

# NOTICE AND AGENDA OF PUBLIC MEETING OF THE TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT (LEXTRAN) BOARD OF DIRECTORS

Pursuant to KRS 96.A, the Lextran Board of Directors is to meet monthly. The next meeting will be:  
**Wednesday, June 28, 2023 at 10:00 a.m. EST**

Meeting location:

**Lextran – Room 110  
200 West Loudon Avenue  
Lexington, KY 40508**

Pursuant to KRS 61.810, the Board may enter into Closed Session, but shall not take any action in a Closed Session.

Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation for assistance with the meeting or meeting materials. Please contact Emily Elliott at 859-255-7756. Requests made as early as possible will allow time to arrange accommodation.

## MEETING INSTRUCTIONS

The June 2023 Board of Directors meeting will be held in person.

The livestream is available on Youtube at:

<http://bit.ly/lextranmeeting>

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**BOARD OF DIRECTORS MEETING**

June 28, 2023

10:00 a.m.

**MEETING AGENDA**

- |       |   |               |
|-------|---|---------------|
| I.    | Call to Order & Roll Call                                 | 10:00         |
| II.   | Public Comment on Agenda Items / Public Hearing           | 10:05 – 10:10 |
| III.  | Approval of Minutes – May 2023 Meeting                    | 10:10 – 10:15 |
| IV.   | Chair’s Report (Dowell)                                   | 10:15 – 10:20 |
| V.    | Lextran Monthly Performance Report & Financials – May     | 10:20 – 10:35 |
| VI.   | Action Items  | 10:35 – 10:40 |
|       | A. Resolution 2023-09 – Lextran Procurement Policy Update |               |
| VII.  | Change Order Report                                       | 10:40         |
| VIII. | Old Business  | 10:40 – 10:45 |
| IX.   | New Business  | 10:45 – 10:50 |
| X.    | Proposed Agenda Items                                     | 10:50 – 10:55 |
|       | A. Board officer elections (July)                         |               |
|       | B. Committee appointments (July)                          |               |
|       | C. Capital Projects Update                                |               |
|       | D. Resolution – Drug & Alcohol Policy Update              |               |
|       | E. Presentation – RAMP Program Update                     |               |
| XI.   | Closed Session  | 10:55         |
| XII.  | Adjournment   |               |

The next business meeting of the Board of Directors is scheduled for July 26, 2023 at 10 a.m.

## **BOARD OF DIRECTORS MEETING**

### **BOARD MINUTES**

May 24, 2023

#### **MEMBERS PRESENT**

Jamie Rodgers, Vice Board Chair  
George Ward  
Paul Schoninger  
Leidy Borges-Gonzalez (via Zoom)  
Christian Motley (via Zoom)

#### **ABSENT**

Harding Dowell, Board Chair  
Judge Lindsay Hughes Thurston  
Dr. Koffi Akakpo

#### **STAFF PRESENT**

Jill Barnett, General Manager  
Chris Withrow, Director of Maintenance  
Jason Dyal, Director of Operations  
John Givens, Director of Risk Management  
Nikki Falconbury, Director of Finance and Human Resources  
Stephanie Hoke, Finance and Purchasing Manager  
Deanna Istre, Purchasing Coordinator  
Emily Elliott, Community Relations Manager  
Dale Stone, Schedule & Service Manager  
Alan Jones, Systems Administrator  
Jessica Pence, Capital Planner

#### **OTHERS PRESENT**

Addison Lowry, McBrayer, Lextran Counsel

#### **I. CALL TO ORDER**

Vice Board Chair Jamie Rodgers called the May 24, 2023 meeting of the Lextran Board of Directors to order at 10:02 a.m. Ms. Rodgers performed a roll call to determine attendance. Quorum was achieved.

#### **II. PUBLIC COMMENT**

There was no public comment.

### III. APPROVAL OF MINUTES

Ms. Rodgers called for a motion to approve the minutes from the April 26, 2023 meeting of the Lextran Board of Directors. Mr. Ward made a motion to approve the minutes and Ms. Borges-Gonzalez seconded. The motion passed unanimously.

### IV. CHAIR'S REPORT

There was no chair's report.

### V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Jill Barnett presented the Monthly Performance Report for April 2023, which can be found on pages 8-12 of the May 2023 board packet.

The FY2024 Budget presentation was presented at the Lexington-Fayette Urban County Council Work Session on May 23<sup>rd</sup>. The budget will be placed on the docket for full council approval at a later meeting.

#### HIGHLIGHTS FOR APRIL:

- Preparation of the FY2024 Budget included a Lextran Finance Committee meeting on April 14<sup>th</sup> and a Work Session of the Lextran Board on April 19<sup>th</sup>.
- Lextran provided service for the Keeneland Spring Meet from April 7<sup>th</sup>-April 28<sup>th</sup>.
- Lextran staff attended several job fairs in April, including the Expungement Clinic and Job Fair, and the BCTC Career Fair.
- Lextran staff attended the Lexington Safety Action Plan meeting on April 28<sup>th</sup>.

Two commendations were shared from customers. Fixed-route ridership for April is ahead of the average and growth is on track to continue. The growth is positive, but it is expected to level off at some point. Paratransit ridership is down compared to both the monthly average and to the previous year. There is hope this number will stabilize moving forward.

There were 0.61 preventable accidents per 100,000 miles for fixed route. Paratransit reported 6.35 preventable accidents per 100,000 miles in April, higher than usual. Ms. Commented on the number of preventable accidents on paratransit being high. Ms. Barnett stated that it will be monitored. Drivers are required to report all accidents, regardless of how minor, and property damage. Ms. Rodgers commented on the on-time performance for fixed-route. Ms. Barnett stated that there was a slight decrease in on-time performance on fixed-route that it is being monitored. She also noted that routes and schedules can be impacted by road construction projects and traffic. Schedules are not adjusted for shorter-term projects and these often impact on-time performance. Ms. Rodgers noted that discourtesies were slightly increased for fixed-route and the discourtesies for paratransit were the lowest in years.

### FINANCIAL REPORT

Ms. Nikki Falconbury presented the April 2023 Finance Report, found on pages 13-14 of the May 2023 board packet.

Ms. Barnett stated that there was an error in the original information packet due to the misalignment of budget items and the categories. That error was corrected and the budget was resubmitted to the Board members prior to the meeting.

Ms. Falconbury reported operating cash for April was strong. Some grant funds were received in April that have contributed to that number. The property tax revenue has exceeded the total annual budget by \$1.4 million. Passenger revenue is down for the month of April but has exceeded the yearly budgeted amount. Federal funds from 5307 and COVID relief will be drawn down in FY23 and FY24, totaling approximately \$4 million. Wages and fringe benefits are in budget. There are active hiring efforts that have added to the number of operators. Ms. Falconbury stated there are plans to spend additional Professional Services funds before the end of the fiscal year on contract maintenance. Materials and Supplies are slightly over budget due to the cost of maintenance parts. Diesel fuel was on average \$2.80 for the month of April, which is lower than the YTD average cost of \$3.48. The budgeted amount was \$4.25. CNG diesel gallon equivalent is \$1.65.

Ms. Rodgers asked about the budget amendment for paratransit in order to have the budget match the actual cost. Ms. Falconbury stated that there was a budget projection done for FY23 instead of in a formal amendment since it was so late in the fiscal year. She stated there was an overage in revenue that kept the budget on the positive side. If there had been a negative amount, then a budget amendment would have been made. Ms. Rodgers asked about the \$3 million dollar variance in federal funds. Ms. Falconbury stated it was an estimate since it is on a reimbursement basis and there will be at least \$2 million drawn down before the end of the year. Ms. Rodgers stated that the amount spent on Paratransit should continue to be monitored in the coming years so that it does not dip into the fund balance in the future.

## VI. ACTION ITEMS

### A. Resolution 2023-07 – Resolution to Award a Contract for General IT Services

Ms. Barnett presented Resolution 2023-07, requesting authorization to award a contract for General IT Services.

RFP 2022-16 was issued on December 19, 2022, with proposals received on February 22, 2023. A proposal was received from eight firms, and seven qualified proposals were deemed responsive.

Next Century Technologies received the highest-ranking evaluation score and was recommended for the contract award. Next Century Technologies is a Women's Business Enterprise (WBE) certified by the Commonwealth of Kentucky. The term of the contract awarded will be for three years with two options for one additional year, for a maximum of five possible contract years.

Mr. Schoninger made a motion to approve Resolution 2023-07, seconded by Mr. Ward. The motion passed unanimously.

Mr. Ward asked if WBEs receive points. Ms. Barnett stated that only DBEs count toward the Federal goal established for Lextran. Often WBEs and MBEs qualify as DBEs, but DBE is a separate certification. Mr. Motley asked if Lextran tracks WBE goals similarly to DBE as it counts towards our federal program goals and spending. Ms. Barnett stated Lextran has not historically tracked WBE spending but it has been a topic of interest. Ms. Rodgers asked what line item this IT Services Resolution comes from. Ms. Falconbury responded that the operating budget comes from Professional Services (Administration) and the 5307 funds come from Miscellaneous (Support).

**B. Resolution 2023-08 – Resolution to Adopt Fiscal Year 2024 Meeting Schedule of the Board of Directors**

Ms. Barnett presented Resolution 2023-08, requesting adoption of the Fiscal Year 2024 Meeting Schedule of the Lextran Board of Directors.

Fiscal Year 2024 begins July 1, 2023 and ends June 30, 2024. Meetings will be held at 200 W. Loudon Avenue, beginning at 10 a.m.

Mr. Ward made a motion to approve Resolution 2023-08, seconded by Mr. Schoninger. The motion passed unanimously.

**VII. CHANGE ORDER REPORT**

There was no change order report.

**VIII. OLD BUSINESS**

Ms. Barnett stated that she and Mr. Fred Combs met with representatives of the group BUILD and explained to them some of the budget impacts in the last year which have not been seen before, based on the increased costs of paratransit. Ms. Barnett also clarified that a number of people BUILD wanted micro transit to serve are likely eligible for paratransit service. Ms. Barnett noted that micro transit would have to be made available to the public, not limited to individuals with mental illness as BUILD has previously referenced, and there is a high cost per trip associated with the service.

**IX. NEW BUSINESS**

There was no new business.

**X. PROPOSED AGENDA ITEMS**

- A. Resolution – Procurement Policy Update
- B. Resolution – Drug & Alcohol Policy Update
- C. Resolution – Gillig Change Order
- D. Resolution – Capital Projects
- E. Presentation – RAMP Program Update
- F. Board Officer Nominations

**XI. CLOSED SESSION**

There was no closed session.

**XII. ADJOURNMENT**

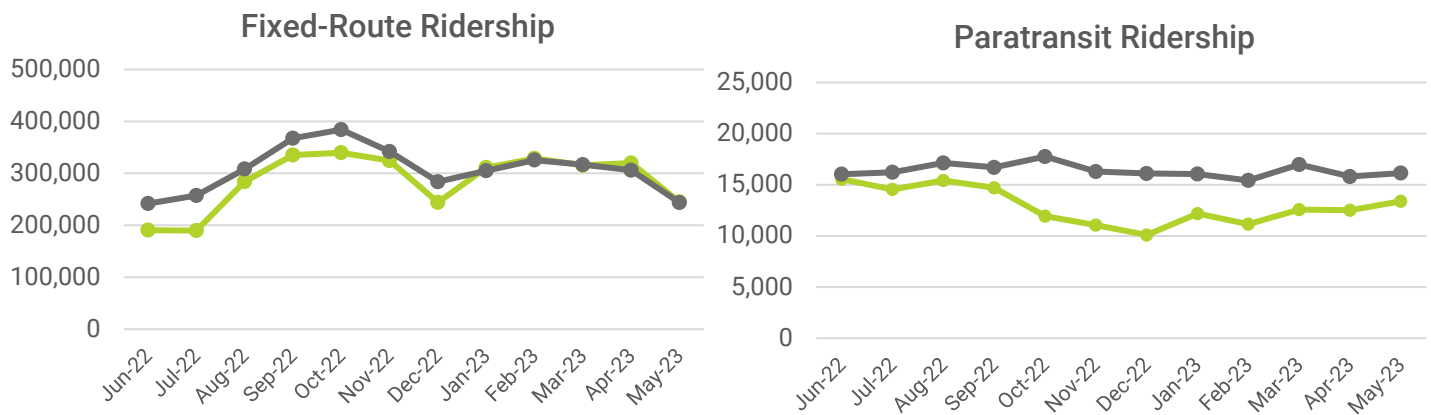
Ms. Rodgers declared the meeting adjourned. The meeting adjourned at 10:40 a.m.

## LEXTRAN MONTHLY PERFORMANCE REPORT – MAY 2023

We serve people and our community with mobility solutions.

Jill Barnett presented Lextran’s FY2024 budget to the Lexington-Fayette Urban County Council on May 23, 2023. Lextran held a Job Fair on May 18<sup>th</sup> and conducted more than ten interviews. Wheels on-time performance increased to its highest level since March 2022. Lextran also held a Pension Committee meeting on May 9<sup>th</sup>.

### DEMONSTRATE VALUE TO THE COMMUNITY



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
<b>System Production</b>						
Total Ridership	244,796	3,236,661	2,534,807	13,390	139,582	158,863
Weekday Ridership	211,204	2,809,260	2,194,177	11,117	113,855	133,256
Saturday Ridership	17,892	242,030	190,282	1,052	12,430	13,613
Sunday Ridership	12,474	170,021	137,843	999	10,482	10,849
Holiday Ridership	3,226	15,350	12,505	222	1,488	1,145
Total Revenue Miles	158,852	1,732,297	1,646,681	70,746	825,764	1,102,146
Total Revenue Hours	16,302	182,242	180,286	6,492	66,236	84,498
Trips per Mile	1.54	1.87	1.54	0.19	0.17	0.14
Trips per Hour	15.02	17.76	14.06	2.06	2.11	1.88

- Fixed-route ridership increased by 23 percent in May 2023 compared to May 2022, and FY23YTD ridership is up by 28 percent compared to FY22YTD.
- Paratransit ridership was about 13 percent higher in May 2023 compared to May 2022 and about seven percent higher when compared to the previous month. This was also the highest ridership for paratransit since the transition to RATP Dev.
- Trips per mile and hour remain higher in FY23YTD than FY22YTD on both services.
- Fixed-route service slightly exceeded the average May ridership by about half a percent.



**LEXTRAN IN THE MEDIA**

- May 9 – Laura Kelly - Lextran  
<https://www.wkyt.com/video/2023/05/09/laura-kelly-lextran/>
- May 18 – Woman killed, husband badly injured in motorcycle collision in Jessamine County  
<https://www.lex18.com/news/lextran-driver-dies-husband-badly-injured-in-motorcycle-collision-in-jessamine-county>
- May 25 – Key Takeaways from Lextran’s & Lexpark’s FY24 Budget Presentations  
<https://lexingtonky.news/2023/05/25/key-takeaways-from-lextrans-lexparks-budget-fy24-presentations/>

**COMMUNITY INVOLVEMENT AND OTHER MEETINGS**

- May 3 – Onboard ‘How to Ride’ – The Learning Center
- May 3 – LFUCG Infill & Redevelopment Committee Meeting
- May 4 – Meeting with Vice-Mayor Dan Wu
- May 5 – Senior Services Commission Meeting
- May 6 – Spring Into Recovery Resource Event
- May 8 – Winburn Community Partners Meeting
- May 9 – Lextran Pension Committee Meeting
- May 9 – Transit Planning 4 All Virtual Town Hall
- May 10 – How to Do Business with Local Government & Quasi Government
- May 10 – Community Travel Training
- May 12 – Community Travel Training
- May 12 – BCTC New Student Orientation
- May 12 – NAMI Participation Station Resource Event
- May 13 – StreetFest
- May 13 – Dia de las Madres
- May 15 – Community Travel Training
- May 16 – Meeting with Councilmember Denise Gray
- May 17 – LFUCG Complete Streets Committee Meeting
- May 18 – Lextran Job Fair
- May 18 – Meeting with Councilmember James Brown
- May 18 – Meeting with BUILD
- May 19 – Newtown Pike Streetscape
- May 20 – The Nest Family Fun Day Resource Fair
- May 22 – Kentucky Public Procurement Association Reverse Trade Show
- May 22 – Picadome Elementary Vehicle and Career Day
- May 23 – LFUCG Council Budget Presentation
- May 24 – AccessLex Commission Meeting

- May 25 – Drug Free Lex Meeting
- May 25 – Community Travel Training
- May 26 – Jubilee Jobs Back to Work BBQ
- May 26 – LAMPO Video Shoot for “At Your Service” series
- May 31 – Community Travel Training

**DELIVER A HIGH-QUALITY PRODUCT**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
<b>Service Quality</b>						
On-Time Performance	88.70%	89.02%	89.84%	77.06%	60.96%	77.62%
Farebox Recovery	5.75%	5.98%	4.73%	N/A	N/A	N/A
Operating Expenses	\$1,687,446	\$17,815,120	\$18,765,815	\$643,855	\$6,185,166	\$3,958,013
Per Mile	\$3.82	\$3.76	\$3.63	N/A	N/A	N/A
Per Hour	\$66.29	\$62.27	\$70.88	N/A	N/A	N/A
<b>Customer Service</b>	<b>This Month</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>	<b>This Month</b>	<b>FY23 YTD</b>	<b>FY22 YTD</b>
Customer Feedback Totals per 100k Trips	19.61	15.32	23.63	22.40	243.58	181.29
Commendations	2.45	1.54	2.45	0.00	2.87	11.33
Discourtesy	4.09	3.71	5.48	0.00	22.93	64.84
Late or Early	0.41	1.39	2.09	0.00	96.72	36.51
Safety	5.31	2.75	2.96	7.47	35.10	65.47
Passed Boarding	4.09	2.90	5.84	7.47	27.22	0.00
Information and Service Requests	1.23	1.08	1.74	0.00	0.00	0.00
Other	2.04	1.95	3.08	7.47	58.75	3.15
Call Length	1:06	1:12	1:11	1:44	1:36	1:19
Time to Abandon	1:23	1:48	1:01	2:15	2:24	0:51

- Fixed-route on-time performance increased slightly from the previous month by a tenth of a percent and decreased by one percent from May 2022.
- Paratransit on-time performance reached its highest level since the transition to RATP Dev and this fiscal year at 77 percent.
- On fixed-route, Lextran received six commendations in May.
- There were three total paratransit complaints received in May.

**MANAGE AND SUSTAIN RESOURCES**

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY23 YTD	FY22 YTD	This Month	FY23 YTD	FY22 YTD
<b>Safety</b>						
Preventable Accidents per 100,000 miles	2.41	1.65	1.86	1.15	2.41	1.35
Injury Frequency Rate	19.69	10.95	7.47	N/A	N/A	N/A
Days with No Preventable Accidents	27	305	298	30	311	318
Days of Lost Time	91	620	551	N/A	N/A	N/A
Workers Compensation Claims	3	19	13	N/A	N/A	N/A

- From April to May, the number of preventable accidents increased by three for a total of four on fixed-route; and decreased by four for a total of one on paratransit.
- The injury frequency rate increased to 19.69 in May, which reflects three OSHA-reportable workplace injuries for the month.

Performance Indicator	Fixed Route System		
	This Month	FY23 YTD	FY22 YTD
<b>Maintenance</b>			
Miles between Road Calls	9,928	9,415	8,467
Percent of Preventive Maintenance Inspections on Schedule	100%	100%	99%

- In May, the maintenance department reported 9,928 miles between road calls, a 14 percent increase from the previous month, and a four percent improvement from May 2022.
- Maintenance completed 100 percent (58 of 58) of scheduled preventive maintenance inspections in May.

Performance Indicator	Fixed Route System	
	This Month	FY23 YTD
<b>Training Activities</b>		
Roadworthy Communications Class	97	97
Incident Remedial	5	26
Accident Remedial	3	28
Return to Work Training	1	10
Workman's Injury Remedial	1	4

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	22	25	6
Operations	12	18	6
Maintenance	7	4	0
Administration	3	3	0

Procurements	
Paratransit Services	Upcoming
Printing Services	Upcoming
CAD/AVL and Related Technology	Upcoming
Advertising Services	Upcoming
Customer Service Training	Open RFI
Electrician Services	Open RFP
Hybrid Battery Replacement	Open RFP
Fuel Contract	Extension Letters Completed
Landscaping Services	Extension Letters Completed
A&E Services	Extension Letters in Progress

**FINANCIALS**
**BALANCE SHEET**

as of May 31, 2023

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
<b>ASSETS</b>		
Current assets		
Operating Cash	\$40,165,007	\$25,796,105
Accounts receivable	(\$700,589)	\$1,884,728
Inventory	\$927,640	\$847,230
Work in process	\$3,740,169	\$3,401,852
Prepaid	\$148,293	\$149,485
Total Current Assets	<u>\$44,280,519</u>	<u>\$32,079,400</u>
Long term note - Lextran Foundation Inc.	\$0	\$8,355,000
Long term asset - Pension	\$1,962,500	\$1,757,884
Total Long Term Assets	<u>\$1,962,500</u>	<u>\$10,112,884</u>
Net capital and related assets	\$35,016,932	\$22,311,991
<b>TOTAL ASSETS</b>	<u><u>\$81,259,950</u></u>	<u><u>\$64,504,275</u></u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable	\$718,841	\$709,120
Payroll liabilities	\$662,216	\$704,293
Total Current Liabilities	<u>\$1,381,057</u>	<u>\$1,413,413</u>
Long term liability - Pension	\$464,607	\$1,301,871
Total Long Term Liabilities	<u>\$464,607</u>	<u>\$1,301,871</u>
<b>NET POSITION</b>	\$79,414,286	\$61,788,992
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$81,259,950</u></u>	<u><u>\$64,504,275</u></u>

\*Year-end entry has not been made as of 5/31/23

**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION**

May 2023

	FY2023 ACTUAL	FY2023 BUDGET	FY2023 VARIANCE	FY2022 ACTUAL
<b>REVENUES</b>				
Property taxes	\$22,357,543	\$20,740,047	\$1,617,496	\$20,662,932
Passenger revenue	\$1,064,492	\$905,924	\$158,568	\$887,980
Federal funds	\$18,438,860	\$14,455,647	\$3,983,213	\$8,988,491
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$3,295,066	\$2,283,184	\$1,011,882	\$2,346,382
Gain/Loss on Investments*	\$4,520,394	\$0	\$4,520,394	\$0
<b>TOTAL REVENUES</b>	<b>\$49,936,355</b>	<b>\$38,644,802</b>	<b>\$11,291,553</b>	<b>\$33,145,785</b>
<b>EXPENSES</b>				
Wages	\$10,074,613	\$10,462,564	(\$387,951)	\$9,864,626
Fringe benefits	\$5,196,317	\$5,756,209	(\$559,892)	\$5,148,860
Professional services	\$1,151,562	\$1,678,316	(\$526,754)	\$1,015,466
Materials and supplies	\$1,419,598	\$1,290,300	\$129,298	\$1,166,684
Fuel-Diesel	\$1,101,222	\$1,281,669	(\$180,446)	\$892,768
Fuel-Other	\$578,067	\$389,767	\$188,300	\$397,328
Utilities - Facilities	\$367,295	\$353,771	\$13,524	\$354,811
Utilities - Electric Bus	\$7,501	\$78,833	(\$71,332)	\$24,565
Insurance	\$796,464	\$780,236	\$16,228	\$790,998
Fuel taxes	\$182,084	\$183,333	(\$1,249)	\$171,684
Paratransit Expenses	\$7,142,869	\$4,766,667	\$2,376,203	\$4,487,438
Vanpool Expenses	\$38,532	\$18,333	\$20,199	\$18,663
Dues and subscriptions	\$13,861	\$13,200	\$661	\$42,587
Travel, training and meetings	\$116,441	\$168,323	(\$51,881)	\$58,517
Media advertising	\$80,087	\$213,583	(\$133,496)	\$95,183
Miscellaneous	\$55,616	\$62,242	(\$6,626)	\$48,132
Leases and rentals	\$2,184	\$0	\$2,184	\$191,494
Depreciation	\$3,016,748	\$3,016,748	\$0	\$2,777,181
<b>TOTAL EXPENSES</b>	<b>\$31,341,062</b>	<b>\$30,514,093</b>	<b>\$826,969</b>	<b>\$27,546,982</b>
<b>CHANGE IN NET POSITION</b>	<b>\$18,595,292</b>	<b>\$8,130,709</b>	<b>\$10,464,584</b>	<b>\$5,598,803</b>
Monthly Average Diesel Cost:	\$2.60			
YTD Average Diesel Cost:	\$3.40			
CNG Diesel Gallon Equivalent:	\$1.66			

\*New Markets Tax Credit transaction

## MEMORANDUM

June 28, 2023

**TO:** Lextran Board of Directors

**FROM:** Jill Barnett, General Manager

**SUBJECT:** Resolution to Adopt Updated Procurement Policies and Procedures

Resolution 2023-09, attached, requests the Board's approval of updated Procurement Policies and Procedures.

The Transit Authority of Lexington-Fayette Urban County Government (Lextran) is bound to comply with the requirements of any local, state or federal agency which provides funding for a Lextran procurement. As the Federal Transit Administration (FTA) is a major source of funding, Lextran is required to comply with FTA Circular 4220.1F. As the FTA updates this circular, Lextran shall likewise update its policy to ensure continued compliance with FTA requirements. Lextran also abides by the Kentucky Revised Statutes Chapter 45A Kentucky Model Procurement Code and will update the policy to reflect any state level modifications as well.

Lextran's procurement policies and procedures were originally adopted in November 1993. Previous revision dates are as follows:

- August 20, 2014 – Resolution 2014-28
- October 20, 2021 – Resolution 2021-21
- May 18, 2022 – Resolution 2022-10

The updates for Resolution 2023-09 include the following:

- Updates the threshold for small purchases and formal procurements from \$30,000 to \$40,000, in accordance with House Bill 522 (signed on March 31, 2023, and effective on June 29, 2023). This statute amended KRS 424.260, relating to local government contracts, to increase the amount at which advertisement of bids is required from \$30,000 to \$40,000 (applicable in our policy in the following sections: Section I General Provisions, Section 5.01 Formal Advertising, Section 5.02 Quotes).
- Other typographical errors were corrected.

The full version of the updated Procurement Policies and Procedures is included with your Board Packet as Attachment A. The previous versions are available for review upon request.

If you have any questions, please call me at 859.255.7756.



**RESOLUTION 2023-09****TRANSIT AUTHORITY OF LEXINGTON-FAYETTE  
URBAN COUNTY GOVERNMENT****June 28, 2023**

**WHEREAS**, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) is governed by federal, state, and local statutes, regulations, and guidelines pertaining to agency procurements; and

**WHEREAS**, Lextran last updated its Procurement Policies and Procedures May 18, 2022, to comply with applicable legal requirements; and

**WHEREAS**, updates are needed to reflect current requirements of the Commonwealth of Kentucky; and

**WHEREAS**, Lextran shall implement updated procedures and systems in accordance with updated legal requirements pertaining to agency procurements.

**NOW, THEREFORE BE IT RESOLVED**, that the Lextran Board of Directors hereby approves the Procurement Policies and Procedures attached hereto and incorporated herein as Attachment A as referenced.

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**MOTION**

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**SECOND**

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**CHAIRPERSON**

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**DATE**

**CHANGE ORDER REPORT - JUNE 2023**

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
Adsposure	Transit Advertising		Extending the contract for one (1) additional year	An extension will allow for the time needed to conduct an RFP before the contract with Adsposure ends.	One (1)