

# Regular Board of Directors Meeting Roll Call

Thursday, July 27, 2017

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




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

Thursday, July 27, 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- June 28,2017**
- VIII. Chairman's Report**
- IX. Committee Reports**
  - A. Committee of the Whole**
    - June 12,2017
- X. Resolutions for Consideration and Approval**
  - A. Resolution 2017-32-** Authorization for the Executive Director to Continue the Authority's Membership in the **American Public Transportation Association (APTA).**
  - B. Resolution 2017- 33-** Authorization for the Executive Director to enter into Non-Binding Letters of Intent for Real Estate.
  - C. Resolution 2017-27-** Authorization for the Executive Director to procure a **ShoreTel** phone system from **Converged Resources Integrators, LLC** for implementation in the Intermodal Facility.
- XI. Executive Director's Report**

**A. Financial Report**

**XII. Old Business**

**A. Intermodal Facility update- STRADA Professional Services**

**XIII. New Business**

**A. Banks, Finley, White& Co. FY16 Audit (James White)**

**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 3115-24<sup>th</sup> 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**  
Wednesday, July 12, 2017

**Opening:** Chairman Patrick Sellers called the meeting to order at 12:09 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, Adam Snyder, Patricia Henderson, Frank Topping, Donald A. Harwell, and Martin Weinberg.

**Committee Members Absent:** Emma Tolbert

**Quorum?** Yes

**Staff and Others Present:** Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Ronda Robinson, Jamie Endsley, Justin Ridgeway, Toney Chestnut, Starr Culpepper, Karen Jacobs, Stephanie Walker, Wytangy Peak, Ron Sweeney, Mike Sims, Darryl Grayson, Dale Knutson, Greg Roddy, Alice Gordon (SKYE CONNECT), Joi Jackson (SKYE CONNECT), Edmond Watters (STRADA), Trey Glenn (STRADA), Darrell Howard (STRADA), Ron Thompson (STRADA), JO Hill, Butch Ferrell, Candace Richards (COB), Ron Thompson (STRADA), Ron Reeks (Wendell), Jonathan Austin (COB), Darryl Perkins (Master Solution), Josh Johnson (COB), Ryan Wilson, Courtney French, Esq. (Fuston, Petway, and French, LLP), and Deborah Byrd Walker, Esq. (Law Office of Deborah Byrd Walker).

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

**IV. Items for Information and /or Discussion**

**A. Executive Director Performance Review (SKYE CONNECT)**

Alice Gordon gave an overview of the process of the Executive Director Performance Evaluation. (Performance Evaluation Criteria)

- Board Communications and Effectiveness
- Communications
- Staff and Organizational Development
- Leadership

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- External Relations
  - Operational Effectiveness
  - Customer Service
  - Oversight of New Technology Major Initiatives

## **B. Executive Director Report**

### **Highlights:**

- Bessemer Pilot is ending. Since the ridership has increased, BJCTA is putting a proposal together that would increase their numbers between 150,000 and 200,000.
- Airport Shuttle numbers has declined, we are looking into ending the service.
- Highway 280 ridership has increased and we BJCTA is looking to additional resources.
- Lakeview Local has extended the route in their area, and is willing to purchase a bus.
- October 4, 2017 starts the celebration week for Intermodal Opening.

### **Director Mauldin arrived**

#### **Discussion:**

**Director Henderson** asked about the employee salaries and requested a print out of each.

**Director Topping** stated that the Board of Directors should get a copy.

**Ms. Murdock** replied, we pay staff according to credentials and experience.

**Director Henderson** mentioned that she wanted to make sure that all the employees were being compensated fairly.

**Ms. Murdock** asked the Director of Human Resources (Jamie Endsley) to speak on her questions.

**Jamie Endsley** stated that BJCTA has a dedicated salary range for every position. Based on the type of position, experience, and duties, we make sure that each employee is getting fair compensation for the position.

**Director Topping** gave kudos to the Executive Director (Barbra Murdock) for having such talented group of people under her leadership.

**Ms. Murdock** thanked her staff publically for each role that they play in the organization.

**Director Snyder** asked what was the difference between the old Lakeview route and the new one.

**Wytany Peak** answered stating that the old 92 Route serviced the UAB district, the new 93 Route service Regions Field, down 2<sup>nd</sup> Avenue to 29<sup>th</sup> street. Lakeview goes to 5<sup>th</sup> Avenue to 23<sup>rd</sup> street to 7<sup>th</sup> Avenue, back to 29<sup>th</sup> street. This new route is a circulator just cutting out UAB. The ridership has doubled in one month.

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**Director Sellers** expressed that planning point out the numbers on the routes in the Board Packet.

**Director Henderson** asked the Director Operations to give some information on the Airport Shuttle.

**Christopher Ruffin** explained to the Board that the resources for the Airport Shuttle was not great and the numbers did not make sense. He suggested that the shuttle be terminated and BJCTA focus on the Lawson State Community College Shuttle.

### **C. Chief of Staff Report**

- Smart Growth America has a meeting regarding the planning with the TOD along the BRT line. July 21, 2017 at Innovation Depot

**D. Departmental Reports-** Included in the packet for review.

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

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

### **Discussion:**

**Director Mauldin** mention that the City of Birmingham wanted more uniform bus shelters. She asked would it be possible to a study to see what it would cost to get at every stop preferably the key stops first.

**Ms. Murdock** stated that each city has an ordinance and she would like to do a comparison with the cost of the basic shelters and the upgraded ones.

**Director Mauldin** wanted to clarify Councilor Austin question regarding the shelters. The City of Birmingham just want to see more shelters.

**Director Henderson** wanted to acknowledge Wytangy and Ronda on a job well done in the community meetings. Thanks for making MAX look good!

**Director Topping** also wanted to recognize the Executive Director (Barbara Murdock) for all the great things that is happening at BJCTA.

### **V. Resolution for Consideration & Recommendation**

**A. Resolution 2017-32-** Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA). Director Snyder made a motion to forward the resolution to the full board, it was seconded by Director Topping and approved by general consent. Director Mauldin abstained.

**B. Resolution 2017-33-** Authorization for the Executive Director to enter into a Non-Binding Letters of Intent for Real Estate. The Committee of the Whole wanted corrections made and presented on the agenda for Board Meeting. Resolution died.

### **Discussion:**

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**Attorney Walker** wanted to point out on page 45 under Procurement Update. **Resolution 2017-17** need to be resent with the subcontractor listed.

Ms. Murdock replied that we would make corrections for Board Meeting.

## **VI. Old Business**

- A.** Intermodal Facility Update- Site A is schedule for opening the week of October 4, 2017.
- B.** Maintenance Facility Update- Ron Reeks with Wendell doing due diligence is looking at different sites in the cities of Bessemer, Fairfield, and Hoover.

## **VII. New Business**

- A.** Transit Rally- July 29<sup>th</sup> Lynn Park
- B.** Smart Growth America – July 21<sup>st</sup>
- C.** ULI Meeting- July 28<sup>th</sup>
- D.** APTA Transit Board Members and Support Conference- July 22-25 Chicago, Ill.
- E.** Letter of Intent (LOI) Maintenance Facility/ TOD Property

## **VIII. Adjournment**

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

The meeting was adjourned at approximately 1:36 pm.

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA)	<b>RESOLUTION NO.:</b> 2017- 32
	<b>DATE:</b> June, 2017
	<b>INITIATOR:</b> Finance
<b>ACTION REQUEST:</b> <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 authorizes the Interim Executive Director to continue the Authority's membership in the American Public Transportation Association (APTA) for the period 07/01/17 to 06/30/18.
- 2.0 Description/Justification:** Membership in APTA offers a wide variety of benefits. There is national representation relating to Federal legislation, it provides a network for meetings and conferences, and it is a source of industry information and educational training.
- 3.0 Background:** APTA is the leading force in advancing public transportation. APTA members are public organizations that are engaged in the areas of bus, paratransit, light rail, commuter rail, subways, waterborne passenger services, and high-speed rail. Members also include: large and small companies who plan, design, construct, finance, supply, and operate bus and rail services worldwide; government agencies, metropolitan planning organizations, state departments of transportation, academic institutions, and trade publications. APTA serves and leads its diverse membership through advocacy, innovation and information sharing. APTA and its members and staff work to ensure that public transportation is available and accessible for all Americans in communities across the country.
- 4.0 Procurement Impact:** The annual membership dues are calculated based on the previous year's operating expenses.
- 5.0 Policy Impact:** In accordance with the Authority's policy, any expenditure of \$25,000.00 or more must be approved by the Board of Directors.
- 6.0 Economic Impact:** The annual membership for the time frame 07/01/17 to 06/30/18 of \$35,029.00; is based on FY 2016 operating expenses of \$35,088,621.00; and is budgeted in the FY 2018 Executive Line Item Dues & Subscriptions.
- 7.0 Recommendations:** Staff recommends renewal of the APTA membership.
- 8.0 Alternatives:** Not to renew the APTA membership.
- 9.0 Attachments:** APTA invoice

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Barbara Murdock, Executive Director



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## **Resolution No. 2017-32**

### **Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA) for the time frame 07/01/17 to 06/30/18 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 Birmingham, Alabama; and

**WHEREAS**, the BJCTA wishes to continue membership in the American Public Transportation Association (APTA) for the time frame 07/01/17 to 06/30/18; and

**WHEREAS**, the annual membership for the time frame 07/01/17 to 06/30/18 is \$35,029.00 and is based on FY 2016 operating expenses of \$35,088,621.00; and is budgeted in the FY 2018 Executive Line Item Dues & Subscriptions.

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

**Section 1.** The Executive Director is hereby authorized to renew the annual membership and remit the membership dues based on FY 2016 operating expenses of \$35,088,621.00; and not to exceed \$35,029.00 to continue membership in APTA for the time frame 07/01/17 to 06/30/18.

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

**Adopted:** July \_\_\_\_, 2017

Approved: \_\_\_\_\_  
Rev. Patrick Sellers, Chairman

Attest: \_\_\_\_\_  
Johnnye P. Lassiter, Secretary

**Resolution No. 2017-33**

**Authorization for the Interim Executive Director to Enter into a Non-Binding Letter of Interest for Real Estate.**

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

**WHEREAS**, projects are encouraged that: integrate BJCTA's transit facilities;. reduce automobile dependency; increase pedestrian/bicycle originated transit trips;. foster safe station areas; and enhance surrounding area connections to transit stations; and

**WHEREAS**, BJCTA's has identified certain real estate for potential acquisition in an effort to accomplish and in furtherance of its transit oriented development program goals and objectives, as well as address its immediate need for additional land development.

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

**Section 1.** The Executive Director is hereby authorized to execute and issue a Non- Binding Letter of Interest and to conduct a due diligence assessment for the potential acquisition of certain real estate owned by Graham and Company.

**Section 2.** This resolution is adopted immediately upon approval.

Adopted: July \_\_\_\_, 2017

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Rev. Patrick Sellers, Chairman

Attest: \_\_\_\_\_  
Secretary



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

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

- 1.0 Purpose/Objective:** This action will authorize the Executive Director to procure a ShoreTel phone system from Converged Resources Integrators, LLC
- 2.0 Description/Justification:** The current phone system (Fonality) is not sufficient, reliable and will not accommodate the Intermodal Facility and all that the Intermodal encompass, including future growth.
- 3.0 Procurement Background:** The current phone system was procured in March 2013, since then, BJCTA growth has made the current phone system outdated. Due to the needs of the new Intermodal Facility, BJCTA will need a more robust phone system. The new phone system will be procured off the Alabama State Contract.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The new Shortel phone system with software and accessories will not exceed **\$116,000.00**
- a) **Source Funding** – Will be programmed into a future PM(5307) and  
b) **Verified By** – Finance Dept.
- 6.0 Recommendations:** Authorize the Executive Director to procure and implement a new State-of-the-Art phone system and also to include software and accessories.
- 7.0 Alternatives:** Keep Current phone System
- 8.0 Attachments:** NA

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Barbara Murdock, Executive Director

**Resolution No. 2017-27**

Authorization for the Executive Director to procure a ShoreTel phone system from Converged Resources Integrators, LLC for implementation in the Intermodal Facility

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

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

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

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

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

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

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

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

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

Adopted: May 26, 2017

\_\_\_\_\_  
Rev. Patrick Sellers, Chairman

Attest: \_\_\_\_\_  
Johnnye P. Lassiter, Secretary

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

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> June 2017
<b>Executive Director's Report</b>	<b>INITIATOR:</b> Barbara Murdock, Executive Director
<b>ACTION REQUEST:</b> <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.**

- **Airport Shuttle** – This pilot program is now over one year old and is an on-demand service. This is the seventh month of on-demand service with ecommerce payments. This month averaged **6** riders. This is down from the **12** riders that was averaged the first weeks after on-demand service began on November 14. The recommendation is that we cut this service effective August 1.
- **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**.
- **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.
- **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**.
- **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.

**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 FTA officials on BRT planning and design

**5.0 Intermodal Update**

- The Bus Terminal (Site B) began operating June 19.
- The official opening (ribbon-cutting) of the Bus Terminal (Site B) was held on June 30, 2017.
- The official opening of the Intermodal (Site A) is tentatively being scheduled for the week of September 29-October 4.

- We are in the final negotiating stage of the Amtrak lease. Amtrak officials visited the site in June.

## **6.0 Community Relations**

- Met with Alabama Power Representative on putting Electric Charging Stations at the Intermodal Parking lot.
- Met with team on business plan and bid package for the build-out of the Smart Convenience store at Site A
- Met with partners on Back to School Rally
- Met with John Archibald from Birmingham News on Oliver Robinson investigation
- Met with ULI developers and Kathy Sloss on downtown TOD vision
- Attended two Community Meetings: Titusville and West End

## **7.0 Finance/Budget:**

- Investment Committee Meeting recommendations made to committee
- Completed the FY'16 audit with Banks, Finley and White.
- 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)**

- Conducted the Dump the Pump promotion
- 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)**

- Phone Conference on handling Task Order Contracts
- Revised 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 35 % compared to June of 2016.
- For the month we were over budget by \$479,000. This was because the 5 new paratransit vehicles came in sooner than expected. Year-to-date we are under budget by \$2.2 million.
- MAX Maintenance went 8,688 miles between mechanical failures in June 2017. This is the first time we reached and surpassed the standard benchmark of 5,000 miles between road calls. Maintenance is working diligently to reach and maintain the standard benchmark.
- 100% of the preventative maintenance inspections have been on time during June.

*Barbara Murdock*

Barbara Murdock, Executive Director

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

<b>TITLE/DESCRIPTION:</b>  <b>Chief of Staff Report</b>	<b>DATE:</b> June 2017  <b>INITIATOR:</b> Adrian Solomon, Chief of Staff
<b>ACTION REQUEST:</b> <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 – Early Fall opening. Participate in discussions for continued preparation.
- New Technology – Coordinating customer based educational training sessions on Public Information Displays (PIDS), Route Match (Paratransit Software) and “where’s my bus” App (AVAIL).
- Transit Development Plan (TDP) – Working with Communications team, to get our message out through public meetings, social media and TV advertising.
- 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. Smart Growth team will visit with the core group in late July.
- Customer Care Training – Oversight of this initiative to provide certificate customer care training for the entire organization. Ongoing
- 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:**

- Follow-up director’s one-on-one meetings
- Senior staff weekly meetings
- BJCTA Committee and Board Meetings
- Town Hall Meetings Councilor Hoyt
- Transit Oriented Development – Innovation Depot
- Intermodal facility coordination
- Advertising/Promotional task presentations
- Budget Review
- FTA Visit to Birmingham

*Adrian M. Solomon*

Adrian M. Solomon, Chief of Staff

**BJCTA**  
**Commission Revenue Trend**  
**As of June 30, 2017**

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

**BJCTA**  
**CNG Revenue**  
**As of June 30, 2017**

	<b>FY14</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Revenue	161,492	183,039	293,936	328,569
Gallons	80,746	91,519	146,968	164,284

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2017	Period 9	June 2017	Division: 00 Balance Sheet		As of: 06/30/2017
			October Thru June		
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1010100001 Money Market-BBVA Compass			\$10,117,432.20	\$16,239,633.31	(\$6,122,201.11)
1010100002 Cash - Payroll - BBVA Compass			\$10,000.00	\$10,000.00	\$0.00
1010100003 Cash - Operating - BBVA Compass			\$403,493.39	\$1,036,754.08	(\$633,260.69)
1010100004 Capital Deposit - BBVA Compass			\$10,000.00	\$10,000.00	\$0.00
1010100006 CASH - RESTRICTED SELF INSURED			\$200,000.00	\$200,000.00	\$0.00
1010200001 Petty Cash - Maintenance			\$180.00	\$200.00	(\$20.00)
1010200002 Petty Cash - Central Station			\$89.84	\$87.67	\$2.17
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$10,741,195.43	\$17,496,675.06	(\$6,755,479.63)
1020000000 ACCOUNTS RECEIVABLE					
1020100001 A/R Advertising			\$51,179.01	\$21,165.28	\$30,013.73
1020100002 A/R Pass/Ticket Sales			\$13,216.00	\$6,992.20	\$6,223.80
1020700004 A/R Birmingham			\$3,661,819.68	\$0.00	\$3,661,819.68
1020700006 A/R Federal			\$4,995,542.25	\$4,565,768.85	\$429,773.40
1020700008 A/R Beer Tax			\$51,244.47	\$5,071.55	\$46,172.92
1020700010 A/R Bessemer			\$178,817.52	\$0.00	\$178,817.52
1020700022 A/R - Midfield			\$11,481.89	\$9,696.92	\$1,784.97
1020700024 A/R Fairfield			\$0.00	\$0.00	\$0.00
1020800001 A/R Blue Cross Blue Shield			\$26,429.71	\$13,436.54	\$12,993.17
1020800004 A/R Board Members			(\$305.32)	\$0.00	(\$305.32)
1020800007 A/R - Alternative Fuel Credit - Other			\$15,856.44	\$9,589.35	\$6,267.09
1020800008 A/R Employee			(\$8.00)	\$150.00	(\$158.00)
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$9,005,273.65	\$4,631,870.69	\$4,373,402.96
1030000000 SUPPLY INVENTORY					
1030000001 Diesel Fuel Supply			\$44,200.75	\$43,487.75	\$713.00
1030000002 UNLEADED FUEL SUPPLY			\$9,427.50	\$5,562.36	\$3,865.14
1030000003 Parts, Oil, Lubricant Inventory			\$1,805,196.38	\$1,655,113.95	\$150,082.43
1039999999 TOTAL SUPPLY INVENTORY			\$1,858,824.63	\$1,704,164.06	\$154,660.57
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1050200001 Construct in Progress			\$1,039,506.25	\$1,456,103.00	(\$416,596.75)
1050200002 Construction in Progress - Bus Shelters			\$207,169.00	\$207,169.00	\$0.00
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$1,246,675.25	\$1,663,272.00	(\$416,596.75)

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2017	Period 9	June 2017	Division: 00 Balance Sheet	As of: 06/30/2017	
			October Thru June		
			2017	2016	Variance
1110000000 PROPERTY, PLANT & EQUIPMENT					
1110100001 Motor Busses - Class A			\$29,741,183.70	\$29,223,282.00	\$517,901.70
1110100002 Trolley - Class C			\$1,206,331.83	\$2,725,943.08	(\$1,519,611.25)
1110100003 Paratransit Vehicles			\$4,312,955.34	\$3,305,659.84	\$1,007,295.50
1110100004 Vans & Other Vehicles			\$645,168.58	\$481,931.35	\$163,237.23
1110100006 Shelter/Stations			\$934,494.71	\$940,604.26	(\$6,109.55)
1110100007 Operation's Yards/Parking Lot			\$1,154,725.25	\$896,971.82	\$257,753.43
1110100008 Office/Maint. Renovations			\$3,483,932.24	\$3,483,932.24	\$0.00
1110100009 Operation's Yard Equipment			\$12,263.66	\$14,201.66	(\$1,938.00)
1110100010 Equipment Veh/Maint/Garage			\$379,830.20	\$359,491.06	\$20,339.14
1110100011 Close Circuit TV			\$223,400.60	\$219,651.33	\$3,749.27
1110100012 CNG Fueling Station			\$3,629,997.94	\$3,629,997.94	\$0.00
1110100013 Revenue Collection/Process			\$1,127,759.27	\$1,130,918.87	(\$3,159.60)
1110100014 Communications Equipment			\$956,394.04	\$903,614.04	\$52,780.00
1110100015 Software			\$364,826.58	\$418,396.16	(\$53,569.58)
1110100016 Office Furniture/Equipment			\$1,047,367.12	\$502,891.10	\$544,476.02
1110100017 Land			\$2,856,622.35	\$2,856,622.35	\$0.00
1110300001 Accumulated Depreciation			(\$26,711,897.23)	(\$30,122,478.54)	\$3,410,581.31
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$25,365,356.18	\$20,971,630.56	\$4,393,725.62
1510000000 OTHER ASSETS					
1510100001 PPD - Workman's Comp			\$333,011.00	\$308,159.00	\$24,852.00
1510100004 PPD - Insurance Liability			\$544,587.99	\$514,430.11	\$30,157.88
1510100005 PPD Software Maintenance Contract			\$7,020.00	\$6,180.00	\$840.00
1510100006 PPD - OTHER			\$63,579.51	\$90,373.54	(\$26,794.03)
1510200001 Deposits			\$8,686.00	\$8,686.00	\$0.00
1510300001 Deferred Pension Outflows			\$5,125,229.00	\$5,196,941.00	(\$71,712.00)
1519999999 TOTAL OTHER ASSETS			\$6,082,113.50	\$6,124,769.65	(\$42,656.15)
1999999999 TOTAL ASSETS			\$54,299,438.64	\$52,592,382.02	\$1,707,056.62
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2010100001 Accounts Payable			\$227,938.57	\$210,031.71	\$17,906.86
2010100003 Accrued Accounts Payables			\$1,099,414.64	\$1,558,290.64	(\$458,876.00)
2019999999 TOTAL ACCOUNTS PAYABLE			\$1,327,353.21	\$1,768,322.35	(\$440,969.14)

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2017	Period 9	June 2017	Division: 00 Balance Sheet		As of: 06/30/2017
			October Thru June		
			2017	2016	Variance
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2020100001 Accrued Payroll Expenses			\$515,286.58	\$452,453.07	\$62,833.51
2020100013 FLEX SPENDING W/H			(\$7,496.23)	\$0.00	(\$7,496.23)
2020100016 Administrative Vision W/H			\$0.00	\$54.94	(\$54.94)
2030100001 Social Security Payable			\$28,515.90	\$25,340.14	\$3,175.76
2030100002 Medicare Payable			\$6,669.07	\$5,926.32	\$742.75
2030100003 Federal Taxes Payable			\$0.00	\$0.00	\$0.00
2030100004 State Taxes Payable			\$34,945.98	\$34,706.87	\$239.11
2030100006 B'ham City Taxes Payable			\$9,834.72	\$9,673.67	\$161.05
2030100007 EMPLOYER PENSION CONTRIBUTION			\$0.30	\$0.00	\$0.30
2039999999 TOTAL ACCRUED P/R & W/H			\$587,756.32	\$528,155.01	\$59,601.31
2040000000 CURRENT PORTION OF LT DEBT					
2040199999 TOTAL CURRENT PORTION OF LT DEBT			\$0.00	\$0.00	\$0.00
2040500000 OTHER CURRENT LIABILITIES					
2040600002 Accrued Pension - Contract Employees			\$31,839,627.25	\$30,324,734.00	\$1,514,893.25
2050500001 Audit Fee Payable			\$23,000.00	\$35,875.00	(\$12,875.00)
2050500002 Unearned Revenue			\$1,699,985.38	\$1,777,145.14	(\$77,159.76)
2050500004 Compensated Absenses			\$612,469.26	\$800,105.13	(\$187,635.87)
2050500006 Self Insured Contingency Funds			\$0.00	\$200,000.00	(\$200,000.00)
2050500008 Insurance Proceeds Held for Repairs			\$0.00	\$33,035.30	(\$33,035.30)
2050500010 Insurance Proceeds Held-Bus Purchase-Federal Share			\$43,634.00	\$37,507.96	\$6,126.04
2050500011 Insurance Proceeds Held-Bus Purchase-Local Share			\$0.00	\$9,376.99	(\$9,376.99)
2059999999 TOTAL OTHER CURRENT LIABILITIES			\$34,218,715.89	\$33,217,779.52	\$1,000,936.37
2210000000 NON-CURRENT PORTION OF LT DEBT					
2219999999 TOTAL NON-CURRENT LT DEBT			\$0.00	\$0.00	\$0.00
2310000000 OTHER LIABILITIES					
2310100001 Deferred Pension Inflows			\$889,299.00	\$580,811.00	\$308,488.00
2310200001 Uninsured Liab/Damage			\$50,000.00	\$50,000.00	\$0.00
2319999999 TOTAL OTHER LIABILITIES			\$939,299.00	\$630,811.00	\$308,488.00
2999999999 TOTAL LIABILITIES			\$37,073,124.42	\$36,145,067.88	\$928,056.54
3000000000 EQUITY					

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2017		Period 9	June 2017	Division: 00 Balance Sheet		As of: 06/30/2017	
				October Thru June			
				2017	2016	Variance	
3040000000 CONTRIBUTED CAPITAL							
3040100003 Donated Capital				\$0.00	\$2,012,590.00	(\$2,012,590.00)	
3049999999 TOTAL CONTRIBUTED CAPITAL				\$0.00	\$2,012,590.00	(\$2,012,590.00)	
3050000000 RETAINED EARNINGS							
3050100001 Retained Earnings				\$17,226,314.22	\$14,434,724.14	\$2,791,590.08	
3059999999 TOTAL RETAINED EARNINGS				\$17,226,314.22	\$14,434,724.14	\$2,791,590.08	
3999999997 TOTAL EQUITY				\$17,226,314.22	\$16,447,314.14	\$779,000.08	
3999999998 TOTAL LIABILITIES & EQUITY				\$54,299,438.64	\$52,592,382.02	\$1,707,056.62	

**BJCTA**  
**Financial & Investing Report**  
**As of June 30, 2017**

	Balance @ 6/30/2017	Balance @ 5/31/2017	Balance @ 4/30/2017	Balance @ 3/31/2017	Balance @ 2/28/2017	Balance @ 1/31/2017
<b><u>CASH ACCOUNTS:</u></b>						
Money Market - BBVA Compass	10,117,432	11,446,456	10,059,859	11,594,911	11,395,792	11,060,873
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	10,000	357,493	10,000
Cash - Operating - BBVA Compass	403,493	1,719,189	1,907,926	2,698,206	4,276,636	3,585,054
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	180	200	110	134	102	2
Petty Cash - Central Station	90	179	151	23	200	158
<b>Total Cash Accounts</b>	<b>10,741,195</b>	<b>13,386,024</b>	<b>12,188,046</b>	<b>14,513,273</b>	<b>16,240,223</b>	<b>14,866,087</b>
<b><u>INVESTMENTS:</u></b>						
Total Investments	-	-	-	-	-	-
<b>Total Cash &amp; Investments</b>	<b>10,741,195</b>	<b>13,386,024</b>	<b>12,188,046</b>	<b>14,513,273</b>	<b>16,240,223</b>	<b>14,866,087</b>
<b><u>CASH RESERVES:</u></b>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total Cash Reserves</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b><u>SHORT-TERM PAYABLES:</u></b>						
Accounts Payable	1,099,415	985,427	1,200,650	1,432,116	967,479	1,145,298
Accrued Payroll	515,287	415,212	304,294	218,015	622,679	602,769
Payroll Taxes	79,966	71,129	63,557	78,750	87,989	84,817
Other W/H Payable	7,496	7,099	4,834	3,872	6	-
Pension Expense Payable	-	-	-	-	-	-
<b>Total Short-Term Payables</b>	<b>1,702,163</b>	<b>1,478,868</b>	<b>1,573,335</b>	<b>1,732,753</b>	<b>1,678,152</b>	<b>1,832,884</b>
<b><u>DEBT:</u></b>						
Total Debt	-	-	-	-	-	-

**BJCTA**  
**Cash Balances Summary**  
**As of June 30, 2017**

	<b>Balances</b>
Total Cash & Investments	10,741,195.43
Less: Short-Term Payables	(1,702,163.12)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 6/30/17	8,839,032.31
Required Three Month Operating Expense Reserve**	5,106,489.36
Cash Over/(Under) Reserve Requirement	3,732,542.95

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

**BJCTA**  
**INCOME STATEMENT**  
**June 30, 2017**

Actual	Budget	\$ Variance	% Variance	Jun-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
144,110	174,199	(30,090)	-17.27%	161,864	(17,755)	4010100001 Passenger Fares - Fixed Route	1,393,489	1,567,793	(174,303)	-11.12%	1,540,426	(146,937)	2,090,390	696,901
1,989	1,669	320	19.15%	2,077	(88)	4010100002 Passenger Fares - Dart	17,128	15,024	2,104	14.00%	20,317	(3,189)	20,032	2,904
14,847	15,437	(590)	-3.82%	13,449	1,398	4010100004 Passenger Fares - VIP	145,286	138,929	6,358	4.58%	140,074	5,213	185,238	39,952
<b>160,945</b>	<b>191,305</b>	<b>(30,360)</b>	<b>-15.87%</b>	<b>177,390</b>	<b>(16,445)</b>	<b>4019999999 TOTAL PASSENGER REVENUES</b>	<b>1,555,903</b>	<b>1,721,745</b>	<b>(165,842)</b>	<b>-9.63%</b>	<b>1,700,817</b>	<b>(144,913)</b>	<b>2,295,660</b>	<b>739,757</b>
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	10,333,451	10,333,451	0	0.00%	8,100,000	2,233,451	13,777,934	3,444,483
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	61,789	61,789	-	0.00%	54,603	7,185	82,385	20,596
25,406	25,408	(1)	-0.01%	24,424	983	4020400006 Homewood	228,658	228,670	(12)	-0.01%	219,815	8,843	304,893	76,235
6,124	6,130	(6)	-0.10%	5,296	828	4020400010 Hoover -	55,161	55,174	(13)	-0.02%	48,044	7,117	73,565	18,404
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	471,305	471,305	(0)	0.00%	-	471,305	628,407	157,102
-	-	-	0.00%	(213,433)	213,433	4020400012 Fairfield Revenues	-	-	-	0.00%	(30)	30	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	90,787	90,788	(0)	0.00%	79,684	11,103	121,050	30,263
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	53,313	53,313	(0)	0.00%	47,126	6,187	71,084	17,771
<b>1,254,936</b>	<b>1,254,943</b>	<b>(7)</b>	<b>0.00%</b>	<b>736,444</b>	<b>518,492</b>	<b>4029999999 TOTAL MUNICIPAL SERVICE REVENUE</b>	<b>11,294,464</b>	<b>11,294,489</b>	<b>(25)</b>	<b>0.00%</b>	<b>8,549,243</b>	<b>2,745,221</b>	<b>15,059,318</b>	<b>3,764,854</b>
2,320	2,417	(97)	-4.02%	3,216	(897)	4060100001 Commission Revenue	22,688	21,750	938	4.31%	25,574	(2,886)	29,000	6,312
10,082	2,917	7,165	245.67%	(1,896)	11,978	4060300001 Advertising Revenue	91,486	26,250	65,236	248.52%	25,095	66,391	35,000	(56,486)
120	187	(67)	-35.72%	144	(24)	4069900001 Other Revenues	198,752	1,680	197,072	11730.25%	4,078	194,674	2,240	(196,512)
6,738	1,250	5,488	439.02%	4,158	2,580	4070400001 Investment Income	46,141	11,250	34,891	310.15%	29,527	16,614	15,000	(31,141)
-	6,917	(6,917)	-100.00%	-	-	4079900002 Rental Income	-	20,750	(20,750)	-100.00%	-	-	41,500	41,500
(507)	-	(507)	0.00%	-	(507)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	64,057	-	64,057	0.00%	-	64,057	-	(64,057)
<b>18,752</b>	<b>13,687</b>	<b>5,066</b>	<b>37.01%</b>	<b>5,622</b>	<b>13,130</b>	<b>4079999999 TOTAL OTHER REVENUES</b>	<b>423,124</b>	<b>81,680</b>	<b>341,444</b>	<b>418.03%</b>	<b>84,274</b>	<b>338,850</b>	<b>122,740</b>	<b>(300,384)</b>
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	2,856,329	2,724,084	132,245	4.85%	2,724,084	132,245	3,632,112	775,783
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	1,998,148	1,942,460	55,688	2.87%	1,942,460	55,688	2,589,947	591,799
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	416,498	(416,498)	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	80,959	80,959	(0)	0.00%	71,544	9,415	107,945	26,986
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	17,738	17,738	0	0.00%	15,676	2,063	23,651	5,913
-	-	-	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	1,500,000	1,500,000	-	0.00%	1,500,000	-	2,000,000	500,000
<b>717,019</b>	<b>696,138</b>	<b>20,881</b>	<b>3.00%</b>	<b>741,140</b>	<b>(24,121)</b>	<b>4089999998 TOTAL TAX REVENUES</b>	<b>7,172,598</b>	<b>6,265,241</b>	<b>907,357</b>	<b>14.48%</b>	<b>7,304,544</b>	<b>(131,945)</b>	<b>8,353,655</b>	<b>1,181,057</b>
-	-	-	0.00%	2,642	(2,642)	4099900001 Local Share Grant Revenues	-	-	-	100.00%	5,334	(5,334)	-	-
-	-	-	0.00%	2,642	(2,642)	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	5,334	(5,334)	-	-
555,060	555,060	-	0.00%	698,318	(143,258)	4139900001 FTA Reimbursements - Preventative Mtn.	4,995,542	4,995,542	-	0.00%	5,282,058	(286,516)	6,660,723	1,665,181
261,003	261,003	-	0.00%	30,476	230,527	4139900003 FTA Reimbursements - Pass Thru Funding	3,530,669	3,530,669	-	0.00%	2,153,655	1,377,015	3,530,670	0
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	-	-	4139900006 FTA Reimbursements - PROJ. ADMIN	191,973	57,450	134,523	234.16%	95,923	96,050	76,600	(115,373)
-	-	-	0.00%	-	-	4139900008 FTA Reimbursements - TDP	724,644	-	724,644	0.00%	453,978	270,666	-	(724,644)
<b>816,063</b>	<b>822,447</b>	<b>(6,383)</b>	<b>-0.78%</b>	<b>728,794</b>	<b>87,269</b>	<b>4139999998 TOTAL FEDERAL GRANT REVENUES</b>	<b>9,442,829</b>	<b>8,583,662</b>	<b>859,167</b>	<b>10.01%</b>	<b>7,985,614</b>	<b>1,457,215</b>	<b>10,267,993</b>	<b>825,164</b>
<b>2,967,716</b>	<b>2,978,519</b>	<b>(10,803)</b>	<b>-0.36%</b>	<b>2,392,033</b>	<b>575,683</b>	<b>4139999999 TOTAL OPERATING REVENUE</b>	<b>29,888,919</b>	<b>27,946,817</b>	<b>1,942,102</b>	<b>6.95%</b>	<b>25,629,824</b>	<b>4,259,094</b>	<b>36,099,366</b>	<b>6,210,447</b>
408,167	-	408,167	0.00%	-	408,167	4140000002 FTA Reimbursements - Capital	5,224,655	4,718,328	506,327	10.73%	258,189	4,966,466	4,718,328	(506,327)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	1,428,368	1,428,368	0	0.00%	-	1,428,368	1,904,491	476,123
847	847	(0)	0.00%	-	847	4140000004 Capital Revenue - City of Hoover	7,625	7,627	(2)	-0.03%	-	7,625	10,169	2,544
-	-	-	0.00%	(18,721)	18,721	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	-	-	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	8,541	8,541	(0)	0.00%	-	8,541	11,388	2,847
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	7,369	7,369	(0)	0.00%	4,122	3,247	9,826	2,457
1,394	1,394	0	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	12,549	12,549	0	0.00%	7,588	4,961	16,732	4,183
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	31,607	31,609	(2)	-0.01%	-	31,607	42,145	10,538
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	11,191	11,191	(0)	0.00%	6,280	4,911	14,921	3,730
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	2,452	2,452	0	0.01%	1,376	1,076	3,269	817
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	65,147	65,147	0	0.00%	-	65,147	86,863	21,716
<b>583,150</b>	<b>174,984</b>	<b>408,167</b>	<b>233.26%</b>	<b>(16,570)</b>	<b>599,720</b>	<b>4149999999 TOTAL CAPITAL REVENUES</b>	<b>6,799,505</b>	<b>6,293,181</b>	<b>506,324</b>	<b>8.05%</b>	<b>277,555</b>	<b>6,521,950</b>	<b>6,818,132</b>	<b>18,627</b>
<b>3,550,867</b>	<b>3,153,503</b>	<b>397,363</b>	<b>12.60%</b>	<b>2,375,463</b>	<b>1,175,403</b>	<b>4999999999 TOTAL REVENUES</b>	<b>36,688,423</b>	<b>34,239,998</b>	<b>2,448,426</b>	<b>7.15%</b>	<b>25,907,379</b>	<b>10,781,044</b>	<b>42,917,498</b>	<b>6,229,074</b>
567,896	576,876	(8,980)	-1.56%	584,637	(16,741)	5010100001 Operator's Salaries	5,094,815	5,191,884	(97,069)	-1.87%	5,203,302	(108,487)	6,922,512	1,827,697
634,618	597,027	37,591	6.30%	561,678	72,941	5010200001 Other Salaries	5,288,389	5,374,869	(86,479)	-1.61%	5,088,198	200,191	7,165,951	1,877,562
-	1,250	(1,250)	-100.00%	(7)	7	5030400001 Temporary Labor	15,541	11,250	4,291	38.15%	22,334	(6,793)	15,000	(541)
<b>1,202,514</b>	<b>1,175,153</b>	<b>27,361</b>	<b>2.33%</b>	<b>1,146,308</b>	<b>56,207</b>	<b>5019999999 TOTAL LABOR</b>	<b>10,398,746</b>	<b>10,578,003</b>	<b>(179,257)</b>	<b>-1.69%</b>	<b>10,313,834</b>	<b>84,912</b>	<b>14,103,463</b>	<b>3,704,717</b>
82,167	92,417	(10,250)	-11.09%	79,339	2,829	5020103001 Employer FICA Tax (OASDI)	714,693	831,755	(117,063)	-14.07%	720,275	(5,582)	1,109,007	394,314
17,770	22,088	(4,317)	-19.55%	15,674	2,096	5020200001 Pension Expense	158,182	198,788	(40,606)	-20.43%	161,460	(3,278)	265,051	106,869

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA**  
**INCOME STATEMENT**  
**June 30, 2017**

Actual	Budget	\$ Variance	% Variance	Jun-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
331,312	284,676	46,636	16.38%	386,150	(54,838)	5020203002 Regular Retirement	3,039,991	2,562,085	477,906	18.65%	3,579,023	(539,032)	3,416,113	376,122
415,888	390,848	25,040	6.41%	453,652	(37,764)	5020303001 Health Insurance	3,450,407	3,517,629	(67,222)	-1.91%	2,518,856	931,551	4,690,172	1,239,765
2,528	6,860	(4,332)	-63.15%	-	2,528	5020417601 Unemployment Taxes	(4,918)	61,740	(66,658)	-107.97%	64,318	(69,235)	82,320	87,238
7,322	7,514	(192)	-2.56%	6,903	419	5020503001 Life Insurance	61,902	67,625	(5,723)	-8.46%	62,055	(152)	90,167	28,265
55,502	58,685	(3,183)	-5.42%	51,360	4,142	5020803001 Worker's Compensation Insurance	424,724	528,161	(103,437)	-19.58%	557,907	(133,183)	704,215	279,491
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	11,994	15,000	(3,006)	-20.04%	14,113	(2,119)	20,000	8,006
46,266	11,209	35,056	312.74%	45,308	958	5021303001 Uniforms & Wearing Apparel	100,841	100,884	(43)	-0.04%	15,787	85,054	134,512	33,671
507	508	(1)	-0.29%	507	-	5021400001 Employee Wellness	6,662	4,575	2,087	45.61%	4,151	2,511	6,100	(562)
57	267	(210)	-78.81%	67	(10)	5021403002 Employee Licenses	1,322	2,400	(1,078)	-44.92%	2,120	(798)	3,200	1,878
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	7,500	2,500	33.33%	5,000	5,000	10,000	-
777	750	27	3.55%	713	64	5021400004 Tool Allowance	6,904	6,750	154	2.28%	5,311	1,593	9,000	2,096
-	37,500	(37,500)	-100.00%	-	-	5021400005 General Contingency	116,897	337,500	(220,603)	-65.36%	-	116,897	450,000	333,103
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
<b>960,094</b>	<b>915,821</b>	<b>44,272</b>	<b>4.83%</b>	<b>1,039,671</b>	<b>(79,577)</b>	<b>5029999999 TOTAL FRINGE BENEFITS</b>	<b>8,099,601</b>	<b>8,242,393</b>	<b>(142,792)</b>	<b>-1.73%</b>	<b>7,710,375</b>	<b>389,226</b>	<b>10,989,857</b>	<b>2,890,256</b>
-	250	(250)	-100.00%	766	(766)	5030200001 Promotional Advertising	8,350	2,250	6,100	271.11%	766	7,584	3,000	(5,350)
38,922	33,354	5,567	16.69%	27,510	11,412	5030300001 Legal Services	287,318	300,187	(12,869)	-4.29%	251,100	36,218	400,250	112,932
17,431	833	16,598	1991.72%	-	17,431	5030300002 Architect & Engineering Services	29,215	7,500	21,715	289.53%	-	29,215	10,000	(19,215)
844	896	(52)	-5.81%	568	276	5030300003 Software Technical Support	4,277	8,063	(3,785)	-46.95%	6,538	(2,261)	10,750	6,473
2,964	5,417	(2,453)	-45.28%	3,460	(496)	5030300004 Medical Services	20,504	48,750	(28,247)	-57.94%	36,408	(15,905)	65,000	44,496
1,132	1,250	(118)	-9.42%	586	546	5030300005 Human Resources Services	7,023	11,250	(4,227)	-37.57%	9,939	(2,916)	15,000	7,977
9,372	10,417	(1,045)	-10.03%	21,245	(11,873)	5030300006 Computer & Data Services	127,092	93,750	33,342	35.57%	106,570	20,523	125,000	(2,092)
388,510	80,917	307,593	380.14%	(1,050)	389,560	5030300007 Professional & Technical Services	1,128,570	728,250	400,320	54.97%	627,177	501,393	971,000	(157,570)
-	14,583	(14,583)	-100.00%	2,439	(2,439)	5030300008 Marketing Consulting	22,344	131,250	(108,906)	-82.98%	58,463	(36,119)	175,000	152,656
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	18,000	22,500	(4,500)	-20.00%	15,375	2,625	30,000	12,000
-	-	-	0.00%	-	-	5030300010 Financial Services	1,180	-	1,180	0.00%	-	1,180	-	(1,180)
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	93,744	93,750	(6)	-0.01%	93,744	-	125,000	31,256
1,369	3,333	(1,965)	-58.94%	11,679	(10,310)	5030317612 Legal Travel	21,377	30,000	(8,623)	-28.74%	52,902	(31,525)	40,000	18,623
1,308	2,817	(1,509)	-53.57%	35	1,273	5030500001 Vehicle Cleaning	9,773	25,350	(15,577)	-61.45%	19,857	(10,084)	33,800	24,027
4,544	4,167	377	9.05%	550	3,993	5030500004 Building Maintenance Contracts	11,405	37,500	(26,095)	-69.59%	6,258	5,147	50,000	38,595
55,587	53,858	1,729	3.21%	43,471	12,116	5030703001 Security Services	347,215	484,725	(137,510)	-28.37%	371,148	(23,933)	646,300	299,085
26,139	28,333	(2,194)	-7.74%	37,376	(11,236)	5039903001 Vehicle Maintenance - External	200,401	255,000	(54,600)	-21.41%	261,370	(60,969)	340,000	139,599
3,350	4,659	(1,309)	-28.10%	8,955	(5,605)	5039903002 Vehicle Towing	43,120	41,932	1,188	2.83%	45,330	(2,210)	55,910	12,790
6,210	8,875	(2,665)	-30.03%	6,059	151	5039900003 Equipment Maintenance - Labor	65,362	79,875	(14,513)	-18.17%	64,569	792	106,500	41,138
-	2,242	(2,242)	-100.00%	6,500	(6,500)	5039900004 Advertising Install/Removal Service	15,000	20,175	(5,175)	-25.65%	19,950	(4,950)	26,900	11,900
6,689	3,896	2,793	71.68%	8,323	(1,635)	5039903005 Printing & Copying External	38,627	35,062	3,565	10.17%	37,743	884	46,750	8,123
4,477	3,333	1,143	34.30%	2,955	1,521	5039900006 Waste Oil Removal	22,586	30,000	(7,414)	-24.71%	28,600	(6,014)	40,000	17,414
8,541	3,542	4,999	141.15%	7,308	1,232	5039900007 Other Contracted Services	67,868	31,875	35,993	112.92%	49,280	18,588	42,500	(25,368)
2,972	5,410	(2,438)	-45.07%	2,349	623	5039900008 Radio & Communication Maintenance	53,366	48,694	4,672	9.60%	40,631	12,735	64,925	11,559
<b>592,775</b>	<b>285,299</b>	<b>307,476</b>	<b>107.77%</b>	<b>203,208</b>	<b>389,567</b>	<b>5039999999 TOTAL SERVICES</b>	<b>2,643,718</b>	<b>2,567,689</b>	<b>76,029</b>	<b>2.96%</b>	<b>2,203,717</b>	<b>440,001</b>	<b>3,423,585</b>	<b>779,867</b>
21,030	23,046	(2,017)	-8.75%	26,485	(5,456)	5040103001 Fuel & Lubricants - Diesel	173,562	207,416	(33,854)	-16.32%	213,203	(39,641)	276,555	102,993
122,219	75,417	46,802	62.06%	86,130	36,088	5040103002 Fuel & Lubricants - CNG	720,689	678,750	41,939	6.18%	599,245	121,444	905,000	184,311
88	833	(746)	-89.48%	301	(213)	5040103103 Fuel & Lubricants - Unleaded - VIP	2,357	7,500	(5,143)	-68.58%	4,480	(2,123)	10,000	7,643
29,010	29,833	(823)	-2.76%	27,681	1,329	5040200001 Tires & Tubes	237,547	268,500	(30,953)	-11.53%	249,462	(11,914)	358,000	120,453
1,036	3,758	(2,722)	-72.43%	244	792	5049900001 Printing Supplies	9,673	33,828	(24,155)	-71.41%	14,729	(5,057)	45,100	35,428
1,014	2,231	(1,217)	-54.56%	2,413	(1,399)	5049900002 General Office Supplies	18,702	20,081	(1,380)	-6.87%	25,609	(6,907)	26,775	8,073
272,980	147,556	125,424	85.00%	240,485	32,495	5049900003 Equip. Repair Parts & Material	1,701,567	1,328,004	373,563	28.13%	1,368,361	333,206	1,770,672	69,105
15,259	5,417	9,842	181.70%	2,570	12,688	5049900004 Janitorial & Building Supplies	42,143	48,750	(6,608)	-13.55%	46,365	(4,222)	65,000	22,858
751	2,108	(1,357)	-64.38%	4,002	(3,251)	5049900006 Minor Equipment	26,425	18,975	7,450	39.26%	19,685	6,741	25,300	(1,125)
-	75	(75)	-100.00%	-	-	5049900007 Medical Supplies	32	675	(643)	-95.19%	57	(24)	900	868
20,086	20,637	(552)	-2.67%	20,637	(552)	5049900008 Shelter Maintenance	211,469	185,734	25,736	13.86%	66,809	144,661	247,645	36,176
(2,311)	7,083	(9,395)	-132.63%	4,211	744	5049900009 Facility Maintenance Materials	56	56	0	100.00%	294	(238)	-	-
8,312	5,000	3,312	66.23%	5,051	(6,522)	5049900010 Internal Sponsored Functions	67,110	63,750	3,360	5.27%	68,488	(1,378)	85,000	17,890
15,768	-	15,768	0.00%	23,161	3,261	5049900011 Cleaning Supplies	65,447	45,000	20,447	45.44%	38,743	26,704	60,000	(5,447)
-	-	-	-	-	(7,394)	5049905103 Inventory Adjustments	(27,718)	-	(27,718)	0.00%	262,014	(289,732)	-	27,718
<b>505,240</b>	<b>322,996</b>	<b>182,244</b>	<b>56.42%</b>	<b>442,629</b>	<b>62,611</b>	<b>5049999999 TOTAL MATERIALS &amp; SUPPLIES</b>	<b>3,249,060</b>	<b>2,906,963</b>	<b>342,097</b>	<b>11.77%</b>	<b>2,977,541</b>	<b>271,520</b>	<b>3,875,947</b>	<b>626,943</b>
30,157	33,750	(3,593)	-10.65%	23,815	6,342	5050203001 Electric	255,533	303,750	(48,217)	-15.87%	235,354	20,179	405,000	149,467
1,354	7,016	(5,662)	-80.70%	9,244	(7,890)	5050203002 Water & Sewer	37,890	63,140	(25,859)	-40.95%	53,529	(16,248)	84,186	46,905
2,351	3,908	(1,557)	-39.85%	2,104	246	5050203003 Trash, Garbage & Waste Removal	21,467	35,169	(13,702)	-38.96%	18,358	3,109	46,892	25,425
379	2,917	(2,538)	-87.01%	158	221	5050203004 Heating	15,433	26,250	(10,817)	-41.21%	12,096	3,337	35,000	19,567
19,993	14,393	5,600	38.91%	15,296	4,697	5050203005 Telecommunications	170,826	129,538	41,288	31.87%	133,913	36,913	172,717	1,891
-	33	(33)	-100.00%	90	(90)	5050200006 Satellite & Cable Services	455	300	155	51.75%	270	186	400	(55)
<b>54,234</b>	<b>62,016</b>	<b>(7,783)</b>	<b>-12.55%</b>	<b>50,707</b>	<b>3,526</b>	<b>5059999999 TOTAL UTILITIES</b>	<b>500,995</b>	<b>558,146</b>	<b>(57,152)</b>	<b>-10.24%</b>	<b>453,520</b>	<b>47,475</b>	<b>744,195</b>	<b>243,200</b>

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA**  
**INCOME STATEMENT**  
**June 30, 2017**

Actual	Budget	\$ Variance	% Variance	Jun-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	135,823	363,887	(228,064)	-62.67%	128,217	7,606	485,183	349,360
3,308	3,148	161	5.10%	3,090	219	5060100002 Insurance - Public Officials	29,105	28,331	774	2.73%	27,475	1,630	37,775	8,670
91,533	91,484	49	0.05%	85,483	6,050	5060103003 Insurance - Vehicle	805,238	823,355	(18,117)	-2.20%	760,143	45,095	1,097,807	292,569
(2,000)		(2,000)	0.00%	(12,677)	10,677	5060203001 Insurance Proceeds	(66,967)	-	(66,967)	0.00%	(37,659)	(29,308)		66,967
39,471	18,443	21,028	114.01%	24,356	15,115	5060416501 Property Damage Settlements	360,996	165,987	195,009	117.48%	285,526	75,470	221,316	(139,680)
<b>147,752</b>	<b>153,507</b>	<b>(5,755)</b>	<b>-3.75%</b>	<b>114,671</b>	<b>33,081</b>	<b>5069999999 TOTAL CASUALTY &amp; LIABILITY COST</b>	<b>1,264,195</b>	<b>1,381,561</b>	<b>(117,366)</b>	<b>-8.50%</b>	<b>1,163,702</b>	<b>100,493</b>	<b>1,842,081</b>	<b>577,886</b>
3,854	4,150	(296)	-7.13%	4,652	(798)	5090100001 Dues & Subscriptions	37,446	37,350	96	0.26%	36,662	784	49,800	12,354
1,860	6,783	(4,924)	-72.59%	13,429	(11,569)	5090200001 Travel	74,507	61,050	13,457	22.04%	83,200	(8,693)	81,400	6,893
-	2,694	(2,694)	-100.00%	4,510	(4,510)	5090200002 Per Diem	16,924	24,244	(7,319)	-30.19%	27,507	(10,583)	32,325	15,401
7,118	9,783	(2,666)	-27.25%	14,981	(7,864)	5090200003 Meetings, Seminars & Training	191,063	88,049	103,014	117.00%	104,944	86,119	117,398	(73,665)
(1,653)	120,136	(121,789)	-101.38%	115,937	(117,590)	5090218105 Planning Activities	1,335,588	1,081,224	254,364	23.53%	508,679	826,909	1,441,632	106,044
-	8	(8)	-100.00%	52	(52)	5090600001 Fines & Penalties	102	75	27	35.96%	176	(74)	100	(2)
307	2,208	(1,902)	-86.11%	4,562	(4,255)	5090800001 Legal Advertising	2,572	19,875	(17,303)	-87.06%	22,225	(19,653)	26,500	23,928
(4,235)	6,250	(10,485)	-167.76%	-	(4,235)	5090800002 Media Advertising	29,413	56,250	(26,837)	-47.71%	6,952	22,462	75,000	45,587
407	446	(39)	-8.70%	1,100	(693)	5099900001 Postage & Courier Service	4,410	4,013	398	9.91%	4,252	158	5,350	940
0	38	(37)	-99.55%	(1)	1	5099900002 Other Miscellaneous	449	338	112	33.15%	(1)	451	450	1
-	2,917	(2,917)	-100.00%	2,024	(2,024)	5099900003 Educational - Tuition Reimbursement	12,529	26,250	(13,721)	-52.27%	12,600	(71)	35,000	22,471
-	208	(208)	-100.00%	-	-	5099900004 Interview Expenses	129	1,875	(1,746)	-93.13%	571	(442)	2,500	2,371
123	113	10	8.89%	-	123	5099901105 Fees & Permits	1,266	1,013	253	24.99%	760	505	1,350	85
8,936	7,083	1,853	26.15%	1,459	7,477	5099900006 Community Outreach	96,083	63,750	32,333	50.72%	27,815	68,269	85,000	(11,083)
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	56,250	18,750	75,000	-
1,750	4,167	(2,417)	-58.00%	1,859	(109)	5099900009 Moving Expenses	17,028	37,500	(20,472)	-54.59%	17,233	(205)	50,000	32,972
<b>18,466</b>	<b>166,984</b>	<b>(148,518)</b>	<b>-88.94%</b>	<b>170,814</b>	<b>(152,348)</b>	<b>5099999999 TOTAL MISCELLANEOUS EXPENSES</b>	<b>1,894,509</b>	<b>1,577,854</b>	<b>316,655</b>	<b>20.07%</b>	<b>909,824</b>	<b>984,686</b>	<b>2,078,805</b>	<b>184,296</b>
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	<b>5110117102 TOTAL INTEREST EXPENSE</b>	-	-	-	0.00%	-	-	-	-
5,213	5,341	(128)	-2.39%	7,254	(2,041)	5121200001 Leases & Rentals	51,354	48,067	3,286	6.84%	53,724	(2,370)	64,090	12,736
<b>5,213</b>	<b>5,341</b>	<b>(128)</b>	<b>-2.39%</b>	<b>7,254</b>	<b>(2,041)</b>	<b>5129900099 TOTAL LEASES &amp; RENTALS</b>	<b>51,354</b>	<b>48,067</b>	<b>3,286</b>	<b>6.84%</b>	<b>53,724</b>	<b>(2,370)</b>	<b>64,090</b>	<b>12,736</b>
282,095	282,095	-	0.00%	208,579	73,516	5130000001 Depreciation Expense	2,370,762	2,370,762	-	0.00%	2,019,814	350,948	2,370,762	-
<b>282,095</b>	<b>282,095</b>	<b>-</b>	<b>0.00%</b>	<b>208,579</b>	<b>73,516</b>	<b>5139900099 TOTAL DEPRECIATION EXPENSE</b>	<b>2,370,762</b>	<b>2,370,762</b>	<b>-</b>	<b>0.00%</b>	<b>2,019,814</b>	<b>350,948</b>	<b>2,370,762</b>	<b>-</b>
261,003	261,003	-	0.00%	30,476	230,528	5160000001 Pass Thru Funding Expense	3,530,671	3,530,671	-	0.00%	2,153,655	1,377,016	3,530,671	-
<b>261,003</b>	<b>261,003</b>	<b>-</b>	<b>0.00%</b>	<b>30,476</b>	<b>230,528</b>	<b>5169900099 TOTAL OTHER RECONCILING ITEM</b>	<b>3,530,671</b>	<b>3,530,671</b>	<b>-</b>	<b>0.00%</b>	<b>2,153,655</b>	<b>1,377,016</b>	<b>3,530,671</b>	<b>-</b>
<b>4,029,385</b>	<b>3,630,215</b>	<b>399,170</b>	<b>11.00%</b>	<b>3,414,316</b>	<b>615,069</b>	<b>9999999997 TOTAL EXPENSES</b>	<b>34,003,610</b>	<b>33,762,109</b>	<b>241,501</b>	<b>0.72%</b>	<b>29,959,704</b>	<b>4,043,906</b>	<b>43,023,455</b>	<b>9,019,902</b>
<b>(478,519)</b>	<b>(476,712)</b>	<b>(1,807)</b>	<b>0.38%</b>	<b>(1,038,853)</b>	<b>560,334</b>	<b>9999999998 NET DIFFERENCE</b>	<b>2,684,814</b>	<b>477,889</b>	<b>2,206,925</b>	<b>461.81%</b>	<b>(4,052,324)</b>	<b>6,737,138</b>	<b>(105,958)</b>	<b>(2,790,827)</b>

CY = Current Year

PY = Prior Year

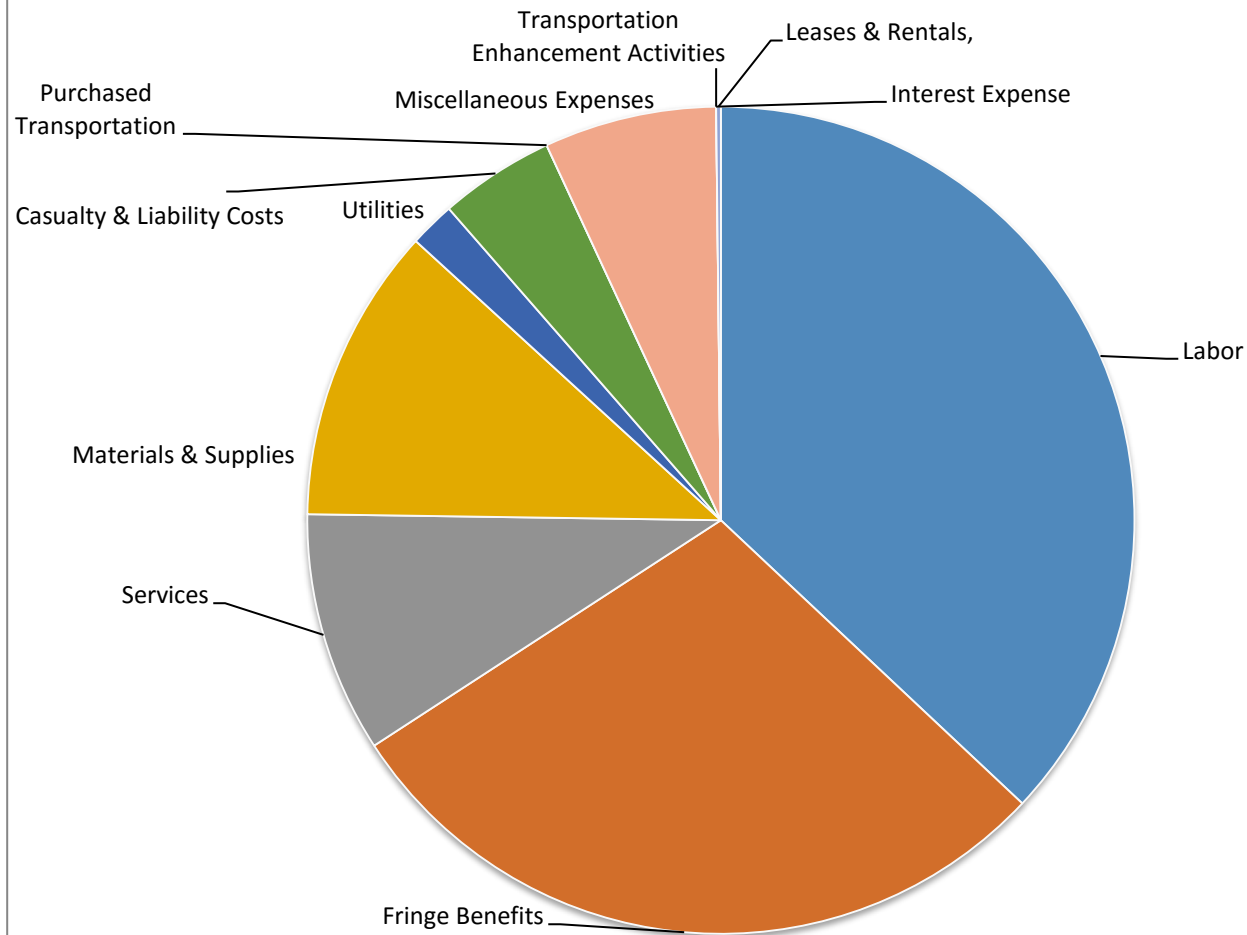
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

# **BICITA - EMPLOYEE OVERTIME REPORT - June 2017**

Department	Department Code	OT Hrs. Jun/16	OT Jun/16	OT Hrs. Jun/17	OT Jun/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	20.03	\$ 143.47	5.12	\$ 32.78	\$293.81	42.46
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup	01220	418.19	\$ 4,467.64	356.33	\$ 3,837.15	\$30,956.76	2871.07
VIP Dispatch	01230/01232	104.46	\$ 1,075.40	75.29	\$ 752.71	\$4,683.70	445.54
VIP Call Center	02115/02130	45.38	\$ 260.45	42.46	\$ 267.67	\$3,378.43	521.53
Fixed Route Ops	03025	3920.20	\$ 31,974.07	2064.28	\$ 17,274.93	\$200,300.94	23720.48
VIP Ops	03135	1009.08	\$ 6,760.05	935.17	\$ 6,675.02	\$56,322.62	7897.73
Maint Admin	04140/04142	132.74	\$ 1,389.64	19.07	\$ 175.10	\$6,484.98	664.72
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	686.45	\$ 4,849.24	416.15	\$ 3,051.89	\$36,138.79	4972.77
Maint - Inspection	06145/06148/0	706.80	\$ 7,148.16	459.84	\$ 4,783.75	\$56,905.69	4851.71
Facilities	12350	95.11	\$ 574.43	117.16	\$ 693.39	\$4,203.54	704.00
Money Room	15125	5.53	\$ 38.23	20.02	\$ 134.17	\$535.01	77.13
Customer Service	16215/75/76/9	122.65	\$ 891.38	239.01	\$ 1,922.75	\$8,841.15	1188.01
Safety	16615/85	109.20	\$ 1,216.22	60.27	\$ 676.00	\$13,175.19	1162.97
Admin & Risk	16715	0.00	\$ -	1.29	\$ 11.57	\$303.57	42.92
IT	17015/10	25.41	\$ 352.59	2.32	\$ 20.45	\$1,243.06	150.96
Finance	17165/17865	10.45	\$ 113.78	11.09	\$ 102.63	\$843.77	73.99
Procurement/Grants	17965/80 & 172	11.53	\$ 122.39	0.07	\$ 1.27	\$632.66	58.98
Executive	17610	49.53	\$ 696.57	14.33	\$ 148.41	\$1,813.45	173.47
Planning	17755	2.01	\$ 17.71	2.09	\$ 19.35	\$517.62	66.47
<b>Totals</b>		<b>7474.75</b>	<b>\$ 62,091.42</b>	<b>4838.36</b>	<b>\$ 40,580.99</b>	<b>\$427,574.74</b>	<b>49686.91</b>

Findings : June 2017 overtime is 35% lower compared to June 2016.

## Consolidated Expenses by Function Code YTD June 2017



**BJCTA**  
**Summary Revenue & Expense Report**  
**YTD JUNE 2017**

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
<b>Operating Revenues:</b>					
Passenger Fares	1,555,903	1,721,745	(165,842)	2,295,660	739,757
Municipal Services	16,247,638	16,059,730	187,908	21,412,973	5,165,335
Other Revenues	423,124	81,680	341,444	122,740	(300,384)
Tax Revenues	1,500,000	1,500,000	0	2,000,000	500,000
Capital Revenues	1,574,849	1,574,853	(4)	2,099,804	524,955
FTA Reimbursements - Project Admin	191,973	57,450	134,523	76,600	(115,373)
Federal and Local Grant Revenues	10,220,198	9,713,870	506,327	11,379,051	1,158,853
<b>Total Operating Revenues</b>	<b>31,713,685</b>	<b>30,709,328</b>	<b>1,004,357</b>	<b>39,386,828</b>	<b>7,673,143</b>
<b>Non-Budget Revenues:</b>					
FTA Reimbursements - Pass Thru Funds	3,530,669	3,530,669	0	3,530,669	0
FTA Reimbursements - TDP	724,644	0	724,644	0	(724,644)
CNG ALT. Fuel Reimbursements -	719,425	0	719,425	0	(719,425)
<b>Total Non-Budget Revenues</b>	<b>4,974,738</b>	<b>3,530,669</b>	<b>1,444,069</b>	<b>3,530,669</b>	<b>(1,444,069)</b>
<b>Total Revenues</b>	<b>36,688,423</b>	<b>34,239,998</b>	<b>2,448,426</b>	<b>42,917,497</b>	<b>6,229,074</b>
<b>Expenses:</b>					
Labor	10,398,746	10,578,003	(179,257)	14,103,463	3,704,717
Fringe Benefits	8,099,601	8,242,393	(142,792)	10,989,857	2,890,256
Services	2,643,718	2,567,689	76,029	3,423,585	779,867
Materials & Supplies	3,249,060	2,906,960	342,100	3,875,947	626,887
Utilities	500,995	558,146	(57,152)	744,195	243,200
Casualty & Liability Costs	1,264,195	1,381,561	(117,366)	1,842,081	577,886
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	1,894,509	1,577,854	316,655	2,078,805	184,296
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	51,354	48,067	3,286	64,090	12,736
<b>Total Expenses</b>	<b>28,102,177</b>	<b>27,860,673</b>	<b>241,504</b>	<b>37,122,023</b>	<b>9,019,846</b>
<b>Non-Budget Expenses:</b>					
Depreciation Expense	2,370,762	2,370,762	0	2,370,762	0
Pass Thru Funding Expense	3,530,671	3,530,671	0	3,530,671	0
<b>Total Non-Budget Expenses</b>	<b>5,901,432</b>	<b>5,901,432</b>	<b>0</b>	<b>5,901,432</b>	<b>0</b>
<b>Total Expenses</b>	<b>34,003,610</b>	<b>33,762,106</b>	<b>241,504</b>	<b>43,023,455</b>	<b>9,019,846</b>
<b>Net Difference</b>	<b>2,684,814</b>	<b>477,892</b>	<b>2,206,922</b>	<b>(105,958)</b>	<b>(2,790,772)</b>

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	31,713,685	30,709,328	1,004,357	39,386,828	7,673,143
Total Operating Expenses	28,102,177	27,860,673	241,504	37,122,023	9,019,846
<b>Net Operating Profit/(Loss)</b>	<b>3,611,508</b>	<b>2,848,655</b>	<b>762,853</b>	<b>2,264,805</b>	<b>(1,346,703)</b>
Total Non-Budget Revenues	4,974,738	3,530,669	1,444,069	3,530,669	(1,444,069)
Total Non-Budget Expenses	5,901,432	5,901,432	0	5,901,432	0
<b>Total Non-Budget Profit/(Loss)</b>	<b>(926,694)</b>	<b>(2,370,763)</b>	<b>1,444,069</b>	<b>(2,370,763)</b>	<b>(1,444,069)</b>
<b>Net Profit/(Loss)</b>	<b>2,684,814</b>	<b>477,892</b>	<b>2,206,922</b>	<b>(105,958)</b>	<b>(2,790,772)</b>

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

Advertising	\$ 51,179	within contract period
Pass/Ticket Sales	\$ 13,216	\$2,263.40 over 90. \$264. over 60. \$2,544 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid April 28th for FY17 Services
Birmingham	\$ 3,661,820	Bill for April-Jun Sent out
Federal	\$ 4,995,542	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ 51,244	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	\$ 178,818	Sent quarterly billing out for Apr-Jun 2017-waiting on payment
Midfield	\$ 11,482	Current; Sent April Bill out on 4/3
Centerpoint	\$ -	Paid Apr-Jun 2017 on April 3, 2017
Blue Cross Blue Shield	\$ 26,430	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 15,856	See Below
Employee	\$ (8)	APTA trip
Pass Thru Funding	\$ -	
Board	\$ (305)	
	<u>\$ 9,005,274</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 6,738	Interest-Current
\$ 8,597	CNG manual billing. \$0 over 90; \$441.98 over 60; \$2221.0 over 30. Remainder current
\$ -	Social Security due back from Pension Committee
\$ 521	Reimbursement from Delta flight that was cancelled
<u>\$ 15,856</u>	

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

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

<b>TITLE/DESCRIPTION:</b>	<b>RESOLUTION NO.:</b>
Finance - Financial & Investment Highlights for Period Ending June 30, 2017	N/A
	<b>DATE:</b> June 30, 2017
	<b>INITIATOR</b> Finance Department
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

**Financial Highlights**

- As of the June 30, 2017 Balance Sheet, assets were \$54,299,438.64 while total liabilities were \$37,073,124.42.
- The Income Statement for the month ending June 30, 2017, details year to date revenues of \$36,688,423.36 and expenses of \$34,003,609.66 resulting in a positive difference of \$2,684,813.70.
- The total cash and cash equivalents as of June 30, 2017 was \$10,741,195.43 of which \$10,520,925.59 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
<b>Budgeted Items</b>			
Revenues	31,713,685	30,709,328	1,004,357
Expenses	28,102,177	27,860,673	241,504
<b>Net</b>	3,611,508	2,848,655	762,853
<b>Non Budgeted Items</b>			
Revenues	4,974,738	3,530,669	1,444,069
Expenses	5,901,432	5,901,432	-
<b>Net</b>	(926,694)	(2,370,763)	1,444,069
<b>Combined Net</b>	2,684,814	477,892	2,206,922

Total overall variance with the budget is a positive \$2,206,921.62

- 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

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

- **FY 16 Audit**-The Auditors finalized our audit and filed the required Single Audit to FAC (Federal Audit Clearinghouse). The submission was accepted on July 5, 2017
- **CNG Reimbursement** – No new legislation for CNG reimbursement for FY17. Will continue to check website and advise status.
- **Pension Audit**- The Pension Auditors have sent the final audit to use for distribution. Sent a copy of the audit to our new auditors for review.
- **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. Met with vendor on performance issues.
- **Interviewing**- Interviewed for the vacant position in Finance.

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  <b>June 2017</b> <b>Human Resources Report</b>	<b>DATE: June 2017</b>
	<b>INITIATOR:</b> Jamie Endsley Director of Human Resources
<b>ACTION REQUEST:</b> <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: 4 Customer Service Reps (2 Call Center 2 Central Station) 1 Facilities Technician, 4 Bus Operators, 1 Body Shop Mechanic  
Transfers: 1 Custodian became Bus Shop Cleaner  
Rehires: 0  
Terminations: 10 (2 voluntary)

- 2 Customer Service Rep ( 1 Voluntary)
- 1 ADA Officer (Involuntary)
- 4 Operators (1 Voluntary, 3 Involuntary)
- 2 General Service (2 Involuntary)

Retirement: 1 Operator

**Labor Relations:**

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

**FMLA/Medical Leave:**

4 Employee(s) on FMLA Full  
1 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 (0) – Currently up-to-date  
Post-Accident DOT = 6, Pre-Employ DOT = 7

**Meetings:**

Executive Staff Meeting – Thursdays @ 10:30AM

HR Staff Meeting – Thursdays @ 3PM

**Projects:**

Benefits Fair (Part II) for July 2017 – Regions, America's First Federal Credit Union, and looking at gyms

Develop compensation plan for administrative employees (development phase)

Converting personnel files to digital format (discovery phase)

Handbook Revision (development phase)

Union contract negotiations (planning phase)

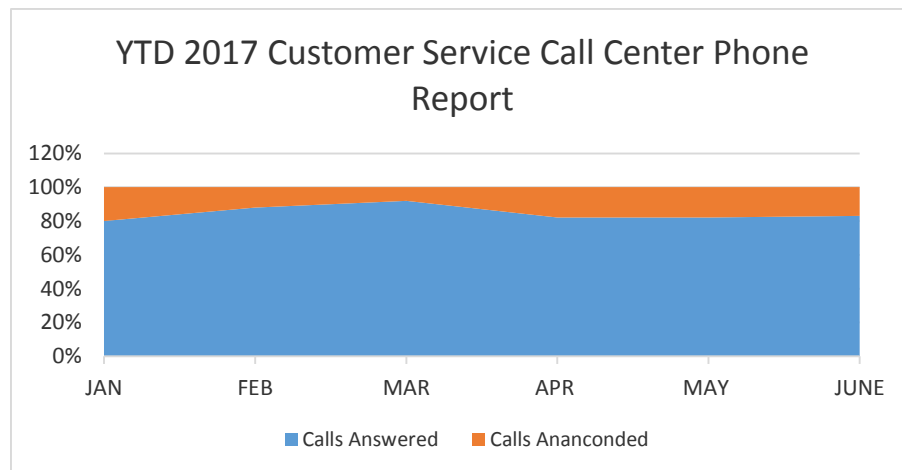
# Birmingham-Jefferson County Transit Authority

## STAFF SUMMARY AND COMMENTS

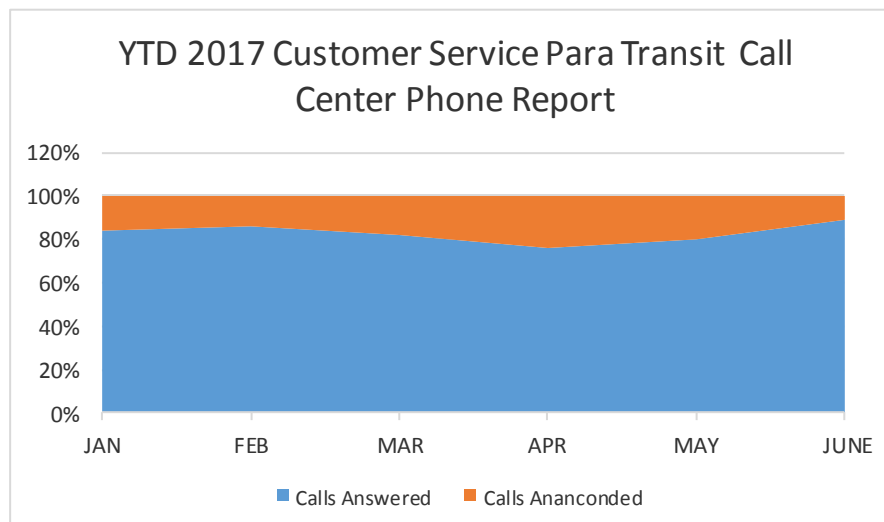
<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> June 2017
<b>Marketing and Customer Service Report</b>	<b>INITIATOR:</b> Adrian M. Solomon, Chief of Staff

### Customer Service Activities:

- The Customer Service Call Center continues to maintain a 17% to 18% call abandonment rate, however, additional staffing and employee training have been added to help with the shortfall.



- The Customer Service Para Transit Call Centers' 11% call abandonment rate for the month of June continues to show improvement from its 20% rate at the beginning of the year. The additional staffing and training has pushed the team closer to reaching its goal of meeting the national average of below 10%.



- Para Transit Customer Service representatives A. Pebbles and M. Davis were recognized for the part they played in helping to team to reach its goal. Ms. Pebbles had the shortest talk time average and Ms. Davis answered the most calls. Both ladies received a gift for their efforts.

Upcoming Events:

- MAX-On-Site will host a “How to ride the bus training” to a Pratt City Summer Camp group on July 11<sup>th</sup>. The group of students and chaperones will ride the 6 Pratt/Emsley to the Negro History Museum and back to McAlpine Recreational Center with the aid of a customer service representative.

## Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>  <b>Communications Report</b>	<b>DATE:</b> June 2017  <b>INITIATOR:</b> Ronda Robinson, Director of Communications
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### 1.0 Purpose/Objective:

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

### 2.0 Completed Projects:

- Magic City Connector bus parked at Linn Park to advertise at the Steel City Jazz Festival
- BJCTA team supports Birmingham Heart Walk
- Feature story in Divine Favor magazine on Barbara Murdock
- Dump the Pump event at old central station
- Successful new website launch [www.maxtransit.org](http://www.maxtransit.org)
- MAX Central Station opens



### 3.0 Working Projects

- Ongoing planning for Intermodal grand opening
- Ongoing marketing for airport shuttle on-demand
- Ongoing marketing for Wi-Fi on buses
- Working on new MAX jingle
- Working on new MAX Mascot "Captain MAX"

*Ronda Robinson*

Director of Communications





Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

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

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

1. Managed twelve grants in the month of June. A FFY 2016 Section 5307 CMAQ Flex grant for bus replacement, was awarded during the month.
2. Prepared and submitted May Federal Accountability and Transparency Act (FATA) reports.
3. Calculated and submitted June Sub-recipient Fixed Asset Depreciation report.
4. June 1, 2017 - Submitted the October 1<sup>st</sup> through March 31<sup>st</sup> semi-annual DBE report. **(Complete DBE Progress Report is attached).**
5. June 12, 2017 - Submitted an Advanced Transportation and Congestion Management Technologies Deployment Initiative discretionary grant application via Grants.gov.
6. June 12, 2017 – BRT Status Meeting
7. June 15, 2017 – Interacted with customers on the Magic City Connector for “Dump the Pump.”
8. June 26, 2017 – Submitted a 2017 Low Emission/No Emission discretionary grant application via Grants.gov.
9. June 27, 2017 – Monthly DBE Strategy Session

ATTACHMENTS

- o Grants Status Report

Respectfully submitted,

*Stephanie Walker*

Stephanie Walker  
Director of Grants

FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-03-0058	New Starts Environmental	09/2006	\$6,768,706	\$ 314,432.00	\$ -	\$ 314,432.00
AL-03-0077	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 143,339.00	\$ -	\$ 143,339.00
AL-2016-015	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 274,546.00	\$ 11,591.00	\$ 262,955.00
AL-2017-002	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 2,630,745.00	\$ 249,412.00	\$ 2,381,333.00
<b>Total Pass-Through Grants</b>			<b>\$12,981,474</b>	<b>\$ 3,363,062.00</b>	<b>\$ 261,003.00</b>	<b>\$ 3,102,059.00</b>
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	\$ 49,592.00	\$ 19,783.00	\$ 29,809.00
AL -90-X242	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 101,000.00	\$ -	\$ 101,000.00
AL -95-X007	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,160,392.00	\$ -	\$ 2,160,392.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 6,991,124.00	\$ 2,800.00	\$ 6,988,324.00
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	\$ 398,816.00	\$ 379,400.00	\$ 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	\$ -	\$ 800,000.00
<b>Total BJCTA Grants</b>			<b>\$20,798,983</b>	<b>\$ 10,963,875.00</b>	<b>\$ 401,983.00</b>	<b>\$ 10,561,892.00</b>
<b>Combined Totals</b>			<b>\$33,780,457</b>	<b>\$ 4,326,937.00</b>	<b>\$ 662,986.00</b>	<b>\$ 13,663,951.00</b>

## DBE Progress Report

- ❖ Total vendor payments 10/1/2016 – 3/31/2017 **\$26,478,320.83**
- ❖ Total DBE vendor payments 10/1/2016 – 3/31/2017 **\$1,577,203.67**
- ❖ Percentage of payments made to DBE firms 10/1/2016 – 3/31/2017 **6%**

- Total grant disbursements 10/1/2016 – 3/31/2017 **\$14,559,154**
- Total DBE grant disbursements 10/1/2016 – 3/31/2017 **\$664,445**
- Percentage of disbursements to DBE firms 10/1/2016 – 3/31/2017 **4.6%**

### **2017 Internal Good Faith Initiatives / Engagement Activities to Move Closer to 10.65% Goal**

- Provide semi-annual progress report to Board members and Executive Staff
- Monthly DBE Strategy Sessions
- Internal Buy-in Workshop – May 2, 2017
- “How to Write Capability Statements” workshop for vendors July 25, 2017
- “How to Become Certified” workshop for small business vendors September 21, 2017

### **2017 External Good Faith Initiatives / Engagement Activities to Move Closer to 10.65% Goal**

- Networking with UAB DBE Supportive Services and The Birmingham Airport Authority DBE Acquisition Division
- Small Business Branding workshop – Birmingham Airport Authority – February 2017
- ALDOT DBE session – RPC – June 7, 2017
- ALDOT’s 2017 Small Business Procurement Conference – Hyatt Regency – August 14-16, 2017



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

<b>TITLE/DESCRIPTION:</b>  <p align="center">Information Technology Report</p>	<b>RESOLUTION NO.</b> Not Applicable
	<b>DATE:</b> July 5, 2017
	<b>INITIATOR:</b> Jamal Boykin Information Technology
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**Purpose/Objective:**

The IT Department is responsible for maintaining 99.9% uptime on IT systems, hardware and functionality of the PC process, so the BJCTA can be productive in providing world class transit service to the Birmingham Metro Area. The IT Department is rebuilding and rebranding its processes and structure to become an asset to BJCTA. We are excited and energetic about our future to help move BJCTA forward.

**Intermodal**

- IT Plan: We have developed an IT plan for the Intermodal. The plan will consist of Access Points for Wi-Fi and high capacity switches for connectivity throughout the Intermodal. We are currently implementing the hardware and configuring the software, to assure full connectivity on opening day. Site B is completed (Wifi, PIDS, Network, Phones, and Server Room.) We are working on a Site A plan now.
- AV Plan: The ESB group is implementing the approved plan for the Board Room and Conference Room. The EBS group has completed Engineering and the design process. I have approved the design. The opening date of Site A is the cornerstone of the timeline.
- Moving Plan: IT department conducts meetings with vendors and staff to assure the IT portions of the moving of BJCTA staff from the 2121 and 3105 location to the Intermodal Site A will be done successfully.
- PIDS: Site B (Central Station) PIDS are working fine. We are working with Message Point on Site A and C PIDS Implementation.
- Additions: The IT department has completed a plan for multiple IT projects at Site A. BJCTA is requiring additional data infrastructure for office layout, employee commendations, etc.
- Police/ Security Area: The IT department is working with Birmingham Police on a shared area for security and communication at the Intermodal.

**IT Projects**

- Implementation of Avail: The next phase of the project is the mobile application and integration with Fleet-net.
- Route Match: Stage 2 and 3 will be implemented by (Targeted) August 2017



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

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

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

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

- Maintenance is continuing to repair all vehicle defects reported, as well as all inspections & safety checks in a timely manner.
- Maintenance inspections were 100% for the month of June.
- Maintenance mechanics, body shop, parts, and general service workers are continuing to work together to maintain the upkeep of our fleet on a daily basis.
- The Maintenance Department is proud to announce the arrival of 5 new Paratransit Buses. Four additional Paratransit vehicles as well as 5 additional Fixed Route Buses (New Flyer) are also expected to arrive within the next 6 months.
- The Maintenance Department recognized the accomplishments of four of our mechanics who completed the Industrial Maintenance Technician Program at Jefferson State Community College on June 19th. Among these students were our very own: *Phillip Grundhoefer, William Lambert, Joshua Scaife & Larry Tanniehill*. Manager of Maintenance Administration (Quinton Haley) and Maintenance Administrative Assistant (Erica Jackson) attended the Certificate Appreciation Program.



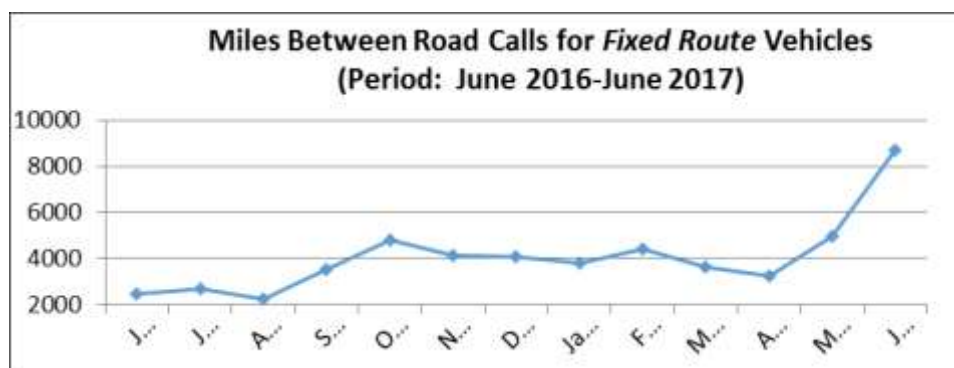
- The maintenance department welcomes 3 new employees (John Bennett-Facilities; Marquis Horn-Body Shop Tech II; & Joaquin Lambert-General Services).
- The maintenance department continues to expand learning opportunities for our employees. TPC Trainco held a Live Maintenance Training Class on-site June 22<sup>nd</sup> & June 23<sup>rd</sup>. This two day training course focused on increasing HVAC efficiency in the area(s) of Mobile Air Conditioning. Several mechanics from all 3 shifts attended this training.

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

- Completed weekly maintenance on bus washer
- Repaired women's restroom doors at 8<sup>th</sup> Ave. Driver's Lounge
- Patched holes and replaced lock in Director of Maintenance office
- Laid tile in men's locker room area of restroom in the maintenance department
- Moved furniture in dispatch office
- Repaired fire alarm in Central Station's customer service/I.T. restroom
- Assisted Central Station in the major move to the new intermodal facility
- Installed icemaker & water line to refrigerator at the new intermodal facility's driver's lounge; along with moving the Kiosk in the driver's lounge
- Installed bike rack at the new intermodal facility
- Assisted with the setup and other preparations for the Dump the Pump festivities
- Assisted with the setup and other preparations for the soft & grand opening of the new Central Station portion of the intermodal facility

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

MAX Maintenance went 8,688 miles between mechanical failures in June 2017. Maintenance is proud to announce that the standard benchmark was not only reached, but, exceeded by 3,688 miles. 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						

*Quinton Haley*

Quinton Haley, Manager of Maintenance Administration

*Ron Sweeney*

Ron Sweeney, Director of Maintenance



## Birmingham-Jefferson County Transit Authority

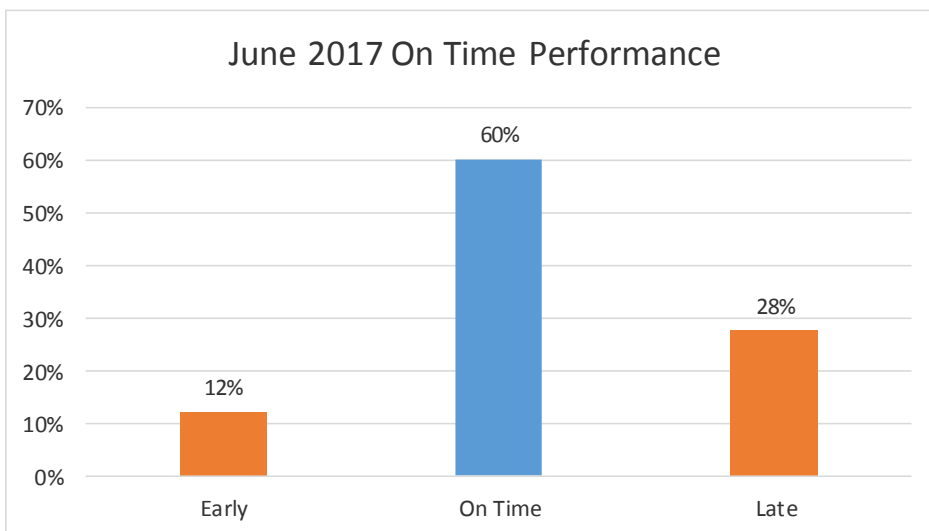
<b>TITLE/DESCRIPTION:</b>  <b>Transportation Monthly Update</b>	<b>DATE:</b> June 2017
	<b>INITIATOR:</b> Christopher Ruffin Director of Operations
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input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

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

### 1.0 Fixed Route

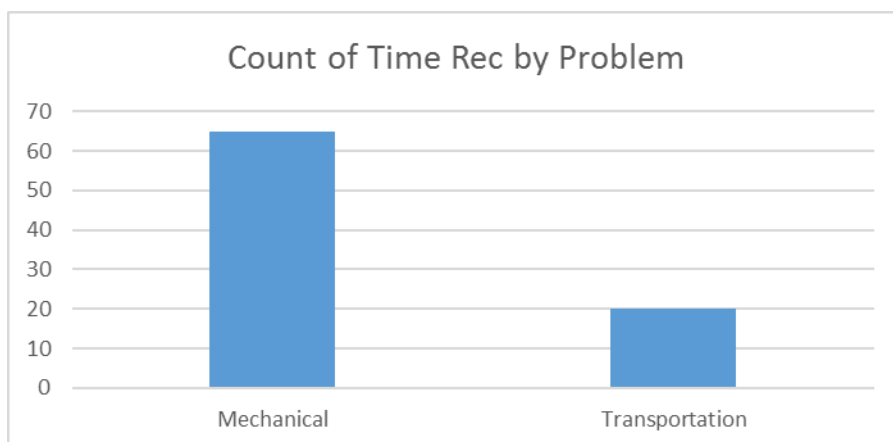
- Fixed Route continues to seek Professional Operators to fill vacant positions for the July 17, 2017 New-Hire Training Class.
- A New-Hire Training Class began on June 5, 2017 filled with several Professional Operator trainees.
- The Operations Department is currently diversifying our Supervisors by cross-training them in the Control Center. To date, two (2) of the Supervisors have completed this training.
- On June 7, 2017, the Director of Operations along with the Fixed Route Manager attended a meeting at Jefferson County Emergency Management Agency to discuss the roles and responsibilities of BJCTA, and its current emergency response plans for Jefferson County.
- The Operations Director has been especially instrumental in assisting with the opening of our new Intermodal Facility-Site B (Soft Open: June 19, 2017; Grand Opening: June 30, 2017).
- Birmingham-Jefferson County Transit Authority takes pride in the appearance of its Operators. In the month of June, a memorandum was prepared, prohibiting male operators from wearing any earrings and/or unnecessary jewelry.
- BJCTA customers are always our #1 priority, so we continue to work on keeping our customer complaints to a minimum.

## 1.1 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
12%	60%	28%

## 1.2 Missed Trips (Chart)



Problem	Count of Time Rec
Mechanical	71
Transportation	51

## 2.0 Paratransit

- Fixed Route continues to seek Professional Operators to fill vacant positions for the July 17, 2017 New-Hire Training Class.
- A New-Hire Training class began on June 5, 2017, filled with several Professional Operator trainees.
- On June 6, 2017, the Paratransit Manager and the Paratransit Lead Supervisor attended the National Transit Institute's (NTI) Paratransit Management and Operations Course held at Nashville Metropolitan Transit Authority (Nashville MTA). NTA's courses and material support FTA initiatives and program areas, customized training efforts for US & International transit systems, and other federal, state, and local agencies. The course objectives were to provide a learning environment for Paratransit professionals to improve their operational & managerial skills, as well as identifying tools & practices that will improve the effectiveness of a transit agency's paratransit unit. The course outline consisted of eight (8) includes:
  - Module 1- Overview of Paratransit Services
  - Module 2- Agency Policies & Procedures
  - Module 3- Management Functions
  - Module 4- Scheduling, Routing, and Schedule Waiting
  - Module 5- Service Operations
  - Module 6- Budgeting & Managing Cast
  - Module 7- Overview of Technology
  - Module 8- Customer ServiceThe Paratransit team returned with a wealth of information and with materials that could be used in reference to the daily operations of Paratransit.
- Paratransit was honored to have two (2) Operators participating in the Annual Community Transportation Association of America (CTAA) Expo 2017 held in Detroit, MI, where the Director of Operations, and Paratransit Manager were in attendance with those selected operators.
- With the launch of Route Match Paratransit continues to provide additional information to the Route Match Team in an effort to modify and update client and vehicle information that would render totals for reporting purposes
- In the month of June Paratransit received five (5) replacement buses that went into revenue service on June 30, 2017



### Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>  <b>Planning Department Monthly Update</b>	<b>DATE: June 2017</b>
	<b>INITIATOR: Wytangy Peak-Finney</b> <b>Manager of Planning</b>
<b>ACTION REQUEST:</b> <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.
- The planning manager along with the director of operations attended council Shelia Tyson town hall meeting at more than conquerors church.
- Planning Manager attended the monthly committee and board meetings
- Planning staff attended the RPC annual luncheon held at the Club
- Planning staff met with city manager of Mountain Brook Mr. Sam Gaston to discuss transit service in the city of Mountain Brook
- Planning staff met with city officials of Hoover to discuss bus shelter locations for the city of Hoover
- Planning staff attend the ALDOT public meeting about creating a roundabout in the city of Mountain brook
- Planning manager and Director of Communications attended the central park neighborhood meeting to discuss transit improvements and marketing initiatives for transit around the city
- Planning manager, Director of Operations, Director of Communications, and Executive Director Ms. Barbara Murdock met with the mayor of Bessemer, and BJCTA Bessemer board representative Ms. Johnnye Lassiter to discuss bus service in the city of Bessemer
- Planning manager has ongoing communication with officials at Lawson state in relations to a pilot service we are looking to introduce that will service two Lawson State Campuses (Birmingham, and Bessemer).
- Planning department attended an adult career day at Lawson state community college
- Planning Manager, along with Director of Communications and other BJCTA staff met with representatives to discuss the transit rally scheduled for July 29<sup>th</sup>
- Planning manager attended a meeting held at innovation depot in relations to the BRT (Bus rapid transit), FTA was present
- Planning manager attended a Title VI seminar at the Regional Planning Commission
- Planning staff helped assist with the opening of the New Central Station
- Planning manager participated in DUMP THE PUMP
- Planning manager and other BJCTA staff met with Strada representatives to discuss the BRT project in relations to bus stops, and shelters
- Planning manager had discussions with Mr. Sam Daly in relations to mobile transit passes, a join me meeting has been scheduled for July 7<sup>th</sup> to introduce to other staff members

## 1.1 Performance Indicator-Fixed Route

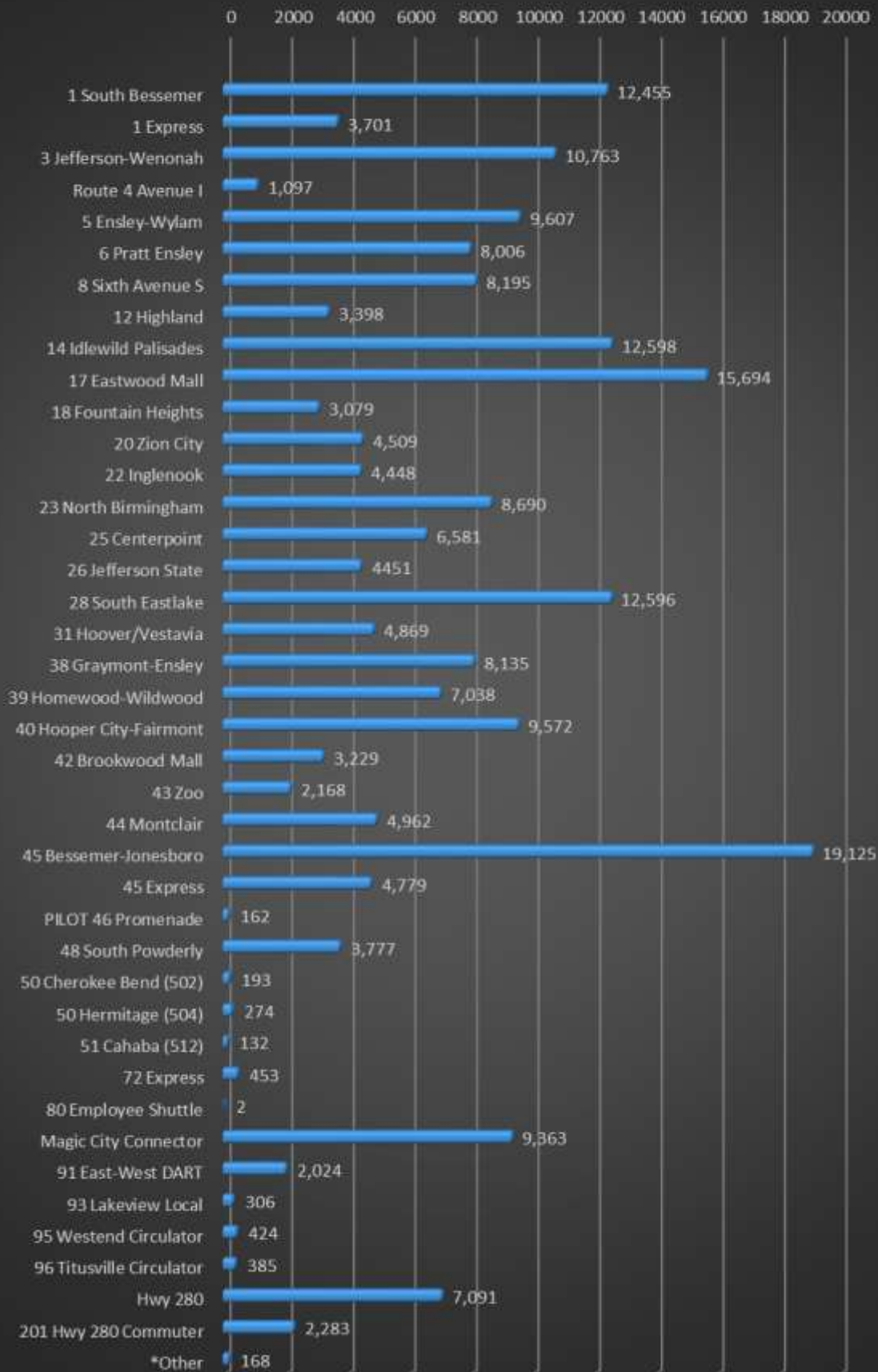
Goal	Performance Indicators	Current Month FY2016	Current Month FY2017		Year to Date FY2016	Year to Date FY2017	YTD Percent Change
Overall System Performance	Ridership	244,529	220,782		2,261,395	2,011,747	-11.0%
	Dart Ridership	May 2017 2,202	June 2017 2,024		-	4,226	-
	Magic City Connector	May 2017 9,173	June 2017 9,363		-	18,536	-
	93 Lakeview Local	May 2017 185	June 2017 306		-	491	-
	Vehicle Service Hours	19,645	19,311		172,602	172,829	0.1%
	Total Miles	281,254	260,633		2,465,306	2,312,710	-6.2%
	Revenue Miles	252,531	248,062		2,146,292	2,160,347	0.7%
	Fare Revenues	\$163,941	\$146,098		\$1,572,131	\$1,410,617	-10.3%
	Total Expenses	\$3,175,261	\$3,486,287		\$25,868,374	\$28,326,748	9.5%

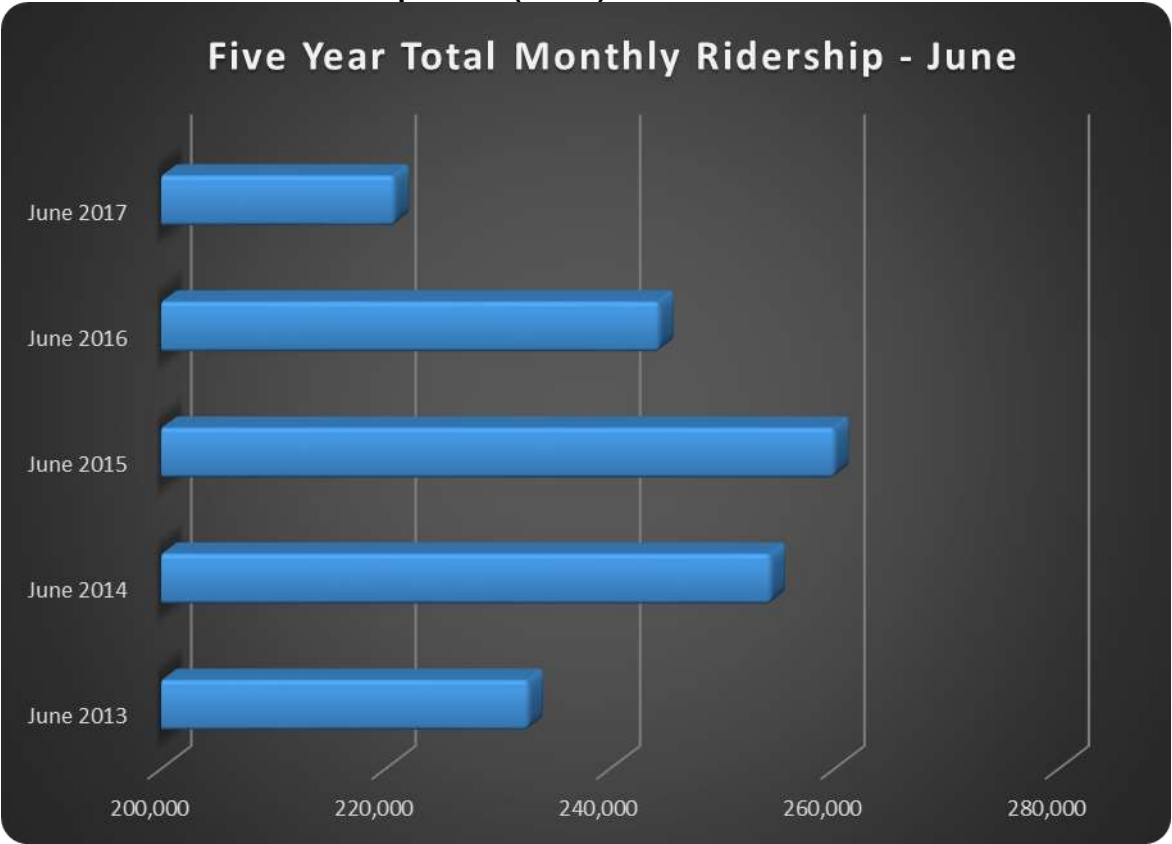
\*YTD percentage change is calculated by subtracting the current YTD from the previous YTD, and dividing it from the previous YTD\*.

\*The DART service has changed this year, on March 28<sup>th</sup> the new 90 Magic Connector replaced the 90 North South Dart, and on May 15<sup>th</sup> the new 93 Lakeview local replaced the 92 Southside loop\*.

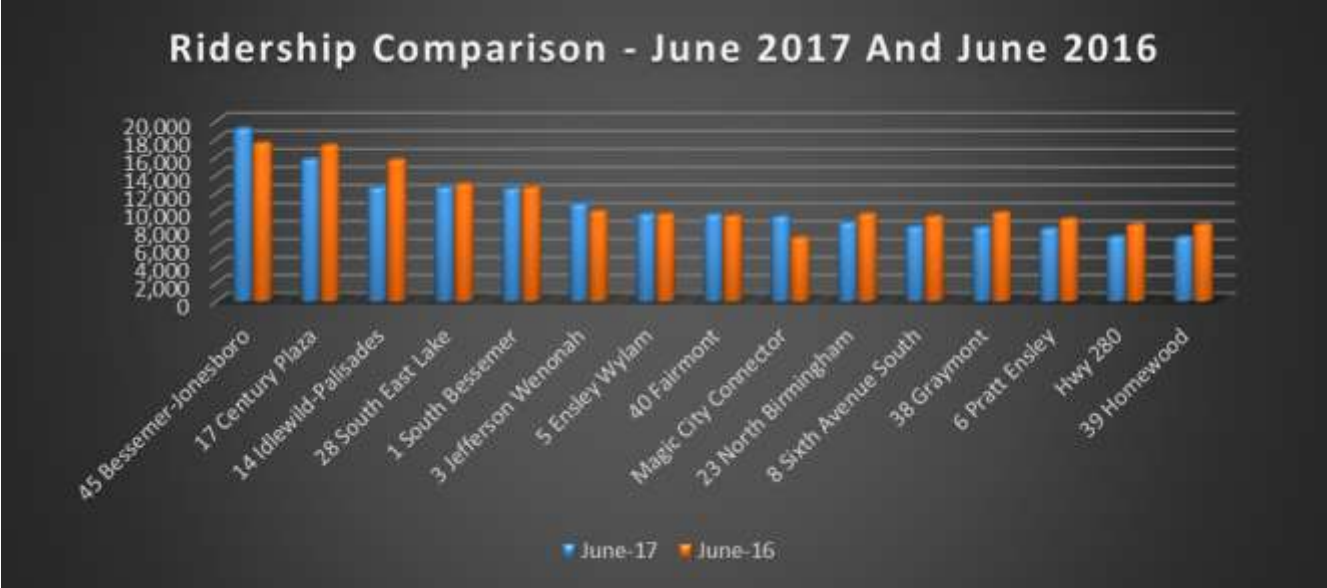


## Ridership By Route - June 2017

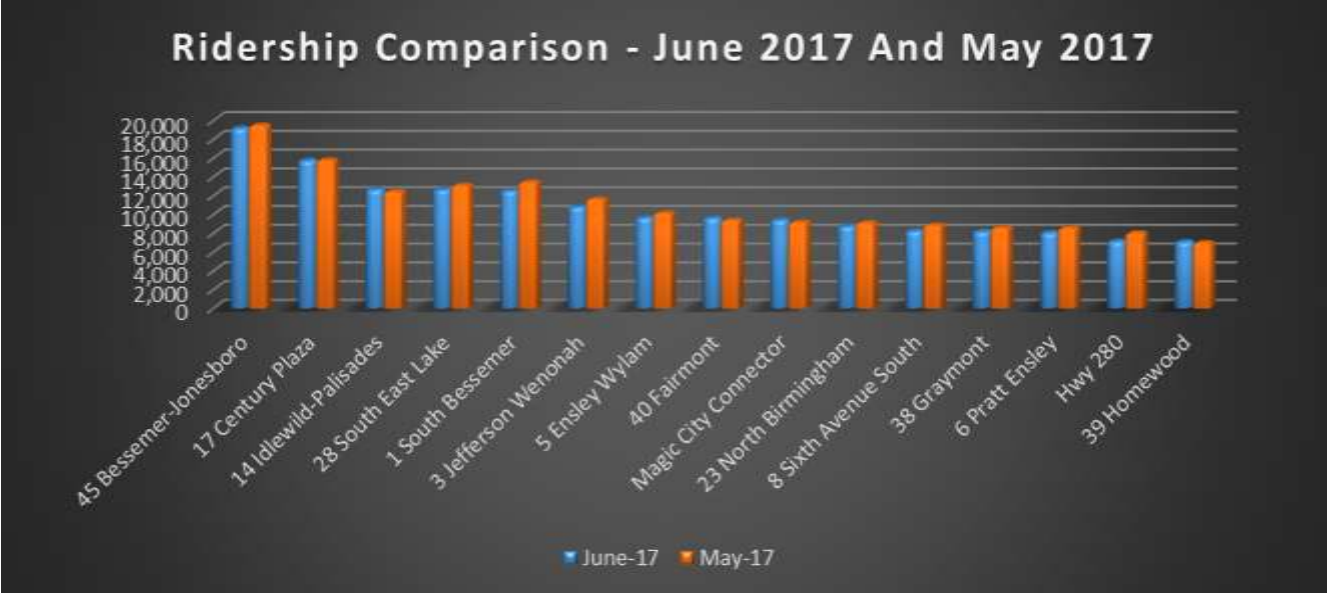




1.4 Top 15 Routes Year-to-Year Comparison (Chart)



Top 15 Routes Month-to-Month Comparison (Chart)



Wytangy Peak-Finney

Planning Department



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

<b>TITLE / DESCRIPTION:</b>  <b>Procurement Department</b>	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> JUNE 2017
	<b>INITIATOR:</b> Darryl Grayson
<b>ACTION REQUEST:</b> <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 Third Party Paratransit Service
- 1.1.2 Oils and Lubricants

## **2.0 CONTRACT ADMINISTRATION**

**2.1** To better manage Board approved contracts, at least 120 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process.

**2.2** The attached BJCTA Approved Contracts Report have been updated and contracts are listed in ascending order by the contract expiration date.

### **2.3 Procurement Updates:**

- 2.3.1 On Resolution 2017-17 the board approved procuring the Shortel Phone System. At that time, it was stated that BJCTA will buy the system from BE Electronics Technology. After getting more information, the system will actually be procured from **(CRI) Converged Resource Integrators, INC.** BE Electronics is the Sub-Contractor. All initial dollar amounts approved by the board will remain the same.

### **2.4 Upcoming Contract Expirations within 60 Days**

- 2.4.1 None

## **3.0 RESOLUTION**

- 3.3.1 None

## **ATTACHMENTS**

- Contract Log

Respectfully submitted

*Darryl Grayson*

Page 55 of 61  
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**

<b>TITLE/DESCRIPTION:</b>  Safety, Training & Security Monthly Report	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> June, 2017
	<b>INITIATOR:</b> Dale Knutson
<b>ACTION REQUEST:</b> <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 June, 2017.

### TRAINING

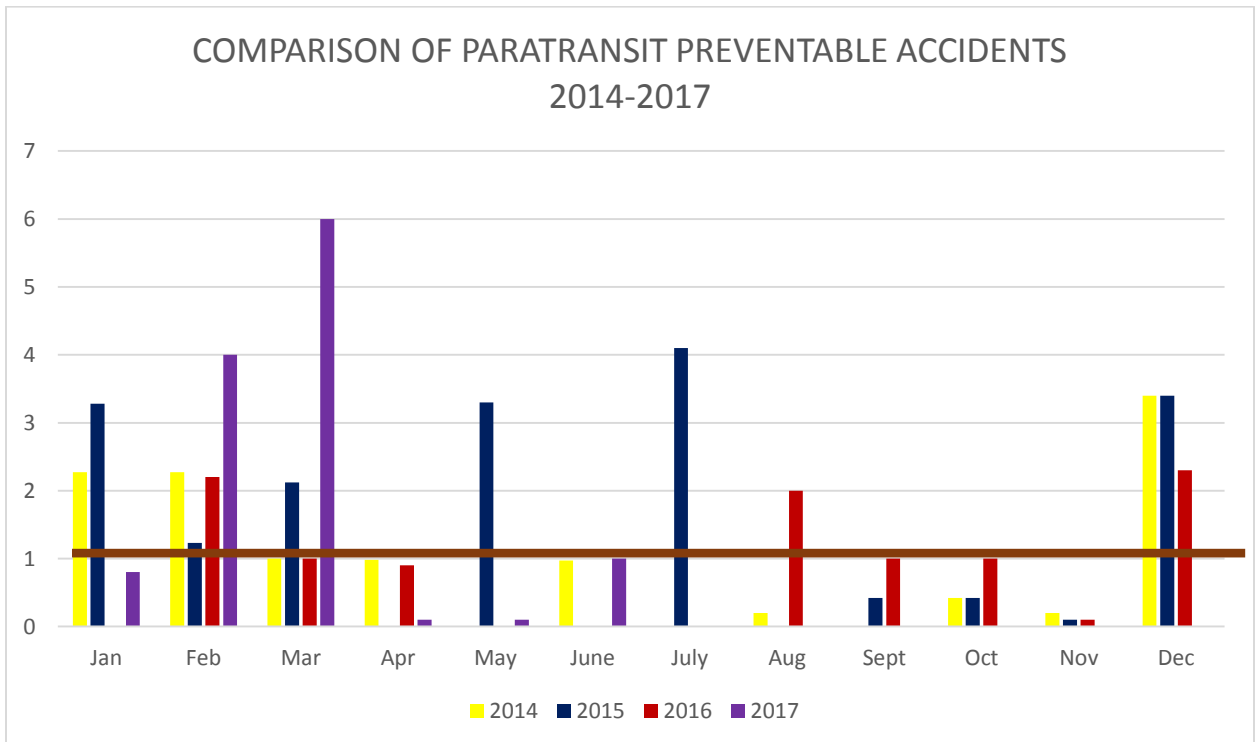
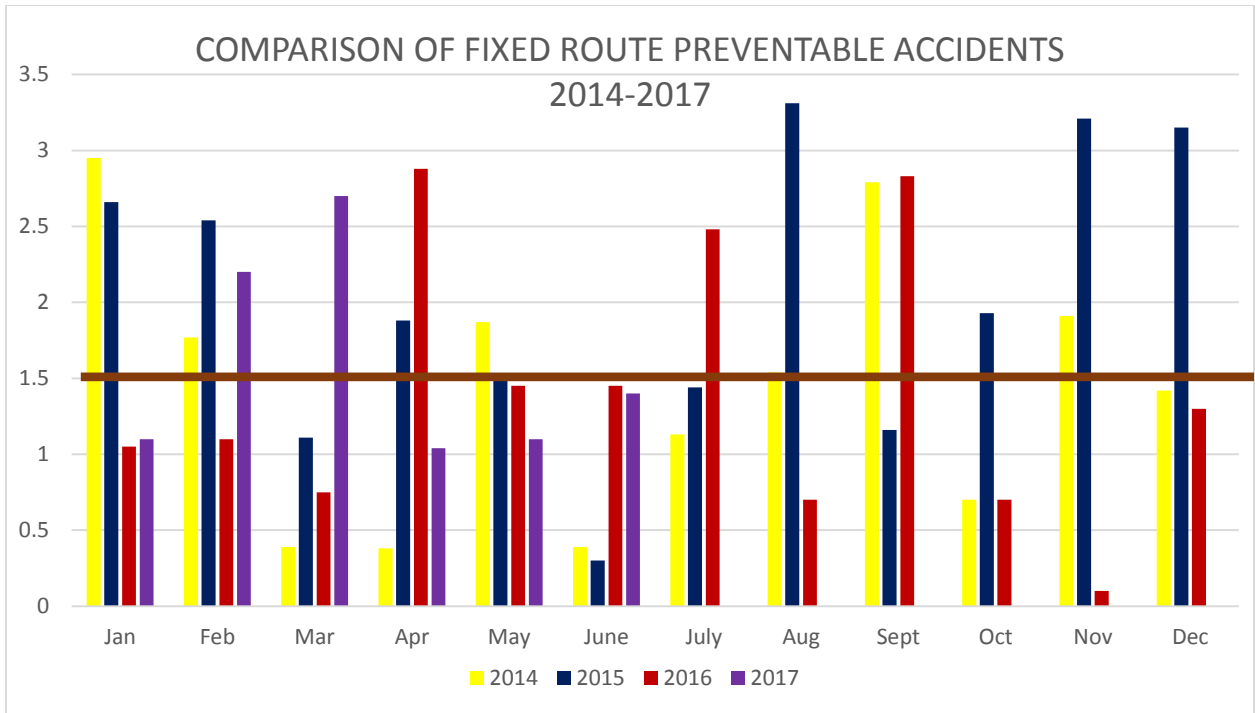
- As of the end of the month of June, the training department has trained over 1,200 BJCTA employees. This is a new record for our department. Congrats to our trainers, Sam, Christopher, and Melissa.

### SECURITY

- The transition to the new Central Station was a smooth one.
- The security cameras are up and running at the new building. Very clear and easy to maneuver.
- There has not been any issues with the security of the new Central Station.
- The security cameras from the temporary Central Station are going to be moved to 8<sup>th</sup> Ave. ensuring improvement of that system.

### SAFETY

- There was one preventable accident on the Paratransit side this month. (1.0 accidents per 100,000 miles). However, the paratransit team went 79 days accident free – another GREAT accomplishment for BJCTA.
- The fixed route side had an accident rate of 1.4 accidents per 100,000 miles. Still below the national average.
- Stop signs, and other traffic improvement signs have been placed in the new Central Station to ensure a smooth traffic flow.



**Dale Knutson, TSSP – Manager of Safety, Training, and Security**  
7/1/17