



Board of Directors Meeting
Transit Authority of the Lexington-Fayette Urban
County Government
200 West Loudon Ave, Conference Room 110
Lexington, KY 40508

July 19, 2017
5:00 PM

TABLE OF CONTENTS

	<u>Pages #(s)</u>
Agenda	1
Minutes	2-6
Change Order.....	7
Resolutions	8-17
General Manager Report	18-21
KPIs	22-26
Information	27-34

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Agenda
Board of Directors
Transit Authority of the Lexington-Fayette Urban County Government
200 West Loudon Avenue - Lexington, KY 40508

July 19, 2017

- | | | |
|-------|---|----------------------------|
| I. | Call to order | 5:00 |
| II. | Approval of Board Meeting Minutes | 5:00 — 5:05 |
| | i. June 21, 2017 | |
| III. | Public Comment on Agenda Items / Public Hearing | 5:05 — 5:10
5:10 — 5:20 |
| IV. | Chair's Report | |
| V. | Change Order | 5:20 — 5:25 |
| VI. | Action Items | 5:25 — 5:35 |
| | i. Resolution No. 2017-12 Contract for Overhead Door & Security Gate Services | |
| | ii. Resolution No. 2017-13 Contract for Legal Services | |
| | iii. Resolution No. 2017-14 Technology Policy | |
| | | 5:35 — 5:40 |
| VII. | Old Business | |
| VIII. | General Manager's Report | 5:40 — 5:45 |
| | i. Financial Statement | |
| | ii. General Managers Report | |
| | iii. Key Performance Indicators | |
| IX. | Proposed Agenda Items | 5:45 — 5:50 |
| X. | Closed Session | |
| XI. | Adjournment | 5:50 — |



**Board of Directors Meeting
Transit Authority of the Lexington-Fayette Urban County Government
Lextran**

**200 West Loudon Ave, Conference Room 110
Lexington, KY 40508**

June 21, 2017

MEMBERS PRESENT

Malcolm Ratchford, Chair
George Ward, Vice Chair
Marci Krueger-Sidebottom
Tawanda L. Owsley
Jeff Fugate
Rick Christman
Dede Delaney, Board Attorney

MEMBERS ABSENT

Dr. Augusta Julian
Christian Motley

STAFF PRESENT

Carrie Butler, General Manager
Ronda Brooks, Administrative Assistant
Fred Combs, Planning and Technology Manager
Geri Davidson, Director of Human Resources
Nikki Falconbury, Director of Finance
John Givens, Director of Risk Management
Mary Kate Gray, Community Relations Manager
Tracy Sewell, Director of Operations
Keith Srutowski, Director of Purchasing

STAFF ABSENT

Jill Barnett, Assistant General Manager
Jim Barrett, Director of Maintenance

OTHERS PRESENT

Brian Brewster, Lextran Bus Operator, and family
Chris Meetin, Lextran Maintenance Manager
David Sams, Lextran Service Worker
Don Pratt, Citizen
Joseph David, Transportation Planner, LFUCG, MPO
Patricia A. Day, Senior Director-Labor Relations, Transdev North America, Inc.
Steven D. Richardson, Lextran Mechanic and Local 639 – Amalgamated Transit Union President

I. CALL TO ORDER

Mr. Ratchford called the June 21, 2017 meeting of the Lextran Board of Directors to order at 5:00 p.m.

Recognition for 8 years Perfect Attendance – **Brian Brewster, Lextran Bus Operator**. Ms. Butler thanked Mr. Brewster and his family for the support they give him. Mr. Brewster received gifts of appreciation from Lextran and the Local Union 639 – Amalgamated Transit Union (ATU).

II. APPROVAL OF MINUTES

Mr. Ratchford called for a motion to approve the minutes from the May 17, 2017 board meeting. A motion to approve the minutes was made by Mr. Ward and seconded by Ms. Owsley. The minutes were approved unanimously.

III. PUBLIC COMMENT

Steven D. Richardson, Lextran Mechanic and President, Local Union 639 – ATU. Mr. Richardson stated that the Maintenance Department has some serious problems; shortage of staff, forced overtime and 16 hour straight shifts. The Union has met with Ms. Butler and submitted a resolution regarding this issue. Mr. Richardson is here to notify the board of this issue with hopes that everyone can come together and get some better working conditions in this department.

Don Pratt, Citizen – Mr. Pratt addressed the board with a suggestion that the board should request a salary for their work from the Urban County Council, because Lextran is very similar to the school board and they do a lot more work than attending the board meetings monthly.

Mr. Pratt noticed something disturbing at the last meeting that there are multi-million dollar budgets here and in the school system, and yet the Board makes decisions based on the advice of someone above them, employees or this management group. They tell the Board they made a decisions based on what they think is right, the Board doesn't have a chance to really know who they are hiring, the bid process, or contracts.

It also concerns him Mr. Pratt that the people of this city, including the board members, don't know the employees, customers, or the needs of this community or the routes very well; it's very hard to find that out, and he understands this town is laid out so poorly.

Mr. Pratt spoke of the \$850,000 buses Lextran recently purchased, those buses can only run on two routes. He would like to know the ridership increases, if there were any. He would also like to know what the Board knows in reference to what is being decided regarding route changes, and services that are a loss to the people of this town. Mr. Pratt stated that the \$850,000 for six buses and \$250,000 for two charging station is excessive, primarily because we have to burn that coal somewhere else.

David Sams, Lextran Service Worker – Mr. Sams addressed the board with the following comments, “I hope that this board understands some of these issues I have brought forward, and especially that there’s no place to bring compliance. I’m not talking about work related issues, I’m talking about problems with upper management doing something that they should not be doing. Lextran staff needs an avenue to the board that we can come to and talk confidentially. Especially the ethic related issues like someone stealing or out playing golf when they should be working a lot, like with the instance with the last general manager. I took this complaint everywhere and was always referred back to where I started. The one that answered my question was the one that the complaint was on, that’s not an avenue. When a man doesn’t come to work, like Mr. Burke did and played golf all the time, tells the news cast *---I have to admit I was the one who ratted him out --* when asked “where do you go when you leave here?”, Mr. Burke said, “I have three other offices”, that was a lie. I wish they would had asked him, “Can you show me those offices?” These are the kind of complaints I’m talking about. And there’s other issues, like when you rat someone out like that, there’s consequences for those people who rat them out, whether it be the director or your immediate supervisor. These are the avenues that need to be changed, it can’t be the same set up as a work related issue, because it’s not, it’s not in that realm. Please find some kind of way we can come to the board directly. If the board is unable to handle this, use an outside source. This is our investment too, we come to work here every day, we put our time in, we get paid, we pay taxes, we need an avenue to make sure this company is running the best way it can. They’re not alone, I’m watching, if they get out of line, I’m going to tell you, if I get out of line you’ll see it in my file.”

Mr. Ratchford responded and asked that commenters please pay attention to the upcoming meetings, as the Board will respond to their concerns. The board will meet with the Transdev management team and Lextran staff to respond to the public comments. Mr. Sams asked “if it’s done all within house”. Mr. Ratchford replied that the board will direct the general manager on how to respond to the comments.

IV. CHAIRS REPORT

Mr. Ratchford – Next month the Board will review the full Triennial review report and gave a few highlights. Seventeen areas were reviewed, eight of them were deemed deficiencies; Technical Capacity, Maintenance, Americans with Disabilities (ADA), Title VI, Procurement, Disadvantaged Business Enterprise (DBE), Planning/Program of Projects, Equal Employment Opportunity (EEO). None of these items were a repeat from the 2014 review. Mr. Ratchford commended Lextran’s team for their hard work during these reviews.

V. NEW BUSINESS

Ms. Butler introduced an updated Technology Policy (pages 9-11 of June 21, 2017 board meeting documents). Mr. Ward asked for a draft of the changes that were made. Ms. Butler stated that the changes came from different areas, and will provide a copy of the various documents for review.

VI. ACTION ITEMS

- Resolution No. 2017- 08 General Contractor - Ms. Butler reviewed the resolution to enter into a contract with The Mitchell Group to provide general contractor services. Mr. Ratchford called for a motion. Ms. Owsley made a motion to accept the resolution, and Mr. Christman seconded. The motion carried unanimously.
- Resolution No. 2017-09 Electric Bus - Ms. Butler reviewed the resolution to enter into a contract with Proterra Inc. to purchase one (1) electric bus. Mr. Ratchford called for a motion. Mr. Ward made a motion, and Ms. Krueger-Sidebottom seconded. The motion carried unanimously.
- Resolution No. 2017-10 Meeting Dates FY 2018 - Ms. Butler reviewed the resolution requesting authority to adopt the meeting schedule of the Board of Directors for fiscal year 2018. Mr. Ratchford called for a motion. Mr. Fugate made a motion, and Ms. Owsley seconded. The motion carried unanimously, with a few date changes.

Resolution No. 2017-11 Collective Bargaining – Ms. Butler requested to enter into closed session to discuss a Collective Bargaining resolution pursuant to KRS 61.810. Mr. Ratchford asked for a motion to enter into closed session. A motion was made by Mr. Ward, and seconded by Mr. Fugate. At 5:32 p.m. the Board Members, Ms. Butler, Ms. Falconbury and Ms. Day entered into closed session. No action was taken.

At 6:02 p.m. the meeting resumed. Mr. Butler reviewed the resolution to allow the Board of Directors of the Transit Authority of Lexington-Fayette Urban County Government to authorize and direct the Chairperson of the Board and General Manager to execute the collective bargaining agreement. Mr. Ratchford called for motion. Mr. Ward made a motion, and Mr. Fugate seconded. The motion carried unanimously.

VII. OLD BUSINESS

Mr. Combs and Ms. Davidson presented Lextran Hiring and Staffing Presentation - Presentation can be found on pages 21-32 of the June 21, 2017 board packet.

Additional information requested:

- Break down turnover by departments for the last 3 years separately, to see if there are any trends or any indicators that we might need to look at.
- Report if the 56 voluntary turnovers for less than 5 years are retirement age. See pg. 25.
- Pie chart for voluntary turnover reasons. See pg. 26.

VIII. MANAGER'S REPORT

Ms. Falconbury reviewed the financial statements found on pages 33-34 of the June 21, 2017 board packet.

- Grant funds were received so our cash balance for the end of the fiscal year is strong.
- Eleven months into the fiscal year and the budget is doing really well.
- Property tax funds increased 2.5%.

Ms. Butler noted that next month will be the end of the fiscal year. The July financial statement will be an unaudited report and will be subject to change.

Ms. Butler reviewed the General Manager's report and Key Performance Indicators. Highlights included:

- Lextran attended the APTA Bus and Paratransit Conference and International Bus Rodeo – May 8-10; with a driver that competed in the Rodeo. Ms. Butler presented at a number of sessions during the conference.
- Transit Center has had some interesting pop up events, including a 'Little Free Library'. Preliminary planning work and coordination with the Town Branch Commons trail project continues.
- In the next few months we'll have an update on the Mural project, which is a partnership with KU and LexPark.
- We introduced the service to Jacobson Park. Ridership is low, but are seeing some ridership.

IX. PROPOSED AGENDA ITEMS

- Resolution for overhead door, legal and security gate services.
- Review Triennial Review
- Address the Public Comments

X. Closed Session

See VI. ACTION ITEMS resolution No. 2017-11 Collective Bargaining

XI. ADJOURNMENT

The meeting adjourned by consensus at 6:21 p.m.



Change Order Report July 2017

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Gillig (PO C0000248-000)	Bus (4 40-foot CNG)	\$1,894,740.00	\$17,308.00	Changes to bus order including adding a rear camera and an extended transmission warranty. The new total for this order is still below the not-to-exceed amount approved by Board resolution 2016-05.	N/A
Gillig (PO C0000251-000)	Bus (1 40-foot CNG)	\$473,685.00	\$4,327.00	Changes to bus order including adding a rear camera and an extended transmission warranty. The new total for this order is still below the not-to-exceed amount approved by Board resolution 2016-19.	N/A



July 19, 2017

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Award a Contract for Overhead Door & Security Gate Services

Attached is a resolution requesting authority to enter into a contract for overhead door and security gate services.

RFP 1714 was issued May 22, 2017 with proposals received on June 21, 2017. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Responsive proposals were received from three (3) qualified proposers:

- Miner Corporation
- Overhead Door Company of Eastern Kentucky
- Overhead Door Company of Lexington

The evaluation committee ranked the proposals received. Overhead Door Company of Lexington received the highest ranking and is recommended to be awarded the contract according to the terms of their proposal in response to RFP 1714.

The term of the contract awarded will be for two (2) years with three (3) options for an additional year. The pricing is \$180 per hour for a two-man crew plus \$19 for shop supplies and an \$11 commercial fuel surcharge. Emergency service rates are \$210 per hour for same day service if called after 11 AM.

If you have any questions or wish to review the contract with Overhead Door Company of Lexington, please call me at 255-7756.



RESOLUTION

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MOTION: _____ **SECOND:** _____

DATE: July 19, 2017 **RESOLUTION NO.:** 2017-11

BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to exercise a contract with Overhead Door Company of Lexington to provide overhead door and security gate services according to the terms as set forth in RFP 1714 and the proposal submitted by Overhead Door Company of Lexington, which are incorporated herein by reference. The pricing is \$180 per hour for a two-man crew plus \$19 for shop supplies and an \$11 commercial fuel surcharge. Emergency service rates are \$210 per hour for same day service if called after 11 AM. The term of the contract awarded will be for two (2) years with three (3) options for an additional year.

Chairperson, Malcolm Ratchford

Date



July 19, 2017

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution to Award a Contract for Legal Services

Attached is a resolution requesting authority to enter into a contract for legal services.

RFP 1711 was issued May 1, 2017 with proposals received on June 8, 2017. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. Responsive proposals were received from five (5) qualified proposers:

- Mary Delaney
- McBrayer, McGinnis, Leslie & Kirkland, PLLC
- Miller Wells, PLLC
- Kinkead & Stiliz, PLLC
- Steptoe & Johnson, PLLC

The evaluation committee ranked the proposals received. McBrayer received the highest ranking and is recommended to be awarded the contract according to the terms of their proposal in response to RFP 1711.

The term of the contract awarded will be for three (3) years with two (2) options for an additional year. The pricing shall include a monthly retainer of \$1,000 for tasks in the scope of work, including attendance at Board meetings, Board work sessions, and Finance Committee meetings; review of Board resolutions; review of contracts; and responding to questions about the Open Records Act and Open Meeting Act. An hourly rate of \$125 for Members, \$100 for Associates, and \$40 for Paralegals shall be charged for any additional work performed outside the scope of work as defined in RFP 1711.

If you have any questions or wish to review the contract with McBrayer, please call me at 255-7756.



RESOLUTION

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MOTION: _____ **SECOND:** _____

DATE: July 19, 2017 **RESOLUTION NO.:** 2017-13

BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby authorizes and directs the General Manager to exercise a contract with McBrayer, McGinnis, Leslie & Kirkland, PLLC to provide legal services according to the terms as set forth in RFP 1711 and the proposal submitted by McBrayer, McGinnis, Leslie & Kirkland, PLLC, which are incorporated herein by reference. The pricing shall include a monthly retainer of \$1,000 for tasks in the scope of work, including attendance at Board meetings, Board work sessions, and Finance Committee meetings; review of Board resolutions; review of contracts; and responding to questions about the Open Records Act and Open Meeting Act. An hourly rate of \$125 for Members, \$100 for Associates, and \$40 for Paralegals shall be charged for any additional work performed outside the scope of work as defined in RFP 1711. The term of the contract awarded will be for three (3) years with two (2) options for an additional year.

Chairperson, Malcolm Ratchford

Date



July 19, 2017

TO: The Board of Directors

FROM: Carrie Butler, General Manager

SUBJECT: Resolution for Adoption of Technology Policy

Attached is a resolution requesting the adoption of a technology policy.

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) has put together the attached technology policy. Lextran does not currently have a comprehensive technology policy in place. While Lextran has been fortunate to have not faced any significant network security breaches or hacking, there continues to be an increased importance on network and internet security.

This policy would replace previous policies iterations including the "E-Mail & Computers" and "Social Media Policy" sections of the Employee Handbook for Administrative Employees as revised October 16, 2013. This new policy describes the various types of technology Lextran provides employees, imposes stronger requirements for the use of passwords on employee computers, adds a disclaimer to outgoing employee emails, and addresses general internet usage by employees.

If you have any questions, please call me at 255-7756.

DRAFT



RESOLUTION

**TRANSIT AUTHORITY OF THE LEXINGTON-FAYETTE
URBAN COUNTY GOVERNMENT**

MOTION: _____ **SECOND:** _____

DATE: July 19, 2017 **RESOLUTION NO.:** 2017-14

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) has established a technology policy, and;

WHEREAS, the by-laws of the Transit Authority of the Lexington-Fayette Urban County Government provides that the Board of Directors shall have the power to set policies;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby adopts and approves the technology policy which is attached hereto and incorporated herein by reference.

Chairperson, Malcolm Ratchford

Date



Technology Procedure of the Transit Authority of Lexington-Fayette Urban County Government (Lextran)

Lextran provides a wide range of technology, both tangible and intangible, to assist employees on their day-to-day activities. Examples of such technology include, but are not limited to:

- Desktop or laptop computers
- Mobile devices such as tablets, iPads, etc.
- Cellular telephones
- Communications devices such as radios
- Data generated by Lextran
- Software
- Online accounts
- Peripheral equipment

Any and all technology provided by Lextran shall remain the property of Lextran. All technology released to an employee shall remain in that employee's possession, be kept safely and securely, protected by a password when possible, and not relinquished to any outside party. Technology must be available to Lextran management staff, with or without notice, for inspection, upkeep, and repair. An employee's direct supervisor may, at his or her discretion, require that technology be inspected at any time, for any suspicion of unauthorized use.

There is to be no expectation of privacy by Lextran employees when conducting business, official or personal, through Lextran technology. Lextran employees shall use judgement and discretion when using Lextran technology as all use of Lextran technology is subject to review. No personally owned technology can be used for official Lextran business unless explicitly approved by an employee's supervisor.

Brief and occasional personal use of Lextran computers and internet access is permissible so long as that use is not excessive or inappropriate, occurs during personal time (lunch or other approved breaks), and does not result in expense of harm to Lextran or otherwise violate any other employee policy.

Electronic Mail (e-mail):

Lextran provides employees with an e-mail account for business purposes. Lextran employees must exercise sound judgment and common sense when creating and distributing e-mail messages, regardless of the recipient. E-mails sent and received are subject to the Kentucky Open Records Act. The following applies to all e-mail users:

- 1) All electronic communications using company equipment are considered business communications, and all records of such communications are considered business records. Lextran, therefore

reserves the right to examine e-mail and other records on the basis of statistical sampling or other good cause, and reserves the right to use automated monitoring tools to search for words or patterns that may indicate abuse. Such access to e-mail documents will be undertaken only after consultation with the Lextran's senior management, and will be conducted with due regard for confidentiality.

- 2) Lextran's policy against harassment and discrimination applies without exception to all e-mail messages whether sent internally or externally. Sending e-mail messages containing harassing, discriminatory, obscene, defamatory, or otherwise offensive material or information is prohibited. The content and tone of all e-mail messages should treat the recipient with dignity and respect.
- 3) E-mail shall not be used to solicit or promote anything of a personal nature for private or personal financial gain. Solicitation for charitable causes may be posted with the express written approval of Lextran's General Manager.
- 4) E-mail shall be used for Lextran business. Incidental and limited use of e-mail for personal and non-business reasons is acceptable so long as it does not interfere with company business, your work, or violate this procedure.
- 5) E-mail messages may potentially be read by someone other than the intended recipient, and can even be retrieved after deletion. Accordingly, e-mail messages should not be considered private and therefore should not contain confidential and proprietary information.
- 6) E-mail messages and attachments can contain viruses or other harmful programs. If you receive e-mail from an unknown source, do not open the e-mail message, but instead contact Lextran's Information Technology staff or designee, or delete the message. Attachments containing executable programs must never be opened. Knowingly sending e-mail messages containing viruses or other destructive applications is prohibited.
- 7) Participating in chain letters is specifically prohibited. Although chain letters appear harmless, they consume valuable staff time and limited network resources. They are also potentially offensive to recipients, who by means of the Internet might be clients. If you receive a chain letter, please delete it and do not forward.
- 8) The following disclaimer shall be added to each outgoing email:

"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Transit Authority of Lexington-Fayette Urban County Government. Finally, the recipient should check this email and any attachments for the presence of viruses. Lextran accepts no liability for any damage caused by any virus transmitted by this email."

Passwords:

Use of Lextran computers require an individual account which is provided to each employee by Information Technology staff or designee. An individual employee account is needed to log onto the Lextran network. Lextran employees will be prompted to change their password the first time their account is logged onto the network. Passwords must follow the following protocols:

- Passwords shall be a minimum of eight characters
- Passwords shall contain at least one numeric character and one special character
- Passwords shall be case sensitive and must contain at least one uppercase and one lowercase character
- Passwords shall not contain the user's name
- Passwords shall be changed every 120 days, at maximum

The password protocols are subject to change at the General Manager's discretion. Passwords can be reset upon request to Information Technology staff. Employees shall not share their passwords with any individual or group, without consent by their respective departmental director.

Internet and Social Media:

Lextran's network provides access to the Internet to each user account. Access to the Internet shall include use of good judgement, common sense, and careful discretion. Lextran's network logs Internet activity and websites typically log the internet protocol (IP) address when a devices requests connection. Therefore, Internet use at Lextran should not be considered private. Internet users are required to comply with the following:

- 1) Internet access should be used for Lextran business. Incidental and limited use of the Internet for personal and non-business reasons are acceptable so long as it does not interfere with company business, your work or otherwise violate this procedure. Access to pornographic sites, gambling sites, and sites related to illegal activity are strictly prohibited.
- 2) Lextran's policy against harassment and discrimination applies without exception to Internet usage. Using the Internet in a manner that is harassing, discriminatory, obscene, defamatory, or otherwise offensive is prohibited.
- 3) Use of Lextran's computer systems in an attempt to gain unauthorized access to any computer, network, or facility, whether internal or external to Lextran is prohibited.
- 4) Lextran, therefore reserves the right to examine internet access logs and other records on the basis of statistical sampling or other good cause, and reserves the right to use automated monitoring tools to search for words or patterns that may indicate abuse. Such access to these documents will be undertaken only after consultation with the Lextran's senior management, and will be conducted with due regard for confidentiality.

- 5) Downloading software from the Internet is a practice that has both legal and operational implications. Software may be copyrighted, be considered a trade secret or contain viruses. Accordingly, no software programs, data or other materials may be downloaded from the Internet without the express approval of the General Manager.
- 6) Obtaining and installing software patches, or upgrades for software (operating system, browser, drivers, Microsoft Office, etc.) running on Lextran's computers has company-wide operational implications. Under no circumstances, should any software installed on a Lextran computer be upgraded, patched, or otherwise modified by the end user. If your computer is not operating properly and you feel you need to have your software upgraded, please contact the Information Technology staff.
- 7) Confidentiality of data (including e-mail messages) via the Internet cannot be assured. Accordingly, sensitive material or other proprietary information shall not be transmitted via the Internet without the express approval of Lextran's General Manager.
- 8) Lextran employees should engage on social media sites with sound judgement and in a professional manner. Lextran employees should be aware that any and all actions on social media are public information. Publishing incendiary or harmful commentary, content, or images to social media is prohibited. Lextran supports the employees' right to free speech, however, employees are advised that damage to Lextran's image, creating a hostile work environment, promoting or participating in illegal behavior, and harassment through social media channels can result in disciplinary action.
- 9) Lextran employees shall not act as an agent of Lextran on social media channels without express consent of the General Manager or designee.

Financial Statement Recap (Unaudited)

BALANCE SHEET
as of June 30, 2017

	Current Year-To-Date	Last Year-to-Date
Assets		
Current assets		
Operating Cash	\$13,469,124	\$8,029,780
Project Loan Account	\$1,145,044	\$1,145,044
Accounts receivable	\$528,093	\$7,229,212
Inventory	\$454,568	\$419,660
Net pension asset	\$1,547,482	\$1,547,482
Work in process	\$0	\$61,887
Prepaid Insurance	\$0	\$0
Prepaid-Other	<u>\$27,460</u>	<u>\$3,878</u>
Total Current Assets	\$17,171,771	\$18,436,943
 Long term note - Lextran Foundation Inc.	 \$8,355,000	 \$8,355,000
 Net capital and related assets	 \$26,583,020	 \$27,281,167
 Total Assets	 <u><u>\$52,109,791</u></u>	 <u><u>\$54,073,110</u></u>
Liabilities		
Current liabilities		
Accounts payable	\$2,687,078	\$3,931,838
Payroll liabilities	\$655,755	\$593,592
Short term note - Fifth Third Bank	<u>\$884,345</u>	<u>\$858,070</u>
Total Current Liabilities	\$4,227,178	\$5,383,500
 Long term note - Fifth Third Bank	 \$6,753,276	 \$7,608,962
 Net Position	 \$41,129,337	 \$41,080,648
 Total Liabilities and Net Position	 <u><u>\$52,109,791</u></u>	 <u><u>\$54,073,110</u></u>



Financial Statement Recap (Unaudited)

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

	June 2017		Variance	FY 2016 Actual
	Actual	Budget		
Revenues				
Property taxes	\$16,956,681	\$16,662,966	\$293,715	\$16,663,597
Passenger revenue	\$1,459,615	\$1,593,950	(\$134,335)	\$1,527,156
Federal funds	\$4,000,000	\$4,000,000	\$0	\$16,548,409
State funds	\$500,000	\$400,000	\$100,000	\$500,000
Advertising revenue	\$251,911	\$200,000	\$51,911	\$234,212
Other revenue	\$4,220,280	\$1,838,927	\$2,381,353	(\$423,954)
Total Revenues	\$27,388,486	\$24,695,843	\$2,692,643	\$35,049,419
Expenses				
Wages	\$8,117,928	\$8,181,404	(\$63,476)	\$7,884,211
Fringe benefits	\$4,640,919	\$4,884,563	(\$243,644)	\$4,695,751
Professional services	\$1,293,631	\$1,387,603	(\$93,972)	\$1,576,945
Materials and supplies	\$1,001,415	\$888,500	\$112,915	\$1,135,138
Fuel-Diesel	\$758,636	\$1,104,250	(\$345,614)	\$825,407
Fuel-Other	\$348,233	\$376,400	(\$28,167)	\$72,827
Utilities	\$410,573	\$351,420	\$59,153	\$242,048
Insurance	\$711,756	\$720,670	(\$8,914)	\$634,799
Fuel taxes	\$202,417	\$215,000	(\$12,583)	\$204,401
Purchased Transportation-Paratransit	\$5,082,098	\$5,054,614	\$27,484	\$5,031,486
Purchased Transportation-Other	\$29,400	\$34,000	(\$4,600)	\$32,350
Dues and subscriptions	\$36,879	\$36,500	\$379	\$38,494
Travel, training and meetings	\$84,368	\$121,368	(\$37,000)	\$135,243
Media advertising	\$139,503	\$279,000	(\$139,497)	\$233,319
Miscellaneous	\$25,549	\$27,300	(\$1,751)	\$26,337
Interest Expense	\$272,435	\$256,650	\$15,785	\$45,406
Leases and rentals	\$831,117	\$776,601	\$54,516	\$104,036
Depreciation	\$3,352,943	\$3,352,943	\$0	\$2,751,405
Total Expenses	\$27,339,798	\$28,048,786	(\$708,987)	\$25,669,603
Change in Net Position	\$48,688	(\$3,352,943)	\$3,401,631	\$9,379,817

Notes:

Average price of diesel fuel for FY2017 - \$1.57; Latest price of diesel fuel (July 11, 2017) - \$1.54

Latest price of CNG diesel gallon equivalent - \$1.49

Estimated price of electricity diesel gallon equivalent - \$.71



Memorandum

To: Board of Directors
From: Carrie Butler, General Manager
Date: July 19, 2017
Re: General Manager's Report for the Period of June 1, 2017- June 30, 2017

Budget Statistics

Total revenue for June 2017, was \$1,167,896 and the expenditures totaled \$2,027,853. This resulted in a difference of (\$859,957) for the month. For a year to date comparison, with expenditures subtracted from revenues, the change in net position is \$3,401,631.

Collective Bargaining Agreement

Lextran staff and the collective bargaining unit negotiated the contract in June.

Summer Youth Employment Program

Lextran has two summer interns from the LFUCG summer youth employment program. One student has been working alongside Lextran's Facility Maintenance team and the other in the administrative office.

August Service Changes

Planning began for proposed August service changes. Lextran staff met internally about service improvements and community development projects that may impact current service.

Community Outreach

- Lextran Info Session @ Briarwood Apartments- June 1st
- BCTC New Student Orientations
- Mayor's Senior Intern Transportation- June 13th & 14th
- Electric Bus Showing @ Bike Lexington- June 3rd
- Electric Bus Showing @ Boy Scouts Twilight Camp- June 5th
- How to Ride Session @ Booker T. Washington Elementary- June 22nd

Meetings / Updates

In June, Lextran representatives participated in the following meetings:

Collective Bargaining – June 1

Senior Services Commission – June 2

KBT (Kentuckians for Better Transportation) Kentucky Infrastructure Coalition — June 2

Commerce Lexington Leadership Trip to Minneapolis — June 7- 8

BCTC Partnership Meeting – June 16

Your Parks, Our Future Stakeholders — June 22nd

Library Transit Brainstorming Lunch — June 29

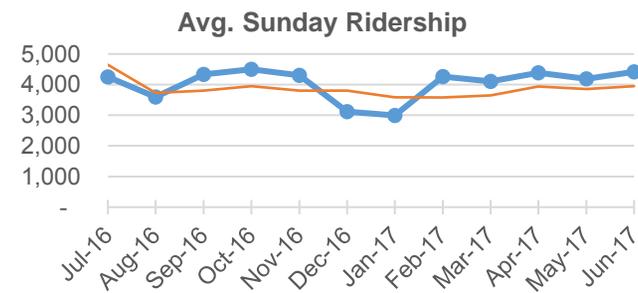
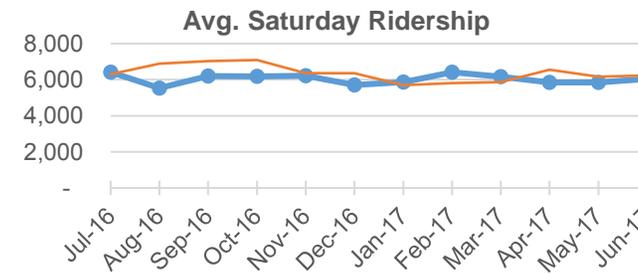
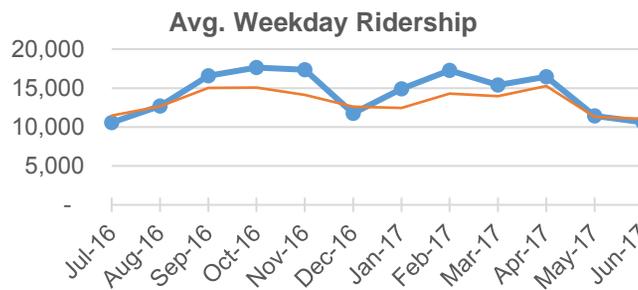
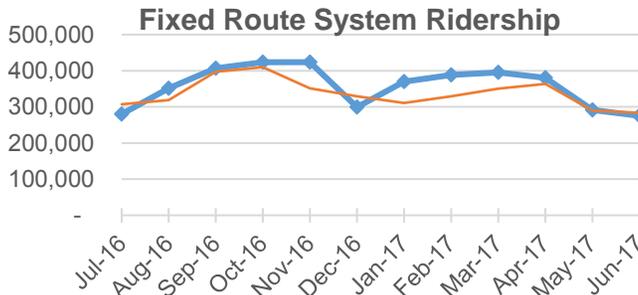


Procurement Update

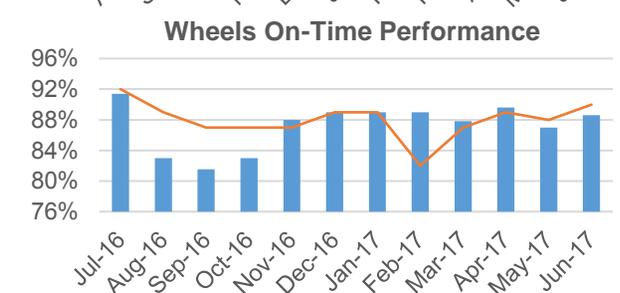
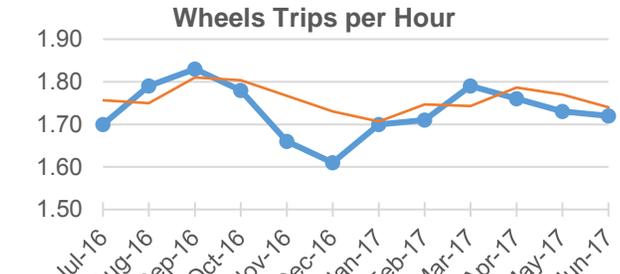
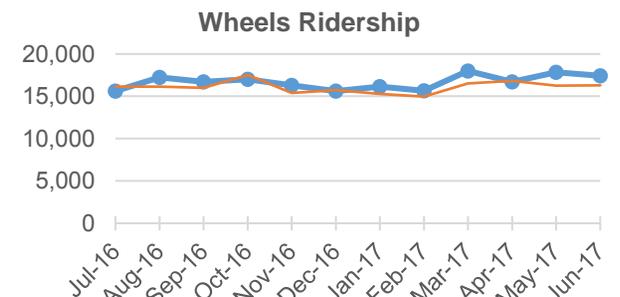
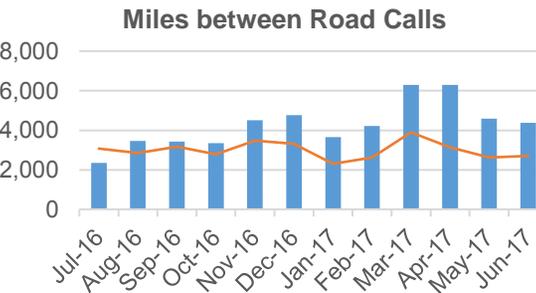
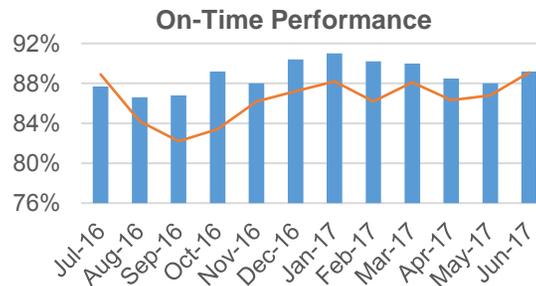
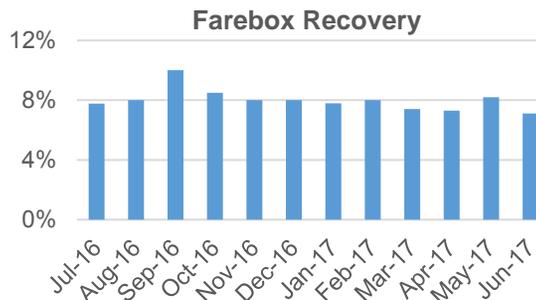
- An RFP is being developed for an agent of record for all Lextran's insurance needs.
- An RFP is being developed for fasteners and other maintenance shop supplies.
- An RFP is being developed for payroll services.
- An RFP is being developed for IT support services.

Upcoming Community Outreach

- Lextran Public Meeting- July 26th & August 1st
- Minority Business Expo- August 4th
- Lextran Bus Rodeo- August 12th
- UK Lex-Mart- August 21st
- UK Bus Stop Hop- August 23rd
- Touch a Truck- August 27th
- Information Booth @ Senior Center- August 29th
- Lunch & Learn @ Dress for Success- August 31st



Performance Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY17 YTD	FY16 Total	This Month	FY17 YTD	FY16 Total
Total Ridership	263,572	4,346,047	4,208,310	17,434	200,255	200,464
Total Miles	156,761	1,905,282	1,928,464	157,515	1,796,280	1,786,436
Total Hours	14,444	189,861	180,170	11,403	131,909	135,502
Pass. per Mile	1.68	2.28	2.18	0.13	0.13	0.13
Pass. per Hour	18.25	22.89	23.36	1.72	1.73	1.73





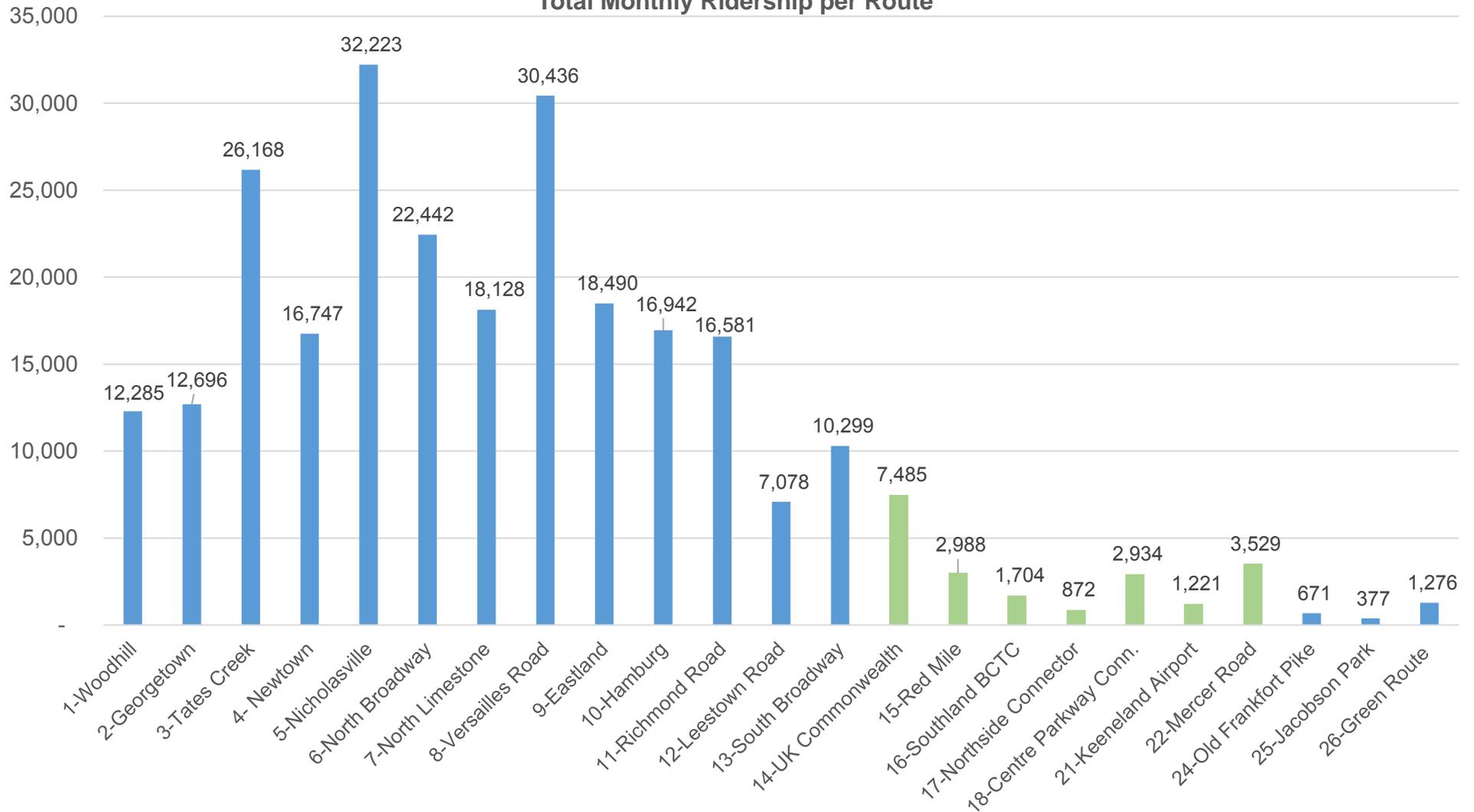
Route Performance Indicators

Route Name	Total Cost	Net Cost	Net Total Cost per Hour	Passengers per Total Mile	Passengers per Total Hour	Net Cost per Passenger	Farebox Recovery Rate	On-Time Performance
8-Versailles Road	\$95,860	\$80,088	\$91.11	3.20	34.63	\$2.63	16.5%	89%
5-Nicholasville	\$110,207	\$98,244	\$92.86	3.30	30.46	\$3.05	10.9%	90%
6-North Broadway	\$86,179	\$74,504	\$91.42	2.82	27.54	\$3.32	13.5%	87%
7-North Limestone	\$78,036	\$68,201	\$92.79	2.49	24.66	\$3.76	12.6%	80%
9-Eastland	\$82,663	\$74,758	\$92.29	2.67	22.83	\$4.04	9.6%	95%
11-Richmond Road	\$81,919	\$74,738	\$101.96	1.93	22.62	\$4.51	8.8%	90%
4- Newtown	\$86,574	\$80,069	\$99.71	2.00	20.86	\$4.78	7.5%	92%
3-Tates Creek	\$172,585	\$160,686	\$108.06	1.34	17.60	\$6.14	6.9%	89%
10-Hamburg	\$114,644	\$107,569	\$110.67	1.27	17.43	\$6.35	6.2%	91%
13-South Broadway	\$65,335	\$61,067	\$101.44	1.61	17.11	\$5.93	6.5%	90%
1-Woodhill	\$90,031	\$84,659	\$103.75	1.34	15.06	\$6.89	6.0%	92%
2-Georgetown	\$100,800	\$95,448	\$98.40	1.43	13.09	\$7.52	5.3%	92%
12-Leestown Road	\$72,389	\$69,170	\$109.97	0.88	11.25	\$9.77	4.4%	91%
15-Red Mile	\$20,758	\$20,580	\$102.39	1.66	14.87	\$6.89	0.9%	96%
22-Mercer Road	\$35,138	\$33,927	\$107.71	0.96	11.20	\$9.61	3.4%	74%
18-Centre Parkway Conn.	\$42,873	\$41,444	\$118.75	0.55	8.41	\$14.13	3.3%	87%
14-UK Commonwealth	\$97,175	\$97,175	\$101.54	0.93	7.82	\$12.98	0.0%	92%
16-Southland BCTC	\$30,378	\$30,010	\$105.67	0.59	6.00	\$17.61	1.2%	85%
21-Keeneland Airport	\$24,399	\$23,804	\$115.00	0.43	5.90	\$19.50	2.4%	94%
17-Northside Connector	\$20,529	\$20,099	\$114.20	0.37	4.95	\$23.05	2.1%	96%
26-Green Route	\$27,077	\$27,077	\$104.95	0.52	4.95	\$21.22	0.0%	NA
24-Old Frankfort Pike	\$20,216	\$20,103	\$102.56	0.38	3.42	\$29.96	0.6%	86%
21-Keeneland Airport	\$24,399	\$23,804	\$115.00	0.43	5.90	\$19.50	2.4%	94%
25-Jacobson Park	\$20,490	\$20,430	\$106.41	0.20	1.96	\$54.19	0.3%	79%
Total	\$1,576,256	\$1,463,852	\$101.35	1.68	18.25	\$5.55	7.1%	89%

Note: Route 14 UK Commonwealth and Route 26 Green Route do not collect fares.

June 2017

Total Monthly Ridership per Route



June Safety, Maintenance, and Operations Indicators

Indicator	Lextran Fixed Route System			Wheels		
	This Month	FY17 YTD	FY16 Total	This Month	FY17 YTD	FY16 Total
Preventable Accidents	4	44	18	3	22	17
Non-Preventable Accidents	2	32	49	1	9	14
Accident Frequency Rate	2.56	2.36	N/A	1.90	1.22	N/A
Accident Frequency Rate Goal*	1.75	1.75	N/A	2	2	N/A
Injury Frequency Rate	21.36	17.60	N/A	N/A	N/A	N/A
Injury Frequency Rate Goal**	27.04	27.04	N/A	N/A	N/A	N/A
Days without preventable accident	26	217	N/A	N/A	N/A	N/A
Days of Lost time	0	321	N/A	N/A	N/A	N/A
Workers Comp Claims	3	35	N/A	N/A	N/A	N/A
Miles Between Road Calls	4,381	4,449	N/A	N/A	N/A	N/A
Preventive Maintenance Inspections	38	390	N/A	N/A	N/A	N/A
Standby Operator Utilization	N/A	88.76%***	N/A	N/A	N/A	N/A
Management Operator Efficiency	N/A	1.07***	N/A	N/A	N/A	N/A

*The accident frequency goals are calculated per 100,000 miles.

**The incident frequency goal is calculated per 200,000 working hours.

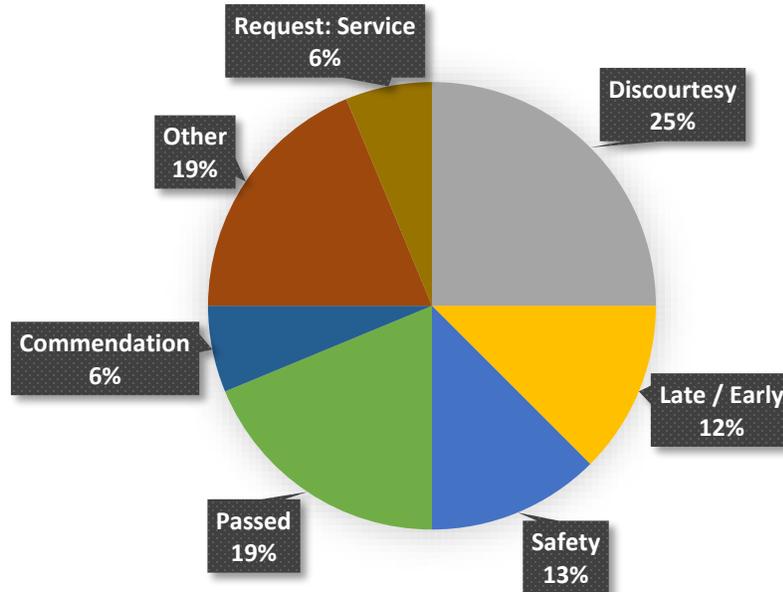
***Tracking began in November 2016, therefore the full FY 2017 is not available.

June Call Logs

Comments by Type	Lextran Fixed Route System			Wheels		
	This Month	FY17 YTD	FY16 YTD	This Month	FY17 YTD	FY16 YTD
Total Commendations	1	7	N/A	2	43	N/A
Discourtesy	15	105	N/A	5	78	N/A
Late / Early	3	47	N/A	0	59	N/A
Safety	3	50	N/A	15	111	N/A
Passed	9	61	N/A	0	0	N/A
Other	3	61	N/A	0	2	N/A
Request: Information	0	22	N/A	0	0	N/A
Request: Service	1	8	N/A	0	0	N/A
Website	0	5	N/A	0	0	N/A
Damage	0	0	N/A	0	0	N/A
Security	0	0	N/A	0	0	N/A
Breakdown	0	0	N/A	0	0	N/A
Total Calls into System	12,953	74,218*	N/A	22,251	276,716	187,536
Total Calls into IVR	56,162	622,584	N/A	N/A	N/A	N/A
Average Length of Call	0:01:36	0:01:25*	N/A	00:44	00:53	00:54
Average Time to Abandon	0:00:16	0:00:21*	N/A	01:15	01:06	01:10

*Lextran began tracking calls into their system in November. The number of December calls are excluded.

Lextran Comments for June 2017



I just wanted to let someone know that today while trying to get to my sister in the hospital, the driver was so kind and he went above and beyond to get me on the right buses.

The bus driver is rude to everyone this morning. He has attitude problem.

You guys changed the N. Limestone bus and we are always late getting to work. No, I can't catch an earlier bus because I catch the first bus. We have to wait on the next bus. Amazon has already started firing. Something need to be done about this.

I was on the Nicholasville Road bus and I wanted off a Target. The driver refused to lower the bus for me. They always lower the bus for me because of my leg. He was rude for no reason. I blessed him anyway.



LexTran Offers Service to Free Friday Flicks and Jacobson Park

1
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Posted online June 4, 2017

Service to Jacobson Park is now available each weekend, Thursday-Sunday, from May 25th-August 27th.

The popular Free Friday Flicks outdoor movie series, which is held at Jacobson Park, is now accessible via city bus service and regular fare schedule.

Jacobson Park is located at 4001 Athens-Boonesboro Rd. (street changes name from Richmond Rd.). LexTran offers 10 trips to and from the park Thursday- Sunday leaving the transit center after 11 a.m. with the last bus returning at 10:30p each night. On Friday's in June, the last bus will depart after the end of the movie.

The dates for the 2017 Free Friday Flicks are:

June 2: Beauty and the Beast (1991)

June 9: Moana

June 16: The LEGO Batman Movie

June 23: Trolls

June 30: Sing

Pre-movie activities include children's games and a petting zoo. Celebrating 21 years, Flicks offers a great evening of entertainment for all ages. Bring your lawn chairs or blankets for seating. Food vendors will also be on-site. For safety, pets are not permitted.



EDITORIALS

JUNE 20, 2017 4:59 PM

Think beyond the bulldozer

Planning for a community’s growth is a little bit like prepping a room to be painted.

If you don’t carefully do the tedious, often unrewarding, work of sanding and patching and sanding again before applying the first brush stroke of paint, the new coat will only highlight the scars you left behind.

Lexington/Fayette County planners have been doing the hard prep required to move toward a community that works better for more people.

ADVERTISING

Learn more



Last week they presented the results to the Lexington/Fayette County Planning Commission and the big takeaway is that this county’s future growth can, and should, happen without expanding into the farmland that surrounds our urban core.

To get to that recommendation, planners collected input from over 10,000 citizens; analyzed future demands for housing; engaged with groups that recruit businesses, build homes and advocate for neighborhoods; studied approaches used in other communities and looked closely at how we’re using land now.

Fayette County led the country decades ago when it developed an urban services boundary to protect farmland by containing urban growth within a defined area. The pattern for that growth is set by a comprehensive plan — developed by planning staff and then tweaked and approved by the planning commission — that is updated every five years. A perennial debate is whether to push out that boundary by opening more farmland to development.

While the green, bulldozable fields of our farmland beckon to some developers, there's plenty of space inside the urban services boundary.

The city's planning staff calculates that 5,616 acres, about 10 percent of the total land within the boundary, are vacant. An analysis performed for the Fayette Alliance found over 17,000 acres either un- or underdeveloped within the urban services boundary. Think of the vast, empty parking lots you drive by daily, the stand-alone, one-story commercial buildings lining some of our major corridors.

It's true, as the real estate professionals on the planning commission have been quick to say, that building in already-developed neighborhoods can be more costly for them. But it is a bargain for the community because we already provide fire and police protection, roads, sewers and storm water control in those areas.

The staff has offered several strategies — amend zones and parking requirements to allow more flexibility and more density, develop design guidelines to protect existing neighbors, streamline the development approval process, partner with Lextran to improve public transit options — to make redeveloping these untapped acres more feasible and productive.

The commission must move beyond the expand/don't expand question to debate and refine these strategies to encourage the best possible infill development.

Televising the meetings

All the planning commission meetings on the comprehensive plan update, while public, have been held on weekdays in a conference room that's not set up for televising the meetings through the city's channel GTV3. The staff and commission chose this approach to allow for better give-and-take.

While we appreciate the intent, one result is that almost no one in the public can follow these important discussions, even though thousands shared their thoughts during the public input process.

It's unfortunate that the only space set up to accommodate GTV3 is the august council chambers but it would be a blow for transparency and citizen engagement to move the remaining meetings into that space, or resolve the technical issues that prevent televising from a meeting room.

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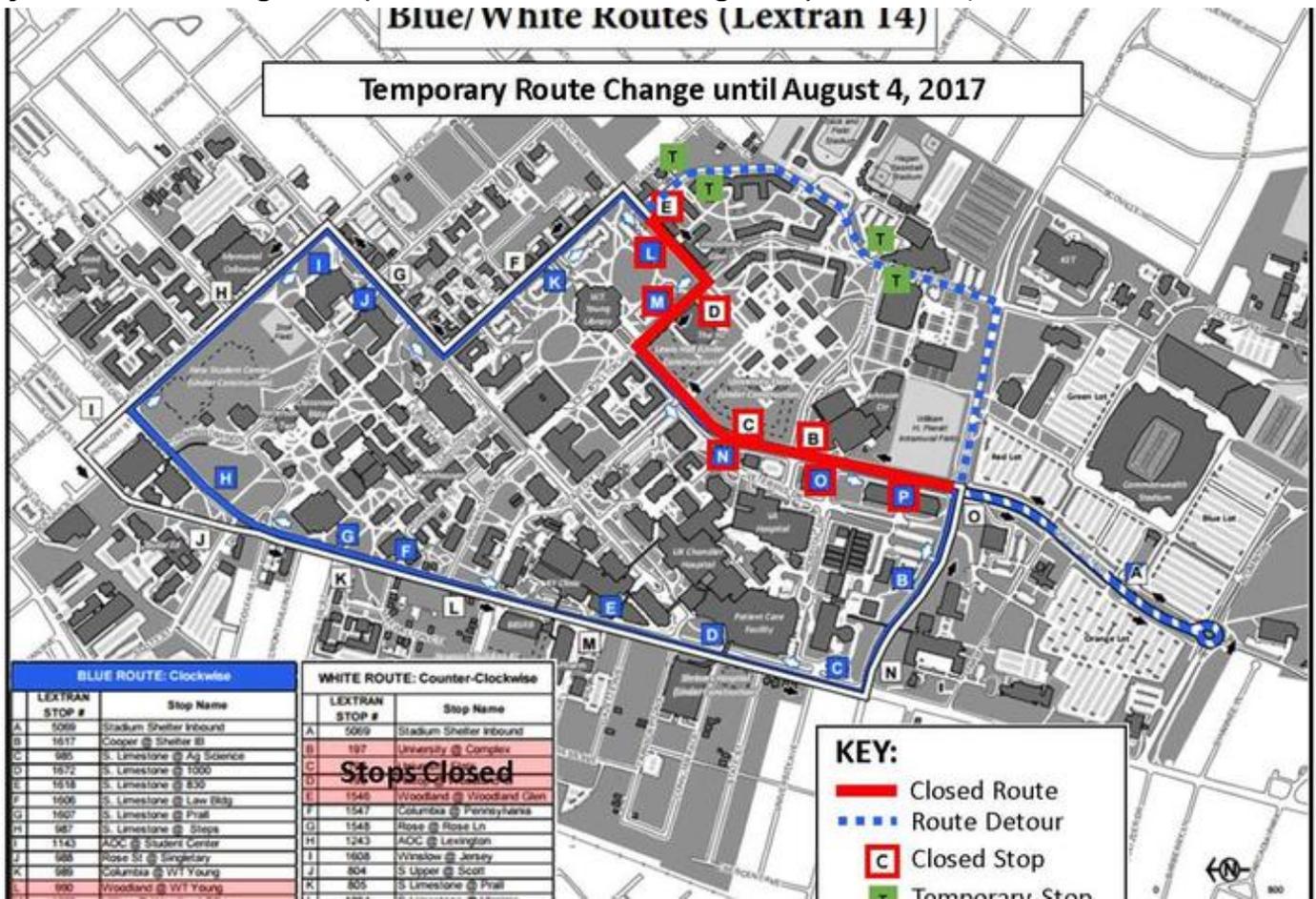
SUGGESTED FOR YOU



Campus News (/campus-news)

Blue and White Routes Operating on Temporary Detour

By Chrissie Balding Tune (/authors/chrissie-balding-tune) Wednesday



LEXINGTON, Ky. (June 21, 2017) — Due to the previously announced (<https://uknow.uky.edu/campus-news/traffic-impact-university-drive-slated-begin-may-30>) roadwork on University Drive, the Blue (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_blue-route) and White Routes (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_white-route) (Lextran 14) will be rerouted until construction is complete in August.

The Blue Route now turns left on Sports Center Drive, right on Cooper Drive, and left on University Drive. The White Route will now turn right on Cooper Drive, left on Sports Center Drive, and right on Woodland Avenue.

During the detour, neither route will serve University Drive from Cooper Drive to Sports Center Drive.

The construction is to facilitate the creation of a pedestrian crosswalk between Lewis Hall and Johnson and Donovan Halls.

UK is the University for Kentucky. At UK, we are educating more students, treating more patients with complex illnesses and conducting more research and service than at any time in our 150-year history. To read more about the UK story and how you can support continued investment in your university and the Commonwealth, go to: [uky.edu/uk4ky](http://www.uky.edu/uk4ky) (<http://www.uky.edu/uk4ky>). #uk4ky #seeblue

Transportation E-Newsletter - June 29, 2017

Parking E-News



June 29, 2017

Parking Changes Take Effect Saturday

As announced in early April, University of Kentucky Transportation Services will implement the expanded tiered parking areas (<https://uknow.uky.edu/campus-news/transportation-services-announces-wider-variety-permit-options-2017-2018>) on Saturday, July 1.

Effective on Saturday, July 1, the Rose Street Garage will be limited to E2 and R2 core permits, the Sports Center Garage and Complex Drive will be restricted to E7 and R7 core permits, and the Prall Street Lot and Seminary Drive area will be controlled for E28 core permits. Please note that summer permits will no longer be valid on Complex Drive starting on July 1.

The E2/R2 and E28 core areas will be controlled for their specific core permit only from 5 a.m. to 5 p.m., Monday through Friday; the E7/R7 core area will be restricted to that permit type only 24 hours a day, seven days a week.

The Woodland Avenue Lot is now an intermediate employee lot; the lot has 109 spaces. This change in designation (<https://uknow.uky.edu/campus-news/woodland-avenue-lot-now-employee-parking>) occurred in May.

Employees interested in a core area may submit their name to the appropriate waitlist through the Transportation Services Customer Account Manager (https://www.uky.edu/transportation/online-services_parking-account-manager).

The 2017-2018 expanded tiered parking approach will undergo continual evaluation, with the outcomes informing decisions about options going forward. By introducing this approach on a small scale, university officials will be able to closely monitor the efficacy of the program and to evolve the system to best meet the needs of campus.

No Campus Bus Service on July Fourth

In observance of the Fourth of July holiday, University of Kentucky Transportation Services will not operate bus service on Tuesday, July 4. This includes the Blue (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_blue-route) and White Routes (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_white-route) (Lextran 14) and the Green Route Connector (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_green-route) (Lextran 26), as well as the Orange Route (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_orange-route) (UK HealthCare Route) and the Pink Route (https://www.uky.edu/transportation/buses-and-shuttles_campus-shuttles_pink-route) (Kentucky Clinic Route).

All bus service will return to normal operations on Wednesday, July 5.

As a reminder, all campus routes - as well as the Red Mile (Lextran 15) service frequently used by the campus community - are viewable real-time on TransLoc Rider, UK's GPS-based bus locating system. TransLoc Rider can be accessed at uky.transloc.com (<http://uky.transloc.com/>) and via the free TransLoc Rider (<http://translocrider.com/>) Android and iPhone apps.

Members of the campus community are encouraged to tune into 1700 AM (WQKH 253) to hear campus parking and transportation information. The station broadcasts 24 hours, 7 days a week.

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6th District News Councilmember Angela Evans

Evans EDITORIAL

Greetings residents of the 6th District!

May was a fast-paced month here at City Hall, as Council delves into the Mayor’s Proposed Budget and we prepare to adopt approved recommendations and late items.

I want to mention that the 6th District has a new Facebook page! Please “Like” and “Share” the new page to continue receiving updates from the district. The old Facebook page has been deactivated. Now, I am set up as a “Page” which allows me to better assess your feedback and engagement with each post. This will allow me to better tailor content to suit your needs and to advertise upcoming meetings. [Visit the new page at https://www.facebook.com/AngelaEvans6DistrictLex/](https://www.facebook.com/AngelaEvans6DistrictLex/).

Thank you for your time with this resource! I appreciate those of you who have reached out to my office and am thankful for your engagement and interest in the 6th District! Have a wonderful June!

As always...

Thank you for your Support!

Angela



Angela Evans
6th District Council Member
Lexington-Fayette
Urban County Council
200 E. Main Street
Lexington, KY 40507
(859) 258-3212





Updated Lex Tran Route Schedules

Lex Tran Routes servicing the 6th District, including Eastland Parkway, received updated route schedules on May 7th. Please take a moment to familiarize yourself with the new route schedule to avoid inconvenient delays. To report any concerns for the new route, you can contact the Lex Tran customer service line at (859) 253-4636.

For a full listing of route changes, visit: <http://www.lextran.com/blog/2017/04/may-7-2017-updated-schedules>

Changes to note:

- Please pay extra attention to Routes 1, 7, 21, & 24. These routes will depart the Transit Center at alternate times. This will give you a few extra minutes to make your transfer and to ease congestion at the Transit Center.
- Route 2 will include new service to Innovation Drive. Service to Oakwood and Oakwood Estates will be provided at stops along Georgetown Road
- Route 12 will provide all day service to Masterson Station & McConnell's Trace
- Route 6 will serve Hollow Creek on inbound trips only before 12pm and outbound trips only after 12pm
- Brand new routes include Route 22- Mercer Road & Route 24- Old Frankfort Pike
- Route 25 will run service to Jacobson Park from May 25th-August 27th
- The Summit on Nicholasville Road will be served on all inbound Route 5 trips
- Walmart stop will move slightly from current location so that the bus can serve The Summit after.

