

COMMITTEE ROLL CALL

Wednesday, September 20,2017

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

Treasurer
Vice- Chair
Chair



Birmingham-Jefferson County Transit Authority
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Website: www.bjcta.org

**BJCTA BOARD OF DIRECTORS
COMMITTEE OF THE WHOLE MEETING
*Wednesday September 20, 2017***

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Items for Information and/ or Discussion:**
 - A.** Executive Director Report
 - B.** Departmental Reports
 - C.** Governmental Relations Update
 - D.** TCAB Update- None
- V. Resolutions for Consideration & Recommendation:**
 - A. Resolution 2017-45-** Authorization for the Birmingham-Jefferson County Transit Authority to apply for Section 5310 FTA Grant Funding.
 - B. Resolution 2017-46-** Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with Off-Duty Birmingham Police Officers to provide security services for the Birmingham-Jefferson County Transit Authority.
 - C. Resolution 2017-47-** Authorization to procure three (3) Electric Chevy Volt LT vehicles from Donohoo Chevrolet, LLC.
 - D. Resolution 2017-48-** Authorization for the Executive Director to enter into a Contract with **Wendel Architectural PC** to complete design and construction support for 12 BRT Downtown stop facilities.
 - E. Resolution 2017-49-** Information Only to provide park and ride service on game day of the Magic City Classic.
- VI. Old Business:**
 - A.** Intermodal Facility Update (Site A)
 - B.** Maintenance Facility Update
- VII. New Business:**
 - None

VIII. Adjournment:

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

TITLE/DESCRIPTION:	DATE: August 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.

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

- **Route 1-South Bessemer** had an increase of 917 passenger this August compared to last year. **Route 45-Bessemer-Jonesboro** is up by 3,236 passengers according to the new APC technology. However, this number does not compare apples to apples because last August we were using the fare box to collect ridership data. We know however that the ridership is up substantially.
- **Highway 280 Commuter** -Service numbers continue to rise on the commuter. During August, we carried **2,808** passengers compared to **2,074** last year in August.
- **Bessemer Circulator** began operating January 30. This service continues to grow; in July, there were **214** riders and August ridership was **309**.
- **Lakeview Local Route**- Approximately **496** more customers rode the Lakeview Local in August compared to the July ridership.
- **Magic City Connector** continues to increase in ridership. August Ridership was **12,535** riders compared to July with only **8,786**.
- **The Lawson State route** was inaugurated August 21, 2017 and carried **178** riders during the first month.
- Team began planning Park and Ride service for the 2017 Magic City Classic.

4.0 Technology Innovation and Integration

- Developed and implemented Technology Security Training for Staff. All Administrative staff are now required to take a computer test and receive a certificate verifying they received IT security training.

5.0 Intermodal Update

- Amtrak will be the first to move into the Intermodal by mid-October. BJCTA received edits to the Amtrak lease in August. BJCTA Attorney Walker reviewed Amtrak edits and the revised lease was returned to Amtrak for further review.

- The official opening of the Intermodal (Site A) is now being scheduled for November 8, 2017.
- Conducted a tour of the Intermodal for several groups.
- Vendor approved by Board to build out the Smart Vending area at the Intermodal. Met with vendor on design and expectations.

6.0 Community Relations

- Met with Alabama Power officials on developing strategy for seeking grants for electric buses and vehicles.
- Met with Mayor Gulley of Bessemer to discuss TDP and marketing of the Bessemer Circulator.
- Met with Salvation Army Board of Directors at their new location so they could review the proposal of service for their new campus in the Finley Avenue area.
- Attended the Central Park community meeting.

7.0 Finance/Budget:

- Received letter from FTA informing of a September 19, visit to BJCTA to review FMO reporting. This review is to confirm that staff is performing as outlined in the FMO.
- Met with Accountants to review FY'16 audit.

8.0 Communications (External)

- HOT 107 FM Broadcast live once during the month from the Magic City Connector.
- Property owners have signed letters of Intent for the Intermodal TOD project and the new Maintenance Facility.
- Met with Attorney Walker and Attorney French to review resolutions and items for discussion on the agenda for the Board of Director's meeting.

9.0 Communications (Internal)

- Met with Executive Team and presented information on "Integrity" to address issues related to payroll payments from Compass Bank.
- 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

- Overhaul ridership is up by 10.2% comparing August 2016 to August 2017.
- Maintenance increased the miles between road calls above the previous month.

Barbara Murdock

Barbara Murdock, Executive Director

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

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

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

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

3.0 Working Projects:

- Intermodal Grand Opening – Lead discussion and preparation efforts. Opening tentatively scheduled for late fall.
- New Technology – Coordinating customer based educational training sessions on Public Information Displays (PIDS), Route Match (Paratransit Software) and “where’s my bus” App (AVAIL). Oversee implementation and training of new telephone system.
- Transit Oriented Development (TOD) – Participate with core group and Smart Growth America to develop a vision for TOD. The Smart Growth team is preparing for a return visit to Birmingham in September.
- Transitioned the Alabama Transportation Association (ATA) from the support of BJCTA to independent status. Led the efforts in establishing by-laws, bank account and membership enrollment
- Coordinate meetings and lead discussions toward successful implementation of BJCTA Road Map 2021 projects:
 - New Technology
 - Transit Oriented Development (TOD)
 - Bus Rapid Transit (BRT)
 - Transit Development Plan (TDP)
 - New Maintenance Facility

4.0 Meetings Attended:

- ATA conference calls
- BJCTA Committee and Board Meetings
- Alabama Power planning session
- STRADA task meeting
- Central Park Community Meeting
- Lawson State pilot service
- ShoreTel phone system training
- TOD meeting with STRADA and Birmingham City

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

BJCTA
Commission Revenue Trend
As of August 31, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	27,118
Total Commission Revenue	33,051	32,427	34,373	27,118

BJCTA
CNG Revenue
As of August 31, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	427,279
Gallons	80,746	91,519	146,968	213,639

BJCTA
Financial & Investing Report
As of August 31, 2017

	Balance @ 8/31/2017	Balance @ 7/31/2017	Balance @ 6/30/2017	Balance @ 5/31/2017	Balance @ 4/30/2017	Balance @ 3/31/2017
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	4,675,817	6,286,701	10,117,432	11,446,456	10,059,859	11,594,911
Cash - Payroll - BBVA Compass	337,637	10,000	10,000	10,000	10,000	10,000
Cash - Operating - BBVA Compass	269,930	1,788,315	403,493	1,719,189	1,907,926	2,698,206
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	193	38	180	200	110	134
Petty Cash - Central Station	39	141	90	179	151	23
Total Cash Accounts	5,493,616	8,295,194	10,741,195	13,386,024	12,188,046	14,513,273
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	5,493,616	8,295,194	10,741,195	13,386,024	12,188,046	14,513,273
<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	863,353	1,002,138	1,099,415	985,427	1,200,650	1,432,116
Accrued Payroll	721,696	590,683	515,287	415,212	304,294	218,015
Payroll Taxes	93,862	83,688	79,966	71,129	63,557	78,750
Other W/H Payable	(5,773)	8,591	7,496	7,099	4,834	3,872
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,673,138	1,685,100	1,702,163	1,478,868	1,573,335	1,732,753
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of August 31, 2017

Total Cash & Investments	Balances 5,493,616.30
Less: Short-Term Payables	(1,673,137.61)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @8/31/17	3,620,478.69
Required Three Month Operating Expense Reserve**	5,019,412.83
Cash Over/(Under) Reserve Requirement	(1,398,934.14)

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

**BJCTA
INCOME STATEMENT
August 31, 2017**

Aug-17 Actual	Aug-17 Budget	Aug-17 \$ Variance	Aug-17 % Variance	Aug-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
169,750	174,199	(4,449)	-2.55%	182,294	(12,543)	4010100001 Passenger Fares - Fixed Route	1,710,608	1,916,191	(205,583)	-10.73%	1,873,100	(162,492)	2,090,390	379,782
2,242	1,669	572	34.28%	1,545	697	4010100002 Passenger Fares - Dart	21,245	18,363	2,882	15.70%	23,552	(2,307)	20,032	(1,213)
17,148	15,437	1,712	11.09%	18,010	(861)	4010100004 Passenger Fares - VIP	176,538	169,802	6,736	3.97%	175,417	1,121	185,238	8,700
189,140	191,305	(2,165)	-1.13%	201,848	(12,707)	4019999999 TOTAL PASSENGER REVENUES	1,908,391	2,104,355	(195,964)	-9.31%	2,072,068	(163,677)	2,295,660	387,269
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	12,629,774	12,629,773	1	0.00%	9,900,000	2,729,774	13,777,934	1,148,160
6,865	6,865	-	0.00%	6,067	798	4020400005 Vestavia	75,520	75,520	-	0.00%	66,738	8,782	82,385	6,865
25,406	25,408	(1)	0.00%	24,424	983	4020400006 Homewood	279,471	279,485	(14)	-0.01%	268,663	10,808	304,893	25,422
6,124	6,130	(6)	-0.10%	5,296	828	4020400010 Hoover -	67,410	67,435	(25)	-0.04%	58,637	8,773	73,565	6,155
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer Revenue	576,040	576,040	(0)	0.00%	-	576,040	628,407	52,367
-	-	-	0.00%	-	-	4020400012 Fairfield Revenues	-	-	-	0.00%	(30)	30	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	110,962	110,963	(0)	0.00%	97,392	13,571	-	(110,962)
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	65,160	65,160	(0)	0.00%	57,599	7,561	121,050	55,890
1,254,936	1,254,943	(7)	0.00%	949,877	305,059	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	13,804,336	13,804,375	(39)	0.00%	10,448,997	3,355,339	15,059,318	1,183,898
4,430	2,417	2,014	83.33%	2,694	1,736	4060100001 Commission Revenue	27,118	26,583	535	2.01%	31,142	(4,024)	29,000	1,882
9,117	2,917	6,201	212.59%	5,104	4,013	4060300001 Advertising Revenue	107,581	32,083	75,498	235.32%	31,792	75,789	35,000	(72,581)
158	187	(28)	-15.16%	140	18	4069900001 Other Revenues	199,960	2,053	197,907	9638.15%	5,219	194,741	2,240	(197,720)
5,009	1,250	3,759	300.70%	3,380	1,629	4070400001 Investment Income	56,846	13,750	43,096	313.43%	36,753	20,093	15,000	(41,846)
-	6,917	(6,917)	-100.00%	-	-	4079900002 Rental Income	-	34,583	(34,583)	-100.00%	-	-	41,500	41,500
(19,644)	-	(19,644)	0.00%	-	(19,644)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	40,347	-	40,347	0.00%	-	40,347	-	(40,347)
(930)	13,687	(14,616)	-106.79%	11,318	(12,248)	4079999999 TOTAL OTHER REVENUES	431,853	109,053	322,799	296.00%	104,907	326,946	122,740	(309,113)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	3,491,069	3,329,436	161,633	4.85%	3,329,436	161,633	3,632,112	141,043
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	2,442,181	2,374,118	68,063	2.87%	2,374,118	68,063	2,589,947	147,766
-	-	-	0.00%	46,278	(46,278)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	509,053	(509,053)	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	98,949	98,950	(0)	0.00%	87,443	11,507	107,945	8,996
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	21,680	21,680	0	0.00%	19,159	2,521	23,651	1,971
-	-	-	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	1,833,333	1,833,333	(0)	0.00%	1,833,333	(0)	2,000,000	166,667
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	8,606,637	7,657,517	949,120	12.39%	8,786,824	(180,187)	8,353,655	(252,982)
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	4,715	-	4,715	100.00%	5,334	(619)	-	(4,715)
-	-	-	0.00%	-	-	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	4,715	-	4,715	100.00%	5,334	(619)	-	(4,715)
555,060	555,060	-	0.00%	698,318	(143,258)	4139900001 FTA Reimbursements - Preventative Mtn.	6,105,663	6,105,663	-	0.00%	6,678,694	(573,031)	6,660,723	555,060
279,796	279,796	-	0.00%	1,601,613	(1,321,817)	4139900003 FTA Reimbursements - Pass Thru Funding	4,123,789	4,123,789	-	0.00%	3,946,448	177,342	4,123,789	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	-	-	4139900006 FTA Reimbursements - PROJ. ADMIN	191,973	70,217	121,756	173.40%	95,923	96,050	76,600	(115,373)
8,695	-	8,695	0.00%	164,210	(155,515)	4139900008 FTA Reimbursements - TDP	742,086	-	742,086	0.00%	1,273,410	(531,324)	-	(742,086)
843,551	841,240	2,312	0.27%	2,464,141	(1,620,590)	4139999998 TOTAL FEDERAL GRANT REVENUES	11,163,511	10,299,669	863,842	8.39%	11,994,475	(830,963)	10,861,112	(302,399)
3,003,717	2,997,312	6,405	0.21%	4,368,324	(1,364,607)	4139999999 TOTAL OPERATING REVENUE	35,919,442	33,974,969	1,944,473	5.72%	33,412,604	2,506,838	36,692,485	701,959
1,484,469	-	1,484,469	0.00%	38,841	1,445,628	4140000002 FTA Reimbursements - Capital	6,731,175	4,718,328	2,012,847	42.66%	297,030	6,434,145	4,718,328	(2,012,847)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	1,745,783	1,745,783	0	0.00%	-	1,745,783	1,904,491	158,708
847	847	(0)	-0.10%	-	847	4140000004 Capital Revenue - City of Hoover	9,318	9,322	(4)	-0.04%	-	9,318	10,169	851
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	10,439	10,439	(0)	0.00%	-	10,439	11,388	949
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	9,007	9,007	(0)	0.00%	5,038	3,969	9,826	819
1,394	1,394	0	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	15,338	15,338	0	0.00%	9,274	6,064	16,732	1,394
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	38,631	38,633	(2)	-0.01%	-	38,631	42,145	3,514
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	13,678	13,678	(0)	0.00%	7,675	6,002	14,921	1,243
272	272	0	0.01%	153	120	4140000011 Capital Revenue - City of Tarrant	2,997	2,997	0	0.01%	1,682	1,315	3,269	272
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	79,625	79,624	0	0.00%	-	79,625	86,863	7,238
1,659,452	174,984	1,484,468	848.35%	40,993	1,618,459	4149999999 TOTAL CAPITAL REVENUES	8,655,990	6,643,148	2,012,842	30.30%	320,699	8,335,290	6,818,132	(1,837,858)
4,663,169	3,172,296	1,490,873	47.00%	4,409,317	253,852	4999999999 TOTAL REVENUES	44,575,432	40,618,118	3,957,315	9.74%	33,733,304	10,842,129	43,510,617	(1,135,899)
591,758	576,876	14,882	2.58%	599,270	(7,512)	5010100001 Operator's Salaries	6,237,027	6,345,636	(108,610)	-1.71%	6,324,674	(87,648)	6,922,512	685,486
611,911	597,027	14,883	2.49%	611,084	827	5010200001 Other Salaries	6,473,102	6,568,923	(95,821)	-1.46%	6,238,685	234,417	7,165,951	692,849
-	1,250	(1,250)	-100.00%	-	-	5030400001 Temporary Labor	15,541	13,750	1,791	13.03%	22,334	(6,793)	15,000	(541)
1,203,669	1,175,153	28,516	2.43%	1,210,354	(6,685)	5019999999 TOTAL LABOR	12,725,670	12,928,309	(202,639)	-1.57%	12,585,694	139,977	14,103,463	1,377,793
85,843	92,417	(6,574)	-7.11%	83,877	1,966	5020103001 Employer FICA Tax (OASDI)	879,778	1,016,590	(136,812)	-13.46%	879,175	603	1,109,007	229,229
18,235	22,088	(3,853)	-17.44%	15,520	2,714	5020200001 Pension Expense	194,036	242,963	(48,928)	-20.14%	192,311	1,725	265,051	71,015

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
August 31, 2017

Aug-17 Actual	Aug-17 Budget	Aug-17 \$ Variance	Aug-17 % Variance	Aug-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
326,770	284,676	42,094	14.79%	331,640	(4,870)	5020203002 Regular Retirement	3,692,152	3,131,437	560,715	17.91%	3,646,468	45,684	3,416,113	(276,039)
461,174	390,848	70,326	17.99%	400,302	60,872	5020303001 Health Insurance	4,310,733	4,239,324	11,409	0.27%	3,347,252	963,481	4,690,172	379,439
-	6,860	(6,860)	-100.00%	-	-	5020417601 Unemployment Taxes	(3,972)	75,460	(79,433)	-105.26%	81,429	(85,402)	82,320	86,292
7,224	7,514	(290)	-3.85%	6,680	544	5020503001 Life Insurance	76,310	82,653	(6,343)	-7.67%	75,549	762	90,167	13,857
55,502	58,685	(3,183)	-5.42%	51,360	4,142	5020803001 Worker's Compensation Insurance	535,728	645,530	(109,802)	-17.01%	660,627	(124,899)	704,215	168,487
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	-	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	11,994	18,333	(6,339)	-34.58%	14,113	(2,119)	20,000	8,006
7,347	11,209	(3,863)	-34.46%	6,437	910	5021303001 Uniforms & Wearing Apparel	114,830	123,303	(8,473)	-6.87%	28,909	85,921	134,512	19,682
507	508	(1)	-0.29%	507	-	5021400001 Employee Wellness	7,675	5,592	2,084	37.26%	5,165	2,511	6,100	(1,575)
717	267	451	168.96%	179	538	5021403002 Employee Licenses	2,331	2,933	(602)	-20.53%	2,680	(348)	3,200	869
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	9,167	833	9.09%	-	10,000	10,000	-
456	750	(294)	-39.22%	-	456	5021400004 Tool Allowance	7,743	8,250	(507)	-6.14%	5,588	2,155	9,000	1,257
-	37,500	(37,500)	-100.00%	-	-	5021400005 General Contingency	116,897	412,500	(295,603)	-71.66%	-	116,897	450,000	333,103
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
963,773	915,821	47,952	5.24%	896,502	67,272	5029999999 TOTAL FRINGE BENEFITS	9,956,235	10,074,036	(117,801)	-1.17%	8,939,264	1,016,970	10,989,857	1,033,622
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	8,350	2,750	5,600	203.64%	766	7,584	3,000	(5,350)
27,506	33,354	(5,848)	-17.53%	39,838	(12,333)	5030300001 Legal Services	344,391	366,896	(22,505)	-6.13%	332,185	12,205	400,250	55,859
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	35,703	9,167	26,537	289.49%	-	35,703	10,000	(25,703)
263	896	(633)	-70.70%	596	(334)	5030300003 Software Technical Support	5,081	9,854	(4,773)	-48.44%	10,900	(5,819)	10,750	5,669
2,657	5,417	(2,760)	-50.95%	3,552	(895)	5030300004 Medical Services	25,515	59,583	(34,069)	-57.18%	42,674	(17,160)	65,000	39,485
2,656	1,250	1,406	112.50%	2,204	453	5030300005 Human Resources Services	13,417	13,750	(333)	-2.42%	13,333	84	15,000	1,583
20,647	10,417	10,230	98.21%	27,164	(6,517)	5030300006 Computer & Data Services	163,206	114,583	48,623	42.43%	147,714	15,492	125,000	(38,206)
7,936	80,917	(72,980)	-90.19%	105,443	(97,507)	5030300007 Professional & Technical Services	1,800,788	890,083	910,705	102.32%	1,875,330	(74,542)	971,000	(829,788)
-	14,583	(14,583)	-100.00%	2,485	(2,485)	5030300008 Marketing Consulting	22,344	160,417	(138,073)	-86.07%	63,442	(41,098)	175,000	152,656
2,000	2,500	(500)	-20.00%	2,083	(83)	5030300009 Auditing	22,000	27,500	(5,500)	-20.00%	22,917	(917)	30,000	8,000
-	-	-	0.00%	-	-	5030300010 Financial Services	1,180	-	1,180	0.00%	6,956	(5,776)	-	(1,180)
10,416	10,417	(1)	-0.01%	-	10,416	5030300011 Government Affairs Consultant	114,576	114,583	(7)	-0.01%	104,160	10,416	125,000	10,424
-	3,333	(3,333)	-100.00%	1,700	(1,700)	5030317612 Legal Travel	21,566	36,667	(15,100)	-41.18%	57,126	(35,560)	40,000	18,434
47	2,817	(2,769)	-98.32%	2,370	(2,323)	5030500001 Vehicle Cleaning	12,404	30,983	(18,579)	-59.97%	24,324	(11,920)	33,800	21,396
-	-	-	0.00%	-	-	5030500003 Landscape Maintenance	9,750	-	9,750	0.00%	-	9,750	-	(9,750)
536	4,167	(3,631)	-87.14%	346	190	5030500004 Building Maintenance Contracts	8,271	45,833	(37,562)	-81.95%	7,278	994	50,000	41,729
11,650	-	11,650	0.00%	(452)	12,102	5030600001 Janitorial Services	13,110	-	13,110	0.00%	-	13,110	-	(13,110)
52,966	53,858	(892)	-1.66%	56,264	(3,298)	5030703001 Security Services	461,573	592,442	(130,868)	-22.09%	467,245	(5,672)	646,300	184,727
17,807	28,333	(10,526)	-37.15%	23,985	(6,178)	5039903001 Vehicle Maintenance - External	240,147	311,667	(71,519)	-22.95%	315,865	(75,718)	340,000	99,853
8,350	4,659	3,691	79.22%	7,675	675	5039903002 Vehicle Towing	58,670	51,251	7,419	14.48%	59,180	(510)	55,910	(2,760)
6,944	8,875	(1,931)	-21.75%	5,302	1,642	5039900003 Equipment Maintenance - Labor	77,194	97,625	(20,431)	-20.93%	75,672	1,522	106,500	29,306
-	2,242	(2,242)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	15,000	24,658	(9,658)	-39.17%	19,950	(4,950)	26,900	11,900
8,353	3,896	4,457	114.40%	312	8,041	5039903005 Printing & Copying External	43,552	42,854	698	1.63%	41,068	2,483	46,750	3,198
520	3,333	(2,813)	-84.40%	3,183	(2,663)	5039900006 Waste Oil Removal	26,033	36,667	(10,633)	-29.00%	34,179	(8,145)	40,000	13,967
39,498	3,542	35,956	1015.24%	3,545	35,953	5039900007 Other Contracted Services	109,570	38,958	70,612	181.25%	50,086	59,485	42,500	(67,070)
5,483	5,410	73	1.35%	2,349	3,135	5039900008 Radio & Communication Maintenance	65,219	59,515	5,704	9.58%	51,451	13,768	64,925	(294)
226,236	285,299	(59,063)	-20.70%	289,946	(63,710)	5039999999 TOTAL SERVICES	3,718,611	3,138,286	580,325	18.49%	3,823,800	(105,188)	3,423,585	(295,026)
25,353	23,046	2,307	10.01%	27,738	(2,385)	5040103001 Fuel & Lubricants - Diesel	233,569	253,509	(19,939)	-7.87%	266,194	(32,625)	276,555	42,986
83,287	68,750	14,537	21.14%	87,382	(4,095)	5040103002 Fuel & Lubricants - CNG	901,167	756,250	144,907	19.16%	775,792	125,365	825,000	(76,157)
94	833	(740)	-88.75%	527	(433)	5040103103 Fuel & Lubricants - Unleaded - VIP	2,509	9,167	(6,657)	-72.62%	5,287	(2,777)	10,000	7,491
23,259	28,583	(5,324)	-18.63%	21,792	1,468	5040200001 Tires & Tubes	285,657	314,417	(28,760)	-9.15%	302,485	(16,828)	343,000	57,343
2,124	3,758	(1,634)	-43.48%	821	1,303	5049900001 Printing Supplies	11,642	41,342	(29,699)	-71.84%	16,630	(4,988)	45,100	33,458
898	2,231	(1,333)	-59.74%	3,326	(2,428)	5049900002 General Office Supplies	21,681	24,544	(2,863)	-11.67%	30,906	(9,225)	26,775	5,094
185,637	139,223	46,414	33.34%	233,177	(47,540)	5049900003 Equip. Repair Parts & Material	2,039,546	1,531,449	508,097	33.18%	1,866,082	173,464	1,670,672	(368,874)
9,267	5,417	3,850	71.08%	7,497	1,769	5049900004 Janitorial & Building Supplies	48,276	59,583	(11,307)	-18.98%	60,546	(12,269)	65,000	16,724
3,344	2,108	1,236	58.63%	583	2,761	5049900006 Minor Equipment	32,752	23,192	9,560	41.22%	22,190	10,562	25,300	(7,452)
-	75	(75)	-100.00%	-	-	5049900007 Medical Supplies	32	825	(793)	-96.06%	57	(24)	900	868
24,887	20,637	4,250	20.59%	22,632	2,255	5049900008 Shelter Maintenance	262,492	227,008	35,485	15.63%	110,828	151,665	247,645	(14,847)
-	-	-	0.00%	-	-	5049900009 Facility Maintenance Materials	56	-	56	100.00%	310	(254)	-	-
4,804	7,083	(2,279)	-32.17%	737	4,068	5049900010 Internal Sponsored Functions	75,116	77,917	(2,801)	-3.59%	71,735	3,380	85,000	9,884
5,231	5,000	231	4.62%	10,264	(5,033)	5049900011 Cleaning Supplies	78,097	55,000	23,097	42.00%	54,726	23,371	60,000	(18,097)
(2,984)	-	(2,984)	0.00%	(42,709)	39,725	5049905103 Inventory Adjustments	(20,333)	-	(20,333)	0.00%	206,873	(227,206)	-	20,333
365,203	306,746	58,457	19.06%	373,768	(8,566)	5049999999 TOTAL MATERIALS & SUPPLIES	3,972,251	3,374,201	598,050	17.72%	3,790,642	181,609	3,680,947	(291,248)
37,652	33,750	3,902	11.56%	29,663	7,989	5050203001 Electric	326,877	371,250	(44,373)	-11.95%	292,838	34,040	405,000	78,123
6,792	7,016	(224)	-3.19%	7,336	3,056	5050203002 Water & Sewer	51,367	171,171	(25,804)	-33.44%	67,592	(16,226)	84,186	32,819
1,085	3,908	(2,823)	-72.23%	2,117	(1,032)	5050203003 Trash, Garbage & Waste Removal	25,384	42,984	(17,600)	-40.95%	22,596	2,788	46,892	21,508
133	2,917	(2,784)	-95.44%	116	17	5050203004 Heating	15,743	32,083	(16,341)	-50.93%	12,327	3,416	35,000	19,257
31,967	14,393	17,574	122.10%	15,930	16,037	5050203005 Telecommunications	210,022	158,324	51,698	32.65%	166,783	43,239	172,717	(37,305)
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	455	367	89	24.16%	270	186	400	(55)
77,629	62,016	15,613	25.18%	51,562	26,067	5059999999 TOTAL UTILITIES	629,847	682,179	(52,331)	-7.67%	562,405	67,443	744,195	114,348

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
August 31, 2017

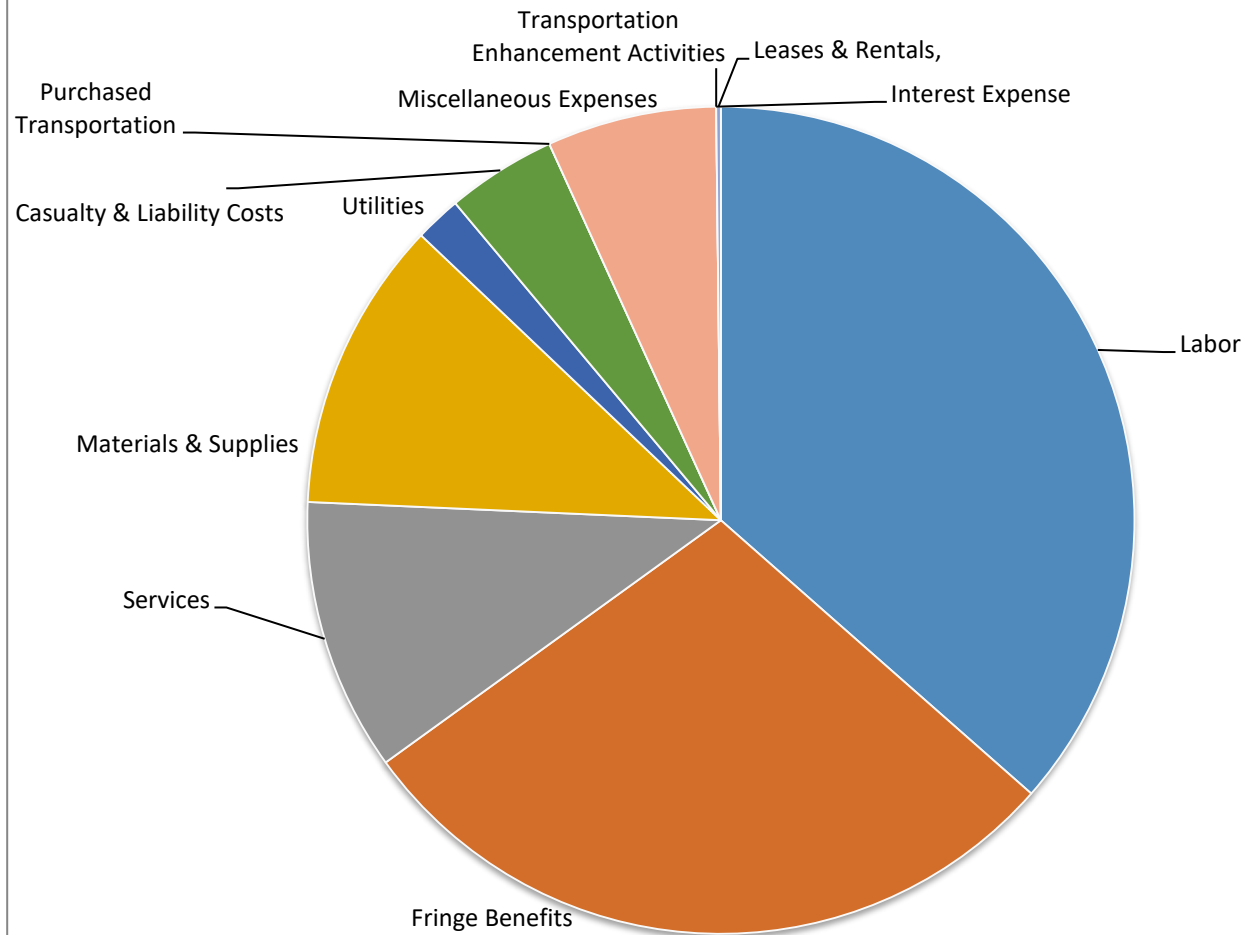
Aug-17 Actual	Aug-17 Budget	Aug-17 \$ Variance	Aug-17 % Variance	Aug-16 Actual	CY vs PY \$ Variance	Title	YTD Actual	YTD Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,439	40,432	(24,993)	-61.81%	14,419	1,021	5060100001 Insurance - Property & Liability	166,702	444,751	(278,049)	-62.52%	157,055	9,647	485,183	318,481
3,308	3,148	161	5.10%	3,090	219	5060100002 Insurance - Public Officials	35,722	34,627	1,095	3.16%	33,655	2,067	37,775	2,053
91,533	91,484	49	0.05%	85,483	6,050	5060103003 Insurance - Vehicle	988,305	1,006,323	(18,018)	-1.79%	931,109	57,196	1,097,807	109,502
(22,159)		(22,159)	0.00%	(6,151)	(16,008)	5060203001 Insurance Proceeds	(89,125)	-	(89,125)	0.00%	(49,903)	(39,223)		89,125
25,156	18,443	6,713	36.40%	-	25,156	5060416501 Property Damage Settlements	394,657	202,873	191,784	94.53%	287,408	107,250	221,316	(173,341)
113,278	153,507	(40,229)	-26.21%	96,841	16,437	5069999999 TOTAL CASUALTY & LIABILITY COST	1,496,260	1,688,574	(192,314)	-11.39%	1,359,323	136,938	1,842,081	345,821
4,554	4,150	404	9.74%	3,740	814	5090100001 Dues & Subscriptions	46,162	45,650	512	1.12%	44,130	2,033	49,800	3,638
6,258	6,783	(525)	-7.74%	5,731	527	5090200001 Travel	103,582	74,617	28,965	38.82%	102,823	759	81,400	(22,182)
1,194	2,694	(1,500)	-55.68%	5,383	(4,189)	5090200002 Per Diem	24,985	29,631	(4,646)	-15.68%	34,254	(9,269)	32,325	7,340
20,201	9,783	10,418	106.49%	5,703	14,498	5090200003 Meetings, Seminars & Training	221,440	107,615	113,825	105.77%	121,840	99,601	117,398	(104,042)
147,004	120,136	26,868	22.36%	(65,030)	212,033	5090218105 Planning Activities	1,622,919	1,321,496	301,423	22.81%	580,564	1,042,356	1,441,632	(181,287)
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	102	92	10	11.24%	254	(152)	100	(2)
7,577	2,208	5,368	243.09%	2,181	5,395	5090800001 Legal Advertising	13,599	24,292	(10,692)	-44.02%	26,611	(13,012)	26,500	12,901
13,492	6,250	7,242	115.87%	500	12,992	5090800002 Media Advertising	48,840	68,750	(19,910)	-28.96%	7,452	41,389	75,000	26,160
520	446	74	16.64%	516	4	5099900001 Postage & Courier Service	5,398	4,904	494	10.07%	5,132	266	5,350	(48)
0	38	(37)	-99.32%	50	(50)	5099900002 Other Miscellaneous	447	413	35	8.45%	49	398	450	3
9,295	2,917	6,379	218.69%	1,924	7,371	5099900003 Educational - Tuition Reimbursement	21,824	32,083	(10,259)	-31.98%	14,524	7,300	35,000	13,176
-	208	(208)	-100.00%	-	-	5099900004 Interview Expenses	129	2,292	(2,163)	-94.38%	13,414	(13,285)	2,500	2,371
224	113	111	98.89%	-	224	5099901105 Fees & Permits	1,534	1,238	297	23.98%	815	719	1,350	(184)
(114)	7,083	(7,198)	-101.61%	611	(726)	5099900006 Community Outreach	104,785	77,917	26,868	34.48%	28,344	76,441	85,000	(19,785)
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	68,750	6,250	75,000	-
1,750	4,167	(2,417)	-58.00%	1,859	(109)	5099900009 Moving Expenses	20,528	45,833	(25,305)	-55.21%	20,951	(423)	50,000	29,472
211,955	166,984	44,971	26.93%	(30,581)	242,536	5099999999 TOTAL MISCELLANEOUS EXPENSES	2,311,276	1,911,822	399,455	20.89%	1,069,907	1,241,370	2,078,805	(232,471)
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
6,641	5,341	1,300	24.35%	5,369	1,272	5121200001 Leases & Rentals	63,041	58,749	4,292	7.30%	65,457	(2,417)	64,090	1,049
6,641	5,341	1,300	24.35%	5,369	1,272	5129900099 TOTAL LEASES & RENTALS	63,041	58,749	4,292	7.30%	65,457	(2,417)	64,090	1,049
285,412	285,412	-	0.00%	210,176	75,237	5130000001 Depreciation Expense	2,951,744	2,951,744	-	0.00%	2,438,354	513,389	2,951,744	-
285,412	285,412	-	0.00%	210,176	75,237	5139900099 TOTAL DEPRECIATION EXPENSE	2,951,744	2,951,744	-	0.00%	2,438,354	513,389	2,951,744	-
279,796	279,796	-	0.00%	1,648,022	(1,368,226)	5160000001 Pass Thru Funding Expense	4,123,790	4,123,790	-	0.00%	3,992,856	130,933	4,123,790	-
279,796	279,796	-	0.00%	1,648,022	(1,368,226)	5169900099 TOTAL OTHER RECONCILING ITEM	4,123,790	4,123,790	-	0.00%	3,992,856	130,933	4,123,790	-
3,733,592	3,636,075	97,517	2.68%	4,751,960	(1,018,367)	9999999997 TOTAL EXPENSES	41,948,726	40,931,690	1,017,035	2.48%	38,627,702	3,321,023	44,002,556	2,053,887
929,577	(463,779)	1,393,356	-300.44%	(342,642)	1,272,219	9999999998 NET DIFFERENCE	2,626,707	(313,573)	2,940,279	-937.67%	(4,894,398)	7,521,105	(491,939)	(3,189,786)

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

Consolidated Expenses by Function Code YTD August 2017



BJCTA
Summary Revenue & Expense Report
YTD AUGUST 2017

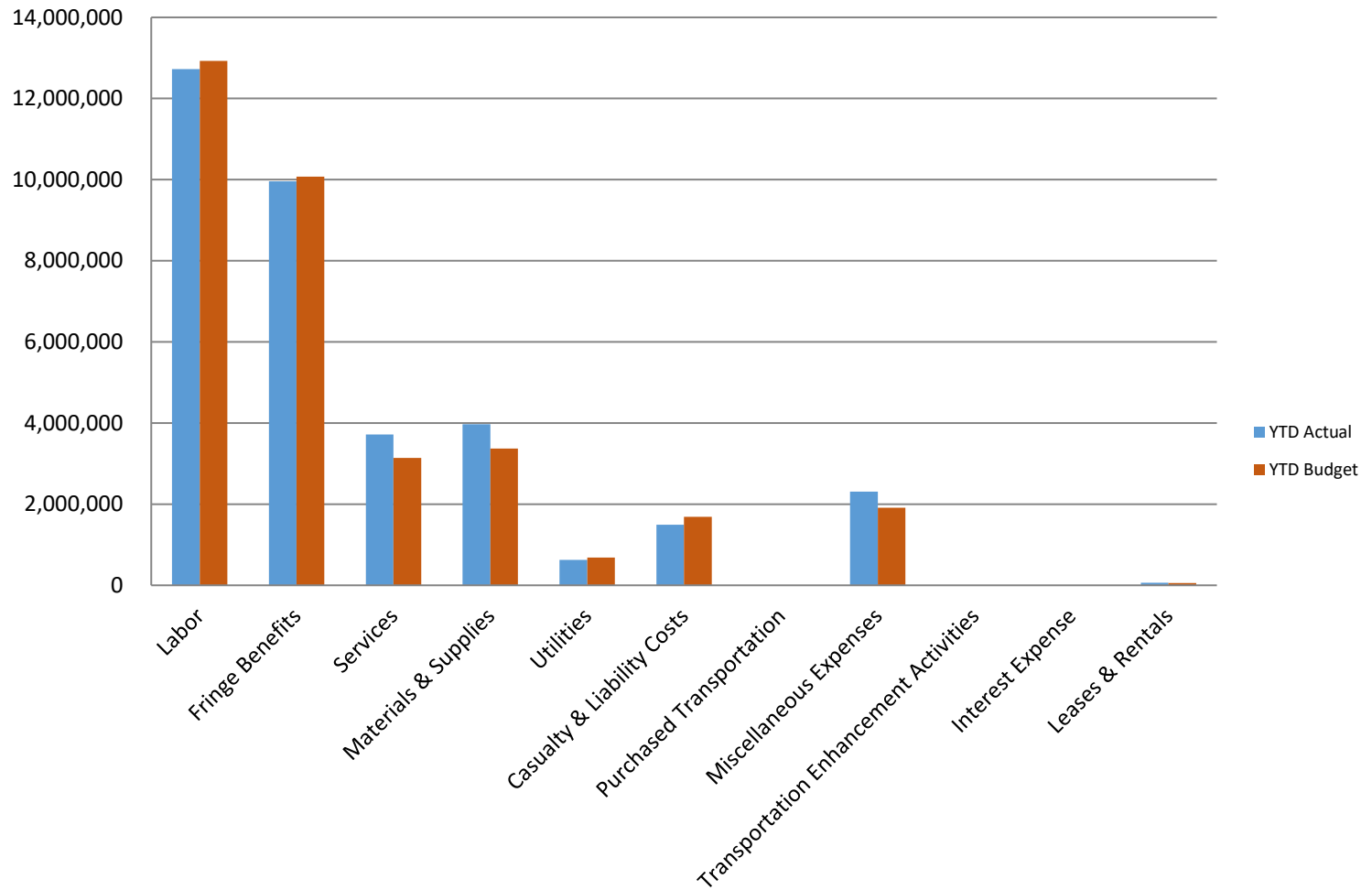
	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	1,908,391	2,104,355	(195,964)	2,295,660	387,269
Municipal Services	19,858,215	19,628,559	229,656	21,412,973	1,554,758
Other Revenues	431,853	109,053	322,799	122,740	(309,113)
Tax Revenues	1,833,333	1,833,333	0	2,000,000	166,667
Capital Revenues	1,924,815	1,924,820	(6)	2,099,804	174,989
FTA Reimbursements - Project Admin	191,973	70,217	121,756	76,600	(115,373)
Federal and Local Grant Revenues	12,841,553	10,823,991	2,017,562	11,379,051	(1,462,502)
Total Operating Revenues	38,990,133	36,494,328	2,495,804	39,386,828	396,695
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	4,123,789	4,123,789	0	4,123,789	0
FTA Reimbursements - TDP	742,086	0	742,086	0	(742,086)
CNG ALT. Fuel Reimbursements -	719,425	0	719,425	0	(719,425)
Total Non-Budget Revenues	5,585,300	4,123,789	1,461,511	4,123,789	(1,461,511)
Total Revenues	44,575,432	40,618,118	3,957,315	43,510,617	(1,064,815)
Expenses:					
Labor	12,725,670	12,928,309	(202,639)	14,103,463	1,377,793
Fringe Benefits	9,956,235	10,074,036	(117,801)	10,989,857	1,033,622
Services	3,718,611	3,138,286	580,325	3,423,585	(295,026)
Materials & Supplies	3,972,251	3,374,201	598,050	3,680,947	(291,304)
Utilities	629,847	682,179	(52,331)	744,195	114,348
Casualty & Liability Costs	1,496,260	1,688,574	(192,314)	1,842,081	345,821
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	2,311,276	1,911,822	399,455	2,078,805	(232,471)
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	63,041	58,749	4,292	64,090	1,049
Total Expenses	34,873,192	33,856,157	1,017,035	36,927,023	2,053,831
Non-Budget Expenses:					
Depreciation Expense	2,951,744	2,951,744	0	2,951,744	0
Pass Thru Funding Expense	4,123,790	4,123,790	0	4,123,790	0
Total Non-Budget Expenses	7,075,533	7,075,533	0	7,075,533	0
Total Expenses	41,948,726	40,931,690	1,017,035	44,002,556	2,053,831
Net Difference	2,626,707	(313,573)	2,940,280	(491,939)	(3,118,646)

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	38,990,133	36,494,328	2,495,804	39,386,828	396,695
Total Operating Expenses	34,873,192	33,856,157	1,017,035	36,927,023	2,053,831
Net Operating Profit/(Loss)	4,116,940	2,638,171	1,478,769	2,459,805	(1,657,135)
Total Non-Budget Revenues	5,585,300	4,123,789	1,461,511	4,123,789	(1,461,511)
Total Non-Budget Expenses	7,075,533	7,075,533	0	7,075,533	0
Total Non-Budget Profit/(Loss)	(1,490,233)	(2,951,744)	1,461,511	(2,951,744)	(1,461,511)
Net Profit/(Loss)	2,626,707	(313,573)	2,940,280	(491,939)	(3,118,646)

Consolidated Expenses by Function Code

Performance Against Budget

YTD August 2017



Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 11	August 2017	Division: 00 Balance Sheet		As of: 08/31/2017
			October Thru August		
			2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$5,493,616.30	\$13,025,989.15	(\$7,532,372.85)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$12,637,417.69	\$7,779,712.78	\$4,857,704.91
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,826,338.93	\$1,868,318.88	(\$41,979.95)
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$327,991.11	\$339,169.00	(\$11,177.89)
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$27,221,341.72	\$20,607,429.11	\$6,613,912.61
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$5,780,057.33	\$5,811,883.65	(\$31,826.32)
1999999999 TOTAL ASSETS			\$53,286,763.08	\$49,432,502.57	\$3,854,260.51
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$863,352.77	\$701,302.13	\$162,050.64
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$809,784.84	\$764,007.28	\$45,777.56
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

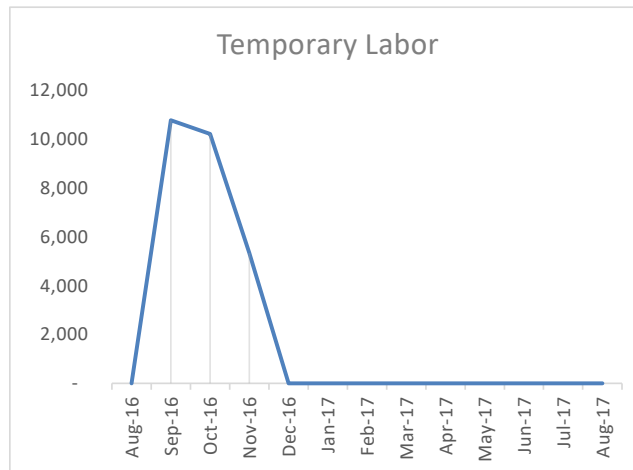
Fiscal Year: 2017		Period 11	August 2017	Division: 00 Balance Sheet		As of: 08/31/2017	
				October Thru August			
				2017	2016	Variance	
2040199999	TOTAL CURRENT PORTION OF LT DEBT			\$0.00	\$0.00	\$0.00	
2040500000	OTHER CURRENT LIABILITIES						
2059999999	TOTAL OTHER CURRENT LIABILITIES			\$33,506,119.04	\$31,929,588.14	\$1,576,530.90	
2210000000	NON-CURRENT PORTION OF LT DEBT						
2219999999	TOTAL NON-CURRENT LT DEBT			\$0.00	\$0.00	\$0.00	
2310000000	OTHER LIABILITIES						
2319999999	TOTAL OTHER LIABILITIES			\$939,299.00	\$939,299.00	\$0.00	
2999999999	TOTAL LIABILITIES			\$36,118,555.65	\$34,334,196.55	\$1,784,359.10	
3000000000	EQUITY						
3040000000	CONTRIBUTED CAPITAL						
3049999999	TOTAL CONTRIBUTED CAPITAL			\$0.00	\$0.00	\$0.00	
3050000000	RETAINED EARNINGS						
3059999999	TOTAL RETAINED EARNINGS			\$17,168,207.43	\$15,098,306.02	\$2,069,901.41	
3999999997	TOTAL EQUITY			\$17,168,207.43	\$15,098,306.02	\$2,069,901.41	
3999999998	TOTAL LIABILITIES & EQUITY			\$53,286,763.08	\$49,432,502.57	\$3,854,260.51	

PARATRANSIT COST
PER RIDERSHIP TREND

	Jul-16	Aug-16	Sep-16	Oct-16	AS OF JULY 2017 Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
Paratransit Service Costs	273,358	403,190	433,413	418,658	390,697	373,035	329,827	369,375	388,928	376,805	387,045	454,923	367,261
Ridership	8,532	10,291	9,483	9,392	8,763	8,325	7,347	8,014	9,076	7,018	8,117	6,967	5,251
Paratransit Cost per Ridership	32.04	39.18	45.70	44.58	44.58	44.81	44.89	46.09	42.85	53.69	47.68	65.30	69.95

**Temporary Labor
As of August 2017**

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



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

Advertising	\$ 51,826	within contract period
Pass/Ticket Sales	\$ 17,846	\$1531.60 over 90. 1441 over 60. \$4336 over 30. Remainder current.
Local Share Bus Shelters	\$ 4,715	2 shelters installed in Hoover-bill sent out July-should have funds by Sept 18th
Hoover	\$ -	
Birmingham	\$ 6,275,558	Bill for April-Jun Sent out and July-Sept
Federal	\$ 6,105,663	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ (33,374)	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 Jul-Sept 2017-waiting on payment
Midfield	\$ 11,482	Current; Sent August Bill out on 8/1; sent email 8/28 on payment status
Centerpoint	\$ -	
Blue Cross Blue Shield	\$ 30,179	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 12,510	See Below
Employee	\$ 41,703	Payroll ACH problem-should be cleared by 9/29/17
Pass Thru Funding	\$ -	
Board	\$ 100	
	<u>\$ 12,637,418</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 5,009	Interest-Current
\$ 6,980	CNG manual billing. \$0 over 90; \$145.88 over 60; \$768.70 over 30. Remainder current
\$ -	Social Security due back from Pension Committee
\$ 521	Reimbursement from Delta flight that was cancelled
<u>\$ 12,510</u>	

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.:
Finance - Financial & Investment Highlights for Period Ending August 31, 2017	N/A
	DATE: August 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 August 31, 2017 Balance Sheet, assets were \$53,286,763.08 while total liabilities were \$36,118,555.65.
- The Income Statement for the month ending August 31, 2017, details year to date revenues of \$44,575,432.44 and expenses of \$41,948,725.53 resulting in a positive difference of \$2,626,706.91.
- The total cash and cash equivalents as of August 31, 2017 was \$5,493,616.30 of which \$4,945,747.08 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	Actual	Budget	Variance
Budgeted Items			
Revenues	38,990,133	36,494,328	2,495,805
Expenses	34,873,192	33,856,157	1,017,035
Net	4,116,941	2,638,171	1,478,770
Non Budgeted Items			
Revenues	5,585,300	4,123,789	1,461,511
Expenses	7,075,533	7,075,533	-
Net	(1,490,233)	(2,951,744)	1,461,511
Combined Net	2,626,708	(313,573)	2,940,281

Total overall variance with the budget is a positive \$2,940,279.58

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

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.: N/A
Finance Department Status Report	DATE: August 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 presented the FY 16 Audit to the Board in the Committee of the Whole. The Auditors did not find any deficiencies in our records.
- **CNG Reimbursement –** No new legislation for CNG reimbursement for FY17. Will continue to check website and advise status.
- **Payroll ACH Duplication-** The bank made duplicate deposits on the employees 8/18 paycheck. The bank was able to recover all but 38 employee's funds. The attorneys and staff have talked to these employees and arrangements have been set up for repayment.
- **Training-** Train staff on reconciling ticket sales and banking. Attended APTA training on Sustainability.
- **Accounts Payable Specialist-** Hired an Accounts Payable Specialist who will start on September 11, 2017.
- **Time Keeping –** Finance is testing the new software, in Fleet-Net, on Time Keeping. This system will facilitate us to eliminate additional Time Keeping records.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p style="text-align: center;">August 2017 Human Resources Report</p>	DATE: August 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: 2 – Tech II Mechanics
Transfers: 0
Rehires: 0
Terminations: 4 (3 Voluntary)

- 2 Mechanics/1 Customer Service Rep. (Voluntary)
- 1 Bus Operator (Involuntary)

Labor Relations:

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

FMLA/Medical Leave:

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

Worker's Compensation:

Total Claims: 5
Current Claims @EOM: 1

Recruitment Initiatives:

Current Job Postings: Operators (VIP and Fixed Route), Planning Director and Customer Service Rep.

Random/Post Offer Drug Testing

Random Selections (7) – Currently up-to-date
Post-Accident DOT = 2, Pre-Employ DOT = 4

Meetings:

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

Projects:

Benefits Fair (Part II) for August 14, 2017 – America's First Federal Credit Union, Birmingham Zoo, and YMCA

Converting personnel files to digital format (procurement phase)

Handbook Revision (development phase)

Union contract negotiations (planning phase)

Benefits Broker for 2018 Plan Year (procurement phase)

Jamie Endsley

Jamie Endsley

Director of Human Resources

Birmingham-Jefferson County Transit Authority

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

1.0 Purpose/Objective:

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

2.0 Completed Projects:

- New bus stop at Eastwood Mall Walmart was promoted on social media and in BBJ article.
- Lawson State circulator was promoted on social media and in BBJ article.
- Marketing proposal for the 2018 Budget has been completed.
- Coordinated a successful live radio broadcast to advertise the Magic City Connector and gave away tickets to the UAB/Alabama A&M game.



3.0 Working Projects

- Ongoing planning for Intermodal grand opening
- Route match inbound/outbound calls
- Bus tracker app launch
- Bessemer service advertising

Ronda Robinson

Director of Communications

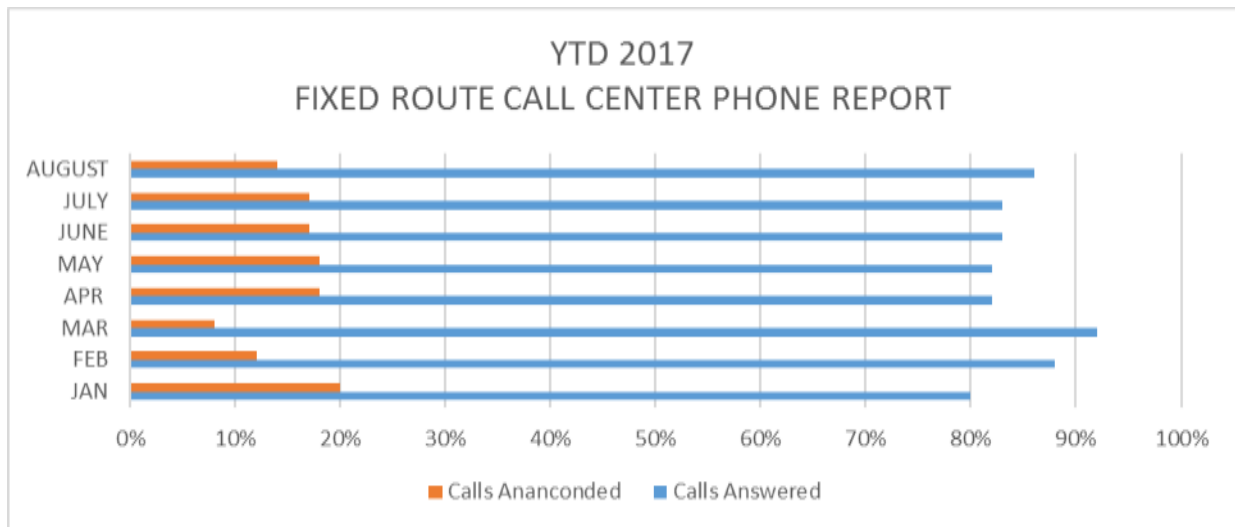
Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

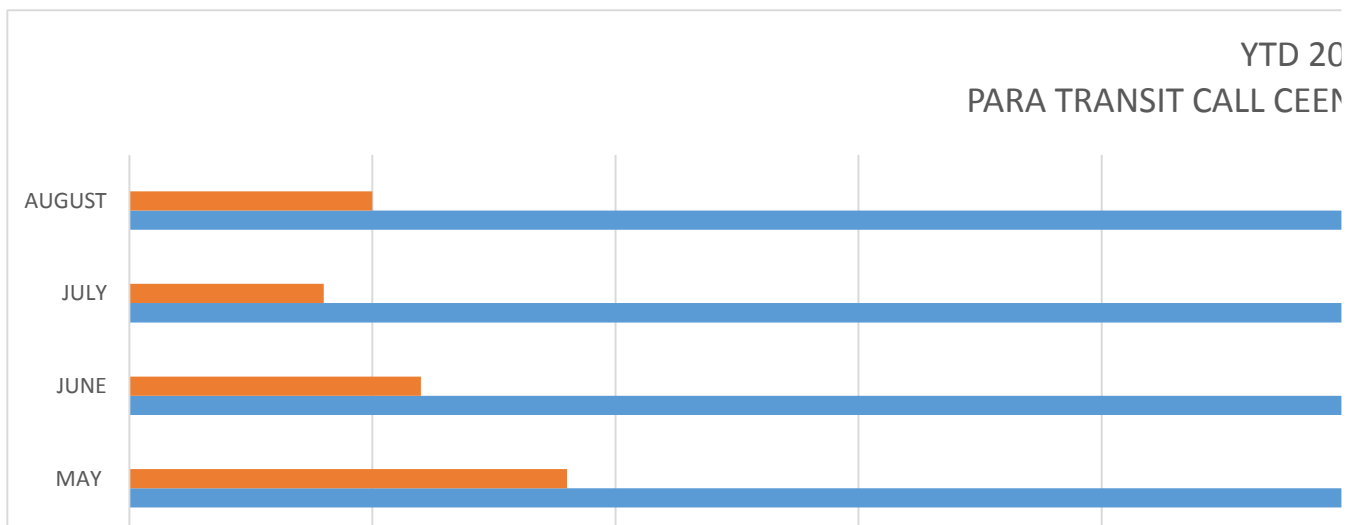
TITLE/DESCRIPTION:	DATE: August 2017
Customer Service Report	INITIATOR: Adrian M. Solomon, Chief of Staff

Customer Service Activities:

- The national industry standard level for abandoned calls is 10% or below and the Fixed Route Call Center had a 14% rate in August. Increased staffing, targeted customer service training and team building exercises have been implemented to improve the below average rate.



- Para Transit Customer Service Call Center experienced a 10% call abandonment rate for the month of August which meets the national industry standard.



- The new ShoreTel phone system comes with upgrades that create quicker response time for agents, less hold time for customers and detailed statistical reporting. This reporting assists management with more tools for managing staff for improved customer satisfaction.

Upcoming Events:

- MAX-On-Site begins its partnership with our schools in September with a career fair at Hudson K-8. The purpose of MAX-On-Site is to educate students how to ride the bus, careers in transit and the importance of transit in the community.



Adrian M. Solomon

Adrian M. Solomon, Chief of Staff



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

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

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

Grants Overview: *The Birmingham-Jefferson County Transit Authority (BJCTA) currently manages and provides quarterly reports on thirteen (12) active FTA grants. Five of which are pass-through and the remaining seven are BJCTA designated grants.*

- A Congestion Mitigation and Air Quality (CMAQ) grant for operating and maintenance expenses of the Magic City Connector was awarded this month, while two BJCTA-designated grants were closed out ahead of schedule: AL-2017-005, FFY 2016 Section 5339 and AL-2017-014, FFY 2016 Section 5307 CMAQ Flex.
- Prepared and submitted July Federal Accountability and Transparency Act (FATA) reports.
- Calculated and submitted August Sub-recipient Fixed Asset Depreciation report.
- Submitted a discretionary Section 5339 application for fixed-route buses and maintenance department needs.
- Held Plan of Projects Meeting with Directors to discuss imperative needs, and begin ranking those needs and allocating them into the FY 2017 apportionments.

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

- Monthly DBE Participation Tracking
- August 22, 2017 – Monthly DBE Strategy Session
- A “How to Become Certified” DBE vendor engagement session will be held on Thursday, September 21, 2017
- We are in the planning stages for our Diverse Business Expo which is slated for March 22, 2018.

Other Activities:

- August 5th – 10th – Attended APTA Sustainability and Planning Conference
- NTD/Plan of Projects Strategy Session
- August 14th – 16th – Attended ALDOT DBE & Small Business Procurement Conference

Respectfully Submitted,

Stephanie Walker

Stephanie Walker, MPA

BJCTA Grant Status July 2017

FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period
AL-03-0058-02	New Starts Environmental	09/2006	\$6,768,706	\$ 308,007.00	\$ 4,044.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 119,497.00	\$ 25,374.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 252,200.00	\$ 12,813.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 2,142,243.00	\$ 220,960.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 889,228.00	\$ 343,347.00
Total Pass-Through Grants			\$13,870,702	\$ 3,711,175.00	\$ 606,538.00
FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period
AL -90-X241-00	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 29,809.00	\$ -
AL -90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 99,080.00	\$ 8,260.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,144,461.00	\$ 4,495.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 6,984,124.00	\$ -
AL-2017-005	FFY 2016 Section 5339	03/2017	\$696,975	\$ 395,626.00	\$ 395,626.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 19,416.00	\$ -
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 67,325.00	\$ -
AL-2017-014	FFY 2016 Section 5307 CMAQ Flex	06/2017	\$800,000	\$ 791,253.00	\$ 791,253.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,913	\$ 742,913.00	\$ -
Total BJCTA Grants			\$21,541,896	\$ 11,274,007.00	
Combined Totals			\$35,412,598	\$ 14,985,182.00	\$ 606,538.00

Balance

\$	303,963.00
\$	94,123.00
\$	239,387.00
\$	1,921,283.00
\$	545,881.00
\$	3,104,637.00

Balance

\$	29,809.00
\$	90,820.00
\$	2,139,966.00
\$	6,984,124.00
\$	-
\$	19,416.00
\$	67,325.00
\$	-
\$	742,913.00
\$	11,274,007.00

\$ 14,378,644.00



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	RESOLUTION NO. Not Applicable
	DATE: September 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: IT Department has completed the installation of IT Plan for the Intermodal. This process will allow BJCTA to interconnect with the entire organization.
- AV Plan: ESB is about 80% done with the implementation of the Audio and Video system for the Board Room.
- Moving Plan: The IT department is ready to implement the plan of moving all the IT equipment from 2121 to Site A new offices.
- PIDS: Message Point has completed the installation of all PIDS at Site A and has already trained some current tenants on the system.
- Additions: The IT department is working with a host of vendors (Fiber, Ethernet, and Executive staff changes) to assure all IT asset are working on day 1.
- Police/ Security Area: The IT department is working with Birmingham Police on a shared area for security and communications at the Intermodal. We will install the communications for the space and support Birmingham Police in moving in.

IT Projects

- Implementation of Avail: Avail is implemented on our (Fixed- Route) Buses. The next phase of the project is the mobile application and integration with Fleet-net.
- Intranet: The IT department is working with the communications department on completing an intranet for the entire agency.
- Route Match: The IT department is working on the IVR notification (Stage 2) portion of the project. Communication is working on educating the public. The next stage 3 is the mobile application for the riders.
- Phone System: The phone system is installed and the project is complete.

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



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

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

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

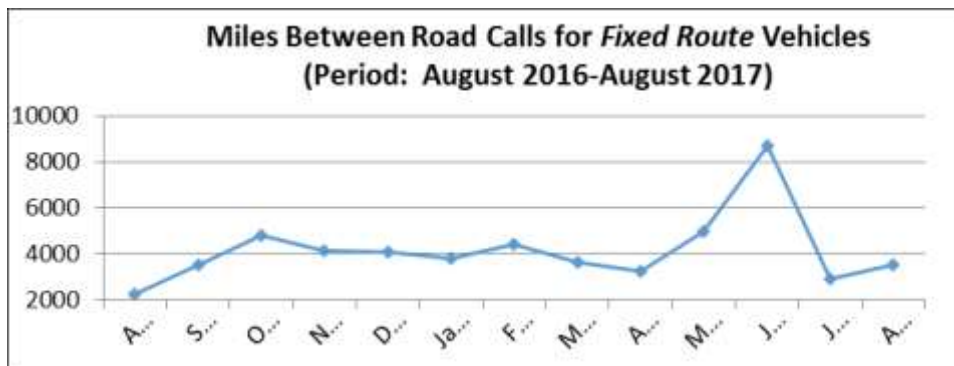
2.0 Description/Justification: As indicated monthly, many of the projects discussed during last month's board report are still in progress and will be updated as they continue to develop.

- Maintenance continues to repair all vehicle defects, inspections & safety checks in a timely manner.
- Maintenance inspections were 96% for the month of August-having only 3 past due.
- Maintenance mechanics, body shop, parts department, and general service workers continue to work together to maintain the upkeep of our fleet on a daily basis.
- The maintenance department received 4 Paratransit vehicles and 3 New Flyer vehicles. After installation of all technology needed, all 4 Paratransit vehicles will be placed in service. The 3 New Flyer buses have already been placed in service and have been an asset to Fixed Route.
- The maintenance department facilities technicians completed their normal maintenance procedures as well as any additional tasks given regarding the upkeep & sustainability of all 3 facilities.
- The maintenance department welcomes 2 new employees (Reggie Ray-Tech II Mechanic & Kent Welshans-Tech II Mechanic).
- The maintenance department congratulates Director of Maintenance (Ron Sweeney) for his accomplishments during his 1st year with the BJTA. Such accomplishments include: reducing overtime; assuring mechanics have access to updated manuals & diagnostic equipment; providing vehicles that are safe, reliable & clean; and building a firm, working relationship with the AATU #725.



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

MAX Maintenance went 3,521 miles between mechanical failures in August 2017. This is over a 600 mile increase from last month and a near 1,300 mile increase from the previous year (2016). Maintenance continues to work diligently to reach and maintain the standard benchmark.



TOTAL MILES BETWEEN MECHANICAL ROAD CALLS FOR FIXED ROUTE VEHICLES												
	Month											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015	5589	5895	4438	4840	4080	4471	7343	4114	4608	3087	4613	4921
2016	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
2017	3767	4418	3592	3253	4938	8688	2871	3521				

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

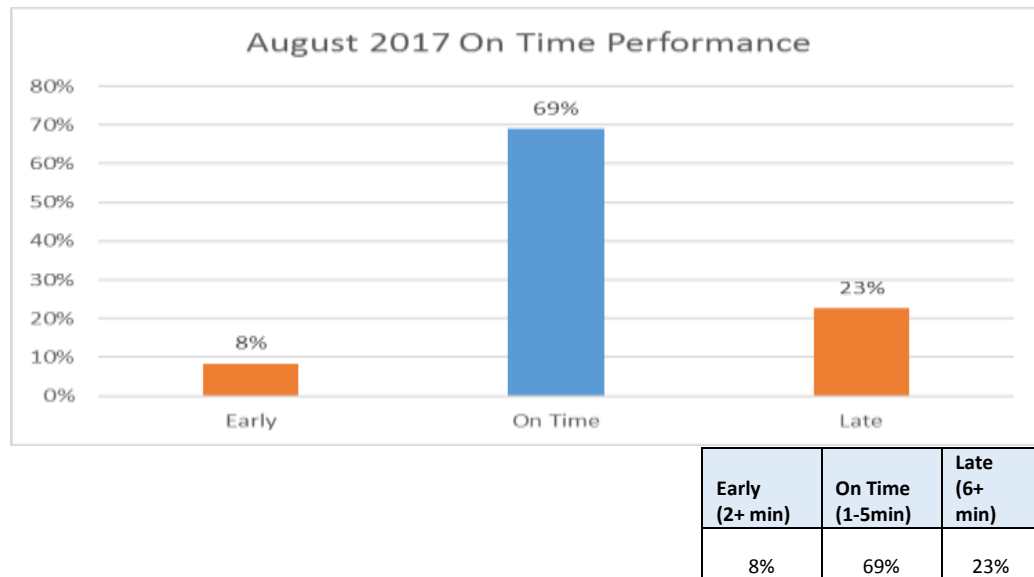
TITLE/DESCRIPTION: Transportation Monthly Update	
	DATE: August 2017
	INITIATOR: Christopher Ruffin Director of Operations
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

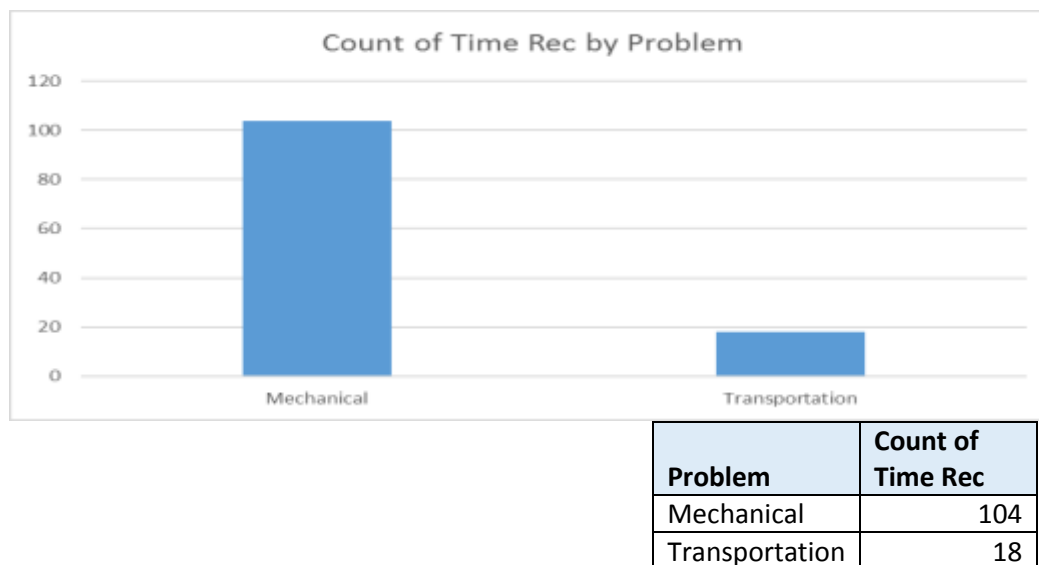
1.0 Fixed Route

- Fixed Route began the Operator Sign-Up for the September Run Bid on August 28, 2017.
- On August 21, 2017, the Lawson State Cougar Express began to provide both students and instructors transportation between Lawson State's two (2) campuses.
- Operations continues to optimize all forms, and digitize them for Supervisor tablets to ultimately operate paperless.
- It is of great importance that there is always an open line of communication with the service area communities. On August 10, 2017, Operations attended the Central Park Community Meeting held at the Five Points West Library
- Operations is diligently working to revise all Standard Operating Procedures (SOP) within the department. (On-going Process)
- Because departmental growth is important, the Operations Department has offered several opportunities for its staff to attend developmental workshops and seminars. With a main focus being on flourishing the department's speech preparedness and linguistic skill set

1.1 On Time Performance (Chart)



1.2 Missed Trips (Chart)



2.0 Paratransit

- Paratransit began the Operator Sign-Up for the September Run Bid on August 28, 2017.
- Paratransit is pleased to announce that two (2) new operators have been released from training, rendering a total of 33 Paratransit operators.
- Paratransit continues to work with Route Match for additional training with the second phase (IVR). Currently the IVR system is being tested on five (5) actual clients with more feedback to follow.
- Communication between paratransit dispatchers and reservationists has greatly improved. A system has been developed in which reservationists and dispatchers communicate through emails, keeping each other informed of cancellations, no shows, and all related passenger trip information. Additionally, dispatchers have assisted with training reservationist on how to look up passenger information. Reservationists are getting better at assisting our clients without a high volume of calls to the dispatcher.
- Significant improvements have been made between dispatchers and clients. Phone calls from clients have decreased as a result of the department being proactive in keeping them informed of issues that would affect their trips, particularly bus breakdowns and inclement weather. Both dispatchers and reservationists have been instructed to notify clients immediately in such cases.



Birmingham-Jefferson County Transit Authority

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

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

1.0 Planning Activities and Initiatives

- The Planning Department is working every day to look over the system to make improvements, in the area of bus stops/shelters, on-time performance, and service improvements.
- Planning staff has worked together with the safety department and operations department to create a detour for the route 6 Pratt Ensley. The bridge on Arkadelphia has created a safety barrier for our riders and our operators so the route is detoured until further notice.
- The Planning Manager and other BJCTA staff attended the Central Park neighborhood meeting to discuss BRT, and other transit projects.
- The Planning Manager attended a meeting for the Woodlawn neighborhood association to discuss the route 17 and why the route was detoured to Kimberly Ave versus Joppa Ave.
- The Planning Manager and other BJCTA staff attended a meeting with the Mayor of CenterPoint to discuss Saturday service for the city of CenterPoint.
- The Planning manager attended the city council meeting for CenterPoint to discuss the service proposal for Saturday service in CenterPoint.
- The planning manager and other BJCTA staff attended a meeting with Board representative Johnnie Lassiter and Mayor Gulley of Bessemer to discuss transit options in the city of Bessemer.
- The Pilot Lawson State Cougar express kickoff on Monday August 21st, it has done very well since the start of this pilot service.
- The Planning manager met with the Marketing Director, Operations Director and Safety Director to discuss a Magic City Classic park and ride.
- The Planning staff attended a phone training to learn about the new phone system; Shoretel.
- Planning manager attended a meeting to discuss the proposals for the design of the BRT stations.

Ridership Stats for August 2017

- 93 Lakeview local replaced 92 SS loop on May 15, 2017 (Aug 2017): **756** Aug 2016: 690
- Magic City Connector replaced the 90 North South Dart on March 24, 2017 (Aug 2017): **12,535**
- "Pilot Bessemer Commuter August 2017: **309**
- 201 Highway 280 Commuter: **2,808**
- "Pilot" Lawson State Cougar Express: **178**

Planning Department will be working with the Communications department on ways to promote ridership

1.1

Performance Indicator-Fixed Route (Current Ridership based on APC Data)

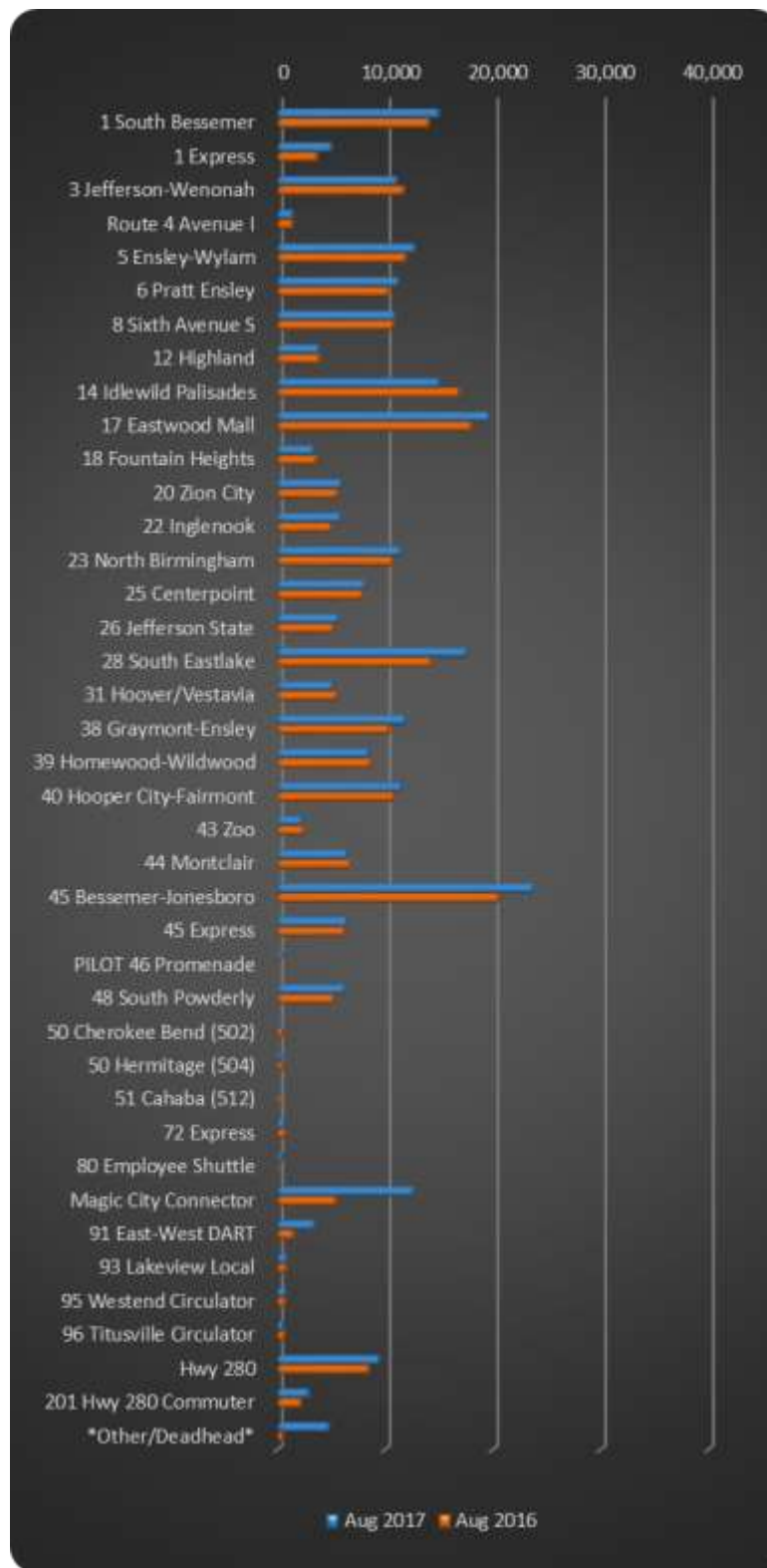
Goal	Performance Indicators	Current Month FY2016	Current Month FY2017		Year to Date FY2016	Year to Date FY2017	Current Percent Change
Overall System Performance	Ridership-Fixed Route	254,196	280,017		2,736,831	2,506,611	10.2%
	Magic City Connector March 24, 2017	July 2017 9,576	August 2017 12,535		-	39,857	30.9%
	93 Lakeview Local May 15, 2017	July 2017 260	August 2017 756		-	1,417	190.8%
	Vehicle Service Hours	20,657	20,323		212,288	211,717	-1.6%
	Total Miles	282,293	281,676		3,000,351	2,844,145	-0.2%
	Revenue Miles	263,980	260,620		2,649,779	2,655,141	-1.3%
	Fare Revenues	\$183,838	\$171,992		\$1,908,040	\$1,731,853	-6.4%
	Total Expenses	\$2,893,761	\$3,168,384		\$32,278,632	\$35,097,763	9.5%

Current Percent change is calculated by subtracting the Current month FY17 from the Current month FY16, and then dividing the previous month FY 16 from that.

For example: $280,017 - 254,196 = 25,821$ / $254,196 = 10.2\%$ there was a 10.2% increase in ridership for August 2017 compared to August 2016.

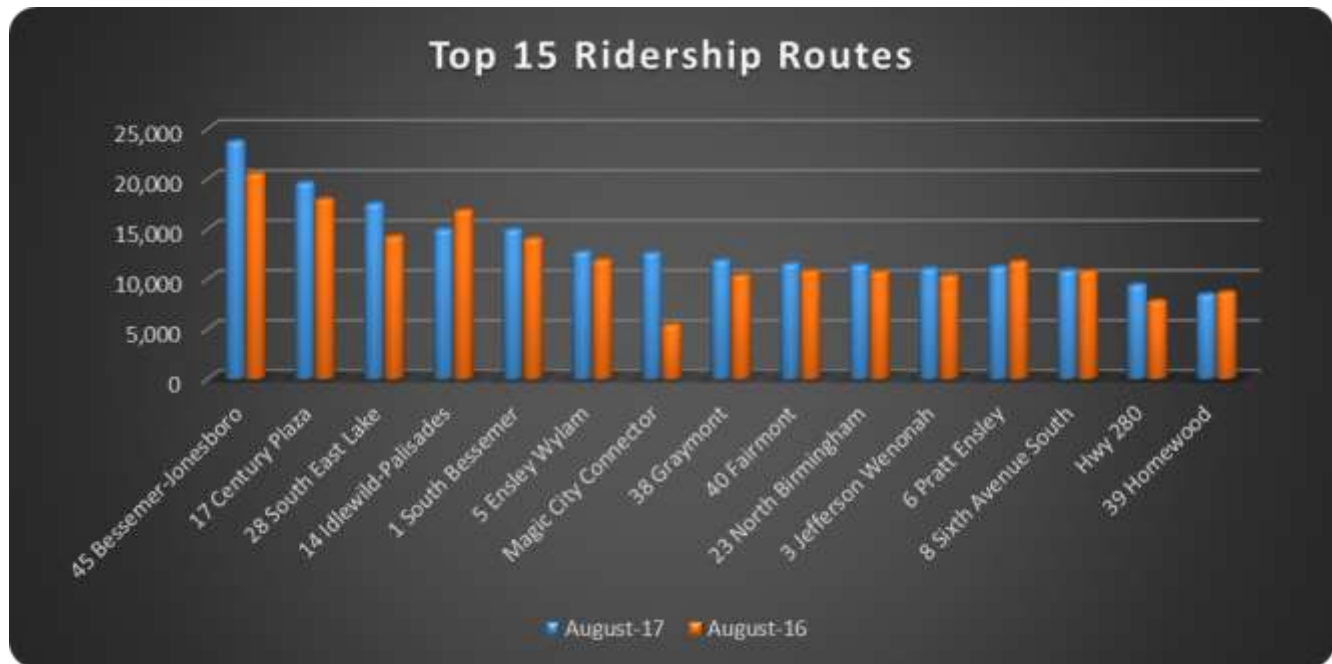
August 2017 ridership counts recorded from our AVAIL/ APC system

1.2 Ridership Summary (Chart) August 2016 compared August 2017)



1.3 Ridership Summary (August 2016 compared to August 2017)

Route Name	<u>Aug 2017</u>	<u>Aug 2016</u>	<u>Diff</u>
1 South Bessemer	14,873	13,956	917
1 Express	4,917	3,597	1,320
3 Jefferson-Wenonah	10,983	11,631	(648)
Route 4 Avenue I	1,315	1,304	11
5 Ensley-Wylam	12,647	11,814	833
6 Pratt Ensley	11,120	10,240	880
8 Sixth Avenue S	10,802	10,673	129
12 Highland	3,749	3,812	(63)
14 Idlewild Palisades	14,898	16,765	(1,867)
17 Eastwood Mall	19,546	17,893	1,653
18 Fountain Heights	3,251	3,510	(259)
20 Zion City	5,847	5,490	357
22 Inglenook	5,801	4,879	922
23 North Birmingham	11,347	10,619	728
25 CenterPoint	8,014	7,801	213
26 Jefferson State	5,547	5,090	457
28 South Eastlake	17,451	14,174	3,277
31 Hoover/Vestavia	5,045	5,373	(328)
38 Graymont-Ensley	11,795	10,296	1,499
39 Homewood-Wildwood	8,378	8,576	(198)
40 Hooper City-Fairmont	11,460	10,721	739
42 Brookwood Mall	4,574	4,125	449
43 Zoo	2,213	2,336	(123)
44 Montclair	6,443	6,658	(215)
45 Bessemer-Jonesboro	23,672	20,436	3,236
45 Express	6,360	6,128	232
PILOT 46 Promenade	309	0	309
48 South Powderly	6,191	5,115	1,076
50 Cherokee Bend (502)	169	399	(230)
50 Hermitage (504)	276	370	(94)
51 Cahaba (512)	35	218	(183)
72 Express	586	652	(66)
80 Employee Shuttle	350	2	348
Magic City Connector	12,535	5,332	7,203
91 East-West DART	3,342	1,389	1,953
93 Lakeview Local	756	690	66
PILOT 94 Lawson State	178	0	178
95 Westend Circulator	668	603	65
96 Titusville Circulator	424	568	(144)
Hwy 280	9,342	8,389	953
201 Hwy 280 Commuter	2,808	2,074	734
Other/Deadhead	4671	408	4,263
Airport Shuttle	0	90	(90)
Monthly Totals	284,688	254,196	30,492



	<u>2017</u>	<u>2016</u>
45 Bessemer-Jonesboro	23,672	20,436
17 Century Plaza	19,546	17,893
28 South East Lake	17,451	14,174
14 Idlewild-Palisades	14,898	16,765
1 South Bessemer	14,873	13,956
5 Ensley Wylam	12,647	11,814
Magic City Connector	12,535	5,332
38 Graymont	11,795	10,296
40 Fairmont	11,460	10,721
23 North Birmingham	11,347	10,619
6 Pratt Ensley	11,120	10,240
3 Wenonah Jefferson	10,983	11,631
8 Sixth Avenue South	10,802	10,673
Hwy 280	9,342	7,724
39 Homewood	8,378	8,576

Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

1.0 PROCUREMENT

1.1 Solicitations

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

1.1.1 NONE

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 has been updated and contracts are listed in ascending order by the contract expiration date.

2.3 Procurement Updates:

All Upcoming contracts expiring within the next 60 days will exhaust the optional renewal year upon expirations.

2.4 Upcoming Contract Expirations within 60 Days

2.4.1 NONE

3.0 RESOLUTIONS

3.3.1 Res 2017- 48 Three (3) Electric Vehicles

ATTACHMENTS

- Contract Log
- 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
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	5/01/2017	2017-27	6/01/2017	6/1/2018	0			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	1 of 2	2014-34	6/8/2017	6/8/2018
17-07	Deborah Walker Law Offices	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	1 of 4	2016-30	7/12/2017	7/12/2018

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	1 of 4	2017-43	6/20/2017	8/08/2018
16-14	Message Point Media of AL, Inc.	PIDS (Maint. terms)	8/5/2016	2016-35	8/31/2016	8/31/2017	1 of 4	2017-42	8/30/2017	8/31/2018
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	1 of 2	2017-44	8/30/2017	8/31/2018
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	2 of 4	2017-38	8/30/2017	9/08/2018
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	1 of 2	2017-40	8/30/2017	9/28/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	2 of 4	2017-39	8/30/2017	9/30/2018
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
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			
17-16	Rely Supply	Oils and Lubricants	8/30/2017	2017-36	9/01/2017	9/01/2020	2			
15-10	Avail Technologies, Inc.	Cellular Data	8/30/2017	2017-34	9/01/2017	9/01/2022	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	3/01/2017	3/01/2018	
Markel/ Evanston Insurance	Environmental Pollution	3/06/2017	3/06/2018	
Travelers Casualty & Surety Co	Crime	10/26/2016	10/26/2018	
McGriff / Seibels Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity	10/26/2016	10/26/2018	



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

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

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

TRAINING

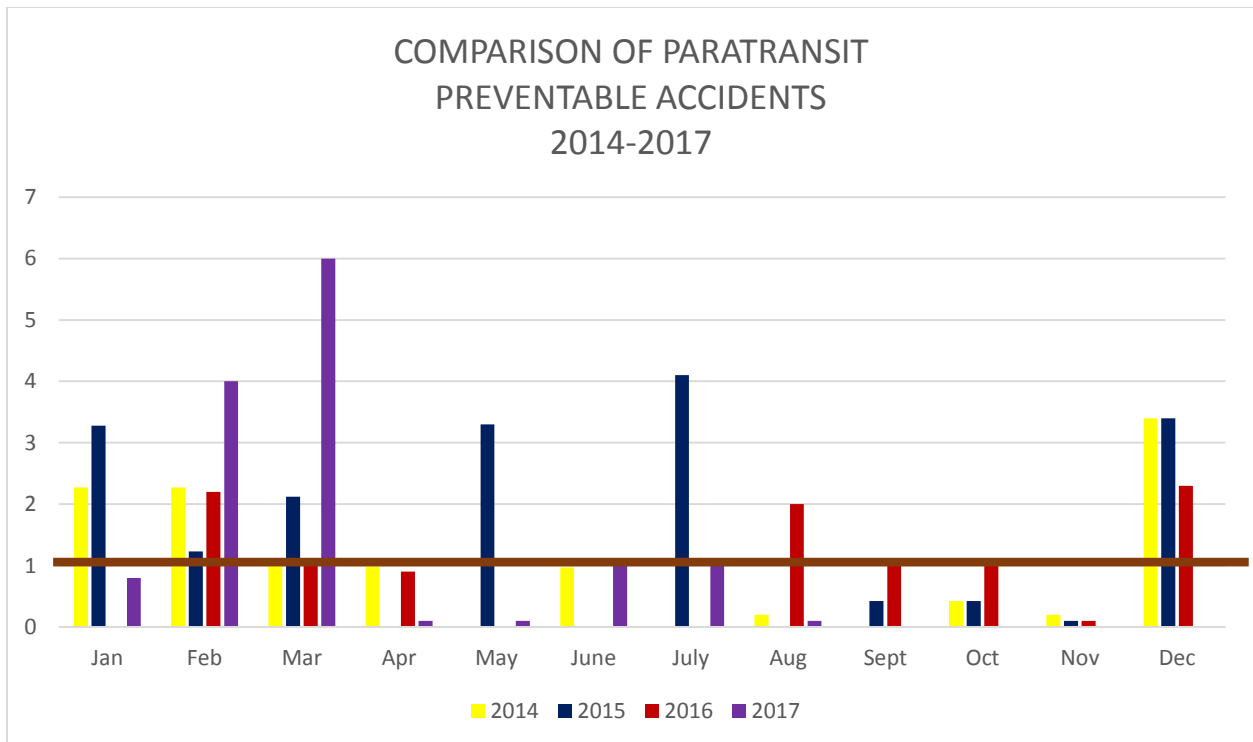
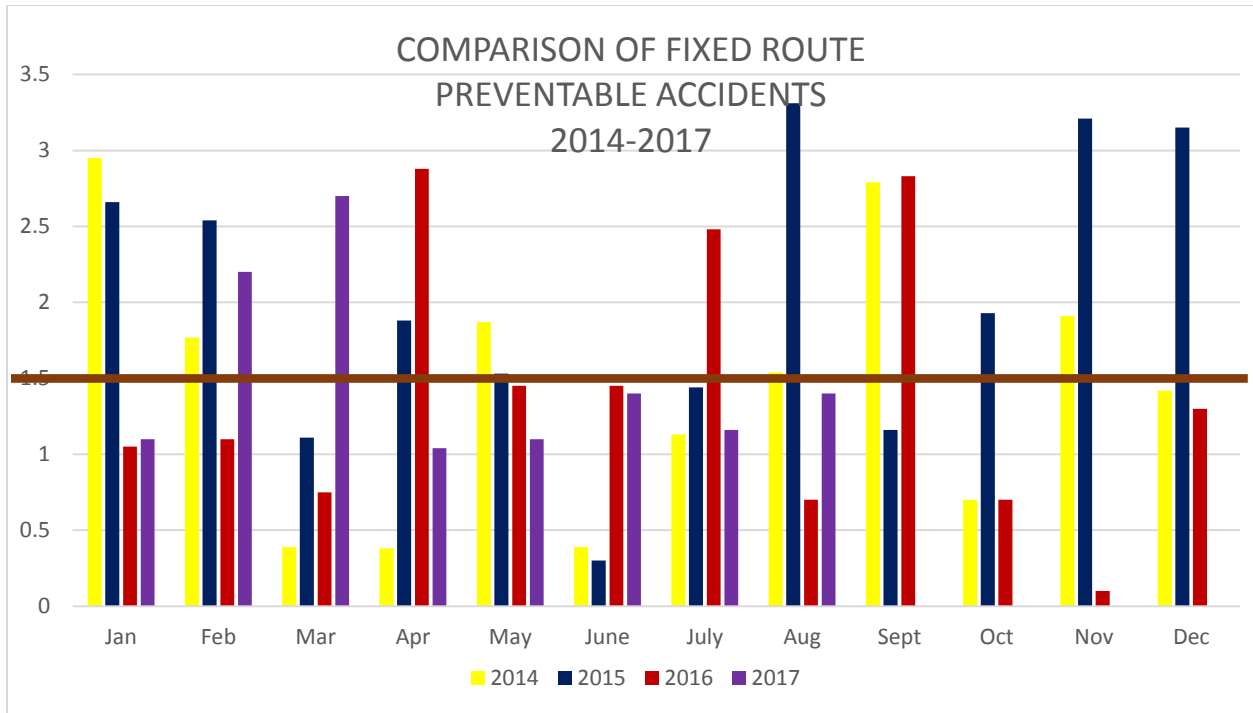
- The September monthly training curriculum was developed and will be presented after Labor Day.
- Training occurred on the new Lawson State route, the 17, and 44 as well as route 6 that will be detoured for a while due to the freeway construction.
- Another group of three operators went and obtained their CDL – which continues the 100% pass rate for 2017.

SECURITY

- There were no major security concerns during the month. Police officers and the Security team performed their duties at the Intermodal and 8th avenue facility as contracted.
- Safety is coordinating logistics for the organizations move into the Intermodal facility, as well as addressing security concerns for tenants Amtrak and Greyhound.

SAFETY

- There were no preventable accidents on the Paratransit side this month. The fixed route side had 1.4 accidents per 100,000 miles. Both below the national average.
- In an effort to reduce the use of paper, the department is developing a plan to digitize safety manuals for ease of use on computer tablets.
- Safety department scheduled, and managed successful elevator inspections for the 8th avenue facility.



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

9/5/17

Master Solutions, LLC

Daryl O. Perkins, Principal
1600—5th Street, NW • Birmingham, Alabama 35215
Phone: 205.533.4871



Governmental Affairs Update September 2017

This update details the events and occurrences for the month of August 2017, and current projects that are on-going in nature, but are being worked on monthly to help bring them to fruition.

Government Affairs Meeting- Master Solutions, LLC had multiple meetings with MAX Transit's internal Government Affairs Manager, Starr Culpepper, where we developed a two year legislative plan which encompasses important transit funding and safety legislation.

Jefferson County Mayor's Association Meeting- Master Solutions, LLC attended Jefferson County Mayor's Association meetings to keep the Government Affairs Manager, Starr Culpepper, informed of what to expect while attending these meetings going forward.

Maintenance Facility Report- Master Solutions, LLC continued to work on a "handout" for BJCTA board representatives to present to our members of congress during their upcoming trip to D.C. The report discusses an ask for a new maintenance facility. This report will be presented to the board prior to their trip to D.C.

Communications Meeting- Master Solutions, LLC conducted a meeting with MAX Transit staff on how to convey messages and use proper communications skills. Master Solutions, LLC discussed ways in which you can use voice inflection and body language to convey positive messages in a customer service friendly environment.

Salvation Army Board and County Manager Tony Petelos- Master Solutions, LLC facilitated meetings with the Salvations Army Board concerning a new transit route and with County Manager, Tony Petelos, to discuss the leasing of the transit parking lot.

BJCTA Meetings- Master Solutions, LLC attended the Committee of the Whole Meeting on Thursday, August 24 and the Regular Board Meeting on Wednesday, August 30.



Executive Director
Barbara Murdock

Board Chairperson
Dr. Patrick Sellers

BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY
2121 Reverend Abraham Woods Jr. Blvd - Suite 500 - Post Office Box 10212
Birmingham, Alabama 35202-0212
Phone (205) 521-0161 – Fax (205) 252-7633 – www.bjcta.org

Resolution No. 2017-45

Authorization for the Birmingham-Jefferson County Transit Authority to apply for Section 5310 FTA grant funding

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, this Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 United States Code, Chapter 53; Sub-Title III and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated by authority to award Federal financial assistance for a transportation project(s);

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

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

1. That the Executive Director is authorized to execute and file an application for Federal assistance on behalf of Birmingham-Jefferson County Transit Authority with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. chapter 53; Sub-title III, United States Code; or other Federal statutes authorizing a project administered by the Federal Transit Administration. BJCTA is requesting Enhanced Mobility of Seniors and Individuals with Disabilities program assistance authorized by 49 U.S.C. 5310, either alone or in addition to other Federal assistance administered by the

Federal Transit Administration. BJCTA is the Designated Recipient as defined by 49 U.S.C. Section 5310 (a) (1).

2. That the Executive Director is authorized to execute and file with its application(s) the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.

3. That the Executive Director is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of the Birmingham-Jefferson County Transit Authority.

CERTIFICATION

The undersigned duly qualified the Executive Director, acting on behalf of the Birmingham-Jefferson County Transit Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Birmingham-Jefferson County Transit Authority Board of Directors held on August ____, 2017.

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

[If the Applicant has an official seal, impress here.]

Adopted: August 30, 2017

Rev. Patrick Sellers, Chairman

Attest: _____

Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION: Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with Off-Duty Birmingham Police Officers to provide security services for the Birmingham-Jefferson County Transit Authority	RESOLUTION NO.: 2017 -46
	DATE: September 2017
	INITIATOR: Contracts and Government Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **Purpose/Objective:** To authorize the Executive Director to exercise the first of four (4) optional, one (1) year extensions, of the existing agreement with **Off-Duty Birmingham Police Officers** to provide security services.
- 2.0 **Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of four (4) optional, one (1) year extensions of the existing agreement with Off-Duty Birmingham Police Officers. Police officers are to patrol areas and direct traffic at the BJCTA Central Station and also patrol and secure the new BJCTA Intermodal Facility. The existing agreement will terminate on November 28, 2017.
- 3.0 **Procurement Background:** On June 1, 2014, the BJCTA issued Off duty police officers two (2) year individual contracts set to expire May 31, 2016. On June 2014, the BJCTA executed a contract with Off-Duty Birmingham Police Officers. Police officers are to patrol areas and direct traffic at the BJCTA Central Station and also patrol and secure the new BJCTA Intermodal Facility. On September 28, 2016, the BJCTA Board of Directors approved Resolution 2016-22: Authorization for the Executive Director to enter into an agreement with Off-Duty Birmingham Police Officers at pay rate of twenty-five dollars (\$25.00) for One (1) year with four (4) 1-year renewal options. Which established the four (4) optional one (1) year extensions.
- 4.0 **Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.
- 5.0 **Economic Impact:** The current rate of pay for off-duty police officers is \$25.00/hr., which is at an estimated total of \$281,021.20/year
 - a) **Source Funding** – PM 5307 and Local Funding
 - b) **Verified By** – Finance Dept.
- 6.0 **Recommendations:** Authorize the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with **Off-Duty Birmingham Police Officers** to provide security services for the Birmingham-Jefferson County Transit Authority
- 7.0 **Alternatives:** The current contract will expire November 1, 2017. The alternative is not to renew the contract.
- 8.0 **Attachments:** Armed Security Guards and Off duty police officers Comparison

Starr Culpepper

Contracts & Government Affairs



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 -46

Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with Off-Duty Birmingham Police Officers to provide security services for the Birmingham-Jefferson County Transit Authority

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of four (4) optional, one (1) year extensions, of the existing agreement with **Off-Duty Birmingham Police Officers** to provide security services which terminates on November 1, 2017; and

WHEREAS, On September 28, 2016, the BJCTA Board of Directors approved Resolution 2016-22: Authorization for the Executive Director to enter into an agreement with Off-Duty Birmingham Police Officers at pay rate of twenty-five dollars (\$25.00) for One (1) year with four (4) 1-year renewal options; and

WHEREAS, the total anticipated annual cost is \$281,021.20.

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

Section 1. Authorization for the Executive Director to Exercise the First of Four (4) Optional, One (1) Year Extensions, of the Existing Agreement with **Off-Duty Birmingham Police Officers** to provide security services for the Birmingham-Jefferson County Transit Authority; and

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

Adopted: September ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Procure Three (3) Electric Chevy Volt LT Vehicles from Donohoo Chevrolet, LLC	RESOLUTION NO.: 2017-47
	DATE: September 2017
	INITIATOR: Darryl Grayson Christy Howard
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action will authorize the Executive Director to procure three (3) Electric Chevy Volt vehicles from Donohoo Chevrolet, LLC.
- 2.0 Description/Justification:** This procurement is part of a collaboration between BJCTA and Alabama Power Company. The Federal Transit Administration (FTA) recommends this action to promote a clean energy initiative and using electric vehicles will assist in purifying the environment.
- 3.0 Procurement Background:** Invitation For Bid (IFB #17-19), Electric Vehicles, was issued on August 28, 2017 and was due on September 8, 2017. We received a single (1) bid from Donohoo Chevrolet, LLC that met the requests outlined in the IFB. The pricing for Donohoo Chevrolet, LLC – **2018 Chevy Volt LT – 3 each – is not to exceed \$99,000.00 total.**
- a) **Source Funding** – PM (5307) – 80% and Allocated Local Funding – 20%
 - b) **Verified By** – Grants and Finance Departments
- 4.0 Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.00.
- 5.0 Economic Impact:** Donohoo Chevrolet, LLC proposed to provide three (3) electric vehicles (2018 Chevy Volt LT). In an effort to stay viable, BJCTA has developed a strong partnership with Alabama Power, as FTA encourages grant awards.
- 6.0 Recommendations:** Staff has satisfied the Federal Transit Administration's requirements for IFB #17-19 and recommends that the Board of Directors authorize the Executive Director to procure these electric vehicles from Donohoo Chevrolet, LLC.
- 7.0 Alternatives:** N/A
- 8.0 Attachments:** NA

Darryl Grayson

Darryl Grayson, Procurement Manager



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. 2017-47

Authorization to procure three (3) Electric Chevy Volt LT vehicles from Donohoo Chevrolet, LLC.

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

WHEREAS, Donohoo Chevrolet, LLC was the lowest bid received; and

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

WHEREAS, the BJCTA deems the bid submitted by Donohoo Chevrolet, LLC to be fair and reasonable and to be superior to the costs recently incurred by the BJCTA for similar services.

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

Section 1. The Executive Director is hereby authorized to procure three (3) electric vehicles with **Donohoo Chevrolet, LLC** at a total cost **not to exceed \$99,000** as stated in this resolution to the Birmingham-Jefferson County Transit Authority.

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

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

Adopted: September 27, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization for the Executive Director to enter into a Contract with Wendel Architectural PC to complete design and construction support for 12 BRT Downtown stop facilities.	RESOLUTION NO.: 2017-48
	DATE: August 23, 2017
	INITIATOR: Darryl Grayson
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action will authorize the Executive Director to enter a Contract with **Wendel Architectural PC** to complete design and construction support for 12 BRT Downtown stop facilities.
- 2.0 Description/Justification:** The City of Birmingham (City) is undertaking a series of public transit initiatives aimed at enhancing quality-of-life, drive economic activity, and increase mobility for citizens within the region and visitors to our great city. As such, the **Birmingham Transit Program (Transit Program)** comprises various projects that will achieve these goals over the next decade, creating a high-capacity “world-class” people-moving system that will provide communities with access to educational and employment opportunities, and vital services. Co-sponsors of the Transit Program include, BJCTA and Federal Transit Administration (FTA).
- 3.0 Procurement Background:** Request for Qualifications (RFQ #17-13), BRT DOWNTOWN STOP FACILITIES DESIGN SERVICES, was issued on July 19, 2017 and was due on August 15, 2017. We received six (6) proposals. **Wendel Architectural PC** evaluated the highest (91 Points) and met the requested award criteria. The following Proposals were scored as follows:

Evaluation Criteria	Max Score	CCR Score	Wendel Score	Dynamic Score	Sarcor Score	Khafra Score
1. Firm Capabilities and Experience	20	11	18	19	17	13
2. Team Composition and Organization	15	9	14	13	13	10
3. Project Approach and Methodology	15	8	14	12	12	10
4. Project Management and Controls	10	5	10	9	9	9
5. Proposed Key Staff Qualifications	25	15	23	20	17	14
6. Disadvantaged Business Enterprise	15	12	13	15	15	14
Totals	100	60	91	88	82	70
Rank			1	2	3	4

- 4.0 Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.
- 5.0 Economic Impact:** **Wendel Architectural PC** proposal is to design and provide construction support service at a **not to exceed amount of \$215,000**. Also **\$60,000** of this amount is allocated to a DBE which amounts to a **28%** of overall project. The total amount of this project will be funded through the **5050 Tiger Grant**.

6.0 Recommendations: Staff has satisfied the Federal Transit Administration's requirements for RFQ #17-13 and recommends that the Board of Directors authorize the Executive Director to enter contract with **Wendel Architectural PC**

7.0 Alternatives: N/A

8.0 Attachments: NA

Darryl Grayson
Darryl Grayson, Procurement Manager



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2121 Rev. Abraham Woods, Jr. Blvd; Ste. 500 Birmingham, Alabama 35203
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Resolution No. 2017-48

Authorization for the Executive Director to enter into a Contract with Wendel Architectural PC to complete design and construction support for 12 BRT Downtown stop facilities.

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, Six (6) companies responded to the proposal, all of which were responsive and responsible; and

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

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

WHEREAS, the BJCTA deems the proposal submitted by **Wendel Architectural PC** to be fair and reasonable and to be superior to the costs recently incurred by the BJCTA for similar services; and

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

Section 1. The Executive Director is hereby authorized to contract with **Wendel Architectural PC** to complete design and construction support for 12 BRT Downtown stop facilities not to exceed **\$215,000** with the Birmingham-Jefferson County Transit Authority.

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

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

Adopted: September 27, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: INFORMATION ONLY Magic City Classic Park and Ride	RESOLUTION NO.: 2017-
	DATE: September, 2017
	INITIATOR: 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 park and ride service on game day of the Magic City Classic
- 2.0 Description/Justification:** To provide park and ride service from the Intermodal facility located at (Site C) 1601 Morris Avenue to Legion Field and a return trip back to the Intermodal facility. BJCTA is providing this service due to limited parking availability around Legion Field and the first year closing of the park and ride lot at the Crossplex. This service will provide the needed transportation to accommodate the numerous football fans attending the football game between Alabama A & M and Alabama State University.
- 3.0 Background:** BJCTA has provided express service to the stadium in the past. However, it was not a park and ride service. This transportation is offered as part of our fixed-route service operating as route 38 Express. This enhanced service includes unlimited parking and riding to the game.
- 4.0 Policy Impact:** Revised BJCTA fare schedule for Magic City Classic.
- 5.0 Economic Impact:** \$10.00 to Park and Ride from 1601 Morris Avenue to Legion Field. The breakdown is as follows:
\$5.00 for unlimited service the day of the game
\$5.00 for parking
- 6.0 Action:** BJCTA to provide a park and ride service for the Magic City Classic football game.