

RESOLUTION NO. 2013-125

AUTHORIZING ADDITIONAL POSITIONS AND EMPLOYEES 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 designated employees and positions; and

WHEREAS, the Board of Trustees amended Resolution 2003-064 pursuant to Resolutions 2006-052 on March 21, 2006, 2008-058 on April 15, 2008, 2009-111 on December 15, 2009, 2011-027 on March 22, 2011 and 2011-117 on December 20, 2011 authorizing additional employees and positions designated to use Purchasing Cards; and

WHEREAS, the General Manager/Secretary-Treasurer has determined that authorizing additional positions and employees to use Purchasing Cards would enhance the efficiency of the Authority's operations.

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 and employees are designated to use Purchasing Cards:

<u>Position</u>	<u>Employee</u>
Director, Risk Management	Judy Lincoln
Manager, Operations Analyst Research & Systems	Michael Lively
Supervisor, Janitorial Services (Rail)	Kenneth Aufmuth
Maintainer	Timothy Hollo
Equipment Engineer (Electrical)	Daniel Dietrich
Business Analyst	Anthony Henderson
Business Analyst (Safety)	Cynthia Boyd
Marketing Analyst	Elizabeth Castelucci
Secretary (Schedules)	Regina Langley
Training Coordinator	Charlene (Michelle) Price
Office Manager	Gizella Gregoire
Systems Administrator	Vacant
Systems Analyst	Erin Smith
Transit Police Officer - K9 Team	Dennis Harmon
Chief Information Officer	Vacant
Leadman – Shelter Shop	Robert McCormick

Section 2. That this list of positions and employees is an addition to all prior resolutions referred to in this resolution.

Section 3. That these modifications included in this resolution are effective January 1, 2014.

Section 4. That beyond these modifications, Resolution 2003-064 remains unchanged.

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

Adopted: December 17, 2013

Attest:   
CEO, General Manager/Secretary-Treasurer

  
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President



Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

TITLE/DESCRIPTION:  ADDITIONAL POSITIONS AND EMPLOYEES FOR PURCHASING CARDS	Resolution No.: 2013- 125
	Date: December 12, 2013
	Initiator: Finance & Administration
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 will add additional positions and employees to those designated to use Purchasing Cards.
- 2.0 DESCRIPTION/JUSTIFICATION: This action will increase the number of positions and employees designated to use Purchasing Cards to purchase items in accordance with the Procurement Policy. This addition will allow for use of Purchasing Cards by additional employees in several Authority departments.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 DBE/AFFIRMATIVE ACTION BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: This action is consistent with the Procurement Policy, which allows for use of Purchasing Cards for purchases not exceeding the small purchase limit.
- 6.0 ECONOMIC IMPACT: All Purchasing Card transactions will be funded from the user department's annual budget allocation.
- 7.0 ALTERNATIVES: Reject this resolution. Rejection of this resolution would prevent the use of Purchasing Cards by additional employees.
- 8.0 RECOMMENDATION: It is recommended that the resolution to designate additional employees and positions to use Purchasing Cards be accepted and the Resolution passed.
- 9.0 ATTACHMENTS: None.

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

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CEO General Manager/Secretary-Treasurer