



FINANCE & ADMINISTRATION COMMITTEE MEETING

Wednesday, January 20, 2020

10:00 AM

AGENDA

<https://global.gotomeeting.com/join/127973957>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 127-973-957

- I. **Call to Order**
- II. **Roll Call/ Establishment of Quorum**
- III. **Adoption of Agenda**
- IV. **Adoption of Meeting Minutes**
 - A. December 16, 2020
- V. **Monthly Financial Report**
- VI. **COVID-19 Update**
- VII. **Human Resources Update**
- VIII. **Information Technology Update**
- IX. **Executive Director's Report**
- X. **Resolutions for Consideration and Approval**
 - A. **Resolution 2021-12 Customer and Community Satisfaction Survey; 1) Customer and Community Satisfaction Survey 2) Strategic Planning 3) Performance Measurement and Benchmarking (Key Performance Indicators)**- Authorization for the Executive Director to enter into a Task Order agreement with **TransPro**. The firm will provide the following services: 1) Customer and Community Satisfaction Survey 2) Strategic Planning 3) Performance Measurement and Benchmarking (Key Performance Indicators) on a task order basis. The required local match of \$10,000 will be provided by the City of Birmingham. The remainder of this task will be funded by a Section 5307 Grant allocating \$197,433.00. The proposed total cost of this task order will not exceed \$207,433.00.
 - B. **Resolution 2021-13 Fuel Management System** - Authorization for the Executive Director to procure a Fuel Management System from **SynTech Systems Inc**. This system allows data collection mileage, fuel & engine monitoring to be generated electronically by wireless data-capturing versus manually. This system will also include installation, additional equipment, training and licensing. The total cost of the system including

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Members

Sam Parker, Chairman

LeDon Jones

Willie Davis, III

future funds to cover Fleetnet and new ERP development for connectivity for a 3-year period is **\$334,864.00**. This will also include two 1-year renewal options.

- C. **Resolution 2021-14 Low Sulfur #2 Diesel & Regular #87 Octane Unleaded Fuel** - Authorization for the Executive Director to exercise the first of three 1-year renewal options for Petroleum Traders Inc to provide Low Sulfur #2 Diesel & Regular #87 Octane Unleaded Fuel to BJCTA for revenue and non-revenue fleet. The estimated usage for 2021 is \$30,000.00.
- D. **Resolution 2021-15 Apollo Camera Retrofit Phase II System** - Authorization for the Executive Director to utilize **Apollo Video Technology** to provide and retrofit a Mobile Video Surveillance System (MVSS) on the remaining 41 Paratransit and Fixed Route buses. The cost of the MVSS system will not exceed **\$226,136.80**.
- E. **Resolution 2021-16 Temporary Staffing** - Authorization for the Executive Director/CEO to utilize Robert Half Staffing Agency (Accountemps) to provide temporary accounting services in the Finance Department until vacancies are filled in the positions of the Senior Accountant and the Staff Accountant. The cost of the temporary accounting services will not exceed \$65,000.

XI. Items for Information and/or Discussion

A. Departmental Reports

XII. Old Business

XIII. New Business

XIV. Adjournment

Upcoming Activities

February 2021

February 3, 2021

Regular Meeting of the BJCTA Board of Directors at 12 NOON

February 17, 2021

BJCTA Board Committee Meetings beginning at 9 AM

March 2021

March 3, 2021

Regular Meeting of the BJCTA Board of Directors at 12 NOON

March 17, 2021

BJCTA Board Committee Meetings beginning at 9 AM