Greater Cleveland Regional Transit Authority



Board of Trustees Working Session

Friday, January 20, 2023

Greater Cleveland Regional Transit Authority

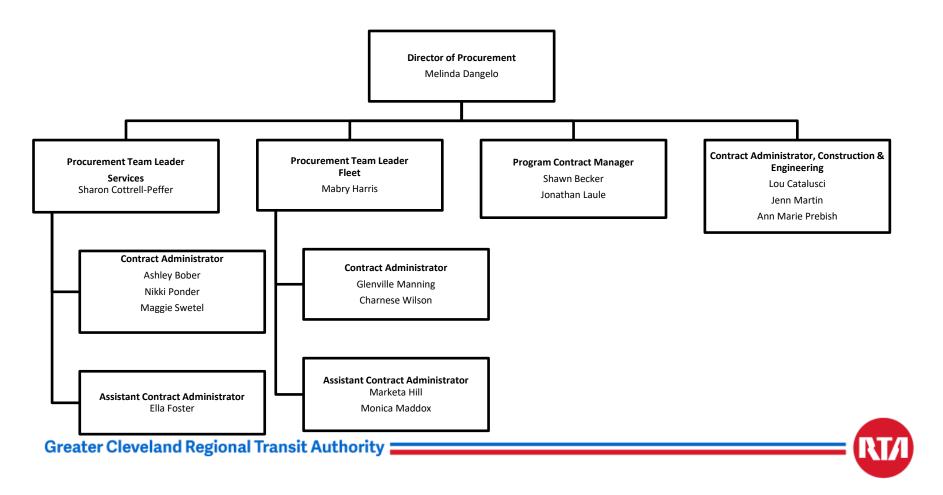


Procurement Overview

January 20, 2023

Presented by: Melinda Dangelo and Anna Hlavacs The mission of the Procurement Department is to efficiently procure GCRTA's goods, services, and capital improvements in a manner consistent with the GCRTA Procurement Policies and Federal and State Regulations to effectively administer all purchases and contracts.





Regulations, laws, and policies that govern GCRTA Procurement – all purchases subject to audit

- 1. Ohio Revised Code (ORC)
- 2. FTA Circular 4220.1F
- 3. Federal Acquisition Register (FAR)
- 4. Buy America
- 5. GCRTA Procurement Policies approved by the Board of Trustees (Manual)



Purchasing Thresholds

Micro Purchases

- ≤ \$2,500.00
- Minimum of three verbal or written quotes

Small Purchases

- \$2,500.01 up to ≤ \$100,000.00
- Does not require Board of Trustees or General Manager, Chief Executive Officer's authorization
- Minimum of three written quotes



Purchasing Thresholds, cont'd

Large Purchases

- >\$100,000.00 dollars
- Advertised in two publications for two consecutive weeks, for 30 days minimum
- Requires Board of Trustees approval before contract award



Solicitation Types

Invitation for Bid (IFB)

- Used for the acquisition of goods or services that can be touched, counted, or measured
- Strong emphasis on specifications and requirements
- Awarded to lowest priced responsive and responsible bidder
- Price is most important criteria
- Bids are opened in public forum



Solicitation Types, cont'd

Request for Proposal (RFP)

- Confidential process
- Emphasis on qualifications, skills, expertise, and experience
- Awarded to proposal which is most advantageous, price and all other factors considered.
- Evaluation Panel includes stakeholders (voting and nonvoting)
- Evaluated against evaluation criteria
 - Price is only a portion of evaluation criteria





Solicitation Types, cont'd

Request for Proposal (RFP) – Brooks Act

- Architectural and engineering service must follow this process as defined in 40 U.S.C. Sec. 541 (Brooks Act)
- Confidential process
- Selection of the most technically qualified firm without consideration of price
- Price is negotiated with the selected firm
- Evaluation Panel includes stakeholders (voting and nonvoting)
- Use established set of evaluation criteria



Allowable Non-Competitive Procurements Under ORC 306.43 (H)

- Emergency procurement
- Sole source one source for the item or service is reasonably available, proprietary equipment/software, licensing, etc.
- Purchase substantially involves services of a personal, professional, highly technical, or scientific nature
- Cooperative purchasing (State and Federal)
- Intergovernmental



How Procurement Invites Competition

- Advertise, as appropriate, on GCRTA website, in local newspapers, minority media, trade journals, national media, etc...
- Notice of the procurement is sent to potential bidders/proposers from lists provided by Project Office and OBD, procurement history, other transit agencies, and ODOT
- Pre-Bid and Pre-Proposal Conferences to help clarify process, answer questions, and provide networking opportunities





How Procurement Invites Competition

- "Learn to Do Business" sessions are held monthly and invite current and new potential vendors to learn RTA procurement and DBE requirements and processes
- Some of the interested parties that download the solicitation from the website are clearing houses which share the solicitations to additional vendors that could be interested
- The number of downloads from interested parties is evidence that the procurement process is working as intended.





Reasons Given for No Bid/No Proposal

- Procurement Contract Administrators poll vendors that downloaded or were emailed the solicitation to get reasons why they chose not to bid/propose.
- A summary of reasons provided have included: "too low of an estimate", "don't have expertise", "limited manpower", "don't have local presence", "high DBE goal assignment", "rail shutdown schedules", "personnel shortages", "insurance requirements", "high inflation costs" and "difficult supply chain issues".





Questions?

When in doubt, ASK! We are here to help.

RIA

Greater Cleveland Regional Transit Authority



Travel Purchasing Card

January 20, 2023 Presented by: Rajan D. Gautam

Introduction to the P-Card Program

What is a Purchasing Card?

• A VISA credit card issued by PNC bank for employees to make allowable purchases of goods and services of \$2,500 or less on behalf of RTA.

Each Purchasing Card is issued with controls including:

- Single Transaction threshold
- Annual Spending Limit
- RTA sales tax exemption can be used at point of purchase (the RTA sales tax exemption number is listed on each Purchasing Card)



Purchasing Card Policy & Procedures

Card purchases are governed by:

- Administrative Procedure No. 043 <u>P-Card Administrative</u> <u>Procedures</u>
- GCRTA Procurement Manual <u>GCRTA Procurement Manual</u>
- Procedures and Operating Instructions, Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Super Circular)



History

Ohio Ethics Commission Staff Advisory Opinion dated May 6, 2020, stated:

"An Authority board member or officer or employee of GCRTA whose duties for the Authority include negotiating or authorizing Authority contracts with financial service providers, and who are aware that their personal rewards program credit card is issued by a bank that is doing or seeking to do business with the Authority may not use the rewards program credit card issued by a vendor bank to pay for expenses incurred while engaging in public business for the Authority."



"Travel Only" P-Cards

Affected positions:

- Members of the Board of Trustees
- o General Manager, CEO
- o Deputy General Manager for Legal Affairs
- Attorneys in the Legal Department who negotiate or review contracts with financial service providers
- o Deputy General Manager of Finance
- o Cash Manager
- Director of Procurement
- o Contract Administrators who handle procurements for financial services



Purpose of Travel P-Card

\circ Compliance

- \odot To pay for incidental expenses while traveling
 - Payments for hotels, flights and conference registrations will be made by GCRTA administrative staff prior to travel.



Travel Policy & Procedures

Governed by:

- Code Book Chapter 656 Travel Policy (approved by the Board October 27, 2020. Resolutions Nos. 2020-79 and 2020-80)
- Administrative Procedure No. 043 <u>P-Card Administrative</u> <u>Procedures</u>



Banking and Financial Relationships

List of entities for banking and financial relationships:

- Included in monthly Board package
- See Exhibit



Exhibit

Bank/Financial Institution	Nature of relationship	
Key Bank	Main banking services	
PNC Bank	Custodial Account and Credit card	
Fifth Third	Escrow Account	
Huntington Bank	Bond Retirement and Sales Tax Account	
	Underwriter STAR Ohio-Investments	
Bank of New York Mellon	Bond Registrar	
BMO Harris Bank	Fuel Hedge	
Greater Cleveland Regional Trans		RT/I

Travel P-Card Process

- The P-Card Administrator (in the Accounting Department) retains the travel P-Cards for safekeeping
- Prior to traveling, a completed Travel Reimbursement Request Form will need to be on File with appropriate approvals.
- The P-Card is released to the traveler prior to travel. When travel concludes, the P-Card needs to be immediately returned to the Executive Assistant to the Board
- More P-Card training will be provided prior to any trips



Card Limits

Annual Spending Limit	Single Purchase Limit
 The Office of Management & Budget establishes the spending limit. 	 The maximum amount per purchase is \$2,500 Card declined if exceeded



Using the P-Card

- <u>The cardholder is the only person authorized to make</u> <u>purchases using their P-Card.</u>
- Sharing or lending your P-Card or P-Card number may result in revocation of the P-Card.
- The cardholder is responsible for what is spent on the P-Card.



Purchasing Card Restrictions

- Alcoholic beverages
- Cash Advances
- Grant Purchases
- Traffic Violations
- Personal Purchases
- Medical Services

- Split Purchases (multiple purchases of the same item to avoid credit or small purchase limits)
- Capital Expenditures (items over \$5,000 with an expected useful life greater than one year)
- Transactions over \$2,500 unless specific prior approval of the Director of Procurement is obtained

***Please note: Using another department's account GL code without the authorization of the General Manager, Deputy General Manager, or Director is also restricted.



Lost or Stolen Purchasing Card

Cardholder responsibilities:

• Contact the PNC Bank Cardholder hotline at 1-800-685-4039 (use the last 4 digits of your RTA employee ID number as the activation code)



P-Card Audit Process

To ensure compliance with all P-Card policies and procedures, a continuous audit of all P-Card transactions is conducted by the P-Card Administrator and Internal Audit. This includes a review to determine:

- Cardholder & Approver electronically signed off prior to the deadline
- Original purchase documentation is uploaded and saved in a file folder
- Complete business purpose for any purchases
- Use of the P-Card for not for a restricted purchase
- Use of the P-Card for not for a "split transaction"



P-Card Questions or Concerns?

Please direct P-Card related questions or concerns to:

Theresa Burrage Executive Assistant (216)356-3116 tburrage@gcrta.org

Sie'ara Williams P-Card Administrator (216)356-3357 swilliams@gcrta.org



Questions?



Greater Cleveland Regional Transit Authority



Board Governance Overview

Presented by: Janet E. Burney



2023 Board Travel Budget

RIA

Department 16 Budget Vs Actual

	Actual	Budget	Budget
	2022	2022	2023
Salaries and wages	\$ 107,511	\$ 116,206	\$ 153,583
Taxes and fringe benefits	42,868	36,367	43,129
Services:			
Annual Audit	81,385	90,000	90,000
Translation services		3,000	3,000
Information Portal		6,000	
Office Supplies	908	500	1,000
Board Retreat	11,713	13,000	15,000
Ohio Ethics Commission	420	600	600
Dues and Subscriptions		2,100	2,100
Miscellaneous	95		
Travel and Training	29,840	30,000	40,000
Meals and Concessions	1,840	1,500	2,850
Totals	\$ 276,580	\$ 299,273	\$ 351,262





Board Travel Budget

• Budget Vs Actual:

	Budget	Actual		
2019	\$ 30,000	\$ 21,606		
2020	\$ 30,000	\$ 1,583		
2021	\$ 30,000	\$ 8,436		
2022	\$ 30,000	\$ 29,840		
2023	\$ 40,000	-		



Questions?



Greater Cleveland Regional Transit Authority



Travel P-Card January 20, 2023

Presented by: Theresa A. Burrage

Travel P-Card

- Prior to Trip:
 - Receive training from P-Card Administrator on how to use card and how to upload and code receipts after the trip
 - P-Card Administrator will email your username and password to you to set up Travel P-Card Account
 - Receive Travel P-Card from Board Executive Assistant with list of non-allowable expenses and your per diem for trip



Travel P-Card

- During Trip:
 - Place ALL meal and incidental charges on the Travel P-Card
 - Collect **ALL ITEMIZED** meal and incidental receipts
 - Any receipt not itemized will require an affidavit form
- After Trip:
 - Upload and code receipts in your Travel P-Card Account.
 - Return P-Card to Board Executive Assistant
 - Return **ALL HARD COPY** receipts to Board Executive Assistant for final report processing and Internal Audit review
 - Sign and date final report



Questions



Greater Cleveland Regional Transit Authority



Civilian Oversight Committee Board Update

Presented by: Chief Deirdre Jones Dr. Floun'say R. Caver

Recap of Board Action to Date Regarding the Civilian Oversight Committee (COC)

- On August 23, 2022, the Board authorized creation of the COC and adjusted the budget for 7 new positions. (Resolution Nos. 2022-082 and 2022-083)
- On November 15, 2022, the Board adopted the COC Operating Procedures and voted to increase the stipend of COC members from \$1,200/year (\$100/month) to \$1,800/year (\$150/month). (Resolution No. 2022-105 and 2022-106)



COC – KEY COMPONENTS

Qualifications

- Ability to display objectivity/lack of bias
- Resident of Cuyahoga County
- 18 years of age
- No criminal history
- General understanding of GCRTA/TP services

Composition

- Seven members
- One member will be retired law enforcement
- Appointed through application to BOT
- Staggered terms

Training

- Bias-free policing
- GCRTA/TP policies, procedures, discipline
- Relevant laws (use of force, arrests, stops, police/citizen encounters, searches, etc.)

Complaint/Investigative Process

- Received by Transit Police/COC
- Internal Affairs investigation (if necessary)
- Information turned over to COC
- COC reviews case
- COC makes recommendation(s) to Chief of Police





Alert: 01/13/2023 - 9:32am, Red Line service has been returned to its normal schedule

Civilian Oversight Committee - Now Seeking Interested Applicants

Now Seeking Interested Applicants

- Webpage and application process launched 1/12/23
- Applications accepted thru 2/24/23

Initial Media Coverage

- Cleveland.com
- Spectrum News 1
- Local TV News
- Mass Transit Magazine
- Cleveland Scene Magazine

Greater Cleveland Regional Transit Auth



Overview

In its efforts to provide greater transparency and community input within the modern policing environment, the Greater Cleveland Regional Transit Authority (GCRTA) is seeking interested applicants to serve on its Civilian Oversight Committee (COC). This is a voluntary and proactive effort that seeks to give voice to the community and enhance accountability through an independent review and investigation of public complaints of alleged misconduct regarding its Transit Police Department (TP).

Meaningful and Beneficial

Oversight of law enforcement has grown significantly in the last few years; this is challenging and essential work. GCRTA is committed to civilian oversight and working with stakeholders to develop a structure that works best for the people of Cuyahoga County. The COC is an independent civilian group consisting of private citizens.

COC members are strong, effective community change agents that provide meaningful oversight that is:

- Proactive
- Independent
- Community-driven
- Empowered
- Transparent
- Individualized
- An investment in our community
- An iterative process

Interested in serving?

The GCRTA Board of Trustees will select and appoint seven (7) COC members that represent the diversity of GCRTA's customer base and who will serve objectively and without bias for three (3) years. Click here to review the requirements for service and apply to serve on the COC.

Contact Information

Email: COCinfo@gcrta.org 🖂

Check back for updates to be provided once the COC members have been selected and appointed.



Apply to Serve on the Civilian Oversight Committee

Alert: 01/13/2023 - 9:32am, Red Line service has been returned to its normal schedule.

The GCRTA Civilian Oversight Committee (COC) is responsible for the review of public complaints filed against GCRTA Transit Police Department employees. The COC is an advisory body to GCRTA and its Transit Police Department.

COC members are appointed by the GCRTA Board to serve three-year terms. In order to establish the committee, inaugural members will serve staggered terms. Candidates must be Cuyahoga County residents and have the capability to be impartial and objective regarding law enforcement.

CIVILIAN OVERSIGHT COMMITTEE MEMBER RESPONSIBLITIES

- Hold public meetings to hear community and Police Bureau member appeals of police misconduct investigations
- · Listen to community concerns regarding police conduct
- · Participate in trainings and activities to increase cultural awareness and responsiveness
- · Engage in training and other activities to learn about policing
- · Review GCRTA Transit Police policies and procedures
- Interact with elected officials; and
- Serve on the Civilian Oversight Committee, an advisory body to the Chief of Police that makes
 recommendations as to findings and propose discipline of Transit Police employees

CANDIDATE QUALIFICATIONS AND EXPECTATIONS

18 years old or older

Greater Cleveland

- Cuyahoga County resident
- · Have a general understanding of GCRTA services and its Transit Police Department
- · Possess the ability to remain objective and unbiased in order to represent the best interests of the public.
- · Possess sound communication and listening skills
- Reflect GCRTA's customer base and have diverse representation regarding age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, and geography.
- Outstanding members of the community and exhibit a strong moral code and should be free of any criminal history.
- Maintain high standards of confidentiality
- Willingness to make a substantial time commitment—including trainings, monthly meetings, and independent review of complaint files.
- At least one (1) member of the COC shall be a retired police officer with Ohio Peace Officer Training Academy experience.

Contact Information

Email: COCinfo@gcrta.org 🖂

Check back for updates to be provided once the COC is established.







CIVILIAN OVERSIGHT COMMITTEE Original

Phase 1 – Initiate 10/1/21 – 7/29/22

- Present the Board with initial concept
- Gather necessary resources to support development of COC COMPLETED

Phase 2 – Plan 6/1/22 – 8/30/22

- Develop necessary plans; seek BOT approval
- Review/finalize proposed Operating Procedures
- BOT to pass resolution for creation of COC COMPLETED

Phase 3 – Execute 8/31/22 – 11/28/22

- BOT approves finalized Operating Procedures COMPLETED
- Recruit and screen applicants
- BOT appoints seven members to COC
- COC members receive training

Phase 4 – Control 11/29/22 – 12/28/22

- Ensure COC functions are carried out in accordance with BOT policy
- Continue training for COC members

Phase 5 – Close Project 12/29/22 (Tentative)

COC becomes operational unit



CIVILIAN OVERSIGHT COMMITTEE Revised

Phase 1 – Initiate 10/1/21 – 7/29/22

- Present the Board with initial concept
- Gather necessary resources to support development of COC *COMPLETED*

Phase 2 – Plan 6/1/22 – 8/30/22

- Develop necessary plans; seek BOT approval
- Review/finalize proposed Operating Procedures
- BOT to pass resolution for creation of COC COMPLETED

Phase 3 – Execute 8/31/22 – 11/28/22

 BOT approves finalized Operating Procedures – COMPLETED

Phase 3R – Execute 1/12/23 – 4/30/23

- Recruit and accept applications through 2/24/23
- BOT appoints seven members to COC

Phase 4R – Control 4/30/23 – 5/31/23

- COC members receive training
- COC Evaluation system established & implemented
- COC members continue training activities

Phase 5 – Close Project 6/30/23 (Tentative)

• COC becomes operational unit



Questions



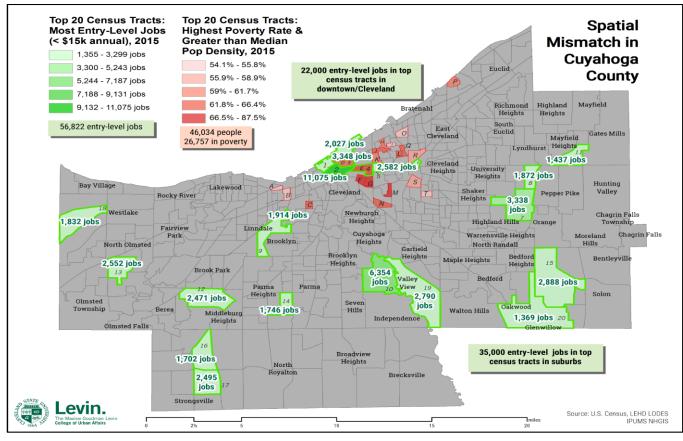
Greater Cleveland Regional Transit Authority



Workforce Connector RTA Micro Transit Pilot Program



Presented by: Maribeth Feke







GCRTA Micro Transit

- A short-term program to connect work sites with RTA service
- Helpful where the first/last mile of a commute trip is not easily navigated
- Must pick-up/drop off at an RTA Facility
- Work Site needs to be within Cuyahoga County
- Route/schedule is flexible
- Cannot duplicate RTA existing service







GCRTA Micro Transit

- GCRTA awarded 2 contracts in April
 - Share Mobility for \$300,000
 - Mayfield Village/Highland for \$119,197.50 -withdrew proposal
- \$300,000 Available for another program
- Soliciting proposals for another program in February 2023













RTA Micro Transit Program

- Service Began December 14, 2022
- Participating employers include:
 - Wraptite Inc.
 - 123 trips as of Jan 10
- Celebration scheduled for February 16, 2023 at Southgate Transit Center









Celebration

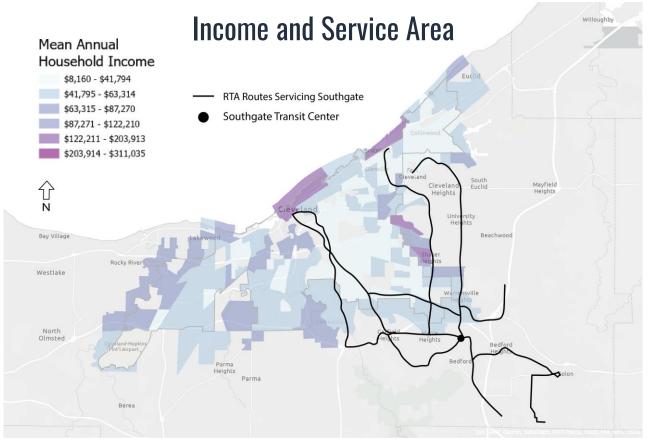


- Micro Transit service initiation
- February 16, 2023
- Southgate Transit Center



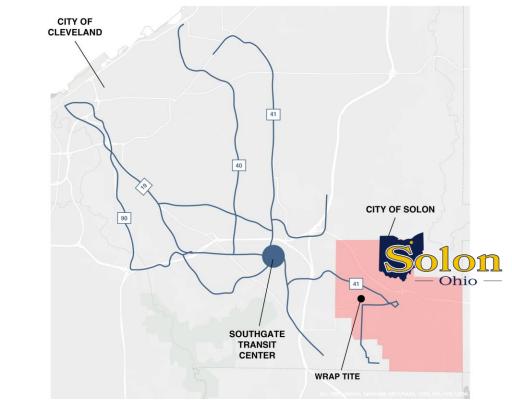


RT/





RTA Solon Connection







Questions



Greater Cleveland Regional Transit Authority



Update of Strategic Plan Initiatives

Presented by: Maribeth Feke

Strategic Plan Process

Deliver a 10-year Strategic Plan

Create understanding and build consensus; pull "Pillar Studies" together into a cohesive plan



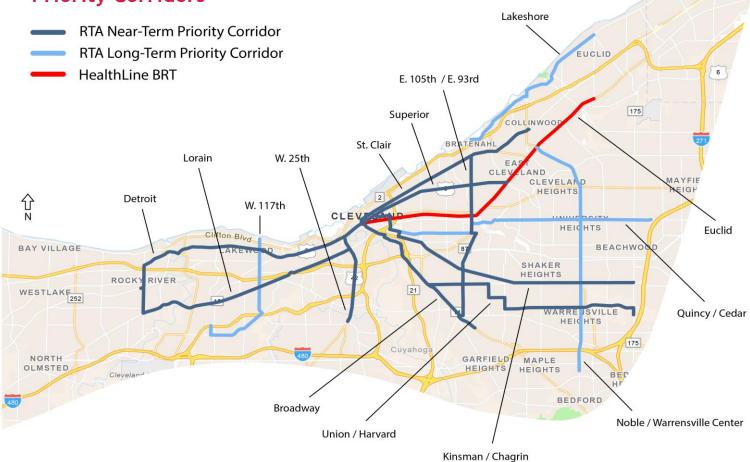
Key Initiatives

- Improve Where and When Buses Travel
- Improve How Streets Function
- Improve How Customers Pay
- Improve Passenger Safety and Comfort
- Engage with Emerging Technology, Data, and New Mobility
- Address Funding Challenges



Partner to Support Vibrant Communities and Access to Job Centers

Priority Corridors



RT/

Key Initiatives: Improve Where and When Buses Travel

- Make small improvements along the way prior to any large system change: NEXT GEN/Solon
- Implement early wins that improve service while minimizing negative impacts: Solon
- Implement Current Funding Concept



Key Initiatives: Improve on Streets Function

- Implement and promote early spot improvements that improve service while minimizing negative impacts :Solon
- Executed MOU on Public Square 🕑
- Plan four corridors and ten intersections for infrastructure enhancements : Thrive 105, Superior, Broadway, Lorain, W. 25

Key Initiatives: Improve How Customers Pay

• Implemented Mobile App/EZ Fare

- Continued to install readers
- Participating with NEORIDE



Key Initiatives: Improve Passenger Safety & Comfort

- Enhance cleaning procedures 🕑
- Provide service with a focus on essential workers getting to jobs at locations such as medical facilities and grocery stores: NEXT GEN/Micro Transit
- Provide service with a focus on equity of frequent service include neighborhoods with high levels of poverty: NEXTGEN/Priority Corridors
- Begin process of procuring new rail vehicles: In Progress
- Evaluate and improve stop amenities Baby on Board/Community Shelter
 Program/Solon
- Pilot ten zero emissions vehicles Applied for grants

Key Initiatives: Engage with Emerging Technology, Data and New Mobility

- Implement sharing of open information pertinent to customers on public-facing online dashboard
- Establish policies with regional partners for data management and common standards for mobility providers on public right-of-way
- Conduct a six-month pilot of an autonomous micro shuttle and obtain ongoing community feedback (Moved to long term)



Key Initiatives: Address Funding Challenges

- Evaluate internal agency costs and assess local tax support \checkmark
- Continue to apply aggressively for federal grant funds (see table)
- Continue to advocate for funding needs and solutions among local, statewide, and federal partners



Competitive Grants Awarded in 2022

AGENCY	PROGRAM	PROJECT	AMOUNT
ODOT	Ohio Transit Preservation Program (OTP2)	Rail Car Replacement Program	\$8,000,000
ODOT	Urban Transit Program (UTP)	Bus Improvement Program	\$3,670,747
OEPA	Diesel Emission Reduction Program (DERG)	Bus Improvement Program	\$1,981,472
USDOT	Community Project Funding (Senator Brown)	Rail Car Replacement Program	\$5,000,000
USDOT	Community Project Funding (Representative Brown)	Rail Car Replacement Program	\$5,000,000
FTA	Bus and Bus Facilities	Hayden Garage Roof Replacement	\$4,000,000
FTA	TOD Planning	Broadway Corridor	\$432,000
FTA	All Station Access Program	East 79th Street Light Rail Station	\$8,000,000
FTA	Areas of Persistent Poverty	Cuyahoga County	\$585,000
NOACA	Section 5310	Paratransit Improvement Program	\$950,264
TOTAL			\$37,619,483

Key Initiatives: Partner to Support Vibrant Communities & Access to Job Centers

- Establish stakeholder group around Solon job center to assess needs and feasibility of solutions 🕢
- Conduct pilot program centered around Solon job center 🥑
- Evaluate before-and-after metrics of employee attraction and retention as well as community perception In Process 📀
- Assess needs and establish stakeholder group around Chagrin Highlands job center



Accomplishments for 2022

- \$1,629,155 Engineering Design Projects Awarded
- \$18,194,199 Engineering Construction Projects Awarded
- \$2,936,561 Engineering/Planning Projects Awarded
- Utility Agreement Contracts Awarded: \$163,777
- Construction Projects Completed
 - Triskett Garage CNG Facility Upgrades
 - Cuyahoga Viaduct Rehabilitation Phase 1
 - West 30th Substation Transformer/Rectifier Replacements
 - Overhead Catenary System Structural Rehabilitation Phase 1



Accomplishments for 2022

- Instituted Ambassador Program
- 25Connects Plan wins Planning Excellence Award
- Design completed for Light Rail Replacement project
- Completed Baby on Board Shelters and Improvements
- Completed Climate Action Plan



2023 Initiatives

- Award Contract for rail car replacement
- Completion of Origin-Destination Survey
- Completion of Light Rail Station Shelter Upgrades
- Completion of Baby on Board Program
- Implementation/Evaluation of Micro Transit Program
- Award Contract for Transit Access Barrier Study (TABS)/AoPP
- Begin Construction on W. 117th Bridge
- Award contract for Broadway Avenue FTA Planning Study



Additional 2023 Initiatives

- Begin Engineering Design of W 25th Street BRT
- Begin Design of E. 79th Street Light Rail Station
- Complete reconstruction of WFL Bridge to resume WFL Service
- Install EV Chargers funded by NOACA and EPA
- Award Contract for Construction of Warrensville/Van Aken Station in Shaker Heights
- Reorganize Community Advisory Committee (CAC)
- Initiate Civilian Oversight Committee (COC)



Questions



Greater Cleveland Regional Transit Authority



Working Session Transit Oriented Development

January 20, 2023 Presented by: Jim Rusnov

Discussion Topics

Introduction of New Property Manager Real Estate Initiatives 2023 TOD Goals



Property Management

- Expand Internal Capabilities and Capacity
- Form Coordinated Real Estate Group
- Senior Development Manager Jim Rusnov



Initiatives 2023

- Manage GCRTA Real Estate Portfolio
- Market TOD Opportunities
- Refine TOD Goals
- Expand Internal Capabilities
- Special Projects





TOD

Active Projects:

- Columbus Road TOD
- Cudell West Blvd Station Multi-Family Housing
- Cordova Loop Multi-Family Housing

In Process:

• 3 Additional Projects



Questions

