



BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Richard A. Davey, MassDOT Secretary and CEO and MPO Chairman
Karl H. Quackenbush, Executive Director, MPO Staff

MEMORANDUM

DATE June 20, 2013
TO Boston Region Metropolitan Planning Organization
FROM Paul Regan, Chairman
Administration and Finance Committee
RE Recommendation to approve the SFY2014 CTPS Operating Budget

1 INTRODUCTION

The Administration and Finance Committee met on June 6, 2013, to discuss the SFY2014 CTPS Draft Operating Budget.

Karl Quackenbush, Executive Director, presented the following materials to the Committee:

- a. CTPS Funding by Source
- b. SFY2014 CTPS Draft Operating Budget
- c. Memorandum - Draft Operating Budget by line-item
- d. Proposed Five-Year Plan (FY2014-2018) for Computer Resources Development

2 DISCUSSION

The SFY2014 CTPS Draft Operating Budget totals \$5,795,930, and supports 58 professional positions, 1 intern, 4 temporary full-time staff assigned to special projects, and approximately 15 part-time temporary staff, assigned to data collection efforts, depending upon need. This budget represents a decrease of \$131,470 from the approved SFY2013 level of \$5,927,400. SFY2013 is projected to end the year at \$5,458,750, due to vacancies and lower expenditures on various indirect line-items.

A thorough presentation of the operating budget and computer plan was provided to the Administration and Finance Committee by Executive Director Quackenbush and Deputy Executive Director Robin Mannion.

3 RECOMMENDATION

Having conducted a satisfactory review of the SFY2014 CTPS Draft Operating Budget, the Administration and Finance Committee unanimously recommends approval of said budget to the Boston Region Metropolitan Planning Organization.

CTPS Funding by Source - SFY2014 Operating Budget

(July 1, 2013 - June 30, 2014)

| Client | Contract Number | Description | Contract | | | | | SFY2014 | | |
|--------------------------|-----------------|---|-------------|--------------|-------------------|------------|----------|--------------------|------------------|--------------------|
| | | | Budget | Direct Costs | Salary & Overhead | Start Date | End Date | Salary & Overhead | Direct Costs | Total |
| MPO | 596 | FY2014 3C - PL | \$2,621,900 | \$37,500 | \$2,584,400 | Oct-12 | Sep-13 | \$646,100 | \$28,000 | \$674,100 |
| MPO | 684 | FY2014 3C - Section 5303 | \$1,248,565 | \$32,000 | \$1,216,565 | Oct-12 | Sep-13 | \$306,520 | \$25,300 | \$331,820 |
| MPO | 5XX | FY2014 3C - PL | \$2,888,473 | \$57,500 | \$2,830,973 | Oct-13 | Sep-14 | \$2,123,230 | \$27,500 | \$2,150,730 |
| MPO | 6XX | FY2014 3C - Section 5303 | \$1,248,565 | \$32,000 | \$1,216,565 | Oct-13 | Sep-14 | \$919,550 | \$7,000 | \$926,550 |
| MPO Subtotal: | | | | | | | | \$3,995,400 | \$87,800 | \$4,083,200 |
| MassDOT | 685 | FY2013 MassDOT/MBTA Section 5303 | \$256,120 | \$6,000 | \$250,120 | Oct-12 | Sep-13 | \$65,000 | \$4,200 | \$69,200 |
| MassDOT | 6XX | FY2014 MassDOT/MBTA Section 5303 | \$256,120 | \$6,000 | \$250,120 | Oct-13 | Sep-14 | \$187,590 | \$2,500 | \$190,090 |
| MassDOT | 591 | SPR Projects | \$498,000 | \$43,000 | \$455,000 | Apr-13 | Mar-14 | \$341,250 | \$42,000 | \$383,250 |
| MassDOT | 5xx | SPR Projects | \$462,000 | \$7,000 | \$455,000 | Apr-14 | Mar-15 | \$113,750 | \$1,000 | \$114,750 |
| MassDOT | 706 | MassDOT Title VI | \$247,730 | \$2,000 | \$245,730 | Apr-11 | Dec-13 | \$46,000 | \$0 | \$46,000 |
| MassDOT | xxx | MassDOT Title VI | \$50,000 | \$0 | \$50,000 | Dec-13 | Dec-14 | \$50,000 | \$0 | \$50,000 |
| MassDOT | 705 | South Coast Rail | \$40,000 | \$0 | \$40,000 | Mar-10 | Jun-13 | \$5,000 | \$0 | \$5,000 |
| MassDOT | 707 | Green Line SIP Mitigation | \$80,000 | \$0 | \$80,000 | Aug-11 | Dec-13 | \$3,700 | \$0 | \$3,700 |
| MassDOT/FRA | 711 | South Station Expansion | \$350,000 | \$0 | \$350,000 | Jul-12 | Jun-15 | \$111,500 | \$0 | \$111,500 |
| MassDOT | 712 | Route 79 Transportation Study - Eval Alter. | \$60,000 | \$0 | \$60,000 | Nov-12 | Dec-13 | \$20,000 | \$0 | \$20,000 |
| MassDOT | 713 | I-93/I-95 Woburn | \$157,000 | \$1,800 | \$155,200 | Apr-13 | May-14 | \$85,000 | \$0 | \$85,000 |
| MassDOT | 716 | Roadway Inventory Support | \$259,750 | \$0 | \$259,750 | Sep-12 | Jun-14 | \$130,000 | \$0 | \$130,000 |
| MassDOT Subtotal: | | | | | | | | \$1,158,790 | \$49,700 | \$1,208,490 |
| MBTA | 396 | Rider Oversight Committee Support | \$24,500 | \$0 | \$24,500 | Apr-13 | Mar-17 | \$6,125 | \$0 | \$6,125 |
| MBTA | xxx | FY2014 NTD - Purchased & Direct Service | \$121,492 | \$750 | \$120,742 | Jul-13 | Dec-14 | \$114,750 | \$750 | \$115,500 |
| MBTA | 389 | FY2013 NTD - Purchased Services | \$21,578 | \$750 | \$20,828 | Jul-12 | Dec-13 | \$1,250 | \$0 | \$1,250 |
| MBTA | 387 | FY2013 NTD - Directly Operated Services | \$95,900 | \$730 | \$95,170 | Jul-12 | Dec-13 | \$2,000 | \$0 | \$2,000 |
| MBTA | 397 | Bus Data Collection VIII | \$450,000 | \$510 | \$449,490 | Apr-13 | Mar-16 | \$149,830 | \$170 | \$150,000 |
| MBTA | xxx | MBTA 2013/2014 Title VI | \$135,270 | \$500 | \$135,770 | Apr-13 | Apr-14 | \$120,865 | \$500 | \$121,365 |
| MBTA | 392 | Green Line New Starts Analysis | \$191,747 | \$0 | \$191,747 | Dec-12 | Dec-13 | \$80,000 | \$0 | \$80,000 |
| MBTA Subtotal: | | | | | | | | \$474,820 | \$1,420 | \$476,240 |
| Massport | 380 | Massport Technical Assistance | \$150,000 | \$0 | \$150,000 | Aug-11 | Jun-14 | \$23,000 | \$0 | \$23,000 |
| MAPC/Newton | xxx | Needham Corridor Study | \$10,000 | \$0 | \$10,000 | Jun-13 | Dec-13 | \$5,000 | \$0 | \$5,000 |
| Other Subtotal: | | | | | | | | \$28,000 | \$0 | \$28,000 |
| TOTAL | | | | | | | | \$5,657,010 | \$138,920 | \$5,795,930 |

CTPS - FY14 DRAFT Operating Budget
July 1, 2013 - June 30, 2014

| Acct No. | Item | Requested FY2013 Budget | Projected FY2013 | Requested FY2014 Budget |
|----------|--------------------------------------|-------------------------------|---------------------|-------------------------------|
| | Annual Direct Salaries | \$2,982,800 | \$2,798,230 | \$2,865,400 |
| | Other Direct Expenses | \$63,700 | \$28,500 | \$138,920 |
| 540502 | General Office Equipment | \$0 | \$0 | \$0 |
| 540503 | Data Processing Equipment | \$10,000 | \$10,000 | \$6,000 |
| 540904 | Consultants | \$0 | \$0 | \$0 |
| 541204 | Printing | \$0 | \$0 | \$0 |
| 541302 | Travel & Transportation | \$26,900 | \$13,500 | \$38,920 |
| 541602 | Other | \$26,800 | \$5,000 | \$94,000 |
| | Annual Indirect Expenses | \$2,880,900 | \$2,632,024 | \$2,791,610 |
| | Indirect Timesheet Costs | \$1,545,400 | \$1,445,201 | \$1,588,700 |
| 12702 | Fringe Benefits | \$829,200 | \$761,873 | \$811,300 |
| 12703 | Admin Salaries | \$716,200 | \$683,328 | \$777,400 |
| | Employee Insurance | \$216,200 | \$200,800 | \$185,700 |
| 600301 | Medical | \$95,000 | \$96,000 | \$97,000 |
| 600302 | Workman's Comp | \$1,000 | \$1,000 | \$1,000 |
| 600303 | Unemployment | \$15,000 | \$11,000 | \$11,000 |
| 600304 | Medicare / FICA | \$50,800 | \$51,300 | \$52,700 |
| 600305 | Long-Term Disability | \$37,400 | \$26,500 | \$7,000 |
| 600307 | Med. Sec. Trust | \$5,000 | \$5,000 | \$5,000 |
| 600315 | Short-Term Disability | \$12,000 | \$10,000 | \$12,000 |
| | Employee Benefits & Other | \$111,000 | \$79,500 | \$90,500 |
| 600310 | Tuition Assistance | \$3,000 | \$0 | \$3,000 |
| 600311 | Recruitment | \$8,000 | \$3,000 | \$3,000 |
| 600312 | Training | \$25,000 | \$7,500 | \$12,000 |
| 600313 | Transit Subsidy | \$75,000 | \$69,000 | \$72,500 |
| | Supplies | \$45,500 | \$40,500 | \$40,000 |
| 600402 | General Office | \$12,500 | \$12,500 | \$12,500 |
| 600403 | Data Processing | \$30,000 | \$25,000 | \$25,000 |
| 600404 | Design & Graphics | \$3,000 | \$3,000 | \$2,500 |
| | Equip (Buy, Lease, Maint) | \$191,700 | \$163,200 | \$164,700 |
| 600502 | General Office | \$6,000 | \$3,500 | \$3,500 |
| 600503 | Data Processing | \$25,000 | \$18,000 | \$13,500 |
| 600504 | Graphics | \$300 | \$300 | \$300 |
| 600509 | General Equip. Lease | \$1,100 | \$1,100 | \$1,100 |
| 600512 | General Equip. Maint. | \$2,000 | \$500 | \$500 |
| 600513 | Data Proc. HW & SW Contr. | \$156,000 | \$139,600 | \$144,500 |
| 600514 | Graphics Equip. Maint. | \$300 | \$100 | \$300 |
| 600517 | Data Proc. Equip. Repairs | \$1,000 | \$100 | \$1,000 |
| | Premises | \$329,000 | \$325,000 | \$325,500 |
| 600603 | Office Maint. & Repair | \$5,000 | \$3,000 | \$3,000 |
| 600604 | Office Rent | \$321,000 | \$321,000 | \$321,000 |
| 600606 | Misc. Premises | \$3,000 | \$1,000 | \$1,500 |

| Acct No. | Item | Requested FY2013 Budget | Projected FY2013 | Requested FY2014 Budget |
|-----------------|------------------------------------|--|-----------------------------|--|
| | Communications | \$71,300 | \$65,600 | \$61,500 |
| 600802 | Telephone | \$14,000 | \$13,100 | \$13,500 |
| 600804 | Postage | \$7,000 | \$5,000 | \$5,000 |
| 600805 | Advertising | \$11,300 | \$8,500 | \$4,000 |
| 600806 | Internet | \$39,000 | \$39,000 | \$39,000 |
| | Professional Services | \$15,000 | \$3,200 | \$6,500 |
| 600903 | Professional Services | \$10,000 | \$2,000 | \$4,500 |
| 600912 | Temporary Help | \$5,000 | \$1,200 | \$2,000 |
| | Meetings & Conferences | \$3,000 | \$500 | \$1,500 |
| 601004 | In-State Meetings & Conferences | \$3,000 | \$500 | \$1,500 |
| | Professional Fees | \$5,800 | \$4,600 | \$5,000 |
| 601102 | Memberships | \$1,000 | \$1,000 | \$1,000 |
| 601103 | Subscriptions | \$3,800 | \$3,400 | \$3,500 |
| 601104 | Publications | \$1,000 | \$200 | \$500 |
| | Reproduction | \$41,200 | \$22,700 | \$27,000 |
| 601203 | Photocopy (lease, per copy cost, r | \$16,200 | \$16,200 | \$19,000 |
| 601204 | Printing (external vendor) | \$25,000 | \$6,500 | \$8,000 |
| | Travel & Transportation | \$6,500 | \$3,500 | \$3,500 |
| 601302 | Travel | \$6,000 | \$3,200 | \$3,000 |
| 601306 | Transportation (couriers, ship.) | \$500 | \$300 | \$500 |
| | Other Costs | \$5,000 | \$1,900 | \$2,000 |
| 601602 | Misc. & Petty Cash | \$5,000 | \$1,900 | \$2,000 |
| | Other Overhead | \$294,300 | \$275,823 | \$289,510 |
| 800000 | MAPC "Pass On" Cost | \$294,300 | \$275,823 | \$289,510 |
| | Total Annual Costs | \$5,927,400 | \$5,458,754 | \$5,795,930 |
| | Overhead Rate | 96.58% | 94.06% | 97.42% |