

COMMITTEE ROLL CALL

Wednesday, May 16, 2018

Ruby Davis
LeDon Jones
Kevin Powe
Patrick Sellers
Theodore "Ted" Smith
Martin Weinberg
Donald Harwell
Johnnye P. Lassiter
Darryl Cunningham



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35203-0212

COMMITTEE OF THE WHOLE MEETING OF THE BOARD OF DIRECTORS

Wednesday, May 16, 2018
12:00 p.m.

AGENDA

- I. Call to Order**
- II. Roll Call/ Establishment of Quorum**
- III. Adoption of Agenda**
- IV. Items for Information and/or Discussion**
 - A.** Interim Executive Director Update
 - B.** Chief of Staff Update
 - C.** Departmental Updates
 - D.** Governmental Relations Update
 - E.** TCAB Update
- V. Resolutions for Consideration and Recommendation**
 - A. Resolution 2018-21:** Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with FUSTON, PETWAY & FRENCH, LLP to Provide Legal Services to BJCTA
 - B. Resolution 2018-22:** Authorization to Celebrate “National Dump the Pump Day” and provide free rides to customers on June 21, 2018.
 - C. Resolution 2018-23:** Authorization to Adopt and Approve the Fiscal Year 2019 Operating and Capital Budgets
- VI. Old Business**
- VII. New Business**
- VIII. Adjournment**

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

TITLE/DESCRIPTION:	DATE: April 2018
Interim Executive Director Report	INITIATOR: Christopher Ruffin, Sr. Interim Executive Director
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

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

2.0 Description/Justification: The Interim 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 and community outreach.

3.0 Service Updates:

- BJCTA year to date ridership is up more than 5%
- Reviewed May 2018 operator route selections

4.0 Finance/Budget

- Completed review of FY 2019 Budget

6.0 Communications (External)

- Met with the Mayor of Birmingham
- Met with Mr. Gillis on projects with the Salvation Army
- Greeted and talked with riders at Central Station
- Met with Master Solutions, LLC on media and legislative agenda

7.0 Communications (Internal)

- Introduction to New Hire Training Class; with senior executive team
- Communications with planning department on updates for Project Bluebird

8.0 Performance Indicators

- Road Calls – The standard benchmark for mileage between road calls is 5,000 miles.
 - MAX Maintenance continue to exceed industry standards for the 9th consecutive month.

Christopher Ruffin, Sr.

Christopher Ruffin, Sr., Interim Executive Director

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

TITLE/DESCRIPTION: Chief of Staff Report	DATE: April 2018 INITIATOR: Adrian M. 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 and special projects assigned to the Chief of Staff.

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 executive management, employees and other stakeholders.

3.0 Working Projects:

- Researched and studied unsolicited proposals; along with finding regulations as it relates to FTA acceptance of such programs.
- Scheduled and facilitated individual director meetings, to establish goals, objectives and accountability.
- Reviewed personnel needs, in comparison to current and proposed budgets
- Facilitated development of Standard Operating Procedures (SOP) for specific activities, policies and procedures for all departments.
- Developing a three to five year working strategy to identify possible property and/or land for Transit Oriented Development (TOD).

4.0 Meetings Attended:

- BJCTA Board meeting
- BJCTA Committee meeting
- Senior Staff meetings
- FTA Quarterly conference call
- New board members onboarding process
- BJCTA Board of Directors budget work session

5.0 Recognition

- Selected as a Board Member for the North-Central Girl Scout Council

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.:
Finance - Financial & Investment Highlights for Period Ending April 30, 2018	N/A
	DATE: April 30, 2018
	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 April 30, 2018 Balance Sheet, assets were \$69,581,194.40 while total liabilities were \$34,788,942.61.
- The Income Statement for the month ending April 30, 2018, details year to date revenues of \$22,856,010.00 and expenses of \$23,249,832.76 resulting in a negative difference of \$393,822.76.
- The total cash and cash equivalents as of April 30, 2018 was \$7,863,270.48 of which \$7,643,255.72 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	19,699,112	20,912,309	(1,213,197)
Expenses	<u>19,156,816</u>	<u>20,955,285</u>	<u>(1,798,469)</u>
Net	542,296	(42,976)	585,272
Non Budgeted Items			
Revenues	3,156,898	1,924,367	1,232,531
Expenses	<u>4,093,017</u>	<u>4,093,017</u>	<u>-</u>
Net	(936,119)	(2,168,650)	1,232,531
Combined Net	(393,823)	(2,211,626)	1,817,803

Total overall variance with the budget is a positive \$1,817,803

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

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

TITLE/DESCRIPTION: Finance Department Status Report	RESOLUTION NO.: N/A
	DATE: April 2018
	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

- Passenger Fares down 3.81% from budgeted.
- Overtime was down 14% vs. same period last year.
- For the month of April, spent \$2,903,420.53 on payroll, taxes and accounts payable
- Based on the 3 month operating expenses, BJCTA is over \$687,061.28 in reserve.
- Received payment from Center Point and Bessemer for the March-May Contract Services.
- Thanks to the help of Master Solutions and Mark Griffin, State of Alabama Revenue, for getting our tax exemption status corrected. The tax exemption saves our organization, on average, \$851,524.00 per year.

Other Activities

- Worked on requested information from the Attorney General office on pending litigation.
- Had staff meeting to organize upcoming audits.
- Met with Director Davis, Exec. Director Ruffin and Ms. Solomon on budgets for FY19
- Attended Senior staff meetings

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year:	2018	Period	7	April 2018	Division:	** Consolidated Report	As of:	04/30/2018
					October Thru April			
					2018	2017	Variance	
1000000000 ASSETS								
1010000000 CASH & CASH EQUIVALENTS								
1010100001	Money Market-BBVA Compass				\$1,309,487.79	\$10,059,859.47		(\$8,750,371.68)
1010100002	Cash - Payroll - BBVA Compass				\$10,000.00	\$10,000.00		\$0.00
1010100003	Cash - Operating - BBVA Compass				\$6,333,767.93	\$1,907,925.85		\$4,425,842.08
1010100004	Capital Deposit - BBVA Compass				\$10,000.00	\$10,000.00		\$0.00
1010100006	CASH - RESTRICTED SELF INSURED				\$200,000.00	\$200,000.00		\$0.00
1010200001	Petty Cash - Maintenance				\$3.38	\$109.55		(\$106.17)
1010200002	Petty Cash - Central Station				\$11.38	\$151.04		(\$139.66)
1019999999 TOTAL - CASH & CASH EQUIVALENTS					\$7,863,270.48	\$12,188,045.91		(\$4,324,775.43)
1020000000 ACCOUNTS RECEIVABLE								
1020100001	A/R Advertising				\$48,471.59	\$46,805.93		\$1,665.66
1020100002	A/R Pass/Ticket Sales				\$10,549.00	\$11,760.80		(\$1,211.80)
1020700003	A/R Hoover				\$0.00	\$0.00		\$0.00
1020700004	A/R Birmingham				\$900,000.00	\$5,227,475.12		(\$4,327,475.12)
1020700006	A/R Federal				\$3,500,000.00	\$3,885,421.75		(\$385,421.75)
1020700008	A/R Beer Tax				\$183,666.14	\$104,470.41		\$79,195.73
1020700010	A/R Bessemer				\$0.00	\$59,605.84		(\$59,605.84)
1020700011	A/R JEFFERSON COUNTY TAX				\$1,166,666.66	\$0.00		\$1,166,666.66
1020700014	A/R - Homewood				\$0.00	\$0.00		\$0.00
1020700022	A/R - Midfield				\$11,340.79	\$0.00		\$11,340.79
1020800001	A/R Blue Cross Blue Shield				\$0.00	\$24,557.49		(\$24,557.49)
1020800004	A/R Board Members				\$390.05	\$22.00		\$368.05
1020800007	A/R - Alternative Fuel Credit - Other				\$837,781.00	\$28,367.91		\$809,413.09
1020800008	A/R Employee				\$207.00	\$156.26		\$50.74
1029999999 TOTAL ACCOUNTS RECEIVABLE					\$6,659,072.23	\$9,388,643.51		(\$2,729,571.28)
1030000000 SUPPLY INVENTORY								
1030000001	Diesel Fuel Supply				\$75,883.81	\$41,185.06		\$34,698.75
1030000002	UNLEADED FUEL SUPPLY				\$14,623.30	\$7,730.03		\$6,893.27
1030000003	Parts, Oil, Lubricant Inventory				\$1,725,378.05	\$1,791,041.02		(\$65,662.97)
1039999999 TOTAL SUPPLY INVENTORY					\$1,815,885.16	\$1,839,956.11		(\$24,070.95)
1050000000 CONSTRUCTION & PROJECTS IN PROCESS								
1050200001	Construct in Progress				\$24,261.00	\$720,717.16		(\$696,456.16)
1050200002	Construction in Progress - Bus Shelters				\$167,647.00	\$207,169.00		(\$39,522.00)

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2018		Period 7	April 2018	Division: ** Consolidated Report		As of: 04/30/2018	
				October Thru April			
				2018	2017	Variance	
1059999999 TOTAL CONST. & PROJ. IN PROCESS				\$191,908.00	\$927,886.16	(\$735,978.16)	
1110000000 PROPERTY, PLANT & EQUIPMENT							
1110100001 Motor Busses - Class A				\$31,117,508.27	\$29,798,393.70	\$1,319,114.57	
1110100002 Trolley - Class C				\$1,206,331.83	\$1,206,331.83	\$0.00	
1110100003 Paratransit Vehicles				\$4,686,817.34	\$3,854,315.34	\$832,502.00	
1110100004 Vans & Other Vehicles				\$954,231.28	\$645,168.58	\$309,062.70	
1110100006 Shelter/Stations				\$967,142.16	\$934,494.71	\$32,647.45	
1110100007 Operation's Yards/Parking Lot				\$1,154,725.25	\$896,971.82	\$257,753.43	
1110100008 Office/Maint. Renovations				\$23,541,540.74	\$3,483,932.24	\$20,057,608.50	
1110100009 Operation's Yard Equipment				\$12,263.66	\$12,263.66	\$0.00	
1110100010 Equipment Veh/Maint/Garage				\$1,040,755.68	\$373,162.36	\$667,593.32	
1110100011 Close Circuit TV				\$216,683.73	\$223,400.60	(\$6,716.87)	
1110100012 CNG Fueling Station				\$3,629,997.94	\$3,629,997.94	\$0.00	
1110100013 Revenue Collection/Process				\$1,127,759.27	\$1,127,759.27	\$0.00	
1110100014 Communications Equipment				\$1,117,423.19	\$956,394.04	\$161,029.15	
1110100015 Software				\$373,576.58	\$404,726.58	(\$31,150.00)	
1110100016 Office Furniture/Equipment				\$1,180,530.26	\$672,718.98	\$507,811.28	
1110100017 Land				\$2,856,622.35	\$2,856,622.35	\$0.00	
1110300001 Accumulated Depreciation				(\$29,529,156.35)	(\$26,239,064.31)	(\$3,290,092.04)	
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT				\$45,654,753.18	\$24,837,589.69	\$20,817,163.49	
1510000000 OTHER ASSETS							
1510100001 PPD - Workman's Comp				\$378,848.00	\$444,014.66	(\$65,166.66)	
1510100004 PPD - Insurance Liability				\$820,139.95	\$758,389.26	\$61,750.69	
1510100005 PPD Software Maintenance Contract				\$12,075.00	\$11,700.00	\$375.00	
1510100006 PPD - OTHER				\$200,022.69	\$95,113.41	\$104,909.28	
1510200001 Deposits				\$9,949.71	\$8,686.00	\$1,263.71	
1510300001 Deferred Pension Outflows				\$5,975,270.00	\$5,125,229.00	\$850,041.00	
1519999999 TOTAL OTHER ASSETS				\$7,396,305.35	\$6,443,132.33	\$953,173.02	
1999999999 TOTAL ASSETS				\$69,581,194.40	\$55,625,253.71	\$13,955,940.69	
2000000000 LIABILITES & EQUITY							
2000000001 LIABILITIES							
2010000000 ACCOUNTS PAYABLE							
2010100001 Accounts Payable				\$344,632.41	\$315,012.27	\$29,620.14	
2010100003 Accrued Accounts Payables				\$956,685.52	\$885,638.10	\$71,047.42	

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2018		Period 7	April 2018	Division: ** Consolidated Report		As of: 04/30/2018	
				October Thru April			
				2018	2017	Variance	
2019999999 TOTAL ACCOUNTS PAYABLE				\$1,301,317.93	\$1,200,650.37	\$100,667.56	
2020000000 ACCRUED PAYROLL & WITHHOLDINGS							
2020100001 Accrued Payroll Expenses				\$432,218.61	\$304,294.19	\$127,924.42	
2020100003 AFLAC W/H				\$9,325.24	\$0.00	\$9,325.24	
2020100007 Life Insurance W/H				\$534.32	\$671.96	(\$137.64)	
2020100013 FSA W/H				(\$13,206.13)	(\$5,505.66)	(\$7,700.47)	
2030100001 Social Security Payable				\$20,226.25	\$16,706.58	\$3,519.67	
2030100002 Medicare Payable				\$4,730.37	\$3,907.18	\$823.19	
2030100004 State Taxes Payable				\$38,196.11	\$33,682.61	\$4,513.50	
2030100006 B'ham City Taxes Payable				\$10,036.84	\$9,260.48	\$776.36	
2039999999 TOTAL ACCRUED P/R & W/H				\$502,061.61	\$363,017.34	\$139,044.27	
2040000000 CURRENT PORTION OF LT DEBT							
2040199999 TOTAL CURRENT PORTION OF LT DEBT				\$0.00	\$0.00	\$0.00	
2040500000 OTHER CURRENT LIABILITIES							
2040600002 Accrued Pension - Contract Employees				\$28,756,614.92	\$31,509,637.42	(\$2,753,022.50)	
2050500001 Audit Fee Payable				\$14,000.00	\$19,000.00	(\$5,000.00)	
2050500002 Unearned Revenue				\$3,083,633.53	\$2,904,614.32	\$179,019.21	
2050500004 Compensated Absenses				\$499,350.30	\$612,469.26	(\$113,118.96)	
2050500008 Insurance Proceeds Held for Repairs				\$194,758.32	\$42,445.48	\$152,312.84	
2059999999 TOTAL OTHER CURRENT LIABILITIES				\$32,548,357.07	\$35,088,166.48	(\$2,539,809.41)	
2210000000 NON-CURRENT PORTION OF LT DEBT							
2219999999 TOTAL NON-CURRENT LT DEBT				\$0.00	\$0.00	\$0.00	
2310000000 OTHER LIABILITIES							
2310100001 Deferred Pension Inflows				\$387,206.00	\$889,299.00	(\$502,093.00)	
2310200001 Uninsured Liab/Damage				\$50,000.00	\$50,000.00	\$0.00	
2319999999 TOTAL OTHER LIABILITIES				\$437,206.00	\$939,299.00	(\$502,093.00)	
2999999999 TOTAL LIABILITIES				\$34,788,942.61	\$37,591,133.19	(\$2,802,190.58)	
3000000000 EQUITY							
3040000000 CONTRIBUTED CAPITAL							
3040100003 Donated Capital				\$20,047,564.00	\$0.00	\$20,047,564.00	

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2018		Period 7	April 2018	Division: ** Consolidated Report		As of: 04/30/2018	
				October Thru April			
				2018	2017	Variance	
3049999999	TOTAL CONTRIBUTED CAPITAL			\$20,047,564.00	\$0.00	\$20,047,564.00	
3050000000	RETAINED EARNINGS						
3050100001	Retained Earnings			\$14,744,687.79	\$18,034,120.52	(\$3,289,432.73)	
3059999999	TOTAL RETAINED EARNINGS			\$14,744,687.79	\$18,034,120.52	(\$3,289,432.73)	
3999999997	TOTAL EQUITY			\$34,792,251.79	\$18,034,120.52	\$16,758,131.27	
3999999998	TOTAL LIABILITIES & EQUITY			\$69,581,194.40	\$55,625,253.71	\$13,955,940.69	

BJCTA
INCOME STATEMENT
April 30, 2018

Apr-18 Actual	Apr-18 Budget	Apr-18 \$ Variance	Apr-18 % Variance	Apr-17 Actual	CY vs PY \$ Variance	Title	Apr-18 Actual	Apr-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
148,168	161,507	(13,339)	-8.26%	135,776	12,393	4010100001 Passenger Fares - Fixed Route	1,093,743.60	1,130,551	(36,808)	-3.26%	1,095,899	34,653	1,938,088	844,344
1,670	1,669	1	0.04%	1,886	(216)	4010100002 Passenger Fares - Dart	10,582.13	11,685	(1,103)	-9.44%	13,232	(1,547)	20,032	9,450
16,824	16,143	681	4.22%	14,778	2,046	4010100004 Passenger Fares - VIP	103,131.10	113,000	(9,869)	-8.73%	112,893	108	193,715	90,584
166,662	179,320	(12,657)	-7.06%	152,440	14,222	4019999999 TOTAL PASSENGER REVENUES	1,207,457	1,255,237	(47,780)	-3.81%	1,222,023	33,214	2,151,835	944,378
720,000	720,000	-	0.00%	1,148,161	(428,161)	4020400002 Fixed Route B'ham	5,040,001	5,040,000	1	0.00%	8,037,128	(2,997,128)	8,640,000	8,894,386
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	46,966.29	46,966	-	0.00%	48,058	(1,092)	80,514	33,547
24,974	24,974	0	0.00%	25,406	(432)	4020400006 Homewood	174,818.67	174,819	(1)	0.00%	177,845	(3,026)	299,690	124,871
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	41,747.86	41,748	-	0.00%	42,913	(1,165)	71,568	29,820
51,439	51,439	-	0.00%	52,367	(928)	4020400011 Bessemer Revenues	360,075.17	360,075	-	0.00%	366,571	(6,496)	617,272	257,196
-	-	-	0.00%	-	-	4020400012 Fairfield Revenues-Prior Year	472,709.72	-	472,710	0.00%	-	-	-	(472,710)
9,940	9,940	-	0.00%	10,088	(148)	4020400015 Midfield Revenues	69,579.56	69,580	(1)	0.00%	70,612	(1,032)	119,280	49,700
5,840	5,840	0	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	40,878.14	40,878	0	0.00%	41,466	(587)	70,077	29,199
824,867	824,867	0	0.00%	1,254,942	(430,075)	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	6,246,776	5,774,066	472,710	8.19%	8,784,593	(3,010,526)	9,898,399	8,946,010
5,139	4,730	409	8.66%	2,700	2,439	4060100001 Commission Revenue	134,297.09	33,110	101,187	305.61%	18,928	14,182	56,760	(77,537)
8,659	14,054	(5,395)	-38.39%	20,361	(11,703)	4060300001 Advertising Revenue	57,965.19	98,376	(40,411)	-41.08%	66,796	31,580	168,644	110,679
827	187	640	342.87%	1,110	(284)	4069900001 Other Revenues	4,036.05	1,307	2,729	208.88%	2,958	(1,652)	2,240	(1,796)
6,360	1,846	4,514	244.56%	6,034	326	4070400001 Investment Income	34,325.27	12,821	21,404	166.66%	31,621	(18,700)	22,150	(12,175)
12,986	11,808	1,178	9.98%	-	12,986	4079900002 Rental Income	42,377.95	82,657	(40,279)	-48.73%	82,657	141,698	99,320	99,320
180	-	180	0.00%	-	180	4079900003 Gain/(Loss) on Disposition of Fixed Assets	38.40	-	38	0.00%	64,564	(64,564)	-	(38)
34,151	32,624	1,527	4.68%	30,206	3,945	4079999999 TOTAL OTHER REVENUES	273,040	228,370	44,670	19.56%	184,868	43,503	391,492	118,452
325,377	317,370	8,007	2.52%	317,370	8,007	4080100001 Ad Valorem - Birmingham	2,277,638.09	2,221,589	56,049	2.52%	2,221,589	0	3,808,439	1,530,801
227,019	222,016	5,003	2.25%	222,016	5,003	4080100002 Ad Valorem - Jefferson County	1,589,134.82	1,554,115	35,020	2.25%	1,554,115	-	2,664,197	1,075,062
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	61,752.04	61,752	-	0.00%	62,968	(1,216)	105,861	44,109
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	13,915.93	13,916	-	0.00%	13,797	119	23,856	9,940
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	742,400.83	-	742,401	0.00%	719,425	(719,425)	-	(742,401)
166,667	166,667	-	0.00%	166,667	-	4089900001 Beer Tax	1,166,666.66	1,166,667	(1)	0.00%	1,166,667	-	2,000,000	833,333
166,667	166,667	(0)	0.00%	-	166,667	4089900002 Jefferson County Tax	1,166,666.66	1,166,667	(1)	0.00%	-	1,166,667	2,000,000	833,333
896,539	883,529	13,010	1.47%	717,019	179,520	4089999998 TOTAL TAX REVENUES	7,018,175	6,184,706	833,469	13.48%	5,738,560	446,146	10,602,353	3,584,177
3,507	-	3,507	0.00%	-	3,507	4099900001 Local Share Grant Revenues	3,507	-	3,507	100.00%	-	-	-	(3,507)
3,507	-	3,507	0.00%	-	3,507	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	3,507	-	3,507	100.00%	-	-	-	(3,507)
500,000	500,000	-	0.00%	555,060	(55,060)	4139900001 FTA Reimbursements - Preventative Mtn.	3,500,000.00	3,500,000	-	0.00%	3,885,422	(385,422)	6,000,000	2,500,000
255,664	255,664	-	0.00%	508,840	(253,176)	4139900003 FTA Reimbursements - Pass Thru Funding	1,924,367.00	1,924,367	-	0.00%	2,839,631	(915,264)	1,924,367	-
-	-	-	0.00%	-	-	4139900005 FTA Reimbursements-ADA	2,560.00	-	2,560	0.00%	-	-	-	(2,560)
9,000	4,500	4,500	100.00%	79,000	(70,000)	4139900006 FTA Reimbursements - PROJ. ADMIN	119,962.00	85,500	34,462	40.31%	191,973	(106,473)	108,000	(11,962)
113,376	-	113,376	0.00%	-	113,376	4139900008 FTA Reimbursements - TDP	487,570.00	-	487,570	0.00%	724,644	(724,644)	-	(487,570)
878,040	760,164	117,876	15.51%	1,142,900	(264,860)	4139999998 TOTAL FEDERAL GRANT REVENUES	6,034,459	5,509,867	524,592	9.52%	7,641,670	(2,131,803)	8,032,367	1,997,908
2,803,767	2,680,504	123,263	4.60%	3,297,507	(493,741)	4139999999 TOTAL OPERATING REVENUE	20,783,414	18,952,246	1,831,168	9.66%	23,571,713	(4,619,467)	31,076,446	15,587,418
132,050	399,176	(267,126)	-66.92%	19,855	112,195	4140000002 FTA Reimbursements - Capital	698,481.00	2,510,315	(1,811,834)	-72.18%	4,738,183	(2,227,869)	4,506,197	3,807,716
180,000	180,000	-	0.00%	158,708	21,292	4140000003 Capital Revenue - City of Birmingham	1,259,999.49	1,260,000	(1)	0.00%	1,110,953	149,047	2,160,000	1,905,614
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	5,883.50	5,884	-	0.00%	5,932	(48)	10,086	4,202
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	6,618.92	6,619	-	0.00%	6,643	(24)	11,347	4,728
823	823	(0)	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	5,760.91	5,761	(1)	0.00%	5,732	29	9,876	4,115
1,401	1,401	-	0.00%	1,394	6	4140000008 Capital Revenue - City of Midfield	9,805.85	9,806	0	0.00%	9,760	45	16,810	7,004
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	24,637.06	24,637	-	0.00%	24,583	54	42,235	17,598
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	8,702.61	8,703	-	0.00%	8,704	(1)	14,919	6,216
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	1,961.19	1,961	-	0.00%	1,907	54	3,362	1,401
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	50,744.96	50,745	0	0.00%	50,670	75	86,991	36,246
328,352	595,479	(267,126)	-44.86%	194,839	133,513	4149999999 TOTAL CAPITAL REVENUES	2,072,595	3,884,430	(1,811,834)	-46.64%	5,963,067	(2,078,638)	6,861,822	5,794,840
3,132,119	3,275,982	(143,864)	-4.39%	3,492,346	(360,227)	4999999999 TOTAL REVENUES	22,856,010	22,836,676	19,334	0.08%	29,534,781	(6,698,105)	37,938,268	21,382,259
608,901	577,867	31,034	5.37%	568,021	40,880	5010100001 Operator's Salaries	4,110,355.84	4,045,071	65,285	1.61%	3,955,191	89,880	6,934,408.00	2,824,052
673,551	598,674	74,877	12.51%	562,627	110,924	5010200001 Other Salaries	4,325,887.49	4,159,814	166,074	3.99%	4,064,016	95,798	7,153,116.00	2,827,229
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	15,541	(15,541)	-	-
1,282,453	1,176,541	105,911	9.00%	1,130,648	151,804	5019999999 TOTAL LABOR	8,436,243	8,204,885	231,358	2.82%	8,034,749	170,136	14,087,524	5,651,281
83,232	94,452	(11,220)	-11.88%	77,061	6,171	5020103001 Employer FICA Tax (OASDI)	570,296.37	661,163	(90,867)	-13.74%	553,390	107,774	1,133,423.00	563,127
18,224	21,585	(3,361)	-15.57%	16,465	1,758	5020200001 Pension Expense	138,400.69	151,092	(12,691)	-8.40%	123,254	27,838	259,015.00	120,614
(54,040)	142,509	(196,548)	-137.92%	325,757	(379,797)	5020203002 Regular Retirement	(322,606.21)	997,562	(1,320,168)	-132.34%	2,384,175	(1,386,614)	1,710,106.00	2,032,712
423,106	385,340	37,766	9.80%	426,076	(2,970)	5020303001 Health Insurance	2,911,024.55	2,697,381	213,643	7.92%	2,614,962	82,429	4,624,082.00	1,713,057
11,962	6,828	5,134	75.19%	2,528	9,435	5020417601 Unemployment Taxes	25,646.96	47,797	(22,150)	-46.34%	55,242	81,937.00	56,290	56,290
9,350	7,590	1,760	23.19%	6,895	2,455	5020503001 Life Insurance	54,333.07	53,127	1,206	2.27%	46,909	6,218	91,075.00	36,742

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
April 30, 2018

Apr-18 Actual	Apr-18 Budget	Apr-18 \$ Variance	Apr-18 % Variance	Apr-17 Actual	CY vs PY \$ Variance	Title	Apr-18 Actual	Apr-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
69,481	56,258	13,223	23.50%	55,502	13,979	5020803001 Worker's Compensation Insurance	378,054.38	393,806	(15,751)	-4.00%	313,721	80,085	675,096.00	297,042
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	1,200.00	11,667	(10,467)	-89.71%	11,994	(327)	20,000.00	18,800
3,638	11,484	(7,846)	-68.32%	6,630	(2,992)	5021303001 Uniforms & Wearing Apparel	37,516.86	80,388	(42,871)	-53.33%	47,003	33,384	137,807.00	100,290
507	917	(410)	-44.71%	807	(300)	5021400001 Employee Wellness	3,547.95	6,417	(2,869)	-44.71%	5,648	769	11,000.00	7,452
57	269	(212)	-78.96%	123	(66)	5021403002 Employee Licenses	621.00	1,880	(1,259)	-66.97%	1,143	738	3,223.00	2,602
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	9,270.00	9,270
2,195	773	1,422	184.09%	1,389	805	5021400004 Tool Allowance	5,154.72	5,408	(253)	-4.67%	5,837	(430)	150,000	144,845
-	12,500	(12,500)	-100.00%	64,975	(64,975)	5021400005 General Contingency	-	87,500	(87,500)	-100.00%	76,251	11,249	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
567,710	742,169	(174,459)	-23.51%	984,208	(416,498)	5029999999 TOTAL FRINGE BENEFITS	3,803,190	5,195,186	(1,391,996)	-26.79%	6,186,832	(991,645)	8,906,034	5,102,844
-	417	(417)	-100.00%	-	-	5030200001 Promotional Advertising	2,500.00	2,917	(417)	-14.29%	4,500	(1,583)	5,000.00	2,500
43,851	35,854	7,997	22.30%	56,641	(12,790)	5030300001 Legal Services	293,124.24	250,979	42,145	16.79%	209,541	41,438	430,250.00	137,126
-	12,500	(12,500)	-100.00%	-	-	5030300002 Architect & Engineering Services	35,900.19	87,500	(51,600)	-58.97%	-	87,500	150,000.00	114,100
(3,273)	1,404	(4,677)	-333.16%	332	(3,605)	5030300003 Software Technical Support	11,614.95	9,826	1,789	18.20%	3,317	6,510	16,845.00	5,230
4,216	2,500	1,716	68.64%	2,419	1,797	5030300004 Medical Services	18,524.25	17,500	1,024	5.85%	15,093	2,407	30,000.00	11,476
-	1,208	(1,208)	-100.00%	1,672	(1,672)	5030300005 Human Resources Services	9,706.75	8,458	1,248	14.76%	5,268	3,190	14,500.00	4,793
30,185	15,417	14,769	95.80%	9,107	21,078	5030300006 Computer & Data Services	160,333.74	107,917	52,417	48.57%	100,137	7,780	185,000.00	24,666
35,966	51,250	(15,284)	-29.82%	17,216	18,750	5030300007 Professional & Technical Services	354,611.84	358,750	(4,138)	-1.15%	727,690	(368,940)	615,000.00	260,388
-	12,500	(12,500)	-100.00%	-	-	5030300008 Marketing Consulting	4,800.00	87,500	(82,700)	-94.51%	22,344	65,156	150,000.00	145,200
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	14,000.00	14,000	-	0.00%	14,000	-	24,000.00	10,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	3,500	(3,500)	-100.00%	1,180	2,320	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	72,912.00	72,917	(5)	-0.01%	72,912	5	125,000.00	52,088
-	-	-	0.00%	650	(650)	5030317612 Legal Travel	2,416.59	-	2,417	0.00%	15,030	(15,030)	0.00	(2,417)
148	2,965	(2,818)	-95.02%	107	41	5030500001 Vehicle Cleaning	20,000.01	20,757	(757)	-3.65%	7,142	13,615	35,584.00	15,584
3,250	6,167	(2,917)	-47.30%	-	3,250	5030500003 Landscape Maintenance	22,750.00	43,167	(20,417)	-47.30%	-	43,167	74,000.00	51,250
12,916	4,292	8,624	200.95%	332	12,584	5030500004 Building Maintenance Contracts	157,802.30	30,042	127,761	425.28%	2,001	28,041	51,500.00	(106,302)
-	13,438	(13,438)	-100.00%	-	-	5030600001 Janitorial Services	99,426.28	94,065	5,361	5.70%	94,065	161,255.00	61,829	61,829
97,612	59,583	38,029	63.82%	33,881	63,731	5030703001 Security Services	479,304.74	417,083	62,221	14.92%	254,029	163,054	715,000.00	235,695
8,922	25,454	(16,532)	-64.95%	13,030	(4,108)	5039903001 Vehicle Maintenance - External	124,237.49	178,179	(53,942)	-30.27%	143,081	35,098	305,450.00	181,213
3,300	5,493	(2,193)	-39.92%	5,395	(2,095)	5039903002 Vehicle Towing	20,945.00	38,448	(17,503)	-45.52%	36,170	2,278	65,910.00	44,965
9,491	9,462	29	0.31%	4,150	5,342	5039900003 Equipment Maintenance - Labor	68,280.28	66,235	2,045	3.09%	49,715	16,520	113,546.00	45,266
-	3,417	(3,417)	-100.00%	7,500	(7,500)	5039900004 Advertising Install/Removal Service	7,000.00	23,917	(16,917)	-70.73%	15,000	8,917	41,000.00	34,000
9,519	3,884	5,636	145.12%	7,585	1,934	5039903005 Printing & Copying External	20,511.99	27,185	(6,673)	-24.55%	26,896	289	46,603.00	26,091
2,883	3,433	(551)	-16.04%	3,055	(173)	5039900006 Waste Oil Removal	16,078.27	24,033	(7,955)	-33.10%	17,850	6,184	41,200.00	25,122
16,103	6,898	9,206	133.45%	11,620	4,483	5039900007 Other Contracted Services	125,846.45	48,285	77,561	160.63%	50,258	(1,973)	82,775.00	(43,071)
3,358	7,537	(4,179)	-55.45%	2,972	386	5039900008 Radio & Communication Maintenance	23,274.33	52,761	(29,487)	-55.89%	47,422	5,339	90,448.00	67,174
290,864	297,989	(7,125)	-2.39%	190,079	100,785	5039999999 TOTAL SERVICES	2,165,902	2,085,922	79,980	3.83%	1,840,574	245,348	3,575,866	1,409,964
23,804	24,167	(362)	-1.50%	18,820	4,984	5040103001 Fuel & Lubricants - Diesel	163,481.69	169,167	(5,685)	-3.36%	132,089	37,078	290,000	126,518
55,040	79,167	(24,126)	-30.48%	75,665	(20,625)	5040103002 Fuel & Lubricants - CNG	450,686.68	554,167	(103,480)	-18.67%	531,186	22,981	950,000	499,313
25	833	(808)	-96.94%	175	(150)	5040103103 Fuel & Lubricants - Unleaded - VIP	305.10	5,833	(5,528)	-94.77%	2,098	3,736	10,000	9,695
28,077	29,441	(1,364)	-4.63%	29,999	(1,922)	5040200001 Tires & Tubes	210,373.55	206,086	4,288	2.08%	188,012	18,074	353,290	142,916
562	3,155	(2,593)	-82.19%	787	(225)	5049900001 Printing Supplies	7,732.73	22,088	(14,355)	-64.99%	8,395	13,693	37,865	30,132
2,074	2,747	(673)	-24.49%	1,792	283	5049900002 General Office Supplies	25,535.42	19,231	6,305	32.78%	15,258	3,973	32,967	7,432
277,960	228,058	49,902	21.88%	108,609	169,352	5049900003 Equip. Repair Parts & Material	1,380,728.22	1,596,407	(215,678)	-13.51%	1,211,297	385,109	2,736,697	1,355,969
7,258	5,579	1,679	30.09%	5,589	1,669	5049900004 Janitorial & Building Supplies	58,333.83	39,054	19,280	49.37%	24,698	14,356	66,950	8,616
2,971	2,308	663	28.74%	(1,732)	4,703	5049900006 Minor Equipment	19,925.70	16,154	3,772	23.35%	22,733	(6,580)	27,692	7,766
45	76	(31)	-40.44%	-	45	5049900007 Medical Supplies	247.99	529	(281)	-53.08%	32	496	906	658
20,637	21,256	(619)	-2.91%	21,187	(550)	5049900008 Shelter Maintenance	150,351.30	148,793	1,558	1.05%	170,447	(21,653)	255,074	104,723
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	64	(64)	100.00%	56	8	110	-
18,155	31,250	(13,095)	-41.90%	6,433	11,721	5049900010 Internal Sponsored Functions	123,874.61	89,572	34,303	38.30%	48,978	40,594	95,825	(28,050)
5,296	6,833	(1,538)	-22.50%	8,796	(3,500)	5049900011 Cleaning Supplies	46,987.45	47,833	(846)	-1.77%	49,914	(2,081)	82,000	35,013
(42,685)	-	(42,685)	0.00%	52,655	(95,340)	5049905103 Inventory Adjustments	(90,606.51)	-	(90,607)	0.00%	18,458	(18,458)	-	90,607
399,220	434,879	(35,658)	-8.20%	328,774	70,446	5049999999 TOTAL MATERIALS & SUPPLIES	2,547,958	2,914,976	(367,019)	-12.59%	2,423,651	491,326	4,939,376	2,391,308
40,551	31,563	8,988	28.48%	29,189	11,363	5050203001 Electric	300,491.85	220,938	79,554	36.01%	194,227	26,710	378,750	78,258
2,508	7,226	(4,718)	-65.29%	5,322	(2,814)	5050203002 Water & Sewer	33,558.38	50,581	(17,023)	-33.65%	29,552	21,030	86,711	53,153
5,059	4,025	1,034	25.69%	2,741	2,318	5050203003 Trash, Garbage & Waste Removal	36,245.37	28,174	8,072	28.65%	16,780	11,394	48,298	12,053
3,832	2,917	915	31.38%	-	3,832	5050203004 Heating	28,416.41	20,417	8,000	39.18%	14,606	5,810	35,000	6,584
18,747	14,712	4,034	27.42%	25,303	(6,556)	5050203005 Telecommunications	146,410.25	102,986	43,424	42.16%	131,322	(28,335)	176,548	30,138
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	539.10	233	306	131.07%	-	233	400	(139)
70,697	60,476	10,221	16.90%	62,554	8,142	5059999999 TOTAL UTILITIES	545,661	423,329	122,332	28.90%	386,487	36,842	725,707	180,046

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
April 30, 2018

Apr-18 Actual	Apr-18 Budget	Apr-18 \$ Variance	Apr-18 % Variance	Apr-17 Actual	CY vs PY \$ Variance	Title	Apr-18 Actual	Apr-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
16,299	40,432	(24,133)	-59.69%	15,722	577	5060100001 Insurance - Property & Liability	113,582.90	283,023	(169,441)	-59.87%	104,955	178,068	485,183	371,600
3,493	3,148	345	10.95%	3,369	124	5060100002 Insurance - Public Officials	24,339.18	22,035	2,304	10.45%	22,490	(455)	37,775	13,436
96,628	115,316	(18,688)	-16.21%	93,207	3,421	5060103003 Insurance - Vehicle	673,384.37	807,210	(133,826)	-16.58%	622,236	184,974	1,383,789	710,405
(18,507)	-	(18,507)	0.00%	(7,805)	(10,702)	5060203001 Insurance Proceeds	(41,603.41)	-	(41,603)	0.00%	(64,967)	64,967	-	41,603
27,563	28,506	(944)	-3.31%	-	27,563	5060416501 Property Damage Settlements	154,738.21	199,544	(44,806)	-22.45%	247,138	(47,594)	342,076	187,338
125,474	187,402	(61,927)	-33.05%	104,492	20,983	5069999999 TOTAL CASUALTY & LIABILITY COST	924,441	1,311,813	(387,372)	-29.53%	931,853	379,960	2,248,823	1,324,382
5,750	4,117	1,633	39.66%	4,265	1,486	5090100001 Dues & Subscriptions	32,388.69	28,821	3,568	12.38%	29,475	(654)	49,407	17,018
(100)	7,904	(8,004)	-101.27%	(199)	99	5090200001 Travel	79,685.72	55,326	24,359	44.03%	50,199	5,128	94,845	15,159
(598)	3,226	(3,824)	-118.52%	2,575	(3,172)	5090200002 Per Diem	25,184.03	22,584	2,600	11.51%	14,228	8,355	38,715	13,531
4,678	9,741	(5,064)	-51.98%	14,559	(9,882)	5090200003 Meetings, Seminars & Traning	107,049.88	68,190	38,860	56.99%	94,827	(26,637)	116,897	9,847
27,361	31,250	(3,889)	-12.45%	124,974	(97,613)	5090218105 Planning Activities	193,363.17	218,750	(25,387)	-11.61%	1,166,128	(947,378)	375,000	181,637
-	8	(8)	-100.00%	-	-	5090600001 Fines & Penalties	218.79	58	160	275.22%	-	58	100	(119)
343	2,708	(2,366)	-87.34%	263	80	5090800001 Legal Advertising	9,973.35	18,958	(8,985)	-47.39%	2,381	16,578	32,500	22,527
11,722	30,833	(19,111)	-61.98%	7,880	3,842	5090800002 Media Advertising	69,803.65	215,833	(146,030)	-67.66%	16,209	199,624	370,000	300,196
451	512	(61)	-11.87%	299	152	5099900001 Postage & Courier Service	3,036.50	3,583	(547)	-15.26%	3,185	398	6,143	3,107
-	29	(29)	-100.00%	15	(15)	5099900002 Other Miscellaneous	145.03	204	(59)	-28.95%	449	(245)	350	205
-	2,667	(2,667)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	10,993.06	18,667	(7,674)	-41.11%	12,529	6,138	32,000	21,007
-	292	(292)	-100.00%	102	(102)	5099900004 Interview Expenses	168.99	2,042	(1,873)	-91.72%	129	1,913	3,500	3,331
173	113	60	53.56%	115	58	5099901105 Fees & Permits	338.25	788	(449)	-57.05%	1,043	(256)	1,350	1,012
(1,266)	7,083	(8,350)	-117.88%	23,901	(25,168)	5099900006 Community Outreach	72,936.04	49,583	23,353	47.10%	66,903	(17,320)	85,000	12,064
-	-	-	0.00%	-	-	5099900007 Bad Debt	518.00	-	518	0.00%	-	-	-	(518)
-	-	-	0.00%	-	-	5099900008 RPC NTD Data	75,000.00	75,000	-	0.00%	75,000	-	75,000	-
-	4,167	(4,167)	-100.00%	1,810	(1,810)	5099900009 Moving Expenses	14,831.27	29,167	(14,335)	-49.15%	13,528	15,638	50,000	35,169
48,514	104,651	(56,137)	-53.64%	180,559	(132,045)	5099999999 TOTAL MISCELLANEOUS EXPENSES	695,634	807,554	(111,920)	-13.86%	1,546,213	(738,659)	1,330,807	635,173
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
3,681	1,660	2,021	121.76%	5,071	(1,391)	5121200001 Leases & Rentals	37,786.00	11,618	26,168	225.25%	41,910	(30,293)	19,916	(17,870)
3,681	1,660	2,021	121.76%	5,071	(1,391)	5129900099 TOTAL LEASES & RENTALS	37,786	11,618	26,168	225.25%	41,910	(30,293)	19,916	(17,870)
303,517	303,517	-	0.00%	270,456	33,061	5130000001 Depreciation Expense	2,153,010	2,153,010	-	0.00%	1,810,261	342,749	2,153,010	-
303,517	303,517	-	0.00%	270,456	33,061	5139900099 TOTAL DEPRECIATION EXPENSE	2,153,010	2,153,010	-	0.00%	1,810,261	342,749	2,153,010	-
271,307	271,307	-	0.00%	508,841	(237,534)	5160000001 Pass Thru Funding Expense	1,940,007	1,940,007	-	0.00%	2,839,632	(899,625)	1,940,007	-
271,307	271,307	-	0.00%	508,841	(237,534)	5169900099 TOTAL OTHER RECONCILING ITEM	1,940,007	1,940,007	-	0.00%	2,839,632	(899,625)	1,940,007	-
3,363,436	3,580,590	(217,154)	-6.06%	3,765,682	(402,247)	9999999997 TOTAL EXPENSES	23,249,833	25,048,301	(1,798,469)	-7.18%	26,042,161	(993,859)	39,927,070	16,677,127
(231,317)	(304,607)	73,291	-24.06%	(273,336)	42,019	9999999998 NET DIFFERENCE	(393,823)	(2,211,625)	1,817,802	-82.19%	3,492,620	(5,704,245)	(1,988,801)	4,705,132

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
Summary Revenue & Expense Report
YTD APRIL 2018

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	1,207,457	1,255,237	(47,780)	2,151,835	944,378
Municipal Services	10,189,217	9,625,439	563,778	16,500,752	6,311,535
Other Revenues	273,040	228,370	44,670	391,492	118,452
Tax Revenues	1,166,667	1,166,667	(0)	2,000,000	833,333
Capital Revenues	1,374,115	1,374,115	(0)	2,355,625	981,511
FTA Reimbursements - Project Admin	119,962	85,500	34,462	108,000	(11,962)
Federal and Local Grant Revenues	5,368,655	7,176,981	(1,808,326)	12,506,197	7,137,542
Total Operating Revenues	19,699,112	20,912,309	(1,213,197)	36,013,901	16,314,789
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	1,924,367	1,924,367	0	1,924,367	0
FTA Reimbursements - ADA & TDP	490,130	0	490,130	0	(490,130)
CNG ALT. Fuel Reimbursements -	742,401	0	742,401	0	(742,401)
Total Non-Budget Revenues	3,156,898	1,924,367	1,232,531	1,924,367	(1,232,531)
Total Revenues	22,856,010	22,836,676	19,334	37,938,268	15,082,258
Expenses:					
Labor	8,436,243	8,204,885	231,358	14,087,524	5,651,281
Fringe Benefits	3,803,190	5,195,186	(1,391,996)	8,906,034	5,102,844
Services	2,165,902	2,085,922	79,980	3,575,866	1,409,964
Materials & Supplies	2,547,958	2,914,976	(367,019)	4,939,376	2,391,418
Utilities	545,661	423,329	122,332	725,707	180,046
Casualty & Liability Costs	924,441	1,311,813	(387,372)	2,248,823	1,324,382
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	695,634	807,554	(111,920)	1,330,807	635,173
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	37,786	11,618	26,168	19,916	(17,870)
Total Expenses	19,156,816	20,955,285	(1,798,469)	35,834,053	16,677,237
Non-Budget Expenses:					
Depreciation Expense	2,153,010	2,153,010	0	2,153,010	0
Pass Thru Funding Expense	1,940,007	1,940,007	0	1,940,007	0
Total Non-Budget Expenses	4,093,017	4,093,017	0	4,093,017	0
Total Expenses	23,249,833	25,048,301	(1,798,469)	39,927,070	16,677,237
Net Difference	(393,823)	(2,211,625)	1,817,802	(1,988,801)	(1,594,979)

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	19,699,112	20,912,309	(1,213,197)	36,013,901	16,314,789
Total Operating Expenses	19,156,816	20,955,285	(1,798,469)	35,834,053	16,677,237
Net Operating Profit/(Loss)	542,296	(42,976)	585,272	179,848	(362,448)
Total Non-Budget Revenues	3,156,898	1,924,367	1,232,531	1,924,367	(1,232,531)
Total Non-Budget Expenses	4,093,017	4,093,017	0	4,093,017	0
Total Non-Budget Profit/(Loss)	(936,119)	(2,168,650)	1,232,531	(2,168,650)	(1,232,531)
Net Profit/(Loss)	(393,823)	(2,211,625)	1,817,802	(1,988,801)	(1,594,979)

Birmingham-Jefferson County Transit Authority
Accounts Receivable Balances
As of April 30, 2018

Advertising	\$ 48,472	current
Pass/Ticket Sales	\$ 10,549	\$169 over 90. \$9343 over 60. \$1024 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid FY18 contract amount in November
Birmingham	\$ 900,000	Sent quarterly bill out for April-June 2018-have not received
Federal	\$ 3,500,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 183,666	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		Received in January
Homewood	\$ -	Received payment for 2nd and 3rd quarter.
Vestavia Hills	\$ -	Billed for FY18 Services. -Paid
Mtn Brook Ad Valorem		Received in January
Tarrant Ad Valorem		Received in January
Birmingham Ad Valorem		Received in January
Bessemer	\$ -	Received Apr-June 2018 payment for services
Midfield	\$ 11,341	Owes for March Services
Jefferson County Tax	\$ 1,166,667	should be receiving these funds by fiscal year end.
Centerpoint	\$ -	Received Apr-June 2018 payment for services
Blue Cross Blue Shield	\$ -	Received payment to clear account. Next step is to close the MM acct. After Board approval
Alternative Fuel/Other	\$ 837,781	See Below
Employee	\$ 207	
Board	\$ 390	
	<u>\$ 6,659,072</u>	
Breakdown of A/R Other/Alt Fuel		
BBVA Compass	\$ 246	due back from BBVA Compass-hotel on S Culpepper
Interest on Account	\$ 6,360	Interest-Current
		CNG manual billing. \$23.54 over 90; \$262.84 over 60; \$70,061.02 over 30. Remainder current. Have contacted
CNG Billing	\$ 73,789	Waste Management for payment status
Greyhound Rent	\$ 9,710	21st-May in May.
Strada	\$ 275.26	sent invoice to vendor for hotel billing @Board Retreat
CNG Reimbursement from IRS	\$ 742,401	sent in IRS paperwork on 3/30 for 2017 CNG reimbursement. Should receive ck around end of June
Cumulus Media Advertising	\$ 5,000	sent W9 to set us up as vendor. Should be receiving refund in May
	\$ -	
	<u>\$ 837,781</u>	

Birmingham-Jefferson County Transit Authority
Accounts Receivable Write Offs
As of April 30, 2018

BJCTA
Financial & Investing Report
As of April 30, 2018

	Balance @ 4/30/2018	Balance @ 3/31/2018	Balance @ 2/28/2018	Balance @ 1/31/2018	Balance @ 12/31/2017	Balance @ 11/30/2017
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	1,309,488	1,141,220	962,581	780,139	612,230	1,447,250
Cash - Payroll - BBVA Compass	10,000	10,000	379,229	376,990	10,000	10,000
Cash - Operating - BBVA Compass	6,333,768	8,440,036	8,285,971	5,410,808	2,032,903	3,368,159
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	3	200	163	138	65	172
Petty Cash - Central Station	11	15	156	66	150	107
Total Cash Accounts	7,863,270	9,801,471	9,838,101	6,778,142	2,865,348	5,035,688
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	7,863,270	9,801,471	9,838,101	6,778,142	2,865,348	5,035,688
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	1,301,318	1,227,589	1,340,941	1,397,553	2,668,093	964,353
Accrued Payroll	432,219	270,386	540,455	539,448	586,394	483,895
Payroll Taxes	73,190	88,075	82,257	80,880	85,899	79,871
Other W/H Payable	(12,674)	2,507	(9,176)	6,827	7,505	5,805
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	1,794,052	1,588,557	1,954,477	2,024,708	3,347,891	1,533,925
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of April 30, 2018

	Balances
Total Cash & Investments	7,863,270.48
Less: Short-Term Payables	(1,794,052.30)
Un-encumbered Cash & Investments @4/30/18	6,069,218.18
Required Three Month Operating Expense Reserve**	5,382,156.90
Cash Over/(Under) Reserve Requirement	<u>687,061.28</u>

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

BJCTA
Commission Revenue Trend
As of April 30, 2018

	FY15	FY16	FY17	FY18
Commission Revenue	32,427	34,373	31,018	134,297
Total Commission Revenue	32,427	34,373	31,018	134,297

BJCTA
CNG Revenue
As of April 30, 2018

	FY15	FY16	FY17	FY18
Revenue	183,039	293,936	477,108	376,799
Gallons	91,519	146,968	238,534	188,399

BJCTA - Employee Overtime Report - April 2018

Department	Department Code	OT Hrs. APR/17	OT APR/17	OT Hrs. APR/18	OT APR/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01122	12.25	\$ 78.23	32.59	\$ 366.44	54.57	\$ 552.57
VIP Admin	01130		\$ -		\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	484.29	\$ 5,173.02	529.47	\$ 5,876.23	3394.33	\$ 37,164.56
VIP Dispatch	01230/01232	28.42	\$ 298.55	86.07	\$ 866.76	576.50	\$ 5,836.49
VIP Call Center	02115/02130	94.24	\$ 582.94	11.24	\$ 91.20	104.69	\$ 741.63
Fixed Route Ops	03025	2673.59	\$ 21,801.23	2480.30	\$ 22,199.06	16514.69	\$ 146,127.03
VIP Ops	03135	1056.36	\$ 7,184.25	833.03	\$ 6,157.18	6928.48	\$ 50,926.40
Maint Admin	04140/04142	48.56	\$ 399.76	31.56	\$ 253.40	329.28	\$ 3,054.19
Facilities Admin	04250		\$ -		\$ -	0.00	\$ -
Maint	05145/05146	547.76	\$ 4,037.54	316.79	\$ 2,419.37	3147.71	\$ 23,991.21
Maint - Inspection	06145/06146/06148	772.16	\$ 9,874.60	367.15	\$ 3,962.73	2826.41	\$ 30,441.62
Facilities	12350	87.12	\$ 547.39	89.12	\$ 654.79	333.12	\$ 2,381.15
Money Room	15125	9.46	\$ 65.34	18.31	\$ 147.36	141.07	\$ 1,133.54
Customer Service	16215/75/76/90/91	110.91	\$ 849.60	201.39	\$ 1,565.14	1243.04	\$ 9,784.47
Safety	16615/85	158.39	\$ 1,818.79	189.01	\$ 2,132.88	1027.28	\$ 11,737.81
Admin & Risk	16715	13.26	\$ 86.33	4.24	\$ 37.25	71.77	\$ 548.73
IT	17015/10	24.05	\$ 177.75	48.04	\$ 395.07	251.81	\$ 2,364.81
Finance	17165/17865	4.46	\$ 44.79	29.17	\$ 301.18	258.46	\$ 2,473.55
Procurement/Grants	17965/80 & 17265/80		\$ -	6.38	\$ 72.25	40.79	\$ 464.66
Executive	17610	29.5	\$ 304.36	11.39	\$ 89.91	599.55	\$ 5,532.87
Planning	17755	6.03	\$ 58.84		\$ -	41.16	\$ 408.57
Totals		6160.81	\$ 53,383.31	5285.25	\$ 47,588.20	38076.71	\$336,878.28

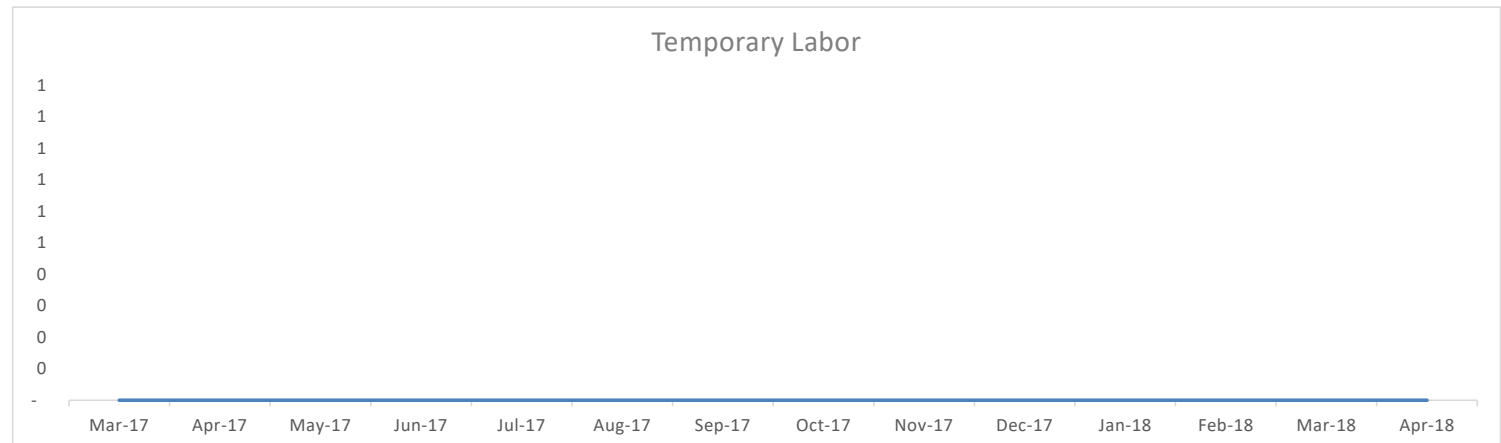
Findings : April 2018 overtime is 14% lower compared to April 2017.

PARATRANSIT COST
PER RIDERSHIP TREND
AS OF MARCH 2018

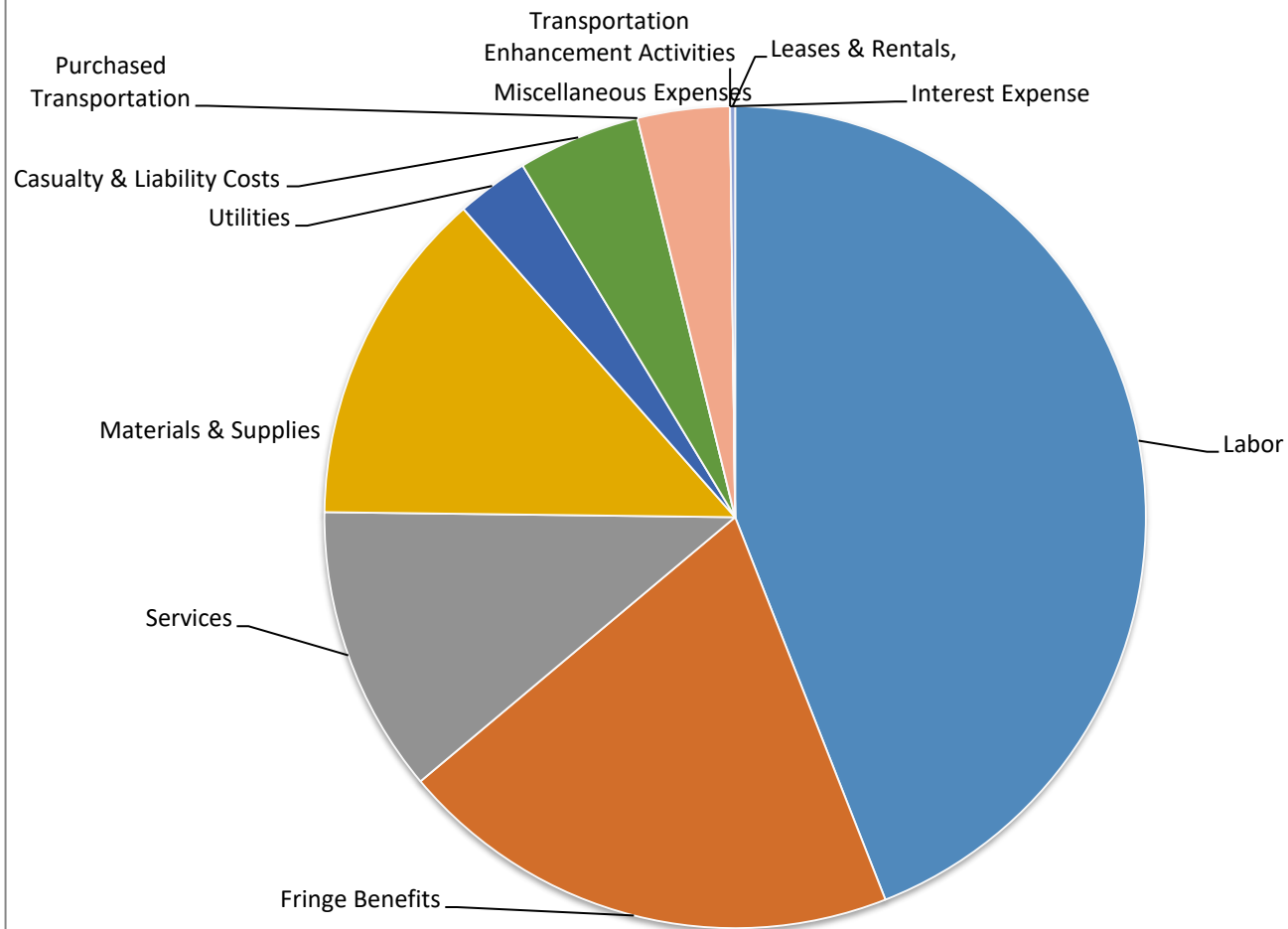
	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18
Paratransit Service Costs	369,375	388,928	376,805	387,045	454,923	367,261	406,928	285,410	407,311	406,928	371,090	343,634	311,856	357,632
Ridership	8,014	9,076	7,018	8,117	6,967	5,251	9,007	8,509	9,736	8,877	7,706	8,646	9,123	9,895
Paratransit Cost per Ridership	46.09	42.85	53.69	47.68	65.30	69.95	45.18	33.54	41.84	45.84	48.16	39.74	34.18	36.14

Temporary Labor
As of April

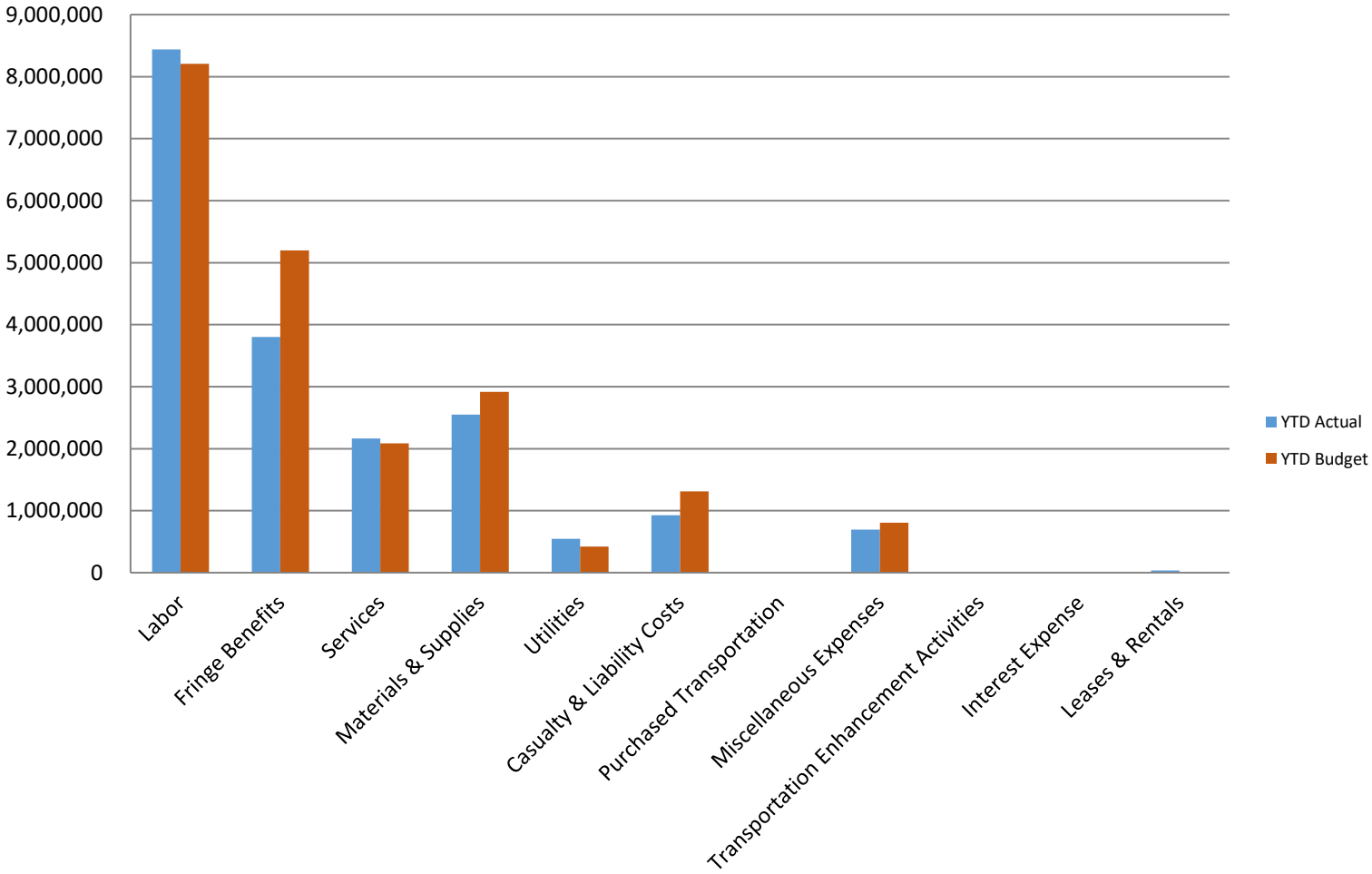
	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18
Temporary Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-



Consolidated Expenses by Function Code YTD April 2018



Consolidated Expenses by Function Code **Performance Against Budget** **YTD April 2018**



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p align="center">April 2018 Human Resources Report</p>	DATE: April 2018
	INITIATOR: Mrs. Deirdre Byrd Interim 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: 15 – 10 Bus Operators, 1 Facilities Technician, 1 Bus Shop Cleaner, and 3 Building Custodians
 Terminations: 1 Termination (Building Custodian) and 2 Resignations (Bus Operators)
 Occupancy Rate: 94% (326 Current Employees out of 348 Total Budgeted Positions)
 Job Fairs: 4/10/18 – Housing Authority Birmingham District “Employment and Community Resource Fair”
 4/19/18 – Lawson State Community College – “Career and Resource Fair”
 4/26/18 – Department of Human Resources – “Ready, Aim, Hire Job and Resource Fair”

Labor Relations:

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

FMLA/Medical Leave:

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

Worker’s Compensation:

Total Claims: 2
 Current Claims @EOM: 2

Recruitment Initiatives:

Current Job Postings: Bus Operators (Fixed and Paratransit), Diesel Mechanics, Lead Customer Care Associate, Senior Transit Engineer, General Service, Facilities Technician, Director of Human Resources

Random/Post Offer Drug Testing

Random Selections (6) – Currently up-to-date
 Post-Accident DOT = 1, Pre-Employ DOT = 5

Meetings:

Executive Staff Meeting – Thursdays @ 10:30AM

Projects:

Handbook Revision (development phase)
 Union contract negotiations (planning phase)
 Benefits Broker (reviewing contract)
 Third Party FMLA vendor selection

Mrs. Deirdre F. Byrd

Mrs. Deirdre F. Byrd
Interim Director of Human Resources

Birmingham-Jefferson County Transit Authority STAFF SUMMARY AND COMMENTS

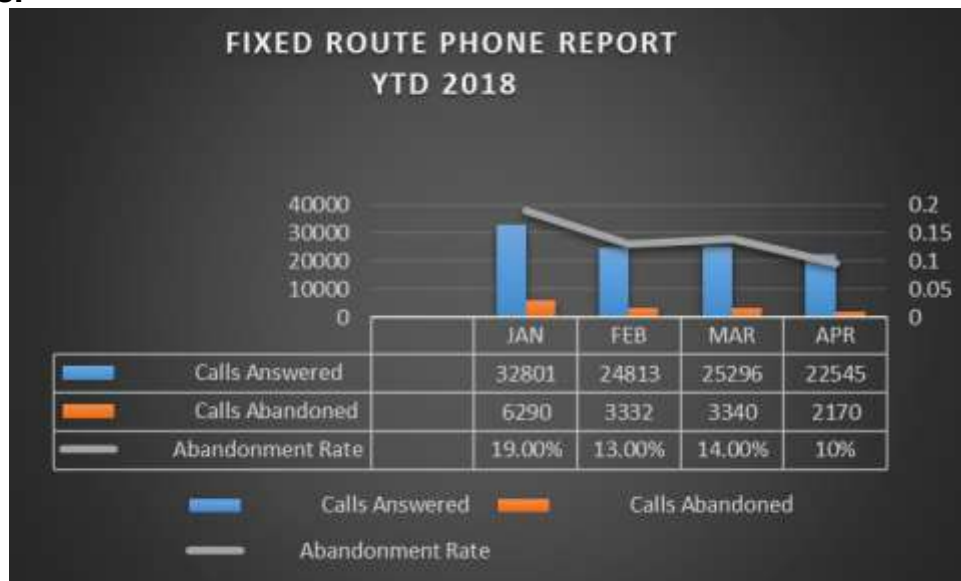
TITLE/DESCRIPTION:	DATE: April 2018
Customer Care & Marketing Report	INITIATOR: Myrna Pittman, Interim Director of Customer Care & Marketing

Customer Care Center Activities:

- Participated in “How To Ride Transit” training at New Life Christian Academy (Bessemer)
- Assisted TCAB with voter registration at Central Station on April 6th and 9th
- Worked with Alethea House during “Aid’s Awareness Campaign” at Central Station. Volunteers who were tested during the campaign received a MAX one day bus pass.

Statistics:

Call Centers:



****Abandonment goal: 10%**

Overall Service Level	January	February	March	April
Service Level Goal: Answer 70% of calls in 30 seconds	59%	59%	59%	73%

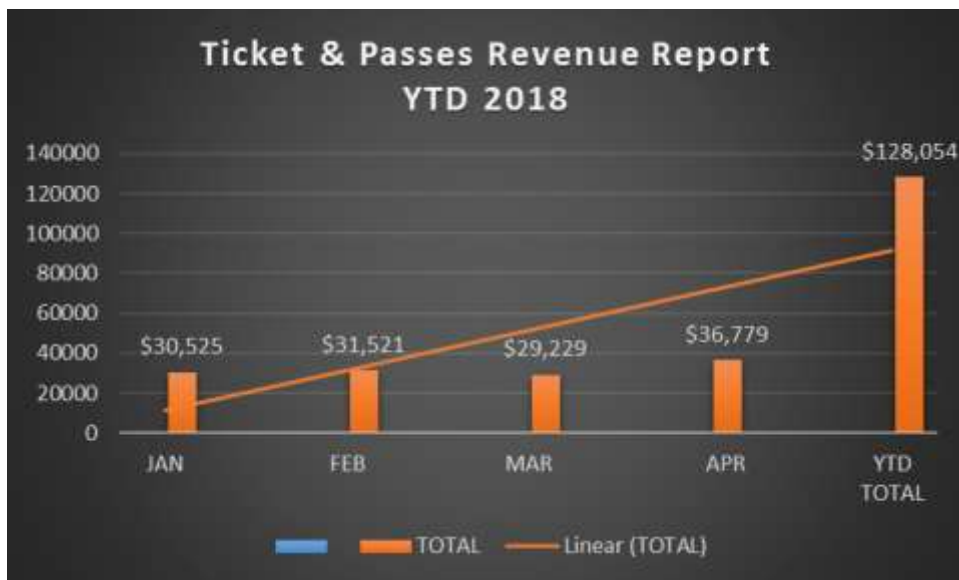
*



Abandonment goal: 10%

Overall Service Level	January	February	March	April
Service Level Goal: Answer 70% of calls in 30 seconds	64%	62%	64%	63%

Central Station:



- Totals indicate the sum for the sale of all tickets, passes and bus schedules.

Bracie Smith

Customer Care Supervisor

TITLE/DESCRIPTION:	DATE: April 2018
Marketing Report	

1.0 Purpose/Objective:

The Communications Department is responsible for the implementation of communications both internally and externally. The Director ensures that communications support is constantly being provided by his/her team and that the messages in the content stay consistent and accurately represent the goals and objectives of the organization. In addition, the Director manages the public relation aspect within BJCTA as well as; build and sustain a reputation for quality, reliability and customer satisfaction.

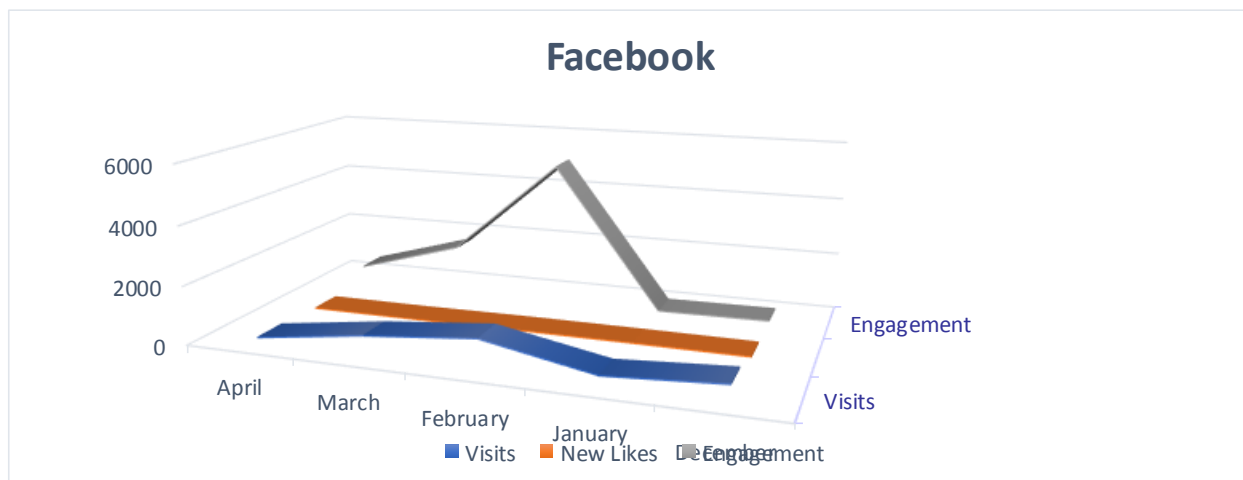
2.0 Completed Projects:

- The Communications team attended the Transit Citizens Advisory Board (TCAB) monthly meeting.
- Attended the Cajun Cook-off with marketing items & displayed the Magic City Connector bus.
- The Communications team worked with the Special Projects team, Safety department, and other departments to host the MAX Rodeo on April 8th.
- Attended Lawson State Community College's Resource Fair.
- Provided a tour of the Birmingham Intermodal Facility to the staff at the Greater Birmingham Convention & Visitor's Bureau.
- Attended Department of Human Resources Career & Resource Fair.
- Communications team had its monthly departmental strategic planning meeting in an effort to continue planning for the 2019 fiscal year.

3.0 Working Projects

- Updating marketing plan.
- Strategic work sessions planned to organize and focus department.
- Website improvements

April Digital Report for Facebook



- 123 visits to BJCTA Facebook page
- New Page Likes – 24
- Post Engagement Actions – 607 (shares, likes, comments)

Mikeshia T. Harvill

Marketing Specialist



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration and Management	RESOLUTION NO.: N/A
	Month: April 2018
	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 ten (10) active FTA grants. Four (4) of which are pass-through and the remaining six (6) are BJCTA designated grants.*

- Closed two grants ahead of schedule: FFY 2016 Flex Enhanced Mobility and FFY 2016 Section 5307 Preventative Maintenance.
- Executed a sub-recipient grant application for funding: FY 2017 Flex Enhanced Mobility for \$3,080,000 for ClasTran.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of March.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of April.

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

- Participated in and was a panel presenter for a small business workshop hosted by the Birmingham Airport Authority. **(Please see presentation attached).**
- Sent DBE certificate renewal notices to four vendors who were within thirty days of certificate expiration.
- Obtained an additional DBE vendor, Fine Printing. BJCTA now does has a total of fifteen (15) State of Alabama certified DBE vendors.

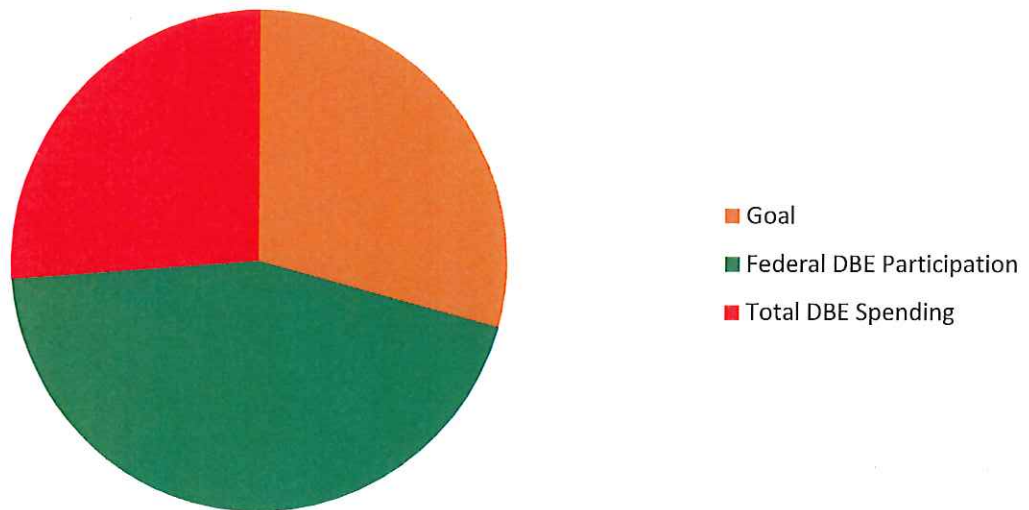
Other Activities:

- Received notice that BJCTA's August 2017 discretionary Section 5339 Bus & Bus Facilities application was awarded for \$3,600,000 in funding for the purchase of six additional fixed-route buses.
- Attended the Alabama Department for Economic and Community Affairs (ADECA) Awards Ceremony in which Governor Ivy presented the City of Birmingham \$50,000 to finance a healthy food market at the BJCTA Intermodal Facility.
- Approved for \$275,184 in Metropolitan Planning Organization (MPO) funding for the purchase of three para-transit buses that will be used for service expansion.
- Forwarded all FY 2017 Section 5310 applications to the Review Committee for consideration, of which six were selected for funding.

DBE Progress Report

- 4.2% DBE Participation in total spending (6 Alabama Certified DBE Vendors, \$92,713.90 out of \$2,213,950.06)
- 4.5% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$23,147 out of \$510,090)

Diverse Spending



****Federal DBE participation is down this month over last month by 11.5%.

Overall Progress

Month	Federal Spending	Total Spending
October	0.5%	12.6%
November	4.7%	11.9%
December	8.4%	8.2%
January	9%	6.5%
February	13.4%	9.1%
March	16%	9.4%
April	4.5%	4.2%
Fiscal Year Average	8.071%	8.842%

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	\$ 277,853.00	\$ -	\$ 277,853.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 230,059.00	\$ 230,059.00	\$ -
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 386,798.00	\$ 12,197.00	\$ 374,601.00
AL-2018-003	FFY2017 STPBH-Flex to Para-transit	04/2017	\$3,080,000	\$ 3,080,000.00	\$ 22,408.00	\$ 3,057,592.00
Total Pass-Through Grants			\$13,817,934	\$ 3,974,710.00	\$ 264,664.00	\$ 3,710,046.00
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	\$ 9,196.00	\$ -	\$ 9,196.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,064,505.00	\$ -	\$ 2,064,505.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 2,400.00	\$ 2,400.00	\$ -
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 19,974.00	\$ -	\$ 19,974.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,912	\$ 439,581.00	\$ 113,376.00	\$ 326,205.00
AL-2018-004	FFY 2017 Bus & Bus Facilities	01/2018	\$690,931	\$ 681,565.00	\$ 32,825.00	\$ 648,740.00
AL-2018-005	FFY 2017 Preventative Maintenance BJCTA	03/2018	\$7,134,241	\$ 7,134,241.00	\$ 96,825.00	\$ 7,037,416.00
AL-2018-006	FFY Section 5310 BJCTA Enhanced Mobility	03/2018	\$221,765	\$ 221,765.00	\$ -	\$ 221,765.00
Total BJCTA Grants			\$22,727,621	\$ 10,573,227.00	\$ 245,426.00	\$ 10,327,801.00
Combined Totals			\$36,545,555	\$ 14,547,937.00	\$ 510,090.00	\$ 14,037,847.00

DBE Opportunities through Grants



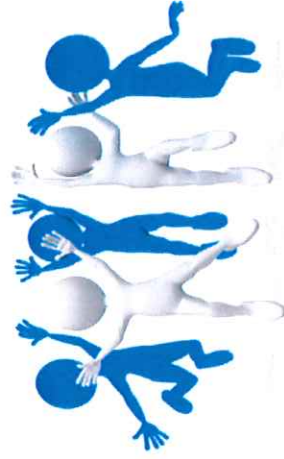
Max Transit DBE Goals

- ▶ The Federal Transit Administration (FTA) requires its grantee agencies to establish a Disadvantage Enterprise Program (DBE), and to develop a DBE spending goal that gives minority and women-owned companies a leveled playing field.
- ▶ Max Transit has a 10.5% federal DBE goal.
- ▶ Currently does business with fifteen (15) Alabama-certified DBE vendors.
 - ▶ Achieved 13.4% in February and 16% in March.



DBE Participation in Current Grant Projects

- ▲ Architecture & Engineering
- ▲ Professional Services
- ▲ Third-Party Transportation
- ▲ Cleaning Solutions
- ▲ Oil & Other Lubricants
- ▲ Bus Stop Design
- ▲ Audio-Visual
- ▲ Office Furniture



Types of Grant Projects by Funding Source

- ▶ **Section 5307 Preventative Maintenance**
 - ▶ Buses & other vehicles
 - ▶ Office Furniture
 - ▶ Miscellaneous Equipment (phone systems, computers, computer software, etc.)
 - ▶ Cleaning Solutions
- ▶ **Section 5339 Buses & Bus Facilities**
 - ▶ Security Equipment (cameras, security gates, fire alarms, etc.)
 - ▶ Maintenance Equipment (bus lifts & other tools)
- ▶ **Section 5310 Enhanced Mobility of Seniors & Individuals with Disabilities**
 - ▶ Defibrillators
 - ▶ Wheel chairs
 - ▶ Bus Signs & Bus Shelters



Up-coming Grants Projects

- ▲ Additional Fixed-Route Buses
 - ▲ Cleaning Solutions
 - ▲ Oil & Lubricants
- ▲ Security Cameras for Existing Fixed-route Buses
 - ▲ Equipment, Wiring & Installation
- ▲ Upgrade Fare Box Collection System (within two years)
- ▲ Wiring & Installation
- ▲ New Maintenance Facility (by 2021)
 - ▲ Architecture & Engineering
 - ▲ Landscaping
 - ▲ Window Cleaning
 - ▲ Janitorial Services
 - ▲ Furniture



Doing Business with Max

- ▶ www.maxtransit.org
- ▶ 1801 Morris Avenue - Birmingham, AL 35203
- ▶ (205) 521-0161
- ▶ Stephanie Walker, Director of Grants & DBE Program - swalker@bjcta.org
- ▶ Starr Culpepper, Contracts & Compliance Officer - sculpepper@bjcta.org
- ▶ Darryl Grayson, Procurement Manager - dgrayson@bjcta.org



DBE Training & Engagement Sessions

- ▶ DBE 101- Thursday, July 12th - Max Transit Intermodal Facility
 - ▶ Facilitated by Zakiya Wright - ALDOT Equal Opportunity Officer
 - ▶ How to Become DBE Certified
 - ▶ The DBE Re-Certification Process
 - ▶ 2:00 p.m. - 3:30 p.m.
- ▶ Effective Branding Strategies - October 2018 - Max Transit Facility
 - ▶ Facilitated by Alice Gordon - CEO of Skye Connect, Inc.
 - ▶ Sound Marketing for a Successful Business
 - ▶ Using Social Media Effectively
 - ▶ 2:00 p.m. - 3:30 p.m.



Questions??





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

TITLE/DESCRIPTION: Maintenance Department	RESOLUTION NO.: N/A
	DATE: April 2018
	INITIATOR: Ron Sweeney
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

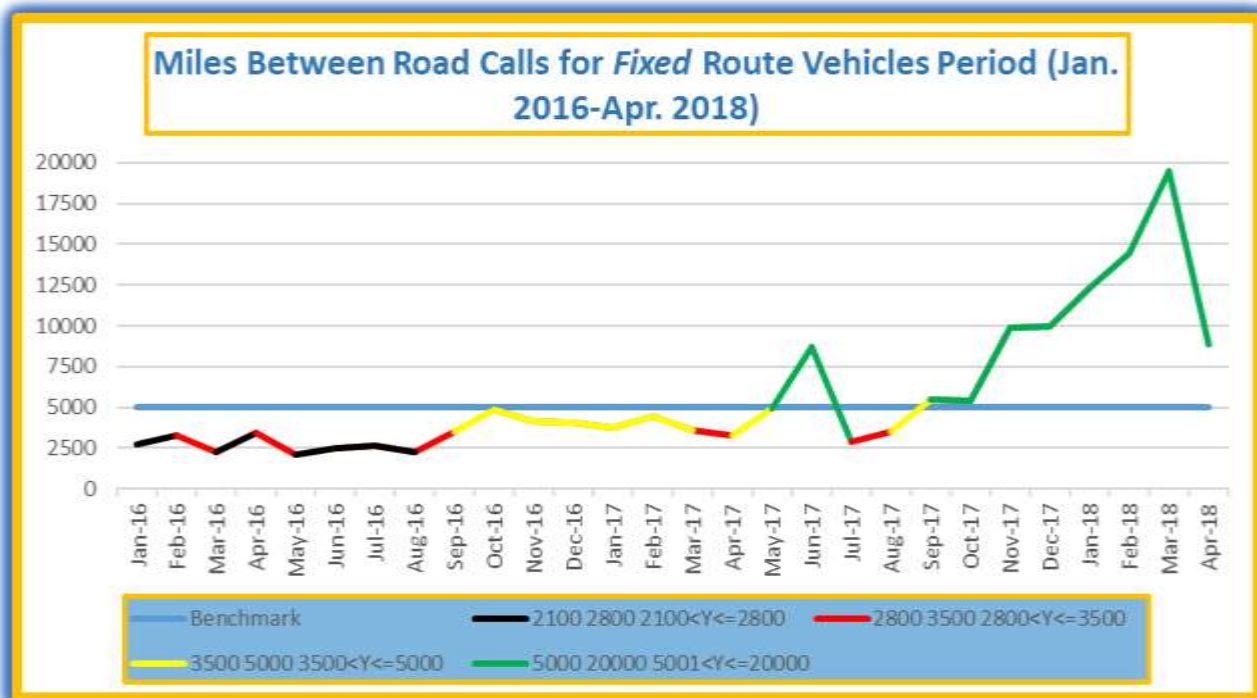
1.0 Purpose/Objective: To provide information regarding the progress of the Maintenance Department.

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 vehicle defects, inspections & safety checks reported in a timely manner
- Achieved 95% inspections for the month of April
- Maintained the upkeep of all fleet
- Completed all building/facility inspections due
- Repaired breakroom busted water line (8th Ave.)
- Prepared items for auction (furniture and vehicles)
- Received new Genie Lift for Facilities
- Initiated HUB, Seat and Horn Campaigns
- Installed 2 engines
- Welcomed 5 new employees: Alessia Holloman (Custodian); Chris Harris (Bus Shop Cleaner); Kevin Hackworth (Custodian); Leslie Lawson (Custodian); & Terrance Jackson (Facilities).
- Received 4 inter-department transfers/promotions: Joaquin Lambert (now Tech II Mechanic); Curtis Taylor (now General Service Attendant); William Lambert (now Tech II Mechanic); Valeria Robinson (LEAD Custodian);
- Gained 1 new foreman (Keith Peterson) over General Services
- Set up & broke down items for the 2018 Roadeo
- Participated in the 2018 Roadeo. Winners from the maintenance department were: Mechanics (F. Wanjiku-1st place; W. Pennell-2nd place & Marquis Little-3rd place)
- Improved Drug/Alcohol Awareness, Response & Testing by attending a supervisor training class provided by the HR & Safety Dept.

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

MAX Maintenance went an incredible 8,875 miles between mechanical failures in April 2018—making this the 8th consecutive month achieving benchmark standards and the 6th consecutive month exceeding the benchmark by over 3,800 miles. 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
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	9972
2018	12338	14482	19501	8875								

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Operations Monthly Update	
	DATE: April 2018
	INITIATOR: Peter Walcott Interim 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.

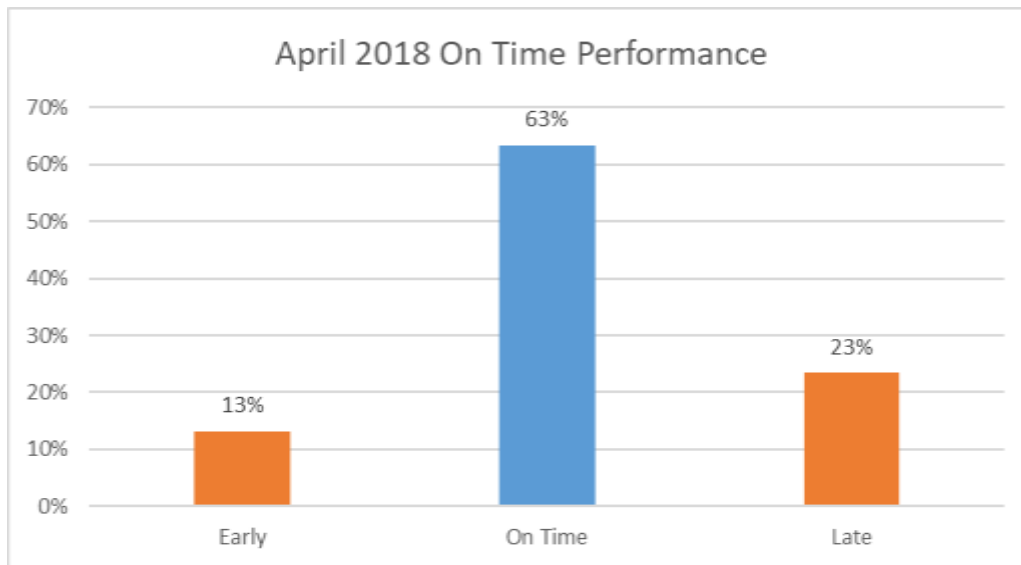
1.0 Fixed Route

- Fixed Route is in the preliminary stages of General and Memorial Day Sign-up, which will begin on May 7, 2018.
- The 2018 Roadeo was held on April 8, 2018 where Operator Alexander Brown won first place and Operator Nioka Boyce placed second. These operators will travel to Tampa, FL on May 4, 2018 to compete in the 2018 APTA International Roadeo Conference.
- Fixed Route has held interviews for Operators; New Hire Orientation began on April 30, 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)
13%	63%	23%

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 stay in contact with Avail to provide the most accurate information possible.

1.4 Missed Trips (Chart)

April Missed Trip Information from Avail

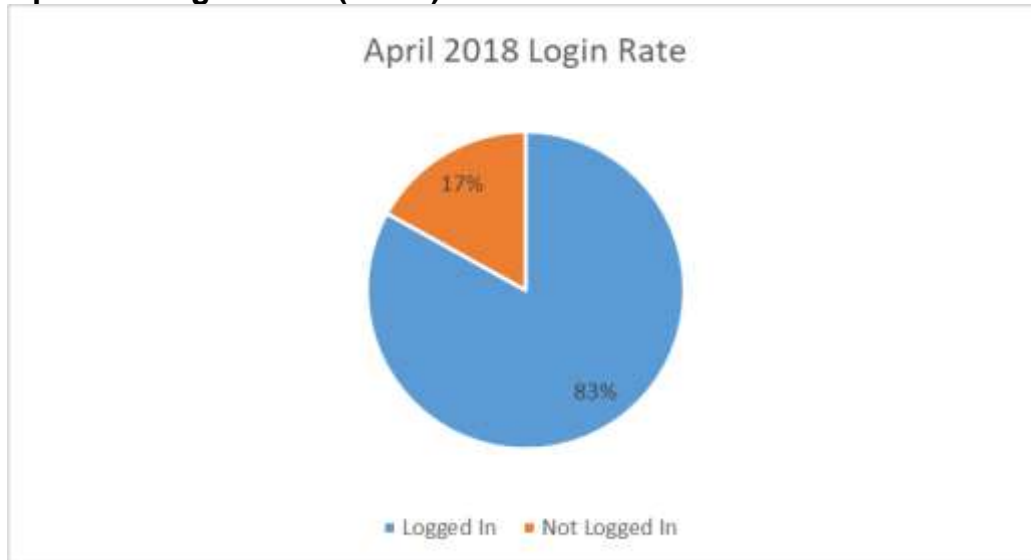
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
763	5	57	31

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

1.5 Operator Log-in Rate

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

1.6 Operator Log-In Rate (Chart)



Logged In	83%
Not Logged In	17%

1.7 Operator Attendance

- It is important to understand how attendance affects other Key Performance Indicators. Operator Attendance will be provided on a medium basis for the month. Attendance is calculated based on operators that are Marked-off, are on FMLA, Vacation/Sick Time, Suspended, or on Workman's Compensation.

1.8 Operator Attendance (Chart)

April Operator Attendance (Absentees on Average)				
<u>Mark Offs</u>	<u>FMLA</u>	<u>Vacation/Sick</u>	<u>Suspended</u>	<u>Workman's Comp</u>
4	3	2	1	2

1.9 Customer Complaints (Operations)

<u>April Customer Complaints (Total)</u>		
<u>Closed/Resolved</u>	<u>Open</u>	<u>Total Complaints</u>
23	3	26

**Customer Complaints are calculated in total numbers to reflect how many complaints the Customer Care Center has received with concerns of operators and/or bus information such as tardiness, missed pick-ups, etc.*

2.0 Paratransit

- Paratransit is in the preliminary stages of General and Memorial Day Sign-up, which will begin on May 7, 2018.
- We are excited to report that our new Paratransit Road Supervisors have progressed exceptionally well and are operating skillfully in their new roles. Both Anna Vassar and Tricia White have demonstrated the necessary leadership skills required to handle our daily demand, can function as both road and radio supervisors, and are growing in their knowledge of the Route Match system. They are have also proven to be flexible and dependable when needed. We are confident that they will only continue to get better.
- Paratransit has held interviews for Operators; New Hire Orientation began on April 30, 2018.

Peter Walcott

Peter Walcott
Interim Director of Operations



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning Department Monthly Update	DATE: April 2018
	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

- **Conducted initial run of Montevallo Shuttle with Safety and Maintenance Departments. Engaged the Campus to work on logistics issues.**
- **Attended Transportation Monthly Meeting with City of Birmingham.**
- **Attended SmartGrowth America Conference in Washington D.C.**
- **Presented Mountain Brook Village Circulator Pilot concept to Mountain Brook Chamber of Commerce which was subsequently approved and goes before council on May 14.**
- **East and West existing system redesign is ongoing.**
- **Land Bank parcels that are candidates for TOD have been identified.**
- **Potential Flex Zone/On-Demand service areas have been identified.**
- **Route 46-Bessemer Circulator Pilot (since January 2016), ends on the Memorial Day sign-up.**
- **Thomas Yuill and Josh Johnson completed GIS Certificate from Michigan State.**

1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	April FY2017	April FY2018		Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	203,526	233,655		1,555,660	1,694,017	14.8%
	Magic City Conn Intermodal Conn Lakeview Local	10,855	12,378		68,745	83,145	14.0%
	Vehicle Service Hours	18,939	18,421		133,495	129,607	-2.7%
	Revenue Miles	225,728	223,176		1,664,058	1,631,496	-1.1%
	Fare Revenues	\$137,662	\$149,838		\$1,109,761	\$1,104,326	8.8%
	Total Expenses	\$2,986,385	\$2,788,612		\$20,530,839	\$19,156,816	-6.6%
Operate an effective transit system	Boarding's per vehicle service hour	10.75	12.68		11.65	13.07	18.0%

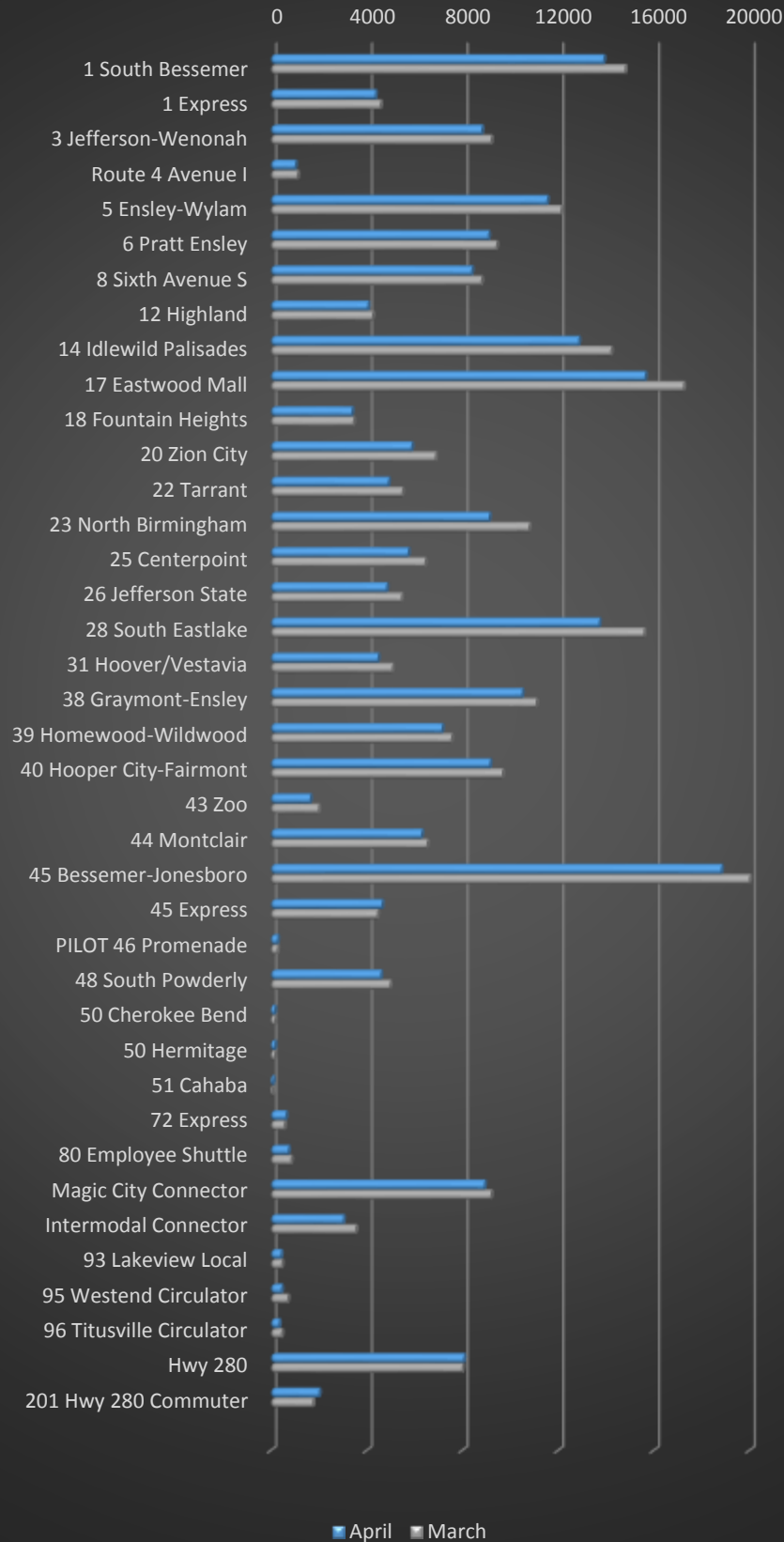
Current Percent change is calculated by subtracting the Current month FY'18 from the Current month FY'17, and then dividing the previous month FY'17 from that.

For example: $233,655 - 203,526 = 30,129$ / $203,526 = 14.8\%$. There was a 14.8% increase in ridership for April 2018 compared to April 2017.

YTD ridership is up by 8.9%

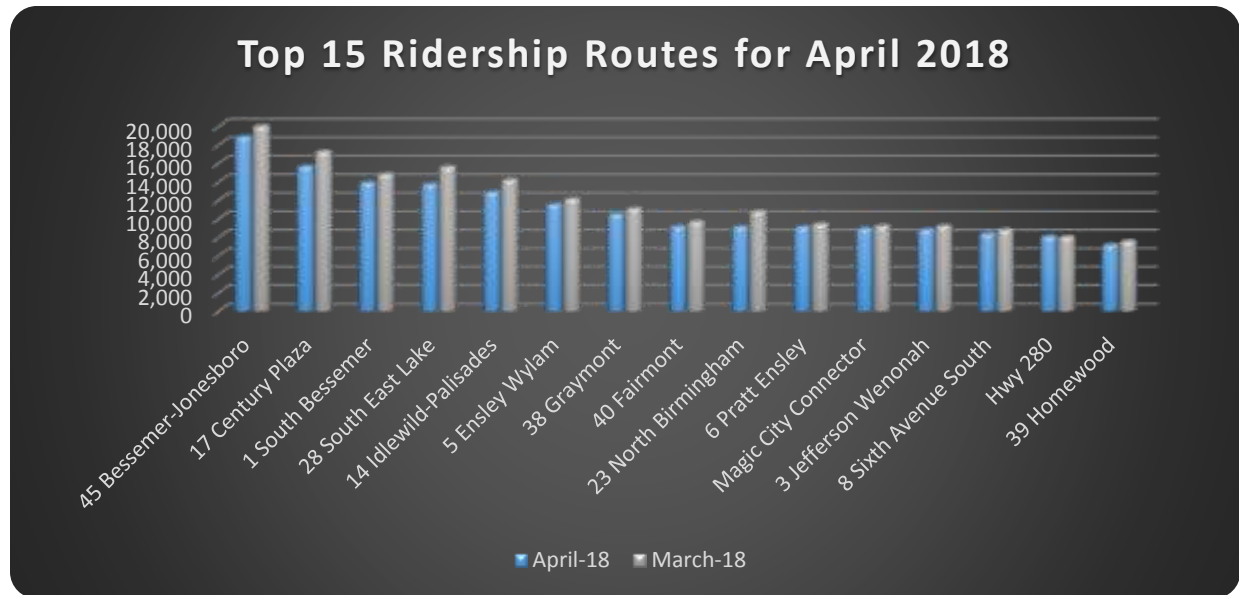
1.2 Ridership Comparison (Chart) April 2018 compared to March 2018)

Ridership Comparison - April 2018-March 2018



Route Number and Name	<u>Apr 2018</u>	<u>Mar 2018</u>	<u>Diff</u>
1 South Bessemer	13910	14807	(897)
1 Express	4365	4578	(213)
3 Jefferson-Wenonah	8816	9203	(387)
Route 4 Avenue I	1013	1105	(92)
5 Ensley-Wylam	11548	12130	(582)
6 Pratt Ensley	9099	9428	(329)
8 Sixth Avenue S	8396	8798	(402)
12 Highland	4057	4246	(189)
14 Idlewild Palisades	12871	14212	(1,341)
17 Eastwood Mall	15644	17248	(1,604)
18 Fountain Heights	3386	3445	(59)
20 Zion City	5885	6878	(993)
22 Tarrant	4913	5486	(573)
23 North Birmingham	9126	10791	(1,665)
25 CenterPoint	5736	6442	(706)
26 Jefferson State	4838	5457	(619)
28 South Eastlake	13723	15593	(1,870)
31 Hoover/Vestavia	4474	5074	(600)
38 Graymont-Ensley	10507	11087	(580)
39 Homewood-Wildwood	7153	7540	(387)
40 Hooper City-Fairmont	9160	9676	(516)
42 Brookwood Mall	3610	4326	(716)
43 Zoo	1641	1992	(351)
44 Montclair	6299	6528	(229)
45 Bessemer-Jonesboro	18829	21702	(2,873)
45 Express	4641	4452	189
PILOT 46 Promenade	276	269	7
48 South Powderly	4,595	4,980	(385)
50 Cherokee Bend	152	165	(13)
50 Hermitage	164	154	10
51 Cahaba	98	71	27
72 Express	621	561	60
80 Employee Shuttle	732	840	(108)
Magic City Connector	8,931	9,199	(268)
Intermodal Connector	3,027	3,549	(522)
93 Lakeview Local	420	451	(31)
PILOT 94 Lawson State	146	74	72
95 Westend Circulator	440	702	(262)
96 Titusville Circulator	342	448	(106)
Hwy 280	8,069	8,004	65
201 Hwy 280 Commuter	2,012	1,750	262
Monthly Totals	233,665	253,441	(19,776)

1.4 Top 15 Ridership Routes (Chart) (April 2018 compared to March 2018)



Top 15 Routes for April 2018

	<u>April-18</u>	<u>March-18</u>
45 Bessemer-Jonesboro	18,829	21,702
17 Century Plaza	15,644	17,248
1 South Bessemer	13,910	14,807
28 South East Lake	13,723	15,593
14 Idlewild-Palisades	12,871	14,212
5 Ensley Wylam	11,548	12,130
38 Graymont	10,507	11,087
40 Fairmont	9,160	9,676
23 North Birmingham	9,126	10,791
6 Pratt Ensley	9,099	9,428
Magic City Connector	8,931	9,199
3 Jefferson Wenonah	8,816	9,203
8 Sixth Avenue South	8,369	8,798
Hwy 280	8,069	8,004
39 Homewood	7,153	7,540

Joshua Johnson

Planning Department



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

TITLE / DESCRIPTION: <p align="center">Procurement / Contracts</p>	RESOLUTION NO.: N/A
	DATE: APRIL 2018
	INITIATOR: Procurement / Contracts
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 #18-08 Information Technology (I.T.) Services
- 1.1.2 IFB #18-06 Supervisor Uniforms

2.0 CONTRACT ADMINISTRATION

- 2.1** To better manage Board approved contracts, at least 90 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process.

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

Procurement Updates:

- Charging Station Implementation at Site C Parking Lot
- Bus Procurement for 9 fixed route buses underway
- Bus Procurement for 9 Paratransit buses underway
- Floor Scrubber for Maintenance has been purchased
- Additional Work Platform man has been purchased
- Proposals for 15 BRT 40ft Buses solicitation has been received by The City of Birmingham and currently being evaluated

All Upcoming contracts expiring within the next 90 days will exhaust the optional renewal year upon expirations.

2.4 Upcoming Contract Expirations within 90 Days

- 2.4.1 Deborah B Walker – Legal Services (July 1, 2018)
- 2.4.2 Fuston, Petway and French – Legal Services (July 1, 2018)
- 2.4.3 At Work Uniforms – Supervisor uniforms (July 21, 2018)

3.0 RESOLUTIONS

- 3.3.1 Resolution 2018-21 Deborah B. Walker
- 3.3.2 Resolution 2018-22 Fuston, Petway and French

ATTACHMENTS

- Contract Log
- Resolutions

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
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 Will Not Renew
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting, LLC	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	8/09/2016	8/08/2017	1 of 4	2017-43	6/20/2017	8/08/2018
16-14	Message Point Media of AL, Inc.	PIDS (Maint. terms)	8/5/2016	2016-35	8/31/2016	8/31/2017	1 of 4	2017-42	8/30/2017	8/31/2018
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	1 of 2	2017-44	8/30/2017	8/31/2018
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	2 of 4	2017-38	8/30/2017	9/08/2018
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	1 of 2	2017-40	8/30/2017	9/28/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	2 of 4	2017-39	8/30/2017	9/30/2018
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
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			
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	N/A	N/A	11/29/2018	12/31/2018
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	1 of 2	2018-04	11/29/2017	12/31/2018
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	1 of 2	N/A	3/01/2018	3/01/2019
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/ Mats/First Aid Kits	4/13/2015	N/A	4/01/2015	3/31/2018	1 of 2	2018-13	3/28/18	3/31/2019
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	1 of 3	2018-15	3/28/18	4/01/2019
16-12	Municipal & Comm. “MAC” Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2018	2 of 2	2018-20	4/25/2018	6/8/2019

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
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	11/01/2017	11/01/2018	
Darwin National Assurance	Police Professional Liability	12/01/2017	12/01/2018	
AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/ Equipment/ General Liability/ Auto/ Property Insurance	12/01/2017	12/01/2018	
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: April, 2018
	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 April, 2018.

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.*

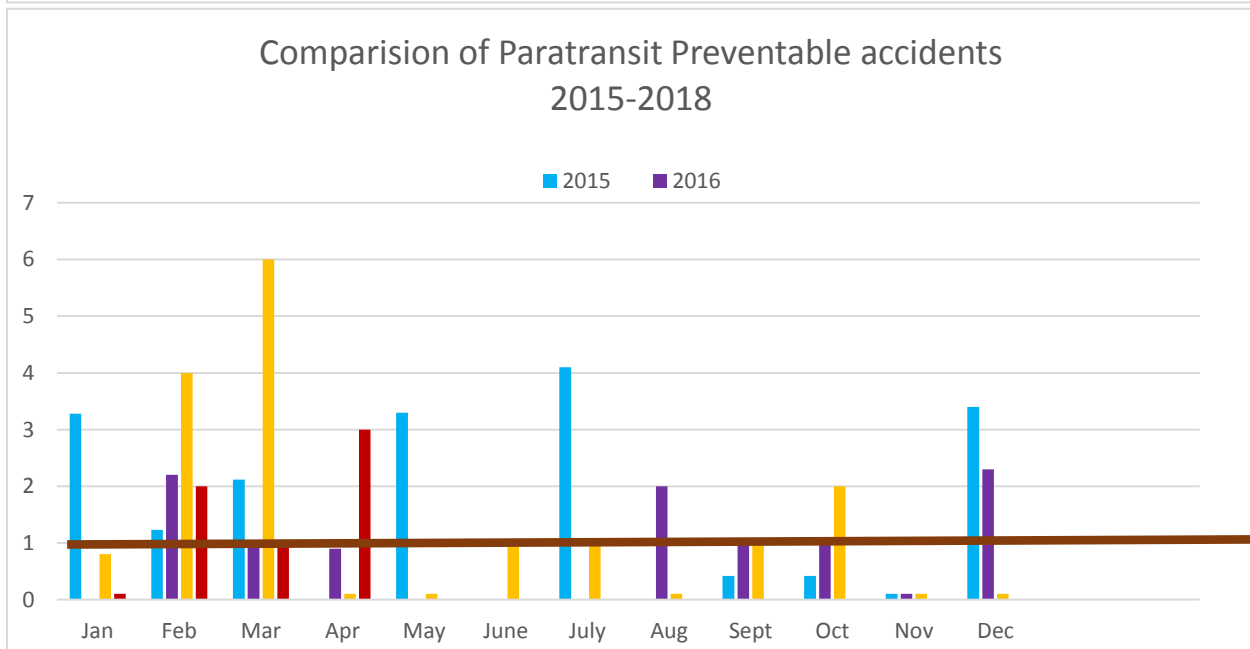
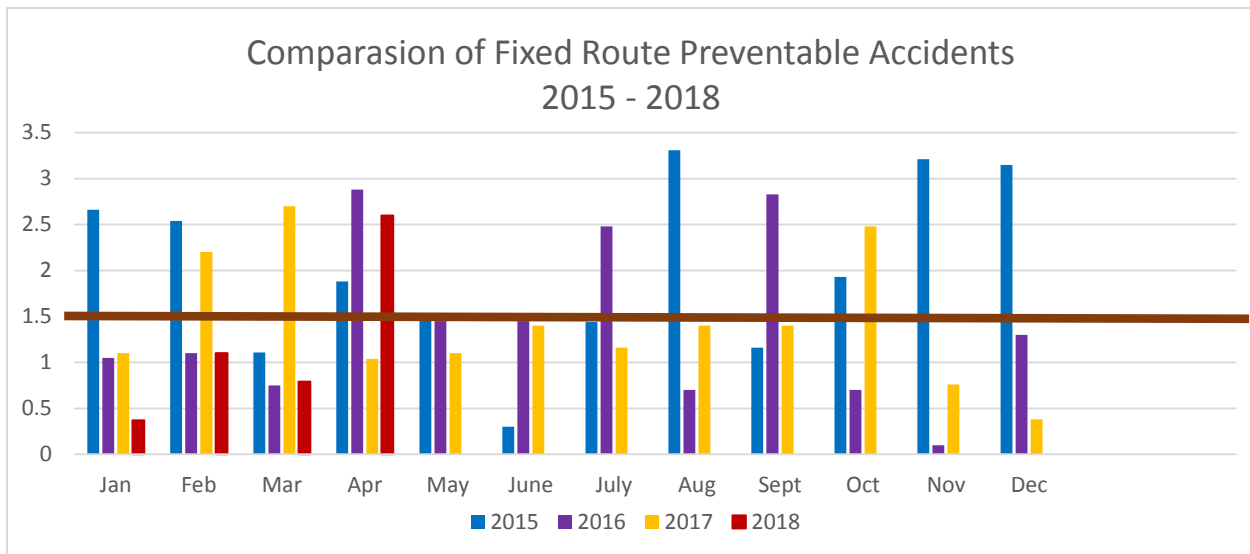
- Trained over 80 operators in a "Back to Basics" refresher training. Accidents were high this month, so we brought everyone back in to talk about distracted driving, among other pertinent topics.
- Trained the Operations and Maintenance supervisors on the Drug and Alcohol Policy – discussing policies and procedures, as well as how to identify people who may be drug or alcohol impaired.

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.*

- Arrested two people for drug possession at the Intermodal Center.
- Discussed with Homeland Security other ways to make passengers more secure for Amtrak and Greyhound trips.

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.*

- Held a very successful Bus and Maintenance ROADEO.
- Sat on a panel to determine the BRT bus procurement.
- Obtained three bids to replace the current fire alarm system in the 8th Ave. facility. Will go over each bid with Procurement/Grants before making final decision.
- Accident rates for both fixed route (2.6) and paratransit (3) were up. (See mitigation actions under TRAINING section.)
- Drove with the Planning and Maintenance Depts. to Montevallo to check out a potential route for that area.



Dale Knutson, TSSP; WSO-CSE – Director of Safety, Training, and Security

5/2/18

Master Solutions, LLC

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



Governmental Affairs Update May 2018

This update details the events and occurrences for the month of April 2018, and current projects that are on-going in nature, but are being worked on monthly to help bring them to fruition.

Government Affairs Meeting- Master Solutions, LLC met with the staff of Congressman Gary Palmer, Congresswoman Terri Sewell and Senator Doug Jones concerning changes occurring on the BJCTA board and the Executive Director. All meetings were precipitated by either staff or the congressional members directly. Also met with Congresswoman Sewell and Senator Jones directly.

BJCTA Projects- Master Solutions, LLC met with the Interim Executive Director and the new BJCTA chairman concerning on-going projects and newer projects in the pipeline.

Lawson State Project- Master Solutions, LLC met with BJCTA Chief of Staff concerning a project with Lawson State Community College.

Bus Rapid Transit- Master Solutions, LLC met with STRADA concerning projects going forward concerning Bus Rapid Transit and other items.

To the Executive Board of Directors and Interim Executive Director:

April was a good month for the TCAB members as we continue our objective for 2018. We started with two voter registration drives at the new central station. One was held on April 6th & and one on April 9th. We had volunteers from several advocate groups to help us carry out these events. We had about sixty people to sign up for the first time. Two of our members are out sick (Ms. Alice Westry and Ms. Rosie Harris) and we pray for their recovery and return.

We had a visit from Mr. Jimmy Coleman of the citizens Advisory Board. He spoke on the kind of work his group is doing and is willing to work with us on ours. There was a discussion to combine the Bus Riders and TCAB's web pages but no conclusion was made and we will talk about it later. Ms. Myrna Pittman formerly of Skye Connect and now head of Customer Service and interim successor to Ronda Robinson at BJCTA gave a report that she would be working with us. On hand also was Ms. Gordon of Skye Connect who made us some TCAB flyers to pass out with information about TCAB and its advocacy work. We also passed out flyers containing voter registration laws to help people understand the voter registration procedures and laws. TCAB member Ms. Marva Douglas reported that when people go to vote now they will have to use a tablet and she said she knows this because she is a poll worker. We are also having book markers made to pass out to our riders and the public which will contain our information about our meetings and our goals.

We also participated in the BJCTA's annual rodeo and it was a great experience for us. TCAB also is working on amending our by-laws so they will be more transparent and understandable.

The President presented a large TCAB banner which was displayed at our voter registration drive and will be displayed at all our events.

J.O. Hill

President - TCAB



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

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with FUSTON, PETWAY & FRENCH, LLP to Provide Legal Services to BJCTA	RESOLUTION NO.: 2018-21
	DATE: May 23, 2018
	INITIATOR: Procurement / Contracts
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To authorize the Interim Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing agreement with **FUSTON, PETWAY & FRENCH, LLP** to provide legal services to BJCTA.
- 2.0 Description/Justification:** The Interim Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting the Board of Directors approval to exercise the first of two (2) optional, one (1) year extensions of the existing agreement with **FUSTON, PETWAY & FRENCH, LLP** to provide legal services. The existing agreement will terminate on July 1, 2018, and has established the two (2) optional, one (1) year extensions at the discretion of BJCTA.
- 3.0 Procurement Background:** In the year of 2017, the Request for Proposals (RFP) #17-07 was issued to secure a law firm(s) to provide legal services to BJCTA. The contract was awarded to **FUSTON, PETWAY & FRENCH, LLP** pursuant to Resolution 2017-19.
- 4.0 Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.
- 5.0 Economic Impact:**

Law Firms	Partner Level Hourly Rate
SENIOR AND ASSOCIATE ATTORNEYS	\$275.00
PARALEGAL	\$125.00

The FY 2018-2019 Legal Services have been budgeted, and the Board of Directors has approved the budget.

- 6.0 Recommendations:** To authorize the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **FUSTON, PETWAY & FRENCH, LLP** to Provide Legal Services to BJCTA.
- 7.0 Alternatives:** Do not authorize the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **FUSTON, PETWAY & FRENCH, LLP** to Provide Legal Services to BJCTA.

Darryl Grayson

Darryl Grayson
Procurement Manager



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue; Ste. 201 Birmingham, Alabama 35203
Phone (205) 521-0161 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2018-21

Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with FUSTON, PETWAY & FRENCH, LLP to Provide Legal Services to BJCTA

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

WHEREAS, the Interim Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting the Board of Directors approval to exercise the first of two (2) optional, one (1) year extensions of the existing agreement with **FUSTON, PETWAY & FRENCH, LLP**, which will terminate on July 1, 2018; and

WHEREAS, in the year of 2017, the Request for Proposals (RFP) #17-07 was issued to secure a law firm(s) to provide legal services to BJCTA and was awarded to **FUSTON, PETWAY & FRENCH, LLP** pursuant to Resolution 2017-19; and

WHEREAS, the BJCTA deems the fee schedule submitted by **FUSTON, PETWAY & FRENCH, LLP**, to be fair, reasonable, and within the budgeted amount.

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

Section 1. Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **FUSTON, PETWAY & FRENCH, LLP** to Provide Legal Services at **Partner level hourly rate of \$275.00 an hour and Paralegal rate at \$125.00 an hour**; and

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

Adopted: May 23, 2018

Darryl Cunningham, Chairman

Attest: _____
Donald A. Harwell, Secretary

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Celebrate “National Dump the Pump Day” and provide free rides to customers on June 21, 2018.	RESOLUTION NO.: 2018-22
	DATE: May 3, 2018
	INITIATOR: Myrna Pittman, Interim Director of Customer Care & Marketing
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** To celebrate “National Dump the Pump Day” on June 21, 2018 by allowing free rides and celebrate independence from the automobile for at least one day.
- 2.0 Description/Justification:** June 21, 2018 marks the 13th annual “National Dump the Pump Day”. This day encourages people to ride public transportation to save money, protect the environment, reduce dependence on foreign oil, and improve the quality of life for all citizens. In an effort to encourage citizens in the Birmingham-Jefferson County area who would normally drive their cars to take public transit, the following resolution would make rides on BJCTA vehicles free on June 21, 2018. MAX will benefit from an increase in ridership on this day.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** Free rides must be authorized by the Board of Directors.
- 5.0 Economic Impact:** The average daily cash fare collection is estimated at \$4,946.71.
- 6.0 Recommendations:** Authorize free rides to celebrate “National Dump the Pump Day” on June 21, 2018.
- 7.0 Alternatives:** Do not authorize.
- 8.0 Attachments:** N/A



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

Resolution No. 2018-22

Authorization to Celebrate “National Dump the Pump Day” and Provide
Free Rides to Customers on June 21, 2018

- WHEREAS**, The Birmingham-Jefferson County Transit Authority (the “BJCTA”) is a public entity established by the Alabama Legislature to provide mass public transportation in Jefferson County, Alabama, and
- WHEREAS**, June 21, 2018 marks the 13th annual “National Dump the Pump Day” as a day that encourages people to ride public transportation to save money, protect the environment, and improve the quality of life for all Americans; and
- WHEREAS**, people who ride public transportation can save, on average, more than \$10,174 per year, based on today’s gas prices, the cost of owning a car and the average unreserved parking rate; and
- WHEREAS**, for every \$1 invested in public transportation, \$4 is generated in economic returns; and
- WHEREAS**, U. S. public transportation use reduces the country’s carbon footprint by 37 million metric tons – the equivalent of 4.9 million households using electricity in a year; and saves 4.2 billion gallons of gasoline per year – the equivalent of 900,000 cars filling up every day; and
- WHEREAS**, Public transportation use saved in 498 urban areas in the United States saved 876 million hours annually in travel time and 450 million gallons of fuel; and without public transportation, annual congestion costs would have risen by nearly \$21 billion from \$121 to \$142 billion; and

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

- Section 1:** That the BJCTA will join with public transportation systems across the country and participate in the 13th annual “National Dump the Pump Day” on June 21, 2018 by encouraging citizens to ride public transportation;
- Section 2:** That the BJCTA declares that, by using public transportation, people save money, help the environment, reduce dependence on foreign oil, and improve Americans’ quality of life.
- Section 3:** That the BJCTA declares public transportation is an important part of our nation’s transportation system and provides citizens with travel options other than driving a car; and
- Section 4:** That the BJCTA shall participate in the 13th annual “National Dump the Pump Day” by offering free rides to it’s customers on June 21, 2018.
- Section 5:** Customers who have purchased passes covering June 21, 2018 shall not have the passes extended by an additional day.
- Section 6:** That this resolution shall become effective immediately upon adoption and approval.

Adopted: May

Approved _____
Darryl Cunningham, Chairman

Attest: _____
Donald A. Harwell, Treasurer

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: Authorization to Adopt and Approve the Fiscal Year 2019 Operating and Capital Budgets	RESOLUTION NO.: 2018-23
	DATE: April 2018
	INITIATOR: Director of Finance
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** This action is to adopt the Birmingham-Jefferson County Transit Authority's proposed FY 2019 Operating and Capital Budgets.
- 2.0 Description/Justification:** Annually the Authority is required to adopt an operating and capital budget for the forthcoming year.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** In accordance with BJCTA adopted policies and procedures.
- 5.0 Economic Impact:** The Authority proposes to have an Operating and Capital Budget of \$40,528,623.00.
- 6.0 Recommendations:** Staff recommends the approval and adoption of the FY 2019 Operating and Capital Budget.
- 7.0 Alternatives:** Amend the proposed budget.
- 8.0 Attachments:** Copy of The Birmingham-Jefferson County Transit Authority's Fiscal Year 2019 Operating and Capital Budget under separate cover

Christopher Ruffin, Sr.

Christopher Ruffin, Sr. Interim Executive Director

Resolution No. 2018-23

**Authorization to Adopt and Approve the
Fiscal Year 2019 Operating and Capital Budgets**

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

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

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

Section 1. That the Interim Executive Director is hereby authorized to implement the FY2019 Operating and Capital budgets as presented, effective October 1, 2018.

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

Adopted:

Approved: _____
Darrell Cunningham, Chairman

Attest: _____
Donald Harwell, Secretary