

Bend Metropolitan Planning Organization



BMPO Bend Metropolitan
Planning Organization

Approved Budget Fiscal Year 2013-2014

*Approved by the BMPO Budget Committee on 4/29/13
Adoption by the BMPO Policy Board on 5/16/13*

Bend Metropolitan Planning Organization

Adopted Budget Fiscal Year 2013-2014

Budget Committee

Michael Lovely, Citizen Member	Sally Russell, City of Bend
Bill Wagner, Citizen Member	Victor Chudowsky, City of Bend
Kyle Kendall, Citizen Member	Mark Capell, City of Bend
Michel Bayard, Citizen Member	Tony DeBone, Deschutes County
David Quiros, Citizen Member	Gary Farnsworth, ODOT

BMPO Staff

Tyler Deke, Manager
Jovi Anderson, Program Technician

City of Bend Finance Staff

Sonia Andrews, Finance Director
Sharon Wojda, Budget & Support Services Manager
Brooks Slyter, Accounting & Financial Reporting Manager
Heidi Faller, Financial Accountant

Resolution Number 2013-03
Bend Metropolitan Planning Organization Policy Board

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2013-14

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2013-14 budget as approved by the Budget Committee within limits as provided pursuant to ORS 294.456, and;

That the amount for the fiscal year beginning July 1, 2013, for the purpose shown below, is hereby appropriated in the aggregate sum of \$583,989 as follows:

Metropolitan Planning Organization (MPO) Fund	
Personnel Services	236,894
Materials & Services	95,630
Interest Expense	1,000
Inter-agency Charges	70,465
Loan Repayment	90,000
Contingency	90,000
Total Requirements	583,989

Adopted by the Bend Metropolitan Planning Organization the 16th day of May, 2013.

Yes: 3

No: 0

Authenticated by the Chair this 16th day of May, 2013.



Mark Capell, Chair

Attest:



Tyler Deke, MPO Manager

Budget Message

Bend Metropolitan Planning Organization (BMPO) Overview

Based on the results of the year 2000 U.S. Census, the Bend Urbanized Area exceeded 50,000 population. Federal regulations (23 CFR part 450) require that a metropolitan planning organization (MPO) be designated for the area to conduct a continuing, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. The Bend MPO (BMPO) boundaries include the area within the City of Bend Urban Growth Boundary (UGB) as well as areas that may be annexed into the UGB to accommodate growth and anticipated development in the next twenty years. The areas included in the BMPO that lie outside of the Urban Growth Boundary can be generally described as Deschutes River Woods and the Woodside Ranch area to the south, an area east of the UGB from Stevens Road to Hwy 20, an area east of the UGB from Neff Road to Butler Market Road, the Bend Pine nursery area, an area located northeast of the UGB (Juniper Ridge area), and an area along Hwy 97 North of the UGB.

Federal and state legislation for the BMPO includes direction for the following general goals:

- Develop and maintain a Metropolitan Transportation Plan (MTP);
- Develop and maintain a Metropolitan Transportation Improvement Program (MTIP);
- Coordinate transportation decisions among local jurisdictions, state agencies, and area transit operators;
- Develop an annual work program; and
- Involve the general public and all the significantly affected sub-groups in the functions listed above.

In addition to meeting federal requirements, MPOs often have additional responsibilities under state law. In Oregon, MPOs have a shared role in growth management and land use planning.

Summary of Bend MPO Activities: 2013-2014

There are several priority issues that need to be addressed during fiscal year 2013-14. The top priority item is to update the Metropolitan Transportation Plan (MTP) to consider the following items:

- 1) Incorporate findings from: Central Oregon Rail Plan; Bend Public Transit Plan; Regional Transit Master Plan (to be completed this year); Bend Airport Master Plan (to be completed this spring); TRIP 97; US 97 North Corridor EIS; Current bicycle/pedestrian project lists (city Transportation System Plan (TSP) and Parks/Rec Trails Master Plan); Updated Regional ITS Plan; Regional Park/Ride Plan (to be completed later this year); Safety analysis work completed to date; Updated financial forecasts from ODOT (for federal and state funding) and City (from TSP work)
- 2) Update project lists [account for - GO Bond projects, Parks Bond projects, Murphy/97]
- 3) Refine performance measures to align with new federal policy (MAP-21)
- 4) Climate change strategic assessment (State to fund and provide some staff support)
- 5) Parking plan (TPR issue)
- 6) Seismic/lifeline routes (ODOT initiative)
- 7) Roadway functional classification review (tie to ODOT process)
- 8) Work with City to address the VMT reduction requirement (TPR issue)

- 9) Depending on time/budget, assess alternate mobility standards for state and city

MPO Coordination Role

Most MPOs are not the actual implementing agencies for projects but must provide an overall coordination role in planning and programming funds for projects and operations. Because the Bend MPO boundary includes lands within the Bend Urban Growth Boundary and small areas just beyond, the coordinated planning efforts are primarily between the City of Bend, Cascades East Transit, Deschutes County and the Oregon Department of Transportation (ODOT). This coordination is already occurring as each agency works within the realm of state requirements for transportation planning and updating formal Transportation System Plans (TSP).

Nonetheless, the coordinated planning currently taking place is typically done on a project-by-project basis between staff planners and engineers. The BMPO Policy Board, comprised of three City Councilors, one County Commissioner and one representative from ODOT, is able to aid in setting transportation planning policies for each jurisdiction as coordinated through BMPO efforts. For example, as the City of Bend completes work on its Urban Growth Boundary (UGB) expansion, a coordinated transportation planning effort will be vital to provide a transportation system that serves City residents as well as outlying citizens who rely on Bend for a multitude of services.

Funding Support to the BMPO

Funding from the United States Department of Transportation (USDOT) and ODOT supports the BMPO planning program. The Federal Highway Administration (FHWA), a division of USDOT, allocates Metropolitan Planning (PL) funds through ODOT to the BMPO by formula that consists of 89.73% federal funds and 10.27% local required match. ODOT has traditionally met the local match requirement (10.27%) with State planning funds. Additional MPO support comes from the Federal Transit Administration (FTA), a division of USDOT, through the Section 5303 planning program. The Bend MPO Policy board allocates Federal Surface Transportation funds. The STP is a flexible multi-modal formula grant that may fund a broad range of transportation uses. Historically, the Bend MPO Policy Board has allocated STP funds to the City of Bend for pavement preservation. In fiscal year 2012-13, a portion of the STP funds were set aside to help fund the update of the Metropolitan Transportation Plan (MTP). The majority of this funding will be expended in 2013-14, this funding is shown in the Federal Pass-through PL/STP revenue. The increase in this line item is from STP funds being allocated to MPO. Historically, STP funds have not been used for Bend MPO Planning work. Actual USDOT and ODOT funding commitments are finalized through specific Intergovernmental Agreements (IGAs).

2013-2014 Budget and Work Program

The Bend MPO is required to develop an annual work program that identifies all transportation and related planning activities that will be undertaken within the BMPO area during the project year from July 1, 2013 to June 30, 2014. This work program is known as the Unified Planning Work Program (UPWP). The 2013-2014 UPWP contains four major work tasks. Those tasks and budgets are briefly described on the following pages. Further information on specific work tasks is available in the UPWP at <http://www.bendoregon.gov/index.aspx?page=127>.

Task 1: BMPO Development and Program Management

Task 1 involves the coordination of all MPO activities necessary for daily operations, including program administration, coordination of the BMPO advisory committees, public involvement efforts, financial management, development of the UPWP, and participation in statewide planning efforts.

The funding sources for Task 1 are listed below:

Beginning Working Capital	\$90,000 ¹
City Loan June 30, 2014	90,000 ²
FHWA PL Funding	80,574
FTA Funding	37,584
STP Funding	28,409
In-kind Local Match	<u>1,035</u>
Total Task 1	327,602
Percent of Total Budget	56% ³

¹ Beginning Working Capital from city loan received on June 30, 2013.

² Loan amount received on June 30, 2014 to cover reimbursed charges not received at the end of the fiscal year. Grant reimbursement revenues are typically received 1-2 months after expenditures are incurred.

³The Task 1 budget also includes administrative costs (financial administration, general administration, building rent, and computer information systems support), direct expenses (supplies, travel, printing, etc.), and paid leave (holidays, vacation and sick leave). These items comprise a significant percentage (81%) of Task 1 total costs.

Task 2: Short Range Planning

Task 2 covers short-term activities including Surface Transportation Program (STP) project prioritization, the maintenance and update of the Metropolitan Transportation Improvement Program (MTIP), development of the annual listing of federally funded projects, local technical assistance, on-going maintenance of the regional Intelligent Transportation Systems Architecture, local land use action review, providing staffing support to the Road Users Safety Task Force, and participation in local, regional, and statewide planning efforts.

The funding sources for Task 2 are listed below:

FHWA PL Funding	45,407
FTA Funding	<u>2,000</u>
Total Task 2	47,407
Percent of Total Budget	8%

Task 3: Long-Range Planning

The current Metropolitan Transportation Plan (MTP) was completed in June 2007. The MTP conforms to the transportation planning requirements as set forth in the SAFETEA-LU legislation. Federal regulations require the MTP be updated at least every 5 years. Given the significant delays in the city of Bend urban growth boundary (UGB) expansion process, work on the MTP update has been repeatedly delayed. A full update of the MTP was initiated in FY2012-13. Work began in the third quarter and will extend into FY2013-14. The MTP update will also address Oregon Transportation Planning Rule (TPR) requirements for metropolitan areas and consider land use changes such as Oregon State University expansion. Long-range planning subtasks to be completed in FY2013-14 include MTP Update, TRIP97 planning effort and Climate Change initiatives as designated in Oregon SB1059.

The funding sources for Task 3 are listed below:

FHWA PL Funding	6,500
FTA Funding	2,000
STP Funding	131,605
In-kind Local Match	<u>11,965</u>
Total Task 3	152,070
Percent of Total Budget	26%

*Task 3 costs include consultant costs associated with update of the Metropolitan Transportation Plan.

Task 4: Regional Travel Demand Modeling and Data Collection/Analysis

The primary focus of this task is maintenance of the travel demand model. Work in fiscal year 2013-14 will include joining the Bend MPO and Redmond travel demand models, updating the model for use with the new MTP (e.g. extending the travel model forecast year), model support for various studies and projects underway within the study area. This work task also includes data collection and analysis (crash data, vehicle volumes, bicycle and pedestrian volumes).

The funding sources for Task 4 are listed in the following table:

FHWA PL Funding	48,924
FTA Funding	3,000
STP Funding	<u>4,986</u>
Total Task 4	56,910
Percent of Total Budget	10%

A summary of the fiscal year 2013-14 budget is shown on the following table and graphs.

Fiscal Year 2013/14 Budget Summary ¹			
			Appropriations
Beg. Working Capital	\$	90,000	
FHWA PL₂			By Budget Category:
Prior Year Authorizations:			Personnel Services
Federal Share			\$ 236,894
State Match			Materials & Services
Current Year Authorizations:			Interest Expense
Federal Share	150,710		Inter-Agency Charges
State Match	17,249		Loan Repayment
			Contingency
			\$ 90,000
			\$ 90,000
			\$ 583,989
FTA Section 5303			By Task:
Prior Year Authorization			Task 1: Dev. & Program Management
Current Year Authorization	55,730		Task 2: Short Range Planning
Other Sources-STP Funding	165,000		Task 3: Long Range Planning
Other Sources-OMPOC/MISC	2,300		Task 4: Regional Travel Demand Modeling
Total Grant Funding	480,989		\$ 327,602
City of Bend Loan	90,000		47,407
In-kind Local Match ₂	13,000		152,070
			56,910
			\$ 583,989
Total Budgeted Resources	\$	583,989	Total Budgeted Appropriations
			\$ 583,989

¹ The FHWA PL funds require a 10.27% local match. ODOT has traditionally met the local match requirement (10.27%) with State planning funds.

² Local match for the FTA funds can be provided as hard match or through “in-kind” services. It is anticipated that the local match requirement will be met through in-kind services from local agency staff, see line 9 Transfer from In-kind Match from Transportation Engineering for in-kind match estimate in the Line Item Budget on page 11.

As shown in the above table, the 2013-14 budget includes both prior year and current funding authorizations. The 2013-14 work program includes significant work tasks and assumes full expenditure of prior year authorizations with STP funds to complete necessary portions of the MTP update as required by FHWA and FTA guidelines. Future budgets may include only the funds available through current year authorizations (PL and FTA Funds), which will be approximately \$223,000 in fiscal year 2014-2015. Decreasing or stagnant authorizations coupled with rising operating/personnel costs will continue to challenge the Bend MPO.

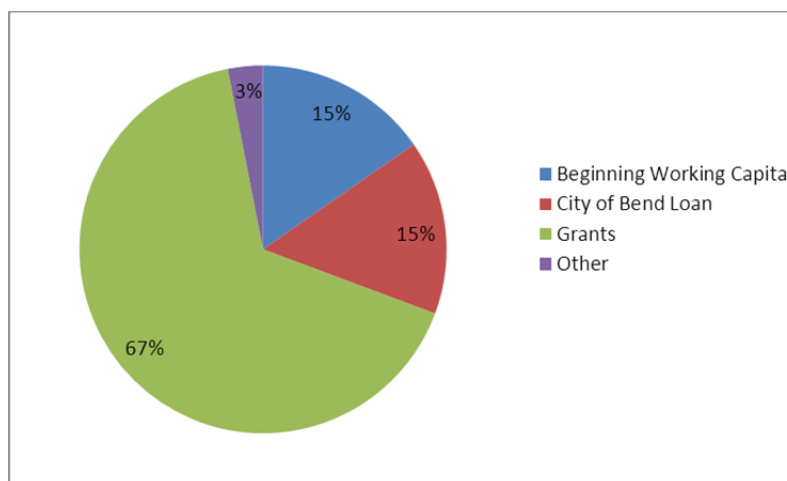
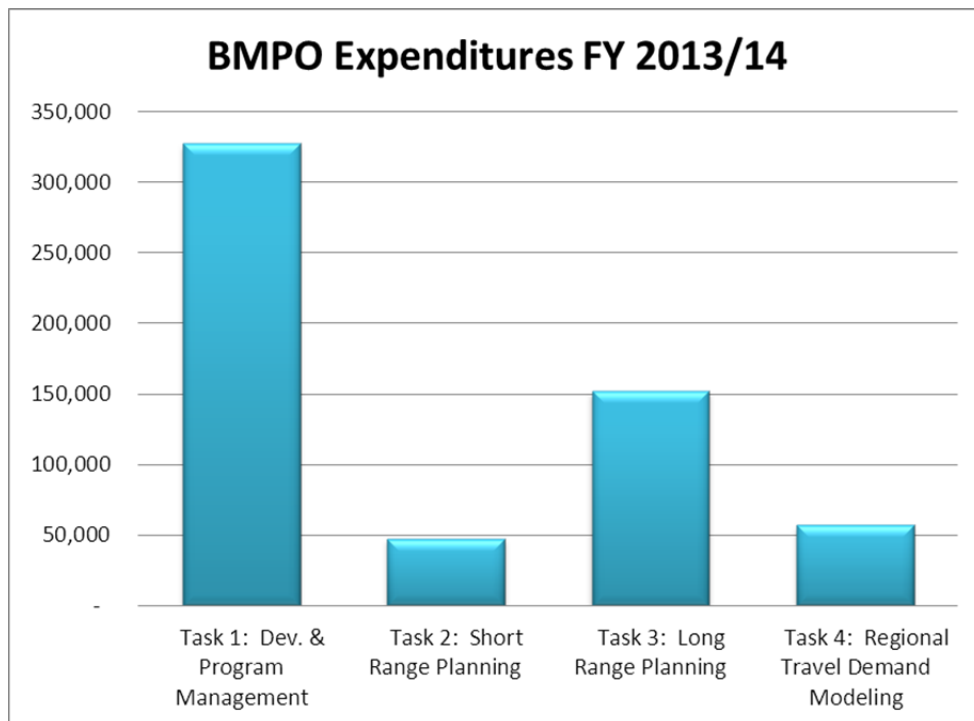
Budget Changes from the Previous Year

The funding allocated from the federal Surface Transportation Program (STP) will ensure consistency with federal planning requirements. This funding source has not been utilized in previous years for planning purposes.

Financial Polices

The Bend MPO does not have formal financial policies. Instead, the federal framework on handling and distributing funding effectively functions as the financial policies for the MPO. This framework is detailed under Title 23 (Highways) and Title 49 (Transit) of the Code of Federal Regulations.

Parts 450 and 500 of 23 CFR and Part 613 of 49 CFR detail the requirements for metropolitan transportation planning and programming process.



Line Item Budget

The line item budget for 2013-14 is shown on the following table. A few of the line items are described below.

Beginning Working Capital

Beginning Working Capital at July 1, 2013 (line 1) is available due to a temporary \$90,000 loan from the City of Bend on June 30, 2013.

Personnel Services

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The 2013-14 assumes 2.0 full time equivalents (FTE) - the MPO manager and a technical support person.

Monthly salary ranges for these positions during fiscal year 2013-14 are listed below:

Program Technician: \$3,704 to \$4,727

MPO Manager: \$5,651 to \$7,789

Transfers, Allocations, Billed Services, and Other Misc. Costs

The 2013-14 budget includes transfers and allocations to several city of Bend departments. These transfers are briefly described below. Unless otherwise noted, transfers are included in the Task 1 budget.

Risk & Training: the transfer pays for BMPO's share of the City's risk management and training division

Information Technology: the transfer pays for on-going computing costs.

Facilities Management: the transfer pays for facilities maintenance and operating expenses

Administration and Human Resources: the transfer pays for general administrative support provided by the City

Finance: the transfer pays for financial support, including monthly invoices, payroll support, and coordination of the annual audit and budget

Purchasing: the transfer pays for purchasing support provided by the City of Bend

Insurance: the transfer pays for BMPO's share of the City's general liability policy

Engineering Administration: the transfer pays for support provided by City of Bend engineering staff, including human resources support and general administrative support

Miscellaneous expenses: printing/copies, advertising, annual audit, legal support, meals and lodging, conferences and seminars, dues and subscriptions, telephone, and postage.

ODOT Safety Grant Police: the transfer in line 68 of the line item detail on page 11 is for Police Overtime efforts related to a pedestrian safety grant obtained by the Bend MPO.

Vacation, sick leave, and holidays: included in Task 1 budget

Planning: the transfer pays for MTP update work by Long Range planning staff

**Bend Metropolitan Planning Organization
Line Item Budget for Fiscal Year 2013/14**

Line No.	Account Description	FY 2010/11	FY11/12	FY12/13			FY 2013/14		
		Actuals	Actuals	Budget	Actuals @ 3/31/13	Projected	Proposed	Approved	Adopted
Resources:									
1	Beginning Working Capital	50,000	135,000	90,000	45,000	45,000	90,000	90,000	90,000
2	Federal Passthrough PL/STP	276,577	258,484	214,473	164,394	287,550	371,440	371,440	371,440
3	ODOT Safety Grant	-	-	150,000	9,733	9,733	-	-	-
4	State Match for MPO's	25,992	23,426	19,059	12,862	21,474	17,249	17,249	17,249
5	Other Intergovernmental Revenues	549	30,240	-	-	-	-	-	-
6	Grant Revenue SafetyOMPOC Meeting Registration	-	-	-	4,519	4,500	2,000	2,000	2,000
7	Other Miscellaneous	9,529	411	-	376	400	300	300	300
8	Transfer from In-Kind Match Trans Eng	10,630	13,445	13,023	-	13,023	13,000	13,000	13,000
9	Loan from General Fund	135,000	45,000	90,000	-	90,000	90,000	90,000	90,000
10	Local Funding for Trip97	-	70,000	-	-	-	-	-	-
11	Total Resources	508,277	576,006	576,555	236,884	471,680	583,989	583,989	583,989
Requirements:									
12	Regular Salaries	144,202	145,754	147,660	116,479	147,700	150,549	150,549	150,549
13	FICA	10,688	10,635	11,150	8,527	10,600	11,284	11,284	11,284
14	Unemployment	1,154	2,394	2,363	1,729	2,300	753	753	753
15	PERS & OPSRP	15,127	19,985	20,185	15,923	20,200	25,277	25,277	25,277
16	Disability Insurance	541	546	554	320	400	422	422	422
17	Health Insurance	33,963	4,875	-	-	-	-	-	-
18	Life Insurance	186	181	186	169	200	234	234	234
19	Workers Compensation Ins	281	278	299	225	300	345	345	345
20	PERS Debt Service	5,047	5,101	5,168	4,077	4,900	4,516	4,516	4,516
21	Section 125 Benefits	60	213	180	180	200	240	240	240
22	OPEB Funding	-	4,499	4,356	3,384	4,500	4,044	4,044	4,044
23	High Deduct-Premium	-	19,359	24,943	19,332	24,400	25,777	25,777	25,777
24	High Deduct-Deductible	-	6,643	8,000	6,000	8,000	8,000	8,000	8,000
25	High Deduct-Coinsurance	-	-	2,500	-	2,500	2,500	2,500	2,500
26	Premium Dental Insurance	-	2,066	2,612	2,126	2,600	2,953	2,953	2,953
27									
28	Personnel Services	211,249	222,529	230,156	178,471	228,800	236,894	236,894	236,894
29									
30	Mileage Reimbursement	758	333	500	464	450	350	350	350
31	Meals & Lodging	1,404	1,008	500	312	750	1,050	1,050	1,050
32	Conferences & Seminars	3,776	1,115	1,050	205	500	1,500	1,500	1,500
33	Dues & Subscriptions	671	878	900	1,025	1,025	1,000	1,000	1,000
34	Printing & Copies	112	46	50	-	25	100	100	100
35	Advertising	5,384	-	-	1,716	1,716	2,000	2,000	2,000
36	Copier	747	1,819	1,100	780	500	500	500	500
37	Audit/Accounting Services	8,450	8,890	9,000	9,262	9,262	9,500	9,500	9,500
38	Outside Legal Services	1,061	1,175	1,100	621	950	1,500	1,500	1,500
39	Consultants	36,099	102,538	97,399	10,338	24,200	75,580	75,580	75,580
40	External Meeting Expense	-	27	150	307	388	2,300	2,300	2,300
41	Telephone-Long Distance	12	-	-	-	50	50	50	50
42	Postage	139	163	150	46	65	100	100	100
43	Office Supplies	176	-	-	40	60	100	100	100
44	Equipment < \$5,000	-	-	-	-	466	-	-	-
45									
46	Material and Services	58,789	117,992	111,899	25,116	40,407	95,630	95,630	95,630
47									
48	Interest on General Fund Loan	761	870	1,000	393	1,000	1,000	1,000	1,000
49									
50	Interest	761	870	1,000	393	1,000	1,000	1,000	1,000
51									
52	Transfer-Risk & Training	-	700	700	525	700	800	800	800
53	Transfer-Information Tech	8,100	9,400	9,800	7,350	9,800	10,500	10,500	10,500
54	Transfer-Facility Management	5,500	6,000	9,800	7,350	9,800	10,500	10,500	10,500
55	Transfer-Admin & HR	4,200	3,500	4,900	3,675	4,900	5,200	5,200	5,200
56	Transfer-Finance	6,300	5,800	4,200	3,150	4,200	3,700	3,700	3,700
57	Transfer - Purchasing	-	-	-	-	-	900	900	900
58	Transfer-Insurance Fund	1,000	900	500	432	500	600	600	600
59	Allocation-Engineering Admin	-	-	-	-	-	4,500	4,500	4,500
60	Allocation-PW Admin	16,500	13,000	9,400	7,050	9,400	-	-	-
61									
62	Dept Overhead	41,600	39,300	39,300	29,532	39,300	36,700	36,700	36,700
63									
64	Loan Repayment-Gen Fund	50,000	135,000	90,000	45,000	45,000	90,000	90,000	90,000
65									
66	Loan Repayment	50,000	135,000	90,000	45,000	45,000	90,000	90,000	90,000
67									
68	Transfer-ODOT Safety Grant Police	-	-	-	5,194	5,200	-	-	-
69	Transfer-Planning MTP Update	-	-	-	-	6,000	17,122	17,122	17,122
70	Transfer-Information Tech + GIS/MTP	252	1,871	2,200	273	2,973	3,643	3,643	3,643
71	Transfer-Internal Engineer Match	10,630	13,445	12,000	9,000	13,000	13,000	13,000	13,000
72									
73	Total Operating Transfers	10,882	15,316	14,200	14,467	27,173	33,765	33,765	33,765
74									
75	Contingencies	-	-	90,000	-	-	90,000	90,000	90,000
76									
77	Total Contingencies	-	-	90,000	-	-	90,000	90,000	90,000
78									
79	Total Requirements	373,281	531,007	576,555	292,979	381,680	583,989	583,989	583,989
80									
81	Ending Working Capital	134,996	44,999	-	(56,095)	90,000	-	-	-