

RESOLUTION NO. 2024-60

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 ("P-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, Resolution 2023-013 on February 28, 2023; and Resolution 2024-016 on February 27, 2024, updating positions designated to use P-Cards; and

WHEREAS, Authority management has undertaken a review of the current list of 111 positions authorized to use P-Cards, resulting in a recommendation to add two (2) new positions, for a revised list of 113 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 P-Cards:

Administrative Assistant (Claims)

Project Assistant (Fleet Management – Railcar Replacement Program)

Section 2. That Attachment A to this resolution is the complete, updated list of positions designated to use P-Cards, replacing all prior lists.

Section 3. That the General Manager, Chief Executive Officer is authorized to update future changes in job titles.

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

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

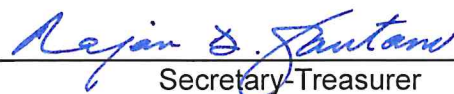
Attachment A: Positions Designated to use Purchasing Cards.

Adopted: July 30, 2024



President

Attest:


Secretary-Treasurer

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Executive Division /Department(s)

Executive	General Manager, CEO
Executive	Secretary to General Manager
Executive	Executive Assistant/Executive Secretary/Treasurer to BOT
Executive	Executive Secretary
Internal Audit	Executive Director, Internal Audit

Engineering & Project Mgmt. Division/Department(s)

Engineering & Project Management	Executive Assistant
Engineering & Project Management	Administrative Assistant
Engineering & Project Management	Administrative Assistant

Administration & External Affairs Division

DGM - Innovation & Technology Division	Executive Secretary
Marketing	Supervisor, Marketing Development
Marketing	Marketing Manager
Marketing	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 Leader

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	
ATTACHMENT A	
POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS	
Revenue	Supervisor, Computer Room
Support Services	Manager, Support Services
Management Information Systems	Director, Enterprise Architecture
Human Resources Division/Department(s)	
Human Resources	Executive Secretary
Human Resources	Talent Management Coordinator
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
Legal Affairs Division/Department(s)	
Legal Affairs	DGM, Legal Affairs
Legal-Administration	Legal Support Manager/Executive Assistant
Risk Management	Director, Risk Management
Claims	Manager, Claims
Claims	Administrative Assistant
Safety	Director, Safety
Safety	Business Analyst
	new

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

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
Rail-Facilities Maintenance West Side	Maintenance Leader
Rail-Equipment-Administration	Manager, Rail Equipment
Rail-Equipment-Administration	Assitant Equipment Manager
Rail-Administration	Operations Staff Assistant, Rail
Rail-Administration	Staff Assistant

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

	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
	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-Administration		Project Assistant
	Fleet Management-Facilities-Administration		new
	Fleet Management-Inventory		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

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY

ATTACHMENT A

POSITIONS AND EMPLOYEES DESIGNATED TO USE PURCHASING CARDS

Paratransit-Administration	Administrative Assistant
Paratransit-Facilities	Manager, Facilities Paratransit
Paratransit-Facilities	Maintenance Leader
Paratransit	Clerk Typist
Service Management-Administration	Planning Secretary
Service Management-Central Facilities	Manager, Central Facilities
Service Management-Central Facilities	Central Facilities Maintenance Supervisor
Service Management-Central Facilities	Central Facilities Maintenance Supervisor
Service Management-Central Facilities	Central Facilities Maintenance Supervisor
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	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



TITLE/DESCRIPTION: APPROVING REVISED LIST OF POSITIONS DESIGNATED TO USE PURCHASING CARDS	Resolution No.: 2024-60
	Date: July 25, 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 approval of the revised list of positions designated to use a purchasing card ("P-Card") for 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 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 add two (2) new positions. This action will result in a total of 113 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 P-Cards.
- 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 positions authorized to use P-Cards 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