



**FINANCE & ADMINISTRATION
COMMITTEE MEETING**
Wednesday, April 17, 2019
9:00am

AGENDA

- I. Call to Order**
- II. Roll Call/ Establishment of Quorum**
- III. Adoption of Agenda**
- IV. Adoption of Meeting Minutes**
 - A. March 21, 2019
- V. Interim Executive Director's Report**
 - A. BJCTA Participating Governments Workshop
 - B. 2020 and 2021 Proposed Budget Calendar
 - C. IT Consultant Presentation – O&M Systems
- VI. Procurement Update**
 - A. Lamar Advertising Presentation
- VII. Resolutions for Consideration and Approval**
 - A. **Resolution 2019-16:** Authorize the Interim Executive Director to exercise the first of two 1-year renewal options for **MAC Uniforms** to provide Uniforms for Bus Operators. Each operator will be allowed to expend up to \$305 per year on uniforms, per the Union Contract. If the two (2), one (1) year options are exercised, the anticipated cost is \$58,865.00 per additional year.
 - B. **Resolution 2019-17:** Authorize the Interim Executive Director to enter into a contract with Long Lewis Ford to provide up to 25 engines and 25 transmissions for revenue buses for a three (3) year period with two (2) one-year optional renewals. The average range for engines is between \$6164.95 - \$7932.93 and \$3583.00 - \$4454.72 for transmissions, with an estimated 5 to 10 engines and Transmissions a year.
 - C. **Resolution 2019-18:** Authorize the Interim Executive Director to exercise the second of two 1-year renewal options with Fuston, Petway & French, LLP to provide Legal Services to BJCTA at a rate of **\$275.00** an hour for SENIOR AND ASSOCIATE ATTORNEYS and **\$125.00** an hour for PARALEGALS.
 - D. **Resolution 2019-19:** Authorize the Interim Executive Director to execute a contract with **Lamar Transit Advertising, LLC** to perform sales, production, installation, and maintenance of advertising on revenue fleet for a period of 3

years with 2 one-year optional renewals guaranteeing a minimum of \$130,000.00 a year in revenue.

VIII. Items for Information and/or Discussion

A. Departmental Reports

IX. Old Business

X. New Business

XI. Adjournment

Finance & Administration
Committee Members

Sam Parker, Chair

Johnnye Lassiter

Darryl Cunningham



FINANCE & ADMINISTRATION MEETING MINUTES

Thursday, March 21, 2019

Call to Order

The meeting was called to order by Committee Chair Sam Parker at 9:15 a.m. in the Executive Conference Room at MAX Intermodal located at 1801 Morris Avenue, Birmingham, Alabama 35203.

Committee Members Present: Sam Parker; Darryl Cunningham

Quorum: Yes

DiNaira Gilbert, Board Administrator, conducted roll call at the start of the meeting, at which time there was not a quorum. However, Director Cunningham arrived tardy and a quorum was established.

Committee Members Absent: Ruby Davis; LeDon Jones

Other Board Members Present: Theodore "Ted" Smith, Board Chair; Donald Harwell

Staff and Others Present:

Frank T. Martin, Valerie Rivers, Darryl Grayson, Glenn Dickerson, Myrna Pittman, Toney Chestnut, Christy Howard, Thomas Stringer, Sam Ford (Fuston, Petway & French, LLP); Joshua Johnson; Deirdre Byrd; Cindy Coker (Warren Averett)

Interim Executive Director's Report

The following updates were provided:

- A. *Local Funding Sources*- Director Martin updated the committee on the process of identifying funding sources in preparations of the upcoming 2020 budget cycle.
- B. *Participating Governments Workshop*- Planning to hold this event the first or second week of April. Will send out a Save the Date for the event. The budget calendar will be sent out as well. We want to make sure that all participating municipalities are aware and understand the process. We will be following the time lines established in the enabling legislation.

Warren Averett Final Report

Jeff Blankenship presented via Skype along with Cindy Coker, both of Warren Averett provided a review of their report and recommendations.

Procurement Update

Darryl Grayson, Procurement Manager, provided updates on Resolution 2019-12 and Resolution 2019-13

Resolutions for Consideration and Approval

- A. **Resolution 2019-12:** For the BJCTA Board of Directors to authorize the Interim Executive Director to enter into a contract with Will Scott & Company to provide an extensive search for a permanent Executive Director of the Birmingham-Jefferson County Transit Authority.

Approved; Carried to Consent Agenda

- B. **Resolution 2019-13:** Authorize the Interim Executive Director to enter into a contract with C.P. Construction to construct a Farmer's Market Pavilion on Site C of BJCTA property.

Approved; Carried to Consent Agenda

- C. **Resolution 2019-14:** Approve contract award to Whitman, Requardt & Associates, LLP for Transit Technical Assistance for Bus Rapid Transit (BRT) Ridership Forecast, Performance Measurement and On-Board Survey.

Approved; Carried to Consent Agenda

Adjournment

The meeting adjourned at 11:13 A.M.

Interim Executive
Director
Frank T. Martin



Board Chair
Theodore "Ted"
Smith

To: Board of Directors

Through: Frank T. Martin, Interim Executive Director

From: Darryl Grayson, Procurement Manager

Subject: Resolution 2019-16 Bus Operator Uniforms

Date: April 17, 2019

RECOMMENDATION

Authorize the Interim Executive Director to exercise the first of two 1-year renewal options for **MAC Uniforms** to provide Uniforms for Bus Operators. Each operator will be allowed to expend up to \$305 per year on uniforms, per the Union Contract. If the two (2), one (1) year options are exercised, the anticipated cost is \$58,865.00 per additional year.

ISSUE

The Birmingham Jefferson County Transit Authority (BJCTA) is requesting to exercise the first of two 1-year renewal options MAC Uniforms to Provide Uniforms for Bus Operators. In an effort to ensure that they are always readily visible and noticeable. Currently, the operator's uniforms will consist of options including dress shirts, polo shirts, pants, shorts, jackets, sweaters, sweater vests, baseball caps, sun visors, skull caps, ties, scarves, shoes, and belts.

DISCUSSION

On May 3, 2016, IFB #16-12 for Transit Bus Operator Uniforms/Items, was issued to obtain vendors to provide uniforms and associated items for the BJCTA operators. The proposal is for a three (3) year contract, with two (2), one (1) year options. This resolution is to exercise the first of 2 one-year renewals. This recommendation will be passed to the full Board on May 1, 2019.

Contract Term

Under the terms of this contract, Mac Uniform will provide Bus Operator Uniforms for a period of 3 years with 2 one-year optional renewals. This resolution is to exercise the first of two 1-year renewal options with MAC Uniforms to Provide Uniforms for Bus Operators and will be execute on June 1, 2019 through May 31, 2020.

Small Business Participation

No DBE or SBE requirements at this time, this will be addressed upon contract negotiations.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA's patrons or employees.

FINANCIAL IMPACT

The Board of Directors must approve Expenditures exceeding \$25,000. Each operator will be allowed to expend up to \$305 per year on uniforms, per the Union Contract. If the two (2), one (1) year options are exercised the anticipated cost is \$58,865.00 per additional year. The total estimated value of both one (1) year options is approximately \$117,730.00. This expense is allocated and will come from the Operating Budget.

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director the right to exercise the first optional one year renewal. This alternative is not recommended because it will decrease the amount of guaranteed revenue for the agency.

NEXT STEPS

Upon Board approval, procurement will execute first renewal option with **MAC Uniforms** to provide Bus Operator Uniforms immediately.

ATTACHMENTS

Resolution

Prepared by Darryl R. Grayson Contracts and Procurement Manger (205-521-0144)



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

Resolution No. 2019-16

Authorization for the Interim Executive Director to exercise the first of two 1-year renewal options MAC Uniforms to Provide Uniforms for Bus Operators

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 provide attractive uniforms to its transit operators, in an effort to ensure that they are readily visible and noticeable at all times; and

WHEREAS, On May 3, 2016, IFB# 16-12 for Transit Bus Operator Uniforms/Items, was issued to obtain vendors to provide uniforms and associated items for the BJCTA operators. This resolution is to exercise the first of two 1-year renewal options MAC Uniforms to Provide Uniforms for Bus Operators

WHEREAS, staff recommends MAC Uniforms of Birmingham, Alabama to provide uniforms and associated items; and

WHEREAS, the staff deems the proposal submitted by MAC Uniforms for these services to be fair and reasonable, based on initial cost estimate and price cost analysis.

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 first of two 1-year renewal options for MAC Uniforms to Provide Uniforms for Bus Operators; and
- Section 2.** That the Authority has budgeted for 193 transit bus operators for the upcoming fiscal year, with each operator having an allotment of \$305.00 per the Union Contract; and
- Section 3.** The anticipated cost for MAC Uniforms to provide Bus Operator Uniforms is estimated to **\$58,865.00** per additional year. The total estimated value of the contract including both one (1) year options is approximately \$294,325.00; and
- Section 4.** This resolution is effective immediately upon approval and adoption.

Adopted: May 1, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary



To: Board of Directors

Through: Frank T. Martin, Interim Executive Director

From: Darryl Grayson, Procurement Manager

Subject: Resolution 2019-18 Legal Services

Date: April 17, 2019

RECOMMENDATION

Authorize the Interim Executive Director to exercise the second of two 1-year renewal options with Fuston, Petway & French, LLP to provide Legal Services to BJCTA at a rate of **\$275.00** an hour for SENIOR AND ASSOCIATE ATTORNEYS and **\$125.00** an hour for PARALEGALS.

ISSUE

The Birmingham Jefferson County Transit Authority (BJCTA) is requesting to exercise the second of two 1-year renewal options Fuston, Petway & French, LLP to Provide Legal Services.

DISCUSSION

In January 2017, RFP #17-07 for Legal Services, was issued to secure a law firm(s) to provide legal services to BJCTA. The proposal is for a one (1) year contract, with two (2), one (1) year options. This resolution is to exercise the second of 2 one-year renewals. This recommendation will be passed to the full Board on May 1, 2019.

Contract Term

Under the terms of this contract, Fuston, Petway & French, LLP will provide Legal Services for a period of 1 year with 2 one-year optional renewals. This resolution is to exercise the second of two 1-year renewal options with Fuston, Petway & French, LLP to Provide Legal Services and will be executed on July 2, 2019 through July 2, 2020.

Small Business Participation

No DBE or SBE requirements at this time, this will be addressed upon contract negotiations.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA's patrons or employees.

FINANCIAL IMPACT

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

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director the right to exercise the second optional one-year renewal. This alternative is not recommended because there are pending litigations currently being handled by Fuston, Petway and French

NEXT STEPS

Upon Board approval, procurement will execute the second renewal option with **Fuston, Petway & French, LLP** to provide Legal Services immediately.

ATTACHMENTS

Resolution

Prepared by Darryl R. Grayson Contracts and Procurement Manger (205-521-0144)



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue; Ste. 201 Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-18

Authorization for the Interim Executive Director to exercise the second of two 1-year renewal options Fuston, Petway & French, LLP to Provide Legal Services for BJCTA

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

WHEREAS, the Interim Executive Director of the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting the Board of Directors approval to exercise the second of two (2) optional, one (1) year extensions of the existing agreement with Fuston, Petway & French, LLP, which will terminate on July 1, 2019; and

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

WHEREAS, the BJCTA deems the fee schedule submitted by Fuston, Petway & French, LLP, to be fair, reasonable, and within the budgeted amount.

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

Section 1. Authorization for the Interim Executive Director to exercise the second of two 1-year renewal options for Fuston, Petway & French, LLP to Legal Services for BJCTA; and

Section 2. The anticipated cost for Fuston, Petway & French, LLP to provide Legal Services is at a **Partner level hourly rate of \$275.00 an hour and Paralegal rate at \$125.00 an hour;** and

Section 3. This resolution is effective immediately upon approval and adoption.

Adopted: May 1, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary



To: Board of Directors

Through: Frank T. Martin, Interim Executive Director

From: Darryl Grayson, Procurement Manager

Subject: Resolution 2019-17 Engines and Transmissions

Date: April 17, 2019

RECOMMENDATION

Authorize the Interim Executive Director to enter into a contract with Long Lewis Ford to provide up to 25 engines and 25 transmissions for revenue buses for a three (3) year period with two (2) one-year optional renewals. The average range for engines is between \$6164.95 - \$7932.93 and \$3583.00 - \$4454.72 for transmissions, with an estimated 5 to 10 engines and Transmissions a year.

ISSUE

Replacement of Engines and Transmissions over a three-year period for BJCTA ford Paratransit Vehicles.

DISCUSSION

On March 18, 2019, Request for Proposals (IFB) #19-06 for Engines and Transmissions was released. Proposals were due on April 5, 2019. After being advertised in Birmingham News, Transit Talent, BJCTA website and emailed directly to seven manufactures, two proposals were received that were deemed responsive. After responsiveness and cost was determined, **Stivers did not submit what RFP requested**, which were engines and Transmissions for all years Long Lewis Ford was deemed the most responsive, fair and reasonable. Break down as follows:

Contract Term

Long Lewis Ford to provide up to 25 engines and 25 transmissions for revenue buses for a year period with the option of two additional years beginning on **June 9, 2019** through **June 8, 2022**

Small Business Participation

No DBE or SBE requirements at this time, this will be addressed upon contract negotiations.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA's patrons or employees.

FINANCIAL IMPACT

The Board of Directors must approve Expenditures exceeding \$25,000.

YEAR		Year 1	Year 2	Year 3	OPTION YEAR 1	OPTION YEAR 2
Long Lewis Ford	Engines 2016 2017-18	\$7477.36 \$6164.95	\$7701.68 \$6349.90	\$7932.93 6540.40	TBD	TBD
	Transmissions 2016 2017-18	\$3583.00 \$4199.00	\$3690.49 \$4324.97	\$3801.20 \$4454.20	TBD	TBD
Stivers Ford	Engines Only 1 year Non-responsive	\$6866.00	\$6866.00	\$6866.00	TBD	TBD
	Transmission Only 1 yr Non-Responsive	\$4640.00	\$4640.00	\$4640.00	TBD	TBD

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director the right to exercise the first optional one year renewal. This alternative is not recommended because it will cause a major delay in repairing vehicles which causes a delay in servicing our paratransit customers.

NEXT STEPS

Upon Board approval, procurement will execute a new contract with **Long Lewis Ford**. to provide Bus Operator Uniforms immediately.

ATTACHMENTS

Resolution

Prepared by Darryl R. Grayson Contracts and Procurement Manger (205-521-0144)



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

Resolution No. 2019-17

Authorization to enter into a Contract with **Long Lewis Ford** to provide Engines & Transmissions for a 3-year period with the option of two additional 1-year period.

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

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) released a solicitation for the supply engines and transmissions, on an as needed basis; and

WHEREAS, the supply and installation of these engines and transmissions are necessary to maintain the condition of the BJCTA fleet; and

WHEREAS, **Long Lewis Ford** was responsive and responsible to the RFP; and

WHEREAS, based on historical data, it is annual expenditures are expected to be \$16,500; and

WHEREAS, the BJCTA deems the proposal submitted by **Long Lewis Ford** to be fair and reasonable and to be superior to the costs recently incurred by the BJCTA for similar services.

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

- Section 1.** To authorize the Executive Director to enter into a contract with **Long Lewis Ford** to procure up to 25 engines and 25 transmissions for revenue vehicles for a 3-year period with the option of two additional years; and
- Section 2.** That payment for completed services be consistent with base prices submitted; and
- Section 3.** That this resolution be adopted immediately upon approval.

Adopted: May 1, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary



To: Board of Directors

Through: Frank T. Martin, Interim Executive Director

From: Darryl Grayson, Procurement Manager

Subject: Resolution 2019-19 Transit Bus Advertising

Date: April 17, 2019

RECOMMENDATION

Authorize the Interim Executive Director to execute a contract with **Lamar Transit Advertising, LLC** to perform sales, production, installation, and maintenance of advertising on revenue fleet for a period of 3 years with 2 one-year optional renewals guaranteeing a minimum of \$130,000.00 a year in revenue.

ISSUE

The latest bus advertising contract will expire on May 20, 2019. Upon entering a new 3-year contract with options, bus advertising will become more extensive with the enhancement and growth of the agency. BJCTA will implement bus ads in Full and Partial wraps in addition to frame billboards and interior cards which will generate revenue per bus.

DISCUSSION

RFP# 19-05 was released on February 15, 2019. This RFP was advertised on the BJCTA's website at www.bjcta.org and The Birmingham News. There were 4 proposals to the solicitation. The RFP review committee selected as a recommendation to the board. The results are as follows:

Maximum Score = 300		
Company	Score	Yearly Guaranteed Revenue
Lamar Advertising	270	\$130,000.00
Fuel Media Holdings	215	\$75,000.00
Gateway Outdoor	145	\$65,000
Response Advertising	85	NONE

This recommendation will be passed to the full Board on May 1, 2019

Contract Term

Under the terms of this contract, Lamar Transit Advertising will provide Bus Advertising Services for a period of 3 years with 2 one-year optional renewals. The term of this contract will be initiated upon contract award.

Small Business Participation

No DBE or SBE requirements at this time, this will be addressed upon contract negotiations.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA's patrons or employees.

FINANCIAL IMPACT

The Board of Directors must approve Expenditures exceeding \$25,000. Revenue Funds from bus advertising will be estimated at 65% of overall generated funds come from local funding. BJCTA's matching funds are budgeted in 'Special Projects. **The estimated revenue for the next 5 years will be \$700,000.00.**

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director to enter into a contract with **Lamar Transit Advertising**. This alternative is not recommended because it will decrease the amount of guaranteed revenue for the agency.

NEXT STEPS

Upon Board approval, procurement will execute a contract with **Lamar Transit Advertising** to provide Executive Search Firm services immediately.

ATTACHMENTS

Resolution

Prepared by Darryl R. Grayson Contracts and Procurement Manger (205-521-0144)



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-19

Authorization the Interim Executive Director to execute a contract with Lamar Transit Advertising, LLC to perform sales, production, installation, and maintenance of advertising on revenue fleet.

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

WHEREAS, the BJCTA desires execute a 3-year with 2 one-year optional renewals bus advertising contract with Lamar Transit Advertising; and

WHEREAS, Bus Advertising will generate an annual guaranteed revenue or by receiving 55% of total Ad Sales whichever is greater; and

WHEREAS, revenue earned from this contract is program income; and

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

Section 1. That the Executive Director is authorized to enter into a contract between BJCTA and Lamar Transit Advertising for the purpose of advertising on and in revenue vehicles which will generate revenue from at least 55% of total Revenue; and

Section 2. That revenue generated will be program income; and

Section 3. That this resolution shall become effective immediately upon adoption and approval.

Adopted: May 1, 2019

Approved: _____
Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary

FINANCE AREA
Status of Projects and Areas of Focus
April 5, 2019

1. Staffing

- We are ready to post the positions of Accounting Manager and Budget Manager. After consulting with Blanche Sherman, both positions are needed to oversee the accounting and budgeting functions and provide adequate segregation of duties which is vital to internal controls.

2. Budget Process

- The budgeting process for 2020 and 2021 has begun in earnest. Meetings are scheduled with department heads in the coming days to discuss initiatives. During this process, we are also determining the validity of the 2019 budget.

3. Banking Relationships

- We had a brief visit from Paul Schabacker, Executive Vice President at ServisFirst Bank. We agreed to send them a schedule of fees and services provided by Compass so they can compare and determine how their rates and services compare.

4. Cash Position

- As of Friday, April 5th, we began the day with an available cash balance of \$3.4 million. Plans are to draw \$3 million from federal grants and we are expecting to receive payment of the \$2.5 million invoice from the City of Birmingham. These deposits should increase the balance to approximately \$9 million.

5. Jefferson County Tax Meeting

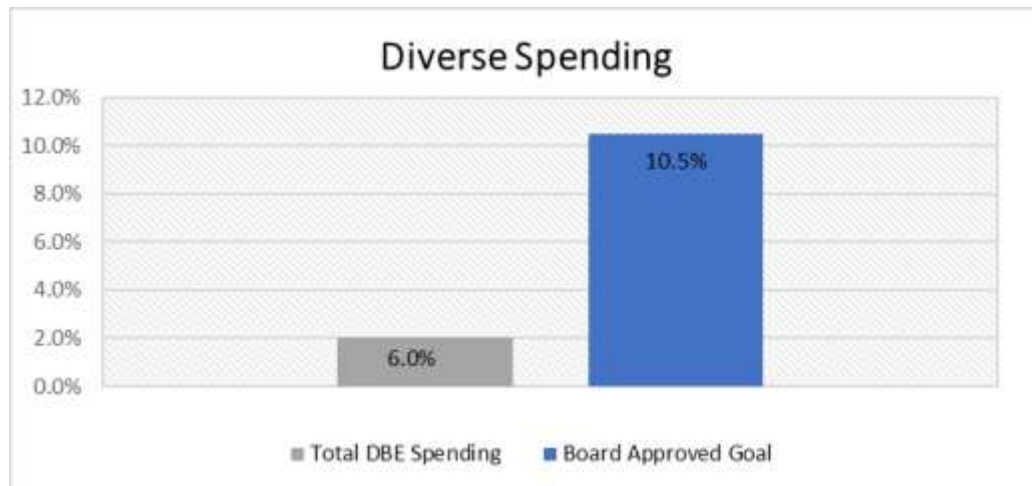
- The meeting with representatives from Jefferson County (Malinda Parker and Sophia Hepburn) will occur Wednesday, April 10th.



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Disadvantaged Business Enterprise (DBE)	RESOLUTION NO.: N/A
	DATE: April 5, 2019
	INITIATOR: Compliance
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0** The Birmingham Jefferson County Transit Authority hereafter known as *BJCTA* has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The *BJCTA* has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the *BJCTA* has signed an assurance that it will comply with 49 CFR Part 26
- 1.1** To ensure nondiscrimination in the award and administration of DOT – assisted contracts
- 1.2** To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts
- 1.3** The DBE progress and performance reports are detailed as part of Grants



- 6.0% DBE Participation in total spending (5 Alabama Certified DBE Vendors, \$113,501.00 out of \$2,053,766.00)

***DBE participation in total spending is up from last month. We are in the process of obtaining DBEs recertifications.**

Month	Total Spending
October	3.6%
November	4.0%
December	6.1%
January	4.0%
February	2.0%
March	6.0%

****Fiscal Year average: Total Spending 4.3%**

Birmingham-Jefferson County Transit Authority

STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: March 2019 Human Resources Report	DATE: March 2019
	INITIATOR: Mrs. Deirdre Byrd Director of Human Resources
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

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

Employment Information:

New Hires: There were seven new hires for the month. Six new hires were for customer care and one for vehicle maintenance.

Terminations: Six employees separated from BJCTA. Three of six were voluntary.

Occupancy Rate: 94% (326 Current Employees out of 348 Total Budgeted Positions)

Labor Relations:

Collective Bargaining Agreement finalized.

FMLA/Medical Leave:

BJCTA had nine employees on family medical leave and three of the nine were intermittent leave.

Recruitment Initiatives:

Hiring event: Day in the Life of BJCTA Bus Operator presented by Recruiter, Justin Ridgeway. This was a successful initiative recruiting over sixteen (16) bus operators with CDL and twelve (12) non-CDL bus operators.

Current Job Postings: Bus Operators (Fixed and Paratransit), Diesel Mechanics, Network Administrator, and Operations Supervisor.

Random/Post, Offer Drug Testing:

Random Selections (8) – Currently up-to-date
Pre-Employ NON- DOT - (6)
Pre-Employ DOT – (1)

Upcoming Training:

Timeclock Plus – San Antonio, TX
FTA National Drug/Alcohol Conference – Milwaukee, Wisconsin

Mrs. Deirdre F. Byrd

Mrs. Deirdre F. Byrd

Director of Human Resources



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: <p align="center">Information Technology Report</p>	RESOLUTION NO. Not Applicable
	DATE: April 5, 2019
	INITIATOR: Toney Chestnut Sr Information Technology
ACTION REQUEST: <input type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

Purpose/Objective:

The Information Technology Department is responsible for maintaining 99.9% uptime on IT systems, hardware and functionality of the PC process, so the BJCTA can be productive in providing excellent transit service to the Birmingham Metro Area. We are excited and energetic about our future to help move BJCTA forward.

IT Objectives:

- IT Helpdesk Tickets: The IT department resolved 146 helpdesk tickets for the month of March
- Site C Parking Lot: The parking lot at site C is now cashless. The IT department worked with various departments to complete this task. The proper signs had to be added and configuration to the machine had to be done.
- BRT: The IT department has attended a BRT meeting every week this month. The meetings cover various subjects such as: TSP, Branding, PIDS, Technology, and overall scope of the BRT project. We are current looking at smart city technology and 5G connections for the stops. The PIDS proposal is being constructed and TSP RFP is about the go out for Bid.
- IT Budget: We are working on completing the IT budget. The Finance department has delivered the current IT budget, and we are modifying the IT budget. The current IT budget lacks accurate staffing, IT hardware, IT software, and renewal support for various IT contracts. We have identified the exact items to complete the IT budget. We will also meet with the Finance department and go over the details for the IT budget.
- IT Staffing: The IT Department is understaffed. We have a job position for a System Administrator open. The System Administrator will be responsible for maintaining computing environment by identifying network requirements; installing upgrades; monitoring network performance. Assess the organization's network and implement hardware and software as needed. Oversee digital security and analyze data to optimize performance of the network. Oversee and troubleshoot LAN and WAN.
- Drug and Alcohol Awareness Training: The IT department attendant the Drug and Alcohol Awareness Training. The training helped us in identifying any employee that may need some help with abuse. This job is the responsibility of us all.

- Genfare Farebox: The probing for the Genfare system is out of service. The probing is an operation where a device plugs into the bus and sends financial data to our system about the fare collection from that day. The IT department has been working with Genfare to resolve this issue. As of now we are working on a temporary solution, with a plan for the primary solution. The IT department has updated the entire back end of the Genfare System. We have also established an annual support and maintenance contract with Genfare.
- IT Consultant: All month the IT department has been working with the IT consultant. We have provided the consultant information about the IT department policy and procedures. She will submit her findings and recommendation.

BIRMINGHAM-JEFFERSON COUNTY TRANSIT AUTHORITY

Board Approved Contracts

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-17	Strada Professional Services	A&E Consultants	10/28/2015	2016-02	10/01/2015	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018 Will Not Renew
15-17	Wendel Architecture. PC	A&E Consultants	10/28/2015	2016-02	4/01/2016	9/30/2016	2 of 4	2017-41	8/30/2017	9/30/2018 Will Not Renew
16-05	Banks, Finley, White & Co.	Auditing Services	8/5/2016	2016-34	9/21/2016	12/31/2018	Will Not Renew			
16-07	Mansfield Oil Company	Low Sulfur #2 Diesel/ Reg. 87 Oct. Unlead. Fuel	3/31/2016	2016-16	4/01/2016	4/01/2018	1 of 3 Cancelled	2018-15	3/28/18	4/01/2019 Will Not Renew
14-05	Gateway Advertising	Bus Advertising / Wraps	3/26/2014	2014-07	4/08/14	5/20/2019	0			
16-12	Municipal & Comm. "MAC" Uniforms	Bus Operator Uniforms	5/25/2016	2016-20	5/31/2016	5/31/2019	2			
14-10	Jasper Engines and Transmission	Engines and Transmissions for Paratransit	6/25/2014	2014-34	7/01/2014	6/08/2018	2 of 2	2018-20	4/25/2018	6/8/2019
17-07	Fuston, Petway and French	Legal Services	4/24/2017	2017-19	7/01/2017	7/01/2018	1 of 2	2018-21	4/23/2018	7/01/2019
N/A	Thomas E. Stringer Jr.	Evaluation & Assessment	2/06/2019	2019-08	2/11/2019	8/11/2019	Month to Month Basis up to a year			
16-14	Message Point Media of AL, Inc.	PIDS (Maint. terms)	8/5/2016	2016-35	8/31/2016	8/31/2017	2 of 4	2018-27	8/30/2018	8/31/2019
14-18	Goodyear Tires	Tire Lease and Maintenance	9/05/2014	2014-46	9/01/2014	8/31/2017	2 of 2	2018-28	8/30/2018	8/31/2019

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-16	U.S. Security Associates, Inc.	Physical Security Guard Services	8/26/2015	2015-41	9/09/2015	9/08/2016	3 of 4	2018-29	9/08/2018	9/08/2019
15-29	Cassady & Self Glass Company	Transit Bus Glass	9/30/2015	2015-46	10/01/2015	09/30/2018	1 of 2	2018-31	9/30/2018	9/30/2019
15-25	Master Solutions LLC	Governmental Relations	8/26/2015	2015-40	10/01/2015	9/30/2016	3 of 4	2018-30	9/30/2018	9/30/2019
15-28	Whiting Systems, Inc.	Exterior Vehicle Cleaning Solution	9/30/2015	2015-42	10/05/2015	10/05/2018	1 of 2	2018-38	10/05/2018	10/05/2019
16-11	Roger M. Pugh	Certified Commercial Real Estate Appraiser	6/22/2016	2016-28	10/11/2016	10/11/2017	1 of 4	2017-43	8/30/2017	10/11/2018 Will Not Renew
15-24	AllComm Wireless, Inc.	Maintenance – Transit Radios	9/30/2015	2015-45	10/14/2015	10/13/2018	1 of 2	2018-43	10/09/2018	10/31/2019
N/A	Off-Duty Police Officers	Security Services	9/28/2016	2016-22	11/01/2016	11/01/2017	1 of 4	2017-46	9/27/2017	11/01/2019
16-18	The Ancon Group, LLC	Bus Bay/ Parking Lot Cleaning	10/26/2016	2017-01	11/01/2016	11/01/2019 Cancelled	Will Not Renew			
17-13	Wendel Companies PC	BRT Stop Facilities Project	11/16/2017	2017-47	11/16/2017	11/16/2018	1	2018-48	11/16/2018	11/15/2019
16-20	Joint Venture: Steel City Services, LLC & SLADE, LLC	Window Cleaning Services	10/26/2016	2017-05	12/01/2016	12/01/2019	2			
16-21	G&G Lawncare Maintenance, Inc.	Landscaping Services	10/26/2016	2017-03	12/01/2016	12/01/2019	2			
16-22	Falls Facility Services, Inc.	Janitorial Services	10/26/2016	2017-02	12/01/2016	12/01/2019 Cancelled	Will Not Renew			
15-26	Cobbs Allen - Birmingham	Liability Insurance Broker Services	10/08/2015	2015-48	10/01/2015	9/30/2018	2	2018-49	12/10/2018	12/09/2019
16-03	Blue Cross & Blue Shield of AL	Health Insurance	1/27/2016	2016-07	3/01/2017	12/31/2017	N/A	N/A	11/29/2018	12/31/2019
14-25	DSI Medical	Drug and Alcohol	11/19/2014	2015-04	1/01/2015	12/31/2017	1 of 2	2018-04	11/29/2017	12/31/2019
17-04	Skye Connect Incorporated	DBE Coordination & Services	3/22/2017	2017-15	1/03/2017	1/03/2019	2	2019-03	1/03/2019	1/03/2020
15-17	Whitman, Requart & Assoc, LLP	A&E Consultants	10/28/2015	2016-02	2/01/2016	9/30/2018	3 of 4	2019-04	2/12/2019	2/12/2020

RFP /IFB #	Vendor Name	Product/Service	Contract Award	Board Action	Contract Start	Contract End	Renewal Options	Board Action	Extension Date	New End Date
15-01	Charles Nectem Inc.	Employee Assistance Program	1/28/2015	2015-08	3/02/2015	3/01/2018	2 of 2	N/A	3/01/2019	3/01/2020
17-06	Message Point Media of AL, Inc.	Website Design & Implementation	3/01/2017	N/A	3/01/2017	3/01/2020	2			
16-04	C.P. Construction Company	Bus Shelter Bus Stop Maintenance	3/31/2016	2016-11	3/21/2016	3/20/2019	1 of 2	2019-02	3/20/2019	3/20/2020
15-05	Aramark Uniform Service	Maintenance Uniforms/Towels	4/13/2015	N/A	4/01/2015	3/31/2018	2 of 2	2019-01	3/31/2019	3/31/2020
17-08	Gregory Pest Solutions	Pest Control Services	3/29/2017	2017-16	4/12/2017	4/12/2020	2			
17-10	Ed's Refurbishing	Transit Bus Painting -Repairs	5/17/2017	2017-26	6/1/2017	6/1/2020	N/A			
17-16	Rely Supply	Oils and Lubricants	8/30/2017	2017-36	9/01/2017	9/01/2020	2			
18-06	At Work Uniforms	Supervisor Uniforms	06/27/2018	2018-25	07/09/2018	7/09/2021	2			
18-12	CJ Pressure Cleaning	Bus Bay/ Parking Lot	10/08/2018	2018-42	10/11/2018	09/30/2021	2			
18-11	Hills Janitorial Service	Janitorial Svc	09/22/2018	2018-35	10/04/2018	10/03/2021	2			
N/A	Barge Design Solutions	Roadway Improvements and Transitways Design Services for BRT Project	10/08/2018	2018-45	12/04/2018	12/04/2021				
16-07	Petroleum Traders Inc.	Diesel / Unleaded Fuel	2/06/2019	2019-07	2/25/2019	2/25/2021	3			
15-10	Avail Technologies, Inc.	Cellular Data	8/30/2017	2017-34	9/01/2017	9/01/2022	N/A			

Master Solutions, LLC

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Governmental Affairs Update April 2019

This update details the events and occurrences for the month of March 2019, and current projects that are on-going in nature, but are being worked on monthly to help bring them to fruition.

Congressional Meetings- Master Solutions, LLC accompanied BJCTA representatives on the Hill in meetings with the chief of staff for Senator Doug Jones, the chief of staff for Congressman Gary Palmer, and the legislative assistant over transportation for Congresswoman Sewell and Senator Shelby.

APTA Conference- Master Solutions, LLC attended the APTA Conference with representatives from the BJCTA.

Strategic Planning- Master Solutions, LLC had multiple meetings with the Interim Executive Director and BJCTA board members concerning strategies and processes to be implemented for the organization going forward.

Legislative Session- Master Solutions, LLC worked closely with the Birmingham Business Alliance to add transit authority language in the infrastructure bill, HB2. Language can be seen on page 20 line 11. This marks the first time in Alabama history that transit authority language has been added to a statewide bill.

Jefferson County Mayor's Association- Master Solutions, LLC worked closely with the Jefferson County Mayor's Association to host their monthly meeting coming up in April.

Meetings with City of Birmingham- Master Solutions, LLC attended multiple meetings with the Transportation Committee of the Birmingham City Council and met separately with Councilor O'Quinn and Representative Neil Rafferty concerning the future of transit.