

Regular Board of Directors Meeting Roll Call

Wednesday, October 25, 2017

Donald A. Harwell
Kevin Powe
Martin Weinberg
Myeisha Hutchinson
Ruby Davis
Tamika Wren
Theodore Smith
Johnnye P. Lassiter
Patrick Sellers

Treasurer
Chair



Birmingham-Jefferson County Transit Authority
2121 Reverend Abraham Woods, Jr. Blvd., Suite 500 · Post Office Box 10212 · Birmingham, Alabama 35202-0212

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, October 25, 2017

12:00 p.m.

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
- IV. Pledge of Allegiance**
- V. Safety Message**
- VI. Adoption of Agenda**
- VII. New Board Members Swearing In -Honorable Judge Reginald Jeter**
- VIII. Adoption of Minutes**
 - A. Regular Board Meeting Minutes- September 27,2017**
 - B. Special Called Board Meeting Minutes- October 4,2017**
- IX. Chairman's Report**
- X. Committee Reports**
 - A. Committee of The Whole Meeting Minutes- October 18,2017**
- XI. Resolutions for Consideration and Approval**
 - A. Resolution 2018-01- Authorization to Procure Three (3) Ford Transit Paratransit Road Supervisors vehicles off State Contract from **Stivers Ford Lincoln.****
 - B. Resolution 2018-02- Authorization to Procure Four (4) Paratransit Revenue Vehicles off State Contract from **Transportation South.****
 - C. Resolution 2018-03- Authorization to Provide “Free” Transportation Service to Veterans on **Veteran’s Day** – November 11, 2017.**

D. Resolution 2018-04- Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with **DSI Medical Services, Inc.**

XII. Executive Director's Report

A. Financial Report

XIII. Old Business

A. Intermodal Facility Update- STRADA Professional Services

XIV. New Business

A. Presentation of Awards for Previous Board Members

XV. *Public Comment*

XVI. Adjournment



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BOARD MEETING MINUTES

Wednesday, September 27, 2017

12:00 p.m.

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

Members Present: Directors; Patrick Sellers, Bacarra Mauldin, Johnnye P. Lassiter, Donald A. Harwell, Emma Tolbert, Adam Snyder, and Frank Topping.

Members Absent: Directors; Patricia Henderson and Martin Weinberg

Quorum: Yes

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Diedre Byrd, Justin Ridgeway, Greg Roddy, Butch Ferrell, Christy Howard, Mike Sims, Ron Sweeney, April Penchion, Stephanie Walker, Wytangy Peak, Toney Chestnut, Chris Ruffin, Thomas Yuill, Darryl Grayson, Ronda Robinson, Karen Jacobs, David Burton (STRADA), Dale Knutson, JO Hill (TCAB), Joi Jackson(Skye Connect), Mikesha Harvill, Starr Culpepper, Terri Wiggins (Master Solutions), Howard Richards(STRADA), Kevin Owens(COB), Darrell Perkins(Master Solutions), Anna Brown, Chris Bolling(COB), Edmond Watters(STRADA), Darryl Howard(STRADA), Tyrone Williams, Sam Ford,(Fuston, Petway & French, LLP), Deborah Walker

III. Director Johnnye P. Lassiter provided the **Invocation**.

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

V. Dale Knutson gave **Safety Message** on safety tips for vehicles during the change of weather.

***Director Sellers** asked that it be noted, that Director Henderson had a doctor's appointment today.*

VI. **Adoption of the Agenda:**

Director Mauldin moved to adopt the agenda; it was seconded by Director Topping, and approved by general consent.

VII. **Adoption of the Minutes:**

- **Regular Board Meeting Minutes-** August 30,2017

Director Mauldin moved to accept the minutes with the noted corrections; it was seconded by Director Topping and approved by general consent.

All minutes are prepared according to Robert's Rule of Order. If additional information is needed, you may request a copy of the digitized recording from the Board Support.

Discussion:

Director Snyder mentioned that in Resolution 2017-40 he voted no and not abstained. Abstained is only used when you have a conflict of interest. He also stated that the ridership comparing apples to apples with the rider's month to month and not month to year.

Director Snyder stated that he did leave the meeting early, in the past it was noted when a director left early. The information was accurate, but not a consistent way of doing things.

Director Lassiter ask if she could comment on Director Snyder's response. She stated it should be in the minutes if the results changes from the board meeting having a quorum to not having a quorum.

Director Snyder replied that he did not say it should not be in the minutes, he said how it was noted in the minutes. As long as the minutes are accurate, he was fine with it.

Corrections:

August 30, 2017 Board Meeting Minutes have been revised with corrected changes.

- **Regular Board Meeting Minutes- June 28,2017**
Director Harwell moved to accept the minutes; it was seconded by Director Mauldin and approved by general consent.

VIII. Chairman's Report:

None

IX. Committee Reports:

- A. Governance & External Relations-** August 30, 2017 Director Sellers stated that this committee met before board meeting to discuss the Executive Director Compensation. This item will come up under Old Business. The board was in the middle of discussion on August 30th meeting and was left without a quorum.
- B. Committee of the Whole-** September 20, 2017
Director Lassiter reported in the committee of the whole meeting the board decided to forward to the full board **Resolutions 2017-45-48** with favorable recommendation. Director Lassiter moved to accept the Governance & External Relations and Committee of the Whole minutes; it was seconded by Director Mauldin and approved by general consent.

X. Resolution for Consideration and Approval:

- A. Resolution 2017-45-** Authorization for the Birmingham-Jefferson County Transit Authority to apply for Section 5310 **FTA Grant Funding**.
Director Lassiter made a motion to move the resolution; it was seconded by Director Topping and approved by general consent.
- 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.

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Director Harwell made a motion to move the resolution; it was seconded by Director Lassiter and approved by general consent. Director Mauldin abstained.

A. Resolution 2017- 47- Authorization to Procure Three (3) Electric Chevy Volt LT Vehicles from **Donohoo Chevrolet, LLC.**

Director Harwell made the motion to move the resolution; it was seconded by Director Lassiter and approved by general consent.

Discussion:

Director Snyder asked what the vehicles would be used for.

Ms. Murdock replied, Two (2) of the vehicles would be used for the maintenance Facilities personnel and the Director of Grants will use the other one.

Director Snyder asked were the vehicles fully electric or hybrids.

Ron Sweeney (Director of Maintenance) answered the vehicles are all electric that go 238 miles.

Director Snyder asked was any additional equipment needed to charge the vehicles.

Ms. Murdock replied BJCTA has an agreement with Alabama Power and will have charging stations at Site C of the Intermodal.

Director Snyder asked if BJCTA had only received one (1) bid for this solicitation.

Ms. Murdock replied that Donohoo Chevrolet, LLC was on the state contract and the other bidders told our procurement manager that they didn't have electric vehicles, so they knew Donohoo Chevrolet, LLC would win the bid.

B. Resolution 2017-48- Authorization for the Executive Director to enter into a Contract with **Wendel Architectural, PC** to complete design and construction support for twelve (12) Bus Rapid Transit (BRT) Downtown Stop Facilities.

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

XI. Executive Director's Report:

Highlights:

- Smart Growth America consultants are here conducting Public Hearings around Transit Oriented Development (TOD) that will take place at the end of the Bus Rapid Transit (BRT) in Woodlawn and the Crossplex.
- Ms. Murdock presented Attorney Deborah Walker with a certificate of completion awarding 1.4 CEU's for taking the class from the National Transit Institute for FTA Real Estate.
- The National Transit Data Base (NTD) certifies BJCTA to use the Automatic Passenger Count (APC). The system is accurate, and we do not have to use Fare box anymore. Now we can compare apples to apples.
- Ms. Murdock thanked Kevin Muhammad who works in planning for doing all the foot work in the manual counting to submit to NTD.

A. Financial Report- Included in Board Packets for Review

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

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XII. Old Business:

A. Intermodal Facility Update:

David Burton (STRADA) mentioned that they had a Partial Certificate of Occupancy (PCO) for October 1 for Amtrak/Greyhound to move into the lobby Area and BJCTA can start collecting revenue. It will be early November for the entire facility.

Ms. Murdock stated that BJCTA would have a Grand Opening the early part of January 2018.

B. Executive Director Compensation:

Discussion:

Director Tolbert asked if there were any tabulations of the collective evaluations of the Executive Director. She asked if any was supporting documentation relating to make the change.

Director Sellers replied, yes.

Director Tolbert stated that it was not in the board packet and she did not receive anything in email.

Ms. Murdock stated the collective evaluations were done and submitted back to the Board of Directors in one of the board meetings. T

he overall scores were presented with a power point presentation. She stated that she had an exceptional review.

Director Snyder stated that the power point presentation was not shared beyond that meeting.

Director Tolbert mentioned that she did not receive the presentation via email and was not in the board packet. She apologized for not being at the August meeting; however, she feels the information should have been sent out.

Director Snyder asked what the basis from the recommendation of the committee, was it a merit or cost of living raise.

Director Mauldin asked if she could speak to that. She stated it was a combination of both a merit and cost of living. We did surveys of what other Executive Directors were making. Ms. Murdock has done an overall great job in reaching certain benchmark such as the Magic City Connector. The committee or must I say myself, did not hesitate to support the salary recommendation. When you have good people, you have to treat them right. We want to continue the momentum we started and let her know we appreciate the work she has done. This is not letting her off the hook and not expecting even more, but based on the power point and her performance along with what I have observed myself, I have no issue with supporting the compensation.

Director Snyder asked Director Mauldin did she consider a \$50K raise a slight adjustment.

Director Mauldin replied, actually I do. The \$200K salary that was in the documentation was not in line with some of the findings that we discovered other Executive Directors to be making. The \$200K is still on the low side.

Director Tolbert stated that she would like to see the findings. She apologized again for not being present for the August meeting, she feel's that it should have been something is writing, and included in the board packet if it was expected to be voted on today.

Director Snyder agreed with Director Mauldin, he stated that BJCTA has made a lot of progress, but it has been on capital investments. We have a strong sleet of consultants and staff to thank for the big-ticket items such as Magic City Connector, Intermodal, BRT, and starting to see some

changes in routes, which are things to be commended and excited about. The day-to-day operations, which falls under Ms. Murdock and staff, are still not meeting our minimum standards. In the past two (2) years, that Ms. Murdock has been the Executive Director; we have only met the 5000 road miles between services once, ridership is at 69% and has increased in the last month, which is a good thing to see. We finally got the AVAIL Technology so we are getting accurate numbers and that helps with getting money from the federal government. It also show that a few things are off such as on time performance. The budget has been on track and that is great. The four (4) areas that have been pushed since the original hire date, I see only three (3) out of four (4) being done and that is on the operational side. He does not think this qualifies for a merit increase, he doesn't see her performance perceiving this type of increase. Director Snyder does think it should be an increase for commendable work and trying to achieve future goals going forth, but he thinks a \$50K increase isn't feasible when we haven't met three (3) out of four (4) of our basic requirements on day to day operations.

Director Topping asked why are we going through this. We have talked about this for the last three (3) months. He agrees with both parties, but stated that we have to look at the big picture. It may be riders that haven't felt all the changes that are taken place, but as board members we have been through the whole process, we have seen the changes and the new direction this agency is headed. There has been a great amount of growth, as board members we talk about all the good things the agency is doing and on the outside of the agency. The person who is leading this agency should be the one receiving all the accolades for the changes unless the board wants to say they are the major contributor to the growth development of the agency. If not, then we should look at where everything is coming from. There is only one (1) leader for this agency and we should respect the leader and the amount of work that she has done. He also mention when he first came to the agency, he saw the anger among staff and board members and that has changed. It would probably grow even better once we take a true hold of a lot of things we should. From the Executive Director standpoint, I think we are doing a disservice by not giving her the raise. If she does not perform accordingly, then do as all other agencies do, fire her. However, until that time comes, I do not see anything wrong with an increase in salary for this Executive Director. This should be something we do as a collective group.

Director Mauldin made the motion to approve the Executive Director Compensation; it was seconded by Director Lassiter and approved by Roll Call Vote.

Directors: Snyder- No, Tolbert-No, Harwell- Yes, Topping- Yes, Lassiter- Yes, Mauldin- Yes, Sellers- Yes

Executive Director Compensation passed

XIII. New Business:

A. Election of Committee Officers:

Discussion:

Director Topping mention that he made the board aware of the fact that it was time to elect new committee officers. All members had the opportunity to submit an application of interest if you wanted to run for a position whether it was Chair, Vice-Chair, or Secretary Treasurer. We received no applications from board members other than the current officers asking to retain their current positions for another year. Therefore, from the nominating committee we ask that Patrick Sellers- Chairman, Bacarra Mauldin- Vice-Chair, and Johnnye P. Lassiter- Secretary Treasurer remain in their current positions.

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Director Lassiter made a motion to select the Committee Officers for another year; it was seconded by Director Harwell and approved by Roll Call Vote.

Directors: Snyder-No, Harwell- Yes, Tolbert- No, Topping- Yes, Lassiter- Yes, Mauldin- Yes, Sellers- Yes

Committee Officers Pass with Patrick Sellers- Chairman, Bacarra Mauldin- Vice-Chair, and Johnnye P. Lassiter- Secretary Treasurer.

B. APTA Annual Conference/ Expo- October 8-11, Atlanta, Georgia

Director Mauldin announced that the Birmingham COMTO Chapter would have a Pre-Classic Mixer on Wednesday, October 25, 2017 at 1st and 23rd at 5:00pm.

She is asking anyone that is in the transportation industry to come out.

Discussion:

Director Topping asked STRADA about the use of the property/land in the Titusville Community. He was amazed at the amount of land that sits vacant in that area for the maintenance facility.

Edmond Watters (STRADA) replied the land has been transferred to the Humane Society. He would look into the other surrounding areas to see what is available.

Ms. Murdock mentioned to the board that they would be getting a call later this week to poll the board for a Work Session to discuss the different locations and financing for the maintenance facility.

XIV. Public Comment:

None

XV. Adjournment:

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

The Meeting Adjourned at 12:44 pm

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date:

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

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Report to the Board Special Called Board of Directors Meeting Minutes

Wednesday, October 4, 2017

12:00 p.m.

Opening: Chairman Sellers called the meeting to order at 12:06 p.m. in the Board Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

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

Board Members Absent: Director; Emma Tolbert

Quorum? Yes

Staff and Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Greg Roddie, Wytangy Peak, Christopher Ruffin, Terri Wiggins (Master Solutions), Darrel Perkins (Master Solutions), Christy Howard, Stephanie Walker, Karen Jacobs, Ron Sweeney, Toney Chestnut, Jamie Endsley, Dale Knutson, Darryl Grayson, Howard Richards (STRADA), David Calvert (STRADA), Scott Phillips (STRADA), Ron Thompson (STRADA), Edmond Watters (STRADA), Alice Gordon (SKYE Connect), Ron Reeks(Wendel), Josh Johnson (COB), Frank Woodson (COF), Attorney Deborah Walker, Ryan Wilson (Fuston, Petway, and French, LLP).

III. Executive Director Report

Highlights:

- Met with Birmingham Business Alliance (BBA) and Commissioner Joe Knight with a proposal for the City of Birmingham to see about acquiring the Amazon business with BJCTA aspect from the transportation side.
- Staff went on Executive Retreat on 9/29 to discuss each department strategic plan and goals for FY18.
- Mortality data has decreased.

IV. Wendel/ STRADA

All minutes are prepared according to Robert's Rule of Order. If additional information is needed, you may request a copy of the digitized recording from the Board Support.

Update on the Maintenance Facility:

Ron Thompson (STRADA) gave a presentation of the different sites selections for the maintenance facility.

Site Selection Included:

A. Design Criteria

- Site Screening Matrix and Catalog of Potential Sites
- Maintain Record of Site Rejection Factors
- Logical/ Objective Approach to Site Retention with Concise Design Criteria

B. Resource Data Acquisition and Assessment

- Efficient Resource Identification Through Desktop GIS
- Agency Database Inquiries and Coordination
- Field Visits/ Assessments to Reinforce GIS Data

C. Impacts Analysis

- Comprehensive Site Requirements and Buffers
- Verify FTA Document Type Criteria
- Environmental Summary that Supports LPA Decision

Discussion:

Director Harwell asked who was responsible for the pipes and flooding issues.

Ron Thompson (STRADA) replied, the City of Birmingham.

Director Snyder asked did Ron know the approximate price per foot to raise the property.

Ron Thompson replied, \$Million as a max.

Director Sellers asked the cost of the site.

Ron Reeks replied, we do not have the cost of the site.

Director Sellers asked again, the person that owns Ellis Wrecker, how much are they saling the property for.

Scott Phillips replied, \$3.5 Million

Director Sellers asked was Ellis stuck on the price.

Scott Phillips mention that they have to sell the property for what it appraised for and the fair market value.

Attorney Walker asked if she could address somethings, if it is no brokerage issue involved in the grand acquisition for public property, there is a process involved when using public funds that includes: 1. **Environmental Study**, 2. **Appraisal**, 3. **Review of the appraisal**, and 4. **Send all documentation to FTA for a pre-occurrence**. The only thing BJCTA can offer Ellis Wrecker is Just Compensation and there is no wiggle room with that.

Director Snyder asked if there was a deadline.

Ms. Murdock stated that the documentation has to be submitted by 10/16 for the Tiger 6 Grant deadline.

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Director Lassiter stated according to the chart, #12 flooding. Does that mean all the properties with the #12 by them has been checked for flooding?

Ron Reeks replied, yes.

Director Lassiter stated that STRADA/ Wendel been working!

Director Sellers stated to make note Director Henderson arrived at 12:56pm.

Director Snyder made a motion to work towards constructing combined maintenance facility at the Ellis Wrecker site; it was seconded by Director Topping and approved by general consent. Director Henderson Abstained.

STRADA/Wendel presentation for the Maintenance Facility are attached to the minutes for this board meeting.

V. Adjournment

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

The meeting adjourned at approximately 1:00 pm.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date:

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

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BJCTA Meeting

October 4, 2017



STRADA



SITE SELECTION

- Design Criteria
 - Site Screening Matrix and Catalog of Potential Sites
 - Maintain Record of Site Rejection Factors
 - Logical/ Objective Approach to Site Retention with Concise Design Criteria
- Resource Data Acquisition and Assessment
 - Efficient Resource Identification Through Desktop GIS
 - Agency Database Inquiries and Coordination
 - Field Visits/ Assessments to Reinforce GIS Data
- Impacts Analysis
 - Comprehensive Site Requirements and Buffers
 - Verify FTA Document Type Criteria
 - Environmental Summary that Supports LPA Decision

Site Selection Criteria Definitions

Relative Location: Based on the center of the GRTC ridership boarding and alighting study. (Broad Street between 14th and 9th streets)

GRTC Operations: Impact to operational costs for safety, security and deadhead (non-revenue) mileage for bus routes.

Site Size/Land Configuration: site topography meets minimum size and road access for required GRTC program. Site is served by adequate utilities. A flat site with minimal grade change should be near 2 acres or a site with a grade change of more than 20' that would allow a two level operation should be around 1 acre.

Access: Minimum of two points of entry onto the site. The site should facilitate buses, pedestrians and a robust bike program.

Traffic Impact: The site will have an impact on the surrounding area traffic. Some sites have less impact than others which will be considered. During the site evaluation, mitigation measures will be identified to minimize the traffic impact. Examples may include removing on-street parking, signal coordination, conversion of one lane streets.

Intermodality: the site should accommodate and encourage multiple modes of transportation other than buses. Examples include a bike share program, sidewalk connectivity, possible electric car charging stations.

Economic Development: The site and design should promote economic development opportunities to improve the surrounding area and potential revenue generation for the facility.

Environmental: The design will minimally achieve LEED silver. Each site will review environmental justice concerns and meet Chesapeake Bay requirements as well as other items identified in the NEPA process.

Availability: Each site will be reviewed for ownership by private and public entities. Sites will also be reviewed to confirm if current tenants are operating and for existing valued site architecture. A cost benefit analysis will be performed on sites with structural building improvements.

Zoning: Each site will be reviewed to verify if the surrounding neighborhoods are compatible with a transit use. The cities master plan will be reviewed to verify each site is appropriate for review. In addition community context and historic structures will be reviewed in the design of the facility.



STRADA



Criteria Factors by Category Item

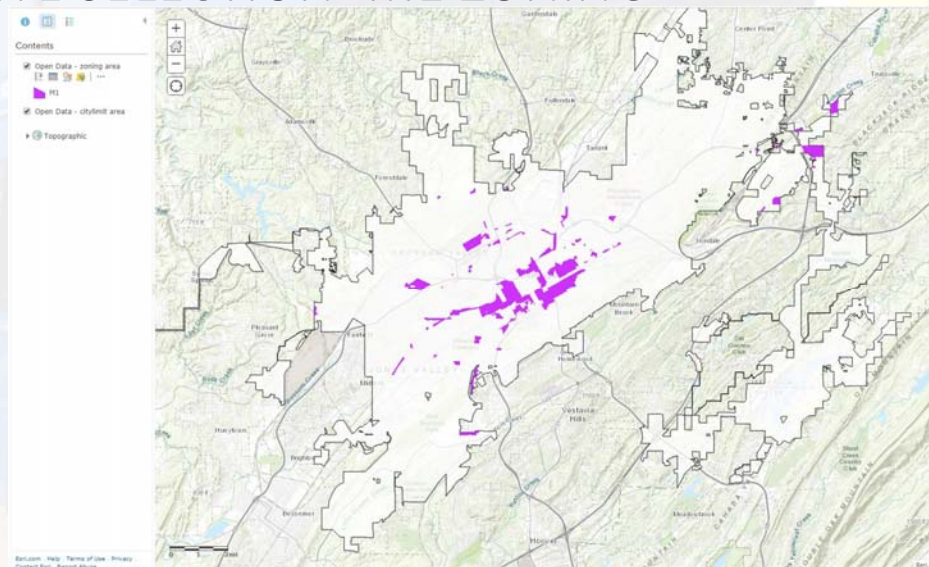
1	Proximity rating - distance to main existing routes.	>6mi. =(0-2)	>4mi. =(3-5)	4-1mi. = (6-8)	<1mi.=(9-10)
2	Access to Operations	>6mi. =(0-2)	>4mi. =(3-5)	4-1mi. = (6-8)	<1mi.=(9-10)
3	Site Size - as it pertains to Combined Facility	<6ac =(0-2)	<10ac =(3-5)	<20ac = (6-8)	>20ac=(9-10)
4	Site Access	Poor =(0-2)	Mod =(3-5)	Good = (6-8)	Exc =(9-10)
5	Potential for Adjacent Economic Dev	Poor =(0-2)	Mod =(3-5)	Good = (6-8)	Exc =(9-10)
6	Environmental Concerns	Poor =(0-2)	Mod =(3-5)	Good = (6-8)	Exc =(9-10)
7	Availability for Purchase	Poor =(0-2)	Mod =(3-5)	Good = (6-8)	Exc =(9-10)
8	Initial Cost (\$3mil used as basis level)	High =(0-2)	Mod =(3-5)	Low = (6-8)	Minimal =(9-10)
9	Improvement Cost	High =(0-2)	Mod =(3-5)	Low = (6-8)	Minimal =(9-10)
10	Zoning/Use Restrictions	High =(0-2)	Mod =(3-5)	Low = (6-8)	None =(9-10)
11	Future Funding Concerns	Outside of Birmingham City Limits = (0-5)	Within Birmingham City Limits = (6-10)		
12	Flooding Concerns	High =(0-2)	Mod =(3-5)	Low = (6-8)	Minimal =(9-10)
13	Environmental Concerns	High =(0-2)	Mod =(3-5)	Low = (6-8)	Minimal =(9-10)
16	Site Use Potential	Combined Facility = C	Maintenance Only = M	Satellite Facility = S	



STRADA



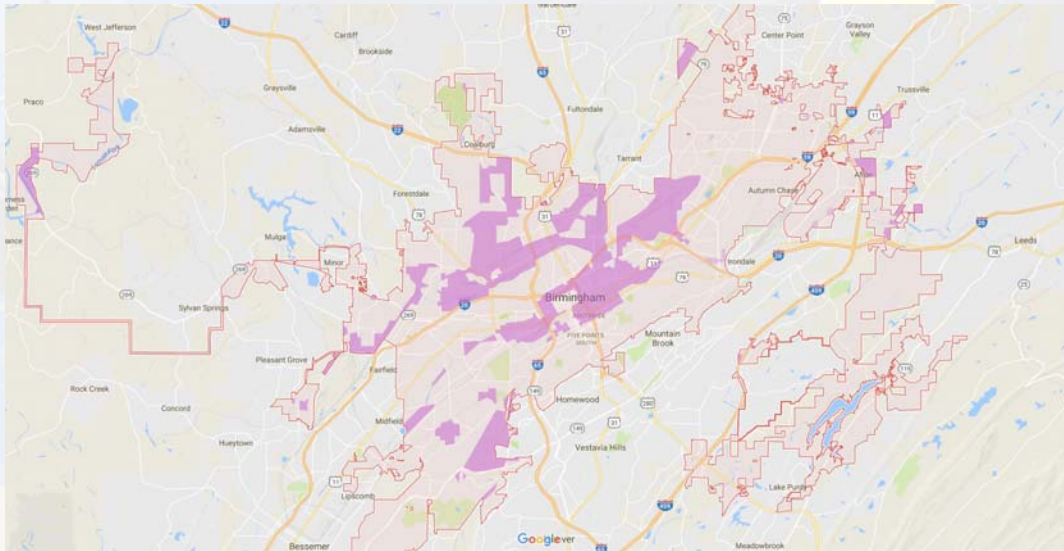
SITE SELECTION- M1 ZONING



STRADA



SITE SELECTION- M1, M2 ZONING AREAS



SITE SELECTION- CRITERIA

BJCTA Site Evaluation Potential Maintenance Facility Locations (1-10) Weight Assigned by Overall Proportional Importance												
Item	Categories	Sites for Consideration by BJCTA Board										
		1	2	3	4	5	6	7	8	9	10	11
		8th Ave Facility Expansion (Existing Site + Ellis Wrecker Site)	Turin Drive Bessemer, Near Dollar General Hub, Lakeshore Dr., Hoover	Western Hills Mall Site, Fairfield	Bessemer Road & 57th St. Ensley, Former K-Mart Site	Ave. C & 22nd St Ensley, Southern Family Market	20th St & 8th Ave, Bessemer	Hwy 150 Near The Grove Shopping Center, Exit 10 at I-459, Hoover	Hwy 150 Near Lake Cyrus, Hoover	Shannon Oxmoor Road, Site 1	Shannon Oxmoor Road, Site 2	**CrossPlex at Fayette Ave, former Price Concrete, Bessemer
1	Proximity to existing BJCTA Framework	10	2	7	7	8	9	2	2	3	3	10
2	Access to Operations	10	2	7	6	6	6	2	2	3	3	6
3	Site Size	10	9	9	10	8	8	7	8	8	8	7
4	Site Access	10	10	8	10	8	8	5	7	7	7	7
5	Potential for Adjacent Economic Dev	10	7	8	8	8	8	8	8	8	8	8
6	Environmental Concerns	6	9	7	8	8	8	8	8	8	8	7
7	Availability for Purchase	9	9	7	7	7	7	7	7	7	7	5
8	Initial Cost	8	6	8	6	6	6	5	5	6	6	7
9	Improvement Cost	8	7	7	6	7	7	7	2	7	7	7
10	Zoning/Use Restrictions	10	10	6	7	7	7	6	6	7	7	10
11	Future Funding Concerns	10	3	5	5	5	5	5	5	5	5	5
12	Flooding Concerns	6	10	9	9	8	8	8	7	7	7	7
13	Environmental Concerns	7	8	8	8	7	7	8	8	7	7	7
16	Site Use Potential	C	C	C or M	C or M	C or M	C or M	C	C	C or S	C or S	S
17	Weighted Average for Potential Site	8.00	6.92	6.85	6.92	6.54	6.54	5.85	5.62	6.15	6.15	6.38

FACILITY PROGRAM- COMBINED FACILITY

	Current Need 2017			15 YEARS 2032			REMARKS
COMPONENT	AREA	QUANTITY	TOTAL SF	AREA (SF)	QUANTITY	TOTAL SF	
Summary/ Totals							
Operations			19,422			21,542	
Maintenance			72,641			82,680	
Service Lanes			11,056			11,056	
Total Building Area			103,120			115,278	
Service Lanes Exterior			6,832			9,478	
Bus Storage			162,049			223,698	
Site Components			97,094			126,657	
Subtotal Site			265,975			359,833	
Circulation 40%			106,390			143,933	
Stormwater/ Setbacks/ Landscaping 55%			146,286			197,908	
Total Site Area			518,651			701,674	
Total Acreage (Not Including CDL Course)			14.27			18.75	
CDL Training Course	80000	1	1,83654729			1,836547291	combined with parking lot



STRADA



SPLIT FACILITY PROGRAM- MAIN FACILITY

Current Need 2017			15 YEARS 2032			REMARKS
COMPONENT	AREA	QUANTITY	TOTAL SF	AREA (SF)	QUANTITY	
Summary/ Totals						
Operations			13,886			14,869
Maintenance			48,706			52,623
Service Lanes			11,056			11,056
Total Building Area			73,648			78,548
Service Lanes Exterior			6,100			6,100
Bus Storage			78,948			101,470
Site Components			96,205			125,768
Subtotal Site			181,253			233,337
Circulation 40%			72,501			93,335
Stormwater/ Setbacks/ Landscaping 55%			99,689			128,335
Total Site Area			353,444			455,008
Total Acreage (Not Including CDL Course)			9.80			12.25
CDL Training Course	80000	1	1,83654729		1,836547291	combined with parking lot

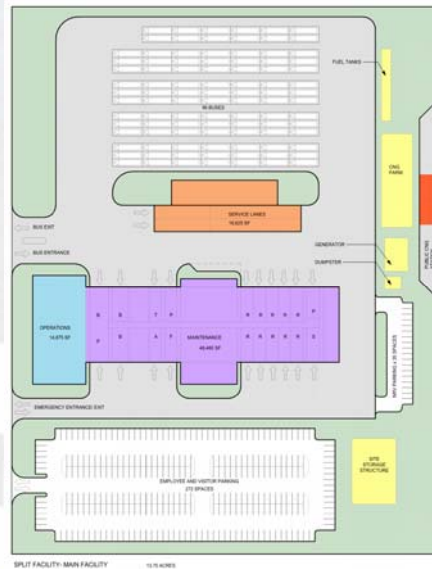


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SPLIT FACILITY TEST FIT- MAIN FACILITY

- 96 BUSES
- 0 PARATRANSIT
- OPERATIONS- 14,875 SF
- MAINTENANCE- 48,480 SF
- SERVICE- 16,625 SF
- 272 CAR PARKING SPACES



STRADA



SPLIT FACILITY PROGRAM- SATELLITE FACILITY

		Current Need 2017		15 YEARS 2032			
COMPONENT	AREA	QUANTITY	TOTAL SF	AREA (SF)	QUANTITY	TOTAL SF	REMARKS
Summary/ Totals							
Operations			8,751			9,408	
Maintenance			23,953			28,100	
Service Lanes			6,504			10,493	
Total Building Area			39,208			47,998	
Service Lanes Exterior			3,738			4,868	
Bus Storage			36,024			56,628	
Site Components			89,020			119,638	
Subtotal Site			128,781			181,154	
Circulation 40%			51,513			72,461	
Stormwater/ Setbacks/ Landscaping 55%			70,830			99,634	
Total Site Area			251,124			353,249	
Total Acreage			6.67			9.21	



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CURRENT SITE



STRADA



COMBINED FACILITY POTENTIAL SITE

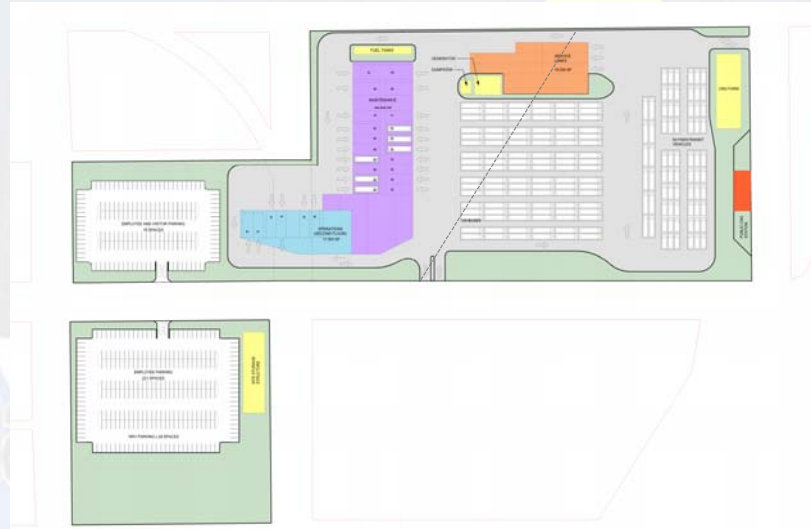


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COMBINED FACILITY TEST FIT- ELLIS WRECKER SITE

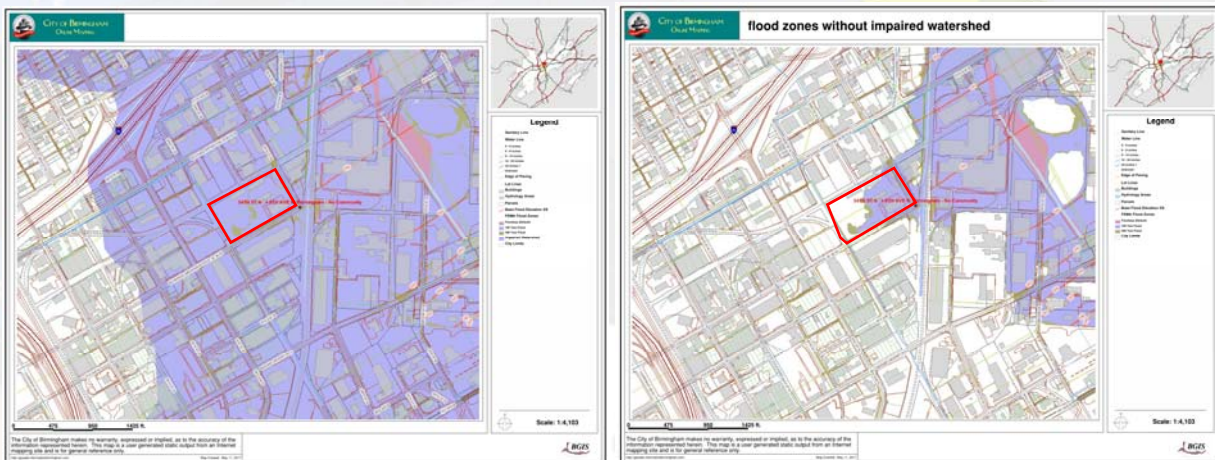
- 120 BUSES
- 60 PARATRANSIT
- OPERATIONS- 17,500 SF
- MAINTENANCE- 69,500 SF
- SERVICE- 18,500 SF
- 300 CAR PARKING SPACES



STRADA



ELLIS WRECKER SITE- FLOODPLAIN INFORMATION



STRADA

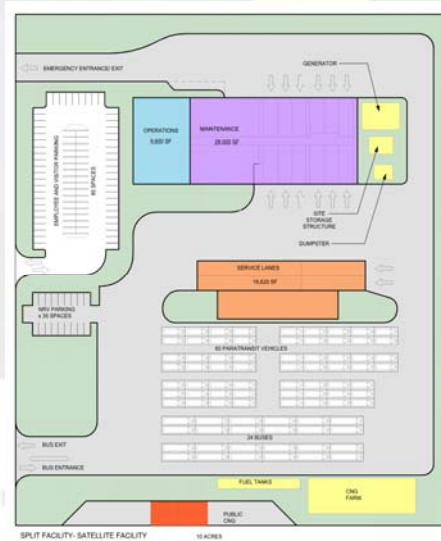


ELLIS WRECKER SITE- CONCEPTUAL RENDERING



SPLIT FACILITY TEST FIT- SATELLITE FACILITY

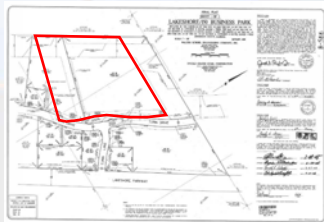
- 24 BUSES
- 60 PARATRANSIT
- OPERATIONS- 9,600 SF
- MAINTENANCE- 28,000 SF
- SERVICE- 16,625 SF
- 85 CAR PARKING SPACES



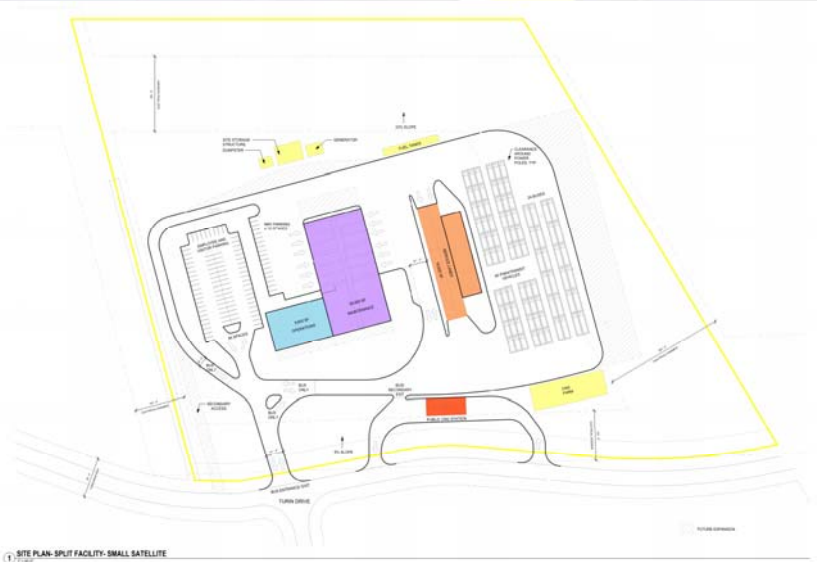
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SPLIT FACILITY TEST FIT- BESSEMER SITE



Bessemer Site BJCTA



SITE PLAN- SPLIT FACILITY- SMALL SATELLITE



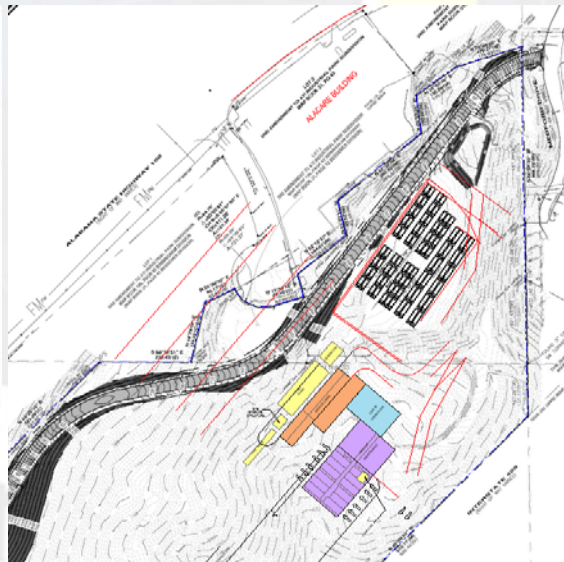
STRADA



PARTIAL SPLIT FACILITY TEST FIT- HOOVER SITE



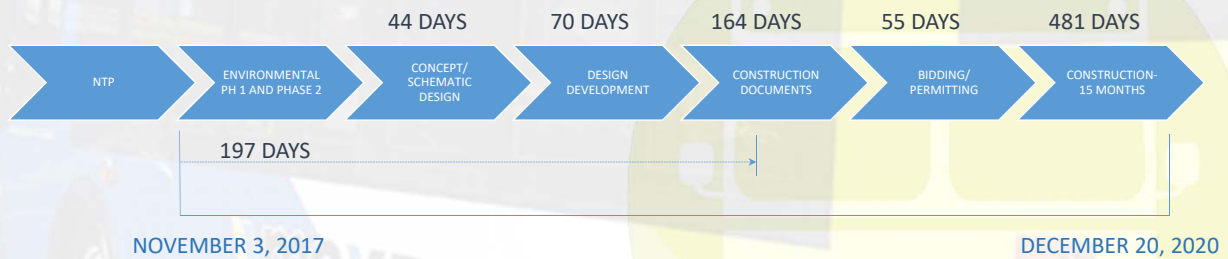
APPROXIMATELY 100'-0" OF GRADE CHANGE IN SHORT AXIS OF THE SITE



STRADA



PROJECT SCHEDULE



STRADA



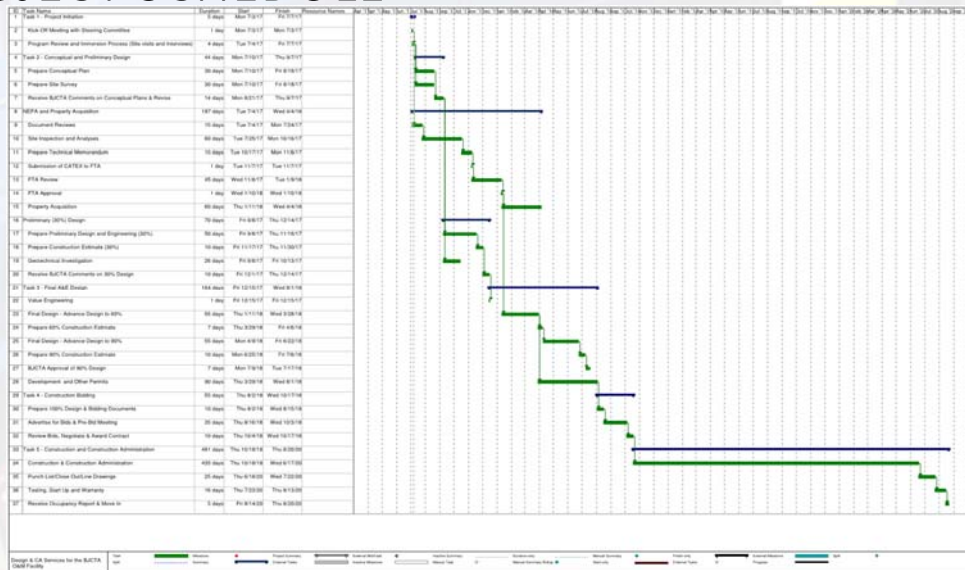
PROJECT SCHEDULE



STRADA



PROJECT SCHEDULE



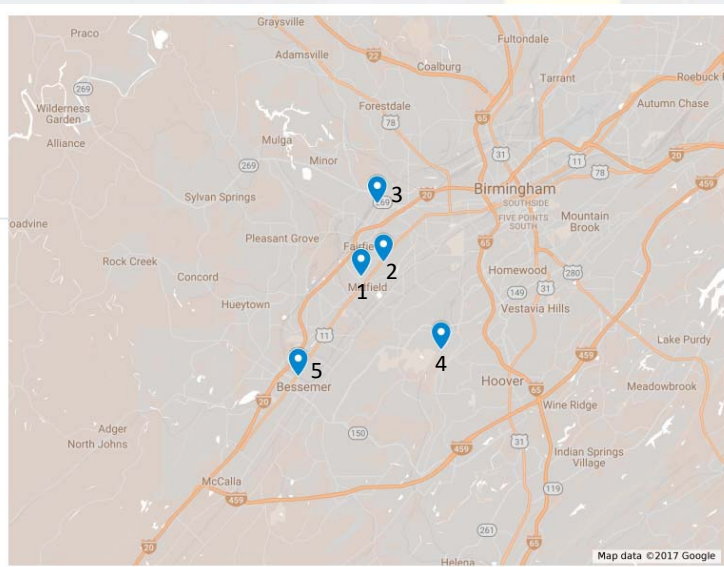
STRADA



SPLIT FACILITY PROGRAM- POSSIBLE SATELLITE SITES

Sites

- 1 Previous Walmart Site
- 2 Previous KMart Site
- 3 Avenue C and 23rd Street Ensley
- 4 Shannon Oxmoor Rd
- 5 20th ST N and 8th Av N



Map data ©2017 Google



ENVIRONMENTAL ANALYSIS

- Resource Identification / Agency Coordination
 - Natural and Cultural Environments
 - Human and Socio-economic Conditions
 - Air, Noise and Vibration Baselines
- Quantify Impacts / Affects
 - Natural / Cultural / Human Impacts
 - Transportation and Traffic Improvements
 - Due Diligence on Hazardous Materials
- NEPA Document Preparation / Acceptance
 - Conform with FTA Document Type Criteria
 - Comprehensive in Scope / Concise in Description



- Project Description
- Location
- Metropolitan Planning and Air Quality Conformity
- Zoning
- **Traffic Impacts**
- CO Hot Spots
- Historic Resources
- Noise and Vibration Impacts
- Acquisitions and Relocations Require
- Hazardous Materials
- **Community Disruption and Environmental Justice**
- Use of Public Parkland and Recreation Areas
- Impacts on Wetlands
- Floodplain Impacts
- Impacts on Water Quality, Navigable Waterways, & Coastal Zones
- Threatened and Endangered Species Impacts
- Impacts on Prime and Unique Farmland
- **Construction Impacts**
- Cumulative and Indirect Impacts





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

Report to the Board
COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, October 18, 2017
12:00 Noon

Opening: Chairman Patrick Sellers called the meeting to order at 12:03 p.m. in the Conference Room located at 2121 Reverend Abraham Woods, Jr. Blvd., Suite 500, Birmingham, AL 35203.

Committee Members Present: Directors; Donald A. Harwell, Martin Weinberg, Myeisha Hutchinson, Ruby Davis, Tamika Wren, Johnnye P. Lassiter, and Patrick Sellers.

Committee Members Absent: Director; Kevin Powe

Quorum? Yes

Staff and Others Present: Barbara Murdock, KeAundra Reynolds, J O Hill (TCAB), Ronda Robinson, Wytangy Peak, Mike Simms, Stephanie Walker, Ron Sweeney, Christy Howard, Terri Wiggins (Master Solutions), Darrell Perkins (Master Solutions), Toney Chestnut, Justin Ridgeway, Melissa Cobbin, Allen Purdue, Darryl Grayson, Thomas Yuill, Dale Knutson, April Penchion, David Burton (STRADA) Terri Wiggins (Master Solution), Darrell Perkins (Master Solution), Justin Ridgeway, Christina Griggs, David Burton (STRADA), Attorney Deborah Walker, Courtney French (Fuston, Pettway, and French, LLP).

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

IV. Items for Information and /or Discussion:

****Directors Hutchinson and Wren arrived****

A. Executive Director Report:

Highlights:

- *Ms. Murdock Welcomed the New Board Members*

All minutes are prepared according to Robert's Rule of Order. If additional information is needed, you may request a copy of the digitized recording from the Board Support.

- *BJCTA was featured in the New Flyer magazine at the APTA Expo 2017 for integrating new technology on the buses.*
- *BJCTA Safety Director Dale Knutson held a seminar at the APTA Conference.*

Ms. Murdock gave a PowerPoint presentation of BJCTA's Strategic Plan for the next five (5) years.

- *BJCTA operates 84 Fixed Route Buses, 33 Paratransit Vehicles, and 7 Vans.*
- *Average approximately 3 million riders annually.*
- *Service Area is more than 1,100 square miles.*
- *Has 2,000 bus stops along 39 fixed routes.*
- *BJCTA has Partnerships with Coca-Cola branding opportunities at new Intermodal and Magic City Connector. Alabama Power charging station, electric vehicles, and autonomous shuttles.*
- *2020 New Maintenance Facility.*
- *2021 Birmingham will host the 11th edition of the World Games 2021. Public transportation planning and execution will be the key to the success of the World Games and the image of the Birmingham-Jefferson County area.*
- *2019 Transit Oriented Development (TOD) Revenue Stream*
- *2020 Bus Rapid Transit (BRT) Corridor through the City Center with stops at Intermodal.*
- *2018 Transit Development Plan (TDP) Improve service frequency.*
- *2017 Computer Aided Dispatching (CAD)/ Automatic Vehicle Locators (AVL) Paratransit Implementation- Summer 2016, Fixed Route Implementation- Fall 2017.*
- *Intermodal Facility combines several modes of transportation, which includes MAX bus service, Megabus, Amtrak, and City's Zyp Bike program.*

B. Departmental Reports:

Highlights:

- *Maintenance, Grants, Human Resources, Information Technology, Operations, Communication, Planning, Procurement, Finance, and Safety reports included in the packet for review.*

C. Governmental Relations Update- Darrel Perkins gave an update on the

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Congressional (CBC) Meetings in Washington, DC. He also said he has fine-tuned a two (2) year legislative plan and developed other communication service plans for MAX employees. He worked with STRADA on the Tiger 9 grant for the BRT. All information included in your packet for review.

D. TCAB Update- announced that the first of the year TCAB would sponsor a Rally for State Funding in Montgomery.

V. Resolution for Consideration & Recommendation:

A. Resolution 2018-01- Authorization to procure Three (3) Ford Transit Paratransit Road Supervisors vehicles off State Contract from Stivers **Ford Lincoln**.

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

B. Resolution 2018-02- Authorization to procure Four (4) Paratransit vehicles off State Contract from **Transportation South**.

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

Discussion:

Director Wren asked if there was a vetting process in place before approving Resolutions.

Ms. Murdock explained that before the resolution comes to the board, it's been vetted and approved in the budget. If not, then she is held responsible.

Director Wren stated that she just wanted clarity before she vote on any resolutions.

Director Weinberg asked if BJCTA could have a paratransit information session so that he could better understand how the system is operated.

C. Resolution 2018-03- Authorization to Provide “**Free**” Transportation Service to Veterans on **Veteran’s Day**- November 11, 2017.

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

D. Resolution 2018-04- Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Service with **DSI Medical Services, Inc.**

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

VI. Old Business:

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A. Intermodal Facility Update- David Burton (STRADA) Site A is schedule for the Greyhound opening for November 15, 2017, the streetscape is ongoing completion by the end of October and the administrative offices are scheduled to open in December.

B. Maintenance Facility Update:

None

VII. New Business:

A. Welcome the New Board Members-

Chairman Sellers officially welcomed the new board members to BJCTA. He mentioned that he hopes the time here with us will be productive not only for yourselves, but for the citizens that we serve.

Ms. Murdock stated to the New Board Members **On-Boarding Reception** on Tuesday, October 24, 2017 3:00-6:00 at the Sheraton Hotel Birmingham (Presidential Suite). More Details will be provided later.

VIII. Adjournment:

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

The meeting adjourned at 1:40 pm.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date:

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

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Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Procure Three (3) Ford Transit Paratransit Road Supervisors vehicles off State Contract from Stivers Ford Lincoln.	RESOLUTION NO.: 2018-01
	DATE: October 25, 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 purchase three (3) Ford Transit 8 Passenger Road Supervisors vehicles off State Contract from Stivers Ford Lincoln.
- 2.0 Description/Justification:** This action is to procure additional Paratransit Road Supervisor vehicles to cover supervisor road request issues for BJCTA.
- 3.0 Procurement Background:** These vehicles will be purchased new off State Contract MA999 160000000008 T191L
- a) **Source Funding** – Grant 5310 Enhanced Mobility
 - 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:** Stivers Ford Lincoln will provide three (3) Ford Transit, eight (8) Passenger vehicles at **\$37,887 each**, not to exceed **\$113,700** for all three (3) vehicles.
- 6.0 Recommendations:** Staff has satisfied the Federal Transit Administration's requirements for this procurement and recommends that the Board of Directors makes this one time purchase from Stivers Ford Lincoln.
- 7.0 Alternatives:** N/A
- 8.0 Attachments:** NA

Darryl Grayson, Procurement Manager



Birmingham-Jefferson County Transit Authority
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Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.bjcta.org

Resolution No. 2018-01

Authorization to Procure Three (3) Ford Transit Paratransit Supervisors Vehicles Off State Contract from Stivers Ford Lincoln.

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

WHEREAS, Stivers Ford Lincoln is on State Contract; and

WHEREAS, the cost of these vehicles will be **\$37,887.00** each not to exceed **\$113,700.00 for all three (3)**; and

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

WHEREAS, the BJCTA deems the quote submitted by Stivers Ford Lincoln 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 procure three (3) Ford Transit, Eight (8) Passenger Road Supervisors vehicles **\$37,887 each** off State Contract from Stivers Ford Lincoln and not to exceed **\$113,700 for three (3) vehicles**.

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: October 25, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Procure Four (4) Paratransit Revenue Vehicles off State Contract from Transportation South.	RESOLUTION NO.: 2018-02
	DATE: October 25, 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 purchase four (4) StarCraft All-Star Passenger vehicles off State Contract from Transportation South.,

- 2.0 **Description/Justification:** This action is to add to BJCTA's current Paratransit fleet and help continue provide services to our Paratransit customers.

- 3.0 **Procurement Background:** These vehicles will be purchased new off State Contract MA999 160000000008 T191A
 - a) **Source Funding** – 2 Buses on Grant 5310 – Enhanced Mobility
 - b) **Verified By** – 2 Buses on Grant 5339 – Bus and Bus

- 4.0 **Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.00.

- 5.0 **Economic Impact:** Stivers Ford Lincoln will provide four (4) Paratransit Revenue vehicles not to exceed **\$376,000.00** for all four vehicles.

- 6.0 **Recommendations:** Staff has satisfied the Federal Transit Administration's requirements for this procurement and recommends that the Board of Directors make this one time purchase from Transportation South.

- 7.0 **Alternatives:** N/A

- 8.0 **Attachments:** NA

Darryl Grayson, Procurement Manager



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Website: www.bjcta.org

Resolution No. 2018-02
Authorization to Procure Four (4) Paratransit Revenue Vehicles off State Contract from Transportation South.

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

WHEREAS, Transportation South is on State Contract; and

WHEREAS, These vehicles will be purchased at **\$91,728.00** each not to exceed **\$376,000.00** with options for all four; and

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

WHEREAS, All buses will be procured from grants 5310 and 5339; and

WHEREAS, the BJCTA deems the quote submitted by Transportation South 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 four (4) Paratransit Revenue vehicles off State Contract from **Transportation South** and not to exceed **\$376,000.00 for four (4) vehicles**.

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: October 25, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Authorization to Provide “Free” Transportation Service to Veterans on Veteran’s Day – November 11, 2017.	RESOLUTION NO.: 2018-03
	DATE: October, 2017
	INITIATOR: Director of Communications
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 implement “free rides” for veterans on Veterans Day.
- 2.0 Description/Justification:** The BJCTA desires to recognize and honor all veterans for their service by providing them with free bus service on Saturday, November 11, 2017.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free bus service must be approved by the Board.
- 5.0 Economic Impact:** \$1140.69
- 6.0 Recommendations:** Adopt resolution
- 7.0 Alternatives:** Do not provide free rides for Veterans on Veterans Day.
- 8.0 Attachments:** None

Barbara Murdock, Executive Director

Resolution No.

Authorization to Provide Free Bus Service for Veterans
on November 11, 2017 – Veterans Day

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

WHEREAS, the BJCTA takes great pride in recognizing the tireless efforts and commitment of our country's veterans and armed forces; and

WHEREAS, the BJCTA desires and would be honored to provide free public transportation services to our veterans on Veterans Day,

WHEREAS, the BJCTA’s Veterans Day transportation service honors and affirms the importance of Armed Forces throughout the American culture,

WHEREAS, this annual event will give Alabamians and Americans a chance to recognize and commemorate veterans,

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

Section 1. That the Executive Director be and is authorized to provide free public transportation service for veterans on Veterans Day on November 11, 2017.

Section 2. That this resolution be adopted immediately upon approval.

Adopted:

Reverend Patrick Sellers, Chairman

Attest: _____
Johnnie P. Lassister, Secretary/Treasurer



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

TITLE / DESCRIPTION: Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.	RESOLUTION NO.: 2018-04
	DATE: October 2017
	INITIATOR: Contracts & Governmental Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

1.0 Purpose/Objective: To authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc..

2.0 Description/Justification: The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions of the existing agreement with DSI Medical Services, Inc. The existing agreement will terminate on December 31, 2017. In November 2014, the BJCTA Board of Directors approved Resolution 2015-04: Authorization to contract with DSI Medical Services, Inc., to provide Drug and Alcohol Testing and Physical Services to BJCTA, which established the two (2) optional, one (1) year extensions.

3.0 Procurement Background: In the year of 2014, the Request for Proposals (RFP) #14-25 was issued to secure companies to provide drug and alcohol and physical services to BJCTA. BJCTA received three (3) proposals that the evaluation committee reviewed. The contract was awarded to **DSI Medical Services, Inc.**, as the most responsive and responsible proposers.

Company	Score
DSI Medical	266
Safety First	261
ATG	217

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

5.0 Economic Impact: FY 2016 average yearly service costs were \$15,000.00; and current FY 2017 expenditures were approximately \$11,000.00. Drug and Alcohol testing services are used as needed and as random testing.

6.0 Recommendations: To authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc.

7.0 Alternatives: Do not authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing agreement to provide drug and alcohol testing and physical services with DSI Medical, Inc.

Starr Culpepper

Starr Culpepper, Contract & Governmental Affairs Administrator



Birmingham-Jefferson County Transit Authority
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Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.bjcta.org

Resolution No. 2018-04

Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with DSI Medical Services, Inc.

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions of the existing agreement with DSI Medical Services, Inc., which will terminate on December 31, 2017; and

WHEREAS, in November 2014, The BJCTA Board of Directors approved Resolution 2015-04; authorizing the existing contract, with two (2) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal and submitted by **DSI Medical, Inc.**, to be fair, reasonable, and **not to exceed \$15,000**.

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

Section 1. Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement to Provide Drug and Alcohol Testing and Physical Services with **DSI Medical Services, Inc.**; and

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

Adopted: October ____, 2017

Rev. Patrick Sellers, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary

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

TITLE/DESCRIPTION:	DATE: September 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.

The best performing routes continue to do well and remain stable. To date our strongest routes are in Bessemer and the Highway 280 Commuter.

- **Route 1-South Bessemer** has increased in ridership this September 2017 (13,365), compared to September 2016 (13,352). Route 45-Bessemer-Jonesboro is up by 989 (20,065) passengers compared to September 2016 (19,076).
- **Highway 280 Commuter** -Service numbers continue to rise on the commuter. During September, we carried **2,332** passengers compared to last year **1,931**.
- **Bessemer Circulator** began operating January 30. The first month there were **33** riders. The next month (March) saw an increase to **157**. The ridership for the month of April was **203**. During May, ridership dropped on this route to **146** passengers. June reports the all-time high of **162** passengers. This is a pilot route that was schedule to stop in June. Ridership continues to increase; in July, there were **214** riders, August ridership was **309**, and September was **310**.
- **Lakeview Local Route-** replaced the 92 Southside loop on May 15, and had **185** riders, which is a good start for a modified route. In June, it almost doubled to **306**. In July this route is down to **170** passengers. August ridership was **756**, and September was **525**. This route is targeted for additional marketing promotions.
- **Magic City Connector** continues to increase in ridership. We had **9,173** riders in May compared to **8,317** in April. This is an increase of 856 riders. This is reflective of various promotions on this route. In June, ridership continued to grow with **9,363** customers. During July, ridership was **8,786**. August Ridership was **12,535** and September was **10,574** compared to **6,476** September 2016.
- **The New "Pilot" Lawson State Cougar Express:** Service started on August 21, 2017 and ended the month with **178** riders, and in September ridership was **161**.

4.0 Technology Innovation and Integration

- Developed technology plan for the City of Birmingham Amazon Proposal. City leaders and corporations met to develop a competitive offering to secure the location of a second Amazon facility in Birmingham. BJCTA team presented the following innovations for the proposal:
 - Light-rail and/or BRT service to the first northern property is being proposed for the Amazon campus.
 - Autonomous shuttles to service between the three proposed properties.

- Buses used as beehives to charge Amazon drones on top while they wait for dispatching to their next location. This is a joint proposal with Alabama Power.
- Buses as a delivery option for Amazon to connect riders with their packages.
- TOD project to address Food Deserts with BJCTA, Amazon and Whole Foods as partners.

5.0 Intermodal Update

- Amtrak will be the first to move into the Intermodal by mid-November. BJCTA received edits to the Amtrak lease in September. BJCTA Attorney Walker is working with Amtrak on the final revisions
- The official opening of the Intermodal (Site A) is now being scheduled for January 2018. Staff and furniture plan to move into the facility by December 8.
- Reviewed architectural plans for Smart Vending area at the Intermodal.

6.0 Community Relations

- Presented route options for 2018 to City Council and Mayor of the City of Bessemer.
- Presented more information to the Mayor of CenterPoint on expanded services
- Finalized the Salvation Army stops at their new campus
- Working with Eastwood Community on securing two shelters for the area.
- Set meetings for November with Mayor of Hoover to discuss intergovernmental planning for Transit.

7.0 Finance/Budget:

- Agency finished FY'17 at \$5.9 million under budget
- Agency down 27% on overall overtime expenses
- First time ever have 142 drivers employed. Keeping this number of fixed route operators results in: reducing overtime and increasing pullouts
- Commissioned Revenue from CNG sales has almost doubled. We added two new customers: Saddlecreek Trucking and Waste Management.

CNG Revenue

2014	2015	2016	2017
\$161,492	\$183,039	\$293,936	\$477,108

8.0 Communications (External)

- Launched educational campaign for new MyStop app.
- Developed commercial media campaign for Magic City Classic Park and Ride service.
- 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 "Sexual Harassment" to address issues highlighted in the news.
- 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.

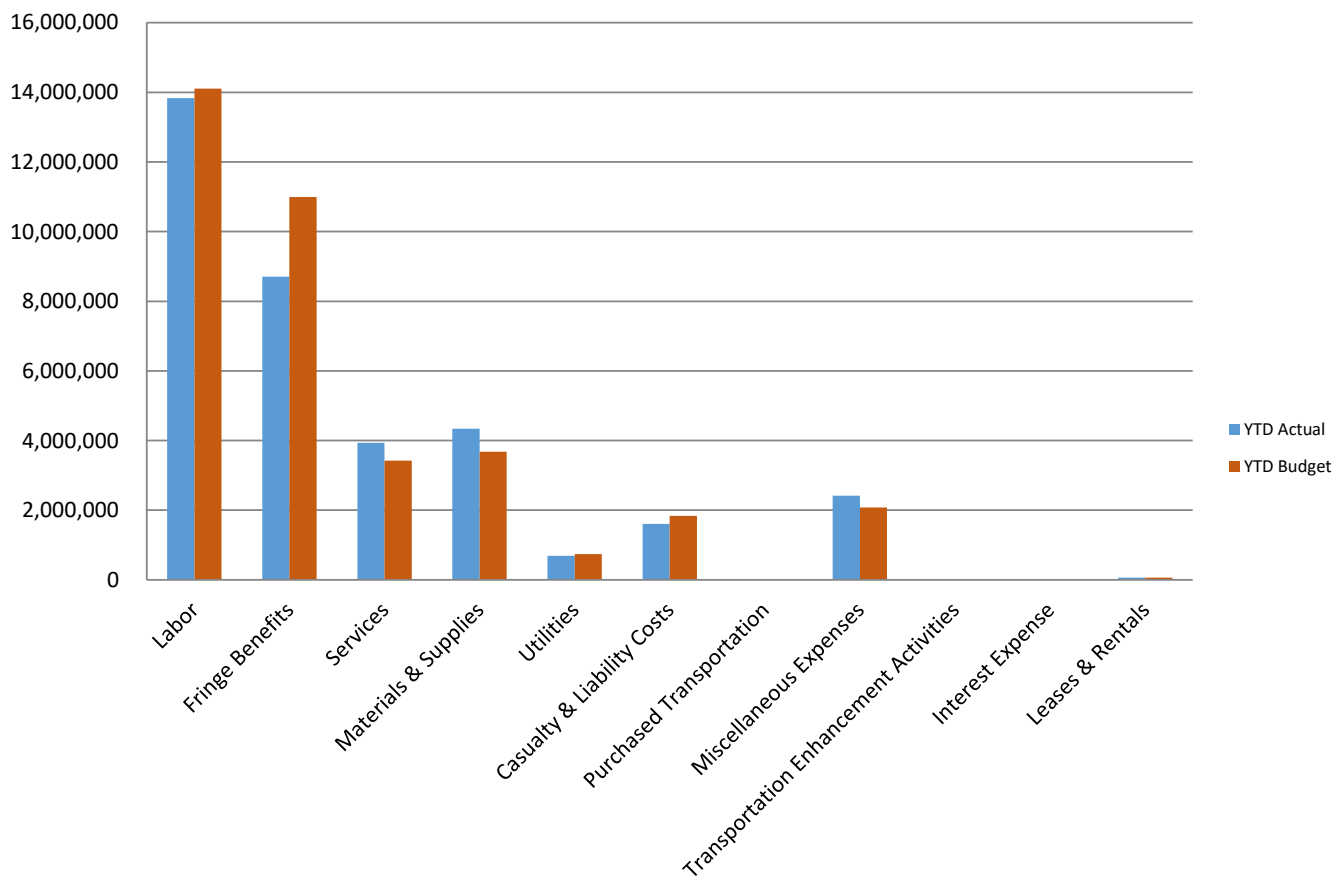
10.0 Performance Indicators

- Maintenance increased the miles between road calls above the previous month. The standard benchmark for mileage between road calls is 5,000 miles. MAX Maintenance went 5,444 miles between mechanical failures in September 2017. This is increase of over 1,900 miles from last month as well as the previous year (2016).

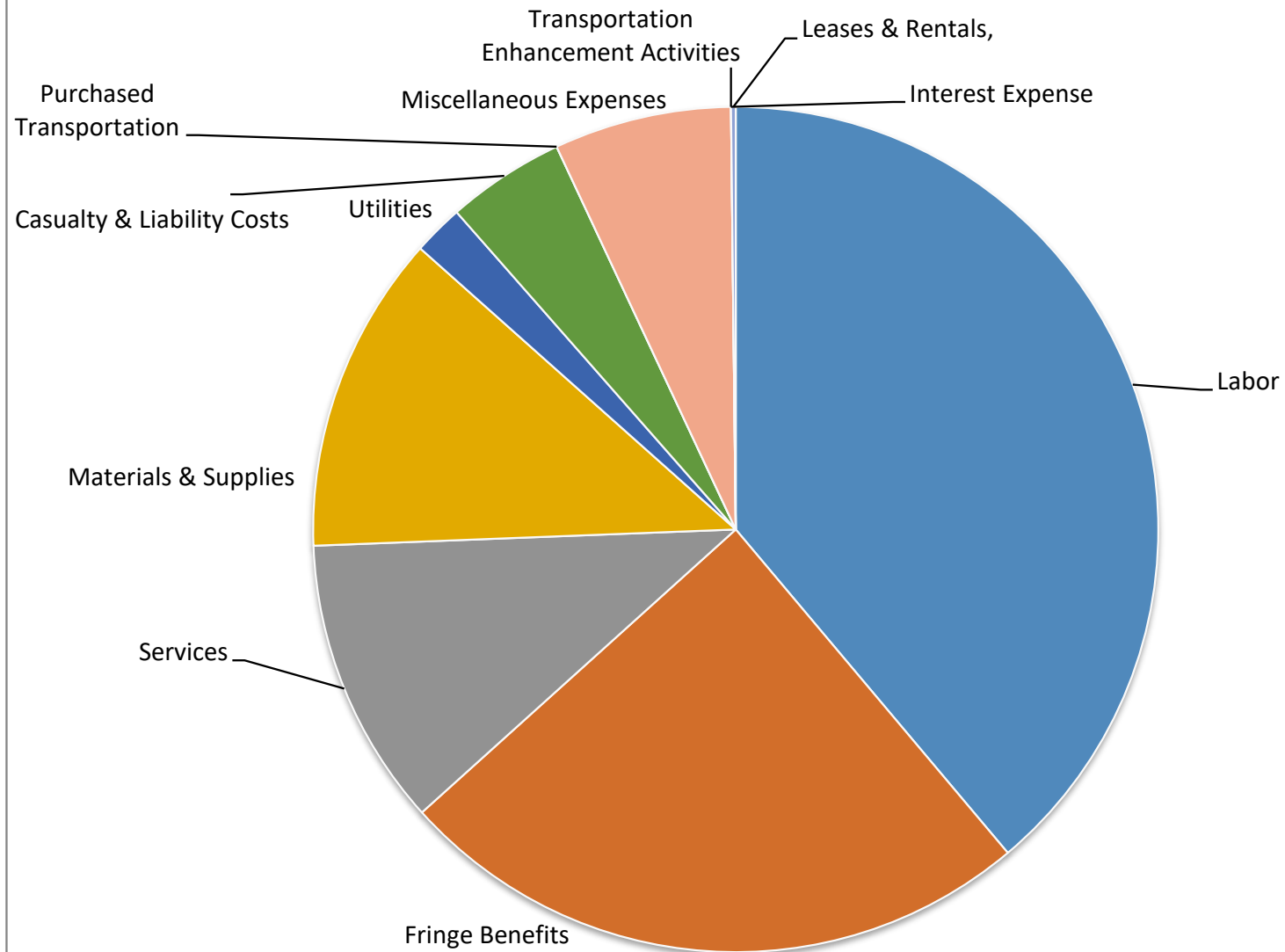
Barbara Murdock

Barbara Murdock, Executive Director

Consolidated Expenses by Function Code Performance Against Budget YTD September 2017



Consolidated Expenses by Function Code YTD September 2017



BJCTA
Commission Revenue Trend
As of September 30, 2017

	FY14	FY15	FY16	FY17
Commission Revenue	33,051	32,427	34,373	31,018
Total Commission Revenue	33,051	32,427	34,373	31,018

BJCTA
CNG Revenue
As of September 30, 2017

	FY14	FY15	FY16	FY17
Revenue	161,492	183,039	293,936	477,108
Gallons	80,746	91,519	146,968	238,554

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017	Period 12	September 2017	Division: 00 Balance Sheet		As of: 09/30/2017
			October Thru September 2017	2016	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$2,807,751.58	\$10,074,255.07	(\$7,266,503.49)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$14,554,539.98	\$9,462,017.10	\$5,092,522.88
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,865,920.22	\$1,945,185.31	(\$79,265.09)
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$346,186.86	\$231,169.00	\$115,017.86
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$32,321,952.32	\$21,390,690.61	\$10,931,261.71
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$6,505,168.89	\$5,637,945.39	\$867,223.50
1999999999 TOTAL ASSETS			\$58,401,519.85	\$48,741,262.48	\$9,660,257.37
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$1,335,240.12	\$1,667,747.41	(\$332,507.29)
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$351,258.96	\$301,490.54	\$49,768.42
2040000000 CURRENT PORTION OF LT DEBT					

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2017		Period 12	September 2017	Division: 00 Balance Sheet		As of: 09/30/2017	
				October Thru September			
				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				\$30,934,739.30	\$31,291,225.01	(\$356,485.71)	
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				\$437,206.00	\$939,299.00	(\$502,093.00)	
2999999999 TOTAL LIABILITIES				\$33,058,444.38	\$34,199,761.96	(\$1,141,317.58)	
3000000000 EQUITY							
3040000000 CONTRIBUTED CAPITAL							
3049999999 TOTAL CONTRIBUTED CAPITAL				\$5,322,138.00	\$0.00	\$5,322,138.00	
3050000000 RETAINED EARNINGS							
3059999999 TOTAL RETAINED EARNINGS				\$20,020,937.47	\$14,541,500.52	\$5,479,436.95	
3999999997 TOTAL EQUITY				\$25,343,075.47	\$14,541,500.52	\$10,801,574.95	
3999999998 TOTAL LIABILITIES & EQUITY				\$58,401,519.85	\$48,741,262.48	\$9,660,257.37	

BJCTA
Financial & Investing Report
As of September 30, 2017

	Balance @ 9/30/2017	Balance @ 8/31/2017	Balance @ 7/31/2017	Balance @ 6/30/2017	Balance @ 5/31/2017	Balance @ 4/30/2017
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	2,080,089	4,675,817	6,286,701	10,117,432	11,446,456	10,059,859
Cash - Payroll - BBVA Compass	10,000	337,637	10,000	10,000	10,000	10,000
Cash - Operating - BBVA Compass	507,404	269,930	1,788,315	403,493	1,719,189	1,907,926
Capital Deposit - BBVA Compass	10,000	10,000	10,000	10,000	10,000	10,000
Cash - BJCTA Hardship Fund - BBVA Compass	-	-	-	-	-	-
Cash - Restricted Self Insured	200,000	200,000	200,000	200,000	200,000	200,000
Petty Cash - Maintenance	200	193	38	180	200	110
Petty Cash - Central Station	58	39	141	90	179	151
Total Cash Accounts	2,807,752	5,493,616	8,295,194	10,741,195	13,386,024	12,188,046
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	2,807,752	5,493,616	8,295,194	10,741,195	13,386,024	12,188,046
<u>CASH RESERVES:</u>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	1,335,240	863,353	1,002,138	1,099,415	985,427	1,200,650
Accrued Payroll	262,048	721,696	590,683	515,287	415,212	304,294
Payroll Taxes	82,969	93,862	83,688	79,966	71,129	63,557
Other W/H Payable	6,242	(5,773)	8,591	7,496	7,099	4,834
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,686,499	1,673,138	1,685,100	1,702,163	1,478,868	1,573,335
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of September 30, 2017

Total Cash & Investments	Balances 2,807,751.58
Less: Short-Term Payables	(1,686,499.08)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @9/30/17	921,252.50
Required Three Month Operating Expense Reserve**	5,059,497.24
Cash Over/(Under) Reserve Requirement	<u><u>(4,138,244.74)</u></u>

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

**BJCTA
INCOME STATEMENT
September 30, 2017**

Sep-17 Actual	Sep-17 Budget	Sep-17 \$ Variance	Sep-17 % Variance	Sep-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
158,247	174,199	(15,952)	-9.16%	171,726	(13,479)	4010100001 Passenger Fares - Fixed Route	1,868,855	2,090,390	(221,535)	-10.60%	2,044,826	(175,971)	2,090,390	221,535
1,772	1,669	103	6.16%	1,888	(116)	4010100002 Passenger Fares - Dart	23,017	20,032	2,985	14.90%	25,440	(2,423)	20,032	(2,985)
14,343	15,437	(1,094)	-7.09%	16,357	(2,014)	4010100004 Passenger Fares - VIP	190,880	185,238	5,642	3.05%	191,774	(894)	185,238	(5,642)
174,362	191,305	(16,943)	-8.86%	189,971	(15,609)	4019999999 TOTAL PASSENGER REVENUES	2,082,753	2,295,660	(212,907)	-9.27%	2,262,039	(179,287)	2,295,660	212,907
1,148,161	1,148,161	0	0.00%	900,000	248,161	4020400002 Fixed Route B'ham	13,777,935	13,777,934	1	0.00%	10,800,000	2,977,935	13,777,934	(1)
6,865	6,865	(0)	0.00%	6,067	798	4020400005 Vestavia	82,385	82,385	0	0.00%	72,805	9,581	82,385	(0)
25,406	25,408	(1)	-0.01%	24,424	983	4020400006 Homewood	304,878	304,893	(15)	-0.01%	293,087	11,791	304,893	15
6,146	6,130	15	0.25%	5,296	849	4020400010 Hoover -	73,555	73,565	(10)	-0.01%	63,933	9,622	73,565	10
52,367	52,367	(0)	0.00%	-	52,367	4020400011 Bessemer Revenue	628,407	628,407	(0)	0.00%	-	628,407	628,407	0
-	-	-	0.00%	-	-	4020400012 Fairfield Revenues	-	-	-	0.00%	(30)	30	-	-
10,088	10,088	0	0.00%	8,854	1,234	4020400015 Midfield Revenues	121,050	121,050	(0)	0.00%	106,245	14,805	-	(121,050)
5,924	5,924	(0)	0.00%	5,236	687	4020400018 Centerpoint Revenue	71,084	71,084	(0)	0.00%	62,835	8,249	121,050	49,966
1,254,957	1,254,943	14	0.00%	949,877	305,080	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	15,059,294	15,059,318	(24)	0.00%	11,398,874	3,660,419	15,059,318	(71,060)
3,896	2,417	1,480	61.23%	3,231	666	4060100001 Commission Revenue	31,015	29,000	2,015	6.95%	34,373	(3,358)	29,000	(2,015)
6,978	2,917	4,061	139.25%	5,005	1,973	4060300001 Advertising Revenue	114,559	35,000	79,559	227.31%	36,798	77,762	35,000	(79,559)
747	187	561	300.36%	159	588	4069900001 Other Revenues	200,708	2,240	198,468	8860.16%	5,378	195,329	2,240	(198,468)
2,759	1,250	1,509	120.73%	2,779	(20)	4070400001 Investment Income	59,605	15,000	44,605	297.37%	39,532	20,073	15,000	(44,605)
-	6,917	(6,917)	-100.00%	-	-	4079900002 Rental Income	41,500	41,500	(41,500)	-100.00%	-	-	41,500	41,500
(26,861)	-	(26,861)	0.00%	-	(26,861)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	13,485	-	13,485	0.00%	-	13,485	-	(13,485)
(12,480)	13,687	(26,167)	-191.19%	11,174	(23,655)	4079999999 TOTAL OTHER REVENUES	419,372	122,740	296,632	241.68%	116,081	303,291	122,740	(296,632)
317,370	302,676	14,694	4.85%	302,676	14,694	4080100001 Ad Valorem - Birmingham	3,808,439	3,632,112	176,327	4.85%	3,632,112	176,327	3,632,112	(176,327)
222,016	215,829	6,188	2.87%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	2,664,197	2,589,947	74,250	2.87%	2,589,947	74,250	2,589,947	(74,250)
-	-	-	0.00%	46,277	(46,277)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	555,330	(555,330)	-	-
8,995	8,995	(0)	0.00%	7,949	1,046	4080100006 Ad Valorem - Mountain Brook	107,945	107,945	(0)	0.00%	95,392	12,553	107,945	0
1,971	1,971	0	0.00%	1,742	229	4080100007 Ad Valorem - Tarrant	23,651	23,651	0	0.00%	20,901	2,750	23,651	(0)
-	-	-	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	0	4089900001 Beer Tax	2,000,000	2,000,000	-	0.00%	2,000,000	-	2,000,000	-
-	-	-	0.00%	-	-	4089900002 Racing Commission	-	-	-	0.00%	-	-	-	-
717,019	696,138	20,881	3.00%	741,140	(24,121)	4089999998 TOTAL TAX REVENUES	9,323,656	8,353,655	970,001	11.61%	9,527,964	(204,308)	8,353,655	(970,001)
-	-	-	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.	6,660,723	6,660,723	-	0.00%	7,377,012	(716,289)	6,660,723	-
355,608	355,608	-	0.00%	355,448	160	4139900003 FTA Reimbursements - Pass Thru Funding	4,479,397	4,479,397	-	0.00%	4,301,896	177,502	4,479,397	-
-	-	-	0.00%	-	-	4139900004 FTA Reimbursements - JARC	-	-	-	0.00%	-	-	-	-
-	6,383	(6,383)	-100.00%	-	-	4139900006 FTA Reimbursements - PROJ. ADMIN	191,973	76,600	115,373	150.62%	95,923	96,050	76,600	(115,373)
6,836	-	6,836	0.00%	-	6,836	4139900008 FTA Reimbursements - TDP	748,922	-	748,922	0.00%	1,273,410	(524,488)	-	(748,922)
917,504	917,052	453	0.05%	1,053,766	(136,262)	4139999998 TOTAL FEDERAL GRANT REVENUES	12,081,015	11,216,720	864,295	7.71%	13,048,241	(967,225)	11,216,720	(864,295)
3,051,362	3,073,124	(21,762)	-0.71%	2,945,928	105,434	4139999999 TOTAL OPERATING REVENUE	38,970,805	37,048,093	1,922,711	5.19%	36,358,533	2,612,272	37,048,093	(1,993,795)
31,116	-	31,116	0.00%	-	31,116	4140000002 FTA Reimbursements - Capital	6,762,291	4,718,328	2,043,963	43.32%	297,030	6,465,261	4,718,328	(2,043,963)
158,708	158,708	0	0.00%	-	158,708	4140000003 Capital Revenue - City of Birmingham	1,904,491	1,904,491	0	0.00%	-	1,904,491	1,904,491	(0)
849	847	2	0.24%	-	849	4140000004 Capital Revenue - City of Hoover	10,167	10,169	(2)	-0.02%	-	10,167	10,169	2
949	949	(0)	0.00%	-	949	4140000006 Capital Revenue - City of Vestavia Hills	11,388	11,388	(0)	0.00%	-	11,388	11,388	0
819	819	(0)	0.00%	458	361	4140000007 Capital Revenue - City of Center Point	9,826	9,826	(0)	0.00%	5,496	4,330	9,826	0
1,394	1,394	0	0.00%	843	551	4140000008 Capital Revenue - City of Midfield	16,732	16,732	0	0.00%	10,117	6,615	16,732	(0)
3,512	3,512	(0)	-0.01%	-	3,512	4140000009 Capital Revenue - City of Homewood	42,142	42,145	(3)	-0.01%	-	42,142	42,145	3
1,243	1,243	(0)	0.00%	698	546	4140000010 Capital Revenue - City of Mountain Brook	14,921	14,921	(0)	0.00%	8,373	6,548	14,921	0
272	272	-	0.00%	153	120	4140000011 Capital Revenue - City of Tarrant	3,269	3,269	0	0.01%	1,835	1,435	3,269	(0)
7,239	7,239	0	0.00%	-	7,239	4140000012 Capital Revenue - City of Bessemer	86,863	86,863	0	0.00%	-	86,863	86,863	(0)
206,102	174,984	31,118	17.78%	2,152	203,950	4149999999 TOTAL CAPITAL REVENUES	8,862,091	6,818,132	2,043,959	29.98%	322,851	8,539,240	6,818,132	(2,043,959)
3,257,464	3,248,108	9,356	0.29%	2,948,080	309,384	4999999999 TOTAL REVENUES	47,832,896	43,866,225	3,966,671	9.04%	36,681,384	11,151,512	43,866,225	(4,037,755)
535,898	576,876	(40,978)	-7.10%	540,241	(4,343)	5010100001 Operator's Salaries	6,772,924	6,922,512	(149,588)	-2.16%	6,864,915	(91,991)	6,922,512	149,588
572,406	597,027	(24,621)	-4.12%	578,304	(5,898)	5010200001 Other Salaries	7,045,509	7,165,951	(120,443)	-1.68%	6,816,989	228,519	7,165,951	120,443
-	1,250	(1,250)	-100.00%	10,771	(10,771)	5030400001 Temporary Labor	15,541	15,000	541	3.61%	33,105	(17,564)	15,000	(541)
1,108,304	1,175,153	(66,850)	-5.69%	1,129,316	(21,012)	5019999999 TOTAL LABOR	13,833,974	14,103,463	(269,489)	-1.91%	13,715,010	118,964	14,103,463	269,489
75,128	92,417	(17,290)	-18.71%	76,457	(1,330)	5020103001 Employer FICA Tax (OASDI)	954,905	1,109,007	(154,102)	-13.90%	955,632	(726)	1,109,007	154,102
27,239	22,088	5,152	23.32%	22,710	4,529	5020200001 Pension Expense	221,275	265,051	(43,776)	-16.52%	215,021	6,254	265,051	43,776

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
September 30, 2017

Sep-17 Actual	Sep-17 Budget	Sep-17 \$ Variance	Sep-17 % Variance	Sep-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
(2,283,258)	284,676	(2,567,934)	-902.05%	414,112	(2,697,370)	5020203002 Regular Retirement	1,408,895	3,416,113	(2,007,218)	-58.76%	4,060,580	(2,651,685)	3,416,113	2,007,218
350,751	390,848	(40,097)	-10.26%	407,020	(56,269)	5020303001 Health Insurance	4,661,484	4,690,172	(28,688)	-0.61%	3,754,272	907,212	4,690,172	28,688
-	6,860	(6,860)	-100.00%	19,686	(19,686)	5020417601 Unemployment Taxes	(3,972)	82,320	(86,292)	-104.83%	101,116	(105,088)	82,320	86,292
7,202	7,514	(312)	-4.16%	6,901	301	5020503001 Life Insurance	83,512	90,167	(6,655)	-7.38%	82,449	1,062	90,167	6,655
55,502	58,685	(3,183)	-5.42%	51,391	4,111	5020803001 Worker's Compensation Insurance	591,230	704,215	(112,985)	-16.04%	712,018	(120,788)	704,215	112,985
205,058	-	205,058	0.00%	(187,636)	392,694	5020900001 Accrued Sick & Vacation Time	205,058	-	205,058	0.00%	(187,636)	392,694	-	(205,058)
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	11,994	20,000	(8,006)	-40.03%	14,113	(2,119)	20,000	8,006
10,187	11,209	(1,023)	-9.12%	10,241	(55)	5021303001 Uniforms & Wearing Apparel	125,016	134,512	(9,496)	-7.06%	39,150	85,866	134,512	9,496
507	508	(1)	-0.29%	507	-	5021400001 Employee Wellness	8,182	6,100	2,082	34.13%	5,672	2,511	6,100	(2,082)
123	267	(144)	-53.97%	297	(174)	5021403002 Employee Licenses	2,454	3,200	(746)	-23.32%	2,977	(523)	3,200	746
-	833	(833)	-100.00%	-	-	5021400003 Relocation Expense	10,000	10,000	-	0.00%	-	10,000	10,000	-
203	750	(547)	-72.89%	392	(189)	5021400004 Tool Allowance	7,947	9,000	(1,053)	-11.71%	5,980	1,967	9,000	1,053
300,000	37,500	262,500	700.00%	-	300,000	5021400005 General Contingency	416,897	450,000	(33,103)	-7.36%	-	416,897	450,000	33,103
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
(1,251,359)	915,821	(2,167,180)	-236.64%	822,079	(2,073,438)	5029999999 TOTAL FRINGE BENEFITS	8,704,876	10,989,857	(2,284,981)	-20.79%	9,761,343	(1,056,467)	10,989,857	2,284,981
-	250	(250)	-100.00%	-	-	5030200001 Promotional Advertising	8,350	3,000	5,350	178.33%	766	7,584	3,000	(5,350)
36,778	33,354	3,424	10.27%	21,465	15,313	5030300001 Legal Services	381,169	400,250	(19,081)	-4.77%	353,650	27,519	400,250	19,081
-	833	(833)	-100.00%	-	-	5030300002 Architect & Engineering Services	35,703	10,000	25,703	257.03%	-	35,703	10,000	(25,703)
1,490	896	594	66.32%	210	1,280	5030300003 Software Technical Support	6,571	10,750	(4,179)	-38.87%	11,111	(4,540)	10,750	4,179
2,875	5,417	(2,542)	-46.93%	2,783	92	5030300004 Medical Services	28,389	65,000	(36,611)	-56.32%	45,457	(17,068)	65,000	36,611
-	1,250	(1,250)	-100.00%	1,284	(1,284)	5030300005 Human Resources Services	13,417	15,000	(1,583)	-10.56%	14,617	(1,200)	15,000	1,583
14,087	10,417	3,670	35.24%	13,948	139	5030300006 Computer & Data Services	177,293	125,000	52,293	41.83%	161,662	15,631	125,000	(52,293)
19,346	80,917	(61,570)	-76.09%	19,390	(44)	5030300007 Professional & Technical Services	1,820,135	971,000	849,135	87.45%	1,894,720	(74,585)	971,000	(849,135)
-	14,583	(14,583)	-100.00%	1,745	(1,745)	5030300008 Marketing Consulting	22,344	175,000	(152,656)	-87.23%	65,187	(42,843)	175,000	152,656
2,000	2,500	(500)	-20.00%	1,083	917	5030300009 Auditing	24,000	30,000	(6,000)	-20.00%	24,000	-	30,000	6,000
-	-	-	0.00%	-	-	5030300010 Financial Services	1,180	-	1,180	0.00%	6,956	(5,776)	-	(1,180)
10,416	10,417	(1)	-0.01%	20,832	(10,416)	5030300011 Government Affairs Consultant	124,992	125,000	(8)	-0.01%	124,992	-	125,000	8
1,179	3,333	(2,154)	-64.62%	1,287	(108)	5030317612 Legal Travel	22,746	40,000	(17,254)	-43.14%	58,413	(35,667)	40,000	17,254
1,338	2,817	(1,479)	-52.49%	250	1,088	5030500001 Vehicle Cleaning	13,742	33,800	(20,058)	-59.34%	24,574	(10,832)	33,800	20,058
3,250	-	3,250	0.00%	-	3,250	5030500003 Landscape Maintenance	13,000	-	13,000	0.00%	-	13,000	-	(13,000)
10,459	4,167	6,292	151.02%	476	9,983	5030500004 Building Maintenance Contracts	18,731	50,000	(31,270)	-62.54%	7,754	10,977	50,000	31,270
21,983	-	21,983	0.00%	-	21,983	5030600001 Janitorial Services	35,093	-	35,093	0.00%	-	35,093	-	(35,093)
33,124	53,858	(20,734)	-38.50%	37,039	(3,915)	5030703001 Security Services	494,697	646,300	(151,603)	-23.46%	504,284	(9,587)	646,300	151,603
20,833	28,333	(7,500)	-26.47%	23,724	(2,890)	5039903001 Vehicle Maintenance - External	260,981	340,000	(79,019)	-23.24%	339,589	(78,608)	340,000	79,019
2,400	4,659	(2,259)	-48.49%	6,675	(4,275)	5039903002 Vehicle Towing	61,070	55,910	5,160	9.23%	65,855	(4,785)	55,910	(5,160)
2,469	8,875	(6,406)	-72.18%	5,973	(3,504)	5039900003 Equipment Maintenance - Labor	79,663	106,500	(26,837)	-25.20%	81,645	(1,982)	106,500	26,837
-	2,242	(2,242)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	15,000	26,900	(11,900)	-44.24%	19,950	(4,950)	26,900	11,900
2,483	3,896	(1,413)	-36.28%	4,521	(2,038)	5039903005 Printing & Copying External	46,034	46,750	(716)	-1.53%	45,589	445	46,750	716
7,847	3,333	4,514	135.41%	2,316	5,531	5039900006 Waste Oil Removal	33,881	40,000	(6,119)	-15.30%	36,494	(2,614)	40,000	6,119
19,216	3,542	15,675	442.57%	5,592	13,624	5039900007 Other Contracted Services	128,786	42,500	86,286	203.03%	55,678	73,108	42,500	(86,286)
5,924	5,410	513	9.49%	5,410	514	5039900008 Radio & Communication Maintenance	71,142	64,925	6,217	9.58%	56,861	14,281	64,925	(6,217)
219,498	285,299	(65,801)	-23.06%	176,003	43,494	5039999999 TOTAL SERVICES	3,938,109	3,423,585	514,524	15.03%	3,999,803	(61,694)	3,423,585	(514,524)
24,078	23,046	1,032	4.48%	25,859	(1,780)	5040103001 Fuel & Lubricants - Diesel	257,648	276,555	(18,907)	-6.84%	292,053	(34,405)	276,555	18,907
97,851	68,750	29,101	42.33%	73,926	23,925	5040103002 Fuel & Lubricants - CNG	999,008	825,000	174,008	21.09%	849,718	149,290	825,000	(174,008)
98	833	(736)	-88.26%	296	(198)	5040103103 Fuel & Lubricants - Unleaded - VIP	2,607	10,000	(7,393)	-73.93%	5,583	(2,975)	10,000	7,393
34,097	28,583	5,513	19.29%	31,052	3,045	5040200001 Tires & Tubes	319,754	343,000	(23,246)	-6.78%	333,537	(13,783)	343,000	23,246
273	3,758	(3,485)	-92.73%	885	(612)	5049900001 Printing Supplies	11,916	45,100	(33,184)	-73.58%	17,516	(5,600)	45,100	33,184
1,812	2,231	(419)	-18.79%	2,320	(508)	5049900002 General Office Supplies	23,493	26,775	(3,282)	-12.26%	33,226	(9,733)	26,775	3,282
165,061	139,223	25,838	18.56%	327,943	(162,882)	5049900003 Equip. Repair Parts & Material	2,204,608	1,670,672	533,936	31.96%	2,194,026	10,582	1,670,672	(533,936)
3,691	5,417	(1,726)	-31.86%	7,517	(3,826)	5049900004 Janitorial & Building Supplies	51,967	65,000	(13,033)	-20.05%	68,062	(16,095)	65,000	13,033
(13,228)	2,108	(15,336)	-727.40%	2,694	(15,922)	5049900006 Minor Equipment	19,524	25,300	(5,776)	-22.83%	24,884	(5,360)	25,300	5,776
-	75	(75)	-100.00%	-	-	5049900007 Medical Supplies	32	900	(868)	-96.39%	57	(24)	900	868
41,274	20,637	20,637	100.00%	418	40,857	5049900008 Shelter Maintenance	303,767	247,645	56,122	22.66%	111,245	192,521	247,645	(56,122)
-	-	-	0.00%	-	-	5049900009 Facility Maintenance Materials	56	-	56	100.00%	310	(254)	-	-
6,063	7,083	(1,020)	-14.41%	2,494	3,568	5049900010 Internal Sponsored Functions	81,179	85,000	(3,821)	-4.50%	74,230	6,949	85,000	3,821
2,443	5,000	(2,557)	-51.14%	7,902	(5,459)	5049900011 Cleaning Supplies	80,540	60,000	20,540	34.23%	62,629	17,911	60,000	(20,540)
4,837	-	4,837	0.00%	(34,886)	39,724	5049905103 Inventory Adjustments	(15,495)	-	(15,495)	0.00%	171,987	(187,482)	-	15,495
368,351	306,746	61,605	20.08%	448,419	(80,068)	5049999999 TOTAL MATERIALS & SUPPLIES	4,340,602	3,680,947	659,655	17.92%	4,239,061	101,541	3,680,947	(659,599)
37,298	33,750	3,548	10.51%	28,753	8,545	5050203001 Electric	364,175	405,000	(40,825)	-10.08%	321,590	42,585	405,000	40,825
4,693	7,016	(2,322)	-33.10%	1,801	2,892	5050203002 Water & Sewer	56,060	84,186	(28,126)	-33.41%	69,393	(13,334)	84,186	28,126
1,021	3,908	(2,886)	-73.86%	2,379	(1,358)	5050203003 Trash, Garbage & Waste Removal	26,405	46,892	(20,487)	-43.69%	24,975	1,430	46,892	20,487
170	2,917	(2,746)	-94.17%	118	52	5050203004 Heating	15,913	35,000	(19,087)	-54.53%	12,445	3,468	35,000	19,087
15,327	14,393	934	6.49%	10,387	4,940	5050203005 Telecommunications	225,348	172,717	52,631	30.47%	177,169	48,179	172,717	(52,631)
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	455	400	55	13.80%	270	186	400	(55)
58,509	62,016	(3,507)	-5.65%	43,438	15,071	5059999999 TOTAL UTILITIES	688,357	744,195	(55,838)	-7.50%	605,843	82,514	744,195	55,838

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
September 30, 2017

Sep-17 Actual	Sep-17 Budget	Sep-17 \$ Variance	Sep-17 % Variance	Sep-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
15,549	40,432	(24,883)	-61.54%	14,694	855	5060100001 Insurance - Property & Liability	182,251	485,183	(302,932)	-62.44%	171,749	10,502	485,183	302,932
3,332	3,148	184	5.84%	3,149	183	5060100002 Insurance - Public Officials	39,054	37,775	1,279	3.39%	36,803	2,250	37,775	(1,279)
92,183	91,484	699	0.76%	87,116	5,067	5060103003 Insurance - Vehicle	1,080,487	1,097,807	(17,320)	-1.58%	1,018,225	62,263	1,097,807	17,320
-	-	-	0.00%	(18,813)	18,813	5060203001 Insurance Proceeds	(89,125)	-	(89,125)	0.00%	(68,715)	(20,410)	-	89,125
74	18,443	(18,369)	-99.60%	53,115	(53,041)	5060416501 Property Damage Settlements	394,731	221,316	173,415	78.36%	340,522	54,209	221,316	(173,415)
111,137	153,507	(42,370)	-27.60%	139,261	(28,124)	5069999999 TOTAL CASUALTY & LIABILITY COST	1,607,397	1,842,081	(234,684)	-12.74%	1,498,584	108,814	1,842,081	234,684
4,329	4,150	179	4.32%	3,653	676	5090100001 Dues & Subscriptions	50,492	49,800	692	1.39%	47,783	2,709	49,800	(692)
5,034	6,783	(1,749)	-25.79%	28,269	(23,235)	5090200001 Travel	108,616	81,400	27,216	33.43%	131,092	(22,476)	81,400	(27,216)
997	2,694	(1,697)	-63.01%	1,798	(802)	5090200002 Per Diem	25,981	32,325	(6,344)	-19.62%	36,052	(10,070)	32,325	6,344
5,600	9,783	(4,183)	-42.76%	5,711	(111)	5090200003 Meetings, Seminars & Training	227,041	117,398	109,643	93.39%	127,551	99,489	117,398	(109,643)
58,619	120,136	(61,517)	-51.21%	73,678	(15,059)	5090218105 Planning Activities	1,681,538	1,441,632	239,906	16.64%	654,242	1,027,296	1,441,632	(239,906)
39	8	31	368.19%	-	39	5090600001 Fines & Penalties	141	100	41	40.93%	254	(113)	100	(41)
2,917	2,208	709	32.09%	1,221	1,696	5090800001 Legal Advertising	16,516	26,500	(9,984)	-37.67%	27,832	(11,316)	26,500	9,984
10,558	6,250	4,308	68.93%	-	10,558	5090800002 Media Advertising	59,398	75,000	(15,602)	-20.80%	7,452	51,947	75,000	15,602
376	446	(70)	-15.70%	365	11	5099900001 Postage & Courier Service	5,774	5,350	424	7.92%	5,497	276	5,350	(424)
(1)	38	(38)	-102.32%	-	(1)	5099900002 Other Miscellaneous	446	450	(4)	-0.78%	49	398	450	4
5,236	2,917	2,319	79.50%	-	5,236	5099900003 Educational - Tuition Reimbursement	27,060	35,000	(7,941)	-22.69%	14,524	12,536	35,000	7,941
-	208	(208)	-100.00%	62	(62)	5099900004 Interview Expenses	129	2,500	(2,371)	-94.84%	13,475	(13,346)	2,500	2,371
568	113	456	405.22%	-	568	5099901105 Fees & Permits	1,534	1,350	184	13.65%	815	719	1,350	(184)
-	7,083	(7,083)	-100.00%	5,452	(5,452)	5099900006 Community Outreach	105,353	85,000	20,353	23.95%	33,797	71,557	85,000	(20,353)
-	-	-	0.00%	6,250	(6,250)	5099900008 RPC NTD Data	75,000	75,000	-	0.00%	75,000	-	75,000	-
10,500	4,167	6,333	152.00%	1,859	8,641	5099900009 Moving Expenses	31,028	50,000	(18,972)	-37.94%	22,811	8,218	50,000	18,972
104,771	166,984	(62,213)	-37.26%	128,318	(23,547)	5099999999 TOTAL MISCELLANEOUS EXPENSES	2,416,047	2,078,805	337,242	16.22%	1,198,225	1,217,823	2,078,805	(337,242)
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
1,032	5,341	(4,309)	-80.68%	5,295	(4,264)	5121200001 Leases & Rentals	64,073	64,090	(17)	-0.03%	70,753	(6,680)	64,090	17
1,032	5,341	(4,309)	-80.68%	5,295	(4,264)	5129900099 TOTAL LEASES & RENTALS	64,073	64,090	(17)	-0.03%	70,753	(6,680)	64,090	17
287,099	287,099	-	0.00%	208,312	78,787	5130000001 Depreciation Expense	3,238,842	3,238,842	-	0.00%	2,646,666	592,176	3,238,842	-
287,099	287,099	-	0.00%	208,312	78,787	5139900099 TOTAL DEPRECIATION EXPENSE	3,238,842	3,238,842	-	0.00%	2,646,666	592,176	3,238,842	-
355,607	355,607	-	0.00%	404,444	(48,837)	5160000001 Pass Thru Funding Expense	4,479,397	4,479,397	-	0.00%	4,397,301	82,096	4,479,397	-
355,607	355,607	-	0.00%	404,444	(48,837)	5169900099 TOTAL OTHER RECONCILING ITEM	4,479,397	4,479,397	-	0.00%	4,397,301	82,096	4,479,397	-
1,362,949	3,713,573	(2,350,624)	-63.30%	3,504,886	(2,141,937)	9999999997 TOTAL EXPENSES	43,311,674	44,645,262	(1,333,588)	-2.99%	42,132,588	1,179,086	44,645,262	1,333,644
1,894,515	(465,465)	2,359,980	-507.02%	(556,805)	2,451,321	9999999998 NET DIFFERENCE	4,521,222	(779,037)	5,300,259	-680.36%	(5,451,204)	9,972,426	(779,037)	(5,371,399)

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
Summary Revenue & Expense Report
YTD SEPTEMBER 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	2,082,753	2,295,660	(212,907)	2,295,660	212,907
Municipal Services	21,663,525	21,412,973	250,552	21,412,973	(250,552)
Other Revenues	419,372	122,740	296,632	122,740	(296,632)
Tax Revenues	2,000,000	2,000,000	0	2,000,000	0
Capital Revenues	2,099,800	2,099,804	(4)	2,099,804	4
FTA Reimbursements - Project Admin	191,973	76,600	115,373	76,600	(115,373)
Federal and Local Grant Revenues	13,427,729	11,379,051	2,048,678	11,379,051	(2,048,678)
Total Operating Revenues	41,885,152	39,386,828	2,498,324	39,386,828	(2,498,324)
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	4,479,397	4,479,397	(0)	4,479,397	0
FTA Reimbursements - TDP	748,922	0	748,922	0	(748,922)
CNG ALT. Fuel Reimbursements -	719,425	0	719,425	0	(719,425)
Total Non-Budget Revenues	5,947,744	4,479,397	1,468,346	4,479,397	(1,468,346)
Total Revenues	47,832,896	43,866,225	3,966,671	43,866,225	(3,966,671)
Expenses:					
Labor	13,833,974	14,103,463	(269,489)	14,103,463	269,489
Fringe Benefits	8,704,876	10,989,857	(2,284,981)	10,989,857	2,284,981
Services	3,938,109	3,423,585	514,524	3,423,585	(514,524)
Materials & Supplies	4,340,602	3,680,947	659,655	3,680,947	(659,655)
Utilities	688,357	744,195	(55,838)	744,195	55,838
Casualty & Liability Costs	1,607,397	1,842,081	(234,684)	1,842,081	234,684
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	2,416,047	2,078,805	337,242	2,078,805	(337,242)
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	64,073	64,090	(17)	64,090	17
Total Expenses	35,593,435	36,927,023	(1,333,588)	36,927,023	1,333,588
Non-Budget Expenses:					
Depreciation Expense	3,238,842	3,238,842	0	3,238,842	0
Pass Thru Funding Expense	4,479,397	4,479,397	0	4,479,397	0
Total Non-Budget Expenses	7,718,239	7,718,239	0	7,718,239	0
Total Expenses	43,311,674	44,645,262	(1,333,588)	44,645,262	1,333,588
Net Difference	4,521,222	(779,037)	5,300,259	(779,037)	(5,300,259)

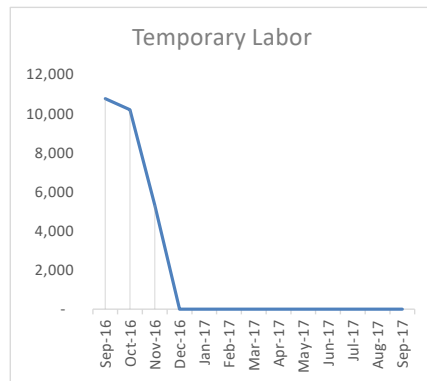
	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	41,885,152	39,386,828	2,498,324	39,386,828	(2,498,324)
Total Operating Expenses	35,593,435	36,927,023	(1,333,588)	36,927,023	1,333,588
Net Operating Profit/(Loss)	6,291,717	2,459,805	3,831,912	2,459,805	(3,831,912)
Total Non-Budget Revenues	5,947,744	4,479,397	1,468,346	4,479,397	(1,468,346)
Total Non-Budget Expenses	7,718,239	7,718,239	0	7,718,239	0
Total Non-Budget Profit/(Loss)	(1,770,495)	(3,238,842)	1,468,346	(3,238,842)	(1,468,346)
Net Profit/(Loss)	4,521,222	(779,037)	5,300,259	(779,037)	(5,300,259)

PARATRANSIT COST
PER RIDERSHIP TREND
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
	30	59,290	61,010	73,578	41,314	46,161	40,845	42,194	45,287	44,462	45,176	91,429	36,091	52,266
	35	257,928	266,950	251,203	259,259	245,875	215,608	253,278	256,396	250,552	260,491	260,865	248,984	268,928
Total		317,218	327,960	324,781	300,573	292,036	256,453	295,472	301,683	295,014	305,667	352,294	285,075	321,194
	40	75,042	83,195	89,207	88,285	76,746	84,541	81,461	89,345	83,122	88,310	85,305	87,465	85,293
	45	586,275	727,988	632,923	604,973	546,323	479,871	487,029	581,771	546,038	537,674	704,146	544,741	574,206
Total		661,317	811,183	722,131	693,258	623,069	564,412	568,490	671,115	629,160	625,984	789,451	632,206	659,499
	13%	85,971	105,454	93,877	90,123	80,999	73,374	73,904	87,245	81,791	81,378	102,629	82,187	85,735
		Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Jul-17
Paratransit Service Costs		403,190	433,413	418,658	390,697	373,035	329,827	369,375	388,928	376,805	387,045	454,923	367,261	406,928
Ridership		10,291	9,483	9,392	8,763	8,325	7,347	8,014	9,076	7,018	8,117	6,967	5,251	9,007
Paratransit Cost per Ridership		39.18	45.70	44.58	44.58	44.81	44.89	46.09	42.85	53.69	47.68	65.30	69.95	45.18

Temporary Labor
As of September 2017

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



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

Advertising	\$ 53,804	within contract period
Pass/Ticket Sales	\$ 20,940	\$1412.80 over 90. 1665 over 60. \$4348 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	
Birmingham	\$ 7,582,427	Bill for April-Jun Sent out and July-Sept
Federal	\$ 6,660,723	Per grant schedules-Will be drawing these funds down in October 2017
Beer Tax	\$ -	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		We received Ad Valorems at the end of December
Homewood	\$ -	Paid in January 2nd quarter Services (Jan-Mar)
Vestavia Hills	\$ -	Billed for FY17 Services. -Paid
Mtn Brook Ad Valorem		We received Ad Valorems at the end of December
Tarrant Ad Valorem		We received Ad Valorems at the end of December
Birmingham Ad Valorem		We received Ad Valorems at the end of December
Bessemer	\$ 178,818	Sent quarterly billing out for 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	\$ 30,857	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 14,216	See Below
Employee	\$ 1,173	Payroll ACH problem-should be cleared by 9/29/17
Pass Thru Funding	\$ -	
Board	\$ 100	
	<u>\$ 14,554,540</u>	

Breakdown of A/R Other/Alt Fuel

\$ -	SI Insurance-Current
\$ 2,759	Interest-Current
\$ 10,936	CNG manual billing. \$145.88 over 90; \$0 over 60; \$829.40 over 30. Remainder current
\$ -	Social Security due back from Pension Committee
\$ 521	Reimbursement from Delta flight that was cancelled
<u>\$ 14,216</u>	

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

BJCTA - Employee Overtime Report - September 2017

Department	Department Code	OT Hrs. Sept/16	OT Sept/16	OT Hrs. Sept/17	OT Sept/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	23.09	\$ 164.67	1.57	\$ 12.29	\$379.23	55.39
VIP Admin	01130	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Fixed Rte. Road Sup.	01220	376.56	\$ 4,095.73	649.23	\$ 6,897.61	\$47,962.80	4462.48
VIP Dispatch	01230/01232	101.57	\$ 1,107.09	88.06	\$ 912.44	\$9,128.00	708.71
VIP Call Center	02115/02130	37.13	\$ 231.90	25.20	\$ 164.32	\$3,664.89	567.29
Fixed Route Ops	03025	3342.54	\$ 27,748.77	1626.09	\$ 13,897.75	\$245,100.96	28998.98
VIP Ops	03135	907.08	\$ 6,416.69	1132.04	\$ 8,123.74	\$79,036.13	11046.47
Maint Admin	04140/04142	122.85	\$ 1,252.26	48.10	\$ 393.48	\$7,968.49	838.43
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	\$0.00	0.00
Maint	05145/05146	490.76	\$ 3,449.27	432.58	\$ 3,171.27	\$44,509.14	6126.08
Maint - Inspection	06145/06146/06148	626.11	\$ 6,461.86	313.67	\$ 3,213.44	\$66,835.13	5810.27
Facilities	12350	128.30	\$ 731.29	18.15	\$ 114.38	\$4,600.69	772.77
Money Room	15125	4.54	\$ 31.86	33.59	\$ 262.49	\$1,072.08	149.40
Customer Service	16215/75/76/90/91	158.47	\$ 1,118.70	106.64	\$ 832.71	\$12,633.18	1677.65
Safety	16615/85	91.16	\$ 1,021.81	111.09	\$ 1,239.28	\$16,805.12	1485.75
Admin & Risk	16715	1.41	\$ 14.19	3.47	\$ 23.66	\$346.31	48.74
IT	17015/10	3.25	\$ 46.81	39.22	\$ 368.30	\$2,176.49	248.79
Finance	17165/17865	10.39	\$ 121.85	25.25	\$ 222.86	\$1,327.22	127.94
Procurement/Grants	17965/80 & 17265/80	23.26	\$ 217.78	6.02	\$ 63.79	\$733.28	68.29
Executive	17610	30.24	\$ 317.71	50.17	\$ 436.75	\$3,133.16	323.22
Planning	17755	0.51	\$ 4.78	8.43	\$ 86.17	\$657.55	80.21
Totals		6479.22	\$ 54,555.02	4718.57	\$ 40,436.73	\$548,069.85	63596.86

Findings : September 2017 overtime is 27% lower compared to September 2016.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.:
Finance - Financial & Investment Highlights for Period Ending September 30, 2017	N/A
	DATE: September 30, 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 September 30, 2017 Balance Sheet, assets were \$58,401,519.85 while total liabilities were \$33,058,444.38.
- The Income Statement for the month ending September 30, 2017, details year to date revenues of \$47,832,896.20 and expenses of \$43,311,674.39 resulting in a positive difference of \$4,521,221.81.
- The total cash and cash equivalents as of September 30, 2017 was \$2,807,751.58 of which \$2,587,493.38 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	<u>FY17 YTD Actual</u>	<u>FY17 YTD Budget</u>	<u>Variance</u>
Budgeted Items			
Revenues	41,885,152	39,386,828	2,498,324
Expenses	35,593,435	36,927,023	(1,333,588)
Net	6,291,717	2,459,805	3,831,912
Non Budgeted Items			
Revenues	5,947,744	4,479,397	1,468,347
Expenses	7,718,239	7,718,239	-
Net	(1,770,495)	(3,238,842)	1,468,347
Combined Net	4,521,222	(779,037)	5,300,259

Total overall variance with the budget is a positive \$5,300,258.53

- 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: September 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 17 Audit-** Staff is preparing the request from Auditors. Fieldwork will begin late November.
- **CNG Reimbursement –** No new legislation for CNG reimbursement for FY17. Will continue to check website and advise status.
- **Training-** Train staff on reconciling General Ledgers. Attended Senior Staff meeting and Senior Retreat. Held meeting with staff on move to Site A. Payroll Specialist attended meeting on the Magic Classic Event.
- **Time Keeping System-** Corrected the problems with the system. Will start training the administrative staff in October. This system will facilitate us to eliminate additional Time Keeping records.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Purpose/Objective:

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

Employment Information:

New Hires: 3 – Tech II Mechanics, Accounting Specialist II
Transfers: 0
Rehires: 0
Terminations: 2
 • 1 General Service (involuntary)
 • 1 Bus Operator (voluntary)

Labor Relations:

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

FMLA/Medical Leave:

2 Employee(s) on FMLA Full
5 Employee(s) on FMLA Intermittent

Worker's Compensation:

Total Claims: 1
Current Claims @EOM: 1

Recruitment Initiatives:

Current Job Postings: Operators (VIP and Fixed Route), Mechanics, General Applications

Random/Post Offer Drug Testing

Random Selections (7) – Currently up-to-date
Post-Accident DOT = 5, Pre-Employ DOT = 8

Meetings:

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

Projects:

Converting personnel files to digital format (currently being digitized)

Handbook Revision (development phase)
Union contract negotiations (planning phase)
Benefits Broker for 2018 Plan Year (Selected Benalytics)
Hispanic Job Fare at the Fiesta Festival

Jamie Endsley

Jamie Endsley
Director of Human Resources

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

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

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

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

3.0 Working Projects:

- Intermodal Grand Opening – Lead discussion and preparation efforts. Opening tentatively scheduled for 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. Successful meeting with Smart Growth team and public and private sectors.
- 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:

- Review RFQ for BRT bus stops and shelters
- BJCTA Committee and Board Meetings
- Senior Leadership Retreat
- Streetscape planning meeting
- Magic City Classic planning meeting
- Intermodal moving logistics meeting
- Leadership development training
- TOD meeting with STRADA and Birmingham City

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority

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

1.0 Purpose/Objective:

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

2.0 Completed Projects:

- Successful launch by team of MAX MyStop, our new bus tracker app. MAX employees demonstrated and trained the public at Central station, Vestavia Library, Shepherd Center East and Bessemer Recreation Center.
- Successful launch by team of Lawson Cougar Express included talking to students during orientation, creating flyers, advertising on social media and being visible at the kickoff celebration.
- Communications Director developed and implemented social media content guidelines for team.
- Communications Director established official job descriptions/expectations and vision for the department.
- Communications Director and team collaborated and implemented 2018 Marketing plan.
- Team member Dorothy created MAX holiday greeting card.
- Team member Mikesha has ordered and will coordinate MASCOT/street team costumes. (They will debut at the Magic City Classic parade)

3.0 Working Projects

- Ongoing planning for Intermodal grand opening (January)
- Magic City Classic events (October)
- Route match inbound/outbound calls (November)
- Bessemer service advertising (December)

Ronda Robinson

Director of Communications

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

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

Customer Service Activities:

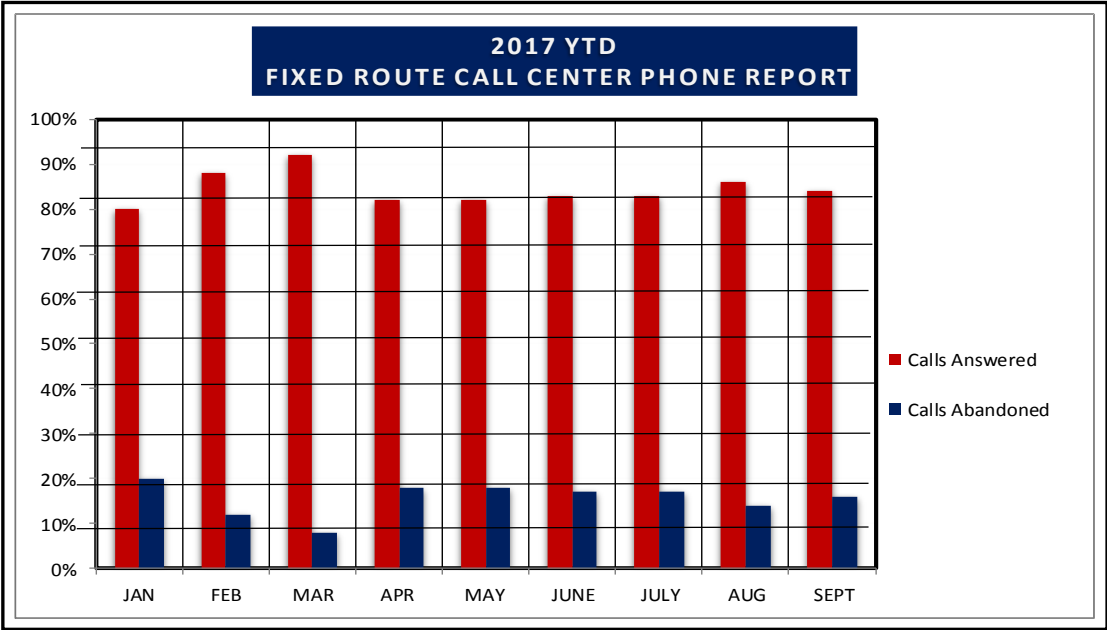
- The Customer Service team continues grow. K. Reynolds started this month as a CSR on the telephone. Ms. Reynolds has extensive Customer Service telephone experience.
- The Fixed Route Customer Service Representatives have been training on new phone system. Since training, we have been able to reduce talk/hold time to 90 seconds or less. The Paratransit CSR's' have been training on the system and have been able to reduce talk/hold time to 2 minutes or under.
- The "MyStop" Mobile app is now available to our customers. Our representatives are excited to tell our customers about the new App. They are instructing them on how to get it and use it.
- Central Station's Customer Service ambassadors partnered with the Communications Department to host Customer/Employee Appreciation week. Randomly selected passengers and employees were presented with prizes and tokens of appreciation for the roles they play in the success of MAX.
- The Alethea House hosted their "I Got Tested" initiative at Central Station. This event serves as part of their HIV awareness campaign where citizens volunteer to submit to HIV testing. The Alethea House will reward those tested with a MAX monthly pass.

Recognition:

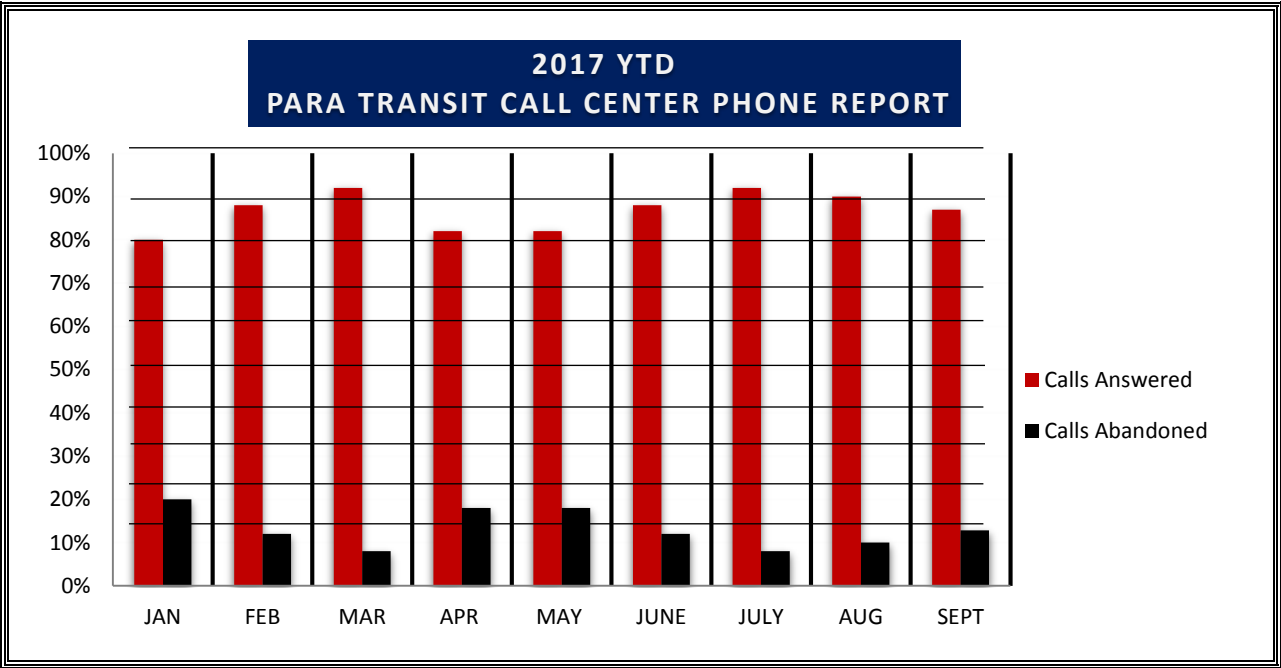
- Congratulations to Fixed Route Customer Service Representatives **Felicia H.** and **Debra F.** for answering the most calls for the month of September. Debra answered over 3,600 calls with an average of 70 seconds each. Felicia answered over 3,000 calls with an average of 64 seconds on each call.
- Congratulations also go to Paratransit Customer Service Representatives **Tunisia G.** and **Malia F.** for answering the most calls for the month of September. Malia took over 1,200 reservations with an average of 175 seconds each. Tunisia took over 900 calls with an average of 199 seconds on each call.



Statistics:



The Fixed Route Call Center in September answered 84% of the incoming calls. Sixteen percent of the calls were abandoned.



The Para Transit Call Center in September answered 87% of the incoming calls. Thirteen percent of the calls were abandoned.



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration and Management	RESOLUTION NO.: N/A
	Month: September 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 twelve (12) active FTA grants. Five of which are pass-through and the remaining seven are BJCTA designated grants.*

- Disbursed \$18,850,153 in federal grant funds for FY 2017, compared to \$13,233,502 in FY 2016. Factors include: (1) A Low No Discretionary Section 5339 grant award, (2) Becoming a direct recipient of Section 5310 funding and utilizing a portion of the allocation for BJCTA para-transit needs, (3) Getting applications in earlier and (4) taking action on old grant projects.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of August.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of September.
- Submitted the Plan of Projects for the FY 2017 grant apportionments.

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

- Completed DBE Participation Tracking in preparation for the 4/1/2017 – 9/30/2017 Semi-Annual FTA DBE Report (Progress Report Attached).
- A “How to Become Certified” DBE vendor engagement session was held on Thursday, September 21, 2017.
- The First official planning session for the March 22, 2018 Diverse Business Expo is Thursday, October 5, 2017.

Other Activities:

- September 5th - Discretionary Funding Strategy Session
- September 12th - Discretionary Funding Strategy Session
- September 19th - 29th - Financial Management Oversight (FMO) follow-up review (*No Grants findings, but one recommendation to draft a procedure that documents how and how often a physical count of sub-recipient inventory is conducted*).
- September 20th - MPO Citizens Committee Meeting
- September 22nd - Discretionary Funding Strategy Session
- September 24th - Drivers/Employees Annual Picnic
- September 29th – Attended the FY 2018 Senior Staff Planning Retreat and presented the Grants & DBE One Year Plan in relation to the FY 2018 budget.

DBE Progress Report

FY 2015:

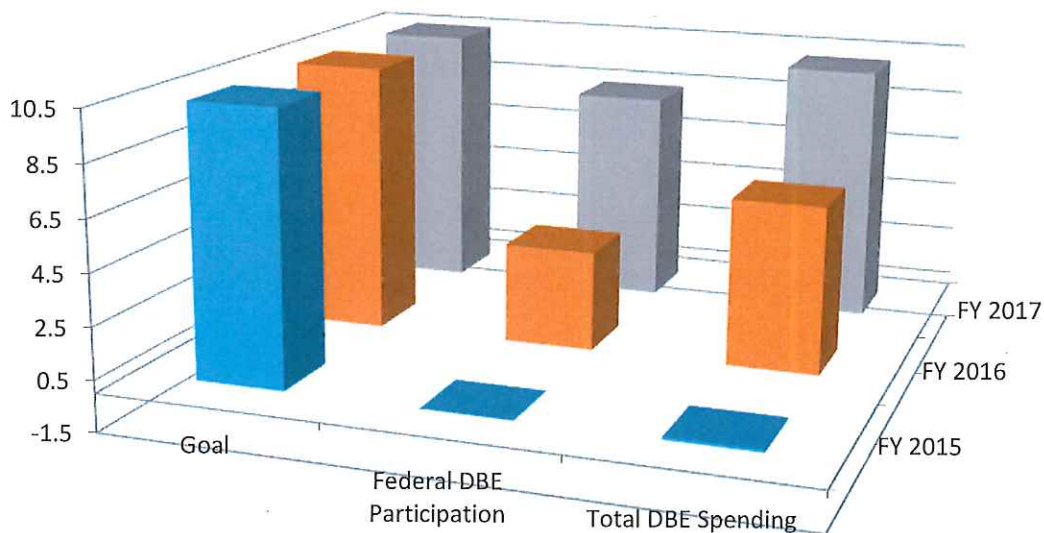
- 0.1% DBE Participation in total spending (1 Alabama Certified DBE Vendor, \$22,763.55 out of \$19,145,200.91)
- 0% DBE Participation in federal spending

FY 2016:

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

FY 2017:

- 10.1% DBE Participation in total spending (13 Alabama Certified DBE Vendors, \$3,859,143 out of \$38,324,312)
- 8.4% DBE Participation in federal spending (3 Alabama Certified DBE Vendors, \$1,586,062 out of \$18,850,153)



FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-03-0058-02	New Starts Environmental	09/2006	\$6,768,706	\$ 303,963.00	\$ 397.00	\$ 303,566.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 94,123.00	\$ 15,966.00	\$ 78,157.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 239,387.00	\$ 75,126.00	\$ 164,261.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 1,921,283.00	\$ 254,901.00	\$ 1,666,382.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 545,881.00	\$ 9,218.00	\$ 536,663.00
Total Pass-Through Grants			\$13,870,702	\$ 3,104,637.00	\$ 355,608.00	\$ 2,749,029.00

FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X241-00	FFY 2013 Section 5307 (Trust)	05/2015	\$4,959,236	\$ 29,809.00	\$ 25,316.00	\$ 4,493.00
AL -90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 90,820.00	-	\$ 90,820.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,139,966.00	\$ 6,836.00	\$ 2,133,130.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 6,984,124.00	\$ 5,800.00	\$ 6,978,324.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 19,416.00	-	\$ 19,416.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 67,325.00	-	\$ 67,325.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,913	\$ 742,913.00	-	\$ 742,913.00
Total BJCTA Grants			\$20,044,921	\$ 10,074,373.00		\$ 10,074,373.00

Combined Totals			\$33,915,623	\$ 13,179,010.00	\$ 355,608.00	\$ 12,823,402.00
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Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Information Technology Report	RESOLUTION NO. Not Applicable
	DATE: October 4, 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. We are excited and energetic about our future to help move BJCTA forward.

Intermodal

- AV Plan: We are completing the final stage of the AV strategy for the boardroom. The objective for this room is to have complete sound and video for the board and visitors while a board meeting and/or event is in session.
- 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. This project is in the procurement stage. We are actively working to the finish line.

IT Projects

- Implementation of Avail: Avail and Flee-net integration is the final stage of the Avail project. This operation will allow data in Flee-net to inevitably transfer over to Avail. This process will permit our operations department to be more effective, efficient, and reliable to their daily task.
- Intranet: The Intranet is in the design stage. The purpose of this website is to allow all departments to communicate more often and effectively. The intranet will give all departments the space to interact with other departments. Only employees will have this access.
- Route Match: The IVR is the systems that will notify our riders about their scheduled pick up, in Route Match. We are working with the communications department on educating the public and our riders.



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

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: September 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 is continuing to repair all reported vehicle defects, inspections & safety checks in a timely manner.
- Maintenance inspections were 100% for the month of September-having none that were past-due.
- Maintenance mechanics, body shop, parts department and general services work together, on a daily basis, to maintain the upkeep of our fleet.
- The maintenance department is pleased to announce that all 7 of our new buses are now in service (3 Fixed Route & 4 Paratransit). Placing additional fleet in service assists in the improvement of our overall reliability.
- The maintenance department continues to make improvements to our shop area-especially on the side safety. A new 62,400lb Stertil Koni Skylift is currently being installed in our shop area as well as repairing 2 of our older lifts. Another Skylift should be delivered soon, while we continue to repair more in ground lifts already in the shop.



- The maintenance department is also working on sustaining a pleasant appearance (both inside & outside the shop areas and Central Station) by purchasing a Pavement Scrubber. Demonstrations have already been done at Central Station. The Grants Department is working to finalize this purchase. The maintenance department is eager to put this nice asset to use.



- The maintenance department's facilities technicians continue to complete their normal maintenance procedures as well as any additional tasks given regarding the upkeep & sustainability of all 3 facilities.
- The maintenance department held an appreciation luncheon for all the hard work done during the month of September to improve road calls & mileage.



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

MAX Maintenance went 5,444 miles between mechanical failures in September 2017. This is increase of over 1,900 miles from last month as well as 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	5444			

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Transportation Monthly Update	
	DATE: September 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.

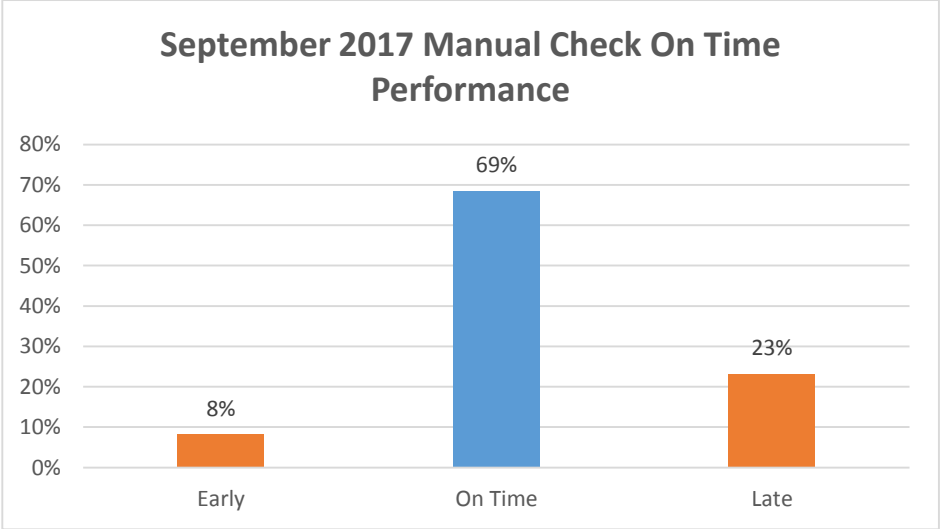
1.0 Fixed Route

- The Operations Department is pleased to announce that two (2) Supervisors were added to the current roster of Supervisors.
- Operations has been instrumental in the organization of the MaxCares Benevolent Fund by creating the committee's Standard Operating Procedure.
- The department has been active in creating detours for some of the city's biggest events (i.e. 2017 Magic City Classic Parade & Game Day Detours).
- The Director of Operations was honored to sit on a panel of the New Member Orientation with AmeriCorps which was held at the Birmingham Chapter of the YWCA on September 8th
- On September 18th, Operations and Maintenance met with STRADA pertaining to the Bus Rapid Transit Bus Specifications.
- On September 21, the Operations Department began using Yard Map System. This system is an extension to the Avail Technology allowing for better assignment of buses and to include paperless check-in of all operators into the Fleetnet System for payroll processing.
- Operations has made great strides to access all monthly reports using the Avail Technology.

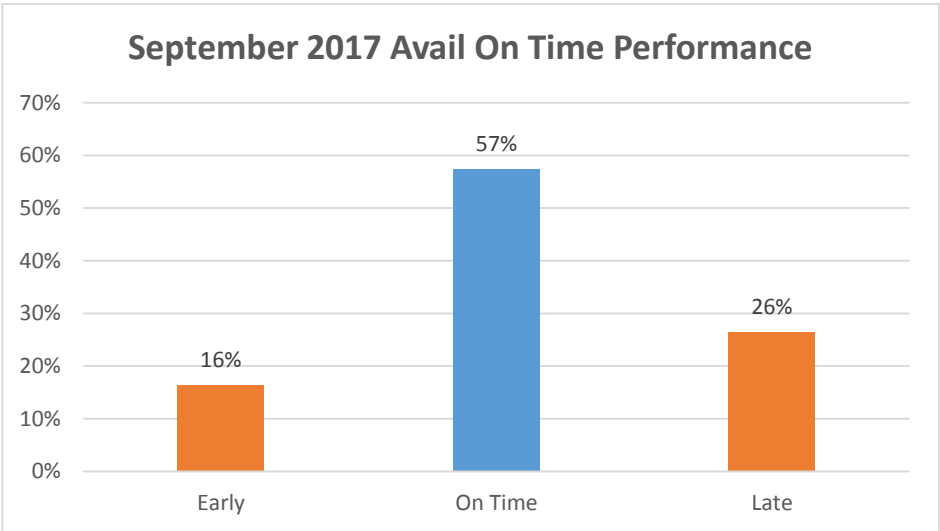
1.1 On Time Performance

- Prior to acquiring Avail, Operations had the task of utilizing supervisors to manually monitor buses as a method of ensuring that operators maintained a standard of On-Time Performance. Since implementation of Avail, buses are currently being monitored by the new technology, and reports can now be generated directly from the Avail system.
- As a way to phase out the old information, charts have been provided to show the difference between the sources of information. Going forward, all reports/charts will be generated from the Avail technology.

1.2 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
8%	69%	23%

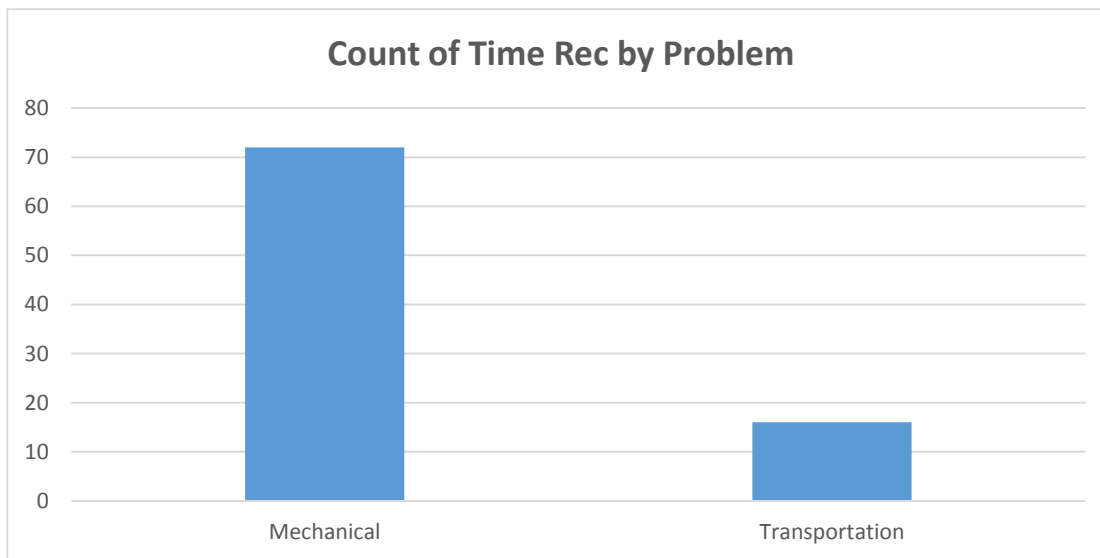


Early (2+ min)	On Time (1-5min)	Late (6+ min)
16%	57%	26%

1.3 Missed Trips

- Prior to acquiring the Avail technology, supervisors in the Control Center would document any Missed Trips that were reported. The information was then used to chart whether those trips were being missed because of Transportation problems or Mechanical problems.
- Avail calculates trips that are missed due to the operator not being logged on, and system issues as “Missed Trips”. On the contrary, the Avail technology does not provide the department with the information to identify whether the Missed Trips were based on Transportation or Mechanical Problem.
- Now that the Operations Department can utilize the Avail system to generate the Missed Trips information, going forward all reports/charts will be generated from the Avail technology.

1.4 Missed Trips (with Charts)



Problem	Count of Time Rec
Mechanical	72
Transportation	16

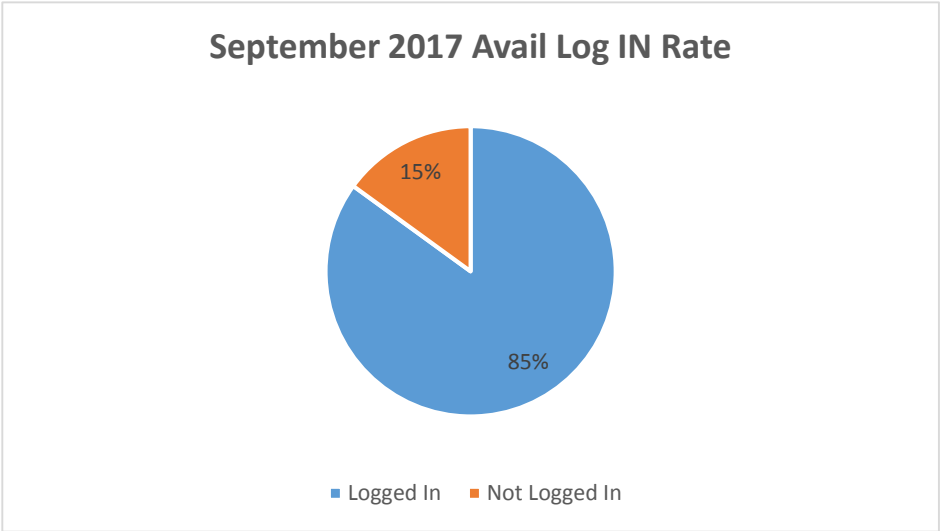
September Missed Trip Information from Avail

Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
1,210	7	96	50

1.5 Operator Log-in Rate

- The Operator Log-in Rate is the percentage of Operators that are logging into the Avail system before starting their specified runs without having to be logged in by Dispatch.

1.6 Operator Log-In Rate (Chart)



Logged In	85%
Not Logged In	15%

2.0 Paratransit

- Paratransit is currently in the Test Call Portion of the IVR Phase; informing passengers of the next day’s trips and allowing customers to accept or deny reserved trips. It will also call passengers on the same day as a reminder of those trips.
- Paratransit is still working to develop the Lead Supervisor & Supervisor/Dispatchers.



Birmingham-Jefferson County Transit Authority

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

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 8 Sixth-Avenue, for the Loveman village housing unit. Contractors are closing off access around 2nd Avenue/GoldWire and Bolin Ave.
- The Planning Manager attended a two-day workshop discussing the TOD (Transit Oriented Development) and the design of the Transit Station around the BRT at the West Precinct on September 25th-26th.
- The Planning Manager attended the City Council meeting in CenterPoint. One portion of the meeting discussed a proposal for Saturday Service, and the other was to pass the FY'18 service contract for the existing services. FY'18 contract was passed by the full council, and they are asking to conduct a survey to riders about the potential of a Saturday service.
- The Planning manager met with the Marketing Director, Operations Director and Safety Director to discuss a Magic City Classic park and ride.
- Planning manager met with Operations to discuss an extension on the route 23 north Birmingham to service the New Salvation Army location, off of Finley Blvd set to open on October 18th.
- Planning manager attends weekly senior staff meetings
- Planning manager attended Technical committee meeting at RPC.
- New Bid assignment went into effect on September 18th, new changes to the 91 East/West Dart, renamed to the 91 Intermodal Connector now starts and ends at the new Intermodal.
- Planning manager with some planning staff attended a Brand a Boss workshop on September 21st, to discuss defining our brand, and many more leadership concepts to help with our day to day work/life balances.
- Planning Department in conjunction with many other departments (Contracts/Government relations) are working together to build connects with cities such as Alabaster, Irondale, Trussville, just to name a few.
- Planning Manager attended the Industrial park neighborhood meeting on September 21st to discuss new and proposed transit projects.

Ridership Stats for August 2017

- 93 Lakeview local replaced 92 SS loop on May 15, 2017 (Sept 2017): **525** Sept 2016: **876**
- Magic City Connector replaced the 90 North South Dart on March 24, 2017 (Sept 2017): **10,574**
- "Pilot Bessemer Commuter September 2017: **310**
- 201 Highway 280 Commuter: **2,332**
- "Pilot" Lawson State Cougar Express: **161**

1.1 Performance Indicator-Fixed Route

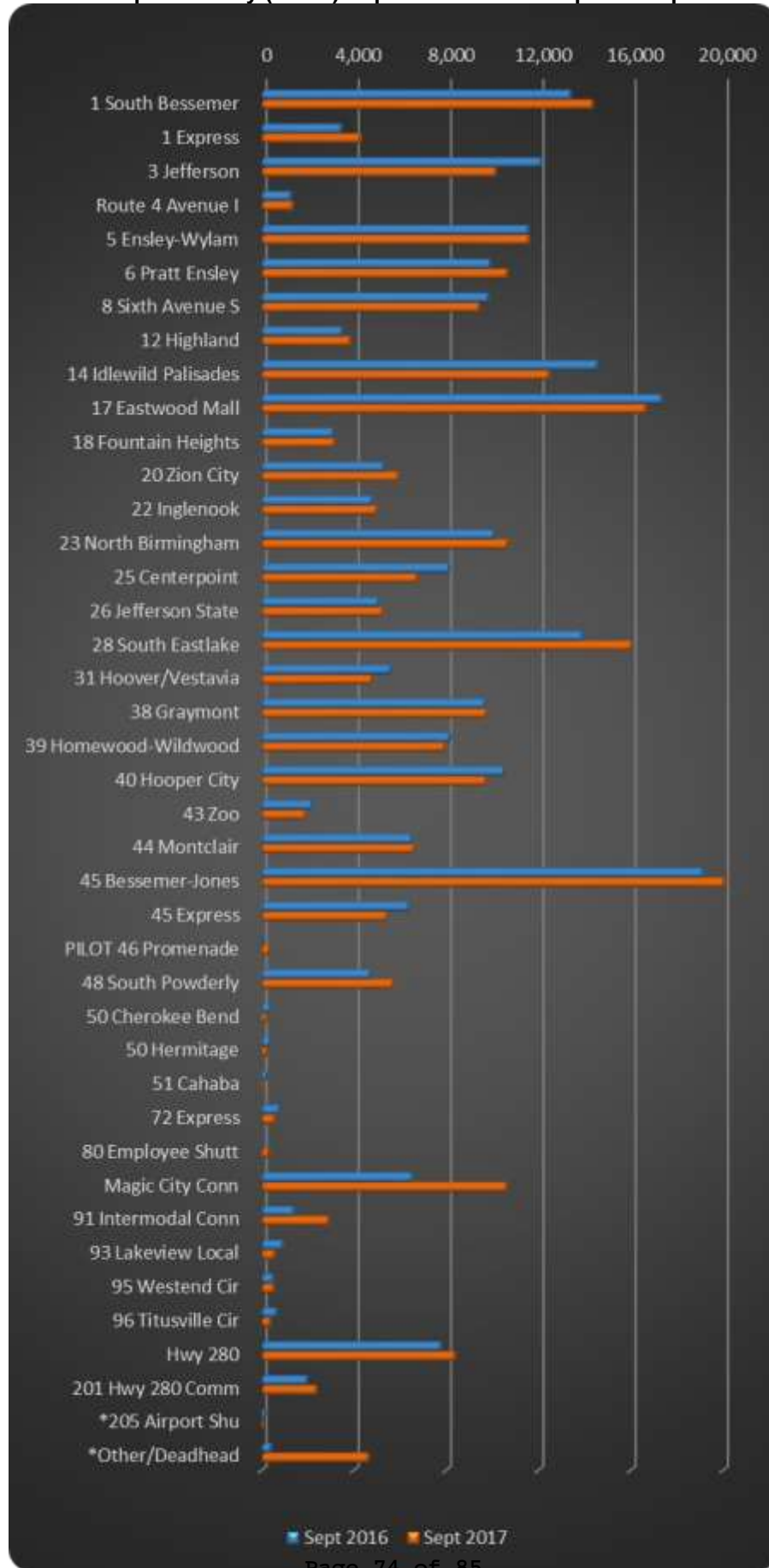
Goal	Performance Indicators	Current Month FY2016	Current Month FY2017		Year to Date FY2016	Year to Date FY2017	Current Percent Change
Overall System Performance	Ridership-Fixed Route	244,740	250,215		2,981,571	2,756,826	2.2%
	Magic City Connector March 24, 2017	Aug 2017 12,535	Sept 2017 10,574		-	50,431	-15.6%
	93 Lakeview Local May 15, 2017	Aug 2017 756	Sept 2017 525		-	1,942	-30.6%
	91 Intermodal Conn Sept 18, 2017	Aug 2017 1,976	Sept 2017 2,853		-	2,853	44.4%
	Vehicle Service Hours	19,882	18,556		232,170	230,273	-6.7%
	Total Miles	255,523	255,857		3,255,874	3,100,002	0.1%
	Revenue Miles	236,299	233,901		2,886,078	2,889,042	-1.0%
	Fare Revenues	\$173,614	\$175,869		\$2,081,654	\$1,907,722	1.3%
	Total Expenses	\$2,892,130	\$720,243		\$35,170,762	\$35,818,006	-75.1%

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: $250,215 - 244,740 = 5,475$ / $244,740 = 2.2\%$ there was a 2.2% increase in ridership for September 2017 compared to September 2016.

YTD ridership is down by: -7.5%

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



1.3 Ridership Summary (September 2016 compared to September 2017)

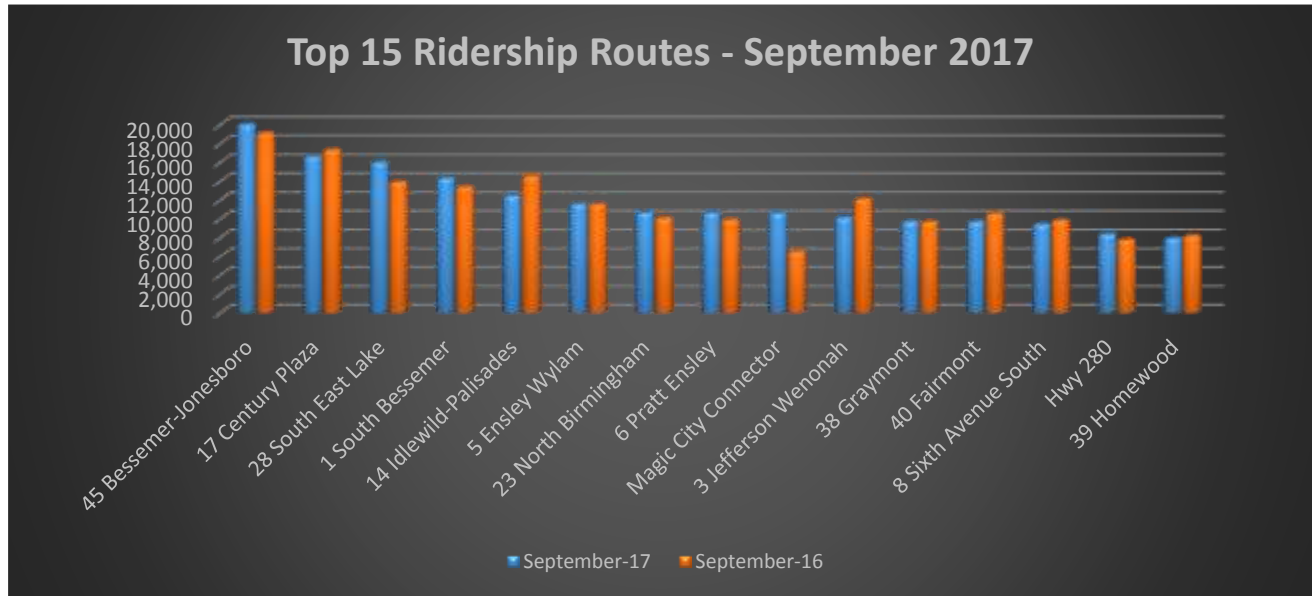
	<u>Sept 2016</u>	<u>Sept 2017</u>	<u>Diff</u>
1 South Bessemer	13,352	14,29	945
1 Express	3,407	4,246	839
3 Jefferson	12,067	10,104	(1,963)
Route 4 Avenue I	1,226	1,303	77
5 Ensley-Wylam	11,506	11,540	34
6 Pratt Ensley	9,864	10,605	741
8 Sixth Avenue S	9,780	9,391	(389)
12 Highland	3,445	3,797	352
14 Idlewild Palisades	14,510	12,424	(2,086)
17 Eastwood Mall	17,292	16,607	(685)
18 Fountain Heights	3,073	3,106	33
20 Zion City	5,258	5,877	619
22 Inglenook	4,749	4,940	191
23 North Birmingham	10,040	10,629	58
25 CenterPoint	8,105	6,705	(1,400)
26 Jefferson State	5,022	5,202	180
28 South Eastlake	13,874	15,996	2,122
31 Hoover/Vestavia	5,549	4,750	(799)
38 Graymont-Ensley	9,637	9,703	66
39 Homewood	8,136	7,893	(243)
40 Hooper City	10,469	9,679	(790)
42 Brookwood Mall	4,138	4,164	26
43 Zoo	2,145	1,856	(289)
44 Montclair	6,480	6,566	86
45 Bessemer-Jones	19,076	20,694	1,618
45 Express	6,350	5,394	(956)
PILOT 46 Promenade	0	310	310
48 South Powderly	4,682	5,658	976
50 Cherokee Bend	331	179	(152)
50 Hermitage	331	200	(131)
51 Cahaba	202	41	(161)
72 Express	727	517	(210)
80 Employee Shuttle	6	266	260
Magic City Conn	6,476	10,574	4,098
91 Intermodal Conn	1,354	2,853	1,499
93 Lakeview Local	876	525	(351)
PILOT 94 Lawson State	0	161	161
95 Westend Cir	455	469	14
96 Titusville Cir	600	332	(268)
Hwy 280	7,724	8,330	606
201 Hwy 280 Comm.	1,931	2,332	401
*205 Airport Shu	127	0	(127)
Monthly Totals	244,740	250,215	5,475

Year to Date Ridership is down↓ by 7.5%

Month to Month Ridership is up↑ by 2.2%

1.4

Top 15 Ridership Routes (Chart) September 2016 compared to September 2017



	<u>September-17</u>	<u>September-16</u>
45 Bessemer-Jonesboro	20,694	19,076
17 Century Plaza	16,607	17,292
28 South East Lake	15,996	13,874
1 South Bessemer	14,297	13,352
14 Idlewild-Palisades	12,424	14,510
5 Ensley Wylam	11,540	11,506
23 North Birmingham	10,629	10,040
6 Pratt Ensley	10,605	9,864
Magic City Connector	10,574	6,476
3 Jefferson Wenonah	10,104	12,067
38 Graymont	9,703	9,637
40 Fairmont	9,679	10,469
8 Sixth Avenue South	9,391	9,780
Hwy 280	8,330	7,724
39 Homewood	7,893	8,136

Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Procurement Department	RESOLUTION NO.: N/A
	DATE: SEPTEMBER 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 RFP #17-20 Bus Procurement

2.0 CONTRACT ADMINISTRATION

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

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

2.3 Procurement Updates:

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

2.4 Upcoming Contract Expirations within 60 Days

2.4.1 NONE

3.0 RESOLUTIONS

3.3.1 Res 2018-01 Paratransit Supervisor Vehicles

3.3.2 Res 2018-02 Paratransit Revenue Vehicles

ATTACHMENTS

- Contract Log
- Resolutions

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: September, 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 September 2017.

TRAINING

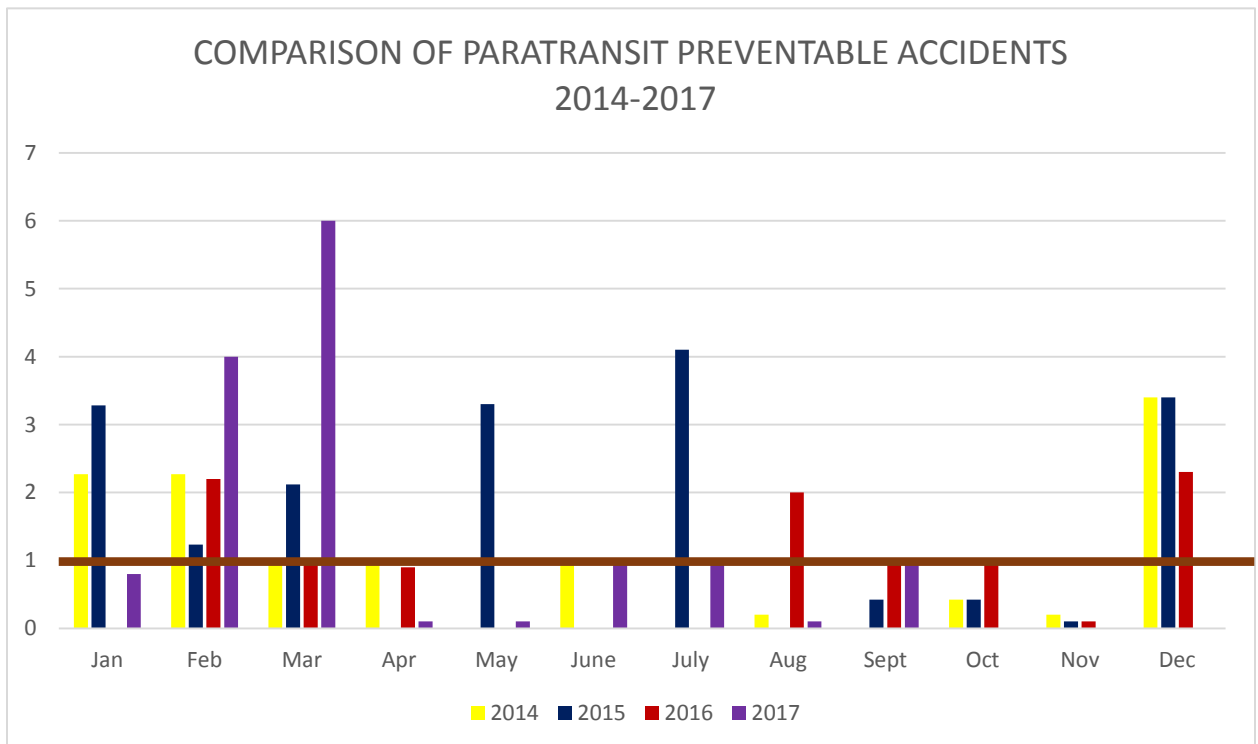
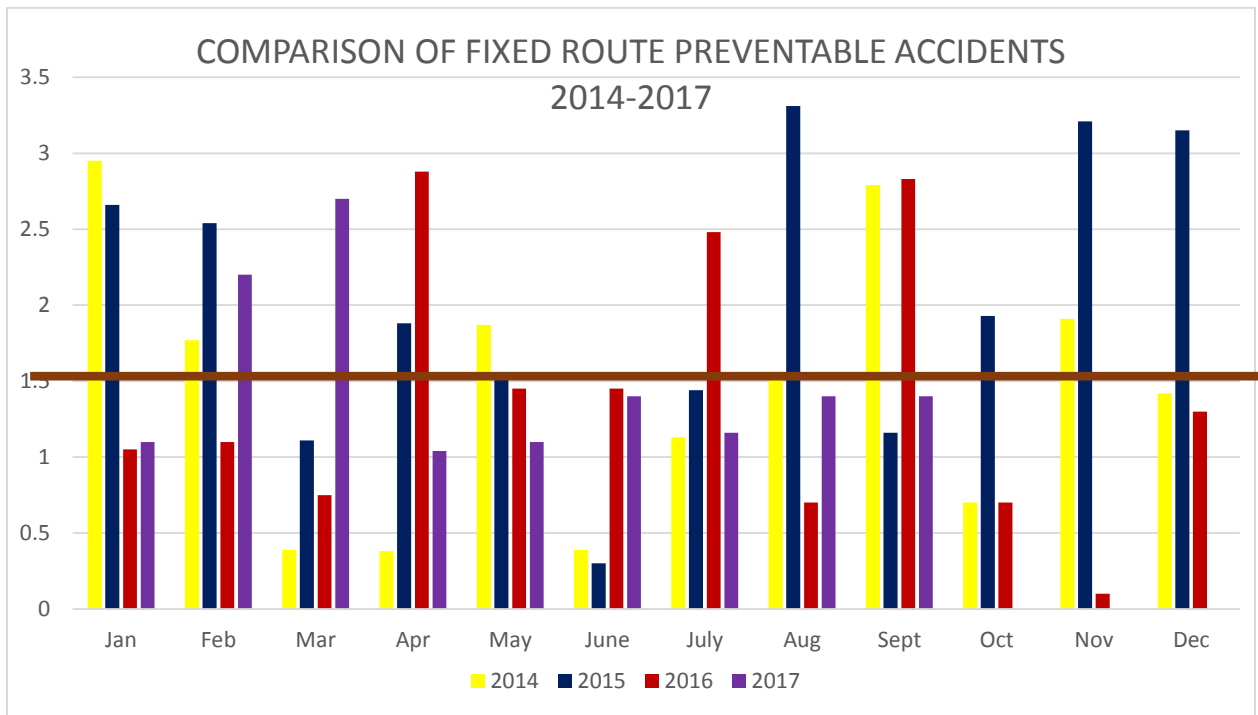
- Over 100 Bus Operators, Maintenance Personnel, as well as other staff attended this month's refresher training class.
- Three operators had refresher training from previous accidents.

SECURITY

- Two people were involved in a fight at Central Station. The Off-Duty Officers performed their duties, and both were banned from Central Station.
- The plan for the off-duty police and security guard work force for Amtrak, as well as the door badge levels for Amtrak employees is finished. Amtrak has agreed to BJCTA's plan, and it will be put into place when Amtrak moves to the Intermodal Station.
- The final security plan for the Intermodal (keys, key cards, etc.) has been finished to ensure a smooth transition.

SAFETY

- There was one 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.
- The Safety Department devised a plan to ensure the Park-and-Ride for the annual Classic football game will be safe and secure.



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

10/3/17



BJCTA Board of Directors Meeting Public Comment Form

Date: Wednesday, October 25, 2017

*****PLEASE NOTE** that by placing your name on this sign-in sheet, you acknowledge:
That you have **RECEIVED** and **READ** a copy of the BJCTA Board of Director's Policy governing public comment.
In addition, you acknowledge that you **AGREE TO ADHERE TO THE GUIDELINES SET FORTH IN THAT POLICY**

	NAME (PLEASE PRINT)	ADDRESS	ITEM YOU WISH TO DISCUSS	SIGNATURE
1				
2				
3				
4				
5				
6				



BJCTA Board of Directors Meeting Public Comment Form

Date: Wednesday, October 25, 2017

*****PLEASE NOTE** that by placing your name on this sign-in sheet, you acknowledge:

That you have **RECEIVED** and **READ** a copy of the BJCTA Board of Director's Policy governing public comment.
In addition, you acknowledge that you **AGREE TO ADHERE TO THE GUIDELINES SET FORTH IN THAT POLICY**

	NAME (PLEASE PRINT)	ADDRESS	ITEM YOU WISH TO DISCUSS	SIGNATURE
7				
8				
9				
10				
11				
12				