

# Regular Board Meeting Roll Call

Wednesday, March 28,2018

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




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

## REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, March 28, 2018

12:00 p.m.

### AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Invocation**
- IV. Pledge of Allegiance**
- V. Safety Message**
- VI. Adoption of Agenda**
- VII. Adoption of Minutes**
  - A.** Special Called Board Meeting Minutes- January 29,2018
  - B.** Regular Board Meeting Minutes- January 31,2018
  - C.** Special Called Board Meeting Minutes- February 21,2018
  - D.** Committee of the Whole Meeting Minutes- February 21,2018
  - E.** Committee of the Whole Meeting Minutes- March 13,2018
- VIII. Chair's Report**
- IX. Resolutions for Consideration and Approval**
  - A. Resolution 2018-12-** Authorization for the Executive Director to purchase up to thirty (30) 35 or 40- foot buses from **New Flyer of America** within a five (5) year period.
  - B. Resolution 2018-13-** Authorization for the Executive Director to Exercise The First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/Shop Supplies.
  - C. Resolution 2018-14-** Authorization to adopt the updated **Equal Employment Opportunity (EEO) Program/Policy** for the Birmingham-Jefferson County Transit Authority.
  - D. Resolution 2018-15-** Authorization for the Executive Director to Exercise the

First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with **Mansfield Oil Company** to Provide Low Sulfur #2 Diesel and #87 Octane Unleaded Fuel.

**X. Executive Director's Report**

A. Financial Report

**XI. Old Business**

**XII. New Business**

A. Lunch and Learn Session- April 18, 2018 at 11:00a.m.

**XIII. Public Comment**

**XIV. Adjournment**



Birmingham-Jefferson County Transit Authority

1801 Morris Avenue

Birmingham, Alabama 35203

Phone (205) 521-0161 x117 Fax (205) 252-7633 Website: [www.maxtransit.org](http://www.maxtransit.org)

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

Monday, January 29, 2018

**12:30 p.m.**

### **CALL TO ORDER:**

The meeting was called to order at 12:30 p.m. by Chair Wren, in the Board Room; 1801 Morris Avenue, Birmingham, Alabama.

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

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

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

### **BJCTA STAFF and OTHERS PRESENT:**

Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, April Penchion, Darryl Grayson, Dale Knutson, Starr Culpepper, Karen Jacobs, Stephanie Walker, Ronda Robinson, Jamie Endsley, David Burton, Josh Johnson, Sammy Kato, Mikesha Harvill, Greg Roddy ( Union Local 725), Shahancia Gales, Alisha Hinson, Myrna Pittman, J.O. Hill (TCAB), Roy Johnson (AL.Com), Ralonda Robinson ( Union Local 725), Leron Evans, Attorney Sam Ford, Attorney Ryan Wilson, (Fuston, Pettway, and French LLP), Attorney Deborah Walker.

### **ORDER OF BUSINESS:**

This meeting was held for the approval of the lease agreement between the Birmingham-Jefferson County Transit Authority and National Railroad Passenger Corporation "Amtrak" for the Rental of Intercity Passenger Rail Transportation Space located in the Birmingham Intermodal Facility.

### **ADOPTION OF AGENDA:**

Director Davis made a motion to adopt the agenda; it was seconded by Director Harwell and approved by general consent.

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

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

**A. Resolution 2018-09-** Authorizing the Execution of a Lease Agreement by and between the Birmingham-Jefferson County Transit Authority and National Railroad Passenger Corporation” Amtrak” for the Rental of Intercity Passenger Rail Transportation Space located in the Birmingham Intermodal Facility.

**Director Smith made a motion to move the resolution; it was seconded by Director Sellers and approved by general consent.**

***ADJOURNMENT***

Director Davis made the motion to adjourn at 12:35 p.m.; it was seconded by Director Weinberg and approved by general consent.

**The meeting adjourned at 12:35 p.m.**

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

**Date:** January 29, 2018

**Approved by:**

\_\_\_\_\_  
**Tameka Wren, Chair**

**Attest:**

\_\_\_\_\_  
**Martin Weinberg, Secretary**

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

**BOARD MEETING MINUTES**  
**Wednesday, January 31, 2018**  
**12:00 p.m.**

**Opening:** Chair Tameka Wren called the meeting to order at 12:05 p.m. in The Birmingham-Jefferson County Transit Authority; boardroom located at 1801 Morris Avenue

**Directors Present:** Donald A. Harwell, Johnnye p. Lassiter, Kevin Powe, Martin Weinberg, Patrick Sellers, Ruby Davis, and Tameka Wren

**Directors Absent:** Theodore Smith

**Quorum:** Yes

**BJCTA Staff/**

**Others Present:** Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Christopher Ruffin, Sanchez Lee, Alisha Hinson, Carundria LeShure, April Penchion, Christina Griggs, Ronda Robinson, Sammy Kato, David Burton, Karen Jacobs, Myrna Pittman, Josh Johnson, Jamie Endsley, Dale Knutson, Stephanie Walker, Starr Culpepper, Darryl Grayson, Greg Roddy (Local 725), Kevin Owens (COB), Councilor Darrell O'Quinn (COB), Alice Gordon (Skye Connect), J.O. Hill (TCAB), Carlos Chaverst (Chaverest Strategies LLC), Pat Bell, Gilbert Klein, Ropy Johnson (AL.Com), E. Philemon Hill (Legacy Sports), Howard Richards(Strada), Bacarra Mauldin, Office Bolling (COB), Attorney Ryan Wilson, Attorney Sam Ford (Fuston, Petway & French, LLP), Attorney Deborah Walker

III. Director Kevin Powe provided the **Invocation**.

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

V. Director of Safety Dale Knutson gave the **Safety Message** regarding carbon monoxide poisoning.

VI. **Adoption of the Agenda:**

Director Davis made a motion to amend the agenda, adding the approval of travel for Attorney Walker to attend the APTA Legal Affairs Seminar; it was seconded by Director Weinberg and approved by general consent. Director Sellers Voted No.

VII. **Adoption of the Minutes:**

- **Regular Board Meeting Minutes- December 13,2017**  
Director Davis moved to accept the minutes; it was seconded by Director Weinberg and approved by general consent.

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

## **VIII. Chairman's Report**

- Chair Wren gave an update on the Director Davis, Director Weinberg, and herself attending the New Board Member Seminar in Providence, Rhode Island. The focus was on transit being reliable for the citizens.
- Chair Wren announced that this would be her last meeting as Chair of the Board; she will be resigning from BJCTA Board of Directors for personal reasons.

## **IX. Committee Reports:**

### **A. Committee of the Whole Meeting Minutes- January 10, 2018**

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

## **X. Resolution for Consideration and Approval**

### **A. Resolution 2018-06-** Authorize the Executive Director to procure One (1) Aerial Work Platform from OER Services, LLC for BJCTA Chassis Room & Shop Bay.

**Director Sellers made a motion to move the resolution; it was seconded by Director Davis and approved by general consent.**

### **B. Resolution 2018-07-** Authorize the Executive Director to procure Six (6) Bus Shelters from Brasco International Inc. to be installed on the Magic City Connector route for BJCTA.

**Director Sellers made a motion to move the resolution; it was seconded by Director Davis and approved by general consent.**

## **XI. Executive Director's Report:**

### **Highlights:**

- Highway 280 ridership increased by 482 passengers during the month of December
- Magic City Connector ridership was up by 399 in December
- Specialized Holiday service with Sunday operations started in November 2017 after Thanksgiving with 62 riders. In December 2017, the holiday season brought 674 passengers
- Met with Smart Growth America on the TOD program.
- Met with staff on starting a non-profit to provide philanthropic service to the community
- Attended Birmingham City Council Transportation Committee to review budget
- Met with Birmingham Housing Authority on TOD partnership
- Reviewed plan for BRT December Charrette
- Participated in (2) Christmas parades in West End and Bessemer
- Unveiled Jingle Bus with Salvation Army Stuff the Bus campaign
- Met with Executive Team on inclement weather challenges
- The standard benchmark for mileage between road calls is 5,000 miles
- MAX Maintenance Department went an extraordinary 9,972 miles between mechanical failures in December 2017.

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- **Financial Report-** Finance Director, Karen Jacobs presented the financial reports. Financial Reports are included in Directors Point.
- **Departmental Highlights** (Operations, Maintenance, Customer Service & Marketing, Grants, Procurement, Planning, Safety, and Administration) All departmental reports are included in Directors Point.

**XII. Old Business:** None

**XIII. New Business-** None

**XIV. Public Comment:**

1. **Carlos Chaverst-** 1208 -21<sup>st</sup> Avenue North Birmingham, Alabama 35204; Public Interest
2. **Josh Raby-** 533 Fulton Avenue Birmingham, Alabama 35205; MAX Website and App
3. **Clarence Muhammad-** 939-1<sup>st</sup> Street North Birmingham, Alabama 35204; Public Involvement
4. **Pat Bell-** 4609-13<sup>th</sup> Avenue North Birmingham, Alabama 35212; Improving riders conditions

**XVI. Adjournment:**

Director Sellers made the motion to adjourn at 12:41 p.m.; it was seconded by Director Weinberg and approved by general consent.

**The meeting adjourned at 12:41 p.m.**

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

**Date:** January 31, 2018

**Approved by:**

\_\_\_\_\_  
Tameka Wren, Chairman

**Attest:**

\_\_\_\_\_  
Martin Weinberg, Treasurer

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

Wednesday, February 21, 2018

**12:30 p.m.**

### **CALL TO ORDER:**

The meeting was called to order at 12:31 p.m. by Chair Davis, in the Board Room; 1801 Morris Avenue, Birmingham, Alabama.

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

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

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

### **BJCTA STAFF and OTHERS PRESENT:**

Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Chris Ruffin, David Burton, Dale Knutson, Starr Culpepper, Josh Johnson, Jamie Endsley, Darryl Grayson, Ronda Robinson, Stephanie Walker, Karen Jacobs, Myrna Pittman Alisha Hinson, April Penchion, Willie Drakeford, Greg Roddy(Local 725), Melissa Cobbin, Dorothy George, Christina Griggs, Valeria Robinson, Shahanica Gales, Justin Ridgeway, Terri Barnesfield, Wytangy Peak, Chris Goodman, Mikesha Harvill, Christy Howard, Mayor Kenneth Gulley (Bessemer), Lynneice Washington (Bessemer District Attorney), Judge Reginald Jeter (Bessemer Circuit Court), Mayor Ed May (Fairfield), Louise Alexander( State Representative), Rev. Sammie Nelms (Ward Chapel AME), Mary Ann Herron, Derrick D. Lassiter, Chief Mike Roper, Karen Dunn Burkes, Elaine Holifield, Valerie Poe, Marcus Johnson, Myra Ruffin-Allen, Councilor Steven Hoyt (COB), Rev. Percy Jones, John Hilliard (COB), Councilor Ronald Marshall (Bessemer), J.O. Hill (TCAB), Attorney Deborah Walker, Attorney Ryan Wilson, Attorney Sam Ford, Attorney Courtney French(Fuston, Pettway, and French LLP).

### **ORDER OF BUSINESS:**

The purpose of this meeting is to authorize the Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) to name and dedicate the boardroom the "Johnnye P. Lassiter Community Room" and to resume services for the City of Fairfield.

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

***\*Chair Davis wanted to recognize the Mayor of Fairfield, Ed May and State Representative, Louise Alexander.\****

**ADOPTION OF AGENDA:**

Director Weinberg made a motion to amend the agenda adding the election of vacant office; it was seconded by Director Smith and approved by Roll Call Vote.

**Discussion:**

**Director Sellers** stated that in the spirit of transparency he would think the voting of vacant office would take place at a regular board meeting. He mentioned that a special called board meeting has a specific purpose.

**Director Davis** replied duly noted.

**Director Lassiter** asked for clarification of the vote.

**Director Davis** replied to fill the office of the vacant chair.

**Directors:** Donald A. Harwell- No, Johnnye P. Lassiter- No, Kevin Powe- Yes, Martin Weinberg- Yes, Patrick Sellers- No, Ruby Davis- Yes, Theodore Smith- Yes.

***\*Vote for nomination for Chair passes\****

**Nominations for Chair:** Donald A. Harwell, Johnnye P. Lassiter, and Ruby Davis  
Chair- Ruby Davis

Director Davis also called for a Roll Call Vote for the nominations for Vice-Chair.

**Directors:** Donald A. Harwell- No, Johnnye P. Lassiter- No, Kevin Powe- Yes, Martin Weinberg- Yes, Patrick Sellers- No, Ruby Davis- Yes, Theodore Smith- Yes.

**Director Sellers** stated that it would be most efficient to have a process or election committee so that BJCTA would not have a disfunctioning board.

**Director Davis** replied duly noted.

**Nominations for Vice- Chair:** Theodore Smith, Donald A. Harwell, and Johnnye P. Lassiter  
Vice-Chair- Theodore Smith

**RESOLUTIONS for CONSIDERATION & RECOMMENDATION:**

**A. Resolution 2018-10-** Authorizing the Executive Director to resume Public Transportation Service to the City of Fairfield.

**Director Sellers** made a motion to move the resolution with the amended changes that all money be paid in full before resuming service, it was

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**seconded by Director Weinberg and approved by general consent.**

**B. Resolution 2018-11-** Authorizing the Executive Director to name and dedicate the boardroom the “Johnny P. Lassiter Community Room”.

**Director Sellers made a motion to move the resolution, it was seconded by Director Weinberg and approved by general consent.**

**OLD BUSINESS-** *None*

**NEW BUSINESS**

**A. Presentation of Service Award-**

Johnnye P. Lassiter nineteen (19) years of service as a board member.

Cedric Wormley thirty-three (33) years of service as a mechanic.

**ADJOURNMENT**

Director Harwell made the motion to adjourn at 12:50 p.m.; it was seconded by Director Lassiter and approved by general consent.

**The meeting adjourned at 12:50 p.m.**

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

**Date:** February 21, 2018

**Approved by:**

\_\_\_\_\_  
**Ruby Davis, Chair**

**Attest:**

\_\_\_\_\_  
**Martin Weinberg, Secretary**

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**Birmingham-Jefferson County Transit Authority**  
**Committee of the Whole Meeting Minutes**  
**February 21, 2018**  
**12:00pm**

**I. CALL TO ORDER:**

The meeting was called to order at 12:01 p.m. by Chair Ruby Davis, in the Board Room; 1801 Morris Avenue Birmingham, Alabama.

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

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

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

**BJCTA STAFF and OTHERS PRESENT:**

*Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Chris Ruffin, David Burton, Dale Knutson, Starr Culpepper, Josh Johnson, Jamie Endsley, Darryl Grayson, Ronda Robinson, Stephanie Walker, Karen Jacobs, Myrna Pittman Alisha Hinson, April Penchion, Willie Drakeford, Greg Roddy(Local 725), Melissa Cobbin, Dorothy George, Christina Griggs, Valeria Robinson, Shahanica Gales, Justin Ridgeway, Terri Barnesfield, Wytangy Peak, Chris Goodman, Mikesha Harvill, Christy Howard, Mayor Kenneth Gulley (Bessemer), Lynneice Washington (Bessemer District Attorney), Judge Reginald Jeter (Bessemer Circuit Court), Louise Alexander, Rev. Sammie Nelms (Ward Chapel AME), Mary Ann Herron, Derrick D. Lassiter, Chief Mike Roper, Karen Dunn Burkes, Elaine Holifield, Valerie Poe, Marcus Johnson, Myra Ruffin-Allen, Councilor Ronald Marshall (Bessemer), J.O. Hill (TCAB), Attorney Deborah Walker, Attorney Ryan Wilson, Attorney Sam Ford, Attorney Courtney French(Fuston, Pettway, and French LLP).*

**III. ADOPTION OF AGENDA:**

***Chair Davis wanted the record to show that Resolution 2018-10 has been added to the agenda.***

Director Weinberg moved to adopt the agenda, seconded by Director Harwell and approved by general consent.

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

#### **A. Executive Director Report:**

##### **Highlights:**

- JT Smallwood ensured BJCTA that City of Fairfield debt would be paid off and asking if we would resume services.

##### **Discussion:**

**Director Weinberg** ask if this would start a new contract or would BJCTA pick up where it was left off.

**Ms. Murdock** stated that the county sent a letter saying that Fairfield would start paying by Advolorum and BJCTA would begin a new contract with Fairfield.

**Director Lassiter** wanted to be clear and reflect in the resolution that Fairfield services would not resume until ALL money is paid.

#### **V. RESOLUTIONS for CONSIDERATION & RECOMMENDATION:**

**A. Resolution 2018-10-** Authorizing the Executive Director to Resume Public Transportation Service to the **City of Fairfield**.

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

**B. Resolution 2018-11-** Authorizing the Executive Director of The Birmingham-Jefferson County Transit Authority (BJCTA) to name and dedicate the Boardroom the “**Johnnye P.Lassiter Community Room**”.

Director Sellers made a motion to forward the resolution to the full board, it was seconded by Director Weinberg with Director Lassiter abstaining.

#### **VI. OLD BUSINESS:**

##### **A. Intermodal Update- Ribbon Cutting**

**David Burton** updated the board of the Grand Opening of the Intermodal Facility on Friday, February 23, 2018 and the parking lot at Site C would be complete for parking.

#### **VII. NEW BUSINESS: None**

#### **VIII. ADJOURNMENT:**

*Director Harwell made a motion to adjourn the meeting at 12:11 p.m., seconded by Director Lassiter and approved by general consent.*

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

**Date:** February 21, 2018

**Approved by:**

\_\_\_\_\_  
***Ruby Davis, Chairman***

**Attest :**

\_\_\_\_\_  
***Martin Weinberg, Treasurer***



**Birmingham-Jefferson County Transit Authority**  
***Committee of the Whole Meeting Minutes***  
**March 13, 2018**  
**12:00 p.m.**

***I. CALL TO ORDER:***

The meeting was called to order at 12:00p.m. by Chair Ruby Davis, in the Board Room; 1801 Morris Avenue Birmingham, Alabama.

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

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

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

Director Lassiter requested that the record note Director Harwell and Director Sellers were out of town.

***BJCTA STAFF and OTHERS PRESENT:***

*Barbara Murdock, Adrian Solomon, KeAundra Reynolds, Chris Ruffin, Dale Knutson, Starr Culpepper, Darryl Grayson, Karen Jacobs, Ron Sweeney, Stephanie Walker, Myrna Pittman, Mike Simms, Dorothy George, Alisha Hinson, April Penchion, Christina Griggs, Christy Howard, J.O. Hill (TCAB), Alice Westery (TCAB), Attorney Deborah Walker, Attorney Ryan Wilson, Attorney Sam Ford, Attorney Sam Ford, Attorney Courtney French(Fuston, Pettway, and French LLP).*

***III. ADOPTION OF AGENDA:***

Director Weinberg moved to adopt the agenda, seconded by Director Harwell and approved by general consent.

***IV. ITEMS for INFORAMTION and/or DISCUSSION:***

***A. Executive Director Report:***

***Highlights:***

- April Lunch/Learn Session will be on Branding and Crisis Communication
- March Lunch/Learn was on Budgeting
- FTA Quarterly Meeting in Atlanta ( BRT Branding) March 15,2018

- FTA Drug Audit had twenty (20) deficiencies with a ninety (90) day window to correct
- APTA Legislative Conference, Washington, DC- March 17-20,2018
- Maintenance Facility Visit, Washington, Dc sponsored by Wendell – March 18,2018
- BJCTA and Lawson State College met to discuss CDL/Workforce Academy Partnership in 2019
- Chair Davis expressed to the Board that she has been working with Director Murdock putting together a ninety (90) day goal which included: (A). Expanding the Board Support role to a Board Administrator or Governance Advisor, (B). Community Listening Session for Board Members, (C). Legislative Reception, and (D).10 year long-term strategic plan to add more big picture items
- David Burton time has ended being the IT Director and will be putting a RFP out to outsource the servers and pc maintenance.

***\*Chair Davis asked that the record show that Director Smith arrived at 12:10pm\****

***Discussion:***

***Director Weinberg*** asked about the cost of the Intermodal Grand Opening. He stated that he saw where the media stated BJCTA spent \$29,012.87 but he still has not seen an itemized list to compare to what the media stated.

***Ms. Murdock*** replied that she gave Chair Davis an itemized copy of the cost at the lunch and learn on yesterday.

***Director Weinberg*** asked was the \$29, 02.87 the final cost for everything.

***Ms. Murdock*** replied, yes.

***Director Weinberg*** stated what concerns him is in the bylaws; it states that any amount over \$25,000.00 has to come before the board for approval. He said that he was told the board had already approved the grand opening but he did not remember the board approving the line item expenditure.

***Ms. Murdock*** replied the board did approve this event.

***Director Weinberg*** stated again that it was not a line item for the Intermodal.

***Chair Davis*** offered to get Director Weinberg a copy of the itemized list she had for his review.

***Director Lassiter*** asked for clarity of the \$17,500.00 for Cumulus Media. She wanted to know if dollar amount was included in the \$29,072.82.

***Ms. Murdock*** replied yes, it is a part of the community events.

***Director Weinberg*** asked what BJCTA would do in the interim if an IT Director needed, other than going through the managers.

***Ms. Murdock*** replied that BJCTA would still use David Burton on an as needed basis along with the other vendors such as Verizon, etc.

***Director Weinberg*** asked was BJCTA moving towards using contractors and vendors.

***Ms. Murdock*** replied absolutely not.

***Director Lassiter*** asked why Mike Simms name on the HR report instead of Jamie Endsley.

***Ms. Murdock*** replied that Jamie Endsley was no longer with BJCTA.

***Director Lassiter*** asked was this a temporary assignment for Mike Simms.

***Ms. Murdock*** replied yes.



*Director Weinberg mentioned that the Board asked that they be informed when employees on a Directive Level are no longer with the company.*

**B. Departmental Highlights-** (Finance, Maintenance, Operations, Human Resources, Information Technology (IT), Safety, Customer Service, Contract/Compliance, Grants, Procurement, and Chief of Staff) Included in Directors Point for your review.

**Discussion:**

*Director Weinberg asked about the \$31,866.00 for the City of Fairfield arrearage.*

*Karen Jacobs explained that was the amount owed after receiving the advolorem money.*

*Director Lassiter asked for clarity with the \$74,000.02 legal service invoices.*

*Karen Jacobs explained that the amount was for two (2) months, which included December and January.*

*Director Lassiter mentioned that nothing on the invoices equal to the amount of \$74,000.02. She asked where she got the total.*

*Karen Jacobs replied that \$38,000.00 and \$12,000.00 both had accrued and expenses.*

*Director Weinberg asked where Director Lassiter was getting her numbers.*

*Karen Jacobs replied from the income statement.*

*Director Lassiter asked Karen to get her the itemized information requested.*

**C. Governmental Relations Update-** None

**D. TCAB Update-** J.O. Hill informed BJCTA that TCAB would be having Voter's Registration Drive on April 6, 2018 6:00-2:00 and April 9, 2018 10:00-6:00.

**\*Chair Davis asked that the record show that Director Powe arrived at 12:24pm\***

**V. RESOLUTIONS for CONSIDERATION & RECOMMENDATION:**

**A. Resolution 2018-012-** Authorization for the Executive Director to purchase up to thirty (30) 35 or 40-foot buses from **New Flyer of America** within a five (5) year period.

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

**B. Resolution 2018-13-** Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies

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

**C. Resolution 2018-14-** Authorization to adopt the updated **Equal Employment Opportunity (EEO) Program/Policy** for The Birmingham-Jefferson County

Transit Authority.

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

**D. Resolution 2018-15-** Authorization for the Executive Director to Exercise the First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with **Mansfield Oil Company** to Provide Low Sulfur #2 Diesel and #87 Octane Unleaded Fuel.

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

**VI. OLD BUSINESS:** *None*

**VII. NEW BUSINESS:**

**A. Max Nonprofit Organization-**

**Starr Culpepper**, Contracts/ Compliance Officer and Attorney Sam Ford educated the Board on the Birmingham Transit Foundation (501C3) Nonprofit. **Attorney Deborah walker** asked that the record show as requested, The Code of Alabama Law "The authority (BJCTA) shall be a nonprofit corporation, and no part of its net earnings remaining after payment of its expenses shall inure to the benefit of any individual, firm, or corporation except as provided in this section".

**B. Municipalities Payment Structure-**

**Karen Jacobs**, Director of Finance made the board aware that in FY19 BJCTA will be requesting Advolorum payments from all municipalities.

**C. Fare Study-**

**Ms. Murdock** gave the board information on BJCTA Fare Policy which establishes guidelines for determining future pricing levels and fare instruments for assessing and collecting passengers revenue.

**Executive Session:**

**Director Smith made a motion to go into Executive Session at 1:52 p.m. to discuss "Pending Litigation", seconded by Director Lassiter and approved by Roll Call Vote.**

*Directors: Donald A. Harwell (Y), Johnnye P. Lassiter (Y), Kevin Powe (Y), Martin Weinberg (Y), Ruby Davis (Y), Ted Smith (Y).*

**Director Harwell made a motion to come out of Executive Session at 2:25p.m., seconded by Director Smith and approved by Roll Call Vote.**

*Directors: Donald A. Harwell (Y), Johnnye P. Lassiter (Y), Kevin Powe (Y), Martin Weinberg (Y), Ruby Davis (Y), Ted Smith (Y).*

**VIII. ADJOURNMENT:**

*Director Lassiter made a motion to adjourn the meeting at 2:28 p.m., seconded by Director Smith and approved by general consent.*

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

**Date:** *March 13, 2018*

**Approved by:**

\_\_\_\_\_  
***Ruby Davis, Chair***

**Attest :**

\_\_\_\_\_  
***Martin Weinberg, Treasurer***

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  Authorization for the Executive Director to purchase up to thirty (30) 35 or 40-foot buses from <b>New Flyer of America</b> within a five (5) year period.	<b>RESOLUTION NO.:</b> 2018-12
	<b>DATE:</b> March 21, 2018
	<b>INITIATOR:</b> Darryl Grayson
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**1.0 Purpose/Objective:** This action will authorize the Executive Director to purchase up to thirty (30) 35 or 40-foot buses from New Flyer within a five (5) year period. These buses shall be manufactured with Compressed Natural Gas.

**2.0 Description/Justification:**  
 These buses will be added to the Fixed-Route Fleet and will eventually replace the buses that has met their useful life.

**3.0 Procurement Background:** RFP #18-03 was issued on November 22, 2017. The previous contract ended on November 28, 2017. BJCTA received two (2) proposals from the solicitation. **New Flyer of America** was deemed the most responsive. The breakdown is as follows:

COMPANY	COST	SCORE
NEW FLYER OF AMERICA	\$548,900.00	258
ALLIANCE BUS GROUP	\$523,083.00	112

- a) **Source Funding**
- ✓ Grant 5307 Preventive Maintenance
  - ✓ Grant 5339 Bus & Bus Facility Funding

b) **Verified By** – Grants and Finance Departments

**4.0 Policy Impact:** Expenditures exceeding \$25,000.00 must be approved by the Board of Directors.

**5.0 Economic Impact:** New Flyer of America will provide up to 30 buses, 35 and 40 feet at **\$548,900.00** each not to exceed a total of **\$16,467,000** for 30 within a 5 year period.

**6.0 Recommendations:** Staff has satisfied the Federal Transit Administration's requirements for this procurement and recommends that the Board of Directors authorize this procurement.

**7.0 Alternatives:** Do not procure

**8.0 Attachments:** NA



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

### **Resolution No. 2018-12**

**Authorization for the Executive Director to purchase up to thirty (30) 35 or 40-foot buses from New Flyer of America within a five (5) year period.**

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

**WHEREAS**, These buses will be procured from New Flyer of America; and

**WHEREAS**, the cost of these vehicles will be **\$548,900** each not to exceed **\$16,467,000 for 30 buses**; and

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

**WHEREAS**, the BJCTA deems the quote submitted by New Flyer of America to be fair and reasonable; and

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

**Section 1.** Authorization to procure up to 30 buses, 35 and 40 feet at **\$548,900.00** each not to exceed a total **of \$16,467,000** for 30 buses within a 5 year period.

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

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

Adopted: March, 2017

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Ruby Davis, Chairman

Attest: \_\_\_\_\_  
Martin Weinberg, Secretary Treasurer



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

<b>TITLE / DESCRIPTION:</b> Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with <b>Aramark Services, LLC</b> to Provide Maintenance Uniforms/ Shop Supplies	<b>RESOLUTION NO.:</b> 2018-13
	<b>DATE:</b> March 2018
	<b>INITIATOR:</b> Contracts & Governmental Affairs
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To authorize the Executive Director to exercise the first of two (2) optional, one (1) year extensions, of the existing agreement with Aramark Services, LLC to provide Maintenance Uniforms/ Shop Supplies.
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions of the existing agreement with Aramark Services, LLC. The existing agreement will terminate on March 31, 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 2015, the Invitation for Bid (IFB) #15-05 was issued to secure companies to provide maintenance uniforms and shop supplies to BJCTA. The contract was awarded to **Aramark Services, LLC**, based on the IFB process of price alone.
- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** FY 2018-2019 maintenance uniforms and shop supplies have been budgeted
- 6.0 Recommendations:** To authorize the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies
- 7.0 Alternatives:** Do not authorize the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies

*Starr Culpepper*

Starr Culpepper, Contract & Governmental Affairs Administrator



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## Resolution No. 2018-13

### **Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with Aramark Services to Provide Maintenance Uniforms/ Shop Supplies**

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

**WHEREAS**, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of two (2) optional, one (1) year extensions of the existing agreement with Aramark Services, LLC., which will terminate on March 31, 2018; and

**WHEREAS**, in the year of 2015, the Invitation for Bid (IFB) #15-05 was issued to secure companies to provide maintenance uniforms and shop supplies to BJCTA. The contract was awarded to **Aramark Services, LLC**, based on the IFB process of price alone, establishing the contract with two (2) optional, one (1) year extensions; and

**WHEREAS**, the BJCTA deems the proposal submitted by **Aramark Services, LLC**, to be fair, reasonable, and **not to exceed \$27,892.80**.

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

**Section 1.** Authorization for the Executive Director to Exercise the First of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies; and

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

Adopted: March \_\_\_\_, 2018

\_\_\_\_\_  
Ruby Davis, Esq., Chairman

Attest: \_\_\_\_\_  
Martin Weinberg, Esq. Secretary

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

<b>TITLE/DESCRIPTION:</b> Authorization to adopt the updated Equal Employment Opportunity (EEO) Program/Policy for The Birmingham-Jefferson County Transit Authority	<b>RESOLUTION NO.:</b> 2018-14
	<b>DATE:</b> March 2018
	<b>INITIATOR:</b> Contracts & Compliance Officer
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 Purpose/Objective:** The purpose of this Resolution is to provide information and approval from the Birmingham-Jefferson County Transit Authority (hereafter, BJCTA) Board of Directors regarding the updated Equal Employment Opportunity (EEO) Program/Policy previously approved by the Federal Transit Administration (FTA).
- 2.0 Description/Justification:** The BJCTA hereby adopts the updated EEO Program/Policy and hereby agrees that in addition to establishing goals all employment practices, including transfers, compensation, benefits, layoffs, terminations, contractor-sponsored training, and other terms and conditions of employment will be administered without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status or retaliation. The BJCTA has established an EEO program in accordance with regulations of the U.S. Department of Transportation (DOT), FTA C 4704.1A as revised April 20, 2017. The BJCTA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the BJCTA has signed an assurance that it will comply with the regulations set forth in the Master Agreement.
- The BJCTA agrees that each area as defined in the Regulations will be conducted with regards to its updated EEO program, and will operate with regards in compliance with all requirements imposed by, or pursuant to, the Regulations.
- The BJCTA EEO Program must and will be updated every four (4) years, including all new provisions and clauses added to Regulations.
- The BJCTA shall provide for such methods of administration for the EEO program as are found by the official to whom delegates specific authority, to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the regulation and BJCTA's EEO Program.
- 3.0 Policy Impact:** BJCTA will be unable to operate without an updated EEO program in accordance with regulations of the U.S. Department of Transportation (DOT), FTA C 4704.1A as revised April 20, 2017.
- 4.0 Economic Impact:** Inability to draw down Federal Grant Funding
- 5.0 Recommendations:** The BJCTA Board of Directors accepts all updates to its FTA approved updated EEO Program.
- 6.0 Attachments:** EEO Program/Policy



**Resolution No. 2014-32**  
**Authorization to adopt the updated Equal Employment Opportunity (EEO)**  
**Program/Policy for The Birmingham-Jefferson County Transit Authority**

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

**WHEREAS**, The BJCTA has established a EEO program in accordance with regulations of the U.S. Department of Transportation (DOT), FTA C 4704.1A as revised April 20, 2017; and

**WHEREAS**, The BJCTA EEO Program must and will be updated every four (4) years, including all new provisions and clauses added to Regulations; and

**WHEREAS**, BJCTA ensures that in addition to establishing goals all employment practices, including transfers, compensation, benefits, layoffs, terminations, contractor-sponsored training, and other terms and conditions of employment will be administered without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status or retaliation; and

**WHEREAS**, the BJCTA shall be responsible for monitoring and initiating EEO compliance in the areas of employment practices, policies, procedures, services, goals, and activities; and

**WHEREAS**, the BJCTA's EEO policy, shall be internally and externally disseminated through the website and other appropriate avenues; and

**WHEREAS**, the Board of Directors is committed to meeting the EEO goal and encouraging EEO compliance.

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

**Section 1.** The BJCTA adopts the following EEO Program/Policy: The BJCTA will never discriminate against any person, in any employment practices, including transfers, compensation, benefits, layoffs, terminations, contractor-sponsored training, and other terms and conditions of employment. All employment practices will be administered without regard to race, color, religion, national origin, sex, age, genetic information, disability, veteran status or retaliation.

**Section 2.** The policy shall be disseminated internally and externally.

**Section 3.** The Executive Director appoints the Compliance Officer as the EEO Officer.

**Section 4.** This resolution shall become effective immediately upon adoption and approval.

Adopted: March \_\_\_\_, 2018

\_\_\_\_\_  
Ruby Davis, Esq., Chairman

Attest: \_\_\_\_\_  
Martin Weinberg, Esq., Secretary



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

<b>TITLE / DESCRIPTION:</b> Authorization for the Executive Director to Exercise the First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with <b>Mansfield Oil Company</b> to Provide Low Sulfur #2 Diesel and #87 Octane Unleaded Fuel	<b>RESOLUTION NO.:</b> 2018-15
	<b>DATE:</b> March 2018
	<b>INITIATOR:</b> Contracts & Governmental Affairs
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To authorize the Executive Director to exercise the first of three (3) optional, one (1) year extensions, of the existing agreement with **Mansfield Oil Company** to Provide Low Sulfur #2 Diesel and #87 Octane Unleaded Fuel.
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of three (3) optional, one (1) year extensions of the existing agreement with Mansfield Oil Company. The existing agreement will terminate on April 1, 2018, and has established the three (3) optional, one (1) year extensions at the discretion of BJCTA.
- 3.0 Procurement Background:** In the year of 2016, the Invitation for Bid (IFB) #16-07 was issued to secure companies to provide Low Sulfur #2 Diesel and #87 Octane unleaded fuel to BJCTA. The contract was awarded to **Mansfield Oil Company**, based on the IFB process of price alone.
- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** This contract is based upon competitive pricing which includes the purchase and onsite delivery of #2 Diesel and Unleaded Fuel. The price per gallon is based upon the following formula: the price differential plus the daily Oil Price Information Service (OPIS) rack pricing for Birmingham. The price differential covers the supplier's material cost, transportation, overhead and profit. The price per gallon is exclusive of all applicable, mandatory federal and state taxes.
- a) **Annual Cost** – Based on Oil price Information Service (OPIS)
  - b) **Optional 3 One Year Period total** - Based on Oil price Information Service (OPIS)
  - c) **Source Funding** – “Operational Local Share” from municipalities
  - d) **Verified By** – Finance Dept.
- 6.0 Recommendations:** To authorize the Executive Director to Exercise the First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with **Mansfield Oil Company** to Provide Low Sulfur #2 Diesel and #87 Octane unleaded fuel to BJCTA.
- 7.0 Alternatives:** Do not authorize the Executive Director to Exercise the First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with **Mansfield Oil Company** to Provide Low Sulfur #2 Diesel and #87 Octane unleaded fuel to BJCTA.

*Starr Culpepper*

Starr Culpepper, Contract & Governmental Affairs Administrator



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## Resolution No. 2018-15

### **Authorization for the Executive Director to Exercise the First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with Mansfield Oil Company to Provide Low Sulfur #2 Diesel and #87 Octane Unleaded Fuel.**

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

**WHEREAS**, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of three (3) optional, one (1) year extensions of the existing agreement with Mansfield Oil Company, which will terminate on April 1, 2018; and

**WHEREAS**, in the year of 2016, the Invitation for Bid (IFB) #16-07 was issued to secure companies to provide Low Sulfur #2 Diesel and #87 Octane unleaded fuel to BJCTA. The contract was awarded to **Mansfield Oil Company**, based on the IFB process of price alone, establishing the contract with three (3) optional, one (1) year extensions; and

**WHEREAS**, **MANSFIELD OIL COMPANY** proposed to perform these services at an annual cost based on the price differential plus the daily Oil Price Information Service (OPIS) rack pricing for Birmingham.

**WHEREAS**, the BJCTA deems the proposal submitted by **Mansfield Oil Company**, to be fair, reasonable;

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

**Section 1.** Authorization for the Executive Director to Exercise the First of Three (3) Optional, One (1) Year Extensions, of the Existing Agreement with **Mansfield Oil Company** to Provide Low Sulfur #2 Diesel and #87 Octane unleaded fuel to BJCTA; and

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

Adopted: March \_\_\_\_, 2018

\_\_\_\_\_  
Ruby Davis, Esq., Chairman

Attest: \_\_\_\_\_  
Martin Weinberg, Esq. Secretary

# Birmingham-Jefferson County Transit Authority

## STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> February 2018
<b>Executive Director's Report</b>	<b>INITIATOR:</b> Barbara Murdock, Executive Director
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

- **Purpose/Objective:** To provide and inform the Board of Directors regarding the state of affairs of the organization. This report is to ensure that the BJCTA mission and vision exemplified externally, as well as internally.
- **Description/Justification:** The Executive Director is responsible for and has direct oversight of the overall budget, communications, labor, legislative initiatives (local, state and federal), internal leadership, planning, operational performance, community outreach, and staffing. The mission is to improve transit services, and strive to provide mobility options for everyone. The Board in the following areas has prioritized the BJCTA Strategic plan goals: Workforce Development, Route Optimization/Transit /Development plan, Operational Excellence, Technology Integration, Transit-Oriented Development, Capital Improvements and Customer Service. This report provides movement toward these goals.

### Service Updates

BJCTA's best performing routes continue to do well and remain stable Here are highlights from top performing routes:

- **Route 1-South Bessemer: February 2018 Ridership was (13,834),** compared to February 2017 (12,120)
- **Route 45-Bessemer-Jonesboro: February 2018 Ridership was (20,543),** compared to February 2017 (19,224)
- **Magic City Connector- February 2018 (8,815),** compared to January 2018 (8,319), On January 29, 2018 this route started serving Top Golf.
- **Highway 280 (201) Commuter –February 2018 Ridership was (1,780),** compared to February 2017 (2,039)
- **Lakeview Local Route- February 2018 (392),** compared to January 2018 (409). The Lakeview local has changed during the evenings starting on January 29<sup>th</sup> to serve more of the UAB, Southside, and Avondale area.
- The Communications department is assigned the task of reviewing ridership statistics monthly with the Planning department to determine best deployment of marketing efforts and funds. Two underperforming routes are targeted monthly for marketing support and community outreach.

### Technology Innovation and Integration

- The IT Department assessment was completed. The recommendation presented to the Executive Team and Board during the retreat was to outsource several IT requirements and replace the department leadership with a Manager as opposed to a Director. This presented as a budget savings and a way to increase system reliability and up time. Scope of work for RFP is being developed for anticipated contract award in May or June.

### Intermodal Update

- The official ribbon-cutting of the Intermodal was held February 23, 2018 with legislators, member city mayors and city councils as well as Jefferson County commissioners present.
- The City of Birmingham awarded the next phase for the Intermodal that is the completion of the Amtrak service area to the platform.
- Met Amtrak and Greyhound representatives to discuss cleaning and security matters

## Finance/Budget

- Completed first auction of old office furniture
- Collected Ad Valorem taxes from Jefferson-County, which included repayment of the majority of funds owed to BJCTA by the City of Fairfield.
- Met with Jefferson County Tax Collector J.T. Smallwood, to confirm future Fairfield payments directed to BJCTA from his office. Reviewed funding formula to ensure BJCTA was receiving correct revenue as stipulated by the state legislation.
- Met twice with members of Mayor of Birmingham's executive team on budget and partnerships matters.

## Communications (External)

- Met with the Mayor of Birmingham on BRT update
- Met with the Mayor of Fairfield on service requirements for the city
- Met with the Mayor of Bessemer on route development for 2019 budget
- Met with the Mayor of Bessemer and Bessemer Board Member on Project bluebird
- Unveiled Black History Month Bus and Civil Rights displays of Rosa Park and four previous Birmingham Mayor's.
- Met with Jefferson County officials on proposal for shuttle service for county employees
- Received letter from Montevallo requesting service plan
- Met with MPO on Helena feasibility study
- Met with Senator Linda Coleman-Madison on CSX cleanup on rails at Intermodal
- Participated with City of Birmingham and Alabama Power on Smart Cities Grant presentation
- Met with Alabama Power officials on Electric Bus partnership
- Met with City's Government Relations team on joint legislative matters
- Conducted safety runs with Greyhound buses entering the new Intermodal

## Communications (Internal)

- Facilitated a Lunch and Learn session with Board Members
- Met with new-hires class to welcome to the organization
- Met with team on new Board onboarding process
- Each Director is meeting with Finance Director monthly for budget reviews
- Reviewed each departmental report for Board of Directors
- Developing plan for Operator Academy and CDL testing and training with State of Alabama and Lawson State Community College
- Conducted tour of facility with Congresswoman Terri Sewell

## Performance Indicators

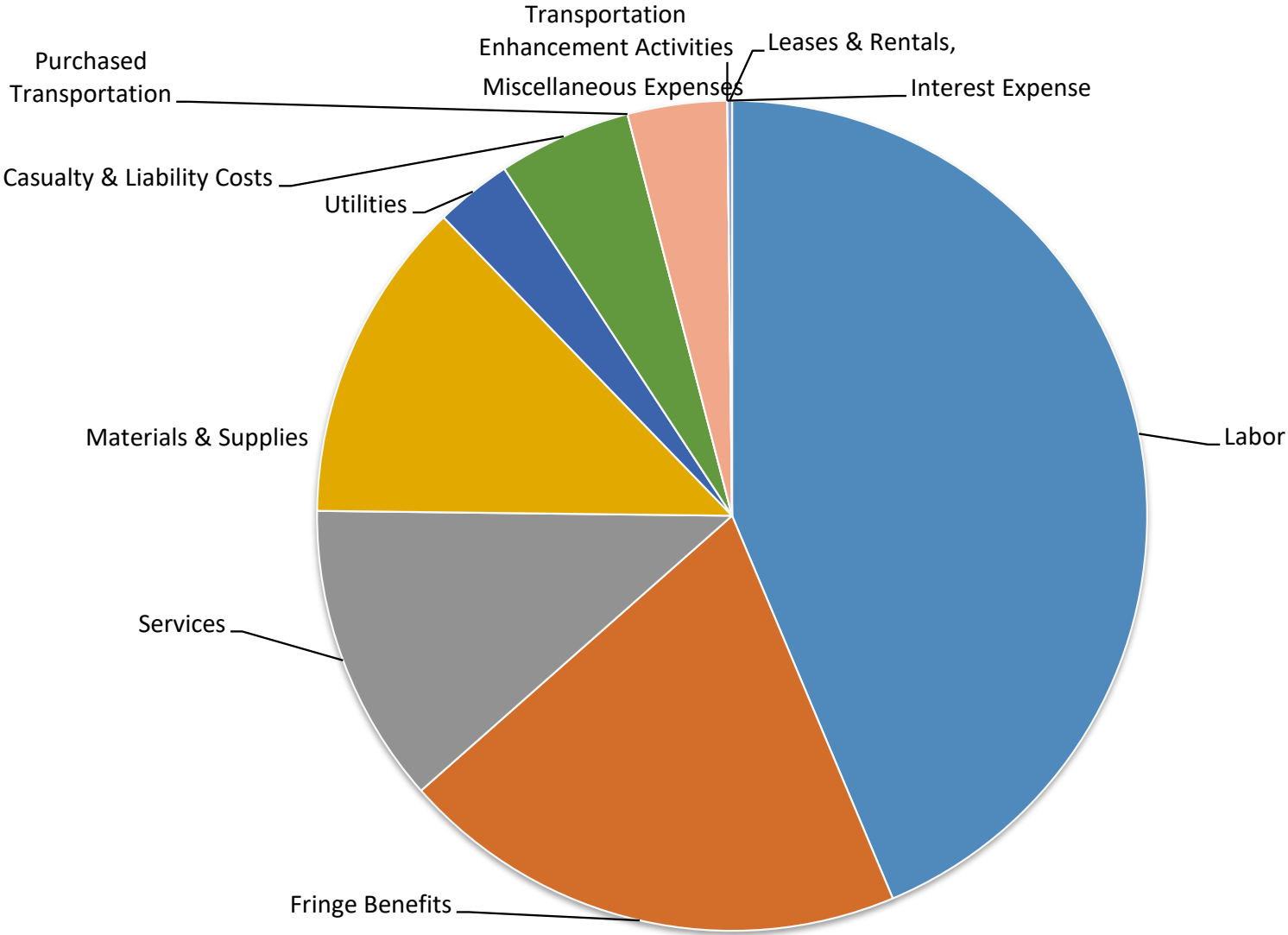
- **Road Calls** – The standard benchmark for mileage between road calls is 5,000 miles.
  - MAX Maintenance went an extraordinary 14,482 miles between mechanical failures in February 2018—making this the 6<sup>th</sup> consecutive month achieving benchmark standards and the third consecutive month exceeding the benchmark by over 7,300 miles. Maintenance continues to work diligently to maintain & exceed the standard benchmark.

*Barbara Murdock*

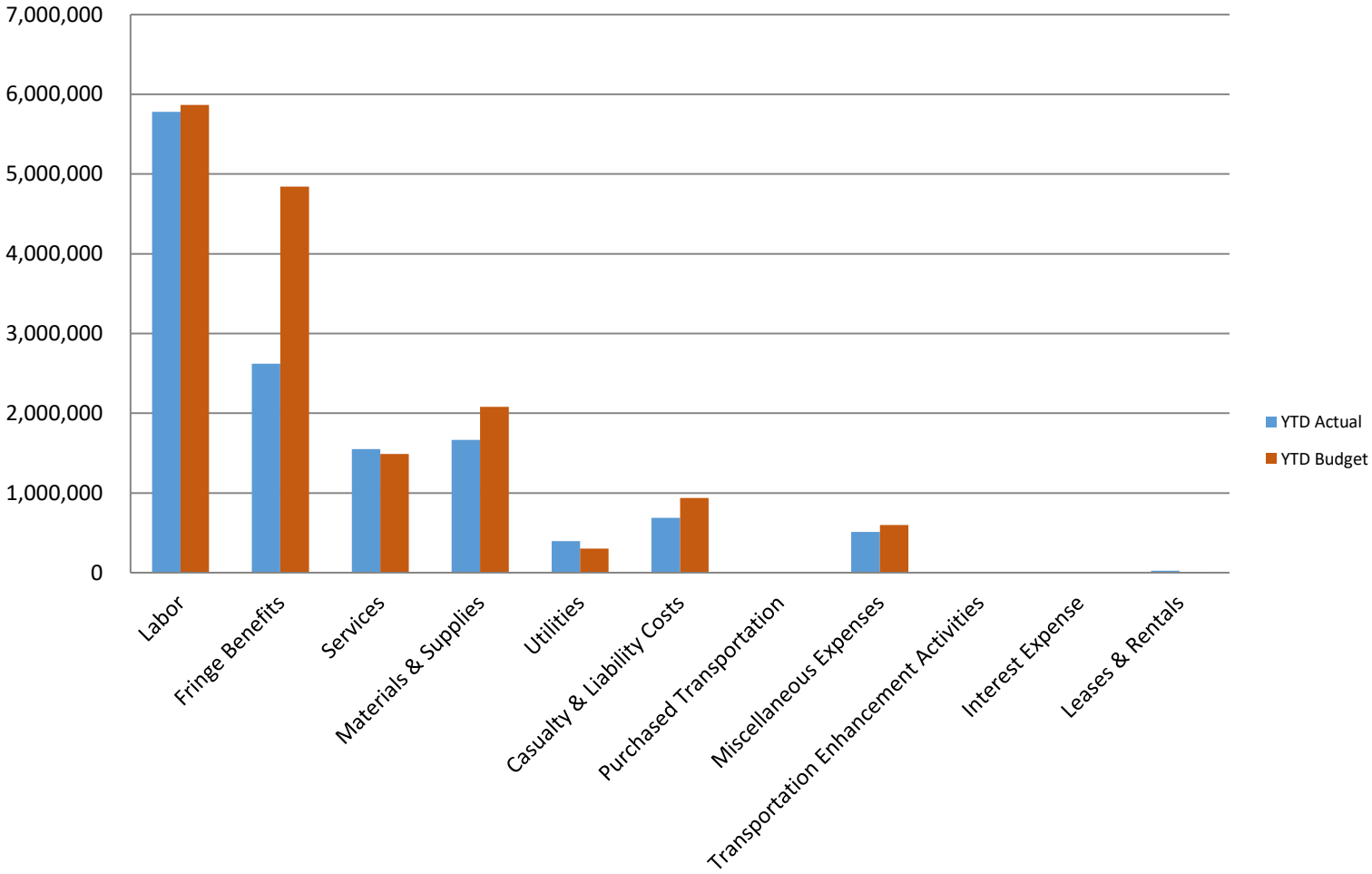
Barbara Murdock, Executive Director

# Consolidated Expenses by Function Code

## YTD February 2018



# **Consolidated Expenses by Function Code** **Performance Against Budget** **YTD February 2018**





**BJCTA**  
**Financial & Investing Report**  
**As of February 28, 2018**

	Balance @ 2/28/2018	Balance @ 1/31/2018	Balance @ 12/31/2017	Balance @ 11/30/2017	Balance @ 10/31/2017	Balance @ 9/30/2017
<b><u>CASH ACCOUNTS:</u></b>						
Money Market - BBVA Compass	962,581	780,139	612,230	1,447,250	1,275,375	2,080,089
Cash - Payroll - BBVA Compass	379,229	376,990	10,000	10,000	10,000	10,000
Cash - Operating - BBVA Compass	8,285,971	5,410,808	2,032,903	3,368,159	5,803,784	507,404
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	163	138	65	172	74	200
Petty Cash - Central Station	156	66	150	107	94	58
<b>Total Cash Accounts</b>	<b>9,838,101</b>	<b>6,778,142</b>	<b>2,865,348</b>	<b>5,035,688</b>	<b>7,299,327</b>	<b>2,807,752</b>
<b><u>INVESTMENTS:</u></b>						
Total Investments	-	-	-	-	-	-
<b>Total Cash &amp; Investments</b>	<b>9,838,101</b>	<b>6,778,142</b>	<b>2,865,348</b>	<b>5,035,688</b>	<b>7,299,327</b>	<b>2,807,752</b>
<b><u>SHORT-TERM PAYABLES:</u></b>						
Accounts Payable	1,340,941	1,397,553	2,668,093	964,353	930,270	1,335,240
Accrued Payroll	540,455	539,448	586,394	483,895	397,777	262,048
Payroll Taxes	82,257	80,880	85,899	79,871	72,490	82,969
Other W/H Payable	(9,176)	6,827	7,505	5,805	1,477	6,242
Pension Expense Payable	-	-	-	-	-	-
<b>Total Short-Term Payables</b>	<b>1,954,477</b>	<b>2,024,708</b>	<b>3,347,891</b>	<b>1,533,925</b>	<b>1,402,014</b>	<b>1,686,499</b>
<b><u>DEBT:</u></b>						
	-	-	-	-	-	-
<b>Total Debt</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BJCTA**  
**Cash Balances Summary**  
**As of February 28, 2018**

	<b>Balances</b>
Total Cash & Investments	9,838,100.52
Less: Short-Term Payables	<b>(1,954,477.20)</b>
Un-encumbered Cash & Investments @2/28/18	7,883,623.32
Required Three Month Operating Expense Reserve**	5,863,431.60
Cash Over/(Under) Reserve Requirement	<u>2,020,191.72</u>

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

**BJCTA**  
**INCOME STATEMENT**  
**February 28, 2018**

Feb-18 Actual	Feb-18 Budget	Feb-18 \$ Variance	Feb-18 % Variance	Feb-17 Actual	CY vs PY \$ Variance	Title	Feb-18 Actual	Feb-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
161,874	161,507	367	0.23%	155,298	6,576	4010100001 Passenger Fares - Fixed Route	788,395.53	807,537	(19,141)	-2.37%	789,488	(1,093)	1,938,088	1,149,692
1,776	1,669	106	6.36%	1,814	(39)	4010100002 Passenger Fares - Dart	7,136.49	8,347	(1,210)	-14.50%	9,307	(2,171)	20,032	12,896
14,820	16,143	(1,323)	-8.20%	17,204	(2,385)	4010100004 Passenger Fares - VIP	70,213.95	80,715	(10,501)	-13.01%	79,491	(9,277)	193,715	123,501
<b>178,470</b>	<b>179,320</b>	<b>(850)</b>	<b>-0.47%</b>	<b>174,317</b>	<b>4,153</b>	<b>4019999999 TOTAL PASSENGER REVENUES</b>	<b>865,746</b>	<b>896,598</b>	<b>(30,852)</b>	<b>-3.44%</b>	<b>878,287</b>	<b>(12,541)</b>	<b>2,151,835</b>	<b>1,286,089</b>
720,000	1,126,819	(406,819)	-36.10%	1,148,161	(428,161)	4020400002 Fixed Route B'ham	4,101,750.51	5,634,095	(1,532,344)	-27.20%	5,740,806	(1,639,055)	13,521,828	8,894,386
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	33,547.35	33,547	-	0.00%	34,327	(780)	80,514	46,966
24,974	24,974	(0)	0.00%	25,406	(432)	4020400006 Homewood	124,870.35	124,871	(0)	0.00%	127,032	(2,162)	299,690	174,820
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	29,819.90	29,820	-	0.00%	30,852	(832)	71,568	41,748
51,439	51,439	-	0.00%	52,367	(928)	4020400011 Bessemer Revenues	257,196.55	257,197	-	0.00%	261,836	(4,640)	617,272	360,075
31,867	-	31,867	0.00%	-	31,867	4020400012 Fairfield Revenues-Prior Year	472,709.72	-	472,710	0.00%	-	472,710	-	(472,710)
9,940	9,940	(0)	0.00%	10,087	(147)	4020400015 Midfield Revenues	49,699.64	49,700	(0)	0.00%	50,438	(738)	119,280	69,580
5,840	5,840	0	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	29,198.66	29,199	0	0.00%	29,618	(420)	70,077	40,878
<b>856,733</b>	<b>1,231,686</b>	<b>(374,953)</b>	<b>-30.44%</b>	<b>1,254,942</b>	<b>(398,208)</b>	<b>4029999999 TOTAL MUNICIPAL SERVICE REVENUE</b>	<b>5,098,793</b>	<b>6,158,428</b>	<b>(1,059,635)</b>	<b>-17.21%</b>	<b>6,274,709</b>	<b>(1,175,917)</b>	<b>14,780,227</b>	<b>9,155,743</b>
113,483	4,730	108,753	2299.21%	2,439	111,044	4060100001 Commission Revenue	128,605.54	23,650	104,956	443.79%	13,607	114,999	56,760	(71,846)
17,996	14,054	3,942	28.05%	15,926	2,070	4060300001 Advertising Revenue	39,150.88	70,268	(31,117)	-44.28%	37,040	2,111	168,644	129,493
978	187	791	423.76%	155	823	4069900001 Other Revenues	3,166.05	833	2,333	239.21%	1,324	1,842	2,240	(926)
5,685	1,846	3,840	208.01%	5,243	442	4070400001 Investment Income	20,737.95	9,229	11,509	124.70%	19,302	1,436	22,150	1,412
3,856	11,808	(7,952)	-67.34%	-	3,856	4079900002 Rental Income	12,130.45	59,041	(46,910)	-79.45%	12,130	141,698	129,568	129,568
(142)	-	(142)	0.00%	698	(839)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	(141.60)	-	(142)	0.00%	64,564	(64,706)	-	142
<b>141,856</b>	<b>32,624</b>	<b>109,232</b>	<b>334.82%</b>	<b>24,461</b>	<b>117,396</b>	<b>4079999999 TOTAL OTHER REVENUES</b>	<b>203,649</b>	<b>163,122</b>	<b>40,528</b>	<b>24.84%</b>	<b>135,837</b>	<b>67,813</b>	<b>391,492</b>	<b>187,843</b>
325,377	317,370	8,007	2.52%	317,370	8,007	4080100001 Ad Valorem - Birmingham	1,626,884.35	1,586,850	40,035	2.52%	1,586,850	40,035	3,808,439	2,181,555
227,019	222,016	5,003	2.25%	222,016	5,003	4080100002 Ad Valorem - Jefferson County	1,135,096.30	1,110,082	25,014	2.25%	1,110,082	25,014	2,664,197	1,529,101
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	44,108.60	44,109	-	0.00%	44,977	(868)	105,861	61,752
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	9,939.95	9,940	-	0.00%	9,855	85	23,856	13,916
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	-	-	-	0.00%	547,568	(547,568)	-	-
166,667	166,667	-	0.00%	166,667	-	4089900001 Beer Tax	833,333.33	833,333	(0)	0.00%	833,333	(0)	2,000,000	1,166,667
-	-	-	0.00%	-	-	4089900002 Jefferson County Tax	-	-	-	0.00%	-	-	2,000,000	2,000,000
<b>729,873</b>	<b>716,863</b>	<b>13,010</b>	<b>1.81%</b>	<b>717,019</b>	<b>12,853</b>	<b>4089999998 TOTAL TAX REVENUES</b>	<b>3,649,363</b>	<b>3,584,314</b>	<b>65,049</b>	<b>1.81%</b>	<b>4,132,665</b>	<b>(483,302)</b>	<b>10,602,353</b>	<b>6,952,990</b>
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	-	-	-	-
-	-	-	0.00%	-	-	<b>4099900001 TOTAL LOCAL SHARE GRANT REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
500,000	500,000	-	0.00%	555,060	(55,060)	4139900001 FTA Reimbursements - Preventative Mtn.	2,500,000.00	2,500,000	-	0.00%	2,775,301	(275,301)	6,000,000	3,500,000
247,567	247,567	-	0.00%	271,459	(23,892)	4139900003 FTA Reimbursements - Pass Thru Funding	1,384,019.00	1,384,019	-	0.00%	2,028,356	(644,337)	1,384,019	-
-	-	-	0.00%	-	-	4139900005 FTA Reimbursements-ADA	2,560.00	-	2,560	0.00%	-	2,560	-	(2,560)
13,934	4,500	9,434	209.64%	-	13,934	4139900006 FTA Reimbursements - PROJ. ADMIN	101,962.00	76,500	25,462	33.28%	37,973	63,989	108,000	6,038
17,791	-	17,791	0.00%	-	17,791	4139900008 FTA Reimbursements - TDP	371,880.00	-	371,880	0.00%	718,519	(346,639)	-	(371,880)
<b>779,292</b>	<b>752,067</b>	<b>27,225</b>	<b>3.62%</b>	<b>826,519</b>	<b>(47,227)</b>	<b>4139999998 TOTAL FEDERAL GRANT REVENUES</b>	<b>4,360,421</b>	<b>3,960,519</b>	<b>399,902</b>	<b>10.10%</b>	<b>5,560,150</b>	<b>(1,199,729)</b>	<b>7,492,019</b>	<b>3,131,598</b>
<b>2,686,224</b>	<b>2,912,559</b>	<b>(226,336)</b>	<b>-7.77%</b>	<b>2,997,258</b>	<b>(311,034)</b>	<b>4139999999 TOTAL OPERATING REVENUE</b>	<b>14,177,971</b>	<b>14,762,980</b>	<b>(585,009)</b>	<b>-3.96%</b>	<b>16,981,647</b>	<b>(2,803,675)</b>	<b>35,417,925</b>	<b>20,714,263</b>
90,929	399,176	(308,247)	-77.22%	-	90,929	4140000002 FTA Reimbursements - Capital	438,263.00	1,711,962	(1,273,699)	-74.40%	4,611,716	(4,173,453)	4,506,197	4,067,934
180,000	158,801	21,199	13.35%	158,708	21,292	4140000003 Capital Revenue - City of Birmingham	408,211.49	794,006	(385,794)	-48.59%	793,538	(385,326)	1,905,614	1,905,614
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	4,202.50	4,203	-	0.00%	4,237	(34)	10,086	5,883
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	4,727.80	4,728	-	0.00%	4,745	(17)	11,347	6,619
823	823	-	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	4,114.95	4,115	-	0.00%	4,094	21	9,876	5,761
1,401	1,401	-	0.00%	1,394	7	4140000008 Capital Revenue - City of Midfield	7,004.19	7,004	0	0.00%	6,972	33	16,810	9,806
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	17,597.90	17,598	-	0.00%	17,559	39	42,235	24,637
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	6,216.15	6,216	-	0.00%	6,217	(1)	14,919	8,703
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	1,400.85	1,401	-	0.00%	1,362	39	3,362	1,961
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	36,246.40	36,246	0	0.00%	36,193	53	86,991	50,745
<b>287,231</b>	<b>574,280</b>	<b>(287,049)</b>	<b>-49.98%</b>	<b>174,983</b>	<b>112,248</b>	<b>4149999999 TOTAL CAPITAL REVENUES</b>	<b>927,985</b>	<b>2,587,478</b>	<b>(1,659,493)</b>	<b>-64.14%</b>	<b>5,486,633</b>	<b>(4,558,648)</b>	<b>6,607,436</b>	<b>6,087,663</b>
<b>2,973,455</b>	<b>3,486,839</b>	<b>(513,384)</b>	<b>-14.72%</b>	<b>3,172,241</b>	<b>(198,786)</b>	<b>4999999999 TOTAL REVENUES</b>	<b>15,105,957</b>	<b>17,350,458</b>	<b>(2,244,502)</b>	<b>-12.94%</b>	<b>22,468,280</b>	<b>(7,362,323)</b>	<b>42,025,362</b>	<b>26,801,925</b>
528,301	577,867	(49,567)	-8.58%	541,808	(13,508)	5010100001 Operator's Salaries	2,848,021.42	2,889,337	(41,315)	-1.43%	2,818,353	29,669	6,934,408.00	4,086,387
577,167	595,390	(18,224)	-3.06%	542,994	34,172	5010200001 Other Salaries	2,933,745.29	2,976,950	(43,205)	-1.45%	2,920,562	13,183	7,144,681.00	4,210,936
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	15,541	(15,541)	-	-
<b>1,105,467</b>	<b>1,173,257</b>	<b>(67,790)</b>	<b>-5.78%</b>	<b>1,084,803</b>	<b>20,665</b>	<b>5019999999 TOTAL LABOR</b>	<b>5,781,767</b>	<b>5,866,287</b>	<b>(84,520)</b>	<b>-1.44%</b>	<b>5,754,456</b>	<b>27,310</b>	<b>14,079,089</b>	<b>8,297,322</b>
74,907	94,452	(19,545)	-20.69%	75,143	(236)	5020103001 Employer FICA Tax (OASDI)	392,612.18	472,260	(79,647)	-16.87%	397,893	(5,281)	1,133,423.00	740,811
18,423	21,585	(3,162)	-14.65%	17,030	1,393	5020200001 Pension Expense	92,107.49	107,923	(15,815)	-14.65%	82,217	9,890	259,015.00	166,908
(1,513,390)	368,716	(1,882,106)	-510.45%	327,665	(1,841,065)	5020203002 Regular Retirement	(291,033.33)	1,843,580	(2,134,613)	-115.79%	1,655,238	(1,946,272)	4,424,591.00	4,715,624
445,979	385,340	60,639	15.74%	405,708	40,272	5020303001 Health Insurance	2,083,138.62	1,926,701	156,438	8.12%	1,823,826	259,313	4,624,082.00	2,540,943
-	8,828	(8,828)	-100.00%	-	-	5020417601 Unemployment Taxes	13,684.61	34,140	(20,456)	-59.92%	13,684	81,937.00	81,937.00	68,252
7,544	7,590	(45)	-0.59%	6,714	830	5020503001 Life Insurance	37,596.15	37,948	(352)	-0.93%	33,300	4,296	91,075.00	53,479

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA**  
**INCOME STATEMENT**  
**February 28, 2018**

Feb-18 Actual	Feb-18 Budget	Feb-18 \$ Variance	Feb-18 % Variance	Feb-17 Actual	CY vs PY \$ Variance	Title	Feb-18 Actual	Feb-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
47,356	56,258	(8,902)	-15.82%	55,502	(8,146)	5020803001 Worker's Compensation Insurance	261,217.51	281,290	(20,072)	-7.14%	188,839	72,378	675,096.00	413,878
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	1,200.00	8,333	(7,133)	-85.60%	8,289	(7,089)	20,000.00	18,800
3,155	11,484	(8,328)	-72.52%	5,378	(2,223)	5021303001 Uniforms & Wearing Apparel	27,957.30	57,420	(29,462)	-51.31%	34,241	(6,284)	137,807.00	109,850
507	917	(410)	-44.71%	1,907	(1,400)	5021400001 Employee Wellness	2,534.25	4,583	(2,049)	-44.71%	3,934	(1,400)	11,000.00	8,466
57	269	(212)	-78.96%	57	-	5021403002 Employee Licenses	395.00	1,343	(948)	-70.59%	897	(502)	3,223.00	2,828
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	9,270.00	9,270
290	773	(483)	-62.46%	420	(130)	5021400004 Tool Allowance	1,316.73	3,863	(2,546)	-65.91%	2,522	(1,205)	150,000	148,683
-	12,500	(12,500)	-100.00%	-	-	5021400005 General Contingency	-	62,500	(62,500)	-100.00%	5,631	(5,631)	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
<b>(915,172)</b>	<b>968,377</b>	<b>(1,883,548)</b>	<b>-194.51%</b>	<b>895,523</b>	<b>(1,810,695)</b>	<b>5029999999 TOTAL FRINGE BENEFITS</b>	<b>2,622,727</b>	<b>4,841,883</b>	<b>(2,219,156)</b>	<b>-45.83%</b>	<b>4,236,854</b>	<b>(1,614,128)</b>	<b>11,620,519</b>	<b>8,997,792</b>
-	417	(417)	-100.00%	-	-	5030200001 Promotional Advertising	-	2,083	(2,083)	-100.00%	4,500	(4,500)	5,000.00	5,000
74,002	35,854	38,148	106.40%	26,085	47,917	5030300001 Legal Services	215,550.62	179,271	36,280	20.24%	122,303	93,248	430,250.00	214,699
33,007	12,500	20,507	164.06%	-	33,007	5030300002 Architect & Engineering Services	33,007.02	62,500	(29,493)	-47.19%	-	33,007	150,000.00	116,993
1,040	1,404	(364)	-25.91%	1,210	(170)	5030300003 Software Technical Support	14,878.00	7,019	7,859	111.97%	2,869	12,009	16,845.00	1,967
2,092	2,500	(408)	-16.32%	2,080	12	5030300004 Medical Services	10,998.75	12,500	(1,501)	-12.01%	10,165	834	30,000.00	19,001
369	1,208	(840)	-69.48%	-	369	5030300005 Human Resources Services	8,704.00	6,042	2,662	44.07%	3,596	5,108	14,500.00	5,796
17,573	15,417	2,157	13.99%	14,804	2,769	5030300006 Computer & Data Services	115,579.09	77,083	38,496	49.94%	74,889	40,690	185,000.00	69,421
55,020	51,250	3,770	7.36%	39,215	15,805	5030300007 Professional & Technical Services	262,824.28	256,250	6,574	2.57%	698,371	(435,547)	615,000.00	352,176
1,750	12,500	(10,750)	-86.00%	17,553	(15,803)	5030300008 Marketing Consulting	4,800.00	62,500	(57,700)	-92.32%	22,344	(17,544)	150,000.00	145,200
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	10,000.00	10,000	-	0.00%	10,000	-	24,000.00	14,000
-	500	(500)	-100.00%	1,180	(1,180)	5030300010 Financial Services	-	2,500	(2,500)	-100.00%	1,180	(1,180)	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	52,080.00	52,083	(3)	-0.01%	52,080	-	125,000.00	72,920
650	-	650	0.00%	271	379	5030317612 Legal Travel	650.00	-	650	0.00%	5,469	(4,819)	0.00	(650)
1,338	2,965	(1,627)	-54.87%	1,232	106	5030500001 Vehicle Cleaning	16,401.27	14,827	1,575	10.62%	9,661	35,584.00	19,183	19,183
3,250	6,167	(2,917)	-47.30%	-	3,250	5030500003 Landscape Maintenance	16,250.00	30,833	(14,583)	-47.30%	-	16,250	74,000.00	57,750
30,761	4,292	26,470	616.77%	332	30,430	5030500004 Building Maintenance Contracts	111,328.00	21,458	89,870	418.81%	1,380	109,948	51,500.00	(59,828)
(7,319)	13,438	(20,757)	-154.47%	-	(7,319)	5030600001 Janitorial Services	76,823.12	67,190	9,634	14.34%	-	76,823	161,255.00	84,432
80,725	59,583	21,142	35.48%	35,859	44,867	5030703001 Security Services	292,279.19	297,917	(5,637)	-1.89%	185,152	107,127	715,000.00	422,721
16,789	25,454	(8,665)	-34.04%	10,030	6,759	5039903001 Vehicle Maintenance - External	96,561.82	127,271	(30,709)	-24.13%	114,226	(17,665)	305,450.00	208,888
5,185	5,493	(308)	-5.60%	4,225	960	5039903002 Vehicle Towing	15,835.00	27,263	(11,628)	-42.34%	25,775	(9,940)	65,910.00	50,075
12,777	9,462	3,315	35.03%	12,707	70	5039900003 Equipment Maintenance - Labor	55,003.46	47,311	7,693	16.26%	42,100	12,903	113,546.00	58,543
-	3,417	(3,417)	-100.00%	7,500	(7,500)	5039900004 Advertising Install/Removal Service	7,000.00	17,083	(10,083)	-59.02%	7,500	(500)	41,000.00	34,000
2,163	3,884	(1,721)	-44.31%	220	1,943	5039903005 Printing & Copying External	8,237.12	19,418	(11,181)	-57.58%	8,543	(306)	46,603.00	38,366
(105)	3,433	(3,538)	-103.05%	518	(623)	5039900006 Waste Oil Removal	9,451.05	17,167	(7,716)	-44.95%	11,824	(2,373)	41,200.00	31,749
15,076	6,898	8,178	118.56%	5,883	9,193	5039900007 Other Contracted Services	98,784.32	34,490	64,295	186.42%	35,839	62,945	82,775.00	(16,009)
3,487	7,537	(4,050)	-53.73%	11,624	(8,137)	5039900008 Radio & Communication Maintenance	16,944.33	37,687	(20,742)	-55.04%	37,687	(20,742)	90,448.00	73,504
<b>362,048</b>	<b>297,989</b>	<b>64,059</b>	<b>21.50%</b>	<b>204,943</b>	<b>157,104</b>	<b>5039999999 TOTAL SERVICES</b>	<b>1,549,970</b>	<b>1,489,944</b>	<b>60,026</b>	<b>4.03%</b>	<b>1,484,529</b>	<b>65,441</b>	<b>3,575,866</b>	<b>2,025,896</b>
23,851	24,167	(316)	-1.31%	24,347	(496)	5040103001 Fuel & Lubricants - Diesel	114,208.24	120,833	(6,625)	-5.48%	116,438	(2,230)	290,000	175,792
92,736	79,167	13,569	17.14%	84,416	8,320	5040103002 Fuel & Lubricants - CNG	334,562.23	395,833	(61,271)	-15.48%	383,066	(48,504)	950,000	615,438
11	833	(822)	-98.69%	237	(226)	5040103103 Fuel & Lubricants - Unleaded - VIP	228.72	4,167	(3,938)	-94.51%	1,714	(1,486)	10,000	9,771
16,195	29,441	(13,246)	-44.99%	21,420	(5,226)	5040200001 Tires & Tubes	149,569.64	147,204	2,365	1.61%	132,401	17,168	353,290	203,720
1,496	3,155	(1,660)	-52.60%	1,280	216	5049900001 Printing Supplies	6,409.85	15,777	(9,367)	-59.37%	5,773	637	37,865	31,455
6,462	2,747	3,714	135.20%	3,409	3,053	5049900002 General Office Supplies	19,433.80	13,736	5,698	41.48%	11,729	7,705	32,967	13,533
108,931	228,058	(119,127)	-52.24%	144,336	(35,404)	5049900003 Equip. Repair Parts & Material	789,445.22	1,140,290	(350,845)	-30.77%	883,875	(94,430)	2,736,697	1,947,252
4,307	5,579	(1,272)	-22.80%	2,361	1,946	5049900004 Janitorial & Building Supplies	34,689.42	27,896	6,794	24.35%	15,238	19,451	66,950	32,261
(3,053)	2,308	(5,360)	-232.29%	6,914	(9,967)	5049900006 Minor Equipment	14,761.83	11,538	3,223	27.94%	17,707	(2,946)	27,692	12,930
-	76	(76)	-100.00%	-	-	5049900007 Medical Supplies	203.02	378	(174)	-46.22%	-	203	906	703
20,787	21,256	(469)	-2.21%	20,637	150	5049900008 Shelter Maintenance	109,077.14	106,281	2,796	2.63%	128,472	(19,395)	255,074	145,997
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	46	(46)	100.00%	56	(56)	110	-
7,337	4,583	2,754	60.10%	4,626	2,712	5049900010 Internal Sponsored Functions	90,774.67	63,739	27,036	42.42%	26,745	64,029	95,825	5,050
7,135	6,833	302	4.42%	3,430	3,705	5049900011 Cleaning Supplies	38,448.53	34,167	4,282	12.53%	32,595	5,853	82,000	43,551
7,191	-	7,191	0.00%	4,449	2,741	5049905103 Inventory Adjustments	(36,638.10)	-	(36,638)	0.00%	4,408	(41,046)	-	36,638
<b>293,386</b>	<b>408,212</b>	<b>(114,826)</b>	<b>-28.13%</b>	<b>321,862</b>	<b>(28,477)</b>	<b>5049999999 TOTAL MATERIALS &amp; SUPPLIES</b>	<b>1,665,174</b>	<b>2,081,886</b>	<b>(416,711)</b>	<b>-20.02%</b>	<b>1,760,219</b>	<b>(95,045)</b>	<b>4,939,376</b>	<b>3,274,092</b>
48,832	31,563	17,270	54.72%	25,690	23,142	5050203001 Electric	221,442.87	157,813	63,630	40.32%	109,171	112,272	378,750	157,307
4,692	7,226	(2,534)	-35.07%	4,129	563	5050203002 Water & Sewer	24,796.77	36,130	(11,333)	-31.37%	48,659	(23,863)	86,711	61,914
4,588	4,025	564	14.00%	2,222	2,366	5050203003 Trash, Garbage & Waste Removal	26,245.69	20,124	6,122	30.42%	11,704	14,542	48,298	22,052
7,741	2,917	4,824	165.40%	3,907	3,834	5050203004 Heating	22,479.94	14,583	7,897	54.15%	11,976	10,504	35,000	12,520
11,443	14,712	(3,270)	-22.22%	17,541	(6,098)	5050203005 Telecommunications	100,001.45	73,562	26,440	35.94%	85,292	14,710	176,548	76,547
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	539.10	167	372	223.49%	-	539	400	(139)
<b>77,296</b>	<b>60,476</b>	<b>16,821</b>	<b>27.81%</b>	<b>53,490</b>	<b>23,806</b>	<b>5059999999 TOTAL UTILITIES</b>	<b>395,506</b>	<b>302,378</b>	<b>93,128</b>	<b>30.80%</b>	<b>266,802</b>	<b>128,703</b>	<b>725,707</b>	<b>330,201</b>

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA**  
**INCOME STATEMENT**  
**February 28, 2018**

Feb-18 Actual	Feb-18 Budget	Feb-18 \$ Variance	Feb-18 % Variance	Feb-17 Actual	CY vs PY \$ Variance	Title	Feb-18 Actual	Feb-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
16,751	40,432	(23,681)	-58.57%	14,903	1,848	5060100001 Insurance - Property & Liability	81,396.15	202,160	(120,763)	-59.74%	74,098	7,298	485,183	403,787
3,590	3,148	442	14.03%	3,194	396	5060100002 Insurance - Public Officials	17,442.02	15,740	1,702	10.82%	15,878	1,564	37,775	20,333
99,311	115,316	(16,005)	-13.88%	88,355	10,956	5060103003 Insurance - Vehicle	482,562.89	576,579	(94,016)	-16.31%	439,298	43,265	1,383,789	901,226
-	-	-	0.00%	(8,695)	8,695	5060203001 Insurance Proceeds	(21,638.58)	-	(21,639)	0.00%	(50,929)	29,291	-	21,639
-	28,506	(28,506)	-100.00%	-	-	5060416501 Property Damage Settlements	127,175.69	142,532	(15,356)	-10.77%	84,973	42,202	342,076	214,900
<b>119,652</b>	<b>187,402</b>	<b>(67,750)</b>	<b>-36.15%</b>	<b>97,757</b>	<b>21,895</b>	<b>5069999999 TOTAL CASUALTY &amp; LIABILITY COST</b>	<b>686,938</b>	<b>937,010</b>	<b>(250,071)</b>	<b>-26.69%</b>	<b>563,319</b>	<b>123,619</b>	<b>2,248,823</b>	<b>1,561,885</b>
4,710	4,117	593	14.40%	4,140	571	5090100001 Dues & Subscriptions	21,928.72	20,586	1,342	6.52%	20,636	1,293	49,407	27,478
11,267	7,904	3,363	42.55%	5,422	5,845	5090200001 Travel	46,709.28	39,519	7,191	18.20%	24,562	22,147	94,845	48,136
4,827	3,226	1,601	49.62%	2,443	2,384	5090200002 Per Diem	19,700.03	16,131	3,569	22.12%	7,673	12,027	38,715	19,015
33,884	9,741	24,142	247.83%	20,985	12,899	5090200003 Meetings, Seminars & Traning	63,503.41	48,707	14,796	30.38%	60,222	3,281	116,897	53,394
(21,768)	31,250	(53,018)	-169.66%	13,819	(35,587)	5090218105 Planning Activities	152,603.68	156,250	(3,646)	-2.33%	893,474	(740,870)	375,000	222,396
40	8	32	380.19%	-	40	5090600001 Fines & Penalties	179.79	42	138	331.67%	180	100	-	(80)
-	2,708	(2,708)	-100.00%	152	(152)	5090800001 Legal Advertising	9,508.60	13,542	(4,033)	-29.78%	2,118	7,390	32,500	22,991
3,600	30,833	(27,233)	-88.32%	-	3,600	5090800002 Media Advertising	44,224.00	154,167	(109,943)	-71.31%	5,690	38,534	370,000	325,776
345	512	(167)	-32.60%	270	75	5099900001 Postage & Courier Service	2,190.49	2,560	(369)	-14.42%	2,416	(226)	6,143	3,953
7	29	(22)	-75.99%	1	6	5099900002 Other Miscellaneous	146.12	146	0	0.22%	291	(145)	350	204
3,500	2,667	833	31.25%	-	3,500	5099900003 Educational - Tuition Reimbursement	6,890.06	13,333	(6,443)	-48.32%	12,529	(5,639)	32,000	25,110
-	292	(292)	-100.00%	-	-	5099900004 Interview Expenses	168.99	1,458	(1,289)	-88.41%	27	142	3,500	3,331
19	113	(94)	-83.33%	-	19	5099901105 Fees & Permits	165.50	563	(397)	-70.58%	928	(763)	1,350	1,185
43,335	7,083	36,252	511.79%	7,495	35,840	5099900006 Community Outreach	55,082.52	35,417	19,666	55.53%	27,457	27,626	85,000	29,917
75,000	75,000	-	0.00%	-	75,000	5099900008 RPC NTD Data	75,000.00	75,000	-	0.00%	-	75,000	75,000	-
2,344	4,167	(1,823)	-43.75%	1,750	594	5099900009 Moving Expenses	14,831.27	20,833	(6,002)	-28.81%	9,624	5,207	50,000	35,169
<b>161,110</b>	<b>179,651</b>	<b>(18,540)</b>	<b>-10.32%</b>	<b>56,476</b>	<b>104,634</b>	<b>5099999999 TOTAL MISCELLANEOUS EXPENSES</b>	<b>512,832</b>	<b>598,253</b>	<b>(85,421)</b>	<b>-14.28%</b>	<b>1,067,648</b>	<b>(554,816)</b>	<b>1,330,807</b>	<b>817,975</b>
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	<b>5110117102 TOTAL INTEREST EXPENSE</b>	-	-	-	0.00%	-	-	-	-
2,491	1,660	831	50.06%	5,022	(2,531)	5121200001 Leases & Rentals	24,385.49	8,298	16,087	193.86%	25,194	(809)	19,916	(4,469)
<b>2,491</b>	<b>1,660</b>	<b>831</b>	<b>50.06%</b>	<b>5,022</b>	<b>(2,531)</b>	<b>5129900099 TOTAL LEASES &amp; RENTALS</b>	<b>24,385</b>	<b>8,298</b>	<b>16,087</b>	<b>193.86%</b>	<b>25,194</b>	<b>(809)</b>	<b>19,916</b>	<b>(4,469)</b>
376,843	376,843	-	0.00%	269,351	107,492	5130000001 Depreciation Expense	1,549,769.75	1,549,770	-	0.00%	1,270,347	279,423	1,549,770	-
<b>376,843</b>	<b>376,843</b>	<b>-</b>	<b>0.00%</b>	<b>269,351</b>	<b>107,492</b>	<b>5139900099 TOTAL DEPRECIATION EXPENSE</b>	<b>1,549,770</b>	<b>1,549,770</b>	<b>-</b>	<b>0.00%</b>	<b>1,270,347</b>	<b>279,423</b>	<b>1,549,770</b>	<b>-</b>
247,566	247,566	-	0.00%	271,459	(23,893)	5160000001 Pass Thru Funding Expense	1,384,017.49	1,384,017	-	0.00%	2,028,356	(644,339)	1,384,017	-
<b>247,566</b>	<b>247,566</b>	<b>-</b>	<b>0.00%</b>	<b>271,459</b>	<b>(23,893)</b>	<b>5169900099 TOTAL OTHER RECONCILING ITEM</b>	<b>1,384,017</b>	<b>1,384,017</b>	<b>-</b>	<b>0.00%</b>	<b>2,028,356</b>	<b>(644,339)</b>	<b>1,384,017</b>	<b>-</b>
<b>1,830,687</b>	<b>3,901,432</b>	<b>(2,070,745)</b>	<b>-53.08%</b>	<b>3,260,686</b>	<b>(1,429,999)</b>	<b>9999999997 TOTAL EXPENSES</b>	<b>16,173,087</b>	<b>19,059,726</b>	<b>(2,886,639)</b>	<b>-15.15%</b>	<b>18,457,726</b>	<b>(2,284,639)</b>	<b>41,473,890</b>	<b>25,300,693</b>
<b>1,142,768</b>	<b>(414,593)</b>	<b>1,557,361</b>	<b>-375.64%</b>	<b>(88,445)</b>	<b>1,231,213</b>	<b>9999999998 NET DIFFERENCE</b>	<b>(1,067,130)</b>	<b>(1,709,267)</b>	<b>642,137</b>	<b>-37.57%</b>	<b>4,010,554</b>	<b>(5,077,684)</b>	<b>551,472</b>	<b>1,501,232</b>

CY = Current Year

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Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA**  
**Summary Revenue & Expense Report**  
**YTD FEBRUARY 2018**

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
<b>Operating Revenues:</b>					
Passenger Fares	865,746	896,598	(30,852)	2,151,835	1,286,089
Municipal Services	7,914,822	8,909,408	(994,586)	21,382,579	13,467,758
Other Revenues	203,649	163,122	40,528	391,492	187,843
Tax Revenues	833,333	833,333	(0)	2,000,000	1,166,667
Capital Revenues	489,722	875,517	(385,794)	2,101,239	1,611,517
FTA Reimbursements - Project Admin	101,962	76,500	25,462	108,000	6,038
Federal and Local Grant Revenues	2,938,263	4,211,962	(1,273,699)	12,506,197	9,567,934
<b>Total Operating Revenues</b>	<b>13,347,498</b>	<b>15,966,440</b>	<b>(2,618,942)</b>	<b>40,641,343</b>	<b>27,293,845</b>
<b>Non-Budget Revenues:</b>					
FTA Reimbursements - Pass Thru Funds	1,384,019	1,384,019	0	1,384,019	0
FTA Reimbursements - ADA & TDP	374,440	0	374,440	0	(374,440)
CNG ALT. Fuel Reimbursements -	0	0	0	0	0
<b>Total Non-Budget Revenues</b>	<b>1,758,459</b>	<b>1,384,019</b>	<b>374,440</b>	<b>1,384,019</b>	<b>(374,440)</b>
<b>Total Revenues</b>	<b>15,105,957</b>	<b>17,350,459</b>	<b>(2,244,502)</b>	<b>42,025,362</b>	<b>26,919,405</b>
<b>Expenses:</b>					
Labor	5,781,767	5,866,287	(84,520)	14,079,089	8,297,322
Fringe Benefits	2,622,727	4,841,883	(2,219,156)	11,620,519	8,997,792
Services	1,549,970	1,489,944	60,026	3,575,866	2,025,896
Materials & Supplies	1,665,174	2,081,886	(416,711)	4,939,376	3,274,202
Utilities	395,506	302,378	93,128	725,707	330,201
Casualty & Liability Costs	686,938	937,010	(250,071)	2,248,823	1,561,885
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	512,832	598,253	(85,421)	1,330,807	817,975
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	24,385	8,298	16,087	19,916	(4,469)
<b>Total Expenses</b>	<b>13,239,300</b>	<b>16,125,939</b>	<b>(2,886,639)</b>	<b>38,540,103</b>	<b>25,300,803</b>
<b>Non-Budget Expenses:</b>					
Depreciation Expense	1,549,770	1,549,770	0	1,549,770	0
Pass Thru Funding Expense	1,384,017	1,384,017	0	1,384,017	0
<b>Total Non-Budget Expenses</b>	<b>2,933,787</b>	<b>2,933,787</b>	<b>0</b>	<b>2,933,787</b>	<b>0</b>
<b>Total Expenses</b>	<b>16,173,087</b>	<b>19,059,726</b>	<b>(2,886,639)</b>	<b>41,473,890</b>	<b>25,300,803</b>
<b>Net Difference</b>	<b>(1,067,130)</b>	<b>(1,709,267)</b>	<b>642,137</b>	<b>551,472</b>	<b>1,618,602</b>

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	13,347,498	15,966,440	(2,618,942)	40,641,343	27,293,845
Total Operating Expenses	13,239,300	16,125,939	(2,886,639)	38,540,103	25,300,803
<b>Net Operating Profit/(Loss)</b>	<b>108,198</b>	<b>(159,499)</b>	<b>267,697</b>	<b>2,101,240</b>	<b>1,993,042</b>
Total Non-Budget Revenues	1,758,459	1,384,019	374,440	1,384,019	(374,440)
Total Non-Budget Expenses	2,933,787	2,933,787	0	2,933,787	0
<b>Total Non-Budget Profit/(Loss)</b>	<b>(1,175,328)</b>	<b>(1,549,768)</b>	<b>374,440</b>	<b>(1,549,768)</b>	<b>(374,440)</b>
<b>Net Profit/(Loss)</b>	<b>(1,067,130)</b>	<b>(1,709,267)</b>	<b>642,137</b>	<b>551,472</b>	<b>1,618,602</b>

**BJCTA**  
**Commission Revenue Trend**  
**As of February 28, 2018**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Commission Revenue	32,427	34,373	31,018	128,606
<b>Total Commission Revenue</b>	<b>32,427</b>	<b>34,373</b>	<b>31,018</b>	<b>128,606</b>

**BJCTA**  
**CNG Revenue**  
**As of February 28, 2018**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Revenue	183,039	293,936	477,108	272,447
Gallons	91,519	146,968	238,534	136,224

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year:	2018	Period	5	February 2018	Division:	00 Balance Sheet	As of:	02/28/2018
					October Thru February			
					2018	2017	Variance	
1000000000 ASSETS								
1010000000 CASH & CASH EQUIVALENTS								
1010100001	Money Market-BBVA Compass				\$962,580.68	\$11,395,792.25		(\$10,433,211.57)
1010100002	Cash - Payroll - BBVA Compass				\$379,229.34	\$357,493.39		\$21,735.95
1010100003	Cash - Operating - BBVA Compass				\$8,285,971.41	\$4,276,636.07		\$4,009,335.34
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				\$162.68	\$101.68		\$61.00
1010200002	Petty Cash - Central Station				\$156.41	\$200.00		(\$43.59)
1019999999	TOTAL - CASH & CASH EQUIVALENTS				\$9,838,100.52	\$16,240,223.39		(\$6,402,122.87)
1020000000 ACCOUNTS RECEIVABLE								
1020100001	A/R Advertising				\$47,314.33	\$25,383.35		\$21,930.98
1020100002	A/R Pass/Ticket Sales				\$10,953.20	\$16,019.80		(\$5,066.60)
1020700003	A/R Hoover				\$0.00	\$34,888.85		(\$34,888.85)
1020700004	A/R Birmingham				\$1,800,000.00	\$2,613,737.56		(\$813,737.56)
1020700006	A/R Federal				\$2,500,000.00	\$2,775,301.25		(\$275,301.25)
1020700008	A/R Beer Tax				\$148,528.85	\$84,901.07		\$63,627.78
1020700010	A/R Bessemer				\$0.00	\$119,211.68		(\$119,211.68)
1020700014	A/R - Homewood				\$56,987.18	\$0.00		\$56,987.18
1020700022	A/R - Midfield				\$22,681.58	\$13,266.26		\$9,415.32
1020800001	A/R Blue Cross Blue Shield				\$30,890.37	\$22,076.15		\$8,814.22
1020800007	A/R - Alternative Fuel Credit - Other				\$43,184.90	\$474,529.14		(\$431,344.24)
1020800008	A/R Employee				\$1,491.93	(\$2,197.14)		\$3,689.07
1020800009	A/R - Pass Thru Funding				\$0.00	\$217,711.00		(\$217,711.00)
1029999999	TOTAL ACCOUNTS RECEIVABLE				\$4,662,032.34	\$6,394,828.97		(\$1,732,796.63)
1030000000 SUPPLY INVENTORY								
1030000001	Diesel Fuel Supply				\$68,944.82	\$56,945.77		\$11,999.05
1030000002	UNLEADED FUEL SUPPLY				\$25,053.56	\$15,572.50		\$9,481.06
1030000003	Parts, Oil, Lubricant Inventory				\$1,861,817.98	\$1,804,156.61		\$57,661.37
1039999999	TOTAL SUPPLY INVENTORY				\$1,955,816.36	\$1,876,674.88		\$79,141.48
1050000000 CONSTRUCTION & PROJECTS IN PROCESS								
1050200001	Construct in Progress				\$24,261.00	\$152,323.94		(\$128,062.94)
1050200002	Construction in Progress - Bus Shelters				\$180,821.00	\$207,169.00		(\$26,348.00)
1059999999	TOTAL CONST. & PROJ. IN PROCESS				\$205,082.00	\$359,492.94		(\$154,410.94)

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year:	2018	Period	5	February 2018	Division:	00 Balance Sheet	As of:	02/28/2018
					October Thru February			
					2018	2017	Variance	
1110000000 PROPERTY, PLANT & EQUIPMENT								
1110100001 Motor Busses - Class A					\$31,117,508.27	\$30,427,693.70	\$689,814.57	
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					\$863,359.78	\$645,168.58	\$218,191.20	
1110100006 Shelter/Stations					\$942,869.01	\$934,494.71	\$8,374.30	
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					\$1,000,416.76	\$373,162.36	\$627,254.40	
1110100011 Close Circuit TV					\$216,683.73	\$219,651.33	(\$2,967.60)	
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					\$1,123,068.19	\$956,394.04	\$166,674.15	
1110100015 Software					\$373,576.58	\$404,726.58	(\$31,150.00)	
1110100016 Office Furniture/Equipment					\$1,173,050.99	\$611,363.43	\$561,687.56	
1110100017 Land					\$2,856,622.35	\$2,856,622.35	\$0.00	
1110300001 Accumulated Depreciation					(\$28,936,709.32)	(\$26,328,980.51)	(\$2,607,728.81)	
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT					\$46,089,882.37	\$25,311,868.67	\$20,778,013.70	
1510000000 OTHER ASSETS								
1510100001 PPD - Workman's Comp					\$473,560.00	\$555,018.33	(\$81,458.33)	
1510100004 PPD - Insurance Liability					\$1,016,877.13	\$934,429.37	\$82,447.76	
1510100005 PPD Software Maintenance Contract					\$16,905.00	\$15,855.00	\$1,050.00	
1510100006 PPD - OTHER					\$130,890.21	\$109,568.14	\$21,322.07	
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					\$7,623,452.05	\$6,748,785.84	\$874,666.21	
1999999999 TOTAL ASSETS					\$70,374,365.64	\$56,931,874.69	\$13,442,490.95	
2000000000 LIABILITES & EQUITY								
2000000001 LIABILITIES								
2010000000 ACCOUNTS PAYABLE								
2010100001 Accounts Payable					\$254,273.50	\$160,883.96	\$93,389.54	
2010100003 Accrued Accounts Payables					\$1,086,667.59	\$806,595.12	\$280,072.47	
2019999999 TOTAL ACCOUNTS PAYABLE					\$1,340,941.09	\$967,479.08	\$373,462.01	



# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018	Period 5	February 2018	Division: 00 Balance Sheet	As of: 02/28/2018
		October Thru February		
		2018	2017	Variance
2020000000 ACCRUED PAYROLL & WITHHOLDINGS				
2020100001	Accrued Payroll Expenses	\$540,454.96	\$622,678.89	(\$82,223.93)
2020100003	AFLAC W/H	\$19,129.50	\$0.00	\$19,129.50
2020100013	FSA W/H	(\$9,176.08)	\$0.00	(\$9,176.08)
2020100016	Administrative Vision W/H	\$0.00	\$5.72	(\$5.72)
2030100001	Social Security Payable	\$29,333.37	\$34,873.80	(\$5,540.43)
2030100002	Medicare Payable	\$6,860.13	\$8,155.92	(\$1,295.79)
2030100004	State Taxes Payable	\$36,272.38	\$35,297.22	\$975.16
2030100006	B'ham City Taxes Payable	\$9,791.35	\$9,661.63	\$129.72
2039999999	TOTAL ACCRUED P/R & W/H	\$632,665.61	\$710,673.18	(\$78,007.57)
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	\$29,214,128.08	\$31,179,647.58	(\$1,965,519.50)
2050500001	Audit Fee Payable	\$10,000.00	\$15,000.00	(\$5,000.00)
2050500002	Unearned Revenue	\$4,119,672.50	\$3,953,441.06	\$166,231.44
2050500004	Compensated Absenses	\$499,350.30	\$612,469.26	(\$113,118.96)
2050500008	Insurance Proceeds Held for Repairs	\$1,457.79	\$1,810.90	(\$353.11)
2050500010	Insurance Proceeds Held-Bus Purchase-Federal Share	\$0.00	\$0.00	\$0.00
2059999999	TOTAL OTHER CURRENT LIABILITIES	\$33,844,608.67	\$35,762,368.80	(\$1,917,760.13)
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	\$36,255,421.37	\$38,379,820.06	(\$2,124,398.69)
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

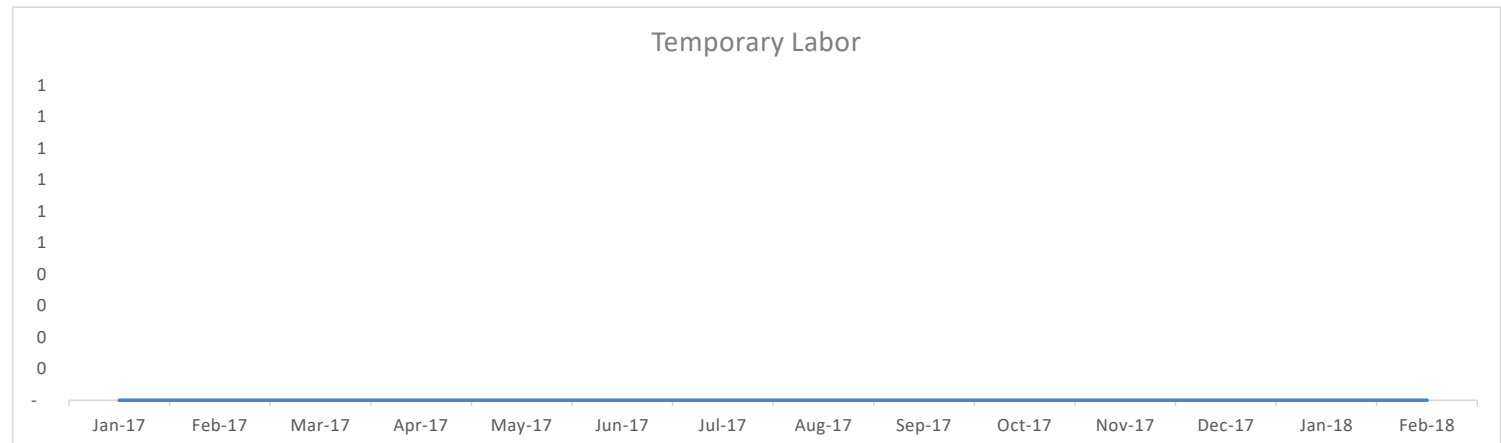
Fiscal Year: 2018		Period 5	February 2018	Division: 00 Balance Sheet		As of: 02/28/2018	
				October Thru February			
				2018	2017	Variance	
3049999999	TOTAL CONTRIBUTED CAPITAL			\$20,047,564.00	\$0.00	\$20,047,564.00	
3050000000	RETAINED EARNINGS						
3050100001	Retained Earnings			\$14,071,380.27	\$18,552,054.63	(\$4,480,674.36)	
3059999999	TOTAL RETAINED EARNINGS			\$14,071,380.27	\$18,552,054.63	(\$4,480,674.36)	
3999999997	TOTAL EQUITY			\$34,118,944.27	\$18,552,054.63	\$15,566,889.64	
3999999998	TOTAL LIABILITIES & EQUITY			\$70,374,365.64	\$56,931,874.69	\$13,442,490.95	

PARATRANSIT COST  
PER RIDERSHIP TREND  
AS OF JANUARY 2018

	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Paratransit Service Costs	373,035	329,827	369,375	388,928	376,805	387,045	454,923	367,261	406,928	285,410	407,311	406,928	371,090	343,634
Ridership	8,325	7,347	8,014	9,076	7,018	8,117	6,967	5,251	9,007	8,509	9,736	8,877	7,706	8,646
Paratransit Cost per Ridership	44.81	44.89	46.09	42.85	53.69	47.68	65.30	69.95	45.18	33.54	41.84	45.84	48.16	39.74

Temporary Labor  
As of February

	Jan-17	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
Temporary Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-



**Birmingham-Jefferson County Transit Authority**  
**Accounts Receivable Balances**  
**As of February 28, 2018**

Advertising	\$ 47,314	current
Pass/Ticket Sales	\$ 10,953	\$669.20 over 90. \$132 over 60. \$2915 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid FY18 contract amount in November
Birmingham	\$ 1,800,000	Sent quarterly billing out for Jan-Mar. 2018 Services, have not received. Was informed we would be getting funds soon.
Federal	\$ 2,500,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 148,529	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		Received in January
Homewood	\$ 56,987	Sent quarterly billing out for Jan-Mar. 2018 Services, have not received. Email Finance Department for status
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 Jan-Mar 2018 payment for services
Midfield	\$ 22,682	City Manager sent email stating that we should receive payment first of Feb. We received 1 of the 2 payments. Emailed the City Manager for update on payment
Centerpoint	\$ -	Paid for the 1st quarter of FY18 services
Blue Cross Blue Shield	\$ 30,890	Self Insured over/under payments occur every month. Will be receiving funds back after April 2018
Alternative Fuel/Other	\$ 43,185	See Below
Employee	\$ 1,492	credit card charges to be reimbursed.
Pass Thru Funding	\$ -	
Board	\$ -	
	<u>\$ 4,662,032</u>	
Breakdown of A/R Other/Alt Fuel		
	\$ -	SI Insurance-Current
	\$ 5,685	Interest-Current
	\$ 37,500	CNG manual billing. \$0 over 90; \$0 over 60; \$51.94 over 30. Remainder current
	\$ -	
	<u>\$ 43,185</u>	

**Birmingham-Jefferson County Transit Authority**  
**Accounts Receivable Write Offs**  
**As of February 28, 2018**

### BJCTA - Employee Overtime Report - February 2018

Department	Department Code	OT Hrs. FEB/17	OT FEB/17	OT Hrs. FEB/18	OT FEB/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01122	2.55	\$ 18.47	0.00	\$ -	4.82	\$ 35.82
VIP Admin	01130	0.00	\$ -	0.00	\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	249.03	\$ 2,609.54	452.35	\$ 4,879.65	2185.74	\$ 23,882.05
VIP Dispatch	01230/01232	46.41	\$ 485.69	79.17	\$ 794.06	380.42	\$ 3,862.50
VIP Call Center	02115/02130	56.01	\$ 400.30	4.44	\$ 37.92	72.32	\$ 480.67
Fixed Route Ops	03025	3008.59	\$ 25,785.52	2779.20	\$ 24,695.13	11273.21	\$ 99,464.42
VIP Ops	03135	933.52	\$ 6,521.66	1088.30	\$ 8,005.43	5054.08	\$ 37,278.02
Maint Admin	04140/04142	71.32	\$ 596.95	24.00	\$ 475.21	245.41	\$ 2,386.81
Facilities Admin	04250		\$ -		\$ -	0.00	\$ -
Maint	05145/05146	559.11	\$ 4,080.17	533.82	\$ 4,027.41	2351.52	\$ 17,909.20
Maint - Inspection	06145/06146/06148	467.89	\$ 4,863.57	455.44	\$ 4,962.17	2127.35	\$ 22,859.07
Facilities	12350	76.29	\$ 430.21	81.00	\$ 591.94	196.97	\$ 1,393.26
Money Room	15125	1.49	\$ 12.18	39.20	\$ 313.02	105.48	\$ 847.17
Customer Service	16215/75/76/90/91	91.61	\$ 680.95	297.03	\$ 2,355.75	816.43	\$ 6,239.21
Safety	16615/85	225.28	\$ 2,562.15	188.29	\$ 2,136.74	613.88	\$ 7,052.12
Admin & Risk	16715	9.48	\$ 66.94	17.47	\$ 144.90	56.08	\$ 414.84
IT	17015/10	28.15	\$ 260.54	33.16	\$ 327.50	158.19	\$ 1,571.61
Finance	17165/17865	5.32	\$ 63.61	36.34	\$ 338.67	200.85	\$ 1,896.75
Procurement/Grants	17965/80 & 17265/80	7.09	\$ 75.65	14.56	\$ 162.70	31.88	\$ 361.03
Executive	17610	46.20	\$ 472.57	147.21	\$ 1,349.79	478.58	\$ 4,331.31
Planning	17755	12.40	\$ 122.18	0.00	\$ -	41.16	\$ 408.57
<b>Totals</b>		<b>5897.74</b>	<b>\$ 50,108.85</b>	<b>6270.98</b>	<b>\$ 55,597.99</b>	<b>26394.37</b>	<b>\$232,674.43</b>

Findings : February 2018 overtime is 6% higher compared to February 2017

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>	<b>RESOLUTION NO.:</b>
Finance - Financial & Investment Highlights for Period Ending February 28, 2018	N/A
	<b>DATE:</b> February 28, 2018
	<b>INITIATOR</b> Finance Department
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

**Financial Highlights**

- As of the February 28, 2018 Balance Sheet, assets were \$70,374,365.64 while total liabilities were \$36,255,421.37.
- The Income Statement for the month ending February 28, 2018, details year to date revenues of \$15,105,956.77 and expenses of \$16,173,087.05 resulting in a negative difference of \$1,067,130.28.
- The total cash and cash equivalents as of February 28, 2018 was \$9,838,100.52 of which \$9,248,552.09 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	<u>FY18 YTD Actual</u>	<u>FY18 YTD Budget</u>	<u>Variance</u>
<b>Budgeted Items</b>			
Revenues	13,347,498	15,966,440	(2,618,942)
Expenses	13,239,300	16,125,939	(2,886,639)
<b>Net</b>	108,198	(159,499)	267,697
<b>Non Budgeted Items</b>			
Revenues	1,758,459	1,384,019	374,440
Expenses	2,933,787	2,933,787	-
<b>Net</b>	(1,175,328)	(1,549,768)	374,440
<b>Combined Net</b>	(1,067,130)	(1,709,267)	642,137

Total overall variance with the budget is a positive \$642,137

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

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

<b>TITLE/DESCRIPTION:</b>  <b>Finance Department Status Report</b>	<b>RESOLUTION NO.:</b> <b>N/A</b>
	<b>DATE:</b> <b>February 2018</b>
	<b>INITIATOR:</b> <b>Finance Department</b>
<b>ACTION REQUEST:</b> <input type="checkbox"/> <b>Approval</b> <input type="checkbox"/> <b>Review/Comment</b> <input checked="" type="checkbox"/> <b>Information Only</b> <input type="checkbox"/> <b>Other</b>	

**Purpose/Objective**

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

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

- For the month of February, the (YTD) year to date overall variance was a positive 642,137.16. The major reason is GASB 68 adjustment for retirement.
- Passenger Fares down 3.44% from budgeted.
- Overtime was up 6% vs. same period last year.
- For the month of February, spent \$3,162,515 on payroll, taxes and accounts payable
- Based on the required 3 month operating expenses, BJCTA is over \$2,020,192 in reserve.
- Received payment from Birmingham for July-December 2017 services.
- Thanks to the help of our Fuston, Petway and French, we received \$31,866.61 of Fairfield's arrearage. The Ad Valorem taxes will collect the remaining balance of \$101,371.22.

**Other Activities**

- Received information, from our Actuarial Company, Hilde, that the Contract Pension Liability decreased. The overall reduction was \$2.7 million.
- Mid-Year revision are being done on the budget and will be presented in March
- Received information from the IRS that the 2017 CNG fuel reimbursement. The reimbursement will be filed in March. This reimbursement will be \$742,000.00. This amount will be a gain.
- IT and Payroll on the new timekeeping system and roll out of the new system in March
- Attended Senior staff meetings
- Staff worked with auditors on fieldwork for our FY17 audit. Auditors will be overseeing our "Physical Inventory" in March. The audit should be completed and presented to the Board in April.

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  <p style="text-align: center;"><b>February 2018 Human Resources Report</b></p>	<b>DATE: February 2018</b>
	<b>INITIATOR:</b> Michael S. Simms Director of Human Resources
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**Purpose/Objective:**

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

**Employment Information:**

New Hires:     0  
Transfers:     0  
Applications: 44  
Rehires:       0  
Terminations: 5

- 1 Human Resources
- 3 Operators
- 1 Facilities
- 1 Retirement( Mechanic)
- 1 Resignation (Mechanic)

**Labor Relations:**

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

**FMLA/Medical Leave:**

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

**Worker's Compensation:**

Total Claims: 3  
Current Claims @EOM: 3

**Recruitment Initiatives:**

Current Job Postings: Staff Accountant, Operators (VIP and Fixed Route), Mechanics, VIP Reservationist, Customer Service Reps, General Applications

**Random/Post Offer Drug Testing**

Random Selections (6) – Currently up-to-date  
Post-Accident DOT = 2, Pre-Employ DOT = 5



**Meetings:**

Executive Staff Meeting – Thursdays @ 10:30AM

HR Staff Meeting – Thursdays @ 3PM

**Projects:**

Converting personnel files to digital format (continued training)

Handbook Revision (development phase)

Union contract negotiations (planning phase)

Benefits Broker (reviewing contract)

Third Party FMLA vendor selection

*Michael S. Simms*

Michael S. Simms

Director of Human Resources

## Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> February 2018
<b>Communications Report</b>	<b>INITIATOR:</b> Mikeshia T. Harvill, Marketing Specialist

### 1.0 Purpose/Objective:

The Communications Department is responsible for the implementation of communications both internally and externally. The Director ensures that consistent communications support is provided; by his/her team and 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.

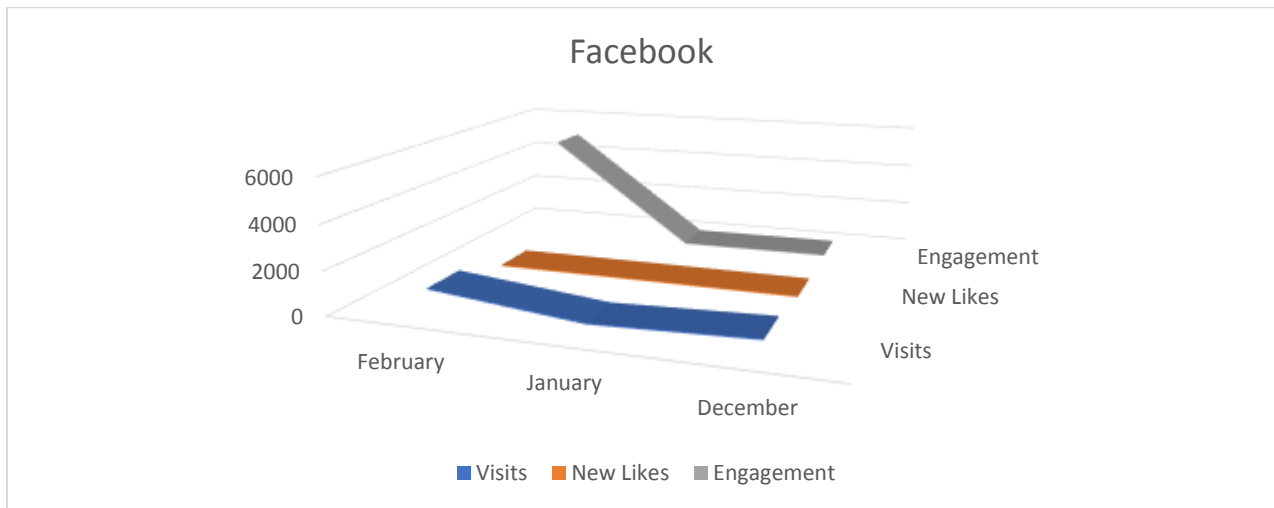
### 2.0 Completed Projects:

- Black history bus tour- visited local schools to display the black history bus and educate students about transit.
- Coordinated Intermodal Grand Opening week celebrations, which included MAX Community Fun Day, Johnnie P. Lassiter Community room dedication, and the official grand opening ceremony.

### 3.0 Working Projects

- Preparing Bessemer service advertising (January/February)

#### February Digital Report for Facebook



- 966 visits to BJCTA Facebook page
- New Page Likes – 47
- Post Engagement Actions – 4,992 (shares, likes, comments)

*Mikeshia T. Harvill*

Marketing Specialist

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

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> February 2018
Chief of Staff Report	<b>INITIATOR:</b> Adrian M. Solomon, Chief of Staff
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

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

- Participated on the committee for selection of Bus Rapid Transit (BRT), bus stop signs and shelters. Assisted in gathering information for the Request for Proposals (RFP).
- Scheduled regular meetings to restructure and correct Federal Transit Administration (FTA) findings on BJCTA Drug and Alcohol policy.
- Assisted with the development of Customer Care Associates onboarding training and re-training of soft skills.
- Facilitated departmental development of Standard Operating Procedures (SOP) for specific activities, policies and procedures.
- Participated in the development of a non-profit entity for BJCTA.
- Prepared a long-term 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
- Planning meetings for Grand Opening of Intermodal
- Alabama Transportation Association quarterly meeting
- Customer Care Departmental meeting
- Board of Directors and Senior Staff Working Sessions

*Adrian M. Solomon*

Adrian M. Solomon, Chief of Staff

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

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> February 2018
<b>Customer Care Center Report</b>	<b>INITIATOR:</b> Myrna Pittman Interim Director of Customer Care

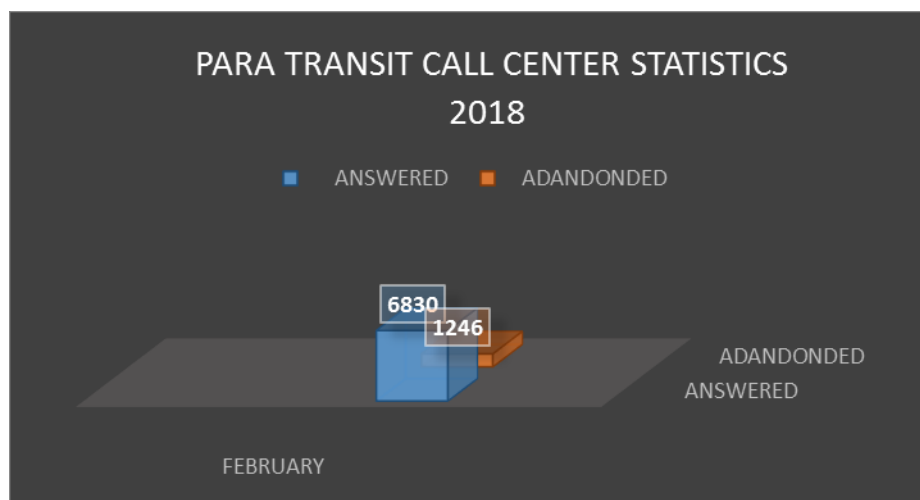
**Customer Care Center Activities:**

- Hired four Customer Care Associates who will begin their training class on March 5, 2018
- Held Customer Care Center meeting with all employees to share BJCTA vision, direction and goals as we become a premiere customer care call center in the transit industry.
- Assisted The League of Women's Voters of Greater Birmingham (LWVGB) with voter registration drive at Central Station
- Trained Horizon School on how the Public Information Display System (PIDS) work and how to board a bus from Central Station.
- Completed tours with the Black History Bus to four local elementary schools and explained the importance of recognizing the contributions of African Americans to American history and Public Transportation.

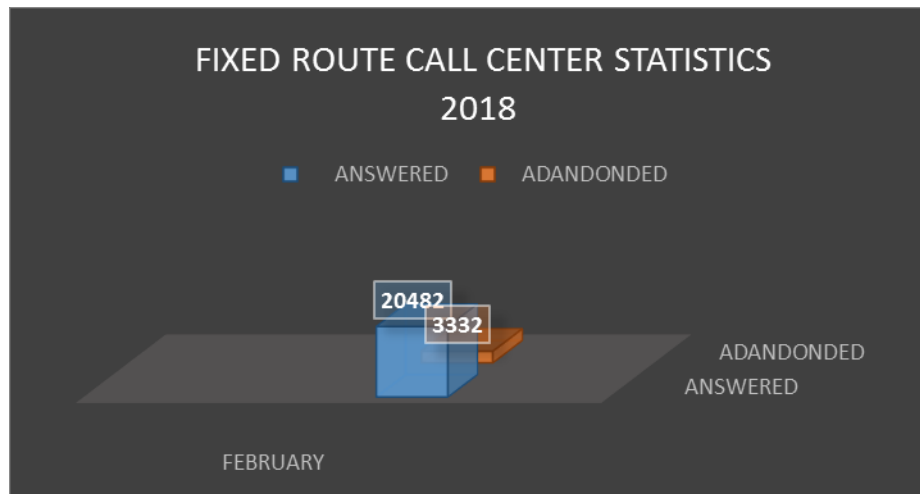




## Statistics:



Answered call rate 82% and abandoned call rate was 18%



Answered call rate 84% and abandoned call rate was 16%

*Myrna Pittman*

Myrna Pittman  
Interim Director of Customer Care



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION:  Grants Administration and Management	RESOLUTION NO.: N/A
	Month: February 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 eleven active FTA grants. Five of which are pass-through and the remaining six are BJCTA designated grants.*

- Closed a Federal Fiscal Year (FFY) 2015 Section 5310 grant by reallocating leftover line item balances to project administration.
- Informed that selections from the five finalists for the Alabama Department of Economic and Community Affairs (ADECA) Healthy Food Financing Program grant were submitted to the Governor on February 9, 2018. The winner (s) will be announced in two weeks.
- Transmitted a BJCTA-designated grant application: FFY 2017 Section 5310 Enhanced Mobility for \$221,765 federal.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of January.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of February.
- Met with the team to finalize discretionary grant application projects for 2018. With the data collected, seeking funding for a new maintenance facility and fixed-route and para-transit fleet were deemed competitive projects for the year.

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

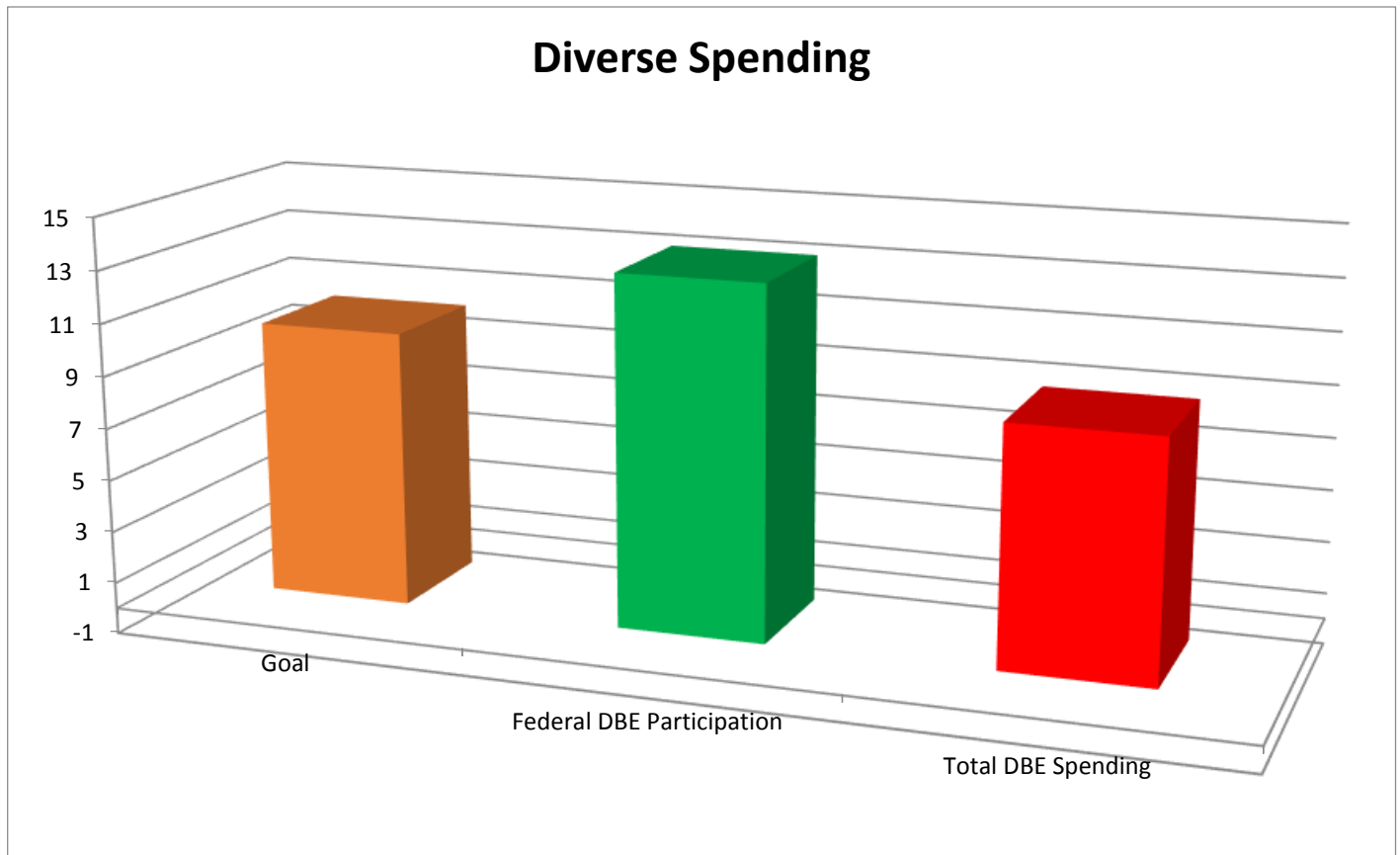
- Finalized agenda, speakers and exhibitors for the March 22, 2018 Diverse Business Expo.
- Scheduled weekly planning sessions leading up to the event for Thursday, March 1, 2018, March 8, 2018 and March 15, 2018.
- Sent DBE certificate renewal notices to three vendor who were within thirty days of certificate expiration.
- Attained and exceeded organizational DBE Goal for the first time this fiscal year.

**Other Activities:**

- Coordinated with the Regional Programming Commission to release the Federal Fiscal Year (FFY) 2017 Call for Projects for Section 5310 funding. Applications are due at noon on March 30, 2018.
- Assisted A-133 auditors with grant expenditure files and copies of grant budget revisions.
- Worked with Contracts & Compliance Officer to ensure all sub-recipients have an EEO Statement or EEO Abbreviated Plan in preparation for the March 1<sup>st</sup> EEO documentation submission deadline.

## February 2018 DBE Progress Report

- 9.1% DBE Participation in total spending (8 Alabama Certified DBE Vendors, \$208,028 out of \$2,281,820.25)
- 13.4% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$49,170 out of \$366,637)



**\*\*\*Federal DBE participation is up this month over last month by 4.4%. Also, for the first time this fiscal year, we have meet and exceeded our 10.5% federal DBE goal.**





Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  Information Technology Department Report	<b>RESOLUTION NO.</b> Not Applicable
	<b>DATE:</b> March 5, 2018
	<b>INITIATOR:</b> Information Technology
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

**Purpose/Objective:**

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

**Current Project Status:**

- BPD Substation/Security Office Technology Up-fit: 90% COMPLETE
  - Hardware installation postponed until March
  - Final testing and configuration remaining to be performed
- Fixed Route Intelligent Transportation System (Avail ITS): 80% COMPLETE
  - Maintenance integration remaining to be performed
- Paratransit ITS System (Route Match): 80% COMPLETE
  - Implementation of the Interactive Voice Response system (passenger notification) in process,
  - Inbound & Outbound IVR testing performed,
  - Investigation of reporting anomalies being performed
- Everbridge Update: 40% COMPLETE
  - Updating employee contact information,
  - Collaborating with Communications on external contacts
- BJCTA Intranet Development: 20% COMPLETE
  - No Activity
- TimeClock Plus Upgrade: 80% COMPLETE
  - Installed timeclock at Intermodal,
  - Configuring server
- Customer Service PC Install
  - Installation of hardware for new hires

## IT Department Performance Metrics Review

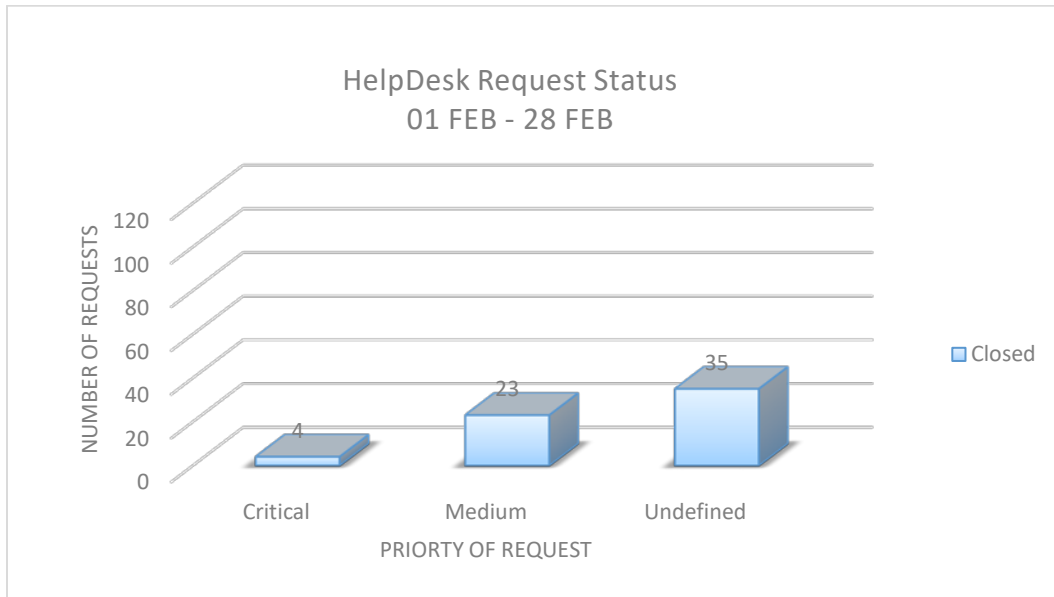


Figure 1 - Helpdesk Request Ticket Performance

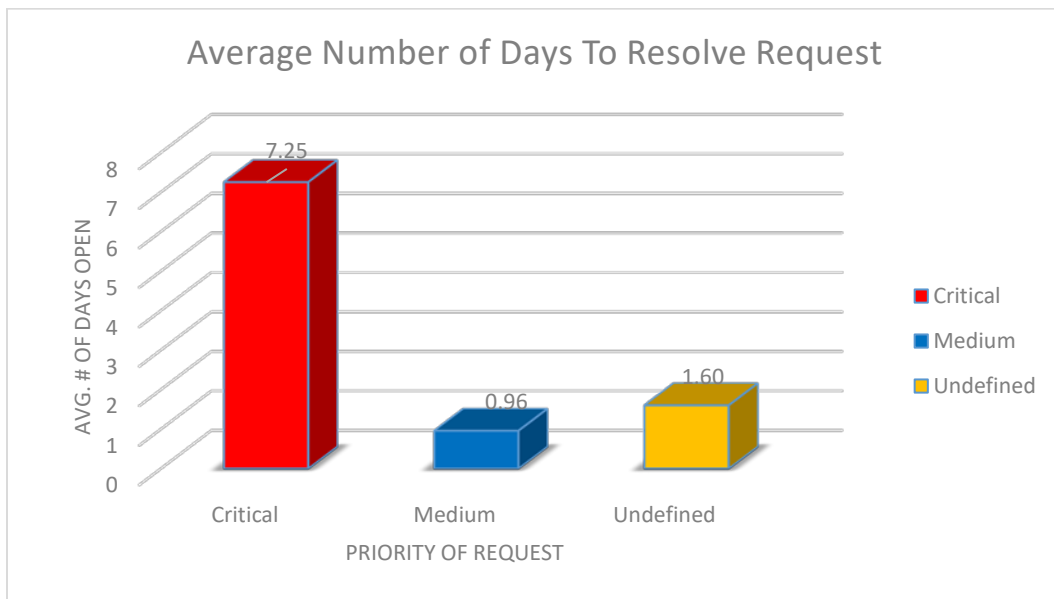


Figure 2 - Helpdesk Request Ticket Duration



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

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

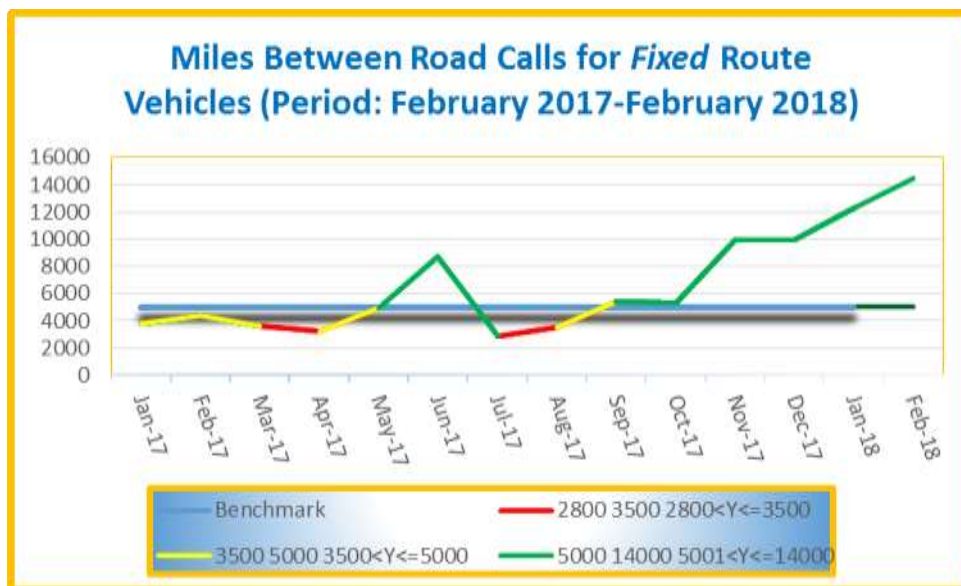
**1.0 Purpose/Objective:** To provide information regarding the progress of the Maintenance Department.

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

- Repaired all reported vehicle defects, inspections & safety checks in a timely manner
- Achieved 99% inspections for the month of February
- Maintained the upkeep of all fleet
- Began Light Repair Project for Bay Pits within shop area
- Received 3 New Vans for Operations Supervisors
- Completed Work Campaign:
  - Exhaust Modifications on Paratransit Buses (all 1700 Series)
  - Spring/Summer A/C Inspections
- Submitted all 2017 Fusions for recalls (Battery Problems)
- Submitted all 2017 Explorers for recalls (Carbon Monoxide Concerns)
- Began construction of the 8<sup>th</sup> Ave. Relaxation Area/Room
- Cleared old dispatch office & dismantled bathroom to construct storage area for Coca-Cola
- Repaired walls in old safety office to start process for the new HR office
- Mounted new signs for Amtrak & Greyhound
- Repaired A/C units in Operations
- Replaced vandalized faucet at Central Station
- Prepared Site A for Family Day & for the Grand Opening
- Extended congratulations to staff members on their promotions:
  - Francis Wanjiku—Lead Mechanic (2<sup>nd</sup> Shift)
  - Orlando Turner—Lead Mechanic (3<sup>rd</sup> Shift)
  - Bryant Smith—Lead Service Attendant (General Services)
  - Edward Jackson—Lead Facilities Technician
- Fellowshipped with Retiree (Cedric Wormely) and his family—for 30+years of service and dedication to the BJCTA Maintenance Department

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

MAX Maintenance went an extraordinary 14,482 miles between mechanical failures in February 2018—making this the 6<sup>th</sup> consecutive month achieving benchmark standards; the 4th consecutive month exceeding the benchmark by over 7,300 miles; and the 1<sup>st</sup> month to exceed the benchmark by over 9,400 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
<b>2016</b>	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
<b>2017</b>	3767	4418	3592	3253	4938	8688	2871	3521	5444	5363	9910	9972
<b>2018</b>	12338	14482										

*Ron Sweeney*

Ron Sweeney, Director of Maintenance



## Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>  <b>Operations Monthly Update</b>	
	<b>DATE: February 2018</b>
	<b>INITIATOR: Christopher Ruffin</b> <b>Director of Operations</b>
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

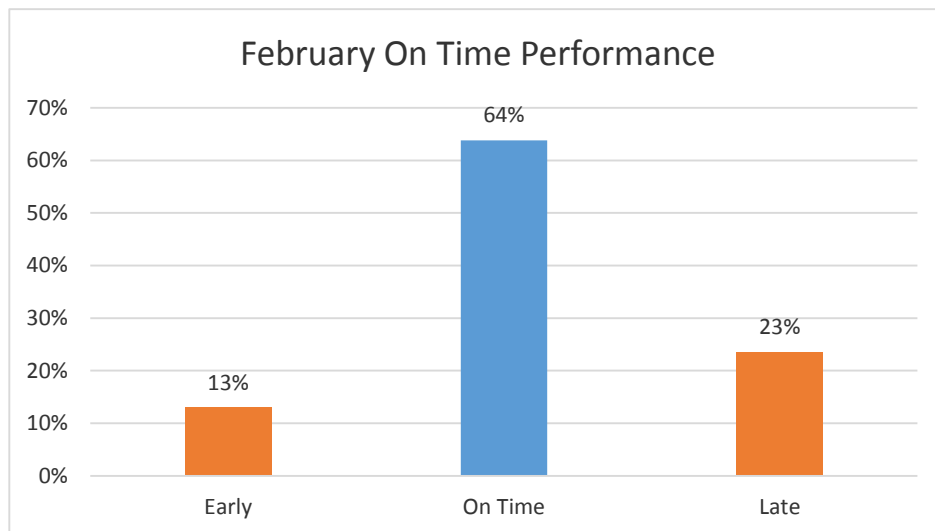
### 1.0 Fixed Route

- Black History Bus visited Hemphill, Hudson, and Epic Elementary Schools throughout the month of February
- Two (2) Supervisors completed probationary period
- Began initial discussions on Union Contract changes
- Attended Salvation Army Advisory Board Meeting on February 19, 2018
- Supervisors attended Reasonable Suspicion Training on February 22, 2018
- Prepared detour for Magic City Connector for Grand Opening Festivities
- Employee Shuttle from Site C (Parking Lot) to Intermodal, Site A officially kicked off
- Conference Call with Avail and Chief of Staff about the upcoming software upgrade on March 7
- Visited the North Birmingham Housing Development in reference to route adjustments
- Participated in Jefferson County District Healthcare Coalition Surge Test

### 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%	64%	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)

### February Missed Trip Information from Avail

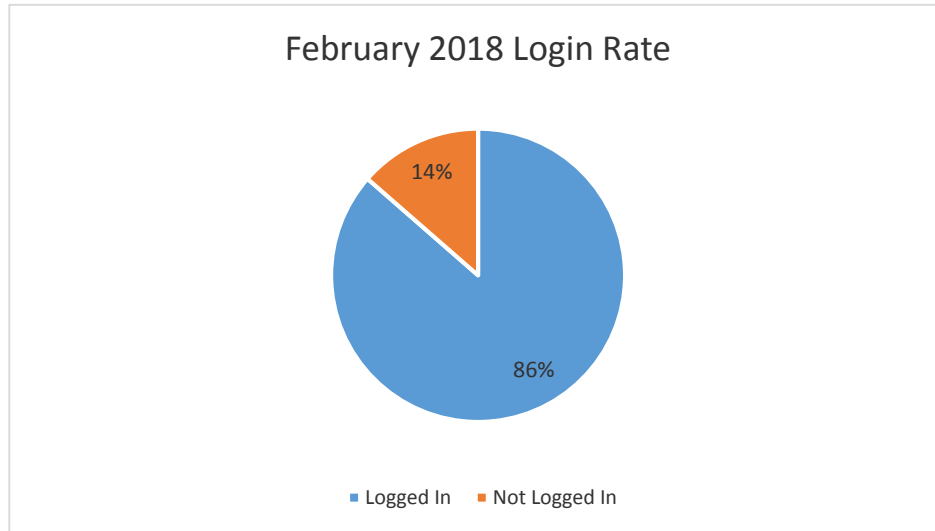
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
400	35	1	17

*\*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	86%
Not Logged In	14%

## 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)

February Operator Attendance (Absentees on Average)				
Mark Offs	FMLA	Vacation/Sick	Suspended	Workman's Comp
3	2	2	1	2

## 1.9 Customer Complaints (Operations)

February Customer Complaints (Total)		
Closed/Resolved	Open	Total Complaints
38	5	43

*\*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

- Two (2) Supervisors completed probationary period
- Paratransit Department is now utilizing the "Complaints" and "Accident" Modules in Route Match Systems



**Birmingham-Jefferson County Transit Authority**

TITLE/DESCRIPTION:  Planning Department Monthly Update	DATE: February 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**

- Met with County Managers Office to discuss providing service to unincorporated Jefferson County and unserved areas within county.
- Met with Pelham Councilman, Maurice Mercer on serving Pelham with the Route 31.
- Met with Pleasant Grove mayor and council.
- Engaged Alabama Power as a partner for electric fleet vehicles.
- Met with Mayor of Bessemer
- Submitted bid package for Jefferson County Shuttle
- 2 planners completed first two GIS classes toward certification.



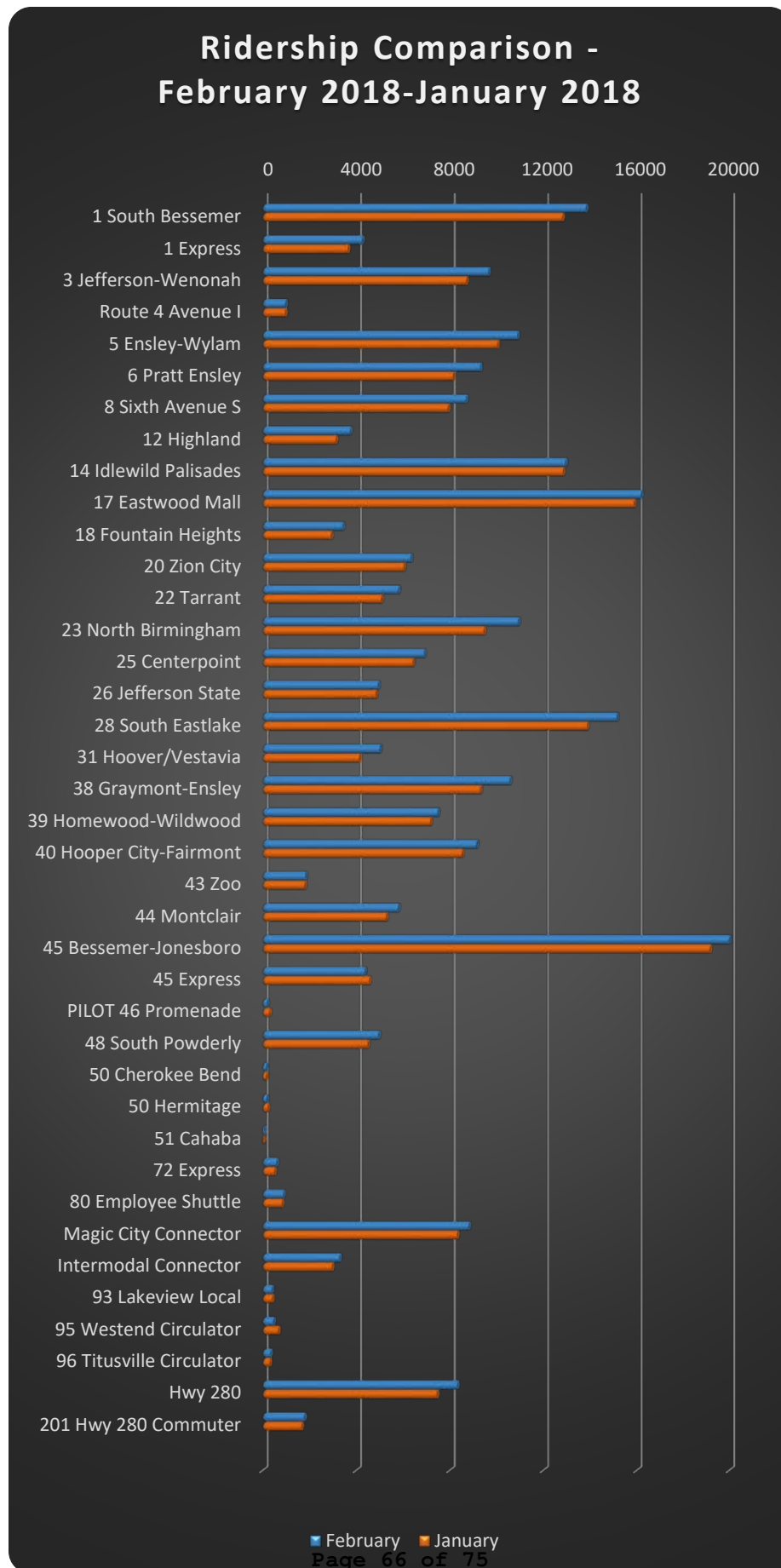
## 1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	February FY2017	February FY2018		Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	219,797	243,356		1,118,316	1,206,911	10.7%
	90 D 'town Circulator Magic City Connector	9,856	12,493		46,422	57,568	26.8%
	Vehicle Service Hours	18,179	19,206		94,099	92,661	5.6%
	Total Miles	251,813	260,684		1,276,213	1,292,426	3.5%
	Revenue Miles	229,758	250,132		1,177,925	1,172,627	8.9%
	Fare Revenues	\$157,112	\$163,650		\$799,426	\$795,532	4.2%
	Total Expenses	\$2,719,876	\$1,206,277		\$14,297,594	\$13,239,300	-55.6%
Operate an effective transit system	Boarding's per vehicle service hour	12.09	12.67		11.88	13.03	4.8%

### Ridership Highlights for February 2018

- 93 Lakeview Local: **392**
- Magic City Connector: **8,815**
- "Pilot Bessemer Commuter: **191**
- 201 Highway 280 Commuter: **1,780**
- "Pilot" Lawson State Cougar Express: **76**

1.2 Ridership Comparison (Chart) February 2018 compared to January 2018)

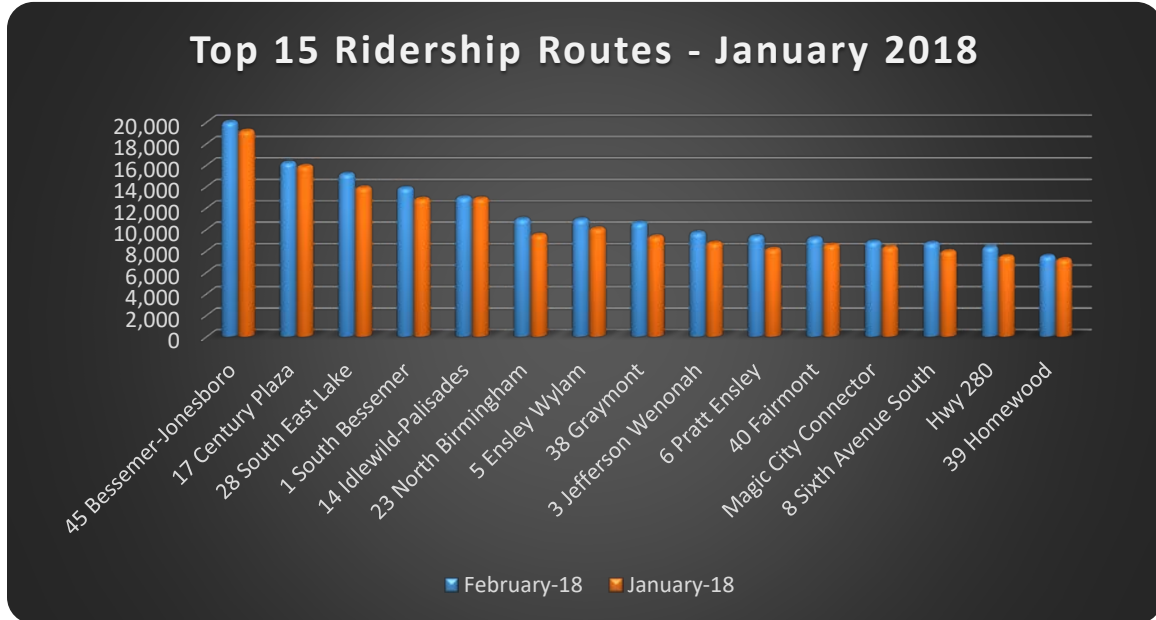


### 1.3 Ridership Summary (February 2018 compared to January 2018)

Route Number and Name	<u>Feb 2018</u>	<u>Jan 2018</u>	<u>Diff</u>
1 South Bessemer	13,834	12,826	1,008
1 Express	4,257	3,651	606
3 Jefferson-Wenonah	9,663	8,717	946
Route 4 Avenue I	974	964	10
5 Ensley-Wylam	1,0900	10,050	850
6 Pratt Ensley	9,315	8,146	1,169
8 Sixth Avenue S	8,705	7,929	776
12 Highland	3,742	3,132	610
14 Idlewild Palisades	12,956	12,857	99
17 Eastwood Mall	16,194	15,890	304
18 Fountain Heights	3,418	2,922	496
20 Zion City	6,334	6,037	297
22 Tarrant	5,805	5,076	729
23 North Birmingham	10,933	9,470	1,463
25 CenterPoint	6,904	6,418	486
26 Jefferson State	4,933	4,841	92
28 South Eastlake	15,149	13,878	1,271
31 Hoover/Vestavia	5,012	4,133	879
38 Graymont-Ensley	10,573	9,303	1,270
39 Homewood-Wildwood	7,489	7,177	312
40 Hooper City-Fairmont	9,150	8,531	619
42 Brookwood Mall	4,101	4,050	51
43 Zoo	1,829	1,798	31
44 Montclair	5,793	5,284	509
45 Bessemer-Jonesboro	20,543	19,168	1,375
45 Express	4,366	4,558	(192)
PILOT 46 Promenade	191	285	(94)
48 South Powderly	4,953	4,492	461
50 Cherokee Bend	150	158	(8)
50 Hermitage	171	218	(47)
51 Cahaba	67	27	40
72 Express	600	504	96
80 Employee Shuttle	885	827	58
Magic City Connector	8,815	8,319	496
Intermodal Connector	3,286	2,969	317
93 Lakeview Local	392	409	(17)
PILOT 94 Lawson State	76	121	(45)
95 Westend Circulator	458	669	(211)
96 Titusville Circulator	332	302	30
Hwy 280	8,328	7,457	871
201 Hwy 280 Commuter	1,780	1,666	114

Monthly Totals    Page 67 of 78    243,356    225,229    18,127

1.4 Top 15 Ridership Routes (Chart) (February 2018 compared to January 2018)



**Top 15 Routes for February 2018**

	<u>February-18</u>	<u>January-18</u>
45 Bessemer-Jonesboro	20,543	19,168
17 Century Plaza	16,194	15,890
28 South East Lake	15,149	13,878
1 South Bessemer	13,834	12,826
14 Idlewild-Palisades	12,956	12,857
23 North Birmingham	10,933	9,470
5 Ensley Wylam	10,900	10,050
38 Graymont	10,573	9,303
3 Jefferson Wenonah	9,663	8,717
6 Pratt Ensley	9,315	8,146
40 Fairmont	9,150	8,531
Magic City Connector	8,815	8,319
8 Sixth Avenue South	8,705	7,929
Hwy 280	8,328	7,457
39 Homewood	7,489	7,177

Joshua Johnson

Planning Department



Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE / DESCRIPTION:</b>  <b>Procurement Department</b>	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> FEBRUARY 2018
	<b>INITIATOR:</b> Darryl Grayson
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information <input type="checkbox"/> Other	

## 1.0 PROCUREMENT

### 1.1 Upcoming and Current Solicitations

Currently posted or within next 60 days:

1.1.1 None

## 2.0 CONTRACT ADMINISTRATION

**2.1** To better manage Board approved contracts, at least 60 days prior to contract expiration dates, the procurement notifies each department to initiate and authorize a requisition to begin the solicitation process.

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

### Procurement Updates:

Contract for Six (6) MCC Bus Shelters underway

Procurement of 15 40ft Buses solicitation has been implemented from the City of Birmingham United States Flag installed on property in front of the Transit Café.

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

### 2.4 Upcoming Contract Expirations within 60 Days

2.4.1 The ESB Group, Inc. Exp: 3/19/2018

2.4.2 Aramark Uniform Service Exp: 3/31/2018

2.4.3 Mansfield Oil Company Exp: 3/1/2018

## 3.0 RESOLUTIONS

3.3.1 RFP #18-03 Bus Procurement

## ATTACHMENTS

- Contract Log
- Resolution

Respectfully submitted

*Darryl Grayson*

Darryl Grayson - Procurement Manager

# BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

## Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
17-02	The ESB Group, Inc.	A/V Equipment & Installation	12/21/2016	2017-11	3/20/2017	3/19/2018	1			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/ Mats	4/13/2015	N/A	4/01/2015	3/31/2018	2			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg.87 Oct.Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	3			
N/A	Lighthouse Software Company	DBE Tracking Software	11/21/2017	N/A	11/21/2017	4/30/2018	2			
N/A	Business Electronics Technology Solutions	ShoreTel Phone System	5/01/2017	2017-27	6/01/2017	6/1/2018	0			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	1 of 2	2014-34	6/8/2017	6/8/2018
17-07	Deborah Walker Law Offices	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	1 of 4	2016-30	7/12/2017	7/12/2018
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting, 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
16-11	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

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	1 of 2	2017-40	8/30/2017	9/28/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	2 of 4	2017-39	8/30/2017	9/30/2018
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
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			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
17-06	Message Point Media of AL, Inc.	Website Design & Implementation	3/01/2017	N/A	3/01/2017	3/01/2020	2			
17-08	Gregory Pest Solutions	Pest Control Services	3/29/2017	2017-16	4/12/2017	4/12/2020	2			
17-10	Ed's Refurbishing	Transit Bus Painting -Repairs	5/17/2017	2017-26	6/1/2017	6/1/2020	N/A			
17-16	Rely Supply	Oils and Lubricants	8/30/2017	2017-36	9/01/2017	9/01/2020	2			
15-10	Avail Technologies, Inc.	Cellular Data	8/30/2017	2017-34	9/01/2017	9/01/2022	N/A			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2			

BJCTA Policies

Vendor Name	Product/Service	Effective Date	Expiration Date	Notes/ Option Years
National Union Fire Ins. Co	Fiduciary	11/01/2017	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**

	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> February 2018
	<b>INITIATOR:</b> Dale Knutson
<b>ACTION REQUEST:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

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

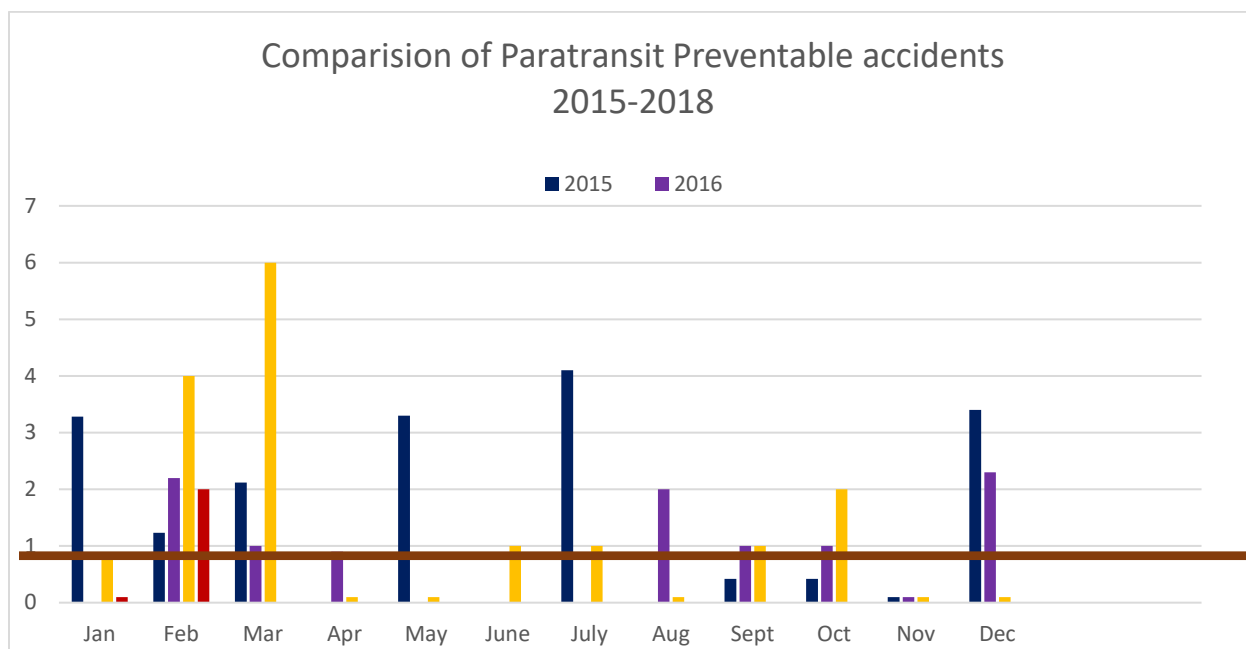
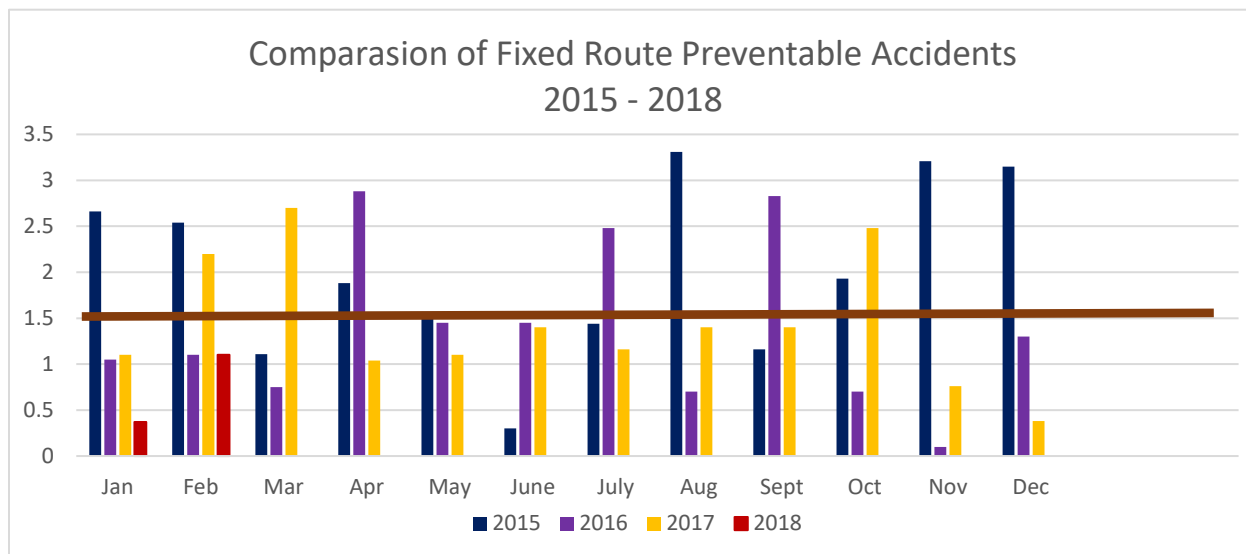
- Graduated four more students into the ranks of fixed route and paratransit operators.
- Trained nearly 200 employees on our 2018 "See Something Say Something" Initiative.

**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.*

- Began security coverage for the downstairs part (Amtrak) of the Intermodal.
- Distributed badges and keys to the Amtrak and Greyhound staff.
- Received two trespassing warrants regarding unruly passengers at Central Station.

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

- Continuing our statistical project.
- Met with our Safety Vision vendor to see how we can continue to get the most out of our bus camera system.
- Remained within the parameters of preventable accidents for fixed route (1.1 per 100,000 miles.) Paratransit went for three months without a preventable, but had it's first and second recorded accident this month (2.0 per 100,000 miles).



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

**3/5/18**