



## BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

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The Boston Region MPO is  
composed of:

Massachusetts Department of  
Transportation

Metropolitan Area Planning Council

Massachusetts Bay Transportation  
Authority Advisory Board

Massachusetts Bay Transportation  
Authority

Massachusetts Port Authority

Regional Transportation Advisory  
Council

City of Boston

City of Beverly

City of Everett

City of Newton

City of Somerville

City of Woburn

Town of Arlington

Town of Bedford

Town of Braintree

Town of Framingham

Town of Lexington

Town of Medway

Town of Norwood

Federal Highway Administration  
(nonvoting)

Federal Transit Administration  
(nonvoting)

### MEMORANDUM

**DATE** June 21, 2012

**TO** Boston Region Metropolitan Planning Organization

**FROM** Paul Regan, Chairman  
Administration and Finance Committee

**RE** Recommendation to approve the FY2013 CTPS Draft  
Operating Budget

#### Introduction

The Administration and Finance Committee met on June 7, 2012, to discuss the FY2013 CTPS Draft Operating Budget.

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

- a. CTPS Funding by Source – FY2013 Operating Budget
- b. CTPS FY2013 Draft Operating Budget
- c. Memorandum - Draft Operating Budget by line-item
- d. Proposed Five-Year Plan (FY2013-2017) for Computer Resources Development

#### Discussion

The FY2013 CTPS Draft Operating Budget totals \$5,927,400, and supports 61 professional positions, 4 interns and 5 part-time temporary staff. This budget represents a modest increase \$40,050 over the approved FY2012 level of \$5,887,350. FY2012 is projected to end the year at \$5,602,543, due to vacancies and lower expenditures on various indirect line-items.

For the benefit of new committee members, a very thorough presentation of revenue projections, budget development and staffing levels was provided. Members of the committee engaged in a review of the various line-items, employee classifications, contractual obligations, the fiduciary agent fee and the computer plan.

### **Recommendation**

Having conducted a satisfactory review of the FY2013 CTPS Draft Operating Budget, the Administration and Finance Committee unanimously recommends approval of said budget to the Boston Region Metropolitan Planning Organization.

PR/RM/rm

**CTPS - FY13 DRAFT Operating Budget**  
**July 1, 2012 - June 30, 2013**

Acct No.	Item	Approved FY2012 Budget	Projected FY2012 Budget	Requested FY2013 Budget
	<b>Annual Direct Salaries</b>	<b>\$2,981,500</b>	<b>\$2,926,793</b>	<b>\$2,982,800</b>
	<b>Other Direct Expenses</b>	<b>\$86,200</b>	<b>\$88,200</b>	<b>\$63,700</b>
540502	General Office Equipment	\$0	\$0	\$0
540503	Data Processing Equipment	\$42,700	\$42,700	\$10,000
540904	Consultants	\$0	\$0	\$0
541204	Printing	\$0	\$2,000	\$0
541302	Travel & Transportation	\$20,000	\$20,000	\$26,900
541602	Other	\$23,500	\$23,500	\$26,800
	<b>Annual Indirect Expenses</b>	<b>\$2,819,650</b>	<b>\$2,641,618</b>	<b>\$2,880,900</b>
	<b>Indirect Timesheet Costs</b>	<b>\$1,479,600</b>	<b>\$1,385,941</b>	<b>\$1,545,400</b>
12702	Fringe Benefits	\$831,300	\$755,568	\$829,200
12703	Admin Salaries	\$648,300	\$630,373	\$716,200
	<b>Employee Insurance</b>	<b>\$205,500</b>	<b>\$181,230</b>	<b>\$216,200</b>
600301	Medical	\$92,000	\$89,000	\$95,000
600302	Workman's Comp	\$1,000	\$100	\$1,000
600303	Unemployment	\$15,000	\$10,000	\$15,000
600304	Medicare / FICA	\$47,000	\$40,000	\$50,800
600305	Long-Term Disability	\$33,500	\$28,630	\$37,400
600307	Med. Sec. Trust	\$6,000	\$2,500	\$5,000
600315	Short-Term Disability	\$11,000	\$11,000	\$12,000
	<b>Employee Benefits &amp; Other</b>	<b>\$117,000</b>	<b>\$93,000</b>	<b>\$111,000</b>
600310	Tuition Assistance	\$5,000	\$1,500	\$3,000
600311	Recruitment	\$4,500	\$4,500	\$8,000
600312	Training	\$35,000	\$20,000	\$25,000
600313	Transit Subsidy	\$72,500	\$67,000	\$75,000
	<b>Supplies</b>	<b>\$51,350</b>	<b>\$46,500</b>	<b>\$45,500</b>
600402	General Office	\$18,350	\$15,000	\$12,500
600403	Data Processing	\$30,000	\$30,000	\$30,000
600404	Design & Graphics	\$3,000	\$1,500	\$3,000
	<b>Equip (Buy, Lease, Maint)</b>	<b>\$179,900</b>	<b>\$209,750</b>	<b>\$191,700</b>
600502	General Office	\$2,000	\$5,750	\$6,000
600503	Data Processing	\$25,000	\$55,000	\$25,000
600504	Graphics	\$400	\$0	\$300
600509	General Equip. Lease	\$1,000	\$1,000	\$1,100
600512	General Equip. Maint.	\$2,000	\$0	\$2,000
600513	Data Proc. HW & SW Contr.	\$148,000	\$148,000	\$156,000
600514	Graphics Equip. Maint.	\$500	\$0	\$300
600517	Data Proc. Equip. Repairs	\$1,000	\$0	\$1,000
	<b>Premises</b>	<b>\$328,000</b>	<b>\$322,300</b>	<b>\$329,000</b>
600603	Office Maint. & Repair	\$5,000	\$2,000	\$5,000
600604	Office Rent	\$320,000	\$320,300	\$321,000
600606	Misc. Premises	\$3,000	\$0	\$3,000

Acct No.	Item	Approved FY2012 Budget	Projected FY2012 Budget	Requested FY2013 Budget
	<b>Communications</b>	<b>\$76,000</b>	<b>\$69,000</b>	<b>\$71,300</b>
600802	Telephone	\$14,000	\$13,000	\$14,000
600804	Postage	\$10,000	\$6,000	\$7,000
600805	Advertising	\$12,000	\$12,000	\$11,300
600806	Internet	\$40,000	\$38,000	\$39,000
	<b>Professional Services</b>	<b>\$10,000</b>	<b>\$4,300</b>	<b>\$15,000</b>
600903	Professional Services	\$5,000	\$4,000	\$10,000
600912	Temporary Help	\$5,000	\$300	\$5,000
	<b>Meetings &amp; Conferences</b>	<b>\$2,000</b>	<b>\$200</b>	<b>\$3,000</b>
601004	In-State Meetings & Conferences	\$2,000	\$200	\$3,000
	<b>Professional Fees</b>	<b>\$5,800</b>	<b>\$5,050</b>	<b>\$5,800</b>
601102	Memberships	\$1,400	\$400	\$1,000
601103	Subscriptions	\$4,000	\$3,800	\$3,800
601104	Publications	\$400	\$850	\$1,000
	<b>Reproduction</b>	<b>\$65,000</b>	<b>\$36,200</b>	<b>\$41,200</b>
601203	Photocopy (lease, per copy cost, maint.)	\$20,000	\$16,200	\$16,200
601204	Printing (external vendor)	\$45,000	\$20,000	\$25,000
	<b>Travel &amp; Transportation</b>	<b>\$4,500</b>	<b>\$3,850</b>	<b>\$6,500</b>
601302	Travel	\$4,000	\$3,500	\$6,000
601306	Transportation (couriers, ship.)	\$500	\$350	\$500
	<b>Other Costs</b>	<b>\$5,000</b>	<b>\$4,800</b>	<b>\$5,000</b>
601602	Misc. & Petty Cash	\$5,000	\$4,800	\$5,000
	<b>Other Overhead</b>	<b>\$290,000</b>	<b>\$277,664</b>	<b>\$294,300</b>
800000	MAPC "Pass On" Cost	\$290,000	\$277,664	\$294,300
	<b>Total Annual Costs</b>	<b>\$5,887,350</b>	<b>\$5,602,543</b>	<b>\$5,927,400</b>
	<b>Overhead Rate</b>	<b>94.57%</b>	<b>91.96%</b>	<b>96.58%</b>

## CTPS Funding by Source - FY2013 Operating Budget

(July 1, 2012 - June 30, 2013)

Client	CTPS Contract Number	Description	Contract Budget	Direct Costs	Salary & Overhead	Start Date	End Date	FY2013 Sal & OH	FY2013 Direct	FY2013 Total
MPO	594	FY2012 3C - PL	\$2,661,900	\$37,500	\$2,624,400	Oct-11	Sep-12	\$656,100	\$2,000	\$658,100
MPO	682	FY2012 3C - Section 5303	\$1,246,438	\$32,000	\$1,214,438	Oct-11	Sep-12	\$303,600	\$3,000	\$306,600
MPO	5xx	FY2013 3C - PL	\$2,621,900	\$37,500	\$2,584,400	Oct-12	Sep-13	\$1,938,300	\$18,500	\$1,956,800
MPO	6xx	FY2013 3C - Section 5303	\$1,246,438	\$32,000	\$1,214,438	Oct-12	Sep-13	\$910,800	\$19,500	\$930,300
<b>MPO Subtotal:</b>								<b>\$3,808,800</b>	<b>\$43,000</b>	<b>\$3,851,800</b>
MassDOT	683	FY2012 MassDOT/MBTA Section 5303	\$256,120	\$5,000	\$251,120	Feb-12	Sep-12	\$94,100	\$1,000	\$95,100
MassDOT	6xx	FY2013 MassDOT/MBTA Section 5303	\$256,120	\$5,000	\$251,120	Oct-12	Sep-13	\$188,300	\$4,000	\$192,300
MassDOT	589	SPR Projects	\$410,000	\$14,000	\$396,000	Apr-12	Mar-13	\$297,000	\$7,000	\$304,000
MassDOT	5xx	SPR Projects	\$410,000	\$14,000	\$396,000	Apr-13	Mar-14	\$99,000	\$7,000	\$106,000
MassDOT	706	MassDOT Title VI	\$247,750	\$2,000	\$245,750	Apr-11	Mar-13	\$65,000	\$0	\$65,000
MassDOT	xxx	Route 79 Interchange	\$60,000	\$0	\$60,000	Jul-12	Jun-13	\$60,000	\$0	\$60,000
MassDOT	709	Accelerated Bridge/MHS Work	\$90,000	\$0	\$90,000	Sep-11	Aug-12	\$26,000	\$0	\$26,000
MassDOT	xxx	Accelerated Bridge Program	\$60,000	\$0	\$60,000	Sep-12	Aug-13	\$54,000	\$0	\$54,000
MassDOT/FRA	xxx	South Station Expansion	\$350,000	\$0	\$350,000	Jul-12	Jun-15	\$135,000	\$0	\$135,000
MassDOT	707	Green Line SIP Mitigation	\$80,000	\$0	\$80,000	Aug-11	Dec-12	\$17,000	\$0	\$17,000
MassDOT	705	South Coast Rail	\$216,500	\$0	\$216,500	Mar-10	Aug-12	\$15,000	\$0	\$15,000
MassDOT	xxx	Roadway Inventory Support	\$120,000	\$0	\$120,000	Oct-12	Sep-13	\$120,000	\$0	\$120,000
<b>MassDOT Subtotal:</b>								<b>\$1,170,400</b>	<b>\$19,000</b>	<b>\$1,189,400</b>
MBTA	345	Rider Oversight Committee Support	\$69,913	\$0	\$69,913	Jan-06	Sep-12	\$7,000	\$0	\$7,000
MBTA	381	FY2012 NTD - Purchased Services	\$20,003	\$200	\$19,803	Sep-11	Dec-12	\$3,700	\$0	\$2,000
MBTA	382	FY2012 NTD - Directly Operated Services	\$92,252	\$0	\$92,252	Sep-11	Dec-12	\$20,000	\$0	\$17,500
MBTA	xxx	FY2013 NTD - Purchased Services	\$23,000	\$200	\$22,800	Jul-12	Nov-13	\$16,000	\$200	\$16,200
MBTA	xxx	FY2013 NTD - Directly Operated Services	\$105,000	\$0	\$105,000	Jul-12	Nov-13	\$74,100	\$0	\$74,100
MBTA	373	Bus Data Collection VII	\$453,900	\$1,000	\$452,900	Mar-10	Sep-12	\$114,000	\$200	\$114,200
MBTA	xxx	Bus Data Collection VIII	\$453,900	\$1,000	\$452,900	Oct-12	Sep-14	\$115,000	\$300	\$115,300
MBTA	xxx	Fare Increase 2013	\$190,000	\$0	\$190,000	Jul-12	Jun-13	\$190,000	\$0	\$190,000
MBTA	xxx	Green Line Extension	\$145,000	\$0	\$145,000	Nov-12	Oct-13	\$107,500	\$0	\$107,500
MBTA	384	Rpd. Trans. Sta. Intermodal Maps	\$33,384	\$0	\$33,384	Apr-12	Sep-12	\$16,600	\$0	\$16,600
MBTA	710	MBTA 2012 Title VI	\$61,200	\$0	\$61,200	Mar-12	Oct-12	\$30,600	\$0	\$30,600
MBTA	xxx	MBTA 2013 Title VI	\$55,000	\$0	\$55,000	Oct-12	Sep-13	\$55,000	\$0	\$55,000
MBTA	385	Assembly Square	\$29,956	\$0	\$29,956	Apr-12	Sep-12	\$12,000	\$0	\$12,000
<b>MBTA Subtotal:</b>								<b>\$761,500</b>	<b>\$700</b>	<b>\$758,000</b>
Massport	380	Massport Technical Assistance	\$150,000	\$0	\$150,000	Aug-11	Jun-14	\$50,000	\$0	\$50,000
Foxboro	xxx	Transit Study	\$35,000	\$1,000	\$34,000	Jul-12	Jun-13	\$34,000	\$1,000	\$35,000
MASCO	xxx	Bus Route Analysis	\$40,000	\$0	\$40,000	Oct-12	Jun-13	\$40,000	\$0	\$40,000
MAPC	xxx	Health Impacts of Lowering Speeds	\$8,000	\$0	\$8,000	Jun-12	Dec-12	\$3,200	\$0	\$3,200
<b>Other Subtotal:</b>								<b>\$127,200</b>	<b>\$1,000</b>	<b>\$128,200</b>
<b>TOTAL</b>								<b>\$5,867,900</b>	<b>\$63,700</b>	<b>\$5,927,400</b>