



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 on **Tuesday, July 13, 2021** 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 Facebook page (www.facebook.com/rideRTA) for staff and members of the public. **Only Board members and required RTA staff will be allowed in the Board Room.** The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M.

Operational Planning & Infrastructure Committee

- CNG Infrastructure Upgrades - An update on the CNG infrastructure upgrades to the Triskett Bus Garage.
- FY 2021 Budget Amendment - Presentation on the amendment to the 2021 Appropriations and Expenditures.
- FY 2022 Tax Budget – Discussion of FY 2022 Tax Budget.
- Public Hearing – FY 2022 Tax Budget.

Organizational, Services & Performance Monitoring Committee

- RFP Procurement – A follow-up presentation on a negotiated procurement for a consultant to provide performance management services.

India L. Birdsong
General Manager, Chief Executive Officer

ILB:tab
Attachment

AGENDA

RTA OPERATIONAL PLANNING & INFRASTRUCTURE COMMITTEE

Tuesday, July 13, 2021

Committee Members: Mr. Terence Joyce, Chair
 Ms. Karen Gabriel Moss, Vice Chair
 Mayor Michael P. Byrne
 Ms. Luz N. Pellot
 Mr. Leo Serrano

- I. Roll Call
- II. CNG Infrastructure Upgrades – An upgrade on the CNG Infrastructure upgrades to the Triskett Bus Garage.

 Presenter:
 - Mike Capek, Engineering Project Manager - Facilities
- III. FY 2021 Budget Amendment – Presentation on the amendment to the 2021 Appropriations and Expenditures.

 Presenter:
 - Kay Sutula, Director, Office of Management and Budget
- IV. FY 2022 Tax Budget – Discussion of FY 2020 Tax Budget.


 Presenter:
 - Kay Sutula, Director, Office of Management and Budget
- V. Public Hearing – FY 2022 Tax Budget
- VI. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: July 8, 2021

Subject: Triskett Garage CNG Infrastructure Upgrades
Update on Project 61F

On December 15, 2020 the Board awarded a contract to Ruhlin Construction for \$6,262,600. As requested by the Board, we will be presenting an update on the construction progress to date and the status of the contract to the Operational Planning and Infrastructure Committee on July 13, 2021.

This is for information only and no action is being requested.


Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IB/MJC

Attachment



To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong,
General Manager, Chief Executive Officer 

Date: July 8, 2021

Subject: **Proposed FY 2021 GENERAL FUND AMENDMENT AND
FY 2022 TAX BUDGET**

On Tuesday, July 13, 2021, staff will first present an amendment to the 2021 General Fund Budget, and then the Proposed 2022 Tax Budget, including Fund Statements with the explanations and financial assumptions.

The proposed increases to the 2021 General Fund Budget include revenues for the Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) by \$7.4 million and the American Rescue Plan (ARP) by \$68.1 million. Due to an increase in health care claims, we need to increase the budget for health care and prescription costs by \$3 million. A compound drug settlement was finalized and the Authority will receive \$1.9 million. The settlement agreement stated this funding must be used for health care expenses. An additional \$1.1 million needs to be added to the health care budget due to high claims. Additionally, an increase of \$100,000 will be needed in the transfer to the Insurance Fund to maintain the recommended ending balance.

The 2022 Tax Budget is the first of two legislative steps to establish the financial plan for the upcoming Fiscal Year (FY). To provide an opportunity for the public to comment, a public hearing will also be held on July 13, 2021 in the Board Room of the Greater Cleveland Regional Transit Authority.

The development of a Tax Budget requires an early review and analysis of the Authority's projected revenues and expenditures. It provides the initial framework for the next budget cycle and begins the process for formally adopting the FY 2022 budget appropriations. The Tax Budget defines anticipated expenses in very broad terms, but its primary emphasis is on expected revenues.

The major assumptions in the revenues for the 2022 Tax Budget are:

- Inflation 2.5%
- Interest Rates 2.0%
- Sales & Use Tax 2.0% increase
- Ridership 1.0% increase
- Passenger Fares 1.0% increase
- Preventive Maintenance Reimbursement \$1.0 million



Greater Cleveland
Regional Transit Authority

The meeting will be live-streamed on RTA's Facebook page (www.facebook.com/rideRTA) for staff and members of the public. Only Board members and required RTA staff will be allowed in the Board Room.

The Operational Planning and Infrastructure Committee will be asked to recommend the Proposed 2022 Tax Budget to the full Board for discussion and action at the July 27, 2021 RTA Board Meeting. Once the Tax Budget is adopted, it will be filed with the County Budget Commission.

KMS:

Attachment



Greater Cleveland
Regional Transit Authority

Interoffice Memo

From: India L. Birdsong, Chief Executive Officer/General Manager,
Greater Cleveland Regional Transit Authority

Subject: Public Hearing Notice – FY 2022 Tax Budget

Date: July 9, 2021

Notice is hereby given that a public hearing on the Proposed 2022 Tax Budget of the Greater Cleveland Regional Transit Authority will be held at 9:00 A.M. Eastern Daylight Time on Tuesday, July 13, 2021. The public hearing will be held in the Board Room of the Greater Cleveland Regional Transit Authority, 1st Floor, Main Office Building, 1240 West Sixth Street, Cleveland, Ohio.

This meeting will be live-streamed on RTA's Facebook page (www.facebook.com/rideRTA) for staff and members of the public. **Only Board members and required RTA staff will be allowed in the Board Room.**

A copy of the Proposed 2022 Tax Budget is on file in the Office of Management and Budget of the Greater Cleveland Regional Transit Authority, 4th Floor, 1240 West Sixth St., Cleveland, OH, and available for public inspection on RTA's website (www.riderta.com), as well as on RTA's Facebook page and Twitter page. Public comments for the Public Hearing can be submitted by email at (Public-Comment@gccta.org) or by phone at 440-276-4600. All public comments will be submitted to the Operational Planning and Infrastructure Committee, will be summarized and read at the Public Hearing.

AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, July 13, 2021

Committee Members: Mayor Michael P. Byrne, Chair
Ms. Karen Gabriel Moss
Ms. Roberta Duarte
Mr. Leo Serrano
Mayor David E. Weiss

I. Roll Call

II. RFP Procurement – A follow-up presentation on a negotiated procurement for a consultant to provide performance management services.

Presenters:

- India L. Birdsong, General Manager, Chief Executive Officer
- Ashley Bober, Contract Administrator


III. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong
General Manager, Chief Executive Officer 

Date: July 8, 2021

Subject: Summary of Award – Performance Management Services

This is a procurement to provide the Authority with a qualified firm to provide quarterly initiative development and performance management implementation services.

At the July 13, 2021, Organizational, Services & Performance Monitoring Committee meeting, we will make an additional presentation of the procurement process and staff recommendation for contract award. Attached is the summary for this contract award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the July 27, 2021 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

ILB/MD
Attachment

SUMMARY OF PROPOSED AWARD Performance Management Services

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority is seeking a qualified firm to provide quarterly initiative development and performance management implementation. Since the Authority established organizational success outcomes and performance scorecards in 2020, those results must be managed to create a culture of continuous improvement.

PROCUREMENT OVERVIEW:

On December 31, 2019, TransPro Consulting was awarded a contract to provide Strategic Engagement Services to the Authority. Through engagement with the Executive Management Team and the Board of Trustees, TransPro Consulting guided the revision of the Authority's mission and vision. During this extensive process, TransPro Consulting and the Executive Management Team defined and aligned success outcomes that would serve as the Authority's framework for measuring success. Once these clear outcomes were established, the Authority engaged TransPro to assist in the development of Division-level scorecards for continuous performance measurement.

With the Divisional targets established, which support the Authority's success outcomes and mission and vision, it is now deemed necessary to establish performance management and monitoring of those targets/outcomes. This will function as a foundation for future organizational efforts and staff performance goals by redefining key performance indicators, customer satisfaction outputs, communication strategies, and overall agency administration oversight.

TransPro Consulting has been instrumental in establishing the Authority's organizational and divisional goals. Their expertise in developing these plans for transit agencies and for the Authority, and creating opportunities for successful outcomes, makes them uniquely qualified to coordinate the implementation of this performance management plan. This includes but is not limited to the development of reporting templates, integration of data metrics and surveys, and oversight of the integration of success outcomes, metrics and departmental goals into the Authority's staff annual performance evaluation plans. Due to these reasons, this project is deemed a sole source procurement and is exempt from competitive bidding as authorized under 306.43H(6) of the Ohio Revised Code.

Section 306.43 (H)(6) of the Ohio Revised Code states that a sole source procurement is authorized when a "purchase substantially involves services of a personal, professional, highly technical, or scientific nature, including but not limited to the services of an attorney, physician surveyor, appraiser, investigator, court reported, adjuster, consultant, or licensed broker or involves the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the regional transit authority".

The Procurement Department requested a proposal from TransPro Consulting on March 2, 2021. A proposal was received from TransPro Consulting on March 9, 2021. The proposal was reviewed by representatives from Executive and Procurement, and after negotiations, deemed advantageous, fair and reasonable to the Authority.

RECOMMENDATION

TransPro Consulting, located in Spring Hill, Florida, is a public-sector focused management-consulting firm that specializes in the public transportation industry. The firm is comprised of experienced transit professionals who are industry leaders in performance management and results-driven solutions.

The strengths of TransPro Consulting include:

- Significant knowledge of public transportation
- Qualified project manager and management team
- Experience working with transit systems throughout the world
- Understanding of the Authority's needs and expectations
- Successful performance on Authority contracts

The DBE Goal for this contract was set at 0% by the Office of Business Development.

CLIENT BASE

Recent clients of TransPro Consulting include the Authority, Austin CapMetro, Bay Area Transportation Authority (BATA), Charlotte Area Transit System (CATS), Hillsborough Area Regional Transit Authority (HART), Jacksonville Transportation Authority (JTA), Kansas City Transportation Authority (KCATA), Memphis Area Transportation Authority (MATA), North Carolina Department of Public Transportation, and Southern Florida Regional Transit Authority (SFRTA).

A resolution will request authorization to issue a contract to TransPro Consulting to provide Performance Management Services in an amount not to exceed \$199,004.00.