

COMMITTEE ROLL CALL

Wednesday, February 21,2018

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



Birmingham-Jefferson County Transit Authority
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**BJCTA BOARD OF DIRECTORS
COMMITTEE OF THE WHOLE MEETING
Wednesday February 21, 2018
*12:00pm***

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Items for Information and/ or Discussion:**
 - A.** Executive Director Report
 - B.** Departmental Reports
 - C.** Governmental Relations Update
 - D.** TCAB Update
- V. Resolutions for Consideration & Recommendation:**
 - A. Resolution 2018-10-** Authorizing the Executive Director of the Birmingham- Jefferson County Transit Authority to name and dedicate the boardroom the “Johnnye P. Lassiter Community Room”.
- VI. Old Business:**
 - A.** Maintenance Facility Update
- VII. New Business**
- VIII. Adjournment**

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

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

- **Purpose/Objective:** To provide and inform the Board of Directors regarding the state of affairs of the organization. This report is to ensure that the BJCTA mission and vision 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. The strongest performing routes in January 2018 were the 14-Idlewild-Palisdades and the 17 Eastwood mall.

- **14-Idlewild-Palisdades-** This route increased by **2,979 riders** compared to December 2017. Several new retail stores and restaurants opened on this route and traditionally ridership increases during the month before and after Christmas.
- **17 Eastwood mall-** This route increased by **2,007 riders** compared to December 2017. Several new retail stores and restaurants opened on this route and traditionally ridership is up during the shopping month of December.
- **Magic City Connector** ridership was up by **1,095** in January. There were **2,969 riders in January 2018** compared to December's ridership of **1,874**

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.
- Investigation of Camera and Audio System capabilities for Board Room at the Intermodal continues for the best solution.

Intermodal Update

- Lease with Amtrak completed and signed by all necessary parties.
- Planning continues for the Intermodal and Community Room ribbon cutting.
- Presented proposal to Alabama Department of Economic Development (ADECA) on City of Birmingham and Farmer's market partnership to develop a Farmer's Market at the Intermodal.
- Met with Smart Growth America on the TOD program around the Intermodal.
- Met with Complete Streets organization on integration of their projects around Intermodal and other city routes.
- Met with staff on starting a non-profit to provide philanthropic service to the community.

Finance/Budget

- Attended Birmingham City Council Transportation Committee to review budget
- Attended Birmingham City Council meeting when the 2018 BJCTA budget passed.
- 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 with members of Mayor of Birmingham's executive team on budget and partnerships matters.

Communications (External)

- Met with the Mayor of Hoover on route development for 2019 budget.
- Met with the Mayor of Bessemer on route development for 2019 budget
- Reviewed Plans for BRT with vendor
- Comprehensive agreement with City of Birmingham on BRT signed
- Unveiled Black History Month Bus

Communications (Internal)

- Attended and facilitated department presentations at the Board Retreat
- Met with Executive Team on presentations for the Board Retreat
- Planning February Intermodal Grand Opening
- Each Director is meeting with Finance Director monthly for budget reviews.
- Reviewed each departmental report for Board of Directors.

Performance Indicators

- **Road Calls** – The standard benchmark for mileage between road calls is 5,000 miles.
 - MAX Maintenance went an extraordinary **12,338 miles** between mechanical failures in January 2018—making this the 5th 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

BJCTA
Financial & Investing Report
As of January 31, 2018

	Balance @ 1/31/2018	Balance @ 12/31/2017	Balance @ 11/30/2017	Balance @ 10/31/2017	Balance @ 9/30/2017	Balance @ 8/31/2017
<u>CASH ACCOUNTS:</u>						
Money Market - BBVA Compass	780,139	612,230	1,447,250	1,275,375	2,080,089	4,675,817
Cash - Payroll - BBVA Compass	376,990	10,000	10,000	10,000	10,000	337,637
Cash - Operating - BBVA Compass	5,410,808	2,032,903	3,368,159	5,803,784	507,404	269,930
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	138	65	172	74	200	193
Petty Cash - Central Station	66	150	107	94	58	39
Total Cash Accounts	6,778,142	2,865,348	5,035,688	7,299,327	2,807,752	5,493,616
<u>INVESTMENTS:</u>						
Total Investments	-	-	-	-	-	-
Total Cash & Investments	6,778,142	2,865,348	5,035,688	7,299,327	2,807,752	5,493,616
<u>CASH RESERVES:</u>						
Self Funded Insurance Fund	200,000	200,000	200,000	200,000	200,000	200,000
Total Cash Reserves	200,000	200,000	200,000	200,000	200,000	200,000
<u>SHORT-TERM PAYABLES:</u>						
Accounts Payable	1,397,553	2,668,093	964,353	930,270	1,335,240	863,353
Accrued Payroll	539,448	586,394	483,895	397,777	262,048	721,696
Payroll Taxes	80,880	85,899	79,871	72,490	82,969	93,862
Other W/H Payable	6,827	7,505	5,805	1,477	6,242	(5,773)
Pension Expense Payable	-	-	-	-	-	-
Total Short-Term Payables	2,024,708	3,347,891	1,533,925	1,402,014	1,686,499	1,673,138
<u>DEBT:</u>						
Total Debt	-	-	-	-	-	-

BJCTA
Cash Balances Summary
As of January 31, 2018

	Balances
Total Cash & Investments	6,778,141.84
Less: Short-Term Payables	(2,024,707.97)
Self Funded Insurance Liability	(200,000.00)
Un-encumbered Cash & Investments @1/31/18	4,553,433.87
Required Three Month Operating Expense Reserve**	6,074,123.91
Cash Over/(Under) Reserve Requirement	(1,520,690.04)

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

**BJCTA
INCOME STATEMENT
January 31, 2018**

Jan-18 Actual	Jan-18 Budget	Jan-18 \$ Variance	Jan-18 % Variance	Jan-17 Actual	CY vs PY \$ Variance	Title	Jan-18 Actual	Jan-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
146,438	161,507	(15,069)	-9.33%	146,610	(171)	4010100001 Passenger Fares - Fixed Route	626,521.34	646,029	(19,508)	-3.02%	634,190	(7,669)	1,938,088	1,311,567
1,510	1,669	(159)	-9.52%	1,681	(171)	4010100002 Passenger Fares - Dart	5,360.99	6,677	(1,316)	-19.71%	7,493	(2,132)	20,032	14,671
13,530	16,143	(2,613)	-16.19%	14,088	(559)	4010100004 Passenger Fares - VIP	55,394.02	64,572	(9,178)	-14.21%	62,287	(6,893)	193,715	138,321
161,478	179,320	(17,841)	-9.95%	162,379	(901)	4019999999 TOTAL PASSENGER REVENUES	687,276	717,278	(30,002)	-4.18%	703,970	(16,694)	2,151,835	1,464,559
720,000	1,126,819	(406,819)	-36.10%	1,148,161	(428,161)	4020400002 Fixed Route B'ham	3,381,750.51	4,507,276	(1,125,525)	-24.97%	4,592,645	(1,210,894)	13,521,828	8,894,386
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	26,837.88	26,838	-	0.00%	27,462	(624)	80,514	53,676
24,974	24,974	(0)	0.00%	25,406	(432)	4020400006 Homewood	99,896.34	99,897	(0)	0.00%	101,626	(1,730)	299,690	199,794
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	23,855.92	23,856	-	0.00%	24,522	(666)	71,568	47,712
51,439	51,439	-	0.00%	52,367	(928)	4020400011 Bessemer Revenues	205,757.24	205,757	-	0.00%	209,469	(3,712)	617,272	411,514
440,843	-	440,843	0.00%	-	440,843	4020400012 Fairfield Revenues-Prior Year	440,843.11	-	440,843	0.00%	-	440,843	-	(440,843)
9,940	9,940	(0)	0.00%	10,087	(147)	4020400015 Midfield Revenues	39,759.72	39,760	(0)	0.00%	40,350	(590)	119,280	79,520
5,840	5,840	0	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	23,358.92	23,359	-	0.00%	23,695	(336)	70,077	46,718
1,265,710	1,231,686	34,024	2.76%	1,254,942	10,768	4029999999 TOTAL MUNICIPAL SERVICE REVENUE	4,242,060	4,926,742	(684,683)	-13.90%	5,019,767	(777,707)	14,780,227	9,292,476
3,921	4,730	(809)	-17.11%	2,673	1,248	4060100001 Commission Revenue	15,122.75	18,920	(3,797)	-20.07%	11,168	3,955	56,760	41,637
2,598	14,054	(11,456)	-81.51%	5,531	(2,933)	4060300001 Advertising Revenue	21,154.90	56,215	(35,060)	-62.37%	21,114	41	168,644	147,489
5	187	(182)	-97.32%	145	(140)	4069900001 Other Revenues	2,188.35	747	1,442	7.00%	1,169	1,020	2,240	52
4,247	1,846	2,401	130.08%	4,790	(543)	4070400001 Investment Income	15,052.58	7,383	7,669	103.87%	14,059	994	22,150	7,097
-	11,808	(11,808)	-100.00%	-	-	4079900002 Rental Income	8,274.20	47,233	(38,958)	-82.48%	-	8,274	141,698	133,424
-	-	-	0.00%	42,012	(42,012)	4079900003 Gain/(Loss) on Disposition of Fixed Assets	-	-	-	0.00%	63,867	(63,867)	-	-
10,771	32,624	(21,854)	-66.99%	55,151	(44,380)	4079999999 TOTAL OTHER REVENUES	61,793	130,497	(68,705)	-52.65%	111,376	(49,583)	391,492	329,699
349,398	317,370	32,028	10.09%	317,370	32,028	4080100001 Ad Valorem - Birmingham	1,301,507.48	1,269,480	32,028	2.52%	1,269,480	32,028	3,808,439	2,506,932
242,028	222,016	20,011	9.01%	222,016	20,011	4080100002 Ad Valorem - Jefferson County	908,077.04	888,066	20,011	2.25%	888,066	20,011	2,664,197	1,756,120
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	35,286.88	35,287	-	0.00%	35,982	(695)	105,861	70,574
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	7,951.96	7,952	-	0.00%	7,884	68	23,856	15,904
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	-	-	-	0.00%	547,568	(547,568)	-	-
166,667	166,667	(0)	0.00%	166,667	(0)	4089900001 Beer Tax	666,666.66	666,667	(0)	0.00%	666,667	(0)	2,000,000	1,333,333
-	-	-	0.00%	-	-	4089900002 Jefferson County Tax	-	-	-	0.00%	-	-	2,000,000	2,000,000
768,902	716,863	52,039	7.26%	717,019	51,883	4089999998 TOTAL TAX REVENUES	2,919,490	2,867,451	52,039	1.81%	3,415,645	(496,155)	10,602,353	7,682,862
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	-	-	-	100.00%	-	-	-	-
-	-	-	0.00%	-	-	4099900001 TOTAL LOCAL SHARE GRANT REVENUES	-	-	-	100.00%	-	-	-	-
500,000	500,000	-	0.00%	555,060	(55,060)	4139900001 FTA Reimbursements - Preventative Mtn.	2,000,000.00	2,000,000	-	0.00%	2,220,241	(220,241)	6,000,000	4,000,000
302,645	302,645	-	0.00%	512,537	(209,892)	4139900003 FTA Reimbursements - Pass Thru Funding	1,136,452.00	1,136,452	-	0.00%	1,756,897	(620,445)	1,136,452	-
-	-	-	0.00%	-	-	4139900005 FTA Reimbursements-ADA	2,560.00	-	2,560	0.00%	-	2,560	-	(2,560)
16,028	4,500	11,528	256.18%	-	16,028	4139900006 FTA Reimbursements - PROJ. ADMIN	88,028.00	72,000	16,028	22.26%	37,973	50,055	108,000	19,972
111,424	-	111,424	0.00%	-	111,424	4139900008 FTA Reimbursements - TDP	354,089.00	-	354,089	0.00%	718,519	(364,430)	-	(354,089)
930,097	807,145	122,952	15.23%	1,067,597	(137,500)	4139999998 TOTAL FEDERAL GRANT REVENUES	3,581,129	3,208,452	372,677	11.62%	4,733,630	(1,152,501)	7,244,452	3,663,323
3,136,957	2,967,637	169,320	5.71%	3,257,088	(120,131)	4139999999 TOTAL OPERATING REVENUE	11,491,748	11,850,421	(358,673)	-3.03%	13,984,389	(2,492,641)	35,170,358	22,432,919
14,897	399,176	(384,279)	-96.27%	1,046,609	(1,031,712)	4140000002 FTA Reimbursements - Capital	347,334.00	1,312,785	(965,451)	-73.54%	4,611,716	(4,264,382)	4,506,197	4,158,863
180,000	158,801	21,199	13.35%	158,708	21,292	4140000003 Capital Revenue - City of Birmingham	228,211.49	635,205	(406,993)	-64.07%	634,830	(406,619)	1,905,614	1,905,614
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	3,362.00	3,362	-	0.00%	3,390	(28)	10,086	6,724
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	3,782.24	3,782	-	0.00%	3,796	(14)	11,347	7,564
823	823	-	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	3,291.96	3,292	-	0.00%	3,275	17	9,876	6,584
1,401	1,401	-	0.00%	1,394	6	4140000008 Capital Revenue - City of Midfield	5,603.36	5,603	0	0.00%	5,578	26	16,810	11,207
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	14,078.32	14,078	-	0.00%	14,047	31	42,235	28,157
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	4,972.92	4,973	-	0.00%	4,974	(1)	14,919	9,946
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	1,120.68	1,121	-	0.00%	1,090	31	3,362	2,241
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	28,997.12	28,997	0	0.00%	28,954	43	86,991	57,994
211,199	574,280	(363,081)	-63.22%	1,221,592	(1,010,393)	4149999999 TOTAL CAPITAL REVENUES	640,754	2,013,199	(1,372,444)	-68.17%	5,311,650	(4,670,896)	6,607,436	6,194,894
3,348,157	3,541,917	(193,760)	-5.47%	4,478,681	(1,130,524)	4999999999 TOTAL REVENUES	12,132,502	13,863,619	(1,731,118)	-12.49%	19,296,038	(7,163,537)	41,777,795	28,627,813
515,680	577,867	(62,187)	-10.76%	523,641	(7,961)	5010100001 Operator's Salaries	2,319,720.69	2,311,469	8,251	0.36%	2,276,544	43,176	6,934,408.00	4,614,687
508,268	595,390	(87,122)	-14.63%	559,632	(51,364)	5010200001 Other Salaries	2,356,578.79	2,381,560	(24,982)	-1.05%	2,377,568	(20,989)	7,144,681.00	4,788,102
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	15,541	(15,541)	-	-
1,023,948	1,173,257	(149,310)	-12.73%	1,083,273	(59,326)	5019999999 TOTAL LABOR	4,676,299	4,693,030	(16,730)	-0.36%	4,669,654	6,646	14,079,089	9,402,790
69,798	94,452	(24,653)	-26.10%	75,441	(5,643)	5020103001 Employer FICA Tax (OASDI)	317,705.38	377,808	(60,102)	-15.91%	322,750	(5,045)	1,133,423.00	815,718
17,972	21,585	(3,612)	-16.73%	15,680	2,293	5020200001 Pension Expense	73,684.84	86,338	(12,654)	-14.66%	65,187	8,497	259,015.00	185,330
301,766	368,716	(66,950)	-18.16%	322,267	(20,502)	5020203002 Regular Retirement	1,222,356.56	1,474,864	(252,507)	-17.12%	1,327,574	(105,217)	4,424,591.00	3,202,234
429,407	385,340	44,067	11.44%	206,683	222,724	5020303001 Health Insurance	1,637,159.18	1,541,361	95,799	6.22%	1,418,118	219,041	4,624,082.00	2,986,923
7,863	6,828	1,035	15.15%	(2,515)	10,378	5020417601 Unemployment Taxes	13,684.61	27,312	(13,628)	-49.90%	(9,973)	23,658	81,937.00	68,252
8,194	7,590	604	7.96%	6,571	1,623	5020503001 Life Insurance	30,051.71	30,358	(307)	-1.01%	26,586	3,466	91,075.00	61,023

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
January 31, 2018

Jan-18 Actual	Jan-18 Budget	Jan-18 \$ Variance	Jan-18 % Variance	Jan-17 Actual	CY vs PY \$ Variance	Title	Jan-18 Actual	Jan-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	213,861.51	225,032	(11,170)	-4.96%	133,337	80,524	675,096.00	461,234
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	1,200.00	6,667	(5,467)	-82.00%	8,289	(7,089)	20,000.00	18,800
7,884	11,484	(3,600)	-31.35%	12,649	(4,765)	5021303001 Uniforms & Wearing Apparel	24,801.85	45,936	(21,134)	-46.01%	28,863	(4,061)	137,807.00	113,005
507	917	(410)	-44.71%	507	-	5021400001 Employee Wellness	2,027.40	3,667	(1,639)	-44.71%	2,027	-	11,000.00	8,973
56	269	(212)	-79.06%	425	(369)	5021403002 Employee Licenses	338.50	1,074	(736)	-68.49%	840	(502)	3,223.00	2,885
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	9,270.00	9,270
-	773	(773)	-100.00%	337	(337)	5021400004 Tool Allowance	1,026.73	3,090	(2,063)	-66.77%	2,102	(1,075)	150,000	148,973
-	12,500	(12,500)	-100.00%	-	-	5021400005 General Contingency	-	50,000	(50,000)	-100.00%	5,631	(5,631)	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
890,803	968,377	(77,574)	-8.01%	693,547	197,256	5029999999 TOTAL FRINGE BENEFITS	3,537,898	3,873,506	(335,608)	-8.66%	3,341,331	196,567	11,620,519	8,082,621
-	417	(417)	-100.00%	-	-	5030200001 Promotional Advertising	-	1,667	(1,667)	-100.00%	4,500	(4,500)	5,000.00	5,000
19,169	35,854	(16,685)	-46.54%	27,425	(8,256)	5030300001 Legal Services	141,548.46	143,417	(1,868)	-1.30%	96,218	45,331	430,250.00	288,702
-	12,500	(12,500)	-100.00%	-	-	5030300002 Architect & Engineering Services	-	50,000	(50,000)	-100.00%	-	-	150,000.00	150,000
1,475	1,404	71	5.06%	441	1,034	5030300003 Software Technical Support	13,838.00	5,615	8,223	146.44%	1,658	12,180	16,845.00	3,007
2,293	2,500	(207)	-8.28%	1,343	950	5030300004 Medical Services	8,906.75	10,000	(1,093)	-10.93%	8,085	822	30,000.00	21,093
6,250	1,208	5,042	417.24%	101	6,149	5030300005 Human Resources Services	8,335.25	4,833	3,502	72.45%	3,596	4,739	14,500.00	6,165
12,976	15,417	(2,440)	-15.83%	14,065	(1,089)	5030300006 Computer & Data Services	98,005.69	61,667	36,339	58.93%	60,085	37,921	185,000.00	86,994
39,053	51,250	(12,197)	-23.80%	18,012	21,041	5030300007 Professional & Technical Services	207,804.03	205,000	2,804	1.37%	659,156	(451,352)	615,000.00	407,196
500	12,500	(12,000)	-96.00%	-	500	5030300008 Marketing Consulting	3,050.00	50,000	(46,950)	-93.90%	4,791	(1,741)	150,000.00	146,950
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	8,000.00	8,000	-	0.00%	8,000	-	24,000.00	16,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	2,000	(2,000)	-100.00%	-	-	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	41,664.00	41,667	(3)	-0.01%	41,664	-	125,000.00	83,336
-	-	-	0.00%	1,385	(1,385)	5030317612 Legal Travel	-	-	-	0.00%	5,198	(5,198)	0.00	-
3,355	2,965	389	13.13%	4,422	1,068	5030500001 Vehicle Cleaning	15,062.91	11,861	3,202	26.99%	9,555	5,508	35,584.00	20,521
3,250	6,167	(2,917)	-47.30%	-	3,250	5030500003 Landscape Maintenance	13,000.00	24,667	(11,667)	-47.30%	-	13,000	74,000.00	61,000
21,373	4,292	17,082	398.02%	248	21,125	5030500004 Building Maintenance Contracts	80,566.60	17,167	63,400	369.32%	1,048	79,518	51,500.00	(29,067)
32,288	13,438	18,850	140.28%	-	32,288	5030600001 Janitorial Services	84,142.09	53,752	30,390	56.54%	-	84,142	161,255.00	77,113
60,421	59,583	838	1.41%	37,348	23,073	5030703001 Security Services	211,553.75	238,333	(26,780)	-11.24%	149,293	62,261	715,000.00	503,446
10,581	25,454	(14,873)	-58.43%	15,995	(5,414)	5039903001 Vehicle Maintenance - External	79,772.92	101,817	(22,044)	-21.65%	104,197	(24,424)	305,450.00	225,677
2,175	5,493	(3,318)	-60.40%	4,700	(2,525)	5039903002 Vehicle Towing	10,650.00	21,970	(11,320)	-51.52%	21,550	(10,900)	65,910.00	55,260
4,070	9,462	(5,392)	-56.98%	8,813	(4,742)	5039900003 Equipment Maintenance - Labor	42,226.61	37,849	4,378	11.57%	29,394	12,833	113,546.00	71,319
-	3,417	(3,417)	-100.00%	(7,500)	7,500	5039900004 Advertising Install/Removal Service	-	13,667	(6,667)	-48.78%	-	7,000	41,000.00	34,000
1,150	3,884	(2,733)	-70.38%	2,393	(1,243)	5039903005 Printing & Copying External	6,074.32	15,534	(9,460)	-60.90%	8,323	(2,248)	46,603.00	40,529
3,142	3,433	(291)	-8.48%	3,065	77	5039900006 Waste Oil Removal	9,555.86	13,733	(4,177)	-30.42%	11,305	(1,749)	41,200.00	31,644
33,603	6,898	26,706	387.15%	3,045	30,558	5039900007 Other Contracted Services	83,708.48	27,592	56,117	203.38%	29,956	53,752	82,775.00	(933)
3,622	7,537	(3,915)	-51.95%	6,191	(2,569)	5039900008 Radio & Communication Maintenance	13,457.03	30,149	(16,692)	-55.37%	26,062	(12,605)	90,448.00	76,991
273,165	297,989	(24,824)	-8.33%	153,911	119,254	5039999999 TOTAL SERVICES	1,187,923	1,191,956	(4,033)	-0.34%	1,279,586	(91,663)	3,575,866	2,387,943
23,216	24,167	(950)	-3.93%	17,532	5,684	5040103001 Fuel & Lubricants - Diesel	90,357.44	96,667	(6,309)	-6.53%	92,091	(1,734)	290,000	199,643
30,348	79,167	(48,819)	-61.67%	79,244	(48,896)	5040103002 Fuel & Lubricants - CNG	241,826.16	316,667	(74,841)	-23.63%	298,650	(56,824)	950,000	708,174
41	833	(792)	-95.04%	237	(196)	5040103103 Fuel & Lubricants - Unleaded - VIP	217.81	3,333	(3,116)	-93.47%	1,477	(1,260)	10,000	9,782
49,709	29,441	20,268	68.84%	27,039	22,670	5040200001 Tires & Tubes	133,374.91	117,763	15,612	13.26%	110,981	22,394	353,290	219,915
509	3,155	(2,647)	-83.87%	1,191	(683)	5049900001 Printing Supplies	4,914.14	12,622	(7,708)	-61.07%	4,492	422	37,865	32,951
2,837	2,747	89	3.25%	1,880	957	5049900002 General Office Supplies	12,972.13	10,989	1,983	18.05%	8,320	4,653	32,967	19,995
150,602	228,058	(77,456)	-33.96%	142,289	8,313	5049900003 Equip. Repair Parts & Material	680,513.83	912,232	(231,718)	-25.40%	739,540	(59,026)	2,736,697	2,056,183
12,078	5,579	6,499	116.49%	5,563	6,515	5049900004 Janitorial & Building Supplies	30,382.10	22,317	8,065	36.14%	12,877	17,505	66,950	36,568
6,613	2,308	4,305	186.57%	2,156	4,457	5049900006 Minor Equipment	17,814.59	9,231	8,584	92.99%	10,793	7,021	27,692	9,877
-	76	(76)	-100.00%	-	-	5049900007 Medical Supplies	203.02	302	(99)	-32.77%	-	203	906	703
21,010	21,256	(247)	-1.16%	20,787	223	5049900008 Shelter Maintenance	88,290.06	85,025	3,265	3.84%	107,835	(19,545)	255,074	166,784
-	9	(9)	-100.00%	56	(56)	5049900009 Facility Maintenance Materials	-	37	(37)	100.00%	56	(56)	110	-
38,103	4,583	33,520	731.43%	1,313	36,790	5049900010 Internal Sponsored Functions	83,437.54	59,156	24,281	41.05%	22,120	61,318	95,825	12,387
5,934	6,833	(899)	-13.16%	5,079	855	5049900011 Cleaning Supplies	31,313.41	27,333	3,980	14.56%	29,166	2,148	82,000	50,687
(1,070)	-	(1,070)	0.00%	10,000	(11,070)	5049905103 Inventory Adjustments	(43,828.62)	-	(43,829)	0.00%	(42)	(43,787)	-	43,829
339,930	408,212	(68,282)	-16.73%	314,367	25,564	5049999999 TOTAL MATERIALS & SUPPLIES	1,371,789	1,673,673	(301,885)	-18.04%	1,438,357	(66,568)	4,939,376	3,567,477
47,636	31,563	16,074	50.93%	14,977	32,659	5050203001 Electric	172,610.41	126,250	46,360	36.72%	83,481	89,129	378,750	206,140
5,345	7,226	(1,881)	-26.03%	20,040	(14,695)	5050203002 Water & Sewer	20,104.93	28,904	(8,799)	-30.44%	44,530	(24,425)	86,711	66,606
4,894	4,025	869	21.59%	2,269	2,625	5050203003 Trash, Garbage & Waste Removal	21,657.24	16,099	5,558	34.52%	9,482	12,176	48,298	26,641
9,962	2,917	7,046	241.56%	5,288	4,674	5050203004 Heating	14,739.05	11,667	3,072	26.33%	8,069	6,671	35,000	20,261
19,427	14,712	4,715	32.05%	14,376	5,051	5050203005 Telecommunications	88,558.89	58,849	29,710	50.48%	67,751	20,808	176,548	87,989
539	33	506	1517.46%	-	539	5050200006 Satellite & Cable Services	539.10	133	406	304.37%	-	539	400	(139)
87,803	60,476	27,327	45.19%	56,949	30,854	5059999999 TOTAL UTILITIES	318,210	241,902	76,307	31.54%	213,313	104,897	725,707	407,497

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

BJCTA
INCOME STATEMENT
January 31, 2018

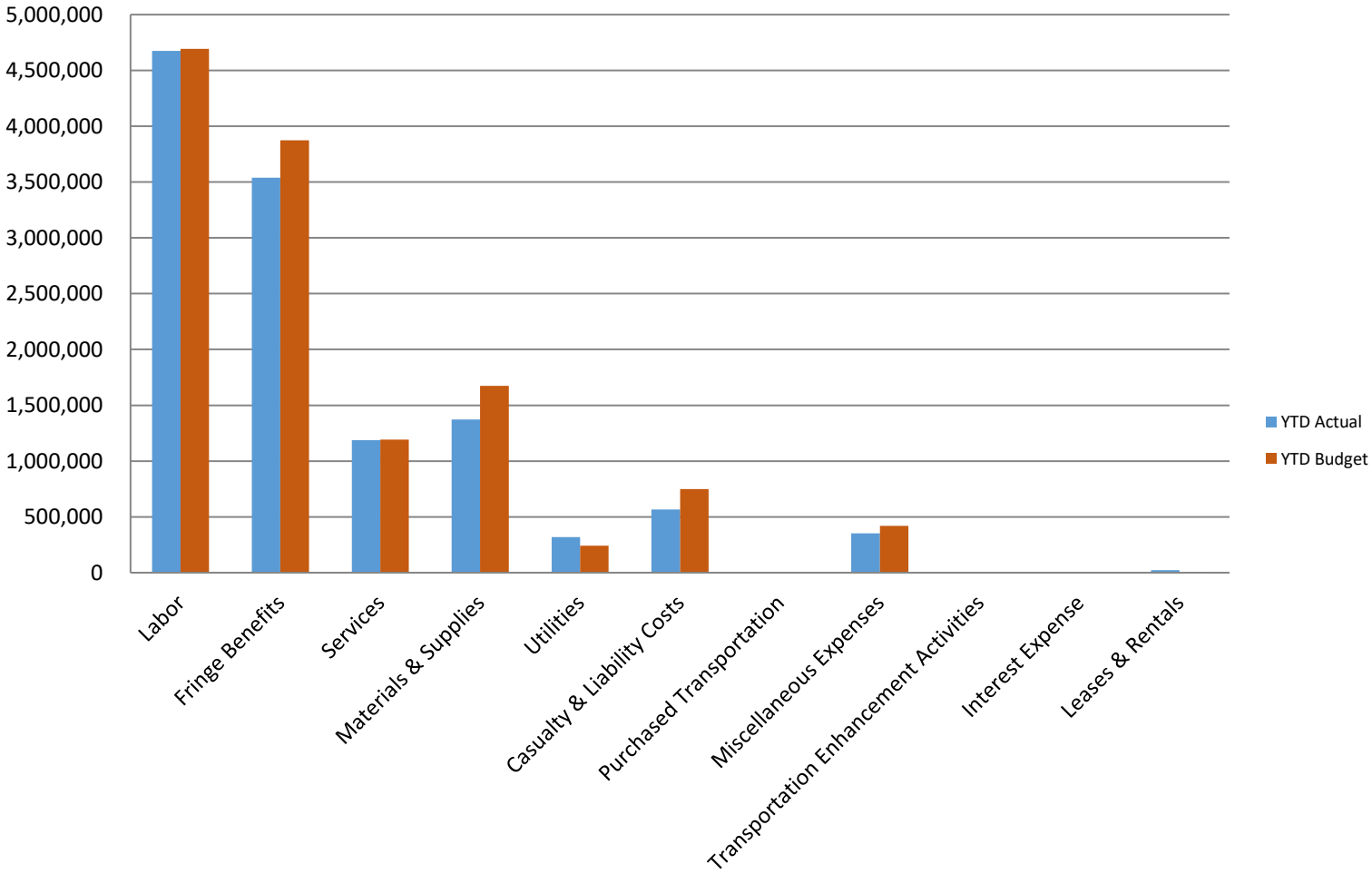
Jan-18 Actual	Jan-18 Budget	Jan-18 \$ Variance	Jan-18 % Variance	Jan-17 Actual	CY vs PY \$ Variance	Title	Jan-18 Actual	Jan-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,663	40,432	(24,769)	-61.26%	13,912	1,751	5060100001 Insurance - Property & Liability	64,644.90	161,728	(97,083)	-60.03%	59,195	5,450	485,183	420,538
3,356	3,148	208	6.62%	2,981	375	5060100002 Insurance - Public Officials	13,852.47	12,592	1,261	10.01%	12,685	1,168	37,775	23,923
92,857	115,316	(22,459)	-19.48%	82,476	10,380	5060103003 Insurance - Vehicle	383,251.94	461,263	(78,011)	-16.91%	350,943	32,309	1,383,789	1,000,537
-	-	-	0.00%	(6,547)	6,547	5060203001 Insurance Proceeds	(21,638.58)	-	(21,639)	0.00%	(42,234)	20,595	-	21,639
60,283	28,506	31,776	111.47%	9,590	50,692	5060416501 Property Damage Settlements	127,175.69	114,025	13,150	11.53%	84,973	42,202	342,076	214,900
172,158	187,402	(15,244)	-8.13%	102,412	69,746	5069999999 TOTAL CASUALTY & LIABILITY COST	567,286	749,608	(182,321)	-24.32%	465,562	101,724	2,248,823	1,681,537
4,820	4,117	703	17.08%	3,969	852	5090100001 Dues & Subscriptions	17,218.39	16,469	749	4.55%	16,497	722	49,407	32,189
1,872	7,904	(6,032)	-76.32%	6,212	(4,341)	5090200001 Travel	35,442.45	31,615	3,827	12.11%	19,140	16,302	94,845	59,403
168	3,226	(3,059)	-94.81%	3,183	(3,015)	5090200002 Per Diem	14,873.03	12,905	1,968	15.25%	5,231	9,642	38,715	23,842
5,198	9,741	(4,544)	-46.65%	28,281	(23,083)	5090200003 Meetings, Seminars & Traning	29,619.54	38,966	(9,346)	-23.99%	39,238	(9,618)	116,897	87,277
101,877	31,250	70,627	226.01%	187,512	(85,635)	5090218105 Planning Activities	174,371.50	125,000	49,372	39.50%	879,655	(705,283)	375,000	200,629
5	8	(4)	-42.50%	-	5	5090600001 Fines & Penalties	139.79	33	106	319.54%	-	140	100	(40)
26	2,708	(2,682)	-99.05%	291	(265)	5090800001 Legal Advertising	9,508.60	10,833	(1,325)	-12.23%	1,966	7,542	32,500	22,991
21,035	30,833	(9,798)	-31.78%	825	20,210	5090800002 Media Advertising	40,624.00	123,333	(82,709)	-67.06%	5,690	34,934	370,000	329,376
443	512	(69)	-13.46%	970	(527)	5099900001 Postage & Courier Service	1,845.44	2,048	(202)	-9.88%	2,146	(301)	6,143	4,298
-	29	(29)	-100.00%	(0)	0	5099900002 Other Miscellaneous	139.12	117	22	19.27%	290	(151)	350	211
-	2,667	(2,667)	-100.00%	-	-	5099900003 Educational - Tuition Reimbursement	3,390.06	10,667	(7,277)	-68.22%	12,529	(9,139)	32,000	28,610
-	292	(292)	-100.00%	-	-	5099900004 Interview Expenses	168.99	1,167	(998)	-85.52%	27	142	3,500	3,331
-	113	(113)	-100.00%	212	(212)	5099901105 Fees & Permits	146.75	450	(303)	-67.39%	928	(781)	1,350	1,203
3,657	7,083	(3,427)	-48.38%	6,436	(2,779)	5099900006 Community Outreach	11,747.15	28,333	(16,586)	-58.54%	19,962	(8,215)	85,000	73,253
-	-	-	0.00%	-	-	5099900008 RPC NTD Data	-	-	-	0.00%	-	-	75,000	75,000
-	4,167	(4,167)	-100.00%	4,265	(4,265)	5099900009 Moving Expenses	12,487.52	16,667	(4,179)	-25.07%	7,874	4,613	50,000	37,512
139,099	104,651	34,449	32.92%	242,155	(103,056)	5099999999 TOTAL MISCELLANEOUS EXPENSES	351,722	418,602	(66,880)	-15.98%	1,011,172	(659,450)	1,330,807	979,085
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	5110117102 TOTAL INTEREST EXPENSE	-	-	-	0.00%	-	-	-	-
2,580	1,660	921	55.48%	5,022	(2,442)	5121200001 Leases & Rentals	21,894.99	6,639	15,256	229.81%	20,172	1,723	19,916	(1,979)
2,580	1,660	921	55.48%	5,022	(2,442)	5129900099 TOTAL LEASES & RENTALS	21,895	6,639	15,256	229.81%	20,172	1,723	19,916	(1,979)
293,591	293,591	-	0.00%	269,659	23,933	5130000001 Depreciation Expense	1,172,926.92	1,172,927	-	0.00%	1,000,996	171,931	1,172,927	-
293,591	293,591	-	0.00%	269,659	23,933	5139900099 TOTAL DEPRECIATION EXPENSE	1,172,927	1,172,927	-	0.00%	1,000,996	171,931	1,172,927	-
302,645	302,645	-	0.00%	512,537	(209,893)	5160000001 Pass Thru Funding Expense	1,136,451.06	1,136,451	-	0.00%	1,756,897	(620,446)	1,136,451	-
302,645	302,645	-	0.00%	512,537	(209,893)	5169900099 TOTAL OTHER RECONCILING ITEM	1,136,451	1,136,451	-	0.00%	1,756,897	(620,446)	1,136,451	-
3,525,722	3,798,258	(272,537)	-7.18%	3,433,832	91,890	9999999997 TOTAL EXPENSES	14,342,400	15,158,294	(815,894)	-5.38%	15,197,040	(854,639)	40,849,481	26,506,971
(177,565)	(256,341)	78,776	-30.73%	1,044,849	(1,222,414)	9999999998 NET DIFFERENCE	(2,209,898)	(1,294,674)	(915,224)	70.69%	4,098,999	(6,308,897)	928,314	2,120,843

CY = Current Year

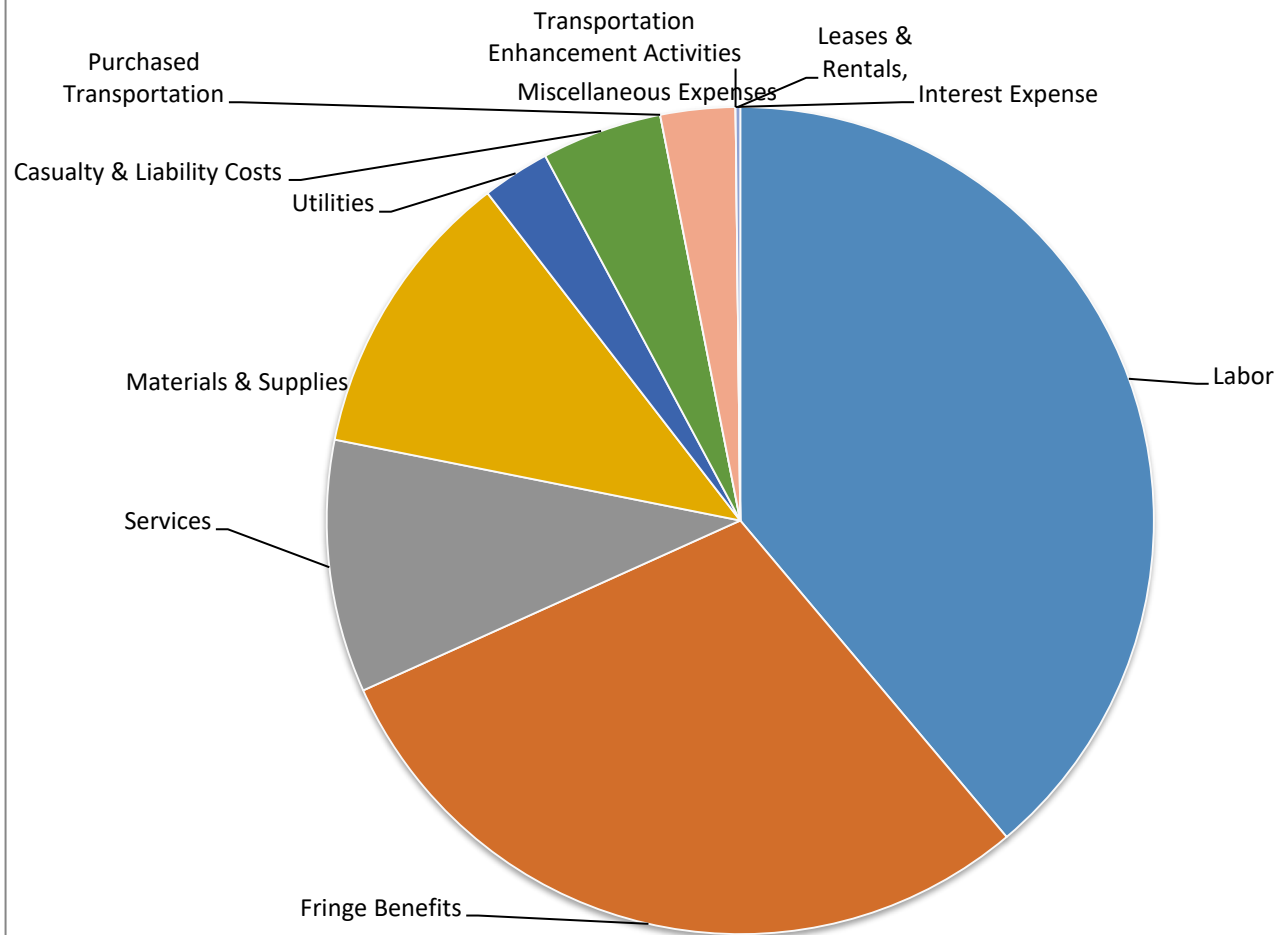
PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

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



Consolidated Expenses by Function Code YTD January 2018



BJCTA
Summary Revenue & Expense Report
YTD JANUARY 2018

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Operating Revenues:					
Passenger Fares	687,276	717,278	(30,002)	2,151,835	1,464,559
Municipal Services	6,494,883	7,127,527	(632,644)	21,382,579	14,887,696
Other Revenues	61,793	130,497	(68,705)	391,492	329,699
Tax Revenues	666,667	666,667	(0)	2,000,000	1,333,333
Capital Revenues	293,420	700,413	(406,993)	2,101,239	1,807,819
FTA Reimbursements - Project Admin	88,028	72,000	16,028	108,000	19,972
Federal and Local Grant Revenues	2,347,334	3,312,785	(965,451)	12,506,197	10,158,863
Total Operating Revenues	10,639,401	12,727,168	(2,087,767)	40,641,343	30,001,942
Non-Budget Revenues:					
FTA Reimbursements - Pass Thru Funds	1,136,452	1,136,452	0	1,136,452	0
FTA Reimbursements - ADA & TDP	356,649	0	356,649	0	(356,649)
CNG ALT. Fuel Reimbursements -	0	0	0	0	0
Total Non-Budget Revenues	1,493,101	1,136,452	356,649	1,136,452	(356,649)
Total Revenues	12,132,502	13,863,620	(1,731,118)	41,777,795	29,645,293
Expenses:					
Labor	4,676,299	4,693,030	(16,730)	14,079,089	9,402,790
Fringe Benefits	3,537,898	3,873,506	(335,608)	11,620,519	8,082,621
Services	1,187,923	1,191,956	(4,033)	3,575,866	2,387,943
Materials & Supplies	1,371,789	1,673,673	(301,885)	4,939,376	3,567,587
Utilities	318,210	241,902	76,307	725,707	407,497
Casualty & Liability Costs	567,286	749,608	(182,321)	2,248,823	1,681,537
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	351,722	418,602	(66,880)	1,330,807	979,085
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	21,895	6,639	15,256	19,916	(1,979)
Total Expenses	12,033,022	12,848,916	(815,894)	38,540,103	26,507,081
Non-Budget Expenses:					
Depreciation Expense	1,172,927	1,172,927	0	1,172,927	0
Pass Thru Funding Expense	1,136,451	1,136,451	0	1,136,451	0
Total Non-Budget Expenses	2,309,378	2,309,378	0	2,309,378	0
Total Expenses	14,342,400	15,158,294	(815,894)	40,849,481	26,507,081
Net Difference	(2,209,898)	(1,294,674)	(915,224)	928,314	3,138,212

	YTD Actual	YTD Budget	YTD Variance	Annual Budget	Unrealized Revenue Unexpended Funds
Total Operating Revenues	10,639,401	12,727,168	(2,087,767)	40,641,343	30,001,942
Total Operating Expenses	12,033,022	12,848,916	(815,894)	38,540,103	26,507,081
Net Operating Profit/(Loss)	(1,393,621)	(121,748)	(1,271,873)	2,101,240	3,494,861
Total Non-Budget Revenues	1,493,101	1,136,452	356,649	1,136,452	(356,649)
Total Non-Budget Expenses	2,309,378	2,309,378	0	2,309,378	0
Total Non-Budget Profit/(Loss)	(816,277)	(1,172,926)	356,649	(1,172,926)	(356,649)
Net Profit/(Loss)	(2,209,898)	(1,294,674)	(915,224)	928,314	3,138,212

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2018		Period 4	January 2018	Division: 00 Balance Sheet		As of: 01/31/2018	
				October Thru January			
				2018	2017	Variance	
1000000000 ASSETS							
1010000000 CASH & CASH EQUIVALENTS							
1019999999 TOTAL - CASH & CASH EQUIVALENTS				\$6,778,141.84	\$14,800,461.25	(\$8,022,319.41)	
1020000000 ACCOUNTS RECEIVABLE							
1029999999 TOTAL ACCOUNTS RECEIVABLE				\$8,632,352.51	\$8,154,177.19	\$478,175.32	
1030000000 SUPPLY INVENTORY							
1039999999 TOTAL SUPPLY INVENTORY				\$1,903,877.36	\$1,902,197.89	\$1,679.47	
1050000000 CONSTRUCTION & PROJECTS IN PROCESS							
1059999999 TOTAL CONST. & PROJ. IN PROCESS				\$205,082.00	\$281,086.94	(\$76,004.94)	
1110000000 PROPERTY, PLANT & EQUIPMENT							
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT				\$46,322,121.22	\$25,579,557.12	\$20,742,564.10	
1510000000 OTHER ASSETS							
1519999999 TOTAL OTHER ASSETS				\$7,787,259.36	\$6,894,419.69	\$892,839.67	
1999999999 TOTAL ASSETS				\$71,628,834.29	\$57,611,900.08	\$14,016,934.21	
2000000000 LIABILITES & EQUITY							
2000000001 LIABILITIES							
2010000000 ACCOUNTS PAYABLE							
2019999999 TOTAL ACCOUNTS PAYABLE				\$1,397,553.27	\$1,145,298.07	\$252,255.20	
2020000000 ACCRUED PAYROLL & WITHHOLDINGS							
2039999999 TOTAL ACCRUED P/R & W/H				\$624,154.70	\$687,586.35	(\$63,431.65)	
2040000000 CURRENT PORTION OF LT DEBT							

Birmingham-Jefferson County Transit Authority

Comparative Balance Sheet

Fiscal Year: 2018		Period 4	January 2018	Division: 00 Balance Sheet		As of: 01/31/2018	
				October Thru January			
				2018	2017	Variance	
2040199999	TOTAL CURRENT PORTION OF LT DEBT			\$0.00	\$0.00	\$0.00	
2040500000	OTHER CURRENT LIABILITIES						
2059999999	TOTAL OTHER CURRENT LIABILITIES			\$36,193,744.19	\$36,199,217.60	(\$5,473.41)	
2210000000	NON-CURRENT PORTION OF LT DEBT						
2219999999	TOTAL NON-CURRENT LT DEBT			\$0.00	\$0.00	\$0.00	
2310000000	OTHER LIABILITIES						
2319999999	TOTAL OTHER LIABILITIES			\$437,206.00	\$939,299.00	(\$502,093.00)	
2999999999	TOTAL LIABILITIES			\$38,652,658.16	\$38,971,401.02	(\$318,742.86)	
3000000000	EQUITY						
3040000000	CONTRIBUTED CAPITAL						
3049999999	TOTAL CONTRIBUTED CAPITAL			\$20,047,564.00	\$0.00	\$20,047,564.00	
3050000000	RETAINED EARNINGS						
3059999999	TOTAL RETAINED EARNINGS			\$12,928,612.13	\$18,640,499.06	(\$5,711,886.93)	
3999999997	TOTAL EQUITY			\$32,976,176.13	\$18,640,499.06	\$14,335,677.07	
3999999998	TOTAL LIABILITIES & EQUITY			\$71,628,834.29	\$57,611,900.08	\$14,016,934.21	

BJCTA
Commission Revenue Trend
As of January 31, 2018

	FY15	FY16	FY17	FY18
Commission Revenue	32,427	34,373	31,018	15,123
Total Commission Revenue	32,427	34,373	31,018	15,123

BJCTA
CNG Revenue
As of January 31, 2018

	FY15	FY16	FY17	FY18
Revenue	183,039	293,936	477,108	217,482
Gallons	91,519	146,968	238,534	108,741

BJCTA - Employee Overtime Report - January 2018

Department	Department Code	OT Hrs. JAN/17	OT JAN/17	OT Hrs. JAN/18	OT JAN/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01122	2.02	\$ 16.43	1.05	\$ 7.96	4.82	\$ 35.82
VIP Admin	01130		\$ -		\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	156.05	\$ 1,654.81	236.17	\$ 2,577.53	1733.39	\$ 19,002.40
VIP Dispatch	01230/01232	23.16	\$ 242.06	65.24	\$ 656.75	301.25	\$ 3,068.44
VIP Call Center	02115/02130	44.25	\$ 297.72	11.40	\$ 79.99	67.88	\$ 442.75
Fixed Route Ops	03025	1735.08	\$ 14,678.62	2076.31	\$ 18,206.67	8494.01	\$ 74,769.29
VIP Ops	03135	507.38	\$ 3,651.71	762.33	\$ 5,498.63	3965.78	\$ 29,272.59
Maint Admin	04140/04142	32.39	\$ 252.03	39.48	\$ 329.55	221.41	\$ 1,911.60
Facilities Admin	04250		\$ -		\$ -	0.00	\$ -
Maint	05145/05146	548.83	\$ 4,025.86	440.51	\$ 3,407.83	1817.70	\$ 13,881.79
Maint - Inspection	06145/06146/06148	388.58	\$ 8,043.41	364.71	\$ 3,898.06	1671.91	\$ 17,896.90
Facilities	12350	59.47	\$ 372.88	26.41	\$ 197.19	115.97	\$ 801.32
Money Room	15125	2.26	\$ 15.20	14.48	\$ 117.76	66.28	\$ 534.15
Customer Service	16215/75/76/90/91	110.45	\$ 786.39	102.08	\$ 812.34	519.40	\$ 3,883.46
Safety	16615/85	108.50	\$ 1,237.56	101.25	\$ 1,163.79	425.59	\$ 4,915.38
Admin & Risk	16715	1.42	\$ 10.59	5.02	\$ 34.31	38.61	\$ 269.94
IT	17015/10	28.02	\$ 279.10	4.10	\$ 48.57	125.03	\$ 1,244.11
Finance	17165/17865	4.17	\$ 48.04	39.50	\$ 375.23	164.51	\$ 1,558.08
Procurement/Grants	17965/80 & 17265/80	10.11	\$ 95.58	1.40	\$ 18.20	17.32	\$ 198.33
Executive	17610	9.46	\$ 108.72	50.50	\$ 426.23	331.37	\$ 2,981.52
Planning	17755	12.55	\$ 83.26	2.54	\$ 27.88	41.16	\$ 408.57
Totals		3784.15	\$ 35,899.97	4344.48	\$ 37,884.47	20123.39	\$177,076.44

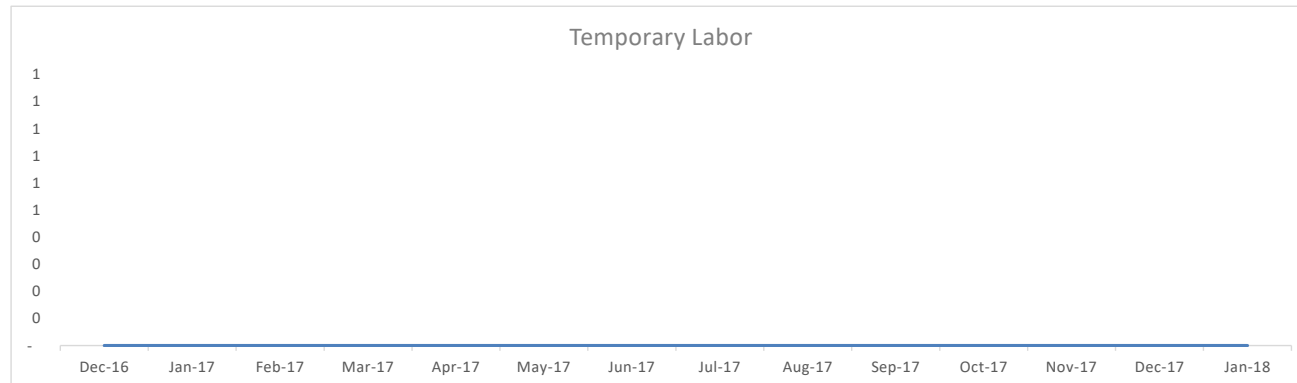
Findings : January 2018 overtime is 13% higher compared to January 2017

PARATRANSIT COST
PER RIDERSHIP TREND
AS OF DECEMBER 2017

	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
30	41,314	46,161	40,845	42,194	45,287	44,462	45,176	91,429	36,091	52,266	53,287	58,714	52,266	45,644
35	259,259	245,875	215,608	253,278	256,396	250,552	260,491	260,865	248,984	268,928	219,759	265,510	268,928	240,875
Total	300,573	292,036	256,453	295,472	301,683	295,014	305,667	352,294	285,075	321,194	273,046	324,224	321,194	286,519
40	88,285	76,746	84,541	81,461	89,345	83,122	88,310	85,305	87,465	85,293	78,978	84,697	85,293	81,381
45	604,973	546,323	479,871	487,029	581,771	546,038	537,674	704,146	544,741	574,206	16,133	554,436	574,206	569,164
Total	693,258	623,069	564,412	568,490	671,115	629,160	625,984	789,451	632,206	659,499	95,111	639,132	659,499	650,545
13%	90,123	80,999	73,374	73,904	87,245	81,791	81,378	102,629	82,187	85,735	12,364	83,087	85,735	84,571
	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
Paratransit Service Costs	390,697	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
Ridership	8,763	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
Paratransit Cost per Ridership	44.58	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

Temporary Labor
As of January

	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
Temporary Labor	-	-	-	-	-	-	-	-	-	-	-	-	-	-



Birmingham-Jefferson County Transit Authority
Accounts Receivable Balances
As of January 31, 2018

Advertising	\$ 45,770	current
Pass/Ticket Sales	\$ 13,163	\$2344.60 over 90. \$138 over 60. \$396 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid FY18 contract amount in November
Birmingham	\$ 6,300,000	Resent 4th qtr of FY17 and 1st qtr of FY18 to city. City stated we should receive funds as soon as council approves.
Federal	\$ 2,000,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 159,606	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		Received in January
Homewood	\$ 28,494	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. Called regarding the remaining balance, clerk stated the other payment should be here by middle of February
Centerpoint	\$ -	Paid for the 1st quarter of FY18 services
Blue Cross Blue Shield	\$ 30,237	Self Insured over/under payments occur every month. Will be receiving funds back after April 2018
Alternative Fuel/Other	\$ 31,117	See Below
Employee	\$ 1,285	credit card charges to be reimbursed.
Pass Thru Funding	\$ -	
Board	\$ -	
	<u>\$ 8,632,353</u>	
Breakdown of A/R Other/Alt Fuel		
	\$ -	SI Insurance-Current
	\$ 4,247	Interest-Current
	\$ 26,870	CNG manual billing. \$22.60 over 90; \$0 over 60; \$63.65 over 30. Remainder current
	\$ -	
	<u>\$ 31,117</u>	

Birmingham-Jefferson County Transit Authority
Accounts Receivable Write Offs
As of January 31, 2018

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	RESOLUTION NO.:
Finance - Financial & Investment Highlights for Period Ending January 31, 2018	N/A
	DATE: January 31, 2018
	INITIATOR Finance Department
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other	

Financial Highlights

- As of the January 31, 2018 Balance Sheet, assets were \$71,628,834.29 while total liabilities were \$38,652,658.16.
- The Income Statement for the month ending January 31, 2018, details year to date revenues of \$12,132,501.94 and expenses of \$14,342,6400.36 resulting in a negative difference of \$2,209,898.42
- The total cash and cash equivalents as of January 31, 2018 was \$6,778,141.84 of which \$6,190,947.07 was the balance in our operating and money market accounts. Our Capital account balance is \$10,000.00.

	<u>FY18 YTD Actual</u>	<u>FY18 YTD Budget</u>	<u>Variance</u>
Budgeted Items			
Revenues	10,639,401	12,727,168	(2,087,767)
Expenses	12,033,022	12,848,916	(815,894)
Net	(1,393,621)	(121,748)	(1,271,873)
Non Budgeted Items			
Revenues	1,493,101	1,136,452	356,649
Expenses	2,309,378	2,309,378	-
Net	(816,277)	(1,172,926)	356,649
Combined Net	(2,209,898)	(1,294,674)	(915,224)

Total overall variance with the budget is a negative \$915,224

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

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

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

Purpose/Objective

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

Financial Overview: Provide the current conditions of BJCTA

- For the month of January, the (YTD) year to date overall variance was a negative \$915,223.99. The major reason is Capital Reimbursement from FTA. The reimbursement will come in around April or May of this year changes.
- Passenger Fares down 4.18% from budgeted. Closed on January 1. No service on January 16 and Late start of services on January 17 due to freezing rain.
- Overtime was up 13% vs. same period last year.
- For the month of January, spent \$3,696,742 on payroll, taxes and accounts payable
- Based on the required 3 month operating expenses, BJCTA is under \$1,520,690 in reserve.
- BJCTA received 2nd quarter payments from Center Point and Bessemer. Midfield has not paid their January contract services. Emailed the City Manager for update. Received payment in February. Have not received Birmingham's payment. Waiting on City Council to pass.
- The Ad Valorem tax check was a little more than budgeted (\$52,039.14).
- Thanks to the help of our Fuston, Petway and French, we received \$440,843 of Fairfield's arrearage. The remaining balance of \$133,238 will be collected from Ad Valorem taxes. These funds should be here within the next 60 days.

Other Activities

- Continue staff training to make sure proper succession
- Collaborated with staff to get the W-2s; 1099's and all other tax reports out before end of month
- Webinar was done with IT and Payroll on the new timekeeping system
- Attended Senior staff meetings
- Staff worked with auditors on field work for our FY17 audit.

Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: January 2018 Human Resources Report	DATE: January 2018
	INITIATOR: Jamie Endsley Director of Human Resources
ACTION REQUEST: Approval Review/Comment X Information Only 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: 1 – Temporary IT Specialist

Rehires: 0

Terminations: 2

- 1 Bus Operators (involuntary)
- 1 Customer Service (involuntary)

Labor Relations:

Processed loan and retirement documentation.

Worked with Union Reps on disciplinary actions.

FMLA/Medical Leave:

4 Employees on FMLA Full

4 Employee on FMLA Intermittent

Worker's Compensation:

Total Claims: 4

Current Claims @EOM: 2

Recruitment Initiatives:

- Current Job Postings: Operators (VIP and Fixed Route), Mechanics, VIP Reservationist, Customer Service Reps and Manager of IT

Random/Post Offer Drug Testing

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

Post-Accident DOT = 3, Pre-Employ DOT = 0

Meetings:

Executive Staff Meeting – Thursdays @ 10:00AM

HR Staff Meeting – Thursdays @ 3PM

Projects:

- We are continuing to prepare for 2018 contract negotiations.
- Looking at new benefit options including Long Term Disability.
- We are looking at several vendors for contracting FMLA out to a third party.
- Designing Performance Evaluation Plan for 2018.
- Designing vacation accrual plan for 2019.
- Evaluating cost of new HRIS system.

Jamie Endsley

Jamie Endsley
Director of Human Resources

Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION:	DATE: January 2018
Communications Report	INITIATOR: Ronda Robinson, Director of Communications

1.0 Purpose/Objective:

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

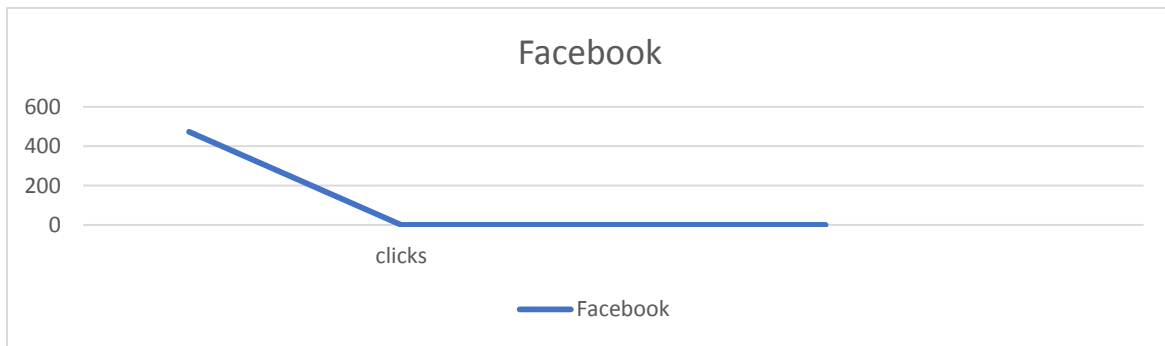
2.0 Completed Projects:

- Organized and implemented a social media contest while introducing the new bus stop at Topgolf. Customers were asked to take selfies at the stop using #maxonthgreen. The winners got the chance to play a round of golf with celebrity golf coach Leonard Smooth and NFL Houston Texans player Chad Slade.
- Participated in a career fair at Glen Oaks Elementary school.
- Coordinated small welcome event for Western Health Center patients to celebrate the new bus stop moving from Bessemer Super Highway to the front entrance of the clinic to provide better access to healthcare for MAX customers.

3.0 Working Projects

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

December 2017 Digital Report for Facebook



- 473 visits to BJCTA Facebook page
- New Page Likes – 27
- Post Engagement Actions – 65 (shares, likes, comments)

Ronda Robinson

Director of Communications

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

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

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

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

3.0 Working Projects:

- 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).
- Prepared meeting agenda and coordinated activities for the upcoming quarterly meeting of the Alabama Transportation Association (ATA)
 - Quarterly meeting – February 22, 2018
- Implementation of key performance indicators for the Customer Care Center:
 - Percentage of total calls answered
 - Percentage of calls abandoned
 - Average hold time for each call
 - Trending year over year
- Facilitated departmental development of Standard Operating Procedures (SOP) for specific activities.

4.0 Meetings Attended:

- BJCTA Board meeting
- BJCTA Committee meeting
- Senior Staff meetings
- Birmingham Transportation Committee
- Inclement weather meetings and conference calls
- Board and Senior Staff Retreat preparation

Adrian M. Solomon

Adrian M. Solomon, Chief of Staff

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

TITLE/DESCRIPTION:	DATE: January 2018
Marketing and Customer Service Report	INITIATOR: Adrian Solomon Chief Of Staff

Customer Care Center Activities:

- Assisted the Alethea House with the “I Got Tested” initiative. The initiative encourages citizens to get on-site HIV testing with immediate results. Volunteers who participated received free bus passes donated to them by the Alethea House.

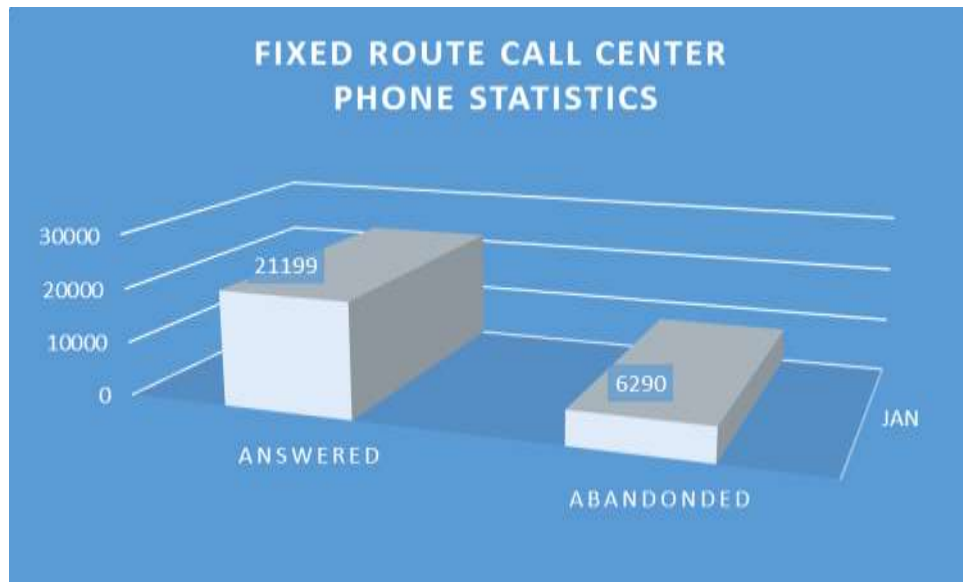
Upcoming Events:

- Black History school bus tour
- Customer Care Center Vision Meeting on Feb 25th

Statistics:



- Answered call rate 80% and abandoned call rate was 20%



- Answered calls were 78% and abandoned calls were 22%
- Began the work of becoming a Customer Care Center by combining five areas into one organization
- Changed job titles from Customer Service Representatives to Customer Care Associates
- Began the process to enhance training, develop key performance indicators and establish standard operating procedures for the organization

BJCTA Grant Status January 2018

FTA Grant #	Pass-Through Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL-03-0058-02	New Starts Environmental	09/2006	\$6,768,706	\$ 291,447.00	\$ 4,735.00	\$ 286,712.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 63,289.00	\$ -	\$ 63,289.00
AL-2016-015-00	FFY2015 Enhanced Mobility	09/2016	\$443,142	\$ 80,136.00	\$ 78,006.00	\$ 2,130.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 904,972.00	\$ 205,582.00	\$ 699,390.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 522,715.00	\$ 21,007.00	\$ 501,708.00
Total Pass-Through Grants			\$13,870,702	\$ 1,862,559.00	\$ 309,330.00	\$ 1,553,229.00
FTA Grant #	BJCTA Grants	Date	FTA Award	Previous Balance	Drawn this Period	Balance
AL -90-X242-00	FFY 2013 Section 5307 (Gen)	02/2015	\$1,871,427	\$ 9,196.00	\$ -	\$ 9,196.00
AL -95-X007-00	2013 CMAQ-Flex for In-Town Transit	02/2015	\$4,772,241	\$ 2,113,182.00	\$ 14,911.00	\$ 2,098,271.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 100,438.00	\$ 1,984.00	\$ 98,454.00
AL-2017-007	FFY 2016 Section 5339 Discretionary	04/2017	\$405,000	\$ 12,913.00	\$ 12,913.00	\$ -
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 32,760.00	\$ -	\$ 32,760.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,913	\$ 551,006.00	\$ 111,424.00	\$ 439,582.00
Total BJCTA Grants			\$15,085,685	\$ 2,819,495.00		\$ 2,819,495.00
Combined Totals			\$28,956,387	\$ 4,682,054.00	\$ 309,330.00	\$ 4,372,724.00

11



Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Grants Administration and Management	RESOLUTION NO.: N/A
	Month: January 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 FFY 2014 Section 5307 Grant by revising budget line items to other needed projects.
- Received finalist notification for the Alabama Department of Economic and Community Affairs (ADECA) Healthy Food Financing Program grant.
- Transmitted two BJCTA-designated grant applications: FFY 2017 Section 5307 Preventative Maintenance for \$7,134,241 federal and FFY Section 5339 Bus & Bus Facilities for \$690,931 federal.
- Completed 1st Quarter FFY 2018 Federal Financial Reports (FFRs) and Milestone Progress Reports (MPRs) for all eligible grant awards.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of December.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of January.
- Held a discretionary grant application strategy session meeting with team members to narrow our scope to the most feasible projects for the year.

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

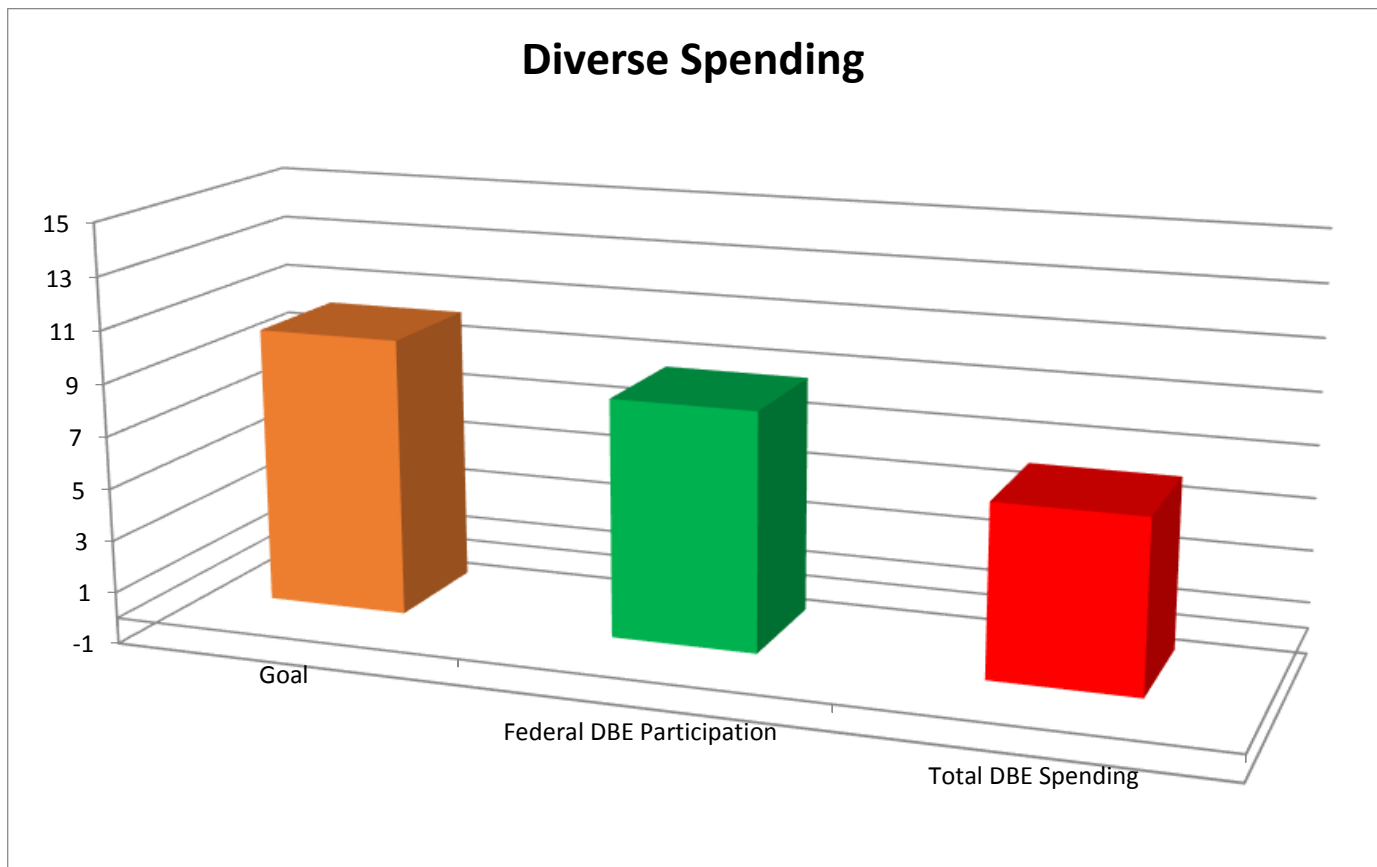
- Reviewed progress of marketing and advertising initiatives for the March 22, 2018 Diverse Business Expo.
- Scheduled the next bi-monthly planning session for Thursday, February 15, 2018.
- Sent DBE certificate renewal notices to one vendor who was within thirty days of certificate expiration.

Other Activities:

- Finalized plans for quarterly transit team meetings with the Regional Programming Commission. The first quarterly meeting is set for Tuesday, February 6, 2018.
- Met with A-133 auditors for review of Grant files and explanation of the flow chart of grant processes.
- Coordinated with HR Department to ensure the required sub-recipient (s) are prepared for the March 1st FTA Drug & Alcohol onsite review.

January 2018 DBE Progress Report

- 6.5% DBE Participation in total spending (8 Alabama Certified DBE Vendors, \$221,826 out of \$3,413,399)
- 9% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$39,451 out of \$437,966)



***Federal DBE participation is up this month over last month by 0.8%.



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

Purpose/Objective:

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

Current Project Status:

- BPD Substation/Security Office Technology Up-fit: 90% COMPLETE
 - Hardware installation postponed until February
 - Final testing and configuration remaining to be performed
- Fixed Route Intelligent Transportation System (Avail ITS): 80% COMPLETE
 - Maintenance integration to be performed in the coming weeks
- Paratransit ITS System (Route Match): 80% COMPLETE
 - Implementation of the Interactive Voice Response system (passenger notification) in process,
 - Inbound & Outbound IVR testing performed,
 - Investigation of reporting anomalies being performed
- IT Department Assessment: 90% COMPLETE
 - Finalizing report and recommendations
- Internal Digital Displays: 75% COMPLETE
 - Displays installed, coordinating content
- 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

IT Department Performance Metrics Review

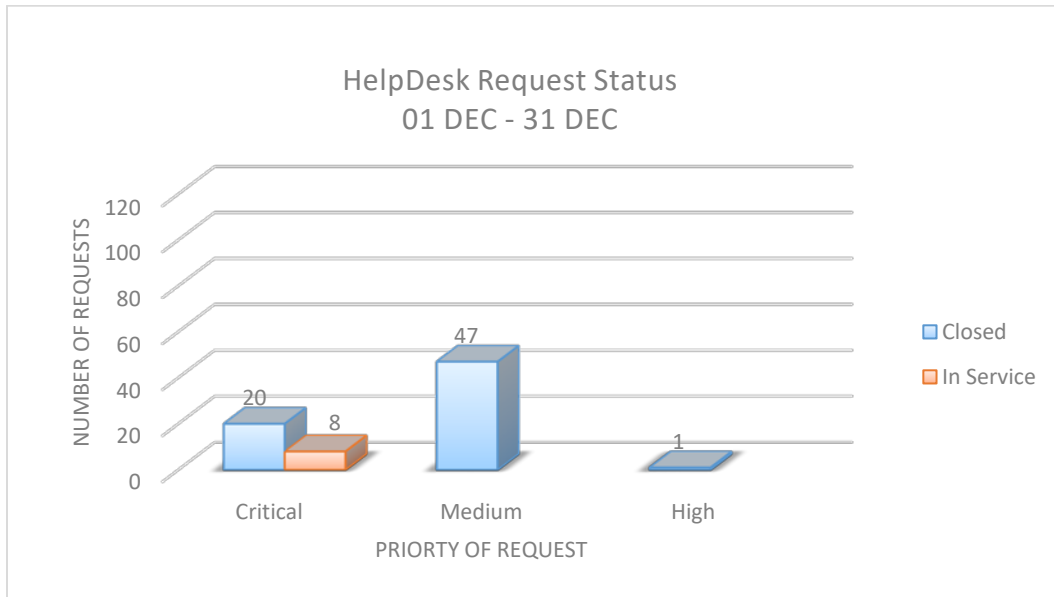


Figure 1 - Helpdesk Request Ticket Performance

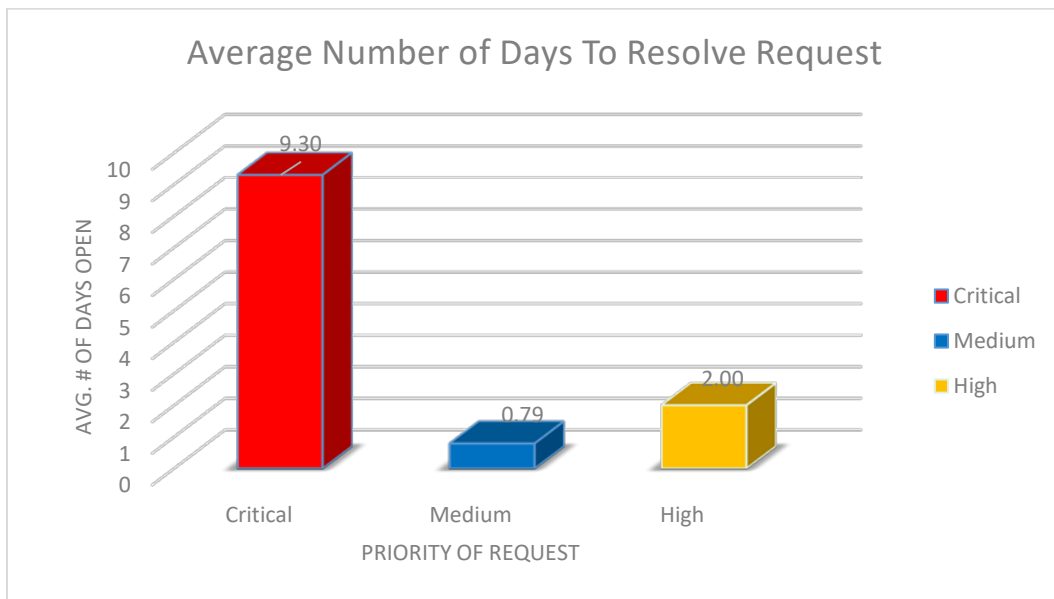


Figure 2 - Helpdesk Request Ticket Duration



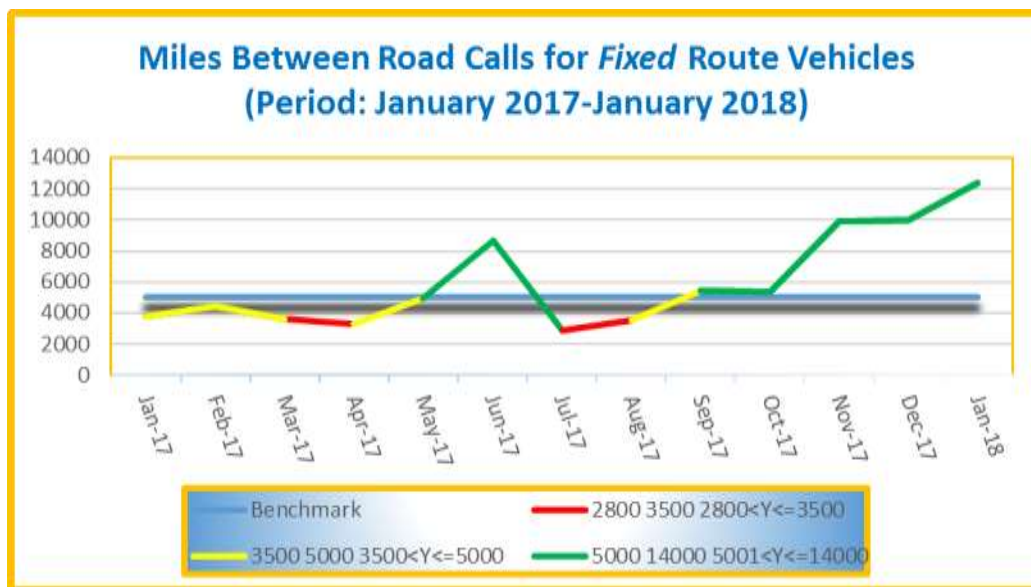
**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

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

- 1.0 Purpose/Objective:** To provide information regarding the progress of the Maintenance Department.
- 2.0 Description/Justification:** As indicated monthly, many of the projects discussed during last month's board report are still in progress and will be updated as they continue to develop.
- Repaired all vehicle defects reported, inspections & safety checks in a timely manner
 - Achieved 100% inspections for the month of January
 - Maintained the upkeep of all fleet
 - Began Light Repair Project for Bay Pits within shop area
 - Received 22 new jack stands for shop area
 - Received new Genie Lift for facility use.
 - Repaired frozen/burst water lines in Bus Washer & Chassis Area
 - Installed new Heat-A/C Unit in money room
 - Replaced water heater at 8th Ave. location
 - Work Campaign in Final Stage:
 - Exhaust Modifications on Paratransit Buses (all 1700 Series)-only 2 left to complete
 - Completed Warming Station Project for General Services
 - Completed major repairs to toilets & sinks at Central Station and 8th Ave locations.
 - Assisted with 2121 Building Staff's move to the Intermodal
 - Extended congratulations to staff members on their promotions:
 - Sammy Kato—Manager of Vehicle Maintenance
 - Erica Jackson—Manager of Maintenance Administration

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

MAX Maintenance went an extraordinary 12,338 miles between mechanical failures in January 2018—making this the 5th consecutive month achieving benchmark standards and the 3rd consecutive month exceeding the benchmark by over 7,300 miles. Maintenance continues to work diligently to reach, maintain & exceed the standard benchmark.



TOTAL MILES BETWEEN MECHANICAL ROAD CALLS FOR FIXED ROUTE VEHICLES												
	Month											
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2016	2681	3241	2218	3416	2103	2467	2657	2223	3500	4809	4124	4080
2017	3767	4418	3592	3253	4938	8688	2871	3521	5444	5363	9910	9972
2018	12338											

Ron Sweeney

Ron Sweeney, Director of Maintenance



Birmingham-Jefferson County Transit Authority

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

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

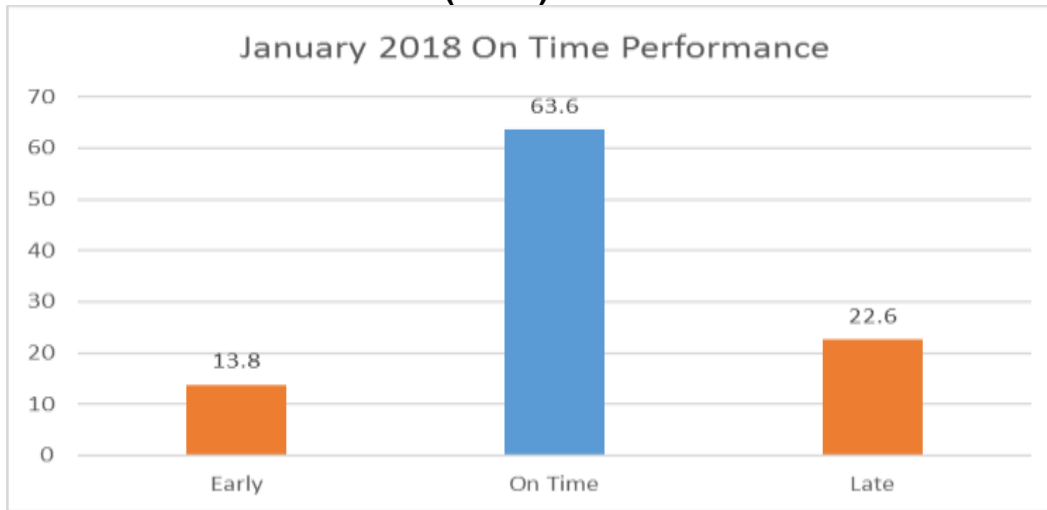
1.0 Fixed Route

- Attended Neighborhoods USA (NUSA) Conference Planning Meeting at the Birmingham City Hall
- Participated in Complete Streets Initiative Meeting
- Attended inaugural bus trip at Western Health Center
- Successfully implemented MLK Day Sign-up
- Successfully implemented General Sign-up
- Prepared detours for SCLC March/Parade on MLK Day
- Facilitated the Alabama City/County Management Association (ACCMA) with transportation needs
- Prepared detours for Mercedes Marathon

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)
13.8%	63.6%	22.6%

1.3 Missed Trips

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

1.4 Missed Trips (Chart)

January Missed Trip Information from Avail

Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
603	5	64	26

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

1.5 Operator Log-in Rate

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

1.6 Operator Log-In Rate (Chart)



Logged In	83%
Not Logged In	17%

1.7 Operator Attendance

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

1.8 Operator Attendance (Chart)

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

2.0 Paratransit

- Successfully implemented MLK Sign-up
- Successfully implemented General Sign-up
- Participated in phone conference on Best Practices for Dealing with Sexual Harassment in the Workplace



Birmingham-Jefferson County Transit Authority

TITLE/DESCRIPTION: Planning Department Monthly Update	DATE: January 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 the City of Montevallo who have confirmed interest in Pilot Shuttle for city and university.
- Met with University of Samford to gauge interest in serving campus.
- Met with City of Hoover Mayor to on extending the routes 31 and 280 in addition to increasing frequency on the 31. Hoover is interesting in advocating commuter service to other municipalities over the mountain.
- Met with Mayor of Fairfield and designed route for Fairfield and Miles College.
- Met with RPC on refining Scope of Work for Shelby County Rail study.
- Engaged Mayor of Fairfield and Dr. Hamilton at Jefferson County who are interested in an Economic Development plan for West Jefferson County.
- Finalized Transit Development team with STRADA Consulting.
- Met with City of Mountain Brook and Chamber to pitch Mountain Brook Village Circulator concept. Currently awaiting feedback from the chamber.
- Submitted annual NTD Report.
- Staff began GIS Certificate at Michigan State and continues to progress toward completion.
- Implemented MCC extension.
- Implemented Lakeview Local evening route.
- Held Planning Department pizza party luncheon.

1.1 Performance Indicator-Fixed Route

Goal	Performance Indicators	January FY2017	January FY2018		Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	202,296	225,229		898,519	963,555	11.3%
	90 D 'town Circulator Magic City Connector	6,321	8,319		26,607	33,956	31.6%
	91 Intermodal Conn	1,832	2,969		6,675	9,419	62.1%
	93 Lakeview Local	663	409		3,284	1,700	-38.3%
	Vehicle Service Hours	19,293	16,575		75,920	73,455	-14.1%
	Total Miles	229,783	246,755		1,024,400	1,031,742	7.4%
	Revenue Miles	239,980	214,169		948,167	922,495	-10.8%
	Fare Revenues	\$148,921	\$147,949		\$642,313	\$631,882	-0.7%
	Total Expenses	\$2,651,636	\$2,929,486		\$11,577,718	\$12,033,022	10.5%

No Service-January 1, 2018 New Year's Day

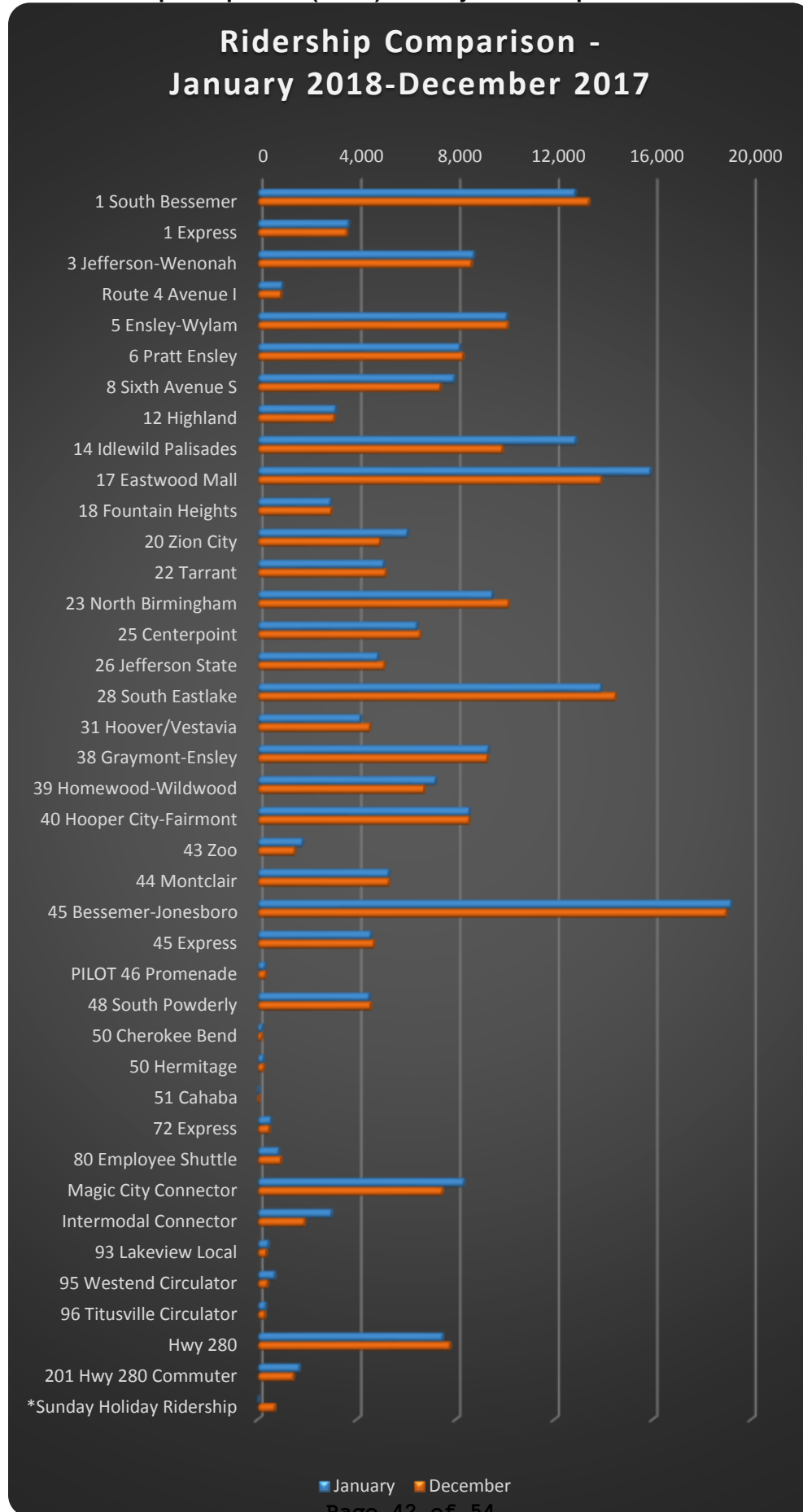
No Service-January 16, 2018 Inclement Weather Day

Service started 10 a.m. on January 17, 2018 Inclement Weather Day

Ridership Highlights for January 2018

- 93 Lakeview Local: **409**
- Magic City Connector: **8,319**
- "Pilot Bessemer Commuter: **285**
- 201 Highway 280 Commuter: **1,666**
- "Pilot" Lawson State Cougar Express: **121**

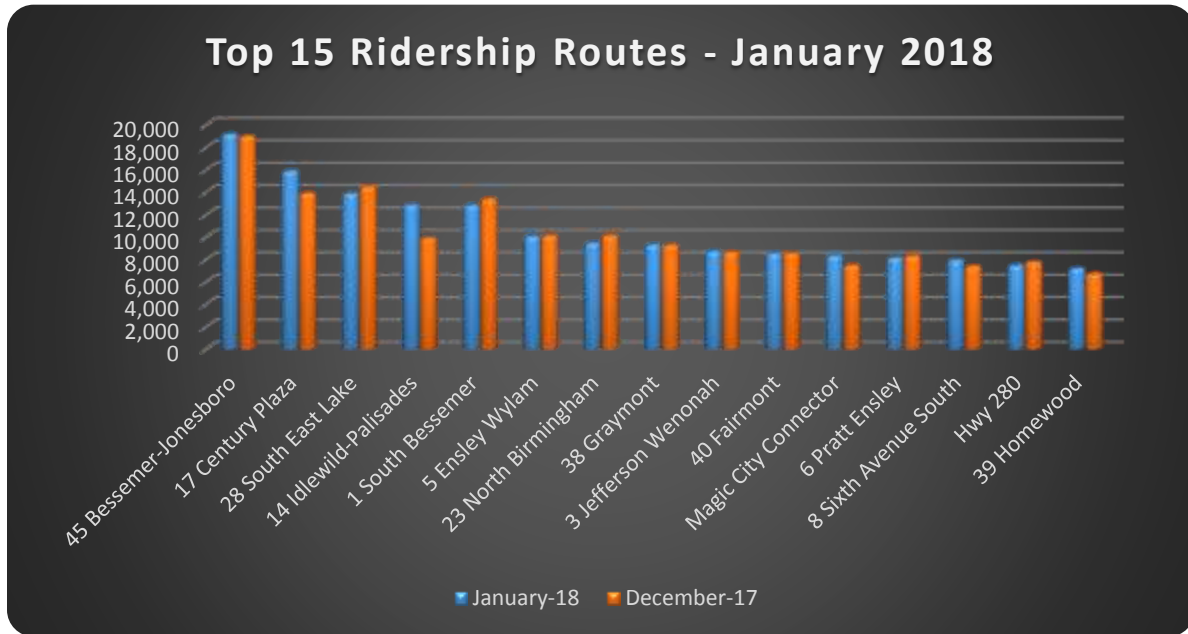
1.2 Ridership Comparison (Chart) January 2018 compared to December 2017



1.3 Ridership Summary (January 2018 compared to December 2017)

Route Number and Name	<u>Jan 2018</u>	<u>Dec 2017</u>	<u>Diff</u>
1 South Bessemer	12,826	13,387	(561)
1 Express	3,651	3,582	69
3 Jefferson-Wenonah	8,717	8,622	95
Route 4 Avenue I	964	916	48
5 Ensley-Wylam	10,050	10,093	(43)
6 Pratt Ensley	8,146	8,285	(139)
8 Sixth Avenue S	7,929	7,358	571
12 Highland	3,132	3,067	65
14 Idlewild Palisades	12,857	9,878	2,979
17 Eastwood Mall	15,890	13,883	2,007
18 Fountain Heights	2,922	2,954	(32)
20 Zion City	6,037	4,919	1,118
22 Tarrant	5,076	5,156	(80)
23 North Birmingham	9,470	10,117	(647)
25 CenterPoint	6,418	6,542	(124)
26 Jefferson State	4,841	5,096	(255)
28 South Eastlake	13,878	14,468	(590)
31 Hoover/Vestavia	4,133	4,510	(377)
38 Graymont-Ensley	9,303	9,265	38
39 Homewood-Wildwood	7,177	6,709	468
40 Hooper City-Fairmont	8,531	8,524	7
42 Brookwood Mall	4,050	3,455	595
43 Zoo	1,798	1,475	323
44 Montclair	5,284	5,283	1
45 Bessemer-Jonesboro	19,168	18,970	198
45 Express	4,558	4,676	(118)
PILOT 46 Promenade	285	296	(11)
48 South Powderly	4,492	4,546	(54)
50 Cherokee Bend	158	147	11
50 Hermitage	218	227	(9)
51 Cahaba	27	37	(10)
72 Express	504	445	59
80 Employee Shuttle	827	917	(90)
Magic City Connector	8,319	7,449	870
Intermodal Connector	2,969	1,874	1,095
93 Lakeview Local	409	326	83
PILOT 94 Lawson State	121	30	91
95 Westend Circulator	669	368	301
96 Titusville Circulator	302	273	29
Hwy 280	7,457	7,748	(291)
201 Hwy 280 Commuter	1,666	1,423	243
*Sunday Holiday Ridership	0	674	674
Monthly Totals	225,229	217,970	7,259

1.4 Top 15 Ridership Routes (Chart) (January 2018 compared to December 2017)



Top 15 Routes for January 2018

	January-18	December-17
45 Bessemer-Jonesboro	19,168	18,970
17 Century Plaza	15,890	13,883
28 South East Lake	13,878	14,468
14 Idlewild-Palisades	12,857	9,878
1 South Bessemer	12,826	13,387
5 Ensley Wylam	10,050	10,093
23 North Birmingham	9,470	10,117
38 Graymont	9,303	9,265
3 Jefferson Wenonah	8,717	8,622
40 Fairmont	8,531	8,524
Magic City Connector	8,319	7,449
6 Pratt Ensley	8,146	8,285
8 Sixth Avenue South	7,929	7,358
Hwy 280	7,457	7,748
39 Homewood	7,177	6,709

Joshua Johnson

Planning Department



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

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

1.0 PROCUREMENT

1.1 Upcoming and Current Solicitations

Currently posted or within next 60 days:

1.1.1 Branding for BRT

2.0 CONTRACT ADMINISTRATION

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

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

Procurement Updates:

Contract for Six (6) MCC Bus Shelters underway

Procurement of 15 40ft Buses solicitation has been implemented from the City of Birmingham

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 Charles Nectem Inc. (Employee Assistance Program)

2.4.2 The ESB Group, Inc.

2.4.3 Aramark Uniform Service

3.0 RESOLUTIONS

3.3.1 None

ATTACHMENTS

- Contract Log

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
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	2			
17-02	The ESB Group, Inc.	A/V Equipment & Installation	12/21/2016	2017-11	3/20/2017	3/19/2018	1			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/Mats	4/13/2015	N/A	4/01/2015	3/31/2018	2			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg.87 Oct.Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	3			
N/A	Lighthouse Software Company	DBE Tracking Software	11/21/2017	N/A	11/21/2017	4/30/2018	2			
N/A	Business Electronics Technology Solutions	ShoreTel Phone System	5/01/2017	2017-27	6/01/2017	6/1/2018	0			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2017	1 of 2	2014-34	6/8/2017	6/8/2018
17-07	Deborah Walker Law Offices	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	2			
16-10	NW Financial Group, LLC	Financial Investments	6/22/2016	2016-30	7/12/2016	7/12/2017	1 of 4	2016-30	7/12/2017	7/12/2018
15-14	At Work Uniforms	Transit Super. Uniforms	7/08/2015	2015-33	7/22/2015	7/21/2018	0			
16-11	Scott Real Estate Valuation & Consulting, 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

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-14	Message Point Media of AL, Inc.	PIDS (Maint. terms)	8/5/2016	2016-35	8/31/2016	8/31/2017	1 of 4	2017-42	8/30/2017	8/31/2018
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	1 of 2	2017-44	8/30/2017	8/31/2018
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	2 of 4	2017-38	8/30/2017	9/08/2018
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	1 of 2	2017-40	8/30/2017	9/28/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	2 of 4	2017-39	8/30/2017	9/30/2018
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
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			

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019	2			
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019	2			
17-06	Message Point Media of AL, Inc.	Website Design & Implementation	3/01/2017	N/A	3/01/2017	3/01/2020	2			
17-08	Gregory Pest Solutions	Pest Control Services	3/29/2017	2017-16	4/12/2017	4/12/2020	2			
17-10	Ed's Refurbishing	Transit Bus Painting -Repairs	5/17/2017	2017-26	6/1/2017	6/1/2020	N/A			
17-16	Rely Supply	Oils and Lubricants	8/30/2017	2017-36	9/01/2017	9/01/2020	2			
15-10	Avail Technologies, Inc.	Cellular Data	8/30/2017	2017-34	9/01/2017	9/01/2022	N/A			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2			

BJCTA Policies										
Vendor Name		Product/Service		Effective Date		Expiration Date		Notes/ Option Years		
National Union Fire Ins. Co		Fiduciary		11/01/2017		11/01/2018				
Darwin National Assurance		Police Professional Liability		12/01/2017		12/01/2018				

AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/ Equipment/ General Liability/ Auto/ Property Insurance	12/01/2017	12/01/2018	
Ascent Underwriters	Cyber Insurance	3/01/2017	3/01/2018	
Markel/ Evanston Insurance	Environmental Pollution	3/06/2017	3/06/2018	
Travelers Casualty & Surety Co	Crime	10/26/2016	10/26/2018	
McGriff / Seibels Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity	10/26/2016	10/26/2018	



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

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

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

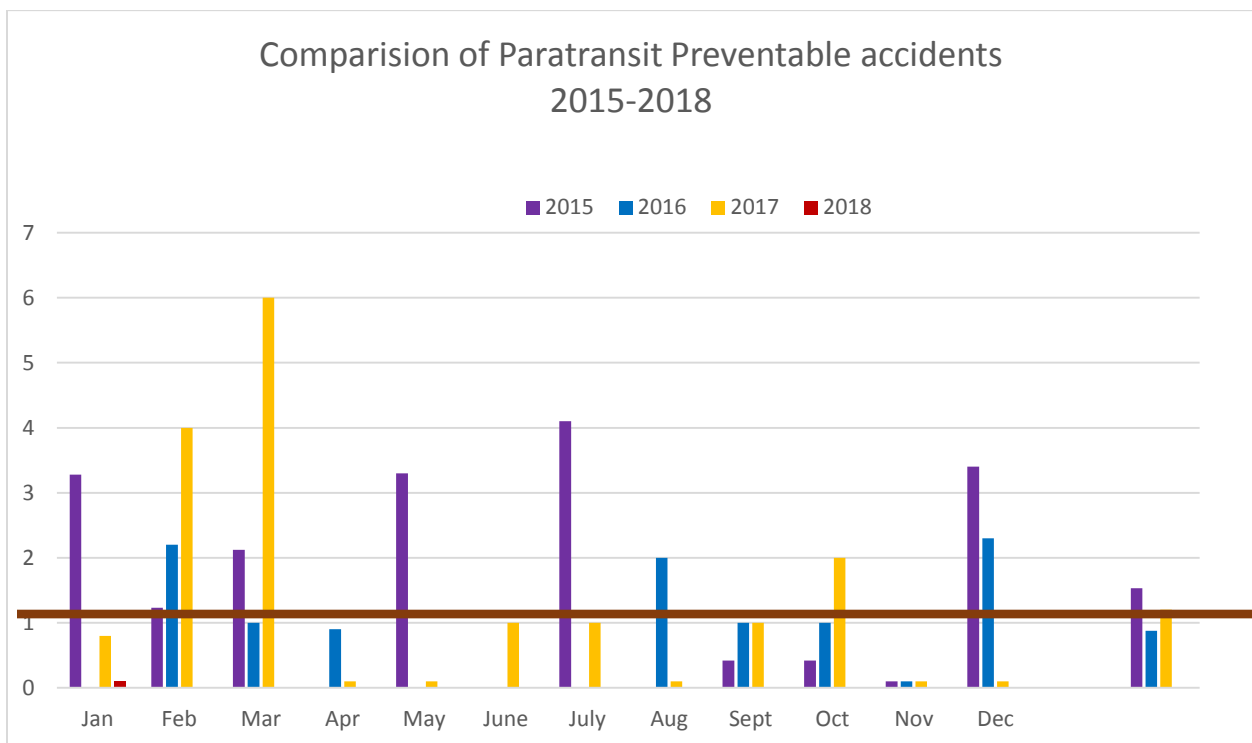
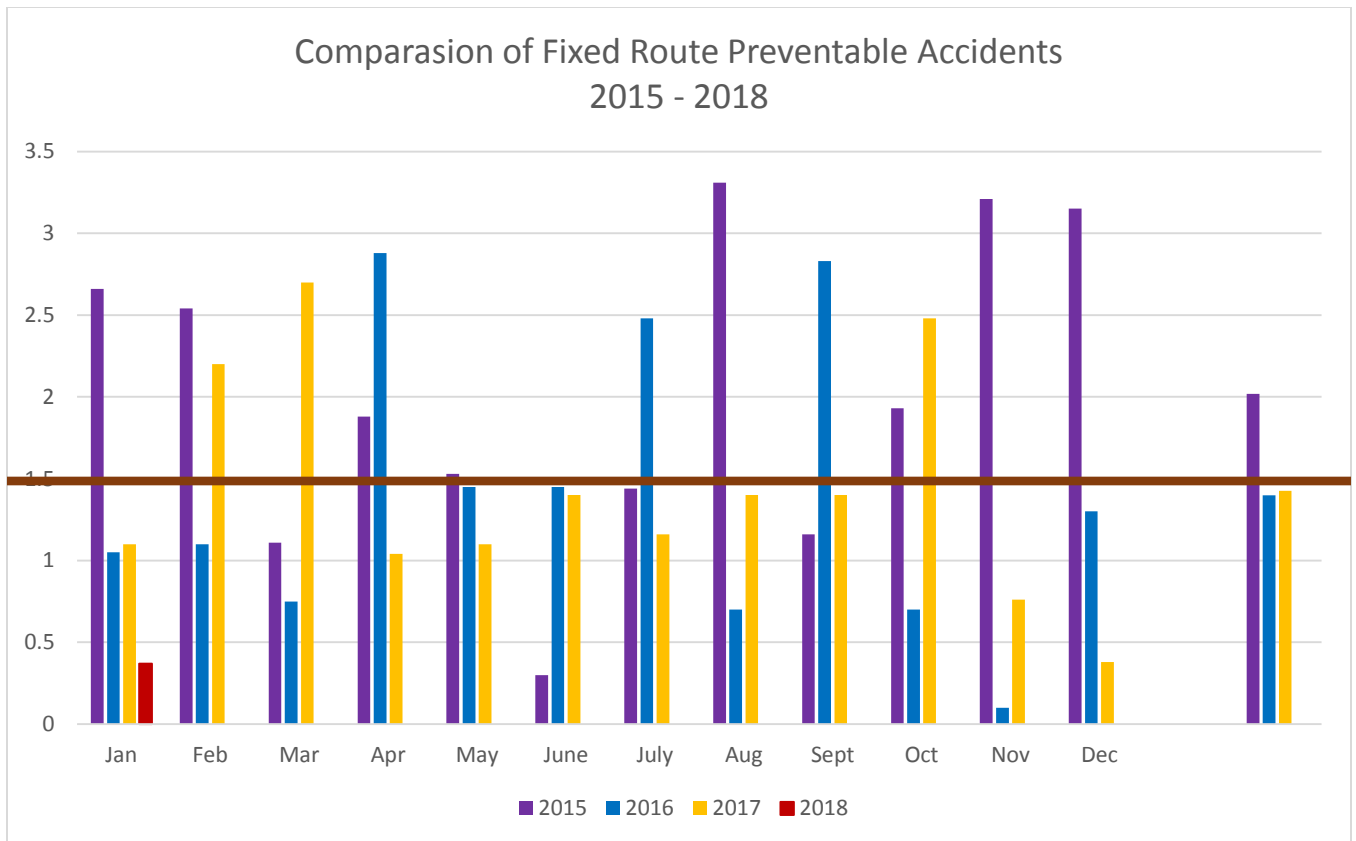
- Graduated five students into the ranks of fixed route and paratransit operators.
- Trained nearly 200 employees on our 2018 "See Something Say Something" Initiative.

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.
- Gave a deposition regarding an accident that happened in 2013.
- Continued to see a positive drop in preventable accidents for both fixed route (1) and paratransit (0). This is the THIRD month in a row that Paratransit operators have not had a preventable accident. We are within the National Average for the year for fixed route and slightly above for paratransit.



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

2/5/18

Master Solutions, LLC

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



Governmental Affairs Update February 2018

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

Government Affairs Meeting- Master Solutions, LLC met with Intergovernmental Affairs Manager, Starr Culpepper, and senior staff members concerning potential bills for this year's Alabama Legislative Session.

Alabama Public Transportation Trust Fund- Master Solutions, LLC introduced bills HB10 and SB85 during the first week of the session. Both bills lay the groundwork for creating the Alabama Public Transportation Trust Fund. Master Solutions began working on both bills simultaneously including working with transportation committee members in the House and Senate. Both bills were in line to pass in their respective chambers. Thus far, SB85 has passed out of the Senate and has been transmitted to the House. Currently, this bill is pending it's third reading in the House.

CDL Licensing Bill- Master Solutions, LLC wrote a bill that will allow the BJCTA to do CDL training. All local bills must advertise in a widely read newspaper for four consecutive weeks. This bill is currently approaching its fourth week of advertising and should be introduced within the first two weeks of February.

Meetings with Jefferson County Tax Collector- Master Solutions, LLC set up a meeting between the transit authority and Jefferson County Tax Collector, J.T. Smallwood.

To: BJCTA and Executive Director,

TCAB has began work on it's agenda for 2018 including events through out the year and some traveling to Montgomery, Al. We have made progress in working with other transit groups who have the same interest that we do. TCAB cancelled its rally in Montgomery because Alabama Arise said that our rally may hinder the passing of the Trust Fund Bill that has been submitted. We will support them on their Lobby Day event on February 6, at the State House in Montgomery. We also plan to have a membership drive to increase our membership because it will help us when we are in need of volunteers. We also plan to have voter registration drives to register as many voters as we can to participate in the up coming elections in the near future. TCAB also officially became a group member of Alabama Arise because they will not work with or support other groups if they are not a group member. Our Marketing & Communications Committee is working on an outreach list of transit advocate groups that we will put in our data base so we can have their contact information on file. Ms. Robinson of the BJCTA was on hand and gave an update on the changes in some of the routes and an update on the Magic City Connector which will have six new shelters along its route. Ms. Gordon of Skye Connect was on hand and gave us some advice on some of our events. She also introduced us to her new team member Ms. Shelia Fondren. We also were informed by Mr. Stan Jackson at this time SB85 bill did pass and we are waiting on the passage of HB10. TCAB will continue to work hard to do all we can to help make public transportation in Birmingham and the state of Alabama much better for everyone Thanks again to all of our supporters, sponsors and members who have worked hard to help us succeed in our work.

J.O. Hill

President - TCAB



Birmingham-Jefferson County Transit Authority

Resolution

WHEREAS, Ms. Johnnye P. Lassiter was appointed to the at the Birmingham-Jefferson County Transit Authority Board of Directors by the City of Bessemer in July 1999 as a Board Member;

WHEREAS, serving as a Board Member at BJCTA, she faithfully served in various leadership roles including Chair, Vice-Chair, and Secretary of Treasurer as well as Finance Chair for four (4) consecutive years;

WHEREAS, her advocacy as a tenured Board Member exemplifies a level of commitment to public transit that serves as a model to others;

WHEREAS, Ms. Johnnye P.Lassiter personifies all that is right about staying intentionally connected to the needs of our riders as well as, the fiduciary responsibility all Board Members are tasked with upholding;

WHEREAS, Ms. Lassiter work tirelessly with the City of Bessemer and BJCTA to establish new transit service in the City, which expounded the highest ridership on our route 45;

WHEREAS, she continues to facilitate conversations of improvement and expansion by joining with other community leaders to secure funding from the State of Alabama to make sure the citizens have access to public transportation;

WHEREAS, during her tenure on the BJCTA Board of Directors, the challenges and opportunities confronting public transit has mandated an increase in board engagement in shaping the course of progress and establishing policies that are both supportive of good industry leadership and which frame a board's input to strategic decision making;

WHEREAS, her effective leadership has been vital in fostering a board social dynamic that has resulted in more effective and enthusiastic participation by all board members;

WHEREAS, her passion for the advancement of public transportation is clearly and directly linked to her personal experience as a dependent on the bus system;

WHEREAS, she has contributed to the strategic goals of the agency as outlined in our "MAX Road Map 2021 including, 2017 Grand Opening of Birmingham Intermodal Facility which combines several modes of transportation in the City Center including MAX bus service, Greyhound bus service, Megabus service, Amtrak passenger rail and City's Zyp bike share program. Replacement of BJCTA's maintenance facility, new technology such as GPS, Avail Technologies, Bus Rapid Transit (BRT), Transit Development Plan (TDP), and Transit Oriented Development (TOD);

WHEREAS, her tenure as a board member will always leave a legacy of leadership as she continues to engage in public transportation and its ongoing development;

WHEREAS, she defines characteristics of an Involved, Outstanding Public Transportation Board Member;

NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors of The Birmingham-Jefferson County Transit Authority (BJCTA), acting through this Resolution, we name and dedicate the boardroom the "Johnnye P.Lassiter Community Room";

BE IT FURTHER RESOLVED that in recognition of Ms. Johnnye P.Lassiter outstanding service to the Board, a copy of this resolution be spread upon the minutes of The Birmingham-Jefferson County Transit Authority to commemorate this dedication, and a copy shall be presented to Ms. Johnnye P. Lassiter and her family.

Adopted this 21st day of February 2018 by the Board of Directors of The Birmingham-Jefferson County Transit Authority.

Barbara Murdock
Executive Director

Ruby Davis
Vice-Chair

Martin Weinberg
Secretary-Treasurer

Commented [KR1]: