

Regular Board of Directors Meeting Roll Call

Wednesday, June 28, 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

Wednesday, June 28, 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. FY18 Budget Work Session Minutes- May 15,2017**
 - B. Regular Board Meeting Minutes- May 17,2017**
 - C. Special Called Board Meeting Minutes- June 1,2017**
- VIII. Chairman's Report**
- IX. Committee Reports**
 - A. Committee of the Whole Meeting Minutes**
 - June 14,2017
- X. Resolutions for Consideration and Approval**
 - A. Resolution 2017-25-** Authorization to Adopt and Approve the Fiscal Year 2018 Operating and Capital Budgets.
 - B. Resolution 2017- 30-** Authorization to procure seven (7) Motorola Portable Radios from Allcomm Wireless, Inc. for Road Supervisors.
 - C. Resolution 2017-31-** Authorize the Executive Director to revise the first year threshold contract amount with SKYE CONNECT to reflect additional training services.

XI. Executive Director's Report

A. Financial Report

XII. Old Business

A. Intermodal Facility Update- STRADA Professional Services

XIII. New Business

XIV. *Public Comment*

XV. Adjournment



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**BJCTA Board of Directors
FY18 Budget Meeting Minutes
Monday, May 15, 2017
12:00 p.m.**

Opening: The meeting was called to order by Chair Patrick Sellers at 12:10 p.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

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

Members Absent: Emma Tolbert

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Mike Sims, JO Hill (TCAB), Stephanie Walker, Dale Knutson, Karen Jacobs, Toney Chestnut, Jamie Endsley, Christopher Ruffin, Ron Sweeney, Edmond Watters(STRADA), Ronda Robinson, Sam Ford, Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker. .

III. Resolution for Consideration and Approval

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

FY18 Budget was tabled until Regular Board meeting for vote.

Discussion:

In the Board of Directors work session, the revised budget including Coca Cola revenue and Governmental Relations line items were presented to the Board in hard copy form. All present directors were in agreement with forwarding the revised FY18 budget to the full board for vote.

IV. Adjournment

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

The Meeting Adjourned at 12:51 p.m.

Minutes submitted by: KeAundra Reynolds

Date: May 15, 2017

Approved by: _____
Patrick Sellers, Chairman

*An audio file is available for more detail.

Attest:

Johnnye P. Lassiter, Treasurer

*An audio file is available for more detail.



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BOARD MEETING MINUTES
Wednesday, May 17, 2017
12:00 p.m.

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

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

Members Absent: Adam Snyder

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Starr Culpepper, Christopher Ruffin, Toney Chestnut, Mike Sims, Stephanie Walker, Wytangy Peak, Karen Jacobs, Ron Sweeney, Jamie Endsley, Ronda Robinson, Christina Griggs, Dale Knutson, Darryl Grayson, Christy Howard, Ellilote Baez, Greg Roddy, John Jordan, Orlando Turner, Francis Wanjiku, Clay Shaw, Alice Gordon (Skye Connect), Edmond Watters (STRADA), David Burton (STRADA), David Calvert (STRADA), Darrell Howard (STRADA), J.O. Hill (ATU Local 725 President), Chris Boiling (BPD), Candace Richards (COB), Kevin Owens (COB), Sheila Tyson (COB), Steven Hoyt (COB), Ron Reeks (Wendell), Jeana Stright (Wendell), Kaydee Erdreich-Breman (LWV6B), Courtney French, Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker.

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

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

V. **Safety Message: Dale Knutson (Safety Manager)** gave and presentation of the APTA Safety and Security Award and introduced the Bus Roadeo operators and mechanic participants

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

VII. Adoption of the Minutes:
A. Regular Board Meeting Minutes April 24, 2017
 Director Lassiter moved to adopt the minutes, it was seconded by Director

Topping, and approved by general consent.

VIII. Chairman's Report:

- Chairman Sellers announced that BJCTA had two graduates (1). Mikesha Harville- Bachelors- Business Administration and (2). Starr Culpepper- Juris Doctorate.
- 2017 Expose WALMART Tour (Making Change At Walmart) - Birmingham Stop! May 19, 2017 @ 9:00 AM -Kelly Ingram Park.

IX. Committee Reports:

A. Committee of the Whole- May 10,2017

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

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

The resolution failed by seven (7) voting No and two (2) voting Yes.

Discussion as follows:

Director Tolbert stated that she couldn't vote on a budget that she had not seen. The question was asked, why was the Governmental Relations line item amount of \$225,000.00 increased?

The purpose of increasing the line item from \$225,000.00 to \$325,000.00 was to have a person that lived in Washington, DC. to advocate for local transit on a national level.

B. Resolution 2017-26- Authorization for the Executive Director to enter into contract with **Ed's Refurbishing** to provide bus painting and repairs to BJCTA.

Director Mauldin made a motion to move the resolution, it was seconded by Director Topping and approved by general consent. Director Harwell voted No.

C. Resolution 2017-27- Authorization for the Executive Director to procure a phone system from **Business Technology Solutions** for implementation in the Intermodal Facility.

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

XI. Executive Director's Report

Ms. Barbara Murdock introduced the **Roadeo Team**

- Clay Shaw-mechanic
- Francis Wanjiku- mechanic
- Orlando Turner- mechanic
- John Jordan- operator

- Niokia Boyce- customer service
- Ms. Murdock announced that Director Lassiter won on the Magic City Fusion Award for transit.
 - A. Financial Report- Included in Board Packets for Review
 Director Henderson asked was all the municipalities all paid up? Karen replied, Yes.

XII. Old Business

A. Intermodal Facility update- STRADA Professional Services

David Burton gave an update with the opening of Site B being delayed to approximately mid-June due to unforeseen circumstances. Site A opening around the first of August.

XIII. New Business:

A. Maintenance Facility- Wendell

Ron Reeks gave an update on the maintenance facility and the different locations that BJCTA is looking to place it.

XIV. Public Comment- None

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 12:48 p.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: May 17, 2017

Approved by: _____
Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary



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Special Called Board Meeting Minutes
Thursday, June 1, 2017
9:30 a.m.

Opening: The meeting was called to order by the Chairman Patrick Sellers at 9:37a.m. in the BJCTA Board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

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

Members Absent: Martin Weinberg

Quorum: Yes

Others Present: Barbra Murdock, Adrian Solomon, KeAundra Reynolds, Starr Culpepper, Darryl Grayson, Justin Ridgeway, Jamie Endsley, Toney Chestnut, Ronda Robinson, Stephanie Walker, Christy Howard, Chris Ruffin, Ron Sweeney, Daryl Perkins (Master Solutions), Terri Wiggins (Master Solutions), Alice Gordon(SKYE CONNECT), J.O. Hill (ATU Local 725 President), Candace Richards(COB), Jonathan Austin(COB), Pastor Steve Green(MTC), Carlos Chaverest, Demetrius Carr(DCS), Butch Ferrell, Chris Bolling(COB), Ryan Wilson(Fuston, Petway & French, LLP) and Deborah Byrd-Walker (Attorney)

III. Pastor Steve Green (More Than Conquerors Faith Church) provided the **Invocation.**

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

Director Henderson arrived

V. Adoption of the Agenda:

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

VI. FY18 Budget Review

Discussion:

Ms. Murdock stated to the board that BJCTA sent out the budget to the board in the original form, waiting for them to review and give direction.

Chairman Sellers stated that there were various board members that had questions on line items of the FY18 budget.

Director Tolbert expressed she had a lot of things she wanted to talk about. She thanked the staff for preparing the information. She wanted to first compare the bench marks for FY17 budget. She also said that the budget given wasn't the original budget. \$200,000.00 additional funding for governmental affairs that has been removed without discussion of the full board. Certain things happen between board meetings that only a few board members are involved and the rest are left out.

Ms. Murdock mentioned that the last board meeting we voted not to go along with the budget.

Director Tolbert replied, the board voted not to go along with particular line items. She expressed that she hope the board could really dig deep into this budget and have some discussion.

Director Mauldin asked for a point of clarity, she asked was this budget in front of us now the original budget that was presented to the board back in April.

Karen Jacobs replied, the only difference is the \$200,000.00 in contingency and Coke Cola.

Director Snyder stated that this was the third version of the budget. He also mentioned that planning activities under the Executive Director line item has a big decrease. He asked which line item was for STRADA.

Ms. Murdock stated that planning request for FTA. They approved 1.8 million for planning in reference to several different activities going on including the BRT. The line item for STRADA is decreasing because BJCTA can draw from the Tiger grant and we now have another source.

Director Mauldin asked when these planning activities take place will STRADA be invoicing the City if Birmingham directly as opposed to being a pass through.

Ms. Murdock replied depending on the part of the plan STRADA will be working on.

Director Snyder stated that we have several task orders with STRADA that has not been for filled. The total amount of one (1) remaining is \$900,000.00 Director Snyder asked, why wasn't this amount reflected in the budget.

Karen Jacobs replied, Task 7 and 12 BJCTA still has grant money for usage. It's not included in the budget because it's considered a received item that will offset Task 7 and 12.

Director Tolbert stated that it still should be reflected in the budget.

Director Henderson asked if everything that's being asked about the budget be included.

Director Tolbert stated that in the budget it needs to show where the money is coming in and where it's going out. "Not a mystery pot".

Director Topping asked what involvement does the board have with regarding finding out what's done with the money before its allocated.

Ms. Murdock replied, BJCTA present a monthly report. The things STRADA are involved with are coming to an end such as the Intermodal Facility. The BRT ends in 2020.

Director Snyder stated that he would say it's a problem when we spend over 2 million dollars to one entity. "This is a problem".

Director Tolbert expressed that the board isn't being informed when a vendor is receiving a dollar amount increase.

Director Mauldin asked to for Ms. Murdock to explain the way BJCTA do business in terms of task base.

Ms. Murdock explained in 2015 the board awarded contracts to three (3) vendors: STRADA, Wendell, and WRA (consulting and planning firm). BJCTA give out the Task outlining what needs to be done. Ms. Murdock wasn't clear on what the board meant by BJCTA wasn't budgeting properly. Staff has released the things going on and come up with a budget. We will give the board all the information

required and let you determine how the dollars are spent. “BJCTA hasn’t went over budget for this year we are under budget. Certain line items may change. Two (2) years ago, BJCTA was over budget, we have grown the transit system by 5 million dollars and I would suggest that we have periodic budget reviews so that the board stay informed”.

Director Henderson asked even for line item change, please come back to the board.

Chairman Sellers asked would it help if we highlighted all task orders that BJCTA does.

Director Snyder asked about subcontractors that the budget showed two (2) for \$75,000.00. He also asked if BJCTA had legal expenses for 3 year course.

Director Tolbert thinks that the projection of legal being less is setting the company up to fail.

Chairman Sellers asked Director Tolbert what she thinks the legal budget should be.

Director Tolbert replied, she think the legal budget should stay the same as the FY17 budget.

Director Mauldin agreed.

Karen Jacobs stated that she put \$250,000.00 in Contingency because BJCTA don’t know what the unexpected may be.

Director Tolbert stated that she rather the money be budgeted for what’s it’s used for. She asked that the money be put back into legal if BJCTA see it would be used on the front end.

Director Henderson stated she had some concerns: (1). the budget reflects she went on a trip she didn’t go on.

Ms. Murdock asked what trip was that.

Director Henderson replied, she didn’t know.

Ms. Murdock stated if it’s an error on BJCTA part, we will correct it.

Director Topping mentioned that he heard that the Executive Director was down and couldn’t walk for a few days, his question is if you are not available, who handles the needs of the business for the agency.

Ms. Murdock replied, Chief of Staff.

Director Topping asked what were the check and balances in place to handle situations such as this if you are not available.

Director Harwell asked what the difference in the totals was in the original and revised budget.

Ms. Murdock replied, Coke Cola.

Director Harwell asked where the \$200,000.00 went.

Ms. Murdock replied BJCTA took it away. When we took it out the budget, the municipalities’ hourly rate lowered.

Director Tolbert asked would legal will be billed hourly with the new budget.

Director Lassiter stated that contingency isn’t just for legal, it’s to be used for anything. That’s the purpose of the contingency funds.

Director Snyder stated that he rather have the contingency funds budgeted to the line items instead of saying BJCTA has a SLUSH FUND over here.

Chairman Sellers suggested to make sure the task orders are highlighted in the Committee Meetings.

Director Tolbert expressed that she wants an update on the DBE plans that are included.

Stephanie Walker stated that the benchmarks, July 25th- DBE training session on how to write a capability statement.

Director Mauldin asked for information on other ways to recruit DBE’s.

Director Lassiter expressed that getting information in meetings the chair of each committee needs to be flexible and let everybody speak.

Director Henderson asked for clarity to see what BJCTA could do to bring the travel expense down. She stated that it's extremely high. Board members are only allowed three (3) trip per year.

VII. Resolutions for Consideration and Approval

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

Director Snyder made a motion to table the resolution, it was seconded by Director Tolbert and approved by roll call vote.

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

Ms. Murdock stated that she know the board has concerns with the budget, how would we know what to bring back to the board.

Director Henderson replied, everything.

Director Snyder stated the things presented, the board need to look over but nothing to change.

Director Lassiter mentioned the issues were with STRADA, Legal, and Travel.

B. Resolution 2017-29- Authorizing the Execution of the Amendment to the Lease Agreement between the Birmingham Jefferson County Transit Authority and Greyhound Lines, Inc. for the Rental of Intercity Bus Transportation Space located in the Birmingham Intermodal Facility.

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

VIII. Old Business- No

IX. New Business- STRADA Professional Services

- June 30th FTA will be in town to discuss agreements
- June 30th meeting with Local Land Institute – land developers
- STRADA announce that the first bus will roll out of the new Intermodal Facility on June 19th!
- Jonathan Austin (City of Birmingham Council President) gave some advice on giving the items asked for in the budget and going over them. He also mentioned that he was very excited about what's going on with the transit system. He stated to make sure transit is always reliable. He was excited that Birmingham is moving in a positive way!

X. Public Comment- None

XI. Adjournment

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

The meeting Adjourned at 11:15 a.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: June 1, 2017

Approved by: _____
Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary



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**COMMITTEE OF THE WHOLE
 MEETING MINUTES
 Wednesday June 14, 2017
 12:00 p.m.**

Opening: The meeting was called to order by Vice Chairman 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, Patricia Henderson, Martin Weinberg, Emma Tolbert, Frank Topping, and Donald A. Harwell.

Members Absent: Adam Snyder

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Ron Sweeney, Greg Roddy, Stephanie Walker, Wytangy Peak, Peter Wolcott, Karen Jacobs, Toney Chestnut, Jamie Endsley, Mike Sims, Ronda Robinson, Alice Gordon (SKYE CONNECT), Starr Culpepper, Darryl Grayson, Justin Ridgeway, Terri Wiggins(Master Solutions), Daryl Perkins(Master Solutions), Scott Phillips (STRADA), David Burton(STRADA), Ron Thompson (STRADA), Edmond Watters(STRADA), Ed Bruce(STRADA), Dale Knutson, Karen Jacobs, Dale Knutson, Darryl Grayson, J.O. Hill (ATU Local 725 President), Butch Ferrell, Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker.

III. Adoption of the Agenda:

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

IV. Items for Information and/ or Discussion:

A. Executive Director Report

Highlights

- BJCTA, Federal Transit Authority (FTA), Mayor of Birmingham, and the head of the World Games 2021 will meet on June 30th to talk about the BRT project and how it’s progressing. BJCTA received thumbs up to proceed with the Design phase.
- Meeting with Cathy Sloss to discuss joint development with TOD.
- Overtime is 28% down for the month of May
- BJCTA is \$144,000.00 dollars under budget

- Maintenance is 4,932 miles from reaching the 5,000 miles between road call threshold
- June 15th is National Dump the Pump Day- Please Ride Transit!

B. Chief of Staff Report

Highlights

- Adrian Solomon explained Resolution 2017-31 Revising SKYE CONNECT threshold due to additional customer service trainings needed.

Discussion:

Karen Jacobs explained that the contract has to be revised due to the different DBE trainings, TCAB, and the customer service crisis BJCTA encounter with Paratransit department. Skye Connect contract started on January 3, 2017 and ends on January 3, 2018, but with all the training taken place including reaching our DBE goal of 10.65, the additional money is needed.

C. Departmental Reports

Finance- Karen Jacobs- Report included in board packet for your review.

Contracts- Starr Culpepper mentioned to the board that the Governmental Affairs contract ends September 30, 2017. Within the next month needs to get with Executive Director and Board to see what the governmental affairs plan for moving forward is.

Human Resources- Jamie Endsley announced that BJCTA had vendors such as Sam's Club, Costco's, and AAA for the employees.

Communications- Ronda Robinson highlights.

- BJCTA has a Now Hiring Commercial
- BJCTA launched the new website- Maxtransit.org
- Central Station Soft Opening will be June 30th
- TCAB Rally for Transit – July 29th

D. Governmental Relations Update- Included in board packet for your review.

E. TCAB Update- Included in board packet for your review.

V. Resolutions for Consideration & Recommendation:

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

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

Discussion:

Director Tolbert stated that the things mentioned and discussed with the budget was never resolved.

Director Henderson stated that she still had some concerns with the travel being so high.

Chairman Sellers stated that BJCTA is a transit business, there are conferences that the board need to be at. He will never support the talk about traveling too much.

Director Henderson mentioned when she first got on the board, the number of trips that could be taken was three (3).

Director Lassiter rebuttal with two (2) trips a year.

Director Henderson stated that she feel it should be stipulations on travel. Also she asked when BJCTA pay STRADA Professional Services, where does the money come from.

Ms. Murdock replied, STRAD is paid out of a planning grant that comes from the government which pays 80% and BJCTA pays 20%.

Director Tolbert asked where the line item for design coming from.

Karen Jacobs replied out of the BRT.

Ms. Murdock explained that the City of Birmingham reimburse from Tiger funds.

Director Tolbert wanted to discuss “Legal”, she believes that the budget needs to stay as budgeted for FY 17.

Attorney Walker voiced her concerns with signing the new contract concerning travel.

Director Mauldin suggested a compromise for legal line items for travel.

Attorney Walker ask that she make a recommendation that legal travel be paid or reimbursed by BJCTA.

Chairman Sellers stated that Starr Culpepper made a valid point, legal travel has never been included in the contract. It was always a customary business practice.

Starr Culpepper stated if it was the pleasure of the board to add it in the contract to let her know, so that Attorney French and Attorney Walker contracts can be revised.

Director Tolbert stated that understands the budget is a guideline and is subject to change, however the board should know where the money is going so it’s just not used as a Slush Fund.

Ms. Murdock expressed to clarify what Director Tolbert said on record. Slush Fund is a bad word and is insulting to accounting departments. BJCTA has NO Slush Fund going on here. Contingency dollars has to come before the board and I have no authority to spend it!

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

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

C. Resolution 2017-31- Authorize the Executive Director to revise the first year threshold contract amount with SKYE CONNECT to reflect additional training services.

Director Harwell made a motion to forward to the full board, it was seconded by Director Lassiter and approved by general consent. Director Henderson and Director Weinberg abstained. Director Tolbert voted No.

VI. Old Business:

A. Intermodal Facility Update- David Burton (STRADA Professional Services) announced that Central Station will be opening on Monday, June 19th.

B. Maintenance Facility Update- Ron Thompson (STRADA Professional Services) gave an update.

VII. New Business:

A. Executive Director Performance Review (SKYE CONNECT)

Chairman asked board to please fill out the information in their packet so that Alice Gordon (SKYE CONNECT) can start the process.

B. National Dump the Pump- Thursday, June 15th- Ride Transit!

Director Mauldin made a motion to add a clarifying addendum to legal services contacts for travel. It was seconded by Director Henderson and approved by general consent. Director Harwell voted No.

VIII. Adjournment

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

The Meeting Adjourned at 2:07 p.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: June 14, 2017

Approved by: _____
Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter-Mauldin, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Adopt and Approve the Fiscal Year 2018 Operating and Capital Budgets	RESOLUTION NO.: 2017-25
	DATE: May 2017
	INITIATOR: Director of Finance
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action is to adopt the Birmingham-Jefferson County Transit Authority’s proposed FY 2018 Operating and Capital Budgets.
- 2.0 Description/Justification:** Annually the Authority is required to adopt an operating and capital budget for the forthcoming year.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** In accordance with BJCTA adopted policies and procedures.
- 5.0 Economic Impact:** The Authority proposes to have an Operating and Capital Budget of \$40,681,342.40.
- 6.0 Recommendations:** Staff recommends the approval and adoption of the FY 2018 Operating and Capital Budget.
- 7.0 Alternatives:** Amend the proposed budget.
- 8.0 Attachments:** Copy of The Birmingham-Jefferson County Transit Authority’s Fiscal Year 2018 Operating and Capital Budget under separate cover

Barbara Murdock, Executive Director

Resolution No. 2017-25

**Authorization to Adopt and Approve the
Fiscal Year 2018 Operating and Capital Budgets**

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is responsible for approving an operating and capital budget for the BJCTA each year;

WHEREAS, the BJCTA Board of Directors are responsible for adopting an operating and capital budget to guide the financial activities of the agency.

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

Section 1. That the Executive Director is hereby authorized to implement the FY2018 Operating and Capital budgets as presented, effective October 1, 2017.

Section 2. That this resolution becomes effective immediately upon adoption and approval.

Adopted: **Tabled**

Approved: _____
Patrick Sellers, Chairman

Attest: _____
Bacarra Mauldin, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to procure seven (7) Motorola Portable Radios from Allcomm Wireless, Inc. for Road Supervisors	RESOLUTION NO.: 2017- 30
	DATE: June 14, 2017
	INITIATOR: Darryl Grayson
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **Purpose/Objective:** This action will authorize the Executive Director to procure 7 (seven) Motorola Portable Radios from Allcomm Wireless, Inc.

- 2.0 **Description/Justification:** The current portable radios are not functioning properly. This includes outdated equipment and software. The current portable radios are also generating dispatch issues and not connecting to Road Supervisors when needed.

- 3.0 **Procurement Background:** The current portable radios were procured in June 2005, due to age, the radios are outdated. The new portable radios will be procured off the Alabama State Contract # MA 999 T3004012694

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

- 5.0 **Economic Impact:** The new Motorola Portable Radios including all software and will not exceed **\$31,645.00**
 - a) **Source Funding** – Will be programmed into the 5307 Capital Funds
 - b) **Verified By** – Finance Dept.

- 6.0 **Recommendations:** Authorization to procure (7) Motorola Portable Radios from Allcomm Wireless, Inc. for BJCTA Road Supervisors.

- 7.0 **Alternatives:** Keep Current Radios System

- 8.0 **Attachments:** NA

Barbara Murdock, Executive Director

Resolution No. 2017-30

Authorization to procure seven (7) Motorola Portable Radios from Allcomm Wireless, Inc. for Road Supervisors

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 portable radios to meet the needs of the Operators and Road Supervisors; and

WHEREAS, The Motorola Portable radios will 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 Allcomm Wireless to provide a Portable Radios 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 7 (seven) Motorola Portable Radios from **Allcomm Wireless Inc.** This procurement will not exceed **\$31,645.00.**

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:

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorize the Executive Director to revise the first year threshold contract amount with SKYE CONNECT to reflect additional training services.	RESOLUTION NO.: 2017-31
	DATE: May 2017
	INITIATOR: Adrian Solomon
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **Purpose/Objective:** To Authorize the Executive Director to revise the first year threshold contract amount with **SKYE CONNECT** to reflect additional training services.
- 2.0 **Description/Justification:** To provide additional internal and external customized transit related training services focusing on immediate results for Employees, Management and Board development.
- 3.0 **Procurement Background:** On November, 2017, BJCTA issued RFQ #17-04 to provide DBE Coordination, Certification, Trainings & Development services to BJCTA. For 2 years with three (3) one year options. Two (2) qualifications were received. **SKYE CONNECT** evaluated higher and met the requested criteria within the RFQ.
- 4.0 **Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 **Economic Impact:** The cost to provide these services must not exceed **\$150,000.00 for the first year** with second year and options remaining the same throughout the duration of the contract.
 - a) **Source Funding** – PM (5307) and Allocated Local Funding
 - b) **Verified By** – Finance Dept.
- 6.0 **Recommendations:** Authorize the Executive Director to increase the first year only threshold of SKYE CONNECT contract from **\$75,000** to **\$150,000** to reflect additional training services.
- 7.0 **Alternatives:** Do not revise threshold
- 8.0 **Attachments:** None

Adrian Solomon
Chief of Staff



It's time to ride!

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

Resolution No. 2017-31

Authorize the Executive Director to revise the first year threshold contract amount with SKYE CONNECT to reflect additional training services.

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

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

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

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

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

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

9.0 Section 1. The Executive Director is hereby Authorize to increase the first year only threshold of **SKYE CONNECT** contract from **\$75,000** to **\$150,000** to reflect additional training services.

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

Adopted: May, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

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

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

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

3.0 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 **2** 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.
- **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.
- **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**. That is an increase of 46 riders. During May ridership dropped on this route to **146** passengers. That is down 57 riders.
- **Lakeview Local Route**- replaced the 92 Southside loop on May 15, and had 185 riders which is a good start for a modified route.
- **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.

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.

5.0 Intermodal Update

- The Bus Terminal (Site B) will begin operating June 19.
- A move from the temporary site is being scheduled for the weekend of June 17-18.
- The official opening (ribbon-cutting) of the Bus Terminal (Site B) is being scheduled for the week of June 26.
- 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 are visiting the site and BJCTA in June.

6.0 Community Relations

- **Birmingham**–Met with Birmingham City Councilor Steven Hoyt and Lawson State officials on a proposal for a circulator between Lawson State’s Birmingham Campus and Bessemer Campus.
- **Fairfield** –Met with Fairfield officials on a land swap proposal for their arrearages. A&E contractor are evaluating the proposal and will submit an assessment.
- **Hoover**- Met with Hoover Mayor Frank Brocato on land acquisition opportunities. A BJCTA delegation visited the site. A&E contractor are evaluating the site for a maintenance facility and will submit an assessment to the Executive Director and the Board of Directors.
- **Mountain Brook** – Met with City Manager Sam Gaston on proposed modifications on routes.

7.0 Finance/Budget:

- Investment Committee Meeting was held
- Completed the FY’16 audit with Banks, Finley and White.
- Working to complete the FY’18 budget.

8.0 Communications (External)

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

9.0 Communications (Internal)

- 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 28 % compared to May of 2016.
- For the month we were under budget by \$143,736.00. Year-to-date we are under budget by \$2.2 million.
- MAX Maintenance went 4,938 miles between mechanical failures in May 2017. Maintenance was only 62 miles short of reaching the standard benchmark of 5,000 miles between road calls. Maintenance is working diligently to reach and maintain the standard benchmark.

Barbara Murdock

Barbara Murdock, Executive Director

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

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

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

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

3.0 Working Projects:

- Intermodal Grand Opening – Late summer opening. Participate in discussions for continued preparation.
- New Technology – Coordinating company-wide training on AVAIL, Public Information Displays (PIDS) and Route Match. Also coordination of training for customers.
- Transit Development Plan (TDP) – Working with Communications personnel, to get our message out through public meetings, social media and TV advertising.
- Transit Oriented Development (TOD) – Participate with core group to cast vision of what TOD could look like thirty years from now. Ongoing
- 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 five projects.
 - New Technology
 - Transit Oriented Development (TOD)
 - Bus Rapid Transit (BRT)
 - Transit Development Plan (TDP)
 - New Maintenance Facility
 - World Games

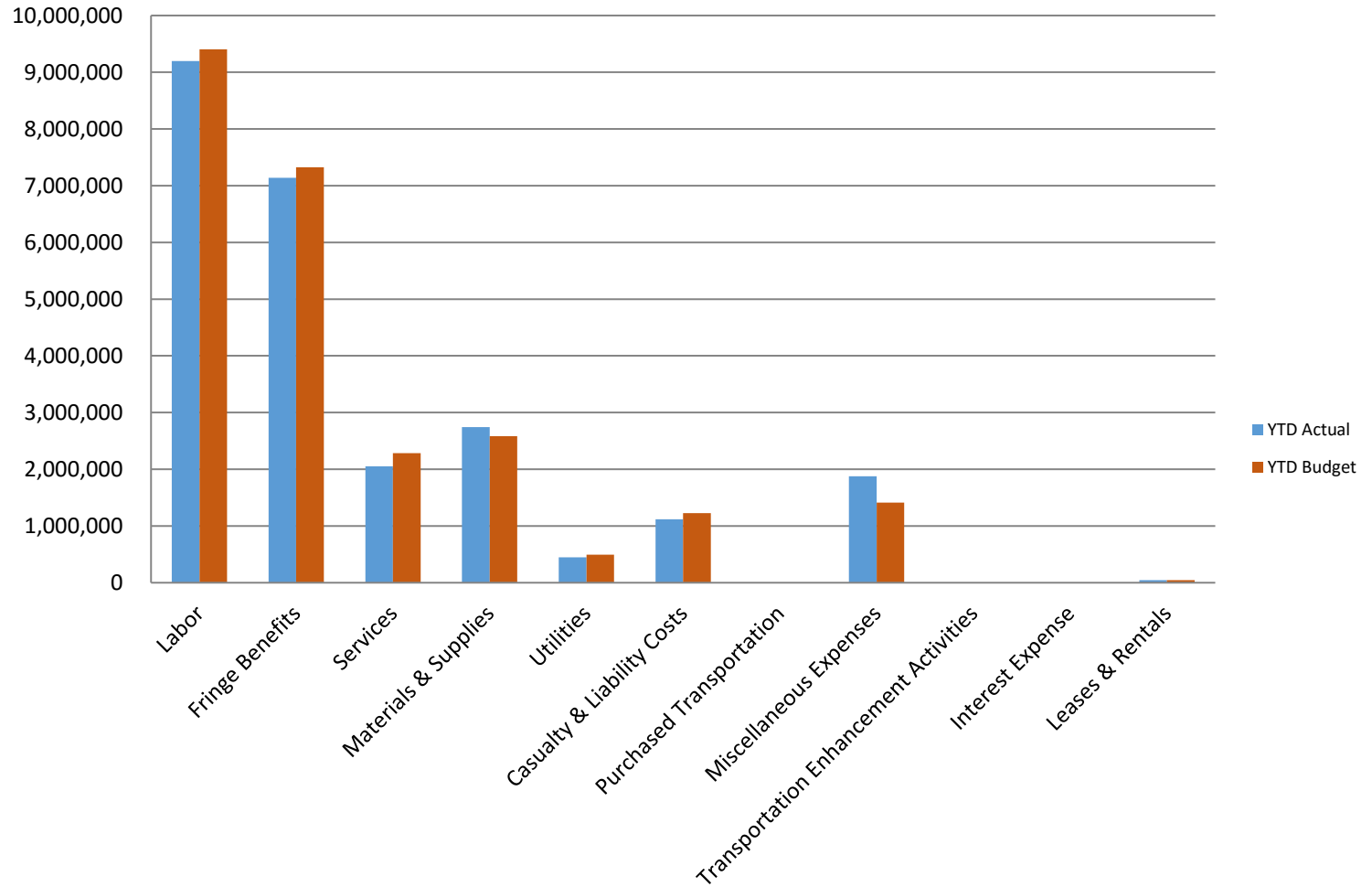
4.0 Meetings Attended:

- Public Involvement Meetings (TDP)
- Councilor Tyson Town Hall
- BJCTA Committee and Board Meetings
- Alabama Transportation Association – Conference Call
- Transit Oriented Development – Innovation Depot
- City of Fairfield – Maintenance Facility
- City of Hoover – Maintenance Facility
- Budget Review
- FTA Regional – BRT Quarterly

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Consolidated Expenses by Function Code Performance Against Budget YTD May 2017



BJCTA
Commission Revenue Trend
As of May 31, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	20,368
Total Commission Revenue	33,051	32,427	34,373	20,368

BJCTA
CNG Revenue
As of May 31, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	286,907
Gallons	80,746	91,519	146,968	143,454

Birmingham-Jefferson County Transit Authority
Comparative Balance Sheet

Fiscal Year: 2017	Period 8	May 2017	Division: 00 Balance Sheet	October Thru May		As of: 05/31/2017
			2017	2016	Variance	
1000000000 ASSETS						
1010000000 CASH & CASH EQUIVALENTS						
1019999999	TOTAL - CASH & CASH EQUIVALENTS		\$13,386,024.24	\$20,016,915.78	(\$6,630,891.54)	
1020000000 ACCOUNTS RECEIVABLE						
1029999999	TOTAL ACCOUNTS RECEIVABLE		\$7,111,408.53	\$4,533,194.34	\$2,578,214.19	
1030000000 SUPPLY INVENTORY						
1039999999	TOTAL SUPPLY INVENTORY		\$1,920,219.95	\$1,677,513.75	\$242,706.20	
1050000000 CONSTRUCTION & PROJECTS IN PROCESS						
1059999999	TOTAL CONST. & PROJ. IN PROCESS		\$865,355.98	\$1,681,080.00	(\$815,724.02)	
1110000000 PROPERTY, PLANT & EQUIPMENT						
1119999999	TOTAL PROPERTY, PLANT & EQUIPMENT		\$25,191,421.02	\$21,167,001.56	\$4,024,419.46	
1510000000 OTHER ASSETS						
1519999999	TOTAL OTHER ASSETS		\$6,267,935.73	\$6,279,779.56	(\$11,843.83)	
1999999999	TOTAL ASSETS		\$54,742,365.45	\$55,355,484.99	(\$613,119.54)	
2000000000 LIABILITES & EQUITY						
2000000001 LIABILITIES						
2010000000 ACCOUNTS PAYABLE						
2019999999	TOTAL ACCOUNTS PAYABLE		\$985,427.38	\$1,939,900.29	(\$954,472.91)	
2020000000 ACCRUED PAYROLL & WITHHOLDINGS						
2039999999	TOTAL ACCRUED P/R & W/H		\$479,242.16	\$446,130.19	\$33,111.97	
2040000000 CURRENT PORTION OF LT DEBT						

**Birmingham-Jefferson County Transit Authority
Comparative Balance Sheet**

Fiscal Year: 2017	Period 8	May 2017	Division: 00 Balance Sheet		As of: 05/31/2017
			October Thru May		
			2017	2016	Variance
2040199999	TOTAL CURRENT PORTION OF LT DEBT		\$0.00	\$0.00	\$0.00
2040500000	OTHER CURRENT LIABILITIES				
2059999999	TOTAL OTHER CURRENT LIABILITIES		\$34,633,563.33	\$34,510,589.18	\$122,974.15
2210000000	NON-CURRENT PORTION OF LT DEBT				
2219999999	TOTAL NON-CURRENT LT DEBT		\$0.00	\$0.00	\$0.00
2310000000	OTHER LIABILITIES				
2319999999	TOTAL OTHER LIABILITIES		\$939,299.00	\$630,811.00	\$308,488.00
2999999999	TOTAL LIABILITIES		\$37,037,531.87	\$37,527,430.66	(\$489,898.79)
3000000000	EQUITY				
3040000000	CONTRIBUTED CAPITAL				
3049999999	TOTAL CONTRIBUTED CAPITAL		\$0.00	\$2,012,590.00	(\$2,012,590.00)
3050000000	RETAINED EARNINGS				
3059999999	TOTAL RETAINED EARNINGS		\$18,034,120.52	\$15,815,464.33	\$2,218,656.19
3999999997	TOTAL EQUITY		\$18,034,120.52	\$17,828,054.33	\$206,066.19
3999999998	TOTAL LIABILITIES & EQUITY		\$55,071,652.39	\$55,355,484.99	(\$283,832.60)

BJCTA
Financial & Investing Report
As of May 31, 2017

	Balance @ 5/31/2017	Balance @ 4/30/2017	Balance @ 3/31/2017	Balance @ 2/28/2017	Balance @ 1/31/2017	Balance @ 12/31/2016
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	11,446,456	10,059,859	11,594,911	11,395,792	11,060,873	11,060,873
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	357,493	10,000	10,000
Cash - Operating - BBVA Compass	1,719,189	1,907,926	2,698,206	4,276,636	3,585,054	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	200	110	134	102	2	2
Petty Cash - Central Station	179	151	23	200	158	158
Total Cash Accounts	13,386,024	12,188,046	14,513,273	16,240,223	14,866,087	14,866,087
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	13,386,024	12,188,046	14,513,273	16,240,223	14,866,087	14,866,087
<u>CASH RESERVES:</u>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	985,427	1,200,650	1,432,116	967,479	1,145,298	1,198,760
Accrued Payroll	415,212	304,294	218,015	622,679	602,769	547,203
Payroll Taxes	71,129	63,557	78,750	87,989	84,817	82,494
Other W/H Payable	7,099	4,834	3,872	6	-	-
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,478,868	1,573,335	1,732,753	1,678,152	1,832,884	1,828,457
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of May 31, 2017

Total Cash & Investments	Balances 13,386,024.24
Less: Short-Term Payables	(1,478,867.98)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 5/31/17	11,707,156.26
Required Three Month Operating Expense Reserve**	4,436,603.94
Cash Over/(Under) Reserve Requirement	<u>7,270,552.32</u>

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

**BJCTA
INCOME STATEMENT
May 31, 2017**

Actual	Budget	\$ Variance	% Variance	May-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
153,481	174,199	(20,718)	-11.89%	163,709	(10,227)	4010100001 Passenger Fares - Fixed Route	1,249,380	1,393,593	(144,214)	-10.35%	1,378,562	(129,182)	2,090,390	841,010
1,907	1,669	237	14.21%	2,182	(275)	4010100002 Passenger Fares - Dart	15,139	13,355	1,784	13.36%	18,240	(3,101)	20,032	4,893
17,547	15,437	2,110	13.67%	17,036	511	4010100004 Passenger Fares - VIP	130,439	123,492	6,947	5.63%	126,585	3,855	185,238	54,799
172,935	191,305	(18,370)	-9.60%	182,926	(9,991)	4019999999 TOTAL PASSENGER REVENUES	1,394,958	1,530,440	(135,482)	-8.85%	1,523,386	(128,428)	2,295,660	900,702
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	9,185,290	9,185,289	0	0.00%	7,200,000	1,985,290	13,777,934	4,592,644
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	54,923	54,923	-	0.00%	48,536	6,387	82,385	27,462
25,406	25,408	(2)	-0.01%	24,424	983	4020400006 Homewood	203,252	203,262	(10)	-0.01%	195,391	7,861	304,893	101,641
6,124	6,130	(6)	-0.10%	5,296	828	4020400010 Hoover -	49,037	49,043	(6)	-0.01%	42,747	6,289	73,565	24,528
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer	418,938	418,938	(0)	0.00%	-	418,938	628,407	209,469
-	-	-	0.00%	26,653	(26,653)	4020400012 Fairfield Revenues	-	-	-	0.00%	213,403	(213,403)	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	80,700	80,700	(0)	0.00%	70,831	9,869	121,050	40,350
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	47,389	47,389	(0)	0.00%	41,890	5,499	71,084	23,695
1,254,936	1,254,943	(7)	0.00%	976,531	278,405	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	10,039,528	10,039,545	(17)	0.00%	7,812,799	2,226,729	15,059,318	5,019,790
1,440	2,417	(976)	-40.40%	2,834	(1,394)	4060100001 Commission Revenue	20,368	19,333	1,035	5.35%	22,358	(1,990)	29,000	8,632
14,608	2,917	11,692	400.86%	1,524	13,084	4060300001 Advertising Revenue	81,404	23,333	58,071	248.87%	26,991	54,413	35,000	(46,404)
195,673	187	195,487	104723.15%	140	195,533	4069900001 Other Revenues	198,632	1,493	197,138	13201.00%	3,934	194,698	2,240	(196,392)
7,782	1,250	6,532	522.59%	4,768	3,014	4070400001 Investment Income	39,404	10,000	29,404	294.04%	25,369	14,034	15,000	(24,404)
-	6,917	(6,917)	-100.00%	-	-	4079900002 Rental Income	-	13,833	(13,833)	-100.00%	-	-	41,500	41,500
-	-	-	0.00%	-	-	4079900003 Gain/(Loss) on Disposition of Fixed Assets	64,564	-	64,564	0.00%	-	64,564	-	(64,564)
219,505	13,687	205,818	1503.78%	9,266	210,238	4079999999 TOTAL OTHER REVENUES	404,372	67,993	336,379	494.72%	78,652	325,720	122,740	(281,632)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	2,538,959	2,421,408	117,551	4.85%	2,421,410	117,549	3,632,112	1,093,153
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	1,776,131	1,726,631	49,500	2.87%	1,726,631	49,500	2,589,947	813,816
-	-	-	0.00%	-	-	4080100003 Ad Valorem - Homewood	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	370,220	(370,220)	-	-
-	-	-	0.00%	-	-	4080100005 Ad Valorem - Fairfield	-	-	-	0.00%	-	-	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	71,963	71,963	(0)	0.00%	63,595	8,369	107,945	35,982
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	15,768	15,767	0	0.00%	13,934	1,834	23,651	7,883
-	-	-	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	1,333,333	1,333,333	-	0.00%	1,333,333	-	2,000,000	666,667
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	6,455,579	5,569,103	886,476	15.92%	6,563,406	(107,827)	8,353,655	1,898,076
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	2,692	(2,692)	-	-
-	-	-	0.00%	-	-	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	2,692	(2,692)	-	-
555,060	555,060	-	0.00%	698,318	(143,258)	4139900001 FTA Reimbursements - Preventative Mtn.	4,440,482	4,440,482	-	0.00%	4,583,740	(143,258)	6,660,723	2,220,241
430,035	430,035	-	0.00%	185	429,850	4139900003 FTA Reimbursements - Pass Thru Funding	3,269,666	3,269,666	-	0.00%	2,123,179	1,146,488	3,269,666	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	95,923	(95,923)	4139900006 FTA Reimbursements - PROJ. ADMIN	191,973	51,067	140,906	275.93%	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)
985,095	991,479	(6,383)	-0.64%	794,426	190,669	4139999998 TOTAL FEDERAL GRANT REVENUES	8,626,765	7,761,215	865,550	11.15%	7,256,820	1,369,946	10,006,989	1,380,224
3,349,489	3,147,551	201,938	6.42%	2,704,289	645,200	4139999999 TOTAL OPERATING REVENUE	26,921,203	24,968,297	1,952,905	7.82%	23,237,754	3,683,449	35,838,362	8,917,160
78,305	-	78,305	0.00%	144,373	(66,068)	4140000002 FTA Reimbursements - Capital	4,816,488	4,718,328	98,160	2.08%	258,189	4,558,299	4,718,328	(98,160)
158,708	158,708	0	0.00%	158,708	0	4140000003 Capital Revenue - City of Birmingham	1,269,661	1,269,661	0	0.00%	-	1,269,661	1,904,491	634,830
847	847	(0)	0.00%	-	847	4140000004 Capital Revenue - City of Hoover	6,778	6,779	(1)	-0.02%	-	6,778	10,169	3,391
-	-	-	0.00%	2,340	(2,340)	4140000005 Capital Revenue - City of Fairfield	-	-	-	0.00%	18,721	(18,721)	-	-
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	7,592	7,592	(0)	0.00%	7,592	-	11,388	3,796
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	6,551	6,551	(0)	0.00%	3,664	2,886	9,826	3,275
1,394	1,394	(0)	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	11,155	11,155	0	0.00%	6,745	4,410	16,732	5,577
3,512	3,512	(0)	-0.01%	3,512	0	4140000009 Capital Revenue - City of Homewood	28,097	28,097	(2)	-0.01%	-	28,095	42,145	14,500
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	9,947	9,947	(0)	0.00%	5,582	4,365	14,921	4,974
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	2,179	2,179	0	0.01%	1,223	956	3,269	1,089
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	57,909	57,909	0	0.00%	-	57,909	86,863	28,954
253,288	174,984	78,305	44.75%	148,865	104,424	4149999999 TOTAL CAPITAL REVENUES	6,216,355	6,118,197	98,158	1.60%	294,124	5,922,231	6,818,132	601,777
3,602,778	3,322,535	280,243	8.43%	2,853,154	749,623	4999999999 TOTAL REVENUES	33,137,558	31,086,495	2,051,063	6.60%	23,531,879	9,605,679	42,656,494	9,518,937
571,728	576,876	(5,148)	-0.89%	579,581	(7,853)	5010100001 Operator's Salaries	4,526,919	4,615,008	(88,089)	-1.91%	4,618,664	(91,745)	6,922,512	2,395,593
589,755	597,027	(7,273)	-1.22%	577,873	11,882	5010200001 Other Salaries	4,653,771	4,777,871	(124,100)	-2.60%	4,526,520	127,251	7,165,951	2,512,180
-	1,250	(1,250)	-100.00%	(5)	5	5030400001 Temporary Labor	15,541	10,000	5,541	55.41%	22,341	(6,800)	15,000	(541)
1,161,482	1,175,153	(13,671)	-1.16%	1,157,448	4,034	5019999999 TOTAL LABOR	9,196,231	9,402,879	(206,648)	-2.20%	9,167,526	28,705	14,103,463	4,907,232

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

**BJCTA
INCOME STATEMENT
May 31, 2017**

Actual	Budget	\$ Variance	% Variance	May-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
79,136	92,417	(13,282)	-14.37%	80,149	(1,013)	5020103001 Employer FICA Tax (OASDI)	632,526	739,338	(106,812)	-14.45%	640,936	(8,411)	1,109,007	476,481
17,158	22,088	(4,930)	-22.32%	15,926	1,232	5020200001 Pension Expense	140,412	176,701	(36,289)	-20.54%	145,786	(5,374)	265,051	124,639
324,504	284,676	39,828	13.99%	378,616	(54,112)	5020203002 Regular Retirement	2,708,679	2,277,409	431,271	18.94%	3,192,873	(484,194)	3,416,113	707,434
419,567	390,848	28,719	7.35%	194,223	225,344	5020303001 Health Insurance	3,034,519	3,126,781	(92,263)	-2.95%	2,065,204	969,315	4,690,172	1,655,653
-	6,860	(6,860)	-100.00%	32,998	(32,998)	5020417601 Unemployment Taxes	(7,446)	54,880	(62,326)	-113.57%	64,318	(71,763)	82,320	89,766
7,672	7,514	158	2.10%	6,845	827	5020503001 Life Insurance	54,581	60,111	(5,531)	-9.20%	55,152	(571)	90,167	35,587
55,502	58,685	(3,183)	-5.42%	100,204	(44,702)	5020803001 Worker's Compensation Insurance	369,223	469,477	(100,254)	-21.35%	506,547	(137,325)	704,215	334,992
-	-	-	0.00%	1,093	(1,093)	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	11,994	13,333	(1,339)	-10.05%	14,113	(2,119)	20,000	8,006
7,573	11,209	(3,637)	-32.44%	(62,435)	70,007	5021303001 Uniforms & Wearing Apparel	54,576	89,675	(35,099)	-39.14%	(29,521)	84,097	134,512	79,936
507	508	(1)	-0.29%	507	-	5021400001 Employee Wellness	6,155	4,067	2,088	51.35%	3,644	2,511	6,100	(55)
123	267	(144)	-53.88%	180	(57)	5021403002 Employee Licenses	1,266	2,133	(868)	-40.68%	2,054	(788)	3,200	1,935
-	833	(833)	-100.00%	5,000	(5,000)	5021400003 Relocation Expense	10,000	6,667	3,333	50.00%	5,000	5,000	10,000	-
290	750	(460)	-61.33%	-	290	5021400004 Tool Allowance	6,127	6,000	127	2.12%	4,598	1,529	9,000	2,873
40,645	37,500	3,145	8.39%	-	40,645	5021400005 General Contingency	116,897	300,000	(183,103)	-61.03%	-	116,897	450,000	333,103
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	-	-	-	-
952,676	915,821	36,854	4.02%	753,305	199,370	5029999999 TOTAL FRINGE BENEFITS	7,139,507	7,326,572	(187,064)	-2.55%	6,670,704	468,803	10,989,857	3,850,350
3,850	250	3,600	1440.00%	-	3,850	5030200001 Promotional Advertising	8,350	2,000	6,350	317.50%	-	8,350	3,000	(5,350)
38,856	33,354	5,501	16.49%	34,058	4,798	5030300001 Legal Services	248,397	266,833	(18,436)	-6.91%	223,590	24,807	400,250	151,853
11,784	833	10,951	1314.07%	-	11,784	5030300002 Architect & Engineering Services	11,784	6,667	5,117	76.76%	11,784	10,000	10,000	(1,784)
117	896	(779)	-86.98%	598	(481)	5030300003 Software Technical Support	3,434	7,167	(3,733)	-52.09%	5,970	(2,537)	10,750	7,317
2,447	5,417	(2,970)	-54.82%	4,794	(2,347)	5030300004 Medical Services	17,540	43,333	(25,794)	-59.52%	32,948	(15,409)	65,000	47,460
623	1,250	(627)	-50.16%	(2,036)	2,659	5030300005 Human Resources Services	5,891	10,000	(4,109)	-41.09%	9,353	(3,462)	15,000	9,109
17,584	10,417	7,167	68.80%	12,255	5,329	5030300006 Computer & Data Services	117,720	83,333	34,387	41.26%	85,325	32,396	125,000	7,280
12,370	80,917	(68,547)	-84.71%	3,245	9,125	5030300007 Professional & Technical Services	740,060	647,333	92,727	14.32%	628,227	111,833	971,000	230,940
-	14,583	(14,583)	-100.00%	2,042	(2,042)	5030300008 Marketing Consulting	22,344	116,667	(94,323)	-80.85%	56,024	(33,680)	175,000	152,656
2,000	2,500	(500)	-20.00%	1,708	292	5030300009 Auditing	16,000	20,000	(4,000)	-20.00%	13,667	2,333	30,000	14,000
-	-	-	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	83,328	83,333	(5)	-0.01%	83,328	-	125,000	41,672
4,979	3,333	1,645	49.36%	6,055	(1,076)	5030317612 Legal Travel	20,009	26,667	(6,658)	-24.97%	41,223	(21,214)	40,000	19,991
1,324	2,817	(1,493)	-53.01%	2,672	(1,348)	5030500001 Vehicle Cleaning	8,466	22,533	(14,068)	-62.43%	19,823	(11,357)	33,800	25,334
4,860	4,167	694	16.65%	391	4,469	5030500004 Building Maintenance Contracts	6,861	33,333	(26,472)	-79.42%	5,707	1,154	50,000	43,139
37,599	53,858	(16,259)	-30.19%	38,152	(553)	5030703001 Security Services	291,628	430,867	(139,239)	-32.32%	327,677	(36,049)	646,300	354,672
31,180	28,333	2,847	10.05%	37,784	(6,604)	5039903001 Vehicle Maintenance - External	174,261	226,667	(52,405)	-23.12%	223,994	(49,733)	340,000	165,739
3,600	4,659	(1,059)	-22.73%	5,975	(2,375)	5039903002 Vehicle Towing	39,770	37,273	2,497	6.70%	36,375	3,395	55,910	16,140
9,437	8,875	562	6.33%	(21,380)	30,816	5039900003 Equipment Maintenance - Labor	59,151	71,000	(11,849)	-16.69%	58,510	641	106,500	47,349
-	2,242	(2,242)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	15,000	17,933	(2,933)	-16.36%	13,450	1,550	26,900	11,900
5,043	3,896	1,147	29.45%	7,414	(2,371)	5039903005 Printing & Copying External	31,939	31,167	772	2.48%	29,420	2,519	46,750	14,811
260	3,333	(3,073)	-92.20%	-	260	5039900006 Waste Oil Removal	18,110	26,667	(8,557)	-32.09%	25,645	(7,535)	40,000	21,890
9,069	3,542	5,528	156.08%	5,811	3,259	5039900007 Other Contracted Services	59,328	28,333	30,994	109.39%	41,972	17,356	42,500	(16,828)
2,972	5,410	(2,438)	-45.07%	9,587	(6,615)	5039900008 Radio & Communication Maintenance	50,394	43,283	7,111	16.43%	38,282	12,112	64,925	14,531
210,369	285,299	(74,930)	-26.26%	159,540	50,829	5039999999 TOTAL SERVICES	2,050,943	2,282,390	(231,447)	-10.14%	2,000,509	50,434	3,423,585	1,372,642
20,444	23,046	(2,602)	-11.29%	24,297	(3,853)	5040103001 Fuel & Lubricants - Diesel	152,533	184,370	(31,837)	-17.27%	186,718	(34,185)	276,555	124,022
67,284	75,417	(8,133)	-10.78%	60,553	6,731	5040103002 Fuel & Lubricants - CNG	598,470	603,333	(4,863)	-0.81%	513,115	85,356	905,000	306,530
171	833	(662)	-79.46%	406	(235)	5040103103 Fuel & Lubricants - Unleaded - VIP	2,269	6,667	(4,398)	-65.97%	4,179	(1,910)	10,000	7,731
20,526	29,833	(9,308)	-31.20%	27,704	(7,178)	5040200001 Tires & Tubes	208,537	238,667	(30,130)	-12.62%	221,780	(13,243)	358,000	149,463
241	3,758	(3,517)	-93.59%	1,278	(1,037)	5049900001 Printing Supplies	8,636	30,067	(21,430)	-71.28%	14,485	(5,848)	45,100	36,464
2,430	2,231	199	8.91%	1,860	570	5049900002 General Office Supplies	17,688	17,850	(162)	-0.91%	23,195	(5,507)	26,775	9,087
217,289	147,556	69,733	47.26%	177,487	39,802	5049900003 Equip. Repair Parts & Material	1,428,587	1,180,448	248,139	21.02%	1,127,904	300,682	1,770,672	342,085
2,186	5,417	(3,231)	-59.64%	5,730	(3,544)	5049900004 Janitorial & Building Supplies	26,884	43,333	(16,450)	-37.96%	43,766	(16,882)	65,000	38,116
2,941	2,108	833	39.49%	605	2,336	5049900006 Minor Equipment	25,674	16,867	8,807	52.22%	15,683	9,992	25,300	(374)
20,937	20,637	300	1.45%	20,587	(8)	5049900007 Medical Supplies	32	600	(568)	-94.59%	57	(24)	900	868
-	-	-	0.00%	101	350	5049900008 Shelter Maintenance	191,384	165,097	26,287	15.92%	46,172	145,212	247,645	56,261
20,443	7,083	13,360	188.61%	14,340	(1,011)	5049900009 Facility Maintenance Materials	56	-	56	100.00%	-	1,038	-	261
7,221	5,000	2,221	44.43%	6,367	6,104	5049900010 Internal Sponsored Functions	69,421	56,667	12,755	22.51%	64,277	5,145	85,000	15,579
(61,943)	-	(61,943)	0.00%	62,045	(123,989)	5049905103 Inventory Adjustments	57,135	40,000	17,135	42.84%	33,692	23,443	60,000	2,865
-	-	-	0.00%	-	-	-	(43,486)	-	(43,486)	0.00%	238,852	(282,338)	-	43,486
320,170	322,996	(2,825)	-0.87%	403,366	(83,196)	5049999999 TOTAL MATERIALS & SUPPLIES	2,743,821	2,583,965	159,856	6.19%	2,534,912	208,909	3,875,947	1,132,182
31,149	33,750	(2,601)	-7.71%	25,578	5,571	5050203001 Electric	225,576	270,000	(44,424)	-16.53%	211,539	13,837	405,000	179,624
6,375	7,016	(640)	-9.13%	8,322	(1,946)	5050203002 Water & Sewer	35,927	56,124	(20,197)	-35.99%	44,285	(8,358)	84,186	48,259
2,337	3,908	(1,571)	-40.21%	2,133	204	5050203003 Trash, Garbage & Waste Removal	19,116	31,261	(12,145)	-38.85%	16,253	2,863	46,892	27,776
448	2,917	(2,469)	-84.65%	484	(36)	5050203004 Heating	15,054	23,333	(8,279)	-35.48%	3,116	35,000	19,946	
19,511	14,393	5,118	35.56%	14,946	4,566	5050203005 Telecommunications	150,833	115,145	35,688	30.99%	118,617	32,216	172,717	21,884
455	33	422	1265.77%	-	455	5050200006 Satellite & Cable Services	455	267	189	70.72%	180	276	400	(55)
60,274	62,016	(1,742)	-2.81%	51,461	8,813	5059999999 TOTAL UTILITIES	446,761	496,130	(49,369)	-9.95%	402,812	43,949	744,195	297,434

**BJCTA
INCOME STATEMENT
May 31, 2017**

Actual	Budget	\$ Variance	% Variance	May-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
15,428	40,432	(25,003)	-61.84%	14,350	1,078	5060100001 Insurance - Property & Liability	120,384	323,455	(203,071)	-62.78%	113,798	6,586	485,183	364,799
3,306	3,148	158	5.02%	3,075	231	5060100002 Insurance - Public Officials	25,797	25,183	613	2.43%	24,385	1,411	37,775	11,978
91,469	91,484	(15)	-0.02%	85,076	6,393	5060103003 Insurance - Vehicle	713,705	731,871	(18,167)	-2.48%	674,660	39,045	1,097,807	384,102
-	-	-	0.00%	(575)	575	5060203001 Insurance Proceeds	(64,967)	-	(64,967)	0.00%	(24,982)	(39,985)	64,967	64,967
74,387	18,443	55,944	303.33%	74,690	(304)	5060416501 Property Damage Settlements	321,525	147,544	173,981	117.92%	261,170	60,355	221,316	(100,209)
184,590	153,507	31,083	20.25%	176,617	7,974	5069999999 TOTAL CASUALTY & LIABILITY COST	1,116,443	1,228,054	(111,611)	-9.09%	1,049,031	67,412	1,842,081	725,638
4,117	4,150	(33)	-0.79%	4,352	(235)	5090100001 Dues & Subscriptions	33,592	33,200	392	1.18%	32,010	1,582	49,800	16,208
22,449	6,783	15,666	230.94%	1,226	21,223	5090200001 Travel	72,648	54,267	18,381	33.87%	69,771	2,876	81,400	8,752
2,696	2,694	2	0.08%	1,795	901	5090200002 Per Diem	16,924	21,550	(4,626)	-21.46%	22,997	(6,073)	32,325	15,401
89,118	9,783	79,335	810.94%	5,238	83,880	5090200003 Meetings, Seminars & Training	183,945	78,265	105,680	135.03%	89,963	93,982	117,398	(66,547)
171,113	120,136	50,977	42.43%	65,765	105,348	5090218105 Planning Activities	1,337,241	961,088	376,153	39.14%	944,499	1,441,632	104,391	104,391
102	8	94	1123.65%	-	102	5090600001 Fines & Penalties	102	67	35	52.96%	124	(22)	100	(2)
(116)	2,208	(2,324)	-105.25%	2,950	(3,065)	5090800001 Legal Advertising	2,265	17,667	(15,402)	-87.18%	17,663	(15,398)	26,500	24,235
17,439	6,250	11,189	179.03%	-	17,439	5090800002 Media Advertising	33,648	50,000	(16,352)	-32.70%	6,952	26,697	75,000	41,352
818	446	372	83.43%	487	330	5099900001 Postage & Courier Service	4,003	3,567	436	12.23%	3,152	851	5,350	1,347
0	38	(37)	-99.55%	-	0	5099900002 Other Miscellaneous	449	300	149	49.79%	(0)	450	450	1
-	2,917	(2,917)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	12,529	23,333	(10,805)	-46.31%	10,576	1,953	35,000	22,471
-	208	(208)	-100.00%	-	-	5099900004 Interview Expenses	129	1,667	(1,538)	-92.27%	571	(442)	2,500	2,371
100	113	(13)	-11.11%	124	(24)	5099901105 Fees & Permits	1,143	900	243	27.00%	760	383	1,350	207
20,244	7,083	13,161	185.80%	1,644	18,601	5099900006 Community Outreach	87,147	56,667	30,481	53.79%	26,355	60,792	85,000	(2,147)
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	50,000	25,000	75,000	-
1,750	4,167	(2,417)	-58.00%	1,859	(109)	5099900009 Moving Expenses	15,278	33,333	(18,055)	-54.17%	15,374	(95)	50,000	34,722
329,830	166,984	162,847	97.52%	91,690	238,141	5099999999 TOTAL MISCELLANEOUS EXPENSES	1,876,043	1,410,870	465,173	32.97%	739,010	1,137,034	2,078,805	202,762
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
4,230	5,341	(1,110)	-20.79%	4,154	77	5121200001 Leases & Rentals	46,141	42,726	3,415	7.99%	46,470	(329)	64,090	17,949
4,230	5,341	(1,110)	-20.79%	4,154	77	5129900099 TOTAL LEASES & RENTALS	46,141	42,726	3,415	7.99%	46,470	(329)	64,090	17,949
278,406	278,406	-	0.00%	208,419	69,987	5130000001 Depreciation Expense	2,088,667	2,088,667	-	0.00%	1,811,235	277,432	2,088,667	-
278,406	278,406	-	0.00%	208,419	69,987	5139900099 TOTAL DEPRECIATION EXPENSE	2,088,667	2,088,667	-	0.00%	1,811,235	277,432	2,088,667	-
430,035	430,035	-	0.00%	185	429,850	5160000001 Pass Thru Funding Expense	3,269,667	3,269,667	-	0.00%	2,123,179	1,146,488	3,269,667	-
430,035	430,035	-	0.00%	185	429,850	5169900099 TOTAL OTHER RECONCILING ITEM	3,269,667	3,269,667	-	0.00%	2,123,179	1,146,488	3,269,667	-
3,932,064	3,795,558	136,506	3.60%	3,006,185	925,879	9999999997 TOTAL EXPENSES	29,974,225	30,131,919	(157,695)	-0.52%	26,545,388	3,428,837	42,480,357	12,506,188
(329,286)	(473,023)	143,737	-30.39%	(153,031)	(176,255)	9999999998 NET DIFFERENCE	3,163,333	954,575	2,208,758	231.39%	(3,013,509)	6,176,842	176,137	(2,987,252)

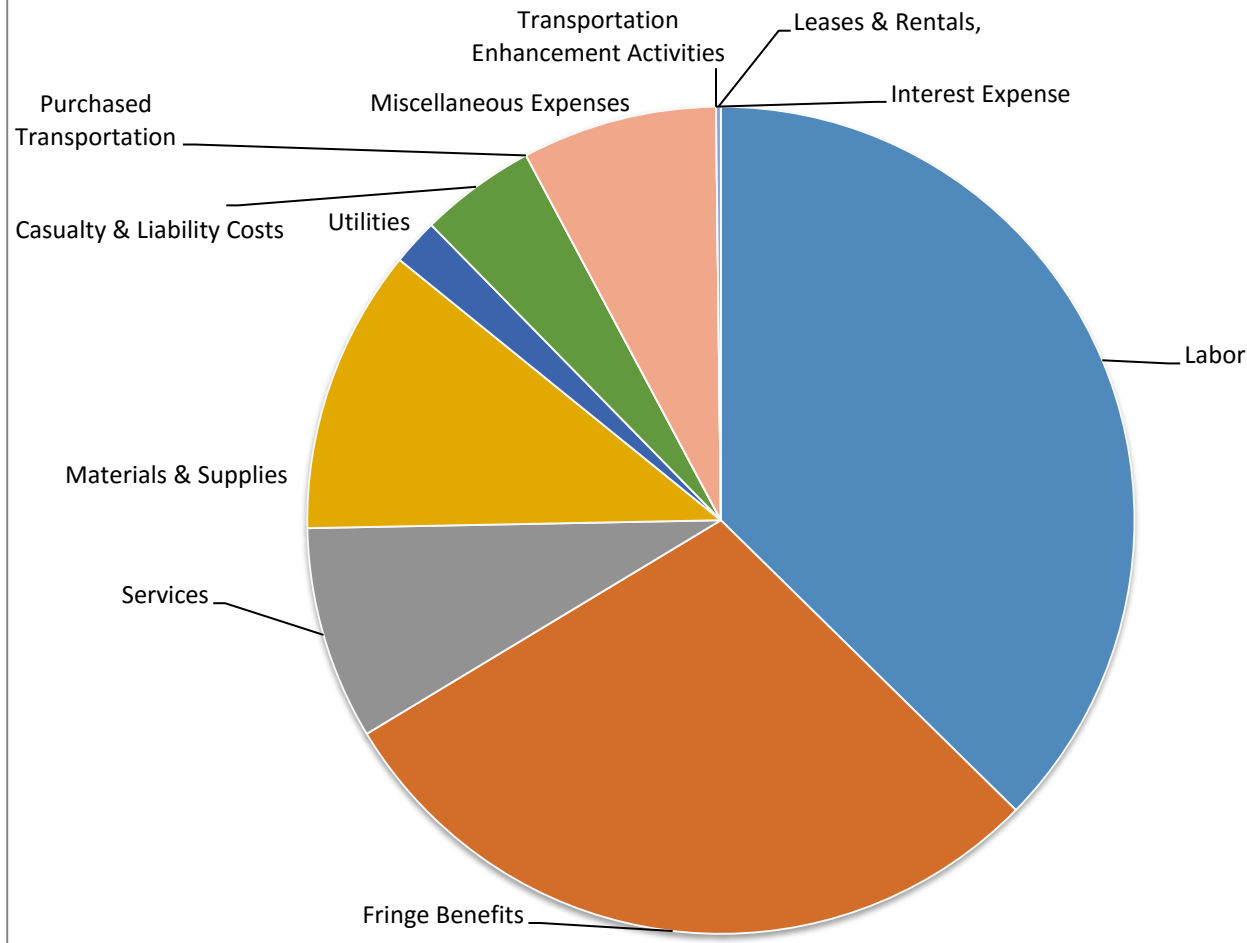
CY = Current Year
PY = Prior Year
Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA - EMPLOYEE OVERTIME REPORT - May 2017

Department	Department Code	OT Hrs. May/16	OT May/16	OT Hrs. May/17	OT May/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	9.49	\$ 65.18	1.33	\$ 9.77	\$261.03	37.34
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup	01220	415.41	\$ 4,430.94	371.07	\$ 3,957.88	\$27,119.61	2514.74
VIP Dispatch	01230/01232	86.21	\$ 881.68	48.23	\$ 503.15	\$3,930.99	370.25
VIP Call Center	02115/02130	10.38	\$ 62.71	44.04	\$ 239.78	\$3,110.76	479.07
Fixed Route Ops	03025	3331.33	\$ 27,225.25	2151.31	\$ 17,913.78	\$183,026.01	21659.20
VIP Ops	03135	948.15	\$ 6,561.02	992.46	\$ 7,083.58	\$49,647.60	6962.56
Maint Admin	04140/04142	129.67	\$ 1,383.82	39.12	\$ 336.81	\$6,309.88	645.65
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	661.05	\$ 4,657.48	403.84	\$ 2,980.21	\$33,086.90	4556.62
Maint - Inspection	06145/06148/0	718.78	\$ 7,284.64	451.97	\$ 4,541.95	\$52,121.94	4391.87
Facilities	12350	58.09	\$ 333.62	87.13	\$ 531.87	\$3,510.15	586.84
Money Room	15125	4.50	\$ 31.47	26.45	\$ 179.10	\$400.84	57.11
Customer Service	16215/75/76/90	102.90	\$ 794.44	120.40	\$ 904.80	\$6,918.40	949.00
Safety	16615/85	111.06	\$ 1,241.48	79.18	\$ 892.13	\$12,499.19	1102.70
Admin & Risk	16715	0.07	\$ 0.93	7.14	\$ 45.53	\$292.00	41.63
IT	17015/10	25.03	\$ 342.05	7.17	\$ 64.95	\$1,222.61	148.64
Finance	17165/17865	15.14	\$ 157.62	7.31	\$ 66.08	\$741.14	62.90
Procurement/Grants	17965/80 & 172	5.33	\$ 57.07	1.59	\$ 20.95	\$631.39	58.91
Executive	17610	68.27	\$ 855.61	23.44	\$ 242.05	\$1,665.04	159.14
Planning	17755	15.05	\$ 136.10	6.17	\$ 57.44	\$498.27	64.38
Totals		6715.91	\$ 56,503.11	4869.35	\$ 40,571.81	\$386,993.75	44848.55

Findings : May 2017 overtime is 28% lower compared to May 2016.

Consolidated Expenses by Function Code YTD May 2017



BJCTA
Summary Revenue & Expense Report
YTD MAY 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	1,394,958	1,530,440	(135,482)	2,295,660	900,702
Municipal Services	14,442,350	14,275,316	167,034	21,412,973	6,970,623
Other Revenues	404,372	67,993	336,379	122,740	(281,632)
Tax Revenues	1,333,333	1,333,333	0	2,000,000	666,667
Capital Revenues	1,399,867	1,399,869	(3)	2,099,804	699,937
FTA Reimbursements - Project Admin	191,973	51,067	140,906	76,600	(115,373)
Federal and Local Grant Revenues	9,256,970	9,158,810	98,160	11,379,051	2,122,081
Total Operating Revenues	28,423,823	27,816,828	606,995	39,386,828	10,963,005
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	3,269,666	3,269,666	0	3,269,666	0
FTA Reimbursements - TDP	724,644	0	724,644	0	(724,644)
CNG ALT. Fuel Reimbursements -	719,425	0	719,425	0	(719,425)
Total Non-Budget Revenues	4,713,735	3,269,666	1,444,069	3,269,666	(1,444,069)
Total Revenues	33,137,558	31,086,495	2,051,063	42,656,494	9,518,937
Expenses:					
Labor	9,196,231	9,402,849	(206,618)	14,103,463	4,907,232
Fringe Benefits	7,139,507	7,326,572	(187,064)	10,989,857	3,850,350
Services	2,050,943	2,282,390	(231,447)	3,423,585	1,372,642
Materials & Supplies	2,743,821	2,583,965	159,856	3,875,947	1,132,126
Utilities	446,761	496,130	(49,369)	744,195	297,434
Casualty & Liability Costs	1,116,443	1,228,054	(111,611)	1,842,081	725,638
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	1,876,043	1,410,870	465,173	2,078,805	202,762
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	46,141	42,727	3,414	64,090	17,949
Total Expenses	24,615,891	24,773,556	(157,666)	37,122,023	12,506,132
Non-Budget Expenses:					
Depreciation Expense	2,088,667	2,088,667	0	2,088,667	0
Pass Thru Funding Expense	3,269,667	3,269,667	0	3,269,667	0
Total Non-Budget Expenses	5,358,334	5,358,334	0	5,358,334	0
Total Expenses	29,974,225	30,131,890	(157,666)	42,480,357	12,506,132
Net Difference	3,163,333	954,604	2,208,729	176,137	(2,987,196)

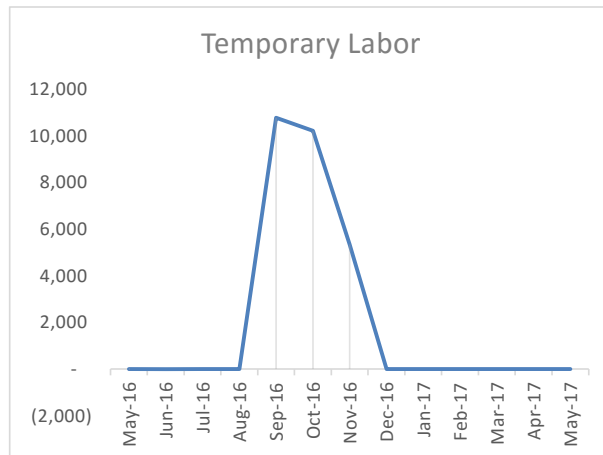
	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	28,423,823	27,816,828	606,995	39,386,828	10,963,005
Total Operating Expenses	24,615,891	24,773,556	(157,666)	37,122,023	12,506,132
Net Operating Profit/(Loss)	3,807,932	3,043,272	764,660	2,264,805	(1,543,127)
Total Non-Budget Revenues	4,713,735	3,269,666	1,444,069	3,269,666	(1,444,069)
Total Non-Budget Expenses	5,358,334	5,358,334	0	5,358,334	0
Total Non-Budget Profit/(Loss)	(644,599)	(2,088,668)	1,444,069	(2,088,668)	(1,444,069)
Net Profit/(Loss)	3,163,333	954,604	2,208,729	176,137	(2,987,196)

PARATRANSIT COST
PER RIDERSHIP TREND

	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17
Paratransit Service Costs	399,019	364,319	441,667	273,358	403,190	433,413	418,658	390,697	373,035	329,827	369,375	388,928	376,805
Ridership	10,235	9,414	9,690	8,532	10,291	9,483	9,392	8,763	8,325	7,347	8,014	9,076	7,018
Paratransit Cost per Ridership	38.99	38.70	45.58	32.04	39.18	45.70	44.58	44.58	44.81	44.89	46.09	42.85	53.69

**Temporary Labor
As of May 2017**

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



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

Advertising	\$ 46,098	within contract period
Pass/Ticket Sales	\$ 20,289	\$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	\$ 2,354,951	Bill for April-Jun Sent out
Federal	\$ 4,440,482	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ 72,019	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		We received Ad Valorems at the end of December
Homewood	\$ -	Paid in January 2nd quarter Services (Jan-Mar)
Vestavia Hills	\$ -	Billed for FY17 Services. -Paid
Mtn Brook Ad Valorem		We received Ad Valorems at the end of December
Tarrant Ad Valorem		We received Ad Valorems at the end of December
Birmingham Ad Valorem		We received Ad Valorems at the end of December
Bessemer	\$ 119,212	Sent quarterly billing out for 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	\$ 24,874	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 20,950	See Below
Employee	\$ 951	APTA trip
Pass Thru Funding	\$ -	
Board	\$ 101	
	<u>\$ 7,111,410</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 7,782	Interest-Current
\$ 12,511	CNG manual billing. \$0 over 90; \$441.98 over 60; \$2221.0 over 30. Remainder current
\$ 136	Social Security due back from Pension Committee
\$ 521	Reimbursement from Delta flight that was cancelled
<u>\$ 20,950</u>	

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Financial Highlights

- As of the May 31, 2017 Balance Sheet, assets were \$54,742,365.45 while total liabilities were \$37,037,531.87.
- The Income Statement for the month ending May 31, 2017, details year to date revenues of \$33,137,557.71 and expenses of \$29,974,224.65 resulting in a positive difference of \$3,163,333.00.
- The total cash and cash equivalents as of May 31, 2017 was \$13,386,024.24 of which \$13,165,644.75 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Budgeted Items			
Revenues	28,423,823	27,816,828	606,995
Expenses	24,615,891	24,773,556	(157,665)
Net	3,807,932	3,043,272	764,660
Non Budgeted Items			
Revenues	4,713,735	3,269,666	1,444,069
Expenses	5,358,334	5,358,334	-
Net	(644,599)	(2,088,668)	1,444,069
Combined Net	3,163,333	954,604	2,208,729

Total overall variance with the budget is a positive \$2,208,728.92

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

- **FY 16 Audit**-The Auditors are in the final stages of review. Auditors have sent MD&A for management responses. Should have audit completed by June 2017
- **CNG Reimbursement** – No new legislation for CNG reimbursement for FY17. Will continue to check website and advise status.
- **Pension Audit**- The auditors have sent letter for Executive Director and myself to review and sign. Should have the completed audit sometime in June.
- **Training**- Training completed for the new Accounting Specialist for Accounts Payable and to back up Payroll.
- **Staff Meetings**- Staff meeting was held to go over policies and procedures on attendance. We also discussed what each person had going on in their area and what was coming up in the near future. Discussed the Intermodal and the move to the Intermodal.
- **Meetings**-Attended Senior Staff and Intermodal meetings.

Birmingham-Jefferson County Transit Authority
 STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: May 2017 Human Resources Report	DATE: May 2017
	INITIATOR: Jamie Endsley Director of Human Resources
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

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

Employment Information:

New Hires: 3 Mechanics
 Rehires: 0
 Terminations: 7 (4 voluntary)

- 1 Customer Service Rep (Voluntary)
- 1 Staff Accountant (Involuntary)
- 5 Operators (3 Voluntary, 2 Involuntary)

 Retirement: 1 Operator

Labor Relations:

Processed loan and retirement documentation

FMLA/Medical Leave:

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

Worker's Compensation:

Total Claims: 7
 New Claims: 1

Recruitment Initiatives:

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

Random/Post Offer Drug Testing

Random Selections (6) – Currently up-to-date

Meetings:

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

Projects:

Benefits Fair (Part I) for June 2017 – Costco, Sam’s Club, and AAA
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

TITLE/DESCRIPTION: Communications Report	DATE: May 2017 INITIATOR: 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:

- We created a “Now hiring” commercial for the Human Resources Dept.
- We created a video advertising MAX Transit rides to the Birmingham Barons games. Here is the link:
<https://www.dropbox.com/sh/o68igz04owj7hme/AABZzQ1cCTkbbNt3b-pYyN14a/MAX%20Commercial%20Version%202%20Real.mp4?dl=0>
- We organized a broadcast of Hot 107.7 FM’s Tasha Simone while on our bus. We gave away Coca-Cola products, gift cards and tickets to local attractions.
- We participated in the Fusion awards ceremony where Director Lassiter won the “Connector” award which is named after our Magic City Connector bus.
- Employee appreciation: We gave out bags of Tootsie roll candies but employees had to dance to get them! ☺



3.0 Working Projects

- New website can be found at www.maxtransit.org
- Ongoing planning for Intermodal soft opening
- TCAB rally in July

Ronda Robinson

Director of Communications

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

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

Customer Service Activities:

- MAX On-Site participated with several area schools, for their Community Career Day. At this event, BJCTA Customer Service personnel set up a table with bus route information, upcoming event flyer and give-a-ways. The following schools participated:
 - Epic K-8,
 - South Hampton Elementary
 - Our Lady of Fatima School



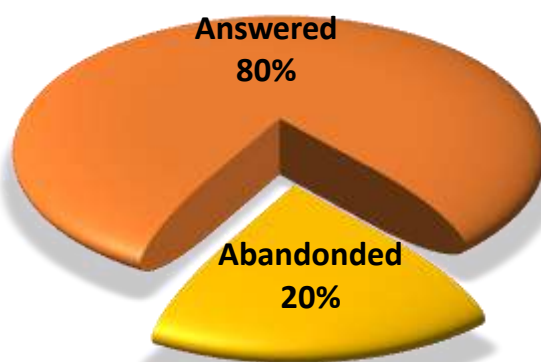
Call Center Phone Report Highlights



- Industry average for calls answered is **85%**. The Fixed route call center fell short by three percent for the month of May. There are two identified causes:
 - Personnel shortage
 - Personnel scheduled vacation
 - Telephone System outage
- Industry average for calls abandoned is **10%**. The Fixed route call center, fell short by eight percent for the month of May. There are two identified causes:
 - Personnel shortage
 - Personnel scheduled vacation
 - Telephone System outage

- Two of the identified causes will be, addressed in the upcoming months. Those are the personnel shortage and the new phone system.

May 2017 Para Transit Call Center Phone Report



- Industry average for calls answered is **85%** in the paratransit field. The Paratransit call center fell short by five percentage for the month of May. There are three identified causes:
 - Personnel shortage
 - Personnel scheduled vacation
 - Telephone System outage
- Industry average for calls abandoned is **10%**. Paratransit call center fell short of this percentage by 10% during the month of May. There are three identified causes:
 - Personnel shortage
 - Personnel scheduled vacation
 - Telephone System outage
- Two of the identified causes will be, addressed in the upcoming months. Those are the personnel shortage and the new phone system.

Adrian Solomon, Chief of Staff



STAFF SUMMARY AND COMMENTS

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

Status Report: the Birmingham-Jefferson County Transit Authority (BJCTA) currently manages and provides quarterly reports on eleven (11) active FTA grants. Four of which are pass-through and the remaining seven are BJCTA designated grants.

1. Managed twelve grants in the month of May. AL-90-X237, a FFY 2014 Section 5307 grant, was closed this month, and AL-2017-011, a FFY 2015 lapsing Section 5307 grant, was awarded during the month.
2. Prepared and submitted April Federal Accountability and Transparency Act (FATA) reports.
3. Calculated and submitted May Sub-recipient Fixed Asset Depreciation report.
4. Renewed the agency’s System for Awards Management (SAM) certification, to ensure eligibility for federal awards.
5. Met with MPO-approved FFY 2016 sub-recipients to inform them of FTA grant requirements and regulations.
6. Co-facilitated the DBE Internal Buy-In workshop.
7. Submitted the October 1st through March 31st semi-annual DBE report. BJCTA is currently at 4.6% of federal spending with DBE firms. The overall DBE spending (grant and local funds) for the reporting period is 6%.
8. Two grant applications moved to the final stages of the pre-award phase this month: Section 5307 CMAQ Flex Bus Replacement and the consolidated FFY 2016 Section 5310 Enhanced Mobility / FFY 2015 Lapsing Funds Section 5310 Enhanced Mobility.
9. Working on two discretionary funding opportunities: 2017 Low Emission/No Emission and a technology grant

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	\$ 384,176.00	\$ 69,744.00	\$ 314,432.00
AL-03-0077	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 181,282.00	\$ 37,943.00	\$ 143,339.00
AL-2016-015	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 369,075.00	\$ 94,529.00	\$ 274,546.00
AL-2017-002	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 2,858,564.00	\$ 227,819.00	\$ 2,630,745.00
Total Pass-Through Grants			\$12,981,474	\$ 3,793,097.00	\$ 430,035.00	\$ 3,363,062.00
FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X237	FFY 2014 Section 5307 Funds	01/2015	\$6,944,252	\$ 55,013.00	\$ 55,013.00	\$ -
AL -90-X241	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 49,592.00	\$ -	\$ 49,592.00
AL -90-X242	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 120,348.00	\$ 19,348.00	\$ 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	\$ 6,992,289.00	\$ 1,165.00	\$ 6,991,124.00
AL-2017-005	FFY 2016 Section 5339	03/2017	\$696,975	\$ 301,349.00	\$ -	\$ 301,349.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 405,000.00	\$ 6,184.00	\$ 398,816.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 70,104.00	\$ 2,779.00	\$ 67,325.00
Total BJCTA Grants			\$26,943,235	\$ 10,154,087.00	\$ 84,489.00	\$ 10,069,598.00
Combined Totals			\$39,924,709	\$ 13,947,184.00	\$ 514,524.00	\$ 13,432,660.00



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p style="text-align: center;">Information Technology Report</p>	RESOLUTION NO. Not Applicable
	DATE: May 5, 2017
	INITIATOR: Toney Chestnut Sr Information Technology
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

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

Intermodal

- IT Plan: We have developed an IT plan for the Intermodal. The plan will consist of Access Points for Wi-Fi and high capacity switches for connectivity throughout the Intermodal. We are currently implementing the hardware and configuring the software, to assure full connectivity on opening day. Site B is completed and the IT department is ready for day one of Site B (Wifi, PIDS, Network, Phones, and Server Room.) We are working on a Site A plan now.
- AV Plan: ESB is implementing the approved plan for the Board Room and Conference Room. EBS 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 move from old Central Station to the new Central Station and the BJCTA staff from the 2121 and 3105 location to the Intermodal Site A will be done successfully.
- PIDS: Message Point is has completed Site B (Central Station) PIDS implementation. The PIDS will be ready for day one opening at Site B. 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: Avail is implemented on our Fix Route Buses. The next phase of the project is the mobile application and integration with Fleet-net.
- Website: The Website is complete. We are working on a launch date in June

- Route Match: BJCTA has implemented Route Match for Paratransit. Stage 2 and 3 will be implemented by (Targeted) August 2017.
- Phone System: The IT department is working on designing, installing and configuring a new ShoreTel phone system for BJCTA. We have completed the procurement process and is now in the designing stage. We are working towards a July completion date.



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

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

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

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

- Maintenance continues to repair all reported vehicle defects, inspections and brake checks in a timely manner.
- Maintenance inspections were 100% for the month of May.
- Maintenance mechanics, body shop, parts, and general service workers continue to work together daily to maintain the upkeep of our fleet.
- The maintenance department congratulates 3 of their mechanics (Clay Shaw, Orlando Turner & Francis Wanjiku) for their participation in the International Roadeo held in Reno, NV. Maintenance managers/foremen (Quinton Haley & David Hill) traveled alongside them for moral support



- The maintenance department is pleased to announce that 3 of their apprentice have completed their journey through the Alabama Apprenticeship Program. These graduates are: Al Saah Wali (Tech I Mechanic); Joshua Scaife (Tech I Mechanic); and Darrel Ruffin (Body Shop Mechanic Tech I). A more formal celebration is underway.
- **The maintenance department welcomes 3 new employees (Keith Manuel-Tech II; Joshua Gamble-Tech II; and Tommie Reeves-Tech II).**
- **The maintenance department is eager to expand learning opportunities for our employees. Two of our employees were selected to attend the Hazardous Materials (HAZMAT) Training held in Birmingham, AL. They were: Darren Dew (Facilities Technician) and Keith Peterson (General Service). The maintenance department is also pleased to announce that 85% of the department attended the Customer Service Training offered by SKYE CONNECT at the 8th Ave. location.**

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

- Completed weekly maintenance on bus washer & repaired valve leaks that saved the company over \$600.
- Installed A/C unit in dispatch office
- Delivered major appliances for the lounge area of the new intermodal facility
- Repaired customer seats & the entrance door at Central Station
- Repaired the gate at the 2121 building
- Replaced threshold molding & chalked window in dispatch office
- Repaired fire escape door near the Safety Department

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

MAX Maintenance went 4,938 miles between mechanical failures in May 2017. Maintenance was only 62 miles short of reaching the standard benchmark. Maintenance is working 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							

Quinton Haley

Quinton Haley, Manager of Maintenance Administration

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

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

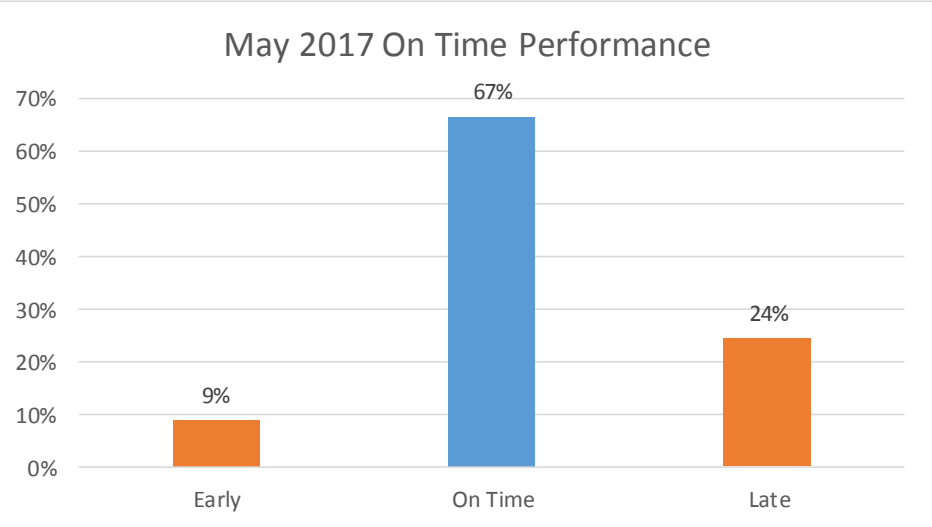
Purpose/Objective: To provide information regarding the progression of the Transportation Department; both Fixed-Route and Paratransit.

1.0 Fixed Route

- Fixed Route successfully launched its May 15th and Memorial Day Sign-ups.
- Operations is in constant collaboration with the Customer Service Department to assist in making sure that customer complaints are kept to a minimum and are resolved in a timely manner.
- BJCTA was well represented in Reno, NV at the annual American Public Transportation Association’s Rodeo Conference held May 8-14, 2017, which included two (2) Fixed Route Operators, the Operations Manager and Paratransit Lead Supervisor.
- The Operations Department strives to develop from within by constantly offering cross-training opportunities.
- It is exceptionally important to maintain public relationships. On May 22, 2017, the Director of Operations presented updates to Episcopal Place Apartments, along with Birmingham City Councilman Steven Hoyt.
- Operations, along with several other Department Heads attended a meeting at the Federal Transit Authority’s Regional Office in Atlanta on May 25, 2017.
- Operations is still seeking to fill vacant Professional Operator positions for the June 5, 2017 training class.
- Upon the request of Birmingham City Councilor Sheila Tyson, the Director of Operations and the Chief of Staff met with officials of Princeton Towers to answer questions about a bus stop that had been removed from the location by the city during construction. Operations is currently in the process of having that bus stop replaced.

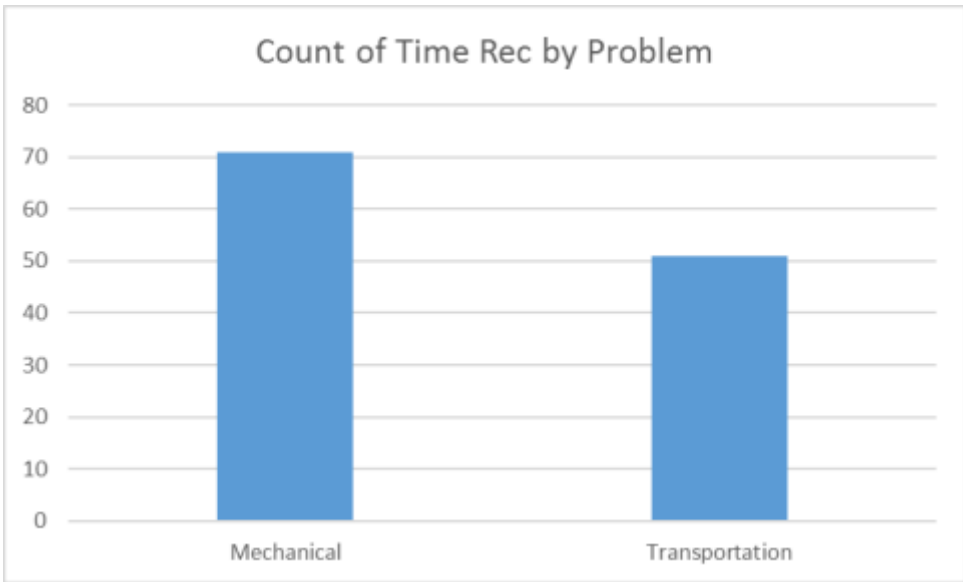
As you may have noticed, our on-time performance took a slight dip in the month of May, going from 71% on time to 67% on time. There are a variety of factors that can cause on time performance to fluctuate between months. Recently, we entered “construction season”. This is a time of year when the weather is nicer, and road construction projects begin. Road construction can cause buses to wait in traffic, or even force us to detour our routes, leading to delays and a lower on time percentage. Additionally, the month of May had quite a bit of rainfall, which forces our drivers to drive slower in order to maintain safe driving speeds, which leads to lower on time performance. Finally, our ridership went up in May, which is great, but stopping more frequently for passengers to board and egress can lead to lower on time performance.

1.1 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
9%	67%	24%

1.2 Missed Trips (Chart)



Problem	Count of Time Rec
Mechanical	71
Transportation	51

2.0 Paratransit

- Paratransit successfully launched its May 15th and Memorial Day Sign-ups.
- With the help from other departments, Paratransit continues to work diligently on educating our customers on our newly revised policies & procedures. Letter correspondences, as well as courtesy phone calls have been made to communicate this new information.
- Paratransit is pleased to announce the promotions of a Lead Supervisor, and two (2) Paratransit Supervisors/Dispatchers.
- Paratransit continues to work with Route Match to identify ways that its technology can be perfectly tailored to meet the demands of our department. Additional reports, specifically concerning Trip Details, have been a focus of resolution for the month of May.



Birmingham-Jefferson County Transit Authority

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

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

1.0 Planning Activities and Initiatives

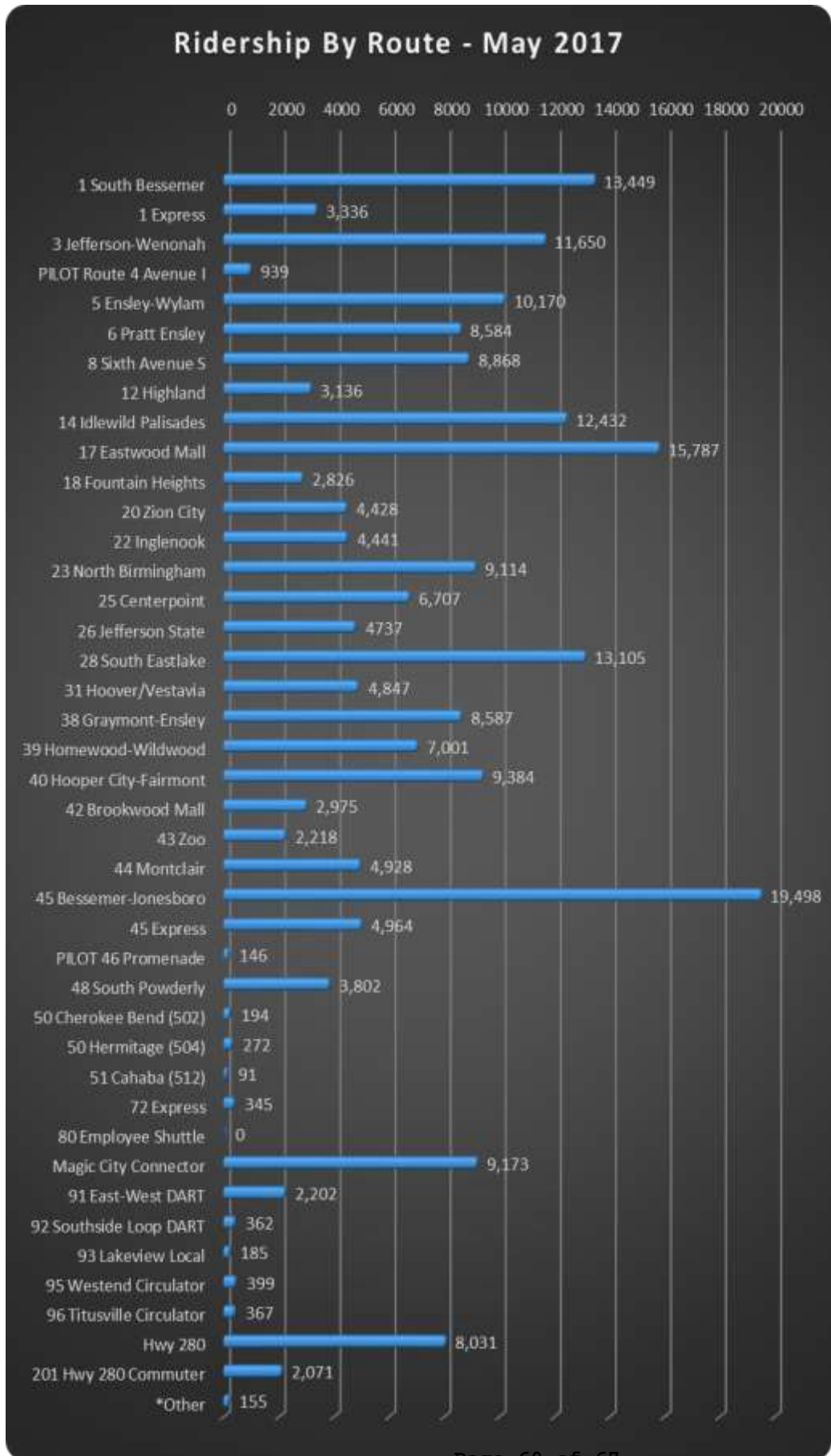
- The planning department finished the last two public involvement meetings for the transit development plan on May 2 at St. James Missionary Baptist Church, and May 4th at the Pratt City Library.
- Planning Manager attended the BJCTA board of directors committee meeting on May 10th
- Planning Manager met with Grants director, Communications director, and procurement manager on Magic City Connector route; bus stop, and shelter improvements.
- On May 15, 2017 the new operators run bid started, changes in this bid was the route 17 no longer traveling on Joppa Ave; now travels on Kimberly (Safety concerns), added two ending trips to the Highway 280, and the new 93 Lakeview Local route started replacing the 92 Southside Loop.
- Planning staff met with Strada staff to recap the public involvement meetings held.
- Planning manager went out to safety coordinator to look at details on the new 93 Lakeview Local.
- The planning department is consistently looking over the system to see the demands of new and/or removal of bus stops.
- Planning Manager is making calls to city planners to discuss various services in their cities; meeting with Mountain Brook has been set up, waiting for Bessemer and CenterPoint to respond.
- Planning manager is working with council Roberson office with the city of Birmingham to address bus shelter needs in certain neighborhoods, two of those request have been submitted.
- Planning manager attended the BJCTA board of director’s monthly board meeting on May 18th.
- Planning manager attend the Technical committee meeting at the MPO on May 24th at 10am.
- Planning manager has daily communication with the Operations department.
- Planning staff are addressing the needs of AVAIL in relations to service, and any new updates.
- Planning staff/Checker is making weekly validations checks on random bus routes.

1.1

Performance Indicator-Fixed Route

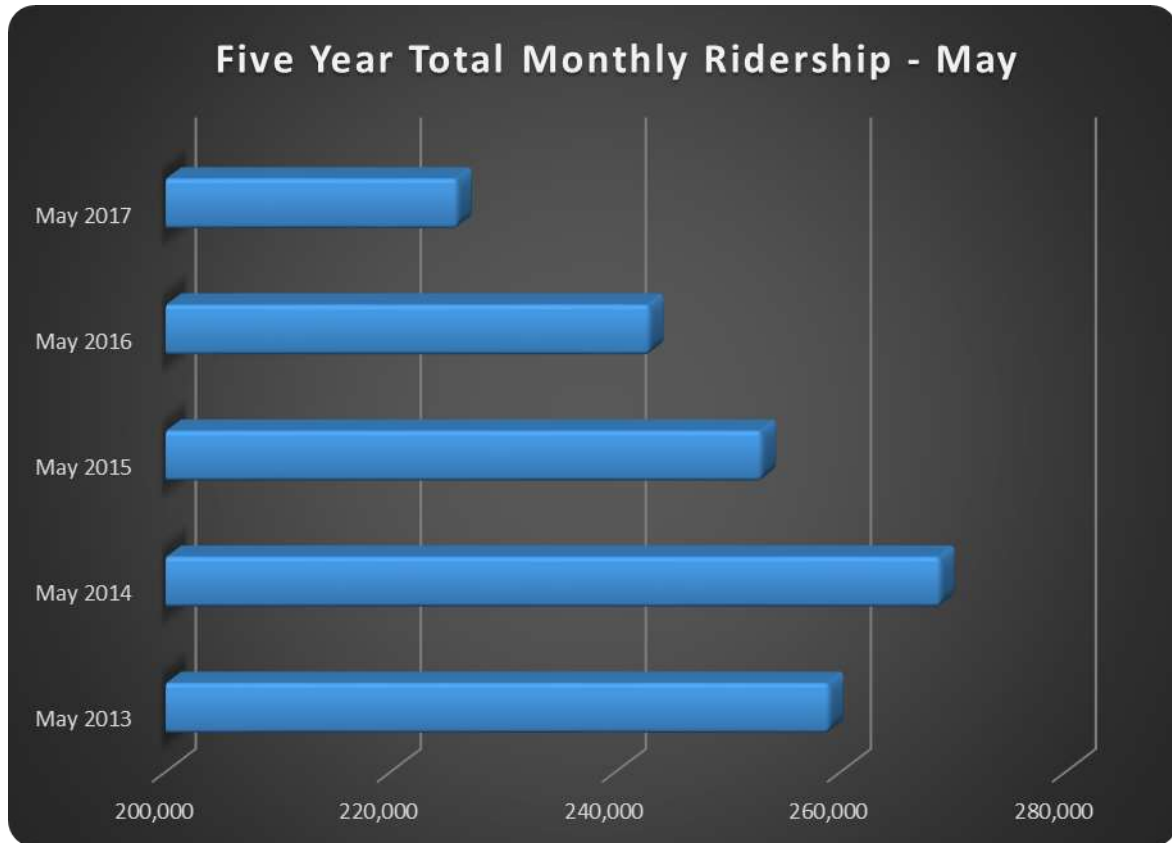
Goal	Performance Indicators	Current Month FY2016	Current Month FY2017	Year to Date FY2016	Year to Date FY2017	YTD Percent Change
Overall System Performance	Total Ridership	242,974	225,906	2,016,866	1,790,965	-11.2%
	Dart Ridership	9,369	2,749	75,756	68,745	-9.3%
	Magic City Connector	April 8,317	May 9,173	-	17,490	-
	Vehicle Service Hours	19,590	20,023	152,957	153,518	0.4%
	Total Miles	275,489	271,576	2,184,052	2,052,077	-6.0%
	Revenue Miles	242,587	248,227	1,893,761	1,912,285	1.0%
	Fare Revenues	\$165,890	\$155,388	\$1,408,190	\$1,264,518	-10.2%
	Total Expenses	\$2,797,581	\$3,223,622	\$22,963,113	\$24,840,462	9.5%

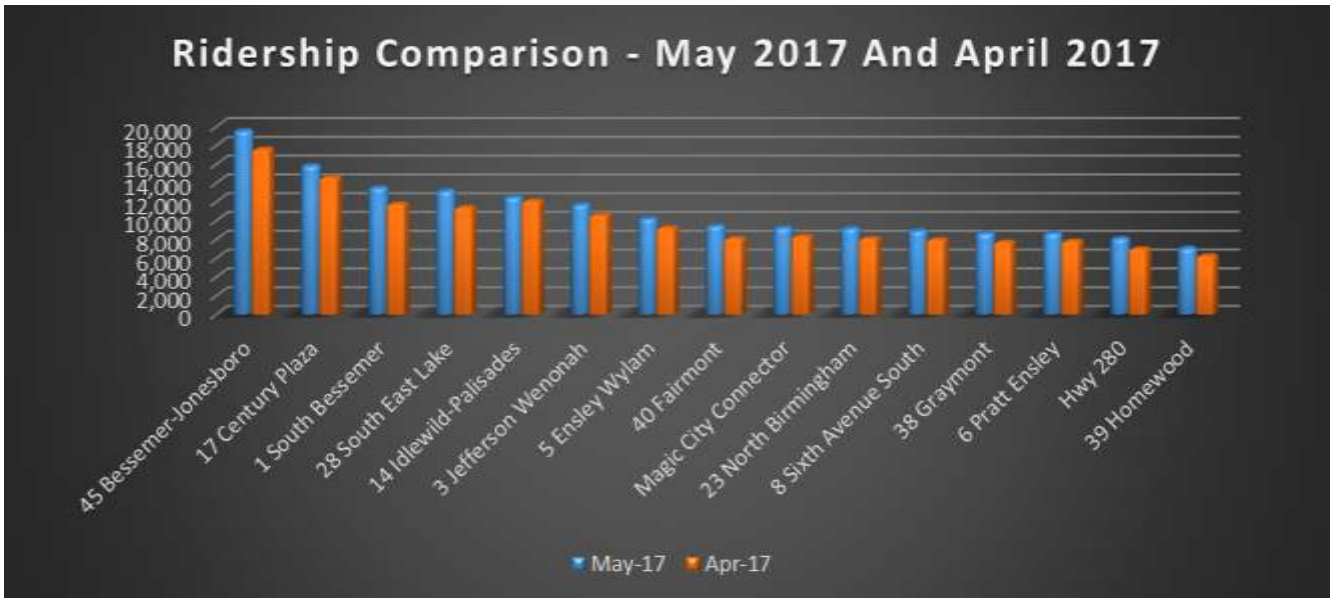
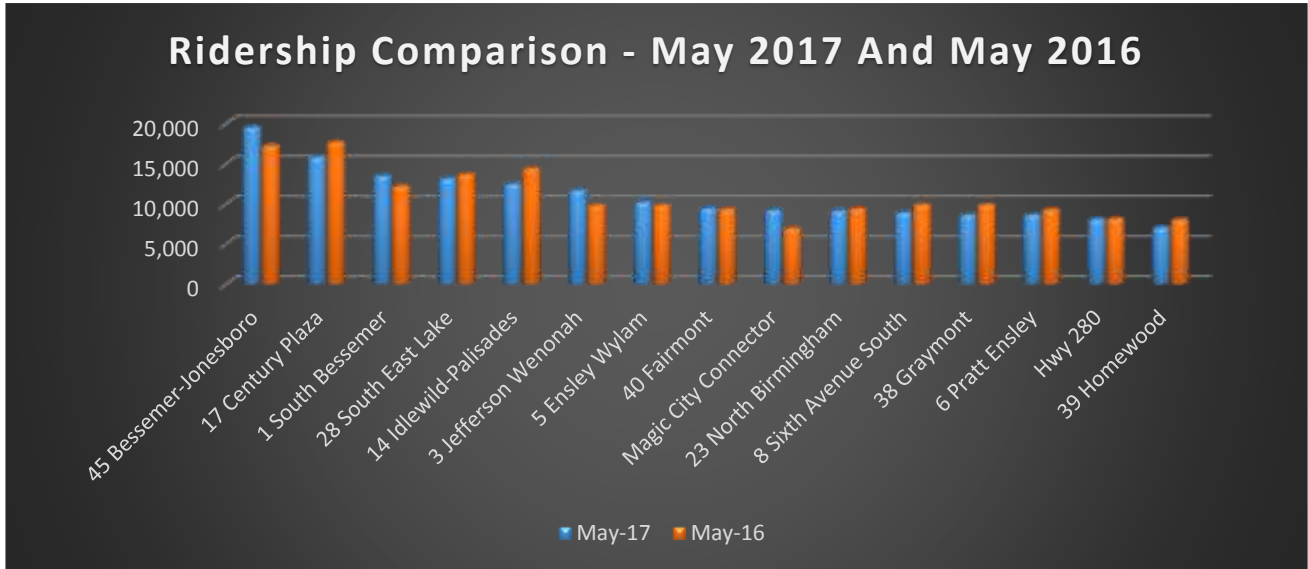
YTD percentage change is calculated by subtracting the current YTD from the previous YTD, and dividing it from the previous YTD.



1.3

Five-Year Ridership Comparison April 2013-April 2017 (Chart)





Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

1.0 PROCUREMENT

1.1 Upcoming Solicitations

Within the next 60 days staff anticipates preparing the solicitations:

- 1.1.1 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 Due to changes at the state level and researching, the current threshold to put out a solicitation is \$7,500. **Effectively immediately**, the NEW amount is \$15,000. This new threshold will help speed up procurements and turnaround times for Items and services under \$15,000.

2.4 Upcoming Contract Expirations within 60 Days

2.4.1 None

3.0 RESOLUTION

3.3.1 State Contract – Motorola Portable Radios

ATTACHMENTS

- o Contract Log
- o Resolution

Respectfully submitted

Darryl Grayson

Darryl Grayson - Procurement Manager



BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
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
14-09	Deborah Walker Law Offices	Legal Services	6/25/2014	2014-37	7/01/2014	6/30/2017	0			
14-09	Fuston, Petway and French	Legal Services	6/25/2014	2014-37	7/01/2014	6/30/2017	0			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	4			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	4			
12-05	Hollingsworth	Oils and Lubricants	8/23/2012	N/A	8/23/2012	8/22/2017	0			
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	2			
16-14	Message Point Media of AL, Inc.	PIDS	8/5/2016	2016-35	8/31/2016	8/31/2017	4			
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	1 of 4	2016-38	8/31/2016	9/08/2017
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	2			
12-22	Buffalo Rock	Vending Services	10/01/2012	N/A	10/01/2012	9/30/2017	0			
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

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	4			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	4			
12-23	New Flyer of America, Inc.	Bus Manufacturer	11/28/2012	2013-08	11/29/2012	11/28/2017	0			
14-23	Avesis Incorporated	Vision Insurance Coverage	10/29/2014	2015-02	12/01/2014	11/30/2016	2 of 2	N/A	11/30/2016	11/30/2017
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	2			
16-03	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	5/1/2017	2017-27	6/1/2017	6/1/2018	0			
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			

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	