



**REGULAR MEETING OF BJCTA BOARD OF DIRECTORS  
ROLL CALL**

Wednesday, July 25, 2018

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2018-26	Res. No. 2018-27	Res. No. 2018-28	Res. No. 2018-29
Davis, Ruby				Y N A	Y N A	Y N A	Y N A
Jones, LeDon				Y N A	Y N A	Y N A	Y N A
Powe, Kevin				Y N A	Y N A	Y N A	Y N A
Sellers, Rev. Patrick				Y N A	Y N A	Y N A	Y N A
Smith, Theodore "Ted"				Y N A	Y N A	Y N A	Y N A
Weinberg, Martin				Y N A	Y N A	Y N A	Y N A
Harwell, Donald				Y N A	Y N A	Y N A	Y N A
Lassiter, Johnnye P.				Y N A	Y N A	Y N A	Y N A
Cunningham, Darryl				Y N A	Y N A	Y N A	Y N A



**REGULAR MEETING OF BJCTA BOARD OF DIRECTORS  
ROLL CALL**

Wednesday, July 25, 2018

cont'd

BOARD MEMBERS	PRESENT	ABSENT	TARDY	VOTE			
				Res. No. 2018-30	Res. No. 2018-31	Res. No. 2018-32	Res. No. 2018-33
Davis, Ruby				Y N A	Y N A	Y N A	Y N A
Jones, LeDon				Y N A	Y N A	Y N A	Y N A
Powe, Kevin				Y N A	Y N A	Y N A	Y N A
Sellers, Rev. Patrick				Y N A	Y N A	Y N A	Y N A
Smith, Theodore "Ted"				Y N A	Y N A	Y N A	Y N A
Weinberg, Martin				Y N A	Y N A	Y N A	Y N A
Harwell, Donald				Y N A	Y N A	Y N A	Y N A
Lassiter, Johnnye P.				Y N A	Y N A	Y N A	Y N A
Cunningham, Darryl				Y N A	Y N A	Y N A	Y N A



**REGULAR MEETING OF BJCTA BOARD OF DIRECTORS  
ROLL CALL**

Wednesday, July 25, 2018

cont'd 2

				<b>VOTE</b>			
<b>BOARD MEMBERS</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>TARDY</b>	<b>Res. No. 2018-34</b>	<b>Res, No. By-Laws</b>		
Davis, Ruby				Y N A	Y N A	Y N A	Y N A
Jones, LeDon				Y N A	Y N A	Y N A	Y N A
Powe, Kevin				Y N A	Y N A	Y N A	Y N A
Sellers, Rev. Patrick				Y N A	Y N A	Y N A	Y N A
Smith, Theodore "Ted"				Y N A	Y N A	Y N A	Y N A
Weinberg, Martin				Y N A	Y N A	Y N A	Y N A
Harwell, Donald				Y N A	Y N A	Y N A	Y N A
Lassiter, Johnnye P.				Y N A	Y N A	Y N A	Y N A
Cunningham, Darryl				Y N A	Y N A	Y N A	Y N A



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

## REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, July 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 – June 27, 2018
  - B. Committee Meeting of the Whole- July 18, 2018
- VIII. Chairman's Report**
  - A. Jefferson County Presentation
  - B. Montevallo Area Express (MAX), Mayor Hollie Cost
- IX. Resolutions for Consideration and Approval**
  - A. Resolution 2018-26:** Authorization for the Interim Executive Director to Enter into Contract with Intermark Group to provide Public Relations & Communication Services to BJCTA.
  - B. Resolution 2018-27:** Authorization for the Interim Executive Director to exercise the second of Four (4) Optional, One (1) Year Extensions, of the existing agreement with **MESSAGE POINT MEDIA of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) maintenance to BJCTA for the Intermodal Facility and Central Station.

- C. Resolution 2018-28:** Authorization for the Interim Executive Director to Exercise the second of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with **Goodyear Tire & Rubber Company.**
- D. Resolution 2018-29:** Authorization for the Interim Executive Director to exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S. Security Associates, Inc.** to provide physical security guard services for the Birmingham-Jefferson County Transit Authority.
- E. Resolution 2018-30:** Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with **Master Solutions, LLC.**
- F. Resolution 2018-31:** Authorization for the Interim Executive Director to exercise the First of Two (2) One (1) year Extensions of the existing contract with **Cassady & Self Glass Company, Inc.** to provide bus window and installation.
- G. Resolution 2018-32:** Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA)
- H. Resolution 2018-33:** Authorization to Adopt and Approve the Fiscal Year 2019 Operating and Capital Budgets
- I. Resolution 2018-34:** Authorization for the Chairman of the Birmingham-Jefferson County Transit Authority, Darryl Cunningham, to enter into a Three (3) year agreement, with Two (2) Optional, One (1) Year Extensions, with **Christopher Ruffin** to serve as the Executive Director of the BJCTA.
- J. AMENDMENT OF BJCTA BY-LAWS**

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

- A. Financial Report

**XI. Old Business**

- A. Board Governance Training  
August 14, 2018 (10am-4pm); August 15, 2018 (9am-3pm)
- B. Leadership Stabilization Plan

**XII. New Business**

(NONE)

**XIII. Public Comment**

**XIV. Adjournment**



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## REGULAR MEETING OF THE BOARD OF DIRECTORS MEETING MINUTES

Wednesday, June 27, 2018  
12:00 p.m.

### Call to Order

Chair Darryl Cunningham called the meeting to order at 12:05pm 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

Ruby Davis (P); LeDon Jones (P); Kevin Powe (P); Patrick Sellers (A, Out of Town); Theodore "Ted" Smith (P); Martin Weinberg (P); Donald Harwell (P); Johnnye P. Lassiter (P); Darryl Cunningham (P)

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

### BJCTA Staff/ Others Present

Christopher Ruffin, Adrian Solomon, Alisha Hinson-Mitchell, Dale Knutson, Erica Jackson, Allen Perdue, Willie Drakeford, Myrna Pittman, Stephanie Walker, Darryl Grayson, Deirdre Byrd, Thomas Yuill, Christy Howard, Cameron Witherspoon, Justin Ridgeway, Mikesha Harvill, April Penchion, Shahanica Gales, Adrell Meadows, Dorothy George, Carissa Pickett, James White (Banks, Finley & White), Anna Brown (Passenger), Nancy Owens (Citizen), Chris Bolling (Birmingham Police Dept), Butch Ferrell (Passenger), Roy Johnson (al.com), Gregory Roddy (Local #725 Union), Ted Gemberling (TCAB), Earl Hilliard (BJCTA), Martha Bozeman (Agency 54), Dorian Kendrick (Agency 54), Kelvin Datcher (City of Birmingham), Linda Mays-Welch (Citizen); Darryl Perkins (Master Solutions) Courtney French (Fuston, Petway & French); Sam Ford (Fuston, Petway & French)

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** about “Fourth of July Safety”
- VI. **Adoption of the Agenda**
- **Director Smith moved to Adopt the Agenda; it was seconded by Director Lassiter and approved by general consent.**
- VII. **Adoption of Minutes**
- A. Regular Board Meeting- May 23, 2018
  - **Director Smith moved to Adopt the Minutes; it was seconded by Director Harwell and approved by general consent.**
  - B. Committee Meeting of the Whole- June 20, 2018
  - **Director Smith moved to Adopt the Minutes; it was seconded by Director Harwell and approved by general consent.**
- VIII. **Chair’s Report**
- Chairman Cunningham thanked everyone for their participation in the Annual Dump the Pump Day on Thursday, June 21, 2018.
  - Chairman Cunningham stated that he appreciates everyone for helping to move the organization in the right direction.
- IX. **Resolutions for Consideration and Approval**
- A. **Resolution 2018-25:** Authorization for the Interim Executive Director to contract with AT WORK UNIFORMS to provide supervisor’s uniform items for the Birmingham- Jefferson County Transit Authority.  
**Director Harwell moved to adopt the resolution; it was seconded by Director Smith and was approved by general consent.**
  - Director Weinberg questioned whether we’ve gone back over the budget as it relates to this resolution to reflect how much we spend on uniforms. Interim Executive Director Ruffin stated that we will have a budget that will make the adjustment.
  - Director Lassiter questioned whether or not we use the same vendor for operator uniforms. The Interim Executive Director stated that we use MAC Uniforms for operators.
- X. **Interim Executive Director’s Report**
- A. Financial Report- Payroll Specialist Willie Drakeford presented the financial reports because of the sudden departure of the Finance Director Karen Jacobs. Financial Reports are included in Director Point on Page 6.

- Director Jones questioned what qualifications we were looking for in a Finance Director. Interim Human Resource (HR) Director Deirdre Byrd stated the qualifications.
- Director Lassiter questioned if the position had been posted onto the website. Interim Executive Director answered the question by saying "Yes".
- Director Davis questioned if being a CPA is definitely a requirement for the Finance Director Position. Interim HR Director Byrd that it is a requirement.
- Director Weinberg questioned if there was an RFP for the Public Relations person or firm that BJCTA is seeking. Procurement Manager Darryl Grayson stated that there is an RFP out for the Public Relations Position.

## **XI. Old Business**

### **A. FY19 Budget Work Session**

- There is another Work Session scheduled for July 18, 2018 for any board member that has any questions on the FY19 Budget.
- Director Lassiter stated that she would like to have a highlighted, detailed copy of the budget presented for her. Payroll Specialist Drakeford stated that he would have the copy available for Director Lassiter.

## **XII. New Business**

### **A. Vice Chair's Report on Bessemer's Development**

- Director Lassiter reported on Bessemer's newest venture, Amazon Distribution Center. There was a press conference done where Bessemer was quoted as the "Marvel-ous City".
- The facility is slated to open on July 19, 2019; with full operations by fall of 2019.
- Amazon is looking to hire 3,300 employees with a beginning hourly salary of \$14.85. They will also be offering up to \$3000 in scholarships to employees.
- Amazon executives stated that they would like to collaborate with BJCTA to put a bus stop on the premises.

## **XIII. Public Comment**

- Fixed Route Passenger Anna Brown, 3115-24<sup>th</sup> St No. Birmingham, AL, 35207; spoke about how dissatisfied she is in the bus service. She stated that she and others have to sometimes wait for more than thirty minutes in the elements for a bus to come. She invited all of the staff to ride the buses to witness the actual conditions in which passengers have to be subjected to.
- Chairman Cunningham responded by thanking Ms. Brown for her comments and assured her that we will do a full investigation on her complaints.
- Director Harwell made a motion to go into Executive Session to speak about existing and pending litigation; it was seconded by Director Smith and approved by Roll Call Vote at 12:44pm.



**Roll Call**

- Davis, Ruby (Y)
  - Jones, LeDon (Y)
  - Powe, Kevin (Y)
  - Smith, Theodore “Ted” (Y)
  - Weinberg, Martin (Y)
  - Harwell, Donald (Y)
  - Lassiter, Johnnye P. (Y)
  - Cunningham, Darryl (Y)
- Director Harwell moved to reconvene from Executive Session at 1:16pm; it was seconded by Director Powe and approved by Roll Call Vote.

**Roll Call**

- Davis, Ruby (Y)
- Jones, LeDon (Y)
- Powe, Kevin (Y)
- Smith, Theodore “Ted” (Y)
- Weinberg, Martin (Y)
- Harwell, Donald (Y)
- Lassiter, Johnnye P. (Y)
- Cunningham, Darryl (Y)

**XIV. Adjournment**

Director Harwell moved to dismiss the June Board Meeting at 1:18pm



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

## COMMITTEE OF THE WHOLE MEETING MINUTES

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

### I. Call to Order

Chairman Darryl Cunningham called the meeting to order at 12:14pm.

### II. Roll Call

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

#### **Directors**

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

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

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

Christopher Ruffin, Adrian Solomon, Alisha Hinson-Mitchell, Deirdre Byrd, Peter Walcott, Josh Johnson, Dale Knutson, Myrna Pittman, Darryl Grayson, Stephanie Walker, Willie Drakeford, Sammy Kato, Toney Chestnut, Christy Howard, Dorothy George, Allen Perdue, Adrell Meadows, Khaia Wheeler, Mikesha Harvill, Justin Ridgeway, Shahanica Gales, Terry Barnfield, April Penchion, Thomas Yuill, Courtney French (Fuston, Petway & French); Sam Ford (Fuston, Petway & French); Christin French (Fuston, Petway & French); John Hilliard (City of Birmingham); Darrell O’Quinn (City of Birmingham); Jonathan Austin (Citizen); Pat Bell (Passenger); Jose Casanova (Casanova Properties); Roy Johnson (al.com); Joi Jackson (SkyeConnect); Meredith Dole (SkyeConnect); Alice Gordon-Holloway (SkyeConnect)

### III. Adoption of the Agenda

- Director Harwell moved to Adopt the Agenda; it was seconded by Director Smith and approved by general consent.

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

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

- The Interim Executive Director Christopher Ruffin stated that we have received the American Public Transportation Association (APTA) invoice, which requires approval from the board for payment.
- Interim Executive Director Ruffin attended a meeting with Birmingham City Officials to restart BRT planning efforts. The discussions were positive however, once restarted we must move quickly as there will be very aggressive deadlines that we must meet. Our FTA Quarterly meeting was postponed to allow the team to reassess and confirm planning implementation.
- Ruffin facilitated a series of face to face small group sessions and conference call with BJCTA employees, to provide organizational status/updates and to allow them to ask questions. Employees provided positive feedback, and we have decided to implement bi-monthly meetings, in an effort to improve communication and transparency within the organization.
- Interim Executive Director Ruffin re-introduced the Information Technology (IT) Director, Toney Chestnut, who then provided his vision for the department as it relates to how the IT Department can improve within the organization.

##### **B. Chief of Staff Report**

- Chief of Staff Report is included in Director Point on Page 6.

##### **C. Departmental Reports**

- Financial Report- Grants Director, Stephanie Walker presented the financial reports because the Finance Department is short staffed and must finish with the Payroll Process. Financial Reports are included in Director Point beginning on page 7. Interim Finance Director Willie Drakeford was brought into the meeting to answer a few questions that board members had.
- Departmental Highlights- (Operations, Maintenance, Customer Service & Communications, Grants, Procurement, Planning, Safety, and Administration) All departmental reports are included in Director Point.

##### **D. Governmental Relations Update**

- Governmental Relations update was provided by Daryl Perkins, and is included in Director Point on page 51.

##### **E. TCAB Update**

- TCAB Update was provided by J.O. Hill and is included in Director Point on page 52.

- **A motion was made by Director Harwell to have Resolution 2018-26 added to the Agenda for consideration & recommendation. There had been an evaluation done prior to Committee Meeting for the Public Relations position that an RFP had been previously posted on the website; it was seconded by Director Powe and approved by general consent.**

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

- A. Resolution 2018-26:** Authorization for the Interim Executive Director to Enter into Contract with Intermark Group to provide Public Relations & Communication Services to BJCTA.
  - **Director Harwell moved to accept the resolution to move to the full board; it was seconded by Director Smith and approved by general consent.**
- B. Resolution 2018-27:** Authorization for the Interim Executive Director to exercise the second of Four (4) Optional, One (1) Year Extensions, of the existing agreement with **MESSAGE POINT MEDIA of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) maintenance to BJCTA for the Intermodal Facility and Central Station.
  - **Director Harwell moved to accept the resolution to move to the full board; it was seconded by Director Smith and approved by general consent.**
- C. Resolution 2018-28:** Authorization for the Interim Executive Director to Exercise the second of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with **Goodyear Tire & Rubber Company.**
  - **Director Harwell moved to accept the resolution to move to the full board; it was seconded by Director Smith and approved by general consent.**
- D. Resolution 2018-29:** Authorization for the Interim Executive Director to exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S. Security Associates, Inc.** to provide physical security guard services for the Birmingham-Jefferson County Transit Authority.
  - **Director Smith moved to accept the resolution to move to the full board; it was seconded by Director Harwell and approved by general consent.**
- E. Resolution 2018-30:** Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with **Master Solutions, LLC.**
  - **Director Lassiter moved to accept the resolution to move to the full board; it was seconded by Director Smith and approved by general consent.**
- **Resolution 2018-31:** Authorization for the Interim Executive Director to exercise the First of Two (2) One (1) year Extensions of the existing contract with **Cassady & Self Glass Company, Inc.** to provide bus window and installation.

- **Director Lassiter moved to accept the resolution to move to the full board; it was seconded by Director Smith and approved by general consent.**

## **VI. Old Business**

### **A. Budget FY19 Work Session**

- **Director Harwell moved to forward as a resolution to the Full Board; it was seconded by Director Smith and approved by general consent.**

### **B. Governance Training Sessions**

- **Director Smith moved to forward as a resolution to the Full Board; it was seconded by Director Smith and approved by general consent.**

## **VII. New Business**

### **A. Amendment of the BJCTA By-Laws**

- **Director Smith moved to forward as a resolution to the Full Board; it was seconded by Director Smith and approved by general consent.**

### **B. Leadership Stabilization Plan**

- **Director Smith moved to forward to the Full Board for Adoption; it was seconded by Director Harwell and approved by general consent.**

### **C. Executive Director Position**

- **Director Harwell moved to forward as a resolution to the Full Board; it was seconded by Director Powe and approved by general consent.**
- Chairman Cunningham stated how he is pleased with where Interim Executive Ruffin has been leading the organization and believes that Interim ED Ruffin is the person for the job.
- Director Harwell stated that he feels the organization should be run by someone that knows the organization. He stated that he feels that board members should stay out of the day-to-day operations of the organization. He stated that he feels that no board member should be coming to the facility more than two or three times a month, but should be available if needed. He said that he will not, as a board member, be doing anybody's job for them. Director Harwell reference Florida Condominium Act 718.
- Director Jones stated that he fully supports Interim ED Ruffin and charges the board to state that they require from Mr. Ruffin once appointed.
- Director Davis echoed the sentiments as the other directors. She stated that she also supports Interim ED Ruffin and will continue to support him as Executive Director.
- Chairman Cunningham thanked officials O'Quinn and Hilliard from the City of Birmingham

## **VIII. Adjournment**

- **Director Harwell moved to adjourn the June 2018 Committee of the Whole Meeting at 1:23p.m.**

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

<b>TITLE/DESCRIPTION:</b>  Authorization for the Interim Executive Director to Enter into contract with <b>Intermark Group</b> to provide Public Relations & Communication Services to BJCTA.	<b>RESOLUTION NO.:</b> 2018-26
	<b>DATE:</b> July 25, 2018
	<b>INITIATOR:</b> Procurement Department
<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:** Authorization for the Interim Executive Director to Enter into Contract with **Intermark Group** to provide Public Relations & Communication Services to BJCTA.
- 2.0 Description/Justification:** The BJCTA requires the need for Public Relations & Communication Services to provide and execute targeted public relations campaigns to generate feature articles, event listings, and related publicity for events, promotions, and to address targeting publicity in print, TV, radio and online outlets. We received and evaluated 10 proposals, The **Top Five (5)** proposals were brought in to present a 20 minute presentation to the Evaluation team.
- 3.0 Procurement Impact:** On June 12, 2018 the Procurement Department issued RFP #18-10 for Public Relations & Communication Services. Proposals were due back on June 29, 2018, ten (10) vendors responded. All 10 proposals were evaluated by a 4 member evaluation team. The top 5 were selected to proceed to presentations. The Presentation outline requirements and scoring as follows:
  1. **Overall Quality of Presentation – 20 points:** Demonstrated knowledge of the needs and appropriate approach to PR and Communications and identifying task objectives. The evaluation shall take into consideration all recent relevant experience by all key staff included in this proposal. The significance of the staff's role and their performance will also be considered.
  2. **Crisis Management Plan – 50 points:** Relevant Examples of work for government and or non-profit agencies will be evaluated. Areas to address should consist of a variety of media including but not limited to television spots, radio spots, billboards, public relations pieces, web advertising and messaging, etc. Provide and execute targeted public relations campaigns to generate feature articles, event listings, and related publicity for events, promotions, and to address targeting publicity in print, TV, radio and online outlets.
  3. **Questions and Answers – 20 points:** The quality of responsiveness to answering questions and providing clarity.
  4. **Best & Final Offer - 10 Points:** Vendor must provide a justified Best and Final Offer for both retainer and hourly rate.

The outcome of the RFP evaluations are listed below, with the agencies ranked in order from highest to lowest score.

PROPOSER	SCORE
Intermark Group	480
Skye Connect	352
Quest Corporation	346
BGrace Media	311
Agency 54	290

- 4.0 Policy Impact:** In accordance with the Authority's policy, any expenditure of \$25,000 or more must be approved by the Board of Directors.
- 5.0 Economic Impact:** When services are needed/required for a specific task, the BJCTA staff will develop a brief description of the requirement and request services from the approved vendors within the specific prepare a creative brief to include: cost estimates, schedule of DBE participation, and completion of the task. After satisfactory response to scope of services, cost evaluation, DBE participation and schedule have been negotiated, a "Notice to Proceed" will be issued for each specific Task Order. If a monthly retainer is applicable, the monthly retainer will not exceed **\$8,000/month**. If the hourly option is applicable an hourly cost breakdown **\$185.00**.
- 6.0 Recommendations:** It is recommended that the Board of Directors authorize the Interim Executive Director to enter into a contract with **Intermark Group**
- 7.0 Alternatives:** Will not enter in contract and continue current PR practices

*Darryl Grayson*

Darryl Grayson – Purchasing Manager





Birmingham-Jefferson County Transit Authority  
1801 Morris Avenue , Birmingham, Alabama 35203  
Phone (205) 521-0161  
Website: [www.maxtransit.org](http://www.maxtransit.org)

## Resolution No. 2018-26

Authorization for the Interim Executive Director to Enter into Task Order agreements with **Intermark Group** to provide Public Relations & Communication Services to BJCTA.

**WHEREAS**, on June 12, 2018 the Birmingham-Jefferson County Transit Authority issued a solicitation through Request for Proposals #18-10 for Public Relations & Communication Services; and

**WHEREAS**, Ten (10) vendors submitted responses to the Request for Proposals including; and

**WHEREAS**, after a thorough evaluation process, it is recommended that the BJCTA enter into contract with **Intermark Group**; and

**WHEREAS**, the Authority deems the proposal submitted by seven of the ten agencies acceptable based upon the RFP requirements; and

**WHEREAS**, the Authority deems the proposal submitted by **Intermark Group** to be fair and reasonable.

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

The Interim Executive Director is hereby authorized to enter into contract with **Intermark Group**. This company will provide Public Relation & Communication Services at a cost not to exceed **\$8,000 monthly or \$185.00/hourly**.

**Section 1.** That the Authority authorizes the Interim Executive Director to enter into with **Intermark Group** to provide Public Relations & Communication Services; and

**Section 2.** That this resolution be adopted immediately upon approval.

Adopted: July 25, 2018

\_\_\_\_\_  
Darryl Cunningham Chairman

Attest: \_\_\_\_\_

Donald A Harwell, 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 Four (4) Optional, One (1) Year Extensions, of the existing agreement with <b>MESSAGE POINT MEDIA of AL, Inc.</b> to provide Passenger Information Displays (P.I.D.S.) maintenance to BJCTA for the Intermodal Facility and Central Station .	<b>RESOLUTION NO.:</b> 2018- 27
	<b>DATE:</b> June 2018
	<b>INITIATOR:</b> Contracts & Procurement
<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 Four (4) Optional, One (1) Year Extensions, of the Existing agreement with **MESSAGE POINT MEDIA of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility. The current term is set to expire August 31, 2018. This will begin the Maintenance Terms of the Contract.
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Second of four (4) optional, one (1) year extensions, of the existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility. The existing contract with MESSAGE POINT MEDIA of AL, Inc. will terminate on August 31, 2017. On August 5, 2016, the BJCTA Board of Directors approved Resolution 2016-35: Authorization to enter into an agreement with MESSAGE POINT MEDIA to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility, which established the four (4) optional, one (1) year extensions. This will begin the Maintenance Terms of the Contract.
- 3.0 Procurement Background:** On June 20, 2016, the Request for Proposals (RFP) #16-14 was issued to secure a qualified company to provide Passenger Information Displays Systems (P.I.D.S.). BJCTA received four (4) qualified proposals. The evaluation committee reviewed proposals on July 13, 2016 and recommended awarding the contract to **MESSAGE POINT MEDIA of AL, Inc.** as the most responsive and responsible proposer.

Company	Score
MESSAGE POINT MEDIA	275
INFAX	225
COM-NET	207
AVAIL TECHNOLOGIES	150

- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** This contract will begin the implementation of the Maintenance terms contracted for at a cost **not to exceed \$46,000.**
- a) **Source Funding** – Professional Service IT budget
  - b) **Verified By** – Finance Dept.
- 6.0 Recommendations:** To authorize the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions to begin the Maintenance Terms of the Contract.
- 7.0 Alternatives:** Do not authorize the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions to begin the Maintenance Terms of the Contract.

*Darryl Grayson*



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. 2018-27**

#### **Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility.**

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

**WHEREAS**, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Second of four (4) optional, one (1) year extensions, of the existing agreement with MESSAGE POINT MEDIA of AL, Inc. to provide Passenger Information Displays (P.I.D.S.) which terminate on August 31, 2018; and

**WHEREAS**, on August 5, 2016, the BJCTA Board of Directors approved Resolution 2016-35, authorizing the existing contract with four (4) optional, one (1) year extensions and the Maintenance Terms; and

**WHEREAS**, the total anticipated cost of the one (1) year optional renewal maintenance terms will **not exceed \$46,000**; and

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

**Section 1.** Authorization for the Interim Executive Director to Exercise the Second of Four (4) Optional, One (1) Year Extensions, of the Existing agreement with **MESSAGE POINT MEDIA of AL, Inc.** to provide Passenger Information Displays (P.I.D.S.) to BJCTA for the Intermodal Facility, Beginning the Maintenance Terms.

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

Adopted: July 25, 2018

\_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald A. Harwell, Secretary

<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 Tire Lease and Service Contract with <b>Goodyear Tire &amp; Rubber Company</b>	<b>RESOLUTION NO.:</b> 2018-28
	<b>DATE: June 2018</b>
	<b>INITIATOR:</b> Contracts & Procurement
<b>ACTION REQUEST:</b> 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 tire lease and service contract with Goodyear Tire & Rubber Company.

**2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the second of two (2) optional, one (1) year extensions of the existing tire lease and service contract with Goodyear Tire & Rubber Company, which terminates on August 31, 2019. On September 5, 2014, The BJCTA Board of Directors approved Resolution 2014-46: Authorization for the Interim Executive Director to Enter into a Tire Lease and Service Contract with Goodyear Tire & Rubber Company for the Birmingham-Jefferson County Transit Authority, which established the two (2) optional, one (1) year extensions.

**3.0 Procurement Background:** On July 24, 2014, the Invitation for Bids (IFB) #14-18 was issued to secure a company to provide tires and services. Initially, Bridgestone was the lower bidder, but after further review of the IFB, Bridgestone was determined to be non-responsive due to suspension and debarment protocols. Therefore, and after conferencing with legal, it was determined to recommend award of the Tire Lease agreement to the next lowest bidder, Goodyear Tire & Rubber Company. Respective Proposals were:

Vendor Name / Location	Estimated Totals <sup>1</sup>	Ranking
Goodyear Tire & Rubber Company / Akron, Ohio	\$967,285.41	Recommend
Bridgestone Americas Tire Operations, LLC / Akron, Ohio	\$629,754.92	Non-Responsive
Michelin Fleet Solutions	Written response of "No Bid"	

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

**5.0 Economic Impact:** This lease is eligible for reimbursement at 80% by the Federal Transit Administration.

**6.0 Recommendations:** To authorize the Interim Executive Director to exercise the second of two (2) optional, one (1) year extensions, of the existing tire lease and service contract with Goodyear Tire & Rubber Company.

**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 tire lease and service contract with Goodyear Tire & Rubber Company.

*Darryl Grayson*

Darryl Grayson, Contracts & Procurement

<sup>1</sup> These totals are based on average tire miles in a 12-month period, and for the entire 3-year period.



Birmingham-Jefferson County Transit Authority  
1801 Morris Ave 2<sup>nd</sup> Floor  
Birmingham, Alabama 35203  
Phone (205) 521-0161 x117 Fax (205) 252-7633  
Website: [www.bjcta.org](http://www.bjcta.org)

**Resolution No. 2018-28**

**Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with Goodyear Tire & Rubber Company**

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

**WHEREAS**, the Birmingham-Jefferson County Transit Authority is requesting approval to exercise the Second of two (2) optional, one (1) year extensions, of the existing tire lease and service contract with Goodyear Tire & Rubber Company which terminates on August 31, 2017; and

**WHEREAS**, on September 5, 2014, The BJCTA Board of Directors approved Resolution 2014-46: Authorization for the Interim Executive Director to Enter into a Tire Lease and Service Contract with Goodyear Tire & Rubber Company for the Birmingham-Jefferson County Transit Authority, which established the two (2) optional, one (1) year extensions; and

**WHEREAS**, the bid submitted by Goodyear Tire & Rubber Company for these services was fair, reasonable, and anticipated **not to exceed \$967,285.41** (based on average tire miles in a 12-month period and for the entire 3-year period.).

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

**Section 1.** Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Tire Lease and Service Contract with Goodyear Tire & Rubber Company; and

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

Adopted: July 25, 2018

\_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald A. Harwell, Secretary

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

<b>TITLE / DESCRIPTION:</b> Authorization for the Interim Executive Director to exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with <b>U.S. Security Associates, Inc.</b> to provide physical security guard services for the Birmingham-Jefferson County Transit Authority	<b>RESOLUTION NO.:</b> 2018-29
	<b>DATE:</b> June 2018
	<b>INITIATOR:</b> Contracts & Procurement
<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 Third of Four (4) optional, one (1) year extensions, of the existing Contract with **U.S. Security Associates, Inc.** to provide physical security guard services.

**2.0 Description/Justification:** The Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Third of four (4) optional, one (1) year extensions of the existing contract with U.S. Security Associates, Inc. The existing contract with U.S. Security Associates, Inc. is to provide 24 hours/7 days a week physical security guard services of passengers, employees, and assets will terminate on September 8, 2017. On August 26, 2015, the BJCTA Board of Directors approved Resolution 2015-41: Authorization for the Executive Director to enter into a contract with U.S. Security Associates, Inc., to Provide Physical Security Guard Services. Which established the four (4) optional, one (1) year extensions.

**3.0 Procurement Background:** On July 29, 2015, the Invitation for Bid (IFB) #15-16 was issued for Physical Security Services; four (4) bids were received and reviewed by staff. The one (1) year contract, with four (4) optional, one (1) year extensions was awarded to U.S. Security Associates, Inc. after approval of Resolution 2015-41.

Vendor	Year 1 Hourly Rate	Optional Year 1	Optional Year 2	Optional Year 3	Optional Year 4	Total Annual Contract Amount
U.S. Security Associates, Inc.	\$12.96	\$12.96	\$12.96	\$12.96	\$12.96	\$128,926.00

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

**5.0 Economic Impact:** The total annual contract cost of \$128,926.00 is budgeted as an Operations expense.

**6.0 Recommendations:** To authorize the Interim Executive Director to exercise the Third of four (4) optional, one (1) year contract extensions with U.S. Security Associates, Inc.

**7.0 Alternatives:** To not authorize the Interim Executive Director to exercise the Third of four (4) optional, one (1) year extensions with U.S. Security Associates, Inc.

**8.0 Attachments:** N/A

*Darryl Grayson*



Birmingham-Jefferson County Transit Authority  
1801 Morris Ave 2<sup>nd</sup> Floor  
Birmingham, Alabama 35203  
Phone (205) 521-0161 x117 Fax (205) 252-7633  
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### **Resolution No. 2018-29**

**Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with U.S. Security Associates, Inc. to provide physical security guard services for the Birmingham-Jefferson County Transit Authority**

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

**WHEREAS**, the Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Third of four (4) optional, one (1) year extensions, of the existing contract with **U.S. Security Associates, Inc.** to provide physical security guard services which terminates on September 8, 2018; and

**WHEREAS**, on August 26, 2015, the BJCTA Board of Directors approved Resolution 2015-41, authorizing the existing one (1) year contract, with four (4) optional, one (1) year extensions to **U.S. Security Associates, Inc.**; and

**WHEREAS**, **U.S. Security Associates, Inc.** proposed to 24 hours/7 days a week physical security guard services of passengers, employees, and assets at a cost of \$128,926.00 for each annual contract; and

**WHEREAS**, the total anticipated annual cost of \$128,926.00, was approved with Resolution 2015-41, and budgeted as an Operations expense.

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

**Section 1.** Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contract with **U.S. Security Associates, Inc. at \$12.96/HR** to provide physical security guard services for the Birmingham-Jefferson County Transit Authority; and

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

Adopted: July 25, 2018

\_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald A. Harwell, Secretary





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

<b>TITLE / DESCRIPTION:</b> Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with <b>Master Solutions, LLC</b>	<b>RESOLUTION NO.:</b> 2018-30
	<b>DATE:</b> June 2018
	<b>INITIATOR:</b> Contracts & Procurement
<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 Third of four (4) optional, one (1) year extensions, of the existing governmental relations consulting services contract with Master Solutions, LLC.

**2.0 Description/Justification:** The Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Third of four (4) optional, one (1) year extensions of the existing contract with Master Solutions, LLC. The existing contract with Master Solutions, LLC, to provide governmental relations consulting services will terminate on September 30, 2017. On August 26, 2015, The BJCTA Board of Directors approved Resolution 2015-40: Authorization for the Interim Executive Director to enter into a one (1) year contract with Master Solutions, LLC for Governmental Relations Services for the Birmingham-Jefferson County Transit Authority, which established the four (4) optional, one (1) year extensions.

**3.0 Procurement Background:** On June 1, 2015, the Request for Proposals (RFP) #15-25 was issued to secure Governmental Relations Services. BJCTA received two (2) proposal responses. On July 16, 2015, the evaluation committee completed the technical review and scored each proposal. BJCTA staff recommended Master Solutions, LLC to the Board of Directors due to past performance and extensive knowledge and familiarity of BJCTA's federal, state, and local affairs. Furthermore, staff's recommendation was consistent with the established RFP award criterion: quality, past performances, experience, qualifications, and cost. The one (1) year contract, with four (4) optional, one (1) year extensions was awarded to Master Solutions, LLC after approval of Resolution 2015-40.

Vendor	1 <sup>st</sup> Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Total
Master Solutions	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000

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

**5.0 Economic Impact:** The total contract cost of \$625,000 included the four (4) optional, one (1) year extensions, to ensure continuous governmental relations consulting services. This expense was previously approved with Resolution 2015-40. This expenditure is allocated as a non-federal External Affairs line item expense.

**6.0 Recommendations:** To authorize the Interim Executive Director to exercise the Third of four (4) optional one (1) year contract extensions with Master Solutions, LLC.

**7.0 Alternatives:** To not authorize the Interim Executive Director to exercise the Third of four (4) optional one (1) year extensions with Master Solutions, LLC.

**8.0 Attachments:** N/A

*Darryl Grayson*





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  
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### **Resolution No. 2018-30**

#### **Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract with Master Solutions, LLC**

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

**WHEREAS**, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Third of four (4) optional, one (1) year extensions, of the existing governmental relations consulting services contract with Master Solutions, LLC which terminates on September 30, 2017; and

**WHEREAS**, on August 26, 2015, the BJCTA Board of Directors approved Resolution 2015-40, authorizing the existing one (1) year contract, with four (4) optional, one (1) year extensions to Master Solutions, LLC; and

**WHEREAS**, Master Solutions, LLC proposed to perform governmental relations consulting services at a cost of \$125,000 for the first contracted year and \$125,000 for the four (4) optional, one (1) year extensions; and

**WHEREAS**, the total anticipated cost of the one (1) year contract and the four (4) optional extensions was \$625,000, and was approved with Resolution 2015-40, and budgeted as a non-federal External Affairs line item.

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

**Section 1.** Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Governmental Relations Consulting Services Contract not to exceed \$125,000.00 with Master Solutions, LLC; and

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

Adopted: July 25, 2018

\_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald A. Harwell, Secretary

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

<b>TITLE/DESCRIPTION:</b> Authorization for the Interim Executive Director to exercise the First of Two (2) One (1) year Extensions of the existing contract with <b>Cassady &amp; Self Glass Company, Inc.</b> to provide bus window and installation.	<b>RESOLUTION NO.:</b> 2018-31  <b>DATE:</b> June 2018  <b>INITIATOR:</b> Contracts & Procurement
<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:** Authorization for the Interim Executive Director to exercise the First of Two (2) One (1) year Extensions of the existing contract with **Cassady & Self Glass Company, Inc.** to provide bus window and installation..
- 2.0 Description/Justification:** On September 26, 2006, BJCTA contracted bus window and installation services which ended December 24, 2014. At the maintenance department's discretion, soliciting bidders to contract these services were postponed. On June 25, 2015 Procurement was asked to issue a solicitation and contract bus window and installation services as an alternative to purchasing directly from the original bus manufacturers. Currently, this resolution is to exercise the First of Two (2) One (1) year Extensions of the existing contract.
- 3.0 Procurement Background:** On August 13, 2015, the BJCTA issued an Invitation for Bids #15-29 for individual costs to replacement bus windows. In addition to local and national advertisements, BJCTA contacted the following potential bidders and received the following:

Bidders	Year 1	Year 2	Year 3	Option Year 1	Option Year 2
Cassady & Self Glass	\$46,667	\$46,667	\$46,667	\$46,667	\$46,667
Auto Glass Now	No Bid Received				
Glass Doctor	No Bid Received				
Alabama Windshield	No Bid Received				

- 4.0 Policy Impact:** Expenditures exceeding \$25,000 must be approved by the Board of Directors.
- 5.0 Economic Impact:** The total contract cost, not to exceed \$46,667 provides bus window and installation services at a defined fixed rate for one (1) year. This project is annually budgeted and planned as Preventative Maintenance Expenses.

**Staff Summary and Comments**  
**Bus Window and Installations Services**  
**September 2015**  
**Page 2**

- 6.0 Recommendations:** Authorization for the Interim Executive Director to exercise the First of Two (2) One (1) year Extensions of the existing contract with **Cassady & Self Glass Company, Inc.** to provide bus window and installation..
- 7.0 Alternatives:** Do not exercise the first renewal option
- 8.0 Attachments:** None

Respectfully submitted,

*Darryl Grayson*

Darryl Grayson, Contracts & Procurement



**It's time to ride!**

Birmingham-Jefferson County Transit Authority  
1801 Morris Avenue 2<sup>nd</sup> Floor  
Phone (205) 521-0161 x117 Fax (205) 252-7633  
Website: [www.maxtransit.org](http://www.maxtransit.org)

**Resolution No. 2018-31**

**Authorization for the Interim Executive Director to exercise the First of Two (2) One (1) year Extensions of the existing contract with Cassidy & Self Glass Company, Inc. to provide bus window and installation.**

**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 Invitation for Bid (IFB) #15-29 was issued August 13, 2015 as an alternative supplier of replacement bus window services for 3-years with two (2) optional 1-year extensions with the most responsive and responsible proposal; and

**WHEREAS**, Staff recommends the Board of Directors authorize awarding a 3-year contract, not to exceed \$140,000.00 with Cassidy & Self Glass Company, Inc., to provide bus window and installation services; and

the Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the First of two (2) optional, one (1) year extensions, of the existing contract with **U.S. Security Associates, Inc.** Cassidy & Self Glass Company, Inc., to provide bus window and installation services; and

**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 exercise the First of Two (2) One (1) year Extensions with Cassidy & Self Glass Company, Inc., not to exceed \$46,667 to provide bus window and installation for a year.

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

Adopted: July 25, 2018

\_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald A. Harwell, Secretary

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA)	<b>RESOLUTION NO.:</b> 2018 - 32
	<b>DATE:</b> July, 2018
	<b>INITIATOR:</b> Executive Office
<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 authorizes the Executive Director to continue the Authority's membership in the American Public Transportation Association (APTA) for the period 07/01/18 to 06/30/19.
- 2.0 Description/Justification:** Membership in APTA offers a wide variety of benefits. There is national representation relating to Federal legislation, it provides a network for meetings and conferences, and it is a source of industry information and educational training.
- 3.0 Background:** APTA is the leading force in advancing public transportation. APTA members are public organizations that are engaged in the areas of bus, paratransit, light rail, commuter rail, subways, waterborne passenger services, and high-speed rail. Members also include: large and small companies who plan, design, construct, finance, supply, and operate bus and rail services worldwide; government agencies, metropolitan planning organizations, state departments of transportation, academic institutions, and trade publications. APTA serves and leads its diverse membership through advocacy, innovation and information sharing. APTA and its members and staff work to ensure that public transportation is available and accessible for all Americans in communities across the country.
- 4.0 Procurement Impact:** The annual membership dues are calculated based on the previous year's operating expenses.
- 5.0 Policy Impact:** In accordance with the Authority's policy, any expenditure of \$25,000.00 or more must be approved by the Board of Directors.
- 6.0 Economic Impact:** The annual membership for the time frame 07/01/18 to 06/30/19 of \$35,500.00; is based on FY 2017 operating expenses of \$43,311,674.39; and is budgeted in the FY 2019 Executive Line Item Dues & Subscriptions.
- 7.0 Recommendations:** Staff recommends renewal of the APTA membership.
- 8.0 Alternatives:** Not to renew the APTA membership.
- 9.0 Attachments:** APTA invoice

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Christopher Ruffin, Sr., Executive Director



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  
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## **Resolution No. 2018-32**

### **Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA) for the time frame 07/01/18 to 06/30/19 for the Birmingham-Jefferson County Transit Authority**

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

**WHEREAS**, the BJCTA wishes to continue membership in the American Public Transportation Association (APTA) for the time frame 07/01/18 to 06/30/19; and

**WHEREAS**, the annual membership for the time frame 07/01/18 to 06/30/19 is \$35,500.00 and is based on FY 2017 operating expenses of \$43,311,674.39; and is budgeted in the FY 2019 Executive Line Item Dues & Subscriptions.

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

**Section 1.** The Executive Director is hereby authorized to renew the annual membership and remit the membership dues based on FY 2017 operating expenses of \$43,311,674.39; and not to exceed \$35,500.00 to continue membership in APTA for the time frame 07/01/18 to 06/30/19.

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

**Adopted:** July 25, 2018.

Approved: \_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald Harwell, Secretary

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b> Authorization to Adopt and Approve the Fiscal Year 2019 Operating and Capital Budgets	<b>RESOLUTION NO.:</b> 2018 - 33
	<b>DATE:</b> July 2018
	<b>INITIATOR:</b> Finance Department
<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 is to adopt the Birmingham-Jefferson County Transit Authority's proposed FY 2019 Operating and Capital Budgets.
- 2.0 Description/Justification:** Annually the Authority is required to adopt an operating and capital budget for the forthcoming year.
- 3.0 Procurement Impact:** N/A
- 4.0 Policy Impact:** In accordance with BJCTA adopted policies and procedures.
- 5.0 Economic Impact:** The Authority proposes to have an Operating and Capital Budget of \$40,528,623.
- 6.0 Recommendations:** Staff recommends the approval and adoption of the FY 2019 Operating and Capital Budget.
- 7.0 Alternatives:** Amend the proposed budget.
- 8.0 Attachments:** Copy of The Birmingham-Jefferson County Transit Authority's Fiscal Year 2019 Operating and Capital Budget under separate cover

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Christopher Ruffin, Sr., Interim Executive Director

**Resolution No. 2018-33**

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

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

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

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

**Section 1.** That the Interim Executive Director is hereby authorized to implement the FY2019 Operating and Capital budgets as presented, effective October 1, 2019.

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

Adopted:

Approved: \_\_\_\_\_  
Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald Harwell, Secretary





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

## **Resolution No. 2018-34**

**Authorization for the Chairman of the Birmingham-Jefferson County Transit Authority, Darryl Cunningham, to enter into a Three (3) year agreement, with Two (2) Optional, One (1) Year Extensions, with Christopher Ruffin to serve as the Executive Director of the 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 BJCTA desires that the current Interim Executive Director, Christopher Ruffin, become the permanent Executive Director of the BJCTA.

**WHEREAS**, the BJCTA desires to enter into a three (3) year agreement, with two (2) optional, one (1) year extensions, with Christopher Ruffin to serve as the Executive Director of the BCTA.

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

**Section 1.** Authorization for the Chairman of the Birmingham-Jefferson County Transit Authority, Darryl Cunningham, to enter into a Three (3) year agreement, with Two (2) Optional, One (1) Year Extensions, with Christopher Ruffin to serve as the Executive Director of the BJCTA.

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

Adopted: July 25, 2018

---

Darryl Cunningham, Chairman

Attest: \_\_\_\_\_  
Donald A. Harwell, Secretary

## **Amendments to the BJCTA Bylaws**

- I. Under Article 1, add Section 12 to state: "The Board shall follow Robert's Rules of Order, as revised".
- II. Under Article 4, amend Section 2 to state: "Except as provided in Section 3 of this Article V, each officer of the Board shall hold office for a term of one (1) year beginning at the time of election and ending on the election of a successor".
- III. Under Article 4, amend Section 3 to state: "Any officer of the Board may resign at any time upon written notice to the Authority addressed to it at its principal office. An officer may be removed or may be declared disqualified to serve or incapable of serving by the Board for a violation of Alabama Ethics law or any offense involving moral turpitude while in office. Upon the removal of an officer, the resignation or death of an officer, or a declaration that an officer is disqualified from service or incapable of serving, such office shall be vacant. A person may, at any time, be elected to fill such a vacancy in the same manner in which a person may initially be elected to such office".

**The Amended Bylaws are effective immediately upon approval.**

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

<b>TITLE/DESCRIPTION:</b>  Finance - Financial & Investment Highlights for Period Ending June 30, 2018	<b>RESOLUTION NO.:</b> N/A
	<b>DATE:</b> June 30, 2018
	<b>INITIATOR</b> Willie A. Drakeford, Jr. 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 May 31, 2018 Balance Sheet, assets were \$65,828,638.66 while total liabilities were \$33,140,688.45.
  - The Income Statement for the month ending May 31, 2018, details year to date revenues of \$28,786,661.49 and expenses of \$29,796,965.50 resulting in a negative difference of \$1,010,304.01.
  - The total cash and cash equivalents as of May 31, 2018 was \$10,323,565.73 of which \$9,403,221.56 was the balance in our operating and money market accounts. Our Capital account balance is \$710,000.00.
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- Attached are the Balance Sheet, Income Statement and Performance Graphs, Cash Balance Summary, Financial and Investing Report, Overtime, Variance Analysis, CNG Revenue, Paratransit Cost per Ridership, Temporary Labor Trend, and Commission Revenue Trend reports.

Birmingham-Jefferson County Transit Authority  
STAFF SUMMARY AND COMMENTS

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

Purpose/Objective

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

Financial Overview: Provide the current conditions of BJCTA

- Passenger Fares down 4.46% from budgeted.
- Overtime was up 16% vs. same period last year.
- For the month of June, spent \$2,609,770.97 on payroll, taxes.
- Based on the 3 month operating expenses, BJCTA is over \$4,153,280.01 in reserve.

Other Activities

- Worked on requested information from the Attorney General office on pending litigation.
- Attended meeting at City Hall with Mayor Woodfin to discuss 4<sup>th</sup> Quarter service payment.
- Held staff meetings on issues that concern the day to day operating of the Finance Department.
- Developed departmental Standard Operating Procedures.

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year:	2018	Period	9	June 2018	Division:	** Consolidated Report	As of:	06/30/2018
					October Thru June			
					2018	2017	Variance	
1000000000 ASSETS								
1010000000 CASH & CASH EQUIVALENTS								
1019999999 TOTAL - CASH & CASH EQUIVALENTS					\$10,323,565.73	\$10,741,195.43	(\$417,629.70)	
1020000000 ACCOUNTS RECEIVABLE								
1029999999 TOTAL ACCOUNTS RECEIVABLE					\$2,723,762.35	\$9,005,273.65	(\$6,281,511.30)	
1030000000 SUPPLY INVENTORY								
1039999999 TOTAL SUPPLY INVENTORY					\$1,823,015.11	\$1,858,824.63	(\$35,809.52)	
1050000000 CONSTRUCTION & PROJECTS IN PROCESS								
1059999999 TOTAL CONST. & PROJ. IN PROCESS					\$191,908.00	\$1,246,675.25	(\$1,054,767.25)	
1110000000 PROPERTY, PLANT & EQUIPMENT								
1119999999 TOTAL PROPERTY, PLANT & EQUIPMENT					\$45,118,201.71	\$25,365,356.18	\$19,752,845.53	
1510000000 OTHER ASSETS								
1519999999 TOTAL OTHER ASSETS					\$5,648,185.76	\$6,082,113.50	(\$433,927.74)	
1999999999 TOTAL ASSETS					\$65,828,638.66	\$54,299,438.64	\$11,529,200.02	
2000000000 LIABILITES & EQUITY								
2000000001 LIABILITIES								
2010000000 ACCOUNTS PAYABLE								
2019999999 TOTAL ACCOUNTS PAYABLE					\$917,800.50	\$1,327,353.21	(\$409,552.71)	
2020000000 ACCRUED PAYROLL & WITHHOLDINGS								
2039999999 TOTAL ACCRUED P/R & W/H					\$624,770.93	\$587,756.32	\$37,014.61	
2040000000 CURRENT PORTION OF LT DEBT								

# Birmingham-Jefferson County Transit Authority

## Comparative Balance Sheet

Fiscal Year: 2018		Period 9	June 2018	Division: ** Consolidated Report		As of: 06/30/2018	
				October Thru June			
				2018	2017	Variance	
2040199999 TOTAL CURRENT PORTION OF LT DEBT				\$0.00	\$0.00	\$0.00	
2040500000 OTHER CURRENT LIABILITIES							
2059999999 TOTAL OTHER CURRENT LIABILITIES				\$30,636,916.02	\$34,218,715.89	(\$3,581,799.87)	
2210000000 NON-CURRENT PORTION OF LT DEBT							
2219999999 TOTAL NON-CURRENT LT DEBT				\$0.00	\$0.00	\$0.00	
2310000000 OTHER LIABILITIES							
2319999999 TOTAL OTHER LIABILITIES				\$961,201.00	\$939,299.00	\$21,902.00	
2999999999 TOTAL LIABILITIES				\$33,140,688.45	\$37,073,124.42	(\$3,932,435.97)	
3000000000 EQUITY							
3040000000 CONTRIBUTED CAPITAL							
3049999999 TOTAL CONTRIBUTED CAPITAL				\$14,725,426.00	\$0.00	\$14,725,426.00	
3050000000 RETAINED EARNINGS							
3059999999 TOTAL RETAINED EARNINGS				\$17,962,524.21	\$17,226,314.22	\$736,209.99	
3999999997 TOTAL EQUITY				\$32,687,950.21	\$17,226,314.22	\$15,461,635.99	
3999999998 TOTAL LIABILITIES & EQUITY				\$65,828,638.66	\$54,299,438.64	\$11,529,200.02	

**BJCTA**  
**INCOME STATEMENT**  
**JUNE 30, 2018**

Jun-18 Actual	Jun-18 Budget	Jun-18 \$ Variance	Jun-18 % Variance	Jun-17 Actual	CY vs PY \$ Variance	Title	Jun-18 Actual	Jun-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
139,973	161,507	(21,535)	-13.33%	144,110	(4,137)	4010100001 Passenger Fares - Fixed Route	1,396,090.27	1,453,566	(57,476)	-3.95%	1,393,489	2,601	1,938,088	541,998
0	1,669	(1,669)	-100.00%	1,989	(1,989)	4010100002 Passenger Fares - Dart	12,266.38	15,024	(2,758)	-18.35%	17,128	(4,861)	20,032	7,766
14,976	16,143	(1,167)	-7.23%	14,847	129	4010100004 Passenger Fares - VIP	133,483.05	145,286	(11,803)	-8.12%	145,286	(11,803)	193,715	60,232
<b>154,949</b>	<b>179,320</b>	<b>(24,371)</b>	<b>-13.59%</b>	<b>160,945</b>	<b>(5,996)</b>	<b>4019999999 TOTAL PASSENGER REVENUES</b>	<b>1,541,840</b>	<b>1,613,876</b>	<b>(72,037)</b>	<b>-4.46%</b>	<b>1,555,903</b>	<b>(14,064)</b>	<b>2,151,835</b>	<b>609,995</b>
720,000	720,000	-	0.00%	1,148,161	(428,161)	4020400002 Fixed Route B'ham	6,480,001	6,480,000	1	0.00%	10,333,451	(3,853,450)	8,640,000	8,894,386
6,709	6,709	-	0.00%	6,865	(156)	4020400005 Vestavia	60,385.23	60,385	-	0.00%	61,789	(1,404)	80,514	20,128
24,974	24,974	0	0.00%	25,406	(432)	4020400006 Homewood	224,767.28	224,767	(0)	0.00%	228,658	(3,891)	299,690	74,923
5,964	5,964	-	0.00%	6,124	(160)	4020400010 Hoover	53,675.82	53,676	-	0.00%	55,161	(1,485)	71,568	17,892
51,439	51,439	-	0.00%	52,367	(928)	4020400011 Bessemer Revenues	462,953.79	462,954	-	0.00%	471,305	(8,351)	617,272	154,318
-	-	-	0.00%	-	-	4020400012 Fairfield Revenues-Prior Year	472,709.72	-	472,710	0.00%	-	472,710	-	(472,710)
11,341	9,940	1,401	14.09%	10,088	1,253	4020400015 Midfield Revenues	90,860.39	89,460	1,401	1.57%	90,787	73	119,280	28,419
5,840	5,840	(0)	0.00%	5,924	(84)	4020400018 Centerpoint Revenue	52,557.54	52,558	(0)	0.00%	53,313	(755)	70,077	17,519
<b>826,268</b>	<b>824,867</b>	<b>1,401</b>	<b>0.17%</b>	<b>1,254,936</b>	<b>(428,668)</b>	<b>4029999999 TOTAL MUNICIPAL SERVICE REVENUE</b>	<b>7,897,910</b>	<b>7,423,799</b>	<b>474,111</b>	<b>6.39%</b>	<b>11,294,464</b>	<b>(3,396,554)</b>	<b>9,989,399</b>	<b>8,734,875</b>
7,992	4,730	3,262	68.97%	2,320	5,673	4060100001 Commission Revenue	150,092.71	42,570	107,523	252.58%	22,688	127,405	56,760	(93,333)
9,729	14,054	(4,325)	-30.77%	10,082	(353)	4060300001 Advertising Revenue	89,423.11	126,483	(37,060)	-29.30%	91,486	(2,063)	168,644	79,221
2,045	187	1,858	995.52%	120	1,925	4069900001 Other Revenues	6,081.05	1,680	4,401	261.96%	198,752	(192,671)	2,240	(3,841)
8,524	1,846	6,678	361.80%	6,738	1,786	4070400001 Investment Income	48,795.20	16,612	32,183	193.73%	46,141	2,654	22,150	(26,645)
11,881	11,808	73	0.62%	-	11,881	4079900002 Rental Income	63,930.45	106,274	(42,343)	-39.84%	-	63,930	141,698	77,768
-	-	-	0.00%	(507)	507	4079900003 Gain/(Loss) on Disposition of Fixed Assets	40,827.50	-	40,828	0.00%	64,057	(23,230)	-	(40,828)
<b>40,172</b>	<b>32,624</b>	<b>7,547</b>	<b>23.13%</b>	<b>18,752</b>	<b>21,419</b>	<b>4079999999 TOTAL OTHER REVENUES</b>	<b>399,150</b>	<b>293,619</b>	<b>105,531</b>	<b>35.94%</b>	<b>423,124</b>	<b>(23,974)</b>	<b>391,492</b>	<b>(7,658)</b>
325,377	317,370	8,007	2.52%	317,370	8,007	4080100001 Ad Valorem - Birmingham	2,928,391.83	2,856,329	72,063	2.52%	2,856,329	72,063	3,808,439	880,047
227,019	222,016	5,003	2.25%	222,016	5,003	4080100002 Ad Valorem - Jefferson County	2,043,173.34	1,998,148	45,026	2.25%	1,998,148	45,026	2,664,197	621,024
8,822	8,822	-	0.00%	8,995	(174)	4080100006 Ad Valorem - Mountain Brook	79,395.48	79,395	-	0.00%	80,959	(1,563)	105,861	26,465
1,988	1,988	-	0.00%	1,971	17	4080100007 Ad Valorem - Tarrant	17,891.91	17,892	-	0.00%	17,738	153	23,856	5,964
-	-	-	0.00%	-	-	4080100008 Alternative Fuel Tax	742,400.83	-	742,401	0.00%	719,425	22,976	-	(742,401)
166,667	166,667	(0)	0.00%	166,667	(0)	4089900001 Beer Tax	1,499,999.98	1,500,000	(0)	0.00%	1,500,000	(0)	2,000,000	500,000
166,667	166,667	-	0.00%	-	166,667	4089900002 Jefferson County Tax	1,499,999.99	1,500,000	(0)	0.00%	-	1,500,000	2,000,000	500,000
<b>896,539</b>	<b>883,529</b>	<b>13,010</b>	<b>1.47%</b>	<b>717,019</b>	<b>179,520</b>	<b>4089999998 TOTAL TAX REVENUES</b>	<b>8,811,253</b>	<b>7,951,764</b>	<b>859,489</b>	<b>10.81%</b>	<b>7,172,598</b>	<b>1,638,655</b>	<b>10,602,353</b>	<b>1,791,099</b>
-	-	-	0.00%	-	-	4099900001 Local Share Grant Revenues	3,507	-	3,507	100.00%	-	3,507	-	(3,507)
-	-	-	0.00%	-	-	<b>4099900001 TOTAL LOCAL SHARE GRANT REVENUES</b>	<b>3,507</b>	<b>-</b>	<b>3,507</b>	<b>100.00%</b>	<b>-</b>	<b>3,507</b>	<b>-</b>	<b>(3,507)</b>
500,000	500,000	-	0.00%	555,060	(55,060)	4139900001 FTA Reimbursements - Preventative Mtn.	4,500,000.00	4,500,000	-	0.00%	4,995,542	(495,542)	6,000,000	1,500,000
261,509	263,942	(2,433)	-0.92%	261,003	506	4139900003 FTA Reimbursements - Pass Thru Funding	2,459,320.00	2,461,753	(2,433)	-0.10%	3,530,669	(1,071,349)	2,461,753	2,433
-	-	-	0.00%	-	-	4139900005 FTA Reimbursements-ADA	2,560.00	2,560	-	0.00%	-	2,560	-	(2,560)
42,334	4,500	37,834	840.76%	-	42,334	4139900006 FTA Reimbursements - PROJ. ADMIN	171,296.00	94,500	76,796	81.27%	191,973	(20,677)	108,000	(63,296)
-	-	-	0.00%	-	-	4139900008 FTA Reimbursements - TDP	487,570.00	-	487,570	0.00%	724,644	(237,074)	-	(487,570)
<b>803,843</b>	<b>768,442</b>	<b>35,401</b>	<b>4.61%</b>	<b>816,063</b>	<b>(12,220)</b>	<b>4139999998 TOTAL FEDERAL GRANT REVENUES</b>	<b>7,620,746</b>	<b>7,056,253</b>	<b>564,493</b>	<b>8.00%</b>	<b>9,442,829</b>	<b>(1,822,083)</b>	<b>8,569,753</b>	<b>949,007</b>
<b>2,721,770</b>	<b>2,688,782</b>	<b>32,988</b>	<b>1.23%</b>	<b>2,967,716</b>	<b>(245,946)</b>	<b>4139999999 TOTAL OPERATING REVENUE</b>	<b>26,274,407</b>	<b>24,339,312</b>	<b>1,935,095</b>	<b>7.95%</b>	<b>29,888,919</b>	<b>(3,614,512)</b>	<b>31,613,832</b>	<b>12,073,811</b>
16,279	399,176	(382,897)	-95.92%	408,167	(391,888)	4140000002 FTA Reimbursements - Capital	746,937.00	3,308,668	(2,561,731)	-77.42%	5,224,655	(4,477,718)	4,506,197	3,759,260
180,000	180,000	-	0.00%	158,708	21,292	4140000003 Capital Revenue - City of Birmingham	1,619,999.49	1,620,000	(1)	0.00%	1,428,368	191,631	2,160,000	1,905,614
841	841	-	0.00%	847	(6)	4140000004 Capital Revenue - City of Hoover	7,564.50	7,565	-	0.00%	7,625	(60)	10,086	2,521
946	946	-	0.00%	949	(3)	4140000006 Capital Revenue - City of Vestavia Hills	8,510.04	8,510	-	0.00%	8,541	(31)	11,347	2,837
823	823	(0)	0.00%	819	4	4140000007 Capital Revenue - City of Center Point	7,406.64	7,407	(0)	0.00%	7,369	37	9,876	2,469
-	1,401	(1,401)	-100.00%	1,394	(1,394)	4140000008 Capital Revenue - City of Midfield	11,206.72	12,607	(1,401)	-11.11%	12,549	(1,342)	16,810	5,603
3,520	3,520	0	0.01%	3,512	8	4140000009 Capital Revenue - City of Homewood	31,676.22	31,676	-	0.00%	31,607	69	42,235	10,559
1,243	1,243	-	0.00%	1,243	(0)	4140000010 Capital Revenue - City of Mountain Brook	11,189.07	11,189	-	0.00%	11,191	(2)	14,919	3,730
280	280	-	0.00%	272	8	4140000011 Capital Revenue - City of Tarrant	2,521.53	2,522	-	0.00%	2,452	70	3,362	840
7,249	7,249	-	0.00%	7,239	11	4140000012 Capital Revenue - City of Bessemer	65,243.52	65,244	-	0.00%	65,147	96	86,991	21,748
<b>211,181</b>	<b>595,479</b>	<b>(384,298)</b>	<b>-64.54%</b>	<b>583,150</b>	<b>(371,969)</b>	<b>4149999999 TOTAL CAPITAL REVENUES</b>	<b>2,512,255</b>	<b>5,075,387</b>	<b>(2,563,132)</b>	<b>-50.50%</b>	<b>6,799,505</b>	<b>(4,287,250)</b>	<b>6,861,822</b>	<b>5,715,181</b>
<b>2,932,951</b>	<b>3,284,261</b>	<b>(351,310)</b>	<b>-10.70%</b>	<b>3,550,866</b>	<b>(617,915)</b>	<b>4999999999 TOTAL REVENUES</b>	<b>28,786,661</b>	<b>29,414,699</b>	<b>(628,038)</b>	<b>-2.14%</b>	<b>36,688,423</b>	<b>(7,901,762)</b>	<b>38,475,654</b>	<b>17,788,993</b>
596,845	577,867	18,978	3.28%	567,896	28,949	5010100001 Operator's Salaries	5,347,099.40	5,200,806	146,293	2.81%	5,094,815	252,284	6,934,408.00	1,587,309
595,696	598,674	(2,978)	-0.50%	634,618	(38,922)	5010200001 Other Salaries	5,474,155.62	5,357,162	116,993	2.18%	5,288,389	185,766	7,153,116.00	1,678,960
-	-	-	0.00%	-	-	5030400001 Temporary Labor	-	-	-	0.00%	-	-	-	-
<b>1,192,541</b>	<b>1,176,541</b>	<b>16,000</b>	<b>1.36%</b>	<b>1,202,514</b>	<b>(9,973)</b>	<b>5019999999 TOTAL LABOR</b>	<b>10,821,255</b>	<b>10,557,968</b>	<b>263,287</b>	<b>2.49%</b>	<b>10,383,204</b>	<b>438,051</b>	<b>14,087,524</b>	<b>3,266,269</b>
81,810	94,452	(12,642)	-13.38%	82,167	(357)	5020103001 Employer FICA Tax (OASDI)	738,787.30	850,067	(111,280)	-13.09%	714,693	24,095	1,133,423.00	394,636
18,198	21,585	(3,387)	-15.69%	17,770	428	5020200001 Pension Expense	174,534.68	194,261	(19,727)	-10.15%	158,182	16,353	259,015.00	84,480
(51,535)	157,433	(208,969)	-132.73%	331,312	(382,847)	5020203002 Regular Retirement	(425,637.82)	1,416,900	(1,842,538)	-130.04%	3,039,991	(3,465,629)	1,889,956.28	2,315,594
441,333	385,340	55,993	14.53%	415,888	25,445	5020303001 Health Insurance	3,787,924.20	3,468,061	319,863	9.22%	3,450,407	337,518	4,624,082.00	836,158
-	6,828	(6,828)	-100.00%	2,528	(2,528)	5020417601 Unemployment Taxes	25,646.96	61,453	(35,806)	-58.27%	(4,918)	30,565	81,937.00	56,290

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget

**BJCTA**  
**INCOME STATEMENT**  
**JUNE 30, 2018**

Jun-18 Actual	Jun-18 Budget	Jun-18 \$ Variance	Jun-18 % Variance	Jun-17 Actual	CY vs PY \$ Variance	Title	Jun-18 Actual	Jun-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
7,275	7,590	(314)	-4.14%	7,322	(47)	5020503001 Life Insurance	68,967.03	68,306	661	0.97%	61,902	7,065	91,075.00	22,108
47,356	56,258	(8,902)	-15.82%	55,502	(8,146)	5020803001 Worker's Compensation Insurance	472,766.40	506,322	(33,555)	-6.63%	424,724	48,042	675,096.00	202,330
-	-	-	0.00%	-	-	5020900001 Accrued Sick & Vacation Time	-	-	-	0.00%	-	-	0.00	-
-	1,667	(1,667)	-100.00%	-	-	5020116701 Transitional Reinsurance-ACA	1,200.00	15,000	(13,800)	-92.00%	11,994	(10,794)	20,000.00	18,800
6,559	11,484	(4,925)	-42.89%	46,266	(39,707)	5021303001 Uniforms & Wearing Apparel	80,994.14	103,355	(22,361)	-21.64%	100,841	(19,847)	137,807.00	56,813
507	917	(410)	-44.71%	507	-	5021400001 Employee Wellness	4,561.65	8,250	(3,688)	-44.71%	6,662	(2,100)	11,000.00	6,438
57	269	(212)	-78.96%	57	-	5021403002 Employee Licenses	790.50	2,417	(1,627)	-67.30%	1,322	(532)	3,223.00	2,433
-	-	-	0.00%	-	-	5021400003 Relocation Expense	-	-	-	0.00%	10,000	(10,000)	0.00	-
517	773	(256)	-33.11%	777	(260)	5021400004 Tool Allowance	6,085.63	6,953	(867)	-12.47%	6,904	(818)	9,270	3,184
-	12,500	(12,500)	-100.00%	-	-	5021400005 General Contingency	-	112,500	(112,500)	-100.00%	116,897	(116,897)	150,000	150,000
-	-	-	-	-	-	5030400001 Temporary Labor	-	-	-	-	-	-	-	-
<b>552,076</b>	<b>757,094</b>	<b>(205,018)</b>	<b>-27.08%</b>	<b>960,094</b>	<b>(408,018)</b>	<b>5029999999 TOTAL FRINGE BENEFITS</b>	<b>4,936,621</b>	<b>6,813,846</b>	<b>(1,877,225)</b>	<b>-27.55%</b>	<b>8,099,601</b>	<b>(3,162,980)</b>	<b>9,085,884</b>	<b>4,149,264</b>
-	417	(417)	-100.00%	-	-	5030200001 Promotional Advertising	4,700.00	3,750	950	25.33%	8,350	(3,650)	5,000.00	300
60,415	35,854	24,561	68.50%	38,922	21,493	5030300001 Legal Services	378,740.71	322,687	56,053	17.37%	287,318	91,422	430,250.00	51,509
7,453	12,500	(5,047)	-40.38%	17,431	(9,978)	5030300002 Architect & Engineering Services	43,352.83	112,500	(69,147)	-61.46%	29,215	14,138	150,000.00	106,647
1,708	1,404	304	21.67%	844	864	5030300003 Software Technical Support	16,111.35	12,634	3,477	27.52%	4,277	11,834	16,845.00	734
2,076	2,500	(425)	-16.98%	2,964	(889)	5030300004 Medical Services	24,196.75	22,500	1,697	7.54%	20,504	3,693	30,000.00	5,803
2,049	1,208	841	69.57%	1,132	917	5030300005 Human Resources Services	13,982.60	10,875	3,108	28.58%	7,023	6,959	14,500.00	517
36,674	15,417	21,257	137.88%	9,372	27,302	5030300006 Computer & Data Services	218,392.01	138,750	79,642	57.40%	127,092	91,300	185,000.00	(33,392)
12,384	51,250	(38,866)	-75.84%	388,510	(376,126)	5030300007 Professional & Technical Services	395,977.35	461,250	(65,273)	-14.15%	1,128,570	(732,593)	615,000.00	219,023
-	12,500	(12,500)	-100.00%	-	-	5030300008 Marketing Consulting	5,170.00	112,500	(107,330)	-95.40%	22,344	(17,174)	150,000.00	144,830
2,000	2,000	-	0.00%	2,000	-	5030300009 Auditing	18,000.00	18,000	-	0.00%	18,000	-	24,000.00	6,000
-	500	(500)	-100.00%	-	-	5030300010 Financial Services	-	4,500	(4,500)	-100.00%	1,180	(1,180)	6,000.00	6,000
10,416	10,417	(1)	-0.01%	10,416	-	5030300011 Government Affairs Consultant	93,744.00	93,750	(6)	-0.01%	93,744	-	125,000.00	31,256
-	-	-	0.00%	1,369	(1,369)	5030317612 Legal Travel	2,416.59	-	2,417	0.00%	21,377	(18,961)	0.00	(2,417)
33	2,965	(2,932)	-98.87%	1,308	(1,274)	5030500001 Vehicle Cleaning	21,380.11	26,688	(5,308)	-19.89%	9,773	11,607	35,584.00	14,204
3,250	6,167	(2,917)	-47.30%	3,250	-	5030500003 Landscape Maintenance	29,250.00	55,500	(26,250)	-47.30%	3,250	26,000	74,000.00	44,750
56,499	4,292	52,207	1216.48%	407	56,091	5030500004 Building Maintenance Contracts	251,215.60	38,625	212,591	550.40%	7,269	243,947	51,500.00	(199,716)
25,596	13,438	12,158	90.47%	886	24,710	5030600001 Janitorial Services	176,213.68	120,941	55,272	45.70%	886	175,327	161,255.00	(14,959)
103,609	59,583	44,026	73.89%	55,587	48,022	5030703001 Security Services	706,109.70	536,250	169,860	31.68%	347,215	358,895	715,000.00	8,890
12,029	25,454	(13,426)	-52.74%	26,139	(14,111)	5039903001 Vehicle Maintenance - External	146,565.72	229,088	(82,522)	-36.02%	200,401	(53,835)	305,450.00	158,884
5,075	5,493	(418)	-7.60%	3,350	1,725	5039903002 Vehicle Towing	32,345.00	49,433	(17,088)	-34.57%	43,120	(10,775)	65,910.00	33,565
6,624	9,462	(2,838)	-30.00%	6,210	413	5039900003 Equipment Maintenance - Labor	84,821.48	85,160	(338)	-0.40%	65,362	19,460	113,546.00	28,725
1,900	3,417	(1,517)	-44.39%	-	1,900	5039900004 Advertising Install/Removal Service	10,150.00	30,750	(20,600)	-66.99%	15,000	(4,850)	41,000.00	30,850
1,009	3,864	(2,875)	-74.03%	6,689	(5,680)	5039903005 Printing & Copying External	33,663.75	34,952	(1,289)	-3.69%	38,627	(4,964)	46,603.00	12,939
2,747	3,433	(686)	-19.96%	4,477	(1,729)	5039900006 Waste Oil Removal	22,434.63	30,900	(8,465)	-27.40%	22,586	(152)	41,200.00	18,765
46,324	6,898	39,426	571.56%	8,541	37,783	5039900007 Other Contracted Services	177,412.64	62,081	115,331	185.77%	67,868	109,544	82,775.00	(94,638)
2,972	7,537	(4,565)	-60.57%	2,972	-	5039900008 Radio & Communication Maintenance	30,007.26	67,836	(37,829)	-55.76%	53,366	(23,359)	90,448.00	60,441
<b>402,840</b>	<b>297,989</b>	<b>104,851</b>	<b>35.19%</b>	<b>592,775</b>	<b>(189,935)</b>	<b>5039999999 TOTAL SERVICES</b>	<b>2,936,354</b>	<b>2,681,900</b>	<b>254,454</b>	<b>9.49%</b>	<b>2,643,718</b>	<b>292,636</b>	<b>3,575,866</b>	<b>639,512</b>
26,000	24,167	1,834	7.59%	21,029	4,971	5040103001 Fuel & Lubricants - Diesel	216,039.23	217,500	(1,461)	-0.67%	173,562	42,477	290,000	73,961
88,483	79,167	9,317	11.77%	122,219	(33,736)	5040103002 Fuel & Lubricants - CNG	587,225.62	712,500	(125,274)	-17.58%	720,689	(133,463)	950,000	362,774
25	833	(808)	-96.94%	88	(62)	5040103103 Fuel & Lubricants - Unleaded - VIP	392.39	7,500	(7,108)	-94.77%	2,357	(1,964)	10,000	9,608
34,285	29,441	4,844	16.45%	29,010	5,274	5040200001 Tires & Tubes	271,466.49	264,967	6,499	2.45%	237,547	33,919	353,290	81,824
2,072	3,155	(1,083)	-34.33%	1,036	1,036	5049900001 Printing Supplies	12,043.47	28,399	(16,355)	-57.59%	9,673	2,371	37,865	25,822
1,552	2,747	(1,196)	-43.52%	1,014	538	5049900002 General Office Supplies	31,697.32	24,725	6,972	28.20%	18,702	12,996	32,967	1,270
133,558	228,058	(94,500)	-41.44%	272,980	(139,422)	5049900003 Equip. Repair Parts & Material	1,667,209.09	2,052,523	(385,314)	-18.77%	1,701,567	(34,358)	2,736,697	1,069,488
11,302	5,579	5,722	102.57%	15,259	(3,957)	5049900004 Janitorial & Building Supplies	77,358.47	50,213	27,146	54.06%	42,143	35,216	66,950	(10,408)
1,947	2,308	(361)	-15.63%	751	1,196	5049900006 Minor Equipment	22,954.31	20,769	2,185	10.52%	26,425	(3,471)	27,692	4,738
180	76	104	138.25%	-	180	5049900007 Medical Supplies	652.72	680	(27)	-3.94%	32	620	906	253
20,637	21,256	(619)	-2.91%	20,086	552	5049900008 Shelter Maintenance	172,111.23	191,306	(19,194)	-10.03%	211,469	(39,358)	255,074	82,963
-	9	(9)	-100.00%	-	-	5049900009 Facility Maintenance Materials	-	83	(83)	100.00%	56	(56)	110	-
6,792	1,250	5,542	443.58%	(2,311)	9,103	5049900010 Internal Sponsored Functions	140,957.20	92,071	48,887	53.10%	67,110	73,847	95,825	(45,132)
17,993	6,833	11,160	163.32%	8,312	9,682	5049900011 Cleaning Supplies	68,865.89	61,500	7,366	11.98%	65,447	3,419	82,000	13,134
(28,394)	-	(28,394)	0.00%	15,768	(44,162)	5049905103 Inventory Adjustments	(123,167.53)	-	(123,168)	0.00%	(27,718)	(95,449)	-	123,168
<b>316,433</b>	<b>404,879</b>	<b>(88,446)</b>	<b>-21.85%</b>	<b>505,240</b>	<b>(188,807)</b>	<b>5049999999 TOTAL MATERIALS &amp; SUPPLIES</b>	<b>3,145,806</b>	<b>3,724,734</b>	<b>(578,928)</b>	<b>-15.54%</b>	<b>3,249,060</b>	<b>(103,254)</b>	<b>4,939,376</b>	<b>1,793,460</b>
43,375	31,563	11,812	37.42%	30,157	13,217	5050203001 Electric	384,454.98	284,063	100,392	35.34%	255,533	128,922	378,750	(5,705)
1,991	7,226	(5,234)	-72.44%	1,354	638	5050203002 Water & Sewer	37,399.19	65,033	(27,634)	-42.49%	37,281	118	86,711	49,312
5,138	4,025	1,113	27.65%	2,351	2,787	5050203003 Trash, Garbage & Waste Removal	46,851.08	36,223	10,628	29.34%	21,467	25,384	48,298	1,447
77	2,917	(2,839)	-97.35%	379	(302)	5050203004 Heating	30,220.92	26,250	3,971	15.13%	14,788	15,433	35,000	4,779
19,851	14,712	5,139	34.93%	19,993	(142)	5050203005 Telecommunications	189,252.62	132,411	56,842	42.93%	170,826	18,427	176,548	(12,705)
-	33	(33)	-100.00%	-	-	5050200006 Satellite & Cable Services	539.10	300	239	79.72%	455	84	400	(139)
<b>70,432</b>	<b>60,476</b>	<b>9,956</b>	<b>16.46%</b>	<b>54,234</b>	<b>16,198</b>	<b>5059999999 TOTAL UTILITIES</b>	<b>688,718</b>	<b>544,280</b>	<b>144,438</b>	<b>26.54%</b>	<b>500,995</b>	<b>187,723</b>	<b>725,707</b>	<b>36,989</b>

CY = Current Year

PY = Prior Year

Unrecognized Revenue / Unexpended Expense = Remaining Annual Budget



**BJCTA**  
**INCOME STATEMENT**  
**JUNE 30, 2018**

Jun-18 Actual	Jun-18 Budget	Jun-18 \$ Variance	Jun-18 % Variance	Jun-17 Actual	CY vs PY \$ Variance	Title	Jun-18 Actual	Jun-18 Budget	YTD \$ Variance	YTD % Variance	PY YTD Actual	CY YTD vs PY YTD \$ Variance	Annual Budget	Unrecognized Rev / Unexpended Exp
16,748	40,432	(23,683)	-58.58%	15,439	1,309	5060100001 Insurance - Property & Liability	146,559.98	363,887	(217,327)	-59.72%	135,823	10,737	485,183	338,623
3,589	3,148	441	14.01%	3,308	281	5060100002 Insurance - Public Officials	31,405.70	28,331	3,074	10.85%	29,105	2,301	37,775	6,369
99,294	115,316	(16,021)	-13.89%	91,533	7,761	5060103003 Insurance - Vehicle	868,891.45	1,037,842	(168,950)	-16.28%	805,238	63,653	1,383,789	514,898
(13,224)	-	(13,224)	0.00%	(2,000)	(11,224)	5060203001 Insurance Proceeds	(54,827.02)	-	(54,827)	0.00%	(66,967)	12,140	-	54,827
32,000	28,506	3,494	12.26%	39,471	(7,471)	5060416501 Property Damage Settlements	202,278.68	256,557	(54,278)	-21.16%	360,996	(158,717)	342,076	139,797
<b>138,408</b>	<b>187,402</b>	<b>(48,994)</b>	<b>-26.14%</b>	<b>147,752</b>	<b>(9,344)</b>	<b>5069999999 TOTAL CASUALTY &amp; LIABILITY COST</b>	<b>1,194,309</b>	<b>1,686,617</b>	<b>(492,308)</b>	<b>-29.19%</b>	<b>1,264,195</b>	<b>(69,886)</b>	<b>2,248,823</b>	<b>1,054,514</b>
3,981	4,117	(137)	-3.32%	3,854	126	5090100001 Dues & Subscriptions	40,355.63	37,055	3,300	8.91%	37,446	2,910	49,407	9,051
8,653	7,904	749	9.46%	1,860	6,793	5090200001 Travel	95,149.48	71,134	24,016	33.76%	74,507	20,642	94,845	(304)
2,009	3,226	(1,217)	-37.73%	-	2,009	5090200002 Per Diem	32,639.03	29,036	3,603	12.41%	16,924	15,715	38,715	6,076
10,513	9,741	772	7.92%	7,118	3,396	5090200003 Meetings, Seminars & Traning	135,056.72	87,673	47,384	54.05%	191,063	(56,006)	116,897	(18,160)
(29,544)	31,250	(60,794)	-194.54%	(1,653)	(27,891)	5090218105 Planning Activities	211,382.85	281,250	(69,867)	-24.84%	1,335,588	(1,124,205)	375,000	163,617
30	8	22	260.14%	-	30	5090600001 Fines & Penalties	248.79	75	174	231.85%	102	147	100	(149)
404	2,708	(2,305)	-85.10%	307	97	5090800001 Legal Advertising	10,628.85	24,375	(13,746)	-56.39%	2,572	8,057	32,500	21,871
3,646	30,833	(27,188)	-88.18%	(4,235)	7,881	5090800002 Media Advertising	94,473.74	277,500	(183,026)	-65.96%	29,413	65,060	370,000	275,526
376	512	(135)	-26.47%	407	(31)	5099900001 Postage & Courier Service	3,838.69	4,607	(769)	-16.68%	4,410	(571)	6,143	2,304
-	29	(29)	-100.00%	0	(0)	5099900002 Other Miscellaneous	145.03	262	(117)	-44.74%	449	(304)	350	205
1,050	2,667	(1,617)	-60.63%	-	1,050	5099900003 Educational - Tuition Reimbursement	13,609.06	24,000	(10,391)	-43.30%	12,529	1,080	32,000	18,391
-	292	(292)	-100.00%	-	-	5099900004 Interview Expenses	223.02	2,625	(2,402)	-91.50%	129	94	3,500	3,277
-	113	(113)	-100.00%	123	(123)	5099901105 Fees & Permits	366.15	1,013	(646)	-63.84%	1,266	(899)	1,350	984
1,734	7,083	(5,349)	-75.52%	8,936	(7,202)	5099900006 Community Outreach	84,313.50	63,750	20,564	32.26%	96,083	(11,770)	85,000	687
24	-	24	0.00%	-	24	5099900007 Governmental Affairs	541.54	-	542	0.00%	-	542	-	(542)
-	-	-	0.00%	-	-	5099900008 RPC NTD Data	75,000.00	75,000	-	0.00%	75,000	-	75,000	-
-	4,167	(4,167)	-100.00%	1,750	(1,750)	5099900009 Moving Expenses	14,831.27	37,500	(22,669)	-60.45%	17,028	(2,197)	50,000	35,169
<b>2,875</b>	<b>104,651</b>	<b>(101,775)</b>	<b>-97.25%</b>	<b>18,466</b>	<b>(15,591)</b>	<b>5099999999 TOTAL MISCELLANEOUS EXPENSES</b>	<b>812,803</b>	<b>1,016,856</b>	<b>(204,052)</b>	<b>-20.07%</b>	<b>1,894,509</b>	<b>(1,081,706)</b>	<b>1,330,807</b>	<b>518,004</b>
-	-	-	0.00%	-	-	5110117102 Interest Expense Short Term Obligation	-	-	-	0.00%	-	-	-	-
-	-	-	0.00%	-	-	<b>5110117102 TOTAL INTEREST EXPENSE</b>	-	-	-	0.00%	-	-	-	-
1,146	1,660	(514)	-30.98%	5,213	(4,068)	5121200001 Leases & Rentals	43,546.48	14,937	28,610	191.54%	51,354	(7,807)	19,916	(23,630)
<b>1,146</b>	<b>1,660</b>	<b>(514)</b>	<b>-30.98%</b>	<b>5,213</b>	<b>(4,068)</b>	<b>5129900099 TOTAL LEASES &amp; RENTALS</b>	<b>43,546</b>	<b>14,937</b>	<b>28,610</b>	<b>191.54%</b>	<b>51,354</b>	<b>(7,807)</b>	<b>19,916</b>	<b>(23,630)</b>
302,691	302,691	-	0.00%	282,095	20,596	5130000001 Depreciation Expense	2,758,236	2,758,236	-	0.00%	2,370,762	387,475	2,758,236	-
<b>302,691</b>	<b>302,691</b>	<b>-</b>	<b>0.00%</b>	<b>282,095</b>	<b>20,596</b>	<b>5139900099 TOTAL DEPRECIATION EXPENSE</b>	<b>2,758,236</b>	<b>2,758,236</b>	<b>-</b>	<b>0.00%</b>	<b>2,370,762</b>	<b>387,475</b>	<b>2,758,236</b>	<b>-</b>
261,509	266,375	(4,866)	-1.83%	261,003	505	5160000001 Pass Thru Funding Expense	2,459,317	2,464,183	(4,866)	-0.20%	3,530,671	(1,071,353)	2,464,183	4,866
<b>261,509</b>	<b>266,375</b>	<b>(4,866)</b>	<b>-1.83%</b>	<b>261,003</b>	<b>505</b>	<b>5169900099 TOTAL OTHER RECONCILING ITEM</b>	<b>2,459,317</b>	<b>2,464,183</b>	<b>(4,866)</b>	<b>-0.20%</b>	<b>3,530,671</b>	<b>(1,071,353)</b>	<b>2,464,183</b>	<b>4,866</b>
<b>3,240,950</b>	<b>3,559,757</b>	<b>(318,807)</b>	<b>-8.96%</b>	<b>4,029,385</b>	<b>(788,435)</b>	<b>9999999997 TOTAL EXPENSES</b>	<b>29,796,966</b>	<b>32,263,558</b>	<b>(2,466,592)</b>	<b>-7.65%</b>	<b>33,988,068</b>	<b>(4,191,103)</b>	<b>41,236,323</b>	<b>11,439,247</b>
<b>(307,999)</b>	<b>(275,496)</b>	<b>(32,503)</b>	<b>11.80%</b>	<b>(478,520)</b>	<b>170,520</b>	<b>9999999998 NET DIFFERENCE</b>	<b>(1,010,304)</b>	<b>(2,848,859)</b>	<b>1,838,555</b>	<b>-64.54%</b>	<b>2,700,355</b>	<b>(3,710,659)</b>	<b>(2,760,669)</b>	<b>6,349,745</b>

**BJCTA**  
**Summary Revenue & Expense Report**  
**YTD JUNE 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	1,541,840	1,613,876	(72,036)	2,151,835	609,995
Municipal Services	12,966,763	12,375,563	591,200	16,500,752	3,533,989
Other Revenues	399,150	293,619	105,531	391,492	(7,658)
Tax Revenues	1,500,000	1,500,000	(0)	2,000,000	500,000
Capital Revenues	1,765,318	1,766,719	(1,401)	2,355,625	590,308
FTA Reimbursements - Project Admin	171,296	94,500	76,796	108,000	(63,296)
Federal and Local Grant Revenues	6,750,444	6,308,668	441,776	12,506,197	5,755,753
<b>Total Operating Revenues</b>	<b>25,094,811</b>	<b>23,952,945</b>	<b>1,141,866</b>	<b>36,013,901</b>	<b>10,919,090</b>
<b>Non-Budget Revenues:</b>					
FTA Reimbursements - Pass Thru Funds	2,459,320	2,461,753	(2,433)	2,197,811	(261,509)
FTA Reimbursements - ADA & TDP	490,130	0	490,130	0	(490,130)
CNG ALT. Fuel Reimbursements -	742,401	0	742,401	0	(742,401)
<b>Total Non-Budget Revenues</b>	<b>3,691,851</b>	<b>2,461,753</b>	<b>1,230,098</b>	<b>2,197,811</b>	<b>(1,494,040)</b>
<b>Total Revenues</b>	<b>28,786,661</b>	<b>26,414,698</b>	<b>2,371,963</b>	<b>38,211,712</b>	<b>9,425,051</b>
<b>Expenses:</b>					
Labor	10,821,255	10,557,968	263,287	14,087,524	3,266,269
Fringe Benefits	4,936,621	6,813,846	(1,877,225)	9,085,884	4,149,264
Services	2,936,354	2,681,900	254,454	3,575,866	639,512
Materials & Supplies	3,145,806	3,724,734	(578,928)	4,939,376	1,793,570
Utilities	688,718	544,280	144,438	725,707	36,989
Casualty & Liability Costs	1,194,309	1,686,617	(492,308)	2,248,823	1,054,514
Purchased Transportation	0	0	0	0	0
Miscellaneous Expenses	812,803	1,016,856	(204,053)	1,330,807	518,004
Transportation Enhancement Activities	0	0	0	0	0
Interest Expense	0	0	0	0	0
Leases & Rentals	43,546	14,937	28,609	19,916	(23,630)
<b>Total Expenses</b>	<b>24,579,412</b>	<b>27,041,138</b>	<b>(2,461,726)</b>	<b>36,013,903</b>	<b>11,434,491</b>
<b>Non-Budget Expenses:</b>					
Depreciation Expense	2,758,236	2,758,236	0	2,455,545	0
Pass Thru Funding Expense	2,459,317	2,464,183	(4,866)	2,197,809	0
<b>Total Non-Budget Expenses</b>	<b>5,217,554</b>	<b>5,222,419</b>	<b>(4,865)</b>	<b>4,653,354</b>	<b>(564,200)</b>
<b>Total Expenses</b>	<b>29,796,966</b>	<b>32,263,557</b>	<b>(2,466,592)</b>	<b>40,667,257</b>	<b>10,870,291</b>
<b>Net Difference</b>	<b>(1,010,304)</b>	<b>(5,848,859)</b>	<b>4,838,555</b>	<b>(2,455,545)</b>	<b>(1,445,241)</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	25,094,811	23,952,945	1,141,866	36,013,901	10,919,090
Total Operating Expenses	24,579,412	27,041,138	(2,461,726)	36,013,903	11,434,491
<b>Net Operating Profit/(Loss)</b>	<b>515,399</b>	<b>(3,088,193)</b>	<b>3,603,592</b>	<b>(2)</b>	<b>(515,401)</b>
Total Non-Budget Revenues	3,691,851	2,461,753	1,230,098	2,197,811	(1,494,040)
Total Non-Budget Expenses	5,217,554	5,222,419	(4,865)	4,653,354	(564,200)
<b>Total Non-Budget Profit/(Loss)</b>	<b>(1,525,703)</b>	<b>(2,760,666)</b>	<b>1,234,963</b>	<b>(2,455,543)</b>	<b>(929,840)</b>
<b>Net Profit/(Loss)</b>	<b>(1,010,304)</b>	<b>(5,848,859)</b>	<b>4,838,555</b>	<b>(2,455,545)</b>	<b>(1,445,241)</b>

**Birmingham-Jefferson County Transit Authority**

**Accounts Receivable Balances**

**As of June 30,2018**

Advertising	\$	46,966	current
Pass/Ticket Sales	\$	13,787	\$387.40 over 120; \$2,889.00 over 90; \$2250.00 over 60; \$8261.00 over 30; Remainder current.
Local Share Bus Shelters	\$	-	
Hoover	\$	-	Paid FY18 contract amount in November
Birmingham	\$	-	Sent quarterly bill out for April-June 2018-received payment on May 25th
Federal	\$	500,000	Per grant schedules
Beer Tax	\$	166,667	Paid monthly. Accrued is done evenly over the 12 months
Jeff Co Ad Valorem			Received in January
Homewood	\$	-	Received payment for 2nd and 3rd quarter.
Vestavia Hills	\$	-	Billed for FY18 Services. -Paid
Mtn Brook Ad Valorem			Received in January
Tarrant Ad Valorem			Received in January
Birmingham Ad Valorem			Received in January
Bessemer	\$	-	Received Apr-June 2018 payment for services
Midfield	\$	-	current
Jefferson County Tax	\$	166,667	should be receiving these funds by fiscal year end.
Centerpoint	\$	-	Received Apr-June 2018 payment for services
Blue Cross Blue Shield	\$	-	Received payment to clear account. Next step is to close the MM acct. After Board approval
Alternative Fuel/Other	\$	778,361	See Below
Employee	\$	33	
Board	\$	197	
	\$	<u>1,672,678</u>	
Breakdown of A/R Other/Alt Fuel			
BBVA Compass			
Interest on Account	\$	8,520	Interest-Current
	\$	-	
	\$	<u>8,520</u>	

**Birmingham-Jefferson County Transit Authority**

**Accounts Receivable Write Offs**

**As of June 30,2018**

**BJCTA**  
**Financial & Investing Report**  
**As of June 30,2018**

	Balance @ 6/30/2018	Balance @ 5/31/2018	Balance @ 4/30/2018	Balance @ 3/31/2018	Balance @ 2/28/2018	Balance @ 1/31/2018
<b><u>CASH ACCOUNTS:</u></b>						
Money Market - BBVA Compass	7,844,991	7,682,242	1,309,488	1,141,220	962,581	780,139
Cash - Payroll - BBVA Compass	10,000	10,000	10,000	10,000	379,229	376,990
Cash - Operating - BBVA Compass	1,558,230	3,837,128	6,333,768	8,440,036	8,285,971	5,410,808
Capital Deposit - BBVA Compass	710,000	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	170	190	3	200	163	138
Petty Cash - Central Station	174	180	11	15	156	66
<b>Total Cash Accounts</b>	<b>10,323,566</b>	<b>11,739,740</b>	<b>7,863,270</b>	<b>9,801,471</b>	<b>9,838,101</b>	<b>6,778,142</b>
<b><u>INVESTMENTS:</u></b>						
Total Investments	-	-	-	-	-	-
<b>Total Cash &amp; Investments</b>	<b>10,323,566</b>	<b>11,739,740</b>	<b>7,863,270</b>	<b>9,801,471</b>	<b>9,838,101</b>	<b>6,778,142</b>
<b><u>SHORT-TERM PAYABLES:</u></b>						
Accounts Payable	917,801	815,424	1,301,318	1,227,589	1,340,941	1,397,553
Accrued Payroll	548,726	488,806	432,219	270,386	540,455	539,448
Payroll Taxes	86,458	82,497	73,190	88,075	82,257	80,880
Other W/H Payable	(10,412)	(3,822)	(12,674)	2,507	(9,176)	6,827
Pension Expense Payable	-	-	-	-	-	-
<b>Total Short-Term Payables</b>	<b>1,542,571</b>	<b>1,382,904</b>	<b>1,794,052</b>	<b>1,588,557</b>	<b>1,954,477</b>	<b>2,024,708</b>
<b><u>DEBT:</u></b>						
	-	-	-	-	-	-
<b>Total Debt</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**BJCTA**  
**Cash Balances Summary**  
**As of June 30,2018**

	<b>Balances</b>
Total Cash & Investments	10,323,565.73
Less: Short-Term Payables	(1,542,571.43)
Un-encumbered Cash & Investments @ 6/30/18	8,780,994.30
Required Three Month Operating Expense Reserve**	4,627,714.29
Cash Over/(Under) Reserve Requirement	4,153,280.01

### BJCTA - Employee Overtime Report - JUNE 2018

Department	Department Code	OT Hrs. JUN/17	OT JUN/17	OT Hrs. JUN/18	OT JUN/18	Fiscal YTD OT HRS	Fiscal YTD OT
Fixed Rte. Admin	01120/01122	7.13	\$ 45.51	67.42	\$ 735.73	165.20	\$ 1,762.94
VIP Admin	01130		\$ -		\$ -	0.00	\$ -
Fixed Rte. Road Sup.	01220	556.1	\$ 5,955.20	679.03	\$ 7,545.70	4613.25	\$ 50,606.82
VIP Dispatch	01230/01232	93.09	\$ 936.41	116.07	\$ 1,164.72	747.57	\$ 7,553.24
VIP Call Center	02115/02130	60.03	\$ 364.38	11.47	\$ 94.24	122.70	\$ 891.07
Fixed Route Ops	03025	2870.01	\$ 24,284.99	4006.01	\$ 36,028.22	23397.72	\$ 207,703.05
VIP Ops	03135	1170.34	\$ 8,201.27	1438.17	\$ 10,248.70	9300.84	\$ 67,884.41
Maint Admin	04140/04142	29.33	\$ 254.31	77.53	\$ 612.43	468.98	\$ 4,158.65
Facilities Admin	04250		\$ -		\$ -	0.00	\$ -
Maint	05145/05146	519.32	\$ 3,821.14	442.44	\$ 3,353.02	3946.66	\$ 30,050.03
Maint - Inspection	06145/06146/06148	670.65	\$ 6,968.33	556.71	\$ 6,057.13	3764.76	\$ 40,628.45
Facilities	12350	181.24	\$ 1,083.87	47.57	\$ 334.39	445.94	\$ 3,210.29
Money Room	15125	23.13	\$ 155.46	5.56	\$ 41.49	151.12	\$ 1,213.39
Customer Service	16215/75/76/90/91	335.74	\$ 2,631.45	183.01	\$ 1,276.24	1562.29	\$ 12,214.35
Safety	16615/85	142.23	\$ 1,808.64	232.03	\$ 2,599.28	1370.42	\$ 15,616.59
Admin & Risk	16715	7.36	\$ 51.18	17.26	\$ 149.61	104.07	\$ 822.22
IT	17015/17095	10.5	\$ 97.23	44.14	\$ 426.50	329.52	\$ 3,091.33
Finance	17165/17865	26.05	\$ 242.61	44.16	\$ 470.76	343.02	\$ 3,371.68
Procurement/Grants	17965/80 & 17265/80	0.1	\$ 1.80	11.20	\$ 129.64	58.28	\$ 664.92
Executive	17610	20.1	\$ 205.73	10.50	\$ 87.23	613.26	\$ 5,645.17
Planning	17755	4.38	\$ 42.15		\$ -	41.16	\$ 408.57
<b>Totals</b>		6726.83	\$ 57,151.66	7990.28	\$ 71,355.03	51738.76	\$458,709.59

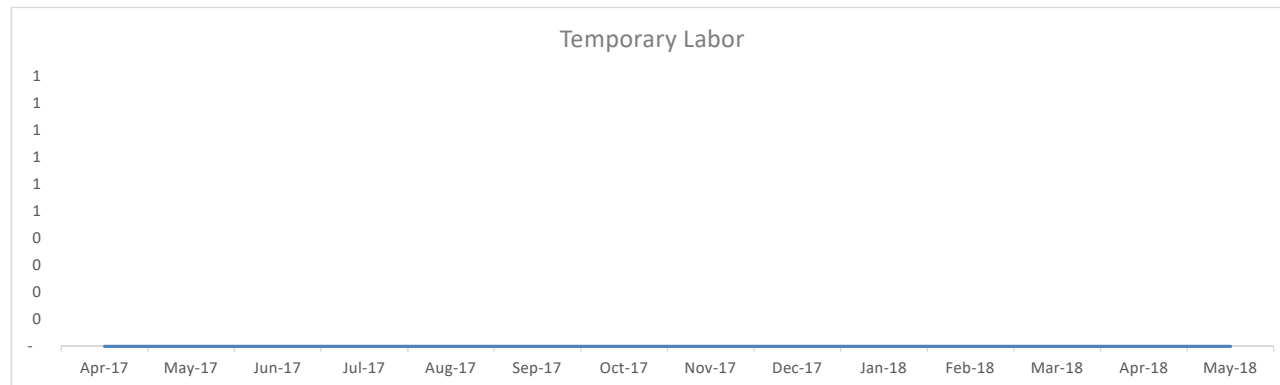
Findings : June 2018 overtime is 16% higher compared to June 2017.

PARATRANSIT COST  
PER RIDERSHIP TREND  
AS OF APRIL 2018

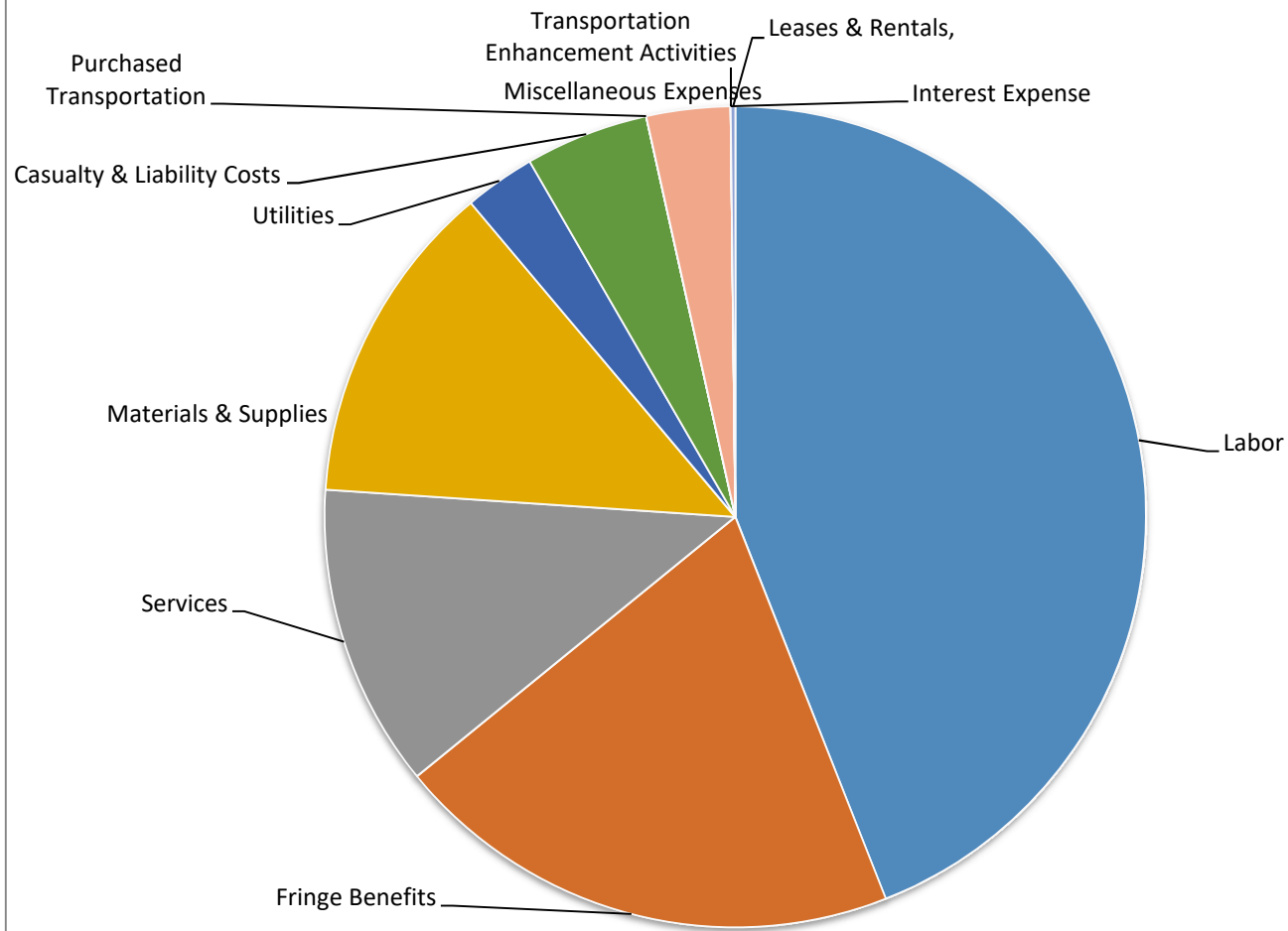
	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
30	45,287	44,462	45,176	91,429	36,091	52,266	53,287	58,714	52,266	45,644	37,841	49,433	35,123	38,116	44,028
35	256,396	250,552	260,491	260,865	248,984	268,928	219,759	265,510	268,928	240,875	228,667	200,116	225,938	207,770	217,342
<b>Total</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>	<b>261,061</b>	<b>245,886</b>	<b>261,370</b>
40	89,345	83,122	88,310	85,305	87,465	85,293	78,978	84,697	85,293	81,381	73,714	80,846	93,179	83,482	93,294
45	581,771	546,038	537,674	704,146	544,741	574,206	16,133	554,436	574,206	569,164	519,563	398,444	649,671	543,731	457,644
<b>Total</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>742,850</b>	<b>627,214</b>	<b>550,938</b>
<b>13%</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>	<b>96,571</b>	<b>81,538</b>	<b>71,622</b>
	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
<b>Paratransit Service Costs</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>357,632</b>	<b>327,424</b>	<b>332,992</b>
<b>Ridership</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>9,895</b>	<b>9,895</b>	<b>10,129</b>
<b>Paratransit Cost per Ridership</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>	<b>36.14</b>	<b>33.09</b>	<b>32.88</b>

Temporary Labor  
As of June 2018

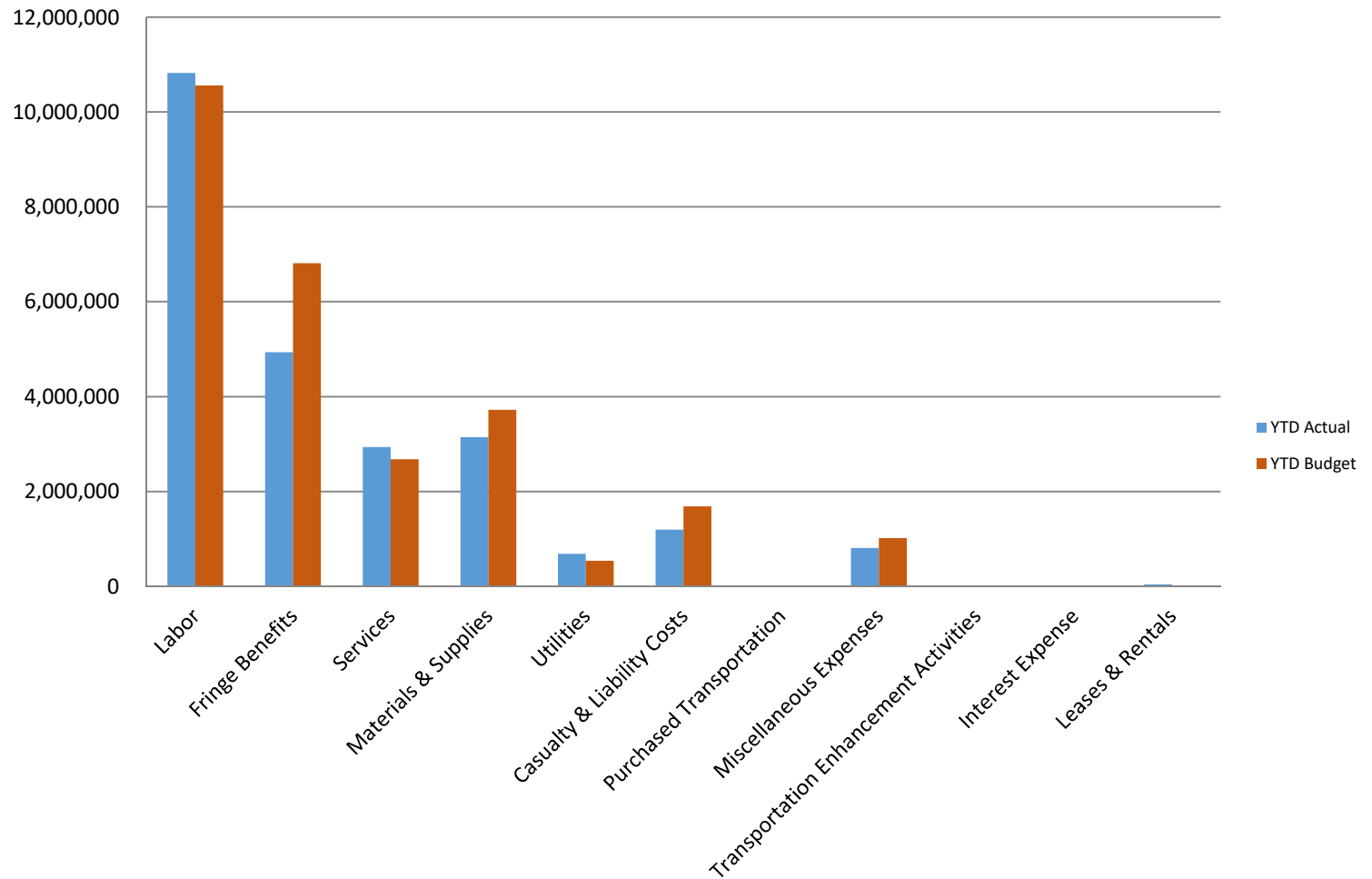
	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
<b>Temporary Labor</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



## Consolidated Expenses by Function Code YTD June 2018



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





# **KB SQUARED CONSULTING PROPOSAL FOR BOARD GOVERNANCE TRAINING- BJCTA**

## **OVERVIEW**

KB Squared Consulting is pleased to submit this proposal for Board Governance Training to support BJCTA Board in achieving its goals for improving intra board relationships and cohesiveness. Our training facilitator has worked with boards and organizations across the country helping them to achieve a high level of performance and executive teaming strategies.

### **The Objective**

- Gain a clear understanding of board governance roles and responsibilities
- Learn new models, frameworks or systems to govern more effectively
- Clearly define goals and improve intra-board communication

### **The Opportunity**

- To grow and develop as a high functioning board
- To learn collaborative board governing strategies
- Provide specific education on effective board behavior

## OUR PROPOSAL

### Scope of services

#### **Services Offered: Board Governance Training and Group Facilitation**

The focus of this work will be to describe board perceptions regarding their role and their relationship with BJCTA leaders. The purpose is to assess the readiness of board members to be effective in their role and to provide specific education on effective board behavior.

### Scope

#### **Option 1 Keynote Presentation**

Present a keynote presentation on the role of boards in public agencies and the effective behaviors of the best boards. This keynote will be over two days for a total of 12 hours.

#### **Option 2 Board Research and Planning Retreat**

Our firm agrees to conduct pre-session research and to facilitate a large group discovery event for client. The outcome of this process will be a summary of the perceptions and attitudes of the board and a set of recommended actions to support development of effective executive teaming among board members and BJCTA leaders. Specific deliverables include:

1. Conduct research to discover and confirm board member concerns.
2. Facilitate a planning session to address issues and identify potential solutions.
3. Produce a summary report which will include: a) Description of key findings and conclusions from a qualitative review of data, b) Recommended actions to improve and/or accelerate members and team organizational readiness for an effective board environment. c) Insights into causes and solutions for conducting board responsibilities in a way that produces the best outcomes for system riders.
4. Review of report findings with selected board members and executives.

#### **Option 3 Additional Coaching and Follow Up**

In addition to the services outlined in option 2, we will provide follow up support in the form of coaching for the key leaders of the board who are responsible for executing the solutions developed in the above steps. This will involve scheduled coaching and spot coaching as needed for up to a period of six months after the event.

This option includes 2 telephonic coaching sessions per board member for a total of 18 and a one-day onsite board training/ coaching event after six months of initial training.

## PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for <## days> from the date of this proposal:

Services Cost Option 1	Price
Option 1 Board Training 12 Hours over two days	\$14,650
Includes Travel and Expenses	
Services Cost Option 1 & 2	
Option 1 and Option 2	\$24,850
Includes Travel and Expenses	
Services Cost Option 1, 2 & 3	\$54,350
Includes Travel and Expenses	

## QUALIFICATIONS

James O. Rodgers will facilitate the board governance training for the BJCTA Board:



James O. Rodgers FIMC

- James O. Rodgers CMC, MBA was recently elected to be a Fellow of the Institute of Management Consultants (IMC-USA). The Fellow of the Institute is the highest honor awarded in the management consulting profession. Jim has been called a “keen observer of business from many perspectives” and is acknowledged by his colleagues as the leading strategist in the field of diversity and inclusion. Jim is the author of the groundbreaking book *Managing Differently: Getting 100% from 100% of your people 100% of the time* which changed the conversation about diversity and has been adopted as source material for several major MBA programs including Kellogg School of Management. His second book, *Epiphany: Finding Truth without Losing Faith* is designed to change the conversation about religious diversity.
- James received a B.S.E.E. in Electrical Engineering from Howard University, an M.B.A. in Management from the University of Alabama at Birmingham and is a Ph.D. candidate at Walden University. He was a Guest Facilitator for Georgia State University’s Leadership and Strategy M.B.A. course, and designed and presented an Executive Management course at Cornell University. He has been a Guest Presenter at Diversity, Innovation and Leadership events at Kellogg School of Management, Cornell University, and the University of Michigan, among other institutions. James has provided advice and counsel to over 200 companies including industry giants such as IBM, Coca-Cola, Johnson & Johnson, the Southern Company, AT&T, ThyssenKrupp Elevator and the YMCA. He is the thought leader for the concept of diversity management as a key business strategy, which he calls *Diversity for Business Results™*. Jim has become the leading resource for leaders who want to use diversity to achieve better business results. He teaches business owners and executive teams how to create tangible results by effectively managing people and valuing differences.
- Jim is also a spiritual teacher and a serial non-profit leader. He has chaired half dozen major non-profits like Habitat for Humanity and served as Vice-Chair of the High Museum of Art in Atlanta. He is currently a principal driver of the literacy movement in Georgia (Literacy for All).

## **REFERENCES/ PAST ENGAGEMENTS FOR JAMES O. RODGERS, FIMC**

### **Past engagements**

Children's Healthcare of Atlanta (large group facilitation)

ThyssenKrupp Elevator N.A. (executive strategic planning session)

TMDSC (board planning session)

### **Three references**

Dr. Shelton Goode (formerly Georgia Power, now MARTA)

Ronald Frieson (President, CHOA Foundation)

David Peterson (founder and past President, North Highland consulting)