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, December 16, 2025**, 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 Board Page www.RideRTA.com/board on the meeting date for staff and members of the public. Members of the public may attend in person.

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.

8:00 a.m. **Audit Committee Meeting**
- Updated Internal Audit Charter

9:00 a.m. **Board of Trustees Meeting**
- Agenda attached

Compensation Committee Meeting
- Executive Session Requested - to consider the employment, evaluation and compensation of a public employee or official.

India L. Birdsong Terry
General Manager, Chief Executive Officer

IBT/bc
Attachment

Scan this QR code to access the meeting schedule, live streams and meeting materials.

AGENDA

AUDIT, SAFETY COMPLIANCE AND REAL ESTATE COMMITTEE

December 16, 2025

Committee Members:
Mayor David E. Weiss, Chair
Ms. Emily Garr Pacetti, Vice Chair
Ms. Anastasia A. Elder
Mr. Jeffrey W. Sleasman
Ms. Shanelle Smith Whigham

I. Roll Call

II. Approval of Minutes

III. Updated Internal Audit Charter

Presenter(s):
- Anthony Garofoli, Director of Internal Audit

IV. Adjourn

Audit, Safety Compliance & Real Estate Committee Meeting

December 2, 2025

MEETING MINUTES

Committee Members:	Mayor Weiss (Chair), Ms. Pacetti (Vice Chair), Ms. Elder, Mr. Sleasman
Staff/Other:	Shawn Becker, Nick Biggar, Randall Bowles, Janet Burney, Laura Crawshaw, George Fields, Bob Fleig, Anthony Garofoli, Rajan Gautam, Orlando Hudson, Chief Deirdre Jones, Lawrence Jupina, Sheila Miller, Charles Morgan, Holly Mothes, Mike Schipper, Andrew Scott, Wendy Talley, John Togher, Steven Zimmerman
Public:	Terry McGrady

I. Roll Call

Mayor Weiss Called the meeting to order at 10:45 a.m. with a roll call. A quorum was present.

II. Property Insurance Renewal

Wayne Colonna, Acting Director of Rick Management, stated that GCRTA maintains a casualty insurance program for protection of assets against catastrophic loss. The three parts to this program include excess liability, workers' compensation and public officials' liability.

Mr. Colonna advised that GCRTA carries an all-risk property insurance policy. Covered perils include fire, wind, flood and collapse, among others. This is a replacement cost-coverage policy that protects real and personal property for which GCRTA is responsible.

The incumbent carriers are Liberty Mutual and Evanston. The total insured value for this program is $2.04 billion.

The first program is an all-risk property program written by Liberty Mutual for the coverage of all GCRTA real and personal property, including rolling stock. It has a blanket limit of $500 million and a deductible of $250,000.

The second program is the rolling stock policy, written by Evanston Insurance Company, for coverage of GCRTA rolling stock when rolling for both rail and bus. This has a blanket limit of $25 million and a deductible of $500,000.

Ray Battle, Senior Vice President, Property Broker, AON, stated that the average property insurance rates for the GCRTA industry segment has decreased on average around 4.88% this year. He anticipates rate decreases to continue through the first quarter of 2026. The partnership with Liberty Mutual and Evanston has provided a consistent foundation over the last five (5) years and has a complimentary renewal proposal.

Mr. Battle stated that GCRTA insurable values have increased almost 5%. The rolling stock portfolio has increased nearly 10% which represents the estimated cost of new rail cars and the projected budget going forward.

The insurable values for GCRTA increased by about 4.64% to $2.035 billion, mainly due to the estimated replacement cost of new rail cars. However, the broker successfully negotiated a 10% rate decrease for both lines of coverage, which resulted in a total renewal premium of $1,453,938, which is a net decrease of 3.86% from the 2025 premium and $226,062 below the budgeted amount.

Ms. Pacetti inquired which items increased and decreased. Mr. Battle explained that the replacement cost of buildings, contents and equipment increased almost 4.64%. The net decrease resulted from applying the 10% rate reduction against the increased insurable values.

Mayor Weiss moved to advance the item to the Board of Trustees; seconded by Ms. Elder. The motion carried unanimously.

III. 2026 Public Transportation Agency Safety Plan

Kevin Case, Manager of Safety, stated that since 2020, transit agencies are required to have made a Public Transportation Agency Safety Plan (PTASP). The framework was based on the national PTSP published by FTA. This will be the seventh version of the plan.

Requirements of the PTASP include to be flexible and scalable to the transit property and incorporates safety management system principles that are designed to mitigate risk.

Mr. Case advised that the PTASP includes an employee hazard reporting and tracking system and performance targets.

The National Public Transportation Safety Plan and GCRTA plan contain methods of safety promotion to communicate and prioritize safety and summarize safety training requirements.

The annual process includes review and sign-off by the Labor and Management Safety Committee, Joint District Safety Committees, and ATU/GCRTA leadership, followed by review by the Audit Committee, approval by the Board of Trustees, and final submission to the Ohio Department of Transportation (ODOT).

All agencies are tasked with including safety and performance targets as listed in the National Safety Plan for each mode of transportation Mr. Case explained that three (3) years of data regarding major events and other performance criteria were utilize to create these performance measures.

Mr. Case summarized various safety statistics, including that GCRTA has had zero (0) fatalities in bus, rail or paratransit operations, twenty (20) employee injuries that required more than first aid. The performance target is 25.

A significant update for 2026 is the incorporation of the Right-of-Way Work Protection Plan (ROWP), a new FTA requirement under CFR Part 671. GCRTA's updated plan, which includes a new Track Access Guide, was approved by State Safety Oversight on November 16. An annual briefing on the ROWP's performance is now required for the Board. The safety department conducted twenty-four (24) field audits in the past year, finding twelve (12) deficiencies across four areas (improper flagging, trip arms, PPE, and work zones), all of which were corrected immediately. Going forward, the department will report audit results to ODOT quarterly.

Mr. Case stated that twenty-four (24) field audits performed this year. Staff found twelve (12) deficiencies in four (4) areas. The areas were improper flagging, trip arms, personal protective equipment and improper work zone. The deficiencies are corrected on site.

Ms. Elder inquired regarding the auditing process. Mr. Case explained that staff follows a check sheet for various types of audits. Deficiencies are to be reported to ODOT.

Ms. Whigham inquired whether there is a mitigation process if a target is not met. Mr. Case advised that upper management meets to discuss the deficiency to establish a new target.

A discussion was held regarding the interpretation of statistics of major mechanical failures of vehicles. The System Reliability Rate metric signifies that a lower numerical value is worse, indicating fewer miles between major mechanical failures. Floun'say Caver, Chief Operating Officer, explained that the National Transit Database has identified fifteen (15) metrics to have common definitions for items across the country. GCRTA tracks miles between service center interruptions. Staff holds regular meetings to consider the miles between service interruptions to find better maintenance strategies to increase reliability.

Mr. Sleasman moved to advance the item to the Board of Trustees; Ms. Elder seconded. The motion carried unanimously.

IV. Adjourn

There being no further business to bring before this Committee, a motion to adjourn the meeting was moved by Mr. Sleasman and seconded by Ms. Elder. The meeting was adjourned at 11:21 a.m.

Rajan D. Gautam
Secretary/Treasurer

Brent Charnigo
Board Administrator

Anthony A. Garofoli
Executive Director of Internal Audit
1240 West Sixth Street
Cleveland, Ohio 44113-1331
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(216) 350-5130

Greater Cleveland Regional Transit Authority

December 9, 2025

Mayor Weiss and Audit Committee Members:

Purpose

This memo provides a short overview of the key updates you'll hear in the December 16, 2025 audit committee presentation on the revised Internal Audit Charter and our alignment with the IIA's new Global Internal Audit Standards (effective January 2025).

Why the Charter Was Updated

- **The IIA issued new Global Standards replacing the 2017 framework.**
- **Several practices, especially around governance, independence, and reporting, are now mandatory.**
- **Updating the charter ensures full conformance and reflects modern expectations for internal audit oversight.**

Key Changes

- **Purpose & Mission: Updated to reflect our role in enhancing and protecting organizational value through risk-based assurance and advisory services.**
- **Independence: Reinforces functional reporting to the Audit Committee and annual confirmation of independence.**
- **Authority & Access: Clarifies unrestricted access to records, personnel, and systems; outlines escalation for any limitations.**
- **Governance Roles: More explicit responsibilities for the Board/Audit Committee and executive leadership.**
- **Scope of Services: Aligns with the "Three Lines Model" and clarifies assurance and consulting activities.**
- **Quality Assurance Improvement Program: Confirms ongoing QAIP monitoring and required external assessments at least every five years.**

What This Means

The revised charter strengthens transparency, independence, and alignment with current professional standards. It provides clearer expectations for oversight, communication, and collaboration across the organization.

Next Steps

- **Request Audit Committee endorsement.**
- **Forward the revised internal charter to the full Board for approval.**
- **Communicate updates to executive leadership and adjust internal procedures accordingly.**

AGENDA

RTA Board of Trustees Meeting

Tuesday, December 16, 2025

9:00 a.m.

I. Call to Order

II. Roll Call

III. Certification Regarding Notice of Meeting

IV. Approval of Minutes
   a. November 18, 2025, Board Meeting

V. Public Comment **(2 minutes)** on **Agenda and Non-Agenda items:**

   Please state your name and city of residence
   a. In-Person
   b. Phone: 440-276-4600
   c. Web Form (1-Comment Limit) Comments will be Forwarded to Board and Staff

VI. Board Governance Committee Report
   - Mayor Paul Koomar, President
   - Affidavit for Board Trustee Shanelle Smith Whigham

VII. Operational Planning & Infrastructure Committee Report
   - Chair: Mr. Jeffrey Sleasman

VIII. Organizational, Services & Performance Monitoring Committee Report
   - Chair: Ms. Emily Pacetti

IX. Audit, Safety Compliance and Real Estate Committee Report
   - Chair: Mayor David E. Weiss

X. External & Stakeholder Relations & Advocacy Committee Report
   - Chair: Ms. Emily Pacetti

XI. Committee of the Whole
   - Chair: Mayor Paul Koomar

XII. Civilian Oversight Committee (COC)
   - Board Liaison: Mayor Marie Gallo

XIII. Community Advisory Committee (CAC)
   - Board Liaison: Ms. Anastasia Elder

XIV. Ad-Hoc Committee reports

a. Ad-Hoc Compensation Committee
   - Chair: Mayor David Weiss

b. Ad-Hoc Nominating
   - Chair: Mr. Stephen M. Love

XV. Introduction of New Employees and Announcement of Promotions - Ida Marshall, Senior Manager of Talent Acquisition

XVI. Introduction of Resolutions:

A. 2025-111 – REAPPOINTMENT OF EIGHT MEMBERS TO THE COMMUNITY ADVISORY COMMITTEE (CAC)

B. 2025-112 – AUTHORIZING CONTRACT NO. 2025-100 WITH KNOX KERSHAW, INC. FOR THE PROCUREMENT OF A BALLAST REGULATOR IN AN AMOUNT NOT TO EXCEED $566,558.00 (RTA DEVELOPMENT FUND, FLEET MANAGEMENT DEPARTMENT BUDGET)

C. 2025-113 – AUTHORIZING CONTRACT NO. 2025-128 WITH COOK PAVING & CONSTRUCTION CO., INC. FOR LIGHT RAIL RETAINING WALL REPAIRS – PHASE III IN AN AMOUNT NOT TO EXCEED $1,360,138.00 (RTA DEVELOPMENT FUND, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

D. 2025-114 – AUTHORIZING CONTRACT NO. 2025-132 WITH SLE TECHNOLOGIES, INC. FOR PARATRANSIT VEHICLE LIFT REPLACEMENT – PHASE I IN AN AMOUNT NOT TO EXCEED $612,814.42 (RTA DEVELOPMENT FUND, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

E. 2025-115 – AUTHORIZING CONTRACT NO. 2025-156 WITH ORACLE AMERICA, INC. TO PROVIDE ORACLE EBS SOFTWARE LICENSES, MAINTENANCE & SUPPORT SERVICES FOR A PERIOD OF ONE YEAR IN AN AMOUNT NOT TO EXCEED $756,632.95 (GENERAL FUND, MANAGEMENT INFORMATION SERVICES DEPARTMENT BUDGET)

F. 2025-116 – AUTHORIZING CONTRACT NO. 2025-157 WITH TRAPEZE SOFTWARE GROUP, INC. TO PROVIDE ADDITIONAL LICENSES FOR ITS TRAPEZE PARATRANSIT SOFTWARE IN AN AMOUNT NOT TO EXCEED $395,500.00 (GENERAL FUND, INFORMATION TECHNOLOGY DEPARTMENT BUDGET)

G. 2025-117 – AUTHORIZING THE PURCHASE OF PROPERTY INSURANCE FROM LIBERTY MUTUAL AND EVANSTON INSURANCE COMPANY, THROUGH AON RISK SERVICES NORTHEAST, INC., FOR A PERIOD OF TWELVE (12) MONTHS FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $1,453,938.00 (GENERAL FUND, RISK MANAGEMENT DEPARTMENT BUDGET)

H. 2025-118 – AMENDING ARTICLE VII OF THE BYLAWS AND SECTIONS 220.03 AND 642.01 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND REPEALING SECTION 620.04 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

I. 2025-119 – AMENDING CHAPTERS 460 AND 842 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

J. 2025-120 – AMENDING SECTION 1013.04 AND CHAPTER 1086 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

K. 2025-121 – APPROVAL OF THE AUTHORITY'S 2026 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN ("PTASP")

L. 2025-122 – MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY DURING FISCAL YEAR 2026

Secretary-Treasurer's Report – Rajan Gautam, Deputy General Manager, Finance

a. General Fund Revenue – November 2025 compared to November 2024
b. General Fund Revenue – period ending November 2025 compared to budget
c. Sales & Tax Receipts Report budgeted during 2025, actual receipts through November 30, 2025
d. Inventory of Treasury Investments as of November 30, 2025
e. Debt Service Schedule and Status of Bond Retirement Fund (cash basis) as of October 31, 2025
f. Summary of Investment Performance, Year to Date through November 30, 2025
g. Report on Investment Earnings (cash basis) as of November 30, 2025
h. Composition of Investment Portfolio as of November 30, 2025
i. Banking and Financial Relationships as of November 30, 2025

XVII. General Manager's Report – India L. Birdsong Terry, General Manager, Chief Executive Officer

XVIII. President's Report

XIX. Old Business

XX. New Business

XXI. The next regular Board meeting is scheduled for **January 20, 2026,** in the Board Room of the Authority, Root-McBride Building, 1240 West Sixth Street, Cleveland, Ohio 44113. This meeting will be live-streamed on RTA's Board page (www.RideRTA.com/board) by clicking the meeting date. The public is welcome to attend in person.

XXII. Adjournment

RTA Board of Trustees Meeting

November 18, 2025

MEETING MINUTES

Board Members: Ms. Pacetti (Acting President) Ms. Elder, Mayor Gallo, Mr. Love, Mr. Sleasman, Mayor Weiss

Not Present: Mayor Koomar, Ms. McPherson, Ms. Smith Whigham

Staff/Other: Shawn Becker, Nick Biggar, India Birdsong Terry, Felicia Brooks-Williams, Janet Burney, Floun'say Caver, Brent Charnigo, Jonathan Ciesla, Nick Davidson, Nadine DeJesus, Wendy Feinn, Michael Fesler, George Fields, Bob Fleig, Joel Freilich, Catherine Galla, Anthony Garofoli, Rajan Gautam, Fiona Gibbons, Chief Deirdre Jones, Lawrence Jupina, Carl Kirkland, Jeff Macko, Ida Marshall, Sheila Miller, Joshua Miranda, Charles Morgan, Ruben Morgan, Mike Schipper, Michael So, John Sulik, Kay Sutula, Wendy Talley, John Togher, Eric Vukmanic

Public: Ehren Bingaman, Tracie Collins, Travis Ducuruen, Kesley Finucan, Alex Johnson, Mustafa Shaikhan, Carren Woods

I. Call to Order

Ms. Pacetti called the meeting to order at 10:50 a.m.

II. Roll Call

Six (6) Board members were present, representing a quorum.

III. Certification regarding Notice of Meeting

It was advised that the notice of this meeting had been posted more than twenty-four hours in advance of the meeting, that the usual notification had been given to the news media and other interested persons, and that all requirements of the Ohio Revised Code and Rules and Bylaws of this Board regarding notice of meeting had been complied with.

IV. Approval of Meeting Minutes

Mr. Sleasman moved, and Mr. Love seconded to approve the minutes of the October 21, 2025, Board Meeting. The motion was unanimously approved.

V. Public Comments – Agenda and Non-Agenda Items

Members of the public addressed the Board regarding both agenda and non-agenda items. Public comments submitted through the webform will appear in their original form and have not been edited for grammar or content. GCRTA reserves the right not to publish any explicit language, derogatory remarks, or personal attacks against individuals.

1. Carren Woods -- Cleveland (in-person)

Ms. Woods thanked GCRTA for their service and stated that she appreciated the kindness paratransit staff showed her.

2. Airric Stewart (phone)

I want Ehren Bingham, I want Nick Biggar and I want Raj to respond to what was said to them in my previous on-air comment. You have time to do so now in reference to what I was trying to complete. in reference to India Terry and talking about economic development for next year or productivity for next year, you need to acknowledge the 61 businesses at Pinecrest that the 15 a will service. And one bus service for a lot of people who are dependent on their bus service to get anywhere as well as a 24 plus businesses at Shaker Square, which the 48A and 15-A will serve.

I made a comment about how close her salary is to the New York City CEO Public Transit and how a reduction of her salary will free up more money. This is a taxpayer agency. Remember, this will free up more money for them to employ drivers and cleaners for this community. They need more people to be employed in the working class to help build themselves up to the middle class. So taking into consideration what I just said, I want you guys as a group to respond to that and for the person that asked Jeff Mako, was there any reduction of service? Yes, they did reduce service when they introduced the next General Program or whatever it's called, and if you read the July 15 e-mail that I sent to the Board of Trustees.

3. Airric Stewart (webform)

Post this verbatim. The last public comments by phone under my name did not reflect anything I actually said. Why are people not allowed to listen by phone to the entire Board of Trustee meeting as was done in the past? What is the cost to RTA to provide that service? Why has there been no correction made on the last 7 public and webform comments that were put in under my name? What is the purpose of giving percentages of anything that is a public response without giving the numbers that they are based on? Do you count the same people multiple times in your surveys? Who, or what people, are responsible for continuously misconstruing my public comments and webform statements? Has any member from the BOT and/or CAC made the suggestions for the 50, 48A, 15A, and 15 available to the public for thorough public examination? RTA has a responsibility to the socioeconomic well-being of the public through the implementation of public transit. Respect the accurate assessment of the facts.

4. Rich Raphael (webform)

After having been a faithful RTA rider since RTA changed over from CTS years ago, I no longer ride the RTA regularly because your busses and trains are not safe. There is no Transit Police presence ANYWHERE anymore and Transit Ambassadors do nothing to fill that gap because most people take them as a joke. If there's an incident on the bus, most of the newer operators

look in their mirror like they 're eating popcorn at the movies instead of calling for T.P. to come. When did they start teaching THAT in training classes? One recent Sunday, there was also a shooting incident on a Red Line train at East 79th. We need Transit Police where they can be seen 24 hours a day, 7 days a week. Please hire more transit police officers on all three shifts and train all these officers to be where they can be seen at all times!

5. Micah Ely (webform)

We need to build commuter rail from Akron to Cleveland. We need to extend the Cuyahoga valley scenic railroad to downtown Cleveland on the CSX willow industrial track.

6. Adam Rossi (webform)

As a transit rider, I am deeply disturbed by the funding cuts for public transit, and the pending funding cuts looming in the not-too-distant future. The federal and State government have shown that they are diligent in their attack on public just about anything, public transit included. In this era of hostility from those in power at higher levels, it is imperative that the RTA board do everything in its power to protect public transit. I rely on RTA to get to work and back each day. So many others like me would suffer from service cuts, and we are already suffering. And there are more and more who suffer each day. I implore the RTA board to do everything in its power to explore all funding mechanisms for transit as we look ahead into the uncertain future, including putting a sales tax levy on the ballot to make up the impending funding shortfall. The RTA board should also look into parking meter revenue currently used for Huntington Bank Field maintenance as a potential funding source. When it comes to potential funding sources, anything should be on the table, because any cuts in service make it harder for folks like me to get to work, to get to the dentist, to have fun, to be somewhere on time...in short, to live a fully dignified life. Thank you for the service you provide, and thank you for doing everything you can to make Cleveland work for everyone.

7. Jason Zhang (webform)

The RTA plays a critical role in my mobility- the RTA's current service allows me to get to work, reach downtown for daily tasks, and afford me the quality of life that I have today. RTA's service is one of the reasons why I am so proud of the transit system that we have here. I was therefore terrified when I saw the potential for service cuts- I've lived through similar cuts in St. Louis and have seen them across multiple agencies. I've seen how these cuts are almost always irreversible and will lead to not only a loss of ridership but a loss of political support and relevance that allows RTA to be as transformative as it is today, increasing the risk for additional service cuts. Given the budget shortfall, the RTA's top priority needs to be identifying and passing additional funding for operations (not just capital)- be it through a new county transit tax or state support. Please look at the successes and failures of similar levies in St. Louis (Proposition M in 2008 vs Proposition A in 2010) for lessons on what to do and avoid. I know you don't want to see service cuts any more than I do, but please be our voice in ensuring and maintaining our ability to live and work in Cleveland and Cuyahoga County.

8. Wenda Michelle Lamar (webform)

I’m interested in the outcome of the budget and strategies to continue to keep the Operators safe.

9. Isaac Shimsky-Agosto (webform)

As someone who depends on this service, I am very concerned about the financial health of RTA. If something isn't done, we are looking at massive service cuts in the coming years. Since I mostly ride on weekends and evenings, I anticipate being hit very hard by any cuts. RTA requires additional operating funding, and the best way to accomplish is with an increased tax levy. RTA has been kicking this can down the road longer than the introduction of smartcards. The best time to do this would have been years ago, the second best time is now. No amount of ignoring the issue is going to make it go away. Action needs to be taken, as soon as possible, or the consequences to people's lives will be disastrous.

VI. Board Governance Committee Report

This Committee will hold its next meeting on November 20 at 9 a.m.

VII. Operational Planning & Infrastructure Committee Report

Ms. Pacetti stated that Shanell Smith Whigham was sworn into service as a Board Trustee on November 13, 2025. She was appointed by Cleveland Mayor Justin Bibb.

VIII. Organizational, Services & Performance Monitoring Committee Report

No committee report

IX. Audit, Safety Compliance and Real Estate Committee Report

No committee report

X. External and Stakeholder Relations and Advocacy Committee Report

No committee report

XI. Committee of the Whole

No committee report

XII. Civilian Oversight Committee (COC) Report

No committee report

XIII. Community Advisory Committee (CAC)

The CAC Rules Committee will meet Thursday, November 20, at 9:00.

XIV. Ad Hoc Committee Reports
   a. Ad-Hoc Compensation Committee
   b. Ad-Hoc Nominating Committee

No committee report

XV. Introduction of New Employees/Promotions

George Fields, Deputy General Manager, Human Resources, stated that although a hiring freeze was put into effect, positions related to safety are still hired so service levels can be maintained -- particularly operators, mechanics, transit police, laborers and other key positions.

Ms. Marshall, Senior Manager, Talent Acquisition provided an update on new hires and promotions for November. She noted that this month's additions are primarily in operations, including a group of new bus operators. Ms. Marshall welcomed the new employees, emphasizing their role in ensuring safety and reliability for riders.

XVI. Introduction of Resolutions

A. 2025-105 – In Tribute to Board Trustee Reverend Dr. Charles P. Lucas, Jr. for His Unwavering Public Service and Dedication to the Greater Cleveland Regional Transit Authority and this Community, and Extending Condolences to His Family at His Passing.

Ms. Elder moved to adopt the resolution; seconded by Mr. Sleasman. The motion was approved unanimously.

The Board and staff expressed their appreciation for Rev. Lucas' public service.

B. 2025-106 – Authorizing Contract No. 2025-124 with Railworks Track Services, LLC for the Reconstruction of Shaker Junction and Shaker Square Grade Crossings – Phase II in an Amount Not to Exceed $2,438,863.00 (RTA Development Fund, Engineering & Project Development Department Budget)

Mr. Sleasman moved to adopt the resolution; seconded by Ms. Elder. The motion was approved unanimously.

C. 2025-107 – Authorizing Contract No. 2025-111 with Michelin North America, Inc. for the Furnishing of Tire and Wheel Maintenance Services and for the Leasing of Radial Tires, as Specified and as Required, for a Period of Five (5) Years, in a Total Contract Amount Not to Exceed $8,782,484.85 (General Fund, Fleet Management Department Budget)

Mayor Weiss moved to adopt the resolution; seconded by Mr. Sleasman. The motion was approved unanimously.

D. 2025-108 – Authoring the Sale of Puritas Hotel Ground Lease Area, an Approximately Two-Acre Portion of Permanent Parcel Numbers 027-19-002, 027-21-002 and 027-24-019, located at 4222 West 150th Street, Cleveland, Ohio, to CA Five, LLC, an Ohio Limited Liability Company, with an Easement for Ingress and Egress

Mr. Sleasman moved to adopt the resolution; seconded by Mayor Weiss. The motion was approved unanimously.

CEO Terry reminded the Board that this item was discussed in June 2025. The funds for this sale, pending the approval of the Board in December, will go towards transit-oriented development efforts and not back into General Fund activities for operations or capital.

E. 2025-109 – Amending the Fiscal Year 2025 Appropriations, as Adopted in Resolution No. 2024-107, to Provide for an Increase in the Appropriation for the General Fund in the Amount of $9,000,000

Mayor Weiss moved to adopt the resolution; seconded by Mr. Sleasman. The motion was approved unanimously.

F. 2025-110 – Re-Appointment of Jonathan England and Michael Blake to the Civilian Oversight Committee

Mr. Sleasman moved to adopt the resolution; seconded by Ms. Elder. The motion was approved unanimously.

Secretary-Treasurer's Report

Rajan Gautam, Deputy General Manager of Finance and Secretary-Treasurer, presented the Secretary-Treasurer's report. Due to the federal government shutdown, staff did not receive information related to CPI.

Consumer confidence has decreased. Year-to-date ridership was 0.5% lower than 2024 levels and 23.8% below 2019 pre-COVID levels, with fare revenue reflecting similar trends. Long-term debt remained steady at $22.3 million, and investment yields averaged just over 4%. Total cash and investments were $356.1 million, of which $326.4 million is in restricted funds. The unrestricted or General Fund cash and investments amount is $29.7 million. Total long-term debt as of the end of 2024 was $22.3 million, with payment on debt due in December 2025.

Passenger fare revenue was 48.2% higher than October 2024. Year to date, revenue is 0.8% higher than 2024. However, revenue is 14.5% lower than 2019.

Moving to the 2025 budget, Mr. Gautam stated that staff budgeted a transfer of $50.5 million from the Revenue Stabilization Fund to support operations. To date, $35 million has been transferred. Staff expects to transfer the remaining $15.5 million by year end.

XVII. General Manager, CEO Report

India L. Birdsong Terry, General Manager and CEO, began the report by stating that the GCRTA Employee Recognition Banquet was held on October 30.

CEO Terry stated that she and Natoya Walker Minor, Deputy General Manager, Administration & External Affairs, attended the Black Professional Associations Charitable Foundation's 45th annual scholarships and awards gala to support the scholarship initiative for black professionals in Cleveland.

Mayor Marie Gallo was featured in the Women Transportation Symposium event that was held on November 13.

GCRTA received an award for Employer of the Year during the Global Cleveland annual meeting on November 13.

National Transit Career Day was also held on November 13 and showcased career opportunities in public transportation.

COMTO Cleveland is conference of minority transportation officials. The Cleveland chapter hosted a leadership and legacy conversation in the GCRTA Board Room on November 13.

The Positive Impact Program held its celebration of operator mentors and mentees with 73 former mentees and the first laborer class of graduates.

CEO Terry will have holiday District visits Woodhill, Central Bus Maintenance and Hayden for mini townhalls with a direct up-to-date advisory from leadership to employees.

CEO Terry concluded the report by again acknowledging the passing of Board Trustee Reverend Doctor Charles P. Lucas, who was a giant in the community.

XVIII. President's Report

No report.

XIX. Old Business

No items.

XX. New Business

No items.

XXI. Upcoming Meetings

The next regular Board meeting is scheduled for **Tuesday, December 16, 2025,** in the Board Room of the Authority, Root-McBride Building, 1240 West Sixth Street, Cleveland, Ohio 44113. This meeting will be live streamed on RTA's Board page (www.RideRTA.com/board) by selecting the meeting date. The public is welcome to attend in person.

XXII. Adjournment

There being no further business, a motion to adjourn the meeting was made by Mr. Love and seconded by Ms. Elder; the motion was approved by unanimous vote. The meeting was adjourned at 11:35 a.m.

Attest: _____ _____
Secretary-Treasurer President

Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

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

Date: December 11, 2025

Subject: December Resolutions – Information Regarding Committee Presentations

At the December 16, 2025 meeting of the Board of Trustees, the Authority will seek approval of the twelve (12) resolutions listed below. For at least the past five (5) years, our practice has generally been to prepare a committee presentation when the total dollar request exceeds $500,000.00 or if the resolution could be a matter of significance to the Board of Trustees.

This month, staff presented ten (10) of the twelve (12) resolutions that are scheduled for approval. The two (2) resolutions which were not presented before Committee were for an annual renewal of Oracle EBS software licenses, maintenance and support and a one-time purchase of additional licenses required for the Authority's Trapeze paratransit software.

Title	Amount	Presentation
Reappointment of Eight Members to the Community Advisory Committee	NA	Y
Procurement of a Ballast Regulator	$566,558.00	Y
Light Rail Retaining Wall Repairs – Phase III	$1,360,138.00	Y
Paratransit Vehicle Lift Replacement – Phase I	$612,814.42	Y
Oracle EBS Software Licenses, Maintenance & Support Services	$756,632.95	N
Additional Licenses for Trapeze Paratransit Software	$395,500.00	N
Amending Article Vii of the Bylaws and Sections 220.03 and 642.01 of the Codified Rules and Regulations of the GCRTA and Repealing Section 620.04 of the Codified Rules and Regulations of the GCRTA	NA	Y
Amending Chapters 460 and 842 of the Codified Rules and Regulations of the GCRTA	NA	Y
Amending Section 1013.04 and Chapter 1086 of the Codified Rules and Regulations of the GCRTA	NA	Y
Purchase of Property Insurance from Liberty Mutual and Evanston Insurance Company	$1,453,938.00	Y
Approval of the Authority's 2026 PTASP	NA	Y
Approving the GCRTA's Fiscal Year 2026 Budget	NA	Y

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

IBT/SB

Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

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

Subject: Community Advisory Committee ("CAC") Reappointments
Statement of Clarification - CAC membership

Date: December 16, 2025

During the meeting of the Committee of the Whole on December 2, 2025, staff presented eight (8) proposed reappointments to the Community Advisory Committee (CAC). Pursuant to Section 222.04(b)(1) of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book"), the CAC may have between eleven (11) to fifteen (15) members.

If all eight (8) members are reappointed as proposed, there will be a total of eleven (11) appointments to the CAC. Four membership appointments remain vacant.

Section 222.04(c) of the Code Book pertains to the Selection Process for New Members. Members of the CAC are appointed by the Board of Trustees following an application and ad-hoc Screening Committee referral for nomination. Chapter 222 of the Code Book is attached for your review.

If you have any questions, please do not hesitate to contact me.

Attachment: Code Book Chapter 222 Committees, Boards and Task Forces

IBT/ah

CHAPTER 222
Committees, Boards and Task Forces

222.01 Moral Claims Committee.
222.02 Citizen's Advisory Committee. (Repealed)
222.03 Bylaws of Citizen's Advisory Committee. (Repealed)
222.04 Community Advisory Committee.
222.05 Civilian Oversight Committee.

CROSS REFERENCES
Committees generally - see Bylaws Art. VI
Board of Trustees - see ADM. Ch. 220

222.01 MORAL CLAIMS COMMITTEE.

(a) There is hereby established a Moral Claims Committee for reviewing the facts upon which alleged moral claims are presented against the Authority. Such Committee shall consist of the Deputy General Manager-Legal Affairs, the Deputy General Manager-Finance and Administration and the Director of Human Resources.

(b) Claims of the character provided for in subsection (a) hereof shall be referred to such Committee, and it shall be the duty of the Committee to investigate the facts on which such claims rest and to report to the Board of Trustees the findings of fact, together with recommendations based thereon.

(c) Any claim recommended to be paid of not more than one thousand dollars ($1,000) shall be paid by the Deputy General Manager - Finance and Administration upon action of the Committee. All other claims recommended by the Committee to be paid shall be paid after approval of the Board by resolution duly adopted, as required by law. (Res. 1999-147. Passed 10-26-99.)

222.02 CITIZEN'S ADVISORY COMMITTEE. (REPEALED)

(EDITOR'S NOTE: Section 222.02 was repealed by Resolution 1998-136, passed October 20, 1998. See Section 222.04.)

222.03 BYLAWS OF CITIZEN'S ADVISORY COMMITTEE. (REPEALED)

(EDITOR'S NOTE: Section 222.03 was repealed by Resolution 1998-136, passed October 20, 1998. See Section 222.04.)

222.04 COMMUNITY ADVISORY COMMITTEE.

(a) Operations.

(1) Name. The Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").

(2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:

A. Supporting the Authority's provision of services to individuals with disabilities; and

B. Advocating and educating the community regarding the Authority's interests.

(3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.

(4) Meetings.

A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.

B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and Board meetings.

C. All meetings of the CAC, except executive sessions held for purposes required or permitted by law, shall be open to the public, and no person shall be excluded from any meeting except for conduct which unreasonably interferes with the orderly conduct of the meeting.

D. Notice of CAC meetings shall be provided in the same manner as notice is provided for Board meetings.

(5) Subcommittees. The CAC will have at least three standing subcommittees:

A. The ADA Advisory Subcommittee, which guides the Board in adhering to the spirit and requirements of the Americans with Disabilities Act ("ADA").

B. The Advocacy and Education Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio.

C. The Rules Subcommittee, which reviews the CAC's Operating Guidelines and makes recommendations for appropriate additions, deletions, or amendments.

D. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board on an as-needed basis.

(6) Administrative support.

A. The Authority shall designate a Staff Liaison to the CAC to serve as the primary point of contact with the Authority.

B. The Staff Liaison shall be responsible for communications to the CAC, tracking attendance, maintaining a record of meetings, and channeling CAC members' concerns to the appropriate Authority staff member.

(7) Recommendations. The CAC may make recommendations to the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board.

(8) Communications with the Board.

A. The Board will appoint a Board Liaison to the CAC.

B. The Board will include a standing agenda item on the Board's agenda for communications from CAC.

(b) Membership.

(1) Composition of the CAC.

A. The CAC is composed of 15 community representatives.

B. With the exception of members with emeritus status, terms shall be for two years each with a term limit per member of two (2) consecutive full 2-year terms. To ensure that the terms will be staggered so that no more than eight (8) members' terms expire in any year, initial appointments may be for less than 2 years. An initial appointment of less than 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.

(2) Emeritus Status. CAC members who have served on the CAC with distinction for more than 15 years will be eligible for emeritus status for the purpose of providing input in the CAC's discussions. Emeritus status may be granted by the Board of Trustees. Members with emeritus status will not be counted among the maximum 15 members. Emeritus status does not confer the right to vote, hold office or be counted towards a quorum. A list of the individuals with emeritus status will be maintained by the Authority's Administration & External Affairs Division.

(3) Qualifications.

A. A CAC member must be familiar with public transportation and, preferably, use it occasionally, if not frequently. Transit dependency is not a requirement for CAC membership.
B. CAC members must be able to communicate knowledgeably about the Authority in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service.
C. CAC membership should reflect the Authority's customer base and have diverse representation in regard to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, availability to participate in CAC activities, and geography.
D. CAC members must be ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and Authority customers.

(4) Each CAC member will receive an Authority ID to be used for unlimited transit privileges during their service.

(c) Selection Process for New Members.
(1) All members of the CAC shall be nominated by the Board.
(2) All individuals interested in becoming a CAC member must submit an application.
(3) An ad hoc Screening Committee, consisting of two or more staff members and one or more members of the Board shall review the applications based on the criteria set out in subsection (b) hereof and recommend a slate of candidates to the External & Stakeholder Relations & Advocacy Committee for consideration and referral to the Board.
(4) Authority staff shall confer with the Board and the CAC for additional CAC members to be presented to the Board for consideration when vacancies arise.
(5) Appointment of members shall be made in March. Appointments become effective in April. Interim appointments may be made at other times of the year to fill vacancies. An interim appointment will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.

(d) Removal. All members of the CAC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.

(e) Operating Guidelines. The CAC shall adopt, and may revise, such operating guidelines as it from time to time elects, which are not in conflict with this section. The operating guidelines will address the following topics:

(1) Terms and responsibilities of officers;
(2) Procedures for conducting regular and special meetings;
(3) Committee assignments and operations;
(4) Attendance; and
(5) Other matters pertinent to the CAC's operations.

(f) The CAC's operating guidelines will be subject to approval and adoption by the Board.

(Res. 1998-136. Passed 10-20-98; Res. 2008-152. Passed 10-21-08; Res. 2018-61. Passed 6-19-18; Res. 2023-14. Passed 2-28-23; Res. 2024-23. Passed 3-19-24.)

222.05 CIVILIAN OVERSIGHT COMMITTEE.

(a) Operations.

(1) Name. The Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") hereby creates the Civilian Oversight Committee ("COC").
(2) Purpose. The purpose of the COC is to receive, review, investigate, and make recommendations for the resolution of public complaints filed against the Authority's Transit Police Department ("TP") employees.
(3) Officers. The COC shall elect a Chair and a Vice Chair.
(4) Meetings.
    A. All meetings of the COC shall be held at the GCRTA Main Office Building unless otherwise designated in the notice of the meeting.
    B. The COC shall hold regular meetings on the last Tuesday of every other month. The first regular COC meeting will be in January of each year. The COC may update the regular meeting schedule at its discretion.
    C. The COC shall hold special meetings as it deems necessary. The Board and Authority staff shall have input in setting the COC meeting agendas.
    D. All meetings of the COC, except executive sessions held for purposes required or permitted by law, shall be open to the public, and no person shall be excluded from any meeting except for conduct which unreasonably interferes with the orderly conduct of the meeting.
    E. Notice of COC meetings shall be provided in the same manner as notice is provided for Board meetings.
(5) Administrative support.

A. The Authority shall designate an Executive Assistant to the COC to serve as the primary point of contact between the COC and other GCRTA/TP personnel. COC members are not precluded from contacting other Authority staff or TP staff directly when appropriate.
   1. The Executive Assistant shall be responsible for communications to the COC, tracking attendance, maintaining a record of meetings, channeling COC members' concerns to the Chief of Police, and all other administrative functions of the COC.

B. The Authority shall designate a GCRTA/TP Liaison to the COC to serve as an independent investigator of all complaints assigned to the COC.
   1. The GCRTA/TP Liaison shall handle all TP communications and relations with the COC.
   2. The GCRTA/TP Liaison shall be responsible for organizing complaints, conducting investigations, interviewing witnesses, collecting records, and any other investigatory responsibilities as assigned by the COC.
   3. The GCRTA/TP Liaison shall present complaints to the COC and conduct further investigations as directed by the COC.
   4. The GCRTA/TP Liaison shall handle all other substantive matters involving the COC.

C. The Board shall designate a Board Liaison to the COC to act as the point of communication between the COC and the Board.

(6) Investigations and recommendations. The COC shall have the power to receive, review, investigate, and make recommendations for the resolution of public complaints regarding alleged misconduct by TP employees. Recommendations shall be made to the Authority's Chief of Police.

(b) Membership.

(1) Composition of the COC.

A. The COC consists of seven members who are representative of the diverse communities within Cuyahoga County, Ohio.

B. The Board shall appoint each member of the COC through the selection process outlined in subsection (c)(3) of this section.

(2) Qualifications.

A. COC members shall have a general understanding of the Authority's services and its TP Department.

B. Members shall have the ability to remain objective and unbiased in order to represent the best interests of the public.
C. COC membership shall reflect the Authority's customer base and have diverse representation in regards to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, and geography. All COC members shall be eighteen years old or older and a resident of Cuyahoga County.
D. COC members shall be outstanding members of the community and exhibit a strong moral code. All COC members should be free of any criminal history.
E. At least one member of the COC shall be a resident of the City of Cleveland.
F. At least one member of the COC shall be a retired police officer with Ohio Peace Officer Training Academy experience. If there are no such applicants, then one member position of the COC shall remain vacant until an applicant with this qualification can be appointed.

(3) Terms of membership.
A. Terms of membership for COC members shall be for three years, with the exception of an initial appointment or vacancy appointment as outlined in subsection (e) of this section.
B. COC members shall have a maximum term limit of three consecutive terms. A break in service on the COC will reset this maximum term limit.
1. The Board may waive any limitations on term limits at its discretion.
C. COC members interested in reappointment for an additional term shall notify the Board Liaison in writing by October 1st of the year when their term is set to expire. A member whose reappointment is accepted by the Board will continue serving as a COC member with their next full term beginning immediately after the expiration of their current term.
D. Terms of membership for COC members shall be staggered so that no more than three COC members' terms expire in any year .
E. To ensure that the COC member terms will be staggered, two COC members' initial appointments shall be for one year, two COC members' initial appointments shall be for two years, and three COC members' initial appointments shall be for the full three years.
F. Initial appointments and vacancy appointments of less than three years will not count against a member's maximum allowable terms.

(c) Selection Process for New Members.

(1) All individuals interested in becoming a COC member shall submit an application.

(2) An ad hoc Screening Committee consisting of the Chief of Police, the Authority's General Manager, Chief Executive Officer, two or more staff members, and one or more Board Member(s) shall review the applications based on the criteria set out in subsection (b)(2) hereof and refer a slate of candidates to the Board.

(3) Candidates referred to the Board will undergo a CJIS Background check.

(4) Candidates referred to the Board may be required to interview with an ad hoc Interview Committee comprised of Board members and subject matter experts.

(5) The Board shall appoint COC members and specify the effective dates of their appointments by resolution. Interim appointments may be made at other times throughout the year to fill vacancies.

(d) Removal. All members of the COC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.

(e) Compensation. Members of the COC shall receive a stipend of one thousand eight hundred dollars ($1,800) per year, paid at one hundred fifty dollars ($150.00) per month.

(f) Operating Procedures. The Board shall adopt procedures for the operation of the COC. The COC may recommend to the Board amendments to the operating procedures, which are not in conflict with this Section 222.05 or any other provision of the Bylaws or Codified Rules and Regulations of the Authority. The operating procedures shall address the following topics:

(1) Terms and responsibilities of officers;

(2) Procedures for conducting meetings;

(3) Attendance; and

(4) Other matters pertinent to the COC's operations.

(Res. 2022-82. Passed 8-23-22; Res. 2022-105. Passed 11-15-22; Res. 2025-33. Passed 2-25-25.)

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-111
REAPPOINTMENT OF EIGHT MEMBERS TO THE COMMUNITY ADVISORY COMMITTEE ("CAC")	Date: December 11, 2025
	Initiator: Board of Trustees

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This resolution will reappoint eight (8) members to the Community Advisory Committee ("CAC"). The CAC serves in an advisory role to the Greater Cleveland Regional Transit Authority Board of Trustees ("Board"). The terms of these eight (8) members have expired.

2.0 DESCRIPTION/JUSTIFICATION: In early 2023, the Greater Cleveland Regional Transit Authority ("Authority") updated Section 222.04 Community Advisory Committee of the Authority's Codified Rules and Regulations ("Code Book") and re-energized the CAC. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision through: (a) supporting the Authority's provision of services to individuals with disabilities, and (b) advocating for and educating the community regarding the Authority's interests.

To ensure that members' terms are staggered, some members were initially appointed to 1-year terms while others were initially appointed to 2-year terms. The terms of the eight members who were appointed to 2-year terms have expired.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: Under Code Book Section 222.04(b)(1), the Board may appoint eleven (11) to fifteen (15) members to the CAC. Reappointment of these three members will maintain the minimum membership of eleven (11) members.

6.0 ECONOMIC IMPACT: Doesn't apply.

7.0 ALTERNATIVES: Not adopting this resolution. The terms of the eight (8) CAC members would remain expired, and the composition of the CAC would be less than the minimum membership required of eleven (11) members.

8.0 RECOMMENDATION: It is recommended this resolution be adopted and these eight (8) members be reappointed to the CAC.

9.0 ATTACHMENTS: None.

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-111

REAPPOINTMENT OF EIGHT MEMBERS TO
THE COMMUNITY ADVISORY COMMITTEE (CAC)

WHEREAS, under Article VI, Section 4 of the Bylaws of the Greater Cleveland Regional Transit Authority (“Authority”), the Board of Trustees (“Board”) is authorized to establish special advisory committees; and

WHEREAS, for many years, the Board has maintained a Community Advisory Committee (“CAC”); and

WHEREAS, under Resolution No. 2023-014, the Board updated Section 222.04 Community Advisory Committee of the Authority’s Codified Rules and Regulations ("Code Book") and re-energized the CAC; and

WHEREAS, the CAC's purpose is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision through: (a) supporting the Authority's provision of services to individuals with disabilities, and (b) advocating for and educating the community regarding the Authority's interests; and

WHEREAS, under Section 222.04(b)(1) of the Code Book, the Board is required to appoint at least eleven (11) members to serve on the CAC; and

WHEREAS, the terms of the eight current members have expired, and each of those members wishes to be reappointed for 2-year terms, as follows:

Burmeister, Brooklyn: Brooklyn presently works as an Architectural Designer for the DLR Group. Brooklyn is a member of the American Institute of Architects (AIA) and AIA Cleveland. Brooklyn is a self-appointed public transit advocate who utilizes fixed-route services daily.

Gibbons, Brian: Brian has years of experience representing labor forces, senior management of public media, non-profit, and government agencies. Brian currently is a member of Clevelanders for Public Transit and Northern Ohioans for Budget Legislation. Brian utilizes fixed-route services 4-5 times a week.

Kennick, Charles: Charles presently works for the City of Cleveland in the Mayor's Office of Capital Projects as the Right-of-Way Code Enforcement Administrator. Charles is a member of the Ohio City Inc., the South of Lorain Block Club and the Tremont/Ohio City Better Streets Committee of Bike Cleveland. Charles typically utilizes fixed-route and rail service 3-5 times per week.

Howerton, Alicia: Alicia presently works as the Strategic Partnership Manager for the Cleveland Sight Center. Alicia serves on the Cuyahoga County Advisory Committee on Persons with Disabilities (CCACPD) and is Co-Chair of the CCACPD Subcommittee for Transportation. Alicia is a frequent Paratransit rider.

Loh: Loh is a member of various community organizations including Northern Ohioans for Budget Legislation, ADAMHS Board of Cuyahoga County Action Committee, and Clevelanders for Public Transit. Loh utilizes fixed-route and rail services daily.

Meissner, Paul: Paul presently works as a Financial Controller for the Realife Real Estate Group/ HSK Management. Paul is a member of Clevelanders for Public Transit and is the

Precinct Election Officer for the Cuyahoga County Board of Elections. Paul utilizes fixed-route and rail services 2-3 times a week.

Sieck, Jonathan: Jonathan's profession is in managing the mobile field workforce with the responsibility of route planning, capacity requirements, communication, and efficiency. Jonathan currently serves on the board of directors for Neighborhood Family Practice and is a member of the South of Lorain Block Club. Jonathan utilizes fixed-route and rail services daily.

Ware, Cole: Cole serves as an Associate for Results for America. Cole is a member of the Cleveland Heights Transportation and Environmental Sustainability Committee and Co-Founder of the Coventry Neighborhood Group. Cole utilizes fixed-route and rail services 3-5 times a month.

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

Section 1. That Brooklyn Burmeister, Brian Gibbons, Alicia Howerton, Charles Kennick, Loh, Paul Meissner, Jonathan Sieck, and Cole Ware shall be reappointed as members of the Community Advisory Committee for a term of two (2) years.

Section 2. That this resolution shall become effective immediately upon its adoption.

Adopted: _____
President

Attest: _____
Secretary-Treasurer

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.:
CONTRACT: PROCUREMENT OF A BALLAST REGULATOR	2025-112
VENDOR: KNOX KERSHAW, INC.	Date: December 11, 2025
AMOUNT: $566,558.00	Initiator: Fleet Management Department

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract to purchase a ballast regulator.

2.0 DESCRIPTION/JUSTIFICATION: The Authority needs to purchase a new ballast regulator. The current machine was purchased in 2002 and cannot regulate through the LRV platforms. The ballast regulator is used in the maintenance of the railway track to reclaim, redistribute, shape and profile the crushed stone ballast on the Authority's right-of-way. This maintenance ensures the track is stable, well-drained and maintains a smooth profile.

3.0 PROCUREMENT BACKGROUND: The Invitation for Bid ("IFB") was posted on the Authority's Procurement website and advertised in the local newspapers. Twelve (12) interested parties, including potential subcontractors, downloaded the solicitation package. Three (3) bids were received and opened on September 30, 2025, as follows:

Company Name	Total Base Bid
Knox Kershaw, Inc.	$566,558.00
Progress Rail Services Corporation	$590,211.00
Ador Vista, LLC	$1,599,971.00

The basis of award is the lowest responsive bid from a responsible bidder. The bid from Knox Kershaw, Inc. has been determined by the Procurement Department to be the lowest responsive bid from a responsible bidder.

A price analysis has been performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority. The total base bid price is approximately 16.6% below the engineer's estimate.

4.0 DBE BACKGROUND: As a result of the USDOT Interim Final Rule published in the Federal Register and made effective October 3, 2025, DBE goal setting has been suspended on Authority projects until further notice.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: This contract shall be payable from the RTA Development Fund, Fleet Management budget, including but not limited to Capital Grant OH-2024-011-307, in an amount not to exceed $566,558.00 ($453,246.40 in federal funds, which represents 80% of total cost).

7.0 ALTERNATIVES: Reject this bid. Rejection of this bid would negatively impact maintaining the Authority's track structures and right-of-way.

8.0 RECOMMENDATION: This procurement was discussed by the Board of Trustees at the December 2, 2025, Operational Planning and Infrastructure Committee meeting. It is recommended that the bid from Knox Kershaw, Inc. be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer to enter into a contract.

9.0 ATTACHMENTS: None

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-112

AUTHORIZING CONTRACT NO. 2025-100 WITH KNOX KERSHAW, INC. FOR THE PROCUREMENT OF A BALLAST REGULATOR IN AN AMOUNT NOT TO EXCEED $566,558.00 (RTA DEVELOPMENT FUND, FLEET MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") deems it necessary to acquire a new ballast regulator; and

WHEREAS, the bid of Knox Kershaw, Inc., located at 11211 Trackwork Street, Montgomery, AL 36117, was received on September 30, 2025 in an amount not to exceed $566,558.00; and

WHEREAS, the Authority's General Manager, Chief Executive Officer deems the bid of Knox Kershaw, Inc. to be the lowest responsive bid from a responsible bidder and recommends acceptance thereof by the Board of Trustees.

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

Section 1. That the bid of Knox Kershaw, Inc. for the procurement of a ballast regulator be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Knox Kershaw, Inc. for the procurement of a ballast regulator.

Section 3. That said contract shall be payable from the RTA Development Fund, Fleet Management Department budget, including but not limited to Capital Grant OH-2024-011-307, in an amount not to exceed $566,558.00 ($453,246.40 in federal funds, which represents 80% of total cost).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor to the specifications and addenda, if any; the bonding and insurance requirements; and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Authority's Board of Trustees acknowledges that all DBE goal setting has been suspended, per USDOT Interim Final Rule issued October 3, 2025.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: _____, 2025

_____
President

Attest: _____
Secretary-Treasurer

Form
100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-113
CONTRACT: LIGHT RAIL RETAINING WALL REPAIRS – PHASE III VENDOR: COOK PAVING & CONSTRUCTION CO., INC. AMOUNT: $1,360,138.00	Date: December 11, 2025 Initiator: Engineering & Project Development Department

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract for Project 19.08 Light Rail Retaining Wall Repairs – Phase III.

2.0 DESCRIPTION/JUSTIFICATION: The Authority has the need to complete repairs on the concrete guard walls and retaining walls which will include re-facing the guard walls with new brick, removing overgrown trees from the embankment between the street level and track level, and planting new trees in the tree wells. The work limits for this project are along the Blue Line between Ashby Road and Avalon Road in the City of Shaker Heights.

3.0 PROCUREMENT BACKGROUND: The Invitation for Bid was posted on the Authority's Procurement Department website and advertised in the local newspapers. Fifteen (15) interested parties, including subcontractors, downloaded the solicitation. Four (4) bids were received and opened on October 22, 2025, as follows:

Company Name	Total Base Bid
Cook Paving & Construction Co., Inc.	$1,360,138.00
Schirmer Construction LLC	$1,412,000.00
Northeast Ohio Trenching Service, Inc.	$1,472,000.00
Suburban Maintenance & Construction, Inc.	$1,613,000.00

The basis of award is the lowest responsive bid from a responsible bidder. The bid from Cook Paving & Construction Co., Inc. ("Cook Paving") has been determined by the Procurement Department to be the lowest responsive bid from a responsible bidder.

A price analysis has been performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority. The total base bid price is approximately 0.21% higher than the engineer's estimate.

4.0 DBE BACKGROUND: As a result of the USDOT Interim Final Rule published in the Federal Register and made effective October 3, 2025, DBE goal setting has been suspended on Authority projects until further notice.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: This procurement shall be payable through the RTA Development Fund, Engineering & Project Development Department budget, including but not limited to Capital Grant OH-2024-011-307, in an amount not to exceed $1,360,138.00 ($1,088,110.40 in federal funds which represents 80% of the total cost).

7.0 ALTERNATIVES: Reject this bid. Rejection of this bid would result in further degradation of the guard walls and retaining walls, creating a safety hazard for people and property.

8.0 RECOMMENDATION: This procurement was discussed by the Board of Trustees at the December 2, 2025 Operational Planning & Infrastructure Committee meeting. It is recommended that the bid from Cook Paving be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer to enter into a contract.

9.0 ATTACHMENTS: None

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-113

AUTHORIZING CONTRACT NO. 2025-128 WITH COOK PAVING & CONSTRUCTION CO., INC. FOR LIGHT RAIL RETAINING WALL REPAIRS – PHASE III IN AN AMOUNT NOT TO EXCEED $1,360,138.00 (RTA DEVELOPMENT FUND, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") deems it necessary to repair the guard walls and retaining walls along the Blue Line between Ashby Road and Avalon Road in the City of Shaker Heights; and

WHEREAS, the bid from Cook Paving & Construction Co., Inc. ("Cook Paving"), located at 4545 Spring Road, Brooklyn Heights, Ohio 44131, was received on October 22, 2025 in an amount not to exceed $1,360,138.00; and

WHEREAS, the General Manager, Chief Executive Officer deems the bid from Cook Paving to be the lowest responsive bid from a responsible bidder and recommends acceptance thereof by the Board of Trustees.

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

Section 1. That the offer from Cook Paving for Light Rail Retaining Wall Repairs – Phase III be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer be and she is hereby authorized to enter into a contract with Cook Paving for Light Rail Retaining Wall Repairs – Phase III.

Section 3. This procurement shall be payable through the RTA Development Fund, Engineering & Project Development Department budget, including but not limited to Capital Grant OH-2024-011-307, in an amount not to exceed $1,360,138.00 ($1,088,110.40 in federal funds which represents 80% of the total cost).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor with the specifications and addenda, if any; the bonding and insurance requirements; and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Authority's Board of Trustees acknowledges that all DBE goal setting has been suspended, per USDOT Interim Final Rule issued October 3, 2025.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: _____ _____
President

Attest: _____
Secretary-Treasurer

Form
100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.:
CONTRACT: PARATRANSIT VEHICLE LIFT REPLACEMENT – PHASE 1	2025-114
VENDOR: SLE TECHNOLOGIES, INC.	Date: December 11, 2025
AMOUNT: $612,814.42	Initiator: Engineering & Project Development Department

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to enter into a contract for Project 20.07 Paratransit Vehicle Lift Replacement – Phase I.

2.0 DESCRIPTION/JUSTIFICATION: This project involves the complete removal and replacement of the existing in-ground lifts in bays 2 & 3 at the Authority's Paratransit District.

3.0 PROCUREMENT BACKGROUND: The Invitation for Bid ("IFB") was posted on the Authority's website and advertised in the local newspapers. Sixteen (16) interested parties, including potential subcontractors, downloaded the solicitation. Four (4) bids were received and opened on November 5, 2025. The apparent low bid was determined to be non-responsive, leaving three (3) responsive bidders.

Company Name	Total Base Bid
SLE Technologies, Inc.	$612,814.42
Standard Contracting & Engineering, Inc.	$673,836.00
SONA Construction, LLC	$780,000.00

The basis of award is the lowest responsive bid from a responsible bidder. The bid from SLE Technologies, Inc. has been determined by the Procurement Department to be the lowest responsive bid from a responsible bidder.

A price analysis has been performed, and the Procurement Department has determined the price to be fair and reasonable to the Authority. The total base bid price is approximately 16.34% below the engineer's estimate.

4.0 DBE BACKGROUND: As a result of the USDOT Interim Final Rule published in the Federal Register and made effective October 3, 2025, DBE goal setting has been suspended on Authority projects until further notice.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: This contract shall be payable through the RTA Development Fund, Engineering & Project Development Department budget, including but not limited to Capital Grants OH-2024-011-307, in an amount not to exceed $612,814.42 ($490,251.53 in federal funds which represents 80% of the total cost).

7.0 ALTERNATIVES: Reject this bid. Rejection of this bid would negatively impact the Paratransit District's capacity to perform critical maintenance on revenue and non-revenue vehicles and impair daily operations.

8.0 RECOMMENDATION: This procurement was discussed by the Board of Trustees at the December 2, 2025 Operational Planning & Infrastructure Committee meeting. It is recommended that the bid from SLE Technologies, Inc. be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer to enter into a contract.

9.0 ATTACHMENTS: None

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-114

AUTHORIZING CONTRACT NO. 2025-132 WITH SLE TECHNOLOGIES, INC. FOR PARATRANSIT VEHICLE LIFT REPLACEMENT – PHASE I IN AN AMOUNT NOT TO EXCEED $612,814.42 (RTA DEVELOPMENT FUND, ENGINEERING & PROJECT DEVELOPMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") deems it necessary to remove and replace two in-ground lifts at Paratransit District; and

WHEREAS, the bid from SLE Technologies, Inc., located at 212 N. Main Street, Maxwell, Indiana 46154, was received on November 5, 2025 in an amount not to exceed $612,814.42; and

WHEREAS, the General Manager, Chief Executive Officer deems the bid from SLE Technologies, Inc. to be the lowest responsive bid from a responsible bidder and recommends acceptance thereof by the Board of Trustees.

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

Section 1. That the offer from SLE Technologies, Inc. for Paratransit Vehicle Lift Replacement - Phase I be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer be and she is hereby authorized to enter into a contract with SLE Technologies, Inc. for Paratransit Vehicle Lift Replacement - Phase I.

Section 3. This contract shall be payable through the RTA Development Fund, Engineering & Project Development Department budget, including but not limited to Capital Grants OH-2024-011-307, in an amount not to exceed $612,814.42 ($490,251.53 in federal funds which represents 80% of the total cost).

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor with the specifications and addenda, if any; the bonding and insurance requirements; and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Authority's Board of Trustees acknowledges that all DBE goal setting has been suspended, per USDOT Interim Final Rule issued October 3, 2025.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: _____ _____
President

Attest: _____
Secretary-Treasurer

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-115
CONTRACT: ORACLE EBS SOFTWARE LICENSES, MAINTENANCE & SUPPORT SERVICES	Date: December 11, 2025
VENDOR: ORACLE AMERICA, INC.	Initiator: Management Information Services Department
AMOUNT: NTE $756,632.95 FOR A PERIOD OF ONE YEAR	

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to renew an agreement with Oracle America, Inc. ("Oracle") for the annual software licenses, maintenance, and support of various Oracle Enterprise Business Suite ("EBS") applications for a period of one year.

2.0 DESCRIPTION/JUSTIFICATION: The Authority has been utilizing Oracle technology and applications since 1995. Annual licenses, maintenance, and support are required to maintain the Oracle EBS financial, human resource, and procurement applications, as well as applications that interface with Oracle database technology. These applications include HASTUS, Ultramain, Kronos, Assure Claims and various Trapeze products. Oracle database technology and applications are proprietary products designed exclusively by Oracle.

3.0 PROCUREMENT BACKGROUND: This contract is exempt from competition pursuant to R.C. 306.43(H)(3), which provides that competitive procedures are not required when the expenditure is for a renewal or renegotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems, or for the upgrade of such equipment, services, or systems, or for the maintenance thereof as supplied by the original source or its successors or assigns.

A price analysis has been performed, and the Procurement Department has determined the negotiated price from Oracle in an amount not to exceed $756,632.95 to be fair and reasonable to the Authority. The negotiated pricing is approximately one percent below the estimate for this purchase.

4.0 DBE BACKGROUND: As a result of the USDOT Interim Final Rule published in the Federal Register and made effective October 3, 2025, DBE goal setting has been suspended on Authority projects until further notice.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: This contract will be funded through the General Fund, Management Information Services budget, in an amount not to exceed $756,632.95 for a period of one year.

7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would leave the Oracle EBS software applications without adequate licenses, maintenance, and support which could jeopardize the functionality of the financial, procurement, and HR/payroll systems vital to the organization.

8.0 RECOMMENDATION: It is recommended that the offer from Oracle be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer, to enter into a contract.

9.0 ATTACHMENTS: None

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-115

AUTHORIZING CONTRACT NO. 2025-156 WITH ORACLE AMERICA, INC. TO PROVIDE ORACLE EBS SOFTWARE LICENSES, MAINTENANCE & SUPPORT SERVICES FOR A PERIOD OF ONE YEAR IN AN AMOUNT NOT TO EXCEED $756,632.95 (GENERAL FUND, MANAGEMENT INFORMATION SERVICES DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") currently utilizes Oracle America, Inc. ("Oracle") licensed products for financial, procurement, and human resource management applications; and

WHEREAS, annual licenses, maintenance and support services are required to maintain these Oracle Enterprise Business Suite ("EBS") software applications: and

WHEREAS, these services are available from Oracle, the original licensor of these products, located at 500 Oracle Parkway, Redwood City, CA 94065; and

WHEREAS, R.C. 306.43(H)(3) provides that competitive procedures are not required when the expenditure is for a renewal or renegotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems, or for the upgrade of such equipment, services, or systems, or for the maintenance thereof as supplied by the original source or its successors or assigns; and

WHEREAS, Oracle has offered to provide said licenses, maintenance and support services for a negotiated amount not to exceed $756,632.95 for a period of one year; and

WHEREAS, the General Manager, Chief Executive Officer deems the negotiated offer from Oracle to be in the best interest of the Authority, price and other factors considered and recommends acceptance thereof by the Board of Trustees.

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

Section 1. That the offer from Oracle to provide Oracle EBS software licenses, maintenance and support services, is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and is hereby authorized to enter into a contract with Oracle to provide Oracle EBS software licenses, maintenance and support services.

Section 3. This contract will be funded through the General Fund, Management Information Services Department budget, in an amount not to exceed $756,632.95 for a period of one year.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor with the specifications and addenda, if any; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Authority's Board of Trustees acknowledges that all DBE goal setting has been suspended, per USDOT Interim Final Rule issued October 3, 2025.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: _____ _____
President

Attest: _____
Secretary-Treasurer

Form
100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-116
CONTRACT: ADDITIONAL LICENSES FOR TRAPEZE PARATRANSIT SOFTWARE	Date: December 11, 2025
VENDOR: TRAPEZE SOFTWARE GROUP, INC.	Initiator: Information Technology Department
AMOUNT: $395,500.00	

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to purchase additional licenses for its Trapeze Software Group, Inc. ("Trapeze") software products which support the Authority's Paratransit operations.

2.0 DESCRIPTION/JUSTIFICATION: The Authority requires adequate licensing for its Trapeze Paratransit software products. These licenses allow the Authority to retain fully functional software solutions that provide trip planning and customer service for Paratransit operations. Critical products requiring licenses under this agreement include:

- Core Products
  Pass-CT, Pass-Cert, Pass-Mon, Info-Agent, Info-Com, Driver Mate, Service Infractions
- WEB Products
  Pass-WEB, Info COM-WEB
- Integrated Voice Response Products
  Pass-IVR, Info-VR and Voice Gateway

The volume of licenses required for each product is determined by various operational metrics, such as the number of booked trips, registered clients and paratransit vehicles. These operational metrics have trended upward over time, resulting in the need for a one-time license true-up to align with Paratransit's current operation.

3.0 PROCUREMENT BACKGROUND: R.C. 306.43(H)(3) provides that competitive procedures are not required when the expenditure is for a renewal or renegotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems, or for the upgrade of such equipment, services, or systems, or for the maintenance thereof, as supplied by the original source or its successors or assigns. Trapeze developed these software products on a proprietary basis and is the only source for licensing, maintenance, support, training, development, upgrades and any other services regarding its software. The software products and support are necessary for ADA and FTA compliance.

The Authority has an ongoing need for licensing, maintenance, and support for its Trapeze software products used in Paratransit operations. Trapeze has offered to provide these additional licenses at a negotiated amount not to exceed $395,500.00. A cost analysis was performed, and the Procurement Department has determined that the price is fair and reasonable to the Authority.

4.0 DBE BACKGROUND: As a result of the USDOT Interim Final Rule published in the Federal Register and made effective October 3, 2025, DBE goal setting has been suspended on Authority projects until further notice.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: This purchase shall be payable through the General Fund, Information Technology Department budget, in a total amount not to exceed $395,500.00.

7.0 ALTERNATIVES: Reject this offer. Rejection of this offer would leave the Trapeze Paratransit software applications inadequately licensed which would jeopardize the functionality of a critical software system vital to providing Paratransit services to our community.

8.0 RECOMMENDATION: It is recommended that the offer from Trapeze be accepted and the resolution adopted authorizing the General Manager, Chief Executive Officer to enter into a contract.

9.0 ATTACHMENTS: None

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-116

AUTHORIZING CONTRACT NO. 2025-157 WITH TRAPEZE SOFTWARE GROUP, INC. TO PROVIDE ADDITIONAL LICENSES FOR ITS TRAPEZE PARATRANSIT SOFTWARE IN AN AMOUNT NOT TO EXCEED $395,500.00 (GENERAL FUND, INFORMATION TECHNOLOGY DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") requires adequate licensing for its dispatch and scheduling software products for Paratransit operations; and

WHEREAS, Trapeze Software Group, Inc. ("Trapeze") is the original developer and installer of these proprietary software products and has agreed to provide the additional licenses which are necessary for the ongoing maintenance and support for those software products; and

WHEREAS, R.C. 306.43(H)(3) provides that competitive procedures are not required when the expenditure is for a renewal or renegotiation of a lease or license for telecommunications or electronic data processing equipment, services, or systems, or for the upgrade of such equipment, services, or systems, or for the maintenance thereof as supplied by the original source or its successors or assigns; and

WHEREAS, the offer of Trapeze, located at 5265 Rockwell Drive NE, Cedar Rapids, Iowa 52402, to provide additional licensing at a total negotiated price not to exceed $395,500.00 was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the negotiated offer from Trapeze to provide additional licensing for the Authority's Paratransit software applications to be in the best interest of the Authority and recommends acceptance thereof by the Board of Trustees.

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

Section 1. That the offer from Trapeze, as negotiated, to provide additional licenses for the Authority's dispatch and scheduling software for Paratransit operations be and the same is hereby accepted.

Section 2. That the General Manager, Chief Executive Officer be and she is hereby authorized to enter into a contract with Trapeze to provide said services.

Section 3. That said contract will be funded through the General Fund, Information Technology Department budget, for a total contract amount not to exceed $395,500.00.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon future funding, compliance by the contractor with the specifications and addenda, if any; bonding and insurance requirements and all applicable laws relating to contractual obligations of the Authority.

Section 5. That the Authority's Board of Trustees acknowledges that all DBE goal setting has been suspended, per USDOT Interim Final Rule issued October 3, 2025.

Section 6. That this resolution shall become effective immediately upon its adoption.

Adopted: _____ _____
President

Attest: _____
Secretary-Treasurer

Form
100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-117
CONTRACT: PURCHASE OF PROPERTY INSURANCE FROM LIBERTY MUTUAL AND EVANSTON INSURANCE COMPANY	Date: December 11, 2025
VENDOR: AON RISK SERVICES NORTHEAST, INC.	Initiator: Risk Management Department
AMOUNT: NTE $1,453,938 FOR A PERIOD OF 12 MONTHS	

ACTION REQUEST:

☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will allow the Greater Cleveland Regional Transit Authority ("Authority") to purchase insurance to protect the physical assets of the Authority for a period of twelve (12) months.

2.0 DESCRIPTION/JUSTIFICATION: The Authority requires all-risk property insurance to protect its physical assets in case of fire, explosion, windstorm, and similar perils. The current property insurance policy expires January 1, 2026. The detailed results of efforts to renew the property insurance programs were summarized in the presentation made to the Board of Trustees on December 2, 2025.

3.0 PROCUREMENT BACKGROUND: The Authority carries an all-risk property insurance policy which protects the Authority's physical assets from fire, windstorm, explosion, and similar perils. The incumbent carriers are Liberty Mutual and Evanston Insurance Company for two separate programs.

- The first program, written by Liberty Mutual, is for the coverage of all GCRTA real and personal property, including rolling stock when garaged. The blanket limit is $500 million with a deductible of $250,000.00.

- The second program, written by Evanston Insurance Company, is a stand-alone policy which provides coverage for rolling stock when rolling (both rail and bus). The blanket limit is $25 million with a deductible of $500,000.00.

The Authority's insurance broker approached several competitive insurance markets this year, but the most favorable outcome continues to result from the current program structure with the two incumbent carriers described above.

After receiving the results of the marketing and negotiation efforts, both Liberty Mutual and Evanston Insurance Company quoted a 10% rate decrease over 2025 premiums. The Authority's total insured value ("TIV") was increased from $1.95 billion in 2025 to $2.04 billion for 2026.

After applying the 10% rate decreases against the updated TIV, the resulting premium is $1,453,938.00, a decrease of $58,383.00 or approximately 3.86%. This amount is $226,062.00 or 13.5% below the budgeted amount of $1,680,000.00.

4.0 DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: Does not apply.

6.0 ECONOMIC IMPACT: The property insurance policy will be funded through the General Fund, Risk Management Department budget, in an amount not to exceed $1,453,938.00 for the twelve (12) month period beginning January 1, 2026.

7.0 ALTERNATIVES: Reject this offer. Rejection of this offer will leave the Authority without property insurance, thereby placing substantial assets of the Authority at risk.

8.0 RECOMMENDATION: This property insurance program was discussed by the Board of Trustees at the December 2, 2025 Audit, Safety Compliance and Real Estate Committee meeting. It is recommended that the proposals for the purchase of property insurance from Liberty Mutual and Evanston Insurance Company, as submitted by the underwriter, Aon Risk Services Northeast, Inc., be accepted and the resolution passed authorizing the General Manager, Chief Executive Officer to purchase the property insurance.

9.0 ATTACHMENTS: None

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-117

AUTHORIZING THE PURCHASE OF PROPERTY INSURANCE FROM LIBERTY MUTUAL AND EVANSTON INSURANCE COMPANY, THROUGH AON RISK SERVICES NORTHEAST, INC., FOR A PERIOD OF TWELVE (12) MONTHS FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED $1,453,938.00 (GENERAL FUND, RISK MANAGEMENT DEPARTMENT BUDGET)

WHEREAS, the Greater Cleveland Regional Transit Authority ("Authority") requires property insurance to protect its physical assets; and

WHEREAS, proposals from various underwriters have been received and were evaluated in accordance with the Authority's policies and procedures; and

WHEREAS, the submittal from a group of underwriters through Aon Risk Services Northeast, Inc., located at 950 Main Avenue, Suite 1600, Cleveland, Ohio 44113, to provide property insurance coverage for a period of twelve (12) months, commencing on January 1, 2026 and ending January 1, 2027, was received and, after negotiations, an amount not to exceed $1,453,938.00 for the twelve (12) month period was agreed upon; and

WHEREAS, the General Manager, Chief Executive Officer deems the submittal of various underwriters, through Aon Risk Services Northeast, Inc., for a property insurance program to be the most advantageous to the Authority and recommends acceptance thereof by the Board of Trustees.

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

Section 1. That the submittal from a group of underwriters, through Aon Risk Services Northeast, Inc., as modified by negotiations, to provide a property insurance program for a period of twelve (12) months is hereby accepted as the most advantageous to the Authority, price and all other factors considered.

Section 2. That the General Manager, Chief Executive Officer of the Authority be and she is hereby authorized to enter into a contract with Aon Risk Services Northeast, Inc. for the purchase of property insurance coverage from Liberty Mutual and Evanston Insurance Company, and with such other carriers as the General Manager, Chief Executive Officer may deem appropriate, to provide property insurance coverage up to the limit of $500 million and $25 million, for Liberty Mutual and Evanston Insurance Company, respectively, from January 1, 2026 to January 1, 2027 at premiums not to exceed $1,453,938.00.

Section 3. This insurance program shall be payable out of the General Fund, Risk Management Department budget, for a total amount not to exceed $1,453,938.00 for the twelve (12) month period beginning January 1, 2026.

Section 4. That said contract shall be binding upon and an obligation of the Authority contingent upon compliance by the contractor with the specifications and addenda, if any; the bonding and insurance requirements; and all applicable laws relating to contractual obligations of the Authority.

Section 5. That this resolution shall become effective immediately upon its adoption.

Adopted: _____ _____
President

Attest: _____
Secretary-Treasurer

Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Mayor Paul A. Koomar, President
and Members, Board of Trustees

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

Date: December 11, 2025

Subject: Code Book Updates

At the December 2, 2025 meeting of the Committee of the Whole, staff presented proposed updates to the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("GCRTA"). As a result of additional staff review as well as the discussion during the Committee meeting, the following additional changes have been made:

- Chapter 222.03(c)(2): In addition to removing "affirmative action" oversight from the responsibilities of the Organizational, Services and Performance Monitoring Committee, staff revised the description of oversight of Office of Business Development, changing "DBE Goals" to a broader review of Disadvantaged/Small Business Participation.

- Chapter 460 Financial Policies: Originally-proposed changes to 460.02(c)(1) were removed. Staff appreciates the Board's intention to continue to review and assess the operating ratio (operating revenues divided by operating expenses). Staff will engage the Board to continue the discussions over the coming weeks.

If you have any questions, please do not hesitate to contact me.

IBT/ah

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-118
AMENDING ARTICLE VII OF THE BYLAWS AND SECTIONS 220.03 AND 642.01 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND REPEALING SECTION 620.04 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Date: December 11, 2025 Initiator: Legal
ACTION REQUEST: ☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____	

1.0 PURPOSE/SCOPE: This resolution will modify Article VII of the Bylaws and Sections 220.03, 620.04 and 642.01 of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority") to align with the requirements of recent federal executive orders.

2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution No. 1989-176. As a result of recent federal executive orders, the Authority must modify certain provisions of the Code Book. The provision that requires the Authority's contractors to submit affirmative action plans should be removed from Bylaws Article VII, Section 5. Chapter 220.03(c)(2)(A) should be amended to remove the reference to "affirmative action" and from the responsibilities of the Board of Trustees' Organizational, Services & Performance Monitoring Committee. The language of Section 642.01(a) should be amended so that the Authority continues to require equal employment opportunity in its own employment practices but no longer mandates such requirement to its contractors. Finally, the diversity, equity and inclusion policy contained in Section 620.04 should be repealed.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: These policy changes will bring the Authority's policies into alignment with the requirements of recent federal executive orders.

6.0 ECONOMIC IMPACT: Does not apply.

7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution will leave the Authority's policies out of compliance with the requirements of recent federal executive orders.

8.0 RECOMMENDATION: This resolution was discussed at the December 2, 2025 Committee of the Whole meeting. It is recommended that this resolution be adopted.

9.0 ATTACHMENTS:

A. Redline of Bylaws Article VII Appropriations and Contracts
B. Redline of Section 220.03(c)(2)(A) Standing Committee Structure and Responsibilities
C. Redline of Section 642.01(a) Equal Opportunity/Affirmative Action
D. Redline of Section 620.04 Diversity, Equity and Inclusion Policy

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

General Manager, Chief Executive Officer

ARTICLE VII
Appropriations and Contracts

Sec. 1. Appropriations. Appropriations and budget procedure shall be in accordance with the Ohio Revised Code.
(Res. 1988-38. Passed 2-16-88.)

Sec. 2. Contracts. Contracts shall be entered into in accordance with the applicable provisions of the Ohio Revised Code and these Bylaws.
(Res. 1988-38. Passed 2-16-88.)

Sec. 3. Expenditures. Expenditures in excess of the amount specified by law shall be authorized by the Board. Expenditures of the amount allowed by law or less for which moneys have been appropriated may be made on authorization of the President or, in the President's absence, by the Vice-President, or by the General Manager, or, in the absence of the General Manager, by the Acting General Manager.
(Res. 1999-145. Passed 10-26-99; Res. 2020-1. Passed 1-21-20.)

Sec. 4. Equal Employment Opportunity. The Authority shall take affirmative action to ensure that all terms and conditions of employment, including, but not limited to, recruitment, appointments, promotion, upgrading, demotion, discipline, layoff or termination, compensation, benefits, transfers, training, apprenticeships and educational opportunities, shall be administered, and that all employees are treated during their employment, without regard to race, color, religion, sex, national origin or ancestry, age, or disability, provided said disability does not inhibit essential job performance. Further, it is the Authority's intent to comply with ~~appropriate~~ applicable federal and state laws, rules and regulations pertaining to the treatment of minorities, women, disabled persons, and all veterans in all facets of the Authority's activities.
(Res. 1988-38. Passed 2-16-88; Res. 2020-1. Passed 1-21-20.)

Sec. 5. Nondiscrimination in Contracts, Purchase Orders and Agreements. All contracts, purchase orders or agreements subject to the Urban Mass Transportation Act of 1964, as amended, (49 U.S.C. 1601 et seq.) shall be subject to all rules and/or regulations issued pursuant thereto regarding nondiscrimination in federally assisted programs of the United States Department of Transportation.

In all solicitations, either by competitive bidding or negotiations, made by the Authority for work to be performed under a contract, subcontract, purchase order or agreement, including, but not limited to, procurement of materials, services or equipment, the Authority shall receive an affidavit from the supplier that the supplier does not and will not discriminate in its employment practices because of race, religion, color, sex or national origin. ~~The Authority will include in its specifications in connection such contract, subcontract, purchase order or agreement, a requirement that prior to an award of such contract, subcontract, purchase order or agreement that an affirmative action plan to provide equal employment opportunities must be provided to the Authority for its consideration.~~
(Res. 1988-38. Passed 2-16-88; Res. 2020-1. Passed 1-21-20.)

220.03 STANDING COMMITTEE STRUCTURE AND RESPONSIBILITIES.

(a) Governance Committee. The Governance Committee is composed of the President, Vice President and Committee Chairs. Its responsibilities include:

(1) Developing the Board Governing Mission and recommend its adoption by the full Board.
(2) Overseeing how the Board functions and Board self-management.
(3) Developing plan and budget for Board member governing skills development.
(4) Nominating a slate of Board officers to the full Board.
(5) Coordinating and monitoring standing committees.
(6) Preparing Board meeting agendas.
(7) Recommending revisions to the Bylaws.
(8) Managing the Board/General Manager, CEO and Board/Internal Audit working relationships, annual evaluation and succession planning.

(b) Operational Planning & Infrastructure Committee. The Operational Planning & Infrastructure Committee is future-oriented. Its responsibilities include:

(1) Development of the annual operating and capital plans and budgets and service plan.
(2) Approval of infrastructure/buses projects supported by the Plan.
(3) Development of the annual tax budget.
(4) Development/approval of fare structure and other revenue sources.
(5) Monitor and update the values, vision and mission statements.
(6) Review all environmental and Title VI updates.
(7) Monitor fuel hedging program.

(c) Organizational, Services & Performance Monitoring Committee. The responsibilities of the Organizational, Services & Performance Monitoring Committee include:

(1) Approval of service agreements that support RTA's day-to-day mission.
(2) Designing the operational and financial reporting and monitoring plan regarding:
    A. ~~Affirmative Action/DBE goals~~Disadvantaged/Small Business Participation
    B. Budget Adherence and Financial Performance
    C. Operating Policies
    D. Productivity
    E. Quarterly Management Report
    F. Ridership
    G. Service Planning updates/Adjustments

(3) Reviewing operational policies meriting the Board's attention.
(4) Reviewing performance reports and reporting to the full Board.
(5) Providing input on major internal administrative systems upgrades, such as accounting and information technology system upgrades.
(6) Presenting an overall assessment of annual financial and operational performance at an annual strategic planning working session with the full Board.

(d) Audit, Safety Compliance and Real Estate Committee. The responsibilities of the Audit, Safety Compliance and Real Estate Committee include:
(1) Safety plan monitoring and compliance.
(2) Security plan monitoring and compliance.
(3) External and Internal Audit functions.
(4) Reviewing and approving audit firm, reports and corrective actions, briefing full Board on audits and monitoring audit corrective actions.
(5) Reviewing and approving real estate transactions.
(6) Property and liability insurance.

(e) External and Stakeholder Relations and Advocacy Committee. The responsibilities of the External and Stakeholder Relations and Advocacy Committee include:
(1) Overseeing the development of strategies for image building.
(2) Overseeing the Board's speakers bureau.
(3) Overseeing the development and implementation of GCRTA legislative/governmental relations policies and strategies.
(4) Advocating for public transit and public transit funding.
(5) Advocating for partners and stakeholders to enhance public transit.
(6) Developing strategies and plans for non-Board volunteer involvement (e.g., Community Advisory Committee).
(7) Oversee interagency agreements.
(Res. 2020-2. Passed 1-21-20.)

220.04 ENTERING MATTERS ON THE AGENDA OF MEETINGS.

(a) Matters for listing on the agenda prepared in advance of meetings of the Board of Trustees may be introduced by any member of the Board or by the General Manager, CEO, the Secretary-Treasurer or the Deputy General Manager-Legal Affairs.

(b) Such matters shall take written form as draft proposed resolutions, as letters or as reports.

642.01 EQUAL OPPORTUNITY~~/AFFIRMATIVE ACTION~~.

(a) The Authority's program for equal employment opportunity is the written commitment to ensure equality of opportunity in its own employment practices ~~as well as for its vendors, contractors and suppliers~~.

(b) Specifically, it is the policy of the Authority that all terms and conditions of employment, including, but not necessarily limited to, recruitment, appointments, promotion, compensation, benefits, transfers, training, and educational opportunities, will be administered without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin or ancestry, age, military status, genetic information, or disability, provided said disability does not inhibit performance of the essential functions of the job. Further, it is the Authority's intent to comply with ~~appropriate~~ applicable federal and state laws, rules, and regulations pertaining to the treatment of members of all protected classes in all facets of the Authority's activities.

(c) Direct responsibility for development and implementation of the Authority's Equal Opportunity Program lies with the ~~Civil Rights Officer and~~ General Manager, CEO~~;~~, who serves as the Civil Rights Officer, and the Deputy General Manager of Administration and External Affairs. All management and supervisory personnel are expected to cooperate in this effort. Ensuring equal employment opportunity across the Authority will be evaluated equally alongside all other performance metrics for management and supervisory personnel. (Res. 2001-119. Passed 8-21-01; Res. 2005-166. Passed 11-15-05; Res. 2022-39.
Passed 4-26-22.)

~~620.04 DIVERSITY, EQUITY AND INCLUSION POLICY.~~

~~(a) The Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority acknowledges public transportation as an anchor for equal opportunity as well as social and economic equity. The Board affirms the Authority's commitment to diversity, equity and inclusion and its responsibility to provide first class public transportation services. The Board believes that to best understand and serve the needs of our customers and communities, the Authority must reflect diversity, equity and inclusion in its Board composition, employees, contractors and suppliers.~~

~~(b) The Board believes that diverse, equitable and inclusive organizations find more credibility and support with the public, and success in today's marketplace. Furthermore, the variety of viewpoints that comes from different life experiences, backgrounds, and cultures enhances discussions and decisions, and can add a higher degree of accountability. A diverse, equitable and inclusive organization is able to capitalize on the unique skills and abilities of all employees, expand its supplier and customer base, and better support the communities it serves.~~

~~(c) This policy affirms the Board's longstanding position that a commitment to diversity and inclusion within the Authority are chief among its responsibilities, priorities, and concerns. The Board therefore seeks to promote equity and support diversity across the full range of operations of the Authority, including its management policies, employment practices, procurement goals, and its approach to services, investments, and community partnerships. The principles supporting this statement will help ensure the Authority is sustainable, innovative and is able to foster economic development and will provide the services that its customers need and want.~~
~~(Res. 2010-13. Passed 2-16-10; Res. 2021-98. Passed 10-26-21.)~~

RESOLUTION NO. 2024-118

AMENDING ARTICLE VII OF THE BYLAWS AND SECTIONS 220.03 AND 642.01 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND REPEALING SECTION 620.04 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, recent federal executive orders have changed certain requirements for affirmative action plans and diversity, equity and inclusion policies; and

WHEREAS, the Authority must revise the Bylaws and the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book") in order to bring the Authority's governance and policies into alignment with new federal requirements; and

WHEREAS, in order to conform to new federal requirements, Bylaws Article VII and Code Book Sections 220.03(c)(2)(A) and 642.01(a) must be amended while Code Book Section 620.04 must be repealed.

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

Section 1. That Bylaws Article VII is hereby amended to read as specified in Attachment A hereto.

Section 2. That Code Book Section 220.03(c)(2)(A) is hereby amended to read as specified in Attachment B hereto.

Section 3. That Code Book Section 642.01(a) is hereby amended to read as specified in Attachment C hereto.

Section 4. That Code Book Section 620.04 is hereby repealed.

Section 5. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 6. That this resolution shall become effective immediately upon its adoption.

Attachments:

A. Bylaws Article VII Appropriations and Contracts
B. Section 220.03 Standing Committee Structure and Responsibilities
C. Section 642.01 Equal Opportunity

Adopted: December 16, 2025

_____
President

Attest: _____
Secretary-Treasurer

ARTICLE VII
Appropriations and Contracts

Sec. 1. Appropriations. Appropriations and budget procedure shall be in accordance with the Ohio Revised Code.
(Res. 1988-38. Passed 2-16-88.)

Sec. 2. Contracts. Contracts shall be entered into in accordance with the applicable provisions of the Ohio Revised Code and these Bylaws.
(Res. 1988-38. Passed 2-16-88.)

Sec. 3. Expenditures. Expenditures in excess of the amount specified by law shall be authorized by the Board. Expenditures of the amount allowed by law or less for which moneys have been appropriated may be made on authorization of the President or, in the President's absence, by the Vice-President, or by the General Manager, or, in the absence of the General Manager, by the Acting General Manager.
(Res. 1999-145. Passed 10-26-99; Res. 2020-1. Passed 1-21-20.)

Sec. 4. Equal Employment Opportunity. The Authority shall take affirmative action to ensure that all terms and conditions of employment, including, but not limited to, recruitment, appointments, promotion, upgrading, demotion, discipline, layoff or termination, compensation, benefits, transfers, training, apprenticeships and educational opportunities, shall be administered, and that all employees are treated during their employment, without regard to race, color, religion, sex, national origin or ancestry, age, or disability, provided said disability does not inhibit essential job performance. Further, it is the Authority's intent to comply with applicable federal and state laws, rules and regulations pertaining to the treatment of minorities, women, disabled persons, and all veterans in all facets of the Authority's activities.
(Res. 1988-38. Passed 2-16-88; Res. 2020-1. Passed 1-21-20.)

Sec. 5. Nondiscrimination in Contracts, Purchase Orders and Agreements. All contracts, purchase orders or agreements subject to the Urban Mass Transportation Act of 1964, as amended, (49 U.S.C. 1601 et seq.) shall be subject to all rules and/or regulations issued pursuant thereto regarding nondiscrimination in federally assisted programs of the United States Department of Transportation.

In all solicitations, either by competitive bidding or negotiations, made by the Authority for work to be performed under a contract, subcontract, purchase order or agreement, including, but not limited to, procurement of materials, services or equipment, the Authority shall receive an affidavit from the supplier that the supplier does not and will not discriminate in its employment practices because of race, religion, color, sex or national origin.
(Res. 1988-38. Passed 2-16-88; Res. 2020-1. Passed 1-21-20.)

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(Res. 2020-2. Passed 1-21-20.)

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(b) Such matters shall take written form as draft proposed resolutions, as letters or as reports.

642.01 EQUAL OPPORTUNITY.

(a) The Authority's program for equal employment opportunity is the written commitment to ensure equality of opportunity in its own employment practices.

(b) Specifically, it is the policy of the Authority that all terms and conditions of employment, including, but not necessarily limited to, recruitment, appointments, promotion, compensation, benefits, transfers, training, and educational opportunities, will be administered without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin or ancestry, age, military status, genetic information, or disability, provided said disability does not inhibit performance of the essential functions of the job. Further, it is the Authority's intent to comply with applicable federal and state laws, rules, and regulations pertaining to the treatment of members of all protected classes in all facets of the Authority's activities.

(c) Direct responsibility for development and implementation of the Authority's Equal Opportunity Program lies with the General Manager, CEO, who serves as the Civil Rights Officer, and the Deputy General Manager of Administration and External Affairs. All management and supervisory personnel are expected to cooperate in this effort. Ensuring equal employment opportunity across the Authority will be evaluated equally alongside all other performance metrics for management and supervisory personnel. (Res. 2001-119. Passed 8-21-01; Res. 2005-166. Passed 11-15-05; Res. 2022-39.
Passed 4-26-22.)

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-119
AMENDING CHAPTERS 460 AND 842 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Date: December 11, 2025
	Initiator: Legal

ACTION REQUEST:
☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This resolution will amend Chapters 460 and 842 of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority").

2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution No. 1989-176. The Code Book is undergoing a comprehensive review and update to conform to the current structure and operations of the Authority. In order to update and revise the Authority's financial policies, changes are needed to Chapters 460 and 842 of the Code Book.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: These policy revisions will update the Authority's financial policies to reflect current governance needs.

6.0 ECONOMIC IMPACT: Does not apply.

7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution will leave the Authority's financial policies out of alignment with current governance needs.

8.0 RECOMMENDATION: This resolution was discussed at the December 2, 2025 Committee of the Whole meeting. It is recommended that this resolution be adopted.

9.0 ATTACHMENTS:
A. Redline of Chapter 460
B. Redline of Chapter 842

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

General Manager, Chief Executive Officer

Attachment A – Staff Summary

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CHAPTER 460
Financial Policies; Funds

460.01 Purpose and scope.
460.02 General Fund.
460.03 Reserve~~d~~ Fund.
460.04 Capital Improvement Fund.
460.05 Bond Retirement Fund.
460.06 Insurance Fund.
460.07 Supplemental Pension Fund.
460.08 Law Enforcement Fund.
460.09 Investment of Authority funds.
460.10 Declarations of official intent and allocations re reimbursement of temporary advances for capital expenditures from subsequent borrowings.

CROSS REFERENCES

Conversion of equipment and facilities loans to grants for public transportation projects - see 49 U.S.C.A. 1602-1
National transit database - see 49 U.S.C.A. 4335
Creation of authority - see Ohio R.C. 306.31
Board of Trustees to manage and conduct affairs - see Ohio R.C. 306.34
Powers and duties - see Ohio R.C. 306.35
Revenue bonds - see Ohio R.C. 306.37
Bonds secured by trust agreement - see Ohio R.C. 306.38
General obligation bonds; final judgment bonds; use of proceeds; election; tax levy; anticipatory notes; issuance of obligation without vote - see Ohio R.C. 306.40
Department of Internal Audit - see ADM. Ch. 260
Internal audit policies and procedures - see ADM. Ch. 262
Finance and Administration Division - see ADM. Ch. 286
Contracts and procurements - see FIN. Ch. 410
Debt policies - see FIN. Ch. 420

460.01 PURPOSE AND SCOPE.

(a) The financial policies described herein are designed to provide a comprehensive framework for the management of the revenues and financial resources of the Authority. They provide guidelines for decision-making by the Board of Trustees and management on how the financial resources of the Authority shall be used to achieve the Authority's mission to provide public transportation services; to meet the obligations of the Authority; and to protect the public interest.

(b) The financial policies established herein cover the following areas:
(1) General Fund;
~~(1)~~(2) Reserve Fund;

~~(2)~~(3) Capital Improvement Fund;
~~(3)~~(4) Bond Retirement Fund;
~~(4)~~(5) Insurance Fund;
~~(5)~~(6) Supplemental Pension Fund;
~~(6)~~(7) Law Enforcement Fund; and
~~(7)~~(8) Investment of Authority Funds.

(Res. 1998-90. Passed 7-21-98; Res. 2011-79. Passed 9-20-11; Res. 2017-121. Passed 12-19-17.)

460.02 GENERAL FUND.

(a) The General Fund will be used to pay the day-to-day operating obligations of the Authority.

(b) The annual appropriation budget shall be approved by the Board of Trustees by December 31 of each year for the ensuing fiscal year.

(c) Policy goals to measure and/or control operating expenses and revenues will be:

(1) The goal for the operating ratio (operating revenues divided by operating expenses) is to be at or greater than twenty-five percent with a long-range objective of having operating revenue cover an increasing proportion of operating expenses. Operating revenues shall include passenger fare and advertising and sponsorship revenues. Operating expenses, where applicable, shall be defined to include capitalized operating expenses.

(2) In order to maintain an adequate fund balance to mitigate current and future risks, the Authority's goal shall be to maintain a general fund balance of at least one month's operating expenses.

A. In the event that this goal is not maintained, or if the financial forecast projects the ending balance to be below this level, a plan shall be developed to replenish the fund balance.

(3) The goal for growth in the cost of delivering a unit of service (cost per service hour) will be to remain at or below the rate of inflation.

(4) The goal for debt service coverage (total operating revenue minus operating expenditures divided by debt service requirements) will be to remain at a minimum of 1.5.

(d) Management shall provide the Board of Trustees with at least quarterly reports on actual versus budget performance for revenues and expenses.

(Res. 2011-79. Passed 9-20-11; Res. 2012-112. Passed 12-18-12. Res. 2017-15. Passed 3-21-17; Res. 2017-80. Passed 9-19-17; Res. 2017-121. Passed 12-19-17; Res. 2020-97. Passed 12-15-20.)

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460.03 RESERVE FUND.

(a) A Reserve Fund containing sub-accounts may be established and maintained to protect the Authority from economic downturns.

(b) The Reserve Fund sub-accounts and criteria for management and balances are below.

(1) Reserve for fuel: Annual savings resulting when actual expenditures are less than the budgeted line item for fuel may be placed in this sub-account to protect the Authority from a significant and continuing rise in fuel prices.

(2) Reserve for compensated absences: Excess funds from the General Fund may be placed in this sub-account to ensure payment to employees for vacation time that has been earned. This reserve shall not exceed twenty-five percent of the accrued liability for compensated absences.

(3) Reserve for hospitalization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial cost increases from unfunded mandates or out of the ordinary costs for catastrophic illnesses. The reserve shall not exceed ten percent of annual hospitalization costs.

(4) Reserve for 27th payroll expense: The authority has two different payroll cycles; one cycle for hourly employees and one for salaried employees. Within each cycle, there is an extra pay date (27th payroll expense) that occurs every twelve years. This reserve shall be funded to the best of the Authority's ability in order to plan for this additional payroll expense.

(5) A ~~Rolling~~ rolling ~~Stock~~ stock ~~Replacement~~ replacement ~~Fund~~ fund account may be established to set aside funds to systematically replace aging revenue vehicles. Funds should be amassed in this replacement fund and then transferred to the Capital Improvement Fund to assist in meeting this major capital requirement.

(6) Reserve for ~~Revenue~~ revenue ~~Stabilization~~stabilization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial decreases in revenues. Funds should be amassed in this stabilization fund and then transferred to the General Fund when needed to maintain a one-month ending balance in the General Fund. The Authority shall maintain at least a fifteen-day ending balance in the revenue stabilization fund.

~~(6)~~(7) Reserve for transit-oriented development: Funds received from the sale of real property may be placed in this sub-account for use in transit-oriented development projects.

(Res. 2020-97. Passed 12-15-20; Res. 2021-108. Passed 12-21-21.)

460.04 CAPITAL IMPROVEMENT FUND.

(a) The Capital Improvement Fund shall be used to account for the construction and acquisition of major capital facilities and equipment. It shall include funds to

match federal and state grants as well as funds to be used for capital construction and acquisition without the benefit of any grant funding. The Capital Improvement Fund will consist of the RTA Capital Fund and the RTA Development Fund.

(b) Projects that are ~~locally funded~~locally funded, smaller and more routine in nature, generally less than one hundred fifty thousand dollars ($150,000) and have a useful life not exceeding five years will primarily be budgeted in the RTA Capital Fund.

(c) The RTA Development Fund will consist of projects that are larger, generally greater than one hundred fifty thousand dollars ($150,000) and have a useful life greater than five years. These projects can be supported through local, federal, and state funding, of which, federal and state funding may require a local match.

(d) The Authority will strive to take advantage of all available state and federal grants and other financing programs for capital improvements including but not limited to State of Ohio public transportation grants, Federal Highway Administration programs, programs of the Federal Transit Administration, and the Federal Emergency Management Agency.

(e) Items that have a useful life in excess of one year and an acquisition cost in excess of five thousand dollars ($5,000) are considered to be capital expenditures.

(f) An amount of at least ten percent of sales tax revenues shall be allocated to capital improvement on an annual basis. This amount shall be allocated directly to the Capital Improvement Fund to support budgeted projects or to the Bond Retirement Fund to support debt service payments.

(g) Recognizing that the capital program requires a critical balance between maintenance of existing assets and expansion efforts, the following policy objective will be used to develop the annual capital budget. The percentage goal ~~percent~~ of capital maintenance outlay to capital expansion outlay will be a minimum of seventy-five percent and maximum of ninety percent.
(Res. 2011-79. Passed 9-20-11; Res. 2017-121. Passed 12-19-17; Res. 2020-97. Passed 12-15-20.)

460.05 BOND RETIREMENT FUND.

(a) The Bond Retirement Fund will be used to provide the funds necessary for the payment of principal and interest on debt obligations.

(b) Each month, sales and use tax revenues in an amount, together with anticipated investment earnings on the amounts deposited, calculated to accumulate sufficient funds to meet the next ensuing principal and interest payments due on the Authority's unvoted general obligation notes and bonds, is deposited in the Bond

Retirement Fund. The balance in that Fund will drop to a near zero balance once each year in conformance with ~~Federal~~ federal tax law restrictions on arbitrage earnings.
(Res. 2017-121. Passed 12-19-17.)

460.06 INSURANCE FUND.

(a) The Insurance Fund will be used to provide resources to protect against catastrophic or extraordinary losses. It is not used to pay ordinary and routine losses of the Authority incurred on an on-going basis and handled by the Claims Section of the Legal Department of the Authority.

(b) The Authority is insured through both self-insurance and purchased insurance. Purchased insurance for property and equipment losses as well as for liability is to be purchased on the open insurance market. The basis for the Insurance Fund structure and minimum balance shall be determined annually by the Risk Manager.

(c) The minimum balance to be maintained in the Insurance Fund shall be based on the recommendation of the Risk Manager, taking into consideration the balance between self-insurance and purchased insurance requirements.

(d) Upon attaining the required minimum balance, additional funds will be allocated to the Insurance Fund during the annual budgeting process based upon the results of periodic reviews of the Insurance Fund to assess its sufficiency. Actual placement of additional funds into the Insurance Fund may occur at any time during the fiscal year when cash flow requirements permit same.

(e) In the event that the Insurance Fund is used to pay a catastrophic loss, upon a recommendation by the CEO, General Manager/Secretary-Treasurer, the Board of Trustees will determine and approve a schedule for replenishment of the Fund up to the minimum amount provided for in subsection (c) hereof.

(f) At least every two years, an evaluation, including appropriate actuarial studies of the Authority's loss experience shall be conducted. The evaluation will determine the liability to be reflected on the Authority's balance sheet.
(Res. 2011-79. Passed 9-20-11. Res. 2017-121. Passed 12-19-17.)

460.07 SUPPLEMENTAL PENSION FUND.

(a) The Supplemental Pension Fund will be used to account for the assets held by the Authority in a trustee capacity for payment of benefits relating primarily to certain retired employees of the Authority.

(b) Employees covered by the Supplemental Pension Fund include:
(1) Retirees with pension credit from Cleveland Railway Company;

(2) Retirees and current employees who later retire from the Authority, having left a predecessor agency to serve in the Armed Forces and resuming employment with that predecessor or the Authority within the time specified;
(3) Certain retirees on disability pension who retired before August 1, 1982;
(4) All covered retirees and current employees who later retire from the Authority to the extent of a pension of three dollars ($3.00) per month;
(5) Certain surviving spouses of deceased retirees under options selected at retirement.

~~(a)~~ ~~Every two years an evaluation, including appropriate actuarial studies, shall be made of the Supplemental Pension Fund to~~The Authority will determine the amounts required to meet expected obligations of the Supplemental Pension Fund. Any additional funds determined to be needed will be allocated during the annual budgeting process of the Authority. Any excess funds may be transferred to the revenue stabilization fund.
(Res. 2011-79. Passed 9-20-11; Res. 2017-121. Passed 12-19-17.)

460.08 LAW ENFORCEMENT FUND.

(a) The Law Enforcement Fund will be used to account for monies received from the ~~Federal~~ federal government as a result of GCRTA participation in ~~Federal~~ federal law enforcement efforts leading to the seizure and forfeiture of property.

(b) The expenditure of monies from the Law Enforcement Fund shall be in accordance with the guidelines established by the United States Attorney General on seizure and forfeiture of property, and shall be limited to expenditures not otherwise budgeted.
(Res. 2011-79. Passed 9-20-11. Res. 2017-121. Passed 12-19-17.)

460.09 INVESTMENT OF AUTHORITY FUNDS.

(a) Objective. Achieve the maximum financial return for the Authority consistent with prudent market and credit risks while conforming to applicable ~~State~~ federal and ~~Federal~~ state laws and consistent with the cash flow requirements of the Authority, matching maturities and/or marketability at par, to meet outstanding obligations and financial commitments.

(b) Selection of instruments of investment is governed by the Ohio Depository Act (Ohio R.C. Chapter 135). Instruments available for investment include, but are not limited to:
(1) Repurchase agreements of U.S. Government securities and Government-guaranteed agency securities.
(2) Secured certificates of deposit.
(3) U.S. Government securities (Treasury bills, notes and bonds).
(4) Securities of U.S. Government agencies or instrumentalities, such as

FNMA (Federal National Mortgage Association), GNMA (Government National Mortgage Association), FHLMC (Federal Home Loan Mortgage Corporation) and FFCB (Federal Farm Credit Bank).

(5) State Treasury Asset Reserve of Ohio (Star Ohio) and other funds which may be permitted under Ohio Law.

(6) Bonds, or other obligations of the State of Ohio, or the political subdivisions of this State, provided that these bonds comply with Ohio R.C. 135.14.

(7) No-load money market mutual funds consisting exclusively of obligations described in paragraphs (b)(~~1~~3) and (b)(~~3~~4) above.

(8) Commercial paper provided that it complies with Ohio R.C. 135.14.

(9) Bankers acceptances of banks that are insured by the Federal Deposit Insurance Corporation with a maximum maturity of 180 days.

(c) Detailed records of all transactions concerning the investment of Authority funds shall be maintained. These records will be maintained in accordance with Chapter 216, Public Records.

(d) Appropriate checks and balances shall be maintained in the decision-making process concerning investment transactions to ensure adequate protection of the public interest and minimize the potential for fraud.

(e) Each month a report summarizing investment transactions and earnings will be prepared for submission to the Board of Trustees.
(Res. 2011-79. Passed 9-20-11. Res. 2017-121. Passed 12-19-17.)

460.10 DECLARATIONS OF OFFICIAL INTENT AND ALLOCATIONS RE REIMBURSEMENT OF TEMPORARY ADVANCES FOR CAPITAL EXPENDITURES FROM SUBSEQUENT BORROWINGS.

(a) Definitions. As used in this section:

(1) "Allocation" means written evidence that proceeds of obligations issued subsequent to the payment of a capital expenditure are to effect the reimbursement of the Authority for such payments.

(2) "Authorized officer" means the CEO, General Manager/ Secretary-Treasurer of the Authority and any person with authority at the time to exercise functions of the respective office.

(3) "Capital expenditures" means any expense for an item that is properly depreciable or amortizable or is otherwise treated as a capital expenditure for purposes of the Internal Revenue Code of 1986, as amended (hereinafter "the Code"), as well as any costs of issuing reimbursement bonds.

(4) "Declaration of official intent" means a written declaration that the Authority intends to fund a capital expenditure with an issue of

reimbursement bonds and reasonably expects to be reimbursed from the proceeds of such an issue.

(5) "Issuer" means either a governmental unit that is reasonably expected to issue obligations or a governmental entity or 501(c)(3) organization that is reasonably expected to borrow funds from the actual issuer of the obligations.

(6) "Reimbursement" means the restoration to the Authority of money temporarily advanced from other funds of the Authority to pay for capital expenditures before the issuance of obligations intended to fund such capital expenditure. "To reimburse" means to make such a restoration.

(7) "Reimbursement bonds" means obligations that are issued to reimburse the Authority for capital expenditures previously paid by or for the Authority.

(8) "Reimbursement regulations" means Treasury Regulations § 150-2 and any amendments thereto or superseding regulations, whether in proposed, temporary or final form, as applicable, prescribing conditions under which the proceeds of obligations, when allocated or applied to a reimbursement, will be treated as "spent" for purposes of Sections 103 and 141 to 150 of the Code.

(b) Authorization to Make Declarations of Official Intent and Allocations. Each authorized officer is hereby authorized to make declarations of official intent, which satisfy the reimbursement regulations, on behalf of the Authority, with respect to capital expenditures to be paid from moneys temporarily available that are reasonably expected to be reimbursed (in accordance with applicable authorizations, policies and practices) from the proceeds of reimbursement bonds, and to make timely allocations, which satisfy the reimbursement regulations, of the proceeds of such reimbursement bonds to reimburse prior capital expenditures, and to take or cause to be taken any other actions that may be appropriate to satisfy the requirements of the reimbursement regulations, or any other Treasury regulations, so that proceeds used for reimbursement will be treated as "spent" on the prior capital expenditures for purposes of Sections 103 and 141 to 150 of the Code. All declarations of official intent and allocations heretofore made on behalf of the Authority are hereby ratified and adopted.

(Res. 1994-226. Passed 12-20-94; Res. 1999-147. Passed 10-26-99; Res. 2017-121. Passed 12-19-17.)

Attachment B – Staff Summary

CHAPTER 842
Comprehensive Fare Policy

842.01 Objectives.
842.02 Fares tailored to market conditions.
842.03 Operating ratios; annual review of fare and service levels.
842.04 Consideration of costs of services.
842.05 Transfers. (Repealed)
842.06 Pre-paid fares.
842.07 ~~Surcharges~~ Financial support for service outside Cuyahoga County.
~~842.08 Special services.~~
842.~~09~~08 Fare structures; ease of payment and collection.
842.~~10~~09 Cooperation and coordination of services with third parties.

CROSS REFERENCES

~~Fares for elderly and handicapped persons - see 49 U.S.C.A. 1604(m), 1604b~~
~~Regulation of operation of systems, rates, rentals or other charges; compliance with undertakings - see 49 U.S.C.A. 1608(d)~~
~~Rates, fees and charges of public motor transportation companies - see Ohio R.C. 4921.23 et seq.~~
Fare increases; public hearings - see ADM. Ch. 214.~~03~~
Authority of General Manager to suspend collection of fares during emergency - see VEH. & OP.~~ADM. 242.07~~840.16
Commissions and fare structure - see VEH. & OP. Ch. 840
~~Special services - see SERV. 1020.04(e)~~
~~Service~~ Fares for rides outside of County - see ~~SERV~~VEH. & OP. ~~Ch. 1078~~840.06
~~Discount fare cards - see SERV. 1084.01, 1084.02~~

842.01 OBJECTIVES.

The Board of Trustees affirms that the Authority is both a tax-supported public service agency and a business-like enterprise that competes for customers in the marketplace. This dual role sometimes necessitates balancing disparate goals. When establishing and adjusting Authority fares, the Board of Trustees will seek to balance the following general policies, recognizing that an action that furthers one of these policies will sometimes run counter to another one.
(Res. 1996-72. Passed 5-21-96.)

842.02 FARES TAILORED TO MARKET CONDITIONS.

Within the constraints of law and regulation, the Board of Trustees will maximize ridership by using a market-based approach that tailors fares to market conditions. That means:

(a) Fares for each type of service will be determined by the market segment

served and the value provided.

(b) The fare structure will be reasonable and equitable in the view of the market, including riders, taxpayers and community leaders.

(c) The timing and amount of fare adjustments will be sensitive to market conditions such as the price of competing services.

(Res. 1996-72. Passed 5-21-96.)

842.03 OPERATING RATIOS; ANNUAL REVIEW OF FARE AND SERVICE LEVELS.

To promote financial stability, the Board of Trustees will ~~maintain an operating ratio of at least twenty five percent and will~~ strive toward ~~an~~ the operating ratio ~~of thirty percent or higher if Federal operating funds are reduced. (Sales tax revenue currently represents approximately sixty five percent of total revenue.)~~ identified in Section 460.02. The operating ratio will be reported quarterly, and fare and service levels will be reviewed annually during the budget process to determine whether adjustments to fares or operating expenses are needed.

(Res. 1996-72. Passed 5-21-96.)

842.04 CONSIDERATION OF COSTS OF SERVICES.

In order to maintain the desired operating ratio system-wide, the Board of Trustees will consider the cost of providing each type of service when establishing or adjusting the fare for that service.

(Res. 1996-72. Passed 5-21-96.)

842.05 TRANSFERS. (REPEALED)

(EDITOR'S NOTE: Section 842.05 was repealed by Resolution 2006-78, passed May 16, 2006)

842.06 PRE-PAID FARES.

The Board of Trustees will encourage the use of discounted pre-paid fare media to increase the Authority's overall share of the travel market. In determining the percentage discount (i.e. the spread between cash fares and pre-paid fares), the Board will take into account that some low-income customers must use cash because they cannot afford to buy pre-paid media.

(Res. 1996-72. Passed 5-21-96.)

842.07 ~~SURCHARGES~~ FINANCIAL SUPPORT FOR SERVICE OUTSIDE CUYAHOGA COUNTY.

Since the Cuyahoga County sales tax provides the majority of the Authority's operating funds, service to other counties will be subject to ~~fare surcharges~~financial support, private-sector subsidies and/or tax support from other jurisdictions~~, as stated in Chapter 1078~~.

(Res. 1996-72. Passed 5-21-96.)

~~**842.08 SPECIAL SERVICES.**~~

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~~As set forth in Section 1020.04(c), special services, such as special event shuttles, should recover a minimum of twenty five percent of their fully allocated cost from passenger revenues and subsidies. Fare levels for special services should be set at such a level to insure this minimum.~~
~~(Res. 1996-72. Passed 5-21-96.)~~

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~~842.09~~842.08 FARE STRUCTURES; EASE OF PAYMENT AND COLLECTION.

The Board of Trustees will avoid fare structures that are too complex to be successfully communicated to customers or administered by Authority staff. However, recognizing the need for innovation, the Authority will continually seek new technology that makes fare payment and collection more convenient for customers and staff.
(Res. 1996-72. Passed 5-21-96.)

842.~~10~~09 COOPERATION AND COORDINATION OF SERVICES WITH THIRD PARTIES.

As the largest provider of public transportation services in Cuyahoga County, the Authority explores opportunities for joint cooperation and public-private partnerships with third party entities that generate a high volume of ridership and/or manage their own parking demand, such as colleges, universities and large employers. Coordination could involve employer pass subsidies, guaranteed ride home programs and on-site automated fare media dispensers.
(Res. 1996-72. Passed 5-21-96.)

RESOLUTION NO. 2025-119

AMENDING CHAPTERS 460 AND 842 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, in order to conform the Authority's financial policies to current governance needs, Chapters 460 and 842 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book") 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 Code Book Chapter 460 is hereby amended to read as specified in Attachment A hereto.

Section 2. That Code Book Chapter 842 is hereby amended to read as specified in Attachment B hereto.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

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

Attachments:

A. Chapter 460 Financial Polices; Funds
B. Chapter 1086 Comprehensive Fare Policy

Adopted: December 16, 2025

_____
President

Attest: _____
Secretary-Treasurer

Attachment A – Resolution

CHAPTER 460
Financial Policies; Funds

460.01 PURPOSE AND SCOPE.

(a) The financial policies described herein are designed to provide a comprehensive framework for the management of the revenues and financial resources of the Authority. They provide guidelines for decision-making by the Board of Trustees and management on how the financial resources of the Authority shall be used to achieve the Authority's mission to provide public transportation services; to meet the obligations of the Authority; and to protect the public interest.

(b) The financial policies established herein cover the following areas:

(1) General Fund;
(2) Reserve Fund;
(3) Capital Improvement Fund;
(4) Bond Retirement Fund;
(5) Insurance Fund;
(6) Supplemental Pension Fund;
(7) Law Enforcement Fund; and
(8) Investment of Authority Funds.

(Res. 1998-90. Passed 7-21-98; Res. 2011-79. Passed 9-20-11; Res. 2017-121. Passed 12-19-17.)

460.02 GENERAL FUND.

(a) The General Fund will be used to pay the day-to-day operating obligations of the Authority.

(b) The annual appropriation budget shall be approved by the Board of Trustees by December 31 of each year for the ensuing fiscal year.

(c) Policy goals to measure and/or control operating expenses and revenues will be:

(1) The goal for the operating ratio (operating revenues divided by operating expenses) is to be at or greater than twenty-five percent with a long-range objective of having operating revenue cover an increasing proportion of operating expenses. Operating revenues shall include passenger fare and advertising and sponsorship revenues. Operating expenses, where applicable, shall be defined to include capitalized operating expenses.
(2) In order to maintain an adequate fund balance to mitigate current and future risks, the Authority's goal shall be to maintain a general fund

balance of at least one month's operating expenses.

A. In the event that this goal is not maintained, or if the financial forecast projects the ending balance to be below this level, a plan shall be developed to replenish the fund balance.

(3) The goal for growth in the cost of delivering a unit of service (cost per service hour) will be to remain at or below the rate of inflation.

(4) The goal for debt service coverage (total operating revenue minus operating expenditures divided by debt service requirements) will be to remain at a minimum of 1.5.

(d) Management shall provide the Board of Trustees with at least quarterly reports on actual versus budget performance for revenues and expenses.
(Res. 2011-79. Passed 9-20-11; Res. 2012-112. Passed 12-18-12. Res. 2017-15. Passed 3-21-17; Res. 2017-80. Passed 9-19-17; Res. 2017-121. Passed 12-19-17; Res. 2020-97. Passed 12-15-20.)

460.03 RESERVE FUND.

(a) A Reserve Fund containing sub-accounts may be established and maintained to protect the Authority from economic downturns.

(b) The Reserve Fund sub-accounts and criteria for management and balances are below.

(1) Reserve for fuel: Annual savings resulting when actual expenditures are less than the budgeted line item for fuel may be placed in this sub-account to protect the Authority from a significant and continuing rise in fuel prices.

(2) Reserve for compensated absences: Excess funds from the General Fund may be placed in this sub-account to ensure payment to employees for vacation time that has been earned. This reserve shall not exceed twenty-five percent of the accrued liability for compensated absences.

(3) Reserve for hospitalization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial cost increases from unfunded mandates or out of the ordinary costs for catastrophic illnesses. The reserve shall not exceed ten percent of annual hospitalization costs.

(4) Reserve for 27th payroll expense: The authority has two different payroll cycles; one cycle for hourly employees and one for salaried employees. Within each cycle, there is an extra pay date (27th payroll expense) that occurs every twelve years. This reserve shall be funded to the best of the Authority's ability in order to plan for this additional payroll expense.

(5) A rolling stock replacement fund account may be established to set aside funds to systematically replace aging revenue vehicles. Funds should be amassed in this replacement fund and then transferred to the

Capital Improvement Fund to assist in meeting this major capital requirement.

(6) Reserve for revenue stabilization: Excess funds from the General Fund may be placed in this sub-account to protect against substantial decreases in revenues. Funds should be amassed in this stabilization fund and then transferred to the General Fund when needed to maintain a one-month ending balance in the General Fund. The Authority shall maintain at least a fifteen-day ending balance in the revenue stabilization fund.

(7) Reserve for transit-oriented development: Funds received from the sale of real property may be placed in this sub-account for use in transit-oriented development projects.

(Res. 2020-97. Passed 12-15-20; Res. 2021-108. Passed 12-21-21.)

460.04 CAPITAL IMPROVEMENT FUND.

(a) The Capital Improvement Fund shall be used to account for the construction and acquisition of major capital facilities and equipment. It shall include funds to match federal and state grants as well as funds to be used for capital construction and acquisition without the benefit of any grant funding. The Capital Improvement Fund will consist of the RTA Capital Fund and the RTA Development Fund.

(b) Projects that are locally funded, smaller and more routine in nature, generally less than one hundred fifty thousand dollars ($150,000) and have a useful life not exceeding five years will primarily be budgeted in the RTA Capital Fund.

(c) The RTA Development Fund will consist of projects that are larger, generally greater than one hundred fifty thousand dollars ($150,000) and have a useful life greater than five years. These projects can be supported through local, federal, and state funding, of which, federal and state funding may require a local match.

(d) The Authority will strive to take advantage of all available state and federal grants and other financing programs for capital improvements including but not limited to State of Ohio public transportation grants, Federal Highway Administration programs, programs of the Federal Transit Administration, and the Federal Emergency Management Agency.

(e) Items that have a useful life in excess of one year and an acquisition cost in excess of five thousand dollars ($5,000) are considered to be capital expenditures.

(f) An amount of at least ten percent of sales tax revenues shall be allocated to capital improvement on an annual basis. This amount shall be allocated directly to the Capital Improvement Fund to support budgeted projects or to the Bond Retirement Fund to support debt service payments.

(g) Recognizing that the capital program requires a critical balance between maintenance of existing assets and expansion efforts, the following policy objective will be used to develop the annual capital budget. The percentage goal of capital maintenance outlay to capital expansion outlay will be a minimum of seventy-five percent and maximum of ninety percent.
(Res. 2011-79. Passed 9-20-11; Res. 2017-121. Passed 12-19-17; Res. 2020-97. Passed 12-15-20.)

460.05 BOND RETIREMENT FUND.

(a) The Bond Retirement Fund will be used to provide the funds necessary for the payment of principal and interest on debt obligations.

(b) Each month, sales and use tax revenues in an amount, together with anticipated investment earnings on the amounts deposited, calculated to accumulate sufficient funds to meet the next ensuing principal and interest payments due on the Authority's unvoted general obligation notes and bonds, is deposited in the Bond Retirement Fund. The balance in that Fund will drop to a near zero balance once each year in conformance with federal tax law restrictions on arbitrage earnings.
(Res. 2017-121. Passed 12-19-17.)

460.06 INSURANCE FUND.

(a) The Insurance Fund will be used to provide resources to protect against catastrophic or extraordinary losses. It is not used to pay ordinary and routine losses of the Authority incurred on an on-going basis and handled by the Claims Section of the Legal Department of the Authority.

(b) The Authority is insured through both self-insurance and purchased insurance. Purchased insurance for property and equipment losses as well as for liability is to be purchased on the open insurance market. The basis for the Insurance Fund structure and minimum balance shall be determined annually by the Risk Manager.

(c) The minimum balance to be maintained in the Insurance Fund shall be based on the recommendation of the Risk Manager, taking into consideration the balance between self-insurance and purchased insurance requirements.

(d) Upon attaining the required minimum balance, additional funds will be allocated to the Insurance Fund during the annual budgeting process based upon the results of periodic reviews of the Insurance Fund to assess its sufficiency. Actual placement of additional funds into the Insurance Fund may occur at any time during the fiscal year when cash flow requirements permit same.

(e) In the event that the Insurance Fund is used to pay a catastrophic loss, upon

a recommendation by the CEO, General Manager/Secretary-Treasurer, the Board of Trustees will determine and approve a schedule for replenishment of the Fund up to the minimum amount provided for in subsection (c) hereof.

(f) At least every two years, an evaluation, including appropriate actuarial studies of the Authority's loss experience shall be conducted. The evaluation will determine the liability to be reflected on the Authority's balance sheet.
(Res. 2011-79. Passed 9-20-11. Res. 2017-121. Passed 12-19-17.)

460.07 SUPPLEMENTAL PENSION FUND.

(a) The Supplemental Pension Fund will be used to account for the assets held by the Authority in a trustee capacity for payment of benefits relating primarily to certain retired employees of the Authority.

(b) Employees covered by the Supplemental Pension Fund include:
(1) Retirees with pension credit from Cleveland Railway Company;
(2) Retirees and current employees who later retire from the Authority, having left a predecessor agency to serve in the Armed Forces and resuming employment with that predecessor or the Authority within the time specified;
(3) Certain retirees on disability pension who retired before August 1, 1982;
(4) All covered retirees and current employees who later retire from the Authority to the extent of a pension of three dollars ($3.00) per month;
(5) Certain surviving spouses of deceased retirees under options selected at retirement.

~~(a)~~ The Authority will determine the amounts required to meet expected obligations of the Supplemental Pension Fund. Any additional funds determined to be needed will be allocated during the annual budgeting process of the Authority. Any excess funds may be transferred to the revenue stabilization fund.
(Res. 2011-79. Passed 9-20-11; Res. 2017-121. Passed 12-19-17.)

460.08 LAW ENFORCEMENT FUND.

(a) The Law Enforcement Fund will be used to account for monies received from the federal government as a result of GCRTA participation in federal law enforcement efforts leading to the seizure and forfeiture of property.

(b) The expenditure of monies from the Law Enforcement Fund shall be in accordance with the guidelines established by the United States Attorney General on seizure and forfeiture of property, and shall be limited to expenditures not otherwise budgeted.
(Res. 2011-79. Passed 9-20-11. Res. 2017-121. Passed 12-19-17.)

460.09 INVESTMENT OF AUTHORITY FUNDS.

(a) Objective. Achieve the maximum financial return for the Authority consistent with prudent market and credit risks while conforming to applicable federal and state laws and consistent with the cash flow requirements of the Authority, matching maturities and/or marketability at par, to meet outstanding obligations and financial commitments.

(b) Selection of instruments of investment is governed by the Ohio Depository Act (Ohio R.C. Chapter 135). Instruments available for investment include, but are not limited to:

(1) Repurchase agreements of U.S. Government securities and Government-guaranteed agency securities.
(2) Secured certificates of deposit.
(3) U.S. Government securities (Treasury bills, notes and bonds).
(4) Securities of U.S. Government agencies or instrumentalities, such as FNMA (Federal National Mortgage Association), GNMA (Government National Mortgage Association), FHLMC (Federal Home Loan Mortgage Corporation) and FFCB (Federal Farm Credit Bank).
(5) State Treasury Asset Reserve of Ohio (Star Ohio) and other funds which may be permitted under Ohio Law.
(6) Bonds, or other obligations of the State of Ohio, or the political subdivisions of this State, provided that these bonds comply with Ohio R.C. 135.14.
(7) No-load money market mutual funds consisting exclusively of obligations described in paragraphs (b)(3) and (b)(4) above.
(8) Commercial paper provided that it complies with Ohio R.C. 135.14.
(9) Bankers acceptances of banks that are insured by the Federal Deposit Insurance Corporation with a maximum maturity of 180 days.

(c) Detailed records of all transactions concerning the investment of Authority funds shall be maintained. These records will be maintained in accordance with Chapter 216, Public Records.

(d) Appropriate checks and balances shall be maintained in the decision-making process concerning investment transactions to ensure adequate protection of the public interest and minimize the potential for fraud.

(e) Each month a report summarizing investment transactions and earnings will be prepared for submission to the Board of Trustees.
(Res. 2011-79. Passed 9-20-11. Res. 2017-121. Passed 12-19-17.)

460.10 DECLARATIONS OF OFFICIAL INTENT AND ALLOCATIONS RE REIMBURSEMENT OF TEMPORARY ADVANCES FOR CAPITAL EXPENDITURES FROM SUBSEQUENT BORROWINGS.

(a) Definitions. As used in this section:

(1) "Allocation" means written evidence that proceeds of obligations issued subsequent to the payment of a capital expenditure are to effect the reimbursement of the Authority for such payments.

(2) "Authorized officer" means the CEO, General Manager/ Secretary-Treasurer of the Authority and any person with authority at the time to exercise functions of the respective office.

(3) "Capital expenditures" means any expense for an item that is properly depreciable or amortizable or is otherwise treated as a capital expenditure for purposes of the Internal Revenue Code of 1986, as amended (hereinafter "the Code"), as well as any costs of issuing reimbursement bonds.

(4) "Declaration of official intent" means a written declaration that the Authority intends to fund a capital expenditure with an issue of reimbursement bonds and reasonably expects to be reimbursed from the proceeds of such an issue.

(5) "Issuer" means either a governmental unit that is reasonably expected to issue obligations or a governmental entity or 501(c)(3) organization that is reasonably expected to borrow funds from the actual issuer of the obligations.

(6) "Reimbursement" means the restoration to the Authority of money temporarily advanced from other funds of the Authority to pay for capital expenditures before the issuance of obligations intended to fund such capital expenditure. "To reimburse" means to make such a restoration.

(7) "Reimbursement bonds" means obligations that are issued to reimburse the Authority for capital expenditures previously paid by or for the Authority.

(8) "Reimbursement regulations" means Treasury Regulations § 150-2 and any amendments thereto or superseding regulations, whether in proposed, temporary or final form, as applicable, prescribing conditions under which the proceeds of obligations, when allocated or applied to a reimbursement, will be treated as "spent" for purposes of Sections 103 and 141 to 150 of the Code.

(b) Authorization to Make Declarations of Official Intent and Allocations. Each authorized officer is hereby authorized to make declarations of official intent, which satisfy the reimbursement regulations, on behalf of the Authority, with respect to capital expenditures to be paid from moneys temporarily available that are reasonably expected to be reimbursed (in accordance with applicable authorizations, policies and practices) from the proceeds of reimbursement bonds, and to make timely allocations, which satisfy the reimbursement regulations, of the proceeds of such reimbursement bonds to reimburse prior capital expenditures, and to take or cause to be taken any other actions that may be appropriate to satisfy the requirements of the reimbursement regulations, or any other Treasury regulations, so that proceeds used

for reimbursement will be treated as "spent" on the prior capital expenditures for purposes of Sections 103 and 141 to 150 of the Code. All declarations of official intent and allocations heretofore made on behalf of the Authority are hereby ratified and adopted.
(Res. 1994-226. Passed 12-20-94; Res. 1999-147. Passed 10-26-99; Res. 2017-121. Passed 12-19-17.)

Attachment B – Resolution

CHAPTER 842
Comprehensive Fare Policy

842.01 OBJECTIVES.

The Board of Trustees affirms that the Authority is both a tax-supported public service agency and a business-like enterprise that competes for customers in the marketplace. This dual role sometimes necessitates balancing disparate goals. When establishing and adjusting Authority fares, the Board of Trustees will seek to balance the following general policies, recognizing that an action that furthers one of these policies will sometimes run counter to another one.
(Res. 1996-72. Passed 5-21-96.)

842.02 FARES TAILORED TO MARKET CONDITIONS.

Within the constraints of law and regulation, the Board of Trustees will maximize ridership by using a market-based approach that tailors fares to market conditions. That means:

(a) Fares for each type of service will be determined by the market segment served and the value provided.
(b) The fare structure will be reasonable and equitable in the view of the market, including riders, taxpayers and community leaders.
(c) The timing and amount of fare adjustments will be sensitive to market conditions such as the price of competing services.
(Res. 1996-72. Passed 5-21-96.)

842.03 OPERATING RATIOS; ANNUAL REVIEW OF FARE AND SERVICE LEVELS.

To promote financial stability, the Board of Trustees will strive toward the operating ratio identified in Section 460.02. The operating ratio will be reported quarterly, and fare and service levels will be reviewed annually during the budget process to determine whether adjustments to fares or operating expenses are needed.
(Res. 1996-72. Passed 5-21-96.)

842.04 CONSIDERATION OF COSTS OF SERVICES.

In order to maintain the desired operating ratio system-wide, the Board of Trustees will consider the cost of providing each type of service when establishing or adjusting the fare for that service.
(Res. 1996-72. Passed 5-21-96.)

842.05 TRANSFERS. (REPEALED)

(EDITOR'S NOTE: Section 842.05 was repealed by Resolution 2006-78, passed May 16, 2006)

842.06 PRE-PAID FARES.

The Board of Trustees will encourage the use of discounted pre-paid fare media to increase the Authority's overall share of the travel market. In determining the percentage discount (i.e. the spread between cash fares and pre-paid fares), the Board will take into account that some low-income customers must use cash because they cannot afford to buy pre-paid media.
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842.07 FINANCIAL SUPPORT FOR SERVICE OUTSIDE CUYAHOGA COUNTY.

Since the Cuyahoga County sales tax provides the majority of the Authority's operating funds, service to other counties will be subject to financial support, private-sector subsidies and/or tax support from other jurisdictions.
(Res. 1996-72. Passed 5-21-96.)

842.08 FARE STRUCTURES; EASE OF PAYMENT AND COLLECTION.

The Board of Trustees will avoid fare structures that are too complex to be successfully communicated to customers or administered by Authority staff. However, recognizing the need for innovation, the Authority will continually seek new technology that makes fare payment and collection more convenient for customers and staff.
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842.09 COOPERATION AND COORDINATION OF SERVICES WITH THIRD PARTIES.

As the largest provider of public transportation services in Cuyahoga County, the Authority explores opportunities for joint cooperation and public-private partnerships with third party entities that generate a high volume of ridership and/or manage their own parking demand, such as colleges, universities and large employers. Coordination could involve employer pass subsidies, guaranteed ride home programs and on-site automated fare media dispensers.
(Res. 1996-72. Passed 5-21-96.)

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-120
AMENDING SECTION 1013.04 AND CHAPTER 1086 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Date: December 11, 2025
	Initiator: Legal

ACTION REQUEST:
☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This resolution will amend Section 1013.04 and Chapter 1086 of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority") to align the paratransit policies of the Authority with current service standards.

2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution No. 1989-176. The Code Book is undergoing a comprehensive review and update to conform to the current structure and operations of the Authority. In order to conform the paratransit policies to our current ADA-compliant service standard, changes are needed in Section 1013.04 and Chapter 1086 of the Code Book.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: These policy revisions will bring the Authority's policies into alignment with current paratransit operations.

6.0 ECONOMIC IMPACT: Does not apply.

7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution will leave the Authority's policies out of alignment with current paratransit operations and standards.

8.0 RECOMMENDATION: This resolution was discussed at the December 2, 2025 Committee of the Whole meeting. It is recommended that this resolution be adopted.

9.0 ATTACHMENTS:
A. Redline of Section 1013.04
B. Redline of Chapter 1086

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

General Manager, Chief Executive Officer

CHAPTER 1013
Service Standards

1013.01 Vehicle load for each mode.
1013.02 Vehicle headway for each mode.
1013.03 On-time performance.
1013.04 Service availability for each mode.

1013.01 VEHICLE LOAD FOR EACH MODE.

(a) Adherence to the maximum load standards in the table below shall be monitored as follows:

(1) Passengers are counted at the point on the route where most trips carry the highest load.

(2) Passenger loads are averaged for thirty-minute intervals during rush hours and sixty-minute intervals during other time periods.

(3) If one trip has an unusually high load, it shall be excluded from the average.

MAXIMUM LOAD STANDARDS Number of Passengers		
SERVICE TYPE	RUSH HOURS	NON-RUSH HOURS
Park-N-Ride	54-63	49-57
Regular Bus (approx. 40-ft.)	54	44
Trolley (approx.. 30-35 ft.)	36	36
Heavy Rail (per car)	142	117
Light Rail (per car)	132	108
Articulated bus (approx.. 60 ft.)	80	65

(Res. 2017-58. Passed 7-18-17.)

1013.02 VEHICLE HEADWAY FOR EACH MODE.

Service frequency is based on ridership, but, during each time period that a route operates, the minimum number of trips per hour per direction will be as follows:

	5 a.m. - 10 p.m.	Other
Times Rail *	2	1
Bus *	1	1

* = Does not apply to minor branches and special services

To maintain service coverage with limited resources, the Authority may make an exception to the minimums shown above. The Authority will conduct a public hearing before initiating such an exception.

(Res. 2017-58. Passed 7-18-17.)

1013.03 ON-TIME PERFORMANCE.

(a) The following standard applies to all modes:

(1) A trip is deemed "late" if it arrives or departs more than five minutes after the scheduled time.

(2) A trip is deemed "early" if it departs before the scheduled time.

(3) A trip is deemed "on-time" if it is neither "late" nor "early" as defined above.

(b) The long-term goal is 100 percent "on time"; the near-term goal is eighty percent on-time.
(Res. 2017-58. Passed 7-18-17.)

1013.04 SERVICE AVAILABILITY FOR EACH MODE.

(a) Transit service availability is critical for providing access to jobs, education, medical care and other activities and opportunities necessary for quality of life.

(b) Paratransit service availability is governed by Chapter 1086.~~ADA-certified residents who live within 3/4 mile of bus or rapid transit service can use complementary Paratransit service to access all other areas served by regular transit routes~~.

(c) Ideally, 365-day bus or rapid transit service should be located near every Cuyahoga County resident. Rapid transit service includes rail and bus rapid transit service.

(d) Resource limitations and low-density settlement patterns currently preclude realization of the ideal.

(e) The Authority will provide 365-day public transit service within 3/4 miles of at least 60 percent of Cuyahoga County residents. Public transit service is any transit service open to the general public, including bus, rail, and bus rapid transit service. (Res. 2017-58. Passed 7-18-17; Res. 2018-31. Passed 3-27-18; Res. 2018-72. Passed 7-24-18.)

Attachment B to Staff Summary

CHAPTER 1086
Paratransit ~~and Accessible~~ Service Policy

1086.01 ~~Purpose; scope~~Policy.
1086.02 ~~General policies~~Administration.
~~1086.03 Implementation.~~
~~1086.04 Administrative procedures.~~

~~CROSS REFERENCES~~

~~Americans With Disabilities Act - see 42 U.S.C.A. 12101 et seq.~~
~~Americans with Disabilities Act Accessibility Specifications for Transportation Vehicles - see 49 C.F.R. Part 38~~
~~Transportation for elderly and handicapped persons - see 49 C.F.R. Part 609~~
~~Americans With Disabilities Act Guidance - see FTA Circular 4710.1~~
~~Topic Guides on ADA Transportation - see https://dredf.org/ADAtg/index.shtml~~
~~Fares for senior citizens and individuals with disabilities - see VEH. & OP. 840.03~~

1086.01 ~~PURPOSE; SCOPE~~POLICY.

~~(a) This policy is to guide Authority activities relative to its various service modes so as to culminate in full system accessibility for individuals with disabilities.~~

~~(b)~~(a) The Authority~~'s~~ will provide Paratransit service, which is a "shared ride", origin-to-destination service, ~~available for~~to those who, due to a functional disability or condition, are unable to use the fixed-route system. Eligibility for Paratransit service is defined by the Americans with Disabilities Act regulations~~may be unconditional, temporary, or under certain conditions~~. Federal regulations define the ADA paratransit service area as being within three-fourths mile of a local fixed route when that route is in operation. (Res. 1991-23. Passed 1-22-91.)

(b) The Authority will provide Paratransit service for trips that are five miles or less in length for individuals who, due to a functional disability or condition, are unable to use the fixed route system and whose trips are not within three-fourths mile of a local fixed route when that route is in operation.

(c) Prior to Paratransit service, the Authority provided Community Responsive Transit ("CRT"). When CRT was eliminated, the Authority sought to extend shared ride services to riders who were born on or before December 31, 1931. The Authority will provide ~~a "shared ride"~~Paratransit service for trips that are five miles or less in length for ~~grandfathered~~

~~Community Responsive Transit~~ riders who were born on or before December 31, 1931, in light of the Authority's history of providing Community Responsive Transit service to these riders.

~~(d) The Authority will provide a "shared ride" service for trips that are five miles or less in length for individuals who, due to a functional disability or condition, are unable to use the fixed route system and live beyond the three-fourths mile radius.~~ (Res. 2020-89. Passed 11-17-20.

1086.02 ~~GENERAL POLICIES~~ADMINISTRATION.

~~(a) Integrated Accessible Transit Network. The continuing development of the Authority's accessible transit system should be guided by the same principles of distribution as apply to general public services. Fixed rail and bus services should be the primary service modes available to all disabled persons who are functionally capable of using these modes. Paratransit service should supplement the fixed route network and its capacity dedicated to those persons who are unable to use the fixed route network due to their ADA recognized disability.~~

~~(b) Community Participation. The Authority's efforts to implement full accessibility should consider the interests and needs of the community through activities such as public meetings and advisory committees.~~

~~(c) (Res. 2020-89. Passed 11-17-20.)~~

~~1086.03 IMPLEMENTATION.~~

~~(a) Eligibility for Paratransit service will be determined in accordance with the Americans with Disabilities Act and other applicable laws.~~

~~(b) Staff will work under administrative procedures and in compliance with current applicable laws.~~
~~(Res. 2020-89. Passed 11-17-20.)~~

~~1086.04 ADMINISTRATIVE PROCEDURES.~~

(a) The General Manager, CEO is authorized to adopt procedures to implement this policy and shall ensure that a Paratransit Customer Handbook is maintained. The Paratransit Customer Handbook shall reflect the most up-to-date administrative laws, industry best practices, FTA guidance, and Department of Justice guidance.

(b) The Paratransit Customer Handbook shall replace the ADA Complementary Paratransit Plan enacted in Resolution No. 1992-045, and subsequently revised in Resolution Nos. 1995-009, 1997-033 and 2003-140.

~~(b)~~(c) Community Participation. Significant proposed changes to

administrative procedures should be discussed with an advisory committee and/or the public before such changes are finalized and implemented.
(Res. 2020-89. Passed 11-17-20.

RESOLUTION NO. 2025-120

AMENDING SECTION 1013.04 AND CHAPTER 1086 OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, in order to conform the Authority's paratransit policies to current service standards, Section 1013.04 and Chapter 1086 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book") 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 Code Book Section 1013.04 is hereby amended to read as specified in Attachment A hereto.

Section 2. That Code Book Chapter 1086 is hereby amended to read as specified in Attachment B hereto.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

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

Attachments:

A. Section 1013.04 Service Standards
B. Chapter 1086 Paratransit Service Policy

Adopted: December 16, 2025

_____
President

Attest: _____
Secretary-Treasurer

CHAPTER 1013
Service Standards

1013.01 VEHICLE LOAD FOR EACH MODE.

(a) Adherence to the maximum load standards in the table below shall be monitored as follows:

(1) Passengers are counted at the point on the route where most trips carry the highest load.

(2) Passenger loads are averaged for thirty-minute intervals during rush hours and sixty-minute intervals during other time periods.

(3) If one trip has an unusually high load, it shall be excluded from the average.

MAXIMUM LOAD STANDARDS Number of Passengers		
SERVICE TYPE	RUSH HOURS	NON-RUSH HOURS
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(Res. 2017-58. Passed 7-18-17.)

1013.02 VEHICLE HEADWAY FOR EACH MODE.

Service frequency is based on ridership, but, during each time period that a route operates, the minimum number of trips per hour per direction will be as follows:

	5 a.m. - 10 p.m.	Other
Times Rail *	2	1
Bus *	1	1

* = Does not apply to minor branches and special services

To maintain service coverage with limited resources, the Authority may make an exception to the minimums shown above. The Authority will conduct a public hearing before initiating such an exception.
(Res. 2017-58. Passed 7-18-17.)

1013.03 ON-TIME PERFORMANCE.

(a) The following standard applies to all modes:

(1) A trip is deemed "late" if it arrives or departs more than five

minutes after the scheduled time.

(2) A trip is deemed "early" if it departs before the scheduled time.

(3) A trip is deemed "on-time" if it is neither "late" nor "early" as defined above.

(b) The long-term goal is 100 percent "on time"; the near-term goal is eighty percent on-time.
(Res. 2017-58. Passed 7-18-17.)

1013.04 SERVICE AVAILABILITY FOR EACH MODE.

(a) Transit service availability is critical for providing access to jobs, education, medical care and other activities and opportunities necessary for quality of life.

(b) Paratransit service availability is governed by Chapter 1086.

(c) Ideally, 365-day bus or rapid transit service should be located near every Cuyahoga County resident. Rapid transit service includes rail and bus rapid transit service.

(d) Resource limitations and low-density settlement patterns currently preclude realization of the ideal.

(e) The Authority will provide 365-day public transit service within 3/4 miles of at least 60 percent of Cuyahoga County residents. Public transit service is any transit service open to the general public, including bus, rail, and bus rapid transit service. (Res. 2017-58. Passed 7-18-17; Res. 2018-31. Passed 3-27-18; Res. 2018-72. Passed 7-24-18.)

Attachment B to Resolution

CHAPTER 1086
Paratransit Service Policy

1086.01 POLICY.

(a) The Authority will provide Paratransit service, which is a "shared ride", origin-to-destination service, to those who, due to a functional disability or condition, are unable to use the fixed-route system. Eligibility for Paratransit service is defined by the Americans with Disabilities Act regulations. Federal regulations define the ADA paratransit service area as being within three-fourths mile of a local fixed route when that route is in operation. (Res. 1991-23. Passed 1-22-91.)

(b) The Authority will provide Paratransit service for trips that are five miles or less in length for individuals who, due to a functional disability or condition, are unable to use the fixed route system and whose trips are not within three-fourths mile of a local fixed route when that route is in operation.

(c) Prior to Paratransit service, the Authority provided Community Responsive Transit ("CRT"). When CRT was eliminated, the Authority sought to extend shared ride services to riders who were born on or before December 31, 1931. The Authority will provide Paratransit service for trips that are five miles or less in length for riders who were born on or before December 31, 1931, in light of the Authority's history of providing Community Responsive Transit service to these riders.
(Res. 2020-89. Passed 11-17-20.)

1086.02 ADMINISTRATION.

(a) The General Manager, CEO is authorized to adopt procedures to implement this policy and shall ensure that a Paratransit Customer Handbook is maintained. The Paratransit Customer Handbook shall reflect the most up-to-date administrative laws, industry best practices, FTA guidance, and Department of Justice guidance.

(b) The Paratransit Customer Handbook shall replace the ADA Complementary Paratransit Plan enacted in Resolution No. 1992-045, and subsequently revised in Resolution Nos. 1995-009, 1997-033 and 2003-140.

(c) Community Participation. Significant proposed changes to administrative procedures should be discussed with an advisory committee

and/or the public before such changes are finalized and implemented.
(Res. 2020-89. Passed 11-17-20)

Commented [MF1]: I'm not sure if you wanted it in the Resolution attachment, but the redline attachment to the Staff Summary also had added a reference for this new resolution here:
Res. 2025- . Passed .

Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-121
APPROVAL OF THE AUTHORITY'S 2025 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)	Date: December 16, 2025
	Initiator: Safety Department

ACTION REQUEST:
☐ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will approve the Greater Cleveland Regional Transit Authority's ("Authority") 2026 Public Transportation Agency Safety Plan ("PTASP"). Under Federal Transit Administration ("FTA") regulations, the PTASP must be approved by the Authority's governing board.

2.0 DESCRIPTION/JUSTIFICATION: The Authority's PTASP Labor Management Safety Committee has prepared a 2026 PTASP with updated performance measures and targets to meet FTA requirements in 49 CFR Part 673. The PTASP is a risk and performance-based plan utilizing Safety Management System principles to describe safety processes and guide the Authority's activities in such areas as emergency preparedness, hazard reporting and management, safety training, and the promotion of safety to maintain a positive safety culture. The Authority implemented its original PTASP through Board Resolution No. 2020-18, and annual updates have been approved by the Board since then.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.

5.0 POLICY IMPACT: Adoption of the resolution will enable the Authority to comply with 49 CFR Part 673.

6.0 ECONOMIC IMPACT: Failure to adopt the resolution will result in failure to satisfy FTA's approval requirements which could cause the Authority to be out of compliance with grant requirements, risking current and future funding.

7.0 ALTERNATIVES: Rejection of the resolution would impact and delay compliance with FTA regulations.

8.0 RECOMMENDATION: The PTASP was discussed by the Audit, Safety Compliance & Real Estate Committee at the December 2, 2025 Board of Trustees meeting. The Committee reviewed and referred the PTASP resolution to the full Board of Trustees for approval. It is recommended that the resolution be approved to satisfy FTA's requirements.

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

General Manager, Chief Executive Officer

RESOLUTION NO. 2025-121

APPROVAL OF THE AUTHORITY'S 2026 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN ("PTASP")

WHEREAS, the Board of Trustees has been granted the power and authority, pursuant to Chapter 306 of the Ohio Revised Code, to manage and conduct the affairs of the Greater Cleveland Regional Transit Authority ("the Authority"); and

WHEREAS, the Authority's 2026 Public Transportation Agency Safety Plan ("PTASP") will replace the Authority's 2025 PTASP; and

WHEREAS, under federal regulation, 49 CFR Part 673, the Federal Transit Administration ("FTA") has set forth requirements and guidelines for a PTASP; and

WHEREAS, as set forth in the regulation, the Authority's governing board is required to review and approve each transit agency's annual PTASP; and

WHEREAS, the Authority's PTASP Labor Management Safety Committee prepared the 2026 PTASP as a joint committee comprised equally of management and labor representatives; and

WHEREAS, on December 12, 2025, the PTASP was emailed to all members of the Board of Trustees; and

WHEREAS, on November 17, 2025, the Authority's PTASP Labor Management Safety Committee unanimously signed the 2026 PTASP; and

WHEREAS, on December 2, 2025, the Audit, Safety Compliance & Real Estate Committee considered the PTASP and recommended approval to the full Board of Trustees.

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

Section 1. That the Authority's 2026 Public Transportation Agency Safety Plan ("PTASP"), which is in the form of the attachment hereto, is approved, and the General Manager, Chief Executive Officer is hereby authorized to submit the PTASP to the Ohio Department of Transportation for adoption and approval.

Section 2. That this resolution shall become effective immediately upon its adoption.

Attachment: 2026 PTASP

Adopted: December 16, 2025

_____
President

Attest: _____
Secretary-Treasurer

Greater Cleveland
Regional Transit Authority

2026 Public Transportation Agency Safety Plan

Issued January 2026

PTASP LABOR MANAGEMENT SAFETY COMMITTEE APPROVAL

APPROVAL Signed November 17, 2025

PTASP LABOR MANAGEMENT SAFETY COMMITTEE APPROVAL

☑ General Manager, Chief Executive Officer, Accountable Executive India L. Birdsong Terry	☐ President/Business Agent, ATU Local 268 Clarence C. King
☑ Deputy General Manager – Operations Floun'say R. Caver, Ph. D.	☑ Vice President, ATU Local 268 Darnell Morris
☑ General Counsel, Deputy General Manager – Legal Affairs, Chief Safety Officer 11/17/2025 Janet E. Burney	☑ Director of Safety 11-17-25 Steven Peganoff

REVISION HISTORY

EDITION	DATE ISSUED	REASON FOR CHANGE
1.0	01/31/2020	Original
2.0	01/31/2021	Annual update
3.0	01/31/2022	Annual update
4.0	01/31/2023	Annual update including requirements of the B.I.L.
5.0	01/31/2024	Annual Update
6.0	01/31/2025	Annual Update including new performance measures established by the National Public Transportation Safety Plan
7.0	1/31/2026	Update including language on the new Right-Of-Way Worker Protection Plan requirements

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I. INTRODUCTION

The Greater Cleveland Regional Transit Authority was formed in 1974 from the merger of the Cleveland Transit System, the Shaker Heights Rapid Transit System, and five suburban bus lines into a single countywide transit operating agency. Today, GCRTA provides public transportation at the county level under one unified public authority, thanks in part to the 1% county sales tax adopted in 1975 that supports its operations.

GCRTA provides multi-modal transit services including fixed-route bus, Bus Rapid Transit, Park-N-Ride commuter service, demand-responsive Paratransit, a heavy rail line, a light rail line and a fleet of non-revenue vehicles to support operations. This multi-modal transit system provides more than 400,000 passenger rides per week as of October 2022.

The fixed-route bus system serves Cuyahoga County, with some lines providing service 24 hours a day, seven days a week. The majority of GCRTA's service falls under the classification of fixed-route bus. Vehicles operated include standard 40' low-floor buses, longer articulated buses for heavy ridership routes, and heritage-styled "trolley" buses providing circulator service in the Central Business District. All GCRTA buses and rail cars are ADA accessible.

A Bus Rapid Transit line utilizing dedicated right-of-way, level platform boarding, and customized diesel-electric hybrid Rapid Transit Vehicles operates along Euclid Avenue between Public Square in Downtown Cleveland and Windermere Rapid Transit Station in East Cleveland.

Park-N-Ride services are offered to and from Downtown Cleveland during rush hours using over-the-road motor coaches. These vehicles travel primarily on highways at higher speeds and with much fewer stops compared to regular fixed-route bus service.

Paratransit services are provided in accordance with the Americans with Disabilities Act. Demand-responsive service is provided to those who are eligible via a combination of cutaway buses and mobility vans. Services are provided both by GCRTA directly and via third-party contractors.

The GCRTA Main Office Building (MOB) is located in the Root-McBride Building. The building is a six-story brick structure built in the 19th Century. It is located at 1240 West Sixth Street. Bounded on the south by Johnson Court, a 10 foot wide alley, on the west by a four story commercial brick and wood building built in the 19th Century, on the north by the Brady Building, an eight story occupied and partially restored building of the same vintage as the surrounding area. The general vicinity is known as the "Warehouse District" an area of 19th Century buildings restored into multi-use structures, including housing, retail, and food service. It is here that the Integrated Communications Center is present in a portion of the first floor it shares with Transit Police Dispatch.

Located at 1661 Hayden Ave, East Cleveland, OH 44112, the Hayden District Garage is one of two main bus operating and maintenance districts within the authority. The building includes district management offices, a dispatch office, break room, facility maintenance areas, equipment maintenance areas, and bus storage. Fleets which operate from this location include 6000 series New Flyers and 3300, 3400, 3600, and 3800 series Gilligs. The facility has a walkway which connects directly with the Louis Stokes/Windermere Rapid Transit Station.

Located at 13405 Lakewood Heights Blvd., Cleveland, OH 44112, the Triskett District Garage is the second of two main bus operating and maintenance districts at GCRTA. The building includes district management offices, a dispatch office, break room, facility maintenance areas, equipment maintenance areas, and bus storage. Fleets which operate out of the district include the 1900 series MCIs; various model year NABIs; 3200 series New Flyers; and 3300, 3500, 3700, and 3900 series Gilligs. Triskett District is adjacent to the Triskett Rapid Transit Station.

Located at 4601 Euclid Ave., Cleveland, OH 44103, Paratransit District is the operating and maintenance facility for all in-house Paratransit services. It is also the location for non-revenue vehicle maintenance. The building includes district management offices, a dispatch office, call center, break room, facility maintenance areas, equipment maintenance areas, and vehicle storage. Fleets that operate out of the district include the 7700, 7800, 7900, 7600 series Mobility Ventures, 33200 series Dodge Caravans, and the 34600 GMC Savanas.

Located at 2500 Woodhill Road, Cleveland, OH 44104, Central Bus Maintenance Facility is a maintenance-only district with no revenue service. This facility handles heavy duty work such as engine/transmission replacement and rebuild, brake work, major repairs, paint/body work, and overhaul work not achievable at the operating districts. The building includes fleet management offices, procurement offices, break room, facility maintenance areas, equipment maintenance areas, various mechanical shops, Supply Chain Management offices, and inventory stores, including shipping and receiving docks.

Located at 2440 Woodhill Road, Cleveland, OH 44104, the Woodhill facility is approximately 164,200 square feet in size. It is masonry noncombustible in construction and shares a common driveway with the Central Bus Maintenance Facility at 2500 Woodhill Road. The building consists of the Print Shop, Sign & Shelters Shop, maintenance & cleaning, Transit Police Motor Pool, Administrative offices for Electronic Repair and Service Quality field supervision, Ticket Vending Machine Labs, Electronic Repair Shop, and misc. storage.

Located at 6200 Grand Ave., Cleveland, OH 44104, the Central Rail Maintenance Facility, located on the east side of the 3-building rail complex, has a main floor of approximately 217,000 square feet and a second-floor mezzanine on the north side comprised of administrative offices, locker rooms, lunchroom, electronics room, storage spaces and a training facility. The facility conducts all preventative maintenance and repairs on the GCRTA rail cars.

Located at 6000 Grand Ave., Cleveland, OH 44104, the Rail Service Building contains the Power and Way District that is responsible for all preventative maintenance and repairs for the rail ROW, signals, and traction power infrastructure. It is a two-level building of approximately 37,000 square feet, located in the middle of the 3-building complex. This building consists of administrative offices, relay repair room, training rooms, conference room, telephone and computer line room, lunchroom, locker room, heavy equipment maintenance area, building maintenance area, dispenser island fueling area, outside facilities maintenance area, truck storage area, parts storage area, inventory room, Transit Police weapons armory, evidence room and gym area.

Located at 5400 Grand Ave., Cleveland, OH 44104, the Rail Headquarters Building is a two-level building, located on the west side of the 3-building complex. This building consists of rail dispatch, rail management, transit police offices, operators lounge, and locker rooms.

Preventative Maintenance (PM) and Predictive Maintenance Program Plans (PMPP) for all revenue vehicles are driven by the CITME Ultramain System.

Standard Operating Procedures (SOPs) have been developed that set inspection frequencies that are programmed into the CITME Ultramain System. These SOPs are based on manufacturers' and established GCRTA and other industry standards. Maintenance inspections are performed in accordance with the established PM schedules with results entered into the CITME Ultramain System. PMs and other work are carried out by the respective unit employees at each district including CBMF. Supply Chain Management utilizes CITME Ultramain to ensure sufficient parts are in stock for all maintenance requirements.

Ultra Low Sulfur Diesel fuel is the traditional fuel type for transit buses. Diesel Exhaust Fluid, an aqueous urea solution, is added to the 3200, 3500, 3700, & 1900 fleets to reduce Nitrogen Oxide emissions. In an effort to even further reduce harmful emissions, GCRTA adopted an alternative fuel technology using Compressed Natural Gas.

GCRTA's 3300, 3400, 3600, 3800, 3900, 4000 and 4100 series Gilligs have been designed to utilize Compressed Natural Gas for fixed-route operations. CNG buses are stored, fueled, and operated out of the Hayden and Triskett Districts with complex maintenance occurring at the Central Bus Maintenance Facility.

These facilities were retrofitted to accommodate CNG technology and incorporates the necessary safety technology to service CNG vehicles indoors.

Diamond manufactures the 7900 series fleet for Paratransit services. Vehicles are stored, fueled, maintained, and operated out of the Paratransit District.

GCRTA buses operate on a variety of street types in a variety of communities. Fixed-route buses travel on city streets, suburban roads, state routes, and for some express service, on the highway. Park-N-Ride buses travel on highways for most of their trips. The Bus Rapid Transit line is unique in that it operates articulating coaches in a dedicated right-of-way for the majority of its operation with dedicated bus signalization and bus platforms. Bus-only lanes exist in portions of the system for the fixed-route system, particularly in the Downtown Transit Zone and along Clifton Boulevard in Cleveland and Lakewood.

Service Management, in its capacity as planner and scheduler of routes, considers all aspects of the operating environment when planning and scheduling routes. This includes, but is not limited to, lane number, lane width, clearances, turning radii, signalization, and more. Steps are taken to ensure that all bus routes that are planned may be safely navigated along the route, minimizing risk when possible.

Passenger facilities range from a simple bus stop with a pole and sign to large transit centers with bus bays and interior waiting facilities. Service Management determines all bus stop locations to maximize bus travel speeds and bus accessibility. Bus stops are granted a bus shelter if they are anticipated to be used by at least 50 individuals in a day. Service Management considers safety as one of its factors when determining optimal stop location.

Transit Centers are located at critical transfer points to maximize transfer opportunities and provide comfortable waiting environments for passengers.

Park-N-Ride facilities are the terminus of Park-N-Ride commuter bus service and fixed-route flyers. Unlike Transit Centers, their purpose is to allow access to the bus network through passenger parking, rather than facilitating transfers.

The Sign and Shelter Shop within Service Management is responsible for maintenance of the bus shelters and bus stops. Assignments for the various transit centers, Park-N-Rides, and bus loops are distributed amongst Service Management and the various Bus Districts, controlled by an assignment log that assigns cleaning, maintenance, and snow plowing for each facility.

The GCRTA operates two distinct types of rail transit systems, which make joint use of track on a segment of 2.8 miles, the only such combined operation in North America. The heavy rail Red Line consists of 18 high platform stations along a single route nineteen miles of double track in length, extending from the Cleveland Hopkins International Airport on the west and to Louis Stokes Station in East Cleveland on the east, generally alongside private railroad rights-of-way. These trains operate above ground with the exception of the stations at Cleveland Hopkins International Airport, which is located within a 1,628 foot long tunnel, and Tower City station, which is enclosed, but not subterranean. A length of 2.8 miles between Tower City Station and Kinsman Interlocking uses the same tracks as the light rail lines described below, and is referred to as the Joint Area.

The active, revenue service rolling stock consists of 40 cars built by Tokyu Car Corporation, delivered in late 1984 and early 1985. Heavy rail schedules require 16 cars during operation. Rail service operates approximately 21 hours per day, 7 days per week.

The light rail system of GCRTA, formerly known as Shaker Rapid, is a two-track line between Shaker Heights and the Lakefront Municipal Parking Lot (South Harbor). The system has a fully grade-separated route for six miles between downtown Cleveland and Shaker Square. The line has two branches east of Shaker Square in the landscaped median strips of Van Aken Boulevard (Blue Line) and Shaker Boulevard (Green Line). West of Tower City the line turns north through the Flats (Waterfront Line). The total line length is 15.3 miles of double track. The first 2.8 miles east of Tower City use the same tracks as the high-platform heavy rail line in the Joint Area.

Light rail schedules require 6 cars during operation. Light rail service operates approximately 21 hours per day, 7 days per week. The equipment consists of 29 cars manufactured by Breda Costruzioni Ferroviarie, delivered in 1980 and 1981. The Breda cars are 79 feet – 10 13/16 inches long and seat approximately 70 passengers. These articulated cars are bi-directional with an operator cab at both ends. They have three doors per side.

The light rail lines from East 75th Street junctions to Green Road Station on Shaker Boulevard and Warrensville Center Road Station on Van Aken Boulevard are not interlocked. Warrensville/Van Aken has, however, a push button route selector to select the route. There is an electrically controlled interlocking at the East 75th Street junction. A signal, train stop and push button were installed and became operational in Nov. 2003 at East 79th Street Station to ensure Operators enter cab signal territory when traveling westbound.

There is a push button route selector (LR100) at the junction between the Blue and Green Lines at Shaker Square. The light rail line from Settlers Landing to South Harbor, Waterfront Line, does not have any interlocking machines or remote control systems.

Following are the 18 high-platform stations listed from west to east:

Airport
Brookpark
Puritas - W. 150
West Park
Triskett
West 117th - Madison
West Blvd - Cudell
West 65th - Lorain
West 25th - Ohio City
Tower City
Tri-C - Campus District
East 55th
East 79th
East 105th - Quincy
Cedar-University
Little Italy – University Circle
Superior
Louis Stokes/Windermere

Following are the 34 low-platform stations from west to east:

Main Line
*Tower City
*Tri-C - Campus District
*East 55th
*East 79th
*Buckeye - Woodhill
*East 116th - St. Luke's
Shaker Square

Waterfront Line
*South Harbor
*E. 9th/North Coast
*West 3rd
Flats East Bank
Settlers Landing

Van Aken Branch (**Blue Line**)
Drexmore
South Woodland
Southington
Onaway
Ashby
*Lee – Van Aken
Avalon
Kenmore
Lynnfield

Shaker Branch (**Green Line**)
Coventry
Southington
Nature Center at South Park
Shaker - Lee
Attleboro
Eaton
Courtland
*Warrensville - Shaker
*Belvoir

Farnsleigh	*West Green
Warrensville – Van Aken	Green Road

* No at-grade street crossing at these stops.

The rail systems contain many control and communications safety features including:

- Two-way radio communication with all trains.
- Automatic Block System (ABS) signals from E. 79th to Shaker Square and a few isolated curves on the Green and Blue Lines.
- Computerized Consolidated Train Dispatching System (CTDS) using cab signals on the Red Line and the light rail line from E. 79th to Settlers' Landing.
- Automatic interlocking with CSX Railroad at West 3rd on the Waterfront Line.
- Interlocking and dwarf signals on heavy rail.
- Absolute block procedures throughout system.
- Automatic overspeed control on heavy rail governed by cab signals.
- Cab signal testing capability at entrance to main line from all yards.
- Posted speed control circuits with Automatic Train Stop (ATS) on certain approaches.
- Deadman control feature on all rail vehicles.
- A connector track from the Port of Cleveland to the Waterfront Line.
- Rail crossing signals on the Waterfront portion of light rail with crossing gate protection at St. Clair Avenue, Robert Lockwood Jr. Drive, and Main Avenue Grade Crossings.
- Airport Tunnel Ventilation - Installation of 5 supply/exhaust fans to operate under normal operating conditions or as designed during three smoke/fire potential conditions. The control system utilizes inputs from a tunnel-long Very Early Smoke Detection Apparatus (VESDA) system initiating proper fan supply or exhaust function automatically depending on the incident location.

Security at GCRTA is primarily managed through the Agency's Transit Police Department. Transit Police responds to all security related issues throughout the system. Transit Police controls access to agency facilities through a system of card access readers that unlock when authorized badges are tapped to the interface. This restricts access for both the general public, as well as employee classifications that are not required to reach certain areas of the system to complete their assignments. GCRTA has a separate budget of $15.95 million established for its transit police force, exceeding the 1% security requirement; therefore, it does not allocate Section 5307 funds for security purposes.

GCRTA allocates $700,000 in Section 5307 funds for PM ($500,000 Bus/$200,000 - Rail). Funds will be used for safety-related activities such as vehicle maintenance, including capitalized maintenance (mechanic labor) and rail construction required to upgrade the rail line infrastructure, exceeding the Urbanized Area Formula Program fund requirement of 0.75 percent for safety-related projects. Beginning in FY 2026, GCRTA will create a line item in our Program of Projects in our Section 49 U.S.C. 5307 formula fund greater than or equal to 0.75% of the total 5307 funding dedicated to safety-related projects that are reasonably likely to assist GCRTA in meeting risk reduction program targets not met in the previous year.

II. ANNUAL REVIEW AND UPDATE

The GCRTA Public Transportation Agency Safety Plan is reviewed at least annually, and updated to reflect organizational, process, and other safety program changes. The PTASP is also updated on an as-required, event-driven basis all of which is intended to promote continuous improvement within the plan.

The responsibility to review the Plan annually, assess its effectiveness, develop and propose changes, solicit internal and external reviews, implement and control the revisions and distribute the changes rests with the Director of Safety. The review and necessary revisions include, but are not limited to the following:

- Accident investigations.
- Audit results.
- Changing trends in accident/incident data.
- New, extended, or upgraded service or routes.
- New or retrofitted rolling stock or non-revenue vehicles and equipment.
- New or rehabilitated facilities.
- New or revised emergency operating procedures.
- Major organizational changes and reassignment of functional responsibilities.
- Major changes in Safety Policies, goals and objectives.
- ODOT on-site reviews or upon written notification from ODOT.

GCRTA intends to achieve continuous improvement within the performance targets as well as in improving processes and procedures that reduce safety risk, training programs that improve skills, knowledge and abilities, & engineering and administrative controls that mitigate or eliminate hazards. This will be accomplished, for example, through lessons learned published in after-action reports following drills or exercises, in addition to risk-based internal safety assurance auditing that is comprehensive and data-driven.

The PTASP Labor/Management Safety Committee coordinates proposed revisions to the PTASP with appropriate Department Directors and other subject matter experts as needed. Members of the Executive Safety Committee also participate in the review of the plan.

The PTASP is maintained in electronic format and available to personnel on the intranet located under the Safety Management Systems tab along with other Minimum Standards for Safety documents.

Annual revision of the PTASP will require finalizing under the signature of the members of the PTASP Labor/Management Safety Committee no later than December 31st yearly. The PTASP will include a revision page and new targets. After approval of the update by the Board of Trustees, the PTASP will be submitted to ODOT for adoption and approval.

III. SAFETY PERFORMANCE TARGETS

The following Performance Targets are aligned with the National Public Transportation Safety Plan supporting the performance measures.

Measures definitions:

Major Events are severe Safety and Security (S&S) events that occur within a transit environment and can include multiple reporting thresholds and include an overlap of performance measures. Major Events include the following:

- Fatalities including suicides.
- Injuries that require immediate transport away from the scene for medical attention for 1 or more persons. Regardless of transport, hospitalization occurs for more than 48 hours, commencing within 7 days from the date of the event and/or results in a fracture of any bone (except simple fractures of fingers, toes, or nose), causes severe hemorrhages or nerve, muscle, or tendon damage, involves an internal organ, involves second- or third-degree burns, or any burns affecting more than five percent of the body surface.
- Substantial damage defined as damage to any involved vehicles, facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the rail system and adversely affects the structural strength, performance, or operating characteristics of the asset, such that it requires towing, rescue, on-site maintenance, or immediate removal prior to safe operation. For the bus system, damage which meets or exceeds $25,000.
- Collisions that meet an injury, fatality, substantial damage, or evacuation threshold; Include suicides, attempted suicides, and assaults or homicides that involve contact with a transit vehicle; occur at a rail grade crossing or intersection; involves a transit revenue vehicle and the towing away of any vehicles (transit or non-transit) from the scene; involve an individual; involve a rail transit vehicle and a second rail transit vehicle; or • Includes collisions that do not involve a transit vehicle but meet a threshold.
- Evacuations of a transit facility or vehicle for life-safety reasons; or evacuations to controlled rail right-of-way (excludes evacuation to a platform, except for life safety); both transit-directed evacuations and self-evacuations that meet either of the above two criteria.
- Mainline and yard derailments and non-revenue vehicle derailments.
- Events involving a moving runaway train with or without the operator on board. These include movement of a rail transit vehicle on the mainline, yard, or shop that is uncommanded, uncontrolled, or unmanned due to an incapacitated, sleeping, or absent operator, or the failure of a rail transit vehicle's electrical, mechanical, or software system or subsystem. (Limited to revenue vehicles).

Major Event Rate is an inclusion of all S&S major events defined by the NTD above and converted using vehicle revenue miles.

Collisions is all collisions reported to the NTD.

Collision Rate is all collisions reported to the NTD converted using vehicle revenue miles.

Pedestrian Collision Rate is all collisions with a person or bicyclist as defined by the NTD converted using vehicle revenue miles.

Vehicular Collision Rate is all collisions with a motor vehicle as defined by the NTD converted using vehicle revenue miles.

Fatalities are all S&S deaths as defined by the NTD including suicides but excluding illnesses, drug overdoses, and other natural causes.

Fatality Rate is the number of NTD defined deaths converted using vehicle revenue miles.

Transit Worker Fatality Rate is all transit worker fatalities as defined by the NTD including employees, contractors, vehicle operators and other transit staff and converted using vehicle revenue miles. This is a subset of the fatality rate above.

Injuries are all injuries as defined by the NTD.

Injury Rate is all injuries as defined by the NTD converted using vehicle revenue miles.

Transit Worker Injury Rate is all transit worker injuries as defined by the NTD including employees, contractors, vehicle operators and other transit staff converted using vehicle revenue miles. This is a subset of the injury rate above.

Assaults on Transit Workers includes all assaults, regardless of injury, on transit workers as defined by the NTD.

Rate of Assaults on Transit Workers includes all assaults on transit workers as defined by the NTD converted using vehicle revenue miles.

System Reliability is the rate of major mechanical system failures as defined by the NTD.

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2026 Performance Measures and Targets

All rates expressed per 100,000 revenue miles.

Performance Measure	Mode	2022	2023	2024	3-Year Average	2026 Reduction Goal	2026 Target
1. **Major Events** (All safety & security events as defined by the NTD.)	Rail	29	23	32	28	2.5	25.5
	Bus	66	63	78	69	3	66
	Paratransit	12	13	14	13	0	13
2. **Major Event Rate**	Rail	1.01	0.83	1.12	0.99	0.08	0.91
	Bus	0.49	0.46	0.57	0.51	0.02	0.48
	Paratransit	0.3	0.27	0.28	0.28	0.01	0.28
3. **Collisions**	Rail	2	2	11	5	1.5	3.5
	Bus	56	53	60	56.33	1.67	54.67
	Paratransit	12	13	14	13	0.5	12.5
4. **Collision Rate**	Rail	0.07	0.07	0.38	0.17	0.5	0.12
	Bus	0.41	0.39	0.44	0.41	0.01	0.4
	Paratransit	0.3	0.27	0.28	0.28	0.01	0.28
5. Pedestrian Collision Rate	Rail	0	0	0.10	0.03	0.02	0.02
	Bus	0.02	0.04	0.05	0.04	0.01	0.03
	Paratransit	0	0	0	0	0	0
6. Vehicular Collision Rate	Rail	0.03	0.07	0.28	0.13	0.05	0.08
	Bus	0.36	0.34	0.36	0.35	0.01	0.35
	Paratransit	0.3	0.25	0.28	0.28	0.01	0.26
7. Fatalities	Rail	0	0	1	0.33	0.17	0.17
	Bus	2	1	0	1	0.5	0.5
	Paratransit	0	0	0	0	0	0
8. Fatality Rate	Rail	0	0	0.03	0.01	0.01	0.01
	Bus	0.01	0.01	0	0.01	0	0
	Paratransit	0	0	0	0	0	0
9. Transit Worker Fatality Rate	Rail	0	0	0	0	0	0
	Bus	0	0	0	0	0	0
	Paratransit	0	0	0	0	0	0
10. **Injuries**	Rail	11	11	18	13.33	1.17	12.17
	Bus	143	130	183	152	11	141
	Paratransit	18	25	33	25.33	3.67	21.67
11. **Injury Rate**	Rail	0.38	0.4	0.63	0.47	0.05	0.43
	Bus	1.05	0.96	1.33	1.11	0.08	1.04
	Paratransit	0.45	0.52	0.66	0.54	0.05	0.5
12. Transit Worker Injury Rate	Rail	0.1	0.18	0.17	0.15	0.03	0.13
	Bus	0.1	0.11	0.17	0.13	0.01	0.11
	Paratransit	0.1	0.06	0.12	0.09	0.02	0.08
13. **Assaults on Transit Workers***	Rail	n/a	12	4	n/a	n/a	n/a
	Bus	n/a	75	73	n/a	n/a	n/a
	Paratransit	n/a	3	0	n/a	n/a	n/a
14. **Rate of Assaults on Transit Workers***	Rail	n/a	0.43	0.14	n/a	n/a	n/a
	Bus	n/a	0.55	0.53	n/a	n/a	n/a
	Paratransit	n/a	0.06	0	n/a	n/a	n/a
15. System Reliability Rate	Rail	22.23	13.99	17.1	17.77	1.89	15.88
	Bus	8.16	6.6	10.59	8.45	0.93	7.53
	Paratransit	1.16	0.96	0.78	0.97	0.09	0.87

Risk Reduction Measures are shown in bold and each are required to have a target less than the corresponding 3-year average
*Reporting began in 2023 and a target will be established after 3 years of data are available in NTD

IV. SAFETY PERFORMANCE TARGET COORDINATION

The Greater Cleveland Regional Transit Authority (GCRTA) works in accordance with its local Metropolitan Planning Organization (MPO), the Governing Board of the Northeast Ohio Areawide Coordinating Agency (NOACA). GCRTA's Programming and Planning Department communicates any and all performance targets to NOACA.

GCRTA will select safety performance targets on an annual basis and make this information available to NOACA, as required under the weNEO 2050+ Long-Range Plan and the 2024-2027 Transportation Improvement Program (TIP). GCRTA will also submit this to the Ohio Department of Transportation under the requirements of State Safety Oversight. NOACA strategically utilizes this information in order to make investment and policy decisions to achieve national performance goals. It establishes safety performance measure requirements for the purpose of carrying out the State's Highway Safety Improvement Plan and to assess fatalities and serious injuries on all public roads.

Target Type	Entity Name	Transmission Target Date
Targets Transmitted to the State	Ohio Department of Transportation (ODOT)	February 28th of following year
Targets Transmitted to the Metropolitan Planning Organization	Northeast Ohio Areawide Coordinating Agency (NOACA)	February 28th of following year

1.0 SAFETY MANAGEMENT POLICY

1.1 Safety Management Policy Statement

The Greater Cleveland Regional Transit Authority (GCRTA) was organized to provide safe, reliable, clean and courteous public transportation services to all users. Safety is a primary concern that affects all levels of GCRTA activities including: operations; maintenance; planning; design; construction; procurement; testing; and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.

The safety and security of our customers and our employees are GCRTA's greatest responsibility. In addition, all employees and contractors of the GCRTA are expected to conduct their duties in a safe manner that will prevent collisions, reduce injuries, and avoid property damage.

Each employee must operate safely by using equipment, tools, and materials properly, and be familiar with work rules and procedures for their areas of responsibility. Each employee shall take an active role in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with Safety staff to eliminate or control hazards in all areas of GCRTA transportation systems.

GCRTA Management will provide leadership in promoting safety throughout the organization. The General Manager/Chief Executive Officer and the executive staff will be continually and directly involved in formulating, reviewing, and revising the Safety Policy and safety goals and objectives. GCRTA management will provide the authority, support, and resources – financial and material – to establish and maintain high safety standards in operations, maintenance, and training throughout the GCRTA.

Safety is promoted through adherence to our Safety Management System (SMS) with its pillars of *Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion*. Management across the organization is expected to adhere to the GCRTA *SMS Framework* and understand the pillars of our SMS, which is appropriately scaled to the size, scope, and complexity of the GCRTA. Executive Management is committed to ensuring staff obtains the needed training to enforce our SMS.

Every GCRTA employee and contractor shall comply with the provisions of the Agency Safety Plan and shall fully cooperate with Safety staff in achieving GCRTA's safety goals and objectives.

The Greater Cleveland Regional Transit Authority is committed to:

- Instilling a just Safety Culture that fosters safe practices, encourages effective employee safety reporting and communication, and values the SMS as equally as other organizational management systems.
- Supporting the SMS with the appropriate financial resources.
- Establishing safety as the primary responsibility of all employees.
- Holding departments/districts responsible for their safety performance.
- Establishing a culture whereby management leads by example.

- Engaging in emerging risk/hazard identification and analysis in order to eliminate or mitigate risks.
- Ensuring no action will be taken against any employee who discloses a safety concern according to the *GCRTA Non-Punitive Hazard Reporting Policy* and ensuring open, honest communication will be a result of any concern brought forth.
- Complying with federal, state, and GCRTA safety-related requirements, rules, and standards.
- Ensuring all departmental staffs are provided with appropriate safety-related information and training, are competent in Safety Management matters, and are allocated only tasks commensurate with their skills.
- Measuring safety performance against SMART goals.
- Continuously improving the safety performance through data analysis, informed decision-making, and appropriate resource allocation.
- Ensuring external systems and services supporting GCRTA meet GCRTA safety standards.

Lastly, GCRTA is committed to protecting the environment as it provides public transit services to Northeast Ohio. The Authority utilizes sound business practices that measure and improve our environmental and sustainability performance and makes the following environmental commitments:

- Communicate and advance the use of environmental practices throughout GCRTA.
- Comply with all applicable local, state, federal, and other environmental laws, regulations, standards and monitoring requirements.
- Incorporating environmental responsibility into business operations by planning for environmental protection, reviewing and developing policies, providing resources, and reviewing and auditing performance.
- Prevention of pollution and conservation of resources, by reducing energy and water consumption, increasing reuse and recycling, and procuring sustainable products and technologies.

1.2 Safety Management Policy Communication

The ability to communicate safety information in a timely and professional manner is important for GCRTA's Public Transportation Agency Safety Plan to function as intended. The Safety Management Policy Statement and this Public Transportation Agency Safety Plan will be printed in manual form and distributed across the organization to be referenced by management, union lead personnel and others. Additionally, both the Safety Management System Framework and the PTASP will be published on the GCRTA Intranet for all employees to utilize.

Documents that set forth the GCRTA Public Transportation Agency Safety Plan and the implementation of the Safety Management System (SMS), as well as results from SMS processes and activities will be stored on the shared drive (n:drive) accessed only by members of the Safety Department and backed up according to information systems procedures. Additionally, the PTASP and the SMS Framework documents are itemized work products of the Safety Department records retention (RC-2) schedule to be maintained for three years after creation. All requests for such documents made by FTA, ODOT SSO or any other Federal entity will be fulfilled electronically by the Safety Department and/or the Legal Division of GCRTA.

1.2.1 Intranet

The GCRTA Intranet provides a means to communicate with all employees effectively. The "Safety Management System" page on the GCRTA Intranet provides information pertaining to:

- Safety Mission Statement.
- Minimum Standards for Safety.
- Champions of Safety.
- Safety Data Sheets.
- Standard Operating Procedures.
- Emergency & Environmental Procedures (including the Emergency Operations Plan).
- Rulebooks.
- Job Hazard Analysis.
- Committee Meeting Minutes and Presentations.

Most Standard Operating Procedures (SOPs) are formatted to the ISO 14001 standard and posted on the GCRTA Intranet for system wide access.

In addition to the Safety Management System page on the Intranet, Safety Management Policy is communicated via safety committees throughout the Authority.

Safety committees within GCRTA consist of an Executive Safety Committee, a PTASP Labor Management Safety Committee and Rail, Power and Way, Bus and Paratransit District Safety Committees. In addition, the Bus Oversight Safety Committee Meeting is held on a bi-monthly basis.

1.2.2 Executive Safety Committee

The scope of the Executive Safety Committee encompasses the entire organization of the GCRTA. The Executive Safety Committee is responsible for formal reviews and disposition of safety concerns, which cannot be satisfactorily resolved by individual departments because of cost or authority reasons. The objective of the Executive Safety Committee is to provide a focal point to collect and analyze relevant information in order to resolve major safety concerns and to improve the GCRTA safety performance record.

The Executive Safety Committee interfaces with all GCRTA departments. The Executive Safety Committee is provided with minutes, reports and other information pertaining to the Rail Oversight and the District Safety Committees' activities and with Safety Department analyses, reports, and data to support Executive Safety Committee activities. The Committee and its members have the authority to designate other attendees as necessary to ensure that adequate representation is available for the conduct of meetings.

The General Manager/Chief Executive Officer and the Deputy General Manager – Legal Affairs function as Co-Chairs of the Committee and the Director of Safety is designated as the Vice Chair of the Committee.

The Executive Safety Committee consists of the following key staff members:

- General Manager/Chief Executive Officer, Accountable Executive - Co-Chair
- Deputy General Manager - Legal Affairs, Chief Safety Officer – Co-Chair
- Director of Safety - Vice Chair
- Safety Department Administrative Assistant
- Deputy General Manager - Operations
- Deputy General Manager - Engineering and Project Management
- Director - Office of Management and Budget
- Manager of Safety
- Environmental Health and Safety Specialists
- Safety Data & Compliance Analyst
- Director - Engineering and Project Development
- Director - Fleet Management
- Director – Information Technology
- Director - Power and Way
- Director - Procurement
- Director - Risk Management
- Director - Security/Chief of Police

- Director - Service Management
- Director - Service Quality
- Director - Training & Employee Development
- District Director - Hayden
- District Director - Paratransit
- District Director - Rail
- District Director - Triskett
- ATU - Local 268, President

All Executive Safety Committee meetings include the “Champions of Safety” announcements, awards, and nominations. These are a fundamental support of SMS at GCRTA. Outstanding employees who exemplify safety culture at the Authority are invited to attend the Executive Safety Committee meeting, whereby they are presented with an award by their Director or managers in attendance. Accounts of their safe actions are described to the committee, as well. Photos of the Champions of Safety are posted to the Safety Management System Intranet site as well as on District TV as formatted by the Marketing Department. Following the awards, the following month’s Champions of Safety nominations are read aloud to the committee and voted upon. For a more detailed description of Champions of Safety, please see Section 4.2.11.

1.2.3 District Safety Committees

District Safety Committees include the Rail Equipment Facility Safety Committee, Rail Service Safety Committee, Rail Transportation Safety Committee, Central Bus Maintenance Facility Safety Committee, Hayden District Safety Committee, Paratransit Safety Committee, Triskett District Safety Committee, and the Woodhill Safety Committee. These labor/management committees, that are composed of at least 50% labor with voting rights, meet monthly to present and discuss safety suggestions and concerns submitted by employees. See committee framework matrix below. Most suggestions and problems discussed are resolved by actions of the departments represented on the committee. Those safety matters that cannot be resolved at the committee level are submitted to the Executive Safety Committee for resolution.

The duties of safety committee chairs are to arrange for a meeting place, notify members of the meeting, develop an agenda with action register, take action on suggestions that are within the area of the chair’s authority, and forward unresolved matters to the Executive Safety Committee. The chair is also responsible for the administration and coordination of the Hazard Resolution Process for Hazard Reports submitted by employees for that location. The Committee Secretary prepares, distributes, and posts minutes on the GCRTA Intranet.

Safety Committee members are responsible for:

- Attending all safety meetings.
- Reporting unsafe conditions at any time.
- Review Hazards and On the Job Injuries (OJI).
- Develop/Review Job Hazard Analysis (JHA).

  (See Guide “6 Easy Steps For An Effective Job Hazard Analysis” and the GCRTA JHA Template on following pages.)
- Review Emergency Plans and Conduct Evacuation Drills.
- Conduct Safety Walks/Audits.
- Develop Safety Improvement Topics/Teams.
- Soliciting input from others, rendering opinions, and acting on safety ideas and suggestions for the improvement of safety.
- Providing leadership and setting the example in performing work safely at all times.
- Influencing others to work safely.
- Promoting interest in contests, safety drives and incentive programs, etc.

Safety Committee Framework

	CBMF	CRMF	Hayden	Paratransit	Rail Operations	Service Bldg.	Triskett	Woodhill	BOSCO
Management Positions									
Director	X	X	X	X	X	X	X		
Transportation Mgr.			X	X	X		X		
Inventory Mgr.	X								
Equipment Mgr.	X	X	X	X			X		
Electronic Repair Mgr.								X	
Fleet Eng. Mgr.									
Facilities Mgr.	X	X	X	X	X		X	X	
Salary Supervisor						3		2	
Revenue Mgr.				X					
Director Fleet Mgmt.									X
Safety Dept. Rep.									X
Hayden Director									X
Paratransit Director									X
Triskett Director									X

ATU Positions									
Mechanic	X	X	X	X			X		
Inventory	X	X	X			X	X		
Hostler	X		X	X			X		
Facilities Maintainer	X	X	X	X	X		X		
Janitorial	X	X	X	X	X	X	X	X	
Vehicle Servicer		X							
Triskett Operator							X		X
Hayden Operator			X						X
Rail Operator					X				X
Paratransit Operator				X					
Dispatcher			X		X		X		
Reservationist				X					
Fare Box Repair/Revenue				X					
Service Quality					X			X	
Substation Maintainer						X			
Signals Maintainer						X			
Track Maintainer						X			
Line Maintainer						X			
Shelter Repairman								X	
Electronic Repairman								X	
Printer								X	
Sign Shop								X	
Union Officer									X

6 EASY STEPS

FOR AN EFFECTIVE JOB HAZARD ANALYSIS



1

Select jobs and processes to analyze

Prioritize those with high injury and illness rates, recent accidents or nearmisses, potential for catastrophe, complex tasks, tasks that require safety permits, and recent changes to processes or personnel.

Observe the task and list its steps

2

Break the task down into its core steps and list each one. Also consider start-up, shutdown, and maintenance procedures.





3

Describe the hazards in each step

Carefully consider all the hazards that could be associated with each step of the task. Make sure to consider hazards resulting from the work environment as well as those produced by the task itself.

Develop corrective measures

4

Follow the hierarchy of controls to develop a method to reduce or eliminate the hazards.





5

Write safe job procedures

Describe safe work practices and list any PPE or special equipment required. Review safe job procedures with employees and keep them in an accessible location.

Certify, document, and keep records

6

Retain records of your job hazard analyses and review periodically. If employees will be wearing PPE, make sure to document it in writing.





Job Hazard Analysis Form

JHA Number _____ Title of JHA _____Location (Facility) _____

Date Completed _____Date Revised _____Date Reviewed _____

Name of Person Completing JHA_____Signature_____

Basic Job Steps	Hazards Present to Each Job Step	Hazard Controls & Personal Protective Equipment

1.2.4 Bus Oversight Safety Committee

The Bus Oversight Safety Committee is charged with overseeing procedures and processes that directly and indirectly affect the safe operation of the Bus and Paratransit Systems. The Bus Oversight Safety Committee shall review and make recommendations for improvements in training for Operators, Service Quality Field Supervisors, Vehicle Maintenance, and District Facility Maintenance. They shall review and provide recommendations for improvements in operations and maintenance procedures and practices including contractor conduct within the districts tire shops, road calls and pre-trip inspections of coaches.

Changes to the bus system's configuration shall be reviewed by the Bus Oversight Safety Committee for information purposes and to make sure all affected areas remain in compliance with the PTASP and Configuration Management.

The membership of the Bus Oversight Safety Committee shall be represented by Operations, Training, Vehicle Maintenance, Fleet Management, Transit Police, Service Quality and Safety. The Executive Safety Committee shall oversee the Bus Oversight Safety Committee and shall hear any disputes arising out of the Bus Oversight Safety Committee findings and recommendations. This labor/management committee is composed of at least 50% labor with voting rights. See committee framework matrix above.

The Bus Oversight Safety Committee will meet on a bi-monthly basis. The location of the meeting will rotate to ensure that each district is properly represented. Districts included in the rotation schedule include Central Bus Maintenance Facility, Hayden, Paratransit and Triskett. The rotating schedule will allow the Bus Safety Oversight Committee to perform audits and facilities inspections on each property and will help inspire changes concerning operations, vehicle maintenance, facilities maintenance as well as safety procedures and culture. Remote online meetings are acceptable in lieu of onsite depending on environmental status (e.g. pandemics).

1.3 Authorities, Accountabilities, and Responsibilities

1.3.1 Accountable Executive, General Manager/Chief Executive Officer

The Accountable Executive for the Safety Management System is responsible for ensuring that the agency's SMS is effectively implemented throughout the agency's transit system, as well as ensuring action is taken to address substandard performance in the agency's SMS. The Accountable Executive holds the Chief Safety Officer and Director of Safety accountable for designing a Public Transportation Agency Safety Plan that continuously works to maintain and improve safety performance and an effective Safety culture. The Accountable Executive allocates financial resources to address pressing safety needs, and provides the Board of Trustees with an accurate and ongoing assessment of safety performance and culture at GCRTA. The Accountable Executive champions the Public Transportation Agency Safety Plan, SMS, and the promotion of Safety culture, leads as Co-Chair of the Executive Safety Committee, and requires that all relevant safety-related information be communicated and used in decision-making processes.

1.3.2 Chief Safety Officer, General Counsel, Deputy General Manager for Legal Affairs

The Chief Safety Officer is designated by the Accountable Executive, holds a direct line of reporting to the Accountable Executive, and is adequately trained. The Chief Safety Officer oversees the Strategic Plan initiatives related to safety culture and safety performance. This individual also provides guidance to the Director of Safety and the Safety Department, leads as Co-Chair of the Executive Safety Committee, champions SMS and PTASP, and promotes a positive safety culture.

1.3.2.1 Organizational Charts

See Appendix B for the management structure including the Board of Trustees, General Manager/Chief Executive Officer, Executive Management Team, Director of Safety, and the Chief Operating Officer/Operations Division Directors.

1.3.3 Director of Safety

The Director of Safety is responsible for directing the operations within the Safety Department. The Director of Safety designs and implements initiatives to support safety guidelines and GCRTA operations. Responsibilities also include evaluating safety processes and issues at all levels, and formulating solutions to improve system safety effectiveness. The Director of Safety directs Safety personnel, directs the investigation of accidents and evaluates GCRTA facilities for compliance with federal, state and local safety standards. The Director oversees the utilization of the Safety Management System and implementation of the PTASP. The Director of Safety promotes safety campaigns and safety award/incentive programs in an effort to reduce passenger, employee and vehicle accidents, injuries and illnesses. The Director of Safety facilitates the activities of the Executive Safety Committees. The Director also:

- Serves as the principal GCRTA liaison with the State Safety Oversight Agency of the Ohio Department of Transportation.
- Strives to improve the safety culture and coordinates safety activities of the Districts, department directors, and division managers to ensure implementation of safety activities throughout the GCRTA.
- Serves on the PTASP Labor Management Safety Committee, identifies and reports on SMS deficiencies, monitors all performance targets for deficiencies and status, addresses any specific internal safety review requirement established by ODOT, leads assessment of risk for targets not met, recommends mitigations for any risk deemed unacceptable.
- Participates in various committees including District Safety Committees and the Executive Safety Committee.
- Analyzes and interprets statistical data concerning occupational illnesses, injuries and accidents to identify trends and recommend appropriate corrective actions.
- Conducts root cause analyses of incidents and collisions.
- Develops recommendations from root cause analyses and tracks corrective actions to closure.

- Acts as single point of contact for communication with FTA regarding PTSCTP information and ensures compliance with § 672.21 Records including the submission of reports.
- Participates in inspections and audits.
- Participates in activities of related safety and transit professional organizations to keep abreast of safety program developments and benchmark against peer organizations.
- Coordinates with other GCRTA Departments to integrate the safety component in equipment, facilities and processes.
- Coordinates with the Training Department to implement safety training programs and to coordinate the incorporation of safety concepts and information in the District training programs.
- Works with Human Resources to assure that safety is encompassed in the hiring and recruitment practices of the GCRTA.
- Monitors GCRTA compliance with federal, state, and local environmental laws.

1.3.4 Manager of Safety

The Manager of Safety is responsible for developing overall safety plans for the GCRTA, as well as specific procedures and manuals. The Manager of Safety is responsible for developing safety performance standards, auditing adherence to these standards, and providing the information learned to the appropriate members of management. In addition, the Manager of Safety is responsible for:

- Providing guidance and input on training matters of occupational safety, health and fire protection to all District Departments.
- Overseeing the hazardous substances and waste.
- Overseeing occupational safety and health data with the Environmental Health and Safety Specialists.
- Overseeing fire protection audits throughout GCRTA departments for all GCRTA transportation systems, facilities, equipment, personnel and procedures.
- Tracking status of safety critical open items.
- Tracking corrective actions until closed.

1.3.5 Environmental Health and Safety Specialists

The Environmental Health and Safety Specialists are responsible for system safety functions including, but not limited to:

- Design reviews and incorporation of safety requirements into contract documents.
- Implementation and enforcement of the PTASP with District Departments and other GCRTA Departments.
- Occupational safety and health and fire safety inspections and audits.

- Life safety evacuation drills.
- Performing GCRTA safety ride checks and field observations.
- Review of operations and maintenance reports for safety impact and hazard identification.
- Incorporation of safety requirements into operating plans, procedures, and training programs.
- Participation on safety committees and boards on the behalf of the Director of Safety.
- Defining and proposing required safety policies, plans, rules and procedures.
- Maintenance of the PTASP.
- Safety inspections and audits throughout GCRTA departments related to facilities, equipment, personnel and procedures.
- Routing safety data and identified hazards for review and analysis.
- Investigation of accidents according to AP 002.
- Assists in coordination of all environmental work; UST requirements, Hazardous and Non-hazardous waste contracts, wastes minimization plans, spill prevention, and regulatory requirements.
- Assist State Safety Oversight Agency with FTA mandated incident response, auditing, Risk Based Inspections, policies and procedures for inspection access and data collection.

1.3.6 Safety Data & Compliance Analyst

The Safety Data and Compliance Analyst is responsible for system safety functions including, but not limited to:

- Maintaining and communicating the OSHA Log of recordable injuries for all GCRTA.
- Serving as an advisor to local safety committees and supporting executive safety committee meetings with safety information updates.
- Collecting and formatting performance measure data for updated target determination and preparation of status reports.
- Analyzing and interpreting statistical data concerning occupational illnesses, injuries and accidents to identify trends and recommending appropriate corrective actions.
- Facilitating the tracking status of open safety items and corrective actions to closure and performing assurance audits throughout GCRTA as directed.
- Coordinating Hazard Reporting and the status of hazards on the Safety Department log for use at ESC and reporting to State Safety Oversight.

1.4 Employee Safety Reporting Program

The goal of safety promotion and reporting at GCRTA is to encourage safety through effective communication and training. This must be augmented by proactively identifying risk through data analysis. To promote safety, GCRTA will adjust safety communication as needed, express praise for milestones and accomplished SMS tasks, and gain commitment from relevant parties when safety risks have been identified and needs addressed. For example, Safety training will not only address front-line employees, but also Managers/Supervisors and Executive Management. Training will be up-to-date and provide each level of employee with the tools needed to make comprehensive decisions.

Reporting encourages employees to provide accurate information on known safety hazards. The ability to communicate safety risk information in a timely and professional manner is important for GCRTA to function as intended. All risks reported should:

- Be specific with regard to the risk and the way it affects GCRTA operations.
- Be directed at those who can mitigate the risks and those the risk affects.
- Demonstrate any limitations that mitigations will impose.
- Be based on fact, not fault.

For more information regarding reporting and the management of hazards, refer to Section 2.2.

1.5 Emergency Management Procedures

1.5.1 Emergency Management

The GCRTA Emergency Operations Plan (EOP) describes GCRTA's process to ensure that fast, controlled, and predictable responses can be made to various types of emergencies that may occur within the GCRTA system. The ability to respond quickly and in an organized manner is vital to the continuation of transit service during a special event, emergency, or during the recovery from a catastrophic incident, including but not limited to:

- Fire
- Flooding
- Hazardous material spill
- Medical emergency
- Severe weather
- Transit related accidents
- Active shooters
- Acts of terrorism

The EOP also identifies how municipal and county agencies can both support, and obtain support from, GCRTA in addressing transit-specific and area-wide emergencies.

GCRTA's service area lies within Cuyahoga County, including the City of Cleveland and 58 towns and villages in the surrounding suburban communities. As such, GCRTA's primary regional emergency response planning relationship is with Cuyahoga County. The Cuyahoga County, Division of Emergency Services coordinates day-to-day emergency planning and response activities with GCRTA. GCRTA also works with the City of Cleveland, Department of Public Safety (DPS). While the City of Cleveland maintains its own response capabilities and protocols, and its own Emergency Operations Plan, the city also coordinates with Cuyahoga County regarding emergency management planning and response.

The Safety Department is principally responsible for the coordination of fire protection and life safety with fire departments and other emergency service agencies to provide for effective interaction between GCRTA and the agencies. Liaison with law enforcement agencies is the responsibility of the GCRTA Chief of Police.

Abnormal and emergency conditions may develop which interfere with efficient passenger movement. An emergency may involve fire, smoke, collision, power failure, structural damage, derailment, a disabled bus or train along a grade crossing, or other circumstances.

Procedures have been developed and incorporated into the Bus Operator Handbook, Rail Operations Rule Book, ICC Procedures, and other documents for the safety of passengers during an emergency event. Evacuations due to incidents that may expose passengers to hazardous conditions are coordinated through the Integrated Communications Center and designated supervisor on the scene.

GCRTA management of an emergency event or incident is based on the principles of the Incident Command System (ICS). Using the ICS allows emergency response agencies to communicate with Service Quality Supervisors and/or the Integrated Communications Center. The structure of the ICS is as simple as a single Service Quality Supervisor responding to an incident, to the activation of an Incident Command Center. In each case, a Service Quality Supervisor acts as the GCRTA on-site Incident Commander (IC) when assistance from an emergency response agency, or the Safety Department is not required. Once on scene the GCRTA Safety Department has the ability to assume Incident Command if Safety deems necessary. All GCRTA employees responding to the scene report to the on-site designated Incident Commander so that all participants and their expected actions can be coordinated. When an incident requires response from fire departments, emergency medical services, police, and other emergency services, the GCRTA IC becomes the liaison between GCRTA and the emergency response agency IC. The GCRTA IC coordinates closely with the representatives from the outside agencies to help ensure the safety of customers, GCRTA and emergency response personnel, and the general public; and to make certain that the appropriate GCRTA resources are available at the incident scene.

The Integrated Communications Center (ICC) serves as the central management center for all bus and rail incidents. The ICC is staffed 24 hours a day, seven (7) days a week. The ICC is responsible for:

- Implementing the appropriate response plan when acting as incident commander.
- Requesting assistance from outside emergency response agencies for fire, medical, police, and evacuation emergencies.
- Notifying Transit Police, Safety Department, appropriate GCRTA management personnel and, external agencies, as appropriate.

- Dispatching Service Quality Supervisors and Power and Way Personnel to the scene and other designated locations, as required.
- Communicating and controlling all bus and train movements, and adjusting service schedules, as required.
- Activating the appropriate emergency systems, such as power removal.
- Coordinating requests for additional GCRTA resources, i.e. equipment and personnel.
- If the Safety Department reports their intention to respond to the scene, the Safety Department representative may assume incident command upon arrival. Prior to the arrival of the Safety Department representative, the Control Center Supervisor shall take steps to preserve the scene.
- Preserving the scene to ensure involved GCRTA employees, vehicles, train cars, buses, any involved RTA and non-RTA property remain at the scene and not be moved or any aspect of the equipment or car be altered, unless to prevent injury or if instructed by emergency response agencies.

The GCRTA Emergency Operations Plan details GCRTA's emergency planning, preparedness, and response capabilities. The Chief of Police or designee leads the periodic review of the EOP and emergency procedures with all affected GCRTA departments and external agencies, as appropriate, and as required as a result of evaluations of drills and actual incidents. The Director of Safety ensures all EOP subcomponent District Emergency Plans are reviewed and updated at the District Safety Committee level and communicated through use of the SMS intranet. Any proposed revisions are coordinated through a configuration management-like process.

Periodic emergency preparedness drills are planned and conducted to ensure the:

- Adequacy of emergency plans and procedures.
- Readiness of GCRTA personnel to perform under emergency conditions.
- Effective coordination between GCRTA and emergency response agencies.

The drill schedule is coordinated between Transit Police, Service Quality, Operating Districts, and the Safety Department.

Drills and exercises are divided into two distinct categories in accordance with GCRTA Progressive Exercise Program Plan:

- Discussion-based exercises include seminars, workshops, tabletops and games. These types of exercises typically focus on existing plans, policies, mutual aid agreements, and procedures. Thus, they are effective tools for familiarizing agencies and personnel with current or expected response capabilities. They may also provide forum for developing new plans and procedures. These types of exercises tend to focus on policy-oriented issues. In conducting discussion-based exercises, facilitators and/or presenters usually lead the discussions, helping to keep participants on track and ensure that objectives are met.
- Operations-based exercises include drills, functional exercises, and full-scale exercises. These types of exercises are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises can

clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performances.

- Common characteristics include actual response, mobilization of equipment and resources, and commitment of personnel, usually over an extended period of time. These exercises may involve single and multiple agencies and jurisdictions.

Drills are evaluated against the objective established for the drill/exercise. All drills are followed by after-action reports to document lessons learned and actions needed to improve GCRTA emergency response capabilities. For drills led by external GCRTA partners, an after-action review will be conducted to focus on GCRTA safety and security elements. The report of the findings is provided to the Executive Safety Committee. Action items are tracked by the Safety Department to completion using the SMART log.

The Cuyahoga County Emergency Operations Center (EOC) primarily delivers classroom and tabletop exercises for emergency management as it relates to expectant major weather or disastrous emergencies that involve four or more agencies. The County hosts these meetings for large-scale planning, in which the Secret Service, Cleveland Police, County Sherriff, GCRTA TP, FBI, and DHS is involved. All are privy to more high-level decision-making than other authorities or agencies. The aforementioned groups work collaboratively in preparation for emergency events. The County EOC otherwise maintains annual meetings with all stakeholders.

The City of Cleveland EOC delivers classroom and tabletop exercises to all local stakeholders for emergency incidents. The City EOC also hosts regular classroom briefings in preparation for weekly emergency events. Representatives of GCRTA Transit Police and Service Quality attend for special events planning. Routine tabletop exercises are held by the Cleveland EOC once per year.

GCRTA Transit Police invites other emergency management agencies for major trainings such as bomb disposal, response teams, and active shooter, as well as other TSA-sponsored and GCRTA-coordinated trainings. These exercises are coordinated with the help of other emergency agencies, such as the Cleveland Fire Department.

GCRTA has adopted and implemented the National Incident Management System (NIMS) and the National Response Framework (NRF) as essential priorities of our response capability and has enhanced those capabilities through additional Incident Command System (ICS) training for specific leadership and other designated employees mandating online or classroom instruction and certification in the following subjects:

- ICS-100: Introduction to the Incident Command System
- ICS-200: ICS for Single Resources and Initial Action Incidents
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS
- ICS-700 Introduction to the National Incident Management System
- ICS-800: National Response Framework, An Introduction

All GCRTA transportation and maintenance personnel undergo emergency response training to ensure they have a full understanding of their role and responsibility during an emergency incident. The level of training is based on their anticipated role during the incident. At a minimum,

training is provided on the emergency plans and procedures that the employee may be required to implement, and on any specialized equipment.

Training to familiarize fire, rescue, and other emergency service personnel with special transit system requirements is conducted by the Training Department, Transit Police, and the Transportation and Maintenance Departments. This includes initial hands-on training regarding rail lines, rail and bus vehicles, or facilities that present unique hazards.

Additionally, familiarization tours are held of new transit facilities and buses. Refresher training is coordinated with the various agencies to ensure they remain knowledgeable in the unique hazards that transit operations present, including but not limited to accessing the right-of-way and the hazards posed by traction power.

Transit police is the liaison for all emergency services at GCRTA. All 911 phone calls from GCRTA phones go directly to Transit Police, who then communicates with local jurisdictions to dispatch necessary resources. Transit Police is also the primary liaison with law enforcement jurisdictions during Emergency Management situations.

Integral to the EOP are the individual District Emergency Plans and the Spill Prevention Control & Countermeasure Plans (SPCC). The Emergency Plans describe procedures to be followed by employees to eliminate or minimize harm to persons, damage to property, and disruptions in service in the event of an emergency. Plans are developed through the coordinated efforts of the Transportation, Equipment, Facility Maintenance, Safety, and Transit Police Departments. It is the responsibility of the District and respective safety committee under the guidance of the Safety Department to update plans whenever necessary. At a minimum, plans are reviewed annually by the Safety Committees to ensure accuracy, functionality and preparedness.

In accordance with federal requirements, all operating districts have a SPCC and periodically review and evaluate their Plan for any change in the facility design, construction, operation, or maintenance that materially affects the facility's potential for an oil discharge, including, but not limited to:

- Commissioning of storage containers.
- Reconstruction, replacement, or installation of piping systems.
- Construction or demolition that might alter secondary containment structures.
- Changes of product or service, revisions to standard operation, modification of testing/inspection procedures, and use of new or modified industry standards or maintenance procedures.

Amendments to the Plan made to address changes of this nature are referred to as technical amendments and must be certified by a registered professional engineer. Non-technical amendments (personnel changes, phone number changes, etc.) are done by the district. The District Director is responsible for initiating and coordinating revisions to the SPCC Plan. The Safety Department is responsible for coordinating a review and certification of all Plans by a registered professional engineer at least once every 5 years.

2.0 SAFETY RISK MANAGEMENT

2.1 Safety Risk Management Process

The Safety Department collaborates with all GCRTA departments to ensure adequate safety control measures are incorporated into daily and special operations, and that efforts are taken to resolve significant safety issues.

2.1.1 Safety Department Activities

The Safety Department is responsible for conducting comprehensive investigations of derailments, collisions, passenger and employee injuries/illnesses and fatalities, major fires, and other serious incidents that may occur. In addition, Safety conducts formalized hazard assessments of systems, facilities and equipment. The District safety committees assist the Safety Department in safety reviews and audits, processing Hazard Reporting Forms and in hazard identification throughout GCRTA.

The Safety Department is responsible for the development and implementation of a health and safety program to protect GCRTA employees in the work environment and passengers in the transit system's environment. This function is focused primarily on facilities, construction, maintenance, operating procedures, and the avoidance of hazards through compliance with instruction and regulations and the use of prescribed safety devices. Therefore it conducts activities that concentrate on passenger and employee protection efforts, personal safety attitudes, and accident/incident data collection and analysis.

Another responsibility is minimizing hazards in the design and operation of the GCRTA systems. The Safety Department activities are focused on the identification and resolution of system safety hazards and on the inclusion of system safety requirements in the design and development of system elements such as facilities, rail cars, buses, systems, equipment, procedures and training.

The following summarizes the general responsibilities of the GCRTA Safety Department:

- Assists with identification of hazards associated with the system.
- Evaluates identified hazards and design action to eliminate or minimize and control the hazards.
- Incorporates safety into system test, operation and maintenance procedures.
- Develops safety design criteria for incorporation into system design.
- Evaluates rail system operations for incorporation of adequate safety measures.
- Conducts hazard analyses of plans and specifications for new equipment and construction.
- Maintains system safety records in accordance with the Records Retention Schedule.
- Manages and implements the Public Transportation Agency Safety Plan.
- Performs investigations of derailments, collisions, non-revenue vehicle collisions, passenger or employee injuries or fatalities, fires, major equipment damage, and other major incidents and accidents that occur.

- Conducts safety assurance audits.
- Monitors compliance with federal, state, and local safety codes and regulations and inspections.
- Promotes employee motor vehicle safety.
- Promotes accident prevention.
- Recommends safe and adequate tools and personal protective equipment.
- Supports fire prevention and control and emergency preparedness.
- Inspects use of guardrails, warning alarms, signs, and machine guards in the workplace.
- Monitors for adequate lighting and noise levels in the facilities.
- Inspects facility cleanliness and housekeeping practices.
- Maintains a system to monitor the license status for all employees.
- Compiles and analyzes occupational accident information; design and implement programs to reduce incidence and severity of occupational injuries.
- Complies with provisions of State Safety Oversight Program as administered by the Ohio Department of Transportation.
- Maintains electronic files of Safety Data Sheets (SDS) on the Safety Management System page of the GCRTA intranet.
- Coordinates safety-related activities to ensure that safety information is passed to all sections of the organization. Examples of information include collision and passenger accident data, occupational injury and illness loss data, safety committee meeting minutes, and safety inspection reports.
- Represents the GCRTA at professional safety meetings and seminars and ensure that the information gained at these outside events is shared with other divisions of the GCRTA as appropriate.
- Conducts or participates in accident / incident investigations, in accordance with the GCRTA Administrative Procedure 002, Revenue Vehicle Accident Investigation.
- Exchanges safety data with other transit systems.
- Reviews maintenance records to ensure that proper documentation is being recorded.
- Develops corrective actions and recommendations related to accidents, unacceptable hazardous conditions, and other safety issues uncovered through analyses and failure report data.
- Participates in training activities to ensure that safety elements are part of the curriculum, and that safety information is disseminated to all affected employees.
- Identifies and assists in investigating and resolving hazards, including those related to maintenance, operation, and accident/incident investigation.

- Provides liaison with outside emergency response organizations and assist in such activities as familiarization training and emergency preparedness drills.
- Develops/updates safety rules/ procedures and emergency preparedness plans in cooperation with other departments and outside agencies as appropriate.
- Assures awareness of and compliance with pertinent legislation, regulations, and standards.
- Evaluates new designs and proposed system modifications from a safety perspective.
- Defines system safety requirements.
- Initiates and administers the Safety and Security Certification Plan.
- Monitors the use of personal protective equipment by GCRTA personnel.
- Develops and manages incentive and safety award programs for GCRTA employees.

2.1.2 Safety Related Tasks – General

This section describes the safety-related tasks of GCRTA Departments other than the Safety Department. The listing of safety-related tasks recognizes the fact that the functional responsibilities at the GCRTA are not always vertically assigned, but are distributed across departmental and divisional boundaries. The following are some examples:

Engineering responsibilities among current GCRTA departments are assigned to various organizational elements:

- Rolling stock design, engineering and specifications for all rail cars and other vehicles, including safety characteristics (flammability, smoke emission, braking, crash worthiness, doors) is the responsibility of the Fleet Planning and Engineering Section, Fleet Management Department.
- Facilities design (egress, construction, fire prevention and protection) is the responsibility of the Engineering and Project Management Division, which reports directly to the Deputy General Manager – Engineering and Project Management.
- Communication systems (radio) design and administration is the responsibility of the Director of Information Technology. Maintenance of the radio system is the responsibility of the Manager of Electronic Repair. This function is provided on a GCRTA-wide basis for all modes of transportation including Rail, Bus, Paratransit, and Non-Revenue Operation.
- Other system element design and engineering responsibilities, such as for power, signal, and other wayside systems for Rail, are the responsibility of the Engineering and Project Management Division. Each of the engineering functions is required to evaluate proposed engineering changes for safety impact and coordinate with the Safety Department.
- Specifications for the procurement of materials, including safety characteristics, are the responsibility of the department user, in coordination with the Procurement Department. The Safety Department is consulted on the procurement of all hazardous substances. The Procurement Department is part of the Finance and Administration Division.

The following are functions of the Integrated Communication Center at GCRTA:

- The Service Quality Department is responsible for the control of all bus and rail movements. The Service Quality Supervisors are responsible for proficiency checks, field supervision, and assistance in bus and rail collision investigations and schedule adherence. Service Alerts, reroute instructions, weather updates, and safety information is communicated between Service Quality Coordinators and Bus Operators via district dispatch offices, TransitMaster text messaging system, and radio-telephone interface.

- Zone Supervisors are available to audit daily bus system safety and service performance during their facilitation of service operations. When needed, Zone Supervisors can be sent to specific locations by Service Quality Coordinators to assist operators under various circumstances, including but not limited to, equipment breakdown, collision accident/incident, or passenger issues.

- Rail Control Center Supervisors are responsible for all mainline and yard train movements, both in and out of service. Using available radio technology, and a signalized track system, the supervisors coordinate and monitor the movement of trains and buses, and verify schedule adherence. During scheduled track and power outages, the Control Center Supervisors employ single-track operations to coordinate the movement of trains. In an emergency or otherwise unplanned interruption of service, the Control Center Supervisors maintain scheduled service either directly through the signal system, which may include emergency single-track operations, or indirectly by coordinating the efforts of the train operator, field supervision and or other available personnel.

- The radio control of non-revenue support vehicles operated by personnel from all modes of transportation throughout the GCRTA (for non-administrative vehicles, such as work equipment, signal trucks, etc.) is performed by the Central Communications Specialist who is part of Service Quality. This central control function is provided to bus, paratransit, janitorial and facilities personnel. However, the control of non-revenue vehicles within the rail right of way is the responsibility of the Control Center Supervisor.

- The Central Communications Specialist is primarily responsible for management of the Dynac System. The Central Communications Specialist also handles trouble calls for overhead power, signals, substations, track and facilities and records train defect information received from the Rail Control Center Supervisor. This position also has the capability of receiving trouble calls and notifications, and communicates with Service Quality Coordinators when bus and passenger facility calls come through, or any other calls that could impact bus operations.

- The Central Communications Specialist processes and logs information into CITME Ultramain regarding the above-listed unusual occurrences and trouble reports, and relays the information to the appropriate department for follow-up. The Rail Dispatcher serves as an emergency dispatcher, making emergency call outs of staff while the Central Communications Specialist maintains the capacity to remotely switch the power for the rail system “on” or “off” in emergency situations. Both functions are staffed 24 hours a day, seven days a week.

- Paratransit services are monitored by a separate dispatch office located at the Paratransit District Facility.

- Integrated Communications Center operations include a system of redundant locations for which to safely maintain and continue control of rail operations. A backup ICC is located at the Woodhill Garage property. Additional redundancy to control rail operations exists for Control Center Supervisors to utilize a network of Local Control Panels (LCP) located in the Central Instrument Houses (CIH). The six Local Control Panels are located at Windermere RTS, E. 55th Rail Operations Building, Tower City RTS, W. 117th – Madison RTS, and Brookpark RTS.

Certain maintenance functions and tasks are performed by individual departments on a GCRTA-wide basis, which cross boundaries among the modes of transportation:

- The Rail Facility Maintenance Department performs the rail facility maintenance and janitorial functions for stations, buildings, and building systems.
- The Paratransit Equipment staff performs maintenance of all rubber-tired non-revenue vehicles, including both administrative and non-administrative. The Track Department and Rail Equipment Department performs maintenance of steel-wheeled non-revenue rail equipment. Hi-rail vehicles, for example, are serviced by both the Power and Way Department and by Paratransit since they are rubber-tired.
- Maintenance of radio equipment for all modes of transportation, including revenue and non-revenue vehicles, rail cars, buses, vans, etc., is overseen by the Manager of Electronic Repair, Fleet Management Department.

2.1.3 Service Management Department Tasks

The Service Management Department is responsible for service scheduling (Scheduling Section), route planning (Service Planning Section), maintenance of selected facilities (Central Facilities Section), and data analysis (Business Intelligence Section).

Bus route alignments, time points, and bus stops are chosen with attention to improving safety. In addition, all employees in the Service Management Department are expected to identify, report, and mitigate safety hazards.

Testing of all fire detection and protection systems and confirmation all respective alarms transmit to Transit Police Dispatch.

2.1.4 Information Technology Tasks

The Department goal is to standardize software management, enhance training, create uniform job descriptions and establish a department that would acquire future/non-managed systems. Additional tasks include:

- Maintaining the radio system (towers, portables, base stations, consoles used in the ICC).
- Maintaining the Hastus software responsible for tracking Operator attendance and performance.
- Maintaining the TransitMaster System used to interface text messaging with Operators as well as the Incident Reporter platform used to log all incidents.
- Maintaining the CITME Ultramain System.

- Maintaining the NICE recording system.
- Serving as Project Manager for the Veeder Root contract. Veeder Root is a monitoring system utilizing various probes and devices to measure and detect leaks in underground and above ground storage tanks on GCRTA property. Mandated compliance reports are generated monthly.
- Setting up new technology platforms, upgrading and updating software and license agreements with external providers, and providing training to users of the aforementioned systems.

2.1.5 Paratransit District Facility/Equipment Tasks

The Paratransit District Facility/Equipment Office provides maintenance services for the non-revenue vehicles. The tasks include:

- Ensuring required equipment is available on non-revenue vehicles and establishes a checklist procedure to assure compliance.
- Follows and maintains the regular system of preventive maintenance inspections that is specific for each vehicle type, as identified by the Asset and Configuration Management Department, monitors and controls compliance to assure timely completion.
- Maintains a central record of non-revenue vehicles. Indicates vehicle location, and where responsibility is assigned for monitoring vehicle condition and maintaining preventive maintenance program.
- Performs monthly inspections of all Underground Storage Tanks (USTs) and maintains a current environmental compliance evidence binder containing CITME records of monthly UST inspections, monthly Veeder Root compliance reports, annual UST inspection reports, UST permits & insurance certificates, and EPA required training documentation to operate and maintain the USTs.
- Acquires and maintains current hazardous substances permits from the City of Cleveland for such items as propane, acetylene, used oil and the underground storage of fuels. Permits are currently issued for a 3-year time period.

2.1.6 Human Resources Tasks

The Human Resources Division is responsible for reviewing and updating hiring standards so as to assure that safety critical skills and qualifications are included in the selection process. Additionally, the Human Resources Division:

- Coordinates with GCRTA staff to develop formal standards and procedures for the evaluation and certification of probationary employees.
- Verifies previous employment record.
- Verifies required licenses and certifications prior to hiring.
- Ensures new hires receive safety training during orientation.

- Maintains training records and ensures on-going and refresher training is conducted based on job descriptions, the outcome of gap analyses, and recommendations from audits and investigations.
- Performs training for 3rd Party Contractors.
- Establishes a regular system of employee performance evaluation that includes evaluation of compliance with safety rules and procedures.
- Monitors the evaluation process to assure timeliness and inclusion of safety items.
- Reviews and modifies position descriptions to reflect safety responsibilities and new functions as they occur.
- Establishes a system for prioritizing the filling of vacant positions that, if not timely, may impact the safety of the GCRTA system.
- Establishes formal pass/fail standards for each employee classification.

2.1.7 Risk Management Tasks

The Legal Division Risk Management Department compiles and maintains records of claims and related costs, and prepares and distributes regular management reports. It coordinates the accident data compilation process providing authority-wide statistics and data used by district management and district safety committees to develop plans of action for continual improvement in the experience of preventable collisions, employee injuries, passenger accidents and asset protection.

2.1.8 Additional Legal Division Tasks

The Legal Division Legal Department monitors legislation, regulatory information and case law in order to assure that GCRTA procedures are in compliance. It provides assistance in establishing guidelines and responses to events in which employee conduct poses a risk to system safety. The Legal Division Safety Department informs affected departments of safety issues that are identified in the course of case investigation. It informs staff of procedures required to document safety violations and uphold safety-related disciplinary actions.

2.1.9 Transit Police Tasks

Transit police tasks include:

- Responsibility for access control and security through crime prevention strategies.
- Policing the system by maintaining order, arresting offenders, and conducting criminal investigations.
- Establishing reporting systems for security issues.
- Establishing, maintaining, and implementing the System Security Plan. Establishing, maintaining, and implementing the Emergency Operations Plan in partnership with the Safety Department.

- In concert with affected departments establishes, maintains and practices emergency procedures for accidents, intentional incidents and acts of nature that impact the safety and security of the GCRTA.

2.1.10 Procurement Tasks

The Procurement Department ensures that materials, equipment, construction and services are obtained in a timely, efficient and economical fashion, adhering to principles of good administrative practices, sound business judgment within the parameters of federal, state, and GCRTA statutory or regulatory requirements. All purchases shall be conducted in a manner that provides maximum open and free competition and not unduly restrict or eliminate competition. The Procurement Department shall include the Safety Department for all RFP panels that include the purchases of chemicals and shall forward Safety Data Sheets (SDS), for chemicals not previously approved, to the Safety Department for review and approval prior to award.

Purchasing goods and services for the GCRTA must be a cooperative effort, and it shall be the responsibility of all GCRTA staff involved in the purchasing process to employ sound judgment and appropriate standards of ethics and fairness in carrying out their individual responsibilities and tasks.

Procurement prepares each contract ensuring all applicable safety documentation is included, as provided by the Safety Department and Project Managers. Further, Procurement ensures all contracts include provisions for federal and state regulatory compliance.

2.1.11 Engineering and Project Management Tasks

Engineering and Project Management establishes design criteria delineated in the GCRTA Station Safety and Security Design Criteria that provides guidelines and standards for the design of key safety and security related requirements and/or systems for the GCRTA Rail Transit Station Reconstruction Projects and any other future bus and/or station upgrades and/or new construction.

These design criteria include basic planning considerations specific to the project based on industry standards, codes, guidelines, Crime Prevention Through Environmental Design (CPTED) concepts, American with Disabilities Act (ADA) requirements, and safety and security best practices that are commonly utilized at other like transit agencies. In addition, some design criteria are derived from other station reconstruction projects lessons learned and safety/security recommendations derived from the Preliminary Hazard Analysis (PHAs) results and recorded security related issues with the GCRTA system that affect design. The Engineering and Project Management department also:

- Maintains as-built drawings and configuration management for systems, equipment, and facilities.
- Maintains track standard drawings.
- Reviews contracts to assure inclusion of safety design criteria.
- Establishes procedures for verification of system safety and construction safety requirements in contracts.

- Establishes procedures for construction/contract monitoring to assure compliance with safety requirements.
- Conducts construction inspections.
- Implementation, updating, enforcement and document control for the Rail Inspection and Maintenance Manual.

2.1.12 Labor & Employee Relations Tasks

Labor and Employee Relations negotiates labor contracts that identify management rights for assigning work, establishes work rules of acceptable performance standards, and provides a performance management system for recognizing, coaching, and formally disciplining employees. It establishes a process for developing management strategies for labor contract changes that address bus and rail operating and employee safety issues and provides support for line staff in effectively enforcing safety rules and procedures. It provides assistance with conflict resolution techniques to resolve labor/management conflicts in a way that does not disrupt safe operating procedures.

2.1.13 Occupational Health Tasks

The Occupational Health Section, a section of Labor and Employee Relations, administers the GCRTA Drug and Alcohol Programs and other health/medical related policies (i.e. FMLA, Employee Immunizations, Independent Medical Exams, Medical Questionnaires, EAP and Hearing Exams) and surveillance of employees.

2.1.14 Executive Staff Tasks

The Executive Staff is responsible for establishing policies and procedures for conducting accident investigations and documenting findings and results. It establishes formal policies for the usage of vehicles, accident reporting, responsibility for safe operation and compliance with operating procedures and preventive maintenance program. Furthermore, it establishes policy for an employee safety program, and assigns responsibility for program management to include:

- Safety awareness information.
- Safety incentives with joint labor management design (Awards & Recognition Committee).
- Periodic evaluation.

It establishes and assigns responsibility for managing a loss prevention program for the GCRTA by:

- Establishing policy for hazard identification, assigning responsibility and establishing procedures for program implementation.
- Assigning responsibilities to conduct safety analyses on new construction, engineering change proposals, and hazard analyses.
- Establishing safety goals and objectives for each department.

2.1.15 District Operations Tasks

District Operations tasks include but are not limited to the following:

- Develop and update emergency operating procedures under guidance of the Safety Dept.
- Develop procedures for abnormal and failure recovery conditions, including Continuity of Operations Plans.
- Define facilities, equipment and personnel required to support/enhance transit safety, such as the following:
    - Public Address.
    - Emergency telephone system.
    - Fire detection, alarm and suppression system.
    - Special fire suppression equipment (fire extinguisher, manual release of Sapphire) located where required throughout the transit system.
- Take steps to familiarize personnel with safety equipment, use and location.
- Take steps to identify unsafe practices and procedures throughout the transit system.
- Help investigate unsafe practices and procedures.
- Help investigate accidents and injuries.
- Help establish disciplinary actions for unsafe acts, practices and rule violations (incorporated as part of the union contract).
- Help establish safety-training requirements for various positions.
- Participate in drills and simulations to validate procedures and training.
- Establish requisite tests and inspections.
- Ensure that safety performance is a part of employee evaluation and promote a positive safety culture.
- Ensure adherence to all Standard Operating Procedures such as Electrical Safety, Lockout-Tagout, Water Systems Management, and Work Assignment Job Safety briefings, as well as to programs and plans including the Right-Of-Way Worker Protection Plan.
- Ensuring all Bus and Rail Operators are given 8 hours of consecutive and uninterrupted time off each day as well as to create quiet rooms for Bus and Rail Operators where feasible.

2.1.16 District Facility Maintenance Tasks

District Facility Maintenance tasks include but are not limited to the following:

- Establish policies and procedures for daily/shift inspection of safety critical items.

- Establish preventive maintenance program for key equipment and facility components to assure employee safety and loss prevention.
- Establish policies and procedures for tagging defective equipment, and work-around procedures where appropriate.
- Help define support equipment, personnel and procedures for responding to an emergency and facility alarm situation.
- Help define safety-training requirements related to maintenance of facilities and mechanical equipment (HVAC, emergency ventilation, pumps, fire suppression, etc.).
- Take steps to identify unsafe practices and procedures throughout facilities.
- Help investigate unsafe practices and procedures.
- Establish disciplinary actions for unsafe acts, practices, or rule violations (part of union contract).
- Define safety critical elements and establish maintenance priorities for them.
- Perform monthly inspections of all Underground Storage Tanks (USTs) and maintain a current environmental compliance evidence binder containing CITME records of monthly UST inspections, monthly Veeder Root compliance reports, annual UST inspection reports, UST permits & insurance certificates, and EPA required training documentation to operate and maintain the USTs.
- Acquire and maintain current hazardous substances permits from the City of Cleveland for such items as propane, acetylene, used oil and the underground storage of fuels. Permits are currently issued for a 3-year time period.
- Complete recommendations submitted by the Fire Insurance carrier.
- Perform inspections of hazardous and universal waste storage and corrects any deficiencies. Also ensure proper labeling on hazardous, universal and nonhazardous waste.

2.1.17 Power and Way and Vehicle Equipment Maintenance Tasks

Tasks include but are not limited to the following:

- Define support equipment, personnel and procedures for responding to emergencies.
- Define support equipment, personnel and procedures for responding to abnormal or failure recovery conditions.
- Take steps to identify unsafe practices and procedures throughout the systems.
- Help investigate unsafe practices and procedures.
- Help investigate accidents and incidents.
- Establish disciplinary actions for unsafe acts, practices, or rule violations, as defined by the Union contract.
- Define safety critical elements and establish maintenance priorities for them.

- Help establish safety-training requirements for critical maintenance activities including but not limited to the following:
    - Rail Equipment staff help establish training requirements related to maintenance of rail cars.
    - Track Maintenance staff help establish requirements related to maintenance of track, structures, and non-revenue rail equipment (work trains, locomotives).
    - Signal maintenance staff help establish safety training requirements related to maintenance of signal equipment such as bar lights, track circuits, etc.
    - Line staff and Power staff help establish safety training requirements related to maintenance of traction power distribution systems.
- Participate in drills and simulations to validate procedures and training.
- Develop and verify that maintenance procedures are in place for, including but not limited to, the Power and Way's Track Unit, Signal Unit, Traction Power Unit; Rail Equipment Department, and Bus Equipment Departments.
- Ensure that safety performance is a part of employee evaluation for all District staff.
- CBM and Rail Equipment staff ensure adequate tracking of all chemicals used in respective paint booths to demonstrate de minimus status during potential air quality inspections by the City.

2.2 Safety Hazard Identification, Assessment, and Mitigation

2.2.1 Hazard Identification and Analysis

Safety analyses used for hazard identification encompass all areas within the GCRTA rail and bus operations systems including but not limited to the following:

- All existing elements of the rail and bus operations systems are continually reviewed as part of the GCRTA's on-going risk assessment process.
- Safety analyses are conducted by consultants and contractors on new construction and procurement programs.
- Fixed facilities are inspected and analyzed for potential safety hazards.
- Rail vehicles, revenue vehicles, and non-revenue vehicles are inspected and analyzed for potential safety hazards.
- Equipment and subsystems are inspected and analyzed for potential safety hazards.
- Operating and maintenance procedures, including normal, abnormal and emergency procedures are reviewed and analyzed for potential safety hazards. The safety hazards include occupational and employee safety as well as system and passenger safety hazards that can be induced by GCRTA personnel through human error, acts of

commission or omission of personnel proficiency is also evaluated against the procedures for possible human-induced safety hazards.

- In evaluating potential safety hazards to passengers and employees as a result of various energy sources, the following energy sources are considered:
    - Kinetic energy
    - Potential energy
    - Mechanical
    - Electrical
    - Chemical
    - Thermal
    - Physical

Most defects found upon preventative maintenance inspection could be considered hazards and the repairs are documented in CITME while notification occurs within work orders reviewed and closed by supervision. Safety Department personnel, as well as the District safety committees, use internal and external safety data sources and the experiences of similar systems as appropriate inputs to aid in the total hazard identification process.

2.2.2 SRM Tools

Safety Department support can be requested through any member of the Safety Department. The following programs or procedures are utilized to formalize some of the identification, reporting and resolution of hazards:

- SOP 8.1: Hazard Reporting and Management Procedure: A standardized method for categorizing, tracking, and resolving hazards. The long-term objective of this procedure is to reduce incidents and injuries by identifying hazards and resolving them, and to provide a system by which employees and management have a reporting process until the listed hazard has been abated or mitigated.
- Availability of a dedicated Safety Hazard Hot Line phone number (216-566-5111) with a voice mail system for off hours, used to take employee hazard reports anonymously, or by name and Department, which is an adjunct to the Hazard Reporting and Management Procedure whereby the same corrective action tracking system would be used until the hazard is mitigated to the lowest practical level or eliminated.
- Observations of conditions and work practices – STOP® (Safety Training Observation Program) audits are performed by supervision using a reminder checklist of potential substandard conditions or practices that can exist. The audit provides an informal opportunity to discuss and correct observations of concern and provide positive feedback to employees who are working safely and following procedure.
- Formal and informal inspection walk-throughs of facility grounds, review of documents, review of video, or observation of work practices. Examples include Bus and Rail Operator

Ride Checks, Speed Observations, Work Zone Inspections, Station Inspections, Grade Crossing Audits, and Rolling Stop/Stop Sign Inspections.

- Performance of formalized audits meant to determine the effectiveness and efficiency of a given process which includes a review of documentation and records.
- Investigations performed by the Safety Department, Service Quality, or others resulting in corrective actions from incidents responded to according to AP 002 and the State Safety Oversight Program.
- Audits performed by others such as APTA, State Safety Oversight, FTA, and GCRTA insurance carriers. Note that FTA and ODOT SSO, as well as other oversight authorities, are sources for hazard identification, and those hazards will be tracked using the same process as internally identified hazards (SMART Log).
- Committee Review – Executive Safety Committee and the District Safety Committees.
- Research of Industry Data and Government Publications such as FTA Safety Advisories, APTA Standards, Product Safety Recalls, NFPA Standards, the Greater Cleveland Safety Council, and OSHA Standards.
- Customer and public feedback from such groups as the GCRTA Community Advisory Committee, the ADA Committee, surveys, public outreach events, and public hearings.

2.2.3 Non-Punitive Hazard Reporting Policy

The Greater Cleveland Regional Transit Authority (GCRTA) is committed to the safest transit operation standards possible; as a result, GCRTA is committed to having uninhibited reporting of all incident and occurrences which may compromise the safe conduct of our operations. To this end, every employee is responsible for communicating any information that may affect the integrity of transit safety. Such communication must be completely free of any form of reprisal.

The Greater Cleveland Regional Transit Authority will not take disciplinary action against any employee who discloses an incident or occurrence involving safety. This policy shall not apply to information received by the Authority from a source other than the employee, or which involves an illegal act, or a deliberate or willful disregard of promulgated regulations or procedures.

A link to the full Non-Punitive Hazard Reporting Policy can be found here.

2.2.4 Hazard Hotline

All reported hazards received by the Safety Department will be evaluated and recorded in a dedicated tracking log (SMART Log) with a reporting date, description of the hazard, hazard rating, and a responsible department or person. Open hazards are regularly reviewed at Executive Safety Meetings and the SMART Log is shared with State Safety Oversight to communicate the status of opened and closed hazards.

2.2.5 Hazard Tracking System

All items received by the Safety Department will be reviewed to determine if the item qualifies as a safety hazard in need of mitigation. A safety hazard is defined as a source of danger to our

passengers or our employees. Those items that fall into this category will be listed within the Hazard Tracking System known as the SMART Log. The Safety Department has adopted the SMART acronym from a human resources principle that corrective action plans must be Specific, Measurable, Achievable, Realistic, and Time-Bound.

2.2.6 Coordination with ODOT

ODOT is kept informed of unacceptable hazardous conditions through the submission of Incident Reports, and a monthly report of open corrective actions. Incident Fact Sheets for unacceptable hazardous conditions and incidents or near misses contain the following details:

- How the hazard was recognized and reported.
- A description of the hazard.
- The methodology used in determining the unacceptable hazardous condition.
- The initial risk assessment category.
- Those actions immediately taken to temporarily control the unacceptable hazardous condition to an acceptable level.

A Draft Final Incident Report contains results of the investigation and the events that may affect the safety of customers, employees, and property and equipment within the GCRTA. Along with the Draft Final Incident Report, a Corrective Action Plan (CAP) is submitted to ODOT within 30 days (or longer if a 30-day Status Report is filed for more time consuming and complex investigations), for adoption and approval. The CAP details the actions needed to control the hazard or address the causal factor and prevent recurrence. A completed CAP should also impact the final risk assessment category by reducing the probability of recurrence and/or reduce the severity should the event recur. A recognized best practice is the Quarterly Meeting held between GCRTA and State Safety Oversight to review the status of all CAPs, and discuss those that have been open over one year or have had target dates extended for reasons such as funding.

GCRTA Corrective Action Plans include:

- Identification of the hazard, deficiency, or root cause.
- The action(s) being taken by GCRTA to resolve or mitigate the hazard or deficiency.
- An implementation schedule for the CAP.
- The individual or department responsible for implementing the corrective action(s).
- Any other critical information deemed necessary by GCRTA or ODOT.

ODOT and/or the FTA may conduct separate, independent investigations at their own discretion. GCRTA would cooperate and participate in any such investigations, and would provide review and comment on any draft report in order to formulate a final report that would include mitigations and corrective actions that would be tracked to implementation. Evidence of corrective action completion would be submitted to ODOT/FTA as the current process dictates.

An annual report is transmitted to ODOT under the signature of the Accountable Executive, affirming that the GCRTA is in compliance with its PTASP.

If the internal audits should find areas of non-compliance with the PTASP, the transmittal letter will indicate those corrective actions taken to reach compliance.

The report documents the internal safety assurance auditing activities; the status of compliance with the internal review schedule; and subsequent findings, recommendations and corrective actions to address the findings.

2.2.7 Safety Risk Management through SMS

Safety Risk Management will take the following steps through SMS:

Personnel are required to define a system, identify hazards and undesired events, assess the hazard through probability and severity, resolve the hazard(s) through the use of the Hierarchy of Controls and provide follow-up to measure effectiveness of controls. It is important that any risk mitigation does not create an additional hazard. The goal is eliminate a safety risk wherever possible. If this cannot be accomplished, safety devices, administrative controls, and/or PPE requirements will be instituted to lower safety risk.

GCRTA SRM process does allow for reevaluation of hazard(s) if there is new technology and/or process introduced to a system that affects operational or safety standards.

- Hazard Identification: collect data/information.
- Hazard Analysis: state the hazard, identify hazard components, and identify potential consequences.
- Evaluate the Safety Risk: express severity and probability of consequence, utilize the Hazard Resolution Matrix, and evaluate current mitigations.
    - Safety Risk Severity: A qualitative measure of the worst credible mishap resulting from personnel error, environmental conditions, design inadequacies, procedural deficiencies, system, subsystem, or component failure, or malfunction.
    - Safety Risk Probability: The probability that a hazard will occur during the planned life expectancy of the system can be described in potential occurrences per unit of time, events, population, items, or activity.
- Mitigate Safety Risk: use Hierarchy of Controls – elimination, substitution, engineering controls, administrative controls, and PPE.
- Monitor: assurance audits and inspections determine effectiveness of compliance.

2.2.8 Hazard Resolution Matrix

RISK ASSESSMENT MATRIX				
SEVERITY / PROBABILITY	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	Serious	Medium
Probable (B)	High	High	Serious	Medium
Occasional (C)	High	Serious	Medium	Low
Remote (D)	Serious	Medium	Medium	Low
Improbable (E)	Medium	Medium	Medium	Low
Eliminated (F)	Eliminated			

Hazard Risk Index	Hazard Category	Risk Decision Criteria
1A, 1B, 1C, 2A, 2B	I	High – Unacceptable (UN)
1D, 2C, 3A, 3B	II	Serious – Undesirable Management Decision Required (UD)
1E, 2D, 2E, 3C, 3D, 3E, 4A, 4B	III	Medium – Acceptable with Review by Management (AC/WR)
4C, 4D, 4E	IV	Low – Acceptable Without Review (AC)
F	V	Eliminated (EL)

The best method of resolving potential system hazards is through elimination. However, this may be impossible or impractical at times.

SEVERITY CATEGORIES		
Description	**Severity Category**	**Mishap Result Criteria**
Catastrophic	**1**	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding $10M.
Critical	**2**	Could result in one or more of the following: permanent partial disability,injuries or occupational illness that may result in hospitalization of at least three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding $1M but less than $10M.
Marginal	**3**	Could result in one or more of the following: injury or occupational illness resulting in one or more lost work day(s), reversible moderate environmental impact, or monetary loss equal to or exceeding $100K but less than $1M.
Negligible	**4**	Could result in one or more of the following: injury or occupational illness not resulting in a lost work day, minimal environmental impact, or monetary loss less than $100K.

PROBABILITY LEVELS			
Description	**Level**	**Specific Individual Item**	**Fleet or Inventory**
Frequent	**A**	Likely to occur often in the life of an item.	Continuously experienced.
Probable	**B**	Will occur several times in the life of an item.	Will occur frequently.
Occasional	**C**	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	**D**	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	**E**	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	**F**	Incapable of occurence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurence. This level is used when potential hazards are identified and later eliminated.

Source: MIL-STD-882E

Determination of the method to be employed can be made by conducting a thorough analysis of the system, considering the possible tradeoffs between various alternatives and the system safety requirements. The philosophy dictating these analyses should result in the resolution of alternatives. In general accordance with MIL-STD-882E practices, a number of different means can be employed to resolve identified risk/hazards. These include design changes, the installation of controls and warning devices, and the implementation of special procedures. The order of preference for the means to be used in resolving hazards at the GCRTA shall be as follows:

- Design for Minimum Hazard: Design, or redesign, refurbish and retrofit to eliminate (i.e., “design out”) the hazards through design selection. This may be accomplished through the use of fail-safe devices and principles in design, the incorporation of high-reliability systems and components, and the use of redundancy in hardware and software design.
- Safety Devices: Hazards that cannot be eliminated or controlled through design selection shall be controlled to an acceptable level through the use of fixed, automatic, or other protective safety design features or devices. Examples of safety devices include interlock switches, protective enclosures, or fixed machine guarding. Care must be taken to ascertain that the operation of the safety device reduces the loss or risk and does not introduce an additional hazard. Provisions shall be made for periodic functional checks of safety devices.
- Warning Devices: When design or safety devices cannot effectively eliminate or control an identified hazard, devices shall be used to detect the condition and generate an adequate warning signal to correct the hazard or provide for remedial action such as evacuation. Warning signals and their application shall be designed to minimize the probability of incorrect personnel reaction to the signals and shall be standardized within similar systems.
- Procedures and Training: Where it is impossible to eliminate or adequately control a hazard through design selection or use of safety and warning devices, procedures and administrative controls shall be used to address the hazard. Procedures may include the use of personal protective equipment. Precautionary notations shall be standardized as specified by the Safety Department. Safety critical tasks and duties and activities throughout the GCRTA, shall require organizational certification of personnel proficiency.

2.2.9 Accident Reporting

Administrative Procedure 002 Revenue Vehicle Accident Investigation controls the activities of safety and other departments for accident reporting, response, and investigation. Accident notification is initiated by the Operator of the revenue vehicle involved in the accident. Protocol requires the Operator stop immediately to preserve the accident scene and report the accident immediately to the Integrated Communications Center over the radio if possible. Four accident levels are established that direct which RTA personnel positions/departments will be notified by control center personnel to respond. Each level identifies the “Accident Status”. In the event an accident status level is borderline, the accident status shall be upgraded to the next level of seriousness.

LEVEL	DESCRIPTION
4	Up to 3 claimed injuries and/or minor damage
3	4-9 claimed injuries and/or 1-3 apparent injuries and/or minor damage
2	10 or more claimed injuries and/or 4-6 apparent injuries and/or pedestrian accident and/or major damage and/or fire
1	7 or more apparent injuries and/or any fatality and/or major damage and/or fire

Transit Police in all cases will be notified, handle dispatch communication with 911 emergency services if required, and respond. Service Quality will be notified and respond. The Safety Department shall be notified of accidents for all accident levels. Safety will determine when contact of a governmental agency (e.g. FTA, ODOT, NTSB), is required. Claims, District Management, and Media Relations will also be notified.

2.2.10 Accident Response

Responsibility for and command of the accident scene depends on the Accident Status Level. This order shall be as follows:

- The Fire Department Commanding Officer on scene during rescue, firefighting or hazardous materials incidents.
- Local Police Jurisdiction when investigating or clearing scene upon non-GCRTA controlled property.
- Level 4 – Service Quality Supervisor.
- Level 3 and 2 - Ranking Operations person, unless the Safety Department responds.
- Level 1 - Safety Department.

Upon responding to the accident, immediate or emergency corrective actions will be taken to assist and protect the injured and to ensure that sufficient resources such as police, EMS, towing, etc, are en route. Next, steps will be taken to protect the accident scene to prevent further injury, ensure the integrity of evidence, and control access. Service Quality will determine if any GCRTA employees are transported for drug and alcohol testing per the Substance Abuse Policy.

Information to be collected at the scene includes photographs, relevant names and call signs of those at the scene, measurements, an initial damage assessment, and interviews with relevant parties. Video from security cameras can be reviewed, and DriveCam events can be observed, post-accident through the DriveCam web interface.

2.2.11 Accident Investigation

After responding to the accident and collecting the necessary information at the scene, post-accident investigation can take place. The vehicle may be isolated for a post incident safety inspection depending on the accident level or departmental discretion.

Investigating Safety Department personnel will conduct a post-accident review with involved departments to discuss details and ascertain possible cause. Transit Police will forward their copy of the accident report to Safety and Claims. An Equipment Department review will be provided within 48 hours of an accident, unless a vehicle is isolated, in which case, the review will not take place until the vehicle is released or review is authorized by Safety. A Service Quality Supervisor's accident report will be completed by the end of the shift when the accident occurred, as will the Operator's accident report unless the Operator is hospitalized. Operator and witness statements may also be obtained. External reports, if generated, shall be obtained and reviewed as soon as available.

The Safety Department will complete a comprehensive accident investigation report for all bus accidents reported to, or other accidents as directed by the Accountable Executive or Chief Safety Officer. Initial Incident Fact Sheets will be forwarded to the DGM of Legal Affairs by the close of business on the second day of business after the accident, and a Draft Final Incident Report will be completed within thirty days of the accident. The purpose of all investigations is prevention through root cause analysis and the determination of corrective action plans that achieve continuous improvement regarding the performance targets and the protection of the public, employees and assets.

2.2.12 Facility Inspections

Facility inspections are conducted by Facility Maintenance personnel at each district. Maintenance tasks are controlled and tracked in the CITME Ultramain System, which helps schedule preventative maintenance (PM) based on established maintenance requirements, and tracks all corrective maintenance (CM) work orders. Each bus district has a Facility Manager with a staff of maintenance leads, technicians, maintainers, and helpers of various skill levels.

Safety equipment under the purview of Facility Maintenance includes the following:

- Fire Alarms
- Fire Suppression including sprinklers and extinguishers
- Emergency lighting
- Back-up generator systems
- Emergency Ventilation
- AED stations
- Fall Protection
- Alternative Fuel Detection, Alarm, and Ventilation systems
- Bloodborne Pathogen Kits
- Spill Containment and Cleanup Supplies
- Emergency Eyewash and Shower Stations
- Veeder Root UST Leak Detection and Reporting System

Regularly scheduled inspections and maintenance at bus districts include the above safety systems, as well as HVAC systems, lighting systems, roof and general building, restrooms, shop equipment, lifts, and wash racks, as examples. These systems are inspected on either a daily, monthly, quarterly, or annual basis. If a deficiency is identified that cannot be corrected during the PM, a CM work order will be generated.

Safety personnel conduct planned and unplanned walkthrough audits of GCRTA facilities to identify potential hazards or OSHA violations, and tracks compliance over time. These walkthroughs are documented for the appropriate department to correct.

2.2.13 Vehicle Maintenance Inspections

Vehicle maintenance is conducted by the Operating Districts and the Central Bus Maintenance Facility. Maintenance is overseen by the Equipment Manager and their staff of mechanics of varying grades and skill levels. Maintenance tasks are controlled and tracked in the CITME Ultramain System, which helps schedule preventative maintenance (PM) based on established maintenance requirements, and tracks all corrective maintenance (CM) work orders. Preventative maintenance of buses is both mileage-based and time-based, utilizing 3000, 6000, and 10,000 mile intervals, as well as Quarterly, Semi-Annual, and Annual intervals. Specific tasks for each interval period is defined for each bus fleet in the CITME Ultramain System. Predictive maintenance, the process of replacing or refurbishing a component before it is predicted to fail, has been implemented into GCRTA operations to further bolster the reliability of the revenue fleet.

In addition to Preventative Maintenance inspections, a pre-trip inspection is required. Defects identified during either pre-trip inspection or normal operation are recorded on the radio and submitted electronically. Service Quality audits compliance and accuracy of pre-trip inspections during daily ride checks with Operators. Defects identified are entered into the CITME Ultramain Systems as a maintenance request for repair.

2.2.14 Facility, Infrastructure and Equipment Inspections – Rail

Major elements in the rail system that directly affect safety are: vehicles, right of way, overhead power distribution, signal system, and rail stations and facilities. Preventive maintenance activities on wayside equipment and other safety critical equipment are performed in accordance with manufacturers' recommended practice and the APTA Manual of Standards and Recommended Practices for Rail Transit Systems and are documented. Checklists are used in conducting inspections of facilities and equipment.

All heavy and light rail cars are inspected once every 30 days (± 3 days) Inspection schedules, findings and corrective actions are logged in CITME Ultramain.

Periodically rail cars are serviced outside of the interval period to most efficiently utilize resources and ensure safety. These inspections includes pantographs, lights, deadman control, console horns, wheels, motors, brake system, shock absorbers, springs, couplers, windows, battery, doors, floors, steps and body. This information is also logged in CITME Ultramain.

GCRTA adopted its own internal standards for maintaining track. GCRTA qualified track inspectors and track maintainers inspect light and heavy rail track for defects. This inspection includes rail, roadbed, spikes and other rail fastening systems, bolts, ties, welded and insulated joints, and switches. Inspections and maintenance are reported through CITME Ultramain. Bridges are inspected and maintained by the Engineering and Project Management Department. The I&M Manual can be found here.

Rail Management has developed comprehensive policies and procedures to address all aspects of track management including preventive and corrective maintenance. Track preventive maintenance inspections are uniform with respect to terminology, locations, and conditions. Corrective maintenance items are tracked to completion and reconciled to a preventive maintenance work order. Minimum and maximum measurement ranges are defined in the CITME Ultramain system. Inspection results are quantified and documented for tracking purposes and follow-up activity. Inspection of the entire system is conducted weekly. To ensure safety a standard operating procedure establishes priorities for track deficiencies and timing of corrective action.

Regular track surfacing and lining is performed using a tamper to assure a safe, smooth roadbed and fixed guideway interaction.

The Track Department maintains the safety and reliability of GCRTA's fixed guideway through a standards-driven maintenance program that integrates uniform inspections, risk-prioritized work management, and measured corrective action. We operate from approved policies and procedures and apply consistent terminology, location identity, and condition categories across the system so that findings are comparable, auditable, and actionable.

Preventive inspections. The entire rail system is inspected each week by qualified personnel using walking and riding inspections. Assets are inspected at the frequencies established in our Inspection and Maintenance Manual in which the cadence ensures early hazard identification and trend monitoring across all rail lines, rail yards, and sidings.

Quantification and documentation. All inspections are recorded in the CITME Ultramain maintenance management system with defined minimum/maximum measurement ranges for each applicable standard. Results are quantified (e.g., measured deviation, defect class, and catenary location), time-stamped, and assigned a defect priority of:

1 = Emergency

2 = Urgent

3 = Serious

4 = Non-critical

5 = No defects

Corrective maintenance and closure control. When deficiencies are found, a corrective-maintenance work order is created to track, repair, and ensure work is complete. When a defect cannot be corrected immediately, temporary risk controls are put in place (e.g., slow orders, flagging, protective shoring, or barricades) and are documented in the same system of record.

Track Inspection Frequencies

System, Device, or Component	Action	Frequency of Action	Reference
TRACK INSPECTION	INSPECTION - WALKING OR RIDING	WEEKLY	I&M Manual
SWITCHES INCLUDING FROGS AND GUARD RAIL	INSPECTION	WEEKLY/MONTHLY	I&M Manual
TRACK GEOMETRY	INSPECTION	ANNUAL	I&M Manual
CWR	INSPECTION	ANNUAL	I&M Manual
GRADE CROSSING	INSPECTION	WEEKLY	I&M Manual
TIES	INSPECTION	WEEKLY/MONTHLY	I&M Manual
TIE PLATES	INSPECTION	WEEKLY/MONTHLY	I&M Manual
RAIL FASTENERS	INSPECTION	WEEKLY	I&M Manual
TRACK SURFACE	INSPECTION	WEEKLY	I&M Manual
TRACK GAUGE	INSPECTION	WEEKLY	I&M Manual
TRACK ALIGNMENT	INSPECTION	WEEKLY	I&M Manual
BALLAST	INSPECTION	WEEKLY	I&M Manual
RAIL JOINTS	INSPECTION	WEEKLY	I&M Manual
SPECIAL INSPECTION POST-FIRE, FLOOD, SEISMIC ACTIVITY, SEVERE STORMS & DERAILMENTS	INSPECTION	IMMEDIATELY AFTER EVENT	I&M Manual
MAINLINE SWITCHES	INSPECTION	MONTHLY	I&M Manual
YARD SWITCHES-HAND THROW ONLY	INSPECTION	QUARTERLY	I&M Manual
VEGETATION	INSPECTION	WEEKLY	I&M Manual
BASE AND SUB-BASE	INSPECTION	WEEKLY	I&M Manual
SLIP JOINTS	INSPECTION	WEEKLY	I&M Manual
ROAD BED	INSPECTION	WEEKLY	I&M Manual
RAIL WEAR	INSPECTION	WEEKLY	I&M Manual

Signal Maintainers perform maintenance inspections daily, and report all defects in CITME Ultramain for immediate repair or other corrective action. In addition to this safety check, all signal defects when reported by rail operators are checked and repaired promptly, with information logged in CITME Ultramain.

Signals Inspection Frequencies

System, Device, or Component	Action	Frequency of Action	Reference
ELECTRIC SWITCH MACHINE	INSPECTION	MONTHLY	APTA
ELECTRIC SWITCH MACHINE	MAINTENANCE	QUARTERLY	APTA
WAYSIDE SIGNAL	INSPECTION & MAINTENANCE	QUARTERLY	APTA
SNOW MELTING EQUIPMENT	INSPECTION & MAINTENANCE	ANNUAL	APTA
AC POWER SYSTEMS	INSPECTION & MAINTENANCE	QUARTERLY - MONTHLY AT GRADE CROSSING	APTA
DC POWER SYSTEMS	INSPECTION & MAINTENANCE	QUARTERLY - MONTHLY AT GRADE CROSSING	APTA
SIGNAL EQUIPMENT ROOM	INSPECTION & MAINTENANCE	QUARTERLY - MONTHLY AT GRADE CROSSING	APTA
AC GROUND DETECTION	INSPECTION & MAINTENANCE	QUARTERLY - MONTHLY AT GRADE CROSSING	APTA
DC GROUND DETECTION	INSPECTION & MAINTENANCE	QUARTERLY - MONTHLY AT GRADE CROSSING	APTA
GRADE CROSSING EQUIPMENT	INSPECTION	MONTHLY	APTA
GRADE CROSSING EQUIPMENT	MAINTENANCE	QUARTERLY	APTA
AC VANE RELAY	INSPECTION	EVERY TWO YEARS	APTA
DC VITAL RELAY	INSPECTION	EVERY FOUR YEARS	APTA
SIGNAL EQUIPMENT ROOM GROUNDS	INSPECTION & MAINTENANCE	QUARTERLY - MONTHLY AT GRADE CROSSING	APTA
SWITCH MACHINE OBSTRUCTION	INSPECTION	MONTHLY	APTA
LOCAL CONTROL PANEL	INSPECTION & MAINTENANCE	QUARTERLY	APTA
ELECTRIC TRAIN STOP	INSPECTION & MAINTENANCE	MONTHLY	APTA
CABLE PLANT TESTING	INSPECTION	EVERY 10 YEARS	APTA
APPROACH LOCKING	INSPECTION	ANNUAL	APTA
TIME LOCKING	INSPECTION	ANNUAL	APTA
ROUTE LOCKING	INSPECTION	ANNUAL	APTA
TRAFFIC LOCKING	INSPECTION	ANNUAL	APTA
HAND OPERATED SWITCH MACHINE	INSPECTION	MONTHLY	APTA
AUDIO FREQUENCY TRACK CIRCUIT	INSPECTION & MAINTENANCE	BI-ANNUAL - MONTHLY AT GRADE CROSSING	APTA
POWER FREQUENCY TRACK CIRCUIT	INSPECTION & MAINTENANCE	BI-ANNUAL - MONTHLY AT GRADE CROSSING	APTA
IMPEDANCE BOND	INSPECTION & MAINTENANCE	BI-ANNUAL - MONTHLY AT GRADE CROSSING	APTA
INDUCTIVE LOOP	INSPECTION & MAINTENANCE	BI-ANNUAL - QUARTERLY FOR CAB TEST LOOPS AND CUT- IN LOOPS	APTA
DERAIL	INSPECTION	MONTHLY	APTA
DERAIL	MAINTENANCE	QUARTERLY	APTA
YARD/BLOCK LIGHTS	INSPECTION	BI-ANNUAL	

An inspection of the overhead catenary is conducted weekly by riding in the front end of a revenue train and by walking the line semi-annually. Traction Power personnel inspect and maintain electrical distribution from the substation to the overhead system. Overhead contact wires, catenary wires, rail support structures, and fasteners on both heavy rail and light rail systems are checked via a hands on inspection once a year by Traction Power personnel. Personnel look for wire wear, broken or loose hangers, broken insulators, dislodged feeder taps, and obvious misalignment.

Traction Power (Consisting of Line, Substation, and Fiber Optic Department) personnel inspect and maintain the electrical distribution network from the substation to the overhead catenary system (OCS).

Substation assets are assigned maintenance requirements according to APTA standards. Preventive maintenance inspections are uniform with respect to terminology, locations, and conditions. Within Ultramain V9, defined maintenance requirements are equipped with automatic triggers which initiate work orders for tasks due. Inspection parameters have been established in order to gauge deviations from allowable readings and measurements according to OEM and APTA requirements. Corrective actions are tracked to ensure completion.

An inspection of the overhead catenary is conducted weekly by riding in the front end of a revenue train and by walking the line semi-annually. Overhead contact wires, catenary wires, support structures, and fasteners on both heavy rail and light rail systems are checked once a year by Line Department personnel both visually and hands-on. They are checked for wire wear, broken or loose hangers, broken insulators, dislodged feeder taps, and obvious misalignment.

Fiber Optic communications infrastructure is tested and inspected regularly according to various OEM requirements compiled into Ultramain V9.

Results of all Traction Power inspections and corrective actions are recorded in Ultramain V9.

Traction Power Inspection Frequencies

System, Device, or Component	Department	Action	Frequency of Action	Reference
Communications Equipment Inspection	Fiber Optic	Inspection	Daily	Ultramain
SCADA Master Inspection (Daily)	Fiber Optic	Inspection	Daily	Ultramain
Fiber Optic Maintenance (Monthly)	Fiber Optic	Inspection	Monthly	Ultramain
SCADA Master Inspection (Monthly)	Fiber Optic	Inspection	Monthly	Ultramain
Fiber Optic Maintenance (Annual)	Fiber Optic	Inspection	Annual	Ultramain
RTU Cabinet Maintenance	Fiber Optic	Inspection	Annual	Ultramain
SCADA Master Inspection (Annual)	Fiber Optic	Inspection	Annual	Ultramain
Fiber Switch Heater Comms (Annual)	Fiber Optic	Inspection	Annual	Ultramain
OCS Visual Inspection (Riding)	Line	Inspection	Weekly	Ultramain
OCS Visual Inspection (Walking)	Line	Inspection	Semi-Annual	Ultramain
Waterfront Line Counterweight	Line	Inspection	Semi-Annual	Ultramain
Main Line Section Insulator	Line	Inspection	Semi-Annual	Ultramain
Overhead Aerial Renewal	Line	Inspection	Annual	Ultramain
Crossover/Yard Section Insulator	Line	Inspection	Annual	Ultramain
Wayside Disconnect Switch	Line	Inspection	Annual	Ultramain
Fall Arrest Equipment	Line (Vendor)	Inspection	Annual	Ultramain
Substation General Inspection	Substation	Inspection	Monthly	Ultramain
Eyewash Station	Substation	Inspection	Semi-Annual	Ultramain
Auxiliary, Signal, and House Power Transformer	Substation	Inspection	Annual	Ultramain
Dry Type Transformer	Substation	Inspection	Annual	Ultramain
Exhaust/Intake Fan Systems	Substation	Inspection	Annual	Ultramain
Substation Heater	Substation	Inspection	Annual	Ultramain
AC Interrupter	Substation	Inspection	Annual	Ultramain
Liquid-Filled Transformer	Substation	Inspection	Annual	Ultramain
Substation Battery Bank	Substation	Inspection	Annual	Ultramain
Substation Battery Charger	Substation	Inspection	Annual	Ultramain
DC Feeder Breaker	Substation	Inspection	Annual	Ultramain
DC Mechanical Switch	Substation	Inspection	Annual	Ultramain
Substation Lighting System	Substation	Inspection	Annual	Ultramain
Substation Rectifier	Substation	Inspection	Annual	Ultramain
AC Disconnect Switch	Substation	Inspection	Annual	Ultramain
AC Circuit Breaker	Substation	Inspection	Annual	Ultramain

System, Device, or Component	Department	Action	Frequency of Action	Reference
Substation Thermography	Substation	Inspection	Annual	Ultramain
Substation Negative Drain	Substation	Inspection	Annual	Ultramain
Substation Fire Extinguishers	Substation (Vendor)	Inspection	Annual	Ultramain
Substation Fire Alarm Inspection	Substation (Vendor)	Inspection	Annual	Ultramain
Substation Ground Integrity	Substation	Inspection	Tri-Annual	Ultramain
Manhole Inspection	Traction Power	Inspection	Semi-Annual	Ultramain
Hot Glove Replacement	Traction Power (Vendor)	Inspection	Semi-Annual	Ultramain
Hot Stick Equipment	Traction Power	Inspection	Annual	Ultramain

Inspection and maintenance of facilities and related equipment is performed in accordance with manufacturers' manuals, codes, standards and established procedures. Rail stations and facilities are inspected by Transit Police for security and safety hazards, and deficiencies are forwarded to Central Communications.

2.2.15 Water Systems Management

Legionella is a naturally-occurring organism and has been isolated from samples of river and lake water, as well as soil and dirt. There are over 39 known species of the Legionella bacteria, some of which are subdivided into several different serogroups. The species of Legionella most commonly associated with outbreaks of Legionnaires' disease is Legionella pneumophila serogroup 1. Outbreaks have also been associated with 16 other species and several serogroups of Legionella pneumophila.

In general, the source of the organism comes from municipal water supplies which introduce Legionella into facility water distribution systems at concentrations that are not detectable by laboratory analysis. However, non-detectable levels do not necessarily indicate the absence of Legionella bacteria. Certain operating characteristics in the systems can contribute to the potential amplification of Legionella. Factors which affect the ability of Legionella to proliferate in a particular water system include; temperature, pH, nutrient levels, water treatment programs, plumbing design, and plumbing complexity and maintenance procedures. However, proper water quality management programs and system maintenance can reduce the risk of Legionella colonization.

The GCRTA Water Systems Management program document describes operation and maintenance requirements and hygiene standards for water systems and services, which are used by facilities management, maintenance employees, contractors and other affected personnel in our facilities. The document provides criteria to identify operating and maintenance procedures, guidance on water sampling and analytical methods, record keeping requirements and actions to be taken should parameters fall outside acceptable limits. The complete program can be found on the Safety Management System tab of the intranet.

2.3 Safety Data Acquisition, Analysis, and Reporting

2.3.1 Safety Performance

It is the task of the Safety Department, Risk Management, and Executive Safety Committee to monitor the safety performance of GCRTA operations. Safety data is collected and analyzed to determine if safety performance meets the established safety goals and objectives. This data includes injuries to passengers, GCRTA personnel, public; potentially hazardous equipment failures; design inadequacies; rules and procedure violations; safety program audit deficiencies and collisions.

Information regarding accidents, incidents, hazardous conditions, and safety program deficiencies is obtained from several different reporting mechanisms. These include, but are not limited to:

- RiskMaster Collision, Employee Injury, & Passenger Accident Data
- Occupational Injury Reports
- Accident/Incident Reports
- Accident Investigations
- Claims Reports
- Facility and Equipment Maintenance Reports
- Ultramain Reports
- Transit Police Reports
- Control Center Supervisor Logs
- Hazard Report Forms (Non-Punitive Hazard Reporting)
- Hazard Hotline
- Safety Walk/Audits
- Safety Representative on Site Days

Tracking of hazard–related data is used to identify trends. These trends are further analyzed and/or investigated by the Safety Department and the Districts to determine causal factors. This is accomplished through interviews with personnel in the affected department(s) and analysis of related documentation. Identified hazards are submitted to the affected department(s) for resolution, and may include corrective action recommendations.

GCRTA safety performance trend and analysis reports are presented at the Executive Safety Committee for review and discussion. All other GCRTA safety committees receive safety trend and analysis reports relative to the respective areas. The reports provide a year-to-date measure of performance relative to the targets set by the PTASP and help to determine targets for the coming year with continuous improvement in mind.

2.3.2 Occurrence Log

The Occurrence Log originates as both bus and rail data in the TransitMaster system that is inputted by Control Center Supervisors and Bus Coordinators in the Integrated Communications Center as an "Incident Report." The data is pulled daily from TransitMaster by a Service Quality Manager and is formatted into the "Incident Detail Report." The Incident Detail Report is distributed internally from Service Quality to district stakeholders and others for trending and analysis, along with an Incident Summary Report.

Per ODOT Procedure SSO-007, the GCRTA Service Quality Office Manager emails Incident Detail Reports to ODOT. This data is then reviewed and analyzed by the ODOT SSO program to be used for oversight and risk monitoring purposes.

2.3.3 Configuration Management Committee (CMC)

The Configuration Management Committee (CMC) is a team of cross-divisional personnel that is responsible for approving significant transit asset configuration change proposals. Project Managers, Sub-Committee Chairs and Subject Matter Experts (SME) will present change proposals for discussion to the CMC for awareness and approval when necessary. Members of the CMC are comprised of senior management, directors, and safety. The CMC is:

- Responsible for approving/adopting changes to baselines
- Assigns project oversight to subcommittees/CCDs

CMC meetings will take place monthly. The Director of Fleet Management or designee is the meeting chairperson. The CMC will consist of cross-divisional leadership and executive sponsors. Attendees to the meetings will be project managers, sub-committee chairpersons, SMEs, safety department representatives, Internal Audit and other designated employees. All new asset configuration changes, asset purchases, projects and concepts will be presented in this meeting to initiate authority wide awareness of new projects. Existing changes, purchases or projects will be added to the agenda as required for further discussion. These topics will also be tracked in a configuration change tracker until fully implemented and closed out or removed by the CMC. Configuration changes that require committee approval will be determined during the meetings. The Director of Fleet Management, or designee will route approval documentation to the CMC for signature. The following are examples of agenda items for the CMC meeting:

- Review of Asset Validation and Assessment (SOGR) findings
    - o SOGR Ratings
    - o Discrepancies from system of record where changes have not been documented
- All new projects
    - o Delegated to Subcommittee/CDC or retained at CMC
- Project updates as required or directed
- Project Closeout confirmed at CMC

• Review of Retired/disposed assets

• Approval of Baselines

• Approval of agency Useful Life Benchmarks (ULB)

2.3.4 PTASP Labor/Management Safety Committee

Effective July 7, 2022 the Greater Cleveland Regional Transit Authority (GCRTA) and the Amalgamated Transit Union, Local 268 (ATU) established a joint labor-management safety committee pursuant to the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law (49 U.S.C. § 5329) in order to perform the tasks, set forth in that statute. The Committee is known as the PTASP Labor/Management Safety Committee. The Committee's purpose is to facilitate cooperation between management and ATU in safety matters including but not limited to reviewing, approving, and implementing changes to the Public Transportation Agency Safety Plan (PTASP) that applies to the System; identifying and resolving hazards within the System; ensuring the effectiveness of safety policies and procedures that apply to the System; and fostering effective communication between management, the ATU, and System employees regarding safety matters.

- The Committee will consist of eight (8) members and two (2) alternates, with equal representation from management and the ATU, each of which will select their own representatives. Both management and the ATU will decide unilaterally how each will select its representatives and how long those representatives will serve. The alternate may vote if filling in for a voting member. If a Committee member is unable to attend a regularly scheduled Committee meeting, management or the ATU - depending on which party the member represents - will choose an alternate to attend in the member's place. If a vacancy occurs on the Committee, management or the ATU - depending on which party the departed member represented - will choose a replacement member by the date of the next regularly scheduled committee meeting or within thirty (30) calendar days, whichever occurs later.

- The Committee will be led by two co-chairs: one chosen by management from among its Committee representatives and one chosen by the ATU from among its Committee representatives. The co-chairs or their designees will:

    1. Set the agenda of each Committee meeting and distribute it to all Committee members in advance
    2. Send reminder communications to all Committee members regarding the date, time, and location of each Committee meeting
    3. Facilitate each Committee meeting
    4. Coordinate the participation in a Committee meeting of any outside safety experts or other guests whose presence the Committee requests
    5. For each Committee meeting, select a GCRTA staff member who will take minutes
    6. Maintain copies of all Committee meeting minutes and of all other records created by the Committee

7. Prepare any correspondence that will be sent or distributed on the Committee's behalf
8. Perform any other tasks that the Committee might decide

- The Committee will perform tasks including but not limited to:

    1. Reviewing and approving GCRTA's PTASP in accordance with the deadlines imposed by 49 U.S.C. § 5329.
    2. The Committee in conjunction with the other GCRTA safety committees will work on:
        - Identifying hazards within the System and recommending ways to fix them
        - Identifying steps that management has taken to fix hazards in the past that have not succeeded in diminishing the targeted hazard(s)
        - Identifying ways to improve safety within the System
        - Analyzing transit workers' risks of suffering assaults within the System
        - Determining whether the implementation of physical barriers that separate operators and passengers on transit vehicles, and/or implementing other anti-assault infrastructure, would reduce assaults on and injuries to operators within the System
        - The Committee may recommend the other safety committees to further review and consider other items that may address concerns identified above
    3. Establishing benchmarks for reducing safety risks within the System

- The Committee will have access to all documents, electronically stored information, and other records that are held or maintained either by management or by the ATU and that are reasonably relevant to the Committee's work. This provision will not require management or the ATU to disclose any information that is to remain confidential by law or under the collective bargaining agreement between GCRTA and the ATU.

- The approval of the PTASP will require the affirmative vote of the majority or five (5) voting committee members. A meeting quorum will require at least two (2) members of the ATU and two (2) members of the GCRTA.

- The Committee will meet at least once a quarter for one hour. If the Committee finds it necessary to reschedule a meeting, the meeting will occur at a time decided upon by the Committee. Likewise, if the Committee finds that additional meetings are necessary, they will occur at times decided upon by the Committee. All Committee meetings will take place at 1240 West 6th Street, Cleveland, Ohio (Main Office Building).

- Management will not schedule any ATU Committee member (or alternate, if applicable) to work during any Committee meeting or other pre-scheduled Committee activity. Management will pay each ATU Committee member (or alternate) their regular wage rate during:

    1. Time required to attend Committee meetings
    2. Members of the Committee may be paid to attend one other smaller safety committee once a month.

This does not include any ATU Officer that is on a paid leave of absence from the GCRTA to perform their elected ATU duties.

- Management and the ATU will resolve any disputes regarding the meaning and interpretation of this Memorandum and any disputes regarding the structure or functions of the Committee using the grievance and arbitration procedure contained in the collective bargaining agreement between GCRTA and the ATU.

- Neither management nor the ATU will retaliate in any way against any Committee member on account of their committee work. Likewise, neither management nor the ATU will retaliate in any way against any other person employed within the System on account of any assistance given by that person to the Committee. Any management employee and any member of the ATU who believes that management or the ATU has violated this provision may seek a remedy via the contractual grievance and arbitration procedure as described in the Memorandum.

2.3.5 Assault Mitigation

As an element of Customer Service training, all new Bus and Rail Operators are trained in de-escalation techniques as a tool that can be used when attempting to diffuse a potentially volatile situation or reduce the level of agitation so that discussions are possible. This training provides an overview of potential passenger issues, behaviors, and methods to employ in order to prevent persons from causing harm to Operators, themselves or others. This subject is also an element of biennial refresher training and can be used in re-training sessions.

Transit Police Community Resource Officers are made available in the districts so that Operators may have an opportunity to express to Transit Police problematic trends on routes, issues with specific passengers or other concerns affecting their security. Prompt communications systems are afforded to Operators via a priority request radio system as well as overt alarms and covert alarms to quickly contact the Integrated Control Center to summon Transit Police assistance at any time during an incident. To ensure prompt response to any calls, Transit Police has established mutual aid with the other communities in the service area should multiple calls occur simultaneously or because response might be delayed due to time, traffic, incident location, etc.

Surveillance camera systems with audio capabilities and live feed displays (Infotainment) are present in revenue vehicles to act as both a deterrent and an investigative tool should an assault occur. Any GCRTA employee who has been assaulted will have a Transit Police Detective assigned to their case to help the employee through the legal process. Transit Police also serves temporary protection orders on behalf of the court systems.

The COVID-19 pandemic led to the installation of custom designed plexiglass barriers on fixed route buses to provide separation and protection for Operators. These barriers also provide a measure of added security.

To address ATU concerns relative to Operator Assault Mitigation, monthly meetings will be scheduled between Service Quality, Transit Police, GCRTA Labor & Employee Relations and the ATU Local 268.

A review of Operator assaults indicated a correlation between fare disputes and Operator assaults. In 2024, the Authority modified its Operator Handbook with language which removed "challenging the fare" from the Operator's duties. See Operator Handbook section 510 - Fare Collection:

510.1 It is the responsibility of Operators to know the fare structure and properly record fares, both cash and non-cash as well as nonpayment. If a passenger refuses to pay the fare, simply state the fare and continue enroute. Do not challenge the passenger about the fare.

2.3.6 Infectious Disease Exposure Minimization

GCRTA is dedicated to the protection of its customers, employees, facilities, and resources and is committed to ensuring all aspects of its critical business processes during a pandemic/infectious disease outbreak can continue safely and resume normally as quickly as possible. GCRTA's policy regarding infectious diseases is set forth in Chapter 630 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority and in Section 600.05 of the Personnel Policies. In addition, a Pandemic Response Plan has been developed containing strategies to minimize exposure of the public and personnel to infectious disease consistent with guidelines from the Centers for Disease Control & Prevention, State of Ohio and City of Cleveland Department of Public Health. The plan can be found here.

2.3.7 Visibility Impairment Minimization

The PTASP Labor/Management Safety Committee acknowledges that GCRTA's current safety programs address any visibility impairment issues. With the annual review, the PTASP Labor/Management Safety Committee will confer and discuss the number of accidents attributable to visibility impairments and make appropriate updates.

3.0 SAFETY ASSURANCE

3.1 Safety and Security Certification

Transit projects eligible for Federal Transit Administration (FTA) Section 5309 funding or other forms of federal assistance require implementation of a Safety and Security Certification Program. The Safety and Security Certification Plan (SSCP) ensures that any design or operating hazards/threats are identified, monitored, and properly controlled or mitigated, prior to the commencement of revenue service. The SSCP addresses all systems and equipment, which may reasonably be expected to pose hazards/threats to GCRTA customers, employees, contractors, emergency responders, and the general public. The plan identifies the technical and managerial tasks required during the design, supply, construction, and commissioning of any GCRTA project or equipment.

The SSCP ensures all safety critical systems and major capital projects that may impact passenger, employee, or public safety are operationally ready to enter safe and secure revenue service as further delineated in GCRTA's SSCP provided on the GCRTA Intranet under the "Safety Management System" section. Safety and security operational readiness is demonstrated through a safety and security certification program that is developed and implemented for each subsequent operating segment and phase. Rail projects shall be subject to Safety and Security Certification when construction costs exceed $1,000,000 and involve customers; such as rail stations and rail cars. GCRTA's Safety and Security Certification Plan is structured from the FTA's "*Handbook for Transit Safety and Security Certification Final Report"* dated November 2002, which consists of a 10-step certification process as shown below. Each step is explained in detail within the Safety and Security Certification Plan provided on the GCRTA Intranet under the "Safety Management System" section.

A link to the Safety and Security Certification Plan can be found here.

10-Step Certification Process
Planning and Design Phases
Step 1: Identify Certifiable Elements
Step 2: Develop Safety and Security Design Criteria
Step 3: Develop and Complete Design Criteria Conformance Checklist
Construction Phase
Step 4: Perform Specification Conformance
Testing Phase
Step 5: Identify Additional Safety and Security Test Requirements
Step 6: Perform Testing and Validation
Step 7: Monitor and Manage Integrated Testing
Activation Start-up Phase
Step 8: Manage Open Items from SCIL
Step 9: Verify Operational Readiness
Revenue Service and/or Occupation of Facilities
Step 10: Issue Project System Safety and Security Certificate

The SSCPs overall goal is to document the verification and validation process that demonstrates; (1) compliance with Federal, State and GCRTA safety and security requirements, (2) compliance with the project specification requirements, and (3) the implementation of all hazard controls or security countermeasures identified in the hazard analysis, safety assessment process, and the threat and vulnerability assessment process.

- Specific program goals include:
    - Verifying that appropriate codes, standards, and guidelines have been incorporated into the specifications.
    - Ensuring that a thorough and complete system safety/security engineering process is followed throughout the acquisition process.
    - Ensuring that all identified hazards/threats have been eliminated or controlled.
    - Ensuring that normal and emergency hazard resolution methodologies have been implemented.
    - Ensuring that all training required for the safe/secure operation of the new vehicles is complete.
- Specific program objectives that support the above goals include:
    - Identify specific safety and security requirements to ensure the most comprehensive specification possible to avoid inadvertent hazards/threats.
    - Verify that all documentation identified as safety critical has been reviewed to ensure compliance with safety criteria.
    - Verify that testing associated with elimination of control of hazards has been completed.
    - Assure that operations and maintenance manuals reflect appropriate procedures necessary for control of hazards and include appropriate warnings, hazards, and cautions required for safety critical operations.
    - Verify that maintenance and operational personnel are properly trained regarding potentially hazardous operations.
    - Create a verification-tracking log to track all safety related closures that are not complete at the time of revenue operations.

Each critical system element receives a written safety/security certificate. When all required system elements are certified, a system-wide safety/security certificate is issued along with a safety/security verification report. Final authority to approve certification of extensions for revenue service rests with the General Manager/Chief Executive Officer. The GCRTA Safety and Security Certification programs are detailed in separate documents, which include project specific Design Criteria requirements.

3.2 Rules and Procedures Review

3.2.1 Minimum Standards for Safety

The GCRTA Rail Operations Rulebook, Train Control SOPs, Emergency Operations Plan, Right-of-Way-Worker Protection Plan and Administrative Procedure 002 are among the documents considered Minimum Standards for Safety. All of these documents are subject to Configuration Management and formal document control procedures and can be found on the Safety Management System intranet page. The ODOT SSO program requires that GCRTA provide a draft final version of documents considered Minimum Standards for Safety prior to publishing them, for SSO review, approval, and adoption according to 49 CFR Part 674.27(a)(2). The ODOT SSO program provides oversight and enforcement of these Minimum Standards for Safety as part of audits, inspections, and other risk monitoring activities.

The Federal Transit Administration published a final rule effective December 2, 2024 for minimum safety standards for rail transit roadway worker protection (RWP) to ensure the safe operation of public transportation systems and to prevent safety events, fatalities, and injuries to transit workers who may access the roadway in the performance of work. This final rule requires rail transit agencies (RTAs) covered by the State Safety Oversight (SSO) program under 49 CFR part 674 to implement a baseline RWP program to provide a standardized and consistent approach to protecting roadway workers industry-wide, overseen and enforced by SSOAs. The rule sets minimum standards for RWP program elements, including an RWP manual and track access guide; requirements for on-track safety and supervision, job safety briefings, good faith safety challenges, reporting unsafe acts and conditions and near misses; development and implementation of risk-based redundant protections for workers; and establishment of RWP training and qualification and RWP compliance monitoring. GCRTA has one year from the effective date (December 2, 2025) to develop a compliant RWP program and obtain SSOA approval.

GCRTA Documents Considered Minimum Standards for Safety:

Controlled Documents-See SMS Intranet for latest version
Public Transportation Agency Safety Plan (PTASP)
System Security Plan (SSP)
Emergency Operations Plan (EOP)
Rail Operation Rule Book (RORB)
Integrated Control Center (ICC) Train Control SOPs
Service Quality (SQ) Supervisor Handbook
AP 002 – Revenue Vehicle Accident Investigation
AP 016 – Safety Review Policy and Procedures
Safety and Security Certification Plan
Right-of-way Worker Protection (RWP) Plan
Rail Inspection & Maintenance Standards
Configuration Management Plan
Transit Asset Management Plan
Safety Rules
Station Safety & Security Design Criteria

3.2.2 Rule Books

The Rail Operations Rule Book is reviewed and analyzed to ensure it provides for the safe operation of the rail system in normal and emergency conditions, and to ensure compliance with appropriate governing bodies. Revisions to the Rule Book are done by the Rail District Director, or designee, through the issuance of Rail Operating Orders (ROO) that add, delete or otherwise amend a rule in the Rule Book. The ROOs go through a configuration management process before implementation. All Rail Operating Orders are then reviewed at years end for consideration and permanent adoption into the following year's revision and publication of the Rail Operations Rule Book.

The Bus Operator Handbook and the Paratransit Operator Handbook are both a procedures manual and a rule book. Both are designed to be an instructive guide to promote safety and efficiency in day-to-day operations. The subjects covered do not address all possible situations or circumstances that are encountered but attempt to cover those encountered often.

3.2.3 Proficiency Testing – Operators

The Operational Safety Checks Program serves as the foundation for observing, correcting, and documenting safety related behaviors and activities. It is also used to re-enforce positive safety behaviors. Service Quality Supervisors and Training Instructors are responsible for conducting periodic field and on-board bus and rail operations safety checks. Service Quality Supervisors and Training Instructors travel along the rail right of way and/or board trains and buses to observe and evaluate adherence to rules, policies and procedures, verbal or written instructions such as Rail Operating Orders, reroutes, and speed limit compliance. Safety checks are recorded on "In-Service Evaluation Sheets/Bus or Rail Safety Ride Check" forms. Service Quality Supervisors and Training Instructors are authorized to take appropriate and immediate actions if indicated by the situation. Each Rail Operator receives at least an annual safety ride check and Service Quality Supervisors are required to conduct at least two rail safety ride checks per week.

In addition to the on-board safety ride checks, Control Center Supervisors test rules compliance for red signals according to the Rail Operations Rule Book. This test is conducted at least once by each Control Center Supervisor on each shift.

The results of the Bus or Rail safety ride checks activity are forwarded to the appropriate Transportation Manager and Training Manager for review and follow-up to correct any identified deficiencies.

3.2.4 Proficiency Testing – Rail Control Center Supervisors

Control Center Supervisors undergo proficiency testing of rules and procedures on at least a quarterly basis to ensure Control Center Supervisors are retaining information and training provided for taking appropriate actions to restore and adjust service. Testing will include emergency procedures and notifications, single track operation in cab and non-cab signal areas, dealing with accidents or incidents, managing track problems (debris, gap in switch, water, snow, fire, break or kink in rail) and other issues pertaining to movement of rail equipment and trains. Tests are written examinations up to twenty five questions and field simulations that reference the Train Control Standard Operating Procedure manual, Rail Operating Orders and bulletins, the Consolidated Train Dispatching System (CTDS) manual, and Rail Operating Rulebook.

3.2.5 Proficiency Testing – Power and Way and Facility Maintenance

Facility Maintenance and Power and Way will conduct Proficiency Testing on their respective work crews and/or contractors, and work zones through use of formal inspection or by using the STOP format. Results will be utilized to take improvement steps. Target processes include, but are not limited to, flagging, de-energization, signage, work zone limits, and other safety critical components to ensure compliance with rules, procedures, and work permits. During the course of daily operations, Service Quality will monitor all work crews and zones for compliance and take mitigating safety action(s) should a report of any improper or incomplete work zone be reported. This may include sending a Rail Field Supervisor to verify compliance with the ROW Worker Protection Plan, notifying stakeholders via a Rail Unusual Occurrence page, or requesting the Safety Department to investigate any alleged safety infractions. Service Quality may suspend and shut down any work zone deemed hazardous until any infractions or violations can be corrected. All incidents are to be documented in the TransitMaster Log.

3.2.6 Proficiency Testing Test Records and Trend Analysis

Records of Bus and Rail Operator proficiency tests are kept by the Service Quality Department as the office of record.

The results of Proficiency Testing serve as a data source in the Hazard Management Process. Trend analyses of all operational safety ride check activities and proficiency tests are performed in order to determine revisions needed to training and safety program activities and other areas requiring improvement. The analyses are reviewed at the Executive Safety Committee and submitted to ODOT via PowerPoint presentations.

3.2.7 DriveCam by Lytx

DriveCam, a technology powered by the fleet management solutions company Lytx, provides GCRTA with safety critical fleet insight through the utilization of video data, machine vision technology, and vehicle data. Specific to fixed route bus and Paratransit operations, DriveCam focuses on improving driver and vehicle safety with the use of cameras, sensors, and video.

Lytx DriveCams are mounted on each vehicle's windshield and have both inward and forward facing cameras. The device does not continuously record. Event recordings are activated by hard braking, acceleration, cornering, or collisions. When activated, the device will record the previous 10 seconds and the following 10 seconds. The events are reviewed by DriveCam analysts, assigned scores based upon the risky behaviors present in the 20 second clip, and downloaded to GCRTA's DriveCam database within 24 hours.

The scores of each event correspond to the level of event severity and the necessity for coaching bus operators on their risky behavior. Some high-scoring coachable behaviors include late response, speeding, following too close to another vehicle, or a near collision. Some low-scoring coachable behaviors include not using a seatbelt, distracted driving, or lack of intersection awareness.

GCRTA Operating District personnel are responsible for coaching operators on risky behavior, ensuring operators develop safer driving habits, and helping to improve the safety of passengers and others. All coaches have access to the DriveCam database and must coach the operators in a timely manner. Operators that continuously exhibit risky driving behavior attend additional, lengthier training conducted by the Training Department.

The District Directors are responsible for ensuring the system is being utilized to improve operator performance behaviors, and for identifying trends. The Safety Department assists by recognizing behavioral trends across all Operating Districts, advising Operating District personnel of findings and potential solutions, and launching safety campaigns to encourage safe driving.

3.2.8 Transit Asset Management

GCRTA's approach to asset management is based on the pillars of sustainability (economic, environmental, and social), integrated risk management, and life cycle management. Life cycle management at GCRTA aims to track an asset from conception, creation, acquisition, or enhancement of the asset; the utilization and maintenance of the asset; through to the decommissioning and/or disposal of the asset. With proactive project life cycle management, GCRTA can reduce risk and exposure, improve service delivery, and determine return on investment.

GCRTA defines State of Good Repair (SOGR) as "the condition of an asset where the asset, at a minimum, is capable of delivering the required performance safely and reliably for a predetermined period of time". State of Good Repair may include short or long term, full or partial replacement/rehabilitation based on GCRTA's needs. Critical to the safety and performance of a public transportation system is the condition of its capital assets—most notably, its equipment, rolling stock, infrastructure, and facilities.

GCRTA's Asset Management Policy sets the overall statement on the organization's commitment to asset management and continual improvement and provides executive level direction of expectations and requirements. This document, the Transit Asset Management plan (TAM) addresses the goals and objectives of the organizational strategic plan and the Asset Management Policy and transforms them into a high-level, long- term action plan for the management of the Authority's assets. The TAM addresses the current and future demands on, condition and performance requirements of GCRTA's assets, and plans for how GCRTA intends to deliver these future requirements. The TAM, which is based on the International Standards Organization (ISO) 55000 guidelines for asset management contains information on asset life cycle requirements, asset management objectives, and asset related risks.

GCRTA currently measures State of Good Repair (SOGR) based on asset age, condition, and priority. Those assets below condition rating of 3 or beyond their estimated useful life (EUL) require physical inspection before the assets are programmed in the Capital Improvement Plan (CIP) for replacement or rehabilitation.

GCRTA's approach to asset management has been to (1) implement a single GCRTA-wide system for asset replacement based on asset age, condition, priority and performance; (2) establish a systematic program to prioritize and identify assets in the Capital Improvement Plan (CIP) for replacement or rehabilitation; and (3) provide an information platform for asset reporting and tracking. This process, as articulated in the Asset Management Policy is a seamless, single, coordinated flow of asset information throughout the organization.

It includes the asset management activities that take place using the data captured in CITME Ultramain prior to development of the CIP. GCRTA's process is a "continual feedback loop" in that information flow regenerates throughout the life cycle so that the process is ever evolving and dynamic. This flow serves to inform the entire asset management process, alleviating information isolation. As a result of this integrated flow of information, the asset management system is well positioned to support achievement of the asset management objectives.

Asset lifecycle management is an ever-changing environment with advances in technology, changes in regulation, funding availability and asset management best practices. Therefore, the TAM Plan will be considered a “living document” reviewed and revised, as necessary, on an annual basis. The revisions will come from the TAM Advisory Committee and TAM Technical Working group with inputs from various internal stakeholders. Initial and ongoing training of District employees on the TAM Plan will become part of the business culture to ensure employees are equipped to execute the deliverables of the TAM Plan and facilitate a continuous TAM improvement process.

Each District business unit within GCRTA that is responsible for the maintenance of assets is responsible for maintaining the asset’s state of good repair. Work orders are completed for all maintenance activities and are tracked in CITME Ultramain and utilized for trending and performance analyses. The business units are also responsible for following manufacturer procedures, industry standards and guidelines, and best practices. The business units also explore performance improvement opportunities through analyzing feedback from external and internal investigations of system failures, incidents, and emergencies. This data is used as drivers in determining when or if an asset needs to be replaced or rehabilitated.

Assets that have a role in Safety for our customers or equipment must always be prioritized above convenience and comfort. This group of assets should be immediately addressed with available resources to repair, replace or mitigate the issue.

The asset management function is currently staffed by one full-time Asset Management Program Manager (Asset Manager) with support from 11 Maintenance Planners/District Asset Managers. The Asset Manager works with the asset owners in the District centers to ensure that new assets are added to CITME Ultramain in a timely manner with all required data fields populated, and that areas of low asset performance, non-conformity or risk are identified and addressed. The asset owners and other staff with direct or indirect involvement with the Asset Management Program have been made aware that not conforming to the asset management system requirements can result in lower productivity and sustainability and the inability to accurately forecast their requirements for inclusion in the Capital Improvement Plan. With assistance from internal stakeholders, the Asset Manager is responsible for developing asset management policies, guidelines, processes, and desk procedures as well as other relevant asset management tools, and provides guidance and oversight on their use within the business units.

In addition, the Asset Manager is responsible for monitoring and reporting on the status of GCRTA's Asset Management Program for both current use and short, medium, and long-range forecasting. The Asset Manager briefs the Deputy General Managers (DGM)s, of Operations and Engineering and Project Management, the Asset Management Committee, Capital Program Working Group (CPWG) and Executive Safety Committee (ESC) on a periodic basis on how well the Asset Management Program is performing in meeting its objectives. These individuals who have an impact on the achievement of the asset management objectives are aware of the asset management policy and their contribution to the effectiveness of the asset management system including the benefits of improvement in asset management performance.

The Asset Manager works with the subject matter experts in the districts and offices responsible for managing, operating and maintaining GCRTA’s assets to monitor asset system performance and ensure that corrective or preventive actions are taken in a timely manner, including opportunities for continual improvement. The Asset Manager updates the Manager, Office of Capital Programming and the DGM, Engineering and Project Management when an anomaly or serious risk is detected in the asset management system.

3.2.9 Risk-Based Inspections by ODOT/SSOA

Pursuant to the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law (49 U.S.C. § 5329), GCRTA adds the following citations to the Public Transportation Agency Safety Plan to facilitate and comply with Special Directive No. 22-41, Required Actions to Implement a Risk-Based Inspection Program at the Ohio Department of Transportation, the ODOT SSO Program Standard Section 1.8, and Reference Guide Section 5.6.

Risk-Based Inspections – A risk-based inspection program uses qualitative and quantitative data analysis to inform ongoing inspection activities. Risk-based inspection programs are designed to prioritize inspections to address safety concerns and hazards associated with the highest levels of safety risk.

Inspection Access – GCRTA provides ODOT with the authority and capability to enter the rail facilities that ODOT oversees to inspect infrastructure, equipment, records, personnel, and data, including the data that GCRTA collects when identifying and evaluating safety risks.

Inspection Access Policies and Procedures – ODOT, in consultation with GCRTA, has established policies and procedures regarding the access for ODOT to conduct inspections of GCRTA, including access for inspections that occur without advance notice to GCRTA.

Data Collection – GCRTA provides ODOT with the data that GCRTA collects when identifying and evaluating safety risks, such as:

- Safety program data
    - Records of safety events
    - Hazard records
    - Safety risk mitigation records
    - Corrective actions plans
    - Records of near misses
- Maintenance data
    - Inspection and maintenance records and report forms
    - Work orders
    - Records of failures and defects
    - Records of revenue vehicles out of service, including causal information
    - Major maintenance activity schedule and progress
    - Adherence to maintenance schedules, including reports and documentation of deferred maintenance
- Inspection data
    - Inspection records and report forms
    - Records of failure and defects
    - Records of speed restrictions
    - Event and safety risk mitigation verification
    - Adherence to inspection schedules including reports and documentation of inspections not performed
    - Capital project schedules and progress

Data Collection Policies and Procedures – ODOT, coordinating with GCRTA, has established policies and procedures for collecting data described in the Data Collection requirements, including with respect to frequency of collection, that is commensurate with the size and complexity of GCRTA, see the ODOT/GCRTA Data Products List/Table.

Incorporation of These Requirements – Policies and procedures established by ODOT for Risk-Based inspections remain incorporated into the GCRTA Public Transportation Agency Safety Plan.

3.3 Notification Thresholds

3.3.1 ODOT Notification

State Safety Oversight Program Standard, SSO-003 provides the procedure for notification processes to be used for reportable safety events (accidents/incidents) that occur on the GCRTA rail system and rail related property.

Notification requirements are provided in federal and state regulations, and additional guidance has been provided by FTA, including the National Transit Database (NTD) reporting requirements.

- Federal Regulation – 49 CFR Part 674.7 and 674.33
- FTA Guidance – Two-Hour Accident Notification Guide, https://www.transit.dot.gov/regulations-and-guidance/safety/two-hour-accident-notification-guide-0
- NTD Safety & Security (S&S) Reporting Manual, https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/69096/2018-safety-and-security-policy-manual.pdf The Safety Department will immediately, (within 2 hours) notify ODOT by telephone of any incident (safety event) resulting in the following:

GCRTA Reportable Event Notification Process: As defined in 49 CFR Part 674.33(a), notification shall be made to the ODOT SSO program staff, by telephone, within two (2) hours for any safety event.

If the safety event is reportable to the FTA (49 CFR Part 674), GCRTA will notify FTA with initial information, as required by FTA and also within the 2-hour time period, at CMC-01@dot.gov (preferred) or telephone at (202) 366-1863. Include the ODOT SSO program contacts in the table below on any email with FTA and any response.

Notification Topics	FTA (2 hours)
Fatalities	One or more fatalities within 30 days of safety event
Injuries	Two or more injuries requiring immediate medical attention away from the scene.
Collision between a rail transit vehicle and another rail transit vehicle	All, except normal coupling of rail cars in a yard (this exception includes hard couples or unintentional couples, as defined by the RTA and agreed by the SSOA)

Collision of a rail transit vehicle at a grade crossing	Only those resulting in disabling damage to a rail transit vehicle, one or more injuries, or fatality.
Collision of a rail transit vehicle with a person, motor vehicle, or object	Only those resulting in disabling damage to a rail transit vehicle, one or more injuries, or fatality.
Unintended train movement	Applies only to revenue vehicles, not under control of an Operator
Evacuations	Due to life safety reasons, All
Derailments	All, Mainline or Yard
Property Damage	Substantial damage only for collisions with a person, object, or at a grade crossing

Per 49 CFR Part 674.7, If a rail transit agency or State Safety Oversight Agency later determines that an Incident (safety event) meets the criteria in this section, that safety event must be reported to the SSOA in accordance with the thresholds for notification and reporting set forth in Appendix A to this part. As an example, the disabling damage sustained by a railcar may not be readily known until the scene at a grade crossing collision is clearing and this reference allows for the 2-hour notification period to begin at the time the rail transit agency is aware of the accident meeting a reportable threshold.

Additionally as required by ODOT in the State Safety Oversight Program Standard SSO-003:

Significant Hazardous Conditions: GCRTA must notify the ODOT SSO program staff of the following state-defined events (these will be marked 'other' on the notification form). The ODOT SSO program has the authority to require these additional event types per 49 CFR Part 674.25(c) and (d).

- Collision of a rail vehicle.
    - With a motor vehicle, not at a grade crossing (excludes mirror strikes).
    - With a motor vehicle at a grade crossing, non-serious injuries and less than substantial damage.
    - With a person, non-serious injury.
    - With an object, non-serious injuries and less than substantial damage.
- Substantial damage for all rail related assets or exceeds $25,000, excludes collisions or derailments that are defined as accidents above.
- Split switch – rail revenue vehicle or work vehicle.
- Close calls.
    - Rail vehicle to rail vehicle, including rail work equipment.
    - Rail vehicle to motor vehicle or object.
    - Rail vehicle to workers on the right of way.

- Damage to the OCS that disrupts service – includes significant OCS damage or pull downs and chipped/damaged pantographs.
- Any rail system related hazardous condition determined to be an Unacceptable Hazardous Condition.

Notification Form Required Content:

- Name of the Rail Transit Agency.
- Name and job title of person reporting.
- Event type (fatality, injuries, property damage, evacuation, derailment or other).
- Location, time, and date.
- Fatalities.
- Injuries;
- Rail transit vehicle(s) involved (type, vehicle numbers, rail line).
- Property damage estimate.
- NTSB notification report number, if applicable.
- If shared corridor with freight railroad, note if railroad contacted or has made contact.
- GCRTA primary person conducting the investigation (name, title, telephone and fax numbers, email address).
- Description of the event being notified and reason for any delay in 2-hour notification.

3.3.2 NTSB Notifications

The Safety Department, with assistance from State Safety Oversight, will notify the NTSB within two hours, by telephone of any accident involving:

- Passenger or employee fatality (except suicide and exclude trespassers).
- Two or more passengers or crewmembers seriously injured or hospitalized.
- Accident requiring emergency evacuation of passengers from the train.
- Fatality at a grade crossing.

No later than four hours after an accident, any accident which results in:

- Accident damage of $25,000 or more to a passenger train and railroad and non-railroad property.

3.3.3 Transit Police Notifications

The Integrated Communications Center notifies Transit Police of any incident involving injury to a passenger or the public, of any collision at a grade crossing, and of any other emergency incident within 15 minutes of occurrence.

3.3.4 Safety Department Notifications

The Integrated Communications Center notifies the Safety Department of all injury and collision accidents in accordance with ODOT's State Safety Oversight Standard and reporting thresholds specified in AP-002 regarding accident reporting, and any other emergency incident within 15 minutes of occurrence.

3.3.5 Accident Investigation Process

Service Quality initiates the notification to internal GCRTA employees for bus and rail incidents. The level of investigation required is dependent on the seriousness of the event. Please refer to Section 2.2.9: Accident Reporting.

3.3.6 Non-Serious Injury and Damage Investigations

Accidents and incident that do not involve serious injury and/or damage usually require only an initial investigation by the Service Quality Supervisor responding to the scene. The Supervisor at the scene:

- Commences an investigation.
- Conducts interviews, as appropriate.
- Gathers and collects the physical evidence.
- Submits a report based on the information collected to the Safety Department and Claims Department.

3.3.7 Serious Accidents/Incidents

The Safety Department leads the accident investigation of all Rail, Bus and Paratransit accidents/incidents that are either reportable to ODOT and/or NTSB or non-reportable. However, personal injury and extent of damage are not the sole criteria. Any unacceptable hazardous condition can potentially be investigated.

3.3.8 Safety Department Review

The Safety Department reviews all incident reports for potentially serious incidents or conditions. Additionally, when accident/incident reports and statistics show repetitive trends, an investigation may be initiated to determine the causal factors and required corrective actions.

3.3.9 ODOT Review

GCRTA will maintain a Corrective Action monitoring log (SMART Log) and will provide ODOT with monthly corrective action implementation updates. GCRTA will provide written verification to ODOT when a corrective action has been fully implemented. The Safety Department uses the same SMART Log to track the status of non-reportable, Bus, APTA, Fire Insurance Carrier and other Safety Assurance audit corrective action plans until evidence of closure is submitted by the responsible party or department. ODOT and FTA can require/order CAPs for implementation by GCRTA per 49CFR Part 674.

In the event that the NTSB conducts an investigation, GCRTA and ODOT will review the NTSB findings and recommendations to determine whether or not a CAP should be developed. GCRTA will develop a CAP if required either by the NTSB or ODOT. GCRTA will provide ODOT with the following information regarding the CAP:

- Alternative actions for implementing a CAP, if any.
- Verification that the corrective action(s) has been implemented as described in CAP or that proposed alternative action(s) has been implemented.
- Monthly reports detailing the status of each corrective action(s) not completely implemented as detailed in the CAP.

3.4 Internal Safety Audit Program

Verification of compliance with the Public Transportation Agency Safety Plan requirements are accomplished through reviews, tests, analyses, reports, inspections, audits, investigations and drills. Audits are primarily of the GCRTA Service Quality Management and Operating District Transportation and Maintenance departments' functions. However, all GCRTA departments with system safety responsibilities, including applicable contractors, are subject to planned and periodic reviews by the Safety Department in order to achieve continuous improvement.

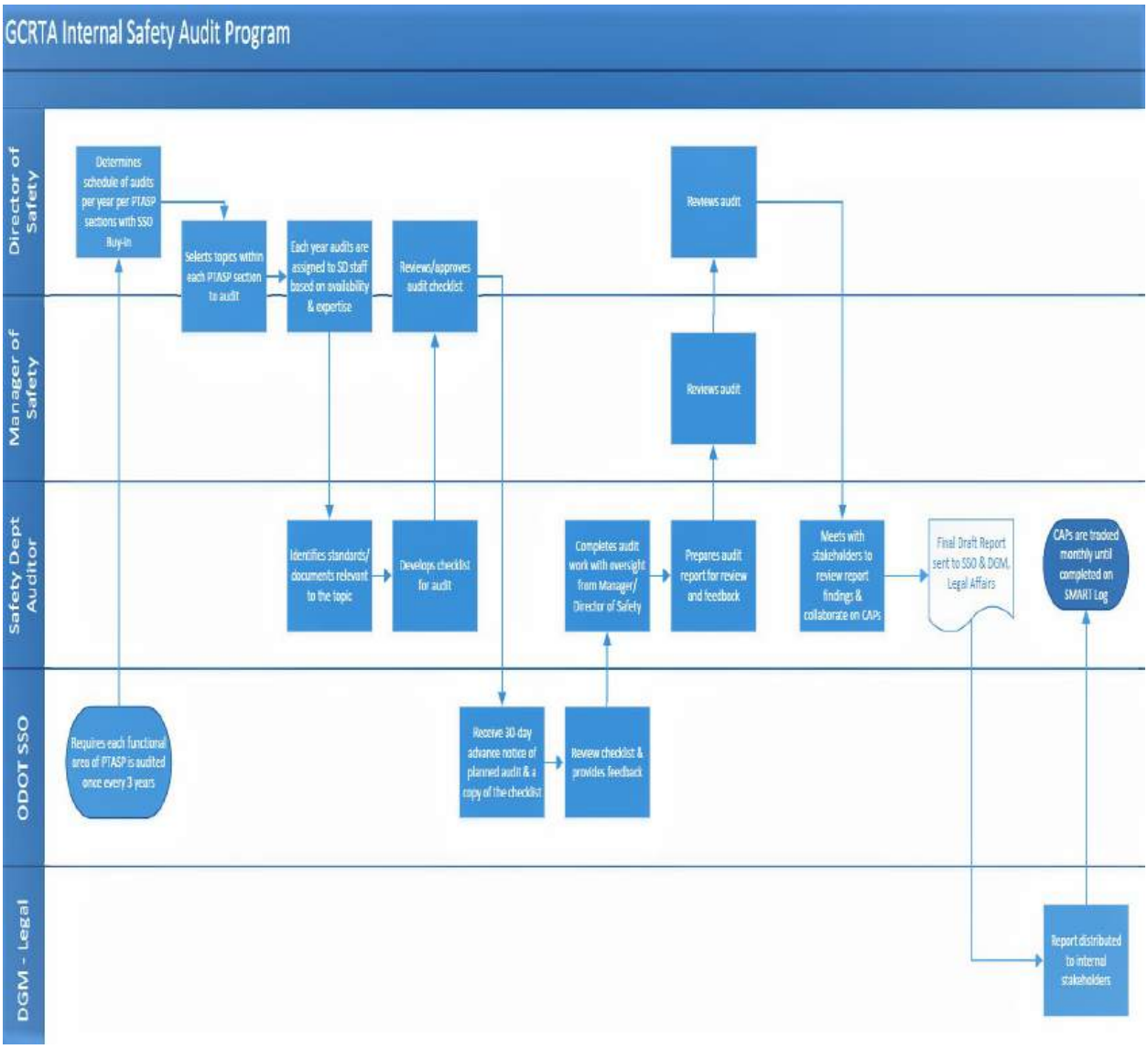
3.4.1 Audit Responsibility

The Director of Safety has the responsibility for the implementation and oversight of the safety audits while keeping in mind the independent nature of the audit process. The Director of Safety or the Manager of Safety selects the Audit Team and Leader proficient in the areas being audited, ensuring that the audit team does not include staff from the functions and/or units being audited.

3.4.2 Audit Process

The Director of Safety ensures a pertinent scope is determined and that input is obtained from those responsible for the topics/subjects of the audit and assures that all audits are conducted in a cooperative manner. Auditing will normally include a checklist of items to be reviewed or questions to be answered. The process will allow for a debriefing of findings with the responsible parties as well as a review and comment period to allow for final input and the determination of target completion dates for corrective action plans.

All audits are fully documented and reported. Upon the completion of each review and audit, the Safety Department issues a report of the results that identifies areas of deficiency, provides recommendations and identifies corrective actions. Corrective actions and schedule for implementation are reviewed and approved by the Director of Safety and are tracked until completed by the Safety Department. Copies of the report are distributed to the audited department, the Accountable Executive, the Chief Safety Officer and to members of the Executive Management Team.



3.4.3 Organizational Functions Audited

The following organizational functional areas are included in the audit process:

- Hazard Management Process
- System Modification Review/Approval Process
- Safety Certification
- Safety Data Acquisition and Analysis

- Accident/Incident Notification, Investigation, and Reporting
- Emergency Management Program
- Rules and Procedures Development, Maintenance, and Compliance
- Facility and Equipment Safety Inspections
- Maintenance Audits and Inspections
- Training and Qualification Program
- Configuration Management
- Employee and Contractor Safety Program
- Hazardous Substances Programs
- Drug and Alcohol Programs
- Procurement

3.4.4 Occupational Safety and Health Compliance Verification

The Safety Department is responsible for monitoring and ensuring compliance with all applicable federal, state, and local codes. It is the responsibility of each director, manager, and supervisor of each department to maintain a safe and healthful work environment for all employees assigned to activities under their direction.

Verification of compliance is accomplished through the use of reviews, inspections, and analysis of injury/illness reports. Additional data is provided by the AssureClaims Database, which is maintained by the Risk Management Department.

Disciplinary procedures have been established for those that repeatedly fail to comply with applicable GCRTA occupational safety and health program requirements. Examples of employee actions that are subject to disciplinary action are failure to use/wear required personal protective equipment; failure to follow rules, procedures and policies; failure to follow proper chemical handling procedures; and the unauthorized modification of safety equipment and devices.

Construction safety is the responsibility of each respective contractor. The GCRTA audits compliance with the construction program requirements through reviews of contract documents and specifications, testing, and inspections of on-site work activities. The Safety Department periodically monitors compliance with the construction safety requirements.

3.4.5 Audit Schedule

Each audit area is reviewed at least once every three years, with approximately one-third of the functional areas audited each year. An audit schedule is prepared annually, with specific audit dates communicated to ODOT when established. At least 30 days advance notice of the planned audit is communicated to ODOT.

3.5 Procurement and System Modifications

Any changes or modifications to GCRTA transportation systems are controlled to assure that safety is incorporated into the plans and designs of the modified system in accordance with the Safety Review Policy & Procedure AP-016 and Configuration Management Plan which are found on the GCRTA Intranet as Minimum Standards for Safety. The procurement and construction of new facilities, infrastructure rehabilitation/redesign projects, the purchase of rolling stock, and the purchase of new chemicals or hazardous substances all require adherence to AP-016 to ensure all bid/proposal documents are reviewed and approved by the Safety Department prior to award. Contract Administrators for the Procurement Department ensure Project Managers, responsible for the scope, design, drawings, and technical specifications, provide evidence that the Safety Department has reviewed and concurred by submitting GCRTA Safety Review form #72-1084 or a substitute form. The Safety Department maintains a log of submittals to document and track the review process. This log has been audited against the monthly report published by the Engineering & Project Management Division for Safety Assurance that the procedure remains in effect.

Modifications are changes to the existing transit assets and include both a system and component level. System level modifications are changes to an existing system or group of assets, such as an entire fleet, that impact how customers and employees interact with assets. System level modification may also require the modification of adjacent components and systems. Examples: Elevator modernization, drivers barrier installation, HRV Brake Micro Processor. System level modifications require review and approval from the CMC via the Change Control Departments. These changes are discussed and vetted in sub-committees or project meetings prior to any CMC activities.

Component level modifications include changes to components, parts or maintenance program changes. Modifications at this level may require vetting that replacement components or parts meet or exceed Original Equipment Manufacturer (OEM) specifications. Component level changes may originate at the maintainer level where opportunities for process improvement or replacement component deficiencies are discovered.

Changes to maintenance programs need to be vetted to ensure supply chain is prepared to support the maintenance interval. Examples: Switching from conventional to synthetic oil extending preventative maintenance interval; Use of non-OEM bolt on replacements; upgrading interior lighting to LED fixtures; replacement parts that require minor modification to fit ideally (grinding, wiring connections or routing, fasteners). Component level modifications require review and approval from the Change Control Departments and updated documentation to Ultramain including new work procedures, drawings, part numbers, etc. When a component level modification is identified, the Supervisor/Manager at the location is responsible for capturing, documenting and reporting the modifications to the appropriate Change Control Department for review. Documentation may include part numbers, photographs, a written summary of the modification or other evidence so that it can be reviewed by the Change control department. Modifications to assets are documented, retained and accessed in the maintenance management system (Ultramain).

3.5.1 Contractor Safety Coordination

Contractors are required to abide by Safety Specification 014500 which is included as part of all procurement specifications. Safety Specification 014500 outlines the requirements that all contractors perform their work in a safe manner, comply with all environmental safety and health requirements of the contract documents as issued by GCRTA, and comply with all applicable laws, codes, ordinances, rules, regulations, and lawful orders of all public authorities.

The specification outlines safety programs, first aid, personal protective equipment, fall protection, hazard communication, hot work, contractor safety plans, workers compensation, inspections, training, violations, and reports. The GCRTA Engineering Project Manager is responsible for ensuring contractor compliance. Safety Department representatives respond to tips or complaints from individual employees regarding contractor's breaching the safety specification and performs periodic site walkthrough audits for contractor compliance to specification 014500.

3.5.2 Configuration Management

To ensure the safety and reliability of transit assets, the GCRTA has established methods to approve, track, communicate and control configuration changes. The Configuration Management Plan (CMP), as part of the GCRTA Safety Management System (SMS) and the Public Transportation Agency Safety Plan (PTASP), is the guideline for how GCRTA manages changes to transit assets to ensure configuration changes are communicated, reviewed, tracked and documented within GCRTA's systems and among internal stakeholders. The CMP is also a Minimum Standard for Safety, recognized and approved by the SSOA/ODOT. To ensure a state of good repair (SOGR), the GCRTA requires that all assets are properly maintained, have complete operating and maintenance documentation, maintenance schedules, and sources of repair parts. The CMP establishes the baselines for tracking the components, subsystems and software for all GCRTA facilities, infrastructure, rolling stock and equipment assets and describes how changes to existing transit system baselines will be proposed, accepted, monitored, and controlled. The change control procedures identified within the CMP will govern changes to the established system baselines and help ensure the integrity of safety and/or security related systems throughout the life cycle of the transit assets. The management of change also includes elements of the following:

• Safety and Security Certification – for capital or other significant projects, as determined by GCRTA on projects $1M and greater and involve customers such as at rail stations.

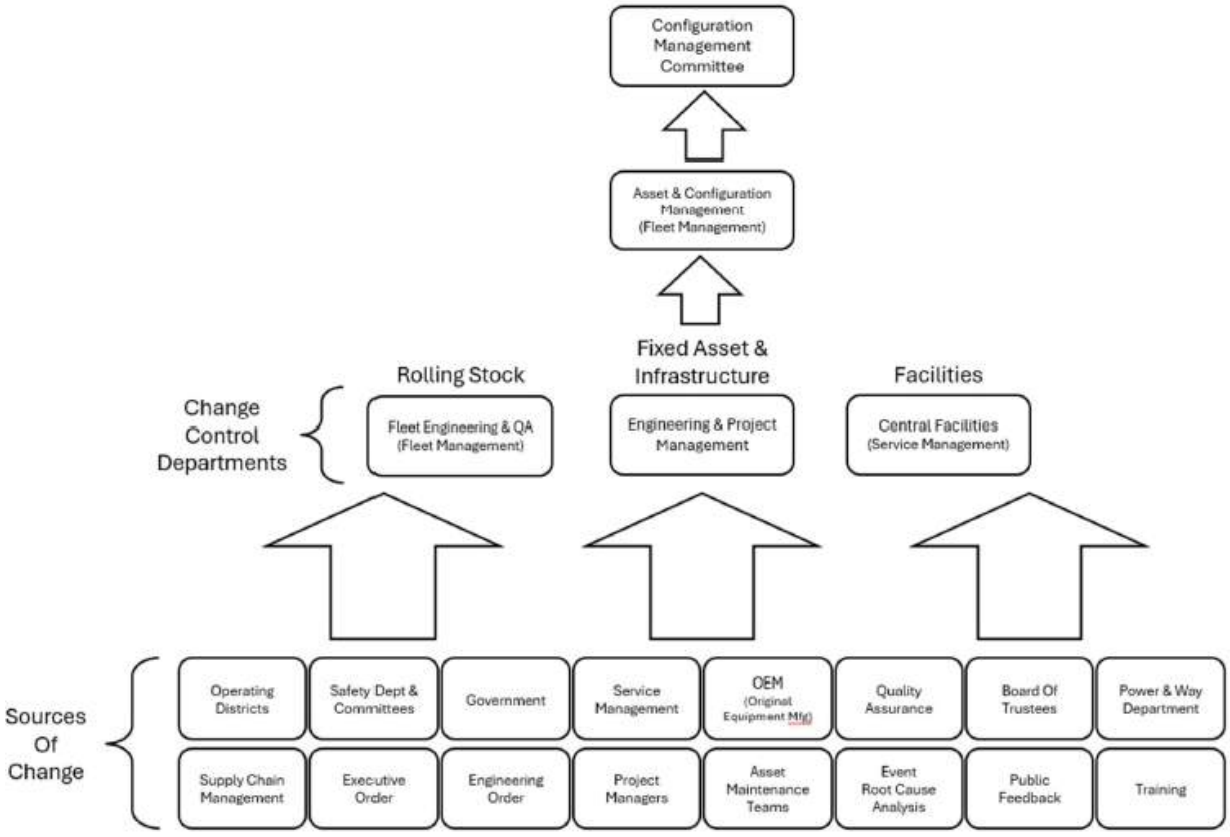
• System Modifications – for changes to transit systems and subsystems.

• Configuration Management –process where the requirements and outcomes of transit system changes are reviewed and assured for safety and/or security requirements. Changes to rules, procedures, and/or training that may be related or affect safety and security are included in configuration management. The Configuration Management process also includes recordkeeping of decisions and assuring implementation of the approved change.

The purpose of the Configuration Management Plan (CMP) is to ensure that any changes to transit assets are implemented in a controlled, systematic, and transparent manner to maintain the safety and integrity of the entire transit system. The Configuration Management Committee (CMC) functions as a governance body ensuring that all modifications are made without compromising the operational efficiency, safety or security of the transit system. The CMP is used to establish processes and ensure that all new transit assets installations or changes are

appropriately reviewed and accepted for operational, safety and security considerations. The aspects of the CMP support and are supported by GCRTA's TAM (Transit Asset Management) program, State of Good Repair (SOGR) programs and any other related programs.

Change Flow Diagram



4.0 SAFETY PROMOTION

4.1 Training

Training tasks include but are not limited to the following:

- Integrates safety requirements into training programs.
- Provides feedback to various departments on procedures, rules, designs, and operating conditions as a result of training experiences.
- Helps validate safety training effectiveness to assure that training objectives have been met.
- Identifies training objectives and participates in safety drills and simulations.
- Designs and conducts new operator training/qualification and rail operator re-qualification training to ensure that all operators are aware of hazards in the system, are familiar with emergency procedures, and meet operating performance standards.
- Reviews and updates training materials at least every three years to comply with operating policies and procedures and results of safety analysis.
- Contributes to information in operating and maintenance manuals and Emergency Operations Procedures (EOPs).
- Establishes selection standards for instructors that include safety performance and knowledge of safety policies and procedures.
- Establishes formal procedures for evaluating student understanding of safety rules and procedures as well as actual demonstration of correct techniques at an acceptable level of performance.
- Develops and maintains a short range and long-range training plan that identifies what programs will be provided and to how many personnel.
- Designs and conducts new and continuing staff training to ensure that all maintenance staff are familiar with shop safety rules and procedures, oriented to the location of safety equipment in their assigned facility, and aware of preventive maintenance and repair procedures.
- Includes orientation on basic safety program to all new employees.
- Develops training resource materials for safety-related training for all rail employees.
- Assists with providing safety training for outside agencies and contractors.
- Includes special training for responding to the needs of elderly and disabled riders as part of training programs for all operating and support personnel.
- Designs and implements a basic defensive driving program required for all GCRTA employees who may be assigned to operate non-revenue equipment.
- Establishes procedures for safety certifications that include identifying who is authorized to do training and set proficiency standards.

Training and certifications required for mechanics is controlled during the hiring process, with minimum requirements, background checks, and testing verifying employee training and competence. All entry-level mechanics undergo GCRTA mechanical training to ensure competence for GCRTA maintenance tasks. Testing is required to demonstrate proficiency for advanced mechanics positions such as HVAC or Electrical mechanics.

GCRTA is currently working to create a new position titled, Facilities Maintenance Instructor. This person will be responsible for creating a training curriculum that includes external training resources based on individual needs. GCRTA remains committed to providing training resources necessary for employees to complete their jobs safely, effectively, and efficiently.

The Safety Department monitors employee driver's license status from reports from the Bureau of Motor Vehicles through a third-party service. The Safety Department is required to verify that each employee has a valid driver's license. The Safety Department checks licenses for all employees on a monthly basis.

4.1.1 Bus Operator Training

The keystone in any program for safe bus operations is the training of bus operators. Several of the bus operations training practices are described here in some detail.

There are Operator Instructors residing at Hayden District, Triskett District, and Paratransit District. Their responsibilities are to train all new and current bus operators having duties that involve operations on the bus line. Safety-related issues and procedures are covered throughout training. The instructors regularly develop training materials and routinely obtain and review information from other bus transit systems.

New Bus Operators are trained for 10 weeks if hired with a Commercial Driver's License (CDL) or for 12 weeks if hired without a CDL. This includes the use of manuals provided by the bus manufacturers that highlight safety issues. Refresher training is done for Operators on a biennial basis. This is a 1-day class that is changed every 2 years. The class is taught at the West Park Training Center and includes the Brake Reaction Test on the Simulator. The bus instructors also provide training for certain non-operator bus employees. Classes are given for initial job training, new equipment/procedures, or refresher training. Training for supervisors varies according to need. CDL training is provided for Mechanics, Hostlers, and Facilities Maintenance personnel.

4.1.2 Rail Operator Training

Rail Operator Training is a 60-day program (approximately 12 to 13 weeks) with an additional week of Instructor follow-up with the students after they have received Operator Certification and been entered into revenue service.

- New Operator Training consists of: Rail Orientation; Customer Service & ADA Sensitivity; Fare Structure & Collection Procedures; Defensive Operating; Schedules; Documentation & Form Completion; Rail Operations Rule Book; Policies & Procedures; Radio Communication Protocol; LRV & HRV Operation; Signals (Cab & Wayside), Switches; Flagging Procedures; Single Tracking; Territory Familiarization; Yard Operation; and Mainline Operation.

- Operator Certification requires: 80% passing score on the Rail Operations Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.
- Operator Biennial Re-Certification requires: 80% passing score on the Rail Operations Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.
- Operator Re-Instruction is conducted: After a significant change to the Rail Operations Rule Book or functionality of the operating system; Post Incident or Accident; Upon request of the Rail District Director or Manager; or as result of a cardinal rule violation.

4.1.3 Service Quality Rail and Control Center Supervisor Training

- Service Quality Rail Supervisors receive training from the Rail Operator curriculum, on-the-job training in: Incident Command & Emergency Response; Rail Accident/Incident Investigation; Efficiency Testing; Track Allocation; and On-Track Safety.
- Control Center Supervisors receive training from the Rail Operator curriculum, on-the-job training in: Train Control; Dynac; CTDS; Central Communications; Radio System; OnRoute; Train Control SOPs; Emergency Response Management; Track Allocation; System Recovery Methods; Accident / Incident Investigation; Rail Rule Book.
- Rail and Control Center Supervisors Certification: 80% passing score on the Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.
- Rail and Control Center Re-Certification: 70% passing score on the Rail Operations Rule Book Examination; 70% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.

  The certification period is noted as follows:

  - 70%-79% Six (6) month certification
  - 80%-89% One (1) year certification
  - 90%-100% Two (2) year certification
- Rail and Control Center Supervisor Reinstruction is conducted: After a significant change to the Rail Operations Rule Book or functionality of the operating system; Post Incident; upon request of the Service Quality Director or Manager; or as result of a cardinal rule violation.

4.1.4 Power and Way and Rail Equipment Personnel Training

Maintenance requirements, methods and procedures for rail equipment and systems are described in manufacturers' manuals, maintenance procedures, and other documentation are used in the on-the-job training of rail maintenance personnel. Safety instruction is conducted by the Rail Training Department.

Rail Equipment personnel who are required to operate heavy and light cars, hi-rail equipment, heavy equipment, or specialized vehicles/equipment/apparatus receive instruction on the equipment's operating procedures and on their proper and safe operation.

- Rail Equipment Personnel Certification: 80% passing score on the Rail Operations Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.
- Recertification of Rail Equipment Personnel: 80% passing score on the Rail Operations Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors; 70% passing score on any Apprenticeship related examinations set by the Joint Apprenticeship Committee (JAC).
- Rail Equipment Personnel Re-Instruction is conducted: After a significant change to the Rail Operations Rule Book or functionality of the operating system; Post Incident or Accident; Upon request of the Rail District Director or Manager; or as result of a cardinal rule violation. Supervisor Toolbox discussions are also used to instruct employees on new procedures and issued ROOs.

4.1.5 Power and Way and Facility Maintenance Training

Power and Way and Facility Maintenance requirements, methods and procedures are described in manuals, manufacturers' handbooks, maintenance procedures, and other documentation, and are used in the on-the-job training of Power and Way staff. Safety instruction is conducted by the Rail Training Department.

Power and Way and Facility Maintenance staffs who are required to operate high rail equipment, heavy equipment, or other specialized vehicles/equipment/apparatus receive instruction on the operating procedures and in their proper and safe operation.

- Power and Way and Facility Personnel Certification: 80% passing score on the Rail Operations Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.
- Biennial Power and Way & Facility Personnel Re-Certification: 80% passing score on the Rail Operations Rule Book Examination; 80% passing score on all General Knowledge Examinations; and successful demonstration of ability with assigned Rail Training Instructors.
- Power and Way & Facility Personnel Re-Instruction is conducted: After a significant change to the Rail Operations Rule Book or functionality of the operating system; Post Incident or Accident; Upon request of the Rail District Director or Manager; or as result of a cardinal rule violation. Supervisor Toolbox discussions are also used to instruct employees on new procedures and issued ROOs.

4.1.6 Contractor Training

Contractor personnel who are authorized to work in the right-of-way under live rail traffic are required to attend an on-track GCRTA safety & flagging course consisting of: Rail Operations Rule Book rules; Right of Way Worker Protection Plan Training with or without flagging depending on request and Rail SOPs.

4.1.7 Other Personnel

The Rail Training Instructors also provide safety training for other GCRTA Rail Operations and other associated staff including, initial training in a job, new equipment/procedures, and refresher training.

4.1.8 Training Records

The Rail Training Department maintains records of training activities and certifications for: Rail District Employees; Service Quality Employees; Contractor personnel; and other trained personnel.

In addition the Rail District Transportation, Service Quality Management, Engineering and Project Management, and other Departments maintain records for their respective employees and contractors

All training conducted by GCRTA is recorded in the Oracle Learning Management System (OLMS). Employees and Management can access training records in Oracle LMS or training reports can be requested through the Training Department.

Safety specific training is tracked by the Safety Trainer in the Training Department to ensure all employees receive the safety training required for their job classification. The Occupational Health Department tracks the status of Operator medical cards as required by GCRTA Policy.

4.1.9 Compliance with Training and Certification Requirements

The Safety Department conducts audits of training and certification requirements.

4.1.10 Public Transportation Safety Certification Training Program

The FTA's Public Transportation Safety Certification Training Program (PTSCTP) regulation at 49 CFR Part 672 establishes minimum training requirements for rail transit agency personnel and contractors who are directly responsible for safety oversight. In compliance with the PTSCTP, all GCRTA employees and contractors directly responsible for safety oversight are required to enroll in the PTSCTP within 30 days of designation and obtain PTSCTP certification within three (3) years of enrollment.

The FTA defines a position as directly responsible for safety oversight if its primary function includes the development, implementation and review of the agency's safety plan and SSOA requirements. By this definition, the following positions are designated as PTSCTP participants, and are required to obtain PTSCTP certification:

1. Director of Safety
2. Manager of Safety
3. Environmental Health and Safety Specialists
4. Safety Data Compliance Analyst

In the absence of PTSCTP certification, investigators will work under the guidance and approval of a certified member of the Safety Department, normally the Manager of Safety and/or the Director of Safety. Any investigative work performed by a consultant or contractor will also be reviewed and approved by a certified investigator.

Contractors hired to perform safety and security consulting are also designated as PTSCTP participants and are required to obtain certification. While Internal Audit positions perform safety audits, their primary function is not considered to be directly responsible for safety oversight, and therefore does not require PTSCTP certification.

To obtain PTSCTP certification, designated employees and contractors must first enroll in the PTSCTP by emailing the FTA at FTASafetyPromotion@dot.gov to request an Individual Training Plan (ITP), listing their position and phone number in the email. An ITP is a list of courses which must be completed in order to receive PTSCTP certification. PTSCTP designated employees and contractors can expect to be assigned the RTA Track as their ITP. The RTA Track is comprised of these six (6) courses offered by the Transportation Safety Institute:

1. SMS Awareness
2. SMS-Safety Assurance
3. SMS Principles for Transit
4. Transit Rail System Safety
5. Transit Rail Incident Investigation
6. Effectively Managing Transit Emergencies

Once an ITP is received from the FTA, all of the courses in the ITP must be completed within three (3) years of enrolling in the PTSCTP to obtain certification. These courses may be completed online or in-person by registering on the Transportation Safety Institute's website.

While the Bus Track ITP offered by the TSI is not considered mandatory by the FTA for personnel directly responsible for bus safety oversight, GCRTA requires PTSCTP designated employees to complete the two (2) additional TSI courses found in the Bus Track ITP. These courses are Transit Bus System Safety and Fundamentals of Bus Collision Investigation. Bus Track courses are not subject to the three (3) year certification time limit and do not require refresher training. PTSCTP designated contractors are not required to complete Bus Track courses.

After obtaining PTSCTP certification, all designated employees and contractors are required by the FTA to complete refresher training every two (2) years. The refresher training must include, at a minimum, one (1) hour of agency defined safety oversight training and any recertification training specified by the FTA, to remain certified.

Every two (2) years GCRTA will require PTSCTP designated employees and contractors to take one (1) of the following courses:

1. Rail Operations Rule Book (GCRTA)
2. Right-Of-Way Worker Protection Plan (GCRTA)
3. Proof of Attendance for FTA's Joint State Safety Oversight and Rail Transit Agency Workshop
4. Transit Industrial Safety Management (TSI)
5. Repeat any TSI RTA Track Course (SMS Awareness, SMS Safety Assurance, SMS Principles)

After completing refresher training, employees and contractors must email the FTA at FTASafetyPromotion@dot.gov before their 2-year certificate expiration date, providing a certificate of completion for the refresher training course. Each refresher training certificate must be stamped by the GCRTA Safety Department prior to being sent to the FTA, which affirms that the completed course was assigned as refresher training by GCRTA.

The Safety Department is responsible for maintaining PTSCTP compliance by ensuring that all PTSCTP designated employees and contractors complete required training, and by retaining evidence of certification and re-certification for all participants. PTSCTP designated employees and contractors are responsible for sharing copies of FTA certificates by sending copies to the Safety Department for safety assurance. In compliance with the PTSCTP, all employee training is maintained in the Learning Management System. Training records may be audited by ODOT, FTA or any State agency with jurisdiction over transit safety oversight. Training records may also be requested by NTSB as part of an accident investigation. GCRTA as a whole maintains certification by self-certifying that it is in compliance with PTSCTP. Self-certification occurs annually as a part of Certifications and Assurances affirmation in FTA's Transit Award Management System (TrAMS).

4.1.11 Compliance with Local, State, and Federal Safety Requirements

Safety Program for Employees and Contractors

GCRTA is committed to the safety and health of its employees and contractors who work within the GCRTA transit system. GCRTA has developed an Occupational Safety and Health Program and Construction Safety Program in conformance with applicable local, state, and federal regulations. The programs emphasize the recognition, evaluation, and control of hazards arising from the occupational and construction project environments.

Occupational Safety and Health Program

The Occupational Safety and Health Program is directed toward achieving a safe working environment for employees and minimizing the likelihood of occupational related injuries and illnesses. The Program is based on, and complies with applicable Federal, State, and Local safety codes and regulations, including OSHA. Procedures have been established for the control of operating hazards, including but not limited to electrical, chemicals, noise, falls from heights, cut and abrasion injuries, and strain and sprain injuries. On-the-job training of GCRTA employees is emphasized to recognize hazards and to promote occupational safety and health practices.

Attention is given to the need for, and proper use of, personal protective equipment and clothing as required by the work being performed as well as adherence to standard operating procedures, which are posted on the Safety Management System intranet for all employees to reference. Routine comprehensive industrial hygiene surveys and industrial safety inspections are

conducted by the Safety Department as well as district management to ensure that health and safety hazards in the workplace are identified and controlled.

Construction Safety Program

Construction Safety is administered in accordance with contract specifications, and applicable Federal (OSHA), State and Local safety requirements. GCRTA Rules and Procedures are included in each construction contract. Compliance with these rules and procedures is required of all contractors performing work on the operating system. Contractors are required to comply with all local, state, and applicable OSHA construction standards for the safety of their own employees as well as to safeguard GCRTA employees, contractors, passengers and the public.

Engineering and Project Management approves the contractor's safety program plan and supporting documentation, with the concurrence of the Safety Department. Particular emphasis is placed on work that may affect GCRTA operations, passengers, facilities, and personnel. All contractors working in the GCRTA rail rights of way, or interfacing with GCRTA Rail Operations are required to attend safety training. This training covers track access, right of way flagging, and operating procedures. Audits of the contractors are conducted to assure compliance with Federal and State Law, and the GCRTA requirements.

Fire Protection

Fire protection testing is coordinated by the Lead Facilities Maintenance Manager. Life safety requirements for the operating districts are coordinated by the Safety Department and Engineering and Project Management. Fire protection testing results and conformance with the life safety requirements are reviewed by the Safety Department. Compliance with fire protection requirements is audited through emergency drills, inspections, incident investigations and periodic testing of fire protection and fire suppression systems. Training activities are monitored for content and accomplishment and the fire insurance carrier also conducts tests of water supplies for fire protection and monitors physical conditions and compliance with related procedures to minimize both the probability and severity of potential fire.

Hazardous Substances Program

GCRTA's objective is to provide the safest product available and minimize the risks associated with hazardous substances. Accordingly, GCRTA has established a comprehensive program for the control of hazardous substances used, including the disposal of waste, in accordance with Ohio EPA and environmental requirements. The GCRTA Hazard Communication Program details the process for purchasing, receiving, and using hazardous substances at GCRTA.

Such information is provided in the Safety Department's Hazard Communication SOP and Safety Data Sheets SOP. The Safety Department approves Safety Data Sheets for all chemicals and other potentially hazardous substances that are being considered for purchase and use.
Follow-up is conducted on the field use of approved products to ensure safe/proper handling methods are utilized. Additionally, all employees who may use hazardous substances receive training and tool box talks on the safe use and disposal of the products. Follow-up is conducted on the field use of approved products to ensure safe/proper handling methods are utilized.

An electronic database of SDSs is maintained on-line for all affected personnel and for compliance to the OSHA Standard. Some hazardous substances require permits on a 3-year cycle by the City of Cleveland. District Facility Maintenance management ensure these permits are kept current.

4.2 SMS Communication Plan

This section summarizes the different methods GCRTA utilizes for a formal SMS communication plan.

4.2.1 Marketing and Media Relations Tasks

The Marketing and Media Relations Section coordinate news releases regarding safety, including accidents and incidents, with the Safety Department. Additional tasks include:

- Coordinating user education programs for regular and special need riders on how to use the transit system and safety features with the Safety Department and Bus and Rail operations staff.
- Establishing standard public notification procedures about temporary service changes, new boarding locations, etc.
- Providing press releases and human-interest stories about positive safety events and incentive program recipients.

4.2.2 Toolbox Talks

Toolbox Talks are safety-driven information sessions that are provided on at least a monthly basis to maintenance, janitorial and other non-Operator positions. The purpose of these sessions is to educate employees on important safety topics, such as PPE requirements, wellness incentives, workplace illnesses, and hazard awareness, among others. District supervisors utilize monthly subjects distributed by the Safety Department as well as their own subjects relevant to the specifics of the work.

4.2.3 Safety Bulletins

Safety Bulletins are short newsletters drafted by the Safety Department that detail safety particulars of immediate concern. Examples of safety bulletins include hazards, product safety recalls, procedures, emergency information and more. Safety bulletins are created on an as-need basis and are distributed internally.

4.2.4 District TV

Each Operating District is equipped with a television in the operator bullpen. These District TVs act as mechanisms for District management to communicate important safety information to their personnel. Oftentimes, the televisions will display safety-related videos, safety bulletins, safety data, or other general news. Statistics on preventable collisions, on-the-job injuries, or TEAM goals are updated on the district televisions on a monthly basis.

4.2.5 Safety Posters

The Safety Department provides safety posters to District management monthly at Executive Safety Committee meetings. These posters provide a visual tool for monthly safety campaigns or topics presented at ESC and are an effective mechanism in communicating safety information to all personnel. District Directors are responsible for displaying the safety posters in an area that all District personnel can access, and for actively advocating the safety campaign throughout the month.

4.2.6 Intranet

The GCRTA Intranet is an internal website that can be accessed by any employee on the GCRTA network or by accessing onerta.riderta.com and providing employee credentials. The Intranet provides employees with valuable information from every department, such as forms, publications, policies, projects, and more. The Safety Department maintains its own page on the Intranet, titled "Safety Management System." The Safety Management System page provides employees with the ability to access all Safety Champions of Safety, GCRTA Safety Policy and Minimum Standards for Safety, Safety Data Sheets, Executive Safety Committee presentations, Standard Operating Procedures, Emergency and Environmental Procedures, Rulebooks and Procedures, and Job Hazard Analyses. The Safety Management System page is continuously updated to reflect new documents, as well as the needs of the organization.

The Safety Department also maintains a second page on the Intranet, titled "Safety Data Sheets." This page links to an external site enabling employees to access Safety Data Sheets to provide them guidance on personal protective equipment, storage and disposal information, hazards associated with the chemical and other required information in a standardized format.

4.2.7 Safety Management System (SMS) Cards

The Safety Department produces SMS cards for all employees as a reminder to keep safety in the forefront and to reinforce the positive safety culture within the organization. The cards provide a quick summary of SMS at GCRTA, safety reporting options, personal safety accountabilities, and proper workplace behavior. Safety conducts an orientation session with all new employees and where these cards are distributed during the session which includes SMS and other common subjects.

4.2.8 Reference Booklets

All publications produced by the Safety Department are circulated to District management. Examples of these publications include the Right of Way Worker Protection Plan, Safety Rules book, and Public Transportation Agency Safety Plan. All reference guides are created with the intent of communicating safety rules and guidelines, such as treatment of injuries, PPE, use of power tools, safety on the right-of-way, among others. District Directors are responsible for providing employees with copies of these books and making them readily available as needed. All publications are also available in electronic format on the GCRTA Intranet under the Safety Management System tab.

4.2.9 Work Assignment Job Safety Briefings

Work Assignment Job Safety Briefings are used to ensure that all employees assigned to perform a specific task understand the hazards associated with the work to be performed. These are critical to conducting work in a safe manner.

These briefings may be conducted in the field or other designated areas prior to commencing any work, regardless if the work is considered routine or if it is considered complicated. Supervisory staff are responsible for conducting these briefings, and employees are responsible for ensuring that the work plans are carried out as described in the briefings. The Safety Department provides the Work Assignment Job Safety Briefing SOP and the form on the Intranet.

4.2.10 Safety Awareness

All employees are responsible for system security through general awareness and accountability. Employees are encouraged to report all suspicious activities at passenger and operations facilities, and to be cognizant of individuals trailing them into restricted areas. Terrorist Awareness Recognition and Reaction Training and Active Shooter Training are part of the general safety training provided to all employees.

4.2.11 Champions of Safety

Champions of Safety are a fundamental part of safety promotion and safety culture at GCRTA. Recognizing safe practices among employees encourages the same type of behavior in the future, while simultaneously rewarding performance in the workplace. The program is designed to recognize an employee for working safely. To be eligible for the award, a supervisor must witness an employee partaking in one of the following activities that is above and beyond their normal scope of work. The following are examples of such:

- Identifying a safety issue or hazard.
- Assisting in the resolution or mitigation of a safety hazard.
- Assisting in incident investigations that are not part of their everyday activities.
- Participating in the overall safety effort to reduce collisions, incidents, and injuries.

The Champions of Safety process is as follows:

- The members of the Executive Safety Committee, the District Safety Committees, and all supervisors may submit names of employees to the Safety Department who have shown notable safety efforts, using the Employee Recognition page / Champion of Safety section on the GCRTA Intranet.
- The Executive Safety Committee will review all nominations and will make the final determination of the award winners by taking a vote.
- The award winners will attend the next month's Executive Safety Committee or attend a forum at their facility to receive their award and be recognized for their efforts.

The Champions of Safety are then acknowledged in the GCRTA Safety Recognition Calendar, which may be published annually and distributed Authority-wide, as well as being uploaded to the GCRTA Intranet and displayed on District TVs monthly. This serves as an additional act of recognition and appreciation that reaches beyond the Executive Safety Committee attendees.

4.2.12 Safety Performance Awards

Two of the safety performance targets are analyzed on a quarterly basis to determine the District winners for the following trophies:

- Lowest preventable collision rate.
- Most improved preventable collision rate.
- Lowest injury rate.

- Most improved injury rate.

Winners of these Safety Performance Awards receive trophies and are recognized at the Executive Safety Committee Meeting.

4.2.13 Bus Roadeo & Rail Rodeo

The Bus, Paratransit, Power and Way, and Rail Districts participate in APTA Bus & Rail Rodeos or hosts their own providing Operators a friendly competitive environment to measure and test their knowledge of safety rules, operating rules, equipment and procedures. Other events at GCRTA hosted rodeos may include outreach such as Transit Police Operation Community Watch, Rail or Bus Equipment Maintainer competitions to evaluate troubleshooting and defect repair skills, Power and Way skills challenges, & Touch a Train familiarization for employees and families.

4.2.14 Employee Awards Event

GCRTA may hold an annual awards event to recognize outstanding performance by employees. Award categories are at the discretion of the General Manager and CEO or their designee and will include but not be limited to safety, driving without a preventable accident for a specified number of years (Operators), heroism (Transit Police), and customer service, as well as other categories. The event may also highlight appreciation for employees who provide unique solutions to transit challenges and for exceptional community partner(s).

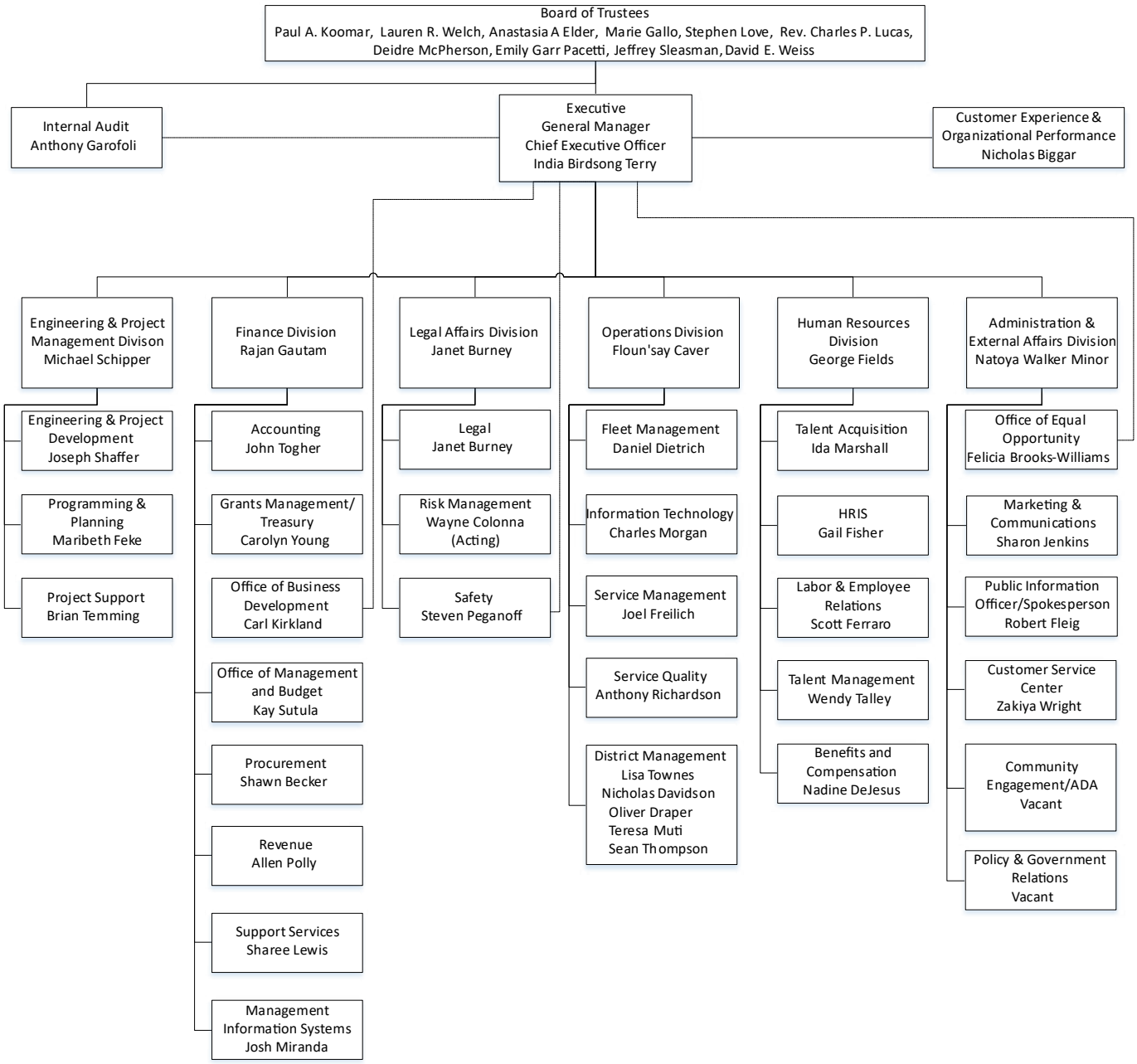
APPENDIX A: LIST OF ACRONYMS

ABS	Automatic Block Signal
ADA	Americans with Disabilities Act
AP-002	Administrative Procedure – Revenue Accident Investigation
AP-016	Administrative Procedure – Safety Review Policy and Procedures
APTA	American Public Transportation Association
ATS	Automatic Train Stop
CAP	Corrective Action Plan
CFR	Code of Federal Regulations
CM	Corrective Maintenance
CNG	Compressed Natural Gas
CTDS	Consolidated Train Dispatching System
EAP	Employee Assistance Program
ECP	Engineering Change Proposals
EMT	Executive Management Team
EOP	Emergency Operations Plan
ESC	Executive Safety Committee
ESMS	Environmental Sustainability & Management System
FMLA	Family and Medical Leave Act
FTA	Federal Transit Administration
GCRTA	Greater Cleveland Regional Transit Authority
HRV	Heavy Rail Vehicle
ICC	Integrated Communications Center
ICS	Incident Command System
ISO	International Organization for Standardization
ITS	Intelligent Transportation Systems
JHA	Job Hazard Analysis

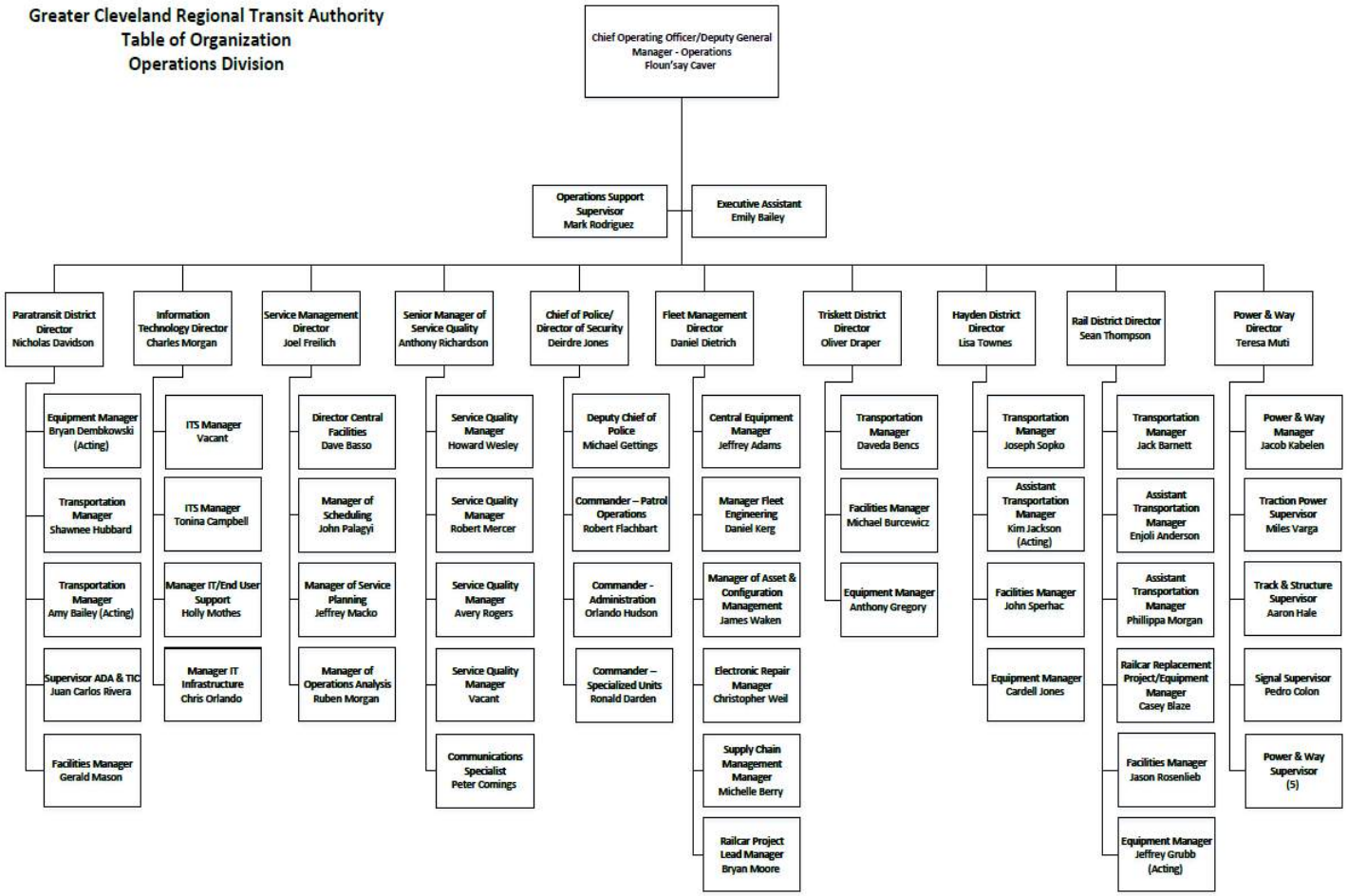
LRV	Light Rail Vehicle
MPO	Metropolitan Planning Organization
NFPA	National Fire Protection Association
NOACA	Northeast Ohio Areawide Coordinating Agency
NTD	National Transit Database
NTSB	National Transportation Safety Board
OCS	Overhead Catenary System
ODOT	Ohio Department of Transportation
OEM	Original Equipment Manufacturer
OSHA	Occupational Safety and Health Administration
PTASP	Public Transportation Agency Safety Plan
QMM	Quarterly Management Meeting
RORB	Rail Operations Rule Book
ROWWPP/RWP	Right of Way Worker Protection Plan/Roadway Worker Protection
RTS	Rapid Transit Station
SCADA	Supervisory Control and Data Acquisition
SDS	Safety Data Sheets
SMART	Specific, Measurable, Achievable, Realistic, Time-Bound
SMS	Safety Management System
SOP	Standard Operating Procedure
SSCP	Safety and Security Certification Plan
SSO	State Safety Oversight
STOP®	Safety Training Observation Program
TEAM	Together Everyone Achieves More
TIP	Transportation Improvement Program
USDOT	United States Department of Transportation
VESDA	Very Early Smoke Detection Apparatus

APPENDIX B: ORGANIZATIONAL CHARTS

Greater Cleveland Regional Transit Authority
Table of Organization



Greater Cleveland Regional Transit Authority
Table of Organization
Operations Division



Form 100-326
01-12-22

Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION:	Resolution No.: 2025-122
APPROVING THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY'S FISCAL YEAR 2026 BUDGET	Date: December 11, 2025
	Initiator: Office of Management & Budget

ACTION REQUEST:
☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____

1.0 PURPOSE/SCOPE: This action will authorize an appropriations budget for Fiscal Year ("FY") 2026 ("FY 2026 Budget") for the operation of the transit system, including Fund transfers as required by Chapter 460 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book").

2.0 DESCRIPTION/JUSTIFICATION: FY 2026 Budget begins January 1, 2026 and ends December 31, 2026.

The process for developing the FY 2026 Budget began in July 2025 with the adoption of the FY 2026 Tax Budget. It also involved extensive staff analysis and preparation as well as presentations to the Operational Planning & Infrastructure Committee of the Board of Trustees on November 18, 2025 and December 2, 2025. The first public hearing to discuss the FY 2026 Budget was held on November 18, 2025, and a second public hearing was held on December 2, 2025.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.

5.0 POLICY IMPACT: The FY 2026 Budget totals $373,205,790. It includes salaries, overtime, payroll taxes, and fringe benefit resources to fund 2,367 FTE positions. This cost is based on the Management and Non-Bargaining Salary Structure as updated by staff in Attachment 1 to this resolution. Adoption of this budget will fulfill GCRTA's legal and managerial requirements to establish the revenues and expenditures for the operation of GCRTA's public transit system. The 2026 Capital Improvement Budget was approved by the Board of Trustees through Resolution No. 2025-065 on May 20, 2025.

6.0 ECONOMIC IMPACT: The proposed FY 2026 Budget provides for spending $373,205,790 on estimated revenues of $363,847,985. The projected beginning balance for 2026 is $38,141,268. The projected year-end balance of $28,783,463 will provide the operating reserve required by Section 460.02(c)(2) of the Code Book.

7.0 ALTERNATIVES: Modify the proposed FY 2026 Budget by adding or subtracting expenditures or revenues for specific activities, positions, or programs.

8.0 RECOMMENDATION: The proposed FY 2026 Budget has been reviewed by the Operational Planning & Infrastructure Committee and is recommended for adoption. It is recommended that the Board of Trustees approve the proposed FY 2026 Budget, fund transfers, and budgets for the Funds.

9.0 ATTACHMENTS:

A: 2026 Operating & Capital Budget

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

General Manager, Chief Executive Officer

2026 OPERATING & CAPITAL BUDGET



OUR MISSION: CONNECTING THE COMMUNITY

CELEBRATING

RTA 50 1974 YEARS 2024

Greater Cleveland
Regional Transit Authority
rideRTA.com

2026 TRANSMITTAL LETTER

To: Hon. Paul A. Koomar, President
and Members, Board of Trustees

Date: November 13, 2025

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

Subject: Transmittal Letter &
FY 2026 Budget in Brief

EXECUTIVE SUMMARY

The Greater Cleveland Regional Transit Authority (GCRTA) celebrated its 50th Anniversary in 2025. From starting in 1818 with a stagecoach that ran between Cleveland and Painesville to the first rail line that ran from 1834 to 1842 from Newburgh and Cleveland and operated along Euclid Avenue from Public Square to Wade Park. In 1884, the first commercial electric railway ran in Cleveland, growing to 425 miles of streetcar lines. The Light Rail line began in 1913 when brothers O.P. and M.J. Van Sweringen developed the City of Shaker Heights and connected the suburb and their Terminal Tower project, which opened in July 1930. The Red Line started as the Cleveland Transit System in 1955 with service between Cleveland Union Terminal (now Tower City) and Windermere. In 1968 the Red Line was extended into Hopkins International Airport, making Cleveland the first city in the Western Hemisphere to offer direct rapid transit service to a major airport. In December 1974, legislation adopted by the Cuyahoga County Commissioners and Cleveland City Council established the Greater Cleveland Regional Transit Authority, commonly known as "RTA." In September 1975, the Cleveland and Shaker services merged and RTA assumed control of all Cleveland Transit System (CTS) bus routes and both the CTS and Shaker Rapid rail lines. Leonard Ronis was named the first General Manager.

We now operate over 60 rail vehicles over 65 miles of track and approximately 300 buses to provide quality service to Cuyahoga County. Our rail vehicles are over 40 years old and were first used in 1980. Orders have been placed to purchase up to 54 new low/high floor light rail vehicles to replace the heavy rail and light rail vehicles. These new rail cars will start to arrive mid-2026. The last option to purchase up to the remaining 6 rail vehicles is currently in discussions to be exercised in 2026. The first new rail cars are expected to arrive in 2nd Quarter 2026.

The Authority continues to prioritize projects and opportunities that promote our mission of "Connecting the Community," and the four pillars of our Strategic Plan: Customer Experience, Community Impact, Employee Investment, and Financial Health. Some of the highlights of 2025 include:

Community Impact:

- Celebrated our 50th Anniversary with the CAVS in February
- Held 50th Anniversary celebration for the community at Settlers Landing Station in June
- Welcomed new Board Member Marie Gallo, Mayor of Parma Heights, in March
- Testified before the Ohio State Transportation Committee in March that transit is essential for workforce mobility, infrastructure, and economic growth
- Received the 2025 NAMC Northern Ohio Partnership Award from National Association of Minority Contractors of Northern Ohio, for companies that leave a lasting imprint on the construction industry, demonstrate exceptional leadership, and have a pioneering spirit that advances opportunities and success for minority and women contractors
- Welcomed Catherine Galla, an intern through the Cleveland Foundation's Service Fellowship Program
- Welcomed 50 high school students and their chaperones to the Rail Complex for a Career Exploration Day through the National Urban League Conference

- Installed a bus shelter, La Distancia / The Distance curated by internationally recognized artist Edra Soto, a monument honoring Cleveland's Puerto Rican and Latinx communities



It is with great sadness to share that we lost a valued member of our Board of Trustees, Rev. Charles Lucas (2016 – 2025). He was the immediate Past Board President (2021-2024), champion for Paratransit, and advocate for public transit. We celebrate his life as one grounded in resilience, advocacy, and faith. Rev. Lucas leaves behind a legacy as a voice for riders anchored in public transit accessibility for all. We will honor him with a dedication at Shaker Square Rapid Station as a tribute to his service to the paratransit community.

Customer Experience:

- Replaced all the seats on the Heavy Rail trains
- Developed the new Customer Experience and Performance Management Department that will focus on driving innovation and delivering impactful solutions to transform the riders' experience
- Began construction on the East 79th Light Rail Station
- Re-opened W. 117th and Madison Heavy Rail Station in August

Employee Investment:

- Continued the Positive Impact Program, mentoring program for new Operators
- Received a Platinum Healthy Worksite Award from Healthy Business Council of Ohio
- Held the GCRTA 2025 Bus "Roadeo" and 2025 Rail Rodeo: annual events that test the skills of our Operators
- Celebrated Sherman Stewart, a Bus Operator and Acting District Business Analyst at Triskett, who was awarded two scholarships from the American Public Transportation Foundation (APTF): the India L. Birdsong Terry Ambassadorial Scholarship and the Frontline Worker Scholarship

Financial Health:

- Awarded new grants from:
  - Ohio Department of Transportation (ODOT): $2.7 million to purchase new CNG buses
  - Northeast Ohio Areawide Coordinating Agency: $12 million in State Transportation Improvement Program funding for the Railcar Replacement Program
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Presentation Award, the 37th consecutive year

This year has been a time of challenge, progress, and accomplishment. GCRTA remains committed to its Mission Statement: "Connecting the Community." Through our commitment to serving our customers, we continue to improve the quality of life for all residents of Northeast Ohio.

2026 BUDGET IN BRIEF

The FY 2026 Budget supports the daily operating activities of the Authority. This has been a challenging budget process. Passenger Fares were flat in 2025, compared to 2024 levels, and are expected to remain flat in 2026. Health care and prescription costs in 2025 increased over 30%, compared to 2024 levels and are expected to increase by another 24% in 2026. A transfer of $50.5 million from the Revenue Stabilization fund is expected in 2025. Plans will be to transfer $44 million in 2026 and $23.5 million in 2027. The following pages discuss the assumptions used in developing the FY 2026 Budget.

INFLATION

Inflation has steadily dropped from the peak of 9.1% in July 2022 to a low of 2.3% in April 2025 and increased slightly in September 2025 to 3.0%. The Federal Open Market Committee (FOMC) is projecting core inflation to steadily decline in 2026 to between 2.5% and 2.7%.

INTEREST RATES

The Federal Reserve has continued to monitor needed interest rate reductions. Economists are expecting this same trend to continue in 2026 with interest rates ending the year around 3.5%.

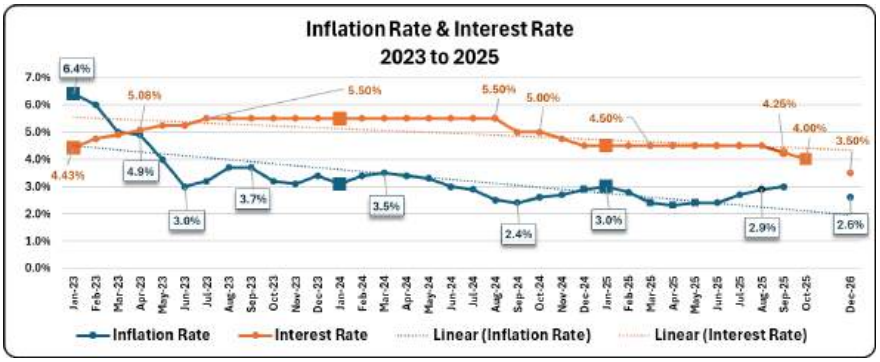
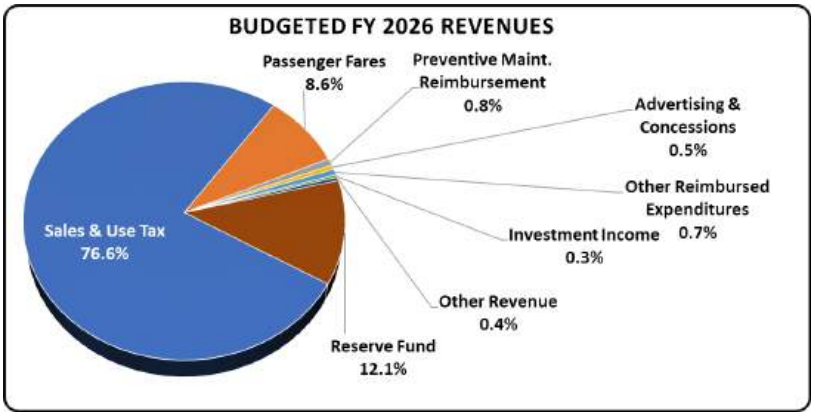


Figure 1

Revenues



Budgeted 2026 Revenues		
Passenger Fares	$	31,500,000
Advertising & Concessions		1,848,585
Sales & Use Tax		278,699,400
Investment Income		1,000,000
Other Revenue		1,500,000
Preventive Maint. Reimbursement		2,837,874
Other Reimbursed Expenditures		2,462,126
Reserve Fund		44,000,000
Total	**$**	**363,847,985**

Figure 2

Total Revenues are budgeted at $363.8 million. Sales Tax receipts are budgeted to increase by 2.2% in 2026, to $278.7 million. In 2025, Passenger Fares were flat compared to 2024 levels. For 2026, Passenger Fares are budgeted at $31.5 million. Transfers from the Reserve Fund are budgeted at $44.0 million for revenue stabilization, to ensure the board required 1-month ending balance at year-end. The total amount of transfers

needed will be determined throughout the year. Ridership through October 2025 is flat compared to ridership through October 2024. Ridership for 2026 is projected at 24.9 million riders, near 2025 levels. For 2027 and 2028, ridership is projected to increase 1% each year as we put the new rail cars into service. See figure 3.

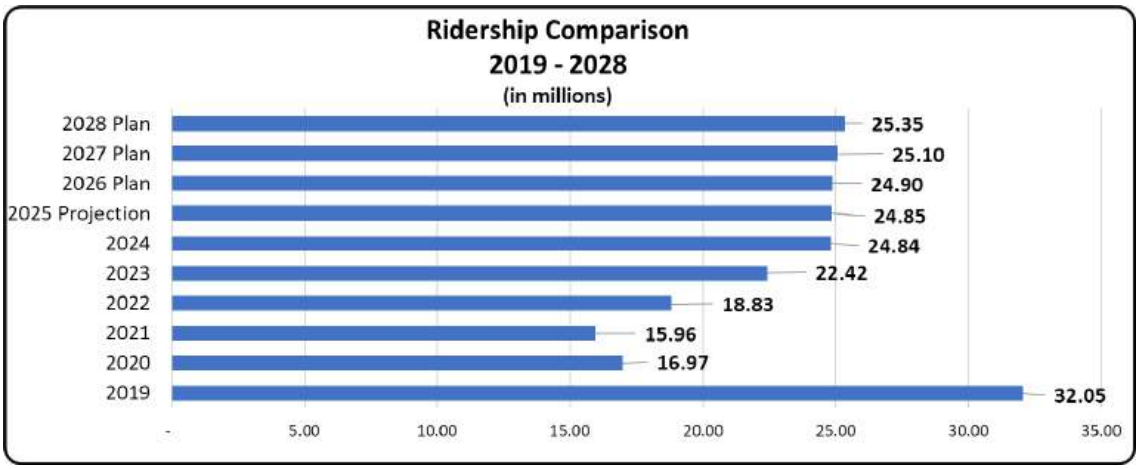
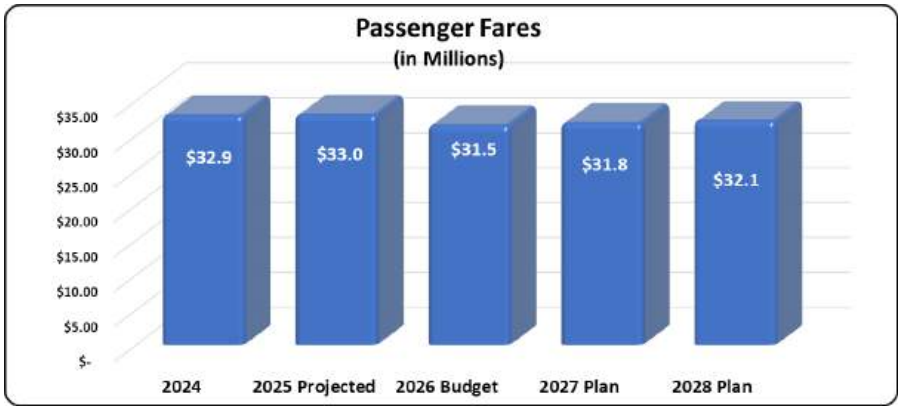


Figure 3



Passenger Fares are budgeted at $31.5 million. In 2025, through October, Passenger Fares were near 2024 levels and are expected to remain consistent in 2026. For 2027 and 2028, Passenger Fares are estimated at $31.8 million and $32.1 million, respectively, a 1% increase each year as the new rail cars are brought into revenue service.

Figure 4

Sales & Use Tax is the largest source of operating revenues for the Authority. The Authority receives revenue from a 1.0% Sales & Use Tax on personal property collected in Cuyahoga County. Sales tax revenue had maintained a steady growth after the pandemic through 2024. Sales tax receipts in 2025 increased by 4.2%, compared to 2024 levels. Sales tax revenue is budgeted at $278.7 million in 2026, a 2.2% increase from the 2025 estimate. For 2027 and 2028, sales tax is projected at $284.8 million and $289.9 million, respectively, reflecting a 2.2% and 1.8% increase, respectively. See Figure 5.

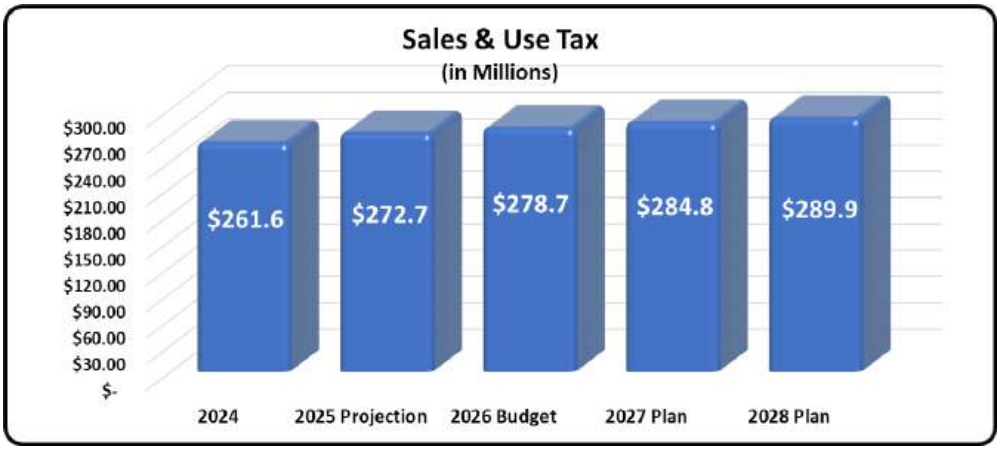


Figure 5

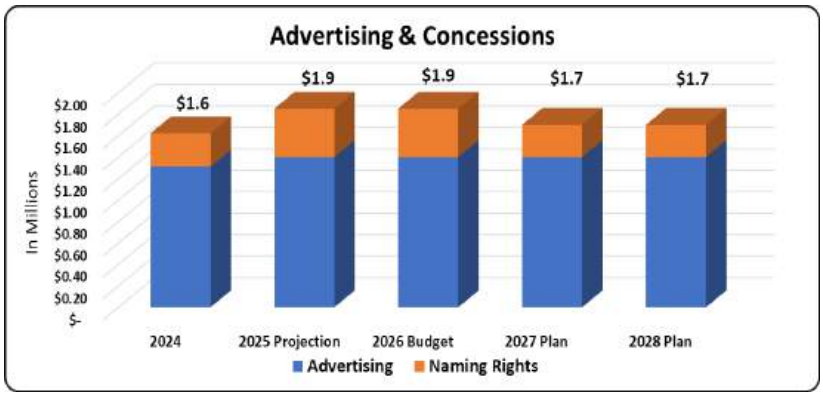


Figure 6

Advertising & Concessions is composed of two sub-categories: advertising and naming rights. GCRTA generates advertising revenue from on-board and other advertisements. The naming rights includes Cleveland Clinic Foundation and University Hospitals for the HealthLine and area shelters; Cuyahoga Community College (Tri-C) for E. 34th Rapid Transit Station; and MetroHealth Systems for the MetroHealth Line. The MetroHealth contract is set to expire in December 2026.

Investment income is budgeted at $1 million in 2026. In 2025, the Authority has earned an average of 4.08% on its cash and investments. Investment Income is budgeted at $900,000 for 2027 and $600,000 for 2028, as interest rates are expected to decline slowly.

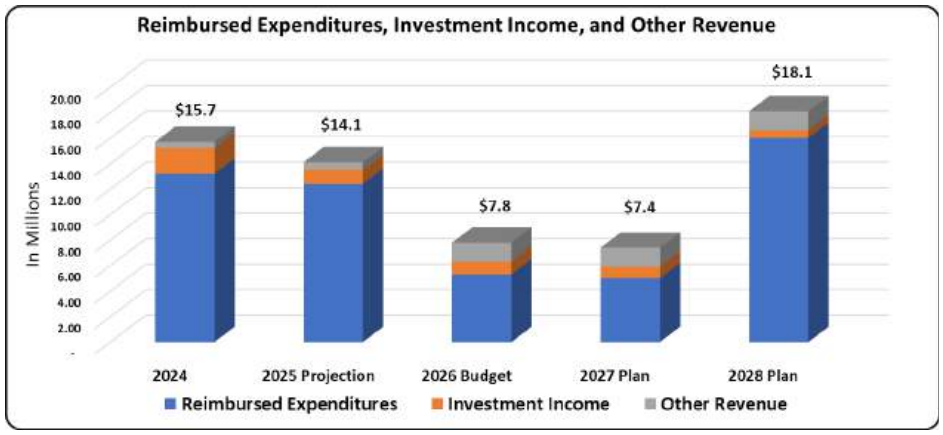


Figure 7

Preventative Maintenance (PM) reimbursements are budgeted at $2.3 million in 2026 with other reimbursements, such as force account labor reimbursements, and other miscellaneous receipts budgeted at $3 million. For 2027, PM reimbursement and other reimbursements are planned at $5 million. For 2028, PM and other reimbursements are planned at $16 million. Other Revenue is budgeted at $1.5 million for 2026

through 2028. Other Revenue includes various miscellaneous receipts from contractors, hospitalization, claim reimbursements, rent, and any salvage sales. See Figure 7.

In 2021 and 2022, the Authority made strategic decisions to set aside a total of $135 million in the Reserve Fund for Revenue Stabilization. This fund was created to support the operations by transferring funds back to the General Fund when needed to maintain a 1-month ending balance. In 2024, a transfer to the General Fund of $30 million was made to ensure the one-month ending balance. For FY 2025, transfer of $50.5 million is projected. A transfer of $44.0 million is planned for 2026, leaving a balance of $35.3 million. If Sales and Use Tax and Passenger Fare revenues are better than budgeted, the transfer to the General Fund may be reduced. For FY 2027, a transfer of $23.5 million is planned, leaving a balance of $15.2 million, representing a 15-day reserve.

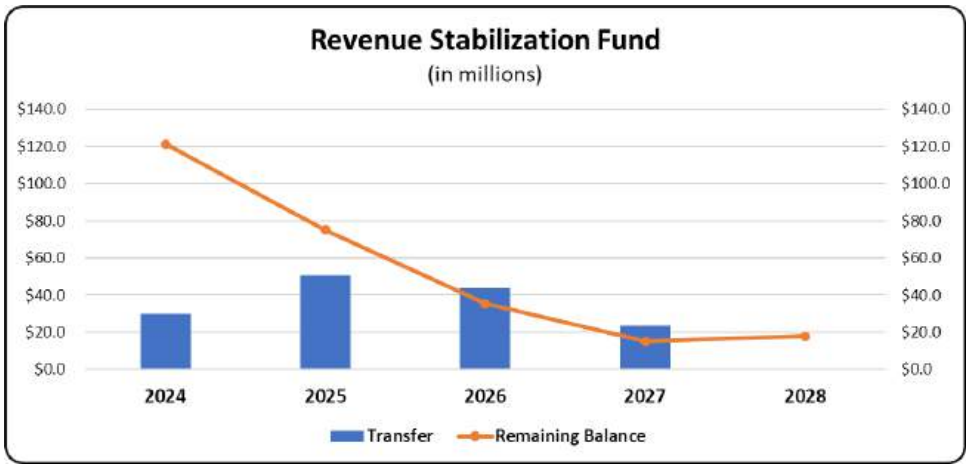
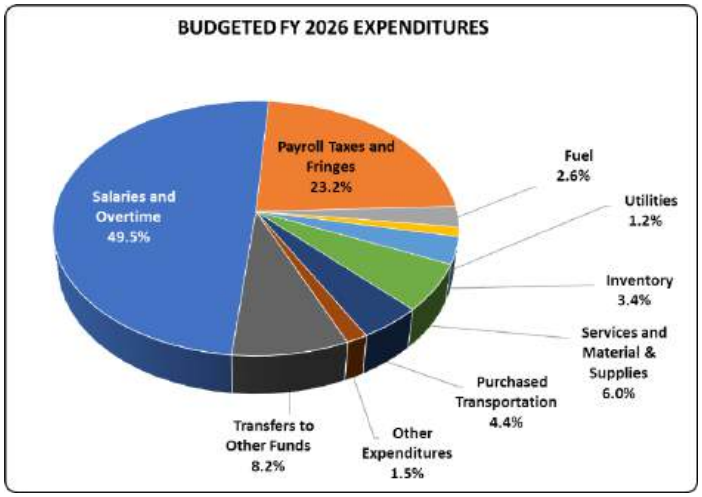


Figure 8

Expenditures



Budgted FY 2026 Expenditures		
Salaries and Overtime	$	184,596,400
Payroll Taxes and Fringes		86,609,300
Fuel (Diesel, CNG, Prop. Pwr., Gas)		9,731,100
Utilities		4,498,800
Inventory		13,000,000
Services and Material & Supplies		22,314,650
Purchased Transportation		16,300,000
Other Expenditures		5,485,600
Transfers to Other Funds		30,669,940
Total	**$**	**373,205,790**

Figure 9

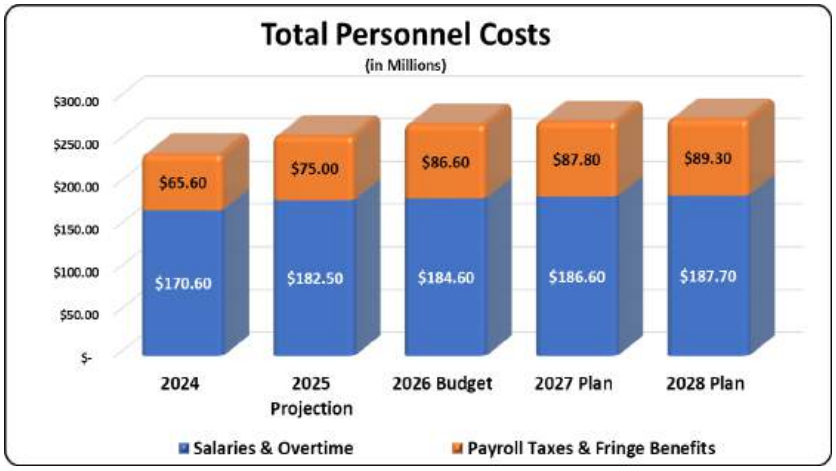


Figure 10

The total expenditures for FY 2026 are budgeted at $373.2 million. This includes $342.5 million for Operating expenditures and $30.7 million for required transfers to other funds. Total expenditures for 2027 and 2028 are estimated at $379.5 million and $388.7 million, respectively.

Total personnel costs, which includes salaries, overtime, payroll taxes, and fringe benefits, represent 72.7% of the General Fund budget. Salaries for 2026 and 2027 include contractual wage increases for union employees.

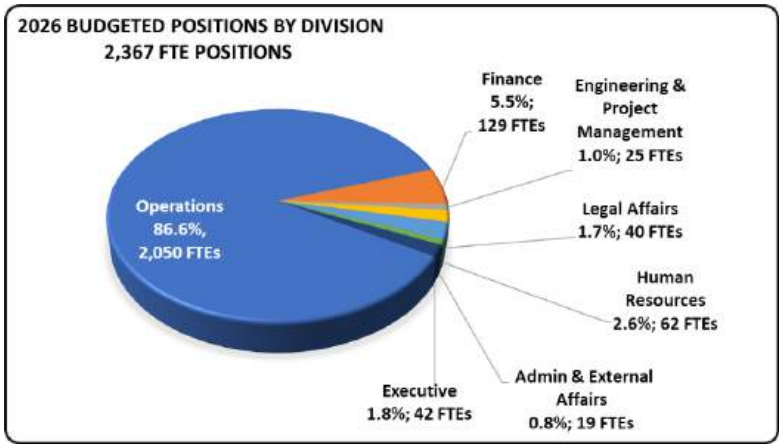


Figure 11

In 2026, there are 2,367 full-time equivalent (FTE) positions budgeted, a decrease of 56 positions from 2025. The majority of the budgeted positions are in the Operations Division (approximately 87%), which houses all of the scheduling, planning, maintenance, and operations of the bus and rail fleets, and maintenance of buildings, stations, and infrastructure. Over 92% of the positions in the Operations Division are in either the ATU or FOP unions. The other Divisions are more administrative in nature, support the operations, and house 13.4% of the Authority's positions.

Fuel and utilities total 2.6% of the total budget. Fuel includes diesel, CNG, propulsion power, and gasoline. Utilities include water/sewer, electricity and natural gas for the facilities, as well as telephone, cell phone, and internet services. Fuel and Utilities are budgeted at $14.2 million in 2026. Energy and fuel contracts have helped to stabilize fuel costs and will continue to help maintain expenses in 2026 and beyond.

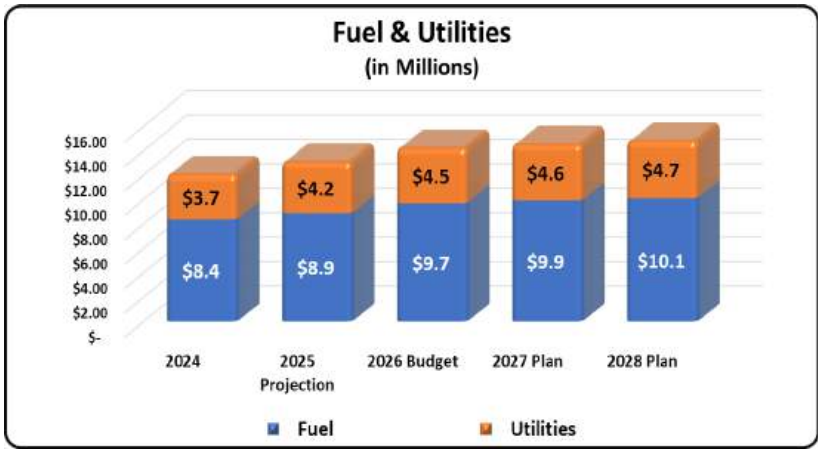


Figure 12

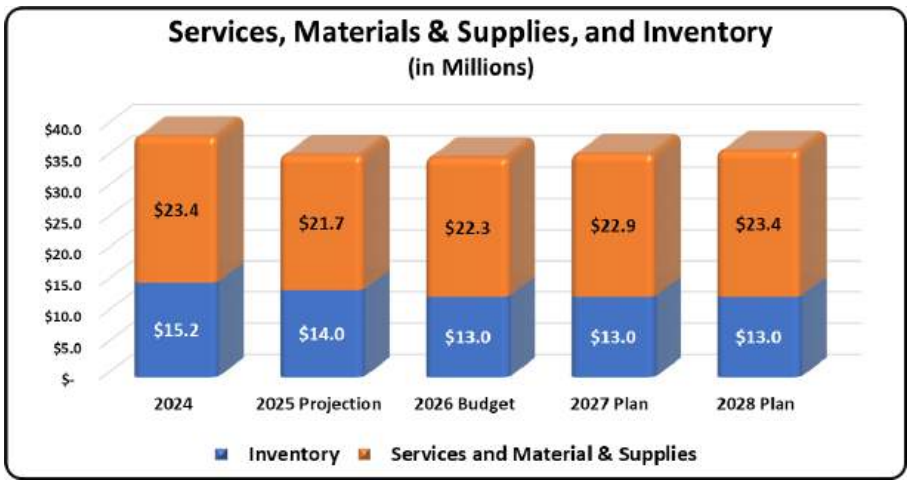


Figure 13

Services, materials, supplies and inventory include all service and maintenance contracts, materials, office supplies, inventory, and supplies for the upkeep of the buildings, stations, and vehicles. These categories represent 9.4% of the operating budget. Inventory is budgeted at $13 million for 2026. The Supply Chain Management section of Fleet Management has helped the Authority maintain parts for the predictive and preventive maintenance repairs, and other repairs of revenue fleets. The predictive maintenance program began in 2015 under which vehicles are serviced based on a proactive maintenance program, ensuring greater reliability of our bus and rail fleets.

Services, Materials & Supplies are budgeted at $22.3 million and include maintenance and other contractual services and purchases. These purchases include smaller items and one-time purchases not covered under the Inventory program. Inventory purchases are budgeted at $13 million. For 2027 and 2028, these categories are planned at $35.9 million and $36.4 million, respectively.

Purchased Transportation represents expenses for the third-party contractors for ADA Paratransit services. The Authority currently has contracts with Provide-A-Ride, Senior Transportation Connection and GC Logistics. These contracts continue the use of tablets for operators, which display rolling 90 minutes of trips, a connected dispatch system, and a united training program.

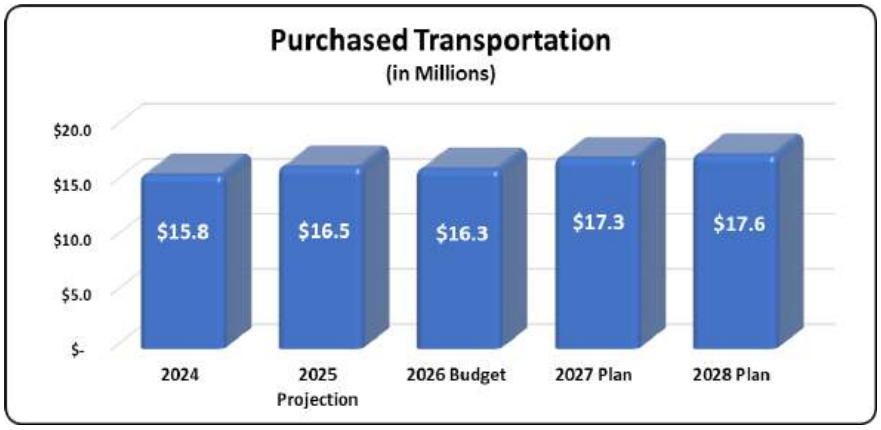


Figure 14

Purchased transportation is budgeted at $16.3 million for 2026 and the Authority will be reviewing proposals for new contracts. Through September 2025, ridership for Paratransit services increased by 9.2%, compared to 2024. Paratransit ridership is expected to increase in 2026. For 2027 and 2028, Paratransit Purchased Transportation is planned at $17.3 million and $17.6 million, respectively.

Other expenditures include workers' compensation costs, insurance premiums, claims payments, travel and training costs, and tuition reimbursement expenses. The Other Expenditures category represents 1.5% of the total operating budget, or $5.5 million.

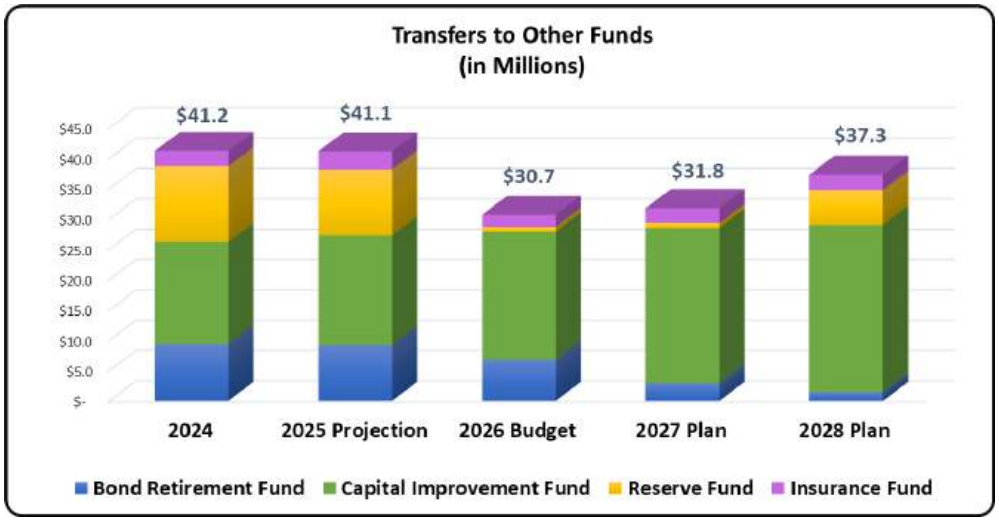


Figure 15

Transfers to Other Funds are set asides for specific needs required by various policies. Total transfers to other funds are budgeted at $30.7 million for FY 2026.

The transfer to the Capital Improvement Fund is to cover the 100% locally funded capital projects in the RTA Capital Fund, and local matches for most grant-funded projects in the RTA Development Fund. The total contribution to capital is budgeted at $27.9 million in 2026 and includes the transfers to the Capital Improvement Fund and the Bond Retirement Fund. In FY 2027 and FY 2028, total contributions to capital are projected at $28.5 million and $29.0 million, respectively. The last bond issuance was in 2019 for $30 million.

A $2.0 million transfer to the Insurance Fund is budgeted for FY 2026. This transfer is to cover expected expenses and to maintain the $5 million required balance. For 2027 and 2028, transfers of $2.5 million are projected for each year.

A transfer of $0.8 million is budgeted for 2026 to the Reserve Fund for 1/12th of the 27th pay for hourly and salary employees. For 2027 and 2028, $0.8 million and $5.8 million are planned, respectively, to be transferred to the Reserve Fund. No transfers are budgeted for the Supplemental Pension Fund since the fund is at its recommended ending balance.

SERVICE LEVELS

2026 Budgeted Service Levels By Mode
Compared to 2025 Budgeted Service Levels by Mode

Service Mode	Service Hours 2025 Budget	Service Hours 2026 Budget	Service Hours Variance	Service Hours Percent Variance	Service Miles 2025 Budget	Service Miles 2026 Budget	Service Miles Variance	Service Miles Percent Variance
Rail								
Heavy Rail (Red)	143,000	143,000	0	0.0%	2,600,000	2,600,000	0	0.0%
Light Rail (Blue/Green)	53,336	53,336	0	0.0%	756,852	756,852	0	0.0%
Rail Total	**196,336**	**196,336**	**0**	**0.0%**	**3,356,852**	**3,356,852**	**0**	**0.0%**
Bus								
Bus Total	**1,255,020**	**1,255,020**	**0**	**0.0%**	**15,066,089**	**15,066,089**	**0**	**0.0%**
Sub-Total Bus & Rail	**1,451,357**	**1,451,357**	**0**	**0.0%**	**18,422,941**	**18,422,941**	**0**	**0.0%**
Paratransit								
In-House	223,042	230,838	7,796	3.5%	3,066,078	3,298,982	232,904	7.6%
Contract	196,474	270,380	73,906	37.6%	3,068,173	3,786,700	718,527	23.4%
Sub-Total Paratransit	**419,516**	**501,218**	**81,702**	**19.5%**	**6,134,251**	**7,085,682**	**951,431**	**15.5%**
Total	**1,870,873**	**1,952,575**		**4.4%**	**24,557,192**	**25,508,623**		**3.9%**

Figure 16

The Authority implemented the NextGen service in June 2021, in response to the System Redesign Pillar Study, which provided customers with greater frequency of service with greater connectivity. Additionally, NextGen provided more cross-town routes allowing customers increased access to all Cuyahoga County has to offer. No service changes were made for fixed route service in FY 2025. A service reduction may be needed in FY 2026 as the Authority continues to monitor its financial health. Paratransit adjusted and adapted to a new business process to increase the number of passengers per hour. For FY 2026, Paratransit is budgeted for a 19.5% increase in service hours and a 15.5% increase in service miles, as new contracts for the purchased transportation contracts will begin.

FINANCIAL POLICY GOALS

An **Operating Ratio** of at least 25% is required by the Board. This efficiency ratio compares operating revenues (passenger fares, advertising, and investment income) to operating expenses. With ridership budgeted to remain at 2025 levels, the Operating Ratio is budgeted at 10.0% for FY 2026. The Authority is not likely to meet this goal.

The **Growth per Year** is the change in the cost per hour of revenue service from one year to the next. This growth rate is to be kept at or below the level of inflation (for 2026, between 2.5% and 2.7%). This efficiency ratio shows the cost of delivering a unit of service compared to the prior year. Operating expenses are increasing for FY 2026 by 4.1% compared to FY 2025 projections. Service levels are increasing by 4.4% due to the increased need for Paratransit services.

An Operating Reserve of at least 1 month (30 days) is required to cover any unforeseen or extraordinary fluctuations. A 1.0-month Operating Reserve is budgeted for FY 2026. The Authority plans to continue its review for needed reductions in the operating expenses to meet the required 1.0-month Operating Reserve for 2027.

Debt Service Coverage is a ratio measuring the Authority's ability to meet annual interest and principal payments on outstanding debts. The Debt Service Ratio is budgeted at 4.8 for FY 2026, exceeding the Board policy. In 2021, the Authority defeased about half of its outstanding debt. The current debt will be fully paid off in 2030.

Current Board policy requires that a minimum of 10% of Sales & Use Tax revenue be applied to the capital needs of the Authority. These funds are used to meet the Authority's annual debt service payments, provide the local match for grant-funded projects, and fund routine capital and asset maintenance projects. For FY 2026, the **Sales Tax Contribution to Capital** is budgeted at 10.0%, with $27.9 million to be transferred to the Capital Improvement Funds. This goal will be met.

The Board has recognized that an emphasis must be made to maintain the Authority's existing capital assets. **The Capital Maintenance to Expansion** is to be maintained between 75% and 90%. At 100% for the FY 2026 budget, the Authority's emphasis continues to be on maintaining and improving its assets rather than an expansion of the system.

Financial Policy Goals

			Goal	FY 2026 Budget
Operating Efficiency	**Operating Ratio**	Ratio that shows the efficiency of management by comparing operating expenses to operting revenues. Operating Revenues divided by Operating Expenses. Operating Revenues include Passenger Fares, Advertising & Concessions, Naming Rights, Investment Income, Other Revenue	**≥ 25%**	10.0%
	Cost per Service Hour	Measure of service efficiency. Total Operating Expenses (less force account labor) divided by Total Service Hours		188.32
	Growth per Year	Cost of delivering a unit of service (Cost per Hour), compared to the prior year; to be kept at or below the rate of inflation	**≤ Rate of Inflation 2.5% - 2.7%**	2.9%
	Operating Reserve (months)	Equal or above one month's operating expenses to cover unforseen or extraordinary fluctuations in revenues or expenses	**≥ 1 month**	1.0
Capital Efficiency	**Debt Service Coverage**	The measure of the Authority's ability to meet annual interest and principal payments on outstanding debt.	**≥ 1.5**	4.8
	Sales Tax Contribution to Capital	Sales tax revenues to be allocated directly to the Capital Improvement Fund to support budgeted projects or to the Bond Retirement Fund to support debt service payments.	**≥ 10%**	10.0%
	Capital Maintenance to Expansion	The capital program requires a critical balance between maintenance of existing assets and expansion efforts.	**79% - 90%**	100%

Figure 17

CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) for 2026-2030 was approved by the Board of Trustees on May 20, 2025. The CIP provides for the purchase, maintenance, and improvement of the Authority's capital assets through a programmed allocation of available financial resources. The capital assets of the Authority are varied and include such items as buses, rail cars, rail right-of-way infrastructure, facilities, equipment, non-revenue vehicles, and other capital assets needed to support the on-going operations of the Authority. The life cycle of these capital assets extends over a period of years and effective capital improvement planning provides the framework for scheduling improvements based on the availability of resources, the condition of assets, and the priorities among submitted capital projects. The capital-intensive nature of public transportation makes long-term financial planning, as well as effective implementation and completion of programmed capital projects on a timely basis, indispensable.

In 2021, a strategic decision was made to lower the preventive maintenance reimbursements to address necessary capital projects that remained unfunded or underfunded. This decision continues through FY 2026. The Authority's priorities include replacement of rail vehicles, maintenance, and repair of rail infrastructure – including tracks, signals, bridges, and substations. Financial resources are allocated through a comprehensive capital project review process, which prioritizes funding of requested capital projects. It continues to maintain the focus of the Authority's long-term capital strategic plan, as well as reflecting on existing and future financial and operational constraints facing the Authority.

The FY 2026-2030 capital expenditures are predicated on year-to-date outlays, obligations, and projected commitments, as well as the approved 5-year Capital Improvement Plan. Projected grant revenues include current, as well as expected traditional and non-traditional grant awards and are based on a continuation of current FAST Act funding levels. Over the next 10 years, the Authority's capital program will continue to focus on various State of Good Repair (SOGR) projects throughout the system. These include the on-going bus replacement program, rail car purchases, rehabilitation of light rail track and rail infrastructure of signal and overhead catenary, and various facility improvements and upgrades.

Attachment A

2026 - 2030 CAPITAL IMPROVEMENT PLAN

COMBINED BUDGET

PROJECT CATEGORY	2026	2027	2028	2029	2030	TOTAL 2026-2030
Bus Garages	$3,465,000	$3,950,000	$250,000	$2,550,000	$2,550,000	$12,765,000
Buses	$29,989,502	$24,235,016	$23,826,750	$23,826,750	$23,826,750	$125,704,768
Equipment & Vehicles	$16,340,500	$16,290,000	$16,354,150	$5,320,000	$5,320,000	$59,624,650
Facilities Improvements	$36,830,000	$12,925,000	$7,985,000	$19,350,000	$9,010,000	$86,100,000
Other Projects	$18,800,000	$15,691,576	$3,191,576	$3,191,576	$3,191,576	$44,066,304
Preventive Maint./Oper. Reimb.	$2,837,874	$4,322,249	$7,000,000	$7,000,000	$16,144,000	$37,304,123
Rail Car Program	$41,063,781	$29,100,000	$30,850,000	$22,902,867	$6,302,867	$130,219,515
Rail Projects	$18,100,000	$43,575,000	$19,096,867	$11,369,000	$13,025,000	$105,165,867
Transit Centers	$375,000	$375,000	$375,000	$375,000	$375,000	$1,875,000
TOTALS	$167,801,657	$150,463,841	$108,929,343	$95,885,193	$79,745,193	$602,825,227

Figure 18

General Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Operating Revenues			
Passenger Fares	$ 31,500,000	$ 31,815,000	$ 32,133,150
Advertising & Concessions	1,400,000	1,400,000	1,400,000
Naming Rights	448,585	300,000	300,000
Investment Income	1,000,000	900,000	600,000
Total Operating Revenues	**34,348,585**	**34,415,000**	**34,433,150**
Non-Operating Revenues			
Sales & Use Tax	278,699,400	284,830,787	289,957,741
Reimbursed Expenditures	5,300,000	5,000,000	16,000,000
Other Non-Operating Revenue	1,500,000	1,500,000	1,500,000
Transfer from Reserve Fund - Revenue Stabilization	44,000,000	23,500,000	-
Total Non-Operating Revenues	**329,499,400**	**314,830,787**	**307,457,741**
Total Revenues	**363,847,985**	**349,245,787**	**341,890,891**
Expenditures			
Operating Expenditures			
Salaries & Overtime	184,596,400	186,659,200	187,693,600
Payroll Taxes & Fringes	86,609,300	87,817,800	89,300,000
Fuel (Diesel, CNG, Propulsion Power, Gasoline)	9,731,100	9,925,000	10,100,000
Utilities	4,498,800	4,600,000	4,700,000
Inventory	13,000,000	13,000,000	13,000,000
Services, Materials & Supplies	22,314,650	22,900,000	23,400,000
Purchased Transportation	16,300,000	17,300,000	17,600,000
Other Expenditures	5,485,600	5,500,000	5,600,000
Total Operating Expenditures	**342,535,850**	**347,702,000**	**351,393,600**
Revenues less Operating Expenses	**21,312,135**	**1,543,787**	**(9,502,709)**
Transfers to Other Funds			
Transfers to/from Insurance Fund	2,000,000	2,500,000	2,500,000
Transfers to/from Reserve Fund	800,000	800,000	5,800,000
Transfers to/from Capital			
Transfers to/from Bond Retirement Fund	6,804,800	2,902,958	1,447,000
Transfers to/from Capital Improvement Fund	21,065,140	25,580,121	27,548,774
Total Transfes to/from Capital	**27,869,940**	**28,483,079**	**28,995,774**
Total Transfers to/from Other Funds	**30,669,940**	**31,783,079**	**37,295,774**
Total Expenditures	**373,205,790**	**379,485,079**	**388,689,374**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(9,357,805)	(30,239,292)	(46,798,483)
Beginning Balance	38,141,268	28,783,463	(1,455,829)
Projected Ending Balance	**$ 28,783,463**	**$ (1,455,829)**	**$ (48,254,313)**
# Months Reserves - Estimated	**1.0**	**(0.1)**	**(1.6)**

Capital Improvement Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Federal / State Revenues			
Federal Capital Grants	$ 110,600,926	$ 106,771,073	$ 73,492,154
State Capital Grants	20,000,000	15,000,000	15,000,000
Total Federal / State Revenues	**130,600,926**	**121,771,073**	**88,492,154**
Other Revenue			
Investment Income	5,500,000	1,100,000	1,100,000
Other Revenue	25,000,000	-	-
Total Other Revenue	**30,500,000**	**1,100,000**	**1,100,000**
Transfers			
Transfer from General Fund	21,065,140	25,580,121	27,548,774
Transfer from Reserve Fund	-	-	5,000,000
Total Transfers	**21,065,140**	**25,580,121**	**32,548,774**
Total Revenue	**182,166,066**	**148,451,193**	**122,140,928**
Expenditures			
Capital Outlay			
Capital Outlay - Development Fund	163,251,157	145,963,841	104,365,193
Asset Maintenance	2,560,000	2,560,000	2,560,000
Routine Capital	1,990,500	1,940,000	2,004,150
Total Expenditures	**167,801,657**	**150,463,841**	**108,929,343**
Excess/(Deficiency) of Total Revenues over Total Expenditures	14,364,409	(2,012,648)	13,211,585
Beginning Balance	318,370,799	332,735,207	330,722,560
Projected Ending Balance	**$ 332,735,207**	**$ 330,722,560**	**$ 343,934,145**

Bond Retirement Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Transfers			
Transfer from the General Fund	$ 6,804,800	$ 2,902,958	$ 1,447,000
Total Transfers	**6,804,800**	**2,902,958**	**1,447,000**
Other Revenues			
Investment Income	120,000	100,000	100,000
Total Other Revenues	**120,000**	**100,000**	**100,000**
Total Revenues	**6,924,800**	**3,002,958**	**1,547,000**
Expenditures			
Debt Service			
Principal	6,935,000	2,795,000	1,340,000
Interest	697,750	351,000	211,250
Total Debt Service	**7,632,750**	**3,146,000**	**1,551,250**
Other Expenditures			
Other Expenditures	1,500	1,500	1,500
Total Other Expenditures	**1,500**	**1,500**	**1,500**
Total Expenditures	**7,634,250**	**3,147,500**	**1,552,750**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(709,450)	(144,542)	(5,750)
Beginning Balance	1,180,817	471,367	326,825
Projected Ending Balance	**$ 471,367**	**$ 326,825**	**$ 321,075**

Insurance Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Transfer from General Fund	$ 2,000,000	$ 2,500,000	$ 2,500,000
Investment Income	250,000	100,000	100,000
Total Revenues	**2,250,000**	**2,600,000**	**2,600,000**
Expenditures			
Claims and Premium Outlay	3,250,000	3,300,000	3,350,000
Total Expenditures	**3,250,000**	**3,300,000**	**3,350,000**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(1,000,000)	(700,000)	(750,000)
Beginning Balance	7,723,173	6,723,173	6,023,173
Projected Ending Balance	**$ 6,723,173**	**$ 6,023,173**	**$ 5,273,173**

Law Enforcement Trust Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Law Enforcement Revenue	$ 15,000	$ 10,000	$ 10,000
Investment Income	5,000	5,000	
Total Revenues	**20,000**	**15,000**	**10,000**
Expenditures			
Capital & Related Expenditures	25,000	25,000	25,000
Total Expenditures	**25,000**	**25,000**	**25,000**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(5,000)	(10,000)	(15,000)
Beginning Balance	285,011	280,011	270,011
Projected Ending Balance	**$ 280,011**	**$ 270,011**	**$ 255,011**

Supplemental Pension Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Investment Income	$ 50,000	$ 25,000	$ 23,000
Total Revenues	**50,000**	**25,000**	**23,000**
Expenditures			
Benefit Payments	9,000	9,000	9,000
Total Expenditures	**9,000**	**9,000**	**9,000**
Excess/(Deficiency) of Total Revenues over Total Expenditures	41,000	16,000	14,000
Beginning Balance	1,529,080	1,570,080	1,586,080
Projected Ending Balance	**$ 1,570,080**	**$ 1,586,080**	**$ 1,600,080**

Reserve Fund Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Transfers			
Transfer from GF for Rolling Stock Reserve	$ -	$ -	$ 5,000,000
Transfer from GF for 27th Pay	800,000	800,000	800,000
Total Transfers	**800,000**	**800,000**	**5,800,000**
Other Revenue			
Investment Income	4,500,000	4,000,000	3,500,000
Total Other Revenue	**4,500,000**	**4,000,000**	**3,500,000**
Total Revenues	**5,300,000**	**4,800,000**	**9,300,000**
Expenditures			
Transfers			
Transfer to RTA Development Fund for Rolling Stock Reserve	-	-	5,000,000
Transfer to GF for Revenue Stabilization	44,000,000	23,500,000	-
Total Transfers	**44,000,000**	**23,500,000**	**5,000,000**
Total Expenditures	**44,000,000**	**23,500,000**	**5,000,000**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(38,700,000)	(18,700,000)	4,300,000
Beginning Balance	87,862,547	$ 49,162,547	$ 30,462,547
Projected Ending Balance	**$ 49,162,547**	**$ 30,462,547**	**$ 34,762,547**

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Rolling Balances			
Compensated Absences	$ 3,340,726	$ 3,488,143	$ 3,725,977
Fuel	3,169,818	3,309,693	3,535,360
Hospitalization	2,636,884	2,753,242	2,940,968
Rolling Stock Reserve	36,313	37,915	40,501
27th Pay	4,720,644	5,688,586	6,824,660
Revenue Stabilization	35,258,161	15,184,967	17,695,080
Total	**$ 49,162,547**	**$ 30,462,547**	**$ 34,762,547**

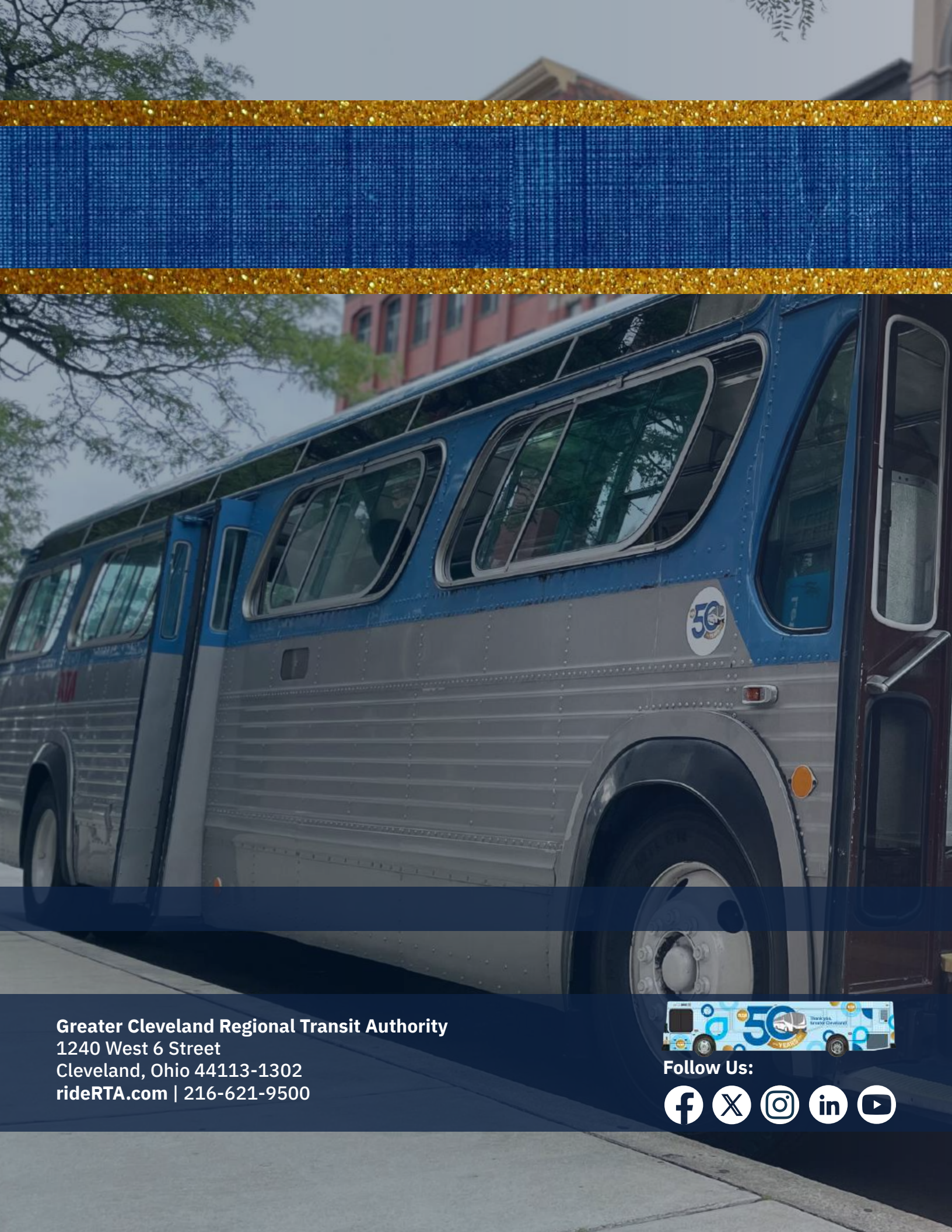
All Funds Balance Analysis

	FY 2026 Budget	FY 2027 Plan	FY 2028 Plan
Revenues			
Operating Revenues			
Passenger Fares	$ 31,500,000	$ 31,815,000	$ 32,133,150
Advertising & Concessions	1,400,000	1,400,000	1,400,000
Naming Rights	448,585	300,000	300,000
Investment Income	11,425,000	6,230,000	5,423,000
Total Operating Revenues	**44,773,585**	**39,745,000**	**39,256,150**
Non-Operating Revenues			
Sales & Use Tax	278,699,400	284,830,787	289,957,741
Reimbursed Expenditures	5,300,000	5,000,000	16,000,000
Federal Revenue	110,600,926	106,771,073	73,492,154
State Revenue	20,000,000	15,000,000	15,000,000
Other Non-Operating Revenue	26,515,000	1,510,000	1,510,000
Total Non-Operating Revenues	**441,115,326**	**413,111,860**	**395,959,895**
Total Revenues	**485,888,911**	**452,856,860**	**435,216,045**
Expenditures			
Operating Expenditures			
Salaries & Overtime	184,596,400	186,659,200	187,693,600
Payroll Taxes & Fringes	86,609,300	87,817,800	89,300,000
Fuel (Diesel, CNG, Propulsion Power, Gasoline)	9,731,100	9,925,000	10,100,000
Utilities	4,498,800	4,600,000	4,700,000
Inventory	13,000,000	13,000,000	13,000,000
Services, Materials & Supplies	22,314,650	22,900,000	23,400,000
Purchased Transportation	16,300,000	17,300,000	17,600,000
Other Expenditures	5,485,600	5,500,000	5,600,000
Total Operating Expenditures	**342,535,850**	**347,702,000**	**351,393,600**
Non-Operating Expenditures			
Capital Outlay	167,801,657	150,463,841	108,929,343
Debt Service	7,632,750	3,146,000	1,551,250
Other Expenditures	3,285,500	3,335,500	3,385,500
Total Non-Operating Expenditures	**178,719,907**	**156,945,341**	**113,866,093**
Total Expenditures	**521,255,757**	**504,647,341**	**465,259,693**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(35,366,846)	(51,790,481)	(30,043,648)
Beginning Balance	455,092,694	419,725,848	367,935,366
Estimated Available Ending Balance	**$ 419,725,848**	**$ 367,935,366**	**$ 337,891,719**

2026 Budget Funds Summary

	General Fund	RESTRICTED FUNDS: RTA Development Fund	RTA Capital Fund	Bond Retirement Fund	Insurance Fund	Supplemental Pension Fund	Law Enforcement Trust Fund	Reserve Fund	Total of All Funds
		CAPITAL FUNDS							
Revenues									
Operating Revenues									
Passenger Fares	$ 31,500,000								$ 31,500,000
Advertising & Concessions	1,400,000								1,400,000
Naming Rights	448,585								448,585
Investment Income	1,000,000	$ 5,000,000	$ 500,000	$ 120,000	$ 250,000	$ 50,000	$ 5,000	$ 4,500,000	11,425,000
Total Operating Revenues	**34,348,585**	**5,000,000**	**500,000**	**120,000**	**250,000**	**50,000**	**5,000**	**4,500,000**	**44,773,585**
Non-Operating Revenues									
Sales & Use Tax	278,699,400								278,699,400
Reimbursed Expenditures	5,300,000								5,300,000
Federal		110,600,926							110,600,926
State		20,000,000							20,000,000
Bond Proceeds									
Other Non-Operating Revenue	1,500,000	25,000,000					15,000		26,515,000
Total Non-Operating Revenues	**285,499,400**	**155,600,926**					**15,000**		**441,115,326**
Transfers									
Transfer from General Fund			21,065,140	6,804,800	2,000,000			800,000	
Transfer from RTA Capital Fund		16,000,000							
Transfer from Reserve Fund									
For Compensated Absences	-								
For Fuel	-								
For Hospitalization	-								
For Rolling Stock Reserve		-							
For 27th Pay	-								
For Revenue Stabilization	44,000,000								
Total Transfers	**44,000,000**	**16,000,000**	**21,065,140**	**6,804,800**	**2,000,000**	-	-	**800,000**	
Total Revenues	**363,847,985**	**176,600,926**	**21,565,140**	**6,924,800**	**2,250,000**	**50,000**	**20,000**	**5,300,000**	**485,888,911**
Expenditures									
Operating Expenditures									
Salaries & Overtime	184,596,400								184,596,400
Payroll Taxes & Fringes	86,609,300								86,609,300
Fuel (Diesel, CNG, Propulsion Power, Gasoline)	9,731,100								9,731,100
Utilities	4,498,800								4,498,800
Inventory	13,000,000								13,000,000
Services, Materials & Supplies	22,314,650								22,314,650
Purchased Transportation	16,300,000								16,300,000
Other Expenditures	5,485,600								5,485,600
Total Operating Expenditures	**342,535,850**								**342,535,850**
Non-Operating Expenditures									
Capital Outlay		163,251,157	4,550,500						167,801,657
Debt Service (Principal & Interest)				7,632,750					7,632,750
Other Expenditures				1,500	3,250,000	9,000	25,000		3,285,500
Total Non-Operating Expenditures	-	**163,251,157**	**4,550,500**	**7,634,250**	**3,250,000**	**9,000**	**25,000**		**178,719,907**
Sub-Total Expenditures	**342,535,850**	**163,251,157**	**4,550,500**	**7,634,250**	**3,250,000**	**9,000**	**25,000**		**521,255,757**
Revenues less Expenditures	**21,312,135**	**13,349,769**	**17,014,640**	**(709,450)**	**(1,000,000)**	**41,000**	**(5,000)**	**5,300,000**	**(35,366,846)**
Transfers to Other Funds									
Transfer to General Fund									
Transfer to Insurance Fund	2,000,000								
Transfer to Supplemental Pension Fund	-								
Transfer to Bond Retirement Fund	6,804,800								
Transfer to RTA Capital Fund	21,065,140								
Transfer to RTA Development Fund			16,000,000						
Transfer to Reserve Fund									
For Rolling Stock Reserve								-	
For 27th Pay	800,000							-	
For Revenue Stabilization								44,000,000	
Total Transfers to Other Funds	**30,669,940**		**16,000,000**					**44,000,000**	
Total Expenditures	**373,205,790**	**163,251,157**	**20,550,500**	**7,634,250**	**3,250,000**	**9,000**	**25,000**	**44,000,000**	**521,255,757**
Excess/(Deficiency) of Total Revenues over Total Expenditures	(9,357,805)	13,349,769	1,014,640	(709,450)	(1,000,000)	41,000	(5,000)	(38,700,000)	(35,366,846)
Beginning Balance	**38,141,268**	**314,372,592**	**3,998,206**	**1,180,817**	**7,723,173**	**1,529,080**	**285,011**	**87,862,547**	**455,092,694**
Available Ending Balance	**$ 28,783,463**	**$ 327,722,361**	**$ 5,012,846**	**$ 471,367**	**$ 6,723,173**	**$ 1,570,080**	**$ 280,011**	**$ 49,162,547**	**$ 419,725,848**

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Greater Cleveland Regional Transit Authority
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RESOLUTION NO. 2025-122

MAKING APPROPRIATIONS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY DURING FISCAL YEAR 2026

WHEREAS, the Greater Cleveland Regional Transit Authority ("GCRTA") has both legal and managerial requirements to establish the revenues to be received for the upcoming fiscal year, including all taxes, user fees, and other types of revenues, as well as estimates of all expenditures or outlays for the operation of its public transportation system in the fiscal year ("FY") to be paid or met from said revenue; and

WHEREAS, in order to meet those requirements, a budget for GCRTA's operations for the FY beginning January 1, 2026 and ending December 31, 2026 ("FY 2026 Budget") was prepared; and

WHEREAS, the FY 2026 Budget has been made available for public inspection for at least ten (10) days by having at least two (2) copies thereof on file in the GCRTA Office of Management and Budget and a copy posted on GCRTA's web site; and

WHEREAS, the FY 2026 Budget is based on the Management and Non-Bargaining Salary Structure, which has been updated as set forth in Attachment 1; and

WHEREAS, the Operational Planning & Infrastructure Committee of the Board of Trustees discussed the FY 2026 Budget on November 18, 2025 and December 2, 2025, and public hearings were held on November 18, 2025 and December 2, 2025, with public notices given by publication in the Cleveland Plain Dealer on October 26, 2025 and October 31, 2025 and the Cleveland Call & Post on October 29, 2025 and November 1, 2025, as well as by posting of notice in the first floor lobby of the GCRTA Main Office Building and on GCRTA's social media pages.

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

Section 1. The GCRTA Board of Trustees hereby sets aside and appropriates the following current expenses and other expenditures during FY 2026:

Division	2026 Budget
Operations Division	
Paratransit	$ 37,033,600
Rail	29,890,400
Asset & Configuration Management	754,000
Transit Police	19,079,400
Service Management	2,387,700
Power & Way	18,498,600
Facilities Maintenance	10,219,100
Service Quality Management	8,313,500
Fleet Management	37,965,200
Hayden	64,682,200
Triskett	48,666,800
Information Technology	10,823,700
Total Operations Division	**$ 288,314,200**

Finance Division		
Office of Business Development	$	456,000
Accounting		4,227,800
Management Information Systems		3,873,300
Support Services		1,280,500
Procurement		2,085,600
Revenue		2,429,400
Office of Mangement & Budget		7,644,900
Fund Transfers		30,669,940
Total Finance Division	**$**	**52,667,440**
Engineering & Project Management Division		
Project Support	$	294,700
Programming & Planning		3,248,000
Engineering & Project Development		2,917,800
Total Engineering & Project Management Division	**$**	**6,460,500**
Legal Affairs Division		
Safety	$	1,295,800
Legal		4,288,000
Risk Management		4,800,700
Total Legal Affairs Division	**$**	**10,384,500**
Human Resources Division		
Human Resources	$	1,361,900
Labor & Employee Relations		2,394,850
Training & Employee Development		4,751,400
Total Human Resources Division	**$**	**8,508,150**
Executive Division		
Executive	$	1,055,200
Secretary/Treasurer - Board of Trustees		313,300
Internal Audit		1,123,800
Customer Experience & Performance Management		1,117,000
Total Executive Division	**$**	**3,609,300**
Administration & External Affairs Division		
Administration & External Affairs		3,261,700
Total Administration & External Affairs Division	**$**	**3,261,700**
Total 2026 General Fund Budget		**$ 373,205,790**

CAPITAL IMPROVEMENT FUND

(Resolution No. 2025-065, approved on May 20, 2025)

Construction and Acquisition of Transit Facilities and Equipment	$167,801,657

BOND RETIREMENT FUND

Debt Service – Principal	$6,935,000
Debt Service – Interest	697,750
Other	1,500

INSURANCE FUND

Claims & Premium Outlay	$3,250,000

SUPPLEMENTAL PENSION FUND

Benefits Payments	$9,000

LAW ENFORCEMENT FUND

Safety & Security Training	$0
Capital & Related Items	25,000

RESERVE FUND

Transfer to General Fund (Revenue Stabilization)	$44,000,000

CUMULATED APPROPRIATIONS

General Fund	$373,205,790
Capital Improvement Funds	167,801,657
Bond Retirement Fund	7,634,250
Insurance Fund	3,250,000
Supplemental Pension Fund	9,000
Law Enforcement Fund	25,000
Reserve Fund	44,000,000

Section 2. That transfers of funds may be made in the FY 2026 Budget from one division to another, or from one department to another, or from one line item to another, or from one of the funds established by Chapter 460 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority to another, as long as the total appropriation in each fund is not exceeded and transfers of funds are reported to the Board within thirty (30) days after the end of the month in which said transfer occurred.

Section 3. As part of this appropriation, the General Manager, Chief Executive Officer is granted the authority to upgrade or downgrade positions within GCRTA, provided that the total number of positions approved in the budget is not exceeded. Furthermore, the General Manager, Chief Executive Officer may transfer positions from one department to another so long as the total number of positions approved in the budget does not exceed 2,367 full-time equivalent (FTE) positions.

Section 4. That the budget includes an appropriation of funds for coffee, meals, refreshments, and other amenities for employees or other persons in furtherance of official business of GCRTA, and such expenditures are hereby determined to be for a public purpose.

Section 5. That the FY 2026 Budget may, from time to time, be amended and additional monies received in FY 2026, if applicable, may be appropriated.

Section 6. That this resolution shall become effective immediately upon its adoption.

Attachment 1 – GCRTA 2026 Management & Non-Bargaining Salary Structure

Adopted: December 16, 2025

_____
President

Attest:_____
Secretary-Treasurer

2026 Non-bargaining Salary Structure

Grade	Min	Mid	Max
116	$136,640	$170,790	$211,800
115	$123,220	$154,020	$191,000
114	$111,320	$139,150	$172,550
113	$100,760	$125,950	$156,180
112	$91,370	$114,210	$141,630
111	$83,010	$103,760	$128,670
110	$75,560	$94,440	$117,120
109	$68,900	$86,120	$106,800
108	$62,950	$78,680	$97,580
107	$57,620	$72,020	$89,320
106	$52,840	$66,050	$81,910
105	$48,560	$60,690	$75,270
104	$44,700	$55,870	$69,290
103	$41,230	$51,530	$63,910
102	$38,100	$47,620	$59,060
101	$35,280	$44,090	$54,690

Greater Cleveland
Regional Transit Authority

Interoffice Memo

DATE: December 10, 2025

TO: Distribution

FROM: Carolyn Young, Director of Grants Management & Treasury

RE: Treasury Reports for November 2025

Please find attached the following monthly treasury reports:

1. Report on Investment Earnings
2. Inventory of Treasury Investments and Accrued Interest
3. Debt Service Schedule and Status of Bond Retirement Fund
4. Composition of Investment Portfolio
5. Summary of Investment Performance
6. Banking and Financial Relationships

Sales tax revenue in the amount of $19.4 million was received in November. The month closed with a cash and investment balance of $347.6 million. The Authority's average investment balance for the month was $340.0 million, compared to $358.4 million in November 2024.

The Authority's average yield on investments was 3.99% during the month of November.

The average yield on the portfolio year to date is 4.07%, which is 0.04 basis points below the performance standard yield of 4.11% and 0.22 basis points below the money market average yield of 4.29%. The following table summarizes key economic indicators reported in August through November 2025:

Economic Indicator	Period	Previous Report Actual/Revised	Current Report Actual
Consumer Price Index	September	3.0	3.0 All items increased
Consumer Confidence	November	88.7	6.8 -points decline Consumers' confidence
Leading Economic Indicators *	August	98.4	0.5% decline in LEI No release since Aug.
Unemployment Rate	September	4.4	.1% slight increase

*November 2025 CPI, LEI, Unemployment information has not been reported

DISTRIBUTION: Birdsong-Terry, Gautam, Togher, Sutula, Charnigo, So, Hodges

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
REPORT ON INVESTMENT EARNINGS (CASH BASIS)
AS OF NOVEMBER 30, 2025

BOND RETIREMENT FUND		
ARGENT INST. TRUST MONEY MARKET	$	27,192
TOTAL NOVEMBER	$	27,192
2025 YEAR TO DATE	$	171,667
2024 YEAR TO DATE	$	226,571
GENERAL FUND		
ARGENT INST. TRUST-SALES TAX ACCOUNT	$	131
STAROHIO	$	55,644
KEY BANK SWEEP ACCOUNT	$	9,777
PNC CUSTODY ACCOUNT	$	17,158
MERCHANT ACCOUNT-KEY BANK SWEEP ACCOUNT	$	684
TOTAL NOVEMBER	$	83,394
2025 YEAR TO DATE	$	1,197,648
2024 YEAR TO DATE	$	1,557,342
INSURANCE FUND		
STAROHIO	$	16,929
TOTAL NOVEMBER	$	16,929
2025 YEAR TO DATE	$	269,564
2024 YEAR TO DATE	$	388,171
LAW ENFORCEMENT FUND		
KEY BANK SWEEP ACCOUNT	$	224
STAROHIO	$	269
TOTAL NOVEMBER	$	493
2025 YEAR TO DATE	$	5,600
2024 YEAR TO DATE	$	4,521
LOCAL MATCH FUND		
STAROHIO-LOCAL MATCH	$	343,163
KEY BANK SWEEP ACCOUNT	$	1,805
PNC CUSTODY ACCOUNT	$	106,458
TOTAL NOVEMBER	$	451,426
2025 YEAR TO DATE	$	5,875,964
2024 YEAR TO DATE	$	5,649,599
PENSION FUND		
STAROHIO	$	5,126
KEY BANK SWEEP ACCOUNT	$	6
TOTAL NOVEMBER	$	5,132
2025 YEAR TO DATE	$	60,289
2024 YEAR TO DATE	$	69,707
EMPLOYEE ACTIVITY ACCOUNT		
KEY BANK MONEY MARKET	$	438
TOTAL NOVEMBER	$	438
2025 YEAR TO DATE	$	5,145
2024 YEAR TO DATE	$	5,651
RTA CAPITAL FUND		
KEY BANK SWEEP ACCOUNT	$	1,995
PNC CUSTODY ACCOUNT	$	107,264
TOTAL NOVEMBER	$	109,259
2025 YEAR TO DATE	$	718,464
2024 YEAR TO DATE	$	305,485

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
REPORT ON INVESTMENT EARNINGS (CASH BASIS)
AS OF NOVEMBER 30, 2025

RESERVE FUND		
STAROHIO	$	300,825
PNC CUSTODY ACCOUNT	$	2,017
KEY BANK SWEEP ACCOUNT	$	6,155
TOTAL NOVEMBER	$	308,997
2025 YEAR TO DATE	$	4,620,311
2024 YEAR TO DATE	$	7,120,338
TOTAL ALL FUNDS		
NOVEMBER 2025	**$**	**1,003,260**
2025 YEAR TO DATE	**$**	**12,924,652**
2024 YEAR TO DATE	**$**	**15,327,385**

		NOVEMBER		2025 YEAR TO DATE
INTEREST RECEIVED (CASH BASIS)	$	1,003,260	$	12,924,652
ACCRUED INTEREST:				
BEGINNING:	$	(655,170)	$	(458,951)
ENDING	$	911,196	$	911,196
TOTAL INTEREST INCOME EARNED	$	1,259,286	$	13,376,896
AVERAGE INVESTMENT BALANCE (COST BASIS):	$	339,993,535	$	355,986,787
AVERAGE YIELD ON INVESTMENTS:		3.99%		4.07%

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
INVENTORY OF TREASURY INVESTMENTS
AS OF NOVEMBER 30, 2025

FUND	PURCHASE DATE	MATURITY DATE	INSTRUMENT	INSTITUTION	TERM DAYS	TOTAL PRINCIPAL	ACCRUED INTEREST	AVERAGE DAYS TO MATURITY	AVERAGE YIELD
BOND RETIREMENT FUND									
	11/28/2025	12/1/2025	MONEY MARKET	ARGENT INST. TRUST	3	$ 871,202	-	3	3.59%
TOTAL BOND RETIREMENT FUND						**$ 871,202**	**$ -**		**3.59%**
GENERAL FUND									
	11/28/2025	12/1/2025	MERCHANT ACCT-KEY MMKT	KEY BANK	3	$ 98,241	$ -	3	1.36%
	11/28/2025	12/1/2025	STAR OHIO	STATE OF OHIO	3	23,726,063		3	4.14%
	11/28/2025	12/1/2025	EMPLOYEE ACTIVITY FUND	KEY BANK	3	396,478	-	3	1.36%
	11/28/2025	12/1/2025	PNC CUSTODY ACCOUNT	PNC BANK	3	1,930,125	-	3	4.05%
	11/28/2025	12/1/2025	SALES TAX ACCOUNT	ARGENT INST. TRUST	3	41,233	-	3	3.59%
	11/28/2025	12/1/2025	KEY ECR	KEY BANK	3	5,340,441	-	3	1.36%
TOTAL GENERAL FUND						**$ 31,532,581**	**$ -**		**3.62%**
INSURANCE FUND									
	11/28/2025	12/1/2025	STAR OHIO	STATE OF OHIO	3	$ 5,963,934	$ -	3	4.14%
	11/28/2025	12/1/2025	KEY ECR	KEY BANK	3	1,825,474	-	3	0.00%
TOTAL INSURANCE FUND						**$ 7,789,408**	**$ -**		**3.17%**
LAW ENFORCEMENT FUND									
	11/28/2025	12/1/2025	KEY ECR	KEY BANK-SWEEP	3	$ 282,095	$ -	3	1.00%
	11/28/2025	12/1/2025	STAR OHIO	STATE OF OHIO	3	$ 79,514	$ -	3	4.14%
TOTAL LAW ENFORCEMENT FUND						**$ 361,609**			**1.69%**
LOCAL MATCH FUND									
	11/28/2025	12/1/2025	LOCAL MATCH-STAR OHIO	STATE OF OHIO	3	$ 101,034,447	$ -	3	4.14%
	7/28/2025	7/28/2027	FHLB	KeyBANC CAP MKT	730	30,000,000	430,050	607	4.23%
	7/28/2025	7/28/2027	FFCB	KeyBANC CAP MKT	730	10,000,000	139,792	607	4.13%
	9/11/2025	9/11/2028	FNMA	KeyBANC CAP MKT	1096	15,000,000	131,667	1018	4.00%
	11/28/2025	12/1/2025	PNC CUSTODY ACCOUNT	PNC BANK	3	21,010,900	-	3	4.05%
	11/28/2025	12/1/2025	LOCAL MATCH-KEY ECR	KEY BANK-SWEEP	3	1,231,694	-	3	1.36%
	11/28/2025	12/1/2025	GRANT-ECR	KEY BANK	3	292,805	-	3	0.00%
	11/28/2025	12/1/2025	CATCH BASIN-KEY ECR	KEY BANK	3	106,445	-	3	1.36%
TOTAL LOCAL MATCH FUND						**$ 178,676,291**	**$ 701,508**		**4.10%**

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
INVENTORY OF TREASURY INVESTMENTS
AS OF NOVEMBER 30, 2025

FUND	PURCHASE DATE	MATURITY DATE	INSTRUMENT	INSTITUTION	TERM DAYS	TOTAL PRINCIPAL	ACCRUED INTEREST	AVERAGE DAYS TO MATURITY	AVERAGE YIELD
PENSION FUND									
	11/28/2025	12/1/2025	KEY ECR	KEY BANK	3	$ 4,580	$ -	3	1.36%
	11/28/2025	12/1/2025	STAR OHIO	STATE OF OHIO	3	1,515,155	-	3	4.14%
TOTAL PENSION FUND						**$ 1,519,735**	**$ -**		**4.13%**
RTA CAPITAL FUND									
	11/28/2025	12/1/2025	KEY ECR	KEY BANK	3	$ 1,712,052	$ -	3	1.36%
	7/28/2025	7/28/2027	FFCB	KeyBANC CAP MKT	730	5,000,000	69,896	607	4.13%
	11/28/2025	12/1/2025	PNC CUSTODY ACCOUNT	PNC BANK	3	2,001,418	-	3	4.05%
TOTAL RTA CAPITAL FUND						**$ 8,713,470**	**$ 69,896**		**3.56%**
RESERVE FUND									
	11/28/2025	12/1/2025	PNC CUSTODY ACCOUNT	PNC BANK	3	13,681,530	-	3	4.05%
	7/28/2025	7/28/2027	FFCB	KeyBANC CAP MKT	730	10,000,000	139,792	607	4.13%
	11/28/2025	12/1/2025	KEY ECR	KEY BANK	3	5,550,034	-	3	1.36%
	11/28/2025	12/1/2025	STAR OHIO	STATE OF OHIO	3	88,921,181	-	3	4.14%
TOTAL RESERVE FUND						**$ 118,152,745**	**$ 139,792**		**4.00%**
GRAND TOTAL ALL FUNDS						**$ 347,617,041**	**$ 911,196**		**3.99%**

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
DEBT SERVICE SCHEDULE AND STATUS
AS OF NOVEMBER 30, 2025

Bonds	Final Maturity Date	Total Principal Outstanding 12/1/2025	Interest Payable/ 6/1/2026	Principal Payable/ 6/1/2026	Debt Service Requirement/ 6/1/2026	Interest Payable/ 12/1/2026	Principal Payable/ 12/1/2026	Debt Service Requirement/ 12/1/2026	Total Debt Requirement 2026
Series 2015-Sales Tax Rev.	Dec. 2026	4,275,000	106,875	-	106,875	106,875	4,275,000	4,381,875	4,488,750
Series 2016-Sales Tax Rev.	Dec. 2027	2,965,000	74,125	-	74,125	74,125	1,445,000	1,519,125	1,593,250
Series 2019-Sales Tax Rev.	Dec. 2030	6,715,000	167,875	-	167,875	167,875	1,215,000	1,382,875	1,550,750
Total Bonds		**$ 13,955,000**	**$ 348,875**	**$ -**	**$ 348,875**	**$ 348,875**	**$ 6,935,000**	**$ 7,283,875**	**$ 7,632,750**

	Bond Retirement
Current Balance (Set Aside for 2026)	**$871,202**
Monthly Set Aside Required	**$636,063**

Principal and Interest have been paid for FY2025.

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
SUMMARY OF INVESTMENT PERFORMANCE
YEAR TO DATE THROUGH NOVEMBER 30, 2025

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	2025					2024				
MONTH	AVERAGE BALANCE	INTEREST EARNED	AVERAGE YIELD	STANDARD YIELD #	MONEYMKT YIELD #	AVERAGE BALANCE	INTEREST EARNED	AVERAGE YIELD	STANDARD YIELD #	MONEYMKT YIELD #
JANUARY	$ 370,860,178	$ 1,185,266	4.09%	4.16%	4.46%	$ 385,508,048	$ 1,735,498	4.39%	5.36%	5.22%
FEBRUARY	$ 369,824,059	$ 1,231,179	4.06%	4.16%	4.40%	380,226,311	1,215,231	4.43%	5.32%	5.16%
MARCH	$ 367,862,225	$ 1,165,944	4.06%	4.21%	4.38%	385,500,913	1,349,459	4.50%	5.33%	5.12%
APRIL	$ 363,641,320	$ 1,183,349	4.05%	4.25%	4.31%	392,386,644	1,396,057	4.57%	5.42%	5.21%
MAY	$ 359,279,719	$ 1,009,474	4.02%	4.26%	4.30%	380,149,184	1,426,995	4.49%	5.42%	5.21%
JUNE	$ 350,249,378	$ 1,162,584	4.08%	4.31%	4.30%	379,341,823	1,117,872	4.44%	5.33%	4.88%
JULY (Revised)	$ 349,445,307	$ 1,117,548	4.14%	4.27%	4.29%	385,760,857	1,395,601	4.45%	5.14%	4.88%
AUGUST	$ 350,081,389	$ 1,412,542	4.19%	4.15%	4.31%	382,269,871	1,368,567	4.56%	4.89%	4.88%
SEPTEMBER	$ 349,080,023	$ 962,691	4.05%	3.93%	4.19%	376,958,299	1,414,144	4.55%	4.38%	4.52%
OCTOBER	$ 345,537,525	$ 1,236,152	4.01%	3.80%	4.12%	374,899,152	1,086,953	4.38%	4.43%	4.44%
NOVEMBER	$ 339,993,535	$ 1,003,260	3.99%	3.72%	4.11%	370,321,341	1,180,465	4.34%	4.42%	4.05%
DECEMBER						370,555,288	1,185,650	4.09%	4.13%	4.10%
YEAR TO DATE	$355,986,787	$ 12,669,988	4.07%	4.11%	4.29%	$ 380,392,595	$ 15,872,491	4.43%	4.96%	4.81%
RTA AVERAGE YIELDS OVER (UNDER) INDEX				**-0.04%**	**-0.22%**				**-0.53%**	**-0.37%**

Moving average coupon equivalent yields for 6 month Treasury Bills,

Market Yield equals US Treasury Money Fund 7 Day Yield

COMPOSITION OF INVESTMENT PORTFOLIO
AS NOVEMBER 30, 2025

Instrument:	PRINCIPAL	FACE AMOUNT	PERCENT OF TOTAL	AVERAGE YIELD	AVERAGE MATURITY
Money Market Account	$ 39,634,649	$ 39,634,649	11.40%	4.11%	3
Key Bank Sweep Account	1,513,789	1,513,789	0.44%	1.00%	3
Star Ohio	221,240,294	221,240,294	63.64%	4.14%	3
Earnings Credit Rate Account	15,228,309	15,228,309	4.38%	1.36%	3
U.S. Government Securities	70,000,000	70,000,000	20.14%	4.14%	689
Total Investment Portfolio	**$ 347,617,041**	**$ 347,617,041**	**100.00%**	**3.99%**	

AGENDA

AD-HOC COMPENSATION COMMITTEE

Tuesday, December 16, 2025

Committee Members: Mayor David E. Weiss – Chair
Emily Garr Pacetti
Anastasia A. Elder

I. Roll Call

II. Approval of Minutes – October 21, 2025

III. Executive Session Requested - to consider the employment, evaluation and compensation of a public employee or official.

IV. Adjourn

Compensation Committee Meeting

October 21, 2025

MEETING MINUTES

Committee Members: Mayor Weiss, Ms. Elder, Ms. Pacetti

Staff/Other: None

Public: None

Mayor Weiss called the meeting to order at 10:32 a.m.

I. Roll Call

There were three (3) Committee members present, representing a quorum.

II. Approval of Meeting Minutes

Mayor Weiss moved, and Ms. Elder seconded to approve the minutes of the September 23, 2025, Ad-Hoc Compensation Committee Meeting. The motion was unanimously approved.

III. Executive Session

Mayor Weiss moved, and Ms. Elder seconded to go into Executive Session to consider the employment, evaluation and compensation of a public employee or official. The motion was unanimously approved.

The Committee was in Executive Session from 10:33 a.m. to 12:42 p.m.

IV. Adjournment

There being no further business, Mayor Weiss moved to adjourn the meeting and was seconded by Ms. Elder. The motion was unanimously approved. The meeting was adjourned at 12:42 p.m.

Rajan D. Gautam
Secretary/Treasurer

Brent Charnigo
Board Administrator