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, information technology, 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.

2012 Achievements

- Upgraded and replaced distributed network and client server applications.
- Supported telecommunications services, including audio, video and data.
- 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 new 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.
- 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.
- Rolled out updated regulations for Disadvantaged Business Enterprises.
- Managed Authority's Records Management Program.
- Administered 2012 Capital Grant Application process.
- Implemented upgrade to Oracle computer systems.
- Completed Finance & Administration Division Sustainability Plan.
- Implemented process improvements within Finance & Administration Division.
- Assisted with Energy Price Risk Management Program.
- Completed sale of General Obligation (GO) Bonds to finance capital improvement projects.

Finance & Administration Division

2013 Priorities

- Upgrade, maintain and replace distributed network and client server applications.
- Maintain, upgrade and replace telecommunications services, including audio, video and data, as required.
- Support ongoing development of short and long range Information Technology (IT) Strategic Plans and update IT Policies and Procedures.
- 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 Officer's Association (GFOA).
- 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.
- Rollout updated regulations for Disadvantaged Business Enterprises.
- 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 2012 Capital Grant Application process.
- Implement upgrade to Oracle computer systems.
- Implement process improvement within Finance & Administration Division.

Finance & Administration Division

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Finance & Administration Division

2013 OPERATING BUDGET SUMMARY
Department 10 – Office of Business Development

STEVEN SIMMS, DIRECTOR

Department Priorities for 2013

- Administer the Authority'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 relationships between RTA 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 topic-oriented workshops, training, and information sessions.
- Encourage and monitor the utilization of women and minority workers on RTA construction projects to ensure that required participation levels are reached.
- 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.

	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
Conduct on-site construction compliance reviews (#4)	16	16	16	16
Host contract information sessions for DBE and prime contractors regarding RTA procurements (#4,5)	2	2	2	2
Sponsor and support business-focused workshops and training sessions for women and minority business owners (#4,5)	4	4	4	4
Conduct DBE certification workshops (#4,5)	2	2	2	2

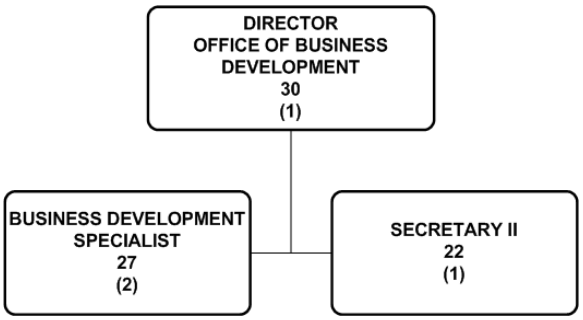
Finance & Administration Division

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

Obj. Class	Description	2010 Actual	2011 Actual	2012 Projection	2013 Budget
501300	Labor – Salaried Employees	260,060	259,831	259,811	277,369
501310	Overtime – Salaried Employees	0	0	(38)	0
502000	Fringe Benefits	90,872	95,847	99,725	103,262
503020	Advertising Fees	225	0	500	1,100
504000	Materials & Supplies	62	0	500	500
509000	Miscellaneous Expenses	3,373	3,711	3,699	5,500
Total:		**354,622**	**359,390**	**364,198**	**387,731**

Staffing Comparison

Grade	Job Name	2010	2011	2012	2013
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
Total		**4.0**	**4.0**	**4.0**	**4.0**



Finance & Administration Division

2013 OPERATING BUDGET SUMMARY
Department 60 – Accounting

LORETTA KIRK, DEPUTY GENERAL MANAGER

Department Priorities for 2013

- 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 2012 Financial Audit.
- Prepare and submit Comprehensive Annual Financial Report (CAFR) to the Government Finance Officer's Association (GFOA).
- Coordinate completion of the 2012 Single Audit Report.
- Assist with the implementation of Oracle R-12 Project Costing Module.
- Complete Grant Reconciliations of Capital Grants.

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.

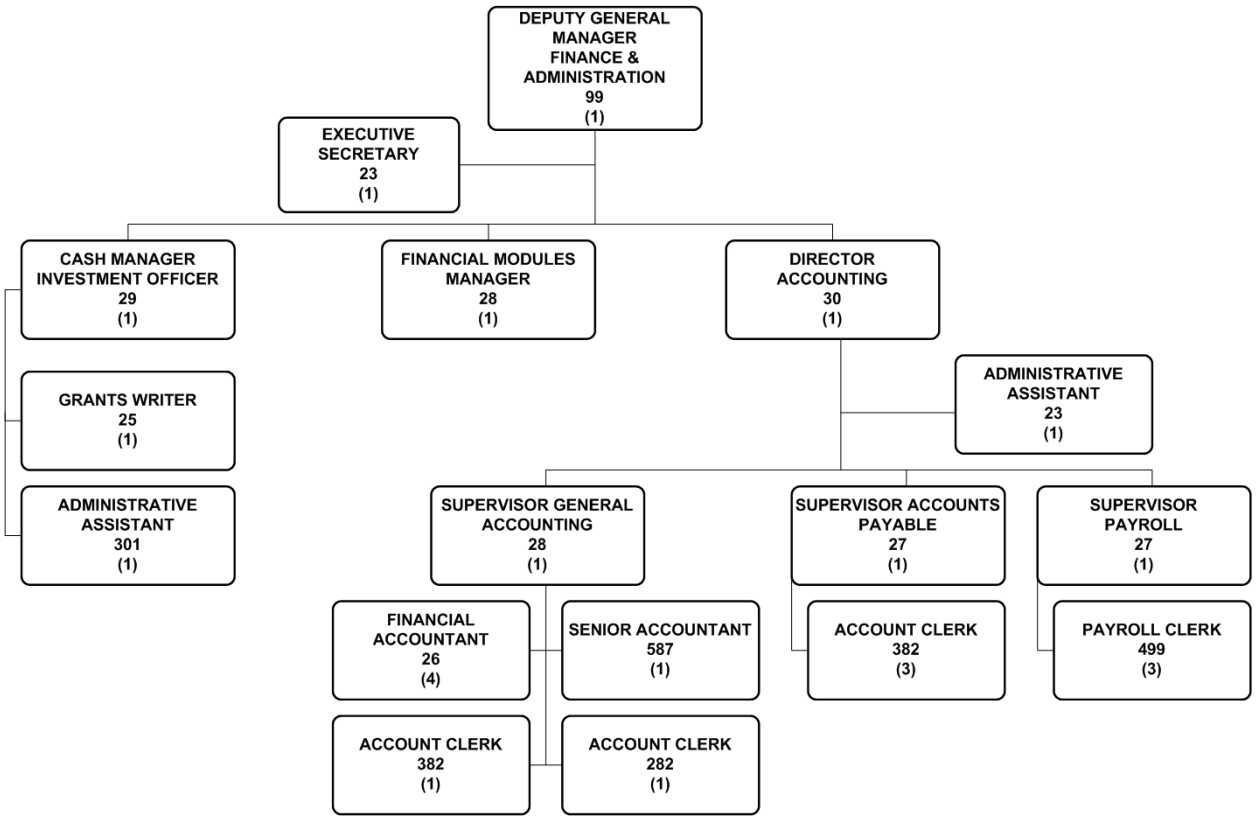
	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
Days to process Cash Disbursement Reports (#1,4)	1	1	1	1
Days to complete Month-End closings (#1,4)	5	5	5	5
Average Days to Process Invoices (#1,4)	5	5	5	4

Obj. Class	Description	2010 Actual	2011 Actual	2012 Projection	2013 Budget
501300	Labor – Salaried Employees	1,122,038	1,040,064	1,049,158	1,474,010
501310	Overtime – Salaried Employees	17,696	23,952	18,039	36,850
502000	Fringe Benefits	377,486	368,176	440,568	562,479
503000	Services	13,284	67,756	55,500	71,000
503049	Temporary Help	0	31,632	16,760	15,000
504000	Materials & Supplies	11,458	11,853	13,489	17,200
509000	Miscellaneous Expenses	6,466	10,388	8,278	14,610
Total:		**1,548,427**	**1,554,721**	**1,601,792**	**2,191,149**

Finance & Administration Division

Below are budget and staffing highlights of the Accounting Department

Grade	Job Name	2010	2011	2012	2013
02	0282 Account Clerk	1.0	1.0	1.0	1.0
03	0301 Administrative Assistant	1.0	1.0	1.0	1.0
	0382 Account Clerk	5.0	5.0	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	0.0	0.0	1.0	1.0
	0757 Administrative Assistant	1.0	1.0	1.0	1.0
25	25X Grants Writer	0.0	0.0	1.0	1.0
26	1080 Financial Accountant	4.0	4.0	4.0	4.0
27	0765 Grants Manager	1.0	1.0	0.0	0.0
	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
	28X Financial Modules Manager	0.0	0.0	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	0.0	0.0	1.0	1.0
Total		**22.0**	**22.0**	**24.0**	**24.0**



Finance & Administration Division

2013 OPERATING BUDGET SUMMARY
Department 61 – Information Technology

HAMID MANTEGHI, DIRECTOR

Department Priorities for 2013

- Upgrade, maintain, and replace distributed network and client server applications.
- Support telecommunications services, including audio, video, and data.
- Support Disaster Recovery Implementation.
- Support development of short- and long-range IT strategic plans and update policies and procedures.
- Support daily operations and office automations.
- Provide Help Desk support and users technical training.

Mission Statement

The mission of the Information Technology (IT) Department is to deliver reliable IT services to the entire Authority based on business requirements established by departments and divisions in a cost-effective manner. Its focus is on the effective use of technology solutions through IT planning, procurement, business process improvements, and maintaining the enterprises software, hardware, and infrastructure.

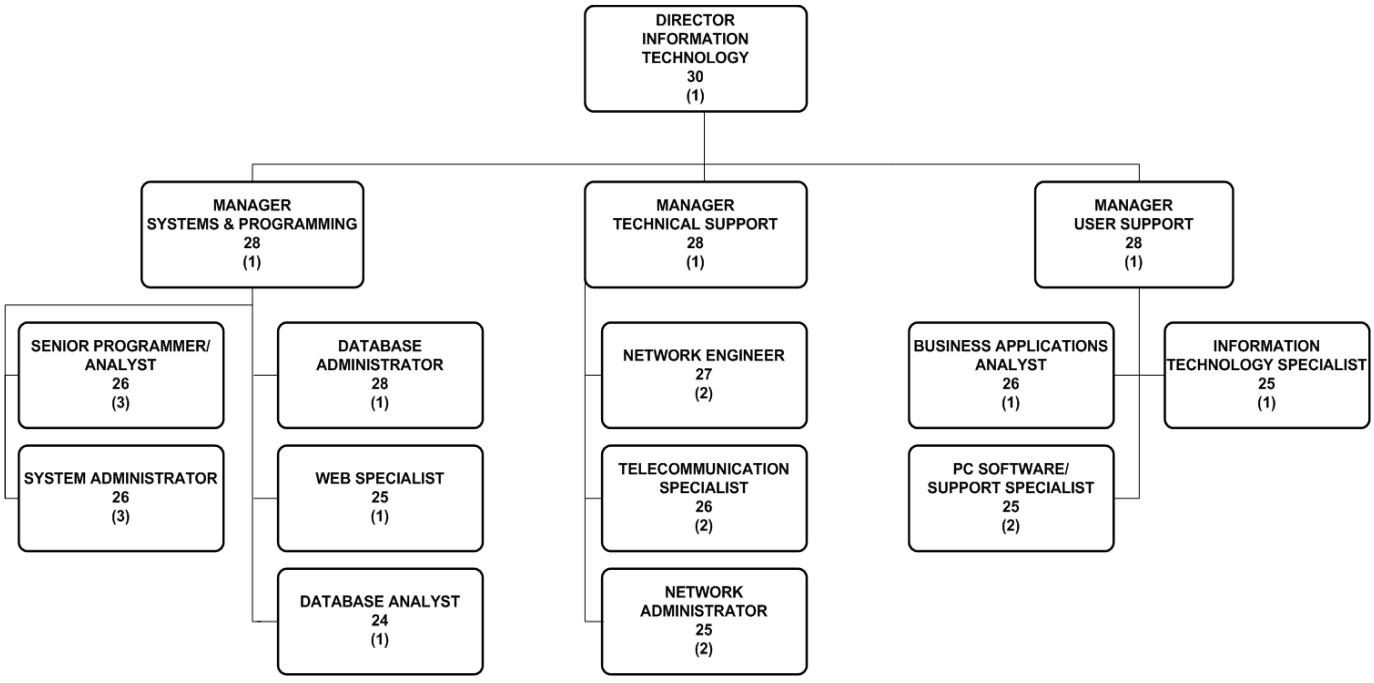
IT Projects (Pct. Of Project Completed)	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
Fare Collection (Infrastructure) (#4)	70%	90%	90%	100%
Oracle Version Upgrade R12 (#1,3,4)	5%	25%	70%	100%
Operator Time & Attendance Replacement (#1,3,4)	0%	5%	35%	100%
Communication Infrastructure Enhancement (#1,3,4)	10%	40%	60%	100%
Data Center Renovation (#1,3,4)	85%	90%	95%	100%
Trapeze Product Upgrade (#1,3,4)	85%	85%	95%	100%
Internet Site Development (#1,3,4)	0%	10%	30%	100%
Intelligent Transit System Development (#1,3,4)	0%	5%	75%	100%
User Support				
Multifunction Devices Supported (#1,3)	250	240	240	275
Users Supported (#1,3)	1,200	1,200	1,200	1280
RTA Locations Supported (#1,3)	18	17	17	17
Personal Computers (#1,3)	970	930	930	975
Telephone/Voice Mail Boxes (#1,3)	700	670	650	613
911 Call Box (#1,3)	285	290	242	242
Mobile Devices Supported (#1,3)	128	132	135	137

Obj. Class	Description	2010 Actual	2011 Actual	2012 Projection	2013 Budget
501300	Labor – Salaried Employees	1,389,078	1,354,915	1,357,100	1,505,031
501310	Overtime – Salaried Employees	1,542	650	889	1,000
502000	Fringe Benefits	487,759	501,770	526,918	560,618
503000	Services	1,352,116	1,479,188	1,317,367	1,653,840
504000	Materials & Supplies	(2,504)	71,126	84,286	121,000
505000	Utilities	552,645	542,176	546,356	572,250
509000	Miscellaneous Expenses	1,952	7,866	7,855	8,250
512000	Leases & Rentals	71,287	39,564	45,713	25,700
Total:		**3,853,875**	**3,997,255**	**3,886,484**	**4,447,752**

Finance & Administration Division

Below are staffing highlights of the Information Technology Department

Grade	Job Name	2010	2011	2012	2013
04	0466 Help Desk Operator	1.0	1.0	0.0	0.0
21	1630 IT Intern Tech	0.0	1.0	0.0	0.0
24	0760 Database Analyst	1.0	1.0	1.0	1.0
25	0751 Network Administrator	2.0	2.0	2.0	2.0
	0960 PC Software/Support Spec	2.0	2.0	2.0	2.0
	25X Web Specialist	0.0	0.0	1.0	1.0
	25X Information Technology Specialist	0.0	0.0	1.0	1.0
26	1072 Telecom Specialist	2.0	2.0	2.0	2.0
	1077 Business Appl Analyst	1.0	1.0	1.0	1.0
	1082 System Administrator	3.0	3.0	3.0	3.0
	Supervisor Hardware	1.0	0.0	0.0	0.0
	1155 Sr. Programmer/Analyst	2.0	3.0	3.0	3.0
	1244 Project Leader	1.0	1.0	0.0	0.0
27	0756 Network Engineer	2.0	2.0	2.0	2.0
28	0783 Manager User Support	1.0	1.0	1.0	1.0
	0846 Manager Technical Support	1.0	1.0	1.0	1.0
	1070 Database Administrator	1.0	1.0	1.0	1.0
	1324 Mgr Systems & Programming	1.0	1.0	1.0	1.0
30	1419 Director	1.0	1.0	1.0	1.0
Total		**23.0**	**23.0**	**23.0**	**23.0**



Finance & Administration Division

2013 OPERATING BUDGET SUMMARY
Department 62 – Support Services

EDDINE F. DALTON, MANAGER

Department Priorities for 2013

- Records Management Program – 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.
- Evaluate GCRTA paper recycling program – 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."

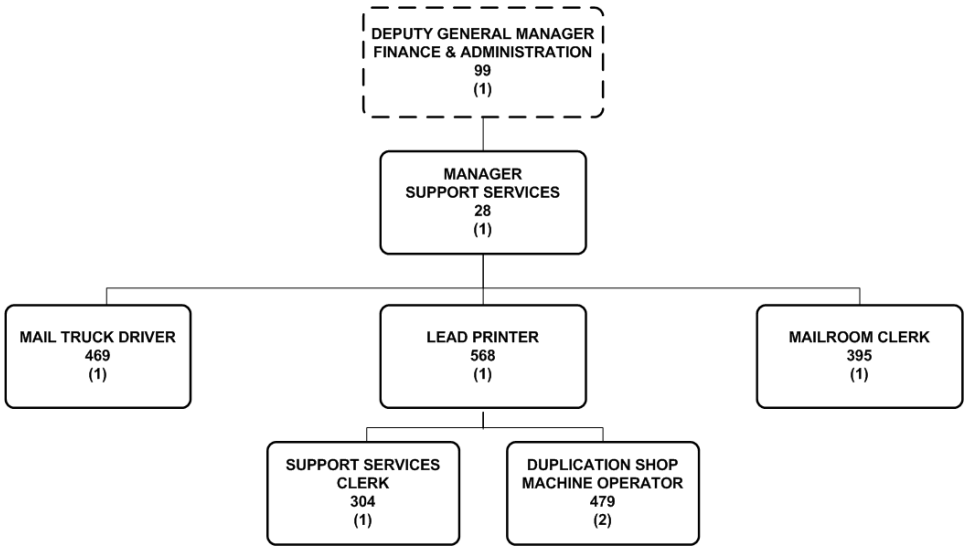
	2010 Actual	2011 Actual	2012 Actual	2013 Budget
Print & Distribute Timetables	10,000,000	10,000,000	10,200,000	10,200,000
Duplicate Copies	11,500,000	11,500,000	11,730,000	11,500,000

Finance & Administration Division

Below are budget and staffing highlights of the Service Management Department

Obj. Class	Description	2010 Actual	2011 Actual	2012 Projection	2013 Budget
501200	Hourly Employees Payroll	49,857	49,858	49,867	52,680
501210	Overtime – Hourly Employees	244	918	938	1,317
501300	Labor – Salaried Employees	267,161	241,636	265,899	290,794
501310	Overtime – Salaried Employees	6,224	4,895	5,094	7,270
502000	Fringe Benefits	112,259	108,075	134,509	131,069
503000	Services	75,247	88,196	89,234	92,600
504000	Materials & Supplies	82,779	74,894	52,725	85,300
504051	Postage Expense	86,679	121,147	140,439	97,650
504052	Duplicating Material & Supplies	117,195	98,158	73,910	114,000
509000	Miscellaneous Expenses	155	224	427	1,900
512000	Leases & Rentals	30,073	44,450	33,884	48,000
Total:		**827,872**	**832,450**	**846,828**	**922,580**

Grade	Job Name	2010	2011	2012	2013
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
27	Manager Records	1.0	0.0	0.0	0.0
28	0868 Mgr Building Support Serv	1.0	1.0	1.0	1.0
Total		**8.0**	**7.0**	**7.0**	**7.0**



Finance & Administration Division

2013 OPERATING BUDGET SUMMARY
Department 64 – Procurement

FRANK POLIVKA, DIRECTOR

Department Priorities for 2013

- 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.
- Implement procurement processes to reduce processing time of purchase requisitions and reduce inventory-carrying cost.
- Assist with Energy Management Program.
- Implement Oracle R-12 Contract Management and iSupplier Modules.

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.

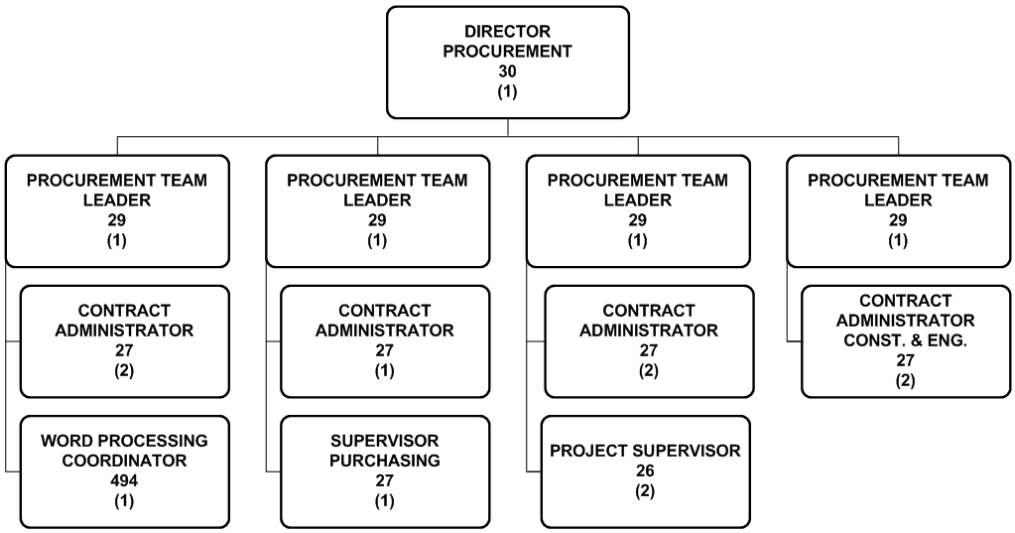
	2010 Actual	2011 Actual	2012 Actual	2013 Estimate
Number of Work Days to Complete Purchases Under 100K – this category was 25K prior to 2009	10	10	10	10
Number of Work Days to Complete Bids over 100K	60	60	60	60
Number of Work Days to Complete Proposals over 100K	90	90	90	90

Below are budget and staffing highlights of the Procurement Department

Obj. Class	Description	2010 Actual	2011 Actual	2012 Projection	2013 Budget
501300	Labor – Salaried Employees	1,090,323	1,067,295	1,077,879	1,001,933
502000	Fringe Benefits	386,028	394,337	418,164	373,010
503000	Services	5,570	4,660	5,700	5,700
503020	Advertising Fees	15,000	1,574	4,347	16,500
504000	Materials & Supplies	3,812	3,380	4,257	5,000
509000	Miscellaneous Expenses	2,290	23,135	20,445	16,900
Total:		**1,503,022**	**1,494,381**	**1,530,791**	**1,419,043**

Finance & Administration Division

Grade	Job Name	2010	2011	2012	2013
02	0281 Materials Clerk	1.0	0.0	0.0	0.0
04	0494 Word Processing Coord	2.0	1.0	1.0	1.0
26	1138 Project Supervisor	2.0	2.0	2.0	2.0
27	1049 Supervisor Purchasing	1.0	1.0	1.0	1.0
	1160 Contract Administrator	4.0	5.0	5.0	5.0
	1171 Contr Admin Contr & Eng	2.0	2.0	2.0	2.0
29	0787 Procurement Team Leader	5.0	4.0	4.0	4.0
30	1609 Director	1.0	1.0	1.0	1.0
Total		**18.0**	**16.0**	**16.0**	**16.0**



Finance & Administration Division

2013 OPERATING BUDGET SUMMARY
Department 65 - Revenue

SCOTT UHAS, DIRECTOR

Department Priorities for 2013

- Prepare employee transition plan.
- 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.
- 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.
- Service the Federal Building with a pass machine that will accept credit cards.

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.

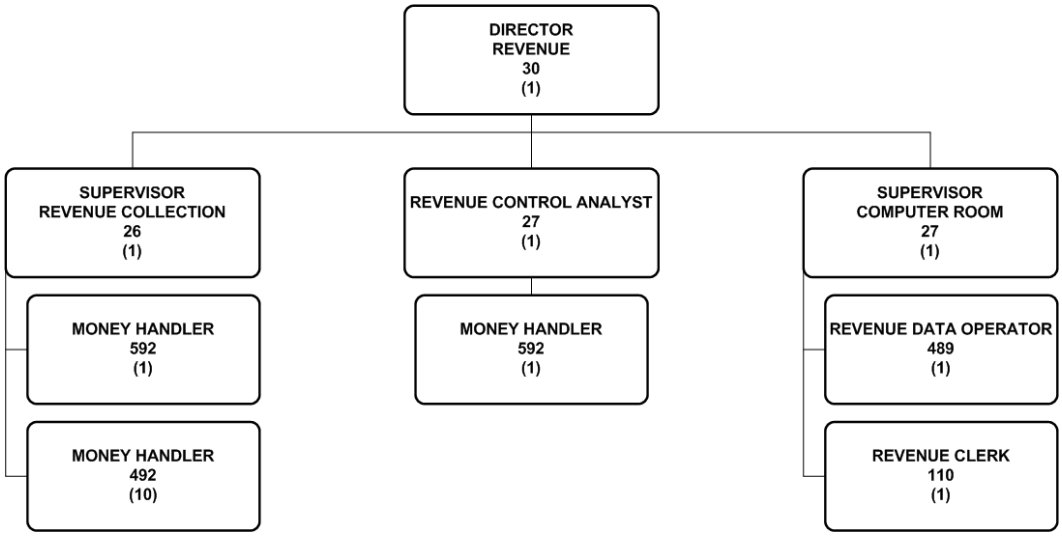
	2010 Actual	2011 Actual	2012 Estimate	2013 Budget
Number of Ticket and Pass Outlets (#1)	260	260	250	250
Percentage Increase in Total Revenue (#4)	9%	(2%)	1%	1.5%
Average Number of Monthly Passes Sold (#1)	11,500	10,000	9,500	9,500
Average Number of Seven Day Passes Sold (#1)	40,000	35,000	30,000	30,000
Average Number of Farecards Sold Monthly (#1)	245,000	240,000	245,000	240,000
Average Monthly On-Line Fare Sales in Dollars (#1)	32,000	30,000	30,000	31,000
Farebox Revenue Sources by Percentage (#1)				
Cash On Board				
• Single Fare	18%	14%	14%	14%
• Day Passes	26%	29%	32%	30%
• Farecards	20%	18%	19%	20%
• Passes (Weekly and Monthly Combined)	36%	39%	35%	35%

Finance & Administration Division

Below are budget and staffing highlights of the Fleet Management Department

Obj. Class	Description	2010 Actual	2011 Actual	2012 Projection	2013 Budget
501300	Labor – Salaried Employees	931,097	898,886	917,291	995,477
501310	Overtime – Salaried Employees	14,379	16,700	21,891	24,887
502000	Fringe Benefits	333,163	338,564	454,739	379,872
502071	W.C. – Injuries & Damages	0	104	0	0
503000	Services	401,940	439,721	474,721	504,500
504000	Materials & Supplies	241,850	277,467	267,981	295,400
509000	Miscellaneous Receipts	2,554	3,823	3,401	5,675
Total:		**1,924,982**	**1,975,265**	**2,140,024**	**2,205,811**

Grade	Job Name	2010	2011	2012	2013
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	12.0	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
Total		**20.0**	**18.0**	**18.0**	**18.0**



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