

# COMMITTEE ROLL CALL

Wednesday, April 25, 2018

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




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

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

Wednesday, April 25, 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. Regular Board Meeting Minutes– March 28, 2018**
  - B. Special Called Board Meeting Minutes- April 3, 2018**
  - C. Committee of the Whole Meeting Minutes- April 18, 2018**
- VIII. Chair’s Report**
- IX. Resolutions for Consideration and Approval**
  - A. Resolution 2018-16:** Authorization for the Interim Executive Director to Procure One (1) Additional Aerial Work Platform from OER Services, LLC for the BJCTA Chassis Room & Shop Bay
  - B. Resolution 2018-17:** Authorization for the Interim Executive Director to Procure Five (5) Paratransit Revenue Vehicles off State Contract from Transportation South, Inc.

- C. Resolution 2018-18:** Authorization for the Interim Executive Director to Procure One (1) Heavy Duty Industrial Scrubber from Tennant Sales and Services Company for the BJCTA Maintenance Department
  
- D. Resolution 2018-19:** Authorization for the Interim Executive Director to Contract for Six (6) Months with Ann D. August to Provide Crisis Management, Executive Leadership Mentoring, and Consulting Services to BJCTA
  
- E. Resolution 2018-20:** Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with JASPER ENGINES & TRANSMISSION to Continue to Provide Engines & Transmissions to BJCTA

**X. Interim Executive Director's Report**

**A. Financial Report**

**XI. Old Business**

**XII. New Business**

**XIII. Public Comment**

**XIV. Adjournment**



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## REGULAR MEETING OF THE BOARD OF DIRECTORS MEETING MINUTES

Wednesday, March 28, 2018  
12:00 p.m.

### Call to Order

Chair Ruby Davis called the meeting to order at 12:03pm in the Birmingham- Jefferson County Transit Authority Board Room located at 1801 Morris Avenue, Birmingham, AL.

### Roll Call

**(P) Present (A) Absent (T) Tardy**

#### Directors

Donald Harwell (P); Johnnye P. Lassiter (P); Kevin Powe (P); Martin Weinberg (P); Ruby Davis (P); Theodore “Ted” Smith (P); Patrick Sellers (A)

Alisha Hinson, Board Administrator, announced that a quorum was present.

### BJCTA Staff/ Others Present

Barbara Murdock, Adrian Solomon, Alisha Hinson, Marketta Stevens, Peter Walcott, Karen Jacobs, Ron Sweeney, Joshua Johnson, Darryl Grayson, Starr Culpepper, Myrna Pittman, Mike Simms, Mikeshia Harvill, Christina Griggs, Christy Howard, Dorothy George, Melissa Cobbin, Willie Drakeford, Justin Ridgeway, J.O. Hill (TCAB); Christen Bolling (Visitor); Chris Bolling (BPD); Nathan Orebreux; Greg Roddy (Local 725)

- III. Director Kevin Powe provided the **Invocation**.
- IV. Director Donald Harwell lead the **Pledge of Allegiance**
- V. Director of Safety Dale Knutson provided the **Safety Message** “How to Have a Safe and Egg-cellent Easter”.
- VI. **Adoption of the Agenda**

- A. Chair Davis acknowledged Birmingham City Councilor Darrell O'Quinn who advised of the Two (2) New Board Members that the City of Birmingham has appointed (LeDon Jones and Darryl Cunningham) to replace Former Board Members Tameka Wren and Myeisha Hutchinson.
  - Director Lassiter moved to Adopt the Agenda; it was seconded by Director Harwell and approved by general consent

**VII. Adoption of Minutes**

- A. Special Called Board Meeting Minutes- January 29, 2018  
Director Harwell requested to review the minutes from Chair nominations. Chair Davis stated that there would be a request to review those minutes. Director Harwell moved to accept the minutes; it was seconded by Director Lassiter and approved by general consent.
- B. Regular Board Meeting Minutes- January 31, 2018  
Director Harwell moved to accept the minutes; it was seconded by Director Weinberg and approved by general consent.
- C. Special Called Board Meeting Minutes- February 21, 2018  
Director Harwell moved to accept the minutes; it was seconded by Director Weinberg and approved by general consent.
- D. Committee of the Whole Meeting Minutes- February 21, 2018  
Director Harwell moved to accept the minutes; it was seconded by Director Harwell and approved by general consent.
- E. Committee of the Whole Meeting Minutes- March 13, 2018  
Director Harwell moved to accept the minutes; it was seconded by Director Lassiter and approved by general consent.

**VIII. Chair's Report**

- Chair Ruby Davis updated on her Meeting with Dr. Taylor at the Quarterly Session providing an update of the BRT in Atlanta, GA.
- Chair Davis updated on the Legislative Session in Washington, DC
- The Chair also updated on her attendance and participation at the Diverse Business Expo (DBE) held at the Double Tree in Birmingham.
- Chair Davis acknowledge that Attorney Debra Walker requested to make a statement. Attorney Walker stated that she would like to submit her request to terminate her contractual relationship with BJCTA and be relieved of any and all legal counsel duties.

**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.

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

Director Powe questioned how the buses will be purchased. Procurement Manager Daryl Grayson stated that it is just for three (3) buses at this moment.

- 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 Harwell moved to accept the resolution;** it was seconded by Director Lassiter and was approved by the general consent

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

**The resolution was moved by Director Harwell with question from Director Lassiter about the correction of the resolution number.** Director Weinberg questioned what the change was for this resolution. Compliance Officer Starr Culpepper replied that it was just that we now have an EEO Officer which she has been appointed to.

**The resolution was seconded by Director Harwell and approved by the 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 #2 Diesel and #87 Octane Unleaded Fuel.

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

**X. Executive Director's Report**

- BJCTA won a \$50,000 Adec Grant to build a pavilion near Site A for a Farmer's Market to assist with the current Food Desert.
- BJCTA is in the process of looking at a hanger near the Birmingham-Shuttlesworth Airport as a location for out new maintenance facility.
- Lunch & Learn to talk about the upcoming Maintenance facility. That meeting will be held on April 18<sup>th</sup> before the Committee Meeting at 11am.

- Executive Director Murdock had the opportunity to speak with ALDOT during the DBE and they have funds to flex to us.
  - BJCTA won a contract with Jefferson County to provide shuttle service to the County employees. This project is forecasting to profit approximately \$53,000 for one (1) bus.
  - BJCTA is in the process of amending a few policies. (i.e. Credit Card, Travel, and TOD Policies)
  - 2018 Annual Bus Roadeo will be April 8, 2018.
- A.** Financial Report- Finance Director, Karen Jacobs presented the financial reports. Financial Reports are included in Directors Point.
- B.** Departmental Highlights-(Operations, Maintenance, Customer Service & Marketing, Grants, Procurement, Planning, Safety, and Administration) All departmental reports are included in Directors Point.

**XI. Old Business (NONE)**

**XII. New Business (NONE)**

- A.** Director Lassiter spoke on how much Attorney Walker has done for the organization and she is much appreciated and will be greatly missed. Chair Davis echoed the same sentiments of Director Lassiter.
- B.** Director Harwell stated that he would like to hear report from the Maintenance Department, in which Director of Maintenance presented.
- C.** Director Lassiter stated that she would like for Executive Director Murdock to speak briefly on Bessemer's Project Bluebird. ED Murdock stated that there was not much that she was able to speak on at this time but she did say that there would be some upcoming extensions to some existing routes.

**XIII. Public Comment (NONE)**

- A.** Chair Davis stated that she understands that there is a possible pending litigation that the Board would need to go into Executive Session to speak on. Roll Call vote was taken and given general consent to proceed into Executive Session at 12:30pm
- B.** Director Weinberg to come out of Executive Session at 1:05pm; it was seconded by Director Harwell and approved by general consent.

**XIV. Adjournment**

The March Board Meeting was dismissed at 1:07pm with a roll call vote.



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

**SPECIAL CALLED MEETING OF THE BOARD OF DIRECTORS**  
**MEETING MINUTES**  
Tuesday, April 3, 2018  
2:30 p.m.

**Call to Order**

Chair Ruby Davis called the meeting to order at 2:33pm

**Roll Call**

**(P) Present (A) Absent (T) Tardy**

**Directors**

Ruby Davis (P); Donald Harwell (P); Johnnye P. Lassiter (P); Kevin Powe (P); Patrick Sellers (P); Theodore “Ted” Smith (P); Martin Weinberg (P); Darryl Cunningham (P)

Alisha Hinson, Board Administrator, announced that a quorum was present.

**BJCTA Staff/ Others Present**

Barbara Murdock, Adrian Solomon, Alisha Hinson, Marketta Stevens, Peter Walcott, Karen Jacobs, Ron Sweeney, Joshua Johnson, Darryl Grayson, Starr Culpepper, Myrna Pittman, Mike Simms, Mikeshia Harvill, April Penchion, Christina Griggs, Christy Howard, Dorothy George, Melissa Cobbin, Willie Drakeford, e3Allen Perdue; J.O. Hill (TCAB); Alice Gordon (SkyConnect); Edmond Watters (STRADA); Greg Roddy (Local 725)

**III. Chair’s Report**

- Chair Ruby Davis stated that the reason for the meeting was Financial. In order to speak about the Financials, it would cause the Board to speak about the good name and character of a certain individual. The Chair requested guidance from the Attorneys on whether or not it would be necessary to go into Executive Session. The Attorney stated that because it would also be in discussion possible litigation, it would be necessary to go into Executive Session.



- Director Harwell moved to go into Executive Session; it was seconded by Director Sellers and approved by general consent via Roll Call Vote at 2:37pm
- Director Harwell questioned the purpose of the Executive Session. The Attorneys responded that because of potential litigation that it would be necessary to proceed into Executive Session.
- Director Powe moved to end Executive Session at 3:13pm; it was seconded by Vice-Chair Smith. Roll Call Vote was done giving approval by the general consent.
- Director Lassiter moved to reconvene the Special Called Board Meeting; it was seconded by Director Powe and approved by the general consent by Roll Call Vote.
- Chair Davis stated that in light of a full investigation, that there would need to be a motion to suspend without pay, the Executive Director effective immediately pending a full investigation.
- Director Harwell moved to suspend without pay, the Executive Director effective immediately pending a full investigation into Financial Matters; it was seconded by Director Powe. Roll Call Vote was done with the majority voting to suspend the Executive Director without pay pending a full investigation into Financial Matters. Director Sellers voted “No”; Newly appointed Director Cunningham Abstained.
- Chair Davis stated that the Suspension is effective immediately.
- Executive Director Murdock questioned whether or not she gets to know what the charges are against her. Director Sellers replied with an explicit response.
- Attorney Debra Walker stated that there appears to have been unauthorized use company credit cards which is in violation of not only company, but also state policy, and that a full investigation would be appropriate into the matter.
- Executive Director Murdock questioned what the timeframe of the suspension would be. Director Weinberg stated that he had no idea.
- Chair Davis requested nominations for an Interim Executive Director while the investigation was pending. Director Lassiter nominated Director of Operation Christopher Ruffin; it was seconded by Director Powe. No other nominations were provided.
- Roll Call Vote was done to approve Christopher Ruffin as Interim Executive Director: Ruby Davis (Y); Donald Harwell (Y); Johnnye P. Lassiter (Y); Kevin Powe (Y); Patrick Seller (N); Ted Smith (Y); Martin Weinberg (Y); Darryl Cunningham (Abstained)
- Chair Davis announced that Christopher Ruffin would now serve as Interim Executive Director effective immediately.

- Director Sellers requested a Point of Personal Privilege. Chair Davis stated that she is not sure that she wants him to speak at this time (referring to his previous outburst).

#### **IV. Adjournment**

- Director Lassiter moved to adjourn the Special Called Board Meeting; it was seconded by Director Powe.
- Director Weinberg clarified whether all BJCTA equipment and vehicle would need to be turned in. Chair Davis appointed Interim HR Director Mike Simms responsible for retrieving all BJCTA possessions before the Executive Director leaves the premises. Interim HR Director agreed.



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## COMMITTEE OF THE WHOLE MEETING MINUTES

Wednesday, April 18, 2018  
12:00 p.m.

### I. Call to Order

Chair Ruby Davis called the meeting to order at 2:33pm

### II. Roll Call

**(P) Present (A) Absent (T) Tardy**

#### **Directors**

Ruby Davis (P); Donald Harwell (P); LeDon Jones (P); Johnnye P. Lassiter (P); Kevin Powe (P); Martin Weinberg (P); Theodore “Ted” Smith (P); Patrick Sellers (A)

Alisha Hinson, Board Administrator, announced that a quorum was present.

#### **BJCTA Staff/ Others Present**

Christopher Ruffin, Adrian Solomon, Alisha Hinson, Peter Walcott, Karen Jacobs, Ron Sweeney, Joshua Johnson, Darryl Grayson, Starr Culpepper, Myrna Pittman, Mike Simms, Mikeshia Harvill, April Penchion, Christina Griggs, Christy Howard, Judy Nolen, Dorothy George, Melissa Cobbin, Willie Drakeford, Justin Ridgeway, Wytangy Peak, Cory Pettway, J.O. Hill (TCAB); Roy Johnson (al.com), Joi Jackson (SkyeConnect), Clorena Muhammad (Visitor); John Powe (Visitor); Kevin Datcher (City of Birmingham); Greg Roddy (Local 725), Butch Ferrell (Visitor), G. Klein (Visitor)

### III. Adoption of the Agenda

- Chair Ruby Davis stated that before the Adoption of the Agenda, she would like to add Resolution 2018-19.
- Director Weinberg moved to add Resolution 2018-19 to the Agenda and to Adopt the Agenda; it was seconded by Vice-Chair Smith and approved by general consent.

#### IV. Items for Information and/or Discussion

##### A. Interim Executive Director's Report

- The Interim Executive Director began by thanking the Board for believing in him enough to nominate and select him for the position.
- BJCTA held its 2018 Annual Bus & Maintenance Roadeo at the Maintenance Facility located at 3105 Reverend Abraham Woods Jr. Blvd. Winners: **Fixed Route** Alexander Brown (1<sup>st</sup> Place); Nioka Boyce (2<sup>nd</sup> Place); **Maintenance** Francis Wanjuku (1<sup>st</sup> Place); Marquis Little (2<sup>nd</sup> Place); William Pennell (3<sup>rd</sup> Place).
- The Interim Executive Director met with Andre Bittis and Kevin Moore at the City of Birmingham to provide an update on the BRT. They were pleased with the progress thus far.
- The Interim Executive Director met with the Director of Finance to review the 2019 Budget on April 13 & April 16, 2018.

##### B. Chief of Staff Report

- Chief of Staff Report is included in Director's Point

##### C. Departmental Reports

- 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.

##### D. Governmental Relations Update

- Governmental Relations update is included in Director's Point

##### E. TCAB Update

- TCAB Update is included in Director's Point

#### V. Resolutions for Consideration & Recommendation:

##### A. Resolution 2018-16- Authorization for the Interim Executive Director to Procure One (1) Additional Aerial Work Platform from **OER Services, LLC** for the BJCTA Chassis Room & Shop Bay

- Darryl Grayson stated that there has been a revision of the resolution since they received it. There has been an increase in steel, which means a 3.5% increase on the lift. The new total amount for the lift is now \$42,550.
- Vice-Chair Smith moved to approve Resolution 2018-16 With Revisions; it was seconded by Director Weinberg and passed by general consent to go before the Full Board at Board Meeting.

- B. Resolution 2018-17- Authorization for the Interim Executive Director to Procure Five (5) Paratransit Revenue Vehicles off State Contract from Transportation South, Inc.
- Vice-Chair Smith moved to pass Resolution 2018-17; it was seconded by Director Harwell and passed by general consent to go before the Full Board at Board Meeting.
- C. Resolution 2018-18- Authorization for the Interim Executive Director to Procure One (1) Heavy Duty Industrial Scrubber from Tennent Sales and Service Company for the BJCTA Maintenance Department.
- Vice-Chair Smith moved to pass Resolution 2018-18; it was seconded by Director Harwell
  - Director Powe questioned what the item would be used for. Maintenance Director stated that it would be used to clean the bays at the Central Station location because we are paying so much money to the contractor that is currently cleaning the bays.
  - The resolution was passed by general consent to go before the Full Board at Board Meeting.
- D. Resolution 2018-19- Authorization for the Interim Executive Director to Contract for Six (6) Months with Ann D. August to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA.
- Director Weinberg moved to add the resolution to the agenda; it was seconded by Director Smith
  - Director Powe questions the salary amount. He states that BJCTA has enough well-equipped personnel to handle the task at hand. Director Weinberg stated his understanding of Director Powe's concern. Chair Davis stated that we are in what is considered as "Crisis Mode" and that the Interim Executive Director is making this request for something that he needs to be successful.
  - Director Ruffin reaffirms that he is capable to doing the job, he just needs guidance.
  - Director Lassiter states that she is also concerned. She states that Ann August is not the only game in town. She questioned who else was considered. Interim Executive Director Ruffin stated that SkyeConnect and Agency 54.
  - Director Powe stated that there should have been a forum done before the decision was made.
  - A Roll Call Vote was conducted to determine whether the resolution can be presented before the full board

Darryl Cunningham (Abstain); Ruby Davis (Y); Donald Harwell (Y); LeDon Jones (Abstain); Johnnye Lassiter (N); Kevin Powe (N) Ted Smith (Y); Martin Weinberg (Y)

It was initially stated by Chair that the Resolution does not carry, however after speaking with the Attorneys, when a member abstains from voting, their vote does not count. The resolution carries to the Full Board.

- E. Resolution 2018-20- Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional One (1) Year Extensions, of the Existing Agreement with JASPER ENGINES & TRANSMISSION to Continue to Provide Engines & Transmissions to BJCTA
  - Director Harwell moved to accept the resolution; it was seconded by Director Smith and approved by general consent.
- F. Resolution 2018-21- Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional , One (1) Year Extensions, of the Existing Agreements with FUSTON, PETWAY & FRENCH, LLP and ATTORNEY DEBORAH WALKER to Provide Legal Services to BJCTA.
  - Director Harwell stated that he feels that the two Attorneys should be amended to separate the attorneys to have them on separate resolutions.
  - Roll Call Vote  
Darryl Cunningham (Abstain); Ruby Davis (N); Donald Harwell (N); LeDon Jones (Abstain); Johnnye Lassiter (Y); Kevin Powe (Y) Ted Smith (N); Martin Weinberg (N); the motions fails and will not carry to the Board

**VI.** Old Business (NONE)

**VII.** New Business (NONE)

- A. Chair Davis stated that because of pending litigation it under the advisement of the attorneys that the Directors go into Executive Session.
- B. Director Harwell moved to go into Executive Session; it was seconded by Director Weinberg and approved by general consent.
- C. Roll Call Vote  
Darryl Cunningham (Abstain); Ruby Davis (Y); Donald Harwell (Y); LeDon Jones (Y); Johnnye Lassiter (Y); Kevin Powe (Y) Ted Smith (Y); Martin Weinberg (Y)
- D. The Board went into Executive Session at 1:48pm
- E. The Board voted by majority to come out of Executive Session and resume the Committee Meeting at 2:12pm

**VIII.** Adjournment

- Director Harwell moved to adjourn the Committee of the Whole Meeting; it was seconded by Director Weinberg and approved by general consent at 2:19pm

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

<b>TITLE/DESCRIPTION:</b>  Authorize the Interim Executive Director to procure One (1) additional Aerial Work Platform Man Lift from <b>OER Services, LLC</b> for BJCTA Chassis Room & Shop Bay	<b>RESOLUTION NO.:</b> 2018-16
	<b>DATE:</b> March 2018
	<b>INITIATOR:</b> Procurement Dept.
<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 Interim Executive Director to procure one (1) additional Aerial Work Platform Man Lift from **OER Services, LLC** for BJCTA Chassis Room & Shop Bay.
- 2.0 Description/Justification:** To provide one (1) additional Aerial Work Platform Man Lift for BJCTA Maintenance Facility. The platform will be used to provide extensive maintenance and repair service to buses.
- 3.0 Procurement Background:** On November 15, 2017, BJCTA issued Invitation for Bid - IFB #18-02 to procure one (1) Aerial Work Platform. **OER SERVICES, LLC** submitted the lowest price in the amount of **\$41,030.63**. On **March 7, 2018** there was a **40% increase** on the steel across the market which resulted in a **3.5% increase** on a new man lift. The Grants department has received additional funding that will allow BJCTA to procure an additional platform man lift. This vendor also met the requested specifications within the IFB.
- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The cost to provide one (1) additional Aerial Work Platform must not exceed **\$42,550.90** for this platform.

**6.0**

Company	Cost	Total with 3.5% Increase and Delivery
<b>OER SERVICES, LLC</b>	<b>\$41,030.63</b>	<b>\$42,550.90</b>
TECHNOLOGY INTERNATIONAL, INC.	\$52,525.00	\$54,363.37

- a) **Source Funding** – PM (5307) and Allocated Local Funding
- b) **Verified By** – Finance Dept.

- 7.0 Recommendations:** Authorize the Interim Executive Director to procure one (1) additional new Aerial Work Platform Man Lift from **OER SERVICES, LLC**.
- 8.0 Alternatives:** Do not procure platform.
- 9.0 Attachments:** Steel Increase Justification

*Darryl Grayson*





**It's time to ride!**

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. 2018-16**

**Authorize the Interim Executive Director to procure One (1) additional Aerial Work Platform Man Lift from OER Services, LLC for BJCTA Chassis Room & Shop Bay.**

**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**, Invitation for Bid - IFB #18-02 was issued to procure one (1) new Aerial Work Platform Man Lift for BJCTA; and

**WHEREAS**, The Grants department has received additional funding that will allow BJCTA to procure an additional platform lift; and

**WHEREAS**, Two (2) companies responded to the initial proposal. All companies were responsive; and

**WHEREAS**, On March 6, 2018 there was a **40% increase in the steel market** which resulted in **3.5%** increase on the Man Lift; and

**WHEREAS**, it is recommended that the BJCTA procure Aerial Work Platform Man Lift from **OER SERVICES, LLC**; and

**WHEREAS, OER SERVICES, LLC** proposes to provide equipment in accordance with the attached cost within the proposal; and

**WHEREAS**, the Authority deems the proposal submitted by **OER SERVICES, LLC** to be fair and reasonable.

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

**Section 1.** The Executive Director is hereby authorized to procure one (1) additional Aerial Work Platform Man Lift from **OER SERVICES, LLC**. This company will provide the Aerial Work Platform Man Lift at a cost not to exceed **\$42,550.90**.

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

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

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

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

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

<b>TITLE/DESCRIPTION:</b> Authorization for the Interim Executive Director to Procure Five (5) Paratransit Revenue Vehicles off State Contract from Transportation South, Inc.	<b>RESOLUTION NO.:</b> 2018-17
	<b>DATE:</b> April 2018
	<b>INITIATOR:</b> Procurement Dept.
<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 Interim Executive Director to purchase Five (5) StarCraft All-Star Passenger Vehicles off the State Contract from Transportation South, Inc.

**2.0 Description/Justification:** This action is to add to BJCTA’s current Paratransit fleet and help continue to provide services to our Paratransit customers.

**3.0 Procurement Background:** These vehicles will be purchased new off the State Contract MA999 160000000008 T191A

**Source Funding**

- 1 Buses on Grant 5310 – Enhanced Mobility for the Elderly
- 1 Buses on Grant 5307 – Preventive Maintenance
- 3 Buses on Grant 5307 – Congestion, Mitigation & Air Quality (CMAQ)

**Funds Verified by the Finance Department**

**4.0 Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.00.

**5.0 Economic Impact:** Transportation South, Inc., will provide **five (5) Paratransit Revenue vehicles** at **\$91,728.00** each not to exceed **\$460,000.00** for all five vehicles.

**6.0 Recommendations:** Staff has satisfied the Federal Transit Administration’s requirements for this procurement and recommends that the Board of Directors authorize this purchase from Transportation South, Inc.

**7.0 Alternatives:** Do Not Procure Buses

**8.0 Attachments:** NA

***Darryl Grayson***

Darryl Grayson, Procurement Manager



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

**Resolution No. 2018-17**

**Authorization for the Interim Executive Director to Procure Five (5) Paratransit Revenue Vehicles off the State Contract from Transportation South, Inc.**

**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**, Transportation South, Inc. is on the State Contract; and

**WHEREAS**, these five (5) vehicles will be purchased at **\$91,728.00** each not to exceed **\$460,000.00** with options for all five; and

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

**WHEREAS**, All five (5) buses will be procured from grants 5310 and 5307; and

**WHEREAS**, the BJCTA deems the quote submitted by Transportation South, Inc. to be fair and reasonable and to be superior to the costs recently incurred by the BJCTA for similar services.

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

- Section 1.** The Interim Executive Director is hereby authorized to procure five (5) Paratransit Revenue vehicles off the State Contract from **Transportation South, Inc.** and not to exceed **\$460,000.00 for five (5) vehicles.**
- Section 2.** That payment for completed services be consistent with base prices submitted; and
- Section 3.** That this resolution be adopted immediately upon approval.

Adopted: **April 25, 2017**

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

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

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

<b>TITLE/DESCRIPTION:</b> Authorization for the Interim Executive Director to Procure One (1) <b>Heavy Duty Industrial Scrubber</b> from <b>Tennant Sales and Service Company</b> for the BJCTA Maintenance Department	<b>RESOLUTION NO.:</b> 2018 -18
	<b>DATE:</b> April 2018
	<b>INITIATOR:</b> Procurement Dept.
<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 Interim Executive Director to procure one (1) new Heavy Duty Industrial Scrubber from Tennant Sales and Service Company for the BJCTA Maintenance Department.
- 2.0 **Description/Justification:** To provide one (1) new Heavy Duty Industrial Scrubber for BJCTA Maintenance Department. The scrubber will be used to provide extensive cleaning of floors and garage area of the Maintenance Department.
- 3.0 **Procurement Background:** On December 6, 2017, BJCTA issued IFB #18-04 (Invitation for Bid) to procure one (1) Heavy Duty Industrial Scrubber from **Tennant Sales and Service Company**. One (1) bid for this solicitation was received. **Tennant Sales and Service Company** meets the requested specifications within the IFB, therefore is responsive.
- 4.0 **Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.
- 5.0 **Economic Impact:** The cost to provide one (1) new Heavy Duty Industrial Scrubber must not exceed **\$42,083.66**.
  - a) **Source Funding** – PM (5307) and Allocated Local Funding
  - b) **Verified By** – Grants Department
- 6.0 **Recommendations:** Authorize the Interim Executive Director to procure one (1) new Heavy Duty Industrial Scrubber from **TENNANT SALES AND SERVICE COMPANY**.
- 7.0 **Alternatives:** Do not authorize the procurement of the scrubber.
- 8.0 **Attachments:** None

*Christy Howard*  
Christy Howard - Purchasing Agent



Birmingham-Jefferson County Transit Authority  
1801 Morris Avenue – 2<sup>nd</sup> Floor - Birmingham, Alabama 35203  
Phone (205) 521-0101  
Website: www.maxtransit.org

**Resolution No. 2018 - 18**  
**Authorization for the Interim Executive Director to Procure One (1) New Heavy Duty Industrial Scrubber from Tennant Sales and Service Company for the BJCTA Maintenance Department.**

**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**, Invitation for Bid - IFB #18-04 was issued to procure one (1) new Heavy Duty Industrial Scrubber for BJCTA; and

**WHEREAS**, One (1) company responded to the proposal. This company was responsive; and

**WHEREAS**, it is recommended that the BJCTA procure a new Heavy Duty Industrial Scrubber from **Tennant Sales and Service Company**; and

**WHEREAS**, **Tennant Sales and Service Company** proposes to provide equipment in accordance with the attached cost within the proposal; and

**WHEREAS**, the Authority deems the bid submitted by **Tennant Sales and Service Company** to be fair and reasonable.

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

**Section 1.** The Interim Executive Director is hereby authorized to procure one (1) new Heavy Duty Industrial Scrubber from **Tennant Sales and Service Company**. This company will provide a new Heavy Duty Industrial Scrubber at a cost not to exceed **\$42,083.66**.

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

**Adopted: April \_\_\_\_\_, 2018**

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

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

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

<b>TITLE/DESCRIPTION:</b> Authorization for the Interim Executive Director to Contract for Six (6) months with <b>Ann D. August</b> to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA	<b>RESOLUTION NO.:</b> 2018 - 19
	<b>DATE:</b> April 2018
	<b>INITIATOR:</b> Interim Executive Director
<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 Interim Executive Director to Contract for six (6) months with **Ann D. August** to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA.

**2.0 Description/Justification:** The Interim Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting the Board of Directors approval to contract with **Ann D. August** for a period of six (6) months to provide Crisis Management and Executive Leadership Mentoring and Consulting Services.

**3.0 Procurement Background:** On April 3, 2018, The BJCTA Board of Directors appointed Christopher Ruffin (Operations Director) as the Interim Executive Director. With the pending investigation of the Attorney General as well as FTA funded projects being underway. The Interim Executive Director deems this a crucial time of emergency, in which BJCTA needs to secure crisis management and executive leadership mentoring and consulting services from a Subject Matter Expert.

In the FTA approved and BJCTA Board of Directors adopted Procurement Manual, Section 1.4 Emergency Procurements have been followed:

1. It is determined that an emergency directly and immediately affecting customer service, or public health, safety, or welfare requires immediate delivery of supplies, materials, equipment, or services. All circumstances related to the emergency must be properly authenticated; or
2. It is determined that the property to be purchased is a unique article, which cannot be obtained from other sources, provided that the reasons for sole source procurement are properly authenticated.
3. In the event that an Emergency Procurement is required, the purchase does not preclude submitting the requisition form within seventy-two business hours.

**4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.

**5.0 Economic Impact:** The cost to provide Crisis Management and Executive Leadership Mentoring Consulting for a period of six (6) months is not to exceed **\$65,000.00**.

**6.0 Recommendations:** Authorize the Interim Executive Director to Contract for a Period of Six (6) months with **Ann D. August** to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA.

**7.0 Alternatives:** Do not authorize the Interim Executive Director to Contract for a Period of Six (6) months with **Ann D. August** to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA.

**8.0 Attachments:** None

*Christopher Ruffin, Sr.*

Interim Executive Director



Birmingham-Jefferson County Transit Authority  
1801 Morris Avenue – 2<sup>nd</sup> Floor - Birmingham, Alabama 35203  
Phone (205) 521-0101  
Website: www.maxtransit.org

**Resolution No. 2018 - 19**

**Authorization for the Interim Executive Director to Contract for Six (6) months with Ann D. August to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA**

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

**WHEREAS**, In the FTA approved and BJCTA Board of Directors adopted Procurement Manual; Section 1.4 Emergency Procurements have been followed; and

**WHEREAS**, it is recommended that the BJCTA contract with **Ann D. August** to provide crisis management and executive leadership mentoring consulting services; and

**WHEREAS**, **Ann D. August** proposes to provide the consulting services in accordance with the cost proposal; and

**WHEREAS**, the Authority deems the proposal submitted by **Ann D. August** to be fair and reasonable.

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

**Section 1.** The Interim Executive Director is hereby authorized to Contract for Six (6) months with **Ann D. August** to Provide Crisis Management and Executive Leadership Mentoring and Consulting Services to BJCTA at a cost not to exceed **\$65,000.00**.

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

**Adopted: April \_\_\_\_\_, 2018**

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

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





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

<b>TITLE / DESCRIPTION:</b> Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with <b>JASPER ENGINES &amp; TRANSMISSION</b> to Continue to Provide Engines & Transmissions to BJCTA	<b>RESOLUTION NO.:</b> 2018-20
	<b>DATE:</b> April 2018
	<b>INITIATOR:</b> Contracts & Compliance
<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 Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement with **JASPER ENGINES & TRANSMISSION** to continue to provide Engines and Transmissions to BJCTA.
- 2.0 **Description/Justification:** The Interim Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting the Board of Directors approval to exercise the second of two (2) optional, one (1) year extensions of the existing agreement with **JASPER ENGINES & TRANSMISSION** to continue provide procured Engines and Transmissions. The existing agreement will terminate on June 8, 2018, and has established the two (2) optional, one (1) year extensions at the discretion of BJCTA. This will be the last of the two (2) renewal options.
- 3.0 **Procurement Background:** In the year of 2014, the Request for Proposals (RFP) #14-10 was issued to secure a company to provide up to 25 engines and 25 transmissions as procured by BJCTA. The contract was awarded to **JASPER ENGINES & TRANSMISSION** pursuant to Resolution 2014-34 and the subsequent first renewal.
- 4.0 **Policy Impact:** The Board of Directors must approve expenditures exceeding \$25,000.
- 5.0 **Economic Impact:**

YEAR	2014-15	2015-16	2016-17	OPTION YEAR 1	OPTION YEAR 2
ENGINES	\$3644.00	\$3644.00	\$3753.32	\$3865.00	\$3981.89
TRANSMISSIONS	\$2740.00	\$2740.00	\$2822.20	\$2906.87	\$2994.08

- 6.0 **Recommendations:** To authorize the for the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement with **JASPER ENGINES & TRANSMISSION** to continue to provide Engines & Transmissions to BJCTA.
- 7.0 **Alternatives:** Do not authorize the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement with **JASPER ENGINES & TRANSMISSION** to continue to provide Engines & Transmissions to BJCTA.

*Starr Culpepper*  
 Starr Culpepper  
 Contracts & Compliance Officer



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

**Resolution No. 2018-20**

**Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with JASPER ENGINES & TRANSMISSION to Continue to Provide Engines & Transmissions to BJCTA**

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

**WHEREAS**, the Interim Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting the Board of Directors approval to exercise the second of two (2) optional, one (1) year extensions of the existing agreement with **JASPER ENGINES & TRANSMISSION** to continue to provide Engines and Transmissions to BJCTA; and

**WHEREAS**, in the year of 2014, the Request for Proposals (RFP) #14-10 was issued to secure a company to provide up to 25 engines and 25 transmissions as procured by BJCTA; and

**WHEREAS**, the contract was awarded to **JASPER ENGINES & TRANSMISSION** pursuant to Resolution 2014-34 and established the subsequent renewals.

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

**Section 1.** Authorization for the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing agreement with **JASPER ENGINES & TRANSMISSION** to continue to provide Engines & Transmissions to BJCTA; and

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

Adopted: April 25, 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> March 2018
<b>Interim Executive Director Report</b>	<b>INITIATOR:</b> Christopher Ruffin, Sr. Interim 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	

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

**2.0 Description/Justification:** The Interim Executive Director is responsible for and has direct oversight of the overall budget, communications, labor, legislative initiatives (local, state and federal), internal leadership, planning, operational performance, 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.

**3.0 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)
- Highway 280 (201) Commuter– February 2018 Ridership was (1,780), compared to February 2017 (2,039)

**4.0 Technology Innovation and Integration**

- 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

## 5.0 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.

## 6.0 Communications (External)

- Met with the Mayor of Birmingham
- Received letter from Montevallo requesting service plan
- Met with Jefferson County officials on proposal for shuttle service for county employees
- Met with Alabama Power officials on Electric Bus partnership
- Met with City's Government Relations team on joint legislative matters

## 7.0 Communications (Internal)

- Facilitated a Lunch and Learn session with Board Members
- Met with team on new Board onboarding process
- Reviewed each departmental report for Board of Directors
- Conducted tour of facility with Congresswoman Terri Sewell

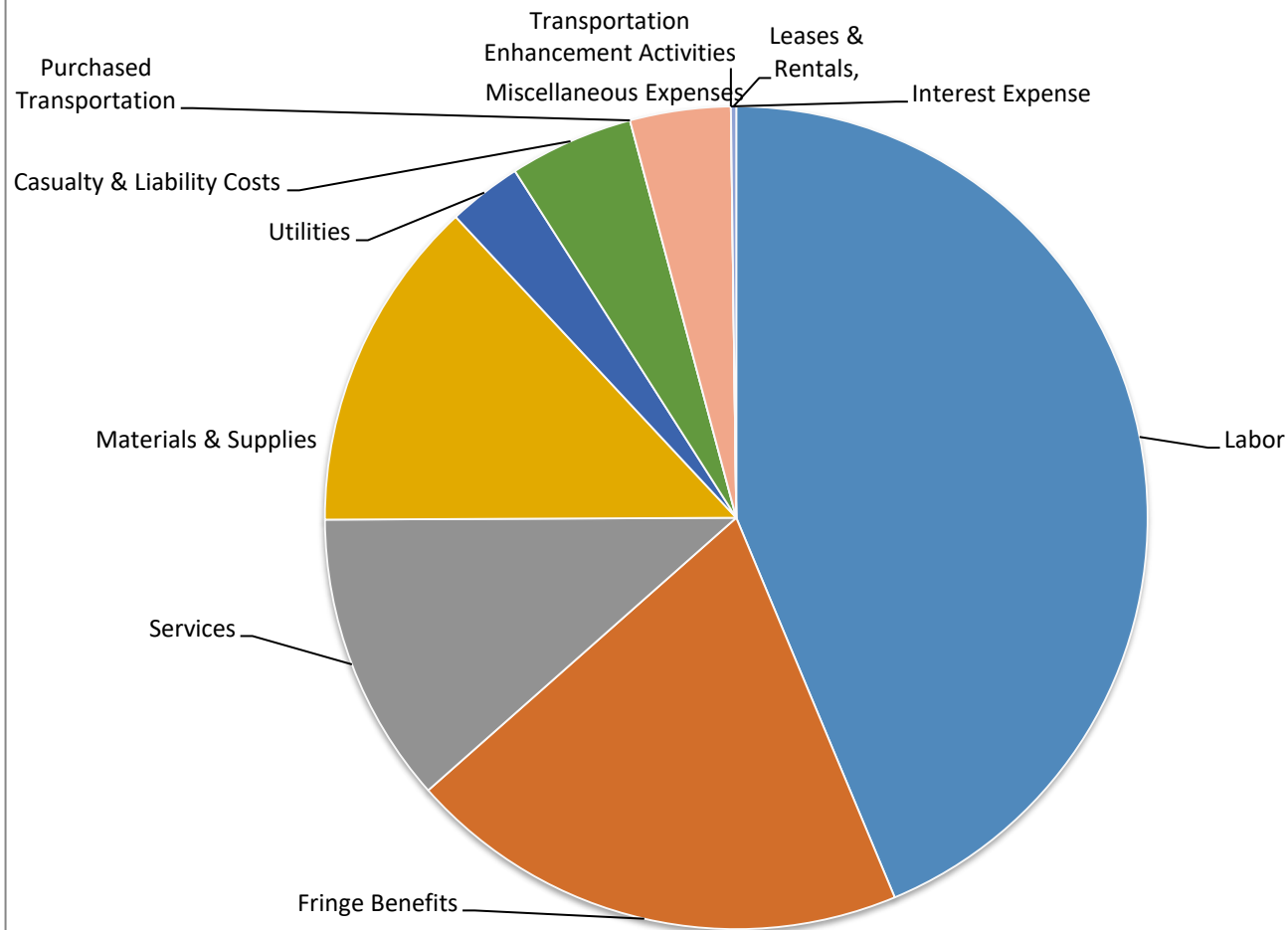
## 8.0 Performance Indicators

- Road Calls – The standard benchmark for mileage between road calls is 5,000 miles.
  - MAX Maintenance went an extraordinary 19,501 miles between mechanical failures in March 2018 – making this the 7<sup>th</sup> consecutive month achieving benchmark standards and the fourth consecutive month exceeding the benchmark by over 7,300 miles

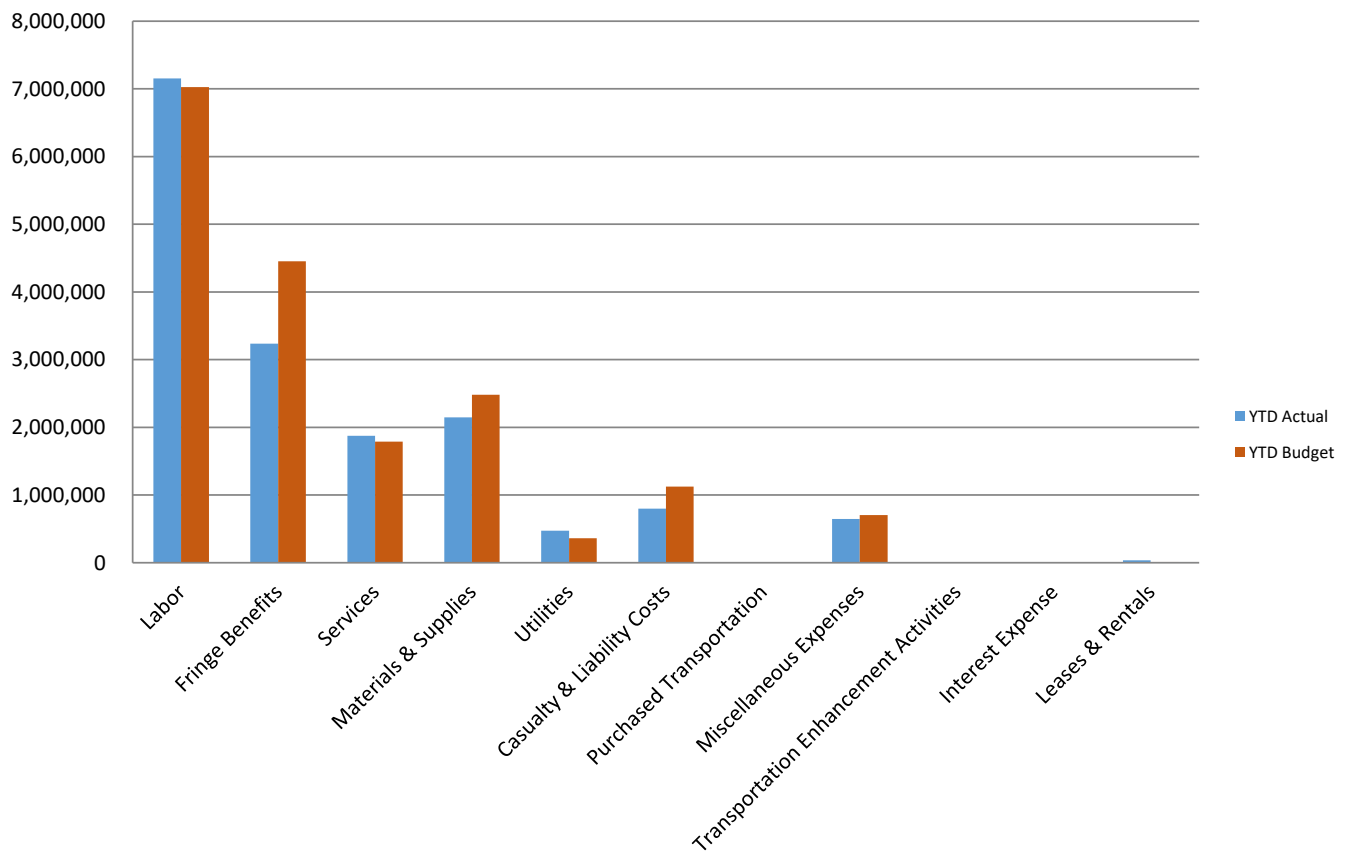
***Christopher Ruffin, Sr.***

Christopher Ruffin, Sr.,  
Interim Executive Director

## Consolidated Expenses by Function Code YTD March 2018



### Consolidated Expenses by Function Code Performance Against Budget YTD March 2018



**BJCTA  
Financial & Investing Report  
As of March 31, 2018**

	<b>Balance @ 3/31/2018</b>	<b>Balance @ 2/28/2018</b>	<b>Balance @ 1/31/2018</b>	<b>Balance @ 12/31/2017</b>	<b>Balance @ 11/30/2017</b>	<b>Balance @ 10/31/2017</b>
<b>CASH ACCOUNTS:</b>						
Money Market - BBVA Compass	1,141,220	962,581	780,139	612,230	1,447,250	1,275,375
Cash - Payroll - BBVA Compass	10,000	379,229	376,990	10,000	10,000	10,000
Cash - Operating - BBVA Compass	8,440,036	8,285,971	5,410,808	2,032,903	3,368,159	5,803,784
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	200	163	138	65	172	74
Petty Cash - Central Station	15	156	66	150	107	94
<b>Total Cash Accounts</b>	<b>9,801,471</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>INVESTMENTS:</b>						
Total Investments	-	-	-	-	-	-
<b>Total Cash &amp; Investments</b>	<b>9,801,471</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>SHORT-TERM PAYABLES:</b>						
Accounts Payable	1,227,589	1,340,941	1,397,553	2,668,093	964,353	930,270
Accrued Payroll	270,386	540,455	539,448	586,394	483,895	397,777
Payroll Taxes	88,075	82,257	80,880	85,899	79,871	72,490
Other W/H Payable	2,507	(9,176)	6,827	7,505	5,805	1,477
Pension Expense Payable	-	-	-	-	-	-
<b>Total Short-Term Payables</b>	<b>1,588,557</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>DEBT:</b>						
<b>Total Debt</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BJCTA  
Cash Balances Summary  
As of March 31, 2018**

	<b>Balances</b>
Total Cash & Investments	9,801,470.54
Less: Short-Term Payables	<b>(1,588,556.56)</b>
Un-encumbered Cash & Investments @3/31/18	8,212,913.98
Required Three Month Operating Expense Reserve**	4,765,669.68
Cash Over/(Under) Reserve Requirement	<u>3,447,244.30</u>

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

**BJCTA  
INCOME STATEMENT  
March 31, 2018**

Mar-18 Actual	Mar-18 Budget	Mar-18 \$ Variance	Mar-18 % Variance	Mar-17 Actual	CY vs PY \$ Variance	Title	Mar-18 Actual	Mar-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
157,180	161,507	(4,328)	-2.68%	170,634	(13,455)	4010100001 Passenger Fares - Fixed Route	945,575.33	969,044	(23,469)	-2.42%	960,123	8,921	1,938,088	992,513
1,776	1,669	106	6.36%	2,039	(263)	4010100002 Passenger Fares - Dart	8,912.06	10,016	(1,104)	-11.02%	11,346	(1,330)	20,032	11,120
16,093	16,143	(50)	-0.31%	18,624	(2,530)	4010100004 Passenger Fares - VIP	86,307.25	86,858	(10,550)	-10.89%	98,115	(1,257)	193,715	107,408
<b>175,049</b>	<b>179,320</b>	<b>(4,271)</b>	<b>-2.38%</b>	<b>191,297</b>	<b>(16,248)</b>	<b>4019999999 TOTAL PASSENGER REVENUES</b>	<b>1,040,795</b>	<b>1,075,917</b>	<b>(35,123)</b>	<b>-3.26%</b>	<b>1,069,583</b>	<b>6,334</b>	<b>2,151,835</b>	<b>1,111,040</b>
218,250	720,000	(501,750)	-69.69%	1,148,161	(929,911)	4020400002 Fixed Route B'ham	4,320,001	4,320,000	1	0.00%	6,888,967	(2,568,967)	8,640,000	8,894,386
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	40,256.82	40,257	-	0.00%	41,193	(936)	80,514	40,257
24,974	24,974	(0)	0.00%	25,406	(432)	4020400006 Homewood	149,844.36	149,845	(1)	0.00%	152,439	(2,594)	299,690	149,846
5,964	5,964	-	0.00%	6,130	(166)	4020400010 Hoover -	35,783.88	35,784	-	0.00%	36,782	(998)	71,568	35,784
51,439	51,439	-	0.00%	52,367	(928)	4020400011 Bessemer Revenues	308,635.86	308,636	-	0.00%	314,203	(5,568)	617,272	308,636
-	-	-	0.00%	-	-	4020400012 Fairfield Revenues-Prior Year	472,709.72	-	472,710	0.00%	-	-	-	(472,710)
9,940	9,940	-	0.00%	10,087	(147)	4020400015 Midfield Revenues	59,639.60	59,640	(0)	0.00%	60,525	(885)	119,280	59,640
5,840	5,840	0	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	35,038.40	35,038	0	0.00%	35,542	(504)	70,077	35,038
<b>323,116</b>	<b>824,867</b>	<b>(501,750)</b>	<b>-60.83%</b>	<b>1,254,941</b>	<b>(931,825)</b>	<b>4029999999 TOTAL MUNICIPAL SERVICE REVENUE</b>	<b>5,421,909</b>	<b>4,949,200</b>	<b>472,709</b>	<b>9.55%</b>	<b>7,529,651</b>	<b>(2,580,451)</b>	<b>9,898,399</b>	<b>9,050,877</b>
552	4,730	(4,178)	-88.33%	2,621	(2,069)	4060100001 Commission Revenue	129,157.65	28,380	100,778	355.10%	16,228	12,152	56,760	(72,398)
10,156	14,054	(3,898)	-27.74%	9,394	761	4060300001 Advertising Revenue	49,306.44	84,322	(35,016)	-41.53%	46,434	37,888	168,644	119,338
43	187	(143)	-76.80%	525	(481)	4069900001 Other Revenues	3,209.35	1,120	2,089	186.54%	1,848	(728)	2,240	(969)
7,227	1,846	5,381	291.55%	6,285	942	4070400001 Investment Income	27,965.25	11,075	16,890	152.51%	25,587	(14,512)	22,150	(5,815)
17,261	11,808	5,453	46.18%	17,261	-	4079900002 Rental Income	29,391.70	70,849	(41,457)	-58.52%	70,849	141,698	141,698	112,306
-	-	-	0.00%	-	-	4079900003 Gain/(Loss) on Disposition of Fixed Assets	(141.60)	-	(142)	0.00%	64,564	(64,564)	-	142
<b>35,240</b>	<b>32,624</b>	<b>2,615</b>	<b>8.02%</b>	<b>18,825</b>	<b>16,414</b>	<b>4079999999 TOTAL OTHER REVENUES</b>	<b>238,889</b>	<b>195,746</b>	<b>43,143</b>	<b>22.04%</b>	<b>154,662</b>	<b>41,084</b>	<b>391,492</b>	<b>152,603</b>
325,377	317,370	8,007	2.52%	317,370	8,007	4080100001 Ad Valorem - Birmingham	1,952,261.22	1,904,220	48,042	2.52%	1,904,219	0	3,808,439	1,856,178
227,019	222,016	5,003	2.25%	222,016	5,003	4080100002 Ad Valorem - Jefferson County	1,362,115.56	1,332,099	30,017	2.25%	1,332,099	-	2,664,197	1,302,081
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	52,930.32	52,930	-	0.00%	53,972	(1,042)	105,861	52,930
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	11,927.94	11,928	-	0.00%	11,826	102	23,856	11,928
742,401	742,401	-	0.00%	171,857	570,544	4080100008 Alternative Fuel Tax	742,400.83	-	742,401	0.00%	719,425	(719,425)	-	(742,401)
166,667	166,667	(0)	0.00%	166,667	(0)	4089900001 Beer Tax	999,999.00	1,000,000	(0)	0.00%	1,000,000	-	2,000,000	1,000,000
1,000,000	1,000,000	-	0.00%	1,000,000	4089900002 Jefferson County Tax	1,000,000.00	1,000,000	-	0.00%	-	1,000,000	-	2,000,000	1,000,000
<b>2,472,273</b>	<b>1,716,863</b>	<b>755,411</b>	<b>44.00%</b>	<b>888,876</b>	<b>1,583,397</b>	<b>4089999998 TOTAL TAX REVENUES</b>	<b>6,121,636</b>	<b>5,301,176</b>	<b>820,460</b>	<b>15.48%</b>	<b>5,021,540</b>	<b>279,636</b>	<b>10,602,353</b>	<b>4,480,717</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.	3,000,000.00	3,000,000	-	0.00%	3,330,362	(330,362)	6,000,000	3,000,000
284,684	284,684	-	0.00%	302,435	(17,751)	4139900003 FTA Reimbursements - Pass Thru Funding	1,668,703.00	1,668,703	-	0.00%	2,330,791	(662,088)	1,668,703	-
-	-	-	0.00%	-	-	4139900005 FTA Reimbursements-ADA	2,560.00	-	2,560	0.00%	-	-	-	(2,560)
9,000	4,500	4,500	100.00%	75,000	(66,000)	4139900006 FTA Reimbursements - PROJ. ADMIN	110,962.00	81,000	29,962	36.99%	112,973	(31,973)	108,000	(2,962)
2,314	-	2,314	0.00%	6,125	(3,811)	4139900008 FTA Reimbursements - TDP	374,194.00	-	374,194	0.00%	724,644	(724,644)	-	(374,194)
<b>795,998</b>	<b>789,184</b>	<b>6,814</b>	<b>0.86%</b>	<b>938,620</b>	<b>(142,622)</b>	<b>4139999998 TOTAL FEDERAL GRANT REVENUES</b>	<b>5,156,419</b>	<b>4,749,703</b>	<b>406,716</b>	<b>8.56%</b>	<b>6,498,770</b>	<b>(1,749,067)</b>	<b>7,776,703</b>	<b>2,620,284</b>
<b>3,801,676</b>	<b>3,542,857</b>	<b>258,819</b>	<b>7.31%</b>	<b>3,292,559</b>	<b>509,117</b>	<b>4139999999 TOTAL OPERATING REVENUE</b>	<b>17,979,647</b>	<b>16,271,743</b>	<b>1,707,905</b>	<b>10.50%</b>	<b>20,274,206</b>	<b>(4,002,464)</b>	<b>30,820,782</b>	<b>17,415,521</b>
128,168	399,176	(271,008)	-67.89%	106,612	21,556	4140000002 FTA Reimbursements - Capital	566,431.00	2,111,138	(1,544,707)	-73.17%	4,718,328	(2,607,190)	4,506,197	3,939,766
671,788	180,000	491,788	273.22%	158,708	513,080	4140000003 Capital Revenue - City of Birmingham	1,079,999.49	1,080,000	(1)	0.00%	952,246	127,754	2,160,000	1,905,614
841	841	-	0.00%	847	(7)	4140000004 Capital Revenue - City of Hoover	5,043.00	5,043	-	0.00%	5,084	(41)	10,086	5,043
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	5,673.36	5,673	-	0.00%	5,694	(21)	11,347	5,673
823	823	(0)	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	4,937.93	4,938	(0)	0.00%	4,913	25	9,876	4,938
1,401	1,401	-	0.00%	1,394	6	4140000008 Capital Revenue - City of Midfield	8,405.02	8,405	0	0.00%	8,366	39	16,810	8,405
3,520	3,520	-	0.00%	3,512	8	4140000009 Capital Revenue - City of Homewood	21,117.48	21,117	-	0.00%	21,071	46	42,235	21,117
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	7,459.38	7,459	-	0.00%	7,460	(1)	14,919	7,459
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	1,681.02	1,681	-	0.00%	1,635	46	3,362	1,681
7,249	7,249	0	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	43,495.68	43,496	0	0.00%	43,432	64	86,991	43,496
<b>816,258</b>	<b>595,479</b>	<b>220,780</b>	<b>37.08%</b>	<b>281,595</b>	<b>534,663</b>	<b>4149999999 TOTAL CAPITAL REVENUES</b>	<b>1,744,243</b>	<b>3,288,951</b>	<b>(1,544,708)</b>	<b>-46.97%</b>	<b>5,768,229</b>	<b>(2,479,278)</b>	<b>6,861,822</b>	<b>5,943,193</b>
<b>4,617,934</b>	<b>4,138,336</b>	<b>479,598</b>	<b>11.59%</b>	<b>3,574,155</b>	<b>1,043,780</b>	<b>4999999999 TOTAL REVENUES</b>	<b>19,723,891</b>	<b>19,560,693</b>	<b>163,197</b>	<b>0.83%</b>	<b>26,042,435</b>	<b>(6,481,741)</b>	<b>37,682,604</b>	<b>23,358,713</b>
653,433	577,867	75,566	13.08%	568,817	84,616	5010100001 Operator's Salaries	3,501,454.41	3,467,204	34,250	0.99%	3,387,170	80,034	6,934,408.00	3,432,954
718,591	598,674	119,917	20.03%	580,827	137,764	5010200001 Other Salaries	3,652,336.25	3,561,140	91,196	2.56%	3,501,390	59,750	7,153,116.00	3,500,780
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	15,541	(15,541)	-	-
<b>1,372,024</b>	<b>1,176,541</b>	<b>195,483</b>	<b>16.62%</b>	<b>1,149,644</b>	<b>222,380</b>	<b>5019999999 TOTAL LABOR</b>	<b>7,153,791</b>	<b>7,028,344</b>	<b>125,447</b>	<b>1.78%</b>	<b>6,904,101</b>	<b>124,243</b>	<b>14,087,524</b>	<b>6,933,733</b>
94,452	94,452	0	0.00%	78,436	16,016	5020103001 Employer FICA Tax (OASDI)	487,064.31	566,711	(79,647)	-14.05%	476,329	90,383	1,133,423.00	646,359
28,070	21,585	6,485	30.04%	24,571	3,498	5020200001 Pension Expense	120,177.10	129,508	(9,330)	-7.20%	106,789	22,719	259,015.00	138,838
22,467	142,509	(120,042)	-84.23%	403,180	(380,713)	5020203002 Regular Retirement	(268,566.56)	855,053	(1,123,620)	-131.41%	2,058,418	(1,203,365)	1,710,106.00	1,978,673
404,780	385,340	19,440	5.04%	365,050	39,730	5020303001 Health Insurance	2,487,918.86	2,312,041	175,878	7.61%	2,188,876	123,165	4,624,082.00	2,136,163
-	6,828	(6,828)	-100.00%	-	5020417601 Unemployment Taxes	13,684.61	40,968	(27,284)	(66.60%)	(9,973)	50,942	81,937.00	68,252	
7,387	7,590	(202)	-2.66%	6,714	673	5020503001 Life Insurance	44,983.54	45,537	(554)	-1.22%	40,014	5,523	91,075.00	46,091

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget



**BJCTA  
INCOME STATEMENT  
March 31, 2018**

Mar-18 Actual	Mar-18 Budget	Mar-18 \$ Variance	Mar-18 % Variance	Mar-17 Actual	CY vs PY \$ Variance	Title	Mar-18 Actual	Mar-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PR YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
47,356	56,258	(8,902)	-15.82%	69,380	(22,024)	5020803001 Worker's Compensation Insurance	308,573.51	337,548	(28,974)	-8.58%	258,219	79,329	675,096.00	366,522
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	3,705	(1,667)	5020116701 Transitional Reinsurance-ACA	1,200.00	10,000	(8,800)	-88.00%	11,994	(1,994)	20,000.00	18,800
5,922	11,484	(5,562)	-48.44%	6,132	(210)	5021303001 Uniforms & Wearing Apparel	33,878.90	68,904	(35,025)	-50.83%	40,373	28,530	137,807.00	103,928
507	917	(410)	-44.71%	907	(400)	5021400001 Employee Wellness	3,041.10	5,500	(2,459)	-44.71%	4,841	659	11,000.00	7,959
170	269	(99)	-36.89%	123	47	5021403002 Employee Licenses	564.50	1,612	(1,047)	-64.97%	1,020	592	3,223.00	2,659
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	9,270.00	9,270
1,643	773	871	112.74%	1,926	(283)	5021400004 Tool Allowance	2,960.12	4,635	(1,675)	-36.14%	4,448	187	150,000	147,040
-	12,500	(12,500)	-100.00%	5,645	(5,645)	5021400005 General Contingency	-	75,000	(75,000)	-100.00%	11,276	63,724	-	-
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
<b>612,753</b>	<b>742,169</b>	<b>(129,416)</b>	<b>-17.44%</b>	<b>965,769</b>	<b>(353,016)</b>	<b>5029999999 TOTAL FRINGE BENEFITS</b>	<b>3,235,480</b>	<b>4,453,017</b>	<b>(1,217,537)</b>	<b>-27.34%</b>	<b>5,202,624</b>	<b>(749,607)</b>	<b>8,906,034</b>	<b>5,670,554</b>
2,500	417	2,083	500.00%	-	2,500	5030200001 Promotional Advertising	2,500.00	2,500	(0)	0.00%	4,500	(2,000)	5,000.00	2,500
33,723	35,854	(2,131)	-5.94%	30,598	3,125	5030300001 Legal Services	249,273.36	215,125	34,148	15.87%	152,901	62,224	430,250.00	180,977
2,893	12,500	(9,607)	-76.85%	-	2,893	5030300002 Architect & Engineering Services	35,900.19	75,000	(39,100)	-52.13%	-	75,000	150,000.00	114,100
10	1,404	(1,394)	-99.29%	117	(107)	5030300003 Software Technical Support	14,887.95	8,423	6,465	76.76%	2,985	5,437	16,845.00	1,957
3,310	2,500	810	32.38%	2,509	801	5030300004 Medical Services	14,308.25	15,000	(692)	-4.61%	12,674	2,326	30,000.00	15,692
1,003	1,208	(206)	-17.01%	-	1,003	5030300005 Human Resources Services	9,706.75	7,250	2,457	33.89%	3,596	3,654	14,500.00	4,793
14,569	15,417	(847)	-5.50%	16,141	(1,571)	5030300006 Computer & Data Services	130,148.53	92,500	37,649	40.70%	91,030	1,470	185,000.00	54,851
55,822	51,250	4,572	8.92%	12,103	43,719	5030300007 Professional & Technical Services	318,645.88	307,500	11,146	3.62%	710,474	(402,974)	615,000.00	296,354
-	12,500	(12,500)	-100.00%	-	-	5030300008 Marketing Consulting	4,800.00	75,000	(70,200)	-93.60%	22,344	52,656	150,000.00	145,200
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	12,000.00	12,000	-	0.00%	12,000	-	24,000.00	12,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	3,000	(3,000)	-100.00%	1,180	1,820	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	62,496.00	62,500	(4)	-0.01%	62,496	4	125,000.00	62,504
1,767	1,767	-	0.00%	8,911	(7,144)	5030317612 Legal Travel	2,416.59	-	2,417	0.00%	14,380	(14,380)	0.00	(2,417)
3,451	2,965	486	16.38%	295	3,156	5030500001 Vehicle Cleaning	19,852.35	17,792	2,060	11.58%	7,035	10,757	35,584.00	15,732
3,250	6,167	(2,917)	-47.30%	-	3,250	5030500003 Landscape Maintenance	19,500.00	37,000	(17,500)	-47.30%	-	37,000	74,000.00	54,500
33,559	4,292	29,267	681.95%	289	33,269	5030500004 Building Maintenance Contracts	144,886.50	25,750	119,136	462.67%	1,669	24,081	51,500.00	(93,387)
22,603	13,438	9,165	68.20%	-	22,603	5030600001 Janitorial Services	99,426.28	80,628	18,799	23.32%	-	80,628	161,255.00	61,829
89,414	59,583	29,830	50.06%	34,996	54,417	5030703001 Security Services	381,692.70	357,500	24,193	6.77%	220,148	137,352	715,000.00	333,307
18,753	25,454	(6,701)	-26.32%	15,825	2,929	5039903001 Vehicle Maintenance - External	115,315.22	152,725	(37,410)	-24.49%	130,051	22,674	305,450.00	190,135
1,810	5,493	(3,683)	-67.05%	5,000	(3,190)	5039903002 Vehicle Towing	17,645.00	32,955	(15,310)	-46.46%	30,775	2,180	65,910.00	48,265
3,786	9,462	(5,677)	-59.99%	3,465	321	5039900003 Equipment Maintenance - Labor	58,789.03	56,773	2,016	3.55%	45,565	11,208	113,546.00	54,757
-	3,417	(3,417)	-100.00%	-	-	5039900004 Advertising Install/Removal Service	7,000.00	7,000	(13,500)	-65.85%	7,500	13,000	41,000.00	34,000
2,756	3,884	(1,128)	-29.05%	10,768	(8,012)	5039903005 Printing & Copying External	10,992.64	23,302	(12,309)	-52.82%	19,311	3,991	46,603.00	35,610
3,745	3,433	311	9.06%	2,971	774	5039900006 Waste Oil Removal	13,195.60	20,600	(7,404)	-36.94%	14,794	5,806	41,200.00	28,004
10,959	6,898	4,061	58.87%	2,799	8,160	5039900007 Other Contracted Services	109,742.99	41,388	68,355	165.16%	38,638	774	82,775.00	(26,988)
2,972	7,537	(4,565)	-60.57%	6,763	(3,791)	5039900008 Radio & Communication Maintenance	19,916.33	45,224	(25,308)	-55.96%	44,450	2,449	90,448.00	70,532
<b>325,068</b>	<b>297,989</b>	<b>27,079</b>	<b>9.09%</b>	<b>165,966</b>	<b>159,102</b>	<b>5039999999 TOTAL SERVICES</b>	<b>1,875,038</b>	<b>1,787,933</b>	<b>87,105</b>	<b>4.87%</b>	<b>1,650,496</b>	<b>137,438</b>	<b>3,575,866</b>	<b>1,700,828</b>
25,469	24,167	1,303	5.39%	(3,169)	28,638	5040103001 Fuel & Lubricants - Diesel	139,677.45	145,000	(5,323)	-3.67%	113,269	31,731	290,000	150,323
61,084	79,167	(18,083)	-22.84%	72,455	(11,371)	5040103002 Fuel & Lubricants - CNG	395,646.27	475,000	(79,354)	-16.71%	455,521	19,479	950,000	554,354
51	833	(782)	-93.89%	208	(157)	5040103103 Fuel & Lubricants - Unleaded - VIP	279.64	5,000	(4,720)	-94.41%	1,922	3,078	10,000	9,720
32,727	29,441	3,286	11.16%	25,611	7,116	5040200001 Tires & Tubes	182,296.67	176,645	5,652	3.20%	158,012	18,633	353,290	170,993
761	3,155	(2,395)	-75.89%	1,836	(1,075)	5049900001 Printing Supplies	7,170.68	18,933	(11,762)	-62.13%	7,608	11,324	37,865	30,694
4,027	2,747	1,280	46.59%	1,738	2,290	5049900002 General Office Supplies	23,461.10	16,484	6,978	42.33%	13,466	3,017	32,967	9,506
313,323	228,058	85,265	37.39%	218,813	94,509	5049900003 Equip. Repair Parts & Material	1,102,767.81	1,368,348	(265,581)	-19.41%	1,102,689	265,660	2,736,697	1,633,929
16,386	5,579	10,807	193.71%	3,870	12,516	5049900004 Janitorial & Building Supplies	51,075.85	33,475	17,601	52.58%	19,109	14,366	66,950	15,874
2,193	2,308	(115)	-4.97%	6,758	(4,565)	5049900006 Minor Equipment	16,954.70	13,846	3,109	22.45%	24,466	(10,620)	27,692	10,737
-	76	(76)	-100.00%	32	(32)	5049900007 Medical Supplies	203.02	453	(250)	-55.18%	32	421	906	703
20,637	21,256	(619)	-2.91%	20,787	(150)	5049900008 Shelter Maintenance	129,714.22	127,537	2,177	1.71%	149,260	(21,723)	255,074	125,360
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	55	(55)	100.00%	56	(1)	110	-
14,945	11,250	3,696	32.85%	15,799	(854)	5049900010 Internal Sponsored Functions	105,720.08	58,322	47,398	81.27%	42,545	15,777	95,825	(9,895)
3,243	6,833	(3,590)	-52.54%	8,523	(5,280)	5049900011 Cleaning Supplies	41,691.77	41,000	692	1.69%	41,119	(119)	82,000	40,308
(11,284)	-	(11,284)	0.00%	(38,605)	27,321	5049905103 Inventory Adjustments	(47,921.78)	-	(47,922)	0.00%	(34,197)	34,197	-	47,922
<b>483,563</b>	<b>414,879</b>	<b>68,685</b>	<b>16.56%</b>	<b>334,658</b>	<b>148,906</b>	<b>5049999999 TOTAL MATERIALS &amp; SUPPLIES</b>	<b>2,148,737</b>	<b>2,480,098</b>	<b>(331,360)</b>	<b>-13.36%</b>	<b>2,094,876</b>	<b>385,221</b>	<b>4,939,376</b>	<b>2,790,529</b>
38,498	31,563	6,935	21.97%	55,867	(17,370)	5050203001 Electric	259,940.37	189,375	70,565	37.26%	165,038	24,337	378,750	118,810
6,254	7,226	(972)	-13.45%	(24,430)	30,684	5050203002 Water & Sewer	31,050.54	43,356	(12,305)	-28.38%	24,230	19,126	86,711	55,660
4,941	4,025	916	22.76%	2,335	2,606	5050203003 Trash, Garbage & Waste Removal	31,186.71	24,149	7,038	29.14%	14,039	10,110	48,298	17,111
2,105	2,917	(812)	-27.85%	2,630	(526)	5050203004 Heating	24,584.45	17,500	7,084	40.48%	14,606	2,894	35,000	10,416
27,662	14,712	12,950	88.02%	20,727	6,935	5050203005 Telecommunications	127,663.48	88,274	39,390	44.62%	106,019	(17,745)	176,548	48,885
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	539.10	200	339	169.58%	-	200	400	(139)
<b>79,459</b>	<b>60,476</b>	<b>18,983</b>	<b>31.39%</b>	<b>57,130</b>	<b>22,329</b>	<b>5059999999 TOTAL UTILITIES</b>	<b>474,965</b>	<b>362,853</b>	<b>112,111</b>	<b>30.90%</b>	<b>323,932</b>	<b>38,921</b>	<b>725,707</b>	<b>250,742</b>

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

**BJCTA  
INCOME STATEMENT  
March 31, 2018**

Mar-18 Actual	Mar-18 Budget	Mar-18 \$ Variance	Mar-18 % Variance	Mar-17 Actual	CY vs PY \$ Variance	Title	Mar-18 Actual	Mar-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
15,888	40,432	(24,544)	-60.70%	15,135	753	5060100001 Insurance - Property & Liability	97,284.25	242,592	(145,307)	-59.90%	89,234	153,358	485,183	387,899
3,405	3,148	257	8.15%	3,243	161	5060100002 Insurance - Public Officials	20,846.61	18,888	1,959	10.37%	19,122	(234)	37,775	16,928
94,194	115,316	(21,122)	-18.32%	89,731	4,463	5060103003 Insurance - Vehicle	576,756.64	691,894	(115,138)	-16.64%	529,029	162,865	1,383,789	807,032
(1,458)	-	(1,458)	0.00%	(6,232)	4,775	5060203001 Insurance Proceeds	(23,096.37)	-	(23,096)	0.00%	(57,162)	57,162	-	23,096
-	28,506	(28,506)	-100.00%	162,165	(162,165)	5060416501 Property Damage Settlements	127,175.69	171,038	(43,862)	-25.64%	247,138	(76,100)	342,076	214,900
<b>112,029</b>	<b>187,402</b>	<b>(75,373)</b>	<b>-40.22%</b>	<b>264,042</b>	<b>(152,014)</b>	<b>5069999999 TOTAL CASUALTY &amp; LIABILITY COST</b>	<b>798,967</b>	<b>1,124,411</b>	<b>(325,445)</b>	<b>-28.94%</b>	<b>827,361</b>	<b>297,050</b>	<b>2,248,823</b>	<b>1,449,856</b>
4,710	4,117	592	14.39%	4,574	136	5090100001 Dues & Subscriptions	26,638.36	24,704	1,935	7.83%	25,210	(506)	49,407	22,769
33,076	7,904	25,173	318.49%	25,835	7,241	5090200001 Travel	79,785.72	47,423	32,363	68.24%	50,397	(2,975)	94,845	15,059
6,082	3,226	2,855	88.50%	3,981	2,101	5090200002 Per Diem	25,781.53	19,358	6,424	33.19%	11,654	7,704	38,715	12,933
38,869	9,741	29,127	299.01%	20,045	18,824	5090200003 Meetings, Seminars & Training	102,372.25	58,449	43,924	75.15%	80,267	(21,819)	116,897	14,525
13,399	31,250	(17,851)	-57.12%	147,681	(134,282)	5090218105 Planning Activities	166,002.29	187,500	(21,498)	-11.47%	1,041,154	(853,654)	375,000	208,998
39	8	31	368.19%	-	39	5090600001 Fines & Penalties	218.79	50	169	337.76%	-	50	100	(119)
122	2,708	(2,586)	-95.50%	-	122	5090800001 Legal Advertising	9,630.60	16,250	(6,619)	-40.73%	2,118	14,132	32,500	22,869
13,858	30,833	(16,975)	-55.06%	2,639	11,219	5090800002 Media Advertising	58,081.62	185,000	(126,918)	-68.60%	8,329	176,671	370,000	311,918
395	512	(117)	-22.87%	470	(75)	5099900001 Postage & Courier Service	2,585.34	3,072	(486)	-15.83%	2,886	185	6,143	3,558
(1)	29	(30)	-103.74%	143	(144)	5099900002 Other Miscellaneous	145.03	175	(30)	-17.11%	434	(259)	350	205
4,103	2,667	1,436	53.86%	-	4,103	5099900003 Educational - Tuition Reimbursement	10,993.06	16,000	(5,007)	-31.29%	12,529	3,471	32,000	21,007
-	292	(292)	-100.00%	-	-	5099900004 Interview Expenses	168.99	1,750	(1,581)	-90.34%	27	1,723	3,500	3,331
-	113	(113)	-100.00%	-	-	5099901105 Fees & Permits	165.50	675	(510)	-75.48%	928	(253)	1,350	1,185
19,120	7,083	12,037	169.93%	15,545	3,575	5099900006 Community Outreach	74,202.43	42,500	31,702	74.59%	43,002	(502)	85,000	10,798
518	-	518	0.00%	-	518	5099900007 Bad Debt	518.00	518	-	0.00%	-	-	-	(518)
-	-	-	0.00%	75,000	(75,000)	5099900008 RPC NTD Data	75,000.00	75,000	-	0.00%	75,000	-	75,000	-
-	4,167	(4,167)	-100.00%	2,094	(2,094)	5099900009 Moving Expenses	14,831.27	25,000	(10,169)	-40.67%	11,718	13,282	50,000	35,169
<b>134,288</b>	<b>104,651</b>	<b>29,638</b>	<b>28.32%</b>	<b>298,006</b>	<b>(163,718)</b>	<b>5099999999 TOTAL MISCELLANEOUS EXPENSES</b>	<b>647,121</b>	<b>702,904</b>	<b>(55,783)</b>	<b>-7.94%</b>	<b>1,365,654</b>	<b>(662,751)</b>	<b>1,330,807</b>	<b>683,686</b>
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	<b>5110117102 TOTAL INTEREST EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
9,720	1,660	8,060	485.66%	11,645	(1,925)	5121200001 Leases & Rentals	34,105.50	9,958	24,148	242.49%	36,839	(26,881)	19,916	(14,190)
<b>9,720</b>	<b>1,660</b>	<b>8,060</b>	<b>485.66%</b>	<b>11,645</b>	<b>(1,925)</b>	<b>5129900099 TOTAL LEASES &amp; RENTALS</b>	<b>34,106</b>	<b>9,958</b>	<b>24,148</b>	<b>242.49%</b>	<b>36,839</b>	<b>(26,881)</b>	<b>19,916</b>	<b>(14,190)</b>
299,723	299,723	-	0.00%	269,458	30,265	5130000001 Depreciation Expense	1,849,493	1,849,493	-	0.00%	1,539,805	309,688	1,849,493	-
<b>299,723</b>	<b>299,723</b>	<b>-</b>	<b>0.00%</b>	<b>269,458</b>	<b>30,265</b>	<b>5139900099 TOTAL DEPRECIATION EXPENSE</b>	<b>1,849,493</b>	<b>1,849,493</b>	<b>-</b>	<b>0.00%</b>	<b>1,539,805</b>	<b>309,688</b>	<b>1,849,493</b>	<b>-</b>
284,683	284,683	-	0.00%	302,435	(17,752)	5160000001 Pass Thru Funding Expense	1,668,700	1,668,700	-	0.00%	2,330,791	(662,091)	1,668,700	-
<b>284,683</b>	<b>284,683</b>	<b>-</b>	<b>0.00%</b>	<b>302,435</b>	<b>(17,752)</b>	<b>5169900099 TOTAL OTHER RECONCILING ITEM</b>	<b>1,668,700</b>	<b>1,668,700</b>	<b>-</b>	<b>0.00%</b>	<b>2,330,791</b>	<b>(662,091)</b>	<b>1,668,700</b>	<b>-</b>
<b>3,713,310</b>	<b>3,570,172</b>	<b>143,138</b>	<b>4.01%</b>	<b>3,818,753</b>	<b>(105,443)</b>	<b>9999999997 TOTAL EXPENSES</b>	<b>19,886,397</b>	<b>21,467,712</b>	<b>(1,581,314)</b>	<b>-7.37%</b>	<b>22,276,479</b>	<b>(808,767)</b>	<b>39,352,246</b>	<b>19,465,739</b>
<b>904,624</b>	<b>568,164</b>	<b>336,460</b>	<b>59.22%</b>	<b>(244,598)</b>	<b>1,149,222</b>	<b>9999999998 NET DIFFERENCE</b>	<b>(162,506)</b>	<b>(1,907,018)</b>	<b>1,744,512</b>	<b>-91.48%</b>	<b>3,765,956</b>	<b>(5,672,974)</b>	<b>(1,669,642)</b>	<b>3,892,974</b>

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

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

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Unrealized Revenue Unexpended Funds</b>
<b>Operating Revenues:</b>					
Passenger Fares	1,040,795	1,075,917	(35,123)	2,151,835	1,111,040
Municipal Services	8,801,144	8,250,376	550,768	16,500,752	7,699,607
Other Revenues	238,889	195,746	43,143	391,492	152,603
Tax Revenues	1,000,000	1,000,000	(0)	2,000,000	1,000,000
Capital Revenues	1,177,812	1,177,813	(0)	2,355,625	1,177,813
FTA Reimbursements - Project Admin	110,962	81,000	29,962	108,000	(2,962)
Federal and Local Grant Revenues	4,566,431	6,111,138	(1,544,707)	12,506,197	7,939,766
<b>Total Operating Revenues</b>	<b>16,936,033</b>	<b>17,891,991</b>	<b>(955,958)</b>	<b>36,013,901</b>	<b>19,077,868</b>
<b>Non-Budget Revenues:</b>					
FTA Reimbursements - Pass Thru Funds	1,668,703	1,668,703	0	1,668,703	0
FTA Reimbursements - ADA & TDP	376,754	0	376,754	0	(376,754)
CNG ALT. Fuel Reimbursements -	742,401	0	742,401	0	(742,401)
<b>Total Non-Budget Revenues</b>	<b>2,787,858</b>	<b>1,668,703</b>	<b>1,119,155</b>	<b>1,668,703</b>	<b>(1,119,155)</b>
<b>Total Revenues</b>	<b>19,723,891</b>	<b>19,560,694</b>	<b>163,197</b>	<b>37,682,604</b>	<b>17,958,713</b>
<b>Expenses:</b>					
Labor	7,153,791	7,028,344	125,447	14,087,524	6,933,733
Fringe Benefits	3,235,480	4,453,017	(1,217,537)	8,906,034	5,670,554
Services	1,875,038	1,787,933	87,105	3,575,866	1,700,828
Materials & Supplies	2,148,737	2,480,098	(331,360)	4,939,376	2,790,639
Utilities	474,965	362,853	112,111	725,707	250,742
Casualty & Liability Costs	798,967	1,124,412	(325,445)	2,248,823	1,449,856
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	647,121	702,904	(55,783)	1,330,807	683,686
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	34,106	9,958	24,148	19,916	(14,190)
<b>Total Expenses</b>	<b>16,368,204</b>	<b>17,949,518</b>	<b>(1,581,314)</b>	<b>35,834,053</b>	<b>19,465,849</b>
<b>Non-Budget Expenses:</b>					
Depreciation Expense	1,849,493	1,849,493	(0)	1,849,493	0
Pass Thru Funding Expense	1,668,700	1,668,700	0	1,668,700	0
<b>Total Non-Budget Expenses</b>	<b>3,518,193</b>	<b>3,518,193</b>	<b>(0)</b>	<b>3,518,193</b>	<b>0</b>
<b>Total Expenses</b>	<b>19,886,397</b>	<b>21,467,712</b>	<b>(1,581,314)</b>	<b>39,352,246</b>	<b>19,465,849</b>
<b>Net Difference</b>	<b>(162,506)</b>	<b>(1,907,018)</b>	<b>1,744,512</b>	<b>(1,669,642)</b>	<b>(1,507,136)</b>

	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Unrealized Revenue Unexpended Funds</b>
Total Operating Revenues	16,936,033	17,891,991	(955,958)	36,013,901	19,077,868
Total Operating Expenses	16,368,204	17,949,518	(1,581,314)	35,834,053	19,465,849
<b>Net Operating Profit/(Loss)</b>	<b>567,829</b>	<b>(57,528)</b>	<b>625,357</b>	<b>179,848</b>	<b>(387,981)</b>
Total Non-Budget Revenues	2,787,858	1,668,703	1,119,155	1,668,703	(1,119,155)
Total Non-Budget Expenses	3,518,193	3,518,193	(0)	3,518,193	0
<b>Total Non-Budget Profit/(Loss)</b>	<b>(730,335)</b>	<b>(1,849,490)</b>	<b>1,119,155</b>	<b>(1,849,490)</b>	<b>(1,119,155)</b>
<b>Net Profit/(Loss)</b>	<b>(162,506)</b>	<b>(1,907,018)</b>	<b>1,744,512</b>	<b>(1,669,642)</b>	<b>(1,507,136)</b>

**BJCTA  
Commission Revenue Trend  
As of March 31, 2018**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Commission Revenue	32,427	34,373	31,018	129,158
<b>Total Commission Revenue</b>	<b>32,427</b>	<b>34,373</b>	<b>31,018</b>	<b>129,158</b>

**BJCTA  
CNG Revenue  
As of March 31, 2018**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>
Revenue	183,039	293,936	477,108	316,695
Gallons	91,519	146,968	238,534	158,348

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018	Period 6	March 2018	Division: ** Consolidated Report		As of: 03/31/2018
			October Thru March		
			2018	2017	Variance
100000000 ASSETS					
101000000 CASH & CASH EQUIVALENTS					
1010100001	Money Market-BBVA Compass		\$1,141,220.43	\$11,594,910.90	(\$10,453,690.47)
1010100002	Cash - Payroll - BBVA Compass		\$10,000.00	\$10,000.00	\$0.00
1010100003	Cash - Operating - BBVA Compass		\$8,440,035.55	\$2,698,205.53	\$5,741,830.02
1010100004	Capital Deposit - BBVA Compass		\$10,000.00	\$10,000.00	\$0.00
1010100005	Cash - BJCTA Hardship Fund - BBVA Compass		\$0.00	\$0.00	\$0.00
1010100006	CASH - RESTRICTED SELF INSURED		\$200,000.00	\$200,000.00	\$0.00
1010200001	Petty Cash - Maintenance		\$200.00	\$134.00	\$66.00
1010200002	Petty Cash - Central Station		\$14.56	\$22.80	(\$8.24)
1010600001	Investments		\$0.00	\$0.00	\$0.00
1019999999	TOTAL - CASH & CASH EQUIVALENTS		\$9,801,470.54	\$14,513,273.23	(\$4,711,802.69)
102000000 ACCOUNTS RECEIVABLE					
1020100001	A/R Advertising		\$39,812.84	\$30,611.14	\$9,201.70
1020100002	A/R Pass/Ticket Sales		\$11,558.70	\$12,149.20	(\$590.50)
1020100003	A/R Manual Ticket Sales		\$0.00	\$0.00	\$0.00
1020300001	A/R Accrued Interest		\$0.00	\$0.00	\$0.00
1020600001	A/R Local Share Bus Shelters		\$0.00	\$0.00	\$0.00
1020700001	A/R U.A.B		\$0.00	\$0.00	\$0.00
1020700003	A/R Hoover		\$0.00	\$41,866.62	(\$41,866.62)
1020700004	A/R Birmingham		\$0.00	\$3,920,606.34	(\$3,920,606.34)
1020700005	A/R Planning Grant RPC 5303		\$0.00	\$0.00	\$0.00
1020700006	A/R Federal		\$3,000,000.00	\$3,330,361.50	(\$330,361.50)
1020700007	A/R RPC CMAQ Ozone		\$0.00	\$0.00	\$0.00
1020700008	A/R Beer Tax		\$167,410.27	\$96,679.52	\$70,730.75
1020700009	A/R Vestavia		\$0.00	\$0.00	\$0.00
1020700010	A/R Bessemer		\$0.00	\$0.00	\$0.00
1020700011	A/R JEFFERSON COUNTY TAX		\$1,000,000.00	\$0.00	\$1,000,000.00
1020700012	A/R Racing Commission		\$0.00	\$0.00	\$0.00
1020700013	A/R - Jefferson County Ad Valorem		\$0.00	\$0.00	\$0.00
1020700014	A/R - Homewood		\$85,480.77	\$0.00	\$85,480.77
1020700015	A/R - Fairfield Ad Valorem		\$0.00	\$0.00	\$0.00
1020700016	A/R - Mtn. Brook Ad Valorem		\$0.00	\$0.00	\$0.00
1020700017	A/R - Tarrant Ad Valorem		\$0.00	\$0.00	\$0.00
1020700018	A/R - Birmingham Ad Valorem		\$0.00	\$0.00	\$0.00
1020700019	A/R - Bessemer Ad Valorem		\$0.00	\$0.00	\$0.00
1020700020	A/R - Brighton		\$0.00	\$0.00	\$0.00
1020700021	A/R - Lipscomb		\$0.00	\$0.00	\$0.00
1020700022	A/R - Midfield		\$11,340.79	\$0.00	\$11,340.79

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018	Period 6	March 2018	Division: ** Consolidated Report	As of: 03/31/2018
October Thru March				
		2018	2017	Variance
1020700023 A/R - Centerpoint		\$0.00	\$0.00	\$0.00
1020700024 A/R Fairfield		\$0.00	\$0.00	\$0.00
1020800001 A/R Blue Cross Blue Shield		\$0.00	\$23,784.16	(\$23,784.16)
1020800002 A/R Department of Energy		\$0.00	\$0.00	\$0.00
1020800004 A/R Board Members		\$96.74	\$22.00	\$74.74
1020800005 A/R Insurance Claims		\$0.00	\$0.00	\$0.00
1020800006 A/R - CNG Service		\$0.00	\$0.00	\$0.00
1020800007 A/R - Alternative Fuel Credit - Other		\$836,561.46	\$19,765.83	\$816,795.63
1020800008 A/R Employee		\$0.00	\$3,024.06	(\$3,024.06)
1020800009 A/R - Pass Thru Funding		\$0.00	\$0.00	\$0.00
1029999999 TOTAL ACCOUNTS RECEIVABLE		\$5,152,261.57	\$7,478,870.37	(\$2,326,608.80)
1030000000 SUPPLY INVENTORY				
1030000001 Diesel Fuel Supply		\$48,897.80	\$56,045.43	(\$7,147.63)
1030000002 UNLEADED FUEL SUPPLY		\$6,169.88	\$11,345.87	(\$5,175.99)
1030000003 Parts, Oil, Lubricant Inventory		\$1,693,828.41	\$1,796,920.28	(\$103,091.87)
1039999999 TOTAL SUPPLY INVENTORY		\$1,748,896.09	\$1,864,311.58	(\$115,415.49)
1050000000 CONSTRUCTION & PROJECTS IN PROCESS				
1050200001 Construct in Progress		\$24,261.00	\$632,299.50	(\$608,038.50)
1050200002 Construction in Progress - Bus Shelters		\$180,821.00	\$207,169.00	(\$26,348.00)
1050200003 Installation/Progress Fare Box		\$0.00	\$0.00	\$0.00
1050200004 Facilities in Progress		\$0.00	\$0.00	\$0.00
1050200005 Installation in Progress / Digital Radios		\$0.00	\$0.00	\$0.00
1059999999 TOTAL CONST. & PROJ. IN PROCESS		\$205,082.00	\$839,468.50	(\$634,386.50)
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		\$919,063.28	\$645,168.58	\$273,894.70
1110100005 Route Signing		\$0.00	\$0.00	\$0.00
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		\$999,725.05	\$373,162.36	\$626,562.69
1110100011 Close Circuit TV		\$216,683.73	\$223,400.60	(\$6,716.87)
1110100012 CNG Fueling Station		\$3,629,997.94	\$3,629,997.94	\$0.00
1110100013 Revenue Collection/Process		\$1,127,759.27	\$1,127,759.27	\$0.00



# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018	Period 6	March 2018	Division: ** Consolidated Report	As of: 03/31/2018
October Thru March				
2018				
2017				
Variance				
2020100009 YMCA W/H		\$0.00	\$0.00	\$0.00
2020100010 Costco W/H		\$0.00	\$0.00	\$0.00
2020100011 Sam's Club W/H		\$0.00	\$0.00	\$0.00
2020100012 Long-Term Care W/H		\$0.00	\$0.00	\$0.00
2020100013 FSA W/H		(\$12,018.93)	(\$4,817.50)	(\$7,201.43)
2020100014 ADMINISTRATIVE PENSION W/H - 457(b)		\$0.00	\$0.00	\$0.00
2020100015 ADMINISTRATIVE PENSION W/H - 401(a)		\$0.00	\$0.00	\$0.00
2020100016 Administrative Vision W/H		\$0.00	\$0.00	\$0.00
2030100001 Social Security Payable		\$14,988.38	\$12,038.94	\$2,949.44
2030100002 Medicare Payable		\$3,505.30	\$2,815.54	\$689.76
2030100003 Federal Taxes Payable		\$0.00	\$0.00	\$0.00
2030100004 State Taxes Payable		\$54,943.31	\$50,017.38	\$4,925.93
2030100005 Jefferson Cty. Taxes Payable		\$0.00	\$0.00	\$0.00
2030100006 B'ham City Taxes Payable		\$14,637.80	\$13,877.78	\$760.02
2030100007 EMPLOYER PENSION CONTRIBUTION		\$0.00	\$0.00	\$0.00
2039999999 TOTAL ACCRUED P/R & W/H		\$360,967.73	\$300,636.94	\$60,330.79
2040000000 CURRENT PORTION OF LT DEBT				
2040100001 Current Lease Payable		\$0.00	\$0.00	\$0.00
2040100002 Current Note Payable		\$0.00	\$0.00	\$0.00
2040199999 TOTAL CURRENT PORTION OF LT DEBT		\$0.00	\$0.00	\$0.00
2040500000 OTHER CURRENT LIABILITIES				
2040500001 Accrued Interest Payable		\$0.00	\$0.00	\$0.00
2040600001 Pension Accrued		\$0.00	\$0.00	\$0.00
2040600002 Accrued Pension - Contract Employees		\$28,985,371.50	\$31,344,642.50	(\$2,359,271.00)
2050500001 Audit Fee Payable		\$12,000.00	\$17,000.00	(\$5,000.00)
2050500002 Unearned Revenue		\$3,475,132.44	\$3,358,097.34	\$117,035.10
2050500003 A/P Blue Cross Blue Shield		\$0.00	\$0.00	\$0.00
2050500004 Compensated Absenses		\$499,350.30	\$612,469.26	(\$113,118.96)
2050500005 Suspense		\$0.00	\$0.00	\$0.00
2050500006 Self Insured Contingency Funds		\$0.00	\$0.00	\$0.00
2050500008 Insurance Proceeds Held for Repairs		\$194,758.32	\$33,809.88	\$160,948.44
2050500010 Insurance Proceeds Held-Bus Purchase-Federal Share		\$0.00	\$0.00	\$0.00
2050500011 Insurance Proceeds Held-Bus Purchase-Local Share		\$0.00	\$0.00	\$0.00
2059999999 TOTAL OTHER CURRENT LIABILITIES		\$33,166,612.56	\$35,366,018.98	(\$2,199,406.42)
2210000000 NON-CURRENT PORTION OF LT DEBT				
2210100001 Loan Payable		\$0.00	\$0.00	\$0.00
2210100002 Long Term Lease Payable		\$0.00	\$0.00	\$0.00



**Birmingham-Jefferson County Transit Authority**  
**Comparative Balance Sheet**

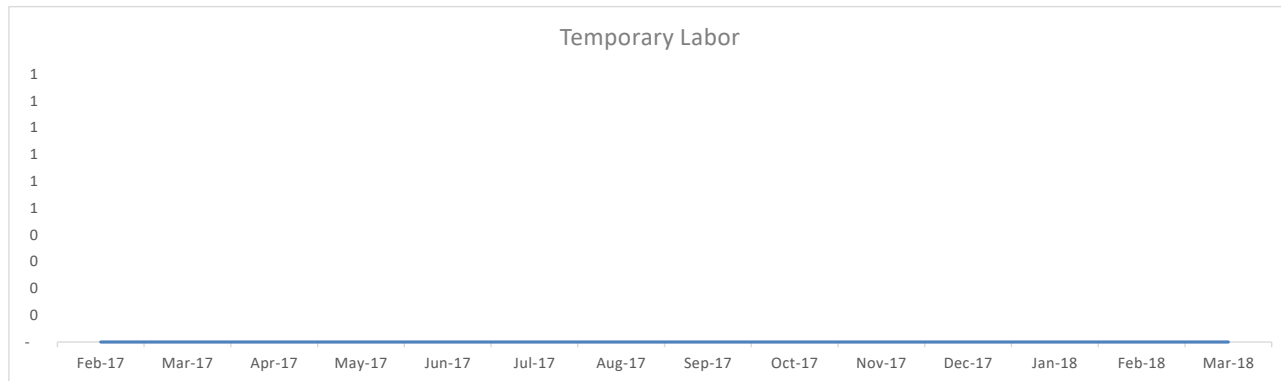
Fiscal Year: 2018	Period 6	March 2018	Division: ** Consolidated Report		As of: 03/31/2018
			October Thru March		
			2018	2017	Variance
2219999999	TOTAL NON-CURRENT LT DEBT		\$0.00	\$0.00	\$0.00
2310000000	OTHER LIABILITIES				
2310100001	Deferred Pension Inflows		\$387,206.00	\$889,299.00	(\$502,093.00)
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		\$35,192,375.12	\$38,038,070.57	(\$2,845,695.45)
3000000000	EQUITY				
3040000000	CONTRIBUTED CAPITAL				
3040100001	Federal Gov't Capital Grant		\$0.00	\$0.00	\$0.00
3040100003	Donated Capital		\$20,047,564.00	\$0.00	\$20,047,564.00
3040300001	Local Gov't Capital Grant		\$0.00	\$0.00	\$0.00
3049999999	TOTAL CONTRIBUTED CAPITAL		\$20,047,564.00	\$0.00	\$20,047,564.00
3050000000	RETAINED EARNINGS				
3050100001	Retained Earnings		\$14,976,004.23	\$18,307,456.46	(\$3,331,452.23)
3059999999	TOTAL RETAINED EARNINGS		\$14,976,004.23	\$18,307,456.46	(\$3,331,452.23)
3999999997	TOTAL EQUITY		\$35,023,568.23	\$18,307,456.46	\$16,716,111.77
3999999998	TOTAL LIABILITIES & EQUITY		\$70,215,943.35	\$56,345,527.03	\$13,870,416.32

PARATRANSIT COST  
PER RIDERSHIP TREND  
AS OF FEBRUARY 2018

	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
30	40,845	42,194	45,287	44,462	45,176	91,429	36,091	52,266	53,287	58,714	52,266	45,644	37,841	49,433
35	215,608	253,278	256,396	250,552	260,491	260,865	248,984	268,928	219,759	265,510	268,928	240,875	228,667	200,116
<b>Total</b>	<b>256,453</b>	<b>295,472</b>	<b>301,683</b>	<b>295,014</b>	<b>305,667</b>	<b>352,294</b>	<b>285,075</b>	<b>321,194</b>	<b>273,046</b>	<b>324,224</b>	<b>321,194</b>	<b>286,519</b>	<b>266,508</b>	<b>249,548</b>
40	84,541	81,461	89,345	83,122	88,310	85,305	87,465	85,293	78,978	84,697	85,293	81,381	73,714	80,846
45	479,871	487,029	581,771	546,038	537,674	704,146	544,741	574,206	16,133	554,436	574,206	569,164	519,563	398,444
<b>Total</b>	<b>564,412</b>	<b>568,490</b>	<b>671,115</b>	<b>629,160</b>	<b>625,984</b>	<b>789,451</b>	<b>632,206</b>	<b>659,499</b>	<b>95,111</b>	<b>639,132</b>	<b>659,499</b>	<b>650,545</b>	<b>593,276</b>	<b>479,290</b>
<b>13%</b>	<b>73,374</b>	<b>73,904</b>	<b>87,245</b>	<b>81,791</b>	<b>81,378</b>	<b>102,629</b>	<b>82,187</b>	<b>85,735</b>	<b>12,364</b>	<b>83,087</b>	<b>85,735</b>	<b>84,571</b>	<b>77,126</b>	<b>62,308</b>
	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
<b>Paratransit Service Costs</b>	<b>329,827</b>	<b>369,375</b>	<b>388,928</b>	<b>376,805</b>	<b>387,045</b>	<b>454,923</b>	<b>367,261</b>	<b>406,928</b>	<b>285,410</b>	<b>407,311</b>	<b>406,928</b>	<b>371,090</b>	<b>343,634</b>	<b>311,856</b>
<b>Ridership</b>	<b>7,347</b>	<b>8,014</b>	<b>9,076</b>	<b>7,018</b>	<b>8,117</b>	<b>6,967</b>	<b>5,251</b>	<b>9,007</b>	<b>8,509</b>	<b>9,736</b>	<b>8,877</b>	<b>7,706</b>	<b>8,646</b>	<b>9,123</b>
<b>Paratransit Cost per Ridership</b>	<b>44.89</b>	<b>46.09</b>	<b>42.85</b>	<b>53.69</b>	<b>47.68</b>	<b>65.30</b>	<b>69.95</b>	<b>45.18</b>	<b>33.54</b>	<b>41.84</b>	<b>45.84</b>	<b>48.16</b>	<b>39.74</b>	<b>34.18</b>

Temporary Labor  
As of March

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



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

Advertising	\$ 39,813	current
Pass/Ticket Sales	\$ 11,559	\$293 over 90. \$1023 over 60. \$1731.20 over 30. Remainder current.
Local Share Bus Shelters	\$ -	
Hoover	\$ -	Paid FY18 contract amount in November
Birmingham	\$ -	Paid Jan-Mar 2018 Contract Svcs. In March 2018
Federal	\$ 3,000,000	Per grant schedules-Will be drawing these funds down in October 2018
Beer Tax	\$ 167,410	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem		Received in January
Homewood	\$ 85,381	Sent quarterly billing out for Jan-Mar. 2018 Services, have not received. Email Finance Department for status; Rec'd email 3/30-will be cut around 4/9 after mtg.
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	\$ 11,341	Owes for March Services
Centerpoint	\$ -	Received Jan-Mar 2018 payment for services
Blue Cross Blue Shield	\$ -	Received payment to clear account. Next step is to close the MM acct. After Board approval
Alternative Fuel/Other	\$ 836,561	See Below
Employee	\$ -	
Board	\$ 97	
	<u>\$ 4,152,162</u>	
Breakdown of A/R Other/Alt Fuel		
BBVA Compass	\$ 246	due back from BBVA Compass-hotel on S Culpepper
Interest on Account	\$ 7,223	Interest-Current
CNG Billing	\$ 72,148	CNG manual billing. \$0 over 90; \$52 over 60; \$23,056 over 30. Remainder current
Amtrak Rent	\$ 4,275	Should receive payment by April 2nd. Had to get us set up for ACH
Greyhound Rent	\$ 4,855	should receive payment by April 9th. Had to get us set up in their system
Fuston, Petway & French	\$ 137.63	sent invoice to vendor for hotel billing @Board Retreat
Strada	\$ 275.26	sent invoice to vendor for hotel billing @Board Retreat
CNG Reimbursement from IRS	\$ 742,401	sent in IRS paperwork on 3/30 for 2017 CNG reimbursement. Should receive ck around end of June
Cumulus Media Advertising	\$ 5,000	
	\$ -	
	<u>\$ 836,561</u>	

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

**BJCTA - Employee Overtime Report - March 2018**

Department	Department Code	OT Hrs. MAR/17	OT MAR/17	OT Hrs. MAR/18	OT MAR/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01120	13.02	\$ 82.20	17.16	\$ 150.31	21.98	\$ 186.13
VIP Admin	01130		\$ -		\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	355.05	\$ 3,743.25	679.12	\$ 7,406.28	2864.86	\$ 31,288.33
VIP Dispatch	01230/01230	47.56	\$ 498.68	110.01	\$ 1,107.23	490.43	\$ 4,969.73
VIP Call Center	02115/02130	84.27	\$ 558.28	21.13	\$ 169.76	93.45	\$ 650.43
Fixed Route Ops	03025	3134.38	\$ 26,495.37	2761.18	\$ 24,463.55	14034.39	\$ 123,927.97
VIP Ops	03135	906.54	\$ 6,447.62	1041.37	\$ 7,491.20	6095.45	\$ 44,769.22
Maint Admin	04140/04140	76.10	\$ 640.14	52.31	\$ 413.98	297.72	\$ 2,800.79
Facilities Admin	04250		\$ -		\$ -	0.00	\$ -
Maint	05145/05145	643.27	\$ 4,770.71	479.40	\$ 3,662.64	2830.92	\$ 21,571.84
Maint - Inspection	06145/06146/06146	497.03	\$ 5,160.27	331.91	\$ 3,619.82	2459.26	\$ 26,478.89
Facilities	12350	102.02	\$ 605.18	47.03	\$ 333.10	244.00	\$ 1,726.36
Money Room	15125	3.53	\$ 26.05	17.28	\$ 139.01	122.76	\$ 986.18
Customer Service	16215/75/76/90/9	89.64	\$ 718.32	225.22	\$ 1,980.12	1041.65	\$ 8,219.33
Safety	16615/85	247.54	\$ 2,781.28	224.39	\$ 2,552.81	838.27	\$ 9,604.93
Admin & Risk	16715	18.03	\$ 114.16	11.45	\$ 96.64	67.53	\$ 511.48
IT	17015/10	32.45	\$ 290.98	45.58	\$ 398.13	203.77	\$ 1,969.74
Finance	17165/17865	6.11	\$ 70.95	28.44	\$ 275.62	229.29	\$ 2,172.37
Procurement/Grants	17965/80 & 17265/8	15.04	\$ 159.44	2.53	\$ 31.38	34.41	\$ 392.41
Executive	17610	39.24	\$ 401.88	109.58	\$ 1,111.65	588.16	\$ 5,442.96
Planning	17755	3.04	\$ 29.37		\$ -	41.16	\$ 408.57
<b>Totals</b>		<b>6313.86</b>	<b>\$ 53,594.13</b>	<b>6397.09</b>	<b>\$ 56,615.65</b>	<b>32791.46</b>	<b>\$ 289,290.08</b>

Findings : March 2018 overtime is less than 1% higher compared to March 2017.

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>	<b>RESOLUTION NO.:</b> N/A
Finance - Financial & Investment Highlights for Period Ending March 31, 2018	<b>DATE:</b> March 31, 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 March 31, 2018 Balance Sheet, assets were \$70,215,943.35 while total liabilities were \$35,192,375.12.
- The Income Statement for the month ending March 31, 2018, details year to date revenues of \$19,723,890.89 and expenses of \$19,886,397.21 resulting in a negative difference of \$162,506.32.
- The total cash and cash equivalents as of March 31, 2018 was \$9,801,470.54 of which \$9,581,255.98 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	16,936,033	17,891,991	(955,958)
Expenses	<u>16,368,204</u>	<u>17,949,518</u>	<u>(1,581,314)</u>
<b>Net</b>	567,829	(57,527)	625,356
<b>Non Budgeted Items</b>			
Revenues	2,787,858	1,668,703	1,119,155
Expenses	<u>3,518,193</u>	<u>3,518,193</u>	<u>-</u>
<b>Net</b>	(730,335)	(1,849,490)	1,119,155
<b>Combined Net</b>	(162,506)	(1,907,017)	1,744,511

Total overall variance with the budget is a positive \$1,744,512

- 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>March 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 March, the budget (YTD) year to date overall variance was a positive 1,744,512. The major reason is GASB 68 adjustment for retirement and CNG reimbursement.
- Passenger Fares down 3.26% from budgeted.
- Overtime was less than 1% up vs. same period last year.
- For the month of march, spent \$3,051,035 on payroll, taxes and accounts payable
- Based on the required 3 month operating expenses, BJCTA is over \$3,447,244 in reserve.
- Submitted FY19 budget to Executive Director for review and submission to Transportation Committee.
- Submitted FY18 budget revisions to Executive Director for review and discussion with Board
- Submitted paperwork to IRS to the CNG tax rebate of \$742,400.83.

**Other Activities**

- Received payment from Blue Cross Blue Shield on Self Insured. Recommending to Board that we close the Self Insured Money Market account and to move funds (\$200,000.00 plus interest) to Operating account.
- Implemented the new timekeeping system to all staff.
- Attended Senior staff meetings
- Auditors observed the “physical” inventory of the Parts Department
- Began the review of the “draft” of FY17 audit.
- Staff, Maintenance and myself met with Alabama Clean Air Coalition on CNG Station
- Trained Staff Accountant on CNG billing and filing of IRS reports.

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

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> March 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 development of Standard Operating Procedures (SOP) for specific activities, policies and procedures for all departments.
- Developing a three to five year working strategy to identify possible property and/or land for Transit Oriented Development (TOD).

**4.0 Meetings Attended:**

- BJCTA Board meeting
- BJCTA Committee meeting
- Senior Staff meetings
- Diverse Business Expo (DBE)
- FTA Quarterly meeting
- APTA Legislative Conference
- BJCTA Board of Directors informational work session

*Adrian M. Solomon*

Adrian M. Solomon, Chief of Staff

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  <b>March 2018</b> <b>Human Resources Report</b>	<b>DATE: March 2018</b>
	<b>INITIATOR:</b> Michael S. Simms Interim 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: 6- Four Customer Care Associates and Two Part- Time Parts Clerks
- Transfers: 0
- Rehires: 0
- Occupancy Rate: 89% (311 Current Employees out of 348 Total Budgeted Positions)
- Job Fairs: 3/11/2018 - Career Fair and Career Transition work shop at Bessemer Civic Center
- 3/2/15/2018- Teen Transition Career Fair at Boutwell Auditorium
- Terminations: 4
  - 1 Termination
    - Building Custodian
  - 3 Voluntary
    - Communications Director
    - Customer Care Associate
    - Fixed Route Operator

**Labor Relations:**

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

**FMLA/Medical Leave:**

1 Employee(s) on FMLA Full  
2 Employee(s) on FMLA Intermittent  
1 Medical Leave

**Worker's Compensation:**

Total Claims: 2  
Current Claims @EOM: 2

**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 = 1, Pre-Employ DOT = 7

**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  
Interim Director of Human Resources

## Birmingham-Jefferson County Transit Authority

<b>TITLE/DESCRIPTION:</b>	<b>DATE:</b> March 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 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:

- Natural Hair and Health Expo- we setup a marketing table with information and giveaways and Board chair, Ruby Davis addressed attendees.
- St. Patrick's Day/ Lakeview Local Promotion- 106.9 the Eagle's radio personality, Ricky Aaron did a live broadcast and visited local bars and restaurants on the Lakeview Local route with prizes.
- Coordinated tour for 50 students to tour the Intermodal Facility and have lunch at Olivia's Transit Café.
- Attended Lawson State Community College's Community Resource Fair and provided information for employment with MAX.
- Attended Jefferson County Community Resource Fair and provided information to teens interested in entering the workforce after high school.

### 3.0 Working Projects

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

#### February Digital Report for Facebook



- 621 visits to BJCTA Facebook page
- New Page Likes – 20
- Post Engagement Actions – 1,686 (shares, likes, comments)

*Mikeshia T. Harvill*  
Marketing Specialist



STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION:  Grants Administration and Management	RESOLUTION NO.: N/A
	Month: March 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 twelve (12) active FTA grants. Four (4) of which are pass-through and the remaining eight (8) are BJCTA designated grants.*

- Closed a FFY 2008 Section 5309 New Starts grant due to fulfillment of the stated project purpose.
- Executed three (3) BJCTA-designated grant applications for funding:
  - a. Federal Fiscal Year (FFY) 2017 Section 5339 Bus and Bus Facilities for \$690,931
  - b. Federal Fiscal Year (FFY) 2017 Section 5310 Enhanced Mobility for \$7,134,241 and
  - c. Federal Fiscal Year (FFY) 2017 Section 5307 Preventative Maintenance for \$221,765.
- Prepared and submitted the Federal Accountability and Transparency Act (FATA) reports for all sub-recipient payments over \$25,000 in the month of February.
- Calculated and submitted the Sub-recipient Fixed Asset Depreciation report for the month of March.
- Finalized the FFY 2018 Program of Projects to detail all federal expenditures by funding classification and line-item activity (**Please see attached**).

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

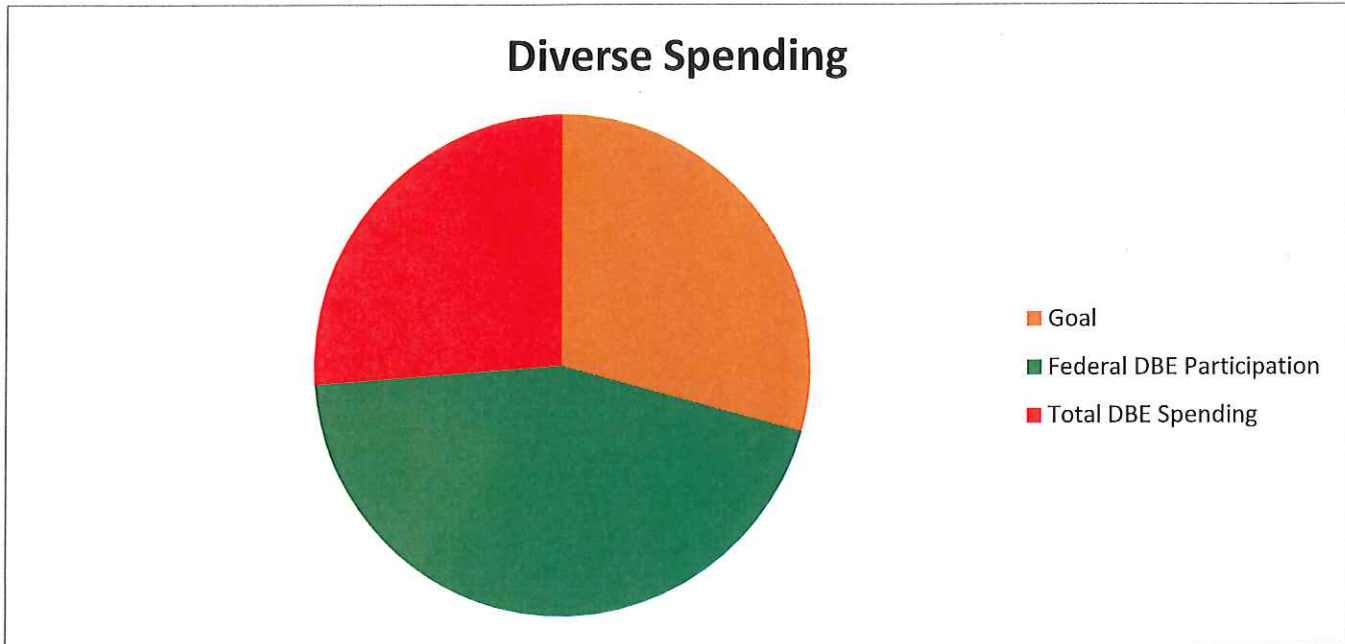
- Held a Diverse Business Expo on March 22, 2018 that was well attended, and included workshops that educated small businesses on how to be economically viable as well as how to obtain federal bidding and contracting opportunities.
- Sent DBE certificate renewal notices to three vendors who were within thirty days of certificate expiration.

**Other Activities:**

- Collected and reviewed seven Section 5310 applications from potential sub-recipients who submitted enhanced mobility projects for consideration.
- Attended the Alabama Department for Economic and Community Affairs (ADECA) Awards Ceremony in which Governor Ivy presented the City of Birmingham \$50,000 to finance a healthy food market at the BJCTA Intermodal Facility.

## DBE Progress Report

- 9.4% DBE Participation in total spending (8 Alabama Certified DBE Vendors, \$222,127.09 out of \$2,353,684.82)
- 16% DBE Participation in federal spending (2 Alabama Certified DBE Vendors, \$66,045 out of \$412,220)



\*\*\*\*Federal DBE participation is up this month over last month by 2.6%. Also, for the second time this fiscal year, we have met and exceeded our 10.5% federal DBE goal.

### Overall Progress

Month	Federal Spending	Total Spending
October	0.5%	12.6%
November	4.7%	11.9%
December	8.4%	8.2%
January	9%	6.5%
February	13.4%	9.1%
March	16%	9.4%
<b>Fiscal Year Average</b>	<b>8.667%</b>	<b>9.617%</b>

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	\$ 283,752.00	\$ 5,899.00	\$ 277,853.00
AL-03-0077-00	Bham AA SW Transit Corridor	09/2008	\$2,689,626	\$ 63,289.00	\$ 31,655.00	\$ 31,634.00
AL-2017-002-00	FFY2016 STPBH-Flex to Para-transit	01/2017	\$3,080,000	\$ 465,278.00	\$ 235,219.00	\$ 230,059.00
AL-2017-019	FFY2016 Enhanced Mobility	07/2017	\$889,228	\$ 400,326.00	\$ 13,528.00	\$ 386,798.00
<b>Total Pass-Through Grants</b>			<b>\$13,427,560</b>	<b>\$ 1,212,645.00</b>	<b>\$ 286,301.00</b>	<b>\$ 926,344.00</b>

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	\$ 2,074,202.00	\$ 9,697.00	\$ 2,064,505.00
AL-2017-004	FFY 2016 Section 5307	03/2017	\$7,224,000	\$ 96,470.00	\$ 94,070.00	\$ 2,400.00
AL-2017-011	FFY 2015 Section 5307 Lapsing	05/2017	\$70,104	\$ 32,760.00	\$ 12,786.00	\$ 19,974.00
AL-2017-022	FY 2016 Section 5307 CMAQ - ITP	08/2017	\$742,912	\$ 439,581.00	\$ -	\$ 439,581.00
AL-2018-004	FFY 2017 Bus & Bus Facilities	01/2018	\$690,931	\$ 690,931.00	\$ 9,366.00	\$ 681,565.00
AL-2018-005	FFY 2017 Preventative Maintenance BJCTA	03/2018	\$7,134,241	\$ 7,134,241.00	\$ -	\$ 7,134,241.00
AL-2018-006	FFY Section 5310 BJCTA Enhanced Mobility	03/2018	\$221,765	\$ 221,765.00	\$ -	\$ 221,765.00
<b>Total BJCTA Grants</b>			<b>\$22,727,621</b>	<b>\$ 2,652,209.00</b>	<b>\$ 125,919.00</b>	<b>\$ 2,526,290.00</b>

Combined Totals						
			<b>\$36,155,181</b>	<b>\$ 3,864,854.00</b>	<b>\$ 412,220.00</b>	<b>\$ 3,452,634.00</b>



Birmingham-Jefferson County Transit Authority  
P.O. Box 10212  
Birmingham, AL 35202-0212  
Phone: (205) 521-0161 - Fax: (205) 521-0154

**Program of Projects  
For  
Federal Fiscal Year 2018  
(Utilizing FFY 2017 Apportionments)**

**January 31, 2018**

(Revised February 28, 2018)

**Table of Contents**

**Introduction and Overview**..... 1

**FTA Section 5307 List of Projects**..... 1

**FTA Section 5307 Urbanized Area Formula Program Description**..... 1

**List of Projects** ..... 2

**FTA Section 5339 List of Projects**..... 3

**FTA Section 5339 Bus and Bus Facilities Formula Program Description**..... 3

**List of Projects** ..... 4

**FTA Section 5310 List of Projects**..... 5

**FTA Section 5310 Enhanced Mobility of Elderly and Disabled Individuals Program Description**..... 5

**List of Projects** ..... 6

## Introduction and Overview

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The Birmingham-Jefferson County Transit Authority (BJCTA), in accordance with Federal Transportation Administration Circular 9030.1E (FTA C 9030.1E) – Urbanized Area Formula Program: Program Guidance and Application Instructions, has developed this Program of Projects (POP) for federal fiscal year 2018. A POP is a list of projects proposed by a designated recipient in cooperation with a Metropolitan Planning Organization (MPO) to be funded from the urbanized area’s Section 5307 apportionment and FTA Section 5339, Bus and Bus Facilities Formula Program. The POP includes a brief description of these funding programs, a list of the eligible projects that are proposed to be funded under each including any sub-allocation among public transportation providers, total project costs, and Federal share for each project. Projects identified in the POP, once they have approved, will be programmed into the Birmingham MPO’s Transportation Improvement Program (TIP).

The POP may include funds from a previous fiscal year that have not been completely expended and that have rolled over into the current fiscal year. In some cases, the POP may also include flexible highway funds such as Congestion Mitigation and Air Quality (CMAQ).

## FTA Section 5307 List of Projects

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### FTA Section 5307 Urbanized Area Formula Program Description

FTA Section 5307 (49 U.S.C. 5307) formula funds provides funding to public transit systems in the Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances.

FTA Section 5307 formula funds may also be used by Jobs Access Reverse Commute (JARC 5307). JARC 5307 provides funding for local programs that offer job access and reverse commute services to provide transportation for low income individuals who may live in the city core and work in suburban locations and the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.

The Program of Projects (POP) will identify the sub-recipients and projects for which the designated recipient is applying for financial assistance. This POP will be submitted to the Federal Transit Administration (FTA) for approval of New Freedom projects in the Nashville MPO urbanized area.

The Program of Projects (POP) identifies the sub-recipients and projects for which the designated recipient is applying for financial assistance. The BJCTA will submit a POP to the Federal Transit Administration (FTA) for approval of FTA Section 5307 projects located within the Birmingham MPO urbanized area. This POP includes a brief description, total projects costs and Federal share of each project, and the amount of funds required for planning and program administration.

Designated Recipient: Birmingham-Jefferson County Transit Authority

<b>Fund Sources</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
FY 2017 Apportionment	\$7,134,241		\$1,783,560	\$8,917,801
<b>Total Funds Available</b>	<b>\$7,134,241</b>		<b>\$1,783,560</b>	<b>\$8,917,801</b>



## List of Projects

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### Project Sponsor: Birmingham-Jefferson County Transit Authority

**Agency Description:** The Birmingham-Jefferson County Transit Authority (BJCTA) was created in 1972 by an Act of the Alabama Legislature, taking over the public transit operation for the City of Birmingham and Jefferson County from the Birmingham Transit Company. The BJCTA provides local publicly accessed bus service to citizens and visitors within the Metropolitan Birmingham area. In addition, the BJCTA provides special door-to-door paratransit services for seniors and people with disabilities that are unable to ride the larger buses on the fixed routes. BJCTA is an independent authority, whose appointed nine-member board of directors develops, implements, and monitors public transportation policy, and oversees the fiscal well-being of the agency.

### Project: Preventative Maintenance

**Project Description:** The Federal Transit Administration (FTA) requires that federally-funded assets be maintained in accordance to documented Vehicle Maintenance Program. Preventative maintenance is required to ensure vehicles remain in a state of good repair based on manufacturer recommendations. Preventative maintenance also helps to avoid breakdowns that may jeopardize passenger safety, helps ensure that all equipment such as wheelchair lifts are functioning properly, and to conserve agency vehicle maintenance budgets. In short, well maintained vehicles are essential to providing a safe and secure transit experience. Projects included herein address both vehicle maintenance and the equipment needed to maintain these vehicles.

Scope	Federal	State	Local	Total
Vehicle Preventative Maintenance	\$6,000,000		\$1,500,000	\$7,500,000
2 Parts Trucks	\$ 45,242		\$ 11,311	\$ 56,553
T20 Heavy-Duty Scrubber	\$ 44,000		\$ 11,000	\$ 55,000
20 Jack Stands for Maintenance Shop	\$ 25,600		\$ 6,400	\$ 32,000
<b>Total</b>	<b>\$6,114,842</b>		<b>\$1,528,711</b>	<b>\$7,643,553</b>

### Project: Information Technology and Communications

**Project Description:** Computers and communication technologies have had a significant impact on the Birmingham-Jefferson County Transit Authority. The BJCTA Information Technology department has several efforts underway to improve computer equipment and technological capabilities for BJCTA internal use.

Scope	Federal	State	Local	Total
Administrative Employees Desktop Replacement	\$ 25,854		\$ 6,464	\$ 32,318
Administrative Employees Monitor Replacement	\$ 10,000		\$ 2,500	\$ 12,500
Microsoft Office Licenses	\$ 3,657		\$ 914	\$ 4,571
VmWare Upgrade	\$ 16,000		\$ 4,000	\$ 20,000
Network Infrastructure Upgrade	\$ 20,000		\$ 5,000	\$ 25,000
20 Shortel Licenses	\$ 2,400		\$ 600	\$ 3,000
<b>Total</b>	<b>\$ 77,911</b>		<b>\$ 19,478</b>	<b>\$ 97,389</b>

**Project: Transit Planning**

**Project Description:** The BJCTA is developing its planning capabilities to include a private partnership with Alabama Power for use of their technology to support BJCTA's hybrid vehicles, and increased mobility for planning staff. To continue this development, BJCTA will purchase two charging stations that will be open for public and staff use and a non-revenue vehicle for Planning Department business use. This private partnership and non-revenue vehicle will enable BJCTA to develop and exchange data with partnering agencies, provide vehicle charging capabilities to the staff and public and aid its Planning Department in increased mobility by providing more reliable transportation for community engagement activities and stakeholder involvement meetings.

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
2 Electric Charging Stations	\$ 16,292		\$ 4,073	\$ 20,365
Non-revenue Minivan	\$ 20,000		\$ 5,000	\$ 25,000
<b>Total</b>	<b>\$ 36,292</b>		<b>\$ 9,073</b>	<b>\$ 45,365</b>

**Project: Equipment and Facility Safety**

**Project Description:** BJCTA takes traveler safety seriously, and has made it a priority. BJCTA also takes seriously the security of transit assets, facilities, and employees. As such, BJCTA has undertaken improvements to secure its equipment and facilities and improve safety for its customers and employees by providing continuous surveillance and controlling access to facilities and sensitive areas of its operation.

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Supervisor Kits	\$ 4,020		\$ 1,005	\$ 5,025
Gate Enhancements	\$ 13,035		\$ 3,259	\$ 16,294
<b>Total</b>	<b>\$ 17,055</b>		<b>\$ 4,264</b>	<b>\$ 21,319</b>

**Project: Vehicle Replacement/Expansion Program**

**Project Description:** BJCTA has developed a vehicle replacement and expansion program to support its efforts to replace vehicles that have achieved or exceeded their useful life, expand vehicle fleet to meet new demands, and to align with the components of the agency's Transit Asset Management Plan (TAM).

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
(1) <30-foot Para-transit Bus	\$ 73,383		\$ 18,346	\$ 91,728
(2) 35- Foot Compressed Natural Gas Fixed-Route Bus	\$ 814,758		\$ 203,690	\$1,018,448
<b>Total</b>	<b>\$ 888,141</b>		<b>\$ 222,036</b>	<b>\$1,110,177</b>

**FTA Section 5339 List of Projects**

**FTA Section 5339 Bus and Bus Facilities Formula Program Description**

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes federal resources available to states and direct recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and

competitive grants. A sub-program, the Low- or No-Emission Vehicle Program, (Lo-No) provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

Designated Recipient: Birmingham-Jefferson County Transit Authority

<b>Fund Sources</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
FY 2017 Apportionment	\$ 690,931		\$ 172,733	\$ 863,664
<b>Total Funds Available</b>	<b>\$ 690,931</b>		<b>\$ 172,733</b>	<b>\$ 863,664</b>

## List of Projects

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### Project Sponsor: Birmingham-Jefferson County Transit Authority

**Agency Description:** The Birmingham-Jefferson County Transit Authority (BJCTA) was created in 1972 by an Act of the Alabama Legislature, taking over the public transit operation for the City of Birmingham and Jefferson County from the Birmingham Transit Company. The BJCTA provides local publicly accessed bus service to citizens and visitors within the Metropolitan Birmingham area. In addition, the BJCTA provides special door-to-door paratransit services for seniors and people with disabilities that are unable to ride the larger buses on the fixed routes. BJCTA is an independent authority, whose appointed nine-member board of directors develops, implements, and monitors public transportation policy, and oversees the fiscal wellbeing of the agency.

#### **Project: Vehicle Replacement/Expansion Program**

**Project Description:** BJCTA has developed a vehicle replacement and expansion program to support its efforts to replace vehicles that have achieved or exceeded their useful life, expand vehicle fleet to meet new demands, and to align with the components of the agency's Transit Asset Management Plan (TAM).

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
(1) <35-Foot Compressed Natural Gas Fixed-Route Bus	\$ 407,379		\$ 101,845	\$ 509,224
(2) Paratransit Buses	\$ 146,765		\$ 36,691	\$ 183,456
<b>Total</b>	<b>\$ 554,144</b>		<b>\$ 138,536</b>	<b>\$ 692,680</b>

#### **Project: Equipment and Facility Safety**

**Project Description:** BJCTA takes traveler safety seriously, and has made it a priority. BJCTA also takes seriously the security of transit assets, facilities, and employees. As such, BJCTA has undertaken improvements to secure its facilities and improve safety for its employees by providing continuous surveillance and controlling access to facilities and sensitive areas of its operation.

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Man Lift	\$64,000		\$16,000	\$80,000
Aerial Lift	\$52,627		\$13,157	\$65,784
Upgrade Fire Alarm System	\$20,160		\$5,040	\$25,200
<b>Total</b>	<b>\$136,787</b>		<b>\$34,197</b>	<b>\$170,984</b>

## FTA Section 5310 List of Projects

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### FTA Section 5310 Enhanced Mobility of Elderly and Disabled Individuals Program Description

The Grants for Enhanced Mobility of Elderly and Disabled Individuals program (49 U.S.C. 5310) makes federal resources available to states. This program (49 U.S.C. 5310) provides formula funding to states for the purpose of assisting private nonprofit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned based on each state's share of the population for these two groups.

Formula funds are apportioned to direct recipients; for rural and small urban areas, this is the state Department of Transportation, while in large urban areas, a designated recipient is chosen by the governor. Direct recipients have flexibility in how they select sub-recipient projects for funding, but their decision process must be clearly noted in a state/program management plan. The selection process may be formula-based, competitive or discretionary, and sub-recipients can include states or local government authorities, private non-profit organizations, and/or operators of public transportation.

The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000). Eligible projects include both "traditional" capital investment and "nontraditional" investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

BJCTA in Partnership with the Regional Programming Commission (RPC) developed a request for proposal process (RFP) in which these sub-recipients are selected and approved by the Metropolitan Planning Organization board (MPO).

Designated Recipient: Birmingham-Jefferson County Transit Authority

Fund Sources	Federal	State	Local	Total
FY 2017 Apportionment	\$ 680,745		\$ 170,186	\$ 850,931
<b>Total Funds Available</b>	<b>\$ 680,745</b>		<b>\$ 170,176</b>	<b>\$ 850,931</b>

### List of Projects

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#### Project Sponsor. Birmingham-Jefferson County Transit Authority

**Agency Description:** The Birmingham-Jefferson County Transit Authority (BJCTA) was created in 1972 by an Act of the Alabama Legislature, taking over the public transit operation for the City of Birmingham and Jefferson County from the Birmingham Transit Company. The BJCTA provides local publicly accessed bus service to citizens and visitors within the Metropolitan Birmingham area. In addition, the BJCTA provides special door-to-door paratransit services for seniors and people with disabilities that are unable to ride the larger buses on the fixed routes. BJCTA is an independent authority, whose nine-member appointed board of directors develops, implements, and monitors public transportation policy, and oversees the fiscal wellbeing of the agency.

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**Project: Third Party Contracted Services**

**Project Description:** BJCTA will partnered with a local healthcare provider for the on-going use of a Licensed Practical Nurse (LPN) or a Registered Nurse (RN) to assess para-transit rider applications in accordance with the Americans with Disability Act (ADA) guidelines. FY 2017 funds will be provided to BJCTA to support this effort.

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Purchase ADA Nurse Assessments	\$ 75,000		\$ 18,750	\$ 93,750
<b>Total</b>	<b>\$ 75,000</b>		<b>\$ 18,750</b>	<b>\$ 93,750</b>

**Project: Vehicle Replacement/Expansion Program**

**Project Description:** BJCTA has developed a vehicle replacement and expansion program to support its efforts to replace vehicles that have achieved or exceeded their useful life, expand vehicle fleet to meet increased para-transit demands, and to align with the components of the agency's Transit Asset Management Plan (TAM).

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Two Para-transit buses	\$ 146,765		\$ 36,691	\$ 183,456
<b>Total</b>	<b>\$ 146,765</b>		<b>\$ 36,691</b>	<b>\$ 183,456</b>

**Project: New Vehicle Acquisition, Vehicle Replacement and Third-Party Transportation**

**Project Description:** Eligible non-profit agencies, may purchase new vehicles for expansion or replacement, purchase trips for third-party transportation needs, purchase capital items such as benches, shelters, computer hardware, computer software, etc. FY 2017 funds will be provided to BJCTA to support these agencies in this effort.

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
TBD – Call for Projects Released February 28, 2018	\$ 424,943		\$ 106,236	\$ 531,179
<b>Total</b>	<b>\$ 424,943</b>		<b>\$ 106,236</b>	<b>\$531,179</b>

**Project: Administrative Fees**

**Project Description:** BJCTA and RPC will work together to inform sub-recipients about Section 5310 requirements, provide training and technical assistance, monitor activities of sub-recipients, etc. The specific duties of each entity is identified in the MOU between the agencies. FY 2017 funds will be provided to BJCTA to support these sub-recipients in this effort.

<b>Scope</b>	<b>Federal</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
Regional Programming Commission	\$ 34,037		\$ 0	\$ 34,037
<b>Total</b>	<b>\$ 34,307</b>		<b>\$ 0</b>	<b>\$ 34,037</b>



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

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

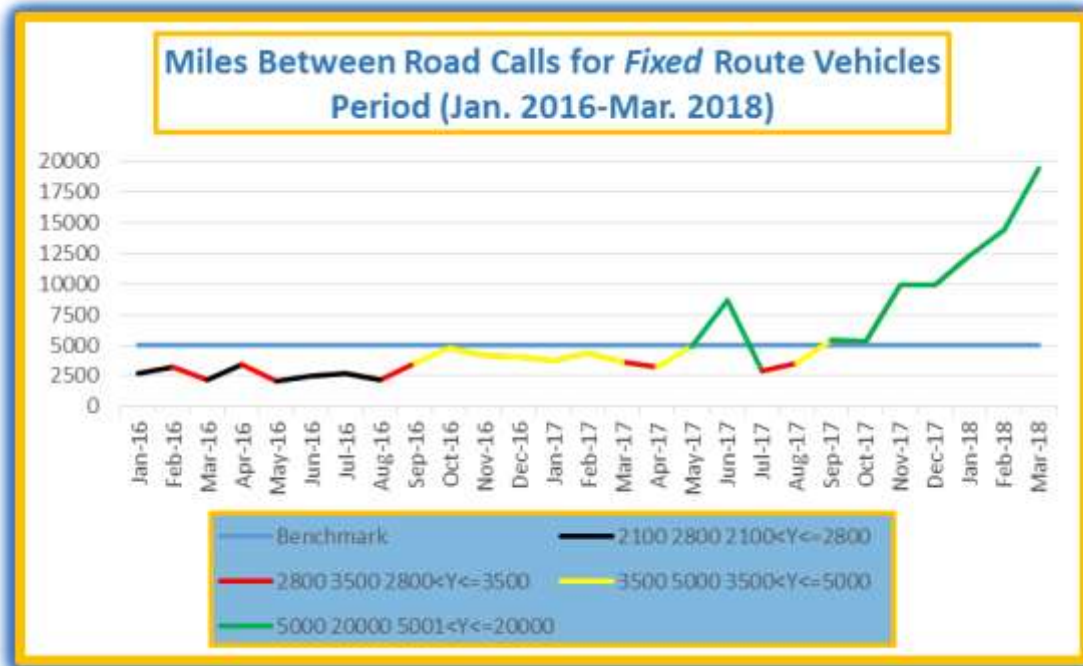
**1.0 Purpose/Objective:** To provide information regarding the progress of the Maintenance Department.

**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 vehicle defects, inspections & safety checks reported in a timely manner
- Achieved 97% inspections for the month of March
- Maintained the upkeep of all fleet
- Extended Light Repair Project for Bay Pits within shop area
- Received 2 New Trucks for Maintenance Supervisors
- Completed painting & window tinting in employee lounge
- Painted wall at Site A w/Whiteboard Paint
- Purchased Portable A/C Unit & Installed in Dispatch Office
- Assisted with installation of Split System A/C Unit in upstairs server room (8<sup>th</sup> Ave.)
- Replaced flush valve in men's restroom at Site B
- Mounted new time clocks for IT Dept.
- Replaced damaged parking curb at Greyhound location
- Mounted enter/exit signs at Greyhound location
- Broadened learning opportunities for maintenance employees:
  - Natural Gas Vehicles (NGV) Essentials & Safety Practices Training (Nashville, TN)  
Expanded CNG knowledge—maintaining & inspecting NGVs; performing tasks safely, efficiently & with confidence
    - In attendance: Billy Cain (Foreman); Joshua Scaife (Tech I Mechanic)
  - *New Flyer's* Engineered Machined Products (EMP) Fan Training (On-Site)  
Expanded knowledge of Next Generation Thermal Cooling Systems by way of environmental-friendly technology—improving fuel economy, emission reduction, & enhanced passenger safety.
    - In attendance: Elliot Baez (Tech I); Marquis Horn (Tech II-Body Shop); Reggie Ray (Tech I); Phillip Grundhoefer (Tech I); Steven Crawley (Tech II); Larry Tanniehill (Tech I); Al-Saah Wali (Tech I); Kent Welshans (Tech II), Joshua Scaife (Tech I); Francis Wanjiku (LEAD-Tech I); Marquis Little (Tech II).

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

MAX Maintenance went an extraordinary 19,501 miles between mechanical failures in March 2018—making this the 7<sup>th</sup> consecutive month achieving benchmark standards; the 5<sup>th</sup> consecutive month exceeding the benchmark by over 7,300 miles; and the 2<sup>nd</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	19501									

*Ron Sweeney*

Ron Sweeney, Director of Maintenance



**Birmingham-Jefferson County Transit Authority**

<b>TITLE/DESCRIPTION:</b>  <b>Operations Monthly Update</b>	<b>DATE: March 2018</b>
	<b>INITIATOR: Peter Walcott Interim 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**

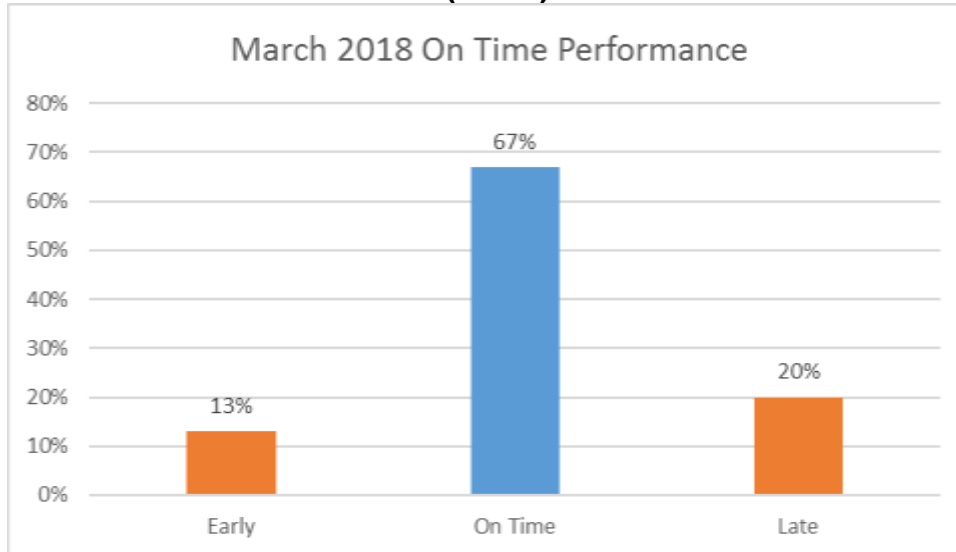
- Attended monthly Regional Planning Commission Board Meeting
- Completed Vacation Sign-up which takes effect on April 1, 2018
- Attended Legislative Session in Washington D.C.
- Attended the BRT Evaluation Ranking Metrix Meeting at Innovation Depot
- Attended BJCTA’s Disadvantaged Business Expo at the Double Tree Hotel in Birmingham, AL
- Attending Drug & Alcohol Audit Response Meetings with the HR Department
- Held interviews for Fixed Route Operators

**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%	67%	20%

## 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

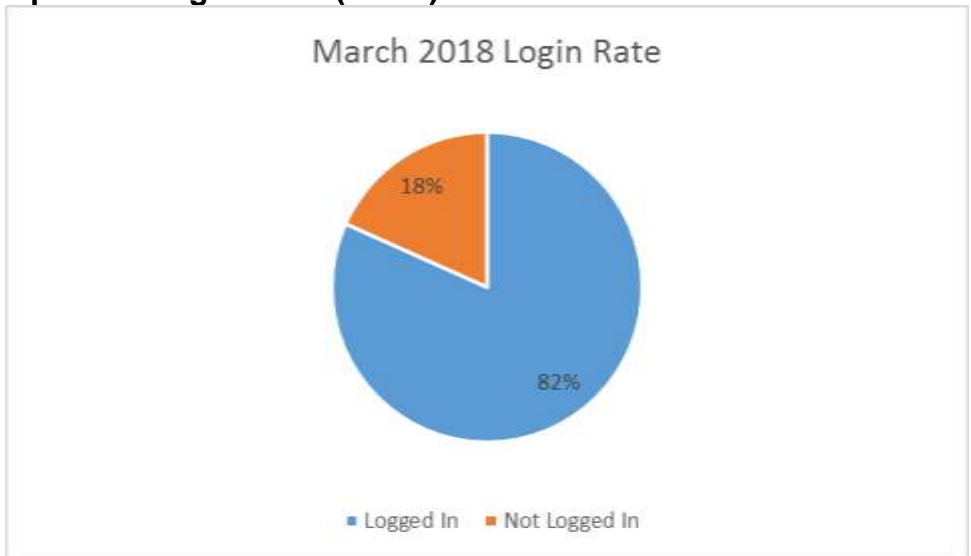
Total for the Month	Lowest Missed Trips	Highest Missed Trips	Average Missed Trips
697	2	68	26

*\*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)**



<b>Logged In</b>	<b>82%</b>
<b>Not Logged In</b>	<b>18%</b>

**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)**

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

**1.9 Customer Complaints (Operations)**

<b>February Customer Complaints (Total)</b>		
<u>Closed/Resolved</u>	<u>Open</u>	<u>Total Complaints</u>
17	11	28

*\*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

- Attended Union Contract Negotiation Meeting with Human Resources Department (HR)
- Attended Webinar on Counseling, Reviews, and Handling Difficult Employees in the Workplace
- Held interviews for Paratransit Operators

*Peter Walcott*

Peter Walcott  
Interim Director of Operations



**Birmingham-Jefferson County Transit Authority**

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

- Attended meeting in Hoover to discuss Hoover Comprehensive Plan
- Attended Penfield Park neighborhood meeting to discuss bus route, and bus stop concerns
- Preparing route modifications for the May 2018 operator bid sign-up
- Planning staff attended the DBE conference
- Met with STRADA representatives to discuss sampling plan for BRT (Bus Rapid Transit)
- Submitted Scope of Work to RPCGB regarding the APPLE Study for Helena Rail
- Attended District 8 Community Meeting with Mayor and Councilman Hoyt.
- Met with Alabama Power to fund to Electric fleet.

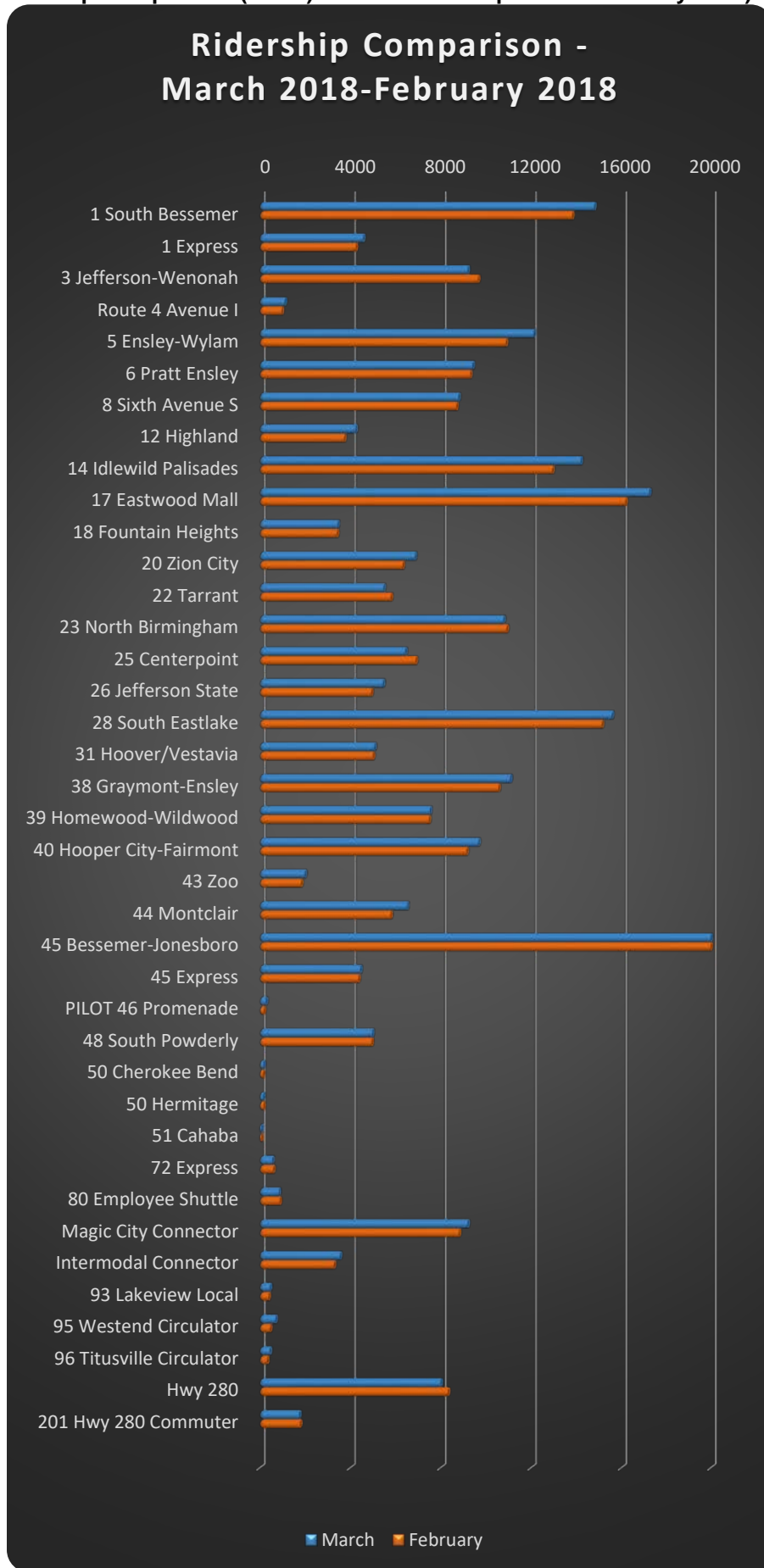
**1.1 Performance Indicator-Fixed Route**

Goal	Performance Indicators	March FY2017	March FY2018		Year to Date FY2017	Year to Date FY2018	Current Percent Change
Overall System Performance	Ridership-Fixed Route	233,818	253,441		1,352,134	1,460,352	8.4%
	90 D 'town Circulator Magic City Connector	11,468	13,199		57,890	70,767	15.1%
	Vehicle Service Hours	20,457	19,206		114,556	111,186	-6.1%
	Total Miles	280,140	273,011		1,556,353	1,565,437	-2.5%
	Revenue Miles	260,405	250,132		1,438,330	1,408,320	-3.9%
	Fare Revenues	\$172,673	\$158,955		\$972,099	\$954,487	-7.9%
	Total Expenses	\$3,246,860	\$3,128,904		\$17,544,454	\$16,368,204	-3.6%
Operate an effective transit system	Boarding's per vehicle service hour	11.43	13.20		11.80	13.13	15.5%

**Ridership Highlights for March 2018**

- 93 Lakeview Local: **451**
- Magic City Connector: **9,199**
- "Pilot Bessemer Commuter: **269**
- 201 Highway 280 Commuter: **1,750**
- "Pilot" Lawson State Cougar Express: **74**

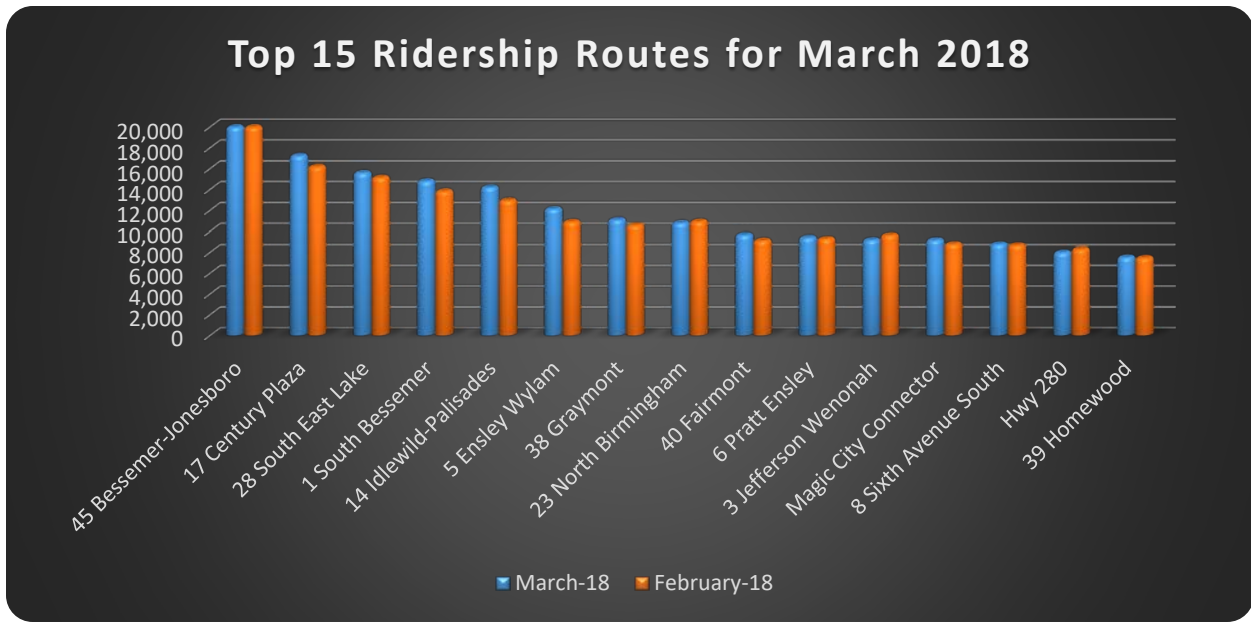
1.2 Ridership Comparison (Chart) March 2018 compared to February 2018)



1.3 Ridership Summary (March 2018 compared to February 2018)

Route Number and Name	<u>Mar</u> <u>2018</u>	<u>Feb</u> <u>2018</u>	<u>Diff</u>
1 South Bessemer	14807	13834	973
1 Express	4578	4257	321
3 Jefferson-Wenonah	9203	9663	(460)
Route 4 Avenue I	1105	974	131
5 Ensley-Wylam	12130	10900	1,230
6 Pratt Ensley	9428	9315	113
8 Sixth Avenue S	8798	8705	93
12 Highland	4246	3742	504
14 Idlewild Palisades	14212	12956	1,256
17 Eastwood Mall	17248	16194	1,054
18 Fountain Heights	3445	3418	27
20 Zion City	6878	6334	544
22 Tarrant	5486	5805	(319)
23 North Birmingham	10791	10933	(142)
25 CenterPoint	6442	6904	(462)
26 Jefferson State	5457	4933	524
28 South Eastlake	15593	15149	444
31 Hoover/Vestavia	5074	5012	62
38 Graymont-Ensley	11087	10573	514
39 Homewood-Wildwood	7540	7489	51
40 Hooper City-Fairmont	9676	9150	526
42 Brookwood Mall	4326	4101	225
43 Zoo	1992	1829	163
44 Montclair	6528	5793	735
45 Bessemer-Jonesboro	21702	20543	1,159
45 Express	4452	4366	86
PILOT 46 Promenade	269	191	78
48 South Powderly	4,980	4,953	27
50 Cherokee Bend	165	150	15
50 Hermitage	154	171	(17)
51 Cahaba	71	67	4
72 Express	561	600	(39)
80 Employee Shuttle	840	885	(45)
Magic City Connector	9,199	8,815	384
Intermodal Connector	3,549	3,286	263
93 Lakeview Local	451	392	59
PILOT 94 Lawson State	74	76	(2)
95 Westend Circulator	702	458	244
96 Titusville Circulator	448	332	116
Hwy 280	8,004	8,328	(324)
201 Hwy 280 Commuter	1,750	1,780	(30)
Monthly Totals	253,441	243,356	10,085

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



Top 15 Routes for March 2018

	<u>March-18</u>	<u>February-18</u>
45 Bessemer-Jonesboro	21,702	20,543
17 Century Plaza	17,248	16,194
28 South East Lake	15,593	15,149
1 South Bessemer	14,807	13,834
14 Idlewild-Palisades	14,212	12,956
5 Ensley Wylam	12,130	10,900
38 Graymont	11,087	10,573
23 North Birmingham	10,791	10,933
40 Fairmont	9,676	9,150
6 Pratt Ensley	9,428	9,315
3 Jefferson Wenonah	9,203	9,663
Magic City Connector	9,199	8,815
8 Sixth Avenue South	8,798	8,705
Hwy 280	8,004	8,328
39 Homewood	7,540	7,489

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> MARCH 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 RFP #18-05 Information Technology (I.T.) Services
- 1.1.2 RFP #18-06 Executive Travel Agent

**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 and Evaluations will began 04/06/18

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 Business Electronics Technology Solutions

**3.0 RESOLUTIONS**

- 3.3.1 Resolution 2018-16 Aerial Work Platform
- 3.3.2 Resolution 2018-17 Paratransit Revenue Vehicles
- 3.3.3 Resolution 2018-18 Heavy Duty Scrubber

**ATTACHMENTS**

- o Contract Log
- o Resolutions

Respectfully submitted

*Darryl Grayson*



# BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

## Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
14-10	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
14-11	Task Order Marketing/Public Relations Services	Market, Advertising and Public Relations	N/A	2014-36	9/29/2014	9/28/2017	1 of 2	2017-40	8/30/2017	9/28/2018
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	2			
15-25	Master Solutions LLC	Government Relations Consultant (Fed/State)	8/26/2015	2015-40	10/01/2015	9/30/2016	2 of 4	2017-39	8/30/2017	9/30/2018
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	2			
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	2			
N/A	(New Rate) Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2018
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	N/A			
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	N/A	N/A	11/29/2018	12/31/2018
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	1 of 2	2018-04	11/29/2017	12/31/2018
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	3			
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	1 of 2	N/A	3/01/2018	3/01/2019
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	2			
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels/Mats/First Aid Kits	4/13/2015	N/A	4/01/2015	3/31/2018	1 of 2	2018-13	3/28/18	3/31/2019
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg. 87 Oct. Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	1 of 3	2018-15	3/28/18	4/01/2019
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			

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

**BJCTA Policies**

Vendor Name	Product/Service	Effective Date	Expiration Date	Notes/ Option Years
National Union Fire Ins. Co	Fiduciary	11/01/2017	11/01/2018	
Darwin National Assurance	Police Professional Liability	12/01/2017	12/01/2018	
AL Municipal Ins. Corp	Employee Benefit/ Public Officials Liability Commercial Inland Marine/ Equipment/ General Liability/ Auto/ Property Insurance	12/01/2017	12/01/2018	
Ascent Underwriters	Cyber Insurance	3/01/2017	3/01/2018	
Markel/ Evanston Insurance	Environmental Pollution	3/06/2017	3/06/2018	

Travelers Casualty & Surety Co	Crime	10/26/2016	10/26/2018	
McGriff / Seibels Travelers Bond & Specialty Ins.	Employee Retirement Income Security Act (ERISA) Fidelity	10/26/2016	10/26/2018	



Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> March, 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 March, 2018.

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

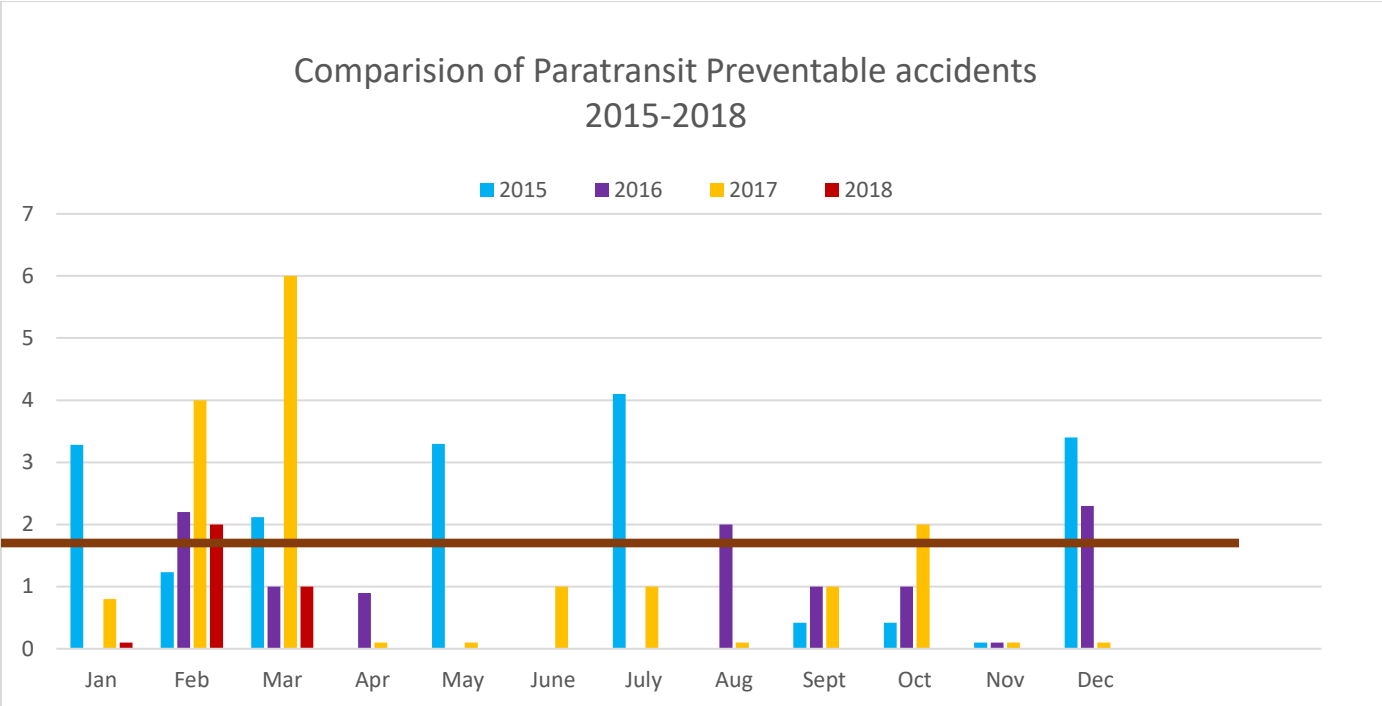
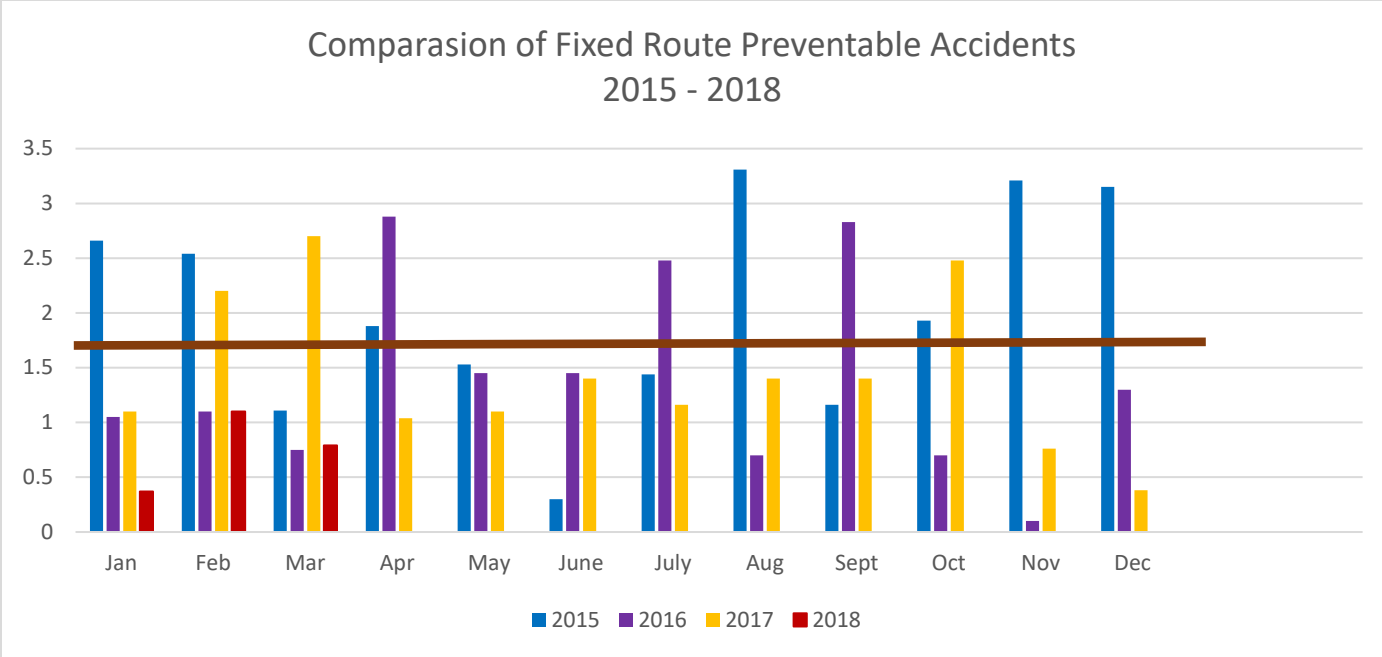
- Trained maintenance personnel to enable them to obtain their CDL’s.
- Spoke to a group of high school Culinary Arts and Hospitality students about how our industries overlap, and how important customer service is to each industry.
- On-Boarded Customer Care Personnel, as well as Maintenance Personnel.

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

- Arrested three people for trespassing at the Birmingham Intermodal.
- Discussed ways to prevent the smokers from disturbing our Intermodal neighbors; while not infringing on the rights of the smokers.
- Hired three more off-duty officers to ensure the security of the Birmingham Intermodal Center.

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

- Preparing for the Annual Bus Roadeo.
- Demonstrated a new securement system for the BRT.
- Discussing the results of our system-wide study regarding preventable accidents. Will do a presentation to the entire organization in the next month.
- Remained within the parameters of preventable accidents for fixed route (0.79 per 100,000 miles). Paratransit had one preventable accident (1.0 per 100,000 miles).



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

**4/4/18**