

RESOLUTION NO. 2021-56

APPROVING 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, Resolution No. 2018-074 on July 14, 2018, Resolution No. 2019-119 on December 17, 2019, and Resolution No. 2020-081 on December 15, 2020; authorizing additional employees and positions designated to use purchasing cards; and

WHEREAS, Authority management has undertaken a review of the current list of 105 purchasing card users, resulting in a recommendation to add 4 new positions, for a revised list of 109 authorized users.

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 - Infrastructure (Information Technology)

Maintenance Leader (Paratransit)

Executive Secretary (Administration & External Affairs Division)

Executive Secretary (Innovation & Technology Division)

Section 2. That Attachment A to this resolution is a complete list of positions designated to use purchasing cards and includes the addition of four (4) authorized users.

Section 3. That this Attachment A replaces the attachments to all prior resolutions referred to in this resolution.

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

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: May 25, 2021



President

Attest: 

Secretary-Treasurer

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

| | |
|---|---|
| Executive Division | |
| 1 | Executive |
| 2 | Executive |
| 3 | Executive |
| 4 | Executive |
| 5 | Internal Audit |
| Administration & External Affairs Division | |
| 6 | DGM - Administration & External Affairs |
| 7 | Marketing |
| 8 | Marketing |
| 9 | Marketing |
| Engineering & Project Mgmt. Division | |
| 10 | Engineering & Project Management |
| 11 | Engineering & Project Management |
| 12 | Engineering & Project Management |
| Finance & Administration Division | |
| 13 | Finance & Administration |
| 14 | Accounting |
| 15 | Office of Business Development |
| 16 | Office of Management & Budget |
| 17 | Procurement |

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

Executive Director, Internal Audit

Executive Secretary

Supervisor, Marketing Development

Marketing Manager

Marketing Associate

Executive Secretary, Engineering & Project Management
Administrative Assistant
Administrative Assistant

Office Manager, Finance & Administration

Director, Accounting

Director, Office of Business Development

Director, Office of Management & Budget

Procurement Team Leader

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

| | | |
|---|--|--------------------------------|
| 18 | Revenue | Supervisor, Computer Room |
| 19 | Support Services | Manager, Support Services |
| Human Resources Division | | |
| 20 | Human Resources | Executive Secretary |
| 21 | Human Resources | Talent Management Coordinator |
| 22 | Labor & Employee Relations-Administration | Administrative Assistant |
| 23 | Labor & Employee Relations-Administration | Lead Benefits Specialist |
| 24 | Training & Employee Development - Maintenance Training | Vehicle Maintenance Instructor |
| Innovation & Technology Division | | |
| 25 | DGM - Innovation & Technology Division | Executive Secretary |
| 26 | ITS/End User Support | Manager, ITS/End User Support |
| 27 | Information Technology - Network Services | Manager, Infrastructure |
| Legal Affairs Division | | |
| 28 | Legal Affairs | DGM, Legal Affairs |
| 29 | Risk Management | Director, Risk Management |
| 30 | Claims | Manager, Claims |
| 31 | Safety | Director, Safety |
| 32 | Safety | Business Analyst |
| Operations Division | | |
| 33 | Operations | Executive Secretary |

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

| | | |
|----|--|-------------------------------------|
| 34 | Operations | Manager, Asset & Configuration |
| 35 | Triskett -Administration | Administrative Assistant, Triskett |
| 36 | Triskett -Transportation Administration | Manager, Transportation Triskett |
| 37 | Triskett-Equipment | Manager, Equipment Triskett |
| 38 | Triskett-Facilities | Manager, Facilities Triskett |
| 39 | Triskett-Maintenance | Maintenance Leader, Triskett |
| 40 | Hayden-Administration | District Director, Hayden |
| 41 | Hayden-Administration | Administrative Assistant |
| 42 | Hayden-Facilities | Manager, Facilities Hayden |
| 43 | Hayden-Equipment | Manager, Equipment Hayden |
| 44 | Hayden-Equipment | Assistant Equipment Manager, Hayden |
| 45 | Hayden-Maintenance | Maintenance Leader, Hayden |
| 46 | Rail-Administration | Secretary I |
| 47 | Rail-Transportation | Manager, Transportation Rail |
| 48 | Rail-Facilities-Administration | Manager, Facilities Rail |
| 49 | Rail-Facilities-Administration | Supervisor, Rail Facilities |
| 50 | Rail-Facilities-Administration | Supervisor, Rail Facilities |
| 51 | Rail-Facilities-Administration | Supervisor, Janitorial Services |
| 52 | Rail-Facilities Maintenance West Side | Maintenance Leader |
| 53 | Rail-Equipment-Administration | Manager, Rail Equipment |
| 54 | Rail-Equipment-Administration | Equipment Administrator Rail |
| 55 | Rail-Administration | Operations Staff Assistant, Rail |
| 56 | Rail-Administration | Staff Assistant |
| 57 | Rail Facilities East Side | Maintenance Leader |
| 58 | Rail Facilities East Side | Maintenance Technician |
| 59 | Rail Facilities-Power & Way(Track & Signals) | Manager, Power & Way |
| 60 | Rail Facilities-Power & Way(Track & Signals) | Administrative Assistant |

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

| | | |
|----|---|---|
| 61 | Fleet Management-Administration | Director, Fleet Management |
| 62 | Fleet Management-Administration | Administrative Assistant/Engineering Fleet Planning |
| 63 | Fleet Management-Administration | Railcar Project Lead/Manager |
| 64 | Fleet Management-Facilities | Manager, Facilities Fleet Management |
| 65 | Fleet Management-Facilities-Administration | Manager, Fleet Planning and Engineering |
| 66 | Fleet Management-Inventory | Manager, Supply Chain Management |
| 67 | Fleet Management-Inventory | Material Contract & Release Specialist |
| 68 | Fleet Management-Inventory | Material Contract & Release Specialist |
| 69 | Fleet Management-Inventory | Material Planner |
| 70 | Fleet Management-Administration | QA Warranty Administrator, Fleet Management |
| 71 | Fleet Engr. & Quality Assurance - Administration | Configuration Management Eng\.-Vehicles |
| 72 | Fleet Engineering & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Mechanical |
| 73 | Fleet Engineering & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Mechanical -CDL |
| 74 | Fleet Engr. & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Mechanical -CDL |
| 75 | Fleet Engr. & Quality Assurance - Q/A Warranty Administration | Quality Assurance/Warranty Electrical |
| 76 | Fleet Engr. & Quality Assurance - Equipment Engineering - Bus | Vehicle Engineer |
| 77 | Fleet Engr. & Quality Assurance - Equipment Engineering - Bus | Vehicle Engineer |
| 78 | Fleet Management-CBM | Supervisor, CBM |
| 79 | Fleet Management-CBM Equipment | Supervisor, Electronic Repair |
| 80 | Fleet Management-CBM Equipment | Manager, Electronic Repair |
| 81 | Fleet Management-CBM Unit Rebuild | Supervisor-Performance |
| 82 | Fleet Management-CBM | Manager, Equipment CBM |
| 83 | Paratransit-Administration | District Director, Paratransit |
| 84 | Paratransit-Administration | Clerk Typist |
| 85 | Paratransit-Facilities | Manager, Facilities Paratransit |
| 86 | Paratransit-Facilities | Maintenance Leader |
| 87 | Service Management-Administration | Planning Secretary |
| 88 | Service Management-Facilities Administration | Supervisor, Janitorial Services |
| 89 | Service Management-Facilities Maintenance | Maintainer |

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

| | | |
|-----|---|---|
| 90 | Service Management - Operations | Maintenance Leader |
| 91 | Service Management-Facilities Shelter Maintenance | Maintainer |
| 92 | Service Management-Facilities Administration | Bus Shelter & Bus Garage Maintenance Supervisor |
| 93 | Service Management-Facilities Administration (MO) | Manager, Central Facilities |
| 94 | Service Quality Management | Office Manager, Service Quality Management |
| 95 | Intelligent Transportation Systems(ITS) | Manager, Intelligent Transportation System |
| 96 | Transit Police | Executive Secretary |
| 97 | Transit Police | Security Systems Manager |
| 98 | Transit Police | Lieutenant |
| 99 | Transit Police | Commander-Transit Police |
| 100 | Transit Police | Commander-Transit Police |
| 101 | Transit Police | Sergeant-Transit Police |
| 102 | Transit Police | K-9 Team Transit Police |
| 103 | Transit Police | K-9 Team Transit Police |
| 104 | Transit Police | K-9 Team Transit Police |
| 105 | Transit Police | K-9 Team Transit Police |
| 106 | Transit Police | K-9 Team Transit Police |
| 107 | Transit Police | K-9 Team Transit Police |
| 108 | Transit Police | K-9 Team Transit Police |
| 109 | Transit Police | K-9 Team Transit Police |



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|--|----------------------------|
| TITLE/DESCRIPTION: APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS | Resolution No.: 2021-56 |
| | Date: May 20, 2021 |
| | 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 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.

The Authority management has undertaken a review of the current list of employees and positions designated to use Purchasing Cards. Currently, there are 105 authorized positions for Purchasing Card use. Following management review, it was proposed that the list of authorized users be revised. Staff recommended the addition of only new positions. The proposed revised list to add 4 new positions will increase the number of authorized users from 105 to 109.

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 this effort seeking approval from the Board of Trustees of the revised list of positions designated 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.

A handwritten signature in blue ink, appearing to read "J. L. ... Ph.D., Acting". The signature is written in a cursive style and is positioned above a horizontal line.

General Manager, Chief Executive Officer