

RESOLUTION NO. 2017-55

AMENDING CHAPTER 242, "CEO, GENERAL MANAGER/SECRETARY-TREASURER" OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees the Authority codified the resolutions establishing its policies and procedures; and

WHEREAS, over the years, many of the resolutions have been amended; and

WHEREAS, at the present time, the Authority deems it necessary to review, revise and update the codified rules and regulations; and

WHEREAS, the Authority has conducted a review and determined that certain portions of Chapter 242, CEO, General Manager/Secretary-Treasurer must be revised.

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

Section 1. That Section 242.01 is hereby amended to read as follows:

242.01 ISSUANCE OF REPORTS TO BOARD OF TRUSTEES.

(a) The CEO, General Manager/Secretary-Treasurer shall prepare and provide to the Board of Trustees a quarterly report reflecting the performance of the system as measured against performance goals. This report may contain financial analyses, success factors, DBE participation and performance of the capital program. Such report shall be delivered to the Board not later than sixty business days after the close of each fiscal quarter.

(b) The CEO, General Manager/Secretary-Treasurer shall prepare and provide to the Board monthly reports on the Authority's performance. Such reports shall contain information reflecting management activities in furtherance of Board initiatives and policies on key issues facing the Authority. Such reports may also include revenues, sales tax, investments and debt service. Such reports shall be delivered to the Board not later than thirty business days after the end of each month.

Section 2. That Section 242.02 is hereby amended to read as follows:

242.02 ORIENTATION PACKAGE FOR NEW BOARD MEMBERS.

The CEO, General Manager/Secretary-Treasurer shall assemble, compose and supply an orientation package to newly-appointed members of the Board of Trustees.

Section 3. That Section 242.03 is hereby repealed.

Section 4. That Section 242.04 is hereby re-numbered as Section 242.03 and amended to read as follows:

242.03 INCIDENTAL EXPENSES.

(a) Incidental expenses incurred by the CEO, General Manager/Secretary-Treasurer in accordance with the Rules and Guidelines Governing Incidental Expenses adopted by the Board of Trustees, in the course of transacting official business, are expenditures necessary to further the public purpose of operating a regional transit system.

(b) All expenditures made pursuant to this section and the Rules and Guidelines set forth below shall be made from the General Fund of the Authority.

(c) The CEO, General Manager/Secretary-Treasurer will develop guidelines to administer the policy. Any changes to the Rules and Guidelines set forth below shall be subject to the review and approval of the Board of Trustees.

(d) Rules and Guidelines Governing Incidental Expenses for the CEO, General Manager/Secretary-Treasurer

These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the CEO, General Manager/Secretary-Treasurer while conducting official business.

(e) General Rules.

(1) Spending Authority. The authority to incur expenses is expressly limited to the CEO, General Manager/Secretary-Treasurer, and/or an employee or Board member authorized and designated by the CEO, General Manager/Secretary-Treasurer to incur said expenses on his/her behalf.

(2) Obligation. The CEO, General Manager/Secretary-Treasurer, while on official business, is expected to exercise the same care in incurring expenses that a prudent person would exercise.

(3) Eligible Expenses. Expenses are confined to those expenses essential to the transacting of official business. These expenses can be incurred within, or outside, Cuyahoga County. The expenses can include expenses for meetings with Authority employees and employee activities.

(4) Maximum Allowance. The maximum allowable expenses are limited to twenty thousand dollars (\$20,000), or the amount approved by the Board of Trustees in the annual budget, on a calendar year basis.

(f) Allowable Expenses.

(1) Meals. Cost of any meals or meeting refreshments for the CEO, General Manager/Secretary-Treasurer's business guests. This may include Authority employees and/or Board members.

(2) Taxicabs.

(3) Parking and Tolls.

- (4) Telephone Calls and Postage.
- (5) Rental of Equipment. Rental of temporary meeting area or rental of a temporary office facility necessary to conduct official business.
- (6) Supplies.
- (7) Miscellaneous. Any other expenses not listed above which are essential to the transacting of official business and employee activities.
- (8) Gratuities. The prevailing hospitality rate (excluding tax).

(g) Nonallowable Expenses.

- (1) Alcoholic beverages, entertainment.
- (2) Costs incurred under these guidelines relating to relatives, spouses or any other individuals not engaged in official business.

(h) Delegation of Authority. The CEO, General Manager/Secretary-Treasurer may delegate authority to incur incidental expenses to an employee or Board member designated by the CEO, General Manager/Secretary-Treasurer to act on his or her behalf.

(i) Interpretation. This incidental expense policy is not intended to supersede current guidelines for travel expenses. All travel by the CEO, General Manager/Secretary-Treasurer is to continue to be submitted on the proper travel and expense report.

Section 5. That Section 242.05 is hereby repealed.

Section 6. That Section 242.06 is hereby renumbered as 242.04 and amended to read as follows:

242.04 AUTHORITY REGARDING PILOT PROGRAMS.

(a) The CEO, General Manager/Secretary-Treasurer may enter into pilot programs that encourage new and innovative activities and ancillary services; that enhance the image of the Authority; that improve the financial health of the Authority and that focus on the convenience of the customers thereby helping retain and promote ridership.

(b) The CEO, General Manager/Secretary-Treasurer is hereby authorized to enter into contracts in furtherance of the Pilot Program, which contracts shall not exceed twelve months in duration or the small purchase limit described in the Procurement Policy. If the Pilot Program deliverable is determined to be both useful and needed, it shall be procured through the appropriate procurement process.

Section 7. That Section 242.07 is hereby repealed.

Section 8. That Section 242.08 is hereby renumbered as 242.05 and amended to read as follows:

242.05 TRAVEL EXPENSES FOR NON-EMPLOYEES.

The CEO, General Manager/Secretary-Treasurer is authorized to expend up to ten thousand dollars (\$10,000) annually for travel expenses incurred by individuals who are not employees nor under contract with the Authority, consistent with expenses allowable under the GCRTA Travel Policy and Procedures, to conduct official business for the GCRTA.

Section 9. That a new Section 242.06 is hereby enacted to read as follow:

242.06 EXPENDITURES FOR EMPLOYEE ACTIVITIES AND PROGRAMS

(a) Expending revenue generated by employee use of vending machines for District Council activities, and other employee activities, including but not limited to, employee appreciation and recognition programs, serves a public purpose by advancing the mission and operation of the Authority.

(b) The CEO, General Manager/Secretary-Treasurer is authorized to use funds generated from employee use of vending machines for employee activities and programs, including the District Councils or any successor program, and other employee activities including, but not limited to, employee recognition and appreciation programs.

(c) The total expenditures for employee activities authorized by this section shall not exceed the funds received from sales generated by employee use of the vending machines.

(d) The CEO, General Manager/Secretary-Treasurer is authorized to issue administrative procedures to implement this policy.

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

Adopted: July 18, 2017



President

Attest: 

CEO, General Manager/Secretary-Treasurer



TITLE/DESCRIPTION: AMENDING CHAPTER 242, "CEO, GENERAL MANAGER/ SECRETARY-TREASURER" OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2017- 55
	Date: July 13, 2017
	Initiator: Legal
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 242 of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit 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 has been updated periodically. It is now time for a comprehensive review and update so that the updated Code will conform to the current structure and operations of the Authority.

Chapter 242 is being updated to reflect the current responsibilities of the CEO, General Manager/Secretary-Treasurer. Sections 242.03, 242.05 and 242.07 are being moved to other chapters of the code. The remaining sections are being re-numbered and a new section 242.06 is being added to codify the provisions of Resolution 2013-066, which provided for expenditures for employee activities and programs.
- 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 a clear, accurate and current policy.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in Chapter 242 remaining out of date.
- 8.0 RECOMMENDATION: It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS: Redline copy of revisions to Chapter 242.

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



 CEO, General Manager/Secretary-Treasurer

CHAPTER 242
CEO, General Manager/Secretary-
Treasurer

- 242.01 Issuance of reports to Board of Trustees.
242.02 Orientation package for new
Board members.
~~242.03 Acceptance and expenditure of Federal funds.~~
~~242.04~~242.03 Incidental expenses.
~~242.05 Authority re public auctions of scrap or obsolete, nonrevenue vehicles or
other items.~~
~~242.06~~242.04 Authority re Pilot Programs.
~~242.07 Authority to suspend collection of fares during times of emergency.~~
~~242.08~~242.05 Travel expenses for non- employees.

CROSS REFERENCES

Secretary-Treasurer - see Ohio R.C. 306.33

Duties of Secretary; bond, deposit and disbursement of funds - see Ohio R.C.
306.42

CEO, General Manager/Secretary-Treasurer generally - see Bylaws Art. II, Sec.
8

Absence at Board meetings - see Bylaws Art. III, Sec. 8

Authority re administration and employment - see Bylaws Art. VIII, Sec. 1

As member of Executive Management Team - see ADM. 240.01

Authority re appointments and promotions - see PERS. 622.01

Authority re reward program - see VEH. & OP. 852.01

Procurement Policy - see ADM. 410

242.01 ISSUANCE OF REPORTS TO BOARD OF TRUSTEES.

(a) The CEO, General Manager/Secretary-Treasurer shall prepare and provide to the Board of Trustees a ~~comprehensive Quarterly Performance Report~~quarterly report reflecting the performance of the system as measured against performance goals. ~~This Report shall~~report may contain measures including, but not limited to, on-time performance, revenue miles between road calls, farebox ratio, revenue miles per total employees, average weekday rides per capita and net income (deficit)financial analyses, success factors, DBE participation and performance of the capital program. Such ~~Reports~~report shall be delivered to the Board not later than ~~thirty~~sixty business days after the close of each fiscal quarter.

(b) The CEO, General Manager/Secretary-Treasurer shall prepare and provide to the Board a ~~Monthly Operating Report, including, but not limited to, such performance measures as~~ on-time performance, revenue miles between road calls,

~~farebox ratio, revenue miles per total employees, average weekday rides per capita and net income (deficit) monthly reports on the Authority's performance. Such reports shall also contain information reflecting management activities in furtherance of Board initiatives and policies on key issues facing the Authority. Such reports may also include revenues, sales tax, investments and debt service. Such reports shall be delivered to the Board not later than fifteen-thirty business days after the end of each month.~~

~~(c) The General Manager/Secretary-Treasurer shall prepare and provide to the Board a Semiannual Management Personnel Summary, including, but not limited to, a complete organization chart of all personnel in positions Grade D and above, all personnel in unclassified positions and a record of all salaries, hirings, firings, promotions, demotions and retirements pertaining to these positions. Such Summaries shall be delivered to the Board not later than thirty days after the end of the second and fourth fiscal quarters.~~

~~(Res. 1988-44. Passed 2-16-88. Res. 2017-XXX. Passed XX-XX-2017)~~

242.02 ORIENTATION PACKAGE FOR NEW BOARD MEMBERS.

The CEO, General Manager/Secretary-Treasurer shall assemble, compose and supply an orientation package to newly-appointed members of the Board of Trustees, ~~an~~ orientation package, including, but not limited to, the following:

- ~~(a) The three most recent Annual Reports; (b) The four most recent Quarterly Reports; (c) — A complete organization chart;~~
- ~~(d) The most recent annual budget;~~
- ~~(e) An historical perspective on the Authority; and~~
- ~~(f) Information on current issues and trends in the transit industry. (Res. 1988-45. Passed 2-16-88. Res. 2017-XXX. Passed XX-XX-17)~~

~~242.03 ACCEPTANCE AND EXPENDITURE OF FEDERAL FUNDS.~~

~~The General Manager/Secretary-Treasurer is hereby authorized to accept Federal funds from the Urban Mass Transportation Administration, received through the agreements with the Northeast Ohio Areawide Coordinating Agency, and to expend such funds for specific purposes as authorized by the Board of Trustees. (Res. 1976-171. Passed 5-25-76.)~~

~~242.04~~242.03 INCIDENTAL EXPENSES.

~~(a) The Rules and Guidelines Governing Incidental Expenses for the General Manager/Secretary-Treasurer, as set forth below, are hereby adopted as the policy of the Authority.~~

~~(ba) The Board has determined that such incidental Incidental expenses incurred by the CEO, General Manager/Secretary-Treasurer in accordance with the Rules and Guidelines Governing Incidental Expenses adopted by the Board of Trustees, in the course of transacting official business, are expenditures necessary to further the public purpose of operating a regional transit system.~~

~~(c) The total allowable incidental expense reimbursements permitted by such Rules and Guidelines shall not exceed twenty thousand dollars (\$20,000), or the amount approved by the Board of Trustees in the annual budget, on a calendar year basis.~~

~~(d) Such Rules and Guidelines shall be applicable only to expenses incurred by the General Manager/Secretary-Treasurer or an employee or Board member authorized and designated by the General Manager/Secretary-Treasurer to incur said expenses on his or her behalf.~~

~~(e) The General Manager/Secretary-Treasurer may delegate the authority to incur incidental expenses permitted by the Rules and Guidelines contained herein to any other employee or Board member of the Authority.~~

~~(f) All expenditures made pursuant to this section and the Rules and Guidelines set forth below shall be made from the General Fund of the Authority.~~

~~(g) The CEO, General Manager/Secretary-Treasurer~~General Manager will develop guidelines to administer the policy. Any changes to the Rules and Guidelines set forth below shall be subject to the review and approval of the Board of Trustees.

~~(d) RULES AND GUIDELINES GOVERNING INCIDENTAL EXPENSES FOR THE GENERAL MANAGER/SECRETARY-TREASURER~~ Rules and Guidelines Governing Incidental Expenses for the CEO, General Manager/Secretary-Treasurer

These regulations apply to the incidental meeting expenses for meals, coffee, amenities, etc., as incurred by the CEO, General Manager/Secretary-Treasurer ~~General Manager~~ while conducting official business.

~~(e) GENERAL RULES~~ General Rules.

~~(1) a.~~ Spending Authority. The authority to incur expenses is expressly limited to the CEO, General Manager/Secretary-Treasurer ~~General Manager~~, and/or an employee or Board member authorized and designated by the CEO, General Manager/Secretary-Treasurer ~~General Manager~~ to incur said expenses on his/her behalf.

~~b.~~ (2) Obligation. The CEO, General Manager/Secretary-Treasurer ~~General Manager~~, while on official business, is expected to exercise the same care in incurring expenses that a prudent person would exercise.

~~c.~~ (3) Eligible Expenses. Expenses are confined to those expenses essential to the transacting of official business. These expenses can be incurred within, or outside, Cuyahoga County. The expenses can include expenses for meetings with Authority employees and employee activities.

~~d.~~(4) Maximum Allowance. The maximum allowable expenses are limited to twenty thousand dollars (\$20,000), or the amount approved by the Board of Trustees in the annual budget, on a calendar year basis.

~~(f) ALLOWABLE EXPENSES~~Allowable Expenses.

~~a.~~(1) Meals. Cost of any meals or meeting refreshments for the CEO, General Manager/Secretary-Treasurer~~General Manager's~~ business guests. This may include Authority employees and/or Board members.

~~b.~~(2) Taxicabs.

~~c.~~(3) Parking and Tolls.

~~d.~~(4) Telephone Calls and Postage.

~~e.~~(5) Rental of Equipment. Rental of temporary meeting area or rental of a temporary office facility necessary to conduct official business.

~~f.~~(6) Supplies.

~~g.~~(7) Miscellaneous. Any other expenses not listed above which are essential to the transacting of official business and employee activities.

~~h.~~(8) Gratuities. The prevailing hospitality rate (excluding tax).

~~(g) NONALLOWABLE EXPENSES~~Nonallowable Expenses.

~~a.~~(1) Alcoholic beverages, entertainment.

~~b.~~(2) Costs incurred under these guidelines relating to relatives, spouses or any other individuals not engaged in official business ~~are unallowable.~~

~~(h) DELEGATION OF AUTHORITY~~Delegation of Authority. The CEO, General Manager/Secretary-Treasurer ~~General Manager~~ may delegate authority to incur incidental expenses to an employee or Board member designated by the CEO, General Manager/Secretary-Treasurer~~General Manager~~ to act on his or her behalf.

~~(i) INTERPRETATION~~Interpretation. This incidental expense ~~procedure policy~~ is not intended to supersede current guidelines for travel expenses. All travel by the CEO, General Manager/Secretary-Treasurer~~General Manager~~ is to continue to be submitted on the proper travel and expense report.

(Res. 1997-129. Passed 7-15-97; Res. 1999-147. Passed 10-26-99; Res. 2001-31. Passed 2-27-01; Res. 2013-65. Passed 7-16-13. Res. 2017-XXX. Passed XX-XX-17.)

~~242.05 AUTHORITY RE PUBLIC AUCTIONS OF SCRAP OR OBSOLETE, NONREVENUE VEHICLES OR OTHER ITEMS.~~

~~(a) Pursuant to Ohio R.C. 306.43(k), the General Manager/Secretary-Treasurer is hereby authorized to enter into one or more contracts with an auctioneer or auctioneers licensed in the State to conduct public auctions of the Authority's scrap or obsolete nonrevenue vehicles and other items.~~

~~(b) The General Manager/Secretary-Treasurer, or his or her designee, is hereby authorized to enter into contracts and execute other documents as required in connection with the sale of the Authority's scrap or obsolete nonrevenue vehicles and other items as a result of such auction.~~

~~(c) The proceeds of such auction sales shall be deposited in the General Fund of the Authority.~~

~~(Res. 2000-98. Passed 7-18-00.)~~

~~242.06~~242.04 ~~AUTHORITY RE-~~AUTHORITY RE-REGARDING PILOT PROGRAMS.

~~(a) The CEO, General Manager/Secretary-Treasurer may enter into pilot programs that encourage new and innovative activities and ancillary services; that enhance the image of the Authority; that improve the financial health of the Authority and that focus on the convenience of the customers thereby helping retain and promote ridership.~~

~~(b) The CEO, General Manager/Secretary-Treasurer General Manager is hereby authorized to enter into contracts in furtherance of the Pilot Program, which contracts shall not exceed six-twelve months in duration or the small purchase limit described in the Procurement Policy. If the Pilot Program deliverable is determined to be both useful and needed, it shall be procured through the appropriate procurement process.~~

~~(b) If any such Pilot Program involves a procurement, then that procurement shall be conducted in accordance with the Greater Cleveland Regional Transit Authority Procurement Manual and applicable State and Federal law.~~

~~(Res. 2001-110. Passed 7-24-01. Res. 2017-XXX. Passed XX-XX-17.)~~

~~242.07~~ ~~AUTHORITY TO SUSPEND COLLECTION OF FARES DURING~~ ~~TIMES OF EMERGENCY.~~

~~(a) The General Manager shall be and is hereby authorized to suspend the collection of fares for RTA services when an unforeseen occurrence, condition, or event requires that commuters be transported promptly and effectively as a result of the emergency situation.~~

~~(b) During such emergency situation, fares may be suspended system-wide or along such routes as may be affected by the emergency situation.~~

~~(c) The duration of such suspension of fares authorized by this section may continue until such time as the emergency is abated, but not to exceed 24 hours, unless the emergency is of such a catastrophic nature that the continued suspension of fares is in the public interest.~~

~~(Res. 2003-019. Passed 2-18-03.)~~

242.08242.05 TRAVEL EXPENSES FOR NON-EMPLOYEES.

The CEO, General Manager/Secretary-Treasurer is authorized to expend up to ten thousand dollars (\$10,000) annually for travel expenses incurred by individuals who are not employees nor under contract with the Authority, consistent with expenses allowable under the GCRTA Travel Policy and Procedures, to conduct official business for the GCRTA.

(Res. 2013-127. Passed 12-17-13. Res. 2017-XXX. Passed XX-XX-17.)

242.06 EXPENDITURES FOR EMPLOYEE ACTIVITIES AND PROGRAMS

(a) Expending revenue generated by employee use of vending machines for District Council activities, and other employee activities, including but not limited to, employee appreciation and recognition programs, serves a public purpose by advancing the mission and operation of the Authority.

(b) The CEO, General Manager/Secretary-Treasurer is authorized to use funds generated from employee use of vending machines for employee activities and programs, including the District Councils or any successor program, and other employee activities including, but not limited to, employee recognition and appreciation programs.

(c) The total expenditures for employee activities authorized by this section shall not exceed the funds received from sales generated by employee use of the vending machines.

(d) The CEO, General Manager/Secretary-Treasurer is authorized to issue administrative procedures to implement this policy.

(Res. 2013-066. Passed 7-16-13.)