

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: **March 27, 2024, 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 February 2024 Board of Directors meeting will be held in person.

The livestream is available on Youtube at:

<http://bit.ly/lextranmeeting>

TABLE OF CONTENTS

AGENDA.....	2
JANUARY MINUTES.....	3
FEBURARY MINUTES	10
MONTHLY PERFORMANCE REPORT	14
FINANCIALS	20
ACTION ITEMS	22

BOARD OF DIRECTORS MEETING

March 27, 2024

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 – January 2024 and February 2024	10:10 – 10:15
IV.	Chair’s Report (Dowell)	10:15 – 10:20
V.	Lextran Monthly Performance Report & Financials – January	10:20 – 10:35
VI.	Action Items	10:35 – 11:00
	A. Resolution 2024-05 – Towing Services	
	B. Resolution 2024-06 – Contract for Bus Shelters, Benches & Trash Receptacles	
	C. Resolution 2024-07 – Employee Development & Customer Service Training	
	D. Resolution 2024-08 – Adoption of an Updated Transit Advertising Policy	
	E. Resolution 2024-09 – Authority to Sign Agreements with the Kentucky Transportation Cabinet and Commitment of Local Matching Funds	
	F. Resolution 2024-10 – Adoption of Lextran’s 2024 Equal Employment Opportunity Program Plan	
VII.	Change Order Report	11:00 – 11:05
VIII.	Old Business	11:05 – 11:10
IX.	New Business	11:10 – 11:15
X.	Proposed Agenda Items	11:15 – 11:20
	A. Resolution – Lextran’s FY2025 Budget	
	B. Resolution – Transit Center Renovation	
	C. Resolution – Paratransit Services	
	D. Resolution – Radio Services	
XI.	Closed Session	11:25 – 11:40
XII.	Adjournment	11:40

The next business meeting of the Board of Directors is scheduled for April 24, at 10:00 a.m.

BOARD OF DIRECTORS MEETING

BOARD MINUTES

January 24, 2024

MEMBERS PRESENT

Harding Dowell, Board Chair
Jamie Rodgers, Vice Chair
Paul Schoninger
Dr. Koffi Akakpo
George Ward

ABSENT

Leidy Borges-Gonzalez
Judge Lindsay Hughes Thurston

STAFF PRESENT

Fred Combs, General Manager
Randolph Williams, Assistant General Manager
Chris Withrow, Director of Maintenance
Jason Dyal, Director of Operations
John McNeel, Director of Safety and Security
Emily Elliott, Director of Planning and Community Development
Nikki Falconbury, Director of Finance and Human Resources
Alan Jones, Systems Administrator
Tyler Maynard, Transit Analyst
Maria Alonso, Human Resources Manager
Jack Gedritis, Transit Planning Intern

OTHERS PRESENT

Addison Lowry, McBrayer, Lextran Counsel

I. CALL TO ORDER

Board Chair Harding Dowell called the January 24, 2024 meeting of the Lextran Board of Directors to order at 10:01 a.m. Mr. Dowell performed a roll call to determine which members were present. A quorum was not achieved initially, however, Ms. Rodgers arrived during the Performance Report, creating a quorum for the meeting.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

Mr. Dowell called for a motion to approve the minutes for the December 2023 Lextran Board of Directors Meeting at 11:04 a.m. Paul Schoninger made a motion to approve the minutes and Dr. Akakpo seconded.

IV. CHAIR'S REPORT

Mr. Dowell announced the departure of Mr. Christian Motely from the Lextran Board of Directors. Mr. Motely had served on the Board since 2015. Mr. Dowell wished Mr. Motley well in his future endeavors and asked that if anyone has any names of individuals to be considered for the Board that they submit them to the mayor's office.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Emily Elliott presented the Monthly Performance Report for December 2023, which can be found on pages 11-16 of the January 2024 board packet.

HIGHLIGHTS FOR DECEMBER:

- Lextran celebrated 50 years of service with a Greyline Station Block Party, an event with employees and community partners at Clerestory, and an employee cookout.
- Mayor Linda Gorton issued a proclamation for "Lextran Day" on December 7th.
- Lextran celebrated the holiday season with free rides for the community to Southern Lights at the Kentucky Horse Park on December 11th.
- In December, ten of the thirteen bus stops included in Phase III of RAMP have completed improvements.
- Lextran closed the calendar year with over 3.6 million trips, generating 20 percent more trips than in calendar year 2022.
- One commendation was received for Angela Simpson (Customer Service Representative) in December.

December ridership was just over 250,000 trips, which is a 5 percent increase from the prior month. Paratransit ridership was at about 13,000 trips, which was a 22 percent increase over December 2022 ridership. There was an increase in weekend and holiday ridership in both systems from this time last year. The trips per mile and trips per hour were good on both systems. For safety, there were three preventable accidents on fixed route and one on paratransit, but there

were fewer workers compensation claims than last month. For maintenance, Lextran operated 13,619 miles between road calls in December and 60 out of 60 preventive maintenance inspections were completed.

Jamie Rodgers asked what the paratransit ridership per month used to be. Mr. Combs stated that it used to be around 20,000, pre-pandemic. Ms. Rodgers asked about the time to drop phone calls being 20 seconds on fixed route and three minutes on paratransit. Ms. Elliott explained that when Lextran switched phone systems, the reporting changed. On fixed route, there is a significant number of hangups due to people calling about the location of their bus, but then the bus shows up during the call and they hang up. There was a shorter call length on fixed route compared to paratransit due to the type of information gathered during paratransit calls. Ms. Rodgers then asked about what community events will look like going forward now that Ms. Elliott has been promoted to Director of Planning and Community Development. Ms. Elliott responded that Julie Moon, Community Engagement Coordinator, now attends the majority of events, but that Lextran has also re-evaluated priorities in terms of events and implemented evaluation criteria for events.

George Ward made a comment that the past month was an improvement for paratransit on-time performance and asked if it was trending better. Ms. Elliott stated that on-time performance was trending better and that Lextran was in communication with Ecolane about improvements. She also said that Lextran received feedback at the paratransit listening sessions that the service was improving. Mr. Ward asked what the target for good on-time performance was on fixed route and paratransit. Mr. Combs responded that it was 90 percent for both, and that the paratransit incentive kicks in at 96 percent.

Ms. Rodgers asked if all the paratransit listening sessions have been completed. Ms. Elliott stated that one session was cancelled due to winter weather but that it will be rescheduled. However, it will not be a public meeting because there was not enough time to provide notice to the public after the cancellation. Feedback from the sessions was also received in the form of emails and phone calls. Ms. Rodgers asked if Lextran was satisfied with the turnout and diversity of the listening sessions. Ms. Elliott responded that the events at Christan Towers and the Senior Center were well attended by members of the community.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the December 2023 Finance Report, found on pages 17-18 of the January 2024 board packet.

Ms. Falconbury reviewed the balance sheet for December, showing six months into the fiscal year. Mr. Ward asked if the money for the work in process line has been spent and Ms. Falconbury confirmed that it has been spent and Lextran will be reimbursed.

The statement of revenue and expenses was reviewed showing about 17 million dollars of property taxes received in November and another 3 million dollars in the month of December. Passenger revenue was up \$50,000 over this time last year. Wages and fringe benefits were

looking good, and Lextran was still focusing on hiring. Professional services were under budget, mostly due to the timing of when these services occur. Material and supplies were under budget. Fuel was under budget. Property and liability insurance was over budget because Lextran received buses earlier than expected. The paratransit budget was about \$124,000 over, but close to where it should be. The 'travel, trainings, and meetings' line was underbudget due to timing, more staff are scheduled to travel in spring.

Mr. Ward asked if Lextran pays full fuel taxes. Ms. Falconbury stated that Lextran does pay full taxes but gets reimbursed about 78 percent of the state taxes. Dr. Akakpo asked if the 20 million in property taxes on the revenue and expenses sheet was close to what should be collected. Ms. Falconbury responded that the majority of taxes were collected in November and December, and that Lextran will be close, if not over budget for the year. Ms. Rodgers stated that we were close to what we had budgeted for paratransit, but what was budgeted was \$300,000 over what was budgeted last year. Ms. Falconbury explained that the previous year did not include an entire year with RAPTDev. Ms. Rodgers asked about the \$5 million in federal funds that were budgeted, and Ms. Falconbury stated that it was a timing issue. Ms. Rodgers asked if Lextran had any update on the Census data and Ms. Falconbury said that we don't know anything yet, but it will impact the funding for the next fiscal year.

VI. CLOSED SESSION

Ms. Rodgers called for a closed session pursuant to KRS 61.810 Section G for a discussion of provision of agency contract, personal matters, and paratransit. All in favor seconded. Closed session was entered at 10:24 a.m.

The Lextran Board returned to open session at 10:54 a.m. No action was taken during closed session.

VII. ACTION ITEMS

A. Resolution 2024-01 Drug & Alcohol Policy Update

Mr. McNeel presented Resolution 2024-01, requesting the Board's approval to adopt Lextran's updated drug and alcohol policy. The policy was presented last month, but the requested that adjustments be made to Section 3 in order to add hallucinogens and synthetic drugs. The FTA requested adjustments to Section 5, in order to comply with FTA regulations.

Ms. Rodgers made a motion to approve and was seconded by Dr. Akakpo, the motion was passed unanimously.

B. Resolution 2024-02 – Agency Safety Plan

Mr. McNeel presented Resolution 2024-01, requesting the Board's approval to adopt Lextran's 2024 Agency Safety Plan. Mr. McNeel stated that Lextran updates the Safety Plan yearly and that

this year the update includes adding the Accountable Executive as Fred Combs and the Chief Safety Officer as John McNeel. This document was mandated by the FTA. Section 6.1.4, states that Lextran must provide accident injury data and Mr. McNeel is working on gathering all of that data to report to the Board.

Ms. Rodgers made a motion to accept the policy as written. It was seconded by Mr. Schoninger and the motion passed unanimously.

C. Resolution 2024-03 – Designation of Signatory

Ms. Falconbury presented Resolution 2024-03 requesting the authority to designate Chris Withrow, Director of Maintenance, as an additional signatory for checking accounts established for the operation of the Transit Authority of Lexington-Fayette Urban County Government (Lextran). This action will return the number of authorized check signers to four.

Mr. Ward asked how many people are required to sign checks and Ms. Falconbury responded that two are required for every check.

A motion was made by Mr. Ward and seconded by Ms. Rodgers. The motion passed unanimously.

D. Resolution 2024-04 – Kentucky Deferred Comp Joinder Agreement

Ms. Falconbury presented Resolution 2024-04 requesting the Board's approval to update the Joinder Agreement for the Kentucky Public Deferred Compensation Plan. This plan is for employees' 457 and 401(k). Resolution 2024-04 requests to update this agreement by naming Fred Combs, General Manager, and Nikki Falconbury, Director of Finance and Human Resources, as the project officers.

Ms. Falconbury has unofficially been administering the program for 15 years, but Kentucky Deferred Comp found in an audit of their records that a Joinder Agreement was not in place, and they requested an official record of this Agreement.

The motion was made by Mr. Ward and seconded by Mr. Schoninger. The motion passed unanimously.

VIII. CHANGE ORDER REPORT

There was no change order report.

IX. OLD BUSINESS

A. Staff Report – Hiring and Retention

Maria Alonso presented the Employee Hiring, Retention, and Turnover Report for 2018-2023. Lextran looked at several national reports that show that driver shortages are occurring

nationwide. Some of the common findings from these reports were that the transit workforce was ageing and there was strong competition for new workers. Lextran offers CDL training, a sign-on bonus for most openings, insurance, a pension plan, and competitive salaries that include overtime opportunities. Outreach activities include employee referral bonuses, online advertising, collaboration with technical colleges, hiring events, billboards, and radio ads. Some regulations that impact hiring include drug and alcohol testing, driving records, background checks, seniority rules, scheduling, and CDL requirements.

Mr. Dowell asked if there was a different structure for non-union and union employees in regard to the pension plan. Ms. Falconbury stated that all employees are enrolled in the pension plan and all employees may participate in the 401K program, with administrative staff receiving a 50 percent match, up to 5 percent of the employee's annual salary.

The hiring report showed that there have been 292 hires since 2018 and there are currently 93 active employees, 6 employees on leave, and 92 terminated employees. Mr. Combs pointed out that total hires have increased 50 percent since 2018. The turnover report shows that 45 percent of the involuntary terminations occur while employees are still in training. Ms. Rodgers noted that the highest turnover rate is in the operations departments and asked if that is typical for the industry. Mr. Combs noted that operations was the biggest department at Lextran. Ms. Falconbury stated that a lot of turnover occurs in training due to the CDL requirement and attendance issues.

Mr. Ward asked if Lextran performs exit interviews and Ms. Falconbury said that Lextran tries to do exit interviews but not that everyone participates because they are not required. Mr. Ward asked if the wage scale was a factor in resignations and Ms. Falconbury responded that schedules were usually the biggest factor in resignations and not wages. Mr. Ward asked how fast employees move up in seniority to where they can pick better schedules and Jason Dyal stated it was about one year and that it was dictated by the Union contract. Dr. Akakpo asked if scheduling and seniority can be addressed in the next Union negotiation and Mr. Combs responded that was a possibility.

The Years of Service chart showed that 58 percent of Lextran employees who left had been at Lextran less than one year. Lextran had a number of programs that encourage a positive employee culture including the Million Miler Club, the annual Rodeo, attendance awards, safety awards, customer commendations, and health and wellness events. Lextran planned to expand opportunities for employee growth that include training opportunities and professional development.

Mr. Dowell asked how Lextran tracked employees' relationships with their direct managers, stating these relationships were strong factors relating to whether or not employees stay at a company. Ms. Falconbury explained the organization chart for Maintenance and Operations and stated that Mr. Dyal and Mr. Withrow were very involved and have an open-door policy for any employee issues. Ms. Rodgers asked if there was a formal employee engagement survey and Mr. Combs stated that Lextran had tried to implement something similar a few times, but participation was

low. Ms. Falconbury said that there was a lot of feedback received during operator refresher trainings that were recently performed. Mr. Randolph Williams stated that the lines of communication between management and employees had been robust since Mr. Combs took over as General Manager.

X. NEW BUSINESS

There was no new business.

XI. PROPOSED AGENDA ITEMS

- A. Resolution – Employee Development & Customer Service Training Program
- B. Resolution – Equal Employment Opportunity (EEO) Program Plan
- C. Resolution – Towing Services
- D. Resolution – Contract for Bus Stop Amenities
- E. Resolution – Adoption of an Updated Advertising Policy

Mr. Dowell asked why employee training was outsourced. Mr. McNeel stated that this procurement was training for all staff related to internal and external customer service. Mr. Combs stated that the prior contractor provided several different types of training programs during the duration of their contract.

Ms. Rogers asked for an update on the Canopy and DBE goals for a future meeting.

XII. CLOSED SESSION

There was no additional closed session.

XIII. ADJOURNMENT

Mr. Dowell declared the meeting adjourned at 11:25 a.m.

BOARD OF DIRECTORS MEETING

BOARD MINUTES

February 28, 2024

MEMBERS PRESENT

Harding Dowell, Board Chair

Jamie Rodgers, Vice Chair

Paul Schoninger

George Ward

ABSENT

Leidy Borges-Gonzalez

Judge Lindsay Hughes Thurston

Dr. Koffi Akakpo

STAFF PRESENT

Fred Combs, General Manager

Randolph Williams, Assistant General Manager

Chris Withrow, Director of Maintenance

Jason Dyal, Director of Operations

Emily Elliott, Director of Planning and Community Development

Nikki Falconbury, Director of Finance and Human Resources

Alan Jones, Systems Administrator

Tyler Maynard, Transit Analyst

Jack Gedritis, Transit Planning Intern

OTHERS PRESENT

Addison Lowry, McBrayer, Lextran Counsel

I. CALL TO ORDER

Board Chair Harding Dowell called the February 28, 2024, meeting of the Lextran Board of Directors to order at 10:03a.m. Mr. Dowell performed a roll call to determine which members were present. Due to lack of members, the quorum was not achieved.

II. PUBLIC COMMENT

There was no public comment.

III. APPROVAL OF MINUTES

There was no action taken on the minutes due to the lack of quorum.

IV. CHAIR'S REPORT

There was no Chair's report.

V. LEXTRAN PERFORMANCE REPORT & FINANCIALS

Emily Elliott presented the Monthly Performance Report for January 2024, which can be found on pages 10-14 of the January 2024 board packet.

HIGHLIGHTS FOR DECEMBER:

- Lextran began the calendar year with over 324,000 fixed-route trips and nearly 14,000 paratransit trips.
- Fixed-route on-time performance exceeded 90 percent for the first time since July 2023.
- Eleven of the thirteen RAMP Phase III bus stop improvements were completed by the end of January.
- Lextran held a series of Paratransit Listening Sessions during the third week of January. A compilation of the feedback will be shared with the community in the future.
- A team of Lextran employees attended the mayor's annual "State of the City" address at the Central Bank Center on January 30th.
- One commendation was received for Bus Operator Brudus Burton.

The average weekday ridership for the month of January was 13,163 and there was a 2.09 increase in trips per hour in FY24 from FY23. Lextran held four in-person Paratransit Listening Sessions and received a total of 87 remarks, which included both questions and comments. The top questions were general questions about how the service works, the bag policy, and the paratransit eligibility process. Fixed-route ridership continued to increase over last year. Paratransit ridership increased by 11 percent, compared to January 2023. For safety, there were five preventable accidents in January and four workers compensation claims. For maintenance, Lextran operated 12,696 miles between road calls in January and 60 of the 60 preventive maintenance inspections were completed. For customer comments, Lextran updated the internal tracking system and some of the data for February got added into the January numbers. Board members received a corrected page in the board packet.

Jamie Rodgers asked for clarification for the increase in trips per hour. Emily Elliott explained that on average, there are 19 fixed-route trips per hour and that is an increase from last year and this is a count of the number of people utilizing the service, not the number of vehicles in use.

Ms. Rodgers asked for clarification of what the 87 total remarks were for the Paratransit Listening Sessions. Ms. Elliott stated that the number does not reflect the total number of people who attended the sessions, but rather the total number of questions and comments received during the sessions. Randolph Williams said that for each of the sessions, the number of attendees was between 13-20. Harding Dowell asked if there were four sessions, and Fred Combs explained that one session was held at Lextran's Administrative office and was streamed virtually on YouTube.

George Ward asked what was learned during the sessions. Ms. Elliott said that Lextran learned that things at Wheels are improving, that we needed to clarify information regarding the eligibility

process and about the bag policy. Trip negotiations were another area that people had questions about. Overall, getting in front of people was beneficial because people were able to get their questions answered in-person in a meaningful way and Wheels riders do not necessarily gather information in the same way that fixed-route riders do. He also asked if anything would be changing due to the information learned at the sessions. Ms. Elliott explained that Lextran has clarified a lot of information regarding the eligibility process and had been working on understanding why the bag policy poses difficulties for certain individuals. Lextran is working on developing an FAQ. Mr. Dowell asked how the FAQ would be distributed. Ms. Elliott said that the FAQ will be in Wheels vehicles, shared digitally, and shared at the facilities where riders frequent the most.

Ms. Rodgers made a comment that the fixed-route performance has been one of the highest in a long time and that she appreciates the amount of data that Lextran provides. Mr. Dowell asked if the trips per hour could be defined as boardings per hour, and Ms. Elliott said yes.

Ms. Rodgers asked if there was any feedback on the eligibility process due to the change in vendors during the Paratransit Listening Sessions. Ms. Elliott stated that the transition occurred during the same week of the sessions, which was helpful. There had been more feedback from care providers versus individuals for the eligibility process. Ms. Rodgers also asked if Lextran receives information about how many new people sign up for paratransit per month and if that increased or decreased. Ms. Elliott stated that the new vendor started on January 17th and that she would get those numbers for next month. Ms. Rodgers asked if there are times of the year where eligibility increases, and Mr. Williams stated that additional information will be provided as the contract continues.

Ms. Rodgers asked about the February 6th meeting of Environmental Quality and Public Works. Ms. Elliott stated that Councilmember Ellinger did a presentation and she answered questions on microtransit. More information on that meeting will be presented during next month's board meeting.

Mr. Ward requested that Lextran provides a graph similar to ridership for on-time performance in future board packets.

FINANCIAL REPORT

Ms. Nikki Falconbury presented the January 2024 Finance Report, found on pages 15-16 of the January 2024 board packet.

Ms. Falconbury reviewed the balance sheet for January, showing seven months into the fiscal year. Operating cash was strong. Federal money was received and will be shown in the February report. She reviewed the Statement of Revenues and Expenses report which showed that property taxes were ahead one million dollars compared to last year and are expected to come in over budget. The passenger revenue was up, and expenses were under budget, except for

paratransit and dues and subscriptions. The monthly average diesel cost was \$2.61, which was going up.

Ms. Rodgers asked if there would be a budget amendment for the remainder of the vanpool budget line. Ms. Falconbury stated that we could do one but there is no need since that line item can just roll over to paratransit.

VI. CLOSED SESSION

There was no closed session.

VII. CHANGE ORDER REPORT

There was no change order report.

VIII. OLD BUSINESS

Mr. Combs gave an update on the CNG Fueling Project. Lextran is expecting delivery of the equipment on March 4th. Construction should begin in April and is expected to be completed at the end of June. This would double Lextran's capacity for CNG vehicles.

IX. NEW BUSINESS

There was no new business.

X. PROPOSED AGENDA ITEMS

- A. Resolution – Towing Services
- B. Resolution – Contract for Bus Shelters, Benches, and Trash Receptacles
- C. Resolution – Employee Development & Customer Service Training
- D. Resolution – Adoption of an Updated Transit Advertising Policy
- E. Resolution – Equal Employment Opportunity (EEO) Program Plan

XI. CLOSED SESSION

There was no additional closed session.

XII. ADJOURNMENT

Mr. Dowell declared the meeting adjourned at 10:30 a.m.

LEXTRAN MONTHLY PERFORMANCE REPORT – FEBRUARY 2024

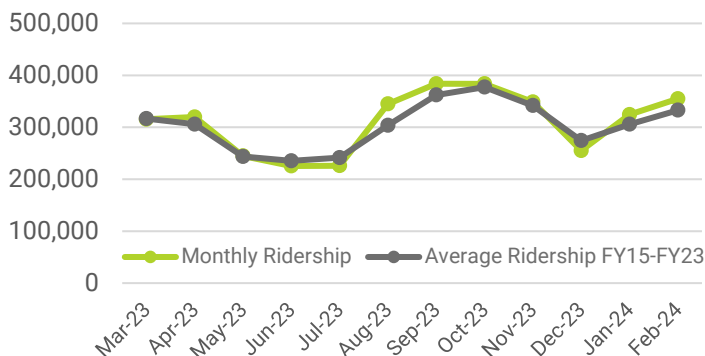
We serve people and our community with mobility solutions.

Director of Planning and Community Development Emily Elliott answered questions regarding microtransit at the Environmental Quality and Public Work Committee meeting on February 6th. General Manager Fred Combs and Assistant General Manager Randolph Williams hosted two listening sessions for Maintenance employees on February 7th. Lextran hosted the FY2025 Council Budget Priorities Joint Retreat on February 7th. Ms. Elliott also attended the KY Clean Fuels Coalition Meeting in Louisville on February 20th. Lextran received the equipment for the CNG Facility upgrade in late February, with construction expected to begin in April. The final two of thirteen stop improvements included in RAMP Phase III were completed in February.

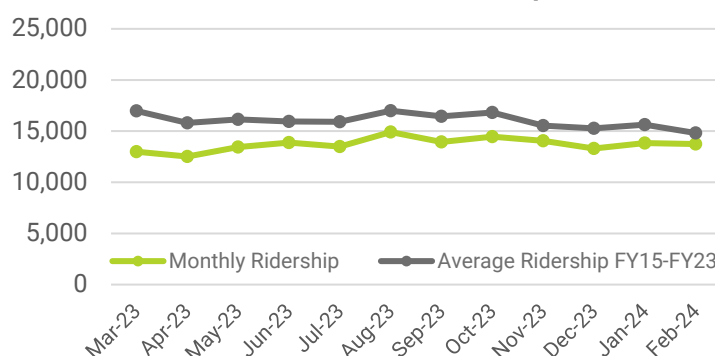
DEMONSTRATE VALUE TO THE COMMUNITY



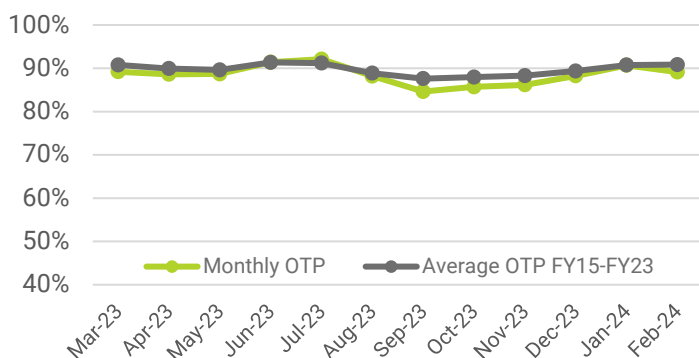
Fixed-Route Ridership



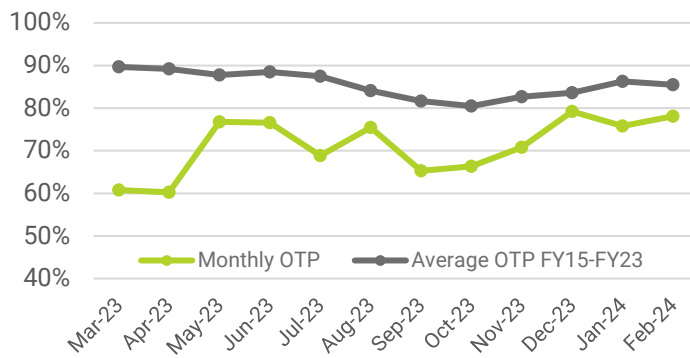
Paratransit Ridership



Fixed-Route On-Time Performance



Paratransit On-Time Performance



Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24YTD	FY23YTD	This Month	FY24YTD	FY23YTD
System Production						
Total Ridership	354,912	2,621,408	2,356,636	13,735	111,729	102,178
Weekday Ridership	318,304	2,276,338	2,041,037	11,535	92,172	82,784
Saturday Ridership	19,579	193,564	179,940	1,258	10,150	9,067
Sunday Ridership	17,029	137,733	123,535	942	8,520	7,497
Total Revenue Miles	156,433	1,262,395	1,250,404	85,795	673,640	619,564
Total Revenue Hours	16,494	131,492	131,238	6,198	50,670	48,295
Trips per Mile	2.27	2.08	1.88	0.16	0.17	0.16
Trips per Hour	21.52	19.94	17.96	2.22	2.21	2.12

- Fixed-route ridership increased by eight percent compared to February 2023.
- Fixed-route ridership for FY24YTD was 11 percent higher than ridership for FY23YTD.
- Paratransit ridership increased by 12 percent compared to February 2023.
- Paratransit ridership for FY24YTD was nine percent higher than ridership for FY23YTD.
- Trips per Mile and Hour for FY24YTD continue to exceed those of FY23YTD on both systems.

LEXTRAN IN THE MEDIA

- February 5 – A Proposal for Microtransit in Lexington
<https://www.civiclex.org/weekly-posts/a-proposal-for-microtransit-in-lexington>
- February 6 – Does Lexington need its own Uber service? Council is interested but some worry about cost
<https://www.kentucky.com/news/local/counties/fayette-county/article285102542.html#storylink=cpy>
- February 7 – Disabled, elderly in Lexington rely on Wheels program. It's leaving them behind
<https://www.kentucky.com/news/local/counties/fayette-county/article284819976.html#storylink=cpy>
- February 7 – BUILD presents microtransit pilot initiative to urban county council
<https://www.wtvq.com/build-presents-microtransit-pilot-initiative-to-urban-county-council/>
- February 8 – Report: Lexington's 'Wheels' paratransit service leaves its most vulnerable behind
<https://lexingtonky.news/2024/02/08/report-lexingtons-wheels-paratransit-service-leaves-its-most-vulnerable-behind/>
- February 12 – Free public transit launching in Nicholasville soon with regional routes
<https://www.jessaminejournal.com/2024/02/12/free-public-transit-launching-in-nicholasville-soon-with-regional-routes/>

LEXTRAN IN THE MEDIA (CONTINUED)

- February 14 – Wheels riders share experiences, issues with Lextran paratransit service <https://www.wkyt.com/2024/02/15/wheels-riders-share-experiences-issues-with-lextran-paratransit-service/>
- February 19 – New transit routes connecting Bluegrass region begin Monday <https://www.wkyt.com/2024/02/19/new-transit-routes-connecting-bluegrass-region-begin-monday/>

COMMUNITY INVOLVEMENT AND OTHER MEETINGS

- February 2 – Senior Services Commission Meeting
- February 2 – Institute of Transportation Engineers Winter Session
- February 6 – Environmental Quality and Public Works Committee Meeting – Microtransit Presentation with CM Ellinger
- February 7 – Council Budget Retreat at Loudon Administrative Office
- February 7 – Travel Training – Kentucky Refugee Ministries
- February 8 – West End Community Partners Meeting
- February 10 – VRUCK – Claim Your Voice Writing Retreat
- February 14 – Transportation Technical Coordination Committee Meeting
- February 14 – Cardinal Valley Community Partners Meeting
- February 15 – Meeting with Kentuckians for the Commonwealth
- February 15 – Vendor Travel Training – KORT
- February 15 – Regional Sustainability Plan Input Meeting
- February 15 – VRUCK – Women Veteran’s Town Hall Focus Meeting
- February 15 – Lextran and BCTC Workforce Development Meeting
- February 20 – Kentucky Clean Fuels Coalition Meeting
- February 21 – Access Lexington Meeting
- February 21 – Meeting with CM James Brown
- February 22 – Corridors Commission Meeting
- February 22 – Meeting with VRUCK
- February 23 – ‘How to Ride’ – Frederick Douglass High School
- February 27 – Services and Careers Presentation – Kentucky Career Center
- February 27 – Frankfort Transit and BGCAP Coordination Public Meeting
- February 28 – Transportation Policy Committee Meeting
- February 28 – Kentucky Employed Job Fair
- February 29 – Lextran and UK Transportation Quarterly Meeting

DELIVER A HIGH-QUALITY PRODUCT

Performance Indicator	Fixed Route						Paratransit (Wheels)					
	This Month		FY24 YTD		FY23 YTD		This Month		FY24 YTD		FY23 YTD	
Service Quality	This Month		FY24 YTD		FY23 YTD		This Month		FY24 YTD		FY23 YTD	
On-Time Performance	89.12%		88.10%		89.09%		78.07%		72.43%		58.32%	
Farebox Recovery	5.36%		6.24%		6.00%		N/A		N/A		N/A	
Operating Expenses	\$1,804,319		\$13,452,156		\$12,881,951		\$659,734		\$5,211,745		\$4,275,482	
Per Mile	\$3.68		\$3.59		\$3.82		N/A		N/A		N/A	
Per Hour	\$74.49		\$68.10		\$62.08		N/A		N/A		N/A	
Customer Service	This Month		FY24 YTD		FY23 YTD		This Month		FY24 YTD		FY23 YTD	
	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate	Count	Rate
Customer Feedback Totals per 100k Trips	32	9.02	340	12.97	365	15.49	18	131.05	158	141.41	304	297.52
Commendations	4	1.13	25	0.95	38	1.61	5	36.40	5	4.48	4	3.91
Discourtesy	5	1.41	98	3.74	86	3.65	2	14.56	45	40.28	31	30.34
Late or Early	1	0.28	15	0.57	41	1.74	3	21.84	29	25.96	120	117.44
Safety	5	1.41	59	2.25	55	2.33	5	36.40	37	33.12	40	39.15
Passed Boarding /Missed Trips (Wheels)	11	3.10	85	3.24	66	2.80	0	0.00	6	5.37	34	33.28
Information and Service Requests	0	0.00	22	0.84	31	1.32	0	0.00	16	14.32	0	0.00
Other	6	1.69	36	1.37	48	2.04	3	21.84	20	17.90	75	73.40
Call Length	1:09		1:03		1:14		1:38		1:34		1:36	
Time to Abandon	0:10		0:18		2:00		3:22		3:19		2:14	

- Fixed-route on-time performance decreased by about two percent from the previous month.
- The high volume of customer feedback for paratransit in FY23YTD reflects the service transition to RATP-Dev, who began operating the service in October 2022.

MANAGE AND SUSTAIN RESOURCES

Performance Indicator	Fixed Route System			Paratransit (Wheels)		
	This Month	FY24 YTD	FY23 YTD	This Month	FY24 YTD	FY23 YTD
Safety						
Preventable Accidents	1	20	24	1	12	12
Preventable Accidents per 100,000 miles	0.61	1.51	1.83	0.97	1.48	1.69
Days with No Preventable Accidents	28	216	219	28	230	230
Workers Compensation Claims	1	16	15	N/A	N/A	N/A
Injury Frequency Rate	6.53	12.04	11.83	N/A	N/A	N/A
Days of Lost Time	34	223	356	N/A	N/A	N/A

*Correction: The January 2024 Performance Report recorded 27 days of lost time on the fixed-route system. However, the correct number for January 2024 is 33, increasing the FY24YTD amount by six.

- From January to February, the total number of preventable accidents decreased by four on fixed-route and remained the same on paratransit services.
- The injury frequency rate decreased to 6.53 due to one OSHA-reportable workplace injury for the month.

Performance Indicator	Fixed Route System		
	This Month	FY24YTD	FY23YTD
Maintenance			
Miles between Road Calls	8,691	12,256	10,034
Percent of Preventive Maintenance Inspections on Schedule	100%	99.8%	100%

- In February, the maintenance department reported 8,691 miles between road calls.
- Maintenance completed 100 percent (54 of 54) of preventive maintenance inspections on schedule in February.

Performance Indicator	Fixed Route System	
	This Month	FY24YTD
Training Activities		
Smith System Recertification	4	14
Union Orientation	4	11
Dispatch Orientation	3	14
Maintenance Orientation	3	10
Accident Remedial	2	14
Customer Service Orientation	2	9
Workers Comp Remedial Training	2	8

Hiring and Recruiting	This Month	Interviews	New Hires
Open Positions	35	46	10
Operations	20	11	3
Maintenance	9	22	5
Administration	6	13	2

Procurements	
Employee Development and Customer Service Training	Open
Fuel for Paratransit Vehicles	Open
Paratransit Services	Open
Radio Purchasing and Maintenance	Open
Shelters, Benches, & Trash Receptacles	Open
Towing Services	Open
Transit Center Interior Renovation	Open
A&E Services	Upcoming
Electric Motors	Upcoming
Fuel	Upcoming
Janitorial Supplies	Upcoming
Office 365	Upcoming
Transit Advertising	Upcoming

FINANCIALS
BALANCE SHEET

as of February 29, 2024

	CURRENT YEAR-TO-DATE	LAST YEAR-TO-DATE
ASSETS		
Current assets		
Operating Cash	\$42,167,970	\$30,241,363
Accounts receivable	\$377,425	\$4,802,019
Inventory	\$960,158	\$884,384
Work in process	\$6,425,785	\$3,498,245
Prepaid	\$572,700	\$489,871
Total Current Assets	<u>\$50,504,039</u>	<u>\$39,915,881</u>
Long term asset - Pension	<u>\$2,472,657</u>	<u>\$1,962,500</u>
Total Long Term Assets	<u>\$2,472,657</u>	<u>\$1,962,500</u>
Net capital and related assets	\$34,958,963	\$35,891,852
TOTAL ASSETS	<u><u>\$87,935,659</u></u>	<u><u>\$77,770,233</u></u>
LIABILITIES		
Current liabilities		
Accounts payable	\$941,273	\$829,222
Payroll liabilities	\$605,003	\$470,047
Total Current Liabilities	<u>\$1,546,276</u>	<u>\$1,299,269</u>
Long term liability - Pension	<u>\$747,248</u>	<u>\$464,607</u>
Total Long Term Liabilities	<u>\$747,248</u>	<u>\$464,607</u>
NET POSITION	\$85,642,136	\$76,006,356
TOTAL LIABILITIES AND NET POSITION	<u><u>\$87,935,659</u></u>	<u><u>\$77,770,233</u></u>

STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET POSITION

February 2024

	FY2024 ACTUAL	FY2024 BUDGET	FY2024 VARIANCE	FY 2023 ACTUAL
REVENUES				
Property taxes	\$22,449,351	\$21,521,510	\$927,841	\$21,161,758
Passenger revenue	\$839,629	\$811,482	\$28,147	\$773,071
Federal funds	\$786,356	\$6,728,080	(\$5,941,724)	\$8,421,297
State funds	\$0	\$1,216,025	(\$1,216,025)	\$0
Advertising revenue	\$260,000	\$260,000	\$0	\$260,000
Other revenue	\$1,837,905	\$1,785,194	\$52,711	\$7,162,626
TOTAL REVENUES	\$26,173,242	\$32,322,291	(\$6,149,050)	\$37,778,752
EXPENSES				
Wages	\$7,541,799	\$7,726,953	(\$185,154)	\$7,248,580
Fringe benefits	\$3,872,063	\$4,304,186	(\$432,123)	\$3,830,456
Professional services	\$976,102	\$1,319,823	(\$343,721)	\$779,493
Materials and supplies	\$907,150	\$952,333	(\$45,184)	\$969,920
Fuel-Diesel	\$591,082	\$992,333	(\$401,252)	\$914,318
Fuel-Other	\$367,332	\$523,433	(\$156,101)	\$429,943
Utilities - Facilities	\$259,871	\$277,667	(\$17,796)	\$264,992
Utilities - Electric Bus	\$81	\$57,333	(\$57,252)	\$7,231
Insurance	\$622,465	\$580,343	\$42,122	\$552,708
Fuel taxes	\$148,841	\$133,333	\$15,507	\$126,324
Paratransit Expenses	\$5,475,777	\$5,386,667	\$89,110	\$5,100,747
Vanpool Expenses	\$16,423	\$48,000	(\$31,577)	\$25,768
Dues and subscriptions	\$51,577	\$38,150	\$13,427	\$10,059
Travel, training and meetings	\$57,204	\$133,199	(\$75,995)	\$81,029
Media advertising	\$149,621	\$153,333	(\$3,712)	\$61,564
Miscellaneous	\$42,349	\$50,267	(\$7,918)	\$44,245
Leases and rentals	\$2,184	\$2,184	\$0	\$2,184
Depreciation	\$2,505,823	\$2,505,823	\$0	\$2,141,827
TOTAL EXPENSES	\$23,587,743	\$25,185,362	(\$1,597,619)	\$22,591,387
CHANGE IN NET POSITION	\$2,585,499	\$7,136,930	(\$4,551,431)	\$15,187,365
Monthly Average Diesel Cost:	\$2.79			
YTD Average Diesel Cost:	\$2.88			
CNG Diesel Gallon Equivalent:	\$1.38			

MEMORANDUM

March 27, 2024

TO: Lextran Board of Directors**FROM: Nikki Falconbury, Director of Finance & HR****CC: Fred Combs, General Manager****SUBJECT: Resolution to Award a Contract for Towing Services**

Attached is a resolution requesting authority to award a contract for towing services.

RFP 2023-09 was issued December 4, 2023, with proposals received on January 24, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers:

- Candido's Towing & Repair
- Roberts Heavy Duty Towing , Inc.

The proposal from Roberts Heavy Duty Towing, Inc. was determined to offer a fair and reasonable price and received the highest average score in evaluations. Roberts Heavy Duty Towing, Inc. is recommended for contract award to provide towing services.

The term of the contract awarded will be for three (3) years, with two (2) options for one (1) additional year each, for a total of five (5) years. Pricing will not exceed the following rates:

- Heavy Duty High Priority Tow \$195.00 per tow
- Heavy Duty Convenience Tow \$175.00 per tow
- Heavy Duty Loaded Mile \$7.00 per mile
- Drive Shaft/Axle Removal \$45 per item
- Overtime Charge \$35 per event
- Light Duty High Priority Tow \$125.00 per tow
- Light Duty Convenience Tow \$100.00 per tow
- Light Duty Loaded Mile \$4.50 per mile
- Winch-outs and Recovery \$275.00 per hour
- Rotator \$595.00 per hour
- Airbags \$2,500 per deployment
- Waiting Time \$135.00 per hour
- Fuel Surcharge 10%

The source of funds for the towing services contract is 5307 capital maintenance.

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

RESOLUTION 2024-05**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MARCH 27, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2023-09 for Towing Services; and

WHEREAS, RFP 2023-09 resulted in proposals from two qualified proposers; and

WHEREAS, the proposal from Roberts Heavy Duty Towing Inc. was determined to be responsive and offer a fair and reasonable price;

NOW, THEREFORE, 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 execute a contract with Roberts Heavy Duty Towing Inc. to provide towing services per the terms as set forth in RFP 2023-09 and the proposal submitted by Roberts Heavy Duty Towing Inc. which are incorporated herein by reference. The term of the contract awarded will be for five (5) years. Pricing will not exceed the following:

- Heavy Duty High Priority Tow \$195.00 per tow
- Heavy Duty Convenience Tow \$175.00 per tow
- Heavy Duty Loaded Mile \$7.00 per mile
- Heavy Duty Drive Shaft/Axle Removal \$45 per item
- Overtime Charge \$35 per event
- Light Duty High Priority Tow \$125.00 per tow
- Light Duty Convenience Tow \$100.00 per tow
- Light Duty Loaded Mile \$4.50 per mile
- Winch-outs and Recovery \$275.00 per hour
- Rotator \$595.00 per hour
- Airbags \$2,500 per deployment
- Waiting Time \$135.00 per hour
- Fuel Surcharge 10%

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

March 27, 2024

TO: Lextran Board of Directors
FROM: Emily Elliott, Director of Planning and Community Development
CC: Fred Combs, General Manager
SUBJECT: Resolution to Award a Contract for Purchasing Bus Shelters, Benches & Trash Receptacles

Attached is a resolution requesting authority to award a contract for the provision of bus shelters, benches, and trash receptacles.

RFP 2023-10 was issued December 4, 2023, with proposals received on January 31, 2024. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from two (2) qualified proposers:

- Brasco International, Inc
- Tolar Manufacturing Company, Inc

The proposal from Tolar Manufacturing Company, Inc was determined to offer a fair and reasonable price and received the highest average score across evaluation criteria. Tolar Manufacturing Company, Inc is recommended to provide bus shelters, benches, and trash receptacles to Lextran.

The term of the contract awarded will be for Five (5) years. Pricing will depend on the type of item chosen, but will be as follows for each item:

- | | |
|---|-------------------|
| • Shelter 1 - 10' Signature Empire Flat Roof | <u>\$8,135.00</u> |
| • Shelter 2 - 10' x 8' Voyager MAX Signature Canopy | <u>\$6,615.00</u> |
| • Bench 1 - Mesa Bench | <u>\$580.00</u> |
| • Bench 2 - Strap Park Bench with Back | <u>\$1,050.00</u> |
| • Receptacle 1 - 32 gallon free standing perforated metal | <u>\$5,500.00</u> |
| • Receptacle 2 - Global Industrial Outdoor Slatted Steel | <u>\$700</u> |
| • Solar Lighting - Security lighting under shelter roof | <u>\$1,960.00</u> |

If requested, structural engineering calculations from a licensed engineer in the state of installation are additional cost of \$1,500.00 per design/model. A table with further product descriptions is provided within the board packet for review.

Pricing is firm and fixed for the first year. Pricing for each following year of the contract period is to be adjusted based on annual percentage change in the Producer Price Index (PPI Series WPS107: Metals and Metal Products: Fabricated Structural Metal Products).

Freight cost is not included in the above pricing. Freight/Shipping cost is estimated at time of order, based on actual order/shipment quantities. Freight cost is invoiced at actual cost, without mark-up.

The source of funding for this contract is Section 5307 and the local match from the Mass Transit account.

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

RESOLUTION 2024-06**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MARCH 27, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2023-10 for Bus Shelters, Benches & Trash Receptacles; and

WHEREAS, RFP 2023-10 resulted in proposals from two qualified proposers; and

WHEREAS, the proposal from Tolar Manufacturing Company, Inc was determined to be responsive and offer a fair and reasonable price;

NOW, THEREFORE, 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 execute a contract with Tolar Manufacturing Company, Inc to provide Bus Shelters, Benches & Trash Receptacles per the terms as set forth in RFP 2023-10 and the proposal submitted by Tolar Manufacturing Company, Inc which are incorporated herein by reference. The term of the contract awarded will be for five (5) years. Pricing will be as follows:

- Shelter 1 - 10' Signature Empire Flat Roof \$8,135.00
- Shelter 2 - 10' x 8' Voyager MAX Signature Canopy \$6,615.00
- Bench 1 - Mesa Bench \$580.00
- Bench 2 - Strap Park Bench with Back \$1,050.00
- Receptacle 1 - 32 gallon free standing perforated metal \$5,500.00
- Receptacle 2 - Global Industrial Outdoor Slatted Steel \$700
- Solar Lighting - Security lighting under shelter roof \$1,960.00

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

March 27, 2024

TO: Lextran Board of Directors
FROM: Fred Combs, General Manager
SUBJECT: Resolution to Award a Contract for Employee Development and Customer Service Training

Attached is a resolution requesting authority to award a contract for the provision of employee development and customer service training.

RFP 2023-07 was issued October 12, 2023, with proposals received on December 6, 2023. A staff evaluation committee reviewed and approved the proposals for compliance and responsiveness. A responsive proposal was received from seven (7) qualified proposers:

- California Creative Solutions Inc.
- Dream Write Creative
- Elevate USA Inc.
- People Strategy Consulting, LLC
- The Barthwell Group Inc.
- TransPro Consulting, LLC
- United Training Commercial, LLC

The evaluation committee selected the top four (4) firms for an interview:

- Elevate USA Inc.
- People Strategy Consulting, LLC
- TransPro Consulting, LLC
- United Training Commercial, LLC

The evaluation committee requested BAFOs from the top 2 scoring firms following interview scoring:

- TransPro Consulting, LLC
- United Training Commercial, LLC

The proposal from United Training Commercial, LLC was determined to offer a fair and reasonable price and received the highest average score across all evaluation stages. United Training Commercial, LLC is recommended to provide employee development and customer service training to Lextran employees.

The term of the contract awarded will be for two (2) years with two (2) options for extensions of one (1) year each, for a total of four (4) possible contract years. Pricing will be as follows:

- Initial on-site visit to assess training needs \$4,800.00 per day
- Cost of designing curriculum (dependent upon content) \$75 - \$125.00 per hour
- Standard training session \$2,450.00 per session
- Online training sessions (if needed) \$5,500.00 per day
- Group coaching (up to 18 employees) \$5,500.00 per day
- Travel expenses per trainer (includes travel, hotel, and meals) \$700 per day
- Cost of handouts, workbooks, and related supplies Included in session cost

The source of funds for this procurement is the Mass Transit account.

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

RESOLUTION 2024-07**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MARCH 27, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) issued RFP 2023-07 for Employee Development and Customer Service Training; and

WHEREAS, RFP 2023-07 resulted in proposals from seven qualified proposers; and

WHEREAS, the proposal from United Training Commercial, LLC was determined to be responsive and offer a fair and reasonable price;

NOW, THEREFORE, 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 execute a contract with United Training Commercial, LLC to provide Employee Development and Customer Service Training per the terms as set forth in RFP 2023-07 and the proposal submitted by United Training Commercial, LLC which are incorporated herein by reference. The term of the contract awarded will be for two (2) years with two (2) options for extensions of one (1) year each, for a total of four (4) possible contract years. Pricing will be as follows:

- | | |
|---|---------------------------------|
| • Initial on-site visit to assess training needs | \$4,800.00 per day |
| • Cost of designing curriculum (dependent upon content) | \$75 - \$125.00 per hour |
| • Standard training session | <u>\$2,450.00 per session</u> |
| • Online training sessions (if needed) | <u>\$5,500.00 per day</u> |
| • Group coaching (up to 18 employees) | <u>\$5,500.00 per day</u> |
| • Travel expenses per trainer (includes travel, hotel, and meals) | <u>\$700 per day</u> |
| • Cost of handouts, workbooks, and related supplies | <u>Included in session cost</u> |

MOTION

SECOND

CHAIRPERSON

DATE

MEMORANDUM

March 27, 2024

TO: Lextran Board of Directors
FROM: Fred Combs, General Manager
SUBJECT: Resolution to Update Lextran's Transit Advertising Policy

Attached is a resolution requesting an update to Lextran's Transit Advertising Policy. The Transit Advertising Policy was last modified in April 2011. The proposed Transit Advertising Policy modifies the prohibited advertising materials as follows:

- Replaces "tobacco products" with "nicotine products."
- Includes "marijuana and THC derivative products, or other federally illegal products."
- Removes "massage parlors."

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

RESOLUTION 2024-08**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MARCH 27, 2024**

WHEREAS, the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) last adopted a Transit Advertising Policy in April of 2011; and

WHEREAS, the by-laws of the Transit Authority of 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 Transit Advertising Policy which is attached hereto and incorporated herein by reference.

MOTION

SECOND

CHAIRPERSON

DATE

LEXTRAN TRANSIT ADVERTISING POLICY

PURPOSE

The purpose of this policy is to establish guidelines regarding advertisements on Lextran vehicles and/or facilities. All proposed advertising materials must be aesthetically pleasing and present a professional appearance, while ensuring that the advertising does not discourage the use of public transit. Acceptable advertising should enhance the environment for Lextran passengers and should not diminish Lextran's reputation in the community.

PAID ADVERTISING

Lextran may sell advertising on its equipment such as vehicles, bus shelters, and benches, when such advertising is permitted by local ordinance. Paid advertising is intended to raise revenues, supplementary to those from fares and from tax proceeds, to be used to finance Lextran's operations. It is not intended to provide a general public forum, but rather to make use of property held in a proprietary capacity in order to generate revenue. Advertisements for a political candidate must state that the ad does not imply endorsement by Lextran.

PUBLIC SERVICE ANNOUNCEMENTS (PSA)

Lextran shall provide PSA space on the interior of Lextran buses to qualifying non-profit organizations at its discretion, when space is available. Such organizations must produce the ads at their own expense. The ads must conform to Lextran size standards and must be directed toward promoting an organization's services to the community. Messages which solicit donations are not eligible for free space.

REGULATIONS

Lextran has established regulations for advertising displayed in and upon its vehicles and/or facilities, for both paid advertising and PSA space.

Advertising materials shall not be displayed which:

1. Are unlawful, false, misleading, or deceptive.
2. Are obscene or pornographic.
3. Promote alcohol products or nicotine products, marijuana and THC derivative products, or other federally illegal products.
4. Advertise products or services with sexual overtones such as escort services, or establishments featuring the show or sale of X-rated or pornographic movies or materials.

PROCESS

All proposed advertising is subject to approval by Lextran according to this policy. When an advertisement is not accepted, the firm and/or organization presenting the advertisement will be notified in writing.

MEMORANDUM

March 27, 2024

TO: Lextran Board of Directors

FROM: Fred Combs, General Manager

SUBJECT: Resolution Authorizing the Filing of an Application with the Department of Transportation under the Infrastructure Investment and Jobs Act and Committing the Local Share of Funds Necessary to Secure a Section 5311/5339/5310/5304 Grant Application

Attached is a two-part resolution that allows Lextran to apply for and receive funds through the Kentucky Transportation Cabinet. The language with the resolution establishes Fred Combs as the agency representative with the authority to sign all grants, budgets, applications, and contract agreements on behalf of Lextran with the Kentucky Transportation Cabinet. This resolution also assures that Lextran can and will commit the appropriate amount of local matching funds should a grant opportunity become available.

Upon approval, Lextran will be eligible to receive \$240,379 in Section 5310 funds from the Kentucky Transportation Cabinet to purchase paratransit vehicles. The local match to receive those funds will be \$60,095 for a total project budget of \$300,474. The local match will be drawn from the Mass Transit account.

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

RESOLUTION 2024-09**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MARCH 27, 2024**

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Infrastructure Investment and Jobs Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the Department of Transportation requirements thereunder; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973, that in connection with the filing of an application for assistance the applicant gives an assurance that it will comply with Section 504 of Rehabilitation Act of 1973 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is required by the U.S. Department of Labor in accordance with the provisions of Section 5333(b) of the Infrastructure Investment and Jobs Act, that in connection with the filing of an application for assistance under the Infrastructure Investment and Jobs Act, and in the absence of a waiver from the U.S. Department of Labor, the applicant gives an assurance that it will comply with Section 5333(b) of the Infrastructure Investment and Jobs Act, and the U.S. Department of Labor requirements thereunder; and

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with this project, and the definite procedures shall be established and administered to ensure that disadvantaged businesses shall have maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment contracts or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED, that Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government, hereinafter referred to as Applicant's Governing Board, of Lextran, hereinafter referred to as Applicant, authorizes Fred Combs, General Manager, hereinafter referred to as Agency Representative:

Section 1. That Agency Representative of the Applicant is authorized to execute and file an application on behalf of the Applicant with the U.S. Department of Transportation, to aid in the financing of capital, operating, administrative, and/or planning assistance projects.

Section 2. That Agency Representative is authorized to execute and file with such application an assurance or any other document required by the U.S. Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.

Section 3. That Agency Representative of the Applicant is authorized to set forth and execute affirmative minority business policies in connection with the project's procurement needs.

Section 4. That Agency Representative of the Applicant is authorized to set forth and execute with such application an assurance that the Applicant will comply with the conditions of the Section 5333(b) Warranty as required by the U.S. Department of Labor effectuating the purposes of Section 5333(b) of Infrastructure Investment and Jobs Act.

Section 5. That Agency Representative is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application or the project.

Section 6. That Agency Representative is authorized to execute grant contract agreements on behalf of Applicant with the Kentucky Transportation Cabinet for aid in the financing of capital, operating, administrative, and planning assistance project(s).

Section 7. That Agency Representative is authorized to sign all grant, budgets, application and contract agreements via electronic signature on behalf of Applicant with the Kentucky Transportation Cabinet.

Section 8. This Resolution shall be in full force and effect from and after the date of its adoption.

WHEREAS, Applicant is authorized by the Lextran Board of Directors to apply for and accept grants of money to assist in the implementation of a transit system or for transportation planning in Lexington Fayette-County Kentucky; and

WHEREAS, Applicant has applied to the Kentucky Transportation Cabinet and the Federal Transit Administration of the United States Department of Transportation Act of 1964, in connection with the Section 5311/5339/5310/5303/5304 project(s); and

WHEREAS, said Applicant requires assurance of the Applicant's Governing Board relative to the commitment of the local share for the Section 5311/5339/5310/5303/5304 project(s).

NOW THEREFORE, BE IT RESOLVED by the Applicant's Governing Board,

1. That the Applicant's Governing Board hereby gives assurance that it is the intent of this Body to commit its local share of the funds necessary to support this project to improve transit service in Applicant's service area, as stated above, for a minimum of five years from the inception of the project. Said local share of expenses is to be resolved from the Mass Transit account;

2. That the Applicant's Governing Board hereby gives assurance that it is the intent of this Body to continue the operation of transit service or planning for transit service for a minimum of five years.

MOTION

SECOND

CHAIRPERSON

DATE

ADOPTED by vote of Lextran's Board of Directors this 27th day of March 2024.

Approved:

Printed Name

Title

Signature

Attest:

Printed Name

Title

Signature

I, being the duly appointed General Manager of the Applicant, do hereby certify that the foregoing is a true and correct copy of Resolution 2024-09, adopted by the Applicant's Governing Board, March 27, 2024

MEMORANDUM

March 27, 2024

TO: Lextran Board of Directors
FROM: Fred Combs, General Manager
SUBJECT: Approval of Lextran's 2024 Equal Employment Opportunity Program Plan

Attached is a resolution requesting the approval of Lextran's 2024 Equal Employment Opportunity (EEO) Program Plan. Lextran's original EEO program plan was developed in 1979 and most recently updated in 2020. The components of the EEO Program plan include a Statement of Policy, a Dissemination Plan, the Delegation of Personnel Responsibility, the Assessment of Employee Practices, and Monitoring and Reporting.

One of the requirements in the plan calls for the designation of an EEO Officer. Nikki Falconbury, Director of Finance and Human Resources, was approved by the Board of Directors as Lextran's EEO Officer in January of 2021. Ms. Falconbury will continue in her role as the EEO Officer under the 2024 program plan.

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

RESOLUTION 2024-XX**TRANSIT AUTHORITY OF LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT****MARCH 27, 2024**

WHEREAS, Federal Transit Administration (FTA) Circular 4704.1A requires the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) to comply with all Equal Employment Opportunity (EEO) provisions of Federal law; and

WHEREAS, FTA Circular 4704.1A requires Lextran to update the EEO Program Plan every four years; and

WHEREAS, Nikki Falconbury, Director of Finance and Human Resources, will continue in the role of EEO Officer as approved by the Lextran Board of Directors in January 2021; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Transit Authority of the Lexington-Fayette Urban County Government (Lextran) hereby adopts Lextran's 2024 Equal Employment Opportunity Program Plan which are attached hereto and incorporated herein by reference.

MOTION

SECOND

CHAIRPERSON

DATE

CHANGE ORDER REPORT - JULY 2023

Contractor	Type of Service	Original Price	Change	Reason for Change	Prior Change Orders
McBrayer PLLC	Legal Services	Out of scope services \$150/hour and paralegals \$60/hour	Authorization for subcontracting and rate documentation.	Authorizes subcontracted legal counsel pertaining to the PILOT agreement. Due to the price difference between the contractor and subcontractor rates (\$450/hour), there will be a 5 hour cap per project with this subcontractor.	One (1)