson County Transit Authority

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

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

1.0 Planning Activities and Initiatives

- The Planning Department is working every day to look over the system to make improvements, in the area of bus stops/shelters, on-time performance, and service improvements.
- Planning Manager attended the Implementation committee meeting at City Hall to discuss the five year priority plans.
- Meeting with Lawson state took place to discuss a "Pilot service" for the students at the Birmingham and Bessemer campus, route is looking to start on August 21, 2017.
- Attending a meeting to discuss the Lakeview local service
- Attended the BJCTA board committee meeting on July 12th
- Attended the national COMTO conference in Detroit from July 14-19th.
- Attended a TOD (Transit Oriented Development) meeting at innovation depot on July 21st.
- Planning manager and Planner had a conference call with Strada representatives to discuss our bus stop/shelter policy.
- Attended a DBE and small business workshop on July 25th.
- Preparing for the September 2017 run bid for the operators
- Preparing to restart bus service on the Wal-Mart property of Eastwood Village
- Having discussions with city of Hoover officials about added new bus shelters in Hoover, along with making modifications to their existing stops in their city.
- Planning Department have weekly departmental meetings to discuss strategies for improving our bus service, as well innovative ideas on how we can better service our communities.
- Planning manager has attended weekly senior staff meetings led by our Executive Director Barbara Murdock

Ridership Stats for July 2017

- 92 Southside Loop July 2016: **642**
- New 93 Lakeview local replaced 92 SS loop on May 15, 2017 (July 2017):**170** (June 2017):**306**
- 90 North South Dart July 2016: **5,699**
- Magic City Connector that replaced the 90 North South Dart on March 24, 2017 (July 2017): **8,786**
- "Pilot Bessemer Commuter July 2017: **214**
- 201 Highway 280 Commuter: **1,980**

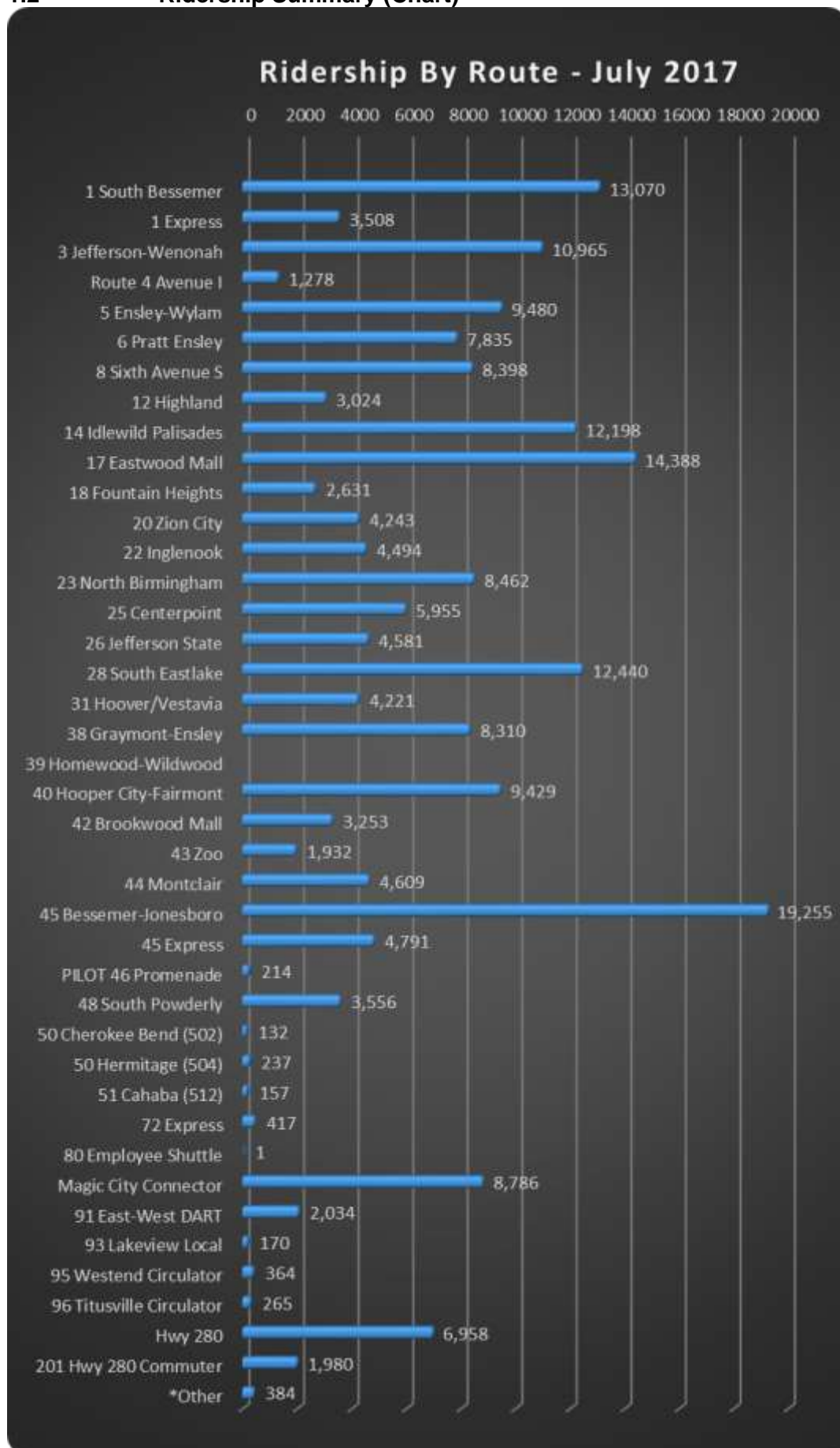
Planning Department will be working with the Communications department on ways to promote the new 93 Lakeview Local route

1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	Current Month FY2016	Current Month FY2017		Year to Date FY2016	Year to Date FY2017	Current Percent Change
Overall System Performance	Ridership-Fixed Route	221,240	214,847		2,491,360	2,226,594	-2.9%
	Magic City Connector March 24, 2017	June 2017 9,363	July 2017 8,786		-	27,322	-6.2%
	93 Lakeview Local May 15, 2017	June 2017 306	July 2017 170		-	661	-44.4%
	Vehicle Service Hours	19,029	18,565		191,691	191,394	-2.4%
	Total Miles	252,752	249,759		2,718,058	2,562,469	-1.2%
	Revenue Miles	239,507	234,174		2,385,799	2,394,521	-2.2%
	Fare Revenues	\$152,070	\$149,244		\$1,724,201	\$1,559,861	-1.9%
	Total Expenses	\$3,516,494	\$3,602,631		\$29,384,871	\$31,929,379	2.4%

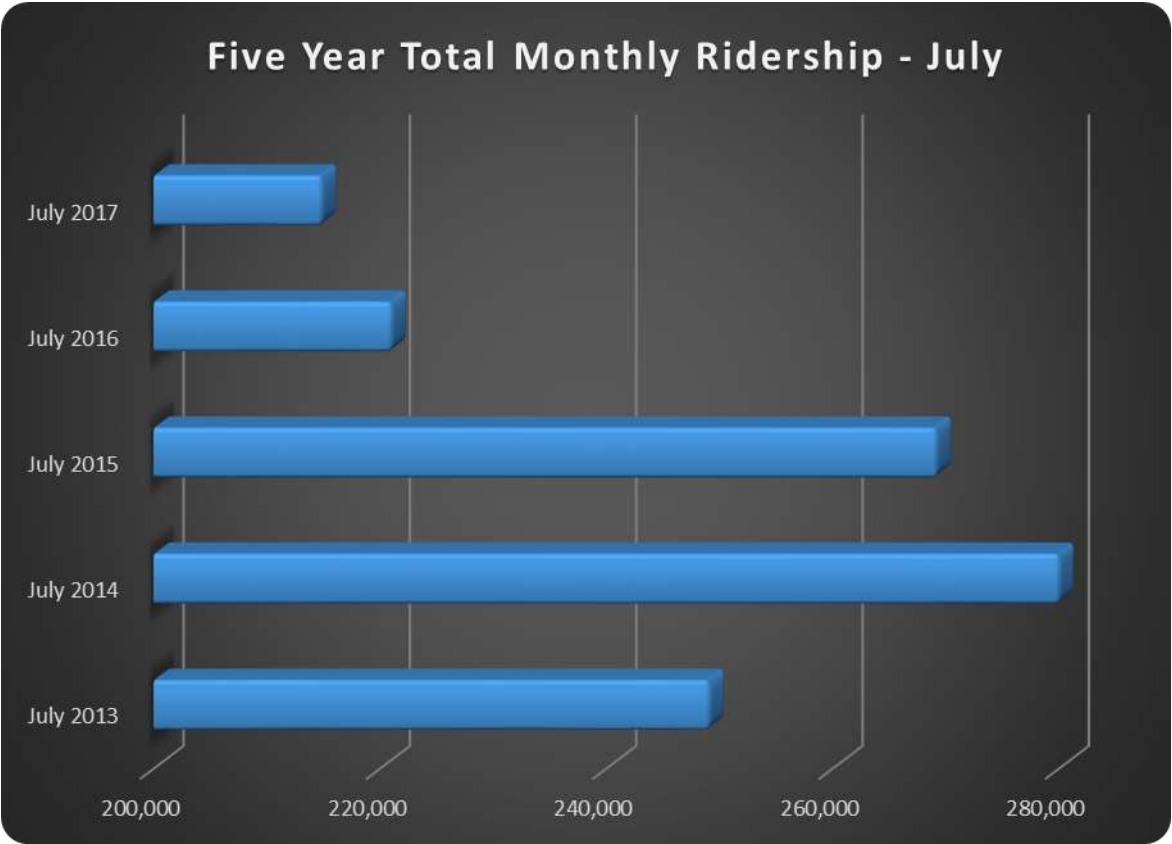
Current percentage change is calculated by subtracting the current month from the previous month, and dividing it from the previous month.

Usually a decrease in ridership is expected in the months of June-August because these months are typical traveling months for individuals and families.

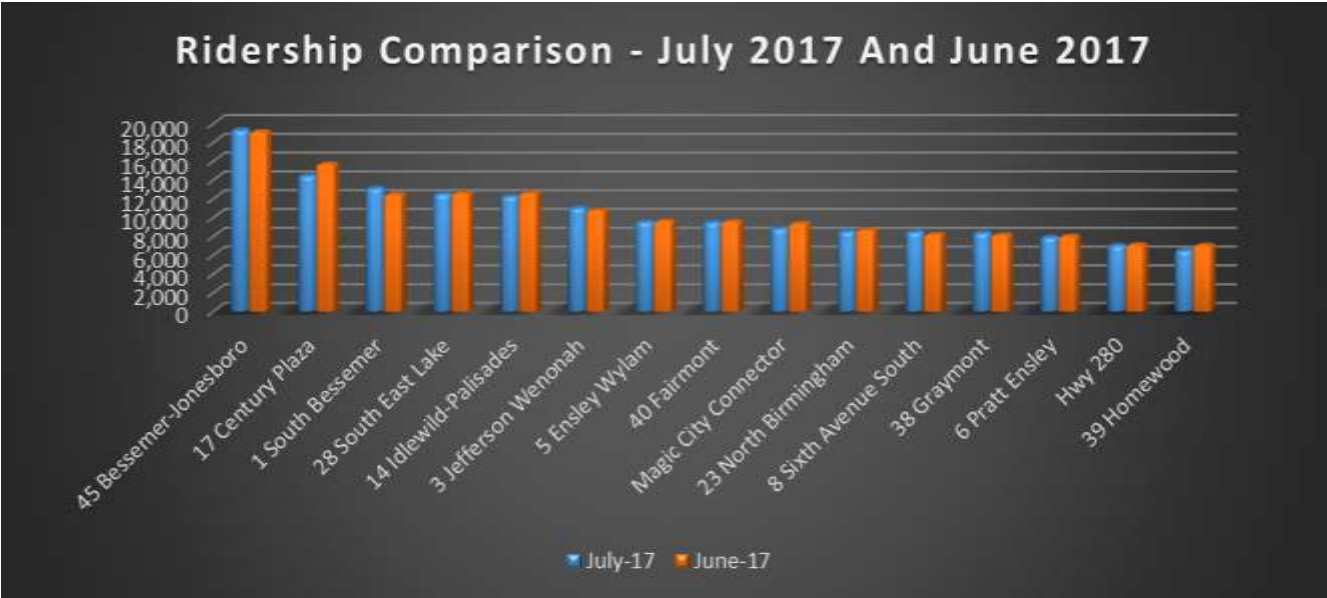
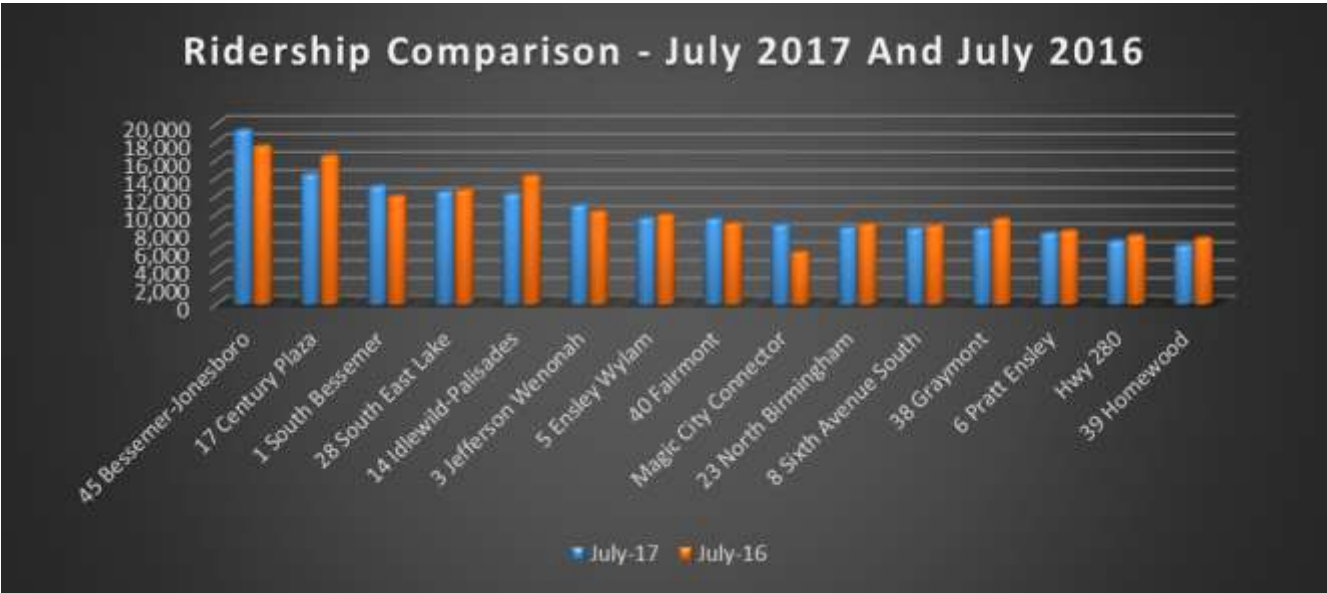


Route Name & Number	Jul-17	Jul-16	Difference	Jun-17	Difference
1 South Bessemer	13,070	11,914	1,156	12,455	615
1 Express	3,508	3,193	315	3,701	-193
3 Jefferson-Wenonah	10,965	10,208	757	10,763	202
Route 4 Avenue I	1,278	895	383	1,097	181
5 Ensley-Wylam	9,480	9,841	-361	9,607	-127
6 Pratt Ensley	7,835	8,055	-220	8,006	-171
8 Sixth Avenue S	8,398	8,631	-233	8,195	203
12 Highland	3,024	3,373	-349	3,398	-374
14 Idlewild Palisades	12,198	14,182	-1,984	12,598	-400
17 Eastwood Mall	14,388	16,367	-1,979	15,694	-1,306
18 Fountain Heights	2,631	2,935	-304	3,079	-448
20 Zion City	4,243	4,725	-482	4,509	-266
22 Inglenook	4,494	4,339	155	4,448	46
23 North Birmingham	8,462	8,789	-327	8,690	-228
25 CenterPoint	5,955	6,498	-543	6,581	-626
26 Jefferson State	4,581	4,818	-237	4,451	130
28 South Eastlake	12,440	12,593	-153	12,596	-156
31 Hoover/Vestavia	4,221	5,011	-790	4,869	-648
38 Graymont-Ensley	8,310	9,378	-1,068	8,135	175
39 Homewood-Wildwood	6,442	7,234	-792	7,038	-596
40 Hooper City-Fairmont	9,429	8,892	537	9,572	-143
*41 Fairfield	0	1,585	-1,585	0	0
42 Brookwood Mall	3,253	3,614	-361	3,229	24
43 Zoo	1,932	2,225	-293	2,168	-236
44 Montclair	4,609	5,512	-903	4,962	-353
45 Bessemer-Jonesboro	19,255	17,477	1,778	19,125	130
45 Express	4,791	5,609	-818	4,779	12
PILOT 46 Promenade	214	0	0	162	52
48 South Powderly	3,556	3,764	-208	3,777	-221
50 Cherokee Bend (502)	132	371	-239	193	-61
50 Hermitage (504)	237	237	0	274	-37
51 Cahaba (512)	157	163	-6	132	25
72 Express	417	505	-88	453	-36
80 Employee Shuttle	1	20	-19	2	-1
Magic City Connector	8,786	5,699	3,087	9,363	-577
91 East-West DART	2,034	1,338	696	2,024	10
92 Southside Loop	0	642	-642	0	0
93 Lakeview Local	170	0	170	306	-136
95 Westend Circulator	364	498	-134	424	-60
96 Titusville Circulator	265	456	-191	385	-120
Hwy 280	6,958	7,525	-567	7,091	-133
201 Hwy 280 Commuter	1,980	1,748	232	2,283	-303
*205 Airport Shuttle	0	152	-152	0	0
*Other	384	229	155	168	216
Monthly Totals	214,847	221,240	6,393	220,782	-5,935

1.3 Five-Year Ridership Comparison (Chart



1.3 Top 15 Ridership Routes (Chart)



TOP 15 Ridership Routes July 2017

	<u>July-17</u>	<u>July-16</u>	<u>July-17</u>	<u>June-17</u>
45 Bessemer-Jonesboro	19,255	17,477	19,255	19,125
17 Eastwood Mall	14,388	16,367	14,388	15,694
1 South Bessemer	13,070	11,914	13,070	12,455
28 South East Lake	12,440	12,593	12,440	12,596
14 Idlewild-Palisades	12,198	14,182	12,198	12,598
3 Jefferson Wenonah	10,965	10,208	10,965	10,763
5 Ensley Wylam	9,480	9,841	9,480	9,607
40 Fairmont	9,429	8,892	9,429	9,572
Magic City Connector	8,786	5,699	8,786	9,363
23 North Birmingham	8,462	8,789	8,462	8,690
8 Sixth Avenue South	8,398	8,631	8,398	8,195
38 Graymont	8,310	9,378	8,310	8,135
6 Pratt Ensley	7,835	8,055	7,835	8,006
Hwy 280	6,958	7,525	6,958	7,091
39 Homewood	6,442	7,234	6,442	7,038

Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

1.0 PROCUREMENT

1.1 Solicitations

Currently posted or within next 60 days staff anticipates preparing the solicitations:

- 1.1.1 Employee Benefit Brokerage & Consultant
- 1.1.2 Pre-Fabricated Walls for Retail Site A
- 1.1.3 BRT Downtown Stop Facilities

2.0 CONTRACT ADMINISTRATION

- 2.1 To better manage Board approved contracts, at least 120 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process.
- 2.2 The attached BJCTA Approved Contracts Report have been updated and contracts are listed in ascending order by the contract expiration date.
- 2.3 **Procurement Updates:**
All Upcoming contracts expiring within the next 60 days will exhaust the optional renewal year upon expirations.
- 2.4 **Upcoming Contract Expirations within 60 Days**
 - 2.4.1 Hollingsworth Oil & Lubricants
 - 2.4.2 Goodyear Tires
 - 2.4.3 Message Media Point
 - 2.4.4 Marketing Advertising
 - 2.4.5 Governmental Relations
 - 2.4.6 A&E Consultants
 - 2.4.7 Roger Pugh - Appraiser

3.0 RESOLUTIONS

- 3.3.1 2017-35 Authorization to contract with Vectour Transportation
- 3.3.2 2017-36 Authorization to contract with Rely Supply
- 3.3.3 2017-37 Authorization to contract with XXXXX
- 3.3.4 2017-38 Authorization to contract with FutureNet Group

ATTACHMENTS

- Contract Log
- Resolutions

Respectfully submitted

Page Darryl Grayson

Darryl Grayson - Procurement Manager

BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
12-05	Hollingsworth	Oils and Lubricants	8/23/2012	N/A	8/23/2012	8/22/2017	0			
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	2			
16-14	Message Point Media of AL, Inc.	PIDS	8/5/2016	2016-35	8/31/2016	8/31/2017	4			
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	1 of 4	2016-38	8/31/2016	9/08/2017
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	2			
12-22	Buffalo Rock	Vending Services	10/01/2012	N/A	10/01/2012	9/30/2017	0			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	1 of 4	2016-31	6/22/2016	9/30/2017
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	1 of 4	2016-32	6/22/2016	9/30/2017
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	4			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	4			
12-23	New Flyer of America, Inc.	Bus Manufacturer	11/28/2012	2013-08	11/29/2012	11/28/2017	0			
14-23	Avesis Incorporated	Vision Insurance Coverage	10/29/2014	2015-02	12/01/2014	11/30/2016	2 of 2	N/A	11/30/2016	11/30/2017
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	2			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	0			
16-24	CRV Surveillance, LLC	Maintenance Facility Security Fence	11/22/2016	2017-07	1/17/2017	1/16/2018	1			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	2			
17-02	The ESB Group, Inc.	A/V Equipment & Installation	12/21/2016	2017-11	3/20/2017	3/19/2018	1			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/ Mats	4/13/2015	N/A	4/01/2015	3/31/2018	2			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg.87 Oct.Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	3			
N/A	Business Electronics Technology Solutions	ShoreTel Phone System	5/01/2017	2017-27	6/01/2017	6/1/2018	0			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	1 of 2	2014-34	6/8/2017	6/8/2018
17-07	Deborah Walker Law Offices	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	1 of 4	2016-30	7/12/2017	7/12/2018
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	1 of 4	N/A	6/20/2017	8/08/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
17-06	Message Point Media of AL, Inc.	Website Design & Implementation	3/01/2017	N/A	3/01/2017	3/01/2020	2			
17-08	Gregory Pest Solutions	Pest Control Services	3/29/2017	2017-16	4/12/2017	4/12/2020	2			
17-10	Ed's Refurbishing	Transit Bus Painting -Repairs	5/17/2017	2017-26	6/1/2017	6/1/2020	N/A			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2			

BJCTA Policies

Vendor Name	Product/Service	Effective Date	Expiration Date	Notes/ Option Years
National Union Fire Ins. Co	Fiduciary	11/01/2016	11/01/2017	
Darwin National Assurance	Police Professional Liability	12/01/2016	12/01/2017	

AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/ Equipment/ General Liability/ Auto/ Property Insurance	12/01/2016	12/01/2017	
AL Trucking Assoc. (ATA)	Association Fee	1/01/2016	1/01/2017	
AL Trucking Assoc. (ATA)	Workers' Compensation	1/01/2016	1/01/2017	
Ascent Underwriters	Cyber Insurance	3/01/2016	3/01/2017	
Markel/ Evanston Insurance	Environmental Pollution	3/06/2016	3/06/2017	
Travelers Casualty & Surety Co	Crime	10/26/2015	10/26/2018	
McGriff / Seibels Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity	10/26/2015	10/26/2018	



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

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

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

TRAINING

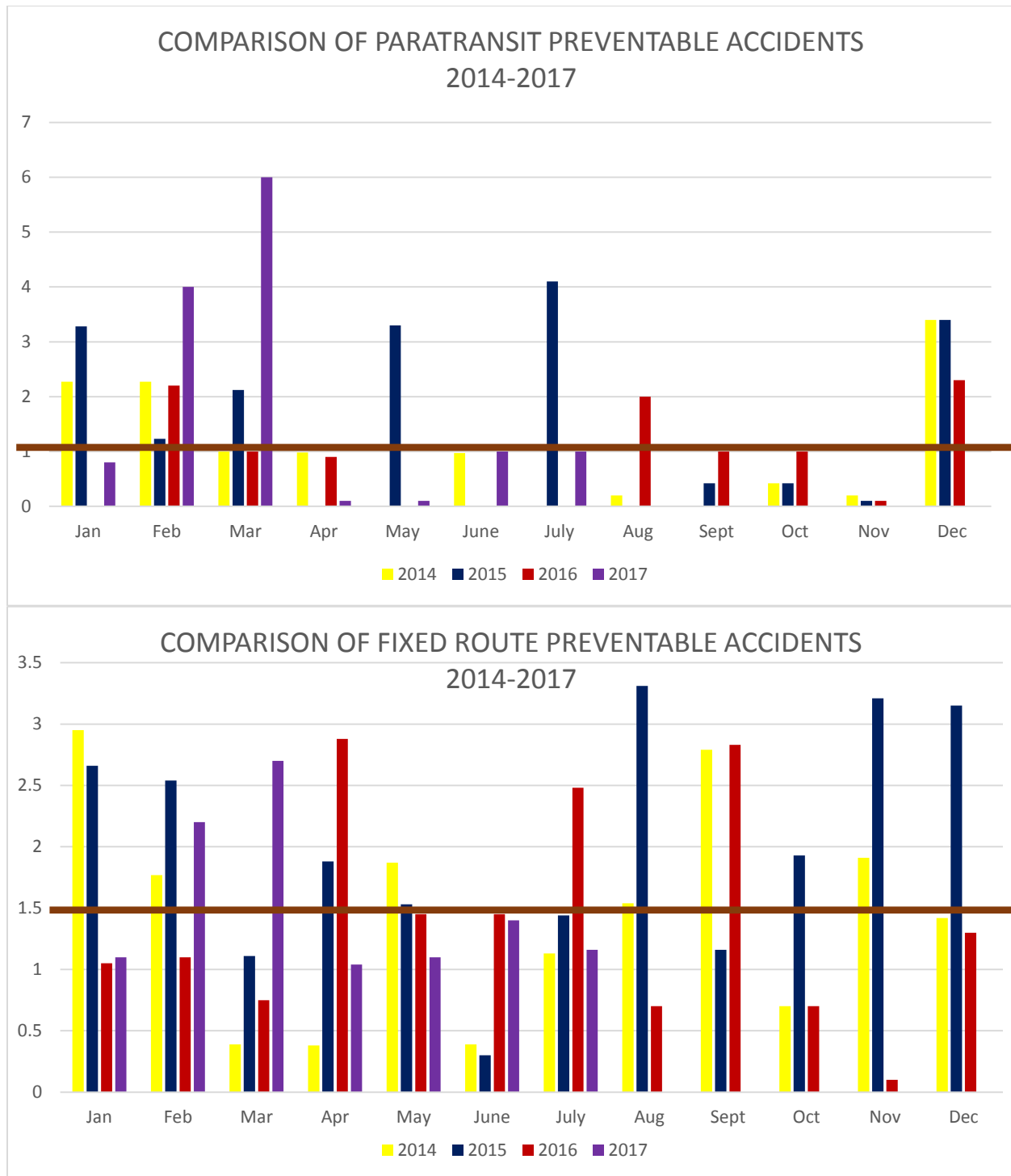
- The training department started a new class of bus operators this month.
- There are currently 4 students in route training, 4 operators learning their CDL materials, and 4 maintenance personnel getting their CDL.
- 3 operators and 3 maintenance employees obtained their CDL this month – which continues the 100% pass rate for 2017.
- The training staff, with the help of Marketing, put together a training video for operator refresher training. The video will be used in August.

SECURITY

- There was one major incident at Central Station this month. A person was harassing passengers, and ultimately our Customer Service agents. Two off-duty policemen apprehended the person, but he was very difficult to contain. Back-ups were called, and three other BPD squad cars came. The person was ultimately tazed, and placed in the back of a squad car.
- One other passenger, who has been harassing others was also banned from coming to Central Station.

SAFETY

- There was one preventable accident on the Paratransit side this month. (1.0 accidents per 100,000 miles). The fixed route side had 1.4 accidents per 100,000 miles. Both below the national average.
- The Safety Department staff hosted the Transportation Safety Institute's "Bus System Safety" Class this month. People were here from Nevada, Florida, and Texas.



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

8/1/17