

## 2015 Department Budgets

### Finance & Administration Division

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# Finance & Administration Division

## Division Summary

### Loretta Kirk, Deputy General Manager

The Finance and Administration Division is responsible for the Authority's financial management and critical support functions. This Division performs financial management functions, accounting, financial reporting, cash management, debt management, and passenger fare collection and processing. Other critical support functions are also performed, such as: purchasing, contract administration, grants management, records management, mail, reproduction services, administrative services, and outreach efforts for DBE contracting opportunities with the GCRTA.

#### Mission Statement

As an integrated group of professions, the Finance and Administration Division contributes to the organizational success by managing the financial resources of the Authority efficiently and in strict compliance with government regulations, generally accepted financial management principles and Authority policies and by providing timely delivery of administrative services to internal and external customers.

#### 2014 Achievements

- ◆ Expedited procurement and delivery of goods and services to user departments utilizing a functional work team structure.
- ◆ Monitored procurement processes to reduce time required to process payments to vendors and employees by revising the payments process and streamlining procedures.
- ◆ Continued implementation of Fare Collection System.
- ◆ Received Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) from the Government Finance Officer's Association (GFOA).
- ◆ Maintained and improved cash handling processes, fare collection security and vaulting process.
- ◆ Administered the Authority's Disadvantaged Business (DBE) Program to include certification of firms as a DBE contractor, compliance with federal regulations.
- ◆ Implemented regulations for Disadvantaged Business Enterprises.
- ◆ Managed Authority's Records Management Program.
- ◆ Administered 2014 Capital Grant Application process.
- ◆ Implemented process improvements within Finance & Administration Division.
- ◆ Assisted with Energy Price Risk Management Program.

# Finance & Administration Division

## 2015 Priorities

- ◆ Expedite procurement and delivery of goods and services to user departments utilizing a functional work team structure.
- ◆ Monitor procurement processes to reduce time required to process payments to vendors and employees by revising the payments process and streamlining procedures.
- ◆ Support and maintain Fare Collection System.
- ◆ Maintain and improve cash handling processes, fare collection security and vaulting process.
- ◆ Prepare Comprehensive Annual Financial Report (CAFR) conforming to the requirements outlined by the Government Finance Officers' Association (GFOA).
- ◆ Assist in the completion of the Single Audit.
- ◆ Implement new report writer.
- ◆ Administer the Authority's Disadvantaged Business (DBE) Program to include certification of firms as a DBS contractor, establishing DBE goals on contracts, and ensuring compliance with federal regulations.
- ◆ Assist departments in minimizing the Authority's overall administration costs.
- ◆ Continue support and monitoring of Authority's Records Management.
- ◆ Continue to assist with Energy Risk Management Program.
- ◆ Administer 2015 Capital Grant Application process.
- ◆ Continue to implement Financial Management System.
- ◆ Implement process improvement within Finance & Administration Division

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# Finance & Administration Division

## 2015 OPERATING BUDGET SUMMARY Department 10 – Office of Business Development

STEVEN SIMS, DIRECTOR

### Department Priorities for 2015

- ◆ Administer GCRTA's Disadvantaged Business Enterprise (DBE) program to include certification of firms as a DBE contractor, establishing goals on contracts and ensuring compliance with Federal regulations.
- ◆ Encourage strong business ties between GCRTA and women - and minority-owned firms by supporting avenues to communicate procurement opportunities.
- ◆ Increase the number of businesses, and overall spending that women- and minority-owned firms represent in all procurement opportunities including small purchases.
- ◆ Assist and support women- and minority-owned firms through sponsoring workshops, training, and information sessions.
- ◆ Encourage and monitor the utilization of women and minority workers on RTA construction projects to ensure required participation levels are achieved.
- ◆ Actively seek to identify and certify DBE firms.

**Mission Statement**

The mission of the Office of Business Development is to engage, support, and assist the local disadvantaged business community, and help ensure fair and representative participation in procurement opportunities at GCRTA within the community at-large.

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Estimate</b>	<b>2015 Budget</b>
Conduct in-field construction compliance reviews (II, IV, V, VI, VII)	16	22	16	16
Conduct on-site certification and recertification reviews (II, IV, V, VI, VII)	N/A	N/A	70	70
Host contract information sessions for DBE and prime contractors regarding RTA procurements (II, IV, V, VI, VII)	2	1	4	4
Sponsor and support business-focused workshops and training sessions for women and minority business owners (II, IV, V, VI, VII)	4	7	4	4
Conduct DBE certification workshops (II, IV, V, VI, VII)	2	1	2	2

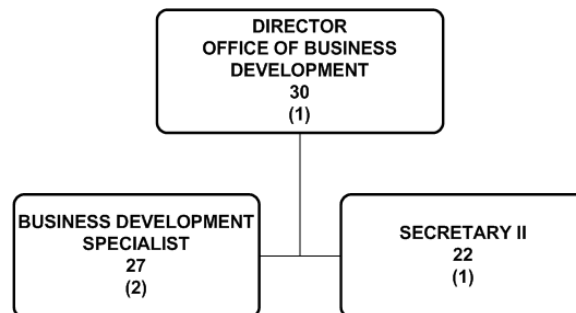
# Finance & Administration Division

Below are budget and staffing highlights of the Office of Business Development Department

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501300	Labor – Salaried Employees	225,205.44	267,914.37	251,815.44	289,465.68
501310	Overtime – Salaried Employees	0.00	(44.59)	0.00	0.00
502000	Fringe Benefits	87,252.88	95,501.34	94,859.07	99,207.25
503020	Advertising Fees	241.78	0.00	100.00	1,100.00
504000	Materials & Supplies	1,390.22	818.48	890.00	500.00
509000	Miscellaneous Expenses	1,561.14	2,066.80	2500.00	6,600.00
<b>Total:</b>		<b>315,651.46</b>	<b>366,256.40</b>	<b>350,164.51</b>	<b>396,872.93</b>

## Staffing Comparison

Grade	Job Name	2012	2013	2014	2015
22	0723 Secretary II	1.0	1.0	1.0	1.0
27	0879 Business Dev Specialist	2.0	2.0	2.0	2.0
30	0872 Director	1.0	1.0	1.0	1.0
<b>Total</b>		<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>



# Finance & Administration Division

## 2015 OPERATING BUDGET SUMMARY Department 60 – Accounting

LORETTA KIRK, DEPUTY GENERAL MANAGER

### Department Priorities for 2015

- ◆ Continue to reduce time required to process payments to vendors and employers by revising payment processes and streamlining procedures.
- ◆ Continue to improve department performance to eliminate audit citations and expedite workflow.
- ◆ Coordinate completion of the 2014 Financial Audit
- ◆ Prepare and submit Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA).
- ◆ Coordinate completion of the 2014 Single Audit Report.
- ◆ Continue to assist with implementation of Oracle R-12 Project Costing Module.
- ◆ Complete Grant Reconciliations of Capital Grants.
- ◆ Coordinate the implementation of a new report writer.

### Mission Statement

The mission of the Accounting Department is to maintain accurate and timely accounting records of the Authority, process accurate voucher and payroll checks for both our internal and external customers, and develop, monitor, and maintain an effective internal control system that safeguards the Authority's financial assets.

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501300	Labor – Salaried Employees	1,256,631.30	1,373,270.88	1,536,927.52	1,734,383.46
501310	Overtime – Salaried Employees	30,292.44	36,382.84	42,734.54	36,850.00
502000	Fringe Benefits	413,188.05	420,289.73	524,608.19	617,896.26
503000	Services	103,361.50	52,875.97	95,260.73	69,000.00
503049	Temporary Help	46,678.08	86,745.79	44,361.68	0.00
504000	Materials & Supplies	13,973.20	17,019.33	14,281.74	17,400.00
509000	Miscellaneous Expenses	268,487.14	11,181.31	25,765.76	26,400.00
<b>Total:</b>		<b>2,132,611.71</b>	<b>1,997,765.85</b>	<b>2,283,940.15</b>	<b>2,501,929.72</b>

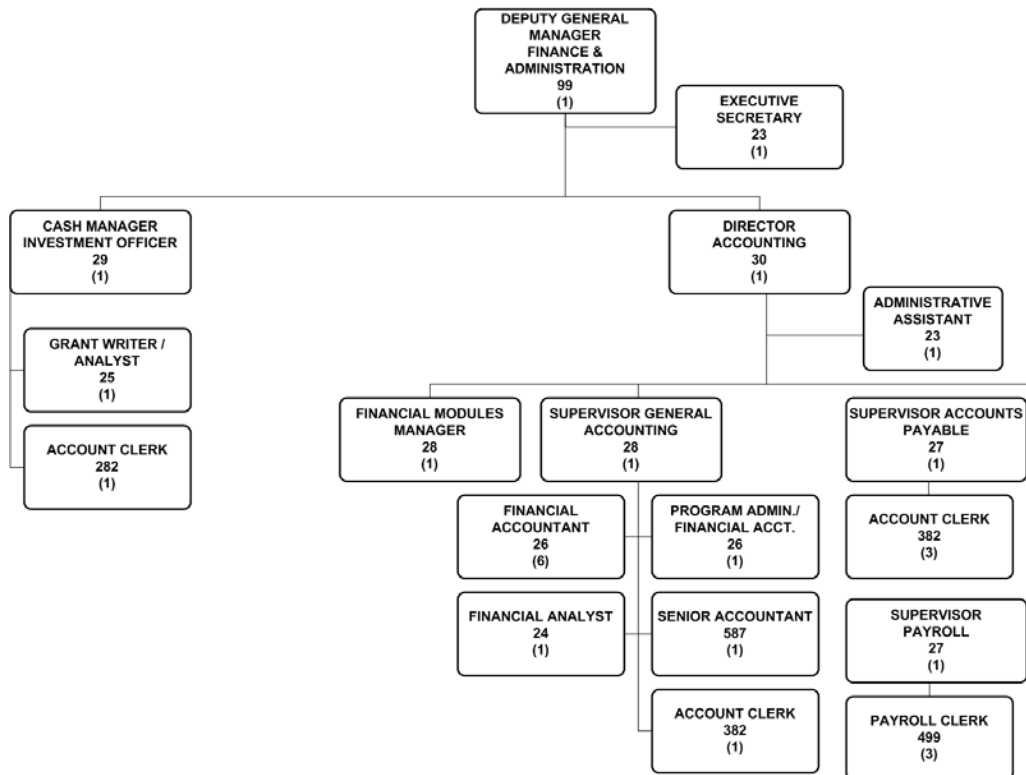
### 2014 Highlights:

- ◆ Reduced time required to process payments to vendors and employees by revising the payments process and streamlining procedures.
- ◆ Improved department performance to eliminate audit citations and expedite workflow
- ◆ Prepared Comprehensive Annual Financial Report (CAFR), conforming to the requirements outlined by the Government Finance Officers Association.
- ◆ Participated in the implementation of Oracle R-12 Project Costing Module.
- ◆ Completed the 2013 Financial Audit.
- ◆ Completed the 2013 Single Audit Report.
- ◆ Completed Grant Reconciliations of Capital Grants.

# Finance & Administration Division

Below are budget and staffing highlights of the Accounting Department

Grade	Job Name	2012	2013	2014	2015
02	0282 Account Clerk	1.0	1.0	1.0	0.0
03	0301 Administrative Assistant	1.0	0.0	0.0	0.0
	0382 Account Clerk	4.0	4.0	4.0	4.0
04	0499 Payroll Clerk	3.0	3.0	3.0	3.0
05	0587 Senior Accountant	1.0	1.0	1.0	1.0
23	0725 Executive Secretary	1.0	1.0	1.0	1.0
	0757 Administrative Assistant	1.0	1.0	1.0	1.0
24	1959 Financial Analyst	0.0	1.0	1.0	1.0
25	0765 Grants Writer/Analyst	1.0	1.0	1.0	1.0
26	1080 Financial Accountant	4.0	5.0	5.0	6.0
	1725 Program Administrator	0.0	0.0	1.0	1.0
27	1162 Supv Accounts Payable	1.0	1.0	1.0	1.0
	1163 Supervisor Payroll	1.0	1.0	1.0	1.0
28	1161 Supv General Accounting	1.0	1.0	1.0	1.0
	1670 Financial Modules Manager	1.0	1.0	1.0	1.0
29	1263 Cash Manager	1.0	1.0	1.0	1.0
30	1427 Director	1.0	1.0	1.0	1.0
99	9941 DGM Finance & Administration	1.0	1.0	1.0	1.0
<b>Total</b>		<b>24.0</b>	<b>25.0</b>	<b>26.0</b>	<b>26.0</b>





# Finance & Administration Division

## 2015 OPERATING BUDGET SUMMARY Department 62 – Support Services

EDDINE F. DALTON, MANAGER

### Department Priorities for 2015

- Records Management Program – Continuous efforts to update GCRTA Records Retention Schedules; Convert to electronic system; Coordinate purging of obsolete records to reduce storage cost
- Continue tracking department usage and spending on products, material, and services to measure, analyze, and control for cost effectiveness
- Replace broken, old, or outdated office furniture and equipment to reduce cost of repair and maintenance
- Implement ways to optimize efficiency and educate with emphasis on Reduce, Reuse, Recycle congruent with our sustainability initiatives.

### Mission Statement

Support Services provides high-tech duplicating services, mail management, and mail and package delivery to our facilities and other business establishments, high-speed offset printing at our Print Shop, timetable production and distribution, vending machine services, office furniture, office supplies, recycling services, and a Records Management Program.

Our Mission is to provide relevant, courteous, and timely “Quality” service to all of our internal and external customers in a manner consistent with the GCRTA performance standards.

**”Customer Service is only as Good as the Customer feels it is.”**

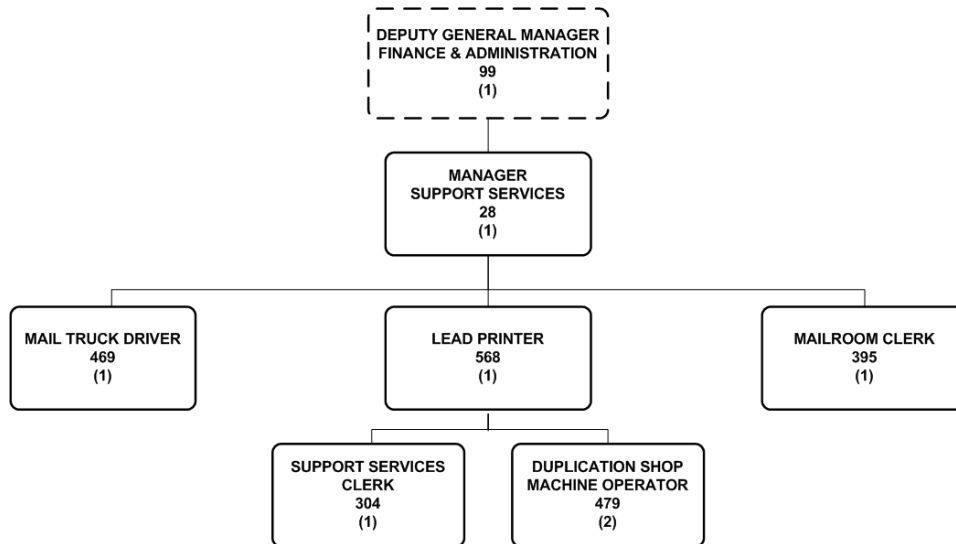
	2012 Actual	2013 Actual	2014 Actual	2015 Budget
Print & Distribute Timetables (III, V, VI, VII)	10,000,000	10,000,000	10,200,000	10,200,000
Duplicate Copies (III, IV, V, VI, VII)	11,500,000	11,500,000	11,730,000	11,500,000

# Finance & Administration Division

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501200	Hourly Employees Payroll	51,798.58	52,702.00	55,821.55	55,674.23
501210	Overtime – Hourly Employees	145.97	23.67	5.90	1,000.00
501300	Labor – Salaried Employees	252,281.86	277,600.10	300,489.40	319,753.97
501310	Overtime – Salaried Employees	3,814.47	1,316.71	383.85	5,000.00
502000	Fringe Benefits	112,038.30	118,030.31	133,375.28	132,491.62
503000	Services	121,979.86	157,290.93	237,732.24	\$107,300.00
503052	Other Maintenance Contracts	0.00	1,757.23	23,709.00	39,000.00
504000	Materials & Supplies	14,290.72	23,225.41	49,745.83	109,600
504051	Postage Expense	77,456.16	81,291.35	99,627.99	96,250
504052	Duplicating Material & Supplies	147,334.37	116,329.07	107,009.63	114,000.00
509000	Miscellaneous Expenses	204.55	1,129.93	950.00	1,725.00
512000	Leases & Rentals	60,504.99	38,164.00	61,687.44	61,000.00
<b>Total:</b>		<b>841,849.83</b>	<b>868,860.71</b>	<b>1,070,538.11</b>	<b>1,042,794.82</b>

Below are budget and staffing highlights of the Service Management Department

Grade	Job Name	2012	2013	2014	2015
03	0304 Support Services Clerk	1.0	1.0	1.0	1.0
	0395 Mailroom Clerk	1.0	1.0	1.0	1.0
04	0469 Mail Truck Driver	1.0	1.0	1.0	1.0
	0479 Dup Shop Machine Operator	2.0	2.0	2.0	2.0
05	0568 Lead Printer	1.0	1.0	1.0	1.0
28	0868 Mgr Building Support Serv	1.0	1.0	1.0	1.0
<b>Total</b>		<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>



# Finance & Administration Division

## 2015 OPERATING BUDGET SUMMARY Department 64 – Procurement

FRANK POLIVKA, DIRECTOR

### Department Priorities for 2015

- ◆ Implement, monitor and improve procurement acquisition process to reduce procurement turnaround time.
- ◆ Expedite procurement and delivery of goods and services to user departments utilizing a functional work team structure.
- ◆ Finalize the dashboard development for RTA.
- ◆ Implement National Institute of Governmental Purchasing (NIGP) Department Accreditation.
- ◆ Expand the use of P-Card usage.
- ◆ Implement new report writer and the development of new capabilities.

### Mission Statement

The mission of the Procurement Department is to efficiently procure the Authority's goods, services, and capital improvements in a manner consistent with GCRTA Board Policy, Federal Regulations, State Law, and Generally Accepted Business Practices, and to efficiently administer all purchases and service contracts.

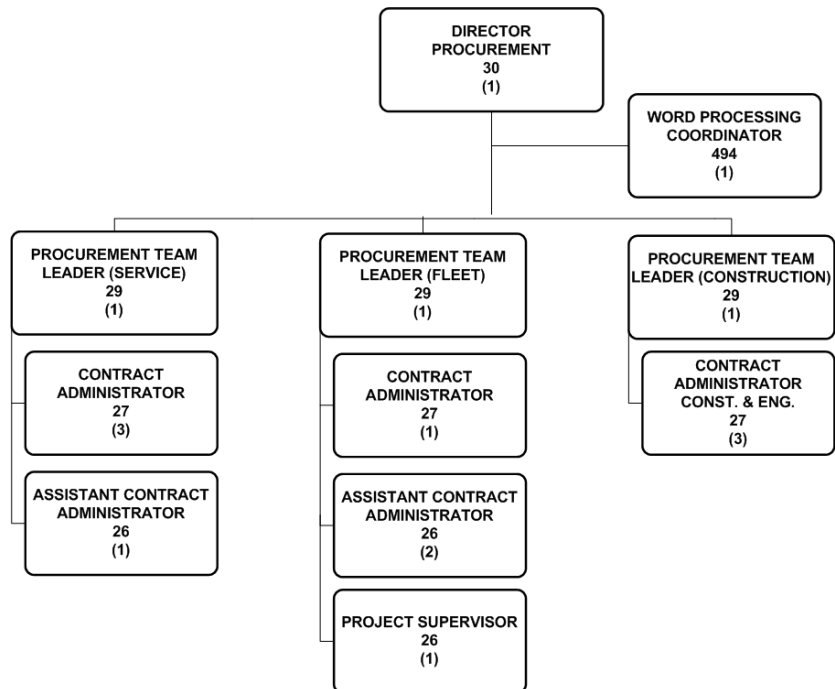
	2012 Actual	2013 Actual	2014 Actual	2015 Estimate
Number of Work Days to Complete Purchases Under 100K – this category was 25K prior to 2009 (II, III, IV, V, VI, VII)	10	10	10	10
Number of Work Days to Complete Bids over 100K (II, III, IV, V, VI, VII)	60	60	60	60
Number of Work Days to Complete Proposals over 100K (II, III, IV, V, VI, VII)	90	90	90	90

Below are budget and staffing highlights of the Procurement Department

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501300	Labor – Salaried Employees	1,089,617.96	1,135,357.44	1,147,322.42	1,189,043.07
502000	Fringe Benefits	401,546.64	398,514.15	432,975.87	407,664.77
503000	Services	4,977.60	5,176.70	5,386.00	5,700.00
503020	Advertising Fees	15,984.92	17,211.53	20,257.67	16,500.00
503049	Temporary Help	0.00	0.00	9,000.00	0.00
504000	Materials & Supplies	3,896.89	1,675.33	5,659.65	5,000.00
509000	Miscellaneous Expenses	4,565.71	10,680.84	19,276.98	17,100.00
<b>Total:</b>		<b>1,520,589.72</b>	<b>1,568,615.99</b>	<b>1,639,878.60</b>	<b>1,641,007.84</b>

# Finance & Administration Division

Grade	Job Name	2012	2013	2014	2015
04	0494 Word Processing Coord	1.0	1.0	1.0	1.0
26	1138 Project Supervisor	2.0	2.0	2.0	1.0
	0830 Assistant Contract Administrator	0.0	2.0	2.0	3.0
27	1049 Supervisor Purchasing	1.0	1.0	1.0	0.0
	1160 Contract Administrator	5.0	4.0	4.0	4.0
	1171 Contr Admin Contr & Eng	2.0	2.0	2.0	3.0
29	0787 Procurement Team Leader	4.0	4.0	3.0	3.0
30	1609 Director	1.0	1.0	1.0	1.0
<b>Total</b>		<b>16.0</b>	<b>17.0</b>	<b>16.0</b>	<b>16.0</b>



# Finance & Administration Division

## 2015 OPERATING BUDGET SUMMARY Department 65 - Revenue

SCOTT UHAS, DIRECTOR

### Department Priorities for 2015

- ◆ Continue to prepare employee transition plan to include, but not limited to, the assistance of an MDP team member.
- ◆ Continue to work with both GFI and ACS toward the successful completion of the installation of the automated fare collection equipment, software, and peripherals.
- ◆ Ensure that farecards and passes are available for distribution to outlets and the general public and work as intended.
- ◆ Work on continuous improvement of the cash handling, fare collection equipment security, and the farebox vaulting process.
- ◆ Direct implementation of fare policies and continue to seek ways to improve education to the public.
- ◆ Continue to streamline the process and agreement with Cleveland Metropolitan School District.
- ◆ Monitor activity of all TVM's and CSK's throughout the system and look for any abnormalities and report them to the appropriate team members.

### Mission Statement

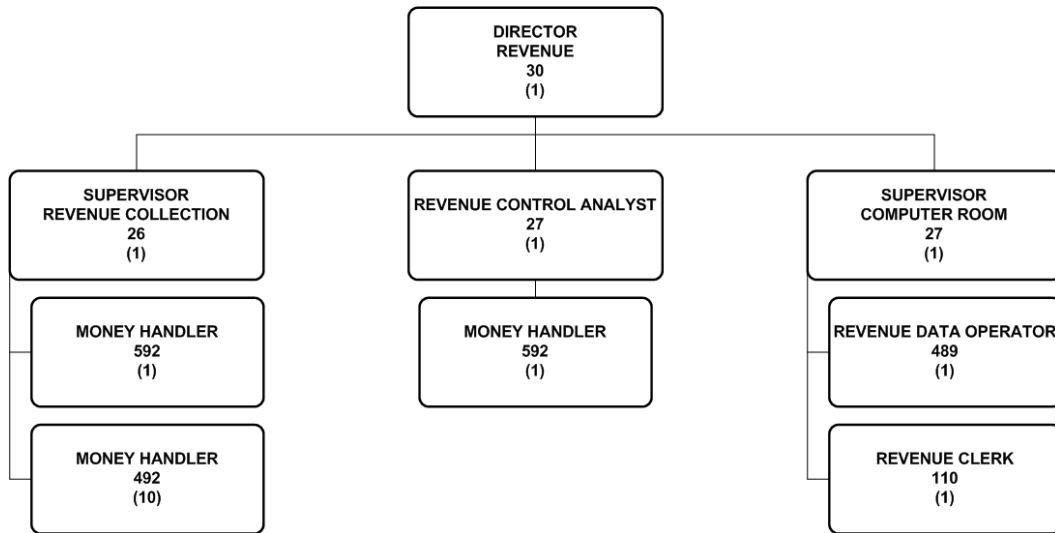
The mission of the Revenue Department is to maximize, collect, and safeguard passenger revenues from fare boxes, retail outlets, automated, and non-automated fare collection equipment. Other responsibilities include administering sales of fare cards and passes, coordination of pass programs with various educational institutions, generating ridership reports, oversight of all vending equipment, and the review and integration of new fare policies and collection techniques as they are adopted.

Below are budget and staffing highlights of the Fleet Management Department

Obj. Class	Description	2012 Actual	2013 Actual	2014 Projection	2015 Budget
501300	Labor – Salaried Employees	919,326.01	988,121.67	1,015,758.82	1,062,021.57
501310	Overtime – Salaried Employees	24,910.05	20,891.92	24,985.69	33,000.00
502000	Fringe Benefits	347,025.78	361,846.90	386,232.02	385,007.71
502071	W.C. – Injuries & Damages	696.52	1,309.36	0.00	0.00
503000	Services	462,770.95	420,538.67	508,112.35	475,100.00
504000	Materials & Supplies	257,824.87	229,458.13	277,033.21	318,400.00
509000	Miscellaneous Receipts	6,140.38	10,600.11	6,854.37	6,225.00
<b>Total:</b>		<b>2,018,694.56</b>	<b>\$2,032,766.76</b>	<b>2,218,976.46</b>	<b>2,279,754.28</b>

# Finance & Administration Division

Grade	Job Name	2012	2013	2014	2015
01	0110 Revenue Clerk	1.0	1.0	1.0	1.0
04	0489 Revenue Data Operator	1.0	1.0	1.0	1.0
	0492 Money Handler	10.0	10.0	10.0	10.0
05	0592 Money Handler	2.0	2.0	2.0	2.0
26	0955 Supv Revenue Collection	1.0	1.0	1.0	1.0
27	0750 Revenue Control Analyst	1.0	1.0	1.0	1.0
	0832 Supervisor Computer Room	1.0	1.0	1.0	1.0
30	1429 Director	1.0	1.0	1.0	1.0
<b>Total</b>		<b>18.0</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>



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