

RESOLUTION NO. 2024-16

APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE
PURCHASING CARDS

WHEREAS, the Board of Trustees of the Greater Cleveland Regional Transit Authority (“Authority”) 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, Resolution No. 2018-074 on July 14, 2018, Resolution No. 2019-119 on December 17, 2019, Resolution No. 2020-081 on October 27, 2020, Resolution No. 2021-056 on May 25, 2021, and Resolution 2023-013 on February 28, 2023, updating positions designated to use purchasing cards; and

WHEREAS, Authority management has undertaken a review of the current list of 111 purchasing card authorized positions, resulting in a recommendation to add 6 new positions and remove 6 previously authorized positions, for a revised list of 111 authorized positions.

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:

Training Coordinator (Training & Employee Development)

Legal Support Manager/Executive Assistant (Legal)

Manager (Power & Way)

Central Facilities Maintenance Supervisor (Service Management) – three (3) positions

Section 2. That the following positions be removed from the list of positions authorized to use purchasing cards: Manager - Facilities Fleet Management, Bus Shelter & Bus Garage Maintenance Supervisor, Supervisor - Janitorial Services, Maintainer (2 positions), and Maintenance Leader.

Section 3. That Attachment A to this resolution is the complete, updated list of positions designated to use purchasing cards, replacing all prior lists.

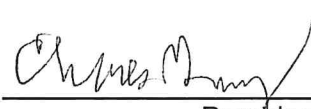
Section 4. That the General Manager, Chief Executive Officer is authorized to update future changes in job titles.

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

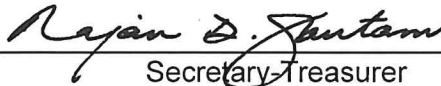
Section 6. That this resolution shall become effective immediately upon its adoption.

Attachment A: Positions and Employees Designated to use Purchasing Cards.

Adopted: February 27, 2024



President

Attest: 

Secretary-Treasurer

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

Executive Division

Executive
 Executive
 Executive
 Executive

General Manager, CEO
 Secretary to General Manager
 Executive Assistant/Executive Secretary/Treasurer to BOT
 Executive Secretary

Internal Audit

Executive Director, Internal Audit

Engineering & Project Mgmt. Division

Engineering & Project Management
 Engineering & Project Management
 Engineering & Project Management

Executive Assistant
 Administrative Assistant
 Administrative Assistant

Administration & External Affairs Division

DGM - Innovation & Technology Division
 Marketing
 Marketing
 Marketing

Executive Secretary
 Supervisor, Marketing Development
 Marketing Manager
 Marketing Associate

Finance Division

Finance & Administration

Office Manager, Finance

Accounting

Director, Accounting

Office of Business Development

Director, Office of Business Development

Office of Management & Budget

Director, Office of Management & Budget

Procurement

Procurement Team Manager

Revenue

Supervisor, Computer Room

Support Services

Manager, Support Services

Management Information Systems

Director, Management Information Systems

Human Resources Division/Department(s)

Human Resources
 Human Resources

Executive Secretary
 Talent Management Coordinator

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Labor & Employee Relations-Administration	Labor & Employee Relations Specialist
Labor & Employee Relations-Administration	Benefits Manager
Training & Employee Development - Maintenance Training	Vehicle Maintenance Instructor
Training & Employee Development	Training Coordinator

new

Legal Affairs Division/Department(s)

Legal Affairs	DGM, Legal Affairs
Legal-Administration	Legal Support Manager/Executive Assistant

new

Risk Management	Director, Risk Management
Claims	Manager, Claims
Safety	Director, Safety
Safety	Business Analyst

Operations Division/Department(s)

Operations	Executive Secretary
Operations	Manager, Asset & Configuration
Triskett -Administration	Administrative Assistant, Triskett
Triskett -Transportation Administration	Manager, Transportation Triskett
Triskett-Equipment	Manager, Equipment Triskett
Triskett-Facilities	Manager, Facilities Triskett
Triskett-Maintenance	Maintenance Leader, Triskett
Hayden-Administration	District Director, Hayden
Hayden-Administration	Administrative Assistant
Hayden-Facilities	Manager, Facilities Hayden
Hayden-Equipment	Manager, Equipment Hayden
Hayden-Equipment	Assistant Equipment Manager, Hayden
Hayden-Maintenance	Maintenance Leader, Hayden
Rail-Administration	Secretary I
Rail-Transportation	Manager, Transportation Rail
Rail-Facilities-Administration	Manager, Facilities Rail
Rail-Facilities-Administration	Supervisor, Rail Facilities
Rail-Facilities-Administration	Supervisor, Rail Facilities
Rail-Facilities-Administration	Supervisor, Janitorial Services

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Rail-Facilities Maintenance West Side	Maintenance Leader	
Rail-Equipment-Administration	Manager, Rail Equipment	
Rail-Equipment-Administration	Equipment Administrator Rail	
Rail-Administration	Operations Staff Assistant, Rail	
Rail-Administration	Staff Assistant	
Rail Facilities East Side	Maintenance Leader	
Rail Facilities East Side	Maintenance Technician	
Rail Facilities-Power & Way(Track & Signals)	Director, Power & Way	
Rail Facilities-Power & Way(Track & Signals)	Manager, Power & Way	new
Rail Facilities-Power & Way(Track & Signals)	Administrative Assistant	
Fleet Management-Administration	Director, Fleet Management	
Fleet Management-Administration	Administrative Assistant/Engineering Fleet Planning	
Fleet Management-Administration	Railcar Project Lead/Manager	
Fleet Management-Facilities	Manager, Facilities Fleet Management	removed
Fleet Management-Facilities-Administration	Manager, Fleet Planning and Engineering	
Fleet Management-Inventory	Manager, Supply Chain Management	
Fleet Management-Inventory	Material Contract & Release Specialist	
Fleet Management-Inventory	Assistant Supply Chain Manager	
Fleet Management-Inventory	Material Planner	
Fleet Management-Administration	QA Warranty Administrator, Fleet Management	
Fleet Engr. & Quality Assurance - Administration	Configuration Management Eng\--Vehicles	
Fleet Engineering & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical	
Fleet Engineering & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical -CDL	
Fleet Engr. & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Mechanical -CDL	
Fleet Engr. & Quality Assurance - Q/A Warranty Administration	Quality Assurance/Warranty Electrical	
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus	Vehicle Engineer	
Fleet Engr. & Quality Assurance - Equipment Engineering - Bus	Vehicle Engineer	
Fleet Management-CBM	Assistant Manager, Equipment CBM	
Fleet Management-CBM Equipment	Supervisor, Electronic Repair	
Fleet Management-CBM Equipment	Manager, Electronic Repair	
Fleet Management-CBM Unit Rebuild	Supervisor-Performance	
Fleet Management-CBM	Manager, Equipment CBM	
Paratransit-Administration	District Director, Paratransit	
Paratransit-Administration	Administrative Assistant	
Paratransit-Facilities	Manager, Facilities Paratransit	
Paratransit-Facilities	Maintenance Leader	
Paratransit	Clerk Typist	
Service Management-Administration	Planning Secretary	

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Service Management-Central Facilities	Supervisor, Janitorial Services	removed
Service Management-Facilities Maintenance	Maintainer	removed
Service Management - Operations	Maintenance Leader	removed
Service Management-Facilities Shelter Maintenance	Maintainer	removed
Service Management-Facilities Administration	Bus Shelter & Bus Garage Maintenance Supervisor	removed
Service Management-Central Facilities	Manager, Central Facilities	removed
Service Management-Central Facilities	Central Facilities Maintenance Supervisor	new
Service Management-Central Facilities	Central Facilities Maintenance Supervisor	new
Service Management-Central Facilities	Central Facilities Maintenance Supervisor	new

Service Quality Management

Office Manager, Service Quality Management

Intelligent Transportation Systems(ITS)

Manager, Intelligent Transportation System

ITS/End User Support

Manager, ITS/End User Support

Information Technology - Network Services

Manager, Infrastructure

Transit Police

Executive Secretary

Transit Police

Security Systems Manager

Transit Police

Lieutenant

Transit Police

Commander-Transit Police

Transit Police

Commander-Transit Police

Transit Police

Sergeant-Transit Police

Transit Police

Sergeant-Transit Police

Transit Police

K-9 Team Transit Police

Transit Police

K-9 Team Transit Police

Transit Police

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K-9 Team Transit Police

Transit Police

K-9 Team Transit Police

Transit Police

K-9 Team Transit Police

Transit Police

K-9 Team Transit Police

117 positions

97 active P-Card holders

20 inactive P-Card holders

6 removed (see positions above)

111 approved for P-Cards



TITLE/DESCRIPTION: APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS	Resolution No.: 2024-16
	Date: February 22, 2024
	Initiator: Accounting
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution seeks Board of Trustees approval of the revised list of positions designated to use a purchasing card ("P-Card") for the Greater Cleveland Regional Transit Authority ("Authority") business.
- 2.0 DESCRIPTION/JUSTIFICATION: Under Section 410.01(a)(27) of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book"), the Board of Trustees authorizes the positions that may use a P-Card. This action will modify the positions designated to use P-Cards to purchase items in accordance with Code Book Section 410.01(a)(27).

Authority management has undertaken a review of the current list of 111 employees and positions designated by the Board of Trustees to use P-Cards. Following a review of current business needs, it is proposed that the list of authorized positions be revised to eliminate six (6) positions and add six (6) new positions. This action will result in maintaining a total of 111 positions authorized to use P-Cards.
- 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 Code Book Section 410.01(a)(27) which requires that the Board of Trustees designate the positions authorized to use a P-Card.
- 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 meet current business needs.
- 8.0 RECOMMENDATION: It is recommended that the Board of Trustees approve the revised list of positions designated to use P-Cards.
- 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