



Greater Cleveland  
Regional Transit Authority

1240 West 6th Street  
Cleveland, Ohio 44113-1302  
Phone: 216-566-5100  
riderta.com

## MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place at **Tuesday, February 28, 2023** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon. This meeting will be live streamed on RTA's Board Page [www.RideRTA.com/board](http://www.RideRTA.com/board) via the meeting date for staff and members of the public. Members of the public may attend in person.

Based on Centers for Disease Control ("CDC") guidance to avoid crowded places where you cannot stay 6 feet away from others and Ohio Department of Public Health advice regarding congregating and social distancing, as well as RTA's interest in protecting community and employee health and safety, RTA Board Room and Meeting Room 1 capacity is limited to thirty-six (36) people to allow for social distancing. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6<sup>th</sup> Street are required to maintain a distance of six feet or more from other individuals who are not members of their family or household.

As a result of a federal court order on April 18, 2022, the CDC's January 29, 2021 order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. The CDC continues to recommend that people wear masks in indoor public transportation settings at this time. As a result, GCRTA recommends, but will not require, that members of the public wear a mask/face covering.

The meeting package will be posted on RTA's website at ([www.riderta.com/board](http://www.riderta.com/board)), on RTA's Facebook page, and RTA's Twitter page.

- 9:00 A.M.     Organizational, Services & Performance Monitoring Committee
- Quarterly Management Report – Review of 4<sup>th</sup> quarter 2022 results.
  - TRACTION Results Reporting – Presentation of 4<sup>th</sup> quarter scorecards and customer experience surveys.

Audit, Safety Compliance And Real Estate Committee

- Internal Audit Quarterly Report - Presentation of the 4<sup>th</sup> quarter 2022 Internal Audit work and 2023 Internal Audit Plan

Board of Trustees Meeting – agenda attached

India L. Birdsong Terry  
General Manager, Chief Executive Officer

IBT:tab  
Attachment

## AGENDA

### RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, February 28, 2023

Committee Members: Mayor Anthony D. Biasiotta, Chair  
Ms. Karen Gabriel Moss, Vice Chair  
Mayor David E. Weiss  
Ms. Lauren R. Welch

- I. Roll Call
- II. Quarterly Management Report – Review of 4<sup>th</sup> quarter 2022 results.  
Presenter(s):
  - India L. Birdsong Terry, CEO, General Manager
- III. TRACTION Results Reporting - Presentation of 4<sup>th</sup> Quarter scorecards and customer experience surveys  
Presenters(s):
  - India L. Birdsong Terry, CEO, General Manager
  - Ehren Bingaman, Managing Principal, TransPro
- IV. Adjourn

## AGENDA

### RTA AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

Tuesday, February 28, 2023

Committee Members: Mayor Paul A. Koomar, Chair  
Ms. Karen Gabriel Moss, Vice Chair  
Mr. Terence P. Joyce  
Ms. Valarie J. McCall  
Mayor David E. Weiss

- I. Roll Call
- II. Internal Audit Quarterly Report – Presentation of the 4<sup>th</sup> quarter 2022  
Internal Audit work and 2023 Internal Audit Plan  
  
Presenter(s):
  - Tony Garofoli, Executive Director, Internal Audit
- III. Adjourn



## AGENDA

RTA Board of Trustees Meeting

Tuesday, February 28, 2023

9:00 a.m.

1. Call to order
2. Roll Call
3. Certification regarding notice of meeting
4. Approval of the January 31, 2023 Board Meeting minutes
5. Public comments (**2 minutes**) on **agenda items**:
  - a. In person
  - b. Phone: 440-276-4600
  - c. Web form (1 comment limit) Comments will be forwarded to Board and staff
6. Board Governance Committee report
7. Operational Planning & Infrastructure Committee report
  - Chair: Ms. Lauren R. Welch
8. Organizational, Services & Performance Monitoring Committee report
  - Chair: Mayor Anthony D. Biasiotta
9. Audit, Safety Compliance and Real Estate Committee report
  - Chair: Mayor Paul A. Koomar
10. External and Stakeholder Relations and Advocacy Committee report
  - Chair: Mr. Terence P. Joyce
11. Community Advisory Committee (CAC)
  - Board Liaison: Ms. Valarie J. McCall
12. Ad Hoc Committee reports:
  - Ad Hoc Paratransit Committee – President Charles P. Lucas, Chair
  - Ad Hoc Technology Committee – Ms. Luz Pellet, Chair
13. Introduction of new employees and announcement of promotions
14. Introduction of resolutions:
  - A. 2023-8 – Authorizing Contract No. 2022-082A with Future Age, Inc. dba Provide A Ride to provide contracted paratransit services in an amount not to exceed \$17,044,485.35 for a period of three years, and in amounts not to

exceed \$6,243,059.71 and \$6,474,762.80 for each of two option years, respectively, for a total five-year contract amount not to exceed \$29,762,307.86. (General Fund, Paratransit Department budget)

- B. 2023-9 – Authorizing Contract No. 2022-082b with GC Logistics of Mississippi, LLC to provide contracted paratransit services in an amount not to exceed \$11,106,075.91 for a period of three years, and in amounts not to exceed \$3,912,322.56 and \$4,016,054.09 for each of two option years, respectively, for a total five-year contract amount not to exceed \$19,034,452.56 (General Fund, Paratransit Department budget)
- C. 2023-10 – Authorizing Contract No. 2022-082C with Senior Transportation Connection to provide contracted paratransit services in an amount not to exceed \$5,400,370.89 for a period of three years, and in amounts not to exceed \$1,916,788.07 and \$1,978,398.27 for each of two option years, respectively, for a total five-year contract amount not to exceed \$9,295,557.23 (General Fund, Paratransit Department budget)
- D. 2023-11 – Authorizing Contract No. 2022-120 with Warren Roofing & Insulating Co. for Project 19.59 – Shaker Shelter Roof Replacement, in an amount not to exceed \$102,000.00 (RTA Capital Fund, Engineering & Project Development Department budget)
- E. 2023-12 – Authorizing Contract No. 2023-015 with Trillium Transportation Fuels, LLC dba Trillium CNG to provide CNG Operations & Maintenance Services for the Authority's Hayden District CNG Fueling Station for a period of five years in an amount not to exceed \$3,200,000.00 (General Fund, Hayden District Budget)
- F. 2023-13 – Approving revised list of positions designated to use Purchasing Cards
- G. 2023-14 – Amending Section 222.04 Community Advisory Committee of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority and approving amended Operating Guidelines for the Community Advisory Committee
- H. 2023-15 – Removing Section 640.03 Political Activity from the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority and amending Personnel Policy 100.03 Political Activity
- I. 2023-16 – Amending Chapter 465 Financial Assistance of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority
- J. 2023-17 – Approving the 2023 Internal Audit Plan

15. Secretary-Treasurer's Report:

- A. General Fund Revenue – status as of January 31, 2023 versus 2022 actuals
  - B. General Fund Revenue – status as of January 31, 2023 versus the 2023 budget
  - C. Sales & Use Tax Receipts Report budgeted during 2022, actual receipts through February 2022
  - D. Inventory of Treasury Investments as of January 31, 2023
  - E. Debt Service Schedule and Status of Bond Retirement Fund (cash basis) as of January 31, 2023
  - F. Summary of Investment Performance, Year to Date through January 31, 2022
  - G. Report on Investment Earnings (cash basis) as of January, 2023
  - H. Composition of Investment Portfolio as of January 31, 2023
  - I. Banking and Financial Relationships as of January 31, 2023
16. General Manager's Report
  17. President's Report
  18. Old Business
  19. New Business
  20. Public comments (**2 minutes**) on **public transit related items**:
    - a. In person
    - b. Phone: 440-276-4600
    - c. Web form (1 comment limit) Comments will be forwarded to Board and staff
  21. The next regular Board meeting and the Annual Meeting is scheduled for **Tuesday, March 21, 2023** in the Board Room of the Authority, Root-McBride Building, 1240 West Sixth Street, Cleveland, Ohio 44113. This meeting will be live-streamed on RTA's Board page ([www.RideRTA.com/board](http://www.RideRTA.com/board)) by clicking the meeting date. The public is welcome to attend in person.
  22. Adjournment

## Minutes

### RTA Board of Trustees Meeting

9:05 a.m. January 31, 2023

**Board Members:** Lucas (Chair), Moss, (Vice Chair), Biasiotta, McCall, Pellot, Weiss, Welch

**Not present:** Joyce, Koomar

**Staff:** Birdsong Terry, Brooks-Williams, Burney, Caver, Coffey, Dangelo, Davidson, Fields, Fleig, Freilich, Garofoli, Gautam, Jenkins, Johnson, Kirkland, Miller, Miranda, Mothes, Schipper, Talley, Walker-Minor

**Public:** Alan, Alvarez, Barrett, Cartwright, Clark, Dobbins, Gibbons, Loh, Martin, Wondriff

The meeting was called to order at 9:05 a.m. There were seven (7) board members present.

It was advised that notice of this meeting have been posted more than twenty-four hours in advance of the meeting, that the usual notification has been given the news media and other interested persons, and that all requirements of the Ohio Revised Code and Rules and Bylaws of this Board regarding notice of meeting have been complied with.

#### Minutes

President Lucas stated that the minutes from the December 20, 2022 Board Meeting had been previously distributed and reviewed, and asked whether there were any additions and/or corrections. There were no corrections. The roll was called. There were seven (7) ayes and none opposed. The minutes were approved.

#### Public Comments – Agenda Items

1. Shelita Dobbins – The Paratransit website scheduling system is out of date and not ADA compliant. Issues include color contrast and text, screen readers and the ability to use the website without a mouse. The website was recently down and she had to call to schedule a ride. The website is not viewable from a mobile device. The website failed the Web Content Accessibility Guidelines. She asked if changes can be discussed by March and updated by the end of the year. April 4 is Transit Equity Day. There will be a rally at 2 pm on Euclid at Public Square.

President Lucas asked for her to meet with Mr. Davidson after the meeting. Ms. Birdsong Terry said we are in the beta phase of revamping the website.

2. Matthew Cartwright – He is a professor at CSU's law school. He is a member of Clevelanders for Public Transit. He asked everyone to use transit for a week starting Feb. 4 for Transit Equity Day. This day is commemorated yearly on the birthday of Rosa Parks to call attention to the importance of public transit as a civil right. He teaches the concept of the grassroots scholar in his classes. The grassroots scholar's experience helps them assess potential changes at a practical level. This is the theory behind the transit challenge. The #26 bus is not reliable, so he bikes to his appointments.
3. Larry Rodriguez – The Windermere Rapid Station and elevators are not clean.
4. Airric Stewart – Mr. Stewart repeated his recommendation for the 15A. His proposal would reach several public libraries, hospitals and educational institutions. This would increase Mayor Bibb's plan to increase literacy in the city. The 48A should still run through Shaker Square to connect riders to retail.

5. Dontez Taylor – He requested the Circulators be put back in service. They were a great, viable asset to Cleveland.

#### Committee Reports

In Mayor Koomar's absence, Ms. Moss reminded the Board that Mr. Garofoli requested feedback for the 2023 Audit Plan.

#### Community Advisory Committee (CAC)

Ms. McCall is the Board Liaison for the CAC until she comes off the Board in March. A committee report will be made at the February Committee meeting.

#### Ad Hoc Committee Reports

No report.

#### Introduction of New Employees/Promotions

##### New Hires:

1. Latrell Moats – Janitor
2. De'Shawndrae Williams – Janitor
3. Vanessa Hollaman – Janitor
4. Barbara Wilson – Paratransit Operator
5. Daniel Foster – Student Driver Trainee
6. Bobbie Corleone – Student Driver Trainee
7. Ava Cook – Student Driver Trainee
8. Curtis Brown – Student Driver Trainee
9. Shawn Foster – Student Driver Trainee
10. Stanley Oliver – Student Driver Trainee
11. Leon Wells – Student Driver Trainee
12. John Whitaker – Student Driver Trainee
13. Sanford Vaughn – Laborer Non-Safety Sensitive
14. Taequan Poage – Laborer Non-Safety Sensitive
15. Anita Kochevar – Telephone Operator/Information Clerk
16. Brady Burns – Laborer Safety Sensitive

##### Promotions:

1. Paul I. Mague – Facilities Maintenance Crew Leader
2. Arnold Shorter, Jr. – Assistant Supervisor Equipment
3. Victoria Jedlicka – Transit Ambassador
4. Brian Pitts – Supervisor – Revenue Collection
5. David Rutledge – Senior ITS Specialist
6. Ryan Peacock – Crew Chief

##### Introduction of Resolutions:

- A. 2023-1 – Expressing congratulations to the employees of the Greater Cleveland Regional Transit Authority who retired during the fourth quarter of 2022, the adoption of which was moved by Ms. McCall, seconded by Ms. Pellot and approved by unanimous vote.

President Lucas congratulated the retirees. He extended his special congratulations to Ms. Benford who served as General Counsel and Deputy General Manager of Legal for several years.



- B. 2023-2 – Authorizing Contract No. 2022-122 with Clark Transportation Consulting & Services, LLC dba Bison Rail Systems for Project 12D – Trunk Line Signal System in an amount not to exceed \$4,464,789.20 (RTA Development Fund, Engineering & Project Development Department budget), the adoption of which was moved Ms. McCall, seconded by Ms. Pellot and approved by unanimous vote.
- C. 2023-3 – Authorizing Contract No. 2022-121 with Northeast Ohio Trenching Service, Inc. for Project 12D(a) – Bungalow Foundations for the Trunk Line Resignaling in an amount not to exceed \$347,000.00 (RTA Development Fund, Engineering & Project Development Department budget), the adoption of which was moved by Ms. Welch, seconded by Ms. Pellot and approved by unanimous vote.
- D. 2023-4 – Authorizing Contract No. 2022-114 with ETC Institute to provide survey services in an amount not to exceed \$259,145.00 for a period of one year, and in amounts not to exceed \$259,145.00 for each of two option years, for a total contract amount not to exceed \$777,435.00 (General Fund, Administration and External Affairs Department budget), the adoption of which was moved by Ms. Pellot, seconded by Mayor Biasiotta and approved by unanimous vote.
- E. 2023-5 – Authorizing Contract No. 2022-144 with Oracle America, Inc. to provide Oracle software licenses, maintenance, and support services for a period of one year in an amount not to exceed \$611,960.83 (General Fund, Innovation & Technology Department budget), the adoption of which was moved by Ms. Pellot, seconded by Mayor Biasiotta and approved by unanimous vote.
- F. 2023-6 – Removing Section 644.09 Prior Service Credit from the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority, as duplicative of Personnel Policy 400.09 Prior Service Credit, and amending Personnel Policy 400.09, the adoption of which was moved Mayor Weiss, seconded by Mayor Biasiotta and approved by unanimous vote.
- G. 2023-7 – Approving the 2023 Title VI Program Update for submittal to the Federal Transit Administration (FTA), the adoption of which was moved by Ms. Welch, seconded by Ms. McCall and approved by unanimous vote.

Ms. Birdsong Terry added that representatives from Clark Transportation were present and can answer questions.

#### Secretary-Treasurer's Report

Rajan Gautam, Deputy General Manager of Finance and Secretary-Treasurer, gave the report. The annual inflation rate in the U.S. had increased from 2.5% in Jan. 2020 to 9.1% in June 2022. Since June 2022, the inflation rate has been falling. At the end of December, the rate is down to 6.5%. It is expected to continue to fall in 2023 especially with the Federal Reserve raising interest rates in December to their highest levels in 15 years to 4.38%, in their fight against inflation.

December unemployment rate information for Cuyahoga County, Ohio, U.S. and the Ohio MSA data was not available. Updates will be provided over the next few weeks. December ridership was 15.7% higher than December 2021. YTD ridership is 18% above 2021 and 10.9% above 2020 levels. Pre-COVID 2019 ridership was 32.1 million and 2022 was 18.8% higher, which is significantly higher compared to 2020 and 2021.

December passenger fares was 39.6% above December 2021 levels as a result of timing differences in receiving cash from U-Pass agreements. We received approximately \$553,000 in U-Pass payments in December. YTD fare revenue is 33.5% above 2021 levels. In 2019, passenger fares were \$42.8 million.

It went down to \$21.5 million in 2021 and has recovered to finish 2022 at \$28.8 million. Throughout the Pandemic, sales tax has remained strong. December 2022 receipts which is based on September 2022 economic activity was 9.23% higher compared to December 2021 and 10.5% higher than budget. YTD receipts was 6.52% higher than 2021. Eleven of the 23 categories were positive in December when comparing December 2022 to December 2021. Motor vehicles and watercraft were 43.9% higher. Online sales were 31.7% higher. Regular and statewide sales were 9.3% higher. January 2023 sales tax receipts were 3.2% higher than Jan. 2022, 14.1% higher than budget and 14 of the 23 categories were positive. Motor vehicles and watercraft were 25.3% lower. Online sales were 25.9% higher. Regular and statewide sales were 6.2% higher.

### General Manager/CEO Report

India L. Birdsong Terry, General Manager, CEO gave the report. The Board of Trustees attended a working session Jan. 20 in the Board Room. They discussed several topics such as Crisis Communication Training, Ethics, Procurement, P-Card, Board Governance, Travel and several project updates like Civilian Oversight Committee, microtransit, strategic plan and Transit Oriented Development. A ribbon cutting is planned for the launch of the Solon microtransit program. Project Management Training was held for three days with over 46 employees. The program was designed from FTA guidelines.

RTA was awarded \$1.9M to replace up to six (6) diesel-powered transit buses with CNG buses through the Diesel Emission Reduction Grant (DERG). Staff submitted a request to FTA for Rail Vehicle Replacement Program grant for \$130 million. FTA to award up to six grants totaling \$600M. Grant awards to be announced in April 2023. RTA received the Government Finance Officer's Association (GFOA) 2022 Award for Excellence. They were acknowledged for Creative Solutions to Common Challenges and Exceptionally Well Implemented GFOA Best Practices. In 2022, two temporary promotional programs were given discounts totaling \$7,440 which was a 50% discount. The two non-profits were the Homeless Standdown and Summer on the Cuyahoga. These are partner agencies we've supported over the years.

Mr. Fields, served as a panel participant to review TCRP F-29 Project: Mental Health, Wellness, and Resilience for Transit System Workers Jan. 11 in Washington, DC. Ms. Birdsong Terry served on a CEO Roundtable Panel Discussion and Equity, Diversity and Inclusion (EDI) panel at the APTA Business Members Annual Meeting Jan. 24-27 in Honolulu, Hawaii. Ms. Birdsong Terry, Chief Jones and Ms. McCall participated in a APTA Transit Board Members Safety and Security virtual presentation Jan. 30. Topics included the new Police Chief, Civilian Oversight Committee, Progressive Policing, Crisis Intervention Specialist, Transit Ambassadors and community engagement. Ms. McCall added that bringing transit board members, CEO's and business members together is something she championed as Chair of APTA. She is happy that this practice is continuing. The relationships and connections we are making by having our staff attend these events keeps us at the table nationally.

Ms. Moss asked for more information about the Cleveland.com article about RTA working with NOACA to connect a train from the national park to downtown Cleveland. Ms. Birdsong Terry said these discussions are preliminary. RTA has not signed on to any agreements. She will see when NOACA can present once the project is in a more advanced stage. Ms. McCall added that RTA was not always brought to the table early on these projects so now RTA is being included. She suggested there be a partner presentation with NOACA, Ohio Turnpike and ODOT. She suggested we infuse our DEI into the Summer on the Cuyahoga program. Ms. Birdsong Terry said we have partnered with the Ohio Turnpike on training and hiring with Tri-C. Ms. Moss asked that other projects in the discussion stage also be brought to the Board.

### Public Comments – public transit related items

1. Chris Martin – Clevelanders for Public Transit (CPT) is challenging RTA to take public transit for a week beginning Feb. 4 at 2 pm and to participate in Public Transit Equity Day Rally and Ride Along. They believe RTA will govern better with this experience. RTA holds authority and political power to prioritize the needs of public transit riding Cleveland residents. Twenty-three percent of Cleveland households and 12% of Cuyahoga County households have no access to a car.

2. Loh – CPT is challenging RTA to support Public Transit Equity Day Rally and Ride Along Feb. 4 at 2 p.m. They invited County Council and the County Executive to the rally. This activity will show the state and federal government about the need for public transit. Bus route #26 is not reliable. Bus route #3 runs 24 hours, but it was a no show.
3. No Name Was Given - She works for the County and has taken the rapid for 26 years. The rapid has been horrendous in the last three years. There is a lot of homeless and mentally ill on the service. The Code of Conduct is not being followed. Police is needed on the service during rush hour.
4. Dontez Taylor – More paratransit operators and dispatchers are needed. The schedule wait time is long and the call back system doesn't work.
5. Airric Stewart – The #48A should be hourly and start at E. 177<sup>th</sup> in South Miles and still have weekend service. The #50 should maintain itself as hourly but start at Marymount Hospital and connect to UH and Cleveland Clinic. The #48 Marymount could go to hourly.

President Lucas added that he rides Paratransit everyday and is trying to make the service better.

6. Mark Adamcik – (Webform) - As an Introduction, my name is Mark J. Adamcik. I was, for many years, a member of the Citizens Advisory Committee, and held the position of Vice Chairman. I have been a member for many years of the Rail Users' Network, All-Aboard Ohio and the Rail Passengers' Association. I would like to take this opportunity to air my concerns over how RTA organizes public input on projects and working with rail and public transit advocacy groups.

First, I would like to air my grievance over how I was disenfranchised by RTA staff concerning two projects: 25 Connects and the in-process development of the new Standard Rail Vehicle. I found out about the 25 Connects project through the website Urbanohio.com. I contacted Maribeth Feke about this project, and she said that there was one more public meeting, but it was in Spanish. I told her that I do not have sufficient fluency in Spanish to participate in this meeting. Not once did she give me any viable alternatives to allow me to provide input on this project. Instead, the only thing I received was a copy of the report, which wasn't helpful in the least. The missing element in the BRT portion was not addressed, namely providing an off-street bus driveway to provide "front door" boarding and alighting at MetroHealth. This could be an ADA concern. (safety concerning alighting the bus and entering the hospital).

Related to the above, I have heard advertisements extolling the virtues of living and working in Shaker Heights. Not once was there any mention of the existence of the Blue and Green lines and how they serve Shaker Heights. The irony is that the mayor of Shaker Heights is on the Board of Trustees, which implies that RTA's rail service in Shaker Heights is not important.

I have noticed that the Community Advisory Committee has not met since October of 2022. I believe that the chairman, Mr. Opett, has a responsibility to explain this to the Board of Trustees. There is no excuse for this, especially since the CAC is under the jurisdiction of the Board of Trustees. When I was on the CAC, the chairmen, whether it was Bob Wiesenberger or Bruce Wilson, would have not done this. By comparison, CPT and All Aboard Ohio have done a better job representing the public.

Lastly, RTA's management and Board of Trustees would do well to establish a policy concerning bringing on board, as partners, members of groups like All Aboard Ohio and Clevelanders for Public Transit. Failure to do so will certainly erode any public trust and support of RTA.

As to the second project, the Standard Rail Vehicle, I only found out about the specifics of this project from Ken Prendergast's blog, NEOTrans Blogspot. There are features of these cars that

really show how out of touch RTA is concerning rail vehicle design. First of all, a top speed of 55MPH. Previous Red Line cars like the Pullman-Standard Airporters were capable of 70MPH. Let's keep the "Rapid" in "Rapid Transit". 60 MPH (100 Km/H) maximum speed would be good. Also, the seating arrangement shown looked like something out of a G. C. Kuhlman built Cleveland Railway streetcar from 100 years ago. A similar seating arrangement like that of the existing Breda fleet would be much better, with tip-up bench seats at the ends of the body segments for ADA compliance and bicycle storage would be better use of space.

Executive Session Requested

10:20 a.m. - President Lucas asked for a motion to consider the appointment, employment, dismissal, discipline, promotion, demotion, compensation of a public employee or official. It was moved by Mayor Weiss, seconded by Mayor Biasiotta. There were seven (7) ayes and none opposed.

10:35 a.m. - It was moved by Ms. Pellot, seconded by Ms. Moss to come out of executive session. There were seven (7) ayes and none opposed.

Nominating Committee

Ms. Welch said a letter from the Nominating Committee will be sent out today to request letters of interest for anyone interested in running for President and Vice President for 2023. The letters are due by February 28, 2023.

Upcoming Meetings

The next regular Board meeting is scheduled for **Tuesday, February 28, 2023**, in the Board Room of the Authority, Root-McBride Building, 1240 West Sixth Street, Cleveland, Ohio 44113. This meeting will be live streamed on RTA's Board page ([www.RideRTA.com/board](http://www.RideRTA.com/board)) by selecting the meeting date. The public is welcome to attend in person.

The meeting was adjourned at 10:36 a.m.

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer



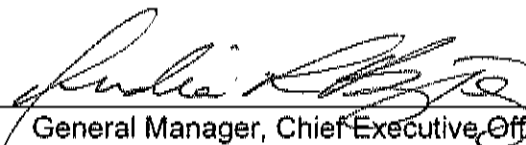
<b>TITLE/DESCRIPTION:</b> <b>CONTRACT: CONTRACTED PARATRANSIT SERVICES</b>  <b>VENDOR: FUTURE AGE, INC. DBA PROVIDE A RIDE</b>  <b>AMOUNT: AMOUNT NTE \$17,044,485.35 FOR A PERIOD OF THREE YEARS, AND IN AMOUNTS NTE \$6,243,059.71 AND \$6,474,762.80 FOR EACH OF TWO OPTION YEARS, RESPECTIVELY, FOR A TOTAL FIVE-YEAR CONTRACT AMOUNT NTE \$29,762,307.86</b>	<b>Resolution No.:</b> 2023-8
	<b>Date:</b> February 23, 2023
	<b>Initiator:</b> Paratransit Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract to provide contracted paratransit services for a period of three years, with two, one-year options.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority is seeking transportation providers for contracted paratransit services for a period of three years with two, one-year options, for a total of five years. The Americans with Disabilities Act ("Act") of 1990 protects the rights of all people without regard to physical and/or cognitive disabilities and dictates that all persons have a right to use available public transportation. This Act requires that those unable to independently ride public transportation, because of physical and/or cognitive disabilities, be provided with an equivalent, corresponding service for their transportation needs. Passengers may be ambulatory or may require the use of mobility devices such as a wheelchair, walker, or cane. The Federal Transit Administration ("FTA") requires the Authority to execute every paratransit eligible trip request. The Authority has elevated this directive by establishing a "No Denial" policy for eligible trip requests, which fluctuate on a daily basis. These requirements make it difficult to effectively schedule all daily trip requests with dedicated Authority paratransit vehicles and operators. Because the Authority is not able to meet the demand for this service with its own resources, additional transportation providers are necessary to supplement the Authority's current paratransit operations.
  
- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposals ("RFP") was posted on the Authority's Procurement website and advertised in local newspapers. Fifty (50) interested parties downloaded the solicitation, and seven (7) proposals were received on November 18, 2022. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal of Future Age, Inc. dba Provide A Ride to provide contracted paratransit services was determined to be one of three (3) proposals most advantageous to the Authority, price and all other factors considered. After negotiations, an amount not to exceed \$17,044,485.35 for a period of three years, and amounts not to exceed \$6,243,059.71 and \$6,474,762.80 for each option year, respectively, for a total contract amount not to exceed \$29,762,307.86, was agreed upon.

A cost analysis was performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/ DBE BACKGROUND:** All Affirmative Action requirements have been met. A 14% DBE goal was established for this procurement. Future Age, Inc dba Provide A Ride has committed to achieve the DBE participation goal through the utilization of Ace Taxi Services (Asian Pacific male-owned) in the amount of \$4,166,724.00 or 14%.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the General Fund, Paratransit Department Budget, in an amount not to exceed \$17,044,485.35 for a period of three years, and in amounts not to exceed \$6,243,059.71 and \$6,474,762.80 for each option year, respectively, for a total five-year contract amount not to exceed \$29,762,307.86.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would hinder the Authority's ability to provide federally required paratransit service, resulting in non-compliance with the Act.
- 8.0 **RECOMMENDATION:** This procurement was discussed by the Board of Trustees at the February 14, 2023 Organizational, Services and Performance Monitoring Committee meeting. It is recommended that the offer of Future Age, Inc. dba Provide A Ride be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 **ATTACHMENTS:** None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
General Manager, Chief Executive Officer

RESOLUTION NO. 2023-8

AUTHORIZING CONTRACT NO. 2022-082A WITH FUTURE AGE, INC. DBA PROVIDE A RIDE TO PROVIDE CONTRACTED PARATRANSIT SERVICES IN AN AMOUNT NOT TO EXCEED \$17,044,485.35 FOR A PERIOD OF THREE YEARS, AND IN AMOUNTS NOT TO EXCEED \$6,243,059.71 AND \$6,474,762.80 FOR EACH OF TWO OPTION YEARS, RESPECTIVELY, FOR A TOTAL FIVE-YEAR CONTRACT AMOUNT NOT TO EXCEED \$29,762,307.86. (GENERAL FUND, PARATRANSIT DEPARTMENT BUDGET)

WHEREAS, the Americans with Disabilities Act of 1990 requires the Greater Cleveland Regional Transit Authority ("Authority") to provide paratransit service to all disabled persons unable to use fixed-route bus or train service; and

WHEREAS, such contracted paratransit services are available from Future Age, Inc. dba Provide A Ride, located at 4299 Cranwood Parkway, Warrensville Heights, Ohio 44128, to provide contracted paratransit services for a period of three years with two, one-year options; and

WHEREAS, after negotiations, an amount not to exceed \$17,044,485.35 for a period of three years, and amounts not to exceed \$6,243,059.71 and \$6,474,762.80 for each of two option years, respectively, for a total contract amount not to exceed \$29,762,307.86, was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of Future Age, Inc. dba Provide A Ride, as negotiated, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Future Age, Inc. dba Provide A Ride, as negotiated, to provide contracted paratransit services for a period of three-years with two, one-year options, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Future Age, Inc. dba Provide A Ride to provide contracted paratransit services for a period of three years, with the authority to exercise the two, one-year options.

Section 3. That said contract shall be funded through the General Fund, Paratransit Department Budget, in an amount not to exceed \$17,044,485.35 for a period of three years, and in amounts not to exceed \$6,243,059.71 and \$6,474,762.80 for each option year, respectively, for a total five-year contract amount not to exceed \$29,762,307.86.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to the Specifications and Addenda, if any, the Affirmative Action Plan adopted by the Board of Trustees, bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Future Age, Inc. dba Provide A Ride will attempt to exceed the 14% DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer





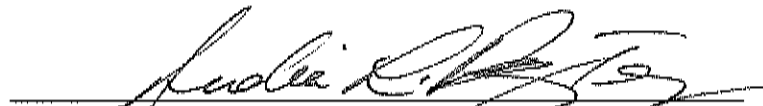
<b>TITLE/DESCRIPTION:</b> <b>CONTRACT: CONTRACTED PARATRANSIT SERVICES</b>  <b>VENDOR: GC LOGISTICS OF MISSISSIPPI, LLC</b>  <b>AMOUNT: AMOUNT NTE \$11,106,075.91 FOR A PERIOD OF THREE YEARS, AND IN AMOUNTS NTE \$3,912,322.56 AND \$4,016,054.09 FOR EACH OF TWO OPTION YEARS, RESPECTIVELY, FOR A TOTAL FIVE-YEAR CONTRACT AMOUNT NTE \$19,034,452.56</b>	<b>Resolution No.:</b> 2023-9
	<b>Date:</b> February 23, 2023
	<b>Initiator:</b> Paratransit Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract to provide contracted paratransit services for a period of three years, with two, one-year options.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority is seeking transportation providers for contracted paratransit services for a period of three years with two, one-year options, for a total of five years. The Americans with Disabilities Act ("Act") of 1990 protects the rights of all people without regard to physical and/or cognitive disabilities and dictates that all persons have a right to use available public transportation. This Act requires that those unable to independently ride public transportation, because of physical and/or cognitive disabilities, be provided with an equivalent, corresponding service for their transportation needs. Passengers may be ambulatory or may require the use of mobility devices such as a wheelchair, walker, or cane. The Federal Transit Administration ("FTA") requires the Authority to execute every paratransit eligible trip request. The Authority has elevated this directive by establishing a "No Denial" policy for eligible trip requests, which fluctuate on a daily basis. These requirements make it difficult to effectively schedule all daily trip requests with dedicated Authority paratransit vehicles and operators. Because the Authority is not able to meet the demand for this service with its own resources, additional transportation providers are necessary to supplement the Authority's current paratransit operations.
- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposals ("RFP") was posted on the Authority's Procurement website and advertised in local newspapers. Fifty (50) interested parties downloaded the solicitation, and seven (7) proposals were received on November 18, 2022. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal of GC Logistics of Mississippi, LLC to provide contracted paratransit services was determined to be one of three (3) proposals most advantageous to the Authority, price and all other factors considered. After negotiations, an amount not to exceed \$11,106,075.91 for a period of three years, and amounts not to exceed \$3,912,322.56 and \$4,016,054.09 for each option year, respectively, for a total contract amount not to exceed \$19,034,452.56, was agreed upon.

A cost analysis was performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/ DBE BACKGROUND:** All Affirmative Action requirements have been met. A 14% DBE goal was established for this procurement. GC Logistics of Mississippi, LLC has committed to achieving the DBE participation goal through the utilization of Better Choice Transport LLC (African American male-owned) in the amount of \$2,600,000.00, Kings Transportation Services (African American male-owned) in the amount of \$60,000.00, and We Put Family First (Subcontinent Asian male-owned) in the amount of \$60,000 for a total of \$2,720,000.00 or 14.2%.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the General Fund, Paratransit Department Budget, in an amount not to exceed \$11,106,075.91 for a period of three years, and in amounts not to exceed \$3,912,322.56 and \$4,016,054.09 for each option year, respectively, for a total five-year contract amount not to exceed \$19,034,452.56.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would hinder the Authority's ability to provide federally required paratransit service, resulting in non-compliance with the Act.
- 8.0 **RECOMMENDATION:** This procurement was discussed by the Board of Trustees at the February 14, 2023 Organizational, Services and Performance Monitoring Committee meeting. It is recommended that the offer of GC Logistics of Mississippi, LLC be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 **ATTACHMENTS:** None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
General Manager, Chief Executive Officer

RESOLUTION NO. 2023-9

AUTHORIZING CONTRACT NO. 2022-082B WITH GC LOGISTICS OF MISSISSIPPI, LLC TO PROVIDE CONTRACTED PARATRANSIT SERVICES IN AN AMOUNT NOT TO EXCEED \$11,106,075.91 FOR A PERIOD OF THREE YEARS, AND IN AMOUNTS NOT TO EXCEED \$3,912,322.56 AND \$4,016,054.09 FOR EACH OF TWO OPTION YEARS, RESPECTIVELY, FOR A TOTAL FIVE-YEAR CONTRACT AMOUNT NOT TO EXCEED \$19,034,452.56 (GENERAL FUND, PARATRANSIT DEPARTMENT BUDGET)

WHEREAS, the Americans with Disabilities Act of 1990 requires the Greater Cleveland Regional Transit Authority ("Authority") to provide paratransit service to all disabled persons unable to use fixed-route bus or train service; and

WHEREAS, such contracted paratransit services are available from GC Logistics of Mississippi, LLC, located at 219 Industrial Drive, Ridgeland, Mississippi, 39157, to provide contracted paratransit services for a period of three years with two, one-year options; and

WHEREAS, after negotiations, an amount not to exceed \$11,106,075.91 for a period of three years, and amounts not to exceed \$3,912,322.56 and \$4,016,054.09 for each of two option years, respectively, for a total contract amount not to exceed \$19,034,452.56, was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of GC Logistics of Mississippi, LLC, as negotiated, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of GC Logistics of Mississippi, LLC, as negotiated, to provide contracted paratransit services for a period of three-years with two, one-year options, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with GC Logistics of Mississippi, LLC to provide contracted paratransit services for a period of three years, with the authority to exercise the two, one-year options.

Section 3. That said contract shall be funded through the General Fund, Paratransit Department Budget, in an amount not to exceed \$11,106,075.91 for a period of three years, and in amounts not to exceed \$3,912,322.56 and \$4,016,054.09 for each option year, respectively, for a total five-year contract amount not to exceed \$19,034,452.56.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to the Specifications and Addenda, if any, the Affirmative Action Plan adopted by the Board of Trustees, bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that GC Logistics of Mississippi, LLC will attempt to exceed the 14% DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer



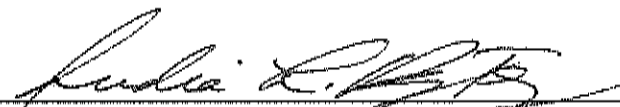
<b>TITLE/DESCRIPTION:</b> <b>CONTRACT: CONTRACTED PARATRANSIT SERVICES</b>  <b>VENDOR: SENIOR TRANSPORTATION CONNECTION</b>  <b>AMOUNT: AMOUNT NTE \$5,400,370.89 FOR A PERIOD OF THREE YEARS, AND IN AMOUNTS NTE \$1,916,788.07 AND \$1,978,398.27 FOR EACH OF TWO OPTION YEARS, RESPECTIVELY, FOR A TOTAL FIVE-YEAR CONTRACT AMOUNT NTE \$9,295,557.23</b>	<b>Resolution No.:</b> 2023-10
	<b>Date:</b> February 23, 2023
	<b>Initiator:</b> Paratransit Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract to provide contracted paratransit services for a period of three years, with two, one-year options.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Authority is seeking transportation providers for contracted paratransit services for a period of three years with two, one-year options, for a total of five years. The Americans with Disabilities Act ("Act") of 1990 protects the rights of all people without regard to physical and/or cognitive disabilities and dictates that all persons have a right to use available public transportation. This Act requires that those unable to independently ride public transportation, because of physical and/or cognitive disabilities, be provided with an equivalent, corresponding service for their transportation needs. Passengers may be ambulatory or may require the use of mobility devices such as a wheelchair, walker, or cane. The Federal Transit Administration ("FTA") requires the Authority to execute every paratransit eligible trip request. The Authority has elevated this directive by establishing a "No Denial" policy for eligible trip requests, which fluctuate on a daily basis. These requirements make it difficult to effectively schedule all daily trip requests with dedicated Authority paratransit vehicles and operators. Because the Authority is not able to meet the demand for this service with its own resources, additional transportation providers are necessary to supplement the Authority's current paratransit operations.
  
- 3.0 **PROCUREMENT BACKGROUND:** The Request for Proposals ("RFP") was posted on the Authority's Procurement website and advertised in local newspapers. Fifty (50) interested parties downloaded the solicitation, and seven (7) proposals were received on November 18, 2022. After evaluation by a panel of Authority employees in accordance with established Procurement Department policies and procedures, the proposal of Senior Transportation Connection to provide contracted paratransit services was determined to be one of three (3) proposals most advantageous to the Authority, price and all other factors considered. After negotiations, an amount not to exceed \$5,400,370.89 for a period of three years, and amounts not to exceed \$1,916,788.07 and \$1,978,398.27 for each option year, respectively, for a total contract amount not to exceed \$9,295,557.23, was agreed upon.

A cost analysis was performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority.

- 4.0 **AFFIRMATIVE ACTION/ DBE BACKGROUND:** All Affirmative Action requirements have been met. A 14% DBE goal was established for this procurement. Senior Transportation Connection has committed to achieving the DBE participation goal through the utilization of We Put Family First (Subcontinent Asian male-owned) in the amount \$1,301,378.00 or 14%.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the General Fund, Paratransit Department Budget, in an amount not to exceed \$5,400,370.89 for a period of three years, and in amounts not to exceed \$1,916,788.07 and \$1,978,398.27 for each option year, respectively, for a total five-year contract amount not to exceed \$9,295,557.23.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would hinder the Authority's ability to provide federally required paratransit service, resulting in non-compliance with the Act.
- 8.0 **RECOMMENDATION:** This procurement was discussed by the Board of Trustees at the February 14, 2023 Organizational, Services and Performance Monitoring Committee meeting. It is recommended that the offer of Senior Transportation Connection be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 **ATTACHMENTS:** None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
General Manager, Chief Executive Officer

RESOLUTION NO. 2023-10

AUTHORIZING CONTRACT NO. 2022-082C WITH SENIOR TRANSPORTATION CONNECTION TO PROVIDE CONTRACTED PARATRANSIT SERVICES IN AN AMOUNT NOT TO EXCEED \$5,400,370.89 FOR A PERIOD OF THREE YEARS, AND IN AMOUNTS NOT TO EXCEED \$1,916,788.07 AND \$1,978,398.27 FOR EACH OF TWO OPTION YEARS, RESPECTIVELY, FOR A TOTAL FIVE-YEAR CONTRACT AMOUNT NOT TO EXCEED \$9,295,557.23 (GENERAL FUND, PARATRANSIT DEPARTMENT BUDGET)

WHEREAS, the Americans with Disabilities Act of 1990 requires the Greater Cleveland Regional Transit Authority ("Authority") to provide paratransit service to all disabled persons unable to use fixed-route bus or train service; and

WHEREAS, such contracted paratransit services are available from Senior Transportation Connection, located at 4735 West 150<sup>th</sup> Street, Cleveland, Ohio 44135, to provide contracted paratransit services for a period of three years with two, one-year options; and

WHEREAS, after negotiations, an amount not to exceed \$5,400,370.89 for a period of three years, and amounts not to exceed \$1,916,788.07 and \$1,978,398.27 for each of two option years, respectively, for a total contract amount not to exceed \$9,295,557.23, was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the offer of Senior Transportation Connection, as negotiated, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Senior Transportation Connection, as negotiated, to provide contracted paratransit services for a period of three-years with two, one-year options, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Senior Transportation Connection to provide contracted paratransit services for a period of three years, with the authority to exercise two, one-year options.

Section 3. That said contract shall be funded through the General Fund, Paratransit Department Budget, in an amount not to exceed \$5,400,370.89 for a period of three years, and in amounts not to exceed \$1,916,788.07 and \$1,978,398.27 for each option year, respectively, for a total five-year contract amount not to exceed \$9,295,557.23.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor to the Specifications and Addenda, if any, the Affirmative Action Plan adopted by the Board of Trustees, bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Senior Transportation Connection will attempt to exceed the 14% DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer





<b>TITLE/DESCRIPTION:</b>  <b>CONTRACT:</b> PROJECT 19.59 – SHAKER SHELTER ROOF REPLACEMENT  <b>VENDOR:</b> WARREN ROOFING & INSULATING CO.  <b>AMOUNT:</b> \$102,000.00	<b>Resolution No.:</b> 2023-11
	<b>Date:</b> February 23, 2023
	<b>Initiator:</b> Engineering & Project Development Department
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract to provide construction services for Project 19.59 – Shaker Shelter Roof Replacement.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The work to be performed under this contract includes the removal and replacement of the existing roofing system and rooftop air conditioning equipment at the Authority's Shaker Square shelter building located at 13051 Shaker Blvd. The existing roof is nearly 40 years old and has a leak, risking damage to electronic equipment housed in the shelter.
- 3.0 **PROCUREMENT BACKGROUND:** The Invitation for Bids ("IFB") was posted on the GCRTA Procurement website and advertised in the local newspapers. Twenty-six (26) interested parties, including potential subcontractors, downloaded the solicitation package. Three (3) responsive bids were received and opened on December 28, 2022, as follows:


Company Name	Total Base Bid
Warren Roofing & Insulating Co.	\$102,000.00
Architectural Siding, Trim and Roofing Inc.	\$108,775.00
A.W. Farrell & Son, Inc.	\$113,200.00

The Basis of Award is the lowest responsive bid from a responsible bidder for the Total Base Bid price. Warren Roofing & Insulating Co. was determined to be a responsible bidder. The Total Base Bid price of \$102,000.00 from Warren Roofing & Insulating Co. is 25.82% less than the Engineer's Estimate of \$125,000.00.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 10% DBE goal was established for this procurement. Warren Roofing & Insulating Co. has committed to achieving the DBE participation goal through the utilization of All Contractors Supply LLC (Caucasian Female-owned) in the amount of \$18,173.00 x 60% equals \$10,904.00 for a total DBE participation of \$10,904.00 or 10%.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This procurement shall be payable through the RTA Capital Fund, Engineering & Project Development Department budget, including but not limited to 100% local funds, for a total contract amount not to exceed \$102,000.00.

- 7.0 ALTERNATIVES: Reject this bid. Rejection of this bid will allow the continued deterioration of the roof, and the leak will cause damage to electronic equipment housed within the shelter.
- 8.0 RECOMMENDATION: It is recommended that the bid of Warren Roofing & Insulating Co. be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 ATTACHMENTS: None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
General Manager, Chief Executive Officer

RESOLUTION NO. 2023-11

AUTHORIZING CONTRACT NO. 2022-120 WITH WARREN ROOFING & INSULATING CO. FOR PROJECT 19.59 – SHAKER SHELTER ROOF REPLACEMENT, IN AN AMOUNT NOT TO EXCEED \$102,000.00 (RTA CAPITAL FUND, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") deems it necessary to acquire construction services at the Shaker Square shelter building located at 13051 Shaker Blvd. under Project 19.59 – Shaker Shelter Roof Replacement; and

WHEREAS, the bid of Warren Roofing & Insulating Co. located at 7015 Krick Rd., Walton Hills, Ohio 44146, was received on December 28, 2022 in an amount not to exceed \$102,000.00; and

WHEREAS, the General Manager, Chief Executive Officer deems the bid of Warren Roofing & Insulating Co. to be the lowest responsive bid from a responsible bidder and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the bid of Warren Roofing & Insulating Co. for Project 19.59 – Shaker Shelter Roof Replacement, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Warren Roofing & Insulating Co. for Project 19.59 – Shaker Shelter Roof Replacement.

Section 3. This procurement shall be payable through the RTA Capital Fund, Engineering & Project Development Department budget, including but not limited to 100% local funds, for a total contract amount not to exceed \$102,000.00.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the Specifications and Addenda, thereto, if any; the Affirmative Action Plan adopted by the Board of Trustees; bonding and insurance requirements; and all applicable laws relating to the contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Warren Roofing & Insulating Co. will attempt to exceed the 10% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer



<b>TITLE/DESCRIPTION:</b> <b>CONTRACT:</b> HAYDEN CNG OPERATIONS & MAINTENANCE SERVICES  <b>VENDOR:</b> TRILLIUM TRANSPORTATION FUELS, LLC DBA TRILLIUM CNG  <b>AMOUNT:</b> NTE \$3,200,000.00 FOR A FIVE-YEAR PERIOD	<b>Resolution No.:</b> 2023-12
	<b>Date:</b> February 23, 2023
	<b>Initiator:</b> Hayden District
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	


- 1.0 **PURPOSE/SCOPE:** This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into an agreement for CNG operations & maintenance ("O&M") services at the Authority's Hayden Bus District for a period of five years.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Hayden Bus District CNG fueling station was installed in 2015. The original agreement included a three-year O&M service agreement. The Authority then entered into a five-year renewal agreement in 2018, which is nearing exhaustion of funds. Hayden's fleet is now entirely fueled by CNG, consisting of 155 forty-foot CNG buses and 16 sixty-foot CNG buses. Renewal of the O&M service agreement is critical for the fueling station to operate without service interruptions. It is imperative for the fueling station to be readily available 24/7 in order to fuel Hayden's CNG bus fleet and maintain service levels.
  
- 3.0 **PROCUREMENT BACKGROUND:** This non-competitive contract is exempt from competitive bidding as authorized under Sections 306.43(H)(3) and 306.43 (H)(6) of the Ohio Revised Code. Trillium Transportation Fuels, LLC dba Trillium CNG is the original installer and O&M service provider for the CNG fueling station at Hayden. The system is monitored and operated by the programmable logic control ("PLC"). The PLC is a computer that receives and processes data through its inputs and sends operating instructions through its outputs to control and manage the system's internal logic functions. The system's equipment, including the PLC, requires continuous maintenance services and upgrades to continue reliable functionality. Further, the proprietary nature of the fueling station equipment, including the PLC, precludes competition, as changing service providers would result in additional equipment needs and costs as well as service interruptions which would impede Hayden's ability to fuel its CNG buses.

The Procurement Department requested a proposal from Trillium Transportation Fuels, LLC dba Trillium CNG. The proposal was reviewed by representatives from Accounting, Operations and Procurement for adherence to the technical requirements. A cost analysis was performed, and the Procurement Department has determined the negotiated rates to be fair and reasonable to the Authority.

The CNG O&M service agreement will cover a period of five years. Pricing is based off the contracted rate multiplied by the fueling station's actual consumption, which is converted to diesel gallon equivalent. The five-year duration of the agreement provides the Authority with a more favorable rate, as compared to a shorter term. Subsequent years of the agreement are subject to CPI adjustments.

- 4.0 **AFFIRMATIVE ACTION/DBE BACKGROUND:** All Affirmative Action requirements have been met. A 0% DBE goal was established for this procurement due to the lack of certified DBE firms.
- 5.0 **POLICY IMPACT:** Does not apply.
- 6.0 **ECONOMIC IMPACT:** This contract will be funded through the General Fund, Hayden District budget in an amount not to exceed \$3,200,000.00 for a five-year period. This total amount is approximately 3% above the project estimate of \$3,100,000.00.
- 7.0 **ALTERNATIVES:** Reject this offer. Rejection of this offer would cause a lapse in the continued operations & maintenance of the Hayden CNG fueling station. This lapse would place the station at risk for breakdowns, impacting the Authority's ability to fuel its CNG buses and provide service to customers.
- 8.0 **RECOMMENDATION:** This procurement was discussed by the Board of Trustees at the February 14, 2023 Organizational, Services and Performance Monitoring committee meeting. It is recommended that the offer from Trillium Transportation Fuels, LLC dba Trillium CNG, as negotiated, be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to enter into a contract.
- 9.0 **ATTACHMENTS:** None.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
General Manager, Chief Executive Officer

RESOLUTION NO. 2023-12

AUTHORIZING CONTRACT NO. 2023-015 WITH TRILLIUM TRANSPORTATION FUELS, LLC DBA TRILLIUM CNG TO PROVIDE CNG OPERATIONS & MAINTENANCE SERVICES FOR THE AUTHORITY'S HAYDEN DISTRICT CNG FUELING STATION FOR A PERIOD OF FIVE YEARS IN AN AMOUNT NOT TO EXCEED \$3,200,000.00 (GENERAL FUND, HAYDEN DISTRICT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority's Hayden District requires CNG operations & maintenance ("O&M") services to ensure its CNG fueling station remains operational; and

WHEREAS, the Hayden District currently utilizes Trillium CNG for the operations & maintenance of its CNG fueling station; and

WHEREAS, Trillium CNG is the original installer of the CNG fueling station at Hayden; and

WHEREAS, the programmable logic controller is proprietary to Trillium CNG, the original provider and installer of this fueling station; and

WHEREAS, the offer of Trillium Transportation Fuels, LLC dba Trillium CNG, with an office located at 2929 Allen Parkway, Suite 4100, Houston, Texas 77019, to provide CNG operations & maintenance services was received on January 31, 2023; and

WHEREAS, the Ohio Revised Code Section 306.43(H)(3) provides that competitive bidding is not required when the purchase is for the renewal or renegotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems, or for the upgrade of such equipment, services, or systems, or for the maintenance thereof as supplied by the original source or its successors or assigns; and

WHEREAS, the Ohio Revised Code Section 306.43(H)(6) provides that competitive bidding is not required when the expenditure involves the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the regional transit authority; and

WHEREAS, after negotiations, an amount of \$3,200,000.00 for a five-year period was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the negotiated offer of Trillium Transportation Fuels, LLC dba Trillium CNG, to provide operations & maintenance services for the Authority's Hayden CNG fueling station, to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the offer of Trillium Transportation Fuels, LLC dba Trillium CNG, to provide operations & maintenance services for the Authority's Hayden CNG fueling station for a period of five years, as modified by negotiations, be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Trillium Transportation Fuels, LLC dba Trillium CNG for the performance of said services.

Section 3. That said contract shall be payable out of the General Fund, Hayden District budget in an amount not to exceed \$3,200,000 for a five-year period.

Section 4. That said contract shall be binding upon and an obligation of the Authority, contingent upon future funding, compliance by the contractor with the Specifications and Addenda thereto, if any; the Affirmative Action Plan adopted by the Board of Trustees; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Greater Cleveland Regional Transit Authority's Board of Trustees expects that Trillium Transportation Fuels, LLC dba Trillium CNG will attempt to exceed the 0% minimum DBE goal assigned to this procurement.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer



TITLE/DESCRIPTION:  APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS	Resolution No.: 2023-13
	Date: February 23, 2023
	Initiator: Accounting
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution seeks Board of Trustees approval of the revised list of positions designated to use Purchasing Cards ("P-Cards") for Authority business.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will modify the number of positions designated to use P-Cards to purchase items in accordance with the Procurement Policy.  
  
The Authority has undertaken a review of the current list of employees and positions designated to use P-Cards. Currently, there are 109 authorized positions for P-Card use. Following a review of current business needs, it is proposed that the list of authorized users be revised to eliminate two (2) positions and add four (4) positions. This action will result in a total of 111 authorized P-Card positions.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: This action is consistent with the Procurement Policy which requires that the Board of Trustees designate P-card positions.
- 6.0 ECONOMIC IMPACT: All P-Card transactions will be funded from the user department's annual budget allocation.
- 7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would result in maintaining a list of P-card users that does not meet current business needs.
- 8.0 RECOMMENDATION: It is recommended that the Board of Trustees approve the revised list of positions designated to use P-Cards.
- 9.0 ATTACHMENTS: NONE

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
General Manager, Chief Executive Officer



RESOLUTION NO. 2023-13

APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE  
PURCHASING CARDS

WHEREAS, the Board of Trustees adopted Resolution 2003-064 on May 20, 2003, authorizing the use of purchasing cards for Authority business by designated employees and positions; and

WHEREAS, the Board of Trustees amended Resolution No. 2003-064 pursuant to Resolution No. 2006-052 on March 21, 2006, Resolution No. 2008-058 on April 15, 2008, Resolution No. 2009-111 on December 15, 2009, Resolution No. 2011-027 on March 22, 2011, Resolution No. 2011-117 on December 20, 2011, Resolution No. 2013-125 on December 17, 2013, Resolution No. 2015-119 on December 15, 2015, Resolution No. 2018-074 on July 14, 2018, Resolution No. 2019-119 on December 17, 2019, Resolution No. 2020-081 on December 15, 2020, and Resolution No. 2021-056 on May 25, 2021 authorizing employees and positions designated to use purchasing cards; and

WHEREAS, the Authority has undertaken a review of the current list of purchasing card users, resulting in a recommendation to add 4 new positions and remove 2 previously authorized positions, for a revised list of 111 authorized positions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the following additional positions are designated to use purchasing cards:

Benefits Manager (Human Resources)

Intelligent Transportation Systems Manager (Operations)

Director, Enterprise Architecture (Finance)

Labor and Employee Relations Specialist (Human Resources)

Section 2. That the following positions be removed from the list of positions authorized to use purchasing cards: Director, Intelligent Transportation System and Lead Benefits Specialist.

Section 3. That Attachment A to this resolution is the complete, updated list of positions designated to use purchasing cards, replacing all prior lists.

Section 4. That the CEO, General Manager is authorized to update future changes in job titles.

Section 5. That beyond these modifications, Resolution 2003-064 remains unchanged.

Section 6. That this resolution shall become effective immediately upon its adoption.

Attachment A: Positions Designated to use Purchasing Cards.

Adopted: February 28, 2023

\_\_\_\_\_

President

Attest: \_\_\_\_\_  
Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

**Executive Division**

Executive	General Manager, CEO
Executive	Executive Assistant to General Manager
Executive	Executive Assistant/Executive Secretary/Treasurer to BOT
Executive	Executive Secretary
Internal Audit	Executive Director, Internal Audit

**Administration & External Affairs Division**

DGM - Administration & External Affairs	Executive Secretary
Marketing	Supervisor, Marketing Development
Marketing	Marketing Manager
Marketing	Marketing Associate

**Engineering & Project Mgmt. Division**

Engineering & Project Management	Executive Assistant
Engineering & Project Management	Administrative Assistant
Engineering & Project Management	Administrative Assistant

**Finance Division**

Finance	Office Manager, Finance
Accounting	Director, Accounting
Office of Business Development	Director, Office of Business Development
Office of Management & Budget	Director, Office of Management & Budget
Procurement	Procurement Team Leader

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Revenue Supervisor, Computer Room

Support Services Manager, Support Services

Management Information Systems Director, Enterprise Architecture new

**Human Resources Division**

Human Resources Executive Secretary  
Human Resources Talent Management Coordinator

Labor & Employee Relations-Administration Labor & Employee Relations Specialist new  
Labor & Employee Relations-Administration Benefits Manager new  
Labor & Employee Relations-Administration Lead Benefits Specialist removed

Training & Employee Development - Maintenance Training Vehicle Maintenance Instructor

**Legal Affairs Division**

Legal Affairs DGM, Legal Affairs  
Risk Management Director, Risk Management  
Claims Manager, Claims  
Safety Director, Safety  
Safety Business Analyst

**Operations Division**

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Operations	Executive Secretary
Operations	Manager, Asset & Configuration
Triskett -Administration	Administrative Assistant, Triskett
Triskett -Transportation Administration	Manager, Transportation Triskett
Triskett-Equipment	Manager, Equipment Triskett
Triskett-Facilities	Manager, Facilities Triskett
Triskett-Maintenance	Maintenance Leader, Triskett
Hayden-Administration	District Director, Hayden
Hayden-Administration	Administrative Assistant
Hayden-Facilities	Manager, Facilities Hayden
Hayden-Equipment	Manager, Equipment Hayden
Hayden-Equipment	Assistant Equipment Manager, Hayden
Hayden-Maintenance	Maintenance Leader, Hayden
Rail-Administration	Secretary I
Rail-Transportation	Manager, Transportation Rail
Rail-Facilities-Administration	Manager, Facilities Rail
Rail-Facilities-Administration	Supervisor, Rail Facilities
Rail-Facilities-Administration	Supervisor, Rail Facilities
Rail-Facilities-Administration	Supervisor, Janitorial Services
Rail-Facilities Maintenance West Side	Maintenance Leader
Rail-Equipment-Administration	Manager, Rail Equipment
Rail-Equipment-Administration	Equipment Administrator Rail
Rail-Administration	Operations Staff Assistant, Rail
Rail-Administration	Staff Assistant
Rail Facilities East Side	Maintenance Leader
Rail Facilities East Side	Maintenance Technician
Rail Facilities-Power & Way(Track & Signals)	Director, Power & Way

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Rail Facilities-Power & Way(Track & Signals)	Administrative Assistant
Fleet Management-Administration	Director, Fleet Management
Fleet Management-Administration	Administrative Assistant/Engineering Fleet Planning
Fleet Management-Administration	Railcar Project Lead/Manager
Fleet Management-Facilities	Manager, Facilities Fleet Management
Fleet Management-Facilities-Administration	Manager, Fleet Planning and Engineering
Fleet Management-Inventory	Manager, Supply Chain Management
Fleet Management-Inventory	Material Contract & Release Specialist
Fleet Management-Inventory	Assistant Supply Chain Manager
Fleet Management-Inventory	Material Planner
Fleet Management-Administration	QA Warranty Administrator, Fleet Management
Fleet Engr. & Quality Assurance - Administration	Configuration Management Eng\.-Vehicles
Fleet Engineering & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical
Fleet Engineering & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical -CDL
Fleet Engr. & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical -CDL
Fleet Engr. & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Electrical
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus	Vehicle Engineer
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus	Vehicle Engineer
Fleet Management-CBM	Assistant Equipment Manager, CBM
Fleet Management-CBM Equipment	Supervisor, Electronic Repair
Fleet Management-CBM Equipment	Manager, Electronic Repair
Fleet Management-CBM Unit Rebuild	Supervisor-Performance
Fleet Management-CBM	Manager, Equipment CBM
Paratransit-Administration	District Director, Paratransit
Paratransit-Administration	Administrative Assistant
Paratransit-Facilities	Manager, Facilities Paratransit
Paratransit-Facilities	Maintenance Leader
Paratransit	Clerk Typist

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Service Management-Administration	Planning Secretary
Service Management-Facilities Administration	Supervisor, Janitorial Services
Service Management-Facilities Maintenance	Maintainer
Service Management - Operations	Maintenance Leader
Service Management-Facilities Shelter Maintenance	Maintainer
Service Management-Facilities Administration	Bus Shelter & Bus Garage Maintenance Supervisor
Service Management-Facilities Administration (MO)	Manager, Central Facilities
Service Quality Management	Office Manager, Service Quality Management

Intelligent Transportation Systems(ITS)	Director, Intelligent Transportation System	removed
Intelligent Transportation Systems(ITS)	Manager, Intelligent Transportation System	new

ITS/End User Support	Manager, ITS/End User Support
Information Technology - Network Services	Manager, Infrastructure

Transit Police	Executive Secretary
Transit Police	Security Systems Manager
Transit Police	Lieutenant
Transit Police	Commander-Transit Police
Transit Police	Commander-Transit Police
Transit Police	Sergeant-Transit Police
Transit Police	Sergeant-Transit Police
Transit Police	K-9 Team Transit Police
Transit Police	K-9 Team Transit Police
Transit Police	K-9 Team Transit Police
Transit Police	K-9 Team Transit Police
Transit Police	K-9 Team Transit Police
Transit Police	K-9 Team Transit Police
Transit Police	K-9 Team Transit Police

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A  
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Transit Police

K-9 Team Transit Police

**113 positions**

**79 active P-Card holders**

**34 inactive P-Card holders**

**2 removed (see positions above)**

**111 approved for P-Cards**






TITLE/DESCRIPTION:  AMENDING SECTION 222.04 COMMUNITY ADVISORY COMMITTEE OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND APPROVING AMENDED COMMUNITY ADVISORY COMMITTEE OPERATING GUIDELINES	Resolution No.: 2023-14
	Date: February 23, 2023
	Initiator: Administration and External Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will amend Section 222.04 Community Advisory Committee of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority") and amend the Community Advisory Committee Operating Guidelines ("Operating Guidelines").
- 2.0 DESCRIPTION/JUSTIFICATION: Section 222.04 is being updated to correspond to the re-energizing of the Community Advisory Committee. The revisions include streamlining the subcommittee structure, creating a Rules Subcommittee to review the Operating Guidelines, reducing the number of members from 20 to 11-15, reducing the terms of members from 3 to 2 years, clarifying the provision for emeritus status, and adding a requirement for members to be residents of Cuyahoga County. The Operating Guidelines for the Community Advisory Committee are also being updated.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will result in an updated policy that reflects recent changes to the structure and operation of the Community Advisory Committee.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in Section 222.04 remaining out of date.
- 8.0 RECOMMENDATION: This resolution was discussed at the February 14, 2023 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS: A. Red-line of proposed amendments to Section 222.04

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

  
\_\_\_\_\_  
(General Manager, Chief Executive Officer)

Attachment A to Staff Summary

**CHAPTER 222 Committees, Boards and Task Forces**

**222.04 COMMUNITY ADVISORY COMMITTEE (“CAC”).**

(a) Operations.

- (1) Name. The Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").
- (2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:
  - A. ~~Advocating for public transit~~Supporting the Authority’s provision of services to individuals with disabilities; and
  - B. Advocating and educating the community regarding the Authority’s interests. Promoting sound public policies; and
  - C. ~~Providing customer focused input to the Board of Trustees and Authority Staff.~~
- (3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.
- (4) Meetings.
  - A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board of Trustees and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.
  - B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and GCRTA Board meetings.
- (5) ~~Committees~~Subcommittees. The CAC will have at least three standing sub-committees:
  - A. The ADA Advisory ~~Committee~~Subcommittee, which guides the Board of Trustees in adhering to the spirit and requirements of the Americans with Disabilities Act (“ADA”); ~~and~~
  - ~~A.B.~~B.—The Advocacy and Education ~~Committee~~Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio; ~~and~~  
~~The Transit Improvement Advisory Committee, which provides a working forum to address, in more detail, all issues of interest to the CAC which are not specifically related to the ADA or advocacy.~~
  - C. The Rules Subcommittee, which reviews the CAC’s Operating Guidelines and makes recommendations for appropriate

additions, deletions, or amendments.

~~C.~~

D. ~~Committees~~ Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board of Trustees on an as-needed basis.

(6) Administrative support.

A. GCRTA shall designate a Staff Liaison to the CAC to serve as the primary point of contact with the Authority. ~~CAC members are not precluded from contacting other Authority staff directly when appropriate.~~

B. The Staff Liaison shall be responsible for communications to the CAC, tracking attendance, maintaining a record of meetings, and channeling CAC members' concerns to the appropriate Authority staff member.

(7) Recommendations. The CAC may make recommendations to ~~Authority staff or the Board of Trustees~~ the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board of Trustees.

(8) Communications with the Board of Trustees.

A. The Board of Trustees will appoint a Board Liaison to the CAC.

B. The Board of Trustees will include a standing agenda item on the Board's agenda for communications from CAC.

(b) Membership.

(1) Composition of the CAC.

A. The CAC is composed of ~~twenty~~ 11-15 community representatives.

B. With the exception of members with emeritus status, terms shall be for ~~three~~ two years each with a term limit per member of two (2) consecutive full ~~32~~ 2-year terms. To ensure that the terms will be staggered so that no more than ~~seven~~ five ~~(7)~~ (5) members' terms expire in any year, initial appointments may be for less than ~~3~~ 2 years. An initial appointment of less than ~~3~~ 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.

C. CAC members may continue to serve after the expiration of their terms if not replaced, at the invitation of the ~~Authority~~ Board of Trustees.

D. ~~Current~~ CAC members who have served on the CAC with distinction for more than 15 years will be eligible for emeritus status. Emeritus status ~~shall~~ may be granted by the Board of Trustees. Members with emeritus status will not be counted among the maximum ~~20 members~~ 15 members.

(2) Qualifications.

- A. A CAC member must be familiar with public transportation and, preferably, use it occasionally, if not frequently. Transit dependency is not a requirement for CAC membership.
- B. CAC members must be able to communicate knowledgeably about the Authority in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service.
- C. CAC membership should reflect the Authority's customer base and have diverse representation in regard to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, availability to participate in CAC activities, and geography.
- D. CAC members must be ~~strong~~ ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and GCRTA customers.

(3) Each CAC member will receive a ~~monthly transit pass GCRTA ID to be used for unlimited transit privileges during their service so that they can monitor the public transit experience.~~

(c) Selection Process for New Members.

- (1) All members of the CAC shall be nominated by the Board of Trustees.
- (2) All individuals interested in becoming a CAC member must submit an application.
- (3) An ad hoc Screening Committee, consisting of two or more GCRTA staff members and one or more members of the Board of Trustees~~(s)~~ shall review the applications based on the criteria set out in subsection (b) hereof and recommend a slate of candidates to the External & Stakeholder Relations & Advocacy Committee for consideration and referral to the Board of Trustees.
- (4) Authority staff shall confer with the Board and the CAC for additional CAC members to be presented to the Board for consideration when vacancies arise.
- (5) Appointment of members shall be made in March. Appointments become effective in April. Interim appointments may be made at other times of the year to fill vacancies. An interim appointment will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.

(d) Removal. All members of the CAC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.

~~(d)~~(e) Operating Guidelines. The CAC shall adopt, and may revise, such operating guidelines as it from time-to-time elects, which are not in conflict with this section. The operating guidelines will address the following topics:

- (1) Terms and responsibilities of officers;
- (2) Procedures for conducting regular and special meetings;
- (3) Committee assignments and operations;
- (4) Attendance; and
- (5) Other matters pertinent to the CAC's operations.

~~(e)~~(f) \_\_\_\_\_ The CAC's operating guidelines will be subject to approval and adoption by the Board of Trustees.

RESOLUTION NO. 2022-14

AMENDING SECTION 222.04 COMMUNITY ADVISORY COMMITTEE OF THE  
CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND  
REGIONAL TRANSIT AUTHORITY AND APPROVING AMENDED OPERATING  
GUIDELINES FOR THE COMMUNITY ADVISORY COMMITTEE

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, Section 222.04 of the Authority's Codified Rules and Regulations governs the Board of Trustees' ("Board") Community Advisory Committee, which is being re-energized; and

WHEREAS, Section 222.04 should be amended and the Operating Guidelines updated in order to reflect the re-energizing of the Community Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Section 222.04 Community Advisory Committee is hereby amended to read as specified in Attachment A hereto.

Section 2. That the Operating Guidelines attached hereto as Attachment B are hereby approved.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Attachments: A. Section 222.04 Community Advisory Committee  
B. Community Advisory Committee Operating Guidelines

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer

Attachment A to Resolution

**CHAPTER 222 Committees, Boards and Task Forces**

**222.04 COMMUNITY ADVISORY COMMITTEE (“CAC”).**

(a) Operations.

- (1) Name. The Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").
- (2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:
  - A. Supporting the Authority’s provision of services to individuals with disabilities; and
  - B. Advocating and educating the community regarding the Authority’s interests.
- (3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.
- (4) Meetings.
  - A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board of Trustees and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.
  - B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and GCRTA Board meetings.
- (5) Subcommittees. The CAC will have at least three standing subcommittees:
  - A. The ADA Advisory Subcommittee, which guides the Board of Trustees in adhering to the spirit and requirements of the Americans with Disabilities Act (“ADA”).
  - B. The Advocacy and Education Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio.
  - C. The Rules Subcommittee, which reviews the CAC’s Operating Guidelines and makes recommendations for appropriate additions, deletions, or amendments.
  - D. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board of Trustees on an as-needed basis.
- (6) Administrative support.
  - A. GCRTA shall designate a Staff Liaison to the CAC to serve as the primary point of contact with the Authority.

- B. The Staff Liaison shall be responsible for communications to the CAC, tracking attendance, maintaining a record of meetings, and channeling CAC members' concerns to the appropriate Authority staff member.
- (7) Recommendations. The CAC may make recommendations to the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board of Trustees.
- (8) Communications with the Board of Trustees.
  - A. The Board of Trustees will appoint a Board Liaison to the CAC.
  - B. The Board of Trustees will include a standing agenda item on the Board's agenda for communications from CAC.
- (b) Membership.
  - (1) Composition of the CAC.
    - A. The CAC is composed of 11-15 community representatives.
    - B. With the exception of members with emeritus status, terms shall be for two years each with a term limit per member of two (2) consecutive full 2-year terms. To ensure that the terms will be staggered so that no more than five (5) members' terms expire in any year, initial appointments may be for less than 2 years. An initial appointment of less than 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
    - C. CAC members may continue to serve after the expiration of their terms if not replaced, at the invitation of the Board of Trustees.
    - D. CAC members who have served on the CAC with distinction for more than 15 years will be eligible for emeritus status. Emeritus status may be granted by the Board of Trustees. Members with emeritus status will not be counted among the maximum 15 members.
  - (2) Qualifications.
    - A. A CAC member must be familiar with public transportation and, preferably, use it occasionally, if not frequently. Transit dependency is not a requirement for CAC membership.
    - B. CAC members must be able to communicate knowledgeably about the Authority in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service.
    - C. CAC membership should reflect the Authority's customer base and have diverse representation in regard to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, availability to participate in CAC activities, and geography.



- D. CAC members must be ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and GCRTA customers.
  - (3) Each CAC member will receive a GCRTA ID to be used for unlimited transit privileges during their service.
- (c) Selection Process for New Members.
- (1) All members of the CAC shall be nominated by the Board of Trustees.
  - (2) All individuals interested in becoming a CAC member must submit an application.
  - (3) An ad hoc Screening Committee, consisting of two or more GCRTA staff members and one or more members of the Board of Trustees shall review the applications based on the criteria set out in subsection (b) hereof and recommend a slate of candidates to the External & Stakeholder Relations & Advocacy Committee for consideration and referral to the Board of Trustees.
  - (4) Authority staff shall confer with the Board and the CAC for additional CAC members to be presented to the Board for consideration when vacancies arise.
  - (5) Appointment of members shall be made in March. Appointments become effective in April. Interim appointments may be made at other times of the year to fill vacancies. An interim appointment will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
- (d) Removal. All members of the CAC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.
- (e) Operating Guidelines. The CAC shall adopt, and may revise, such operating guidelines as it from time-to-time elects, which are not in conflict with this section. The operating guidelines will address the following topics:
- (1) Terms and responsibilities of officers;
  - (2) Procedures for conducting regular and special meetings;
  - (3) Committee assignments and operations;
  - (4) Attendance; and
  - (5) Other matters pertinent to the CAC's operations.
- (f) The CAC's operating guidelines will be subject to approval and adoption by the Board of Trustees.



## COMMUNITY ADVISORY COMMITTEE (“CAC”) OPERATING GUIDELINES

1. These Operating Guidelines are authorized and established by Chapter 222.04 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.
2. Officers.
  - A. In addition to the Chair and Vice Chair, the Community Advisory Committee (“CAC”) will elect a Secretary.
  - B. The Chair conducts the regular and any special CAC meetings. The Vice Chair stands in for the Chair as needed.
  - C. The election of officers shall take place each year during the April meeting. If it is necessary to delay elections in any given year, the Chair will document, in writing, the need for such delay.
  - D. Officers shall be elected to one-year terms, ending at the April meeting of the following year. Officers may not serve more than six consecutive one-year terms.
3. Staff Liaison. The Staff Liaison is appointed under Section 222.04(a)(6) of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority to serve as the primary point of contact with the Authority.
4. Meetings.
  - A. For purposes of establishing a quorum at all CAC meetings, at least 50% plus one of the CAC's members must be present for the CAC to take action. At least 50% plus one of the members present at a meeting must vote in favor of an action to approve the action.
  - B. Regular meetings.
    1. Regular CAC meetings shall be held quarterly, with possible exceptions for special events. The regular meetings will be used for presentations from, and discussions with, Authority staff and other parties of interest to the CAC, the setting of agendas, discussion of and action on topics of interest related to the CAC's mission and purpose, and organization and coordination of CAC activities.
    2. The CAC will review programs and projects brought to them by the Board of Trustees or Authority staff.
    3. Members of the general public are welcome to attend all meetings of the CAC and its subcommittees.
  - C. Special meetings.
    1. Special meetings may be called by the Chair, at the request of any officer, or upon the written request of at least five members, provided at least forty-eight hours' notice is given.
    2. The Chair, Vice Chair, or Staff Liaison will notify CAC members of the

time, place, and purpose of such special meeting, and no business other than the specific topic around which the special meeting was called shall be considered.

- D. CAC members are encouraged, but not required, to attend public events, including community meetings, public hearings, groundbreaking, grand openings, and GCRTA Board Meetings.
  - E. The business of the CAC shall be conducted according to Robert's Rules of Order.
5. Subcommittees. The CAC will have at least three standing subcommittees:
- A. The ADA Advisory Subcommittee;
  - B. The Advocacy and Education Subcommittee; and
  - C. The Rules Subcommittee.
  - D. Standing subcommittees will meet at least quarterly.
  - E. CAC members will choose to participate on at least one subcommittee. Subcommittee participation is strongly encouraged.
  - F. For purposes of establishing a quorum, at least 50% plus one of each subcommittee's members must be present for the subcommittee to take action. At least 50% plus one of the members present at a meeting must vote in favor of an action to approve the action.
  - G. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC, Authority staff and/or the Board of Trustees.
  - H. Public participation is welcome at all subcommittee meetings.
6. Agendas. CAC meeting agendas shall be set by the Chair and Authority staff with input from the Board of Trustees. Agendas shall be posted five business days before the meeting date, if possible. A recommended agenda format is attached as Exhibit 1.
7. Attendance.
- A. Attendance at CAC meetings is required. A member wishing to be excused shall contact the Staff Liaison and/or the Chair.
  - B. A CAC member is permitted only two unexcused absences from regular meetings per calendar year. After three unexcused absences, the CAC may notify the member in writing and make a recommendation to the Board of Trustees to remove the individual from the CAC.
8. Guideline review process. Each July, the Rules Subcommittee shall review the CAC's operating guidelines for appropriate additions, deletions, or amendments. All recommendations for changes shall be voted on by the full CAC and submitted to the Board of Trustees for approval.

# Exhibit 1

## Community Advisory Committee

### Meeting Agenda

**Ways to Watch:** <https://bit.ly/3rwORtL> Link to Meeting

**PUBLIC COMMENT CALL-IN:** Info for dial-in; **Access Code:** \*\*\*\*\*

Written public comments may be submitted prior to the meeting by emailing [gcrtaboard@gcrtc.org](mailto:gcrtaboard@gcrtc.org) or sending written comments to The Greater Cleveland Transit Authority, 1240 West 6<sup>th</sup> street, Cleveland, OH 44113. Written comments received by 5 p.m. the day before the meeting will be distributed to committee members before the meeting begins.

#### Agenda

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- 1. Call to Order**
- 2. Chair's Report – INFORMATION**

#### Consent Agenda

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- 3. Approve the Minutes**
- 4. Community Advisory Subcommittee Reports**
- 5. State and Federal Legislation Update - INFORMATION\***
- 6. Transportation Authority's Projects**

#### End of Consent Agenda

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- 7. Presentations and Approvals of Non-Standing Items\***

#### Other Items

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- 8. Introduction of New Business – INFORMATION**
- 9. Public Comment**
- 10. Adjournment**

Items marked with an asterisk (\*) are as needed

Adopted February XX, 2023  
Resolution 2023-XXX



<b>TITLE/DESCRIPTION:</b>  REMOVING SECTION 640.03 POLITICAL ACTIVITY FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND AMENDING PERSONNEL POLICY 100.03 POLITICAL ACTIVITY	<b>Resolution No.:</b> 2023-15
	<b>Date:</b> February 23, 2023
	<b>Initiator:</b> Human Resources
<b>ACTION REQUEST:</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 **PURPOSE/SCOPE:** This resolution will remove Section 640.03 Political Activity from the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority") and amend Personnel Policy 100.03 Political Activity.
- 2.0 **DESCRIPTION/JUSTIFICATION:** The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is now undergoing a comprehensive review and update so that the Code Book will conform to the current structure and operations of the Authority.  
  
 Human Resources provisions are located in three places: (1) the Code Book, which provides the broad, overarching guidance for the Authority enacted by the Board of Trustees; (2) the Personnel Policies, which govern day-to-day operations and are approved by the Board of Trustees and (3) the Personnel Procedures, which contain detailed procedures that are not approved by the Board of Trustees. The proposed amendment will remove a provision from the Code Book that is an exact duplicate of a Personnel Policy. The proposed amendment will reflect changes in federal statutes regulating the political activity of state and local employees whose employer organizations have received federal loans or grants.
- 3.0 **PROCUREMENT BACKGROUND:** Does not apply.
- 4.0 **DBE/AFFIRMATIVE ACTION BACKGROUND:** Does not apply.
- 5.0 **POLICY IMPACT:** Adoption of the resolution will remove duplicative polices and bring the Authority's restrictions on employee political activity into alignment with current federal law.
- 6.0 **ECONOMIC IMPACT:** Does not apply.
- 7.0 **ALTERNATIVES:** Not adopting this resolution. Not adopting this resolution would leave the same provision in both the Code Book and the Personnel Policies and would prevent amendment of the policy to align with federal law.
- 8.0 **RECOMMENDATION:** This resolution was discussed at the February 14, 2023 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 **ATTACHMENTS:**
  - A. Red-line of proposed amendment to Code Book Section 640.03
  - B. Red-line of proposed amendments to Personnel Policy 100.03

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

A handwritten signature in black ink, appearing to read "L. J. ...", is written over a horizontal line.

General Manager, Chief Executive Officer

# Attachment A to Staff Summary

## TITLE FOUR – Personnel Policies and Procedures

### Chap. 640 Introduction

#### ~~640.03 POLITICAL ACTIVITY.~~

~~(a) Employees are prohibited from engaging in partisan political activities which may interfere with various regulations governing agencies with programs financed by Federal grants. These activities include a candidacy for public office in a partisan election, using official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office and directly or indirectly soliciting contributions from subordinates in support of a political party or candidate. Authority employees may be a candidate for public office in a non-partisan election, campaign for and hold elective office in political clubs and organizations and campaign for candidates for public office in political fund-raising functions, provided that these activities are not conducted on Authority property and do not interfere with the employment activity of the employee or interfere in any way with related Authority activities.~~

~~(b) The CEO/General Manager may, at his or her discretion, review the political activities of any Authority employee. When these activities are found to interfere or to be incompatible with Authority employment and present a conflict of interest, the CEO/General Manager shall limit or request the employee to terminate such activities.~~

## Attachment B to Staff Summary

### PERSONNEL POLICIES

#### Section 100 - Introduction

#### 100.03 POLITICAL ACTIVITY.

(a) Authority employees may, while acting in their personal capacity and not as a representative of the Authority, be a candidate for public office in a partisan or non-partisan election, campaign for and hold elective office in political clubs and organizations and campaign for candidates for public office in political fund-raising functions, provided that these activities are not conducted on Authority property and do not interfere with the employment activity of the employee or interfere in any way with related Authority activities.

(~~ab~~) Employees are prohibited from engaging in partisan political activities which may interfere with various regulations governing agencies with programs financed by ~~Federal~~ federal grants. These activities include ~~a candidacy for public office in a partisan election~~, using official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office and directly or indirectly soliciting contributions from subordinates in support of a political party or candidate.

~~Authority employees may be a candidate for public office in a non-partisan election, campaign for and hold elective office in political clubs and organizations and campaign for candidates for public office in political fund-raising functions, provided that these activities are not conducted on Authority property and do not interfere with the employment activity of the employee or interfere in any way with related Authority activities.~~

~~(b) The CEO/General Manager may, at his or her discretion, review the political activities of any Authority employee. When these activities are found to interfere or to be incompatible with Authority employment and present a conflict of interest, the CEO/General Manager shall limit or request the employee to terminate such activities.~~

(c) Nothing in this Section prohibits an employee from voting as they choose or expressing their personal opinions on political subjects and candidates.

(d) An employee who chooses to be a candidate for public office in a partisan or non-partisan election is responsible for determining whether the public office is compatible with their Authority employment and is encouraged to consult with the Ohio Ethics Commission on that topic.



RESOLUTION NO. 2023-15

REMOVING SECTION 640.03 POLITICAL ACTIVITY FROM THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND AMENDING PERSONNEL POLICY 100.03 POLITICAL ACTIVITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Section 640.03 should be removed because it duplicates Section 100.03 of the Personnel Policies.

WHEREAS, the Authority has also determined that Personnel Policy 100.03 should be updated to reflect changes in federal law applicable to organizations receiving federal grants.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Section 640.03 is hereby removed from the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority.

Section 2. That Section 100.03 of the Personnel Policies is hereby amended to read as specified in Attachment A hereto.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Attachment A – Personnel Policy 100.03

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer

## Attachment A to Resolution

### PERSONNEL POLICIES

#### Section 100 - Introduction

##### 100.03 POLITICAL ACTIVITY.

(a) Authority employees may, while acting in their personal capacity and not as a representative of the Authority, be a candidate for public office in a partisan or non-partisan election, campaign for and hold elective office in political clubs and organizations and campaign for candidates for public office in political fund-raising functions, provided that these activities are not conducted on Authority property and do not interfere with the employment activity of the employee or interfere in any way with related Authority activities.

(b) Employees are prohibited from engaging in partisan political activities which may interfere with various regulations governing agencies with programs financed by federal grants. These activities include using official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office and directly or indirectly soliciting contributions from subordinates in support of a political party or candidate.

(c) Nothing in this Section prohibits an employee from voting as they choose or expressing their personal opinions on political subjects and candidates.

(d) An employee who chooses to be a candidate for public office in a partisan or non-partisan election is responsible for determining whether the public office is compatible with their Authority employment and is encouraged to consult with the Ohio Ethics Commission on that topic.



TITLE/DESCRIPTION:  AMENDING CHAPTER 465 FINANCIAL ASSISTANCE OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: <b>2023-16</b>
	Date: February 23, 2023
	Initiator: Finance Division
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 PURPOSE/SCOPE: This resolution will amend Chapter 465 Financial Assistance of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority").

2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution 1989-176. The Code Book is undergoing a comprehensive review and update so that the Code Book will conform to the current structure and operations of the Authority.

The proposed action will update this Chapter of the Code Book with the correct title for the General Manager, Chief Executive Officer of the Authority and will update citations to the United States Code and Cross References.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: Adoption of the resolution will correct outdated information in the Code Book.

6.0 ECONOMIC IMPACT: Does not apply.

7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would leave Chapter 465 of the Code Book in its outdated state.

8.0 RECOMMENDATION: This resolution was discussed at the February 14, 2023 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.

9.0 ATTACHMENTS: A. Red-line of proposed amendments to Chapter 465.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.

\_\_\_\_\_  
General Manager, Chief Executive Officer

CHAPTER 465  
Financial Assistance

- 465.01 Federal grant applications.
- 465.02 State grant applications.
- 465.03 Execution of grant contracts.
- 465.04 Documents, reports and information.
- 465.05 Acceptance and expenditure of funds.
- 465.06 Private grants.
- 465.07 Authority of Acting ~~CEO, General Manager/Secretary-Treasurer,~~  
Chief Executive Officer.

CROSS REFERENCES

- Federal grants (MAP-21) – see 49 U.S.C.A. Chapter 53
- Requirements to receive federal grants – see 49 U.S.C.A. 53807(c)(1)
- Borrowing from federal, state, other governmental or private source - see Ohio R.C. 306.35(J)
- Grants from the United States, the state, other governmental or private sources – see Ohio R.C. 306.35(R)
- Grants for assistance for elderly and disabled – see Ohio R.C. 5501.07(B)
- Department of Internal Audit – see ADM. Ch. 260
- ~~Internal audit policies and~~ GCRTA Internal Audit Charter procedures – see ADM. Ch. 262
- Finance ~~and Administration~~ Division – see ADM. Ch. 286
- ~~Contracts and procurements~~ Procurement – see FIN. Ch. 410
- Debt ~~P~~olicies – see FIN. Ch. 420

**465.01 FEDERAL GRANT APPLICATIONS.**

(a) Federal Grants.

- (1) The ~~CEO, General Manager/Secretary-Treasurer,~~ Chief Executive Officer may execute and file applications for federal assistance on behalf of the Greater Cleveland Regional Transit Authority.
- (2) The ~~CEO, General Manager/Secretary-Treasurer,~~ Chief Executive Officer may execute and file with its applications, certifications and assurances and other documents the awarding agency may require for a federal assistance grant or cooperating agreement.  
(Res. 2007-165. Passed 11-20-07.)

Attachment A to Staff Summary

(b) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~—may submit grant applications to the State of Ohio Department of Transportation, to provide for the state's share of the non-federal funds necessary for federal grant applications executed and filed as provided for in subsection (a)(1) hereof, and state funding for other eligible transit projects. (Res. 1992-158. Passed 9-22-92.)  
(Res. 2016-69. Passed 8-16-16.)

**465.02 STATE GRANT APPLICATIONS.**

The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may submit grant applications, along with any necessary certifications and documentation, to the state of Ohio for state grant funds on behalf of the Greater Cleveland Regional Transit Authority. (Res. 1992-17. Passed 1-21-92; Res. 1992-158. Passed 9-22-92; Res. 1993-158. Passed 9-21-93; Res. 2016-69. Passed 8-16-16.)

**465.03 EXECUTION OF GRANT CONTRACTS.**

(a) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may execute grant and cooperative agreements with awarding federal agencies on behalf of the Authority.

(b) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may execute grant contracts with the state of Ohio on behalf of the Authority.  
(Res. 2016-69. Passed 8-16-16.)

**465.04 DOCUMENTS, REPORTS AND INFORMATION.**

(a) Information Required by the State of Ohio. The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may furnish such additional information, assurances or other documentation, execute any and all documents or assurances and make such reports as is necessary and required by the state of Ohio for state grant funds on behalf of the Authority.  
(Res. 1992-17. Passed 1-21-92.)

(b) Information Required by the United States Government.

(1) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may execute and file assurances or other documents, and furnish such additional information as the awarding federal agencies may require in connection with federal grant applications on behalf of the Authority.

(2) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may set forth and execute affirmative minority business policies in connection with the procurement needs for projects funded by federal grants.  
(Res. 1993-156. Passed 9-21-93; Res. 2016-69. Passed 8-16-16.)

**465.05 ACCEPTANCE AND EXPENDITURE OF FUNDS.**

(a) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may accept federal funds from awarding federal agencies on behalf of the Authority and expend such funds in accordance with applicable law, regulations and grant agreements. (Res. 2007-165. Passed 11-20-07.)

(b) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may accept and receive funds from the state of Ohio and expend the same pursuant to the terms and conditions of corresponding grant contracts with the state of Ohio. (Res. 1992-17. Passed 1-21-92.)

(c) The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ may apply to the Northeast Ohio Areawide Coordinating Agency ("NOACA") and the Federal Transit Administration ("FTA") for funds allocated by NOACA, execute any necessary agreements with NOACA and FTA, accept federal funds from the FTA, received through agreements with NOACA, and expend such funds in accordance with applicable law, regulations and grant agreements. (Res. 1976-171. Passed 5-25-76.) (Res. 2016-69. Passed 8-16-16.)

**465.06 PRIVATE GRANTS.**

The ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ is hereby authorized to borrow or accept grants from private sources in accordance with state law.  
(Res. 2016-69. Passed 8-16-16.)

**465.07 AUTHORITY OF ACTING GENERAL MANAGER/~~SECRETARY-TREASURER, CHIEF EXECUTIVE OFFICER.~~**

In the absence of the ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~, the Acting ~~CEO, General Manager/Secretary-Treasurer, Chief Executive Officer~~ of the Authority is hereby authorized to perform any and all of the functions described in this chapter.  
(Res. 1992-17. Passed 1-21-92; Res. 1992-157. Passed 9-22-92; Res. 1992-158. Passed 9-22-92; Res. 2016-69. Passed 8-16-16.)

RESOLUTION NO. 2023-16

AMENDING CHAPTER 465 FINANCIAL ASSISTANCE OF THE CODIFIED  
RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL  
TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Chapter 465 Financial Assistance should be amended to update the title of the General Manager, Chief Executive Officer and Cross References.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That Chapter 465 Financial Assistance is hereby amended to read as specified in Attachment A hereto.

Section 2. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

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

Attachment A: Chapter 465 Financial Assistance

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer

ATTACHMENT A to Resolution

CHAPTER 465  
Financial Assistance

- 465.01 Federal grant applications.
- 465.02 State grant applications.
- 465.03 Execution of grant contracts.
- 465.04 Documents, reports and information.
- 465.05 Acceptance and expenditure of funds.
- 465.06 Private grants.
- 465.07 Authority of Acting General Manager, Chief Executive Officer.

CROSS REFERENCES

- Federal grants (MAP-21) – see 49 U.S.C.A. Chapter 53
- Requirements to receive federal grants – see 49 U.S.C.A. 5307(c)(1)
- Borrowing from federal, state, other governmental or private source - see Ohio R.C. 306.35(J)
- Grants from the United States, the state, other governmental or private sources – see Ohio R.C. 306.35(R)
- Grants for assistance for elderly and disabled – see Ohio R.C. 5501.07(B)
- Department of Internal Audit – see ADM. Ch. 260
- GCRTA Internal Audit Charter – see ADM. Ch. 262
- Finance Division – see ADM. Ch. 286
- Procurement – see FIN. Ch. 410
- Debt Policies – see FIN. Ch. 420

**465.01 FEDERAL GRANT APPLICATIONS.**

(a) Federal Grants.

- (1) The General Manager, Chief Executive Officer may execute and file applications for federal assistance on behalf of the Greater Cleveland Regional Transit Authority.
- (2) The General Manager, Chief Executive Officer may execute and file with its applications, certifications and assurances and other documents the awarding agency may require for a federal assistance grant or cooperating agreement.  
(Res. 2007-165. Passed 11-20-07.)

(b) The General Manager, Chief Executive Officer may submit grant applications to the State of Ohio Department of Transportation, to provide for the state's share of the non-federal funds necessary for federal grant applications executed and filed as provided for in subsection (a)(1) hereof, and state funding for



## ATTACHMENT A to Resolution

other eligible transit projects. (Res. 1992-158. Passed 9-22-92.)  
(Res. 2016-69. Passed 8-16-16.)

### **465.02 STATE GRANT APPLICATIONS.**

The General Manager, Chief Executive Officer may submit grant applications, along with any necessary certifications and documentation, to the state of Ohio for state grant funds on behalf of the Greater Cleveland Regional Transit Authority. (Res. 1992-17. Passed 1-21-92; Res. 1992-158. Passed 9-22-92; Res. 1993-158. Passed 9-21-93; Res. 2016-69. Passed 8-16-16.)

### **465.03 EXECUTION OF GRANT CONTRACTS.**

(a) The General Manager, Chief Executive Officer may execute grant and cooperative agreements with awarding federal agencies on behalf of the Authority.

(b) The General Manager, Chief Executive Officer may execute grant contracts with the state of Ohio on behalf of the Authority.  
(Res. 2016-69. Passed 8-16-16.)

### **465.04 DOCUMENTS, REPORTS AND INFORMATION.**

(a) Information Required by the State of Ohio. The General Manager, Chief Executive Officer may furnish such additional information, assurances or other documentation, execute any and all documents or assurances and make such reports as is necessary and required by the state of Ohio for state grant funds on behalf of the Authority.  
(Res. 1992-17. Passed 1-21-92.)

### **(b) Information Required by the United States Government.**

- (1) The General Manager, Chief Executive Officer may execute and file assurances or other documents, and furnish such additional information as the awarding federal agencies may require in connection with federal grant applications on behalf of the Authority.
- (2) The General Manager, Chief Executive Officer may set forth and execute affirmative minority business policies in connection with the procurement needs for projects funded by federal grants.  
(Res. 1993-156. Passed 9-21-93; Res. 2016-69. Passed 8-16-16.)

### **465.05 ACCEPTANCE AND EXPENDITURE OF FUNDS.**

(a) The General Manager, Chief Executive Officer may accept federal funds from awarding federal agencies on behalf of the Authority and expend such funds in accordance with applicable law, regulations and grant agreements. (Res. 2007-165. Passed 11-20-07.)

## ATTACHMENT A to Resolution

(b) The General Manager, Chief Executive Officer may accept and receive funds from the state of Ohio and expend the same pursuant to the terms and conditions of corresponding grant contracts with the state of Ohio. (Res. 1992-17. Passed 1-21-92.)

(c) The General Manager, Chief Executive Officer may apply to the Northeast Ohio Areawide Coordinating Agency ("NOACA") and the Federal Transit Administration ("FTA") for funds allocated by NOACA, execute any necessary agreements with NOACA and FTA, accept federal funds from the FTA, received through agreements with NOACA, and expend such funds in accordance with applicable law, regulations and grant agreements. (Res. 1976-171. Passed 5-25-76.) (Res. 2016-69. Passed 8-16-16.)

### **465.06 PRIVATE GRANTS.**

The General Manager, Chief Executive Officer is hereby authorized to borrow or accept grants from private sources in accordance with state law. (Res. 2016-69. Passed 8-16-16.)

### **465.07 AUTHORITY OF ACTING GENERAL MANAGER, CHIEF EXECUTIVE OFFICER.**

In the absence of the General Manager, Chief Executive Officer, the Acting General Manager, Chief Executive Officer of the Authority is hereby authorized to perform any and all of the functions described in this chapter. (Res. 1992-17. Passed 1-21-92; Res. 1992-157. Passed 9-22-92; Res. 1992-158. Passed 9-22-92; Res. 2016-69. Passed 8-16-16.)



TITLE/DESCRIPTION:  APPROVING THE 2023 INTERNAL AUDIT PLAN	Resolution No.: 2023-17
	Date: February 23, 2023
	Initiator: Internal Audit
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

1.0 PURPOSE/SCOPE: This action will approve the Greater Cleveland Regional Transit Authority's ("Authority") 2023 Internal Audit Plan, as required by Article IX, Section 5 of the Bylaws of the Greater Cleveland Regional Transit Authority ("Bylaws") and Sections 262.07(a) and (d) of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book").

2.0 DESCRIPTION/JUSTIFICATION: The Institute of Internal Auditors' ("IIA") International Professional Practices Framework ("IPPF"), Standard 2010: Planning, provides that, "[t]he chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization's goals." The IIA's interpretation of that standard states that, "[t]o develop the risk-based plan, the chief audit executive consults with senior management and the board and obtains an understanding of the organization's strategies, key business objectives, associated risks, and risk management processes. The chief audit executive must review and adjust the plan, as necessary, in response to changes in the organization's business, risks, operations, programs, systems, and controls."

The internal audit plan is intended to ensure that internal audit coverage adequately examines areas with the greatest exposure to the key risks that could affect the Authority's ability to achieve its objectives. The preparation of the plan consists of a five-step process, including the identification of audit areas, establishment of risk-based audit priorities, allocation of resources, development of audit schedules, and formulation of the annual plan. Per the IPPF, Internal Audit considered feedback from the Board of Trustees, the General Manager, CEO, executive management and others. After Internal Audit met with the General Manager, CEO and each member of the executive management team to review their business objectives and organizational goals, Internal Audit aligned the plan with the Authority's Strategic Plan and Success Outcomes.

3.0 PROCUREMENT BACKGROUND: Does not apply.

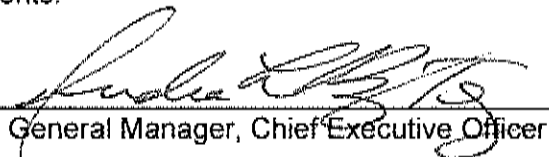
4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.

5.0 POLICY IMPACT: Adoption of the resolution will result in the Authority having a 2023 Internal Audit Plan approved in accordance with the Authority's Bylaws, Code Book and the IPPF's Planning standard.

6.0 ECONOMIC IMPACT: Does not apply.

- 7.0 ALTERNATIVES: Not adopting the resolution would leave the Authority without an approved Internal Audit Plan for 2023.
- 8.0 RECOMMENDATION: On February 22, 2023, the Audit, Safety Compliance and Real Estate Committee reviewed and discussed the 2023 Internal Audit Plan and referred it to the full Board. It is recommended that the resolution be adopted, approving the 2023 Internal Audit Plan.

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



---

General Manager, Chief Executive Officer

RESOLUTION NO. 2023-17

APPROVING THE 2023 INTERNAL AUDIT PLAN

WHEREAS, the Board of Trustees has been granted the power and authority, pursuant to Chapter 306 of the Ohio Revised Code, to manage and conduct the affairs of the Greater Cleveland Regional Transit Authority ("Authority"); and

WHEREAS, Article IX, Section 5 of the Authority's Bylaws provides that the Board of Trustees shall review and approve the internal audit plan; and

WHEREAS, Section 262.07(a) of the Authority's Codified Rules and Regulations ("Code Book") requires the Executive Director of Internal Audit to submit, at least annually, to the General Manager, CEO, executive management and the Board of Trustees a risk-based internal audit plan for review and approval; and

WHEREAS, Section 262.07(d) of the Code Book requires the Executive Director of Internal Audit to communicate to the General Manager, CEO, executive management and the Board of Trustees any significant interim changes to the internal audit plan; and

WHEREAS, the Executive Director of Internal Audit prepared an audit plan for 2023, consulted with and considered feedback from the Board of Trustees, the General Manager, CEO and executive management, in accordance with the professional standards of the Institute of Internal Auditors; and

WHEREAS, the Executive Director of Internal Audit has submitted the 2023 Internal Audit Plan to the General Manager, CEO and executive management; and

WHEREAS, the Executive Director of Internal Audit hereby submits the 2023 Internal Audit Plan for approval by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the 2023 Internal Audit Plan ("Plan"), which is substantially in the form of the attachment hereto, has been reviewed and approved, and the Executive Director of Internal Audit is hereby directed to inform the Board of Trustees, General Manager, CEO and executive management of any significant interim changes to the 2023 Internal Audit Plan.

Section 2. That this resolution shall be effective immediately.

Attachment: 2023 Internal Audit Plan

Adopted: February 28, 2023

\_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary-Treasurer

## 2023 Internal Audit Plan

Project	Budgeted Hours	Success Outcome(s)
<b><u>Consulting Projects</u></b>		
Change Order Committee	40	III
Data Analytics	20	III
Hiring Practices	150	III, IV
Insurance Application Support	100	III
RFP/IFB Competitiveness	80	III
Third-Party Risk Assessment	240	III
<b><u>Internal Audits</u></b>		
Accident/Incident Training and Discipline Outcomes	160	III, IV
Bus Stop/Rail Station Signage	200	I, II
Capital Planning Funding Process	150	II, III
Claims Process	200	III, IV
Compensation Study Implementation	120	III, IV
Customer Communication - Service Interruptions	250	I
Customer Service Center - Tower City	40	I, II, III
Electronic Funds Transfer Approval Process	40	III
Engineering Project Controls & Project Support	300	III
FMLA - Payroll Compliance	200	III, IV
Healthcare - Employee & Dependent Eligibility	200	III, IV
Overtime	80	III, IV
Petty Cash	40	III
Physical Inventory	100	III
PTASP - Configuration Management	400	III
PTASP - Internal Safety Audit Program	200	I, II, III, IV
Rail Yard Operations	100	III
Records Retention	60	III
Service Quality Field Supervision	250	I
Shelter Maintenance	150	I, II
Telephone Information Center - Complaint Process	150	I
TRACTION Performance Measurement	250	I, II, III, IV
Transit Police Overtime and Compensated Time	200	III, IV
Travel Reimbursement	120	III
Work Order Management	1000	III
Workers Compensation Claims Review	40	III
<b><u>Continuous Auditing</u></b>		
Accounts Payable	40	II, III
Accounts Receivable	40	II, III
Nepotism	40	IV
Paratransit Eligibility/Certification	40	I, II
Payroll	40	III, IV
Purchasing Card Expense	40	III, IV
Revenue Collection	40	III
Script Development	840	I, II, III, IV
<b><u>External Audits</u></b>		
Federal Transit Administration - Triennial Review	100	II, III

## 2023 Internal Audit Plan

Financial Audit Support	160	II, III
System Security Plan	200	I, II
<b>Project</b>	<b>Budgeted Hours</b>	<b>Success Outcome(s)</b>
<b><u>Information Technology Audits</u></b>		
Access Management	120	III
Accrued Leave Reconciliation	160	III, IV
Change and Patch Management	100	III
Consolidated Train Dispatch System	150	I, III, IV
Cyber Liability Assessment	100	III, IV
Information Technology Governance	80	III, IV
Information Technology Security	100	III, IV
Maintenance-Management System Upgrade	100	III, IV
Operator Time & Attendance System Upgrade	100	III, IV
Oracle System Upgrade/Migration	100	III, IV
Transit Police Body Worn Cameras	200	I, II, IV
TransitMaster Input Controls	150	III, IV
TransitMaster System Upgrade	100	III, IV
<b><u>Revenue Collection Audits</u></b>		
Fare Media Inventory	40	I, III
Paratransit - Third-Party Revenue Collection	300	I, III
Special Events Collection	40	I, III
<b><u>Contract Audits</u></b>		
Central Facilities Contract Management	150	III
City of Shaker Heights Maintenance Expense	200	II, III
Common Area Maintenance - Tower City	40	I, II, III
Compressed Natural Gas Vehicle Replacement	100	I, II, III
FOP and ATU Contract Implementation	100	III, IV
Healthcare Claims Expense Review	40	III
Locomotive Purchase	40	III
Paratransit Vehicle Replacement	40	I, II, III
Rail Vehicle Replacement	500	I, II, III
Railcar Mover Purchase	40	III
Supply Chain Contract Management	150	III
Trunk Line Signal Project	100	II, III
Waterfront Line Bridge Rehabilitation	100	I, II, III
Special Requests & Emerging Issues	2000	
<b><u>Success Outcomes</u></b>		
I. Customer Experience		
II. Community Value		
III. Financial Sustainability		
IV. Employee Engagement		

*"The chief audit executive must establish a risk-based plan to determine the priorities of the internal audit activity, consistent with the organization's goals" - Institute of Internal Auditors Professional Standards – Planning 2010.*



**THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
REPORT OF CASH RECEIVED COMPARED TO PRIOR YEAR - GENERAL FUND  
FOR THE PERIOD ENDED JANUARY 31, 2023 AND JANUARY 31, 2022**

	CURRENT MONTH	PRIOR YR MONTH	VARIANCE	% CHANGE	CURRENT % OF TOTAL	2022 YTD	VARIANCE	% CHANGE	CURRENT % OF TOTAL
<b>PASSENGER FARES:</b>									
CASH FARES	\$ 866,399	\$ 640,878	\$ 225,521	35.3%	3.29%	\$ 6,408,878	\$ 165,521	2.6%	3.29%
PASS/TICKET SALES	519,053	508,952	10,101	1.9%	3.12%	5,089,952	10,101	0.2%	3.12%
EMSD - STUDENT PARCARDS	2,896	8,238	(5,342)	(64.8%)	0.01%	8,238	(5,342)	(64.8%)	0.01%
MOBILE TICKETING	472,463	365,981	106,482	29.1%	0.00%	365,981	106,482	29.1%	0.00%
<b>SCB TOTAL PASSENGER FARES</b>	<b>1,860,811</b>	<b>1,524,049</b>	<b>336,762</b>	<b>22.1%</b>	<b>7.35%</b>	<b>1,524,049</b>	<b>336,762</b>	<b>22.1%</b>	<b>7.35%</b>
<b>OPERATING SUBSIDIES:</b>									
SALES & USE TAX	21,547,582	20,884,157	663,425	3.18%	87.93%	20,884,157	663,425	3.18%	87.93%
<b>SUBTOTAL OPERATING SUBSIDIES</b>	<b>21,547,582</b>	<b>20,884,157</b>	<b>663,425</b>	<b>3.18%</b>	<b>87.93%</b>	<b>20,884,157</b>	<b>663,425</b>	<b>3.18%</b>	<b>87.93%</b>
<b>OTHER REVENUE:</b>									
ADVERTISING/COMMISSIONS/COMMISSIONS	118,667	1,081,431	(962,764)	(88.8%)	0.48%	1,081,431	(962,764)	(88.8%)	0.48%
NAMING RIGHTS/LESS COMMISSIONS	94,228	179,429	(85,201)	(47.5%)	0.38%	179,429	(85,201)	(47.5%)	0.38%
RENTAL INCOME	34,725	27,408	7,317	26.7%	0.10%	27,408	7,317	26.7%	0.10%
INTEREST INCOME	90,631	2,466	87,765	3562.3%	0.37%	2,466	87,765	3562.3%	0.37%
OTHER	77,452	19,186	58,266	303.8%	0.32%	19,186	58,266	303.8%	0.32%
<b>SUBTOTAL OTHER REVENUE</b>	<b>485,703</b>	<b>1,310,520</b>	<b>(824,817)</b>	<b>(62.9%)</b>	<b>1.66%</b>	<b>1,310,520</b>	<b>(824,817)</b>	<b>(62.9%)</b>	<b>1.66%</b>
<b>REIMBURSEMENTS AND OTHER SOURCES OF CASH:</b>									
PUBLIC/PROPRY TAX REBUND	40,235	338,533	(298,298)	(88.1%)	0.16%	338,533	(298,298)	(88.1%)	0.16%
GRANT REIMBURSEMENT FEDERAL STATE LOCAL MATCH	660,521	-	660,521	-	2.70%	-	660,521	-	2.70%
PREVENTIVE MAINTENANCE FEDERAL STATE LOCAL MATCH	-	-	-	-	0.00%	-	-	-	0.00%
FEDERAL OPERATING ASSISTANCE	-	-	-	-	0.00%	-	-	-	0.00%
MISCELLANEOUS RECEIPTS	50,640	46,570	4,070	8.7%	0.20%	46,570	4,070	8.7%	0.20%
FEDERAL CARES ACT	-	-	-	-	0.00%	-	-	-	0.00%
FEDERAL CORSA4	-	-	-	-	0.00%	-	-	-	0.00%
FEDERAL ARP	-	-	-	-	0.00%	-	-	-	0.00%
COVID VACCINE - WORKSITE/CTR REIMBURSEMENT	-	-	-	-	0.00%	-	-	-	0.00%
<b>SUBTOTAL REIMBURSEMENTS AND OTHER SOURCES OF CASH</b>	<b>748,796</b>	<b>385,103</b>	<b>363,693</b>	<b>94.8%</b>	<b>3.06%</b>	<b>385,103</b>	<b>363,693</b>	<b>94.8%</b>	<b>3.06%</b>
<b>REVENUE STABILIZATION FUND:</b>									
TOTAL CASH RECEIVED - GENERAL FUND	\$ 24,584,890	\$ 24,103,629	\$ 481,261	1.99%	100.00%	\$ 24,103,629	\$ 481,261	1.99%	100.00%





**THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
REPORT OF CASH RECEIVED COMPARED TO BUDGET - GENERAL FUND  
FOR THE PERIOD ENDED JANUARY 31, 2023**

	BUDGET MONTH	CURRENT MONTH	VARIANCE	% CHANGE	CURRENT % OF TOTAL	YTD BUDGET	2023 YTD	VARIANCE	% CHANGE	CURRENT % OF TOTAL
<b>PASSENGER FARES</b>										
CASH FARES	\$ 500,000	\$ 806,399	\$ 306,399	61.28%	3.29%	\$ 500,000	\$ 806,399	\$ 306,399	61.28%	3.29%
PASS/TKET SALES	600,000	519,053	(80,947)	(13.49%)	2.12%	600,000	519,053	(80,947)	(13.49%)	2.12%
CMRD - STUDENT PARICARDS	1,000	2,096	1,096	-	0.00%	1,000	2,096	1,096	-	0.00%
UPASS	100,000	(185,969)	(185,969)	-	0.00%	100,000	(185,969)	(185,969)	-	0.00%
MOBILE TICKETING	353,591	472,463	118,872	33.62%	1.93%	353,591	472,463	118,872	33.62%	1.93%
<b>SUBTOTAL PASSENGER FARES</b>	<b>1,554,591</b>	<b>1,800,011</b>	<b>245,420</b>	<b>15.79%</b>	<b>7.35%</b>	<b>1,554,591</b>	<b>1,800,011</b>	<b>245,420</b>	<b>15.79%</b>	<b>7.35%</b>
<b>OPERATING SUBSIDIES:</b>										
SALES & USE TAX	21,260,072	21,547,582	287,510	1.35%	87.93%	21,260,072	21,547,582	287,510	1.35%	87.93%
<b>SUBTOTAL OPERATING SUBSIDIES</b>	<b>21,260,072</b>	<b>21,547,582</b>	<b>287,510</b>	<b>1.35%</b>	<b>87.93%</b>	<b>21,260,072</b>	<b>21,547,582</b>	<b>287,510</b>	<b>1.35%</b>	<b>87.93%</b>
<b>OTHER REVENUE</b>										
ADVERTISING/COMMISSIONS/COMMISSIONS	1,066,838	118,667	(948,171)	(89.08%)	0.48%	1,066,838	118,667	(948,171)	(89.08%)	0.48%
NAME/NG RIGHTS LESS COMMISSIONS	179,429	94,228	(85,201)	(47.48%)	0.38%	179,429	94,228	(85,201)	(47.48%)	0.38%
RENTAL INCOME	10,000	24,723	14,723	147.23%	0.10%	10,000	24,723	14,723	147.23%	0.10%
INTEREST INCOME	50,000	90,631	40,631	81.26%	0.37%	50,000	90,631	40,631	81.26%	0.37%
OTHER	40,000	77,452	37,452	93.63%	0.32%	40,000	77,452	37,452	93.63%	0.32%
<b>SUBTOTAL OTHER REVENUE</b>	<b>1,306,267</b>	<b>405,701</b>	<b>(900,566)</b>	<b>(70.31%)</b>	<b>1.64%</b>	<b>1,306,267</b>	<b>405,701</b>	<b>(900,566)</b>	<b>(70.31%)</b>	<b>1.64%</b>
<b>REIMBURSEMENTS AND OTHER SOURCES OF CASH:</b>										
FEDERAL/STATE TAX REFUNDS	300,000	40,235	(259,765)	(87.26%)	0.16%	300,000	40,235	(259,765)	(87.26%)	0.16%
GRANT REIMBURSEMENT (FEDERAL, STATE, LOCAL MATCH)	50,000	660,521	610,521	1221.04%	2.70%	50,000	660,521	610,521	1221.04%	2.70%
PREVENTIVE MAINTENANCE (FEDERAL, STATE, LOCAL MATCH)	-	-	-	-	0.00%	-	-	-	-	0.00%
FEDERAL OPERATING ASSISTANCE	-	-	-	-	0.00%	-	-	-	-	0.00%
MISCELLANEOUS RECEIPTS	135,000	50,040	(84,960)	(63.15%)	0.20%	135,000	50,040	(84,960)	(63.15%)	0.20%
FEDERAL CAREFAA	-	-	-	-	0.00%	-	-	-	-	0.00%
FEDERAL ASP	-	-	-	-	0.00%	-	-	-	-	0.00%
COVID VACCINE - WOLSTEIN CTR REIMBURSEMENT	-	-	-	-	0.00%	-	-	-	-	0.00%
<b>SUBTOTAL REIMBURSEMENTS AND OTHER SOURCES OF CASH</b>	<b>585,000</b>	<b>750,796</b>	<b>165,796</b>	<b>28.34%</b>	<b>3.06%</b>	<b>585,000</b>	<b>750,796</b>	<b>165,796</b>	<b>28.34%</b>	<b>3.06%</b>
<b>REVENUE STABILIZATION SUB-FUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CASH RECEIVED - GENERAL FUND</b>	<b>\$ 24,566,733</b>	<b>\$ 24,594,090</b>	<b>\$ 27,357</b>	<b>0.11%</b>	<b>100.00%</b>	<b>\$ 24,566,733</b>	<b>\$ 24,594,090</b>	<b>\$ 27,357</b>	<b>0.11%</b>	<b>100.00%</b>

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
SALES AND USE TAXES  
ACTUAL RECEIPTS THROUGH FEBRUARY 2023**

MONTH RECEIVED	2021 ACTUAL	2022 ACTUAL	2023 ESTIMATE	2023 MONTHLY ACTUAL VERSUS 2023 MONTHLY ESTIMATE		2023 VERSUS 2022 YTD % CHANGE		2023 YTD ACTUAL	2023 YTD % EST	2023 YTD % EST VARIANCE
				2023 MONTH % CHANGE	2023 MONTHLY ESTIMATE	2021 YTD ACTUAL	2022 YTD ACTUAL			
JANUARY	\$18,510,754	\$20,884,157	\$21,260,072	3.18%	1.35%	\$18,510,754	\$20,884,157	\$21,547,582	1.35%	3.18%
FEBRUARY	\$17,982,308	\$19,659,024	\$20,078,464	9.15%	6.87%	\$36,493,063	\$40,543,181	\$43,005,547	4.03%	6.07%
MARCH	\$20,664,567	\$23,821,641	\$24,250,431							
APRIL	\$16,791,242	\$18,479,425	\$18,812,054							
MAY	\$17,263,726	\$18,179,562	\$18,506,814							
JUNE	\$21,214,084	\$22,676,424	\$23,086,638							
JULY	\$20,766,582	\$22,245,190	\$22,645,603							
AUGUST	\$21,522,576	\$22,004,701	\$22,400,786							
SEPTEMBER	\$21,976,295	\$20,718,943	\$21,091,884							
OCTOBER	\$21,490,445	\$22,504,525	\$22,909,607							
NOVEMBER	\$20,326,433	\$21,022,885	\$21,222,252							
DECEMBER	\$20,832,735	\$22,755,868	\$22,773,184							
<b>TOTAL</b>	<b>\$239,341,749</b>	<b>\$254,954,365</b>	<b>\$259,038,785</b>					<b>\$43,005,547</b>		

**Summary:**

**Month**  
 9.15% (\$1,798,942) higher than February 2022 Actual  
 6.87% (\$1,378,502) higher than February 2023 estimate

**YTD**

6.07% (\$2,462,366) higher than 2022 Actual  
 4.03% (\$1,666,012) higher than 2023 estimate

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
INVENTORY OF TREASURY INVESTMENTS  
AS OF JANUARY 31, 2023**

FUND	PURCHASE DATE	MATURITY DATE	INSTRUMENT	INSTITUTION	TERM DAYS	TOTAL PRINCIPAL	ACCRUED INTEREST	AVERAGE DAYS TO MATURITY	AVERAGE YIELD
BOND RETIREMENT FUND	1/31/2023	2/1/2023	MONEY MARKET	HUNTINGTON BANK	1	\$4,851,800	\$0	1	3.39%
<b>TOTAL BOND RETIREMENT FUND</b>						<b>\$4,851,800</b>	<b>\$0</b>		<b>2.73%</b>
GENERAL FUND	1/31/2023	2/1/2023	MERCHANT ACCT-KEY MMKT	KEY BANK	1	\$76,339	\$0	1	0.35%
	3/1/2021	3/1/2024	FFCB	STIFEL NICOLAUS	1095	\$4,997,500	\$10,660	394	0.25%
	9/30/2021	9/30/2024	FHLB	STIFEL NICOLAUS	1095	\$3,000,000	\$14,583	605	0.57%
	1/27/2022	1/27/2025	FHLB	STIFEL NICOLAUS	1095	\$3,000,000	\$560	726	1.20%
	4/22/2002	4/22/2025	FHLB	STIFEL NICOLAUS	1095	\$3,000,000	\$25,000	811	3.00%
	6/27/2022	6/27/2025	FHLB	STIFEL NICOLAUS	1095	\$8,167,887	\$25,686	876	3.33%
	10/24/2022	10/24/2025	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$72,917	1026	5.25%
	1/31/2023	2/1/2023	STAR OHIO	STATE OF OHIO	1	\$17,534,098	\$0	1	4.72%
	1/31/2023	2/1/2023	EMPLOYEE ACTIVITY FUND	KEY BANK	1	\$57,812	\$0	1	0.35%
	1/31/2023	2/1/2023	PNC CUSTODY ACCOUNT	PNC BANK	1	\$281,400	\$0	1	3.67%
	1/31/2023	2/1/2023	SALES TAX ACCOUNT	HUNTINGTON BANK	1	\$13,445	\$0	1	3.39%
	1/31/2023	2/1/2023	KEY ECR	KEY BANK	1	\$2,716,627	\$0	1	0.35%
<b>TOTAL GENERAL FUND</b>						<b>\$47,846,107</b>	<b>\$149,347</b>		<b>3.22%</b>
INSURANCE FUND	1/31/2023	2/1/2023	STAR OHIO	STATE OF OHIO	1	\$5,179,540	\$0	1	4.72%
	1/31/2023	2/1/2023	KEY ECR	KEY BANK	1	\$98,276	\$0	1	0.35%
<b>TOTAL INSURANCE FUND</b>						<b>\$5,277,816</b>	<b>\$0</b>		<b>4.64%</b>
LAW ENFORCEMENT FUND	1/31/2023	2/1/2023	LAW ENFORCEMENT	KEY BANK-SWEEP	1	\$42,371	\$0	1	0.35%
	1/31/2023	2/1/2023	STAR OHIO	STATE OF OHIO	1	\$146,073	\$0	1	4.72%
<b>TOTAL LAW ENFORCEMENT FUND</b>						<b>\$188,444</b>	<b>\$0</b>		<b>3.51%</b>
LOCAL MATCH FUND	1/31/2023	2/1/2023	LOCAL MATCH-STAR OHIO	STATE OF OHIO	1	\$71,500,412	\$0	1	4.72%
	3/28/2022	6/28/2024	FHLB	STIFEL NICOLAUS	546	\$2,344,125	\$33,887	237	1.79%
	3/14/2022	3/10/2025	FFCB	STIFEL NICOLAUS	1090	\$4,981,225	\$83,890	767	2.00%
	5/24/2022	5/12/2025	FHLMC	STIFEL NICOLAUS	1083	\$9,997,110	\$66,083	890	3.06%
	6/27/2022	6/27/2025	FHLB	STIFEL NICOLAUS	1095	\$15,000,000	\$47,175	876	3.33%
	7/29/2022	4/24/2023	BAYER LANDBANK CP	HILLTOP SECURITIES	269	\$4,885,019	\$77,695	83	3.15%
	8/30/2022	8/28/2025	FHLB	STIFEL NICOLAUS	1095	\$15,000,000	\$310,000	940	4.00%
	9/30/2022	9/30/2025	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$91,972	972	4.30%
	10/24/2022	10/24/2025	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$72,917	995	5.25%
	10/27/2022	4/4/2025	FHLMC	STIFEL NICOLAUS	891	\$1,135,865	\$15,606	792	5.04%
	10/27/2022	10/27/2025	FHLB	STIFEL NICOLAUS	1094	\$2,077,920	\$27,733	998	5.04%
	10/28/2022	10/28/2025	FHLMC	STIFEL NICOLAUS	1294	\$1,498,500	\$20,188	999	5.14%
	12/16/2022	12/16/2024	FHLMC	HILLTOP SECURITIES	730	\$5,000,000	\$31,944	319	5.00%
	1/31/2023	2/1/2023	LOCAL MATCH-KEY ECR	KEY BANK-SWEEP	1	\$95,621	\$0	1	0.35%
	1/31/2023	2/1/2023	GRANT-ECR	KEY BANK	1	\$12,219	\$0	1	0.35%
	1/31/2023	2/1/2023	CATCH BASIN-KEY ECR	KEY BANK	1	\$102,010	\$0	1	0.35%
	1/17/2023	1/17/2025	FHLMC	HILLTOP SECURITIES	730	\$4,800,000	\$9,333		5.00%
<b>TOTAL LOCAL MATCH FUND</b>						<b>\$148,430,025</b>	<b>\$88,425</b>		<b>4.23%</b>

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
INVENTORY OF TREASURY INVESTMENTS  
AS OF JANUARY 31, 2023**

FUND	PURCHASE DATE	MATURITY DATE	INSTRUMENT	INSTITUTION	TERM DAYS	TOTAL PRINCIPAL	ACCRUED INTEREST	AVERAGE DAYS TO MATURITY	AVERAGE YIELD
PENSION FUND	1/31/2023	2/1/2023	KEY ECR	KEY BANK	1	\$80,565	\$0	1	0.35%
	1/31/2023	2/1/2023	STAR OHIO	STATE OF OHIO	1	\$1,255,470	\$0	1	4.72%
<b>TOTAL PENSION FUND</b>						<b>\$1,336,034</b>	<b>\$0</b>		<b>4.46%</b>
RTA CAPITAL FUND	1/31/2023	2/1/2023	KEY ECR	KEY BANK	1	\$570,129	\$0	1	0.35%
	5/2/2022	4/30/2024	US TREASURY NOTE	HILLTOP SECURITIES	513	\$4,994,198	\$31,944	239	2.56%
	3/25/2022	9/25/2024	FHLB	STIFEL NICOLAUS	913	\$1,845,375	\$28,058	601	1.85%
	3/28/2022	3/28/2024	FHLB	STIFEL NICOLAUS	454	\$1,845,375	\$24,930	421	1.70%
	8/26/2021	8/26/2024	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$9,376	570	0.43%
	9/30/2021	9/30/2024	FHLB	STIFEL NICOLAUS	1095	\$2,000,000	\$9,722	605	0.57%
	4/5/2021	4/5/2024	FFCB	STIFEL NICOLAUS	1095	\$2,000,000	\$2,145	429	0.33%
	3/4/2021	3/4/2024	FNMA	STIFEL NICOLAUS	1095	\$499,750	\$702	397	0.34%
						<b>\$18,754,827</b>	<b>\$106,878</b>		<b>1.26%</b>
	<b>TOTAL RTA CAPITAL FUND</b>								
RESERVE FUND									
TOTAL RTA CAPITAL FUND	3/9/2022	4/30/2023	US TREASURY NOTE	HILLTOP SECURITIES	416	\$4,941,900	\$1,597	89	1.15%
	3/23/2022	11/30/2023	US TREASURY NOTE	HILLTOP SECURITIES	616	\$4,875,994	\$21,806	303	2.09%
	4/14/2022	4/14/2025	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$39,740	804	2.63%
	5/23/2022	2/17/2023	BAYER LANDBANK CP	HILLTOP SECURITIES	270	\$4,922,108	\$72,988	18	2.11%
	5/31/2022	2/21/2023	NATIXUS CP	HILLTOP SECURITIES	266	\$4,921,812	\$72,310	21	2.15%
	6/30/2022	6/30/2025	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$105,000	850	3.50%
	7/29/2022	4/24/2023	BAYER LANDBANK CP	HILLTOP SECURITIES	269	\$4,885,019	\$77,695	84	3.01%
	9/30/2022	9/30/2025	FHLB	STIFEL NICOLAUS	1095	\$5,000,000	\$91,972	902	4.30%
	8/30/2022	8/28/2023	FHLB	HILLTOP SECURITIES	728	\$5,000,000	\$96,875	514	3.75%
	8/30/2022	8/28/2024	FHLB	HILLTOP SECURITIES	363	\$5,000,000	\$87,833	180	3.40%
	1/29/2021	12/9/2024	FFCB from GF	STIFEL NICOLAUS	1095	\$4,994,785	\$6,993	647	0.98%
	5/23/2022	5/23/2025	FHLB from GF	STIFEL NICOLAUS	1095	\$5,000,000	\$31,146	843	3.25%
	7/27/2022	5/22/2023	FNMA from GF	HILLTOP SECURITIES	299	\$4,895,431	\$27,788	112	2.85%
	8/26/2022	2/28/2024	FHLB from GF	HILLTOP SECURITIES	551	\$5,000,000	\$93,517	571	3.62%
	11/15/2021	11/15/2024	US TREASURY from GF	STIFEL NICOLAUS	1095	\$4,995,508	\$8,342	654	0.78%
	11/28/2022	11/28/2025	FHLMC	STIFEL NICOLAUS	1002	\$4,149,560	\$37,950	938	5.01%
	1/27/2023	1/27/2026	FHLMC	STIFEL NICOLAUS	1095	\$5,000,000	\$3,576	1090	5.15%
1/31/2023	2/1/2023	KEY ECR	KEY BANK	1	\$1,015,436	\$0	1	0.35%	
1/31/2023	2/1/2023	STAR OHIO	STATE OF OHIO	1	\$68,124,628	\$0	1	4.72%	
<b>TOTAL RESERVE FUND</b>					<b>\$152,722,160</b>	<b>\$877,047</b>		<b>3.70%</b>	
<b>TOTAL ALL FUNDS</b>					<b>\$379,406,235</b>	<b>\$2,021,697</b>	<b>337</b>	<b>3.73%</b>	

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
DEBT SERVICE SCHEDULE AND STATUS  
AS OF JANUARY 31, 2023**

Bonds	Final Maturity Date	Total Principal Outstanding 12/1/2022	Interest Payable 6/1/2023	Principal Payable 6/1/2023	Debt Service Requirement 6/1/2023	Interest Payable 12/1/2023	Principal Payable 12/1/2023	Debt Service Requirement 12/1/2023	Total Debt Requirement 2023
Series 2014A-Sales Tax Rev.	Dec. 2025	5,040,000.00	109,100.00	0.00	109,100.00	109,100.00	1,610,000.00	1,719,100.00	1,828,200.00
Series 2015-Sales Tax Rev.	Dec. 2026	15,935,000.00	398,375.00	0.00	398,375.00	398,375.00	3,700,000.00	4,098,375.00	4,496,750.00
Series 2016-Sales Tax Rev.	Dec. 2027	6,910,000.00	172,750.00	0.00	172,750.00	172,750.00	1,250,000.00	1,422,750.00	1,595,500.00
Series 2019-Sales Tax Rev.	Dec. 2030	10,030,000.00	250,750.00	0.00	250,750.00	250,750.00	1,060,000.00	1,300,750.00	1,551,500.00
<b>Total Bonds</b>		<b>\$37,915,000.00</b>	<b>\$930,975.00</b>	<b>\$0.00</b>	<b>\$930,975.00</b>	<b>\$930,975.00</b>	<b>\$7,610,000.00</b>	<b>\$8,540,975.00</b>	<b>\$9,471,950.00</b>

**Bond Retirement**  
**\$4,851,800**

**Current Balance (Set Aside for 2023)**

**Monthly Set Aside Required**  
**\$462,015**

**Monthly Set Aside Required**

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
SUMMARY OF INVESTMENT PERFORMANCE  
YEAR TO DATE THROUGH JANUARY 31, 2023**

MONTH	2023			2022			STANDARD YIELD #	MARKET YIELD #	
	AVERAGE BALANCE	INTEREST EARNED	AVERAGE YIELD	AVERAGE BALANCE	INTEREST EARNED	AVERAGE YIELD			
JANUARY	\$373,600,888	\$1,088,754	3.73%	\$286,544,522	\$37,367	0.19%	0.16%	0.01%	
FEBRUARY				\$300,470,796	\$41,380	0.25%	0.25%	0.01%	
MARCH				\$286,315,650	\$64,394	0.43%	0.42%	0.10%	
APRIL				\$298,367,804	\$109,508	0.58%	0.63%	0.10%	
MAY				\$346,505,648	\$283,066	1.05%	0.88%	0.50%	
JUNE				\$359,979,169	\$356,367	1.64%	1.26%	1.17%	
JULY				\$359,458,838	\$548,323	2.08%	1.64%	1.76%	
AUGUST				\$350,687,979	\$755,153	2.20%	2.09%	2.09%	
SEPTEMBER				\$363,347,871	\$508,240	2.69%	2.56%	2.78%	
OCTOBER				\$355,748,894	\$1,302,763	2.87%	3.08%	2.97%	
NOVEMBER				\$369,046,114	\$861,617	3.24%	3.57%	3.26%	
DECEMBER				\$376,464,232	\$1,146,716	3.60%	3.93%	4.17%	
YEAR TO DATE	373,600,888	\$1,088,754	3.73%	\$365,933,723	\$6,014,894	1.74%	1.71%	1.58%	
<b>RTA AVERAGE YIELDS OVER (UNDER) INDEX</b>								<b>0.03%</b>	<b>0.16%</b>

# Moving average coupon equivalent yields for 6 month Treasury Bills.

# Market Yield equals US Treasury Money Fund 7 Day Yield

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
REPORT ON INVESTMENT EARNINGS (CASH BASIS)**

**JANUARY 2023**

<b>BOND RETIREMENT FUND</b>		
HUNTINGTON MONEY MARKET		
	JANUARY 2023	
	2023 YEAR TO DATE	\$11,960.00
	2022 YEAR TO DATE	\$11,960.00
		\$77.37
<b>GENERAL FUND</b>		
HUNTINGTON-SALES TAX ACCOUNT		
STAROHIO		\$41.75
KEY BANK SWEEP ACCOUNT		\$63,088.58
FHLB		\$2,612.96
PNC CUSTODY ACCOUNT		\$18,000.00
MERCHANT ACCOUNT-KEY BANK SWEEP ACCOUNT		\$6,822.76
		\$64.73
	JANUARY 2023	
	2023 YEAR TO DATE	\$90,630.78
	2022 YEAR TO DATE	\$90,630.78
		\$2,866.36
<b>INSURANCE FUND</b>		
STAROHIO		
		<u>\$16,502.98</u>
	JANUARY 2023	
	2023 YEAR TO DATE	\$16,502.98
	2022 YEAR TO DATE	\$363.37
<b>LAW ENFORCEMENT FUND</b>		
KEY BANK SWEEP ACCOUNT		
STAROHIO		\$12.57
		<u>\$563.30</u>
	JANUARY 2023	
	2023 YEAR TO DATE	\$575.87
	2022 YEAR TO DATE	\$575.87
		\$4.79

**GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
REPORT ON INVESTMENT EARNINGS (CASH BASIS)  
JANUARY 2023**

<b>LOCAL MATCH FUND</b>		
STAROHIO-LOCAL MATCH		\$244,060.47
KEY BANK SWEEP ACCOUNT		<u>\$787.99</u>
		\$244,848.46
	JANUARY 2023	\$244,848.46
	2023 YEAR TO DATE	\$47,833.84
	2022 YEAR TO DATE	
<b>PENSION FUND</b>		
STAROHIO		\$4,841.48
KEY BANK SWEEP ACCOUNT		<u>\$27.36</u>
		\$4,868.84
	JANUARY 2023	\$4,868.84
	2023 YEAR TO DATE	\$109.39
	2022 YEAR TO DATE	
<b>EMPLOYEE ACTIVITY ACCOUNT</b>		
KEY BANK MONEY MARKET		\$19.76
		<u>\$19.76</u>
		\$19.76
	JANUARY 2023	\$19.76
	2023 YEAR TO DATE	\$0.74
	2022 YEAR TO DATE	
<b>RTA CAPITAL FUND</b>		
KEY BANK SWEEP ACCOUNT		\$193.66
		<u>\$193.66</u>
		\$193.66
	JANUARY 2023	\$193.66
	2023 YEAR TO DATE	\$48.42
	2022 YEAR TO DATE	



GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
 REPORT ON INVESTMENT EARNINGS (CASH BASIS)  
 JANUARY 2023

RESERVE FUND  
 STAROHIO  
 KEY BANK SWEEP ACCOUNT

\$273,224.17  
\$525.18  
 \$273,749.35  
 \$273,749.35  
 \$48,618.61

JANUARY 2023  
 2023 YEAR TO DATE  
 2022 YEAR TO DATE

TOTAL ALL FUNDS

\$643,349.70  
 \$643,349.70  
 \$99,922.89

JANUARY 2023  
 2023 YEAR TO DATE  
 2022 YEAR TO DATE

2023 YEAR  
 TO DATE

INTEREST RECEIVED (CASH BASIS)

JANUARY  
 \$643,350

\$643,350

ACCRUED INTEREST:

BEGINNING:

(\$1,576,293)

(\$1,576,293)

ENDING:

\$2,021,697

\$2,021,697

INTEREST INCOME EARNED:

\$1,088,754

\$1,088,754

AVERAGE INVESTMENT BALANCE (COST):

\$373,600,888

\$373,600,888

AVERAGE YIELD ON INVESTMENTS:

3.73%

3.73%

**COMPOSITION OF INVESTMENT PORTFOLIO**  
**AS JANUARY 31, 2023**

Instrument	PRINCIPAL	FACE	PERCENT OF	AVERAGE	AVERAGE
	AMOUNT	AMOUNT	TOTAL	YIELD	MATURITY
Money Market Account	\$5,266,485	\$5,280,796	1.39%	0.27%	1
Key Bank Sweep Account	\$42,371	\$42,371	0.01%	0.35%	1
Star Ohio	\$163,740,221	\$163,740,221	43.16%	4.72%	1
Earnings Credit Rate Account	\$4,690,883	\$4,690,883	1.24%	0.35%	1
Commercial Paper	\$19,613,958	\$20,000,000	5.17%	1.33%	9
U.S. Government Securities	\$186,052,317	\$186,400,000	49.04%	3.08%	675
<b>Total Investment Portfolio</b>	<b><u>\$379,406,234</u></b>	<b><u>\$380,154,270</u></b>	<b><u>100.00%</u></b>	<b><u>3.73%</u></b>	<b><u>337</u></b>

Greater Cleveland Regional Transit Authority  
 Banking and Financial Relationships  
 As of January 31, 2023

Bank/Financial Institution	Nature of relationship
Key Bank	Main banking services
PNC Bank	Custodial Account and Credit card
Fifth Third	Escrow Account
Huntington Bank	Bond Retirement and Sales Tax Account Underwriter STAR Ohio-investments
Bank of New York Mellon	Bond Registrar
BMO Harris Bank	Fuel Hedge

**NOTE:**

This information is being provided for applicable individuals to be in compliance with:

- Ohio Revised Code Sections 102.03(D) and (E)
- Ohio Ethics Commission Informal Opinion Number 2003-INF-0224-1
- Ohio Ethics Commission Staff Advisory Opinion to Sheryl King Benford (DGM - Legal Affairs) dated May 6, 2020
- Ohio Ethics Commission Opinion Number 2011-08
- Ohio Ethics Commission Staff Advisory Opinion to R. Brent Minney dated March 27, 2012

Please refer to Chapter 656 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority (Travel Policy), Administrative Procedure 024 and Board of Trustees Resolution No. 2020-80 for additional information.