

Metrorail Safety Commission

STAFF PLAN AND BUDGET OUTLINE

APRIL 10, 2018

BOARD MEETING



Briefing – Purpose And Contents

Purpose

Identify range of funding potentially available for employee benefits
(Direct and Administrative costs)

Contents

Approach to MSC Staffing Needs Assessment

Options for MSC Organizational Structure

Suggested MSC Organization Structure

MSC Annual Cost Estimates (Options)

MSC Funding Available for Employee Benefits *(Direct and Administrative costs)*

Next Steps

Approach To MSC Staffing Needs

Level effort (LOE) analysis based on the operating environment in which the MSC will function

- Size and complexity of WMATA rail operations
- Current WMATA safety data
- Current WMATA safety oversight activities

Activities to comply with applicable rules and federal laws, as well as comparable and best practices from peer agency organizations.

Unique Aspects of MSC

- Most SSOA's exist within larger entities such as Public Utility Commissions or Departments of Transportation and are incorporated into the entity's organization and require little additional administrative support.
- Those SSOAs that manage a larger number of systems, such as California, reach economies of scale that enable them to employ full-time personnel who devote small portions of their time to numerous transit agencies.
- None of the other SSOAs surveyed require meeting the wishes of three state-level jurisdictions, constant federal (FTA) presence and monitoring, and the massive work of guiding the reversal of numerous safety problems plaguing the nation's second busiest rail transit system.

MSC Organizational Structure – Options

Options 1A & 1B: Fully Staffed Technical Functions

Options 2A & 2B: Fully Contracted Technical and Administrative Support

Options 3A & 3B: Contracted Technical and Administrative Support for all Positions Less than One FTE

Options 4A & 4B: One FTE per Technical Discipline

Options 5A & 5B: In-House Staff for FTA's Five Technical Disciplines

Optimum structure – Blend Of Staff and Contractors (Options 3, 4 & 5)

Objectives For Suggested MSC Structure

Avoid cost overruns:

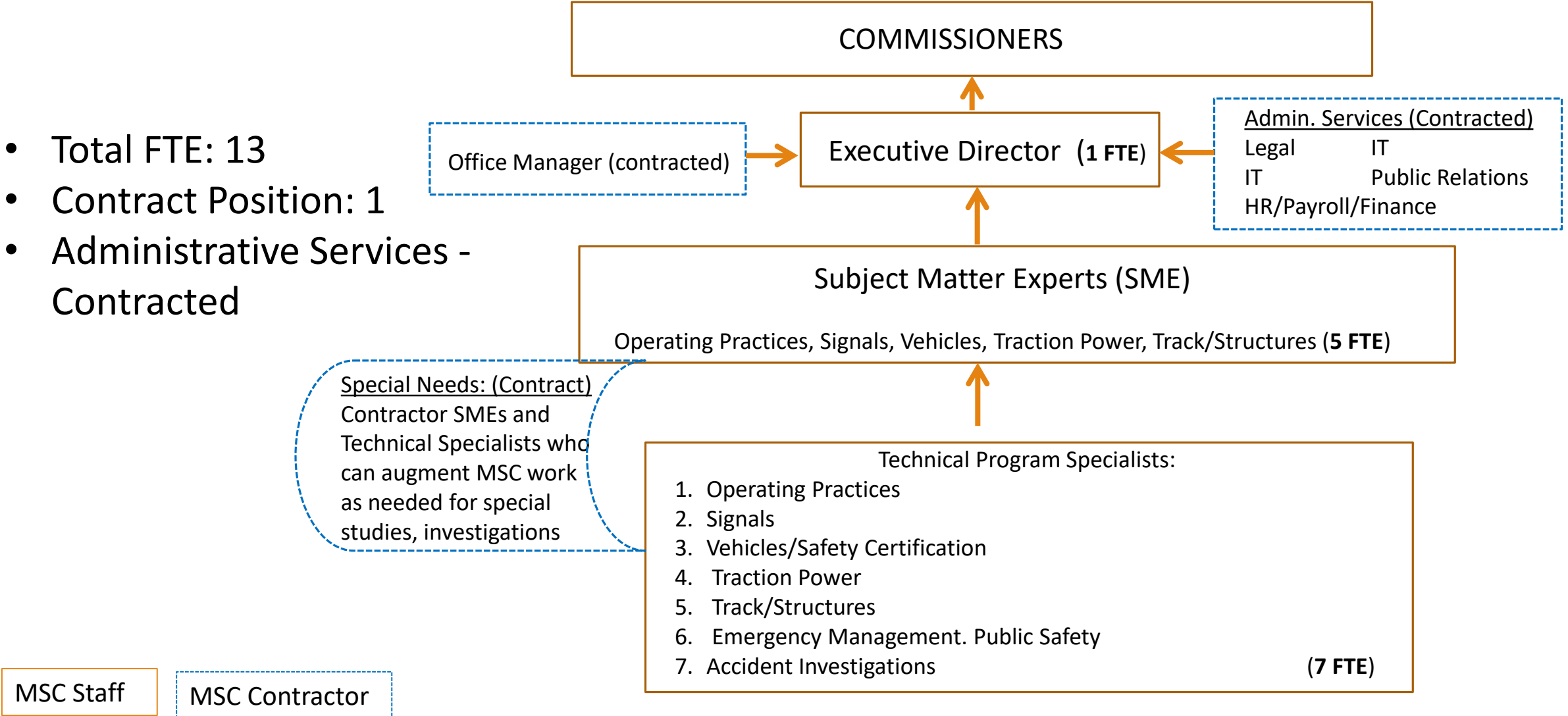
- Avoided selecting solely the least expensive option because it could lead to complications in finding the appropriate personnel for each position.

Flexibility within a fixed budget.

- Organization structure may change with the hiring of the Executive Director is hired and based on evolving needs, lessons learned from implementation, and availability of qualified personnel for each position type.

Suggested MSC Organizational Structure (Option 4)

- Total FTE: 13
- Contract Position: 1
- Administrative Services - Contracted



MSC Staff

MSC Contractor

Planning Level Cost Estimates

OPTION	MSC	MSC	CONTRACTOR		OTHER	TOTAL	BENEFITS (\$M)
	FTE	STAFF *	ADMIN.	TECH.	DIRECT		
1A	32	\$5.43M	\$0	\$0	\$0.66M	\$6.09M	1.81
1B	32	\$3.81M	\$0	\$0	\$0.66M	\$4.47M	1.27
2A	1	\$0.35M	\$0.69M	\$4.73M	\$0.36M	\$6.13M	0.12
2B	1	\$0.25M	\$0.69M	\$4.73M	\$0.02M	\$5.68M	0.08
3A	11	\$2.06M	\$0.60M	\$1.52M	\$0.26M	\$4.44M	0.68
3B	11	\$1.36M	\$0.60M	\$1.52M	\$0.26M	\$3.74M	0.45
4A	13	\$2.31M	\$0.60M	\$1.14M	\$0.30M	\$4.36M	0.77
4B	13	\$1.55M	\$0.60M	\$1.14M	\$0.30M	\$3.61M	0.52
5A	6	\$1.23M	\$0.60M	\$3.25M	\$0.14M	\$5.23M	0.41
5B	6	\$0.75M	\$0.60M	\$3.25M	\$0.14M	\$4.74M	0.25

Category A and B reflects staffing costs corresponding to level of experience

Other Direct costs includes:

Real Estate (Office)

Vehicles

Office Technology

Technical Training

* Includes cost of benefits @ 33.3%

Potential Funding Amounts For Benefits

Options 1A & 1B:	Fully Staffed Technical Functions	\$1.27M to \$1.81M (32 FTEs)
Options 2A & 2B:	Fully Contracted Technical and Administrative Support	\$80K to \$120K (1 FTEs)
Options 3A & 3B:	Contracted Technical and Administrative Support for all Positions Less than One FTE	\$450K to \$680K (11 FTEs)
Options 4A & 4B:	One FTE per Technical Discipline	\$520K to \$770K (13 FTEs)
Options 5A & 5B:	In-House Staff for FTA's Five Technical Disciplines	\$250K to \$410K (6 FTEs)

Category A and B reflects staffing costs corresponding to level of experience

Suggested Organizational Structure/Size

MSC Funding – Current & Near Term

Appropriations*	Award Amount	State Match	Total	Funds Drawn ¹	Funds Remaining	Award Date
Federal FY2013	\$1,634,656	\$408,664	\$2,043,320	\$1,338,718	\$704,603	Sep-15
Federal FY2014	\$1,649,627	\$412,407	\$2,062,034	\$29,698	\$2,032,336	Aug-16
Federal FY2015 ¹	\$732,283	\$183,071	\$915,354	\$0	\$915,354	May-17
Federal FY 2016 ²	\$1,654,058	\$413,515	\$2,067,573	\$0	\$2,067,573	TBD
Federal FY 2017 ³	\$1,718,210	\$429,553	\$2,147,763	\$0	\$2,147,763	TBD
Total	\$7,388,834	\$1,847,209	\$9,236,043	\$1,368,415	\$7,867,628	

1. \$900,000 of funds drawn by FTA for transition activities

2. (Federal and State) Funds anticipated. Grant application submitted to FTA on March 15, 2018

3. (Federal and State) Funds anticipated. Grant application not yet submitted.

* Additional \$3.5 million in state funding is anticipated starting this upcoming fiscal year (July 1, 2018)

Next Steps

1. Determine basic benefits package for MSC Staff and Additional benefits for Executive Director
2. Select means of administering benefits (PEO / a la carte / Combination)
3. Determine Compensation for Executive Director based on recruitment efforts
4. Hire Executive Director
4. Finalize MSC Organization Structure
5. Update benefits administration set up as needed.
6. Update / procure contracting services (Administrative) as needed
7. Begin recruitment of appropriate staffs (SME, Technical Program Specialists)
8. Complete Workload Assessment for SSO Certification Application

Questions?

Nicholas Ramfos

Transportation Operations Programs Director

Metropolitan Washington Council of Governments

(202)962-3313

nramfos@mwkog.org