

COMMITTEE ROLL CALL

Wednesday, December 13, 2017

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



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, December 13, 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- November 29,2017
 - B. Special Called Board Meeting Minutes- November 29,2017
 - C. Special Called Board Meeting Minutes- December 4,2017
- VIII. Chairman's Report**
- IX. Committee Reports**
 - A. Ad Hoc Committee Meeting Minutes- December 11,2017
- X. Resolutions for Consideration and Approval - None**
- XI. Executive Director's Report**
 - A. Financial Report
 - B. Intermodal Opening Ceremony Options
- XII. Old Business**
 - A. Intermodal Facility Update- STRADA Professional Services

B. Work Session- Prattville- (Available Dates) January 25-27 or January 31-February 2.

XIII. New Business
None

XIV. *Public Comment*

XV. Adjournment



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

BOARD MEETING MINUTES

Wednesday, November 29, 2017

12:00 p.m.

Opening: Chair Patrick Sellers called the meeting to order at 12:17 p.m. in The Birmingham-Jefferson County Transit Authority; boardroom located at 2121 Rev. Abraham Woods, Jr. Blvd., Suite 500

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

Directors Absent: Donald A. Harwell

Quorum: Yes

BJCTA Staff/

Others Present: Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christy Howard, April Penchion, Justin Ridgeway, Darryl Grayson, Stephanie Walker, David Burton, Karen Jacobs, Jamie Endsley, Chris Ruffin, Mikesha Harvill, Carishundra LeShure, Starr Culpepper, Ronda Robinson, Ron Sweeney, Christopher Brewster, Josh Johnson, Dale Knutson, Mike Simms, Chris Bolling(COB), Cherri Walker (STRADA), Alice Gordon(Skye Connect), Helen Rivas(CAC), Charles Jefferies, Clarence Mohamed, Darrell O'Quinn (COB), Ron Thompson(STRADA), Darrell Perkins(Master Solutions), JO Hill (TCAB), Attorney Ryan Wilson, Attorney Sam Ford (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 allowed safety staff Christopher Brewster to present a **Safety Message** on slogan "See Something, Say Something" meaning be aware and pay attention to your surroundings at all times.

VI. Adoption of the Agenda:

Director Wren made a motion to amend the agenda and modify section 12B (Election of Vacant Office for Vice Chair) to Election for all Officers of the Board; it was seconded by Director Smith, and approved by general consent.

VII. Adoption of the Minutes:

- **Regular Board Meeting Minutes-** November 29, 2017
Director Smith moved to accept the minutes; it was seconded by Director Hutchinson and approved by general consent.

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

VIII. Chairman's Report- None

IX. Committee Reports:

A. Committee of the Whole Meeting Minutes- November 15,2017

Director Davis moved to accept the minutes; it was seconded by Director Lassiter and approved by general consent.

X. Resolution 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.

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

XI. Executive Director's Report:

Highlights:

- BJCTA had some challenges with IT department. November 20, 2017 BJCTA systems were hacked by ransom ware. We followed protocol with the disaster recovery plan. Within twelve (12) hours all servers were back up and running. Assessments of the findings are being reviewed; we will keep the board updated. **Director Wren** requested that the IT department provide a weekly update of the status of recovering data.
Director Lassiter requested that the board receive text messages with Information.
Director Smith asked was there any data lost with the ransom attack.
David Burton responded that we contract with a service provider called VM Ware In addition, no data was lost.
- Birmingham City Council approved the \$42 million budget to proceed with the Bus Rapid Transit (BRT) project.
- **Financial Report-** The Finance Director (Karen Jacobs) presented the financial reports. Her report can be viewed on page 31 in Directors Point.
- **Departmental Highlights** (Operations, Maintenance, Customer Service & Marketing, Grants, Procurement, Planning, Safety, and Administration) Included in Directors Point for your review.

XII. Old Business:

• Intermodal Facility Update:

David Burton (STRADA) reported that Greyhound has some delays with moving. They do not have their underground storage tank in place and cannot operate without it. It will be the first of the year before they move in. Attorney Walker asked David Burton to explain the concern Amtrak has with the CXX wall. He mentioned that the wall is a 100 years old building. The old entrance to the Amtrak building does not fit BJCTA new wall. Amtrak is worried if they ever decide not to be a part of the Intermodal they would no longer have access into the CXX entrance and cannot operate their facility without the entrance.

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.

Director Lassiter asked if Amtrak understood what was going on and was it in writing.

- **Election of Officers for the Board:**

Director Davis nominated Director Martin Weinberg for **Secretary Treasurer**; it was seconded by Director Lassiter and approved by general consent.

Director Wren nominated Director Ruby Davis for **Vice- Chair**; it was seconded by Director Smith and approved by general consent.

Director Weinberg nominated Director Wren for **Chair**;

Director Sellers nominated himself for **Chair**; it was seconded by Director Wren and approved by **Roll Call Vote**.

Directors: Powe- Wren, Weinberg-Wren, Hutchinson-Wren, Davis- Wren, Wren- Wren, Smith-Wren, Sellers- No.

The New Officers of the BJCTA Board of Directors;

Director Tameka Wren- Chair

Director Ruby Davis- Vice-Chair

Director Martin Weinberg- Secretary Treasurer

XIII. New Business- None

XIV. Public Comment:

1. David Russell- 1625 Brookfield Lane has concerns with scheduling appointments.
2. Larry Swanson- 2707-35th West has concerns about the riders and routes.

XVI. Adjournment:

Director Lassiter made the motion to adjourn at 12:47 p.m.; it was seconded by Director Smith and approved by general consent.

The meeting adjourned at 12:47 p.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: November 29, 2017

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter

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.

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.



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

Birmingham-Jefferson County Transit Authority Special Called Board of Directors Meeting Minutes

Wednesday, November 29, 2017

11:00 a.m.

CALL TO ORDER:

The meeting was called to order at 11:08 a.m. by Chairman 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 (P), 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, Christopher Ruffin, April Penchion, Darryl Grayson, Dale Knutson, Starr Culpepper, Karen Jacobs, Mike Simms, Ron Sweeney, Stephanie Walker, Ronda Robinson, Jamie Endsley, David Burton, Josh Johnson, Christy Howard Alice Gordon (Skye Connect), Darrell O'Quinn (COB), Alice Westery (TCAB), J.O. Hill (TCAB), Cherri Walker (STRADA), Darryl Perkins (Master Solution), Attorney Sam Ford, Attorney Ryan Wilson, Attorney Courtney French(Fuston, Pettway, and French LLP), Attorney Deborah Walker.

ORDER OF BUSINESS:

This meeting was held to discuss the contract discrepancy between BJCTA and The City of Birmingham.

EXECUTIVE DIRECTOR REPORT:

Ms. Murdock opened the floor for Attorney Walker giving a high-level overview of the Enabling Legislation.

Discussion:

Attorney Walker explained the process of how the enabling legislation was created.

Director Wren stated that the information was valuable, but at this time, we have more

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.

emerging issues that need to be addressed. She asked if she could present the information at the board retreat.

Director Sellers asked Director Wren to allow Attorney Walker to precede with the information she had prepared, then there would be a better understanding of how the BJCTA is operated.

Ms. Murdock presented a hand out to the board of the requested documentation, including a power point presentation, which included:

- Receivables- listed on p.30 of Board Packet
- Funding Services- Fare box, Ad valorem, Urban Area Formula (Section 5307), Bus/Bus Facilities, Congestion Litigation Air Quality, and Local Funding.
- City of Birmingham pay Advorum long with an hourly rate.
- Jefferson County is required to contribute 5.5% of the 1st 18 million of ad valorem taxes collected and 2.5% of Advorum taxes collect excess of that amount within the city limits of all the municipalities.
- Director of Finance, Karen Jacobs explained how BJCTA calculates the hourly service cost for each municipality.
Operating Expense+Shared local municipalities for all capitol- All revenue that BJCTA receive from grants, ad valorem, fare box, commission, etc.= unliquidated balance(Unfunded Service Balance).
Total service hours divided by each municipality's hours that BJCTA serve to get a percentage. That percentage X unfunded service balance= what each municipality pay.

Director Wren asked what all was included in the operating budget.

Karen Jacobs replied that all salaries, travel, professional services, etc.

Director Wren asked if the board could get an itemization of the operating budget.

Director Weinberg referenced to money that received from the Federal Transit Administration (FTA). Did BJCTA receive money based on the \$15.6 million.

Karen Jacobs replied, No the \$15.6 million came from the number of FY18 hours divided by the liquidated balance (unfunded balance).

Ms. Murdock stated the difference between the FY16, 17, 18, FY16 BJCTA asked ALL municipalities to pay the capitol cost, prior to that year they had an option whether they wanted to share in capital or not. After FY16, it was a requirement.

Director Wren asked was this an ask or mandate.

Ms. Murdock stated that the choice was in FY16, it was a mandate starting in FY17.

Director Wren asked what was considered a fiscal year for BJCTA.

Karen Jacobs replied October 1 through September 30.

Ms. Murdock stated that Karen, Attorney Walker, and herself went to each municipality to present the cost and hourly rate. Each municipality gave a verbal buy in.

Director Davis ask to clarify which attorney Ms. Murdock was referring too.

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.

Ms. Murdock replied, Attorney Walker.

Director Wren asked Attorney Walker was it accurate that BJCTA set a verbal agreement at each municipality.

Attorney Walker replied, No we have contracts with other municipalities that are called participating municipalities. BJCTA separate The City of Birmingham because they pay differently. Their cost is calculated differently from other participating municipalities.

Ms. Murdock explained that BJCTA initially get a verbal agreement followed by the contract. In 2013, The City of Birmingham signed a five (5) year contract that was drafted by Balch & Bingham LLP for \$10.8 million. The previous Executive Director Ann August signed this contract.

Director Wren asked Attorney Walker what was the legal reason for treating The City of Birmingham different from the other municipalities.

Attorney Walker answered the legislation decides how Birmingham and Jefferson County pay. She referenced to the Legislation 87449 passed in 1987. In 2013, The City of Birmingham and BJCTA came up with an agreement amount of \$10.8 million for budgetary purposes. It was a contract with a resolution attached stating the way. The City of Birmingham would pay for transit services for the next five (5) years and not to exceed \$10.8 million.

Director Weinberg asked did BJCTA have any legal authority to collect on the amount of \$15.6 million that we say the City of Birmingham owe.

Attorney Walker stated that BJCTA didn't have a signed agreement obligating the City of Birmingham to pay \$15.6 million.

Director Wren asked where the board could reference to see exactly where the \$15.6 million was placed on the budget. She asked if it was normal standard practice that you include an amount in the account receivables that BJCTA is not legally obligated to receive.

Karen Jacobs replied, No the previous City Council was aware of the money needed to operate this organization.

Director Wren stated since she has been on the board since October 2017, and questioned the account receivable does that include the \$15.6 million or the 10.8 million from The City of Birmingham.

Karen Jacobs replied yes the \$15.6 million is included.

Director Wren stated her question to the finance director, was it normal practice to include amounts in the accounts receivable that BJCTA does not have legal obligation to request payment. She asked Karen Jacobs if this followed regular accounting practices.

Karen Jacobs stated it has been known practice that BJCTA was verbally told we would get money.

Director Wren asked, who told you this.

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.

Karen Jacobs replied, Jarvis Patton.

Director Wren asked did BJCTA execute a contract.

Ms. Murdock explained past practices, BJCTA present a presentation to each city, we put together a contract that is counter signed. However, Birmingham didn't send the signed contract back. They increased the payments to adjust.

Director Wren asked why did BJCTA start this practice, and was advice given by legal counsel.

Ms. Murdock stated that she was given guidance not to sign a contract of \$10.8 million when the service cost is \$15.6 million. The City of Birmingham brought with them to the Committee Meeting a fraudulent contract that I didn't sign.

Director Wren expressed that Ms. Murdock statement was a strong allegation to make towards the city to say that you didn't sign. She expressed that the board would have to litigate this matter.

Director Davis asked where the most recent contract was.

Ms. Murdock stated that the transportation committee members at city hall told the other council members that they know about the \$15.6 million that they owed but they didn't know it was not included into the new budget.

Councilor O'Quinn spoke to what Ms. Murdock said; he also mentioned that the committee of the whole would revisit this matter. However, the city budget hasn't passed at this time.

Director Wren stated that she wanted it noted, BJCTA has a \$15.6 million in the account receivables and we are only legally obligated to collect \$10.8 from the City of Birmingham. This practice should never occur. She asked the Director of Finance, **Karen Jacobs** when she started including the \$15.6 million in the operating budget.

Karen Jacobs replied that she added in the budget once the board approved the budget in May 2016.

Director Wren asked was the board aware 2016 that the \$15.6 million was included in the budget without an executed contract. In addition, was it noted that the board was informed.

Karen Jacobs replied yes, but I didn't have a signed agreement.

Director Hutchinson asked was this practice for all the other municipalities.

Ms. Murdock stated yes.

Director Davis asked how long it takes to get an executed contract back once you receive the verbal.

Ms. Murdock mention it is no particular date, it's a process that it goes through, the council has to approve it etc. We ask that the contract be returned within 30 days.

Attorney Walker added four (4) months prior to each fiscal year, BJCTA should have a signed contract back.

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.

Director Wren asked if the City of Birmingham does not pay, what would be BJCTA's legal recourse. Director Wren asked Attorney Walker how long has been the attorney for BJCTA. Attorney Walker replied 2014. Director Wren expressed to her understanding this new process of the \$15.6 million occurred after Attorney Walker came back to BJCTA. She also asked why Attorney Walker involved in this contract with the City of Birmingham.

Attorney Walker stated that was an executive decision, she work on an assignment basis.

Ms. Murdock mentioned that the board does not have to approve contracts with cities. We use a template that Balch & Bingham LLP provided.

Director Weinberg asked when was the board informed of the conflict in the budget reflections.

Ms. Murdock replied, January 2017 is when the board chairman and I went to the city to meet with Jarvis Patton. The governance committee included Patrick Sellers (Chairman), Bacarra Mauldin (Vice Chair), and Johnnye P. Lassiter (Treasurer).

Director Wren stated with all the going back and forth she expresses that she has lost confidence and trust with Ms. Murdock being forth coming. The back and forth between Ms. Murdock, Attorney Walker, and the governance committee is difficult to follow. This process of how we engage with other municipalities needs to change. Nothing should go in to account receivables that we could not legally collect on in case of default. She stated whatever attorney gave the guidance of counsel was very ineffective in their assistance. She asked what the impact on the service was.

Ms. Murdock mentioned that BJCTA finished in 2017 with \$5 million under budget.

Director Wren asked so do BJCTA need the additional \$4.8 million.

Ms. Murdock replied, yes to maintain the capital expenditures.

Director Wren stated that the board need a detailed itemization. We shouldn't be asking any municipality for any more money that we don't have a vetted itemization.

Karen Jacobs mention the reason for the additional money is for the pension liability.

Director Wren stated that Karen Jacobs should've been honest and truthful from the beginning. She requested detailed itemization of accounts receivables and results of the audit done by Banks, Finley, & White. Director Wren stated if the audit did not disclose that BJCTA has \$15.6 million in the account receivables and had no supporting documents, then that audit is default. She stated that there should be notations on the audit. She expressed to the board that another audit need to be redone. Director Wren stated if she had someone to do a forensic audit, they would ask for receivables to make sure you can collect on them. Otherwise, BJCTA has inflated our income statement and balance sheet. She is requesting information on the audit, 1. Who did the audit, 2. When was the audit done, 3. What were the results.

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.

ADJOURNMENT

Director Weinberg made the motion to adjourn at 12:10 p.m.; it was seconded by Director Davis and approved by general consent.

The meeting adjourned at 12:10 p.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: November 29, 2017

Approved by:

Patrick Sellers, Chairman

Attest:

Johnnye P. Lassiter, Secretary

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.



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

Birmingham-Jefferson County Transit Authority Special Called Board of Directors Meeting Minutes

Monday, December 4, 2017

4:30 p.m.

CALL TO ORDER:

The meeting was called to order at 4:35 p.m. by Chair Wren, 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 (A), Martin Weinberg (P), Kevin Powe (T), and Donald A. Harwell (P).

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, David Burton, Josh Johnson, Karen Jacobs, Allen Purdue, Ron Sweeney, Stephanie Walker, Dale Knutson, Darryl Grayson, Alice Gordon(Skye Connect) Joi(Skye Connect) Greg Roddy(Local 725 Union), Angela Weinberg, Attorney Sam Ford, Attorney Ryan Wilson, Attorney Courtney French(Fuston, Pettway, and French LLP), Attorney Deborah Walker.

ORDER OF BUSINESS:

This meeting was held to discuss and address topics for January Work Session for the Board of Directors.

CHAIR WREN:

Opened the meeting with stating the purpose of this meeting is to get feedback from all of the Board of Directors of the things they wanted to cover at the Work Session.

Director Wren asked for an overview of the 1.Opening Meeting Act 2. Bylaws 3.Ethics 4. Transit Laws including; Act 2013-380, Act 72-993, and Act 87-449.

Director Wren stated with all the contracts and vendors that BJCTA has, we need to have an overview of what the scope of service.

Director Wren mentioned that she did not know the scope of service for Attorney French and Attorney Walker.

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.

Attorney Walker replied, they are the same.

Ms. Murdock explained that she use Attorney French handles many employment issues and is paid on an hourly rate and Attorney Walker handles many contracts and is paid on a retainer fee.

Director Wren asked why BJCTA needed two (2) attorneys.

Ms. Murdock said a previous board approved this. They both attorneys were hired July 2014.

Ms. Murdock suggested that because the open meeting act, ethics, and bylaws are broad laws, you do an overview of those first and when each department talk to you, they can relate to the law of that department.

Director Davis agreed with Ms. Murdock suggestion.

Director Sellers stated that one of the things that Director Wren should have looked at was the schedule of events that was already planned and take the information that you desire to learn and schedule that into the agenda. The retreat was just planned not for just five (5) new board members it was planned for an organization as a whole to deal with some strategic planning with measureable goals for projects ahead.

Director Wren stated that she did review the agenda from Skye Connect and that have been ceased until we go over the basics. She spoke to Ms. Murdock and we will look to put the strategic pieces together later.

Director Wren asked what was the most important transit laws that we need to cover.

Attorney Walker replied, Act 2013-380, Act 72-993, and Act 87-449.

Director Wren assigned The Alabama Transit Laws to Attorney Walker, Ethics to Attorney French, Finance 101- Income Statement, Receivables, Balance Sheet, municipality formula, cash or accruals to Director of Finance, Karen Jacobs.

Director Davis asked if there was a compliance director that handles daily routines.

Ms. Murdock said that position has not been filled, as of now Starr Culpepper handle some of it and HR handles the other part.

Director Smith asked what areas in transit in the city or county we have direct input in. Are we pursuing the most grant opportunities that fix BJCTA needs.

Ms. Murdock stated prior to 2016 BJCTA was not pulling all the grants. Anything that is identified outside in the last two (2) years BJCTA has been going after.

Director Wren asked that Governmental Affairs/ Policy come under staff report- Starr Culpepper. Engaging/ Community Outreach- Ronda, also wants Ronda to talk about the do's and don'ts for the media.

Director Wren mentioned that we were not going to relax or have fun; we are going to take care the needs of transit. She did not want it to be a lot of fluff. This is work and I am aiming to make sure we stressed this is not a retreat, it is a work session.

Director Smith suggested that all the material is outlined for the different topics.

Director Powe mentioned since he is a bus rider that customer service and bus regulations be discussed.

Director Wren stated that BJCTA has the perception on the outside that transit is a go for/ gravy train for vendors and contractors. She do not know if this is true or not however, one thing that is expected is to be open and transparent. That is the state of our administration of the mayor of Birmingham. I want to see what can be handled more in

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.

****Director Sellers leaves the meeting.****

house to allocate funds in other various places such as the pension. In addition, we need to discuss the process for travel, vendors, and meeting dates.

Director Wren made a motion to have the Work Session in February in Prattville, Alabama; it was seconded by Director Powe and approved by Roll Call Vote.

Directors: Harwell- No, Powe- Prattville, Weinberg-No, Davis- Prattville, Wren- No, Smith-Prattville, Lassiter- Prattville

The motion pass with the Work Session being held in Prattville, Alabama.

Attorney Walker asked to speak; she had four (4) items that needed to be discussed

- Amtrak Lease
- Comprehensive Intermodal Agreement
- Service Contract for City of Birmingham
- Bus Rapid Transit (BRT) Comprehensive Agreement

Director Wren formed an Ad Hoc Committee for an Ad Hoc Committee Meeting to be held on Monday, December 11, 2017 at 11:00 a.m.

Committee Meeting Members:

1. Chair Tameka Wren
2. Director Ruby Davis
3. Director Johnnye P. Lassiter
4. Director Martin Weinberg

ADJOURNMENT

Director Davis made the motion to adjourn at 6:18 p.m.; it was seconded by Director Smith and approved by general consent.

The meeting adjourned at 6:18 p.m.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: December 4, 2017

Approved by:

Tameka Wren, Chairman

Attest:

Martin Weinberg, Secretary

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.

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.



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

Birmingham-Jefferson County Transit Authority *Ad Hoc Committee Meeting Minutes*

Monday, December 11, 2017

11:00 a.m.

CALL TO ORDER:

The meeting was called to order at 11:02 a.m. by Chair Wren, in the Conference Room; 2121 Rev. Abraham Woods Jr. Blvd, Suite 500 Birmingham, Alabama.

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

Committee Members: Tameka Wren (P), Ruby Davis (P), Johnnye P. Lassiter (P), Martin Weinberg (P).

OTHER DIRECTORS PRESENT: Donald A. Harwell, Myiesha Hutchinson, and Kevin Powe.

OTHER DIRECTORS ABSENT: Patrick Sellers and Theodore (Ted) Smith

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, David Burton, April Penchion, Darryl Grayson, Justin Ridgeway, Starr Culpepper, Josh Johnson, Christy Howard, Ronda Robinson, Stephanie Walker, Peter Walcott, Mike Simms, Dale Knutson, Melissa Stevenson, Melissa Cobbin, Willie Drakeford, Greg Roddy(Local 725), Ron Thompson (STRADA), Darrell Perkins(Master Solutions), Butch Ferrell, JO Hill(TCAB), Alice Westery(TCAB), Earlene Prince(COB) Attorney Ryan Wilson, Attorney Courtney French(Fuston, Pettway, and French LLP), Attorney Deborah Walker.

ORDER OF BUSINESS:

This meeting was held to address and discuss contractual agreements with Amtrak, Intermodal, City of Birmingham, and Bus Rapid Transit (BRT).

CHAIR WREN:

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.

Opened the meeting yielding the floor to Attorney Walker to discuss the four (4) agreements. Attorney Walker stated that the Intermodal Facility will be opening this month for BJCTA and expecting Amtrak, Mega Bus, and Greyhound in January. Retail Store (Olivia's) is already operating out of the Intermodal. BJCTA has signed agreements from Olivia's, Greyhound, and Mega Bus. The last on that BJCTA is waiting on is Amtrak. Attorney Walker stated that Amtrak business personnel decided they wanted to draft their own lease agreement. For the past fifteen (15) months, BJCTA has been going back and forth negotiating low in time, to the Executive Director, program manager, and finally to attorneys.

Attorney Walker that she wanted to inform the board of the terms at issue with Amtrak contract including;

1. Amtrak Lease

- Section 12- Insurance
- Section 13- Damage and Destruction
- Section 14B- Condemnation (Provide suitable tenant space to access the CXX Station on mutually agreeable terms).
- Section 15- Sublease an Assignment
- Section 17- Default/ Termination Declared by Lessor
- Section 18- Default/Termination Declared by Amtrak
- Section 20- Right of Entry upon Premises (Attorney Walker do not think BJCTA should agree to this area).

Attorney Walker replied yes, for example the city of Tuscaloosa; they think it is just horrendous.

Director Lassiter asked what would happen if Amtrak do not agree.

Attorney Walker explained that they have the right to move into the facility and pay what's called a reasonable user fee (Rent). Then it would go to arbitration, sit down with both parties within ninety (90) days to make a decision.

- Section 26- Indemnification
- Section 32C- Transfer of Lessor's Interest
- Section 34C- Lessor's Environmental Warranty and Indemnification

Director Davis asked would Amtrak be able to move into the Intermodal without a signed agreement.

Attorney Walker replied yes, it's called a statue.

2. Intermodal Comprehensive Agreement

Attorney Walker explained Section 11 that The Birmingham-Jefferson County Transit Authority representations and warranties rights and obligations of the Transit Authority.

Director Wren asked what were BJCTA's contractual obligations back to The City of Birmingham.

Attorney Walker stated once construction is complete, BJCTA will provide the appropriate insurance to operate and maintain the Intermodal Facility according with local, state, and federal laws. Any additional development that BJCTA has to comply with the American Disability Act (ADA).

Director Wren asked were there any reporting that BJCTA have provide.

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.

Attorney Walker stated that BJCTA would have to submit the budget to the City of Birmingham.

Director Wren stated that Ms. Murdock is saying that BJCTA has the budget, the Director of Finance; Karen Jacobs is currently on vacation. She asked if Karen could provide the budget to Attorney Walker and the Governance Committee when she return from vacation. She also stated that she wanted to make sure that the board was managing all the appropriate contracts.

Director Wren asked Attorney Walker why BJCTA needed the execution of this agreement.

Attorney Walker replied to allow BJCTA to own the property out right.

3. Bus Rapid Transit (BRT)

Ron Thompson (STRADA) explained what the BRT. A ten (10) mile route run from east (Woodlawn) to west (Crossplex).

Director Wren asked what was key issue execute this contract.

Attorney Walker stated that this contract already been executed with only the Chairman and Executive Director signatures. It was also notarized, but did not have the mayor signature.

Director Wren stated that it is a lot misunderstanding with the contracts being signed. She stressed that the board need to create a process for contracts.

Director Hutchinson asked to explain ratify.

Attorney Walker explained, the way of the chair and executive director, they have already agreed to document.

Attorney Walker mentioned in order to move forward, the Mayor of Birmingham would have to sign this BRT contract as well.

Director Wren stated that we would add the BRT into the work session agenda. She expressed that the end goal is to have an executed contract, begin with the construction, and work on a process going forward.

Director Davis asked if a MOU was signed by the City of Birmingham, and was that imperative in order to move forward with the BRT.

Ron Thompson answered it is the same document, depending on who you talk to at FTA.

4. City of Birmingham Service Contract

Director Wren stated that the board would discuss the service contract later.

ADJOURNMENT

Director Davis made the motion to adjourn at 6:18 p.m.; it was seconded by Director Smith and approved by general consent.

The meeting adjourned at 6:18 p.m.

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.

Minutes submitted by: KeAundra Reynolds, Executive Administrative Assistant

Date: December 4, 2017

Approved by:

Tameka Wren, Chairman

Attest:

Martin Weinberg, Secretary

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.

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

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

- **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 **November 2017 (14,512)**, compared to November 2016 **(12,745)**.
- **Route 45-Bessemer-Jonesboro** is up in **ridership November 2017 (21,349)** passengers compared to November 2016 **(19,322)**.
- **Highway 280 Commuter** –ridership numbers continue to rise on the commuter. During **November 2017 1,889** passengers used this service, compared to November 2016 with **1,814** 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**, October was **187**, **and November was 105**.
- **Magic City Connector** ridership was down. The server outage resulted in some undefined ridership which could have included these numbers: Ridership on this route was **12,535** during August, September **10,574**, October serviced **11,138** riders, **and November was 7,050**.
- **Lakeview Local Route-** replaced the 92 Southside loop on May 15, 2017. August ridership was **756**, September was **525**, October was 583 riders, **and November was 382**
- There was **13,483** in undefined ridership during the server outage. That means this number of riders should have been reported on anyone of the routes.

Technology Innovation and Integration

- BJCTA computers were ransomed and bitcoins requested. No payment made because IT department used backup server information stored in the Cloud. Once the servers were restored from the backups, the infected PC's were identified, formatted and restored. This process took 12 hours before service was restored. To avoid an incident like this in the future, additional backup PC's are being purchased to reduce the downtime should this happen again. Ironically, the day that this happened was the day reported to FTA last year that we would run a Continuity Test (break the system) to show how we would recover from a catastrophic event. This experience allowed us to document each step performed during the crisis and meet the requirements of FTA for the Continuity Test.

Intermodal Update

- Conference call conducted with BJCTA and Amtrak attorneys to finalize lease and address discrepancies between FTA stature requirements and FRA requirements.
- Project Director met with Greyhound officials on moving date. Greyhound will move in after the new year. They will continue their holiday service from their current location.
- Administrative staff moving date scheduled for December 14-15, 2017.

Community Relations

- Met with President and staff at Lawson State on partnering in training mechanics and Operators.
- Met with Representative Rod Scott on CDL certification legislation and the Lawson State workforce-training proposal.

Finance/Budget

- Presented 2017 and 2018 Budget issues to Birmingham City Council, Council Transportation Committee and BJCTA Committee of the Whole.
- Attended Transportation Committee to review budget

Communications (External)

- Met with Transportation Committee Chair, Darrell O'Quinn on BJCTA projects and service hour formula
- Met with STRADA and Attorney Ryan Wilson on BRT agreement
- Reviewed Plans for BRT December Charrette
- Reviewed plans for (2) Christmas parades in West End and Bessemer
- Reviewed Jingle Bus graphics

Communications (Internal)

- Met with new Director of Planning on finalizing the Transit Development Plan
- Met with Executive Team on Board requests for various department information
- Developed presentation for new board members representing Birmingham.
- Attended annual BJCTA Safety Dinner
- Met with Board chair on outline for Board "Work Session."
- 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

- **Road Calls** – The standard benchmark for mileage between road calls is 5,000 miles.
- MAX Maintenance Department went an extraordinary **9,910** miles between mechanical failures in November 2017—cutting down road calls by half since the month of October. This remarkable achievement is the first for the agency in over 5 years. Maintenance continues to work diligently to reach, maintain & exceed the standard benchmark.

Barbara Murdock

Barbara Murdock, Executive Director

BJCTA
Financial & Investing Report
As of November 30, 2017

	Balance @ 11/30/2017	Balance @ 10/31/2017	Balance @ 9/30/2017	Balance @ 8/31/2017	Balance @ 7/31/2017	Balance @ 6/30/2017
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	1,447,250	1,275,375	2,080,089	4,675,817	6,286,701	10,117,432
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	337,637	10,000	10,000
Cash - Operating - BBVA Compass	3,368,159	5,803,784	507,404	269,930	1,788,315	403,493
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	172	74	200	193	38	180
Petty Cash - Central Station	107	94	58	39	141	90
Total Cash Accounts	5,035,688	7,299,327	2,807,752	5,493,616	8,295,194	10,741,195
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	5,035,688	7,299,327	2,807,752	5,493,616	8,295,194	10,741,195
<u>CASH RESERVES:</u>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	964,353	930,270	1,335,240	863,353	1,002,138	1,099,415
Accrued Payroll	483,895	397,777	262,048	721,696	590,683	515,287
Payroll Taxes	79,871	72,490	82,969	93,862	83,688	79,966
Other W/H Payable	5,805	1,477	6,242	(5,773)	8,591	7,496
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,533,925	1,402,014	1,686,499	1,673,138	1,685,100	1,702,163
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of November 30, 2017

	Balances
Total Cash & Investments	5,035,688.20
Less: Short-Term Payables	(1,533,925.16)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @ 11/30/17	3,301,763.04
Required Three Month Operating Expense Reserve**	4,601,775.48
Cash Over/(Under) Reserve Requirement	(1,300,012.44)

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

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

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

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 November, the (YTD) year to date overall variance was a positive \$304,926
- Passenger Fares was up 2.58% from budgeted
- Overtime was down 16% vs. same period last year
- Spent \$2,783,741 on payroll, taxes and accounts payable
- Based on the required 3 month operating expenses, BJCTA is under \$1,300,012 in cash.
- BJCTA received Hoovers FY18 payment for services. Received Midfield's October payment. Emailed Homewood, Bessemer and Midfield on status of their payment for 1st quarter and November services, respectfully.
- Received our first payment of Beer Tax revenue for FY18 in the amount of \$177.2k

Other Activities

- November 3rd sent all AP and Payroll files to Business System Consults to begin moving Finance Department to a "paperless" document system
- November 14th Collaborated with team on timekeeping systems and the roll out of the upgraded system.
- November 20th BJCTA's systems was "infected" with a virus causing issues with payroll processing for Pay Date of November 22ND. Contacted our bank regarding this issue. We worked, in partnership with BBVA Compass, Venturenet, and Fleet-net to get our system up and running. Payroll was completed and transmitted. Everyone had a Happy Thanksgiving.
- November 21st attended City Council Meeting with Executive Staff
- Staff prepared and submitted the financial information for our NTD (National Transit Data) reporting to Planning. This information calculates the "apportioned grants" awarded to BJCTA.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Financial Highlights

- As of the November 30, 2017 Balance Sheet, assets were \$58,128,594.82 while total liabilities were \$33,272,001.39
- The Income Statement for the month ending November 30, 2017, details year to date revenues of \$3,473,512.06 and expenses of \$3,553,423.91 resulting in a negative difference of \$79,5911.85.
- The total cash and cash equivalents as of November 30, 2017 was \$5,035,688.20 of which \$4,815,408.82 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>
Budgeted Items			
Revenues	5,908,107	6,248,624	(340,516)
Expenses	6,054,730	6,454,948	(400,218)
Net	(146,623)	(206,324)	59,702
Non Budgeted Items			
Revenues	747,534	502,309	245,225
Expenses	1,087,393	1,087,393	0
Net	(339,859)	(585,084)	245,225
Combined Net	(486,482)	(791,408)	304,926

Total overall variance with the budget is a positive \$304,926

- 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
Accounts Receivable Balances
As of November 30, 2017

Advertising	\$ 66,946	within contract period
Pass/Ticket Sales	\$ 24,565	\$203.20 over 90. \$1,924 over 60. \$7250.75 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid FY18 contract amount in November
Birmingham	\$ 10,153,667	Bill for April-Jun Sent out and July-Sept. Sent 1st qtr of FY18 out Oct. 4, 2017
Federal	\$ 1,000,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 156,160	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem	\$ 444,033	Will receive Ad Valorems at the end of December beginning of January
		Sent quarterly billing out for Oct.-Dec. 2017-waiting on payment; sent email to controller
Homewood	\$ 56,987	for payment status on 11/28/17
Vestavia Hills	\$ -	Billed for FY18 Services. -Paid
Mtn Brook Ad Valorem	\$ 20,130	Will receive Ad Valorems at the end of December beginning of January
Tarrant Ad Valorem	\$ 4,536	Will receive Ad Valorems at the end of December beginning of January
Birmingham Ad Valorem	\$ 634,740	Will receive Ad Valorems at the end of December beginning of January
		Sent quarterly billing out for Oct.-Dec. 2017-waiting on payment; sent email to controller
Bessemer	\$ 117,377	for payment status on 11/15/17
		Sent out November billing-pay monthly-waiting on payment. Email status on 11/28/17-
Midfield	\$ 11,341	should be here by 8th of December per Mr. Cobb's email
Centerpoint	\$ -	Paid for the 1st quarter of FY18 services
		Self Insured over/under payments occur every month. Will be receiving funds back after
Blue Cross Blue Shield	\$ 30,635	April 2018
Alternative Fuel/Other	\$ 14,709	See Below
Employee	\$ -	
Pass Thru Funding	\$ -	
Board	\$ -	
	<u>\$ 12,735,826</u>	
Breakdown of A/R Other/Alt Fuel		
	\$ -	SI Insurance-Current
	\$ 3,935	Interest-Current
	\$ 10,774	CNG manual billing. \$145.88 over 90; \$0 over 60; \$93.09 over 30. Remainder current
	\$ -	
	<u>\$ 14,709</u>	

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

BJCTA - Employee Overtime Report - November 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	6.30	\$ 45.24	0.34	\$ 3.70	1.56	\$ 12.60
VIP Admin	01130	0.00	\$ -	0.00	\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	249.28	\$ 2,704.88	398.00	\$ 4,336.40	929.11	\$ 10,206.21
VIP Dispatch	01230/01232	18.14	\$ 189.63	39.45	\$ 409.43	106.53	\$ 1,114.65
VIP Call Center	02115/02130	45.56	\$ 280.61	13.29	\$ 78.63	31.33	\$ 210.48
Fixed Route Ops	03025	2769.37	\$ 23,396.36	1848.05	\$ 16,107.72	3396.31	\$ 29,715.63
VIP Ops	03135	811.48	\$ 5,870.96	1020.22	\$ 7,488.39	2052.24	\$ 15,451.02
Maint Admin	04140/04142	93.38	\$ 1,011.89	45.39	\$ 399.33	126.87	\$ 1,102.52
Facilities Admin	04250	0.00	\$ -	0.00	\$ -	0.00	\$ -
Maint	05145/05146	553.63	\$ 3,933.70	455.78	\$ 3,438.82	838.36	\$ 6,359.43
Maint - Inspection	06145/06146/06148	616.93	\$ 6,506.65	467.23	\$ 4,996.08	842.83	\$ 8,986.55
Facilities	12350	70.01	\$ 432.64	31.42	\$ 202.48	41.99	\$ 277.32
Money Room	15125	8.51	\$ 59.25	9.11	\$ 73.05	30.28	\$ 242.38
Customer Service	16215/75/76/90/91	137.67	\$ 1,010.81	96.33	\$ 709.83	161.99	\$ 1,232.06
Safety	16615/85	116.06	\$ 1,274.35	102.39	\$ 1,202.26	197.81	\$ 2,277.60
Admin & Risk	16715	1.39	\$ 14.36	10.57	\$ 75.18	15.09	\$ 106.37
IT	17015/10	8.39	\$ 69.45	17.19	\$ 162.16	56.41	\$ 530.46
Finance	17165/17865	10.52	\$ 119.14	47.54	\$ 455.74	96.61	\$ 917.97
Procurement/Grants	17965/80 & 17265/80	9.39	\$ 101.88	4.02	\$ 43.92	11.33	\$ 125.86
Executive	17610	3.04	\$ 34.20	45.17	\$ 368.59	122.36	\$ 1,108.64
Planning	17755	1.54	\$ 12.15	2.31	\$ 25.01	36.60	\$ 360.68
Totals		5530.59	\$ 47,068.15	4653.80	\$ 40,576.72	\$9,095.61	80338.43

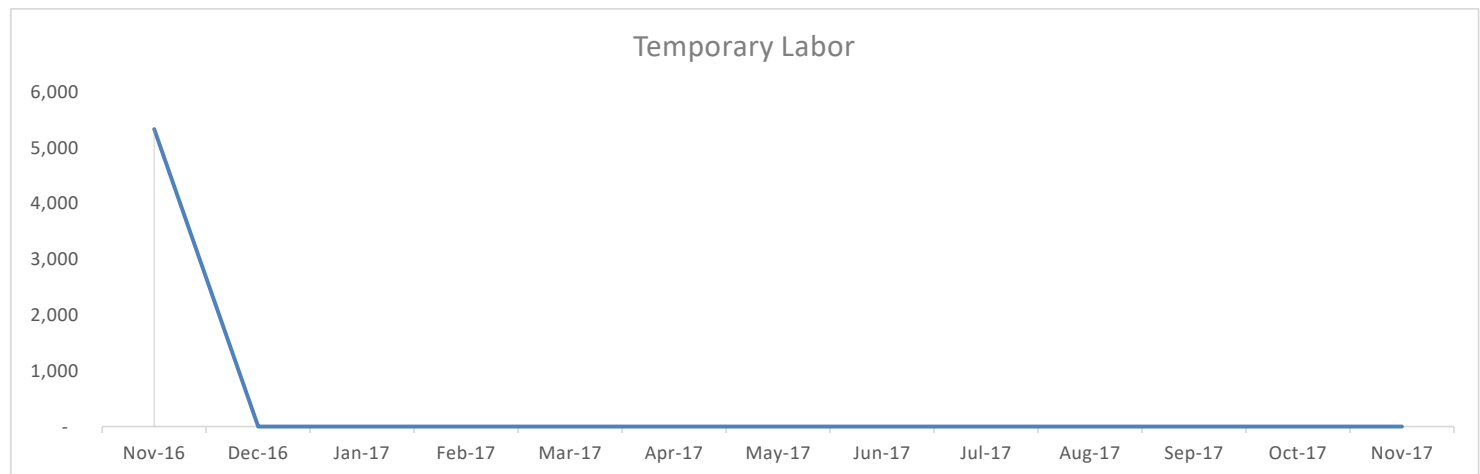
Findings : November 2017 overtime is 16% lower compared to November 2016.

PARATRANSIT COST
PER RIDERSHIP TREND
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
Paratransit Service Costs	418,658	390,697	373,035	329,827	369,375	388,928	376,805	387,045	454,923	367,261	406,928	285,410	407,311
Ridership	9,392	8,763	8,325	7,347	8,014	9,076	7,018	8,117	6,967	5,251	9,007	8,509	9,736
Paratransit Cost per Ridership	44.58	44.58	44.81	44.89	46.09	42.85	53.69	47.68	65.30	69.95	45.18	33.54	41.84

Temporary Labor
As of November

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



BJCTA
Summary Revenue & Expense Report
YTD NOVEMBER 2017

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	367,900	358,639	9,261	2,151,835	1,783,935
Municipal Services	3,563,763	3,563,763	(0)	21,382,579	17,818,816
Other Revenues	34,304	65,249	(30,944)	391,492	357,188
Tax Revenues	333,333	333,333	(0)	2,000,000	1,666,667
Capital Revenues	350,207	350,207	0	2,101,239	1,751,033
FTA Reimbursements - Project Admin	63,000	63,000	0	108,000	45,000
Federal and Local Grant Revenues	1,195,600	1,514,432	(318,832)	12,506,197	11,310,597
Total Operating Revenues	5,908,107	6,248,624	(340,516)	40,641,343	34,733,235
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	502,309	502,309	0	240,596	(261,713)
FTA Reimbursements - ADA & TDP	245,225	0	245,225	0	(245,225)
CNG ALT. Fuel Reimbursements -	0	0	0	0	0
Total Non-Budget Revenues	747,534	502,309	245,225	240,596	(506,938)
Total Revenues	6,655,641	6,750,933	(95,291)	40,881,939	34,226,297
Expenses:					
Labor	2,446,885	2,346,515	100,370	14,079,089	11,632,204
Fringe Benefits	1,772,277	1,936,753	(164,476)	11,620,519	9,848,242
Services	599,958	595,978	3,980	3,575,866	2,975,908
Materials & Supplies	677,508	854,826	(177,318)	4,939,376	4,261,868
Utilities	151,396	120,951	30,445	725,707	574,311
Casualty & Liability Costs	223,695	374,804	(151,109)	2,248,823	2,025,128
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	168,177	221,801	(53,624)	1,330,807	1,162,630
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	14,834	3,319	11,515	19,916	5,082
Total Expenses	6,054,730	6,454,948	(400,218)	38,540,103	32,485,373
Non-Budget Expenses:					
Depreciation Expense	583,375	583,375	0	583,375	289,899
Pass Thru Funding Expense	504,019	504,019	0	504,019	240,595
Total Non-Budget Expenses	1,087,393	1,087,393	0	1,087,393	0
Total Expenses	7,142,124	7,542,341	(400,218)	39,627,496	32,485,373
Net Difference	(486,482)	(791,409)	304,926	1,254,442	1,740,924

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	5,908,107	6,248,624	(340,516)	40,641,343	34,733,235
Total Operating Expenses	6,054,730	6,454,948	(400,218)	38,540,103	32,485,373
Net Operating Profit/(Loss)	(146,623)	(206,324)	59,701	2,101,240	2,247,862
Total Non-Budget Revenues	747,534	502,309	245,225	240,596	(506,938)
Total Non-Budget Expenses	1,087,393	1,087,393	0	1,087,393	0
Total Non-Budget Profit/(Loss)	(339,859)	(585,084)	245,225	(846,797)	(506,938)
Net Profit/(Loss)	(486,482)	(791,409)	304,926	1,254,442	1,740,924

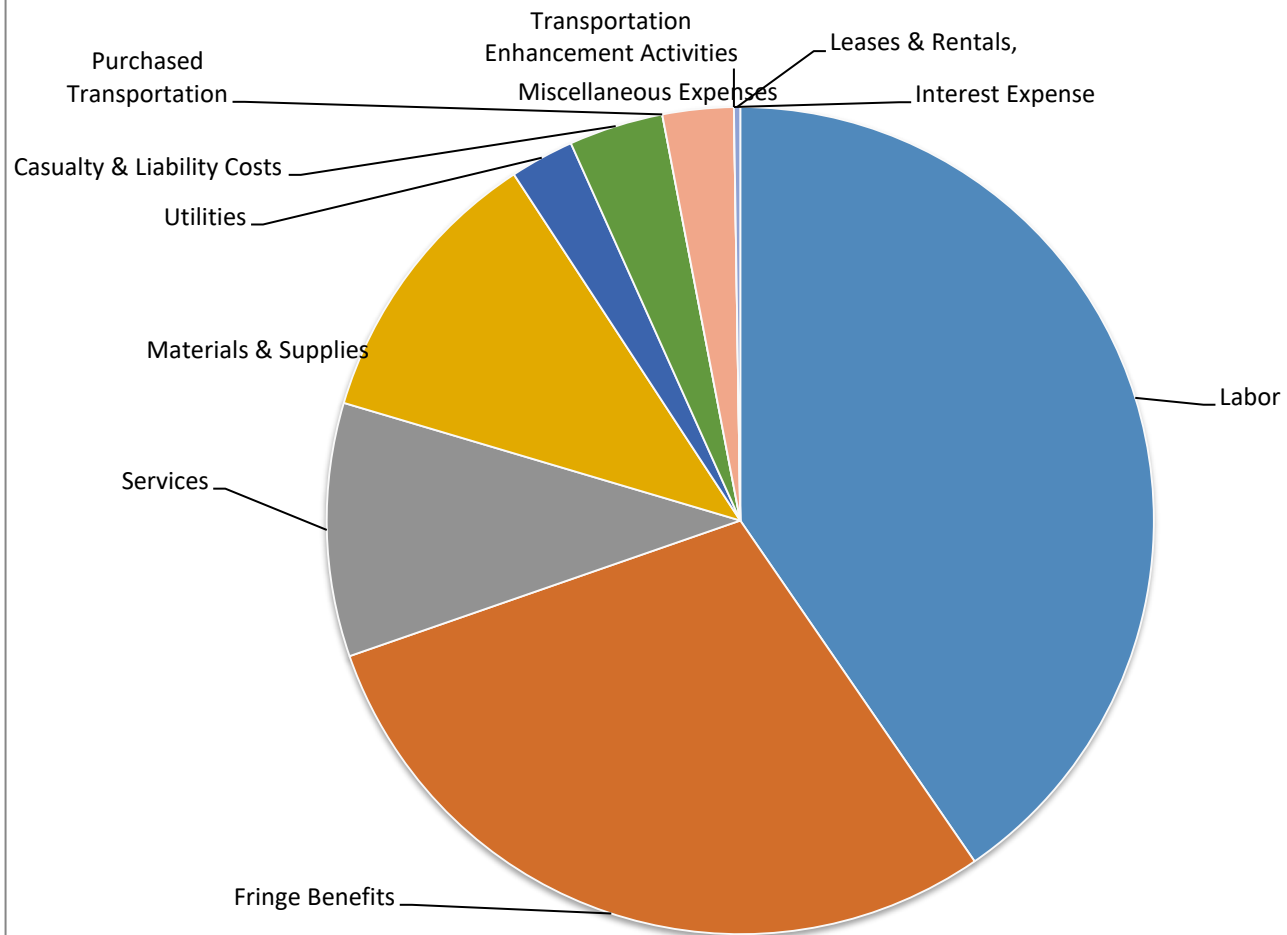
BJCTA
Commission Revenue Trend
As of November 30, 2017

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

BJCTA
CNG Revenue
As of November 30, 2017

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

Consolidated Expenses by Function Code YTD November 2017



BJCTA
INCOME STATEMENT
November 30, 2017

Nov-17 Actual	Nov-17 Budget	Nov-17 \$ Variance	Nov-17 % Variance	Nov-16 Actual	CY vs PY \$ Variance	Title	Nov-17 Actual	Nov-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
165,858	161,507	4,351	2.69%	161,298	4,561	4010100001 Passenger Fares - Fixed Route	336,739	323,015	13,724	4.25%	331,494	5,245	1,938,088	1,601,349
419	1,669	(1,250)	-74.89%	1,832	(1,413)	4010100002 Passenger Fares - Dart	2,364	3,339	(975)	-29.20%	4,020	(1,656)	20,032	17,668
13,560	16,143	(2,582)	-16.00%	14,678	(1,117)	4010100004 Passenger Fares - VIP	28,798	32,286	(3,488)	-10.80%	32,408	(3,250)	193,715	164,917
179,838	179,320	518	0.29%	177,808	2,030	4019999999 TOTAL PASSENGER REVENUES	367,900	358,639	9,261	2.58%	367,561	339	2,151,835	1,783,935
1,126,819	1,126,819	-	0.00%	1,148,161	(21,342)	4020400002 Fixed Route B'ham	2,253,638	2,253,638	-	0.00%	2,296,322	(42,684)	13,521,828	11,268,190
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	13,419	13,419	-	0.00%	13,731	(312)	80,514	67,095
24,974	24,974	-	0.00%	25,406	(432)	4020400006 Homewood	49,948	49,948	-	0.00%	50,813	(865)	299,690	249,742
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	11,928	11,928	-	0.00%	12,261	(333)	71,568	59,640
51,439	51,439	-	0.00%	104,734	(53,295)	4020400011 Bessemer Revenues	102,879	102,879	-	0.00%	104,734	(1,856)	617,272	514,393
9,940	9,940	-	0.00%	10,088	(148)	4020400015 Midfield Revenues	19,880	19,880	(0)	0.00%	20,175	(295)	119,280	99,400
5,840	5,840	(0)	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	11,679	11,679	(0)	0.00%	11,847	(168)	70,077	58,397
1,231,686	1,231,686	(0)	0.00%	1,307,309	(75,624)	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	2,463,371	2,463,371	(0)	0.00%	2,509,884	(46,513)	14,780,227	12,316,856
3,855	4,730	(875)	-18.49%	2,790	1,066	4060100001 Commission Revenue	7,670	9,460	(1,790)	-18.93%	5,708	1,962	56,760	49,090
6,571	14,054	(7,483)	-53.24%	6,802	(231)	4060300001 Advertising Revenue	13,142	28,107	(14,965)	-53.24%	11,200	1,943	168,644	155,502
105	187	(82)	-43.75%	150	(45)	4069900001 Other Revenues	214	373	(160)	-42.75%	875	(661)	2,240	2,026
3,935	1,846	2,089	113.18%	2,982	953	4070400001 Investment Income	8,005	3,692	4,313	116.83%	6,394	1,611	22,150	14,145
5,274	11,808	(6,534)	-55.33%	-	5,274	4079900002 Rental Income	5,274	23,616	(18,342)	-77.67%	-	5,274	141,698	136,424
-	-	-	0.00%	-	-	4079900003 Gain/(Loss) on Disposition of Fixed Assets	-	-	-	0.00%	-	-	-	-
19,741	32,624	(12,884)	-39.49%	12,724	7,016	4079999999 TOTAL OTHER REVENUES	34,304	65,249	(30,944)	-47.43%	24,176	10,129	391,492	357,188
317,370	317,370	(0)	0.00%	302,676	14,694	4080100001 Ad Valorem - Birmingham	634,740	634,740	(0)	0.00%	605,352	29,388	3,808,439	3,173,699
222,016	222,016	-	0.00%	215,828	6,188	4080100002 Ad Valorem - Jefferson County	444,033	444,033	-	0.00%	431,658	12,375	2,664,197	2,220,164
-	-	-	0.00%	(52,367)	52,367	4080100004 Ad Valorem - Bessemer	-	-	-	0.00%	-	-	-	-
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	17,643	17,643	-	0.00%	17,991	(347)	105,861	88,217
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	3,976	3,976	-	0.00%	3,842	34	23,856	19,880
-	-	-	0.00%	191,102	(191,102)	4080100008 Alternative Fuel Tax	-	-	-	0.00%	191,102	(191,102)	-	-
166,667	166,667	(0)	0.00%	166,667	0	4089900001 Beer Tax	333,333	333,333	(0)	0.00%	333,333	0	2,000,000	1,666,667
-	-	-	0.00%	-	-	4089900002 Jefferson County Tax	-	-	-	0.00%	-	-	2,000,000	2,000,000
716,863	716,863	(0)	0.00%	834,872	(118,010)	4089999998 TOTAL TAX REVENUES	1,433,725	1,433,725	(0)	0.00%	1,583,378	(149,652)	10,602,353	9,168,627
-	-	-	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.	1,000,000	1,000,000	-	0.00%	1,110,121	(110,121)	6,000,000	5,000,000
261,713	261,713	-	0.00%	253,574	8,139	4139900003 FTA Reimbursements - Pass Thru Funding	502,309	502,309	-	0.00%	891,673	(389,364)	502,309	-
2,560	-	2,560	0.00%	-	2,560	4139900005 FTA Reimbursements-ADA	2,560	-	2,560	0.00%	-	2,560	-	(2,560)
63,000	63,000	-	0.00%	63,000	63,000	4139900006 FTA Reimbursements - PROJ. ADMIN	63,000	63,000	-	0.00%	14,972	48,028	108,000	45,000
242,665	-	242,665	0.00%	264,541	(21,876)	4139900008 FTA Reimbursements - TDP	242,665	-	242,665	0.00%	264,541	(21,876)	-	(242,665)
1,069,938	824,713	245,225	29.73%	1,073,176	(3,238)	4139999998 TOTAL FEDERAL GRANT REVENUES	1,810,534	1,565,309	245,225	15.67%	2,281,307	(470,773)	6,610,309	4,799,775
3,218,065	2,985,205	232,860	7.80%	3,405,889	(187,824)	4139999999 TOTAL OPERATING REVENUE	6,109,835	5,886,293	223,541	3.80%	6,766,305	(656,470)	34,536,215	28,426,381
80,344	399,176	(318,832)	-79.87%	1,118,532	(1,038,188)	4140000002 FTA Reimbursements - Capital	195,600	514,432	(318,832)	-61.98%	3,192,263	(2,996,663)	4,506,197	4,310,597
158,801	158,801	-	0.00%	158,708	94	4140000003 Capital Revenue - City of Birmingham	317,602	317,602	-	0.00%	317,415	187	1,905,614	1,588,012
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	1,691	1,681	10	0.59%	1,695	(4)	10,086	8,395
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	1,891	1,891	-	0.00%	1,898	(7)	11,347	9,456
823	823	-	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	1,646	1,646	-	0.00%	1,638	8	9,876	8,230
1,401	1,401	-	0.00%	1,394	6	4140000008 Capital Revenue - City of Midfield	2,802	2,802	0	0.00%	2,789	13	16,810	14,008
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	7,039	7,039	-	0.00%	7,024	15	42,235	35,196
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	2,486	2,486	-	0.00%	2,487	(0)	14,919	12,432
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	560	560	-	0.00%	545	15	3,362	2,802
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	14,499	14,499	0	0.00%	14,477	21	86,991	72,493
255,447	574,280	(318,832)	-55.52%	1,293,515	(1,038,068)	4149999999 TOTAL CAPITAL REVENUES	545,817	864,639	(318,822)	-36.87%	3,542,230	(2,996,413)	6,607,436	6,061,620
3,473,512	3,559,485	(85,973)	-2.42%	4,699,404	(1,225,892)	4999999999 TOTAL REVENUES	6,655,651	6,750,932	(95,281)	-1.41%	10,308,535	(3,652,884)	41,143,652	34,488,000
619,136	577,867	41,269	7.14%	577,936	41,201	5010100001 Operator's Salaries	1,217,218	1,155,735	61,483	5.32%	1,159,816	57,402	6,934,408.00	5,717,190
594,911	595,390	(480)	-0.08%	581,304	13,606	5010200001 Other Salaries	1,229,667	1,190,780	38,887	3.27%	1,224,515	5,152	7,144,681.00	5,915,014
-	-	-	0.00%	5,333	(5,333)	5030400001 Temporary Labor	-	-	-	0.00%	15,541	(15,541)	-	-
1,214,047	1,173,257	40,789	3.48%	1,164,573	49,473	5019999999 TOTAL LABOR	2,446,885	2,346,515	100,370	4.28%	2,399,872	47,013	14,079,089	11,632,204
81,871	94,452	(12,581)	-13.32%	80,358	1,513	5020103001 Employer FICA Tax (OASDI)	166,218	188,904	(22,686)	-12.01%	166,090	129	1,133,423.00	967,205
18,430	21,585	(3,155)	-14.61%	15,177	3,253	5020200001 Pension Expense	37,371	43,169	(5,798)	-13.43%	34,034	3,338	259,015.00	221,644
312,361	368,716	(56,355)	-15.28%	338,695	(26,334)	5020203002 Regular Retirement	615,580	737,432	(121,852)	-16.52%	673,796	(58,215)	4,424,591.00	3,809,011
408,804	385,340	23,464	6.09%	502,120	(93,316)	5020303001 Health Insurance	806,845	770,680	36,165	4.69%	850,844	(43,999)	4,624,082.00	3,817,237
-	6,828	(6,828)	-100.00%	-	-	5020417601 Unemployment Taxes	5,822	13,656	(7,834)	-57.37%	(15,319)	21,141	81,937.00	76,115
7,168	7,590	(422)	-5.55%	(58,571)	65,739	5020503001 Life Insurance	14,336	15,179	(843)	-5.55%	13,345	992	91,075.00	76,739
55,502	56,258	(756)	-1.34%	51,360	4,142	5020800001 Workers Compensation Insurance	111,004	112,516	(1,512)	-1.34%	102,720	8,284	675,086.00	564,092
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	-	3,333	(3,333)	-100.00%	-	-	20,000.00	20,000

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
November 30, 2017

Nov-17 Actual	Nov-17 Budget	Nov-17 \$ Variance	Nov-17 % Variance	Nov-16 Actual	CY vs PY \$ Variance	Title	Nov-17 Actual	Nov-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
6,919	11,484	(4,565)	-39.75%	5,668	1,251	5021303001 Uniforms & Wearing Apparel	13,421	22,968	(9,547)	-41.57%	10,342	3,079	137,807.00	124,386
507	917	(410)	-44.71%	507	-	5021400001 Employee Wellness	1,014	1,833	(820)	-44.71%	1,014	-	11,000.00	9,986
-	269	(269)	-100.00%	67	(67)	5021403002 Employee Licenses	56	537	(481)	-89.53%	180	(123)	3,223.00	3,167
-	-	-	0.00%	10,000	(10,000)	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	9,270.00	9,270
-	773	(773)	-100.00%	1,148	(1,148)	5021400004 Tool Allowance	610	1,545	(935)	-60.54%	1,148	(538)	150,000	149,390
-	12,500	(12,500)	-100.00%	-	-	5021400005 General Contingency	-	25,000	(25,000)	-100.00%	-	-	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
891,561	968,377	(76,815)	-7.93%	946,527	(54,966)	5029999999 TOTAL FRINGE BENEFITS	1,772,277	1,936,753	(164,476)	-8.49%	1,848,191	(75,914)	11,620,519	9,848,242
-	417	(417)	-100.00%	-	-	5030200001 Promotional Advertising	-	833	(833)	-100.00%	4,500	(4,500)	5,000.00	5,000
60,956	35,854	25,101	70.01%	24,108	36,848	5030300001 Legal Services	85,850	71,708	14,142	19.72%	42,763	43,088	430,250.00	344,400
-	12,500	(12,500)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	25,000	(25,000)	-100.00%	-	-	150,000.00	150,000
4,350	1,404	2,946	209.88%	267	4,083	5030300003 Software Technical Support	4,788	2,808	1,980	70.54%	631	4,157	16,845.00	12,057
2,652	2,500	152	6.08%	2,803	(151)	5030300004 Medical Services	5,894	5,000	894	17.88%	4,369	1,525	30,000.00	24,106
2,085	1,208	877	72.57%	757	1,329	5030300005 Human Resources Services	2,085	2,417	(331)	-13.71%	1,382	704	14,500.00	12,415
16,934	15,417	1,517	9.84%	16,281	653	5030300006 Computer & Data Services	25,575	30,833	(5,259)	-17.06%	29,818	(4,244)	185,000.00	159,425
110,889	51,250	59,639	116.37%	54,064	56,825	5030300007 Professional & Technical Services	120,539	102,500	18,039	17.60%	63,010	57,529	615,000.00	494,461
2,550	12,500	(9,950)	-79.60%	1,679	871	5030300008 Marketing Consulting	2,550	25,000	(22,450)	-89.80%	1,679	871	150,000.00	147,450
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	4,000	4,000	-	0.00%	4,000	-	24,000.00	20,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	1,000	(1,000)	-100.00%	-	-	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	20,832	20,833	(1)	-0.01%	20,832	-	125,000.00	104,168
-	-	-	0.00%	3,813	(3,813)	5030317612 Legal Travel	-	-	-	0.00%	3,813	(3,813)	0.00	-
6,724	2,965	3,759	126.76%	275	6,449	5030500001 Vehicle Cleaning	8,737	5,931	2,806	47.32%	603	8,134	35,584.00	26,847
3,250	6,167	(2,917)	-47.30%	-	-	5030500003 Landscape Maintenance	6,500	12,333	-	-	-	-	74,000.00	67,500
15,887	4,292	11,595	270.17%	276	15,611	5030500004 Building Maintenance Contracts	33,030	8,563	24,446	284.81%	552	32,478	51,500.00	18,470
9,460	13,438	(3,978)	-29.60%	-	9,460	5030600001 Janitorial Services	32,956	26,876	6,080	22.63%	-	-	161,255.00	128,299
53,745	59,583	(5,838)	-9.80%	39,303	14,442	5030703001 Security Services	105,748	119,167	(13,419)	-11.26%	78,886	26,862	715,000.00	609,252
45,330	25,454	19,876	78.08%	14,823	30,507	5039903001 Vehicle Maintenance - External	63,887	50,908	12,989	25.51%	52,680	11,218	305,450.00	241,553
2,000	5,493	(3,493)	-63.59%	4,625	(2,625)	5039903002 Vehicle Towing	5,650	10,985	(5,335)	-48.57%	11,150	(5,500)	65,910.00	60,260
15,363	9,462	5,901	62.37%	5,333	10,030	5039900003 Equipment Maintenance - Labor	27,738	18,924	8,814	46.57%	17,051	10,687	113,546.00	85,808
-	3,417	(3,417)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	-	6,833	(6,833)	-100.00%	-	-	41,000.00	41,000
833	3,884	(3,051)	-78.55%	5,594	(4,762)	5039903005 Printing & Copying External	3,657	7,767	(4,110)	-52.92%	5,085	(1,428)	46,603.00	42,946
2,879	3,433	(554)	-16.14%	3,834	(955)	5039900006 Waste Oil Removal	5,553	6,867	(1,314)	-19.13%	4,094	1,459	41,200.00	35,647
17,503	6,898	10,605	153.74%	3,099	14,404	5039900007 Other Contracted Services	27,922	13,796	14,126	102.39%	4,613	23,308	82,775.00	54,853
2,972	7,537	(4,565)	-60.57%	5,410	(2,438)	5039900008 Radio & Communication Maintenance	6,457	15,075	(8,618)	-57.17%	10,820	(4,363)	90,448.00	83,991
388,777	297,989	90,788	30.47%	198,761	186,766	5039999999 TOTAL SERVICES	599,958	595,978	3,734	0.63%	362,332	198,170	3,575,866	2,975,908
24,043	24,167	(124)	-0.51%	23,803	239	5040103001 Fuel & Lubricants - Diesel	46,843	48,333	(1,490)	-3.08%	50,683	(3,840)	290,000	243,157
100,809	79,167	21,642	27.34%	73,435	27,374	5040103002 Fuel & Lubricants - CNG	153,471	158,333	(4,863)	-3.07%	151,730	1,741	950,000	796,529
30	833	(803)	-96.40%	415	(385)	5040103103 Fuel & Lubricants - Unleaded - VIP	126	1,667	(1,541)	-92.45%	822	(696)	10,000	9,874
30,991	29,441	1,550	5.26%	30,393	598	5040200001 Tires & Tubes	54,853	58,882	(4,029)	-6.84%	55,425	(573)	353,290	298,437
2,507	3,155	(648)	-20.54%	589	1,918	5049900001 Printing Supplies	3,774	6,311	(2,536)	-40.19%	1,631	2,143	37,865	34,091
462	2,747	(2,285)	-83.19%	3,561	(3,099)	5049900002 General Office Supplies	7,222	5,495	1,727	31.43%	5,261	1,960	32,967	25,746
149,637	228,058	(78,422)	-34.39%	185,745	(36,108)	5049900003 Equip. Repair Parts & Material	313,343	456,116	(142,773)	-31.30%	426,626	(113,283)	2,736,697	2,423,354
5,055	5,579	(524)	-9.39%	2,781	2,274	5049900004 Janitorial & Building Supplies	14,887	11,158	3,729	33.41%	4,555	10,332	66,950	52,063
3,922	2,308	1,615	69.97%	1,897	2,026	5049900006 Minor Equipment	8,868	4,615	4,252	92.14%	3,387	5,481	27,692	18,824
-	76	(76)	-100.00%	-	-	5049900007 Medical Supplies	203	151	52	34.45%	-	203	906	703
23,837	21,256	2,581	12.14%	20,637	3,200	5049900008 Shelter Maintenance	44,474	42,512	1,962	4.61%	63,511	(19,037)	255,074	210,600
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	18	(18)	100.00%	-	-	110	-
33,980	39,583	(5,603)	-14.16%	17,776	16,204	5049900010 Internal Sponsored Functions	42,838	47,568	(4,729)	-9.94%	16,756	26,082	95,825	52,987
8,434	6,833	1,601	23.42%	13,608	(5,174)	5049900011 Cleaning Supplies	19,459	13,667	5,792	42.38%	21,071	(1,613)	82,000	62,541
(32,852)	-	(32,852)	0.00%	8,609	(41,462)	5049905103 Inventory Adjustments	(32,852)	-	(32,852)	0.00%	5,871	(38,724)	-	32,852
350,854	443,212	(92,358)	-20.84%	383,251	(32,397)	5049999999 TOTAL MATERIALS & SUPPLIES	677,508	854,826	(177,318)	-20.74%	807,330	(129,822)	4,939,376	4,261,758
44,475	31,563	12,912	40.91%	28,544	15,931	5050203001 Electric	80,794	63,125	17,669	27.99%	56,582	24,212	378,750	297,956
4,586	7,226	(2,640)	-36.53%	10,586	2,191	5050203002 Water & Sewer	10,586	14,452	(3,866)	-26.75%	6,403	4,183	86,711	76,125
4,661	4,025	636	15.81%	2,923	1,738	5050203003 Trash, Garbage & Waste Removal	12,264	8,050	4,214	52.35%	5,077	7,186	48,298	36,034
755	2,917	(2,162)	-74.13%	159	596	5050203004 Heating	985	5,833	(4,849)	-83.12%	287	698	35,000	34,015
23,685	14,712	8,973	60.99%	15,504	8,181	5050203005 Telecommunications	46,767	29,425	17,342	58.94%	36,091	10,675	176,548	129,781
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	-	67	(67)	-100.00%	-	-	400	400
78,162	60,476	17,687	29.25%	49,525	28,637	5059999999 TOTAL UTILITIES	151,396	120,951	30,445	25.17%	104,442	46,954	725,707	574,311

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
November 30, 2017

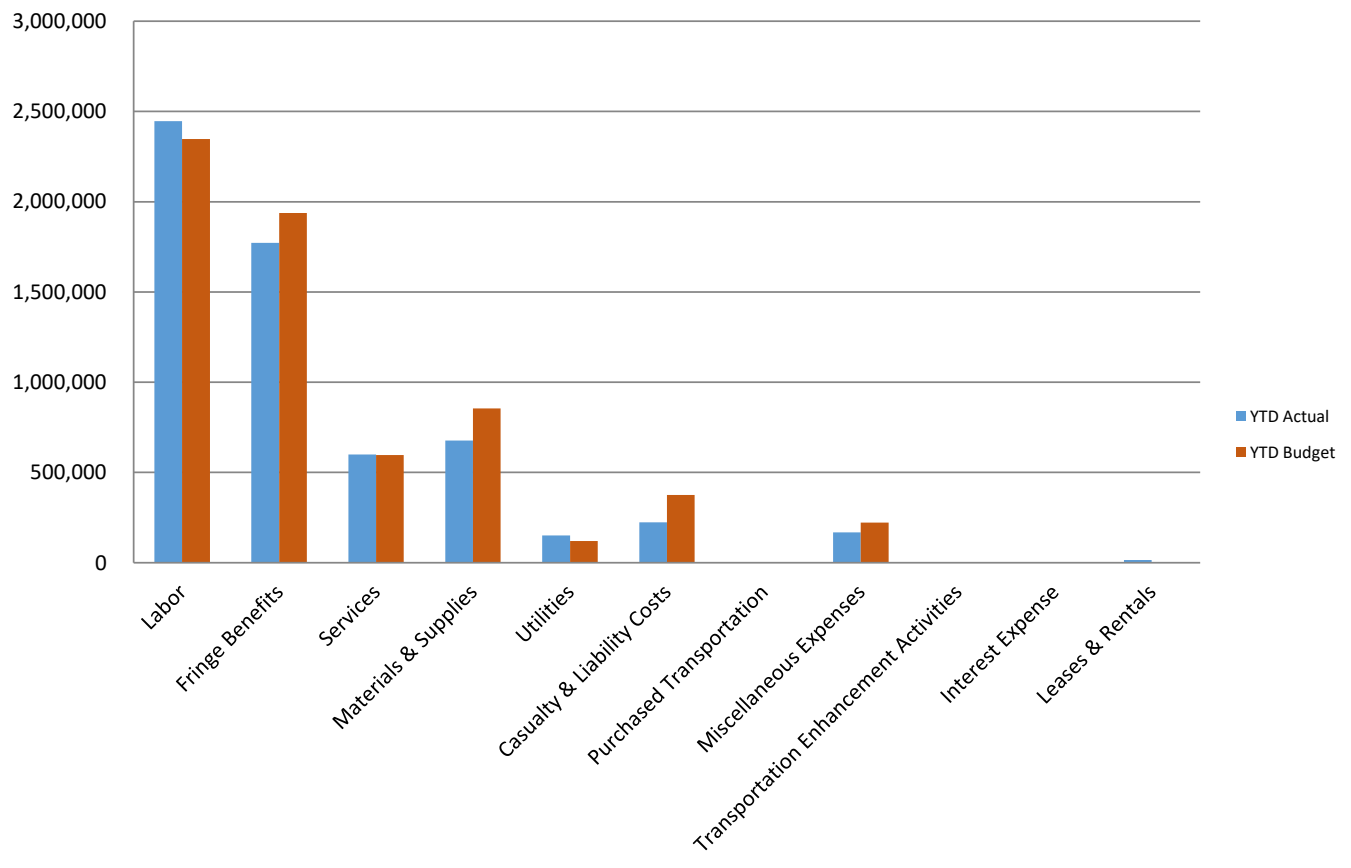
Nov-17 Actual	Nov-17 Budget	Nov-17 \$ Variance	Nov-17 % Variance	Nov-16 Actual	CY vs PY \$ Variance	Title	Nov-17 Actual	Nov-17 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,929	40,432	(24,503)	-60.60%	14,455	1,474	5060100001 Insurance - Property & Liability	31,185	80,864	(49,679)	-61.44%	29,149	2,035	485,183	453,998
3,413	3,148	265	8.43%	3,098	316	5060100002 Insurance - Public Officials	6,682	6,296	387	6.14%	6,246	436	37,775	31,093
94,436	115,316	(20,879)	-18.11%	85,698	8,738	5060103003 Insurance - Vehicle	184,881	230,631	(45,750)	-19.84%	172,814	12,067	1,383,789	1,198,908
(16,372)	-	(16,372)	0.00%	-	(16,372)	5060203001 Insurance Proceeds	(20,586)	-	(20,586)	0.00%	(1,100)	(19,486)	-	20,586
-	28,506	(28,506)	-100.00%	63,989	(63,989)	5060416501 Property Damage Settlements	21,532	57,013	(35,481)	-62.23%	64,512	(42,980)	342,076	320,544
97,406	187,402	(89,996)	-48.02%	167,240	(69,834)	5069999999 TOTAL CASUALTY & LIABILITY COST	223,695	374,804	(151,109)	-40.32%	271,622	(47,927)	2,248,823	2,025,128
4,085	4,117	(32)	-0.78%	4,633	(548)	5090100001 Dues & Subscriptions	8,358	8,235	123	1.50%	8,686	(328)	49,407	41,049
21,334	7,904	13,431	169.93%	(1,433)	22,767	5090200001 Travel	31,008	15,808	15,201	96.16%	8,618	22,390	94,845	63,837
200	3,226	(3,026)	-93.80%	323	(123)	5090200002 Per Diem	14,075	6,453	7,622	118.12%	2,048	12,027	38,715	24,640
8,833	9,741	(908)	-9.33%	3,277	5,566	5090200003 Meetings, Seminars & Training	16,209	19,483	(3,274)	-16.80%	6,999	9,210	116,897	100,688
(69,790)	31,250	(101,040)	-323.33%	492,143	(561,932)	5090218105 Planning Activities	70,278	62,500	7,778	12.45%	492,143	(421,864)	375,000	304,722
110	8	102	1220.53%	-	110	5090600001 Fines & Penalties	110	17	93	560.26%	-	110	100	(10)
6,060	2,708	3,351	123.74%	663	5,396	5090800001 Legal Advertising	6,446	5,417	1,030	19.01%	1,070	5,376	32,500	26,054
6,750	30,833	(24,083)	-78.11%	-	6,750	5090800002 Media Advertising	17,254	61,667	(44,413)	-72.02%	4,865	12,389	370,000	352,746
526	512	14	2.67%	379	146	5099900001 Postage & Courier Service	988	1,024	(36)	-3.48%	819	170	6,143	5,155
-	29	(29)	-100.00%	290	(290)	5099900002 Other Miscellaneous	-	58	(58)	-100.00%	290	(290)	350	350
-	2,667	(2,667)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	-	5,333	(5,333)	-100.00%	11,495	(11,495)	32,000	32,000
93	292	(199)	-68.23%	-	93	5099900004 Interview Expenses	169	583	(414)	-71.03%	-	169	3,500	3,331
-	113	(113)	-100.00%	61	(61)	5099901105 Fees & Permits	20	225	(205)	-91.11%	716	(696)	1,350	1,330
(295)	7,083	(7,379)	-104.17%	9,100	(9,396)	5099900006 Community Outreach	7,592	14,167	(6,575)	-46.41%	11,838	(4,246)	85,000	77,408
(7,750)	6,250	(6,250)	-100.00%	-	-	5099900008 RPC NTD Data	-	12,500	(12,500)	-100.00%	-	-	75,000	75,000
-	4,167	(11,917)	-286.00%	3,609	(11,359)	5099900009 Moving Expenses	(4,330)	8,333	(12,663)	-151.96%	3,719	(8,049)	50,000	54,330
(29,844)	110,901	(140,745)	-126.91%	513,046	(542,890)	5099999999 TOTAL MISCELLANEOUS EXPENSES	168,177	221,801	(53,624)	-24.18%	553,305	(385,128)	1,330,807	1,162,630
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
5,562	1,660	3,902	235.11%	5,112	450	5121200001 Leases & Rentals	14,834	3,319	11,515	346.89%	10,139	4,695	19,916	5,082
5,562	1,660	3,902	235.11%	5,112	450	5129900099 TOTAL LEASES & RENTALS	14,834	3,319	11,515	346.89%	10,139	4,695	19,916	5,082
293,475	293,475	-	0.00%	248,700	44,776	5130000001 Depreciation Expense	583,375	583,375	-	0.00%	481,814	101,561	583,375	-
293,475	293,475	-	0.00%	248,700	44,776	5139900099 TOTAL DEPRECIATION EXPENSE	583,375	583,375	-	0.00%	481,814	101,561	583,375	-
263,423	263,423	-	0.00%	253,574	9,849	5160000001 Pass Thru Funding Expense	504,019	504,019	-	0.00%	891,673	(387,654)	504,019	-
263,423	263,423	-	0.00%	253,574	9,849	5169900099 TOTAL OTHER RECONCILING ITEM	504,019	504,019	-	0.00%	891,673	(387,654)	504,019	-
3,553,424	3,800,172	(246,748)	-6.49%	3,930,308	(380,134)	9999999997 TOTAL EXPENSES	7,142,124	7,542,341	(400,217)	-5.31%	7,730,719	(628,052)	39,627,496	32,485,263
(79,912)	(240,687)	160,775	-66.80%	769,096	(845,758)	9999999998 NET DIFFERENCE	(486,472)	(791,409)	304,936	-38.53%	2,577,816	(3,024,832)	1,516,155	2,002,737
<div> <div>(261,713) Pass Thru rev Capital Revenue</div> <div>293,475 Depr</div> <div>263,423 Pass Thru Exp</div> <div>(1,978,450) Amt Tsf to Capital</div> <div>(1,683,264) Should equal net difference</div> <div>(1,923,951) Difference</div> </div>														<div>(502,309) Pass Thru rev Capital Revenue</div> <div>583,375 Depr</div> <div>504,019 Pass Thru Exp</div> <div>(2,016,805) Amt Tsf to Capital</div> <div>(1,431,721) Should equal net difference</div> <div>84,435 Difference</div>

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

Consolidated Expenses by Function Code Performance Against Budget YTD November 2017



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Purpose/Objective:

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

Employment Information:

New Hires: 3

- 1 Planning Director
- 1 Customer Service
- Road Supervisor

Rehires: 0

Terminations: 9

- 2 Customer Service (involuntary)
- 1 Director (involuntary)
- 4 Bus Operators (voluntary)
- 1 General Service (voluntary)

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

TITLE/DESCRIPTION: Communications Report	DATE: November 2017
	INITIATOR: 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.

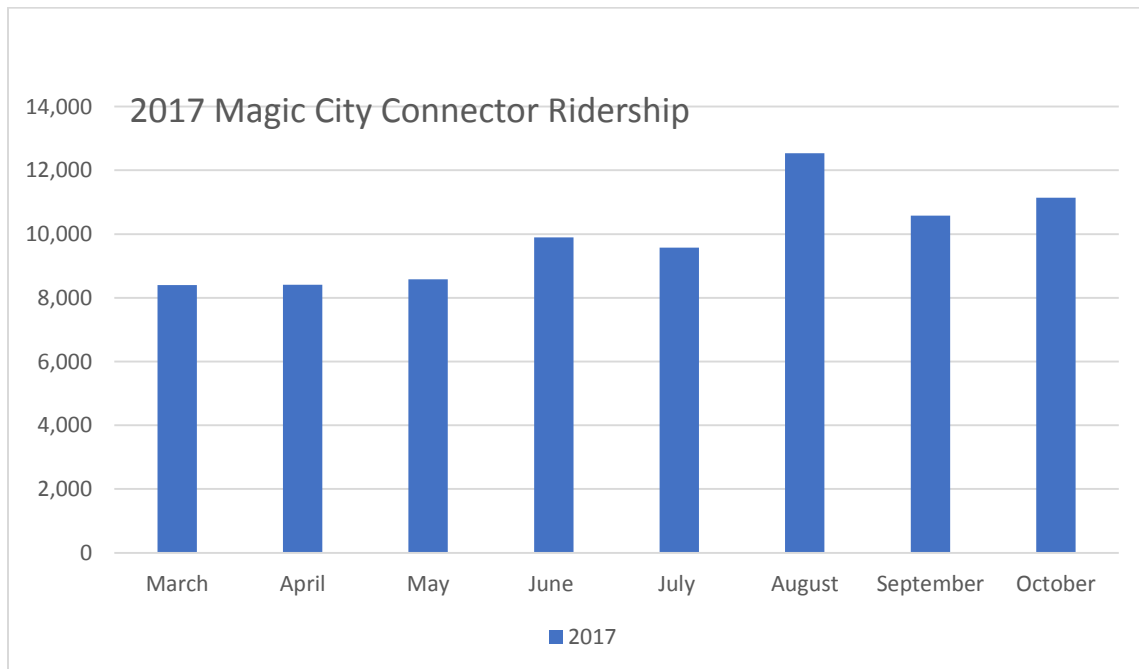
2.0 Completed Projects:

- Organized and implemented a series of community training sessions for MAX Mobility, our paratransit reservation phone line. Created flyers and social media campaign.
- Scheduled community outreach where MAX staff served meals at local homeless shelters.
- Developed Holiday shopping campaign content for local radio stations
- Executed Veteran's day resolution offering free rides for veterans.
- Coordinated Veteran's day and Birthday celebration for employees.

3.0 Working Projects

- Ongoing planning for Intermodal Grand Opening (January)
- Preparing Bessemer service advertising (December)

2017 Magic City Connector Ridership



**November 2017
Communications Progress Report**

Magic City Connector Route- Magic City Connector started on March 24, 2017 with 8,398 riders. The fleet experienced a steady increase over the summer. In August, ridership rose to 12,535 and by October ridership was 11,138. We believe the slight decrease can be attributed to the start of the school year. As for the increase from March to August, the Communications attributed that to a number of successful advertising campaigns:

- Scheduled several live radio broadcasts on the MCC
- Created a selfie contest on MCC for Brian Mcknight concert tickets
- Developed commercials
- Designed print advertisement

Ronda Robinson

Director of Communications

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

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

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

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

3.0 Working Projects:

- 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:

- Alabama Transportation Association (ATA)
- BJCTA Board meeting
- BJCTA Committee meeting
- DBE Workshop
- Senior Staff meetings
- BRT stakeholder planning
- 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**

TITLE/DESCRIPTION:	DATE: November 2017
Marketing and Customer Service Report	INITIATOR: Adrian Solomon Chief Of Staff

Customer Service Activities:

- Assisted the Transit Citizens Advisory Committee (TCAB) with their campaign to increase voter registration which was held at Central Station.
- Began cross-training Para Transit call center representatives on Fixed Route scheduling lines.
- Visited Ms. Dunbar's Pre K class at Phillips Academy K-8 School during their "Transportation Week".

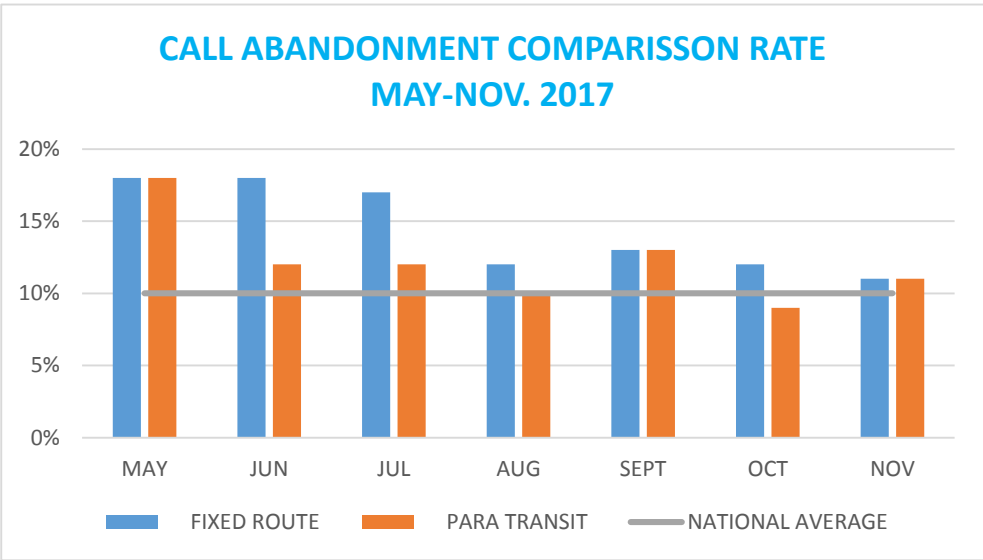
+



Recognition:

- Awarded a Certificate of Appreciation for their excellent performance during the month of November is Fixed Route was customer service representative **F. Hawkins** and in Para Transit it was awarded to customer service representative **M. Fort**.

Statistics:



- Answered incoming calls in the Fixed Route Call Center for the month of October was 89% and eleven percent were abandoned.
- Answered incoming calls in the Para Transit Call Center was 89% and eleven percent were abandoned.



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration and Management	RESOLUTION NO.: N/A
	Month: November 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.*

- Reallocated Section 5310 funds from The Exception Foundation to BJCTA due to the sub-recipient's inability to move forward with project plans. This reallocation will assist BJCTA in procuring five para-transit vehicles in its Plan of Projects (POP) this year instead of four.
- Drew funds on grant AL-2017-022 to assist with operating and preventative maintenance expenses on the Magic City Connector route.
- Held a final strategy session for the Pilot Pen Overachievers grant.
- Submitted the Pilot Pen Overachievers grant application on November 13, 2017.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of October.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of November.
- Submitted a copy of the transmitted TIGER 9 maintenance facility grant application to the FTA Region IV Director of Planning and Program Development.
- Scheduled a discretionary grant application strategy session meeting with team members.

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

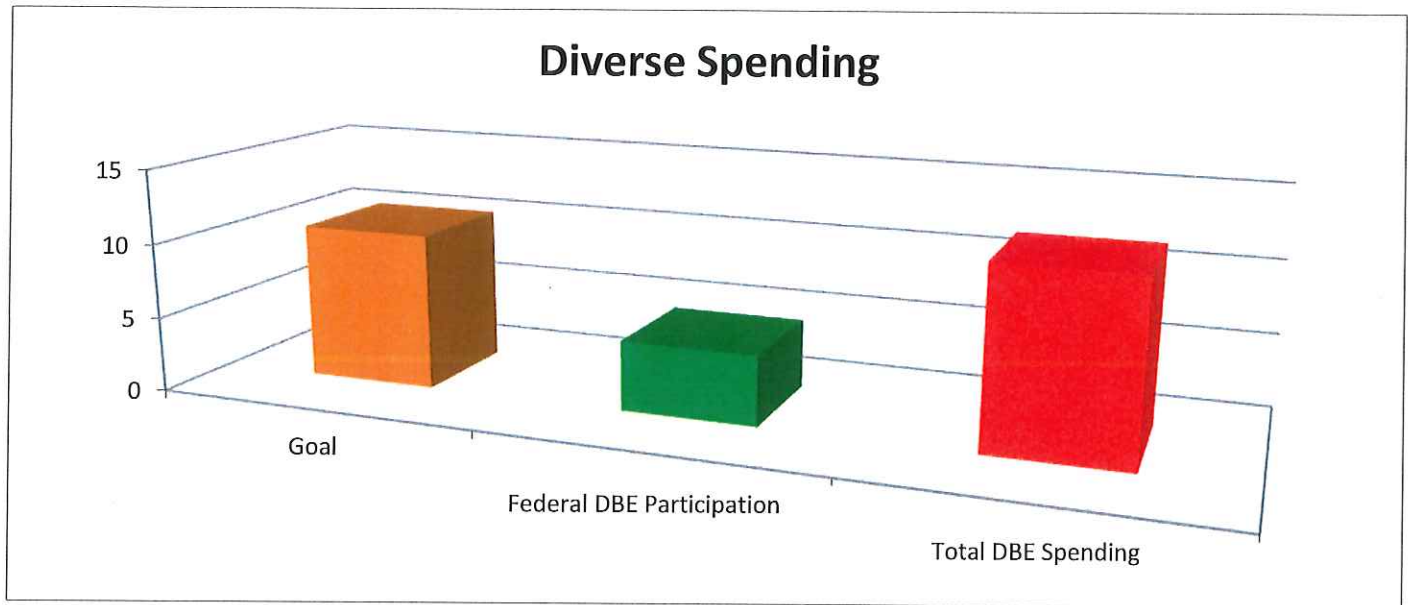
- Monthly DBE Participation Tracking (Progress Report Attached).
- Finalized the workshop agenda for the March 22, 2018 Diverse Business Expo.
- Scheduled the next monthly planning session for Thursday, December 7, 2017.
- Prepared DBE Engagement Activities for calendar year 2018.

Other Activities:

- Attended (*Grants Assistant*) a National Transit Institute course on National Transit Database (NTD) reporting in relation to formula grant apportionments on November 1st - 2nd in Newark, New Jersey.
- Attended a Metropolitan Planning Organization (MPO) meeting on November 8th.
- Participated in a Performance-Based Planning roundtable in Atlanta, Georgia November 14th – 15th to help MPOs in transit planning and to improve chances of transit funding opportunities.
- Received commitment from the Regional Programming Commission Director of Planning on November 28th to have quarterly team meetings to discuss Transit Asset Management (TAM), as well as transit strides and challenges.

November 2017 DBE Progress Report

- 11.9% DBE Participation in total spending (9 Alabama Certified DBE Vendors, \$281,749.438 out of \$2,366,303.198)
- 4.7% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$27,878.248 out of \$599,524)



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	\$ 1,352.00	\$ 302,214.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 71,402.00	\$ 8,113.00	\$ 63,289.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 152,641.00	-	\$ 152,641.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 1,449,594.00	\$ 307,763.00	\$ 1,141,831.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 536,052.00	\$ 1,208.00	\$ 534,844.00
Total Pass-Through Grants			\$13,870,702	\$ 2,513,255.00	\$ 318,436.00	\$ 2,194,819.00

FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 90,820.00	\$ 2,560.00	\$ 88,260.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,127,697.00	\$ 6,277.00	\$ 2,121,420.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 244,001.00	\$ 80,000.00	\$ 164,001.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 13,257.00	\$ 344.00	\$ 12,913.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 36,932.00	-	\$ 36,932.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,913	\$ 742,913.00	\$ 191,907.00	\$ 551,006.00
Total BJCTA Grants			\$15,085,685	\$ 3,255,620.00		\$ 3,255,620.00

Combined Totals			\$28,956,387	\$ 5,768,875.00	\$ 318,436.00	\$ 5,450,439.00
------------------------	--	--	---------------------	------------------------	----------------------	------------------------



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Purpose/Objective:

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: 99% COMPLETE
 - Equipment installed (Additional peripherals obtained),
 - Additional Staff training required
- BPD Substation/Security Office Technology Up-fit: 90% COMPLETE
 - 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,
 - Inbound & Outbound IVR testing performed,
 - Discussion with vendor & Finance Director regarding mobile payment application (Bluefin)
- BJCTA Intranet Development: 20% COMPLETE
 - No Activity
- Shoretel Mobility Feature: 90% COMPLETE
 - No Activity

Challenges:

See attached email regarding the summary of actions related to the ransomware attack which occurred November 20, 2017.

David Burton, PMP

From: David Burton, PMP
Sent: Wednesday, November 22, 2017 10:41 AM
To: Barbara Murdock
Cc: Adrian Solomon - BJCTA (asolomon@bjcta.org)
Subject: Ransomware Attack Summary

Ms. Murdock,

The summary below describes the events of 11/20 - 11/21 and steps taken in response to restore system functionality. Please let me know if you have any questions.

On 20 November at 08:57 AM David Burton received a phone call from Ron Sweeney in which he indicated a problem that he thought was serious had been discovered on Erica Jackson's workstation. Upon logging into her machine a text file appeared and she was unable to take any further action. Ron read the text file to David indicating that her files had been ransomed and to access these files send an email to an address listed in the message and that the longer it took to respond the more expensive it would be to purchase the decryption key. Payment was to be made in bitcoin.

David contacted Nicholas & Alicia to make sure they were both aware and begin the process to identify the issue and control the situation. Nicholas indicated that he had noticed some issues with user profiles and the inability to login. The ransomware attack had encrypted each server and some PC's, including local files stored on the users C: drive. Venturenet was contacted for support, given their involvement in setting up the VM Ware servers, and began evaluating the situation. They determined that the Veeam server, which contains the system backup, was incorrectly located on the domain which was infected by the ransomware. This as well as other minor issues will be corrected to better prepare the system for such an event in the future.

Nicholas, along with Venturenet, began assessing the encrypted servers while David & Alicia began trying to identify the location of the off-site storage for the backups. This information was not provided to the IT staff by the previous director, therefore making it much more time consuming than necessary to locate. It was determined that the vendor for the Veeam backup server was Edge Solutions, but they did not know how to access the off-site cloud storage but believed that it did exist. It was then discovered by searching through archived emails that Amazon Web Storage, purchased through an additional vendor (TekLinks), was where the cloud backups were stored. The IT group was granted access to the off-site storage after working with TekLinks. In the meantime, Venturenet was able to access the backup files stored on the Veeam server and begin the restoration process. Once the servers were restored from the backups, the infected PC's had to be identified, formatted and then restored. The total recovery process is extremely time consuming due to the need to format and restore each infected PC, however all VM Ware servers were restored within 12 hours and made accessible to staff with PC's that were not infected. Additional backup PC's will be purchased to reduce the downtime in any future catastrophic events.

The Genfare GFI server requires Genfare support to rebuild, which cannot happen until their technicians are available. As of 11/21 they were unable to provide a timetable for completion. The fareboxes can still be emptied by using the handheld unit to probe and access the cash box. The server will be restored as soon as possible through Genfare support.

IT Department Performance Metrics Review

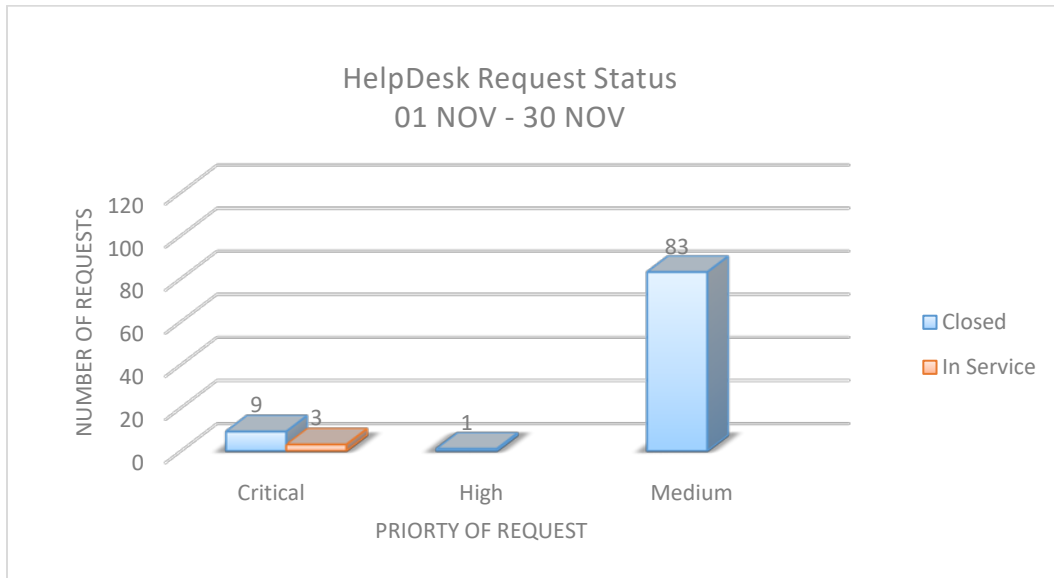


Figure 1 - Helpdesk Request Ticket Performance

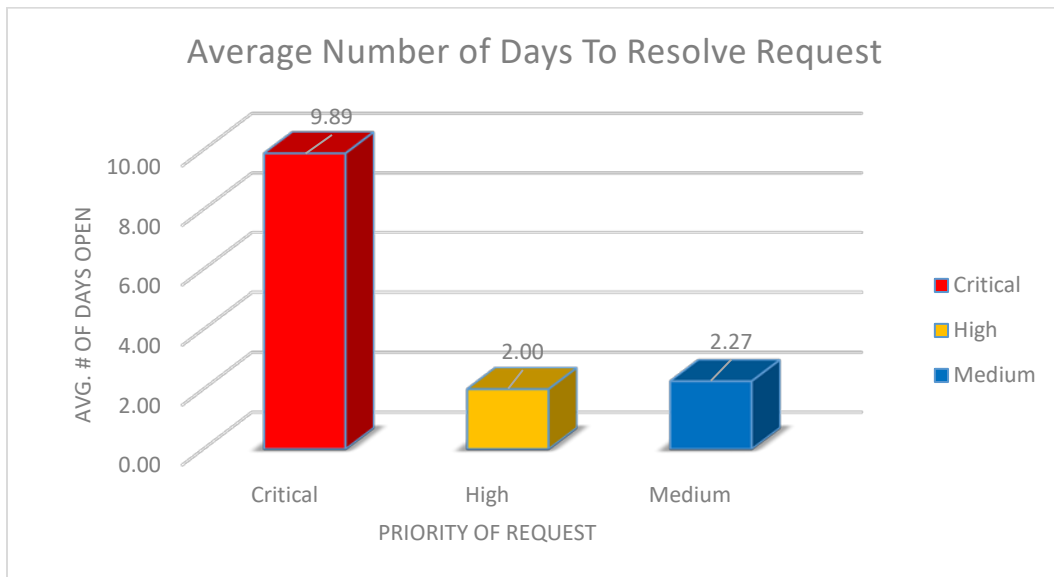


Figure 2 - Helpdesk Request Ticket Duration



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

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

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

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

- Repaired all reported vehicle defects, inspections & safety checks in a timely manner
- Achieved 99% inspections for the month of November-having only one past due
- Maintained the upkeep of all fleet.
- Installed steel plates in bus washer to assist with repairs to the damaged concrete—savings of at least \$30,000 (in comparison to redoing the concrete).
- Replaced leaking valve on water softener in wash bay & restored leaking plumbing.
- Installed new drive-on lift and coated with non-skid epoxy for safety.
- Continuing to stress the importance of morale, the maintenance department management team recognized the entire maintenance department for hard work minimizing road calls (exceeding the benchmark) & continuing the practice of "Safety First".

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

MAX Maintenance went an extraordinary 9,910 miles between mechanical failures in November 2017—cutting down road calls by half since the month of October. Maintenance continues to work diligently to reach, maintain & exceed the standard benchmark.



TOTAL MILES BETWEEN MECHANICAL ROAD CALLS FOR FIXED ROUTE VEHICLES												
	Month											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2015	5589	5895	4438	4840	4080	4471	7343	4114	4608	3087	4613	4921
2016	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
2017	3767	4418	3592	3253	4938	8688	2871	3521	5444	5363	9910	

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

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

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

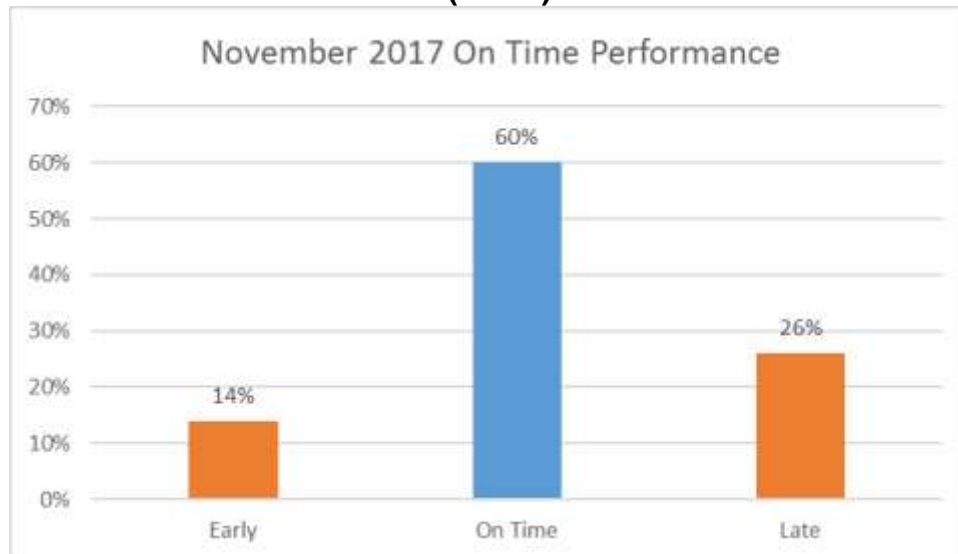
1.0 Fixed Route

- Hired two (2) new supervisors for better road coverage.
- Successfully completed and implemented the Veterans' Day Sign-Up, which took place on Saturday, November 11, 2017.
- Attended the Birmingham Bus Rapid Transit Design Kick-off at Innovation Depot on November 7, 2017.
- Participated in WBRC Fox 6 television interview.
- Met with the executives from TopGolf Birmingham.
- Attended Mayoral Inauguration, Linn Park.
- Attended RFP Evaluations for Birmingham Bus Rapid Transit System, Innovation Depot.
- Attended Mayoral Vision Brunch, Burr & Foreman Auditorium.
- Prepared detour for 10K Run for the Birmingham Track Club
- Successfully implemented Holiday Sunday Service.
- Attended Strategic Planning Peer Exchange, MARTA Headquarters, Atlanta, GA
- Preparing for January General Sign-up (January 29, 2018) as well as MLK Day Sign-up (January 15, 2018).

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)
14%	60%	26%

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

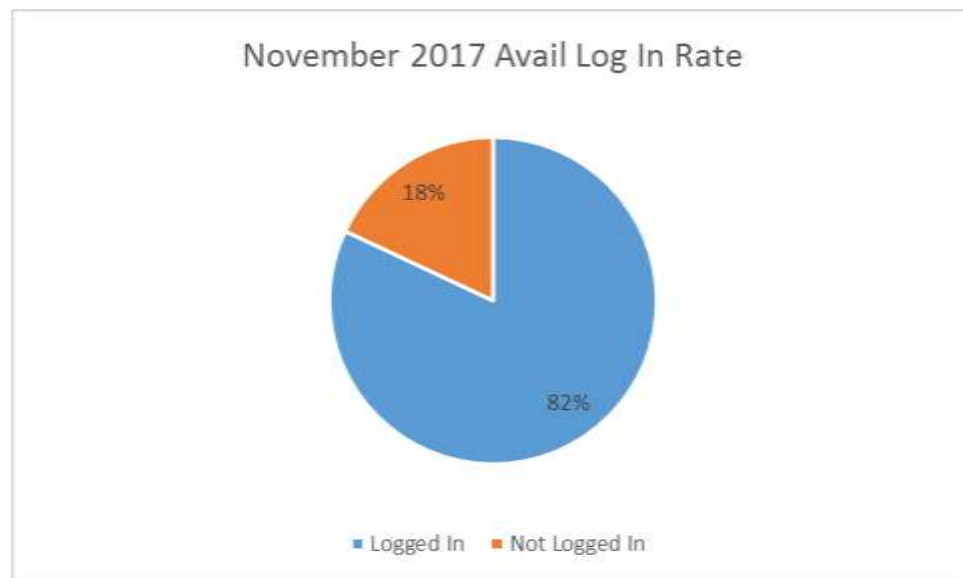
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
1,458	20	100	69

**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	82%
Not Logged In	18%

2.0 Paratransit

- Successfully completed and implemented the Veterans' Day Sign-Up, which took place on Saturday, November 11, 2017.
- Hired two (2) additional supervisors for better road coverage.
- Preparing for January General Sign-up (January 29, 2018) as well as MLK Day Sign-up (January 15, 2018).
- Continued development procedures for the Lead Supervisor and Dispatchers/Supervisors
- Working with Maintenance on Paratransit Peak Numbers as well as Pre- and Post-Trip issues for the month of November.



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning Department Monthly Update	DATE: November 2017
	INITIATOR: Joshua Johnson Director of Planning & Development
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

1.0 Planning Activities and Initiatives

- Completed Transit Dependent Study
- Met with Top Golf on stop replacement and service expansion.
- Implementing the MCC Connector extension through Uptown to Top golf.
- Implementing Lakeview Local Evening Route Pattern.
- Implementing Jefferson County Employee Shuttle.
- Developing SOPs for Route Modifications, and Implementation.
- Improved Coordination with marketing department to improve transit route awareness.
- Completed NTD training in New York.
- Created data share with RPC and County, specifically regarding GIS shape files.
- Conducted surveys for ridership in the Edgewater, Mulga, McDonald Chapel areas.
- Met with AVAIL technologies to improve GTFS feed.
- Attended the BRT stop charrette.
- Route match IVR implementation with IT.
- Coordinating with REV Birmingham to address Food Desert epidemic.

Ridership Stats for November 2017

- 93 Lakeview Local: 382
- Magic City Connector: 7,050
- "Pilot Bessemer Commuter: 257
- 201 Highway 280 Commuter: 1,889
- "Pilot" Lawson State Cougar Express: 105

There was a loss of service from November 20-mid week of November 27th. There was a total of 13,483 undefined ridership which means this ridership could have went in anyone of these ridership categories.

1.1 Performance Indicator-Fixed Route

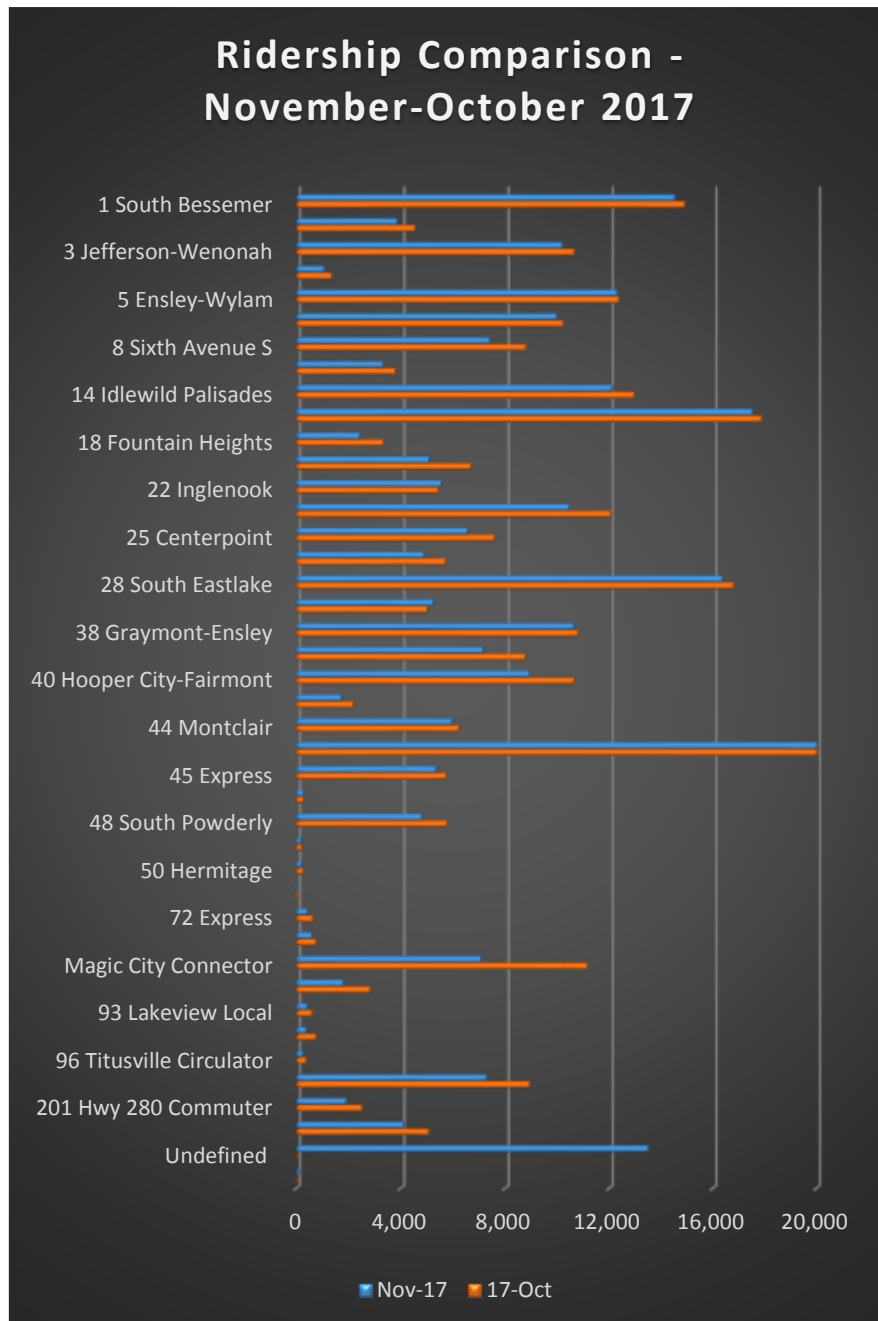
Goal	Performance Indicators	Current Month FY2017	Current Month FY2018		Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	233,287	252,705		483,331	518,356	8.3%
	D'town Circulator Magic City Connector	6,595	7,050		18,351	23,729	6.9%
	93 Lakeview Local	1,575	1,772		13,595	18,188	12.5%
	91 Intermodal Conn	739	382		3,103	4,576	-48.3%
	Vehicle Service Hours	17,949	18,415		37,417	38,343	2.6%
	Total Miles	255,705	267,568		533,511	535,697	4.6%
	Revenue Miles	222,159	228,162		460,304	472,467	2.7%
	Fare Revenues	\$163,130	\$166,277		\$335,513	\$339,102	1.9%
	Total Expenses	\$3,428,034	\$2,996,525		\$5,271,233	\$6,054,730	-12.6%

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: $252,705 - 233,287 = 19,418$ / $233,287 = 8.3\%$ there was an 8.3% increase in ridership for November 2017 compared to November 2016.

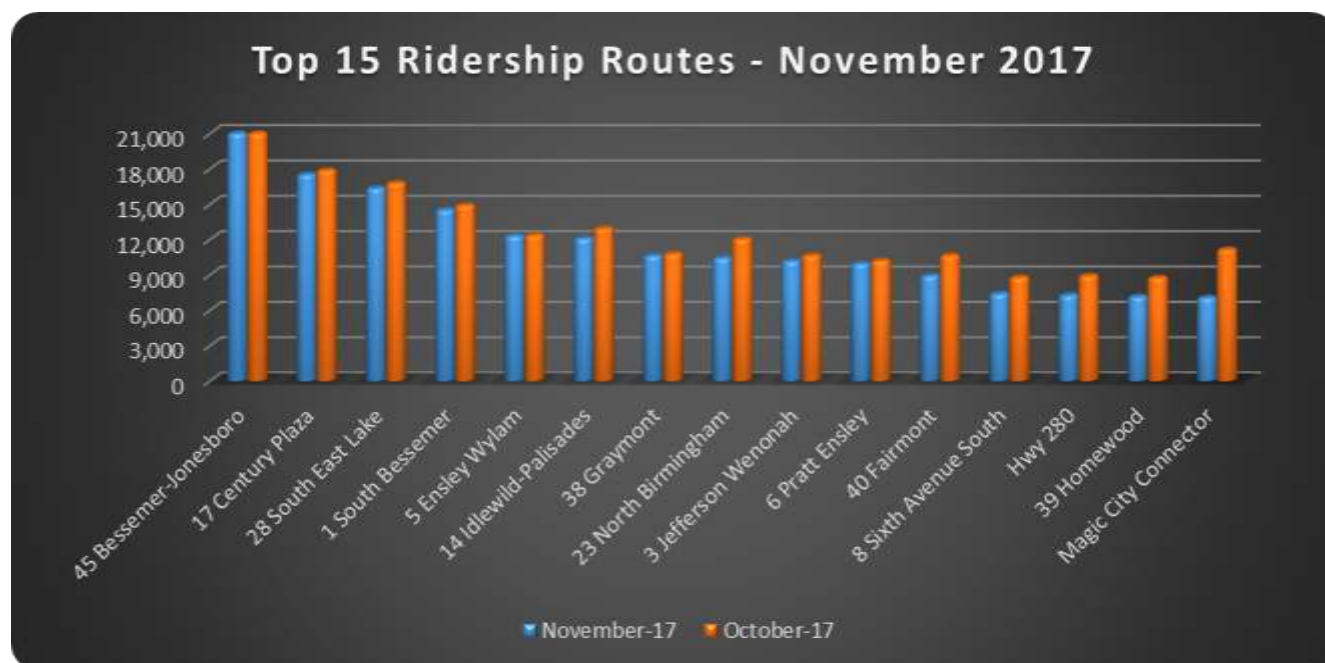
YTD ridership is up by 8.3%

1.2 Ridership Comparison (Chart) November 2017 compared to October 2017)



1.3 Ridership Summary (November 2017 compared to October 2017)

Route Number and Name	<u>Nov 2017</u>	<u>Oct 2017</u>	<u>Difference</u>
1 South Bessemer	14,512	14,894	(382)
1 Express	3,834	4,523	(689)
3 Jefferson-Wenonah	10,166	10,629	(463)
Route 4 Avenue I	1,049	1,326	(277)
5 Ensley-Wylam	12,296	12,354	(58)
6 Pratt Ensley	9,952	10,200	(248)
8 Sixth Avenue S	7,391	8,772	(1,381)
12 Highland	3,303	3,769	(466)
14 Idlewild Palisades	12,080	12,941	(861)
17 Eastwood Mall	17,509	17,862	(353)
18 Fountain Heights	2,409	3,309	(900)
20 Zion City	5,079	6,675	(1,596)
22 Inglenook	5,543	5,420	123
23 North Birmingham	10,432	12,045	(1,613)
25 CenterPoint	6,548	7,575	(1,027)
26 Jefferson State	4,871	5,701	(830)
28 South Eastlake	16,355	16,784	(429)
31 Hoover/Vestavia	5,234	4,997	237
38 Graymont-Ensley	10,625	10,777	(152)
39 Homewood-Wildwood	7,135	8,751	(1,616)
40 Hooper City-Fairmont	8,923	10,627	(1,704)
42 Brookwood Mall	4,148	4,697	(549)
43 Zoo	1,722	2,158	(436)
44 Montclair	5,945	6,202	(257)
45 Bessemer-Jonesboro	21,349	21,937	(588)
45 Express	5,336	5,731	(395)
PILOT 46 Promenade	257	251	6
48 South Powderly	4,789	5,752	(963)
50 Cherokee Bend	156	180	(24)
50 Hermitage	174	230	(56)
51 Cahaba	17	41	(24)
72 Express	396	605	(209)
80 Employee Shuttle	572	732	(160)
Magic City Connector	7,050	11,138	(4,088)
Intermodal Connector	1,772	2,804	(1,032)
93 Lakeview Local	382	583	(201)
PILOT 94 Lawson State	105	187	(82)
95 Westend Circulator	362	728	(366)
96 Titusville Circulator	227	356	(129)
Hwy 280	7,266	8,914	(1,648)
201 Hwy 280 Commuter	1,889	2,494	(605)
Deadhead	4,091	5,048	(957)
Undefined	13483	0	13483
Holiday Service-11/26/17	62	0	62
Monthly Totals	252,705	265,651	(12,946)



Top 15 Routes for November 2017

	<u>November-17</u>	<u>October-17</u>
45 Bessemer-Jonesboro	21,349	21,937
17 Century Plaza	17,509	17,862
28 South East Lake	16,355	16,784
1 South Bessemer	14,512	14,894
5 Ensley Wylam	12,296	12,354
14 Idlewild-Palisades	12,080	12,941
38 Graymont	10,625	10,777
23 North Birmingham	10,432	12,045
3 Jefferson Wenonah	10,166	10,629
6 Pratt Ensley	9,952	10,200
40 Fairmont	8,923	10,627
8 Sixth Avenue South	7,391	8,772
Hwy 280	7,266	8,914
39 Homewood	7,135	8,751
Magic City Connector	7,050	11,138

Joshua Johnson

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

1.0 PROCUREMENT

1.1 Upcoming and Current Solicitations

Currently posted or within next 60 days:

- 1.1.1 RFP #18-03 35 and 40 feet Buses
- 1.1.2 Floor Scrubber 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:**
The Procurement Department has integrated GovSpend (Procure Smart) into its workflow process. This software has been extremely successful in aiding the Procurement Department in gathering knowledge and reference information on material and supplies prior to procuring.

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 DSI Medical
 - 2.4.2 Blue Cross Blue Shield

3.0 RESOLUTIONS

- 3.3.1 Res 2018-06 Aerial Work Platform
- 3.3.2 Res 2018-07 Bus Shelter for Magic City Connector Route

ATTACHMENTS

- Contract Log
- Resolutions

Respectfully submitted

Page 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
14-25	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	Lighthouse Software Company	DBE Tracking Software	11/21/2017	N/A	11/21/2017	4/30/2018	2			
N/A	Business Electronics Technology Solutions	ShoreTel Phone System	5/01/2017	2017-27	6/01/2017	6/1/2018	0			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	1 of 2	2014-34	6/8/2017	6/8/2018
17-07	Deborah Walker Law Offices	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	1 of 4	2016-30	7/12/2017	7/12/2018
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting,	Certified Commercial Real	6/22/2016	2016-28	8/09/2016	8/08/2017	1 of 4	2017-43	6/20/2017	8/08/2018

	LLC	Estate Appraiser								
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**

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

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

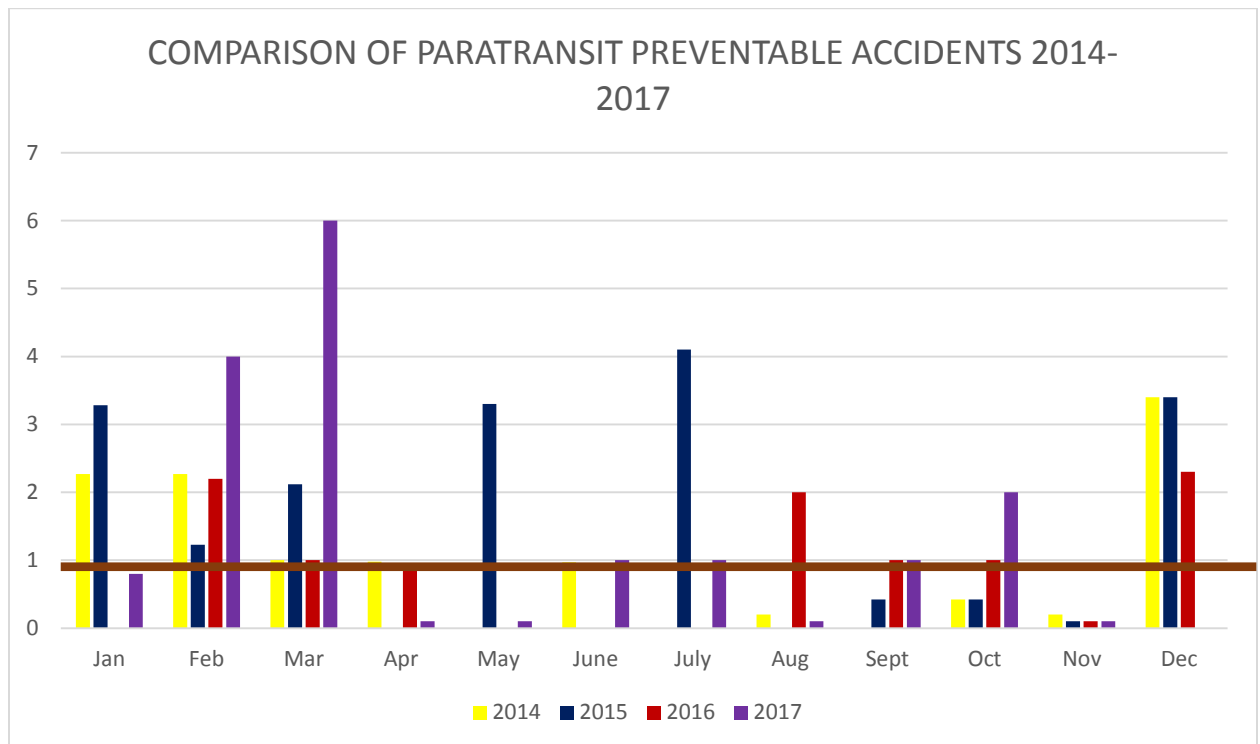
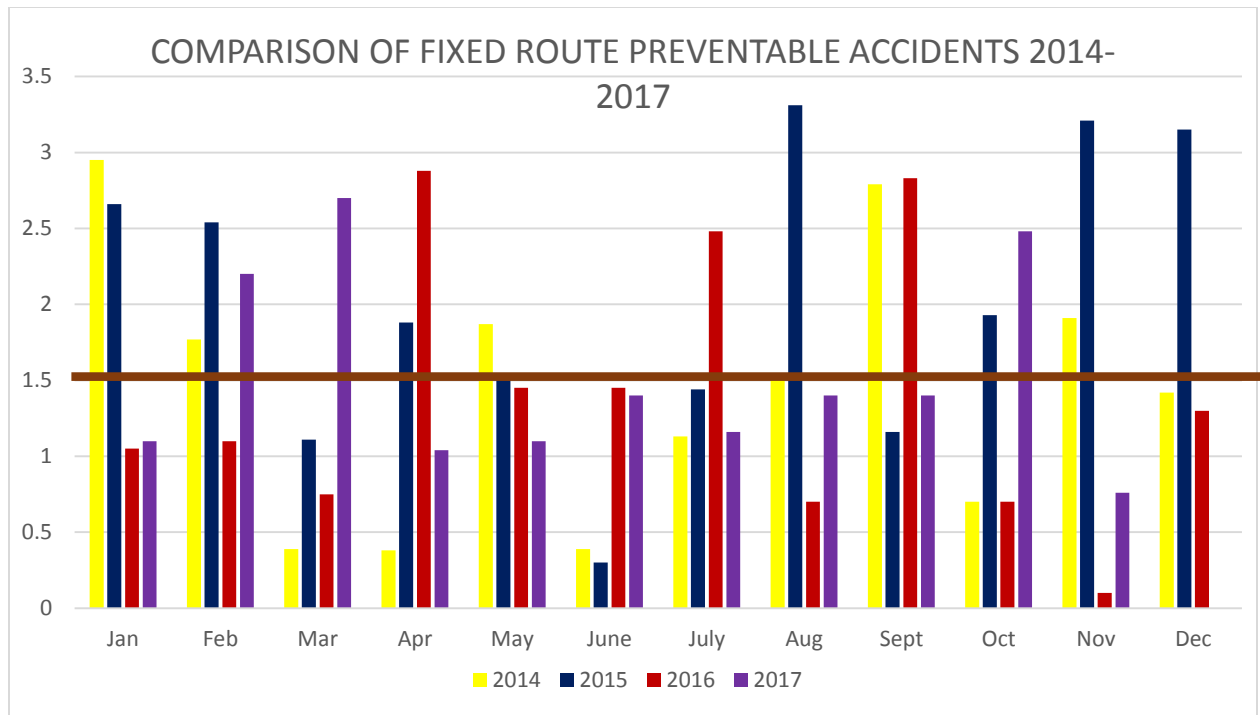
- Training continued for new Operator class, the focus this month was on routes.
- Re-trained five people because of accidents, incidents, or extended absences.
- Conducted a refresher training that reinforced the safety aspects of operating in and out of Central Station.

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.*

- Targeted and trespassed two passengers who made direct threats to our Operators.
- Increased security presence at Central Station for the upcoming Holiday Service.
- Arranged for a security presence at the 2121 building before the move to the Intermodal Station.

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.
- Hosted the 5th Annual Safety and Awards Banquet at Ross Bridge Convention Center. Over 200 people attended.
- Continued to see a positive drop in preventable accidents for both fixed route (2) and paratransit (0).
- Began planning for the 2018 Safety Campaign, "If You See Something Say Something."
- Prepared a presentation to give to the APTA Safety Conference in Houston in early December.



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

12/1/17