



BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Jamey Tesler, Acting MassDOT Secretary and CEO and MPO Chair
Tegin L. Teich, Executive Director, MPO Staff

MEMORANDUM

DATE: June 17, 2020
TO: Administration and Finance Committee of the Boston Region Metropolitan Planning Organization
FROM: Tegin Teich, Executive Director, Central Transportation Planning Staff (CTPS)
RE: Draft SFY 2022 Operating Budget for CTPS

This memorandum describes the proposed \$6,689,000 state fiscal year (SFY) 2022 operating budget for the Central Transportation Planning Staff (CTPS). The committee members will be asked to vote to approve sending this budget to the full board of the Boston Region Metropolitan Planning Organization (MPO).

1 ANNUAL CTPS DIRECT EXPENSES

1.1 Direct Salaries **\$3,137,500**

Based upon current revenue projections and the associated work program, it is anticipated that 58 professional positions will be filled in SFY 2022. CTPS programmed the same number of positions in SFY 2021. Supplemental nonprofessional staffing may include interns and/or temporary staff assigned to special projects (i.e. data collection). A merit and promotional pool has been budgeted for a salary increase.

Expenditures for the following direct cost line items may require prior approval of the contractor to whom the purchase will be charged.

1.2 Data Processing Equipment **\$57,500**

The CTPS Five-Year Computer Plan outlines the agency's plan for maintenance and enhancement of its computing infrastructure. The SFY 2022 element of the Computer Plan, attached, includes the replacement of an application/database server, replacement of a host server and the purchase of two VMware Horizons servers to host Windows 10 virtual machines for all full time staff.

1.3 Consultants **\$0**

No costs are anticipated for hiring consultants.

1.4 Travel and Transportation \$15,000

Travel and transportation costs include

- the cost of data collection and in-state mileage for travel that is directly associated with project activity; and
- registration for work-related conferences, professional development opportunities, training sessions, and travel out of state.

The budget for the latter is significantly lower this year due to continued concerns about COVID-19 and because many conferences are now held in a virtual setting.

1.5 Translations and Interpretations \$23,000

This budget line item is for the cost of translations for the MPO's vital documents and interpreters for meetings.

1.6 Membership Dues for Association for Metropolitan Planning Organizations (AMPO) \$37,000

AMPO is the transportation advocate for the metropolitan regions, committed to enhancing MPOs' abilities to improve metropolitan transportation systems. The organization provides a forum for members to discuss policy updates, provide advocacy support, share technical expertise, and participate in committee opportunities, peer-to-peer networking events, and educational development.

1.7 Other \$15,000

Costs that are unanticipated or out of the ordinary, but related directly to contract work, are typically funded in the "Other" direct cost line item. In SFY 2022, these costs include the price of equipment rental to support the Bicycle and Pedestrian Program (\$3,000), printing public outreach materials to support the MPO (\$8,000), and other unanticipated project costs (\$4,000).

2 ANNUAL CTPS INDIRECT EXPENSES

Indirect costs for CTPS include all the items that are not project specific and are shared proportionately by all grants and contracts. Dividing the annual indirect costs of \$3,404,000 by the annual direct salaries of \$3,137,500 yields a provisional overhead rate for SFY 2022 of 108.49 percent.

2.1 Total Paid Leave Time Benefits \$940,500

Paid leave time benefits cover holidays, sick days, accrued vacation, family leave, discretionary time, and administrative leave (such as snow days, bereavement, and jury duty).

2.2 Administrative Salaries \$1,108,000

Administrative salaries include the wages of administrative staff and wages for the time other staff spend attending all-staff meetings; developing progress reports and work scopes; managing grants; processing time sheets; researching products for purchasing; attending training sessions, conferences, and seminars; conducting staff evaluations; producing graphics and documents; and strategic planning for the agency.

2.3 Medical Insurance \$140,000

Health and life insurance benefits are offered to each CTPS employee through the Commonwealth's Group Insurance Commission. CTPS pays a portion of the cost of this premium. It is difficult to project this cost due to the variety of health plans and types of membership, and associated premiums from which the employees may choose. CTPS is also assessed a portion of the insurance premiums that cover retired staff.

2.4 Workers' Compensation \$6,500

CTPS employees are covered for workplace injuries by a workers' compensation liability policy held by the Metropolitan Area Planning Council (MAPC). This line item represents CTPS's contribution to this premium.

2.5 Unemployment \$10,000

CTPS is self-insured for Unemployment Compensation and entirely responsible for the benefits paid to a terminated or furloughed employee. The CTPS budget includes funds for former professional staff, temporary special project employees, and data collectors who may be eligible. There is a decrease in this line item for SFY 2022 because the data collection staff are slowly returning to their normal work schedules.

2.6 Medicare/FICA Insurance \$72,500

CTPS must contribute a portion of the salaries of employees hired after January 1985 to the Social Security Administration to support Medicare.

2.7 Medical Security Trust \$10,000

The Medical Security Trust line item represents a state-mandated cost that is assessed to employers with six or more employees to cover the cost of medical benefits for the unemployed. This budget also includes a portion of the Massachusetts Health insurance that covers certain temporary staff.

- 2.8 Short-term Disability \$12,000**
MAPC has established a short-term disability insurance program for all eligible employees of MAPC and CTPS. A hundred percent of the premium is employer paid. This line item represents CTPS's portion of the premium.
- 2.9 Tuition Assistance \$3,000**
CTPS provides a 50 percent reimbursement for annual tuition costs, as much as \$1,500 per person per year.
- 2.10 Recruitment \$5,000**
To ensure the success of a nationwide search for prospective candidates, CTPS provides full reimbursement to prospective candidates for travel expenses related to interviews. CTPS also reimburses newly hired employees who move from out of state to the Boston region for 50 percent of the cost of moving their personal effects and those of their immediate family; the maximum reimbursement is \$2,000.
- 2.11 Training \$30,000**
The training line item covers the cost of in-state training programs on software use, application, and development, as well as the enhancement of project management and communication skills.
- 2.12 Transit Subsidies \$60,000**
The MAPC/CTPS personnel policy allows an employee to receive reimbursement for public transit commuting expenditures; the maximum reimbursement is \$225 per month. The amount budgeted for SFY 2022 is less than previous years because of the uncertainty about the timing of the full staff's return to the office following the COVID-19 pandemic.
- 2.13 Total Supplies \$26,500**
This category includes all general office, data processing, and design and graphics supplies.
- 2.14 Total Equipment \$220,800**
The equipment budget includes the purchase of general office, graphics, and data processing equipment; the cost of the leasing a postage meter and additional equipment as necessary; maintenance contracts for computer equipment and annual licenses for software packages; and purchases, repairs, and maintenance of office furniture, cubicles, and non-computer equipment.

- 2.15 Total Premises** **\$330,000**
- Charges related to the lease of office space, storage space, renovation of work areas, and physical plant maintenance are included in this line item. Rent for the year at 10 Park Plaza, Boston, is anticipated to be \$325,000. In January 2022, the rent is expected to increase 32 percent to \$31.50 per square foot. The \$325,000 represents six months at the current rate (\$23.80 per square foot) and six months at the anticipated rate. CTPS is awaiting a draft lease agreement from the Massachusetts Department of Transportation to determine future space plans for the agency. The storage unit, located in the basement of 10 Park Plaza, Boston, is managed by The Wilder Group.
- 2.16 Postage** **\$500**
- The postage line item covers general office postage.
- 2.17 Advertising** **\$7,000**
- In accordance with the MAPC Recruitment Policy, CTPS uses the following outlets for job ads: professional nationwide journals, metropolitan Boston minority publications, area academic institution career sites, *governmentjobs.com*, and other distribution channels deemed appropriate for the position.
- 2.18 Internet and Telephone** **\$55,500**
- CTPS uses Windstream to furnish its internet service and a voice-over-internet-protocol (VoIP) telephone system. This line item funds the service, equipment lease, and usage. This amount is increasing in SFY 2022 because the current lease expires in October and the equipment will no longer be supported. The staff will have soft-phone apps on their laptops instead of the traditional phones that sit on desks.
- 2.19 Professional Services** **\$8,000**
- This line item accounts for the occasional need for the services of lawyers or other professionals.
- 2.20 Temporary Help** **\$2,000**
- This line item covers the cost of hiring temporary staffing that may be needed.
- 2.21 In-State Meetings and Conferences** **\$3,000**
- The cost of registration fees for local in-state meetings and conferences and meeting-related expenses are included in this line item. Conference topics include pedestrian, bicycle, roadway, and transit planning, as well as software and data issues.

- 2.22 Memberships \$3,000**
CTPS reimburses the cost of annual memberships in organizations or associations related to professional disciplines; each staff member may be reimbursed as much as \$250. This benefit is contingent upon the approval of the Executive Director and annual budgetary appropriation.
- 2.23 Subscriptions \$4,000**
CTPS subscribes to publications that support efforts by the staff to remain knowledgeable about the state of the practice and other timely news events. The *State House News Service*, *Passenger Transport*, and *Urban Transportation Monitor* are a few examples.
- 2.24 Publications \$500**
This line item includes manuals and other technical instruction publications that provide staff with reference materials.
- 2.25 Photocopy \$10,000**
The cost of leasing and maintaining the agency's copiers is covered by this line item. CTPS will be entering into year two of a four-year lease on two copiers on July 1, 2021.
- 2.26 Printing by External Vendor \$1,000**
Professional printing services are used for the publication of various documents, laminating large presentation boards, production of informational booklets, and printing of various reports, as necessary. There is a significant increase in SFY 2021 to support printing MPO outreach materials.
- 2.27 Travel \$4,500**
The indirect travel line item covers the reimbursement of travel costs incurred by staff when the travel is related to an administrative expense.
- 2.28 Courier \$200**
This line item covers the cost of deliveries and courier service.
- 2.29 Financial Management System and Miscellaneous \$40,000**
MAPC and CTPS are sharing the cost of a financial management system. The total cost of \$307,000 includes the purchase of hardware, the software license, implementation, and an annual maintenance fee. MAPC has agreed to a cost sharing arrangement which amortizes the purchase over 10 years and equally shares the annual license/maintenance cost. SFY 2022 marks year seven of this

arrangement with its associated cost of \$33,700. An additional \$6,300 is budgeted in this line item to cover unanticipated costs.

2.30 Fiduciary Agent Fee \$290,000

MAPC will receive payment of at least \$180,000, but not more than 6.5 percent of the CTPS payroll in SFY 2022, for providing CTPS with administrative services specified in the Fiduciary Agent Agreement. This figure will not be firm until the SFY 2022 Annual Audit has been completed.

Attachment: CTPS SFY 2022 Requested Operating Budget

DRAFT

The Boston Region Metropolitan Planning Organization (MPO) operates its programs, services, and activities in compliance with federal nondiscrimination laws including Title VI of the Civil Rights Act of 1964 (Title VI), the Civil Rights Restoration Act of 1987, and related statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, or national origin (including limited English proficiency), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives federal assistance. Related federal nondiscrimination laws administered by the Federal Highway Administration, Federal Transit Administration, or both, prohibit discrimination on the basis of age, sex, and disability. The Boston Region MPO considers these protected populations in its Title VI Programs, consistent with federal interpretation and administration. In addition, the Boston Region MPO provides meaningful access to its programs, services, and activities to individuals with limited English proficiency, in compliance with U.S. Department of Transportation policy and guidance on federal Executive Order 13166.

The Boston Region MPO also complies with the Massachusetts Public Accommodation Law, M.G.L. c 272 sections 92a, 98, 98a, which prohibits making any distinction, discrimination, or restriction in admission to, or treatment in a place of public accommodation based on race, color, religious creed, national origin, sex, sexual orientation, disability, or ancestry. Likewise, the Boston Region MPO complies with the Governor's Executive Order 526, section 4, which requires that all programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background.

A complaint form and additional information can be obtained by contacting the MPO or at http://www.bostonmpo.org/mpo_non_discrimination.

To request this information in a different language or in an accessible format, please contact

Title VI Specialist
Boston Region MPO
10 Park Plaza, Suite 2150
Boston, MA 02116
civilrights@ctps.org

By Telephone:
857.702.3702 (voice)

For people with hearing or speaking difficulties, connect through the state MassRelay service:

- **Relay Using TTY or Hearing Carry-over:** 800.439.2370
- **Relay Using Voice Carry-over:** 866.887.6619
- **Relay Using Text to Speech:** 866.645.9870

For more information, including numbers for Spanish speakers, visit <https://www.mass.gov/massrelay>

**Central Transportation Planning Staff SFY 2022 Requested Operating Budget
July 1, 2021 – June 30, 2022**

Column	1	2	3	4	5	6
Line	Item	Approved SFY 2021 Budget	Projected SFY 2021 Budget	Requested Budget for SFY 2022	Requested SFY 2022 vs. Projected SFY 2021	Requested SFY 2022 vs. Approved SFY 2021
1	Annual Direct Salaries	\$3,040,000	\$2,727,121	\$3,137,500	15%	3%
2	Other Direct Expenses	\$185,500	\$175,000	\$147,500	-16%	-20%
3	Data Processing Equipment	\$43,500	\$40,500	\$57,500	42%	32%
4	Consultants	\$100,000	\$99,500	\$0	-100%	-100%
5	Travel and Transportation	\$12,000	\$5,000	\$15,000	200%	25%
6	Other	\$30,000	\$30,000	\$75,000	150%	150%
7	Annual Indirect Expenses	\$3,222,500	\$2,915,054	\$3,404,000	17%	6%
8	Indirect Timesheet Costs	\$1,870,550	\$1,729,604	\$2,048,500	18%	10%
9	Fringe Benefits	\$881,300	\$684,804	\$940,500	37%	7%
10	Administrative Salaries	\$989,250	\$1,044,800	\$1,108,000	6%	12%
11	Employee Insurance	\$227,500	\$233,550	\$251,000	7%	10%
12	Medical	\$120,000	\$130,000	\$140,000	8%	17%
13	Workers' Compensation	\$6,500	\$4,550	\$6,500	43%	0%
14	Unemployment	\$14,000	\$14,000	\$10,000	-29%	-29%
15	Medicare/FICA	\$65,000	\$65,000	\$72,500	12%	12%
16	Medical Security Trust	\$10,000	\$10,000	\$10,000	0%	0%
17	Short-term Disability	\$12,000	\$10,000	\$12,000	20%	0%
18	Employee Benefits and Other	\$96,000	\$28,700	\$98,000	241%	2%
19	Tuition Assistance	\$3,000	\$1,500	\$3,000	100%	0%
20	Recruitment	\$5,000	\$4,000	\$5,000	25%	0%
21	Training and Professional Development	\$23,000	\$23,000	\$30,000	30%	30%
22	Transit Subsidy	\$65,000	\$200	\$60,000	29900%	-8%
23	Supplies	\$30,000	\$18,000	\$26,500	47%	-12%
24	General Office	\$8,000	\$1,000	\$8,000	700%	0%
25	Data Processing	\$20,000	\$17,000	\$17,000	0%	-15%
26	Design and Graphics	\$2,000	\$0	\$1,500	--	-25%
27	Equipment (Buy, Lease, Maintenance)	\$212,200	\$200,500	\$220,800	10%	4%
28	General and Graphics	\$5,000	\$5,000	\$5,000	0%	0%
29	Data Processing	\$23,000	\$21,700	\$15,500	-29%	-33%
30	General Equipment Lease	\$1,200	\$800	\$800	0%	-33%
31	General Equipment Maintenance	\$500	\$0	\$500	--	0%
32	Data Processing: Annual Contracts	\$182,000	\$173,000	\$198,500	15%	9%
33	Data Processing: Equipment Repairs	\$500	\$0	\$500	--	0%

**Central Transportation Planning Staff SFY 2022 Requested Operating Budget
July 1, 2021 – June 30, 2022**

Line	Item	Approved SFY 2021 Budget	Projected SFY 2021 Budget	Requested Budget for SFY 2022	Requested SFY 2022 vs. Projected SFY 2021	Requested SFY 2022 vs. Approved SFY 2021
34	Premises	\$361,650	\$321,650	\$330,000	3%	-9%
35	Office Maintenance and Repair	\$6,650	\$6,650	\$5,000	-25%	-25%
36	Office Rent	\$355,000	\$315,000	\$325,000	3%	-8%
37	Communications	\$55,900	\$36,400	\$63,000	73%	13%
38	Postage	\$500	\$0	\$500	--	0%
39	Advertising	\$7,000	\$4,000	\$7,000	75%	0%
40	Internet and Telephone	\$48,400	\$32,400	\$55,500	71%	15%
41	Professional Services	\$10,000	\$8,000	\$10,000	25%	0%
42	Professional Services	\$8,000	\$8,000	\$8,000	0%	0%
43	Temporary Help	\$2,000	\$0	\$2,000	--	0%
44	Meetings and Conferences	\$3,000	\$1,000	\$3,000	200%	0%
45	In-State Meetings and Conferences	\$3,000	\$1,000	\$3,000	200%	0%
46	Professional Fees	\$7,000	\$6,650	\$7,500	13%	7%
47	Memberships	\$2,500	\$2,500	\$3,000	20%	20%
48	Subscriptions	\$4,000	\$4,000	\$4,000	0%	0%
49	Publications	\$500	\$150	\$500	233%	0%
50	Reproduction	\$21,000	\$10,000	\$11,000	10%	-48%
51	Photocopy	\$13,000	\$10,000	\$10,000	0%	-23%
52	Printing (external vendor)	\$8,000	\$0	\$1,000	--	-88%
53	Travel and Transportation	\$5,700	\$0	\$4,700	--	-18%
54	Travel	\$5,500	\$0	\$4,500	--	-18%
55	Courier	\$200	\$0	\$200	--	0%
56	Other Costs	\$35,000	\$34,000	\$40,000	18%	14%
57	Financial Management System and Misc.	\$35,000	\$34,000	\$40,000	18%	14%
58	Other Overhead	\$287,000	\$287,000	\$290,000	1%	1%
59	Fiduciary Agent Fee - MAPC	\$287,000	\$287,000	\$290,000	1%	1%
60	Total Annual Costs	\$6,448,000	\$5,817,175	\$6,689,000	15%	4%
61	Overhead Rate	106.00%	106.89%	108.49%		