

RESOLUTION NO. 2019-119

APPROVING THE REVISED LIST OF POSITIONS DESIGNATED TO USE
PURCHASING CARDS

WHEREAS, the Board of Trustees adopted Resolution 2003-064 on May 20, 2003, authorizing the use of purchasing cards for Authority business by designated employees and positions; and

WHEREAS, the Board of Trustees amended Resolution No. 2003-064 pursuant to Resolution No. 2006-052 on March 21, 2006, Resolution No. 2008-058 on April 15, 2008, Resolution No. 2009-111 on December 15, 2009, Resolution No. 2011-027 on March 22, 2011, Resolution No. 2011-117 on December 20, 2011, Resolution No. 2013-125 on December 17, 2013, Resolution No. 2015-119 on December 15, 2015 and Resolution No. 2018-074 on July 24, 2018 authorizing additional employees and positions designated to use purchasing cards; and

WHEREAS, Authority management has undertaken a review of the current list of 87 purchasing card users, resulting in a recommendation to add 8 new positions and the removal of one prior approved position, bringing the revised list to 94.

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

Section 1. That the following additional positions are designated to use purchasing cards.

Talent Management Coordinator (Human Resources)

Material Contract & Release Specialist (Operations)

Material Contract & Release Specialist (Operations)

Material Planner (Operations)

Transit Police Lieutenant (Transit Police)

Procurement Team Leader (Procurement)

Lead Benefits Specialist (Human Resources)

Clerk Typist (Operations)

Section 2. That the position of Word Processing Coordinator in the Procurement Department is deleted from the list.

Section 3. That Attachment A to this resolution is a complete list of positions designated to use purchasing cards and has the addition of eight (8) positions.

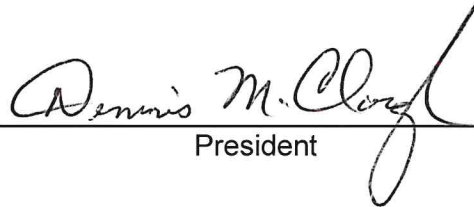
Section 4. That this Attachment A replaces the attachments to all prior resolutions referred to in this resolution.

Section 5. That beyond these modifications, Resolution 2003-064 remains unchanged.

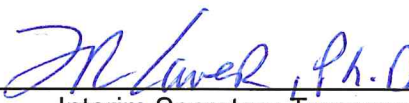
Section 6. That this resolution shall become effective immediately upon its adoption.

Attachment A: Positions Designated to use Purchasing Cards

Adopted: December 17, 2019



President

Attest: 

Interim Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ATTACHMENT A
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Executive Division /Department(s)		
1	Executive	General Manager, CEO Secretary to General Manager Executive Assistant/Executive Secretary/Treasurer to BOT Administrative Assistant
2	Executive	
3	Executive	
4	Executive	
5	Internal Audit	Executive Director, Internal Audit
Engineering & Project Mgmt. Division/Department(s)		
6	Engineering & Project Management	Executive Secretary, Engineering & Project Management Administrative Assistant Administrative Assistant
7	Engineering & Project Management	
8	Engineering & Project Management	
Marketing Division/Department(s)		
9	Marketing	Supervisor, Marketing Development Marketing Manager
10	Marketing	
Information Technology		
11	ITS/End User Support	Manager, ITS/End User Support
Finance & Administration Division/Department(s)		
12	Finance & Administration	Executive Secretary, Finance & Administration
13	Accounting	Director, Accounting
14	Office of Business Development	Director, Office of Business Development
15	Office of Management & Budget	Director, Office of Management & Budget
16	Procurement	Procurement Team Leader

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ATTACHMENT A
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

17	Revenue	Supervisor, Computer Room
18	Support Services	Manager, Support Services
	Human Resources Division/Department(s)	
19	Human Resources	Executive Secretary
20	Human Resources	Talent Management Coordinator
21	Labor & Employee Relations-Administration	Secretary I
22	Labor & Employee Relations-Administration	Lead Benefits Specialist
	Legal Affairs Division/Department(s)	
23	Legal Affairs	DGM, Legal Affairs
24	Risk Management	Director, Risk Management
25	Claims	Manager, Claims
26	Safety	Director, Safety
27	Safety	Business Analyst
	Operations Division/Department(s)	
28	Operations	Executive Secretary
29	Operations	Manager, Asset & Configuration
30	Triskett -Administration	Administrative Assistant, Triskett
31	Triskett -Transportation Administration	Manager, Transportation Triskett
32	Triskett-Equipment	Manager, Equipment Triskett
33	Triskett-Facilities	Manager, Facilities Triskett

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ATTACHMENT A
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

34	Triskett-Maintenance	Maintenance Leader, Triskett
35	Hayden-Administration	District Director, Hayden
36	Hayden-Administration	Administrative Assistant
37	Hayden-Facilities	Manager, Facilities Hayden
38	Hayden-Equipment	Manager, Equipment Hayden
39	Hayden-Equipment	Assistant Equipment Manager, Hayden
40	Hayden-Maintenance	Maintenance Leader, Hayden
41	Rail-Administration	Secretary I
42	Rail-Transportation	Manager, Transportation Rail
43	Rail-Facilities-Administration	Manager, Facilities Rail
44	Rail-Facilities-Administration	Supervisor, Rail Facilities
45	Rail-Facilities-Administration	Supervisor, Rail Facilities
46	Rail-Facilities-Administration	Supervisor, Janitorial Services
47	Rail-Facilities Maintenance West Side	Maintenance Leader
48	Rail-Equipment-Administration	Manager, Rail Equipment
49	Rail-Equipment-Administration	Equipment Administrator Rail
50	Rail-Administration	Operations Staff Assistant, Rail
51	Rail-Administration	Staff Assistant
52	Rail Facilities East Side	Maintenance Leader
53	Rail Facilities East Side	Maintenance Technician
54	Rail Facilities-Power & Way(Track & Signals)	Manager, Power & Way
55	Rail Facilities-Power & Way(Track & Signals)	Administrative Assistant
56	Fleet Management-Administration	Director, Fleet Management
57	Fleet Management-Administration	Administrative Assistant/Engineering Fleet Planning
58	Fleet Management-Facilities	Manager, Facilities Fleet Management
59	Fleet Management-Facilities-Administration	Manager, Fleet Planning and Engineering
60	Fleet Management-Inventory	Manager, Supply Chain Management
61	Fleet Management-Inventory	Material Contract & Release Specialist
62	Fleet Management-Inventory	Material Contract & Release Specialist

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

63	Fleet Management-Inventory	Material Planner
64	Fleet Management-Administration	QA Warranty Administrator, Fleet Management
65	Fleet Management-CBM	Supervisor, CBM
66	Fleet Management-CBM Equipment	Supervisor, Electronic Repair
67	Fleet Management-CBM Equipment	Manager, Electronic Repair
68	Fleet Management-CBM Unit Rebuild	Supervisor-Performance
69	Fleet Management-CBM	Manager, Equipment CBM
70	Paratransit-Administration	District Director, Paratransit
71	Paratransit-Administration	Clerk Typist
72	Paratransit-Facilities	Manager, Facilities Paratransit
73	Service Management-Administration	Planning Secretary
74	Service Management-Facilities Administration	Supervisor, Janitorial Services
75	Service Management-Facilities Maintenance	Maintainer
76	Service Management - Operations	Maintenance Leader
77	Service Management-Facilities Shelter Maintenance	Maintainer
78	Service Management-Facilities Administration	Bus Shelter & Bus Garage Maintenance Supervisor
79	Service Management-Facilities Administration (MO)	Manager, Central Facilities
80	Service Quality Management	Office Manager, Service Quality Management
81	Intelligent Transportation Systems(ITS)	Manager, Intelligent Transportation System
82	Transit Police	Executive Secretary
83	Transit Police	Security Systems Manager
84	Transit Police	Lieutenant
85	Transit Police	Commander-Transit Police
86	Transit Police	Commander-Transit Police
87	Transit Police	K-9 Team Transit Police
88	Transit Police	K-9 Team Transit Police
89	Transit Police	K-9 Team Transit Police

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ATTACHMENT A
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

90	Transit Police	K-9 Team Transit Police
91	Transit Police	K-9 Team Transit Police
92	Transit Police	K-9 Team Transit Police
93	Transit Police	K-9 Team Transit Police
94	Transit Police	K-9 Team Transit Police

94 positions approved for P-Cards



Greater Cleveland Regional Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE/DESCRIPTION: APPROVING THE REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS	Resolution No.: 2019-119
	Date: December 12, 2019
	Initiator: Finance & Administration Division
ACTION REQUEST: ☒ Approval ☐ Review/Comment ☐ Information Only ☐ Other _____	

1.0 PURPOSE/SCOPE: This resolution seeks Board of Trustee approval of the revised list of positions designated to use purchasing cards ("P-Cards") for Authority business.

2.0 DESCRIPTION/JUSTIFICATION: This action will increase the number of positions designated to use Purchasing Cards to purchase items in accordance with the Procurement Policy. These additions will allow for use of Purchasing Cards for additional employees in several Authority departments.

The Authority management has undertaken a review of the current list of employees and positions designated to use purchasing cards. Currently, there are 87 authorized positions for P-Card use. Following management review, it was proposed that the list of authorized users be revised. Staff recommended the addition of 8 new positions and the removal of 1 position, bringing the total to 94.

3.0 PROCUREMENT BACKGROUND: Does not apply.

4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.

5.0 POLICY IMPACT: This action is consistent with the Procurement Policy, which allows for the use of P-cards for purchases not exceeding the small purchase limit.

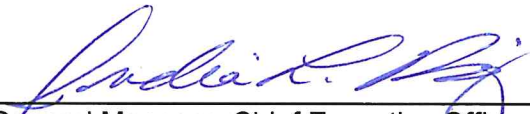
6.0 ECONOMIC IMPACT: All P-card transactions will be funded from the user department's annual budget allocation.

7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would result in maintaining a list of P-card users that does not reflect needed changes.

8.0 RECOMMENDATION: It is recommended that the Board of Trustees approve the revised list of positions designated to use purchasing cards, and that the resolution be passed.

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