

Bend Metropolitan Planning Organization



BMPO Bend Metropolitan
Planning Organization

Proposed Budget
Fiscal Year July 1, 2015 – June 30, 2016
Review & Recommendation by the BMPO Budget Committee on 4/28/15
Review & Formal Action by the BMPO Policy Board on 5/21/15

Bend Metropolitan Planning Organization

Proposed Budget Fiscal Year 2015-16

Budget Committee

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Bend Metropolitan Planning Organization

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**Resolution Number 2015-004
Bend Metropolitan Planning Organization Policy Board**

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2015-16

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2015-16 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, 2015, for the purpose shown below, is hereby appropriated in the aggregate sum of \$444,567 as follows:

<u>Metropolitan Planning Organization (MPO) Fund</u>	
Personnel Services	\$199,345
Materials & Services	\$76,312
Interest Expense	\$800
Inter-agency Charges	\$48,110
Loan Repayment	\$60,000
Contingency	\$60,000
Total Requirements	\$444,567

Adopted by the Bend Metropolitan Planning Organization the 21st day of May, 2015.

Yes: _____ No: _____

Authenticated by the Chair this 21st day of May, 2015.

Tony DeBone, 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 BMPO boundaries include the area within the City of Bend adopted Urban Growth Boundary (UGB), areas designated as Urban Areas by the 2010 Census 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 UGB including the unincorporated community of Tumalo, the area 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), the 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area;
- Develop and maintain a Metropolitan Transportation Improvement Program (MTIP), which identifies project scopes, budgets and timing for delivery within the MPO;
- 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: 2015-16

There are several issues that need to be addressed during FY2015-16, including:

- Update the MTP to include findings and projects from other local and regional planning projects (e.g. Central Oregon Rail Plan)
- Finish development of the Bend-Redmond travel demand model
- Address new MAP-21 requirements (e.g. performance measures)
- Update the Public Participation Plan
- Update the Environmental Justice Plan and Title VI of the Civil Right Act and complete an assessment of the MTIP and MTP

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 UGB and small areas just beyond, the coordinated planning efforts are primarily between the City of Bend, Cascades East Transit, Deschutes County and 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 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 Program (STP) 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 years 2012-13 through 2015-16, the Bend MPO Policy Board authorized a portion of the STP funds to be set aside to help fund planning efforts and to balance the Bend MPO budget. Additional future support for BMPO planning projects could come from state or federal grant programs (e.g. ODOT Traffic Records Coordinating Committee grants, Transportation and Growth Management Program grants). Actual USDOT and ODOT funding commitments are finalized through specific Intergovernmental Agreements (IGAs).

2015-16 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, 2015 to June 30, 2016. This work program is known as the Unified Planning Work Program (UPWP). The 2015-16 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/mpobudget>.

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:

FHWA PL Funding	\$77,745
FTA Funding	38,734
STP Funding	45,000
Beginning Working Capital ¹	60,000
Loan from General Fund ²	70,000
Total Task 1³	\$291,479
Percent of Total Budget	66%

¹ Beginning Working Capital from city loan received on June 30, 2015.

² Loan amount received on June 30, 2016 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.

³ The 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 (88.5%) of Task 1 total costs.

Task 2: Short Range Planning

Task 2 covers short term activities including STP project programming, local technical assistance, participating in local projects, and the maintenance and update of the MTIP.

The funding sources for Task 2 are listed below:

FHWA PL Funding	\$31,553
FTA Funding	2,000
OMPOC Funding	2,000
Total Task 2	\$35,553
Percent of Total Budget	8%

Task 3: Long-Range Planning

This task addresses the federal and state legislation for the BMPO to include maintenance of the MTP and coordinate transportation decisions among local jurisdictions, state agencies, and area transit operators. The current MTP was adopted in September 2014. The MTP conforms to the transportation planning requirements, based on available guidance, as set forth in the MAP-21. Federal regulations require the MTP to be updated at least every 5 years. Details for potential modifications to the MTP will be addressed through a detailed scope of work. The scope of work will be developed in the 1st quarter of FY2015-16. Additional work in this task will include TRIP97, statewide climate change planning efforts and implementation of the 2013 Public Transit Plan.

The funding sources for Task 3 are listed below:

FHWA PL Funding	\$17,267
FTA Funding	2,000
STP Funding	48,000
In-kind Local Match	4,143
Total Task 3	\$71,410
Percent of Total Budget	16%

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

The primary focus of this task is development and maintenance of the travel demand model. Work in fiscal year 2015-16 will include the completion of the Bend-Redmond travel demand model, on-going collection, management and analysis of vehicle and multi-modal volume and crash data. This information will be used to address the federal safety performance measures and seek funding for safety projects. Staff will also work with ODOT and FHWA to identify possible funding sources to develop a Safety Plan.

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

FHWA PL Funding	\$27,428
FTA Funding	2,000
TRCC Funding	13,640
In-kind Local Match	3,057
Total Task 4	\$46,125
Percent of Total Budget	10%

A summary of the fiscal year 2015/16 budget is shown on the following table and graphs.

Figure 1 Budget Summary Table

Fiscal Year 2015-16 Budget Summary			
			Appropriations
Beg. Working Capital	\$ 60,000	By Budget Category:	
FHWA PL		Personnel Services	\$ 199,345
Current Year Authorizations:		Materials & Services	76,312
Federal Share	138,178	Interest Expense	800
State Match ₁	15,815	Inter-Agency Charges	48,110
FTA Section 5303		Loan Repayment	60,000
Current Year Authorization	44,734	Contingency	60,000
Other Sources-STP Funding			\$ 444,567
STP	93,000	By Task:	
TRCC	13,640	Task 1: Dev. & Program Management	\$ 291,479
Other Sources-OMPOC/MISC	2,000	Task 2: Short Range Planning	35,553
Total Grant Funding	307,367	Task 3: Long Range Planning	71,410
City of Bend Loan	70,000	Task 4: Regional Travel Demand Modeling	46,125
In-kind Local Match ₂	7,200		\$ 444,567
Total Budgeted Resources	\$ 444,567	Total Budgeted Appropriations	\$ 444,567

- 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 8 of Resources for in-kind match estimate from Growth Management in the Line Item Budget on page 9.

Figure 2 Expenditures by Task

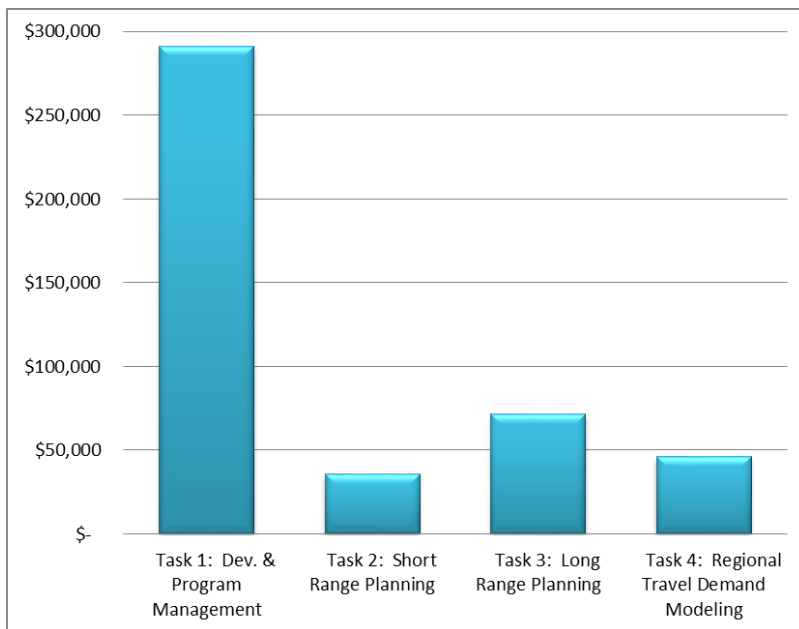
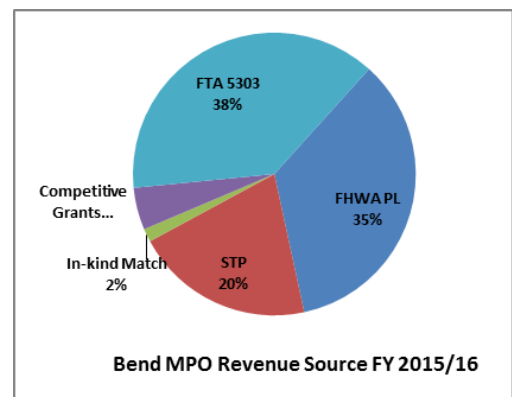


Figure 3 Revenue Source Chart



Significant Budget Changes from the Previous Year

The FTA and FHWA recently reduced the local share requirement from 20.0% to 10.27% beginning fiscal year 2014-2015 for the funding received under FTA Section 5303.

In FY2015-16, MPO staffing will be reduced from 2.0 FTE to 1.5 FTE. This is in response to reduced PL and 5303 funding. Personnel Services decreased \$57,497 from the fiscal year 2014-2015 budget.

As in FY2014-15, the BMPO will utilize some of its federal STP funding for MPO planning. The funding allocated from the federal STP will ensure consistency with federal planning requirements by funding core services required by FHWA for areas designated as MPO's. STP funds have historically been used for city of Bend street preservation programs as well as for planning and staffing purposes. In both 2013 and 2014, the BMPO Policy Board allocated \$100,000 in funding for the planning activities. These funding decisions were made through Policy Board action at regular meetings. Details of the meeting decisions are provided on the Bend MPO Policy Board webpage located at www.bendoregon.gov/mpo.

Financial Polices

The Bend MPO relies on the federal framework for handling and distributing funding. 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.

Description of Line Item Budget

The line item budget for 2015-16 is shown on the following table. A few of the line items are described below.

Beginning Working Capital

Beginning Working Capital at July 1, 2015 (line 1) is available due to a temporary \$60,000 loan from the City of Bend on June 30, 2015.

Personnel Services

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The 2015-16 assumes 1.5 full time equivalents (FTE) - the MPO manager and a half-time technical support person.

Estimated monthly salary ranges for these positions during fiscal year 2015-16 are listed below:

Program Technician: \$4,087 to \$5,215

MPO Manager: \$6,298 to \$8,181

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

The 2015-16 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 Management: the transfer pays for BMPO's share of the City's risk management program

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

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

Vacation, sick leave, and holidays: included in Task 1 budget provided by City of Bend

GMD Planning for MTP: the transfer pays for work done by Growth Management Department (GMD) staff for planning work on the MTP

Internal GMD Match: the transfer pays for the 10.27% grant mandated match provided by the city of Bend Director in the GMD (previous years was 20.0%)

Figure 4 Bend MPO Proposed Budget Table

Bend MPO Proposed Budget FY 2015/16									
Line No.	Account Description	FY12/13 Actuals	FY13/14 Actuals	Budget	FY 2014/15 Actuals @ 4/13/15	Projected	Proposed	FY 2015/16 Approved	Adopted
Resources:									
1	Beginning Working Capital	45,000	50,000	90,000	60,000	60,000	60,000		
2	Federal Passthrough DOT	273,072	297,241	593,394	347,583	480,297	275,912		
3	ODOT Grant	9,733	-	-	-	-	-		
4	State Match for MPO's	20,813	15,195	17,249	30,894	29,851	15,815		
5	Intergovernmental	-	300	400	-	400	13,640		
6	Donations/Contributions	4,519	200	2,000	-	2,000	2,000		
7	Other Miscellaneous	358	468	-	-	-	-		
8	Transfer from In-kind Match	16,043	13,933	14,000	9,155	34,000	7,200		
9	Loan from General Fund	50,000	60,000	85,000	-	60,000	70,000		
10	Total Resources	419,538	437,337	802,043	447,632	666,548	444,567		
11									
Requirements:									
13	Regular Salaries	147,402	151,223	159,504	116,504	157,955	132,108		
14	Other Payouts	-	726	10,249	561	10,277	-		
15	Overtime	-	-	-	84	100	-		
16	FICA	10,795	11,200	12,760	8,646	12,644	9,956		
17	Unemployment	2,158	730	170	117	168	132		
18	PERS & OPSRP	20,136	19,920	22,862	15,382	22,665	19,539		
19	Disability Insurance	403	424	447	326	442	368		
20	Life Insurance	230	235	240	179	239	204		
21	Workers Compensation Ins	288	299	448	229	446	201		
22	PERS Debt Service	5,159	5,318	5,093	4,106	5,047	3,633		
23	Alternate Modes	-	-	-	180	300	-		
24	Section 125 Benefits	240	185	240	135	240	150		
25	OPEB Funding	4,512	4,044	4,044	3,033	4,044	3,000		
26	High Deduct-Premium	24,856	23,625	27,066	17,253	23,124	18,173		
27	High Deduct-Deductible	8,666	8,000	8,000	6,000	8,000	6,000		
28	High Deduct-Coinsurance	2,958	78	2,500	274	2,500	3,800		
29	Premium Dental Insurance	2,736	2,790	3,219	2,087	2,792	2,081		
30	Personnel Services	230,539	228,797	256,842	175,096	250,983	199,345		
31									
32	Internal Meeting Expenses	-	-	-	-	-	50		
33	City Pd Employee Parking	-	-	720	-	720	540		
34	Mileage Reimbursement	464	573	350	518	600	600		
35	Meals & Lodging	396	761	1,050	347	700	2,250		
36	Conferences & Seminars	230	590	1,500	5	850	1,875		
37	Dues & Subscriptions	1,025	812	1,000	872	1,000	1,000		
38	Printing & Copies	-	60	100	86	100	100		
39	Advertising	2,003	927	2,000	-	200	2,000		
40	Copier	1,167	607	500	63	63	500		
41	Audit/Accounting Services	9,262	9,605	9,800	9,942	9,942	10,000		
42	Outside Legal Services	621	392	1,500	1,500	2,000	2,500		
43	Consultants	13,856	29,816	287,196	223,555	221,550	51,897		
44	External Meeting Expense	418	255	2,300	27	350	2,300		
45	Telephone-Long Distance	-	-	50	-	50	50		
46	Postage	47	7	100	9	50	100		
47	Office Supplies	65	100	100	150	200	250		
48	Equipment under \$5000	-	-	-	-	2,000	300		
49	Material and Services	29,554	44,505	308,266	237,074	240,375	76,312		
50									
51	Interest on General Fund Loan	453	376	1,000	405	800	800		
52	Interest	453	376	1,000	405	800	800		
53									
54	Loan Repayment-Gen Fund	45,000	50,000	90,000	60,000	60,000	60,000		
55	Loan Repayment	45,000	50,000	90,000	60,000	60,000	60,000		
56									
57	Transfer-Risk Management	700	800	800	600	800	800		
58	Transfer-Information Tech	9,800	10,500	10,500	7,875	10,500	10,300		
59	Transfer-Facility Management	9,800	10,500	10,500	7,875	10,500	10,500		
60	Transfer-Admin & HR	4,900	5,200	5,200	3,900	5,200	5,200		
61	Transfer-Finance	4,200	3,700	3,700	2,775	3,700	3,700		
62	Transfer - Purchasing	-	900	900	675	900	900		
63	Transfer-Insurance Fund	500	600	600	518	600	600		
64	Allocation-Engineering	-	4,500	4,500	3,375	4,500	-		
65	Allocation-PW Admin	9,400	-	-	-	-	-		
66	Transfer-ODOT Safety Grant Police	5,194	-	-	-	-	-		
67	Transfer - GMD Planning for MTP	1,405	2,644	9,735	1,144	3,000	7,800		
68	Transfer-Information Tech	2,050	382	500	294	490	910		
69	Transfer-Internal GMD Match	16,043	13,933	14,000	127	14,200	7,400		
70	Total Interagency Charges	63,992	53,659	60,935	29,158	54,390	48,110		
71									
72	Contingencies	-	-	85,000	-	-	60,000		
73	Total Contingencies	-	-	85,000	-	-	60,000		
74									
75	Total Requirements	369,538	377,337	802,043	501,733	606,548	444,567		
76									
77	Ending Working Capital	50,000	60,000	-	(54,101)	60,000	-		

Acronyms/Glossary

BMPO The Bend Metropolitan Planning Organization, the federally designated regional transportation planning organization for Bend. When cities reach a population of 50,000 and also meet other population density requirements, MPOs are designated for those areas by the governor of the state. The Bend Metropolitan Planning Organization represents a geographic area slightly larger than the city of Bend.

FHWA Federal Highway Administration Federal Highway Administration, a division of the U.S. Department of Transportation that specializes in highway transportation. The Administration's major activities are grouped into two "programs": the Federal-aid Highway Program; and the Federal Lands Highway Program.

FHWA PL FHWA Metropolitan Planning Funds. Comprise the majority of MPO funding.

FTA Federal Transit Administration, the agency of the U.S. Department of Transportation which administers the federal program of financial assistance to public transit.

5303 FTA Federal Transit Administration (FTA) Metropolitan Planning funds Federal funding program used for MPO planning.

FTE Full Time Equivalent, staffing levels are measured in FTE's to give a consistent comparison from year to year. In most instances an FTE is one full time position filled for the entire year, however, in some instances an FTE may actually consist of several part time positions.

IGA Intergovernmental Agreements, a formally adopted agreement between units of government that articulates the respective roles, duties and responsibilities of the agencies that are party to the agreement.

MAP-21 Moving Ahead for Progress in the 21st Century authorizes federal highway, transit and safety programs and policies. MAP-21 took effect July 6, 2012. The most recent extension through May 31, 2015 of surface transportation authorities that would have otherwise expired after September 30, 2014 was done through Highway and Transportation Funding Act of 2014 (P.L. 113-159)

MTP Metropolitan Transportation Plan, the 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area.

MTIP Metropolitan Transportation Improvement Program, an MPO's Transportation Investment Program, which identifies project scopes, budgets and timing for delivery within the MPO.

ODOT Oregon Department of Transportation is responsible for developing Oregon's system of highways and bridges, public transportation services, rail passenger and freight systems, and bicycle and pedestrian paths. ODOT manages driver licensing and vehicle registration programs, motor carrier operations, and transportation safety programs.

PERS Public Employees Retirement System

STIP Statewide Transportation Improvement Program, a federally-required document that identifies all federally funded projects in the state. The STIP is a staged, multiyear, statewide, intermodal program of transportation projects which is consistent with the statewide transportation plan and planning processes and metropolitan plans, TIPs and processes. Projects must be included in the STIP before applicants can use the federal funds awarded to their projects. In

order for an MPO project to be included in the STIP, it must first be included in a metropolitan transportation plan and the TIP.

STP Surface Transportation Program, one of the major federal funding programs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc.

TRCC Traffic Records Coordination Committee for ODOT, charged with developing and implementing a strategic plan for improving traffic records systems in Oregon.

TSP Transportation System Plan, a 20-year plan for transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between geographic and jurisdictional areas.

UGB Urban Growth Boundary, an officially adopted and mapped line that separates an urban area from surrounding open lands. All cities in Oregon are required to have a 20-year supply of land for housing and employment in their Urban Growth Boundary.

UPWP Unified Planning Work Program, a federally required annual report describing the MPO's transportation work program and budget, and detailing the various local, state and federal funding sources that will be used.