

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.

2015 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.
- ◆ Maintained and improved cash handling processes, fare collection security and vaulting process.
- ◆ Received Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) from the Government Finance Officer's Association (GFOA).
- ◆ Assisted in the completion of the Single Audit.
- ◆ Assisted in the implementation of the new Report Writer.
- ◆ Administered the Authority's Disadvantaged Business (DBE) Program, and developed 2016-2018 DBE goal, certified firms as DBE contractors and monitored compliance with federal regulations.
- ◆ Assisted in management of the Authority's Records Management Program.
- ◆ Assisted with Energy Price Risk Management Program.
- ◆ Administered 2015 Capital Grant Application process.
- ◆ Completed sale of Sales Tax Supported Bonds.
- ◆ Secured increase in bond rating from Moody's.
- ◆ Completed implementation of the Financial Management System.
- ◆ Implemented process improvements within Finance & Administration Division.

Finance & Administration Division

2016 Objectives

- ◆ Continue to expedite procurement and delivery of goods and services to user departments utilizing a functional work team structure.
- ◆ Continue to monitor procurement processes to streamline procedures.
- ◆ Support and maintain Fare Collection System.
- ◆ Continue to 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.
- ◆ Complete implementation of report writer system.
- ◆ Administer the Authority's Disadvantaged Business (DBE) Program.
- ◆ Assist departments in minimizing the Authority's overall administration costs.
- ◆ Continue support and monitoring of Authority's Records Management Program.
- ◆ Continue to assist with Energy Risk Management Program.
- ◆ Administer 2016 Capital Grant Application process.
- ◆ Participate in management of Enterprise business Suite information systems.
- ◆ Implement process improvements within Finance & Administration Division.
- ◆ Participate in development of Authority's strategic initiatives.

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Finance & Administration Division

2016 OPERATING BUDGET SUMMARY Department 10 – Office of Business Development

STEVEN SIMS, DIRECTOR

Department Priorities for 2016

- ◆ 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.

	2013 Actual	2014 Actual	2015 Estimate	2016 Budget
Conduct in-field construction compliance reviews (II, IV, V, VI, VII)	22	10	8	24
Conduct on-site certification and recertification reviews (II, IV, V, VI, VII)	N/A	34	29	30
Host contract information sessions for DBE and prime contractors regarding RTA procurements (II, IV, V, VI, VII)	1	2	1	2
Sponsor and support business-focused workshops and training sessions for women and minority business owners (II, IV, V, VI, VII)	7	27	21	25
Conduct DBE certification workshops (II, IV, V, VI, VII)	1	2	2	2

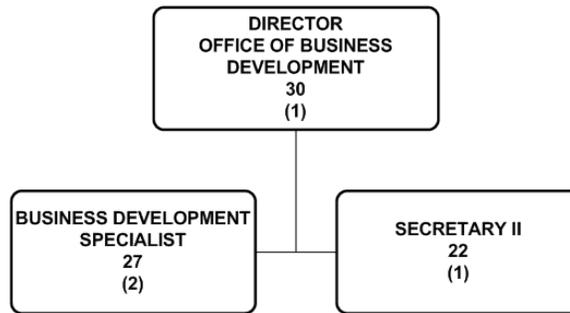
Finance & Administration Division

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

Obj. Class	Description	2013 Actual	2014 Actual	2015 Projection	2016 Budget
501300	Labor – Salaried Employees	267,914.37	251,603.79	290,180.83	299,614.32
501310	Overtime – Salaried Employees	(44.59)	(41.04)	0.00	0.00
502000	Fringe Benefits	95,501.34	97,330.55	111,082.76	99,092.73
503000	Services	0.00	0.00	0.00	\$250,000.00
503020	Advertising Fees	0.00	0.00	501.26	1,100.00
504000	Materials & Supplies	818.48	1,051.40	4,125.00	500.00
509000	Miscellaneous Expenses	2,066.80	2,329.67	2,140.00	7,350.00
Total:		366,256.40	352,274.37	408,029.85	657,657.04

Staffing Comparison

Grade	Job Name	2013	2014	2015	2016
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

2016 OPERATING BUDGET SUMMARY Department 60 – Accounting

RAJAN GAUTAM, DIRECTOR

Department Priorities for 2016

- ◆ 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 2015 Financial Audit
- ◆ Prepare and submit Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA).
- ◆ Coordinate the completion of the 2015 Single Audit Report.
- ◆ Coordinate the completion of the FTA triennial audit.
- ◆ Continue to assist with implementation of Oracle R-12 Project Costing Module.
- ◆ Complete Grant Reconciliations of Capital Grants.
- ◆ Coordinate the implementation of the new report writer.
- ◆ Continue efforts in improving internal financial reporting.

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	2013 Actual	2014 Actual	2015 Projection	2016 Budget
501300	Labor – Salaried Employees	1,373,270.88	1,556,292.53	1,734,383.46	1,787,770.89
501310	Overtime – Salaried Employees	36,382.84	43,205.61	36,850.00	36,850.00
502000	Fringe Benefits	420,289.73	521,825.76	617,896.26	602,282.00
503000	Services	52,875.97	72,122.45	69,000.00	56,500.00
503049	Temporary Help	86,745.79	24,485.15	0.00	0.00
504000	Materials & Supplies	17,019.33	10,081.08	17,400.00	17,525.00
509000	Miscellaneous Expenses	11,181.31	27,358.71	26,400.00	41,350.00
Total:		1,997,765.85	2,283,940.15	2,255,371.29	2,542,277.89

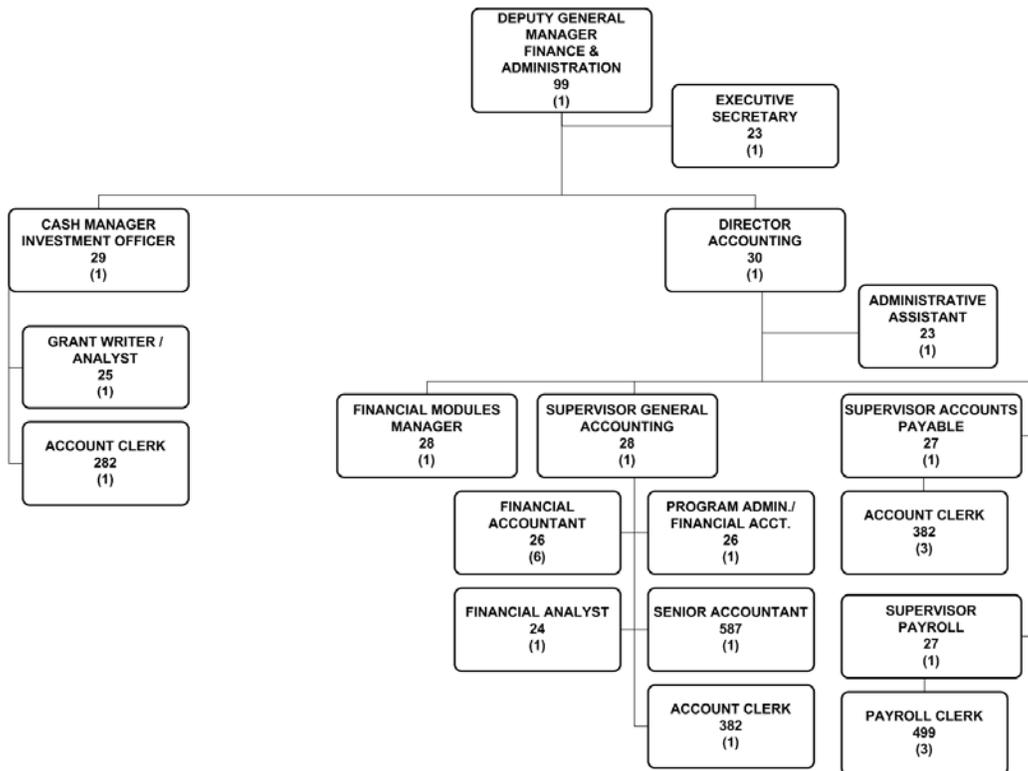
2015 Highlights:

- ◆ 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 2014 Financial Audit.
- ◆ Completed the 2014 Single Audit Report.
- ◆ Completed Grant Reconciliations of Capital Grants.
- ◆ Regular monthly closing and generation of internal use financial statements.

Finance & Administration Division

Below are budget and staffing highlights of the Accounting Department

Grade	Job Name	2013	2014	2015	2016
02	0282 Account Clerk	1.0	1.0	0.0	0.0
03	0301 Administrative Assistant	0.0	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	0.0
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	1.0	1.0	1.0	2.0
25	0765 Grants Writer/Analyst	1.0	1.0	1.0	1.0
26	1080 Financial Accountant I	5.0	5.0	6.0	6.0
	1725 Program Administrator	0.0	1.0	1.0	1.0
27	1086 Financial Accountant II	0.0	0.0	0.0	2.0
	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
	1670 Financial Modules Manager	1.0	1.0	1.0	0.0
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
Total		25.0	26.0	26.0	27.0



Finance & Administration Division

2016 OPERATING BUDGET SUMMARY Department 62 – Support Services

EDDINE F. DALTON, MANAGER

Department Priorities for 2016

- Records Management Program – Continuous efforts to update GCRTA Records Retention Schedules; Convert to electronic system; Coordinate purging of obsolete records to reduce storage cost
- Reduce cost of support services by evaluation and assessment of current processes and need relevant to postage, printing services, & office paper use. Coordinate efforts with all departments
- Purge (reduce) paper timetable mailing list while notifying and encouraging customers towards alternative GCRTA rider information options and sources that may meet customer needs
- 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.”

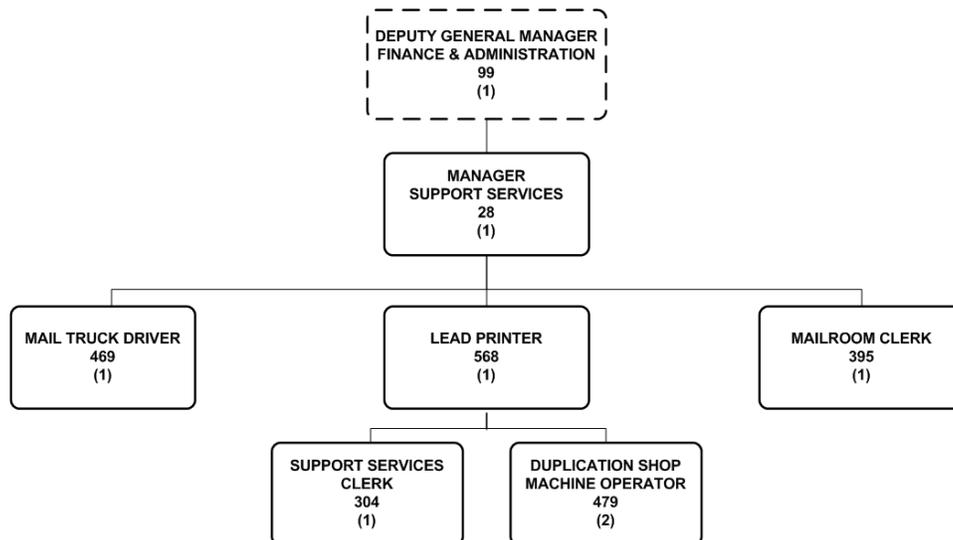
	2013 Actual	2014 Actual	2015 Actual	2016 Budget
Print & Distribute Timetables (III, V, VI, VII)	10,000,000	10,200,000	10,404,000	9,400,000
Duplicate Copies (III, IV, V, VI, VII)	11,500,000	11,730,000	11,964,600	10,500,000

Finance & Administration Division

Below are budget and staffing highlights of the Support Services Department

Obj. Class	Description	2013 Actual	2014 Actual	2015 Projection	2016 Budget
501200	Hourly Employees Payroll	52,702.00	56,355.21	55,480.26	55,956.45
501210	Overtime – Hourly Employees	23.67	17.70	0.00	1,000.00
501300	Labor – Salaried Employees	277,600.10	300,108.66	305,827.24	311,942.29
501310	Overtime – Salaried Employees	1,316.71	1,163.82	2,782.85	5,000.00
502000	Fringe Benefits	118,030.31	137,292.63	138,772.72	123,468.57
503000	Services	157,290.93	235,068.59	151,874.91	107,300.00
503052	Other Maintenance Contracts	1,757.23	22,455.23	21,549.57	39,000.00
504000	Materials & Supplies	23,225.41	39,867.30	56,352.83	84,600.00
504051	Postage Expense	81,291.35	84,370.05	90,130.42	96,250.00
504052	Duplicating Material & Supplies	116,329.07	49,960.72	33,969.08	114,000.00
509000	Miscellaneous Expenses	1,129.93	49.98	459.63	2,300.00
512000	Leases & Rentals	38,164.00	39,000.00	57,710.43	59,500.00
Total:		868,860.71	965,709.89	914,909.94	1,000,317.31

Grade	Job Name	2013	2014	2015	2016
03	0304 Support Services Clerk	1.0	1.0	1.0	2.0
	0395 Mailroom Clerk	1.0	1.0	1.0	0.0
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
Total		7.0	7.0	7.0	7.0



Finance & Administration Division

2016 OPERATING BUDGET SUMMARY Department 64 – Procurement

FRANK POLIVKA, DIRECTOR

Department Priorities for 2016

- ◆ 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

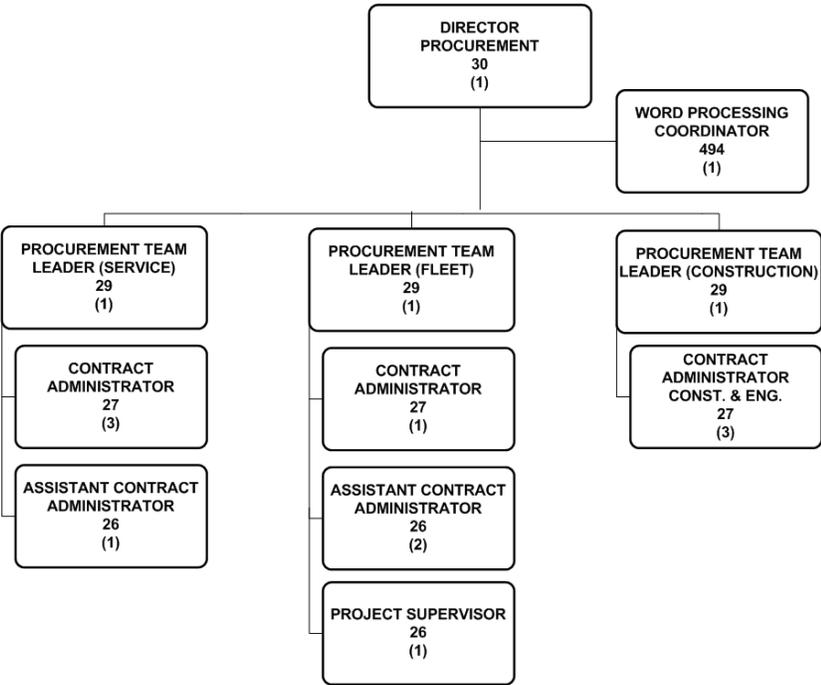
The mission of the Procurement Department is to efficiently procure the Authority's goods, services, and capital improvements in a manner consistent with GCRTA Board Policy, Federal Regulations, State Law, and Generally Accepted Business Practices, and to efficiently administer all purchases and service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

Below are budget and staffing highlights of the Procurement Department

Obj. Class	Description	2013 Actual	2014 Actual	2015 Projection	2016 Budget
501300	Labor – Salaried Employees	1,135,357.44	1,152,774.08	1,165,124.28	1,208,115.52
502000	Fringe Benefits	398,514.15	446,686.41	447,697.04	399,565.22
503000	Services	5,176.70	5,386.00	5,547.00	5,700.00
503020	Advertising Fees	17,211.53	17,436.62	16,688.98	16,500.00
503049	Temporary Help	0.00	14,600.00	(357.18)	0.00
504000	Materials & Supplies	1,675.33	4,514.18	4,963.79	5,000.00
509000	Miscellaneous Expenses	10,680.84	19,429.76	7,523.89	21,050.00
Total:		1,568,615.99	1,660,827.05	1,647,187.80	1,655,930.74

Grade	Job Name	2013	2014	2015	2016
04	0494 Word Processing Coord	1.0	1.0	1.0	1.0
26	1138 Project Supervisor	2.0	2.0	1.0	1.0
	0830 Assistant Contract Administrator	2.0	2.0	3.0	3.0
27	1049 Supervisor Purchasing	1.0	1.0	0.0	0.0
	1160 Contract Administrator	4.0	4.0	4.0	4.0
	1171 Contr Admin Contr & Eng	2.0	2.0	3.0	3.0
29	0787 Procurement Team Leader	4.0	3.0	3.0	3.0
30	1609 Director	1.0	1.0	1.0	1.0
Total		17.0	16.0	16.0	16.0

Finance & Administration Division



Finance & Administration Division

2016 OPERATING BUDGET SUMMARY Department 65 - Revenue

SCOTT UHAS, DIRECTOR

Department Priorities for 2016

- ◆ 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.
- ◆ Support RTA efforts for the 2016 RNC.

Mission Statement

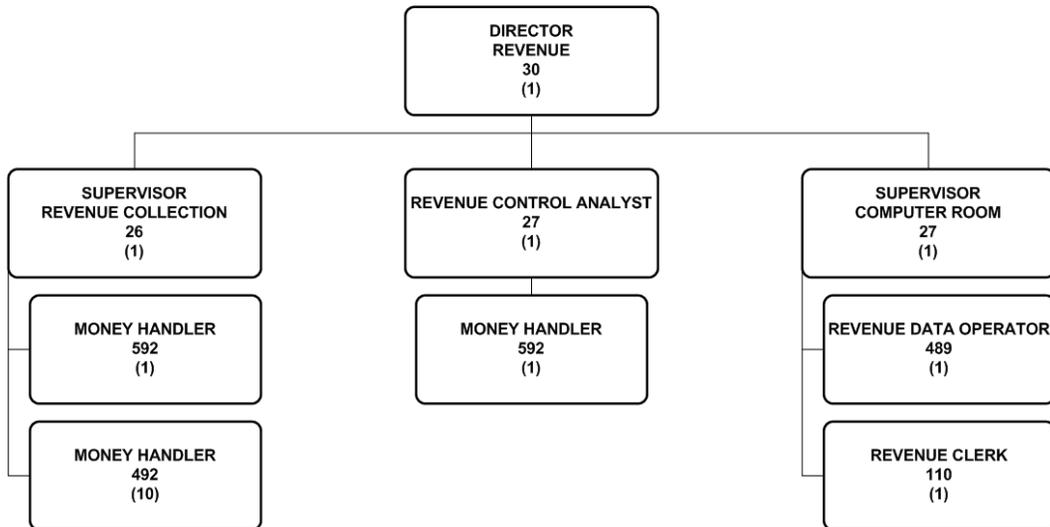
The mission of the Revenue Department is to maximize, collect, and safeguard passenger revenues from fare boxes, retail outlets, automated, and non-automated fare collection equipment. Other responsibilities include administering sales of fare cards and passes, coordination of pass programs with various 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	2013 Actual	2014 Actual	2015 Projection	2016 Budget
501300	Labor – Salaried Employees	988,121.67	1,024,460.18	1,026,368.60	1,072,059.62
501310	Overtime – Salaried Employees	20,891.92	26,424.19	30,643.64	35,500.00
502000	Fringe Benefits	361,846.90	402,241.09	401,292.49	365,168.59
502071	W.C. – Injuries & Damages	1,309.36	0.00	0.00	0.00
503000	Services	420,538.67	408,495.60	413,017.33	475,100.00
504000	Materials & Supplies	229,458.13	268,813.60	272,556.13	318,400.00
509000	Miscellaneous Receipts	10,600.11	5,736.40	5,476.95	7,250.00
Total:		\$2,032,766.76	2,136,171.06	2,149,355.15	2,273,478.21

Finance & Administration Division

Grade	Job Name	2013	2014	2015	2016
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
Total		18.0	18.0	18.0	18.0



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