

RESOLUTION NO. 2018-82

TO ESTABLISH THE POSITION OF SENIOR ADVISOR FOR SPECIAL PROJECTS AND STRATEGIC INNOVATION ("SENIOR ADVISOR") AND AMEND THE FISCAL YEAR 2018 APPROPRIATIONS FOR THE GENERAL FUND IN THE AMOUNT OF \$116,600 FOR CURRENT EXPENSES AND TRANSFERS TO ADD ONE (1) BUDGETED POSITION TO THE STAFF OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, on July 24, 2018, by Resolution No. 2018-76, the Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") amended and restated its Employment Agreement with Joseph A. Calabrese ("2018 Agreement"); and

WHEREAS, by said resolution, Joseph A. Calabrese shall continue as CEO, General Manager/Secretary-Treasurer through August 31, 2018 and effective September 1, 2018, shall assume new duties and responsibilities as Senior Advisor for Special Projects and Strategic Innovation ("Senior Advisor"); and

WHEREAS, Resolution No. 2018-76 directs the Director of Human Resources to prepare a job description, consistent with the provisions of the 2018 Agreement, for the new position of Senior Advisor, for the review and approval of the Board of Trustees at its meeting on August 21, 2018; and

WHEREAS, the job description for the position of Senior Advisor is attached to this resolution as Exhibit A; and

WHEREAS, Resolution No. 2018-76 directs the Executive Director of the Office of Management and Budget to prepare a budget and position control for the new position of Senior Advisor effective as of September 1, 2018, for the review and approval of the Board of Trustees at its meeting on August 21, 2018; and

WHEREAS, the budget appropriations for the Authority for the fiscal year beginning January 1, 2018 and ending December 31, 2018 ("2018 General Fund Budget") must be increased by \$116,600 and budgeted positions must be increased by one (1) FTE, from 2,332.5 positions to 2,333.5 positions to establish the position of Senior Advisor.

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

Section 1. That the job description for the position of Senior Advisor for Special Projects and Strategic Innovation ("Senior Advisor"), attached hereto as Exhibit A, is hereby approved.

Section 2. That the appropriations for the current expenses and other expenditures of the Greater Cleveland Regional Transit Authority ("Authority"), during the period of January 1, 2018 through December 31, 2018 ("Fiscal Year 2018"), as set forth in Resolution No. 2018-030, adopted by the Board on March 27, 2018 and Resolution No. 2017-117, adopted by the Board on December 19, 2017, are hereby amended as follows:

General Fund	Resolution No. 2018-030		2018 Budget Amended vs.
	Current 2018 Appropriation	Amended 2018 Appropriation	Current Addition / (Reduction)
<b>Operations Division</b>			
31 PARATRANSIT DISTRICT			
Personnel Services	\$ 13,270,466	\$ 13,270,466	\$ -
Other Expenditures	9,821,285	9,821,285	-
	<u>23,091,751</u>	<u>23,091,751</u>	-
32 RAIL DISTRICT			
Personnel Services	31,558,269	31,558,269	-
Other Expenditures	7,201,565	7,201,565	-
	<u>38,759,834</u>	<u>38,759,834</u>	-
33 ASSET & CONFIG MGMT			
Personnel Services	1,085,517	1,085,517	-
Other Expenditures	963,250	963,250	-
	<u>2,048,767</u>	<u>2,048,767</u>	-
34 TRANSIT POLICE			
Personnel Services	13,520,246	13,520,246	-
Other Expenditures	406,771	406,771	-
	<u>13,927,017</u>	<u>13,927,017</u>	-
35 SERVICE MANAGEMENT			
Personnel Services	5,077,475	5,077,475	-
Other Expenditures	1,159,582	1,159,582	-
	<u>6,237,057</u>	<u>6,237,057</u>	-
38 SERVICE QUALITY MGMT			
Personnel Services	6,998,446	6,998,446	-
Other Expenditures	2,100	2,100	-
	<u>7,000,546</u>	<u>7,000,546</u>	-
39 FLEET MANAGEMENT			
Personnel Services	15,991,414	15,991,414	-
Other Expenditures	22,125,960	22,125,960	-
	<u>38,117,374</u>	<u>38,117,374</u>	-
43 PASS THRU			
Personnel Services	-	-	-
Other Expenditures	934,503	934,503	-
	<u>934,503</u>	<u>934,503</u>	-

46 HAYDEN DISTRICT			
Personnel Services	43,427,677	43,427,677	-
Other Expenditures	463,670	463,670	-
	<u>43,891,347</u>	<u>43,891,347</u>	-
49 TRISKETT DISTRICT			
Personnel Services	33,193,433	33,193,433	-
Other Expenditures	153,900	153,900	-
	<u>33,347,333</u>	<u>33,347,333</u>	-
58 INTELLIGENT TRANSP. SYSTEMS			
Personnel Services	604,957	604,957	-
Other Expenditures	334,800	334,800	-
	<u>939,757</u>	<u>939,757</u>	-
DIVISION TOTAL	208,295,286	208,295,286	-

**FINANCE & ADMINISTRATION**

10 OFFICE OF BUSINESS DEVELOPMENT			
Personnel Services	346,328	346,328	-
Other Expenditures	3,065	3,065	-
	<u>349,393</u>	<u>349,393</u>	-
60 ACCOUNTING			
Personnel Services	2,479,142	2,479,142	-
Other Expenditures	440,275	440,275	-
	<u>2,919,417</u>	<u>2,919,417</u>	-
62 SUPPORT SERVICES			
Personnel Services	563,629	563,629	-
Other Expenditures	393,776	393,776	-
	<u>957,405</u>	<u>957,405</u>	-
64 PROCUREMENT			
Personnel Services	1,601,122	1,601,122	-
Other Expenditures	31,695	31,695	-
	<u>1,632,817</u>	<u>1,632,817</u>	-
65 REVENUE			
Personnel Services	1,573,902	1,573,902	-
Other Expenditures	637,755	637,755	-
	<u>2,211,657</u>	<u>2,211,657</u>	-
DIVISION TOTAL	8,070,689	8,070,689	-

**ENGINEERING & PROJECT MANAGEMENT**

## 55 PROJECT SUPPORT

Personnel Services	366,702	366,702	-
Other Expenditures	2,025	2,025	-
	<u>368,727</u>	<u>368,727</u>	-

## 57 PROGRAMMING &amp; PLANNING

Personnel Services	434,361	434,361	-
Other Expenditures	510,353	510,353	-
	<u>944,714</u>	<u>944,714</u>	-

## 80 ENGINEERING &amp; PROJECT DEVELOPMENT

Personnel Services	2,122,356	2,122,356	-
Other Expenditures	71,250	71,250	-
	<u>2,193,606</u>	<u>2,193,606</u>	-

DIVISION TOTAL	3,507,047	3,507,047	-
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**LEGAL AFFAIRS DIVISION**

## 15 SAFETY

Personnel Services	672,887	672,887	-
Other Expenditures	326,250	326,250	-
	<u>999,137</u>	<u>999,137</u>	-

## 21 LEGAL

Personnel Services	2,550,878	2,550,878	-
Other Expenditures	1,623,410	1,623,410	-
	<u>4,174,288</u>	<u>4,174,288</u>	-

## 22 RISK MANAGEMENT

Personnel Services	944,484	944,484	-
Other Expenditures	3,434,968	3,434,968	-
	<u>4,379,452</u>	<u>4,379,452</u>	-

DIVISION TOTAL	9,552,877	9,552,877	-
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**HUMAN RESOURCES DIVISION**

## 14 HUMAN RESOURCES

Personnel Services	1,885,095	1,885,095	-
Other Expenditures	230,875	230,875	-
	<u>2,115,970</u>	<u>2,115,970</u>	-

## 18 LABOR &amp; EMPLOYEE RELATIONS

Personnel Services	824,267	824,267	-
Other Expenditures	397,575	397,575	-
	<u>1,221,842</u>	<u>1,221,842</u>	-

**30 TRAINING & EMPLOYEE DEVELOPMENT**

Personnel Services	2,657,781	2,657,781	-
Other Expenditures	726,836	726,836	-
	<u>3,384,617</u>	<u>3,384,617</u>	-
<b>DIVISION TOTAL</b>	<b>6,722,429</b>	<b>6,722,429</b>	<b>-</b>

**EXECUTIVE DIVISION****12 EXECUTIVE**

Personnel Services	825,113	941,713	\$ 116,600
Other Expenditures	294,900	294,900	-
	<u>1,120,013</u>	<u>1,236,613</u>	<u>116,600</u>

**16 SECRETARY/TREASURER - BOARD OF TRUSTEES**

Personnel Services	141,043	141,043	-
Other Expenditures	133,700	133,700	-
	<u>274,743</u>	<u>274,743</u>	-

**19 INTERNAL AUDIT**

Personnel Services	797,843	797,843	-
Other Expenditures	100,775	100,775	-
	<u>898,618</u>	<u>898,618</u>	-

**53 MARKETING & COMMUNICATIONS**

Personnel Services	2,148,137	2,148,137	-
Other Expenditures	1,137,278	1,137,278	-
	<u>3,285,415</u>	<u>3,285,415</u>	-

**61 INFORMATION TECHNOLOGY**

Personnel Services	2,977,275	2,977,275	-
Other Expenditures	3,628,921	3,628,921	-
	<u>6,606,196</u>	<u>6,606,196</u>	-

**67 OFFICE OF MANAGEMENT & BUDGET**

Personnel Services	969,015	969,015	-
Other Expenditures	4,663,679	4,663,679	-
	<u>5,632,694</u>	<u>5,632,694</u>	-

**99 FUND TRANSFERS**

Personnel Services	-	-	-
Other Expenditures	33,477,479	33,477,479	-
	<u>33,477,479</u>	<u>33,477,479</u>	-

<b>DIVISION TOTAL</b>	<b>51,295,158</b>	<b>51,411,758</b>	<b>116,600</b>
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<b>GRAND TOTAL</b>	<b>\$ 287,443,486</b>	<b>\$ 287,560,086</b>	<b>\$ 116,600</b>
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## Staffing Level Comparisons

### Authorized Staffing Level by Division

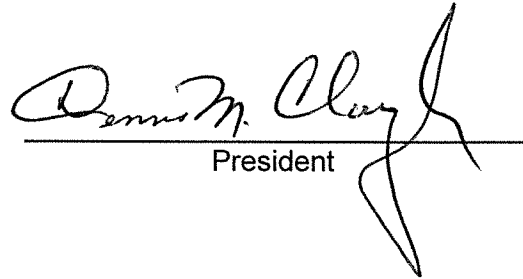
Divisions	Department	2018 Amended Budget 3/27/18	2018 Amended Budget 8/24/18	Variance
<b>Operations</b>				
	31 - Paratransit District	180.50	180.50	-
	32 - Rail District	380.50	380.50	-
	33 - Asset & Configuration Management	12.00	12.00	-
	34 - Transit Police	155.00	155.00	-
	35 - Service Management	62.00	62.00	-
	38 - Service Quality Management	69.00	69.00	-
	39 - Fleet Management	182.00	182.00	-
	46 - Hayden District	565.50	565.50	-
	49 - Triskett District	431.50	431.50	-
	58 - Intelligent Transportation Systems	8.00	8.00	-
	<b>Totals</b>	<b>2,046.00</b>	<b>2,046.00</b>	<b>-</b>
<b>Finance &amp; Administration</b>				
	10 - Office of Business Development	4.00	4.00	-
	60 - Accounting	27.00	27.00	-
	62 - Support Services	7.00	7.00	-
	64 - Procurement	16.00	16.00	-
	65 - Revenue	18.00	18.00	-
	<b>Totals</b>	<b>72.00</b>	<b>72.00</b>	<b>-</b>
<b>Engineering &amp; Project Management</b>				
	55 - Project Support	4.00	4.00	-
	57 - Programming & Planning	4.00	4.00	-
	80 - Engineering & Project Development	20.00	20.00	-
	<b>Totals</b>	<b>28.00</b>	<b>28.00</b>	<b>-</b>
<b>Legal Affairs</b>				
	15 - Safety	7.75	7.75	-
	21 - Legal	24.00	24.00	-
	22 - Risk Management	8.00	8.00	-
	<b>Totals</b>	<b>39.75</b>	<b>39.75</b>	<b>-</b>
<b>Human Resources</b>				
	14 - Human Resources	18.00	18.00	-
	18 - Labor & Employee Relations	6.00	6.00	-
	30 - Training & Employee Development	27.00	27.00	-
	<b>Totals</b>	<b>51.00</b>	<b>51.00</b>	<b>-</b>
<b>Executive</b>				
	12 - Executive	6.00	7.00	1.00
	16 - Secretary/Treasurer - Board of Trustees	11.00	11.00	-
	19 - Internal Audit	8.00	8.00	-
	53 - Marketing & Communication	28.75	28.75	-
	61 - Information Technology	32.00	32.00	-
	67 - Office of Management & Budget	10.00	10.00	-
	<b>Totals</b>	<b>95.75</b>	<b>96.75</b>	<b>1.00</b>
	<b>Grand Total</b>	<b>2,332.50</b>	<b>2,333.50</b>	<b>1.00</b>

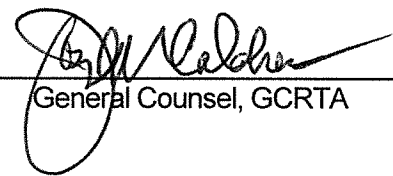
Section 3. That all other provisions of Resolution Nos. 2018-030 and 2017-117, not otherwise amended, shall remain in full force and effect.

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

Attachment: Exhibit A, Job Description for Senior Advisor, Special Projects & Strategic Innovation

Adopted: August 21, 2018

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
General Counsel, GCRTA



Job Description For:

Senior Advisor, Special Projects & Strategic Innovation

<b>Job Title:</b> Senior Advisor, Special Projects & Strategic Innovation	<b>Grade:</b> 99
<b>Division:</b> Executive	<b>Department:</b> Executive
<b>Title of Immediate Supervisor:</b> CEO, General Manager/Secretary-Treasurer	<b>Name of Immediate Supervisor:</b>
<b>Date Written/Revised:</b> 07/24/2018	<b>Revision by:</b> G. Fields, E. Jaszczak <b>On:</b> 7/24/2018
<b>Position Directly Supervises:</b> n/a	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Exempt - <input type="checkbox"/> Non-Exempt

Position Summary

Performs in an advisory role and provides direction on the implementation of special projects and initiatives approved by the CEO/General Manager, Secretary-Treasurer relative to the general operation of GCRTA.

Provides advice, counsel, and general support to successfully transition duties and responsibilities to the interim and eventual permanent CEO, General Manager/Secretary-Treasurer. Develops and maintains strategic partnerships with state, local, and federal organizations in an effort to gain support for GCRTA and overall transit industry initiatives.

Provides leadership for the completion of comprehensive economic impact studies, new revenue source development, and alternative transportation research and implementation that lead to a well-funded public transit system, helping drive business and wealth in the region.

Leads GCRTA in collaborating with the Greater Cleveland Partnership operational audit, designed to help learn both how it can save money and improve how it serves customers.

Knowledge and Skills Required

Fifteen (15) years of progressively responsible experience in public transportation, governmental agencies, and /or other public sector agencies, including at least ten (10) years experience managing and supervising staff in diverse functions, including setting and monitoring achievement of business goals, policies and procedures, developing strategic plans, etc. Ability to lead the organization through cultural change, establish strong working relationships among senior management team, and develop staff to achieve optimum efficiency. Proven skills to quickly evaluate and resolve situations with significant financial implications, improve operating results and financial performance of the business unit, and respond to changing customer and market needs.





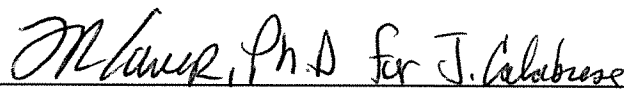
Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

<b>TITLE/DESCRIPTION:</b>  TO ESTABLISH THE POSITION OF SENIOR ADVISOR FOR SPECIAL PROJECTS AND STRATEGIC INNOVATION ("SENIOR ADVISOR") AND AMEND THE FISCAL YEAR 2018 APPROPRIATIONS FOR THE GENERAL FUND IN THE AMOUNT OF \$116,600 FOR CURRENT EXPENSES AND TRANSFERS TO ADD 1 BUDGETED POSITION TO THE STAFF OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	<b>Resolution No.:</b> 2018-82
	<b>Date:</b> August 16, 2018
	<b>Initiator:</b> Office of Management & Budget
<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 authorize the position of Senior Advisor for Special Projects and Strategic Innovation ("Senior Advisor"), increase the appropriations for the 2018 General Fund Budget by \$116,000 and increase budgeted positions from 2,332.5 to 2,333.5.
- 2.0 **DESCRIPTION/JUSTIFICATION:** On July 24, 2018, by Resolution No. 2018-76, the Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") amended its Employment Agreement with Joseph A. Calabrese ("2018 Agreement") to provide that he shall continue as CEO, General Manager/Secretary-Treasurer through August 31, 2018 and effective September 1, 2018, shall assume new duties and responsibilities in the new position of Senior Advisor. Resolution No. 2018-76 directs the Director of Human Resources to prepare a job description for the new position of Senior Advisor. Resolution No. 2018-76 also directs the Executive Director of the Office of Management and Budget to prepare a budget and position control for the new position of Senior Advisor effective as of September 1, 2018.
- 3.0 **PROCUREMENT BACKGROUND:** Does not apply.
- 4.0 **DBE/AFFIRMATIVE ACTION BACKGROUND:** Does not apply.
- 5.0 **POLICY IMPACT:** The job description for the new position and the amendment to the 2018 General Fund Budget will enable the Authority to expedite and ensure a smooth transition to operating under a new CEO, General Manager/Secretary-Treasurer in the future. This will position the Authority for the future.
- 6.0 **ECONOMIC IMPACT:** The proposed 2018 Amended General Fund Budget and Fund Transfers provide for spending \$287,560,086 on estimated resources of \$317,732,812 leaving a year-end balance of \$30,172,726 as an operating reserve. Per the amended and restated employment agreement, the compensation for the Senior Advisor position includes \$14,575 per pay period including associated employee benefits. The total cost of such compensation for the four months of 2018 amounts to \$116,600. The remaining compensation addressed in the amended and restated employee agreement will be included in the 2019 budget.
- 7.0 **ALTERNATIVES:** Not approve the job description for the position of Senior Advisor and the proposed FY 2018 Amended General Fund Budget and Fund Transfers. This alternative would leave the Authority without a formal job description and funding for the position of Senior Advisor.

- 8.0 RECOMMENDATION: It is recommended that the Board approve the job description for the position of Senior Advisor and the proposed FY 2018 Amended General Fund Budget and Fund Transfers as proposed herein.
- 9.0 ATTACHMENTS: None

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



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CEO, General Manager/Secretary-Treasurer