

RESOLUTION NO. 1999- 147

AMENDING THE POLICIES AND PROCEDURES OF THE
BOARD OF TRUSTEES OF THE GREATER CLEVELAND REGIONAL
TRANSIT AUTHORITY TO CONFORM TO THE AUTHORITY'S
MANAGEMENT AND ADMINISTRATION REORGANIZATION PLAN

WHEREAS, the Management and Administration of the Greater Cleveland Regional Transit Authority was substantially reorganized in 1999 by the Authority by changing the titles, functions, powers and duties of the various offices and officers and Management personnel of the Authority; and

WHEREAS, such reorganization and changes affect the Policies and Procedures of the Board of Trustees of the Greater Cleveland Regional Transit Authority, as the same are codified and published.

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

Section 1. That the Policies and Procedures of the Board of Trustees of the Greater Cleveland Regional Transit Authority are hereby amended as follows:

- (1) All references to the "Legal Division" of the Authority are hereby changed to the "Legal Affairs Division" of the Authority.
- (2) All references to the "Marketing and Development Division" of the Authority are hereby changed to the "Development Division" of the Authority.
- (3) All references to the "Assistant General Manager-Legal" are hereby changed to the "Deputy General Manager-Legal Affairs".
- (4) All references to the "Assistant General Manager-Finance and Administration" are hereby changed to the "Deputy General Manager-Finance and Administration".
- (5) All references to the "Assistant General Manager-Operations" are hereby changed to the "Deputy General Manager-Operations".
- (6) All references to the Assistant General Manager-Marketing and Development" are hereby changed to the "Deputy General Manager-Development".
- (7) All references to the Assistant General Manager or Assistant General Managers are hereby changed to Deputy General Manager and Deputy General Managers, respectively. All references to the "Deputy General Manager", antedating the effective date of this resolution, shall be eliminated from the Policies and Procedures or amended as provided elsewhere in this resolution.
- (8) All references to the "Office of Equal Opportunity (OEO)" are hereby changed to the "Office of Small Business and Employment Opportunity".
- (9) All references to the "Director of the Office of Equal Opportunity" are hereby changed to the "Executive Director of the Office of

Small Business and Employment Opportunity”.

- (10) All references to “Assistant General Manager-Human Resources” are hereby changed to the “Director of Human Resources”.

- (11) Section 222.01 of the Administration Code, presently reading as follows:

222.01 MORAL CLAIMS COMMITTEE.

(a) There is hereby established a Moral Claims Committee for reviewing the facts upon which alleged moral claims are presented against the Authority. Such Committee shall consist of the Assistant General Manager-Legal, the Assistant General Manager-Finance and Administration and the Personnel Director.

(b) Claims of the character provided for in subsection (a) hereof shall be referred to such Committee, and it shall be the duty of the Committee to investigate the facts on which such claims rest and to report to the Board of Trustees the findings of fact, together with recommendations based thereon.

(c) Any claim recommended to be paid of not more than one thousand dollars (\$1,000) shall be paid by the Assistant General Manager-Finance and Administration upon action of the Committee. All other claims recommended by the Committee to be paid shall be paid after approval of the Board by resolution duly adopted as required by law. (Res. 1976-288. Passed 9-7-76; Rec. 1977-22. Passed 1-11-77).

is hereby amended to read as follows:

222.01 MORAL CLAIMS COMMITTEE.

(a) There is hereby established a Moral Claims Committee for reviewing the facts upon which alleged moral claims are presented against the Authority. Such Committee shall consist of the Deputy General Manager-Legal Affairs, the Deputy General Manager-Finance and Administration and the Director of Human Resources.

(b) Claims of the character provided for in subsection (a) hereof shall be referred to such Committee, and it shall be the duty of the Committee to investigate the facts on which such claims rest and to report to the Board of Trustees the findings of fact, together with recommendations based thereon.

(c) Any claim recommended to be paid of not more than one thousand dollars (\$1,000) shall be paid by the Deputy General Manager-Finance and Administration upon action of the Committee. All other claims recommended by the Committee to be paid shall be paid after approval of the Board by resolution duly adopted as required by law.

(12) Section 240.01 of the Administration Code, presently reading as follows:

240.01 ESTABLISHMENT; COMPOSITION.

(a) There is hereby established an Executive Management Team to conduct the operational and financial affairs of the Authority, to be composed of the following members:

- General Manager/Secretary-Treasurer
- Deputy General Manager
- Assistant General Manager-Legal
- Assistant General Manager- Operations
- Assistant General Manager-Finance and Administration
- Assistant General Manager -Marketing and Development
- Assistant General Manager-Materiel

(b) The General Manager/Secretary-Treasurer is hereby authorized to add to, or delete from, the membership set forth in subsection (a) hereof, as and when he or she sees fit to do so.

Is hereby amended to read as follows:

240.01 ESTABLISHMENT; COMPOSITION.

(a) There is hereby established an Executive Management Team to conduct the operational and financial affairs of the Authority, to be composed of the following members:

- General Manager/Secretary-Treasurer
- Deputy General Manager-Operations
- Deputy General Manager-Finance and Administration
- Deputy General Manager-Development
- Deputy General Manager-Legal Affairs
- Executive Director of Internal Audit
- Executive Director of the Office of Organizational Planning and Development
- Executive Director of the Office of Small Business and Employment Opportunity
- Executive Director of the Office of External Affairs
- Executive Director of the Euclid Corridor Improvement Project

(b) The General Manager/Secretary-Treasurer is hereby authorized to add to, or delete from, the membership set forth in subsection (a) hereof, as and when he or she sees fit to do so.

- (13) Section 280.01 of the Administration Code is hereby enacted to read as follows:

280.01 COMPOSITION.

The Operations Division comprises the following components:

- (a) The Service Management Department;
- (b) Six District Directors;
- (c) The Fleet Management Department (comprising the Inventory and the Technical Services Sections); and
- (d) The Transit Police Department.

- (14) Section 280.02 of the Administration Code is hereby enacted to read as follows:

280.02 DEPUTY GENERAL MANAGER-OPERATIONS

There is hereby established in the Operations Division the unclassified position of Deputy General Manager-Operations, within the executive management structure.

- (15) New Section 284.01 of the Administration Code is hereby enacted to read as follows:

284.01 COMPOSITION.

The Legal Affairs Division comprises the following components:

- (a) The Legal Department;
- (b) The Risk Management Department (comprising the Safety, the Claims and the Workers Compensation Sections) and;
- (c) The Property Management Department.

- (16) Former Section 284.01 of the Administration Code (Composition), reading as follows:

284.01 COMPOSITION.

(a) There is hereby established in the Legal Division the unclassified position of Assistant General Manager-Legal within the executive management structure.
(Res. 1988-39. Passed 2-16-88)

(b) There are hereby established in the Legal Division the positions of Deputy General Counsel, First Associate General Counsel and Associate General Counsel, in such numbers as determined by the Board of Trustees. (Res. 1986-248. Passed 8-5-86)

is hereby renumbered as Section 284.02 and amended to read as follows:

284.02 COMPOSITION.

(a) There is hereby established in the Legal Affairs Division the unclassified position of Deputy General Manager-Legal Affairs, within the executive management structure.

(b) There are hereby established in the Legal Affairs Division the positions of Senior Counsel-Labor and Administrative Law; Senior Counsel-Contracts and Real Estate; Senior Counsel-Litigation; and Associate Counsel. Such positions shall be staffed in such manner as may be authorized by the Board of Trustees and the General Manager/Secretary-Treasurer.

(17) Former Section 284.02 of the Administration Code (OUTSIDE COUNSEL; FEES) is hereby renumbered as new Section 284.03.

(18) Section 288.01 of the Administration Code is hereby enacted to read as follows:

288.01 COMPOSITION.

The Development Division comprises the following components:

- (a) The Programming and Planning Department;
- (b) The Marketing and Communications Department, which comprises the Research and Community Relations Sections;
- (c) The Engineering and Project Development Department; and
- (d) The Project Support Department.

(19) Section 288.02 of the Administration Code is hereby enacted to read as follows:

288.02 DEPUTY GENERAL MANAGER-DEVELOPMENT.

There is hereby established in the Development Division the unclassified position of Deputy General Manager-Development, within the executive management structure.

(20) Section 293.01 of the Administration Code is hereby enacted to read as follows:

293.01 SUPERVISION.

The Office of Organizational Planning and Development will report to the General Manager/Secretary-Treasurer.

(21) Section 293.02 of the Administration Code is hereby enacted to read as follows:

293.02 DIVISIONS.

The Office of Organizational Planning and Development comprises the following components:

- (a) The Business Planning Section;
- (b) The Organizational Development Section;
- (c) The Employee Development Section; and
- (d) The Customer Service Center.

(22) Section 293.03 of the Administration Code is hereby enacted to read as follows:

293.03 DIRECTOR.

There is hereby established the unclassified position of Executive Director of the Office of Organizational Planning and Development.

(23) Section 295.01 of the Administration Code is hereby enacted to read as follows:

295.01 SUPERVISION.

The Office of External Affairs will report to the General Manager/Secretary-Treasurer.

(24) Section 295.02 of the Administration Code is hereby enacted to read as follows:

295.02 SECTIONS.

The Office of External Affairs comprises the following components:

- (a) The Governmental Relations Section; and
- (b) The Media Relations Section.

(25) Section 295.03 of the Administration Code is hereby enacted to read as follows:

295.03 DIRECTOR.

There is hereby established the unclassified position of Director of the Office of External Affairs.

(26) Section 460.11(a)(2) of the Finance Code, presently reading as follows:

**460.11 DECLARATIONS OF OFFICIAL INTENT AND ALLOCATIONS
RE REIMBURSEMENT OF TEMPORARY ADVANCES FOR
CAPITAL EXPENDITURES FROM SUBSEQUENT BORROWINGS.**

(a) Definitions. As used in this section:

- (2) "Authorized officer" means the General Manager/Secretary-Treasurer or the Deputy General Manager of the Authority and any person with authority at the time to exercise functions of the respective office.

is hereby amended to read as follows:

**460.11 DECLARATIONS OF OFFICIAL INTENT AND ALLOCATIONS
RE REIMBURSEMENT OF TEMPORARY ADVANCES FOR
CAPITAL EXPENDITURES FROM SUBSEQUENT BORROWINGS.**

(a) Definitions. As used in this section:

(2) "Authorized officer" means the General Manager/
Secretary-Treasurer of the Authority and any person with
authority at the time to exercise the function of the office.

(27) Section 622.01 (a) of the Personnel Code, presently reading as follows:

**622.01 AUTHORITY OF GENERAL MANAGER/SECRETARY-TREASURER
AND BOARD OF TRUSTEES; APPEALS.**

(a) The General Manager/Secretary-Treasurer is hereby authorized to appoint individuals to, and remove individuals from, the positions of Deputy General Manager, all Assistant General Managers (including, but not limited to, the Assistant General Manager-Operations, the Assistant General Manager-Finance and Administration, the Assistant General Manager-Marketing and Development and the Assistant General Manager-Legal), the Director of Personnel, the Director of Construction Management and Engineering, the Director of Security/RTA Police Department, the Director of Governmental Relations, the Director of the Office of Equal Opportunity, and the Assistant Secretary-Treasurer.

Is hereby amended to read as follows:

**622.01 AUTHORITY OF GENERAL MANAGER/SECRETARY TREASURER
AND BOARD OF TRUSTEES; APPEALS.**

(a) The General Manager/Secretary-Treasurer is hereby authorized to appoint individuals to, and remove individuals from, the positions of Deputy General Managers (including, but not limited to, the Deputy General Manager-Operations, the Deputy General Manager-Finance and Administration, the Deputy General Manager-Development, and the Deputy General Manager-Legal Affairs), the Director of Security/RTA Police Department, the Executive Director of External Affairs, the Executive Director of the Office of Small Business and Employment Opportunities, the Executive Director of Office of Organizational Planning and Development, the Executive Director of Euclid Corridor Improvement Project, and the Assistant Secretary-Treasurer.

Section 2. That until June 1, 2000, the General Manager/Secretary Treasurer is hereby authorized to implement any other changes not addressed herein so as to conform to those aspects of the Management and Administration Reorganization Plan of the Authority that are not specifically addressed in this resolution.

Section 3. That the General Manager/Secretary-Treasurer shall undertake a comprehensive review of the Policies and Procedures of the Board of Trustees of the GCRTA and submit to the Board, not later than June 1, 2000, all necessary amendments not contained herein to conform such Code to the Authority's Management and Administration Reorganization Plan.

Section 4. That any conflicts between the provisions of the Policies and Procedures of the Board of Trustees of the Greater Cleveland Regional Transit Authority previously adopted by the Board, and the amendments contained herein, that arose prior to the adoption of this resolution, shall be resolved in favor of the amendments contained herein.

Section 5. That any conflicts between the provisions of the Policies and Procedures of the Board of Trustees of the Greater Cleveland Regional Transit Authority, previously adopted by the Board, and the Authority's Reorganization Plan, shall be resolved in favor of the Reorganization Plan until such time as the revised Policies and Procedures are presented to the Board.

Section 6. That all formal action of this Board concerning and relating to the adoption of this resolution was performed in an open meeting of this Board and that all deliberations of this Board or any of its committees that resulted in such actions were in meetings open to the public in compliance with all legal requirements established by Section 121.22 of the Ohio Revised Code.

Section 7. That this resolution shall become effective immediately upon its adoption.

ADOPTED:

October 26, 1999



PRESIDENT

ATTEST:



General Manager/Secretary-Treasurer