

# Regular Board of Directors Meeting Roll Call

Wednesday, November 29, 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, November 29, 2017

12:00 p.m.

### AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
- IV. Pledge of Allegiance**
- V. Safety Message**
- VI. Adoption of Agenda**
- VII. Adoption of Minutes**
  - A. Regular Board Meeting Minutes- October 25,2017**
- VIII. Chairman's Report**
- IX. Committee Reports**
  - A. Committee Of The Whole Meeting Minutes- November 15,2017**
- X. Resolutions for Consideration and Approval**
  - A. Resolution 2018-05-** Authorization to purchase two (2) Ford S-150XL Trucks off State Contract from **Stivers Ford Lincoln** to be utilized as a Parts Truck and a Facility Truck.
- XI. Executive Director's Report**
  - A. Financial Report**
- XII. Old Business**
  - A. Intermodal Facility Update- STRADA Professional Services**

**B. Election of Vacant Office for Vice-Chair**

**XIII. New Business**  
**None**

**XIV. \*Public Comment\***

**XV. Adjournment**



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## **BOARD MEETING MINUTES**

### **Wednesday, October 25, 2017**

### **12:00 p.m.**

**Opening:** Chair Patrick Sellers called the meeting to order at 12:04 p.m. in The Birmingham-Jefferson County Transit Authority; board room located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

**Directors Present:** Patrick Sellers, Johnnye P. Lassiter, Donald A. Harwell, Kevin Powe, Martin Weinberg, Myeisha Hutchinson, Ruby Davis, Tameka Wren, and Theodore(Ted) Smith.

**Directors Absent:** None

**Quorum:** Yes

**Others Present:** Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Samantha St. John (Class Tran), Shari Spencer (Clas Tran), Christy Howard, David Russell, Kevin Owens (COB), Wytangy Peak, April Penchion, Justin Ridgeway, Darryl Grayson, Stephanie Walker, Toney Chestnut, Mike Simms, David Burton (STRADA), Karen Jacobs, Jamie Endsley, Chris Ruffin, Mikesha Harvill, Carishundra Leshore, Will Scott, Starr Culpepper, Darrell Perkins (Master Solutions), Judge Reginald Jeter, Alice Gordon (Skye Connect), Ronda Robinson, Ron Sweeney, Bacarra Mauldin, George Mauldin, Chris Bolling(COB), Ryan Wilson (Fuston, Petway & French, LLP), Attorney Deborah Walker

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

**IV.** Director Ted Smith led the assembly in the recitation of the **Pledge of Allegiance**.

**V.** Director of Safety (Dale Knutson) presented a **Safety Message** reminding the group that the time falls back one (1) hour. This can result in the body being fatigue until it adjusts properly. In addition, Mr. Knutson stated it would start to get dark early so be careful of kids still outside playing.

**VI. Adoption of the Agenda:**

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

**VII. New Board Members Swearing-in-** The honorable Judge Reginald Jeter performed the ceremony.

**Directors Myeisha Hutchinson**, Theodore Smith, Attorney Ruby Davis, Attorney Tameka Wren and Kevin Powe took the oath to join The BJCTA Board of Directors. This group was appointed by the City of Birmingham.

*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.*

**VIII. Adoption of the Minutes:**

- **Regular Board Meeting Minutes-** September 27, 2017  
Director Harwell moved to accept the minutes; it was seconded by Director Lassiter and approved by general consent.
- **Special Called Board Meeting Minutes-** October 4, 2017  
Director Harwell moved to accept the minutes; it was seconded by Director Lassiter and approved by general consent.
- **Maintenance Facility Presentation-** October 4, 2017  
Ron Reeks, Wendell Corporation presented a power point presentation to BJCTA Board of Directors updating them on the progress of the proposed new maintenance facility.  
Director Harwell moved to accept the presentation; it was seconded by Director Smith and approved by general consent.

**IX. Chairman's Report:**

Chairman Sellers announced that BJCTA Executive Director Barbara Murdock was appointed to the Salvation Army Board of Directors.

**X. Committee Reports:**

- A. Committee of the Whole Meeting Minutes-** October 18, 2017  
Director Harwell moved to accept the minutes with corrections; it was seconded by Director Davis and approved by general consent.

**Corrections:** Director Harwell stated that the minutes did not reflect Director Smith being present for the meeting. The meeting minutes were updated to include the recommended changes.

**XI. Resolution 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**.  
**Director Harwell made a motion to move the resolution; it was seconded by Director Lassiter and approved by general consent.**
- B. Resolution 2018-02-** Authorization to Procure Four (4) Paratransit Revenue Vehicles off State Contract from **Transportation South**.  
**Director Harwell made a motion to move the resolution; it was seconded by Director Davis and approved by general consent.**
- C. Resolution 2018-03-** Authorization to Provide “Free” Transportation Service to Veterans on **Veteran's Day – November 11, 2017**.  
**Director Harwell made a motion to move the resolution; it was seconded by Director Hutchinson 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 Services with **DSI Medical Services, Inc**.  
**Director Harwell made the motion to move the resolution; it was seconded by**

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**Director Hutchinson and approved by general consent.**

**XII. Executive Director's Report:**

**Highlights:**

- BJCTA met with Mayor Elect Randall Woodfin to update him on all the projects.
- Met with the City of Hoover to discuss some intergovernmental relations. The Mayor of Hoover (Frank Brocato) is looking to put light rail down the center of Highway 280. It would take five (5) jurisdictions, five (5) city councils, and five (5) mayors to pull this project together. The Mayor of Hoover is willing to head this project.
- BJCTA and Mercedes Benz met to discuss electric vehicles. They are also interested in an employee shuttle.
- BJCTA met with UAB to discuss partnering on a Smart Cities Grant.
- The Magic City Connector, Lawson State Express and Route 1- Bessemer are the best performing routes for the month.
- **Financial Report-** The Finance Director (Karen Jacobs) presented the financial reports. Her report can be viewed on page 52 in Directors Point.
- **Departmental Highlights** (Operations, Maintenance, Customer Service & Marketing, Grants, Procurement, Planning, Safety, and Administration) Included in Directors Point for your review.

**XIII. Old Business:**

- **Intermodal Facility Update:**  
**David Burton** (STRADA) reported that Greyhound would move into the Intermodal by November 15, 2017 and anticipates that BJCTA will move into the facility by mid-December.

**XIV. New Business:**

- **Outgoing Board Members was presented awards for their service:**  
Bacarra Mauldin was the only previous Board Member to attend. Chairman Sellers presented Mrs. Mauldin with a plaque of Appreciation for three (3) years of Dedication and Service to The BJCTA Board of Directors. Mrs. Mauldin presented to The BJCTA a canvas piece of art showing MAX Bus on the Talladega Race Course.
- **Election of Officers:**  
Outgoing Board Member left a vacancy in position of Vice-Chair. It was listed on the agenda for vote.

**Discussion:**

**Chairman Sellers** stated that it was a vacancy of officer for the Vice-Chair, he opened the floor for nominations.

**Director Smith** asked if he could have a point of order. He asked if the board could delay the nomination for one (1) month so that the new board members would get to know the people running for this position.

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**Director Smith made a motion to delay the nomination of office for Vice-Chair for one (1) month; it was seconded by Director Wren and approved by Roll Call Vote.**

Directors: Harwell-Yes, Powe- Yes, Weinberg-Yes, Hutchinson- Yes, Davis- Yes, Smith-Yes, Lassiter- Yes, Sellers- No.

**\*The motion passed and will be put on the November 29, 2017 Board of Directors Meeting agenda\***

**XV. Public Comment:**

David Russell- 1625 Brookfield Lane Birmingham, Al. wanted to discuss Gas Tax.

**XVI. Adjournment:**

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

**The Meeting adjourned at 12:45pm.**

**Minutes submitted by:** KeAundra Reynolds, Executive Administrative Assistant

**Date:** October 25, 2017

**Approved by:**

\_\_\_\_\_  
Patrick Sellers, Chairman

**Attest:**

\_\_\_\_\_  
Johnnye P. Lassiter



**Birmingham-Jefferson County Transit Authority**  
**Committee of the Whole Meeting Minutes**  
**November 15, 2017**

**CALL TO ORDER:**

The meeting was called to order at 12:12 p.m. by Chairman Patrick Sellers, in the Conference Room; 2121 Rev. Abraham Woods Jr. Blvd, Suite 500 Birmingham, Alabama.

**ROLL CALL: (P) Present (A) Absent (T) Tardy**

**Directors:** Patrick Sellers (P), Johnnye P. Lassiter (P), Theodore (Ted) Smith (P), Tameka Wren (P), Ruby Davis (P), Myeisha Hutchinson (P), Martin Weinberg (P), Kevin Powe (T), and Donald A. Harwell (A).

KeAundra Reynolds, Board Support, announced that a quorum of the Board was present at roll call.

**BJCTA STAFF and OTHERS PRESENT:**

*Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Ronda Robinson, Allen Purdue, Peter Walcott Dale Knutson, Terry Barnfield, April Penchion, Ron Sweeney, Mike Simms, Jamie Endsley, Christy Howard, J.O. Hill (TCAB), Alice Westery (TCAB), Edmond Watters (STRADA), Daryl Perkins (Master Solution), Darrell O'Quinn (COB Council), Ed Fields (COB), Ron Thompson (STRADA), Frank Woodson (COF), Gregory Roddy (Local 725), Kelvin Datcher (COB), Jarvis Patton (COB), Kevin Owens (COB), Daniel Coleman (COB), Tremele Perry (Perry Law), Ron Sweeney, Alice Gordon- Holloway (SKYE CONNECT), Attorney Deborah Walker, Attorney Ryan Wilson, Attorney Courtney French (Fuston, Pettway, and French LLP).*

**ADOPTION OF AGENDA:**

Director Lassiter moved to adopt the agenda, seconded by Director Smith and approved by general consent.

**ITEMS for INFORMATION and/or DISCUSSION:**

**A. Executive Director Report:**

**Highlights:**

- BJCTA/STRADA met with FTA in Atlanta on the update of the BRT review.
- Director of Operations Christopher Ruffin and Director of Grants Stephanie Walker met with FTA in Atlanta to discuss leveraging funds from MPO.



- BJCTA Safety Banquet is Sunday, November 19, 2017 at 6:00p.m. (Ross Bridge).
- Election of Officer (Vice-Chair) will be held at November's Board Meeting.
- Passenger Fares are up 4.8% of what was budgeted.
- Overtime is down 46%.
- BJCTA has met the benchmark of 5000 miles between road calls.

***Discussion:***

**Director Weinberg** stated according to account receivables, The City of Birmingham owes BJCTA \$ 9 million.

**Ms. Murdock** replied that BJCTA has the lawyers involved, Attorney French is running late and he asked if we could go into executive session to discuss Birmingham at the end of the agenda.

**Director Lassiter** asked if we are going into executive session to discuss these concerns, why we are still talking about it?

**Chairman Sellers** agreed.

**B. Financial Report-** Finance Director (Karen Jacobs) presented the financial reports. Her reports can be reviewed on page 21 in Director's Point.

***Discussion:***

**Director Weinberg** asked what was the Cash Operating increase from BBVA Compass Bank.

**Karen Jacobs** replied the increase was from PM (Preventive Maintenance) money that is allocated to BJCTA each year from grants which is an 80/20 allocation.

**Ms. Murdock** introduced the new Director of Planning (Joshua Johnson).

**Director Hutchinson** mentioned in regards to routes, particularly Route 17 in the neighborhood meeting on Monday, the residents that live in Harris Housing are concerned about the BRT and how the routes are planned. They are concerned about how would they get to the station that will be located in Woodlawn. In addition, she asked about changing the route.

**Ms. Murdock** stated that she and staff would attend the December 11th meeting to educate the residents on the BRT.

**Ms. Murdock** stated that BJCTA has to follow the predetermined routes with the grants.

**Ron Thompson (STRADA)** stated another round would extend the route by five (5) more miles.

**Director Wren** agreed with what Director Hutchinson is saying, she asked in staff, who is responsible for the community outreach.

- ***Departmental Highlights*** (Operations, Maintenance, Customer Service/ Communications, Grants, Procurement, Planning, Human Resources, and Safety) Included in Directors Point for your review.

***Discussion:***

**Director Weinberg** asked how many people utilized the shuttle during the Magic City Classic.

**Ms. Murdock** replied she will get those numbers to him. She mentioned that the ridership was stopped briefly.

**Director Smith** asked what the notification process was when people resign, fired, etc.

**Ms. Murdock** replied the safety department handles this process and have procedures in place for various situations.

**Director Lassiter** stated that she did not hear anything about Stuff the Bus for December; she wanted to know was BJCTA participating this year.

**Director of Communications** Ronda Robinson replied yes that promotion is still planned.

**Director Weinberg** ask whom did the Information Technology (IT) board report.

**Ms. Murdock** stated that STRADA is filling in the vacant position with David Burton to handle all the IT issues until BJCTA fill the position. We will also speak to that in executive session.

**C. Governmental Relations Update-**

**Daryl Perkins (Master Solutions)** informed the board that the House will go into a short session in January to pass the Education Trust Fund Budget and General Fund Budget. He has been working with BJCTA Contract Administrator Starr Culpepper on city development and creating a system to administer doing our own testing for CDL license.

***Councilor Darrell O'Quinn (District 5) Chair of Transportation Committee spoke on the passion he has for transportation equality. He stated that if we have an equitable transportation system, this would make other modes of transportation feel safe.***

**D. TCAB Update-**

J. O. Hill, (TCAB) updated BJCTA on what was on the agenda for FY18.

February 6, 2018 TCAB will have a Rally in Montgomery asking for state funding for transportation.

***RESOLUTIONS for CONSIDERATION & RECOMMENDATION:***

**A. Resolution 2018-05-** Authorization to purchase two (2) Ford S-150XL Trucks off State Contract from Stivers Ford Lincoln to be utilized as a Parts Truck and a Facility Truck.

**Director Lassiter made the motion to forward the resolution to the full board, seconded by Director Hutchinson and approved by general consent.**

***OLD BUSINESS:***

**A. Intermodal Facility Update (Site A):**

**David Burton (STRADA)** updated the board regarding the plans moving into the Intermodal. He mentioned that BJCTA is ready for Greyhound to move in but they have some things to clear up in the old building before moving. Amtrak is still in the process of finalizing their lease. BJCTA move in date is set for December 15, 2017.

**B. Maintenance Facility Update:**

Ron Thompson (STRADA) gave an update that the grant application for the maintenance facility has been submitted and in the review process. He mentioned to the board that once we get the grant back, it will put us in a good position to move forward on the maintenance facility.

**Discussion:**

**Director Wren** mentioned if she recall correctly, the 8<sup>th</sup> Avenue facility currently does not have fire alarms. Where would the new facility be located?

**Ms. Murdock** replied adjacent to the old facility.

**Director Smith** asked what would be done with the old facility.

**Ron Thompson (STRADA)** replied we would have some use for it; we can use some of the property as a training facility for drivers for the BRT.

**Director Weinberg** asked what the process while working on the grant was.

**Ron Thompson (STRADA)** replied, we are look for additional funding sources.

**Executive Session:**

**Director Lassiter made a motion to go into Executive Session at 1:08 p.m. to discuss "Good Name and Character and possible litigation", seconded by Director Smith and approved by Roll Call Vote.**

*Directors: Patrick Sellers (Y), Johnnye P. Lassiter (Y), Theodore Smith (Y), Tameka Wren (Y), Ruby Davis (Y), Myeisha Hutchinson (Y), Martin Weinberg (Y), Kevin Powe (Y).*

**Director Weinberg made a motion to come out of Executive Session at 2:10 p.m., seconded by Director Smith and approved by Roll Call Vote.**

*Directors: Patrick Sellers (Y), Johnnye P. Lassiter (Y), Theodore Smith (Y), Tameka Wren (Y), Ruby Davis (Y), Myeisha Hutchinson (Y), Martin Weinberg (Y), Kevin Powe (Y).*

**NEW BUSINESS:** None

**ADJOURNMENT:**

Director Wren made a motion to adjourn the meeting at 2:12 p.m., seconded by Director Lassiter and approved by general consent.

***Minutes submitted by:*** KeAundra Reynolds, Executive Administrative Assistant/  
Board Support

***Date:*** November 15, 2017

***Approved by:*** \_\_\_\_\_  
***Patrick Sellers, Chairman***

***Attest :*** \_\_\_\_\_  
***Johnnye P. Lassiter, Treasurer***

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

<b>TITLE/DESCRIPTION:</b>  Authorization to purchase two (2) Ford F-150 XL Trucks off State Contract from Stivers Ford Lincoln to be utilized as a Parts Truck and a Facility Truck.	<b>RESOLUTION NO.:</b> 2018-05
	<b>DATE:</b> November 29, 2017
	<b>INITIATOR:</b> Darryl Grayson
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action will authorize the Executive Director to purchase two (2) Ford F-150 XL Trucks to be utilized as a Parts Truck and a Facility Truck. These vehicles off State Contract from Stivers Ford Lincoln.
- 2.0 Description/Justification:**  
**PARTS TRUCK** - Max currently does not have a parts truck. We are at the mercy of people delivering to us even though we need the part immediately. Having a parts truck would allow us pick up parts immediately.  
  
**FACILITY TRUCK** -We currently have only large trucks to do heavy maintenance work. These trucks do not get very efficient fuel mileage. Having a smaller truck for facilities would allow us to make trips to central station and other locations more cost-effectively.
- 3.0 Procurement Background:** These vehicles will be purchased new off State Contract MA999 160000000008 T191L  
a) **Source Funding** – Grant 5307 Preventive Maintenance  
b) **Verified By** – Grants and Finance Departments
- 4.0 Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.
- 5.0 Economic Impact:** Stivers Ford Lincoln will provide two (2) Ford F-150 XL vehicles at **\$22,621 each**, not to exceed **\$45,400** for BOTH 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:** Do not procure
- 8.0 Attachments:** NA

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Darryl Grayson, Procurement Manager



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

### **Resolution No. 2018-05**

#### **Authorization to procure two (2) Ford F-150 XL Parts Truck & Facility Truck 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 **\$22,621** each not to exceed **\$45,400 for both**; 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 procurements; and

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

**Section 1.** Authorization to procure two (2) Ford F-150 XL Parts Truck & Facility Truck off State Contract from Stivers Ford Lincoln at \$22,621 each off State Contract from Stivers Ford Lincoln and not to exceed **\$45,400 for both vehicles**.

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

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

Adopted: November 29, 2017

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

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

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

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

- **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.
- **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 Board in the following areas has prioritized the BJCTA Strategic plan goals: Workforce Development, Route Optimization/Transit /Development plan, Operational Excellence, Technology Integration, Transit-Oriented Development, Capital Improvements and Customer Service. This report provides movement toward these goals.

**Service Updates**

BJCTA's 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** had an increased in ridership this October 2017 **(14,894)**, compared to October 2016 **(13,618)**.
- **Route 45-Bessemer-Jonesboro** is up in ridership October 2017 **(21,937)** passengers compared to October 2016 **(20,180)**.
- **Highway 280 Commuter** -Service numbers continue to rise on the commuter. During October 2017, approximately **2,494** passengers used this service, compared to October 2016 with **2,066** riders.
- **Lakeview Local Route-** replaced the 92 Southside loop on May 15, 2017. August ridership was **756**, September was **525**, and **October was 583 riders.**
- **Magic City Connector** continues as a popular route. There were **8,786** riders during the first month of service in July 2017. Ridership on this route was **12,535** during August, September **10,574**, and October serviced **11,138** riders compared to October 2016 **7,000 riders.**
- **The New "Pilot" Lawson State Cougar Express:** Service began on August 21, 2017 and ended the month with **178** riders, September ridership was **161**, and October was **187**.

**Technology Innovation and Integration**

- Reviewing GIS map-making capabilities in house versus purchasing new GIS system
- Team reviewed and recommended new procurement software that compares costs for services and products nationally.
- Team reviewed and recommended software for tracking DBE and Minority contract participation data.
- Team attended Remix webinars and conference calls on updating current mapping and scheduling software.

**Intermodal Update**

- Completed and reviewed security procedures with Intermodal tenants Amtrak and Greyhound.
- Completed and distributed Intermodal-moving logistic plans to all departments.
- Moving date for Administrative Staff scheduled for December 14.
- Finalized parking lease for 75 spaces for board and employee parking adjacent to the Intermodal.

## Community Relations

- Met with Mayor of Hoover to discuss shelters, expanded service and intergovernmental long-term planning for BRT and light-rail services.
- Met with Mayor-Elect of Birmingham to provide updates on BJCTA projects.
- Participated in Complete Streets Symposium on integrating transit in City planning.
- Inaugurated Magic City Classic park and ride service.
- Participated in Magic City Classic parade with board members and staff.
- Completed Job Fair during Magic City Classic.
- Completed Veterans Day Operators sign-up.
- Promoted free rides for Veterans.

## Finance/Budget

- Reviewed Fare box collection results weekly to analyze overages and shortages
- Sent letter to Jefferson County Tax Collector for cities paying via Ad valorem for FY'18

<u>Municipality</u>	<u>Amount</u>
○ Mountain Brook	\$ 120,779.40
○ Tarrant	\$ 27,217.89
- Compressed Natural Gas (CNG) revenue is up significantly over the previous year:
  - As of Oct 31, 2016 **\$293,936**
  - As of Oct 31, 2017 **\$477,108**

## Communications (External)

- Met with Birmingham outgoing elected officials on FY'18 service contract
- Continued educational campaign for new MyStop app.
- Completed 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.

## Communications (Internal)

- Met with Executive Team and presented information on "Integrity and harassment" to address internal concerns.
- Developed strategic plan presentation for new board members representing Birmingham.
- Coordinated onboarding reception and swearing in ceremony for five new board members.
- Coordinated and presented training to senior staff on their role in "Customer Service."
- Met with consultant on curriculum outline for facilitating the February Board and Staff retreat.
- Developed training outline for new Director of Planning.
- 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.

## Performance Indicators

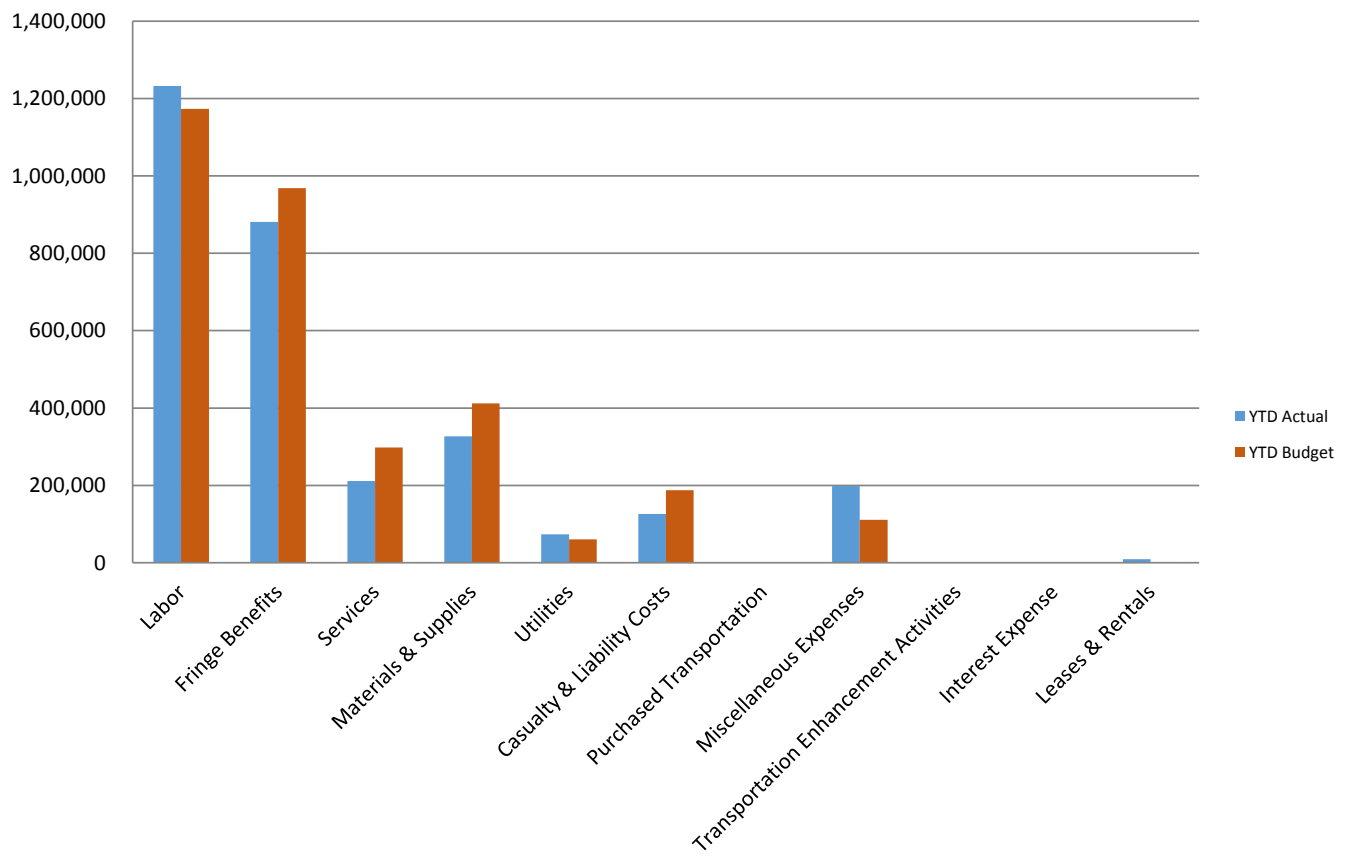
- Maintenance has beat the standard for miles between road calls for the past two months. The standard benchmark for mileage between road calls is 5,000 miles. MAX Maintenance went **5,363** miles between mechanical failures in October 2017. This is decrease of 83 miles from last month but a significant improvement over 2016 and still above the standard. The team focuses on improving these numbers.

*Barbara Murdock*

Barbara Murdock, Executive Director



### Consolidated Expenses by Function Code Performance Against Budget YTD October 2017



**BJCTA**  
**Commission Revenue Trend**  
**As of October 31, 2017**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Commission Revenue	32,427	34,373	31,018
<b>Total Commission Revenue</b>	<b>32,427</b>	<b>34,373</b>	<b>31,018</b>

**BJCTA**  
**CNG Revenue**  
**As of October 31, 2017**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
Revenue	183,039	293,936	477,108
Gallons	91,519	146,968	238,534

**BJCTA**  
**Financial & Investing Report**  
**As of October 31, 2017**

	Balance @ 10/31/2017	Balance @ 9/30/2017	Balance @ 8/31/2017	Balance @ 7/31/2017	Balance @ 6/30/2017	Balance @ 5/31/2017
<b><u>CASH ACCOUNTS:</u></b>						
Money Market - BBVA Compass	1,275,375	2,080,089	4,675,817	6,286,701	10,117,432	11,446,456
Cash - Payroll - BBVA Compass	10,000	10,000	337,637	10,000	10,000	10,000
Cash - Operating - BBVA Compass	5,803,784	507,404	269,930	1,788,315	403,493	1,719,189
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	74	200	193	38	180	200
Petty Cash - Central Station	94	58	39	141	90	179
<b>Total Cash Accounts</b>	<b>7,299,327</b>	<b>2,807,752</b>	<b>5,493,616</b>	<b>8,295,194</b>	<b>10,741,195</b>	<b>13,386,024</b>
<b><u>INVESTMENTS:</u></b>						
Total Investments	-	-	-	-	-	-
<b>Total Cash &amp; Investments</b>	<b>7,299,327</b>	<b>2,807,752</b>	<b>5,493,616</b>	<b>8,295,194</b>	<b>10,741,195</b>	<b>13,386,024</b>
<b><u>CASH RESERVES:</u></b>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
<b>Total Cash Reserves</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b><u>SHORT-TERM PAYABLES:</u></b>						
Accounts Payable	930,270	1,335,240	863,353	1,002,138	1,099,415	985,427
Accrued Payroll	397,777	262,048	721,696	590,683	515,287	415,212
Payroll Taxes	72,490	82,969	93,862	83,688	79,966	71,129
Other W/H Payable	1,477	6,242	(5,773)	8,591	7,496	7,099
Pension Expense Payable	-	-	-	-	-	-
<b>Total Short-Term Payables</b>	<b>1,402,014</b>	<b>1,686,499</b>	<b>1,673,138</b>	<b>1,685,100</b>	<b>1,702,163</b>	<b>1,478,868</b>
<b><u>DEBT:</u></b>						
<b>Total Debt</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BJCTA**  
**Cash Balances Summary**  
**As of October 31, 2017**

	<b>Balances</b>
Total Cash & Investments	7,299,326.58
Less: Short-Term Payables	<b>(1,402,014.32)</b>
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @10/31/17	5,697,312.26
Required Three Month Operating Expense Reserve**	4,206,042.96
Cash Over/(Under) Reserve Requirement	<u>1,491,269.30</u>

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

BJCTA  
INCOME STATEMENT  
October 31, 2017

Oct-17 Actual	Oct-17 Budget	Oct-17 \$ Variance	Oct-17 % Variance	Oct-16 Actual	CY vs PY \$ Variance	Title	Oct-17 Actual	Oct-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
170,880	161,507	9,373	5.80%	170,196	684	4010100001 Passenger Fares - Fixed Route	170,880	161,507	9,373	5.80%	170,196	684	1,938,088	1,767,208
1,945	1,669	275	16.50%	2,187	(243)	4010100002 Passenger Fares - Dart	1,945	1,669	275	16.50%	2,187	(243)	20,032	18,087
15,237	16,143	(906)	-5.61%	17,370	(2,133)	4010100004 Passenger Fares - VIP	15,237	16,143	(906)	-5.61%	17,370	(2,133)	193,715	178,478
188,062	179,320	8,743	4.88%	189,754	(1,692)	4019999999 TOTAL PASSENGER REVENUES	188,062	179,320	8,743	4.88%	189,754	(1,692)	2,151,835	1,963,773
1,126,819	1,126,819	-	0.00%	1,148,161	(21,342)	4020400002 Fixed Route B'ham	1,126,819	1,126,819	-	0.00%	1,148,161	(21,342)	13,521,828	12,395,009
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	6,709	6,709	-	0.00%	6,865	(156)	80,514	73,804
24,974	24,974	-	0.00%	25,406	(432)	4020400006 Homewood	24,974	24,974	-	0.00%	25,406	(432)	299,690	274,716
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	5,964	5,964	-	0.00%	6,130	(166)	71,568	65,604
51,439	51,439	-	0.00%	-	51,439	4020400011 Bessemer Revenues	51,439	51,439	-	0.00%	-	51,439	617,272	565,832
9,940	9,940	-	0.00%	10,088	(148)	4020400015 Midfield Revenues	9,940	9,940	-	0.00%	10,088	(148)	119,280	109,340
5,840	5,840	(0)	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	5,840	5,840	(0)	0.00%	5,924	(84)	70,077	64,237
1,231,686	1,231,686	(0)	0.00%	1,202,575	29,111	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	1,231,686	1,231,686	(0)	0.00%	1,202,575	29,111	14,780,227	13,548,541
3,814	4,730	(916)	-19.36%	2,918	896	4060100001 Commission Revenue	3,814	4,730	(916)	-19.36%	2,918	896	56,760	52,946
6,571	14,054	(7,483)	-53.24%	4,398	2,174	4060300001 Advertising Revenue	6,571	14,054	(7,483)	-53.24%	4,398	2,174	168,644	162,073
109	187	(78)	-41.74%	725	(616)	4069900001 Other Revenues	109	187	(78)	-41.74%	725	(616)	2,240	2,131
4,070	1,846	2,224	120.48%	3,412	658	4070400001 Investment Income	4,070	1,846	2,224	120.48%	3,412	658	22,150	18,080
-	11,808	(11,808)	-100.00%	-	-	4079900002 Rental Income	-	11,808	(11,808)	-100.00%	-	-	141,698	141,698
-	-	-	0.00%	-	-	4079900003 Gain/(Loss) on Disposition of Fixed Assets	-	-	-	0.00%	-	-	-	-
14,564	32,624	(18,061)	-55.36%	11,452	3,112	4079999999 TOTAL OTHER REVENUES	14,564	32,624	(18,061)	-55.36%	11,452	3,112	391,492	376,928
317,370	317,370	(0)	0.00%	302,676	14,694	4080100001 Ad Valorem - Birmingham	317,370	317,370	(0)	0.00%	302,676	14,694	3,808,439	3,491,069
222,016	222,016	-	0.00%	215,829	6,188	4080100002 Ad Valorem - Jefferson County	222,016	222,016	-	0.00%	215,829	6,188	2,664,197	2,442,181
-	-	-	0.00%	52,367	(52,367)	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	52,367	(52,367)	-	-
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	8,822	8,822	-	0.00%	8,995	(174)	105,861	97,039
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	1,988	1,988	-	0.00%	1,971	17	23,856	21,868
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	-	-	-	0.00%	-	-	-	-
166,667	166,667	-	0.00%	166,667	0	4089900001 Beer Tax	166,667	166,667	-	0.00%	166,667	-	2,000,000	1,833,333
-	-	-	0.00%	-	-	4089900002 Jefferson County Tax	-	-	-	0.00%	-	-	2,000,000	2,000,000
716,863	716,863	(0)	0.00%	748,505	(31,642)	4089999998 TOTAL TAX REVENUES	716,863	716,863	(0)	0.00%	748,505	(31,642)	10,602,353	9,885,490
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	-	-	-	-
-	-	-	0.00%	-	-	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	-	-	-	-
500,000	500,000	-	0.00%	555,060	(55,060)	4139900001 FTA Reimbursements - Preventative Mtn.	500,000	500,000	-	0.00%	555,060	(55,060)	6,000,000	5,500,000
240,596	240,596	-	0.00%	638,099	(397,503)	4139900003 FTA Reimbursements - Pass Thru Funding	240,596	240,596	-	0.00%	638,099	(397,503)	-	(240,596) x
-	-	-	0.00%	14,972	(14,972)	4139900006 FTA Reimbursements - PROJ. ADMIN	-	-	-	0.00%	14,972	(14,972)	108,000	108,000
-	-	-	0.00%	-	-	4139900008 FTA Reimbursements - TDP	-	-	-	0.00%	-	-	-	-
740,596	740,596	-	0.00%	1,208,131	(467,535)	4139999998 TOTAL FEDERAL GRANT REVENUES	740,596	740,596	-	0.00%	1,208,131	(467,535)	6,108,000	5,367,404
2,891,770	2,901,088	(9,318)	-0.32%	3,360,416	(468,646)	4139999999 TOTAL OPERATING REVENUE	2,891,770	2,901,088	(9,318)	-0.32%	3,360,416	(468,646)	34,033,906	31,142,136
115,256	115,256	-	0.00%	2,073,731	(1,958,475)	4140000002 FTA Reimbursements - Capital	115,256	115,256	-	0.00%	2,073,731	(1,958,475)	4,506,197	4,390,941
158,801	158,801	-	0.00%	158,708	94	4140000003 Capital Revenue - City of Birmingham	158,801	158,801	-	0.00%	158,708	94	1,905,614	1,746,813
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	841	841	-	0.00%	847	(7)	10,086	9,245
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	946	946	-	0.00%	949	(3)	11,347	10,401
823	823	-	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	823	823	-	0.00%	819	4	9,876	9,053
1,401	1,401	-	0.00%	1,394	6	4140000008 Capital Revenue - City of Midfield	1,401	1,401	-	0.00%	1,394	6	16,810	15,409
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	3,520	3,520	-	0.00%	3,512	8	42,235	38,715
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	1,243	1,243	-	0.00%	1,243	(0)	14,919	13,676
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	280	280	-	0.00%	272	8	3,362	3,082
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	7,249	7,249	0	0.00%	7,239	11	86,991	79,742
290,359	290,359	0	0.00%	2,248,714	(1,958,355)	4149999999 TOTAL CAPITAL REVENUES	290,359	290,359	0	0.00%	2,248,714	(1,958,355)	6,607,436	6,317,077
3,182,129	3,191,448	(9,318)	-0.29%	5,609,131	(2,427,001)	4999999999 TOTAL REVENUES	3,182,129	3,191,448	(9,318)	-0.29%	5,609,131	(2,427,001)	40,641,343	37,459,213
598,082	577,867	20,214	3.50%	581,881	16,201	5010100001 Operator's Salaries	598,082	577,867	20,214	3.50%	581,881	16,201	6,934,408.00	6,336,326
634,756	595,390	39,366	6.61%	643,210	(8,454)	5010200001 Other Salaries	634,756	595,390	39,366	6.61%	643,210	(8,454)	7,144,681.00	6,509,925
-	-	-	0.00%	10,208	(10,208)	5030400001 Temporary Labor	-	-	-	0.00%	10,208	(10,208)	-	-
1,232,838	1,173,257	59,581	5.08%	1,235,299	(2,461)	5019999999 TOTAL LABOR	1,232,838	1,173,257	59,581	5.08%	1,235,299	(2,461)	14,079,089	12,846,251
84,347	94,452	(10,104)	-10.70%	85,732	(1,384)	5020103001 Employer FICA Tax (OASDI)	84,347	94,452	(10,104)	-10.70%	85,732	(1,384)	1,133,423.00	1,049,076
18,941	21,585	(2,644)	-12.25%	18,857	84	5020200001 Pension Expense	18,941	21,585	(2,644)	-12.25%	18,857	84	259,015.00	240,074
303,219	368,716	(65,496)	-17.76%	335,101	(31,882)	5020203002 Regular Retirement	303,219	368,716	(65,496)	-17.76%	335,101	(31,882)	4,424,591.00	4,121,372
398,042	385,340	12,701	3.30%	348,725	49,317	5020303001 Health Insurance	398,042	385,340	12,701	3.30%	348,725	49,317	4,624,082.00	4,226,040
5,822	6,828	(1,006)	-14.73%	(15,319)	21,141	5020417601 Unemployment Taxes	5,822	6,828	(1,006)	-14.73%	(15,319)	21,141	81,937.00	76,115
7,168	7,590	(422)	-5.55%	71,915	(64,747)	5020503001 Life Insurance	7,168	7,590	(422)	-5.55%	71,915	(64,747)	91,075.00	83,907
55,502	56,258	(756)	-1.34%	51,360	4,142	5020803001 Worker's Compensation Insurance	55,502	56,258	(756)	-1.34%	51,360	4,142	675,096.00	619,594
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	-	1,667	(1,667)	-100.00%	-	-	20,000.00	20,000
6,501	11,484	(4,983)	-43.39%	4,674	1,828	5021303001 Uniforms & Wearing Apparel	6,501	11,484	(4,983)	-43.39%	4,674	1,828	137,807.00	131,306
507	917	(410)	-44.71%	507	-	5021400001 Employee Wellness	507	917	(410)	-44.71%	507	-	11,000.00	10,493
56	269	(212)	-79.06%	113	(57)	5021403002 Employee Licenses	56	269	(212)	-79.06%	113	(57)	3,223.00	3,167
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	-	-	9,270.00	9,270
610	773	(163)	-21.08%	-	610	5021400004 Tool Allowance	610	773	(163)	-21.08%	-	610	150,000	149,390
-	12,500	(12,500)	-100.00%	-	-	5021400005 General Contingency	-	12,500	(12,500)	-100.00%	-	-	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
880,716	968,377	(87,661)	-9.05%	901,664	(20,948)	5029999999 TOTAL FRINGE BENEFITS	880,716	968,377	(87,661)	-9.05%	901,664	(20,948)	11,620,519	10,739,803
-	417	(417)	-100.00%	4,500	(4,500)	5030200001 Promotional Advertising	-	417	(417)	-100.00%	4,500	(4,500)	5,000.00	5,000
24,895	35,854	(10,960)	-30.57%	18,655	6,240	5030300001 Legal Services	24,895	35,854	(10,960)	-30.57%	18,655	6,240	430,250.00	405,355
-	12,500	(12,500)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	12,500	(12,500)	-100.00%	-	-	150,000.00	150,000
438	1,404	(966)	-68.80%	364	74	5030300003 Software Technical Support	438	1,404	(966)	-68.80%	364	74	16,845.00	16,407
3,242	2,500	742	29.67%	1,566	1,676	5030300004 Medical Services	3,242	2,500	742	29.67%	1,566	1,676	30,000.00	26,758
-	1,208	(1,208)	-100.00%	625	(625)	5030300005 Human Resources Services	-	1,208	(1,208)	-100.00%	625	(625)	14,500.00	14,500

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

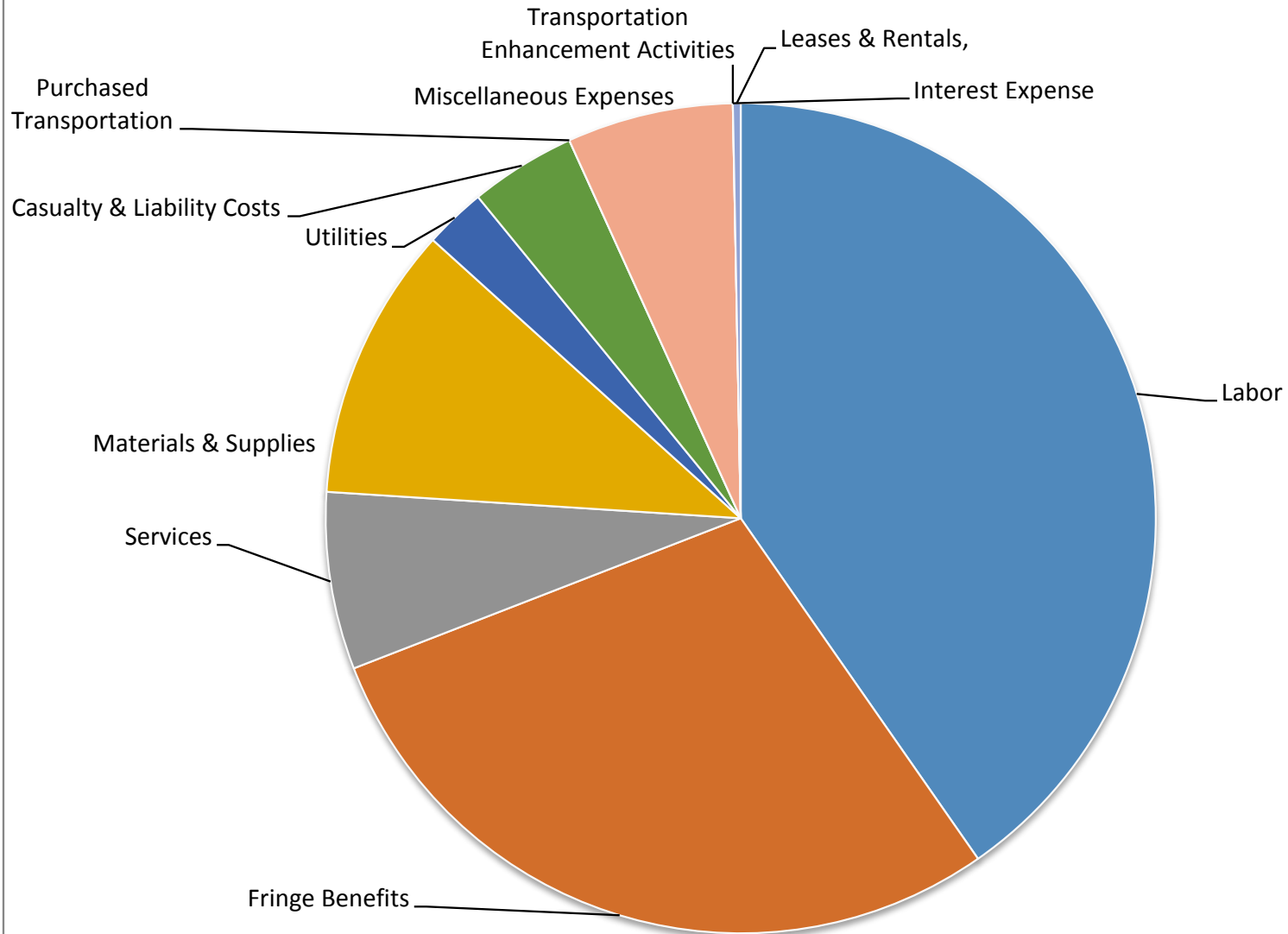
BJCTA  
INCOME STATEMENT  
October 31, 2017

Oct-17 Actual	Oct-17 Budget	Oct-17 \$ Variance	Oct-17 % Variance	Oct-16 Actual	CY vs PY \$ Variance	Title	Oct-17 Actual	Oct-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
8,641	15,417	(6,776)	-43.95%	13,537	(4,897)	5030300006 Computer & Data Services	8,641	15,417	(6,776)	-43.95%	13,537	(4,897)	185,000.00	176,359
9,651	51,250	(41,599)	-81.17%	8,946	704	5030300007 Professional & Technical Services	9,651	51,250	(41,599)	-81.17%	8,946	704	615,000.00	605,349
-	12,500	(12,500)	-100.00%	-	-	5030300008 Marketing Consulting	-	12,500	(12,500)	-100.00%	-	-	150,000.00	150,000
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	2,000	2,000	-	0.00%	2,000	-	24,000.00	22,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	500	(500)	-100.00%	-	-	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	10,416	10,417	(1)	-0.01%	10,416	-	125,000.00	114,584
-	-	-	0.00%	-	-	5030317612 Legal Travel	-	-	-	0.00%	-	-	0.00	-
2,013	2,965	(952)	-32.12%	328	1,685	5030500001 Vehicle Cleaning	2,013	2,965	(952)	-32.12%	328	1,685	35,584.00	33,571
3,250	6,167	(2,917)	-47.30%	-	-	5030500003 Landscape Maintenance	3,250	6,167	-	-	-	-	74,000.00	70,750
17,143	4,292	12,852	299.46%	276	16,867	5030500004 Building Maintenance Contracts	17,143	4,292	12,852	299.46%	276	16,867	51,500.00	34,357
23,496	13,438	10,058	74.85%	-	23,496	5030600001 Janitorial Services	23,496	13,438	-	-	-	-	161,255.00	137,759
52,003	59,583	(7,581)	-12.72%	39,583	12,420	5030703001 Security Services	52,003	59,583	(7,581)	-12.72%	39,583	12,420	715,000.00	662,997
18,568	25,454	(6,887)	-27.05%	37,857	(19,289)	5039903001 Vehicle Maintenance - External	18,568	25,454	(6,887)	-27.05%	37,857	(19,289)	305,450.00	286,882
3,650	5,493	(1,843)	-33.55%	6,525	(2,875)	5039903002 Vehicle Towing	3,650	5,493	(1,843)	-33.55%	6,525	(2,875)	65,910.00	62,260
12,375	9,462	2,912	30.78%	11,718	656	5039900003 Equipment Maintenance - Labor	12,375	9,462	2,912	30.78%	11,718	656	113,546.00	101,171
-	3,417	(3,417)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	-	3,417	(3,417)	-100.00%	-	-	41,000.00	41,000
2,824	3,884	(1,060)	-27.28%	(510)	3,334	5039903005 Printing & Copying External	2,824	3,884	(1,060)	-27.28%	(510)	3,334	46,603.00	43,779
2,674	3,433	(759)	-22.11%	260	2,414	5039900006 Waste Oil Removal	2,674	3,433	(759)	-22.11%	260	2,414	41,200.00	38,526
10,419	6,898	3,521	51.05%	1,515	8,904	5039900007 Other Contracted Services	10,419	6,898	3,521	51.05%	1,515	8,904	82,775.00	72,356
3,485	7,537	(4,052)	-53.76%	5,410	(1,925)	5039900008 Radio & Communication Maintenance	3,485	7,537	(4,052)	-53.76%	5,410	(1,925)	90,448.00	86,963
<b>211,181</b>	<b>297,989</b>	<b>(86,808)</b>	<b>-29.13%</b>	<b>163,572</b>	<b>44,360</b>	<b>5039999999 TOTAL SERVICES</b>	<b>211,181</b>	<b>297,989</b>	<b>(93,949)</b>	<b>-31.53%</b>	<b>163,572</b>	<b>20,863</b>	<b>3,575,866</b>	<b>3,364,685</b>
22,800	24,167	(1,366)	-5.65%	26,879	(4,079)	5040103001 Fuel & Lubricants - Diesel	22,800	24,167	(1,366)	-5.65%	26,879	(4,079)	290,000	267,200
52,662	79,167	(26,504)	-33.48%	78,295	(25,632)	5040103002 Fuel & Lubricants - CNG	52,662	79,167	(26,504)	-33.48%	78,295	(25,632)	950,000	897,338
96	833	(738)	-88.51%	407	(311)	5040103103 Fuel & Lubricants - Unleaded - VIP	96	833	(738)	-88.51%	407	(311)	10,000	9,904
23,862	29,441	(5,579)	-18.95%	25,032	(1,170)	5040200001 Tires & Tubes	23,862	29,441	(5,579)	-18.95%	25,032	(1,170)	353,290	329,428
1,267	3,155	(1,888)	-59.84%	1,042	225	5049900001 Printing Supplies	1,267	3,155	(1,888)	-59.84%	1,042	225	37,865	36,598
6,760	2,747	4,012	146.05%	1,700	5,060	5049900002 General Office Supplies	6,760	2,747	4,012	146.05%	1,700	5,060	32,967	26,207
163,707	228,058	(64,351)	-28.22%	240,881	(77,174)	5049900003 Equip. Repair Parts & Material	163,707	228,058	(64,351)	-28.22%	240,881	(77,174)	2,736,697	2,572,990
9,831	5,579	4,252	76.22%	1,774	8,058	5049900004 Janitorial & Building Supplies	9,831	5,579	4,252	76.22%	1,774	8,058	66,950	57,119
4,945	2,308	2,638	114.30%	1,490	3,455	5049900006 Minor Equipment	4,945	2,308	2,638	114.30%	1,490	3,455	27,692	22,747
203	76	128	168.90%	-	203	5049900007 Medical Supplies	203	76	128	168.90%	-	203	906	703
20,637	21,256	(619)	-2.91%	42,874	(22,237)	5049900008 Shelter Maintenance	20,637	21,256	(619)	-2.91%	42,874	(22,237)	255,074	234,437
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	9	(9)	100.00%	-	-	110	-
8,859	7,985	874	10.94%	(1,020)	9,878	5049900010 Internal Sponsored Functions	8,859	7,985	874	10.94%	(1,020)	9,878	95,825	86,966
11,025	6,833	4,192	61.34%	7,463	3,562	5049900011 Cleaning Supplies	11,025	6,833	4,192	61.34%	7,463	3,562	82,000	70,975
-	-	-	0.00%	(2,738)	2,738	5049905103 Inventory Adjustments	-	-	-	0.00%	(2,738)	2,738	-	-
<b>326,654</b>	<b>411,614</b>	<b>(84,960)</b>	<b>-20.64%</b>	<b>424,079</b>	<b>(97,425)</b>	<b>5049999999 TOTAL MATERIALS &amp; SUPPLIES</b>	<b>326,654</b>	<b>411,614</b>	<b>(84,960)</b>	<b>-20.64%</b>	<b>424,079</b>	<b>(97,425)</b>	<b>4,939,376</b>	<b>4,612,612</b>
36,320	31,563	4,757	15.07%	28,038	8,281	5050203001 Electric	36,320	31,563	4,757	15.07%	28,038	8,281	378,750	342,430
6,000	7,226	(1,226)	-16.97%	4,009	1,991	5050203002 Water & Sewer	6,000	7,226	(1,226)	-16.97%	4,009	1,991	86,711	80,711
7,603	4,025	3,578	88.90%	2,155	5,448	5050203003 Trash, Garbage & Waste Removal	7,603	4,025	3,578	88.90%	2,155	5,448	48,298	40,695
230	2,917	(2,687)	-92.11%	128	102	5050203004 Heating	230	2,917	(2,687)	-92.11%	128	102	35,000	34,770
23,081	14,712	8,369	56.88%	20,587	2,494	5050203005 Telecommunications	23,081	14,712	8,369	56.88%	20,587	2,494	176,548	153,467
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	-	33	(33)	-100.00%	-	-	400	400
<b>73,234</b>	<b>60,476</b>	<b>12,758</b>	<b>21.10%</b>	<b>54,917</b>	<b>18,317</b>	<b>5059999999 TOTAL UTILITIES</b>	<b>73,234</b>	<b>60,476</b>	<b>12,758</b>	<b>21.10%</b>	<b>54,917</b>	<b>18,317</b>	<b>725,707</b>	<b>652,473</b>

BJCTA  
INCOME STATEMENT  
October 31, 2017

Oct-17 Actual	Oct-17 Budget	Oct-17 \$ Variance	Oct-17 % Variance	Oct-16 Actual	CY vs PY \$ Variance	Title	Oct-17 Actual	Oct-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,256	40,432	(25,176)	-62.27%	14,694	561	5060100001 Insurance - Property & Liability	15,256	40,432	(25,176)	-62.27%	14,694	561	485,183	469,927
3,269	3,148	121	3.85%	3,149	120	5060100002 Insurance - Public Officials	3,269	3,148	121	3.85%	3,149	120	37,775	34,506
90,445	115,316	(24,871)	-21.57%	87,116	3,329	5060103003 Insurance - Vehicle	90,445	115,316	(24,871)	-21.57%	87,116	3,329	1,383,789	1,293,344
(4,213)	-	(4,213)	0.00%	(1,100)	(3,114)	5060203001 Insurance Proceeds	(4,213)	-	(4,213)	0.00%	(1,100)	(3,114)	-	4,213
21,532	28,506	(6,974)	-24.47%	523	21,009	5060416501 Property Damage Settlements	21,532	28,506	(6,974)	-24.47%	523	21,009	342,076	320,544
126,288	187,402	(61,114)	-32.61%	104,382	21,906	5069999999 TOTAL CASUALTY & LIABILITY COST	126,288	187,402	(61,114)	-32.61%	104,382	21,906	2,248,823	2,122,535
4,272	4,117	155	3.77%	4,053	220	5090100001 Dues & Subscriptions	4,272	4,117	155	3.77%	4,053	220	49,407	45,135
9,674	7,904	1,770	22.40%	10,051	(377)	5090200001 Travel	9,674	7,904	1,770	22.40%	10,051	(377)	94,845	85,171
13,875	3,226	10,648	330.05%	1,726	12,149	5090200002 Per Diem	13,875	3,226	10,648	330.05%	1,726	12,149	38,715	24,840
7,376	9,741	(2,365)	-24.28%	3,722	3,654	5090200003 Meetings, Seminars & Traning	7,376	9,741	(2,365)	-24.28%	3,722	3,654	116,897	109,521
140,068	31,250	108,818	348.22%	-	140,068	5090218105 Planning Activities	140,068	31,250	108,818	348.22%	-	140,068	375,000	234,932
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	-	8	(8)	-100.00%	-	-	100	100
387	2,708	(2,322)	-85.72%	407	(20)	5090800001 Legal Advertising	387	2,708	(2,322)	-85.72%	407	(20)	32,500	32,113
10,504	30,833	(20,329)	-65.93%	4,865	5,639	5090800002 Media Advertising	10,504	30,833	(20,329)	-65.93%	4,865	5,639	370,000	359,496
463	512	(49)	-9.62%	440	23	5099900001 Postage & Courier Service	463	512	(49)	-9.62%	440	23	6,143	5,680
-	29	(29)	-100.00%	-	-	5099900002 Other Miscellaneous	-	29	(29)	-100.00%	-	-	350	350
-	2,667	(2,667)	-100.00%	11,495	(11,495)	5099900003 Educational - Tuition Reimbursement	-	2,667	(2,667)	-100.00%	11,495	(11,495)	32,000	32,000
76	292	(215)	-73.83%	-	76	5099900004 Interview Expenses	76	292	(215)	-73.83%	-	76	3,500	3,424
20	113	(93)	-82.22%	655	(635)	5099901105 Fees & Permits	20	113	(93)	-82.22%	655	(635)	1,350	1,330
7,887	7,083	804	11.35%	2,737	5,150	5099900006 Community Outreach	7,887	7,083	804	11.35%	2,737	5,150	85,000	77,113
-	6,250	(6,250)	-100.00%	-	-	5099900008 RPC NTD Data	-	6,250	(6,250)	-100.00%	-	-	75,000	75,000
3,420	4,167	(747)	-17.92%	109	3,311	5099900009 Moving Expenses	3,420	4,167	(747)	-17.92%	109	3,311	50,000	46,580
198,022	110,901	87,121	78.56%	40,260	157,762	5099999999 TOTAL MISCELLANEOUS EXPENSES	198,022	110,901	87,121	78.56%	40,260	157,762	1,330,807	1,132,785
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
9,272	1,660	7,613	458.68%	5,027	4,245	5121200001 Leases & Rentals	9,272	1,660	7,613	458.68%	5,027	4,245	19,916	10,644
9,272	1,660	7,613	458.68%	5,027	4,245	5129900099 TOTAL LEASES & RENTALS	9,272	1,660	7,613	458.68%	5,027	4,245	19,916	10,644
289,899	289,899	-	0.00%	233,114	56,785	5130000001 Depreciation Expense	289,899	289,899	-	0.00%	233,114	56,785	289,899	-
289,899	289,899	-	0.00%	233,114	56,785	5139900099 TOTAL DEPRECIATION EXPENSE	289,899	289,899	-	0.00%	233,114	56,785	289,899	-
240,595	240,595	-	0.00%	638,099	(397,504)	5160000001 Pass Thru Funding Expense	240,595	240,595	-	0.00%	638,099	(397,504)	240,595	-
240,595	240,595	-	0.00%	638,099	(397,504)	5169900099 TOTAL OTHER RECONCILING ITEM	240,595	240,595	-	0.00%	638,099	(397,504)	240,595	-
3,588,700	3,742,169	(153,470)	-4.10%	3,800,411	(214,962)	9999999997 TOTAL EXPENSES	3,588,700	3,742,169	(153,470)	-4.10%	3,800,411	(238,458)	39,070,598	35,481,788
(406,570)	(550,722)	144,152	-26.18%	1,808,719	(2,212,040)	9999999998 NET DIFFERENCE	(406,570)	(550,722)	144,152	-26.18%	1,808,719	(2,188,543)	1,570,745	1,977,426
<div>(240,596) Pass Thru rev Capital Revenue 289,899 Depr 240,595 Pass Thru Exp (1,978,450) Amt Tsf to Capital (1,688,551) Should equal net difference (2,239,273) Difference</div>							<div>- Pass Thru rev Capital Revenue 289,899 Depr 240,595 Pass Thru Exp (2,016,805) Amt Tsf to Capital (1,486,310) Should equal net difference 84,435 Difference</div>							

## Consolidated Expenses by Function Code YTD October 2017



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

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Unrealized Revenue Unexpended Funds</b>
<b>Operating Revenues:</b>					
Passenger Fares	188,062	179,320	8,743	2,151,835	1,963,773
Municipal Services	1,781,882	1,781,882	(0)	21,382,579	19,600,698
Other Revenues	14,564	32,624	(18,061)	391,492	376,928
Tax Revenues	166,667	166,667	0	2,000,000	1,833,333
Capital Revenues	175,103	175,103	0	2,101,239	1,926,136
FTA Reimbursements - Project Admin	0	0	0	108,000	108,000
Federal and Local Grant Revenues	615,256	615,256	0	12,506,197	11,890,941
<b>Total Operating Revenues</b>	<b>2,941,533</b>	<b>2,950,852</b>	<b>(9,318)</b>	<b>40,641,343</b>	<b>37,699,809</b>
<b>Non-Budget Revenues:</b>					
FTA Reimbursements - Pass Thru Funds	240,596	240,596	0	240,596	0
FTA Reimbursements - TDP	0	0	0	0	0
CNG ALT. Fuel Reimbursements -	0	0	0	0	0
<b>Total Non-Budget Revenues</b>	<b>240,596</b>	<b>240,596</b>	<b>0</b>	<b>240,596</b>	<b>0</b>
<b>Total Revenues</b>	<b>3,182,129</b>	<b>3,191,448</b>	<b>(9,318)</b>	<b>40,881,939</b>	<b>37,699,809</b>
<b>Expenses:</b>					
Labor	1,232,838	1,173,257	59,581	14,079,089	12,846,251
Fringe Benefits	880,716	968,377	(87,661)	11,620,519	10,739,803
Services	211,181	297,989	(86,808)	3,575,866	3,364,685
Materials & Supplies	326,654	411,614	(84,960)	4,939,376	4,612,722
Utilities	73,234	60,476	12,758	725,707	652,473
Casualty & Liability Costs	126,288	187,402	(61,114)	2,248,823	2,122,535
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	198,022	110,901	87,121	1,330,807	1,132,785
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	9,272	1,660	7,613	19,916	10,644
<b>Total Expenses</b>	<b>3,058,205</b>	<b>3,211,675</b>	<b>(153,470)</b>	<b>38,540,103</b>	<b>35,481,898</b>
<b>Non-Budget Expenses:</b>					
Depreciation Expense	289,899	289,899	0	3,238,842	289,899
Pass Thru Funding Expense	240,595	240,595	0	4,479,397	240,595
<b>Total Non-Budget Expenses</b>	<b>530,495</b>	<b>530,495</b>	<b>0</b>	<b>7,718,239</b>	<b>7,187,745</b>
<b>Total Expenses</b>	<b>3,588,700</b>	<b>3,742,169</b>	<b>(153,470)</b>	<b>46,258,342</b>	<b>42,669,642</b>
<b>Net Difference</b>	<b>(406,570)</b>	<b>(550,722)</b>	<b>144,152</b>	<b>(5,376,403)</b>	<b>(4,969,833)</b>

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Unrealized Revenue Unexpended Funds</b>
Total Operating Revenues	2,941,533	2,950,852	(9,318)	40,641,343	37,699,809
Total Operating Expenses	3,058,205	3,211,675	(153,470)	38,540,103	35,481,898
<b>Net Operating Profit/(Loss)</b>	<b>(116,672)</b>	<b>(260,823)</b>	<b>144,152</b>	<b>2,101,240</b>	<b>2,217,912</b>
Total Non-Budget Revenues	240,596	240,596	0	240,596	0
Total Non-Budget Expenses	530,495	530,495	0	7,718,239	7,187,745
<b>Total Non-Budget Profit/(Loss)</b>	<b>(289,899)</b>	<b>(289,899)</b>	<b>0</b>	<b>(7,477,643)</b>	<b>(7,187,745)</b>
<b>Net Profit/(Loss)</b>	<b>(406,570)</b>	<b>(550,722)</b>	<b>144,152</b>	<b>(5,376,403)</b>	<b>(4,969,833)</b>



# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018	Period 1	October 2017	Division: 00 Balance Sheet		As of: 10/31/2017
			October Thru October		
			2018	2017	Variance
1000000000 ASSETS					
1010000000 CASH & CASH EQUIVALENTS					
1019999999 TOTAL - CASH & CASH EQUIVALENTS			\$7,299,326.58	\$13,695,930.37	(\$6,396,603.79)
1020000000 ACCOUNTS RECEIVABLE					
1029999999 TOTAL ACCOUNTS RECEIVABLE			\$10,324,106.33	\$5,467,781.60	\$4,856,324.73
1030000000 SUPPLY INVENTORY					
1039999999 TOTAL SUPPLY INVENTORY			\$1,856,469.27	\$1,917,539.26	(\$61,069.99)
1050000000 CONSTRUCTION & PROJECTS IN PROCESS					
1059999999 TOTAL CONST. & PROJ. IN PROCESS			\$301,947.86	\$836,095.00	(\$534,147.14)
1110000000 PROPERTY, PLANT & EQUIPMENT					
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT			\$32,110,256.18	\$24,496,335.19	\$7,613,920.99
1510000000 OTHER ASSETS					
1519999999 TOTAL OTHER ASSETS			\$6,314,896.79	\$5,487,872.61	\$827,024.18
1999999999 TOTAL ASSETS			\$58,207,003.01	\$51,901,554.03	\$6,305,448.98
2000000000 LIABILITES & EQUITY					
2000000001 LIABILITIES					
2010000000 ACCOUNTS PAYABLE					
2019999999 TOTAL ACCOUNTS PAYABLE			\$1,184,449.77	\$2,723,766.24	(\$1,539,316.47)
2020000000 ACCRUED PAYROLL & WITHHOLDINGS					
2039999999 TOTAL ACCRUED P/R & W/H			\$471,743.93	\$416,564.07	\$55,179.86
2040000000 CURRENT PORTION OF LT DEBT					

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018		Period 1	October 2017	Division: 00 Balance Sheet		As of: 10/31/2017	
		October Thru October					
		2018	2017			Variance	
2040199999 TOTAL CURRENT PORTION OF LT DEBT		\$0.00	\$0.00			\$0.00	
2040500000 OTHER CURRENT LIABILITIES							
2059999999 TOTAL OTHER CURRENT LIABILITIES		\$31,177,098.03	\$31,471,704.84			(\$294,606.81)	
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		\$33,270,497.73	\$35,551,334.15			(\$2,280,836.42)	
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		\$19,614,367.28	\$16,350,219.88			\$3,264,147.40	
3999999997 TOTAL EQUITY		\$24,936,505.28	\$16,350,219.88			\$8,586,285.40	
3999999998 TOTAL LIABILITIES & EQUITY		\$58,207,003.01	\$51,901,554.03			\$6,305,448.98	

### BJCTA - Employee Overtime Report - October 2017

Department	Department Code	OT Hrs. OCT/16	OT OCT/16	OT Hrs. OCT/17	OT OCT/17	Fiscal YTD OT	Fiscal YTD OT HRS
Fixed Rte. Admin	01120/01122	7.07	\$ 49.94	1.22	\$ 8.90	1.22	\$ 8.90
VIP Admin	01130	0.00	\$ -	0.00	\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	502.58	\$ 5,621.39	531.11	\$ 5,869.81	531.11	\$ 5,869.81
VIP Dispatch	01230/01232	106.18	\$ 1,169.09	67.08	\$ 705.22	67.08	\$ 705.22
VIP Call Center	02115/02130	96.26	\$ 615.50	18.04	\$ 131.85	18.04	\$ 131.85
Fixed Route Ops	03025	4258.06	\$ 35,994.68	1548.26	\$ 13,607.91	1548.26	\$ 13,607.91
VIP Ops	03135	1180.38	\$ 8,466.04	1032.02	\$ 7,962.63	1032.02	\$ 7,962.63
Maint Admin	04140/04142	181.97	\$ 1,949.40	81.48	\$ 703.19	81.48	\$ 703.19
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	0.00	\$ -
Maint	05145/05146	701.29	\$ 4,975.19	382.58	\$ 2,920.61	382.58	\$ 2,920.61
Maint - Inspection	06145/06146/06148	860.50	\$ 9,053.49	374.60	\$ 3,990.47	375.60	\$ 3,990.47
Facilities	12350	63.29	\$ 401.50	10.57	\$ 74.84	10.57	\$ 74.84
Money Room	15125	3.41	\$ 24.64	21.17	\$ 169.33	21.17	\$ 169.33
Customer Service	16215/75/76/90/91	191.63	\$ 1,369.16	65.66	\$ 522.23	65.66	\$ 522.23
Safety	16615/85	146.31	\$ 1,689.72	95.42	\$ 1,075.34	95.42	\$ 1,075.34
Admin & Risk	16715	2.38	\$ 18.69	4.52	\$ 31.19	4.52	\$ 31.19
IT	17015/10	9.03	\$ 127.94	34.59	\$ 393.87	39.22	\$ 368.30
Finance	17165/17865	22.00	\$ 271.75	49.07	\$ 462.23	49.07	\$ 462.23
Procurement/Grants	17965/80 & 17265/80	21.37	\$ 215.86	7.31	\$ 81.94	7.31	\$ 81.94
Executive	17610	19.59	\$ 222.57	77.19	\$ 740.05	77.19	\$ 740.05
Planning	17755	2.51	\$ 18.14	34.29	\$ 335.67	34.29	\$ 335.67
<b>Totals</b>		<b>8375.81</b>	<b>\$ 72,254.69</b>	<b>4436.18</b>	<b>\$ 39,787.28</b>	<b>\$4,441.81</b>	<b>39761.71</b>

Findings : October 2017 overtime is 47% lower compared to October 2016.

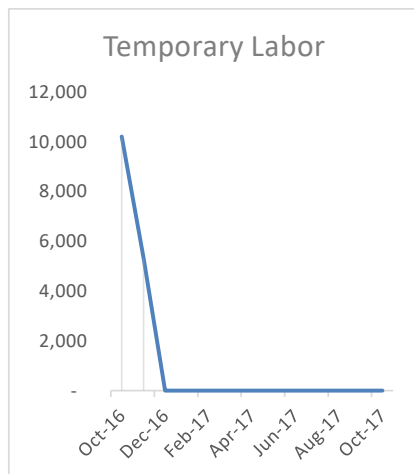


PARATRANSIT COST  
PER RIDERSHIP TREND  
AS OF SEPTEMBER 2017

	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
Paratransit Service Costs	433,413	418,658	390,697	373,035	329,827	369,375	388,928	376,805	387,045	454,923	367,261	406,928	285,410
Ridership	9,483	9,392	8,763	8,325	7,347	8,014	9,076	7,018	8,117	6,967	5,251	9,007	8,509
Paratransit Cost per Ridership	45.70	44.58	44.58	44.81	44.89	46.09	42.85	53.69	47.68	65.30	69.95	45.18	33.54

Temporary Labor  
As of October 2017

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



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

Advertising	\$ 60,375	within contract period
Pass/Ticket Sales	\$ 15,505	\$159.20 over 90. \$44 over 60. \$2576 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ 6,804	Sent out FY18 bill. Will be ready for us to pick up on November 8th
Birmingham	\$ 8,868,047	Bill for April-Jun Sent out and July-Sept. Sent 1st qtr of FY18 out Oct. 4, 2017
Federal	\$ 500,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 166,667	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem	\$ 222,016	We received Ad Valorems at the end of December
Homewood	\$ 28,494	Sent quarterly billing out for Oct.-Dec. 2017-waiting on payment
Vestavia Hills	\$ -	Billed for FY18 Services. -Paid
Mtn Brook Ad Valorem	\$ 10,065	We received Ad Valorems at the end of December
Tarrant Ad Valorem	\$ 2,268	We received Ad Valorems at the end of December
Birmingham Ad Valorem	\$ 317,370	We received Ad Valorems at the end of December
Bessemer	\$ 58,689	Sent quarterly billing out for Oct.-Dec. 2017-waiting on payment
Midfield	\$ 11,341	Sent out October billing-pay monthly-waiting on payment
Centerpoint	\$ -	
Blue Cross Blue Shield	\$ 30,765	Self Insured over/under payments occur every month
Alternative Fuel/Other	\$ 15,431	See Below
Employee	\$ 10,170	Visa billing
Pass Thru Funding	\$ -	
Board	\$ 100	
	<u>\$ 10,324,106</u>	
Breakdown of A/R Other/Alt Fuel		
	\$ -	SI Insurance-Current
	\$ 4,070	Interest-Current
	\$ 11,361	CNG manual billing. \$145.88 over 90; \$0 over 60; \$829.40 over 30. Remainder current
	\$ -	Social Security due back from Pension Committee
	<u>\$ 15,431</u>	

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

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

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

**Financial Highlights**

- As of the October 31, 2017 Balance Sheet, assets were \$58,207,003.01 while total liabilities were \$33,270,497.73
- The Income Statement for the month ending October 31, 2017, details year to date revenues of \$3,182,129.43 and expenses of \$3,588,699.62 resulting in a negative difference of \$406,570.19.
- The total cash and cash equivalents as of October 31, 2017 was \$7,299,326.58 of which \$7,079,158.32 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	<u>FY18 YTD Actual</u>	<u>FY18 YTD Budget</u>	<u>Variance</u>
<b>Budgeted Items</b>			
Revenues	2,941,533	2,950,852	(9,319)
Expenses	3,058,205	3,211,675	(153,470)
<b>Net</b>	(116,672)	(260,823)	144,151
<b>Non Budgeted Items</b>			
Revenues	240,596	240,596	-
Expenses	530,495	530,495	-
<b>Net</b>	(289,899)	(289,899)	-
<b>Combined Net</b>	(406,571)	(550,722)	144,151

Total overall variance with the budget is a positive \$144,151

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

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

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

**Purpose/Objective**

The objective of financial reporting is to track, analyze and report the results. The purpose of these reports is to examine the financial performance of the organization. This information enables the Board to gauge the financial health of Birmingham-Jefferson County Transit Authority (BJCTA).

**Financial Overview:** Provide the current conditions of BJCTA

- For the month of October, overall variance was a positive \$144,152
- Passenger Fares was up 4.88% from budgeted
- Overtime was down 47% vs. same period last year
- Spent \$2,528,616 on payroll, taxes and accounts payable
- Based on the required 3 month operating expenses, BJCTA is over \$1,191,269 in cash.
- Submitted and received our FY17 Preventive Maintenance funds from FTA -\$6,660,723
- Billed each Municipality for their FY18 Service Contracts invoices. BJCTA received Vestavia Hills whole payment for their services. We also received the 1<sup>st</sup> quarter payment of Center Points.

**Other Activities**

- October 6<sup>th</sup>-Attended FY18 Discretionary Grant Planning meeting with team leaders to discuss and strategize projects for 2018
- October 10<sup>th</sup>-Filed the CNG taxes; 941's payroll information to the IRS
- October 11<sup>th</sup>-Submitted FY17 quarterly reports to the City of Birmingham for review.
- October 17<sup>th</sup>- Collaborated with Jefferson County Job Advisory Board on getting people back into the workforce and what BJCTA could contribute
- October 18<sup>th</sup>-Joined in a meeting Jefferson County Department of Human Resources to gain perspective on subsidizing employment opportunities and benefits
- October 20<sup>th</sup>- Transit Asset Management (TAM) Kickoff meeting bringing together FTA procedures and time line for compliance with team leaders.
- October 25<sup>th</sup>-Come together with auditors on the time frame of BJCTA's FY17 audit





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

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

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

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

**3.0 Working Projects:**

- Coordinated BRT site visits to Cleveland, Ohio and Grand Rapids, Michigan. Met with General Manager's and other key stakeholders at both agencies.  
Discussion take-away:
  - Fare Management Systems
  - Best bus brand/type to be utilized on the BRT system
  - Payment honor system and/or policing
  - Priority signalization bus lanes
  - Community and Business engagement
- Participated in the establishment of strategic objectives for Transit Oriented Development (around each substation/endpoint for BRT) along with the core group and Smart Growth America.
  - Coordination of Smart Growth America upcoming site visit in November
  - Discussed and determined objectives for the team to focus
- Determined next steps for the Alabama Transportation Association (ATA)
  - Recruit and increase membership participation
  - Established quarterly meeting schedule
  - Selected a Consultant to enhance website for better visibility
  - Coordinate participation with the Rural Transit Association Program upcoming annual conference 2018
- Established key performance indicators (KPI), based on industry standards for customer service presentation and call center personnel. KPI's that will be reported in the customer service report:
  - Percentage of total calls answered
  - Percentage of calls abandoned
  - Average hold time for each call
  - Trending year over year
  - Individual statistics for recognition and training opportunities

**4.0 Meetings Attended:**

- Employee meeting on paratransit concerns
- BJCTA Board meeting
- APTA Conference and EXPO
- Birmingham City officials

- Board members Reception
- New-elect Mayor Woodfin
- Financial Management Oversight (FMO) exit conference call

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

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

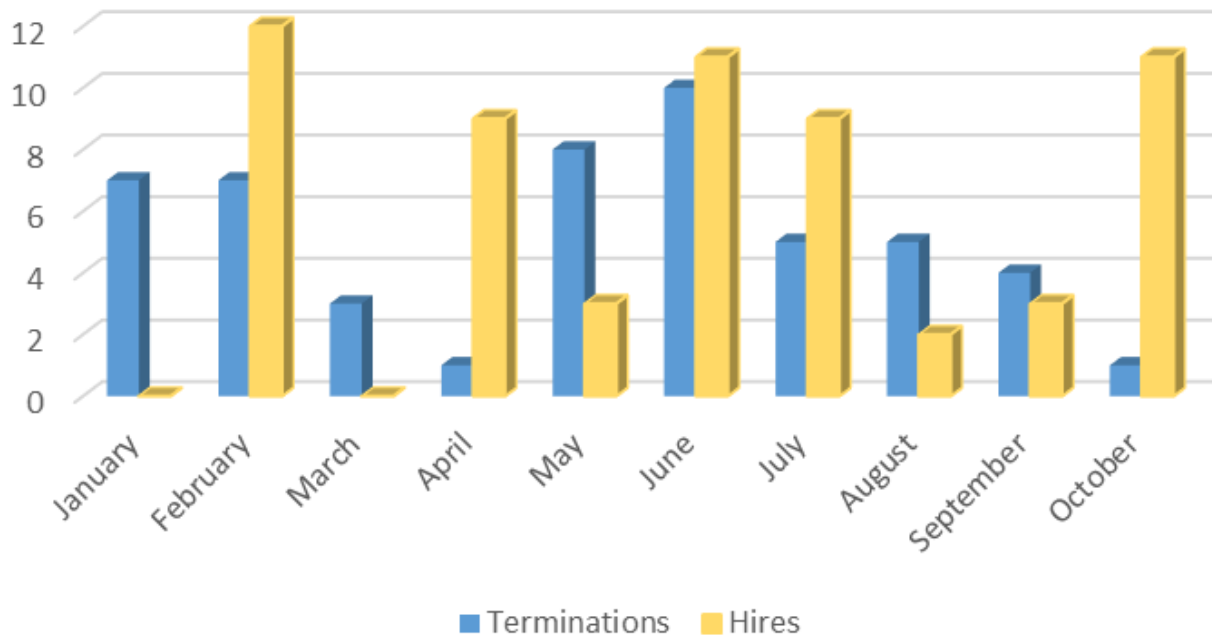
**Purpose/Objective:**

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

**Employment Information:**

- New Hires: 11
- 10 Operators (8 Fixed Route / 2 Paratransit)
  - 1 Mechanic
- Rehires: 0
- Terminations: 1
- Road Supervisor (voluntary)

## Employment Changes 2017

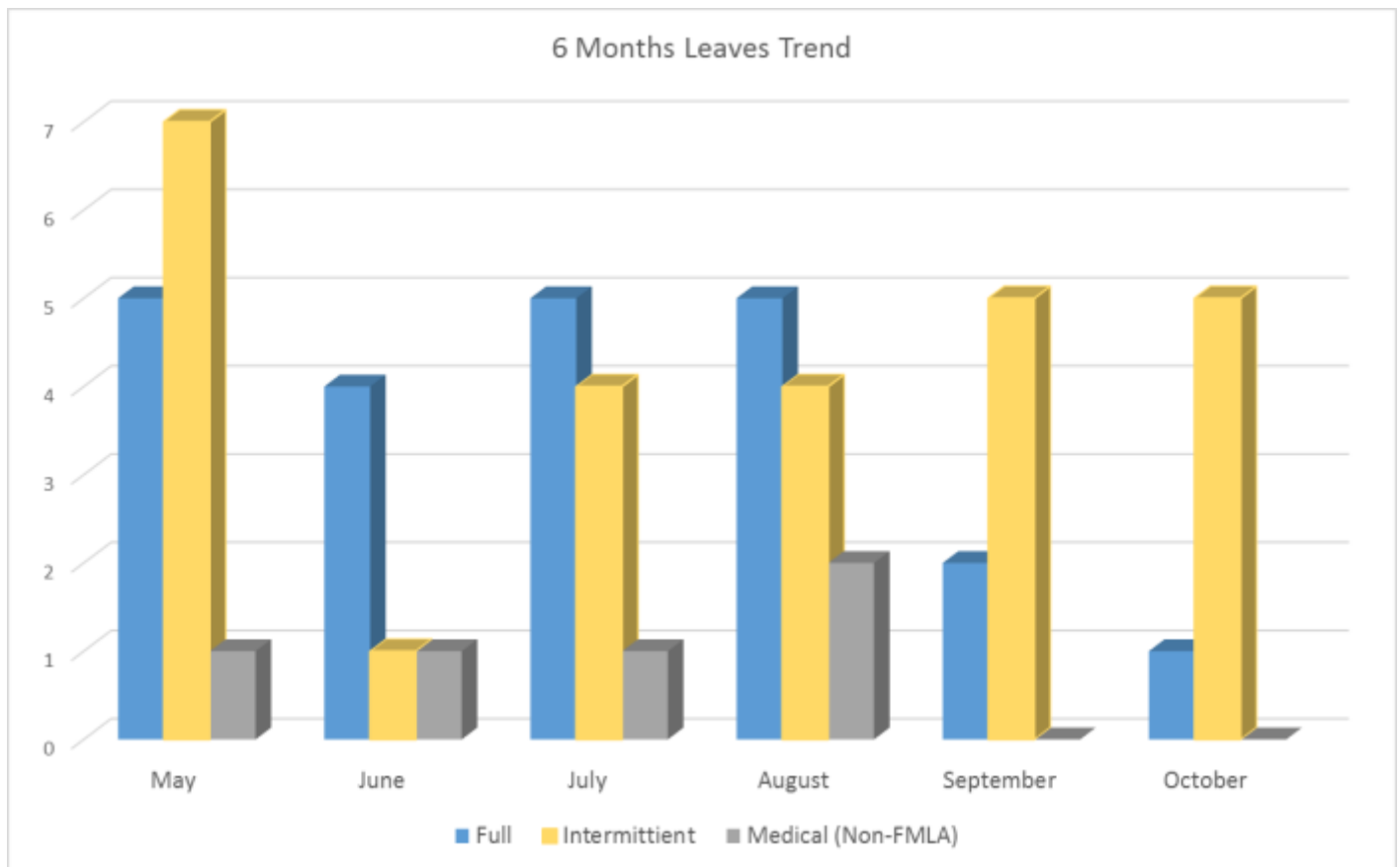


### Labor Relations:

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

### FMLA/Medical Leave:

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



#### **Worker's Compensation:**

Total Claims: 2

Current Claims @EOM: 2

#### **Recruitment Initiatives:**

- Operations is budgeted for 150 Fixed Route Operators and 40 Paratransit Operators; as of October, 31, 2017, there are 146 Fixed Route Operators and 38 Paratransit Operators. With staffing numbers at this level, we can be more aggressive in recruiting operators that are more experienced.
- Current Job Postings: Operators (VIP and Fixed Route), Mechanics, VIP Reservationist, Customer Service Reps, General Applications

#### **Random/Post Offer Drug Testing**

Random Selections (7) – Currently up-to-date

Post-Accident DOT = 6, Pre-Employ DOT = 5

#### **Meetings:**

Executive Staff Meeting – Thursdays @ 10:00AM

HR Staff Meeting – Thursdays @ 3PM

#### **Projects:**

- As of this report, all personnel files have been successfully converted into a digital format and are accessible through our new document management system, Filebound. This system will allow us to create workflows in the future to help eliminate antiquated paper process.

- We currently have 3 employee handbooks: Administrative Employees, Maintenance Employees, and Operation Employees. Per the request of the Union President, we are in the process of combining the Maintenance and Operations handbooks since both are represented through the union.
- We will continue to prepare for contract negotiations scheduled for mid-2018.
- Our benefits broker is in the final stages of negotiating our benefits for the 2018 plan year.

*Jamie Endsley*

Jamie Endsley  
Director of Human Resources

## Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> October 2017
<b>Communications Report</b>	<b>INITIATOR:</b> Ronda Robinson, Director of Communications

### 1.0 Purpose/Objective:

To communicate with the public, staff and Board of Directors about BJCTA services, projects, programs and events.

### 2.0 Completed Projects:

- Organized and successfully implemented several Magic City Classic events. Conducted weekly planning meetings for two months leading up to the rival game. Created event information packets and flyers for staff and Board members. Distributed Park and ride shuttle postcards to local businesses and wrote content for radio advertisements.  
**Magic City Classic Highlights include:**
  - Park and ride shuttle
  - MAX Hip hop jingle contest
  - Game ticket giveaway on MAX bus (Live on Hot 107)
  - Magic City Classic parade (Live interview on FOX6)
  - Magic City Classic game (Live interview on HOT 107)
  - Employee tailgating
  - Job Fair
- Demonstrated how to use our bus tracking app, MAX MyStop for rider education events scheduled at locations within our member cities and at MAX Central Station. Created postcards, flyers, social media campaign and developed content for radio advertisements.
- Coordinated MAX team for Susan G Komen Breast Cancer race.

### 3.0 Working Projects

- Ongoing planning for Intermodal grand opening (January)
- Mailing MAX Holiday greeting cards
- Training for MAX Mobility(IVR) (November)
- Preparing Bessemer service advertising (December)

*Ronda Robinson*

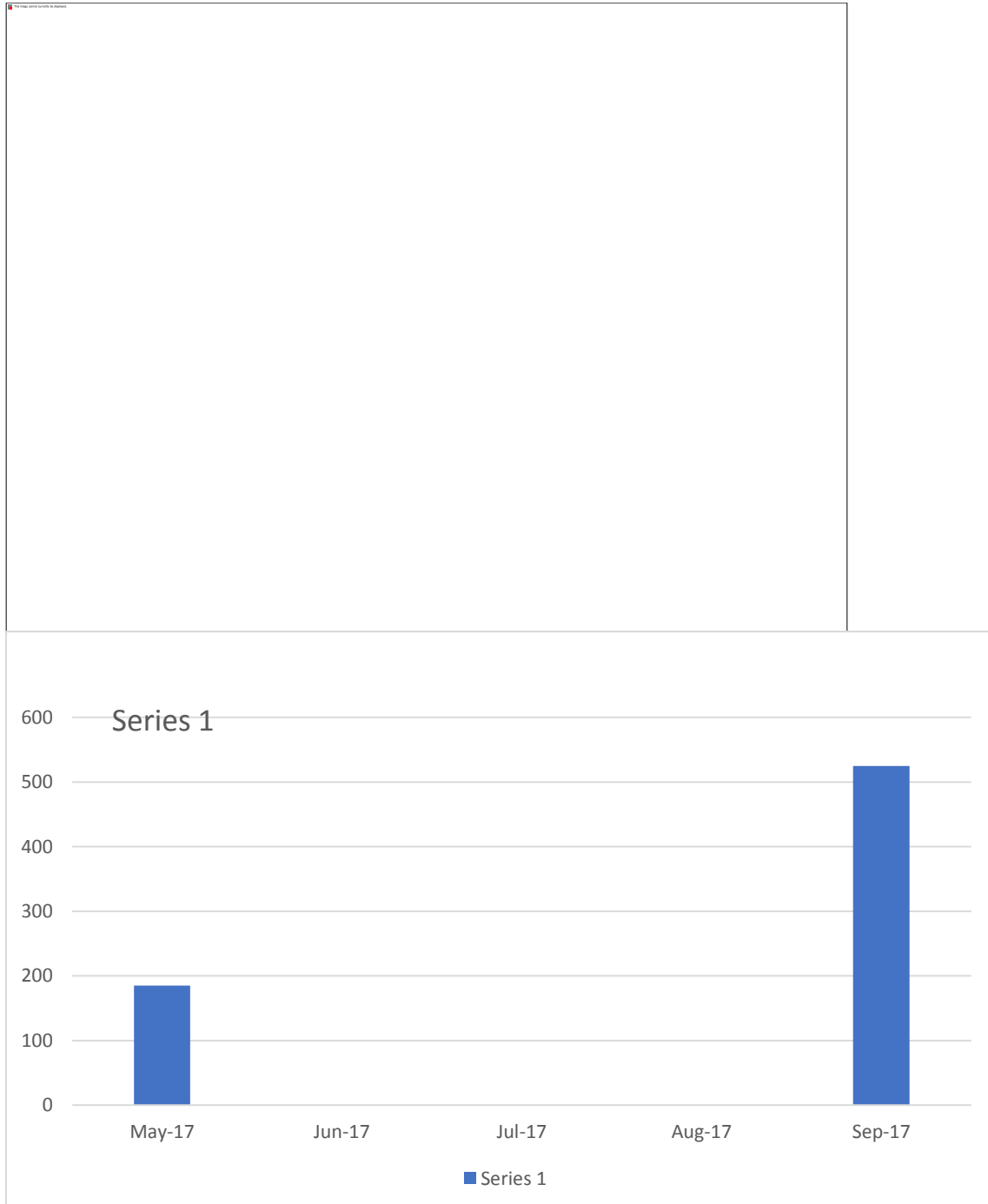
Director of Communications



## October 2017 Communications Progress Report

**Lakeview Local Route-** replaced the 92 Southside loop on May 15, 2017 and had **185** riders, which is a good start for a modified route. This route has been targeted for additional marketing efforts. Communications scheduled live radio broadcasts, created postcards to drop off at local businesses and started digital advertising for the route.

In September of this year, we had **525** riders. We continue to look for more ways to increase these ridership numbers.



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

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> October 2017
<b>Marketing and Customer Service Report</b>	<b>INITIATOR:</b> Adrian Solomon Chief Of Staff

**Customer Service Activities:**

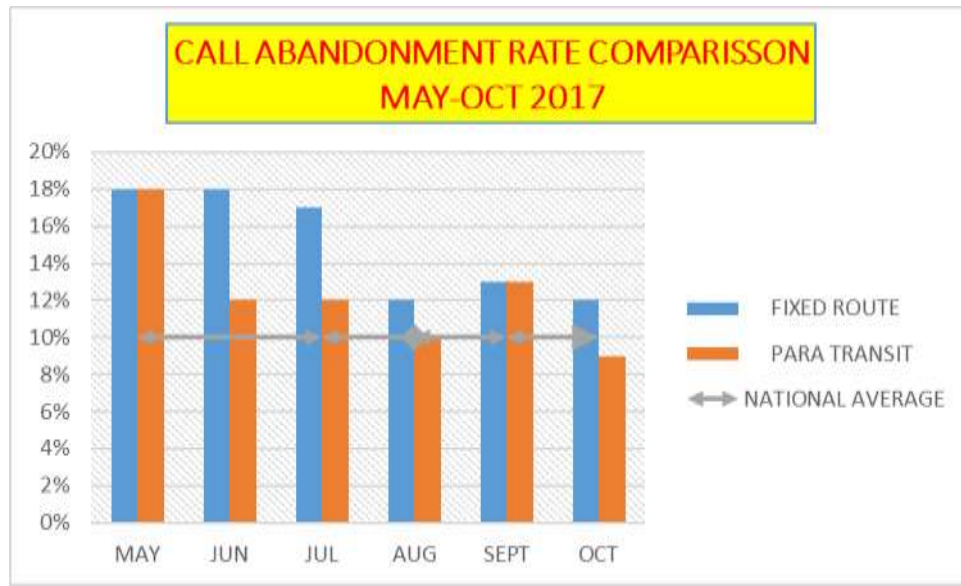
- Educated customers on MyStop App one-on-one at Central Station.
- Demonstrated the App in real time by downloading it with over 50 customer on board various bus routes.
- Participated in Birmingham's District 8 "Party with a Purpose". This is an annual community event that features a job fair, free health screening, free food and various other actives.
- Visited Brown Elementary School during their "Transportation Week".



**Recognition:**

- Awarded a Certificate of Appreciation for their excellent performance during the month of October is Fixed Route customer service representative **K. Reynolds** and in Para-transit it was awarded to customer service Representative **M. Fort**.
- MAX Customer Service Representative T. Riley won the MAX Hip Hop Jingle Contest for the Magic City Classic. As the winner, he won two tickets to the game and recorded his jingle for a MAX radio commercial.

## Statistics:



- Answered incoming calls in the Fixed Route Call Center for the month of October was 88% and twelve percent were abandoned.
- Answered incoming calls in the Para Transit Call Center was 91% and we are under the national average for abandoned calls at nine percent.



## STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION:  <b>Grants Administration and Management</b>	RESOLUTION NO.: N/A
	Month: October 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 active FTA grants. Five of which are pass-through and the remaining seven are BJCTA designated grants.*

- Held two strategy sessions for the Pilot Pen Overachievers grant.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of September.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of October.
- Submitted a TIGER 9 grant application for the new maintenance facility.
- Prepared and submitted twelve Milestone Progress Reports (MPRs).
- Prepared and submitted twelve Federal Financial Reports (FFRs).

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

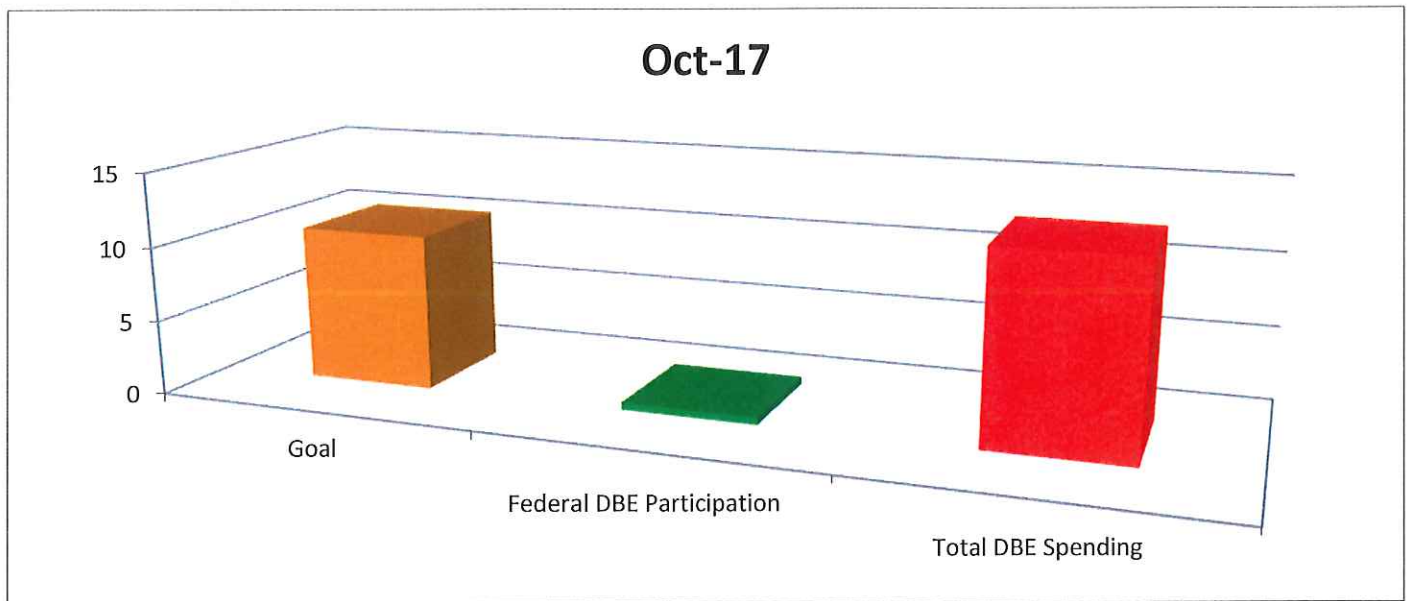
- Monthly DBE Participation Tracking (Progress Report Attached).
- The next monthly planning session for the March 22, 2018 Diverse Business Expo is Thursday, November 9, 2017 at the Doubletree hotel.
- We have selected a speaker for the March 22<sup>nd</sup> expo; Nzinga Shaw, Diversity and Inclusion Officer for the Atlanta Hawks and Phillips Arena.

**Other Activities:**

- October 6<sup>th</sup> - FY 2018 Discretionary Grant Planning Meeting in which the team designated leaders for the five capital discretionary projects we decided upon for calendar year 2018.
- October 20<sup>th</sup> - Discretionary Funding Strategy Session to provide update on materials submitted to team leaders for the capital discretionary projects.
- October 26<sup>th</sup> - Submitted FY 2017 Transit Enhancements Report to FTA
- October 27<sup>th</sup> - DBE Outreach at the Rickey Smiley Morning Show
- October 31<sup>st</sup> - Collaboration Meeting to gain transit input on upcoming Smart Cities grant submission.

## October 2017 DBE Progress Report

- 12.6% DBE Participation in total spending (9 Alabama Certified DBE Vendors, \$265,816.59 out of \$2,101,559.67)
- 0.5% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$33,522.05 out of \$7,016,575)



BJCTA Grant Status October 2017

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	\$ 303,566.00	\$ -	\$ 303,566.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 78,157.00	\$ 6,755.00	\$ 71,402.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 164,261.00	\$ 11,620.00	\$ 152,641.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 1,666,382.00	\$ 216,788.00	\$ 1,449,594.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 536,663.00	\$ 611.00	\$ 536,052.00
<b>Total Pass-Through Grants</b>			<b>\$13,870,702</b>	<b>\$ 2,749,029.00</b>	<b>\$ 235,774.00</b>	<b>\$ 2,513,255.00</b>

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	\$ 4,493.00	\$ 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	\$ 2,133,130.00	\$ 5,433.00	\$ 2,127,697.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 6,978,324.00	\$ 6,734,323.00	\$ 244,001.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 19,416.00	\$ 6,159.00	\$ 13,257.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 67,325.00	\$ 30,393.00	\$ 36,932.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,913	\$ 742,913.00	\$ -	\$ 742,913.00
<b>Total BJCTA Grants</b>			<b>\$20,044,921</b>	<b>\$ 10,036,421.00</b>		<b>\$ 10,036,421.00</b>

<b>Combined Totals</b>			<b>\$33,915,623</b>	<b>\$ 12,785,450.00</b>	<b>\$ 235,774.00</b>	<b>\$ 12,549,676.00</b>
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Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

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

**Purpose/Objective:**

Report on the status of activities completed and in process during the current reporting period. Provide information pertaining to current projects as well as the performance of the Information Technology department against established goals, objectives and performance indicators.

**Current Project Status:**

- Intermodal Facility Audio Video (AV) Plan: 95% COMPLETE
  - Equipment installed (Additional peripherals ordered),
  - IT Staff training performed,
  - Calibration complete,
- BPD Substation/Security Office Technology Up-fit: 90% COMPLETE
  - Installation of fiber optic communications cable,
  - Equipment cabinets installed in substation,
  - Installation and configuration of live camera feed monitor in safety department,
  - Final testing and configuration to be performed in the next 10 days
- Fixed Route Intelligent Transportation System (Avail ITS): 80% COMPLETE
  - Integration of Fleet-net and Avail to allow seamless route, vehicle, and operator information transfer between the two systems,
  - Maintenance integration to be performed in the coming weeks
- Paratransit ITS System (Route Match): 80% COMPLETE
  - Implementation of the Interactive Voice Response system (passenger notification) in process,
  - Discussion with vendor regarding mobile payment application & trip planning solution
- BJCTA Intranet Development: 20% COMPLETE
  - Currently in design phase,
  - Evaluating framework of site to allow more effective interdepartmental communication and communication to all staff
- Shoretel Mobility Feature: 90% COMPLETE
  - Mobile application allowing users to interact with their desk phone from remote locations,
  - Design and configuration complete,
  - Implementation to follow in the coming weeks



## IT Department Performance Metrics Review

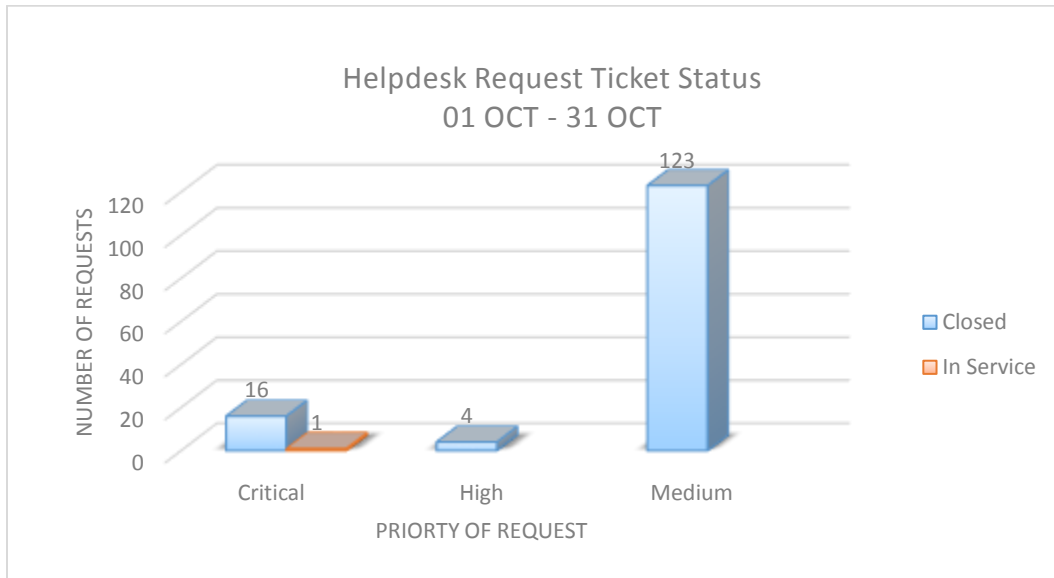


Figure 1 - Helpdesk Request Ticket Performance

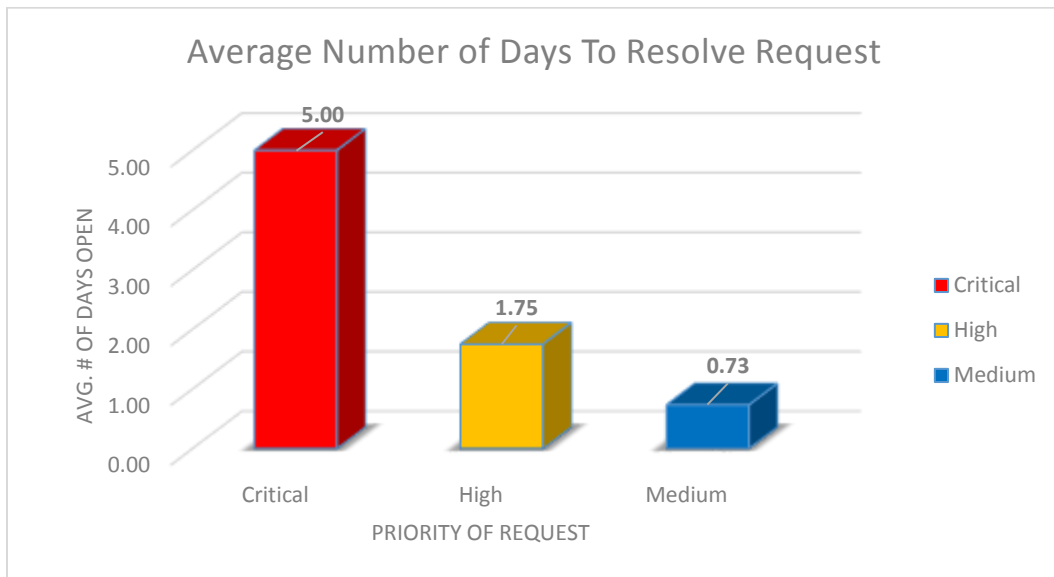


Figure 2 - Helpdesk Request Ticket Duration





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

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

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

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

- Repaired all reported vehicle defects, inspections & safety checks in a timely manner
- Achieved 100% inspections for the month of October-having none past-due
- Maintained the upkeep of all fleet
- Repaired Rear Leaf Spring Assembly for all 11 Paratransit Vehicles (1600 series)
- Relocated all oil & fuel hoses to better service vehicles
- Assembled & mounted airline and regulator to the new bus lifts
- Placed Anti-Skid protection on new bus lift platform
- Changed all hydraulic fluids on bus lifts
- Replaced starter on generator
- Installed shelves in janitorial closet at Site A
- Hired 1 new Tech II (Steven Crawley)

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

MAX Maintenance went 5,363 miles between mechanical failures in October 2017. This is the first time we have reached and exceeded the standard benchmark since 2015. 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
<b>2015</b>	5589	5895	4438	4840	4080	4471	7343	4114	4608	3087	4613	4921
<b>2016</b>	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
<b>2017</b>	3767	4418	3592	3253	4938	8688	2871	3521	5444	5363		

*Ron Sweeney*

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Ron Sweeney, Director of Maintenance



## Birmingham-Jefferson County Transit Authority

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

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

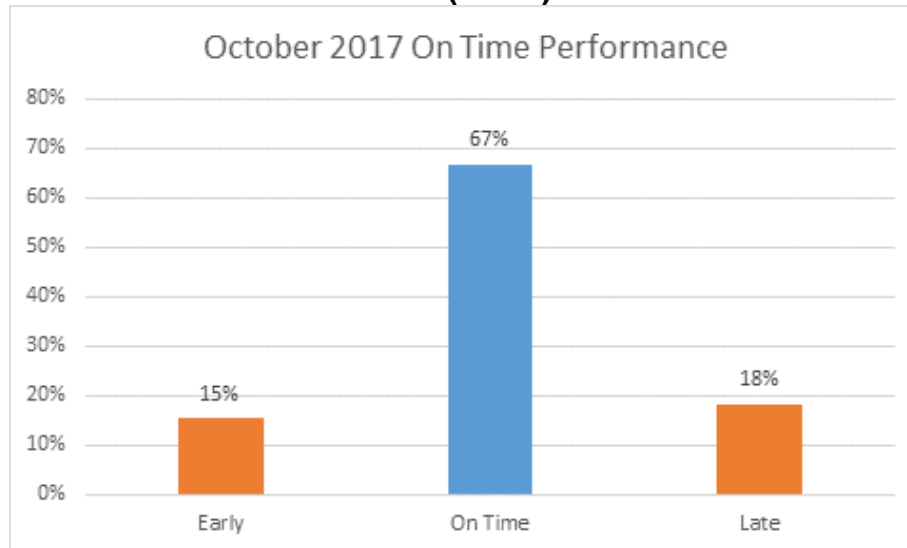
### 1.0 Fixed Route

- Hired two (2) new supervisors for better road coverage.
- Seeking to hire two (2) more supervisors in the month of November
- Preparing for the Veterans' Day Sign-Up, taking place on Saturday, November 11, 2017.
- Successfully created detours and a Park & Ride Shuttle Service for the 2017 Magic City Classic.
- Attended the 2017 American Public Transportation Association (APTA) Annual Meeting and Expo.
- Traveled to currently established Bus Rapid Transit Systems in Grand Rapids, MI and Cleveland, OH.
- Met with Mayor-Elect Randall Woodfin on October 23, 2017.
- Modified the #23 North Birmingham Route to service the new Salvation Army facility.
- Attended the Smart Cities Challenge Meeting at the Law Offices of Balch & Bingham.
- Sent four (4) Supervisors to Fred Pryor Seminar for departmental development on October 4, 2017.

### 1.1 On Time Performance

- On-Time Performance is measured in the Avail System by the percentage of Runs that are Early (based on 2+ minutes); On-Time (based on 1-5 minutes); (based on 6+ minutes).

## 1.2 On Time Performance (Chart)



Early (2+ min)	On Time (1-5min)	Late (6+ min)
15%	67%	18%

## 1.3 Missed Trips

- Avail calculates trips that are missed due to the operator not being logged on and system issues as “Missed Trips”. The department is still in contact with Avail to provide the most accurate information possible.

## 1.4 Missed Trips (Chart)

### October Missed Trip Information from Avail

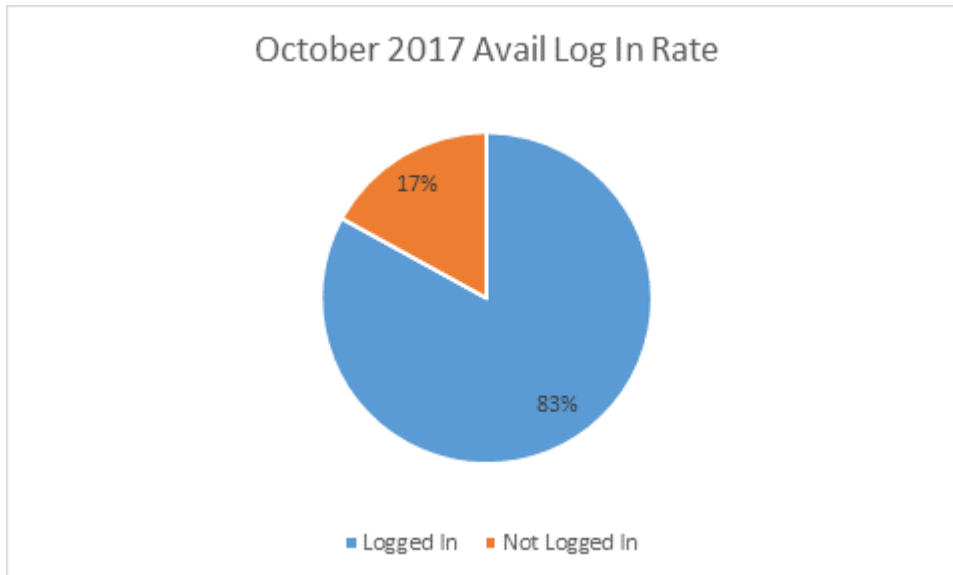
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
1,495	20	139	58

*\*Missed trips do not consist only of trips that are actually missed by operators. This number consists of bad communications between the Avail System and BJCTA network, operator log-in rate (failure to log-in), and trips that are missed because of mechanical issues.*

## 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	83%
Not Logged In	17%

## 2.0 Paratransit

- Preparing for the Veterans' Day Sign-Up, taking place on Saturday, November 11, 2017.
- Seeking to hire three (3) additional supervisors for better road coverage.
- Met with the Safety Department to ensure that all video recording systems are properly working in all Paratransit vehicles.
- Issued binders to all supervisors on "Understanding, Preventing, and Correcting Harassment, Discrimination, and Retaliation".
- Attended arbitration with attorneys of Fuston, Petway, and French, LLP.
- Participated in webinar, "Step-by-Step Guide to Workplace Investigations".



### Birmingham-Jefferson County Transit Authority

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

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

- Attended a meeting concerning Amazon, and BRT (Bus Rapid Transit).
- Attended a meeting concerning the Magic City Classic route, and shuttle service.
- Planning staff attended a remix conference in Atlanta, Ga.
- Planning Manager attended the APTA Expo in Atlanta, Ga.
- Planning Manager attended the senior staff meetings.
- Planning staff finished the Veteran's day sign-up for November 11, 2017.
- Planning staff finished the extended service to the Salvation Army October 18, 2017.
- Planning Manager attended the MPO technical committee meeting, and the MPO Policy meeting.
- Planning Manager attended a selected committee meeting in CenterPoint for ACE (Alabama Communities of Excellence).
- Planning staff attended the complete streets workshop held at the United Way.
- Planning department has ongoing communication with bus operators, neighborhood leaders, citizens, and other departments within the agency to address the needs of our riders, and service.

#### 1.0 Planning Activities and Initiatives

##### Ridership Stats for October 2017

- 93 Lakeview Local: **583**
- Magic City Connector: **11,138**
- "Pilot Bessemer Commuter: **251**
- 201 Highway 280 Commuter: **2,494**
- "Pilot" Lawson State Cougar Express: **187**

## 1.1 Performance Indicator-Fixed Route

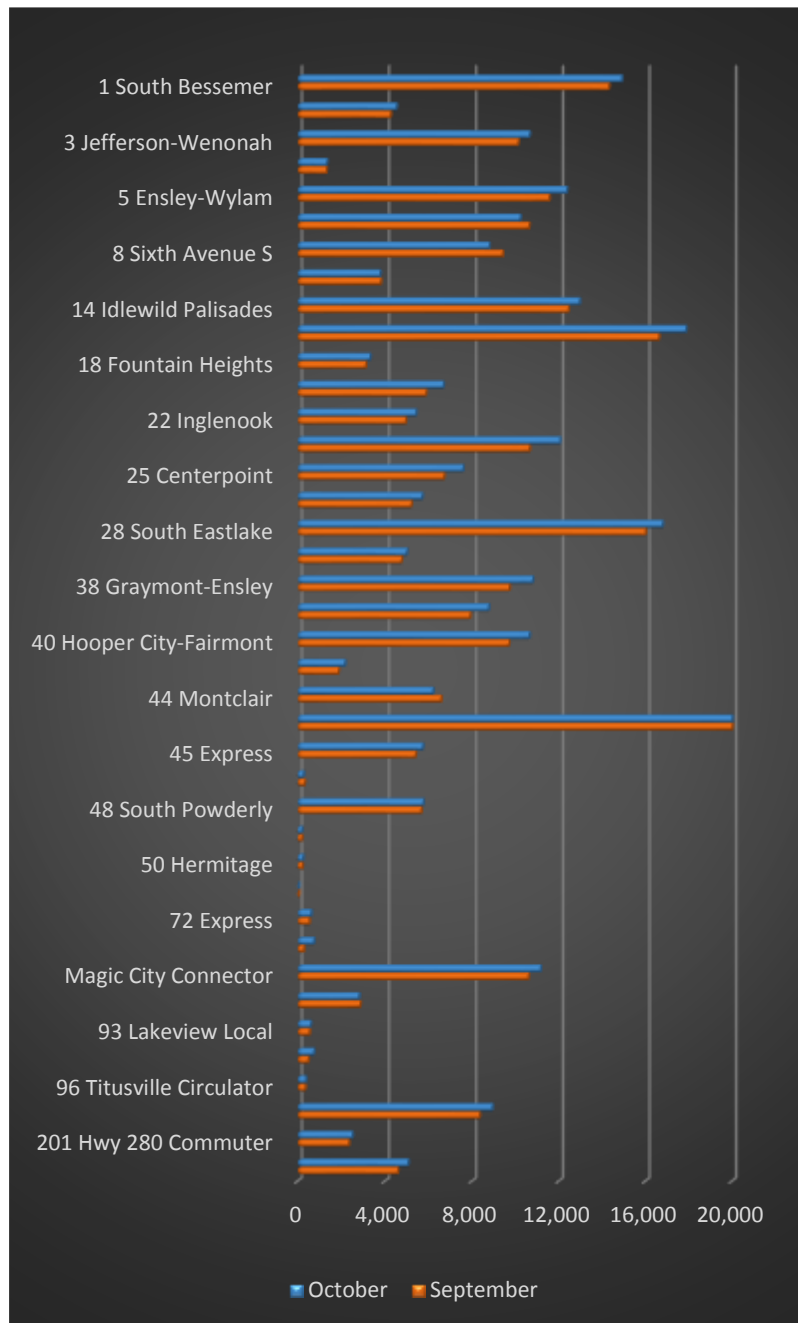
Goal	Performance Indicators	Current Month FY2017	Current Month FY2018		Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	250,044	265,651		250,044	265,651	6.2%
	D'town Circulator	9,442	14,525		9,442	14,525	53.8%
	Magic City Connector	7,000	11,138		7,000	11,138	59.1%
	93 Lakeview Local	1,528	2,804		1,528	2,804	83.5%
	91 Intermodal Conn	914	583		914	583	-36.2%
	Vehicle Service Hours	19,468	19,928		19,468	19,928	2.4%
	Total Miles	277,806	268,129		277,806	268,129	-3.5%
	Revenue Miles	238,145	244,305		238,145	244,305	2.6%
	Fare Revenues	\$172,383	\$172,825		\$172,383	\$172,825	0.3%
	Total Expenses	\$2,929,199	\$3,058,205		\$2,929,199	\$3,058,205	4.4%

Current Percent change is calculated by subtracting the Current month FY18 from the Current month FY17, and then dividing the previous month FY 17 from that.

For example:  $265,651 - 250,044 = 15,607 / 250,044 = 6.2\%$  there was a 6% increase in ridership for October 2017 compared to October 2016.

YTD ridership is up by 6%

## 1.2 Ridership Comparison (Chart) October 2017 compared to September 2017)





### 1.3 Ridership Summary (October 2017 compared to September 2017)

Route Number and Name	<u>Oct 2017</u>	<u>Sept 2017</u>	<u>Diff</u>
1 South Bessemer	14,894	14,297	597
1 Express	4,523	4,246	277
3 Jefferson-Wenonah	10,629	10,104	525
Route 4 Avenue I	1,326	1,303	23
5 Ensley-Wylam	12,354	11,540	814
6 Pratt Ensley	10,200	10,605	(405)
8 Sixth Avenue S	8,772	9,391	(619)
12 Highland	3,769	3,797	(28)
14 Idlewild Palisades	12,941	12,424	517
17 Eastwood Mall	17,862	16,607	1,255
18 Fountain Heights	3,309	3,106	203
20 Zion City	6,675	5,877	798
22 Inglenook	5,420	4,940	480
23 North Birmingham	12,045	10,629	1,416
25 CenterPoint	7,575	6,705	870
26 Jefferson State	5,701	5,202	499
28 South Eastlake	16,784	15,996	788
31 Hoover/Vestavia	4,997	4,750	247
38 Graymont-Ensley	10,777	9,703	1,074
39 Homewood-Wildwood	8,751	7,893	858
40 Hooper City-Fairmont	10,627	9,679	948
42 Brookwood Mall	4,697	4,164	533
43 Zoo	2,158	1,856	302
44 Montclair	6,202	6,566	(364)
45 Bessemer-Jonesboro	21,937	20,694	1,243
45 Express	5,731	5,394	337
PILOT 46 Promenade	251	310	(59)
48 South Powderly	5,752	5,658	94
50 Cherokee Bend	180	179	1
50 Hermitage	230	200	30
51 Cahaba	41	41	0
72 Express	605	517	88
80 Employee Shuttle	732	266	466
Magic City Connector	11,138	10,574	564
Intermodal Connector	2,804	2,853	(49)
93 Lakeview Local	583	525	58
PILOT 94 Lawson State	187	161	26
95 Westend Circulator	728	469	259
96 Titusville Circulator	356	332	24
Hwy 280	8,914	8,330	584
201 Hwy 280 Commuter	2,494	2,332	162
*Other	5,048	4581	467
Monthly Totals	270,699	254,796	15,903

(265,651) total ridership-deadhead  
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**Top 15 Highest Ridership Routes**

	<u>Oct-17</u>	<u>Sept-17</u>
45 Bessemer-Jonesboro	21,937	20,694
17 Century Plaza	17,862	16,607
28 South East Lake	16,784	15,996
1 South Bessemer	14,894	14,297
14 Idlewild-Palisades	12,941	12,424
5 Ensley Wylam	12,354	11,540
23 North Birmingham	12,045	10,629
Magic City Connector	11,138	10,574
38 Graymont	10,777	9,703
3 Jefferson Wenonah	10,629	10,104
40 Fairmont	10,627	9,679
6 Pratt Ensley	10,200	10,605
Hwy 280	8,914	8,330
8 Sixth Avenue South	8,772	9,391
39 Homewood	8,751	7,893

Wytangy Peak-Finney

Planning Department



Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

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

## 1.0 PROCUREMENT

### 1.1 Solicitations

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

- 1.1.1 RFP #18-01 Bus Shelters
- 1.1.2 Man Lifts for Maintenance
- 1.1.3 Floor Scrubbers for Maintenance

## 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:**  
Will begin using the ProcureSmart Software – This software will assist in producing Independent cost estimates, gauging cost and pricing and interact with vendors and customers of who utilizes products.  
  
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 2018-05 Parts and Facility Trucks

## ATTACHMENTS

- Contract Log
- Resolution

Respectfully submitted

*Darryl Grayson*

Darryl Grayson - Procurement Manager

# BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

## Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
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
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-11	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			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018
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**

	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> October, 2017
	<b>INITIATOR:</b> Dale Knutson
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

**Training Overview:** *The Birmingham Jefferson County Transit Authority's Training Department is committed to providing a safe environment, as well as first class, consistent training to BJCTA employees and stakeholders.*

- Re-trained four people because of accidents, incidents, or extended absences.
- Started a new training class of over 10 people for both fixed route and paratransit operations.
- Attended the APTA Expo, and arranged for a new type of securement system demo for BJCTA.

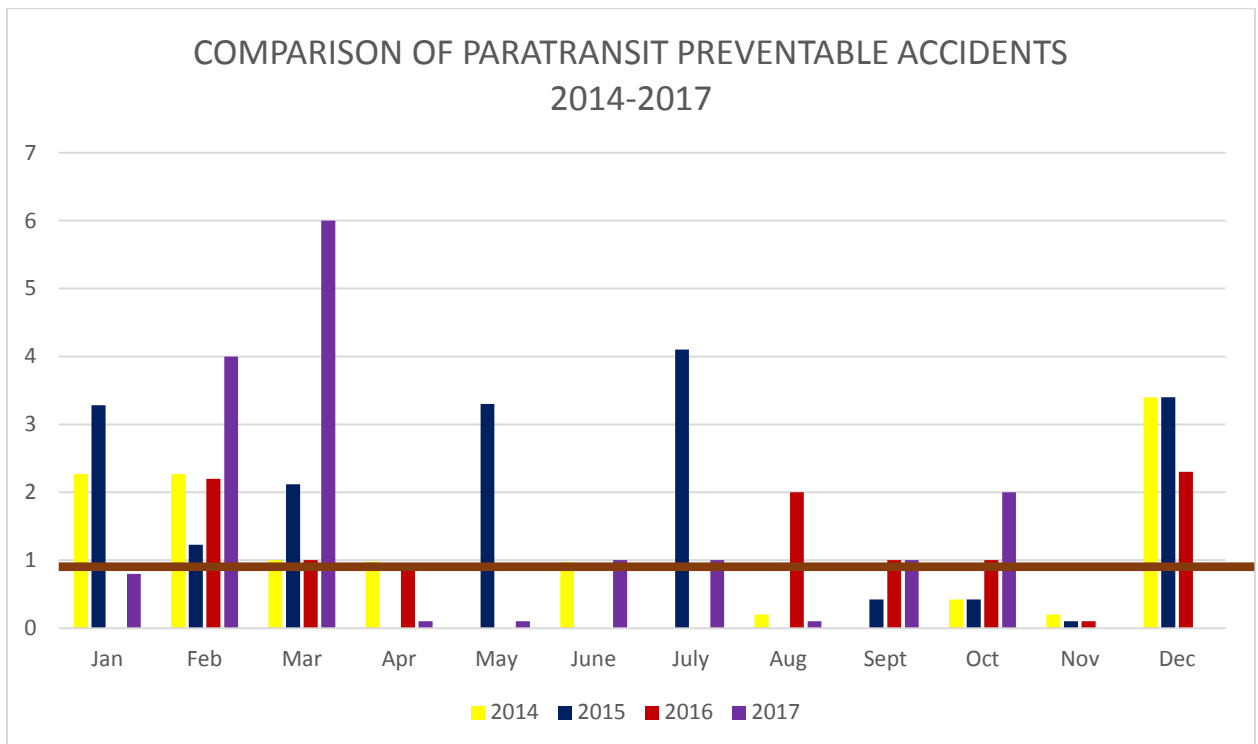
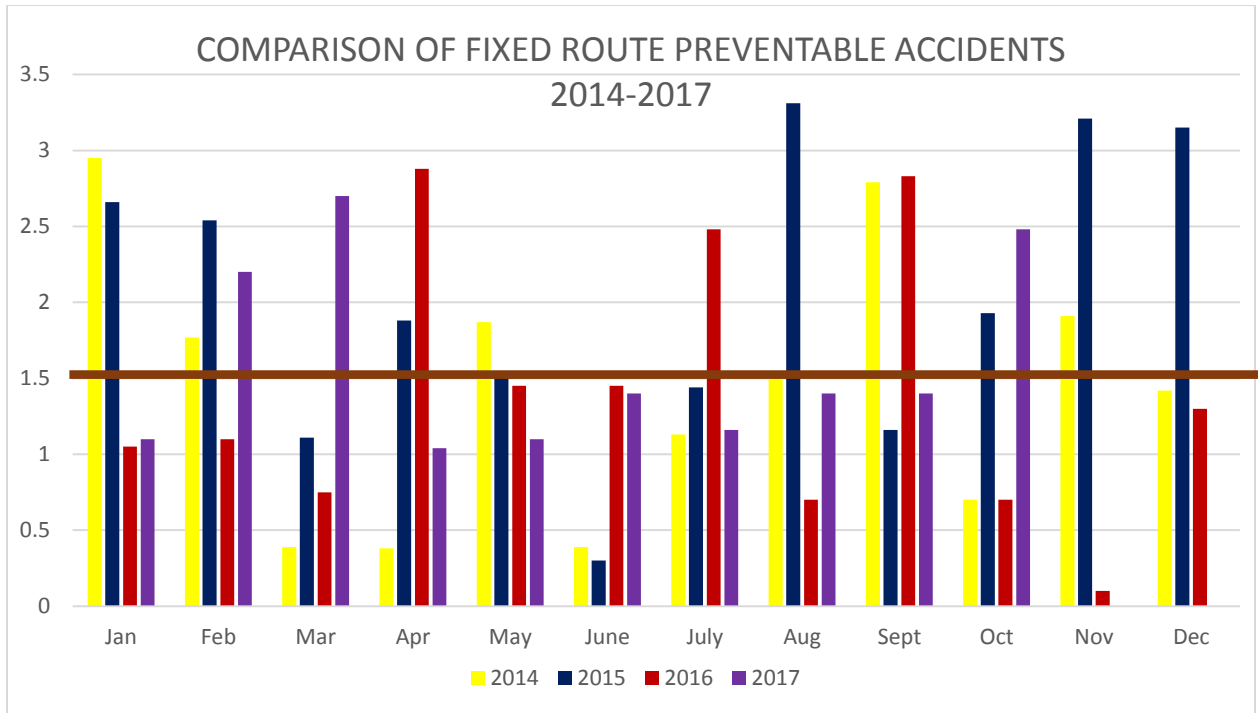
**Security Overview:** *The Birmingham Jefferson County Transit Authority's Security Department is committed to providing a safe environment – and providing a positive perception regarding personal safety while on BJCTA property.*

- Hired one more officer to fill the ranks of the needs of the security forces for the Intermodal Center.
- Completed the key card assignments for Amtrak and Greyhound.
- Assigned key card access to all of the administrative employees for the Intermodal Center.

**Safety Overview:** *The award-winning Birmingham Jefferson County Transit Authority's Safety Department provides an environment that enforces and encourages a positive safety experience for its employees, customers, and stakeholders.*

- Investigated preventable accidents on both the Fixed Route and Paratransit side.
- Assisted in determining specs for new buses for BJCTA's fixed routes as well as the BRT.
- Sent invitations and completed other arrangements for the Annual Safety Banquet on November 19<sup>th</sup>.
- Spoke to a small group of Safety professionals at the APTA conference in Atlanta regarding BJCTA's Gold Medal Safety Award presented by APTA.





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

**11/3/17**