

RESOLUTION NO. 2018-74

APPROVING THE REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS AND AUTHORIZING THE CEO, GENERAL MANAGER /SECRETARY-TREASURER TO UPDATE FUTURE CHANGES IN JOB TITLES

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 and Resolution No. 2015-119 on December 15, 2015 authorizing additional employees and positions designated to use purchasing cards; and

WHEREAS, Authority management has undertaken a review of the current list of 125 purchasing card users, resulting in a recommendation to add only 7 new positions, correct changes in job titles and delete over 40 positions from the current list, for a revised list of 87 users; and

WHEREAS, the CEO, General Manager/Secretary-Treasurer has determined that revising the list of positions designated to use purchasing cards and authorizing the CEO, General Manager/Secretary-Treasurer to update future changes in job titles 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 are designated to use purchasing cards:

Manager, Electronic Repair (Operations)  
Administrative Assistant (Executive)  
Director, Accounting  
Assistant Equipment Manager, Hayden  
Maintenance Leader, Triskett  
Maintenance Leader, Hayden  
Marketing Manager

Section 2. That the following positions previously designated to use purchasing cards have been modified:

<u>Prior Position</u>	<u>Current Position</u>
PT- Executive Assistant	Executive Secretary
Leadman	Maintenance Leader, Service Management
Section Supervisor	Supervisor, CBM
Manager, User Support	Manager, ITS/End User Support

Section 3. That the CEO, General Manager/Secretary-Treasurer is authorized to update future changes in job titles.

Section 4. That Attachment A to this resolution is a complete list of positions designated to use purchasing cards and has been updated to reflect the deletion of over 40 positions, the addition of seven (7) positions and the correction of job titles.


Section 5. That this Attachment A replaces the attachments to all prior resolutions referred to in this resolution.

Section 6. That beyond these modifications, Resolution 2003-064 remains unchanged.

Section 7. That this resolution shall become effective immediately upon its adoption.

Attachment A: Positions Designated to Use Purchasing Cards.

Adopted: July 24, 2018

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
CEO, General Manager/Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A

POSITIONS DESIGNATED TO USE PURCHASING CARDS

**Executive Division /Department(s)**

Executive  
Executive  
Executive  
Executive

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

Internal Audit

Executive Director, Internal Audit

Office of Management & Budget

Executive Director, Office of Management & Budget

**Engineering & Project Mgmt. Division/Department(s)**

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

Executive Secretary, Engineering & Project Management  
Administrative Assistant  
Administrative Assistant

**Marketing Division/Department(s)**

Marketing  
Marketing

Supervisor, Marketing Development  
Marketing Manager

**Information Technology**

ITS/End User Support

Manager, ITS/End User Support

**Finance & Administration Division/Department(s)**

Finance & Administration

Executive Secretary, Finance & Administration

Accounting

Director, Accounting

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

Office of Business Development	Director, Office of Business Development
Procurement	Word Processing Coordinator
Revenue	Supervisor, Computer Room
Support Services	Manager, Support Services
<b>Human Resources Division/Department(s)</b> Human Resources	Executive Secretary
Labor & Employee Relations-Administration	Secretary I
<b>Legal Affairs Division/Department(s)</b> Legal Affairs	DGM, Legal Affairs
Risk Management	Director, Risk Management
Claims	Manager, Claims
Safety Safety	Director, Safety Business Analyst
<b>Operations Division/Department(s)</b> Operations Operations	Executive Secretary Manager, Asset & Configuration
Triskett -Administration	Administrative Assistant, Triskett

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A

POSITIONS DESIGNATED TO USE PURCHASING CARDS

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	Clerk Typist
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
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)	Manager, Power & Way
Rail Facilities-Power & Way(Track & Signals)	Administrative Assistant

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A

POSITIONS DESIGNATED TO USE PURCHASING CARDS

Fleet Management-Administration	Director, Fleet Management
Fleet Management-Administration	Administrative Assistant/Engineering Fleet Planning
Fleet Management-Facilities	Manager, Facilities Fleet Management
Fleet Management-Facilities-Administration	Manager, Fleet Planning and Engineering
Fleet Management-Inventory	Manager, Supply Chain Management
Fleet Management-Administration	QA Warranty Administrator, Fleet Management
Fleet Management-CBM	Supervisor, 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-Facilities	Manager, Facilities Paratransit
Service Management-Administration	Planning Secretary
Service Management-Facilities Administration	Supervisor, Janitorial Services
Service Management-Facilities Maintenance	Maintainer
Service Management - Operations	Maintenance Leader
Service Management-Facilities Shelter Maintenance	Maintainer
Service Management-Facilities Administration	Bus Shelter & Bus Garage Maintenance Supervisor
Service Management-Facilities Administration (MO)	Manager, Central Facilities
Service Quality Management	Office Manager, Service Quality Management
Intelligent Transportation Systems(ITS)	Manager, Intelligent Transportation System
Transit Police	Executive Secretary

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY  
ATTACHMENT A

POSITIONS DESIGNATED TO USE PURCHASING CARDS

Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police  
Transit Police

Security Systems Manager  
Commander-Transit Police  
Commander-Transit Police  
K-9 Team Transit Police  
K-9 Team Transit Police  
K-9 Team Transit Police  
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Greater Cleveland Regional Transit Authority  
**STAFF SUMMARY AND COMMENTS**

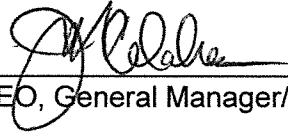
<b>TITLE/DESCRIPTION:</b>  APPROVING THE REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS AND AUTHORIZING THE CEO, GENERAL MANAGER/SECRETARY-TREASURER TO UPDATE FUTURE CHANGES IN JOB TITLES	<b>Resolution No.:</b> 2018-74
	<b>Date:</b> July 20, 2018
	<b>Initiator:</b> Finance & Administration Division
<b>ACTION REQUEST:</b> <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 Trustee approval of the revised list of positions designated to use purchasing cards (“P-cards”) for Authority business, in addition to authorizing the CEO, General Manager/Secretary-Treasurer to update future changes in job titles.
  
- 2.0 **DESCRIPTION/JUSTIFICATION:** Purchasing cards are used to provide a simple, efficient, cost-effective method of paying for small dollar purchases for Authority business. Purchases are limited to single transactions of less than \$2500 unless specifically authorized by the Director of Procurement. Credit limits are set by the Office of Management & Budget during the yearly budget process. The Authority’s purchasing card procedures include monthly reporting by users, receipt review and supervisor approval. Detailed administrative procedures for the P-card program have been adopted and implemented.  
  
 Authority management has undertaken a review of the current list of employees and positions designated to use purchasing cards. Currently, there are 125 authorized positions for P-card use. Following management review, it was proposed that the list of authorized users be revised and where indicated, reduced. Staff recommended the addition of only 7 new positions, correction of certain job titles and the elimination of over 40 positions. The proposed revised list reflects a reduction from 125 to 87, a net reduction of 30%. It was also proposed that the CEO, General Manager/Secretary-Treasurer have authority to update future changes in job titles.
  
- 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 the use of P-cards for purchases not exceeding the small purchase limit.
  
- 6.0 **ECONOMIC IMPACT:** All P-cards 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, and would not authorize the CEO, General Manager/Secretary-Treasurer to update for any changes in job titles.



- 8.0 RECOMMENDATION: It is recommended that this effort seeking approval from the Board of Trustees of the revised list of positions designated to use purchasing cards, and providing authority to the CEO, General Manager/Secretary-Treasurer to update future changes in job titles, 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