

RESOLUTION NO. 2020-11

ENACTING NEW CHAPTER 846 "MANAGEMENT OF FARE MEDIA" 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 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 ("Code"); and

WHEREAS, the Authority has deemed it necessary to adopt a policy to govern the management of fare media.

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

Section 1. That the attached Chapter 846 "Management of Fare Media" is hereby enacted.

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

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

Attachment A: Chapter 846, Management of Fare Media.

Adopted: January 21, 2020

  
\_\_\_\_\_  
President

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

## Attachment A

### Chapter 846 Management of Fare Media

846.01 Fare media are valuable items equal in value to the fare rates established by the Authority's Board of Trustees ("Board"). Offering free or discounted fare media shall serve the Authority's operating needs, including, but not limited to, promoting the Authority's public transportation service to the public and establishing a positive presence in the community. The Board is the only entity authorized by statute to set fare rates or discount the Authority's fares. Free or discounted fare media may only be distributed in accordance with this chapter. Any distribution outside of this chapter or chapter 842 of this code is prohibited.

846.02 The Authority's departments may use fare media for the following operational purposes:

- (a) Testing fare collection devices and systems (including audits by Internal Audit);
- (b) Courtesy rides for prospective vendors and others visiting on official Authority-related business;
- (c) Travel training for authority customers;
- (d) Ride checks by safety personnel;
- (e) Resolving customer complaints or issues;
- (f) Settling potential claims against the Authority;
- (g) Conference sponsorships; and
- (h) Transit industry events, including hosting workshops such as those sponsored by APTA, NTI and FTA.

The number of passes, total value, and reason for the distribution of fare media without charge shall be documented in accordance with procedures established by the General Manager, Chief Executive Officer.

846.03 An entity that is under contract with the Authority may receive free or discounted fare media when the fare media is necessary to the contractor's performance of its contract with the Authority and in accordance with the terms of the contract.

846.04 The General Manager, Chief Executive Officer may authorize the donation of fare media. Any such donation that exceeds \$2,500 requires specific authorization from the Board of Trustees. The Authority's total donation of fare media per year may not exceed \$10,000 without the Board's authorization.

846.05 The Authority may exchange fare media for an in-kind contribution of property or services that directly benefit the Authority. The property or services received by the Authority must be of an equal or greater dollar amount as the value of the fare media exchanged. The exchange must be made pursuant to a written agreement signed by both parties to the exchange. An exchange of any amount over \$10,000 must be approved by the Board.

## Attachment A

### Chapter 846 Management of Fare Media

846.06 The General Manager, Chief Executive Officer may enter into agreements to provide discounted or free fare media for a purpose listed in Section 846.01. Any such agreement providing a discount of more than \$10,000 requires specific authorization from the Board of Trustees.

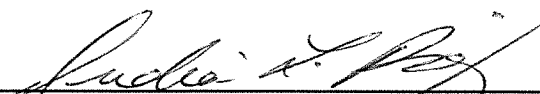
846.07 The General Manager, Chief Executive Officer shall establish procedures to carry out this policy.



TITLE/DESCRIPTION:  ENACTING NEW CHAPTER 846 "MANAGEMENT OF FARE MEDIA" OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2020-11
	Date: January 16, 2020
	Initiator: Finance & Administration
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 enact Chapter 846 of the Codified Rules and Regulations ("Code") of the Greater Cleveland Regional Transit Authority.
- 2.0 DESCRIPTION/JUSTIFICATION: Chapter 846 is being added to provide guidelines for management of fare media.  
  
Because fare media are equal in value to the fares established by the Board of Trustees, proposed Chapter 846 clarifies the circumstances under which the Authority's departments may use fare media for operational purposes. It also complements Section 840.12, Temporary Promotional Discount Fares, which was amended on June 18, 2019 pursuant to Resolution No. 2019-067, by authorizing the General Manager to donate, exchange or enter into agreements to provide discounted or free fare media to organizations that request it, up to a limit of \$10,000.
- 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 leave the Authority without clear guidelines for management of fare media.
- 8.0 RECOMMENDATION: This matter was discussed by the Board of Trustees at the January 7, 2020 Committee of the Whole meeting. It is recommended that this resolution be adopted.
- 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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General Manager, Chief Executive Officer