

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. Performs financial management functions, accounting, financial reporting, cash management, debt management and passenger fare collection and processing. Performs critical support functions, 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.

2011 Achievements

- ◆ Supported development of short and long range Information Technology (IT) Strategic Plans and updated IT Policies and Procedures.
- ◆ 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.
- ◆ Completed 2010 Financial Audit and Comprehensive Annual Financial Report (CAFR).
- ◆ Received Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers 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, establishing DBE goals on contracts, and ensuring compliance with federal regulations.
- ◆ Rolled out updated regulations for Disadvantaged Business Enterprises.
- ◆ Assisted departments in minimizing the Authority's overall administration costs.
- ◆ Initiated improvement / restructuring of Authority's Electronic Records Management.

Finance & Administration Division

- ◆ Assisted with Energy Risk Management Program.
- ◆ Administered 2011 Capital Grant Application process.
- ◆ Initiated upgrade to Oracle computer systems.
- ◆ Completed Finance & Administration Division Sustainability Plan.
- ◆ Implemented process improvement within Finance & Administration Division.

2012 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 on-going 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 Officers 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 the Authority's Records Management.
- ◆ Continue to assist with Energy Risk Management Program.
- ◆ Administer 2012 Capital Grant Application process.
- ◆ Sell General Obligation (GO) Bonds to finance capital improvement projects.
- ◆ Implement upgrade to Oracle computer systems.
- ◆ Complete Finance & Administration Division Sustainability Plan.
- ◆ Implement process improvement within Finance & Administration Division.

Finance & Administration Division

2012 OPERATING BUDGET SUMMARY Department 10 – Office of Business Development

STEVEN SIMS, DIRECTOR

Department Priorities for 2012

- ◆ Administer the Authority's Disadvantaged Business (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.

	2009 Actual	2010 Actual	2011 Estimate	2012 Budget
Conduct on site construction compliance reviews	16	16	16	16
Host contract informational sessions for DBE and prime contractors regarding RTA procurements	2	2	2	2
Sponsor and support business focused workshops and training sessions for women and minority business owners	4	4	4	4
Conduct DBE certification workshops	2	2	2	2

2011 Highlights:

- ◆ Participated in Congresswoman Marcia Fudge's Job Fair at Cleveland State University.
- ◆ Participated in 11th Congressional District Caucus Labor Day Parade.
- ◆ Attended opening of Minority Business Development Center . Greater Cleveland Partnership.
- ◆ Conducted Access to Workforce event at Job Corps Campus.
- ◆ Reached 28.7% DBE Participation in the 4th Quarter of FFY 2011, surpassing the goal of 20.0%.
- ◆ Reached 18.8% DBE Participation in FFY 2011 (Year-to-date)

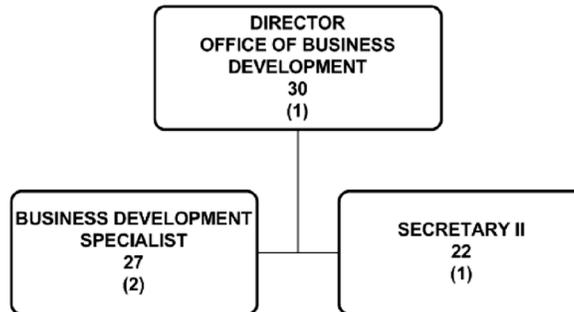
Finance & Administration Division

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

DEPT: 10 - OFFICE OF BUSINESS DEVELOPMENT					
OBJECT CLASS	DESCRIPTION	2009 Actual	2010 Actual	2011 3rd Quarter Projection	2012 Budget
501300	LABOR - SALARIED EMPLOYEES	286,323.41	260,060.11	259,811.44	269,000.00
501310	OVERTIME - SALARIED EMPLOYEES	0.00	0.00	(37.72)	0.00
502000	FRINGE BENEFITS	102,919.08	90,871.60	99,725.27	101,729.00
503111	SERVICES	0.00	0.00	0.00	0.00
503020	ADVERTISING FEES	557.35	255.49	500.00	1,100.00
504111	MATERIAL & SUPPLIES	15.00	62.27	500.00	500.00
509111	MISCELLANEOUS EXPENSES	3,332.30	3,372.54	3,698.88	5,500.00
DEPT TOTAL		393,147.14	354,622.01	364,197.87	377,829.00

2012 Positions

Dept	Grade Level	Name	Pay Group	2010	2011	2012	2012-2011
10	22	0723 SECRETARY II-FINANCE & ADMIN-OFFICE OF BUSINESS DEV 1001	SNE	1	1	1	0
	27	0879 BUSINESS DEV SPECIALIST.FINANCE & ADMIN.OFFICE OF BUSINESS DEV 1010	SNB	2	2	2	0
	30	0872 DIRECTOR-FINANCE & ADMIN-OFFICE OF BUSINESS DEV 1001	SNB	1	1	1	0
10 Total				4	4	4	0



Finance & Administration Division

2012 OPERATING BUDGET SUMMARY Department 60 - Accounting

GLENN HENDRIX, DIRECTOR

Department Priorities for 2012

- ◆ Reduce time required to process payments to vendors and employees by revising the payments process and streamlining procedures.
- ◆ Improve department performance to eliminate audit citations and expedite workflow.
- ◆ Prepare Comprehensive Annual Financial Report (CAFR), conforming to the requirements outlined by the Government Finance Officers Association.

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.

	2009 Actual	2010 Actual	2011 Estimate	2012 Budget
Number of Days to Process Cash Disbursement Reports	1	1	1	1
Number of Days to Complete Month-End Closings	5	5	5	5
Average Days to Process Invoices	5	5	5	4

2011 Highlights

- ◆ Through the use of Purchasing Cards (P-Cards), blanket purchase orders have been reduced from 450 to 72.
- ◆ Transactions with the P-Card increased, from 688 in 2010 to 3,292 in 2011.

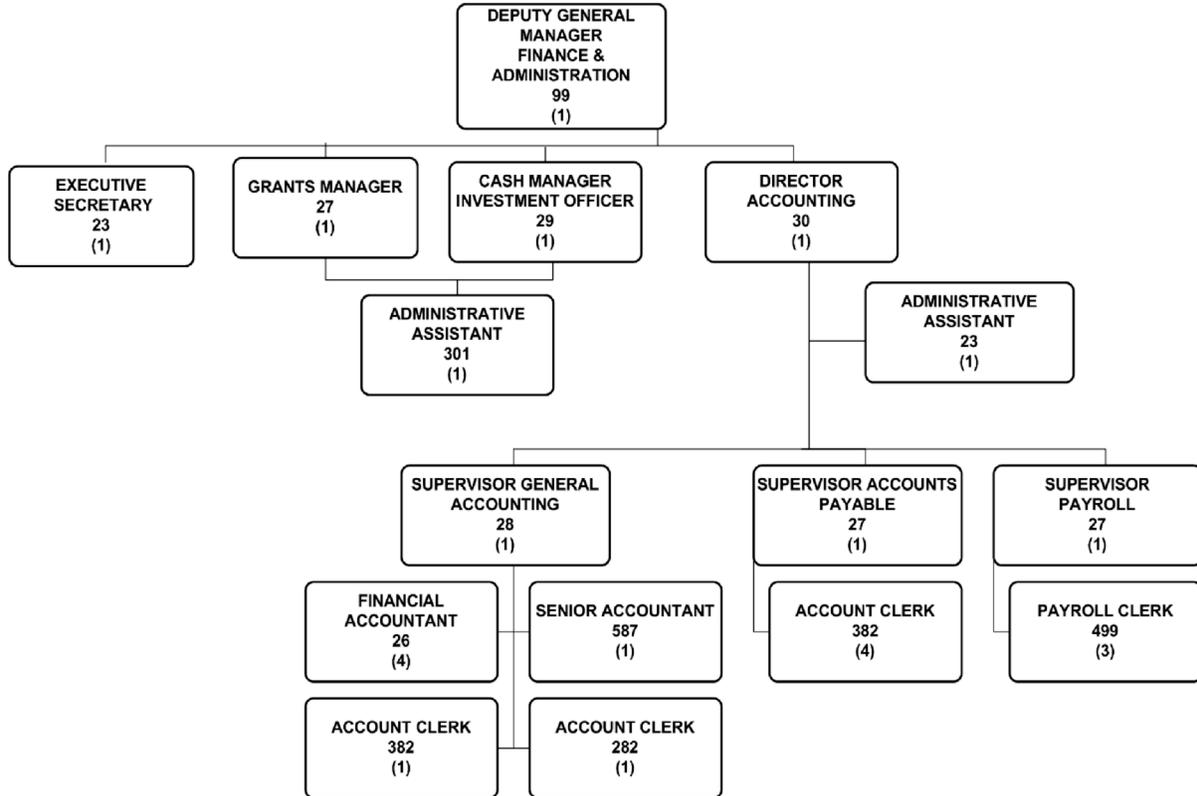
Below are budget and staffing highlights of the Accounting Department

DEPT:	60 - ACCOUNTING				
OBJECT CLASS	DESCRIPTION	2009 Actual	2010 Actual	2011 3rd Quarter Projection	2012 Budget
501300	LABOR - SALARIED EMPLOYEES	1,159,215.64	1,122,037.71	1,049,157.73	1,371,460.67
501310	OVERTIME - SALARIED EMPLOYEES	18,071.29	17,696.10	18,039.42	25,000.00
502000	FRINGE BENEFITS	390,480.96	377,486.21	440,567.84	528,104.00
503111	SERVICES	11,694.69	13,283.86	55,499.93	60,250.00
503049	TEMPORARY HELP	0.00	0.00	16,759.92	0.00
504111	MATERIAL & SUPPLIES	16,435.87	11,457.80	13,489.43	17,200.00
509111	MISCELLANEOUS EXPENSES	7,759.97	6,465.57	8,277.88	14,610.00
DEPT TOTAL		1,603,658.42	1,548,427.25	1,601,792.15	2,016,624.67

Finance & Administration Division

2012 Positions

Dept	Grade Level	Name	Pay Group	2010	2011	2012	2012-2011
60	02	0282 ACCOUNT CLERK-FINANCE & ADMIN-ACCOUNTING 6010	SBB	1	1	1	0
	03	0301 ADMINISTRATIVE ASSISTANT 0301\ADMINISTRATIVE ASSISTANT ACCOUNTING-GRANTS MANAGEMENT	SBB	1	1	1	0
		0382 ACCOUNT CLERK-FINANCE & ADMIN-ACCOUNTING 6040	SBB	1	1	1	0
		0382 ACCOUNT CLERK-FINANCE & ADMIN-ACCOUNTING 6030	SBB	4	4	4	0
	04	0499 PAYROLL CLERK-FINANCE & ADMIN-ACCOUNTING 6050	SBB	3	3	3	0
	05	0587 SENIOR ACCOUNTANT-FINANCE & ADMIN-ACCOUNTING 6010	SBB	1	1	1	0
	23	0725 EXECUTIVE SECRETARY-EXECUTIVE-EXECUTIVE 6001	SNE	0	0	1	1
		0757 ADMINISTRATIVE ASSISTANT-FINANCE & ADMIN-ACCOUNTING 6001	SNE	1	1	1	0
	26	1080 FINANCIAL ACCOUNTANT-FINANCE & ADMIN-ACCOUNTING 6010	SNB	4	4	4	0
	27	0765 GRANTS MANAGER ACCOUNTING - GRANTS ADMINISTRATION 6070 ACCOUNTING - GRANTS ADMIN	SNB	1	1	1	0
		1162 SUPV ACCOUNTS PAYABLE-FINANCE & ADMIN-ACCOUNTING 6030	SNB	1	1	1	0
		1163 SUPERVISOR PAYROLL-FINANCE & ADMIN-ACCOUNTING 6050	SNB	1	1	1	0
	28	1161 SUPV GENERAL ACCOUNTING-FINANCE & ADMIN-ACCOUNTING 6001	SNB	1	1	1	0
	29	1263 CASH MGR. INVESTMENT OFFICE ACCOUNTING CASH MANAGEMENT 6060	SNB	1	1	1	0
	30	1427 DIRECTOR-FINANCE & ADMIN-ACCOUNTING 6001	SNB	1	1	1	0
	99	9941 DGM FINANCE & ADMIN-EXECUTIVE-EXECUTIVE 6001	SNB	0	0	1	1
60	Total			22	22	24	2



Finance & Administration Division

2012 OPERATING BUDGET SUMMARY Department 61 – Information Technology

HAMID MANTEGHI, DIRECTOR

Department Priorities for 2012

- ◆ 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 Information Technology (IT) Strategic Plans and update IT 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 Department is to deliver reliable Information Technology 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 (Percent of Project Completed)	2009 Actual	2010 Actual	2011 Estimate	2012 Budget
Fare Collection (Infrastructure)	60%	70%	90%	100%
Oracle Version Upgrade R12	0%	5%	25%	80%
Operator Time & Attendance Replacement	0%	0%	5%	60%
Communication Infrastructure Enhancement	0%	10%	40%	90%
Data Center Renovation	85%	90%	90%	100%
Trapeze Product Upgrade	75%	85%	85%	100%
Internet Site Development	0%	0%	10%	80%
Intelligent Transit System Development	0%	0%	5%	100%
User Support				
Multifunction Devices Supported	250	250	240	240
Users Supported	1,225	1,200	1,200	1,200
RTA Locations Supported	18	18	17	17
Personal Computers	1,000	970	930	930
Telephone/Voice Mail Boxes	1,850	700	670	650
911 Call Box	279	285	290	242
Mobile Devices Supported	125	128	132	135

Finance & Administration Division

Below are budget and staffing highlights of the Information Technology Department

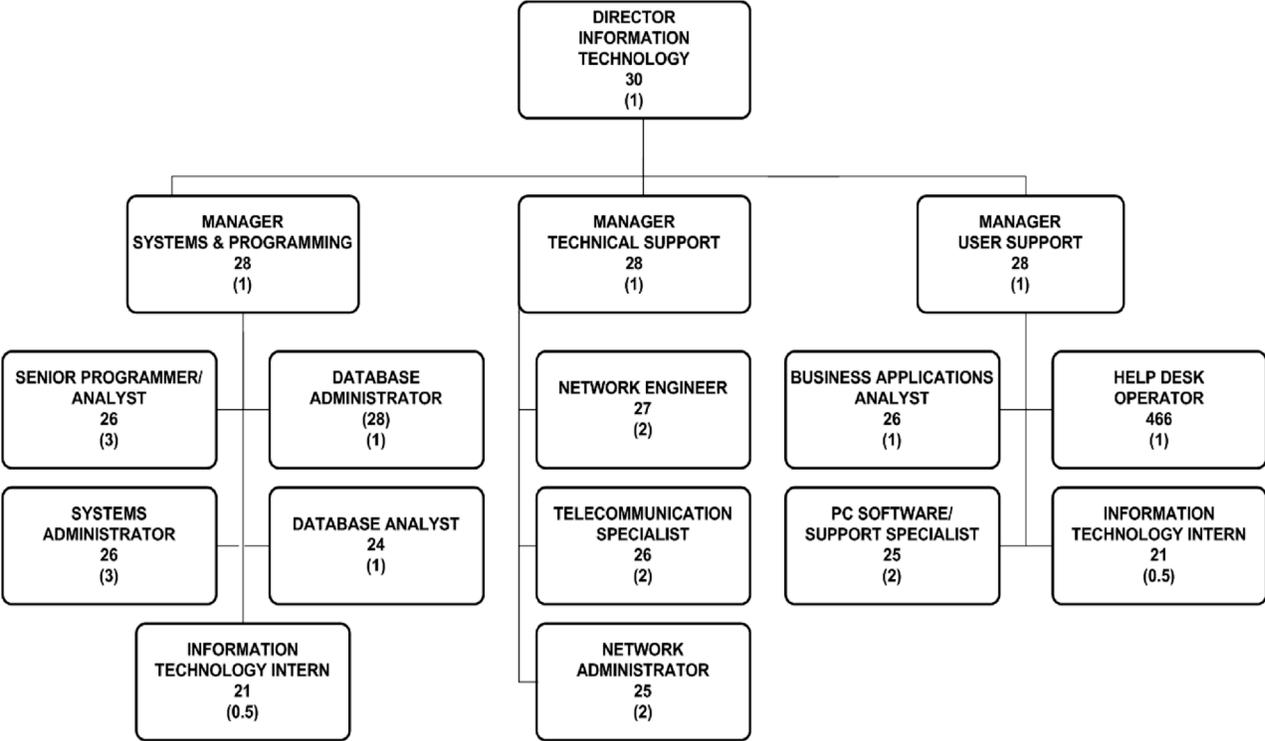
DEPT: 61 - INFORMATION TECHNOLOGY

OBJECT CLASS	DESCRIPTION	2009 Actual	2010 Actual	2011 3rd Quarter Projection	2012 Budget
501300	LABOR - SALARIED EMPLOYEES	1,366,862.00	1,389,077.83	1,374,631.67	1,510,000.00
501310	OVERTIME - SALARIED EMPLOYEES	808.53	1,541.91	889.00	3,000.00
502000	FRINGE BENEFITS	493,906.22	487,758.60	627,123.38	572,176.00
503111	SERVICES	1,251,814.12	1,352,116.33	1,087,366.68	1,636,979.00
504111	MATERIAL & SUPPLIES	22,253.11	(2,503.57)	42,286.33	121,000.00
505111	UTILITIES	449,914.05	552,644.56	546,355.66	570,000.00
509111	MISCELLANEOUS EXPENSES	2,708.85	1,952.32	7,750.00	8,250.00
512111	LEASES & RENTALS	0.00	71,286.55	33,339.24	46,440.00
DEPT TOTAL		3,588,266.88	3,853,874.53	3,719,741.96	4,467,845.00

2012 Positions

Dept	Grade Level	Name	Pay Group	2010	2011	2012	2012-2011
61	04	0466 HELP DESK OPERATOR-FINANCE & ADMIN-INFORMATION SYSTEMS 6120	SBB	1	1	1	0
	21	1630 IS INTERN TECH.FINANCE & ADMIN.INFORMATION SYSTEMS 6101	SNB	0	1	1	0
	24	0760 DATABASE ANALYST-FINANCE & ADMIN-INFORMATION SYSTEMS 6110	SNB	1	1	1	0
	25	0751 NETWORK ADMINISTRATOR-FINANCE & ADMIN-INFORMATION SYSTEMS 6130	SNB	2	2	2	0
		0960 PC SOFTWARE/SUPPORT SPEC.FINANCE & ADMIN.INFORMATION SYSTEMS 6120	SNB	2	2	2	0
	26	1072 TELECOM SPECIALIST-FINANCE & ADMIN-INFORMATION SYSTEMS 6140	SNB	2	2	2	0
		1077 BUSINESS APPL ANALYST-FINANCE & ADMIN-INFORMATION SYSTEMS 6120	SNB	1	1	1	0
		SUPERVISOR HARDWARE OPERATIONS FINANCE & ADMIN INFORMATION SYSTEMS 6110	SNB	1	0	0	0
		1082 SYSTEM ADMINISTRATOR.FINANCE & ADMIN.INFORMATION SYSTEMS 6110	SNB	3	3	3	0
		1155 SR PROGRAMMER/ANALYST-FINANCE & ADMIN-INFORMATION SYSTEMS 6110	SNB	2	2	3	1
		1244 PROJECT LEADER.FINANCE & ADMIN.INFORMATION SYSTEMS 6110	SNB	1	1	0	-1
	27	0756 NETWORK ENGINEER.FINANCE & ADMINISTRATION.INFO SYS NETWORK SERVICES 6130	SNB	2	2	2	0
	28	0783 MANAGER USER SUPPORT-FINANCE & ADMIN-INFORMATION SYSTEMS 6101	SNB	1	1	1	0
		0846 MANAGER TECHNICAL SUPPORT-FINANCE & ADMIN-INFORMATION SYSTEMS 6101	SNB	1	1	1	0
		1070 DATABASE ADMINISTRATOR-FINANCE & ADMIN-INFORMATION SYSTEMS 6110	SNB	1	1	1	0
		1324 MGR SYSTEMS & PROGRAMMING-FINANCE & ADMIN-INFORMATION SYSTEMS 6101	SNB	1	1	1	0
	30	1419 DIRECTOR-FINANCE & ADMIN-INFORMATION SYSTEMS 6101	SNB	1	1	1	0
61 Total				23	23	23	0

Finance & Administration Division



Finance & Administration Division

2012 OPERATING BUDGET SUMMARY Department 62 – Support Services

EDDINE F. DALTON, MANAGER

Department Priorities for 2012

- ◆ Provide cost-effective paper usage and postage techniques
- ◆ Manage copying and printing equipment leases
- ◆ Manage vending machines
- ◆ Manage Records Management Program
- ◆ Manage office design and furniture
- ◆ Manage recycling activities
- ◆ Operate and provide support for Board Room audio-visual equipment

Mission Statement

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

	2009 Actual	2010 Actual	2011 Estimate	2012 Budget
Print & Distribute Timetables	10,000,000	10,000,000	10,000,000	10,000,000
Duplicate Copies	11,500,000	11,500,000	11,500,000	11,500,000

Below are budget and staffing highlights of the Support Services Department

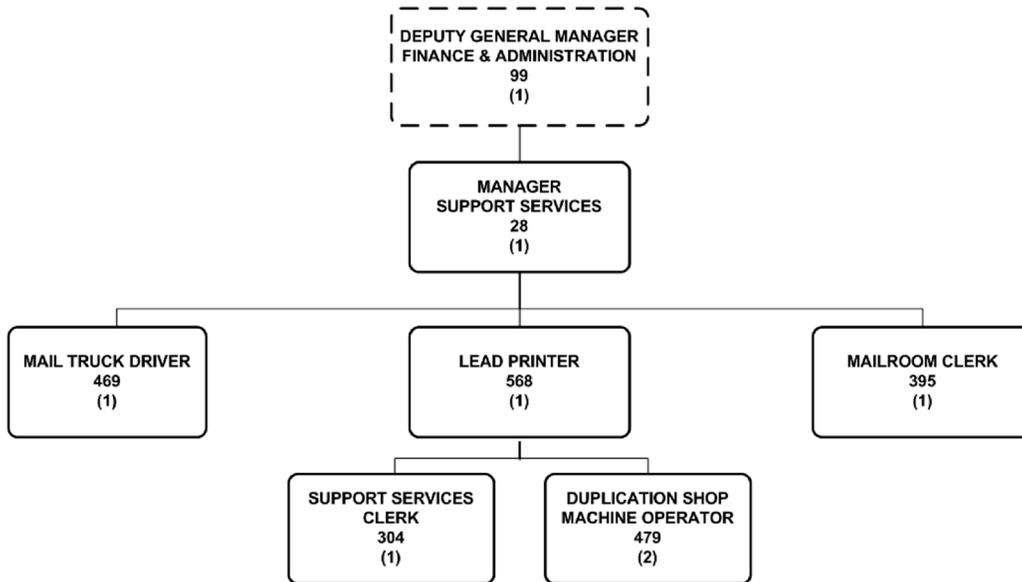
DEPT: 62 - SUPPORT SERVICES

OBJECT CLASS	DESCRIPTION	2009 Actual	2010 Actual	2011 3rd Quarter Projection	2012 Budget
501200	HOURLY EMPLOYEES PAYROLL	49,742.31	49,857.07	49,867.22	52,000.00
501210	OVERTIME - HOURLY EMPLOYEES	657.94	243.90	937.95	750.00
501300	LABOR - SALARIED EMPLOYEES	388,731.72	267,161.19	265,899.42	273,100.00
501310	OVERTIME - SALARIED EMPLOYEES	3,171.08	6,224.40	5,094.08	3,000.00
502000	FRINGE BENEFITS	161,009.10	112,258.87	158,957.03	124,362.00
503111	SERVICES	69,888.34	75,246.75	62,989.25	90,400.00
504111	MATERIAL & SUPPLIES	65,806.03	82,778.84	18,725.09	83,300.00
504051	POSTAGE EXPENSE	52,489.56	86,678.65	87,939.16	87,000.00
504052	DUPLICATING MATERIAL & SUPPLIES	113,859.21	117,194.85	114,910.37	120,000.00
509111	MISCELLANEOUS EXPENSES	2,395.48	155.00	427.00	1,900.00
512111	LEASES & RENTALS	138,429.42	30,072.89	27,384.12	48,000.00
DEPT TOTAL		1,046,180.19	827,872.41	793,130.69	883,812.00

Finance & Administration Division

2012 Positions

Dept	Grade Level	Name	Pay Group	2010	2011	2012	2012-2011
62	03	0304 SUPPORT SERVICES CLERK.FINANCE & ADMINISTRATION SUPPORT SERVICES 6220	SBB	1	1	1	0
		0395 MAILROOM CLERK-FINANCE & ADMIN-SUPPORT SERVICES 6210	SBB	1	1	1	0
	04	0469 MAIL TRUCK DRIVER-FINANCE & ADMIN-SUPPORT SERVICES 6210	MBW	1	1	1	0
		0479 DUP SHOP MACHINE OPERATOR-FINANCE & ADMIN-SUPPORT SERVICES 6220	SBB	2	2	2	0
	05	0568 LEAD PRINTER.FINANCE & ADMIN.SUPPORT SERVICES 6220	SBB	1	1	1	0
	27	MANAGER RECORDS.FINANCE & ADMIN-SUPPORT SERVICES 6201	SNB	1	0	0	0
	28	0868 MGR BUILDING SUPPORT SERV-FINANCE & ADMIN-SUPPORT SERVICES 6201	SNB	1	1	1	0
62 Total				8	7	7	0



Finance & Administration Division

2012 OPERATING BUDGET SUMMARY Department 64 - Procurement

FRANK POLIVKA, DIRECTOR

Department Priorities for 2012

- ◆ 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.

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 effectively administer all purchases and service contracts.

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

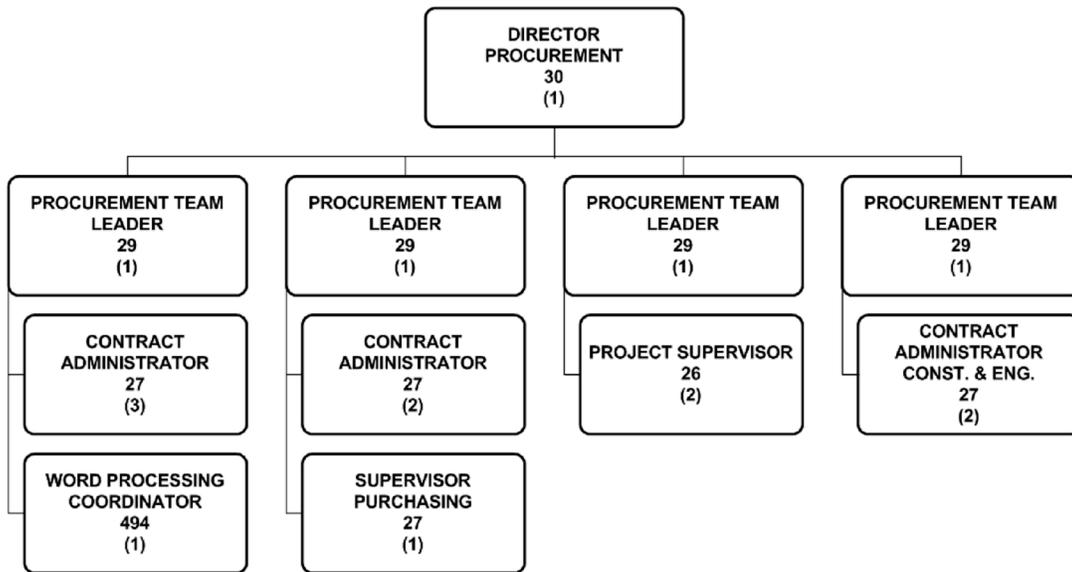
Below are budget and staffing highlights of the Procurement Department

DEPT: 64 - PROCUREMENT

OBJECT CLASS	DESCRIPTION	2009 Actual	2010 Actual	2011 3rd Quarter Projection	2012 Budget
501300	LABOR - SALARIED EMPLOYEES	1,190,507.19	1,090,322.86	1,077,878.59	1,114,000.00
501310	OVERTIME - SALARIED EMPLOYEES	0.00	0.00	0.00	0.00
502000	FRINGE BENEFITS	436,664.24	386,028.46	485,709.40	421,285.00
503111	SERVICES	4,345.00	5,569.66	5,700.00	5,700.00
503020	ADVERTISING FEES	11,483.33	15,000.00	19,346.84	16,500.00
503049	TEMPORARY HELP	0.00	0.00	0.00	0.00
504111	MATERIAL & SUPPLIES	5,102.39	3,811.70	4,256.68	5,000.00
509111	MISCELLANEOUS EXPENSES	6,438.33	2,289.80	13,335.00	16,900.00
DEPT TOTAL		1,654,540.48	1,503,022.48	1,606,226.51	1,579,385.00

Finance & Administration Division

2012 Positions							
Dept	Grade Level	Name	Pay Group	2010	2011	2012	2012-2011
64	02	0281 MATERIALS CLERK.FINANCE & ADMIN.PROCUREMENT 6410	SBB	1	0	0	0
	04	0494 WORD PROCESSING COORD.FINANCE & ADMIN.PROCUREMENT 6450	SBB	2	1	1	0
	26	1138 PROJECT SUPERVISOR.FINANCE & ADMIN.PROCUREMENT 6430	SNB	2	2	2	0
	27	1049 SUPERVISOR PURCHASING.FINANCE & ADMIN.PROCUREMENT 6440	SNB	1	1	1	0
		1160 CONTRACT ADMINISTRATOR.FINANCE & ADMIN.PROCUREMENT 6420	SNB	2	3	3	0
		1160 CONTRACT ADMINISTRATOR.FINANCE & ADMIN.PROCUREMENT 6440	SNB	2	2	2	0
		1171 CONTR ADMIN CONST & ENG.FINANCE & ADMIN.PROCUREMENT 6410	SNB	2	2	2	0
	29	0787 PROCUREMENT TEAM LEADER.FINANCE & ADMIN.PROCUREMENT 6410	SNB	2	1	1	0
		0787 PROCUREMENT TEAM LEADER.FINANCE & ADMIN.PROCUREMENT 6420	SNB	1	1	1	0
		0787 PROCUREMENT TEAM LEADER.FINANCE & ADMIN.PROCUREMENT 6440	SNB	1	1	1	0
		0787 PROCUREMENT TEAM LEADER.FINANCE & ADMIN.PROCUREMENT 6450	SNB	1	1	1	0
	30	1609 DIRECTOR.FINANCE & ADMIN.PROCUREMENT 6401	SNB	1	1	1	0
64 Total				18	16	16	0



Finance & Administration Division

2012 OPERATING BUDGET SUMMARY Department 65 - Revenue

SCOTT UHAS, DIRECTOR

Department Priorities for 2012

- ◆ Continue working with the vendor to successfully implement and improve the proof of payment system in place on both the Red Line and the HealthLine.
- ◆ Work towards the implementation of smart card use for payment of fares system wide.
- ◆ Ensure that farecards and passes are available for distribution to outlets and the general public.
- ◆ Improve ridership reporting processes.
- ◆ Maintain and improve cash handling processes, fare collection equipment security and the farebox vaulting process.
- ◆ Direct implementation of fare policies and continue to seek ways to improve public education.

Mission Statement

The mission of the Revenue Department is to maximize, collect, and safeguard passenger revenues from fareboxes, retail outlets, and automated fare collection machines. Other responsibilities include administering sales of farecards and passes, generating ridership reports, oversight of all vending equipment, and the review and integration of new fare policies and collection techniques as they are adopted.

	2009 Actual	2010 Actual	2011 Estimate	2012 Budget
Number of Ticket and Pass Outlets	240	260	250	250
Percentage Increase in Total Revenue	8%	9%	(2%)	1%
Average Number of Passes Sold Monthly				
• Monthly Passes	11,000	11,500	10,000	9,500
• Seven Day Passes	38,000	40,000	35,000	30,000
Average Number of Farecards Sold Monthly	240,000	245,000	240,000	245,000
Average Monthly On-line Fare Sales in Dollars	27,000	32,000	30,000	30,000
Farebox Revenue Sources by Percentage				
Cash On Board				
• Single Fare	16%	18%	14%	14%
• Day Passes	32%	26%	29%	32%
• Farecards	13%	20%	18%	19%
• Passes (Weekly and Monthly combined)	39%	36%	39%	35%

Finance & Administration Division

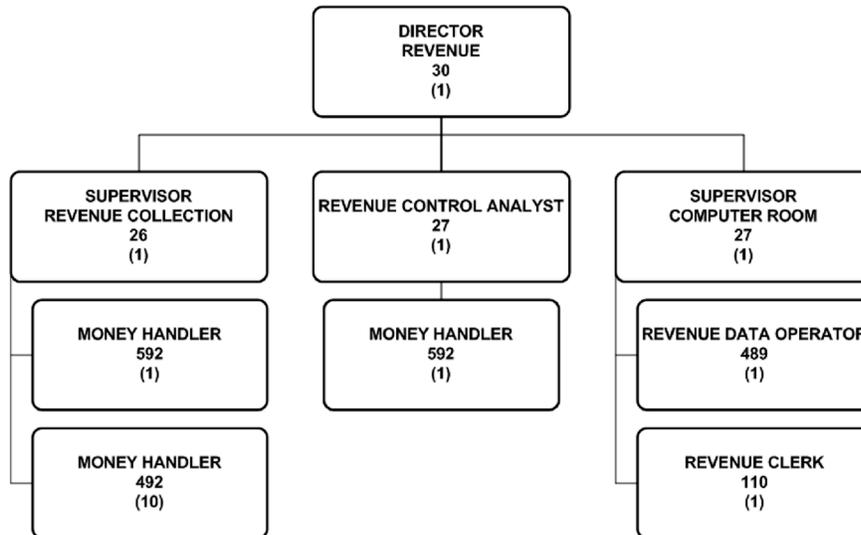
Below are budget and staffing highlights of the Revenue Department

DEPT: 65 - REVENUE

OBJECT CLASS	DESCRIPTION	2009 Actual	2010 Actual	2011 3rd Quarter Projection	2012 Budget
501300	LABOR - SALARIED EMPLOYEES	1,020,058.05	931,096.91	917,291.05	958,000.00
501310	OVERTIME - SALARIED EMPLOYEES	45,885.38	14,379.02	21,890.95	38,000.00
502000	FRINGE BENEFITS	384,452.29	333,162.80	535,662.69	376,661.00
503111	SERVICES	608,611.21	401,939.97	470,721.24	491,000.00
504111	MATERIAL & SUPPLIES	284,608.32	241,850.00	300,981.35	293,900.00
509111	MISCELLANEOUS EXPENSES	2,451.80	2,553.54	2,750.00	6,075.00
DEPT TOTAL		2,346,067.05	1,924,982.24	2,249,297.28	2,163,636.00

2012 Positions

Dept	Grade Level	Name	Pay Group	2010	2011	2012	2012-2011
65	01	0110 REVENUE CLERK.FINANCE & ADMIN.REVENUE 6540	SBB	1	1	1	0
	04	0489 REVENUE DATA OPERATOR.FINANCE & ADMIN.REVENUE 6540	SBB	1	1	1	0
		0492 MONEY HANDLER.FINANCE & ADMIN.REVENUE 6510	SBB	12	10	10	0
	05	0592 MONEY HANDLER-FINANCE & ADMIN-REVENUE 6510	SBB	2	2	2	0
	26	0955 SUPV REVENUE COLLECTION-FINANCE & ADMIN-REVENUE 6510	SNB	1	1	1	0
	27	0750 REVENUE CONTROL ANALYST-FINANCE & ADMIN-REVENUE 6550	SNB	1	1	1	0
		0832 SUPERVISOR COMPUTER ROOM-FINANCE & ADMIN-REVENUE 6540	SNB	1	1	1	0
	30	1429 DIRECTOR-FINANCE & ADMIN-REVENUE 6501	SNB	1	1	1	0
65 Total				20	18	18	0



This page left intentionally blank