

Bend Metropolitan Planning Organization



BMPO Bend Metropolitan
Planning Organization

Adopted Budget
Fiscal Year July 1, 2016 – June 30, 2017
Recommendation for approval by the BMPO Budget Committee on 4/25/16
Adopted by the BMPO Policy Board on 5/16/16

Bend Metropolitan Planning Organization

Adopted Budget Fiscal Year 2016-17

Budget Committee

Sheree MacRitchie, Citizen Member	Gary Farnsworth, ODOT
Bill Wagner, Citizen Member	Anthony DeBone, Deschutes County
Robin Vora, Citizen Member	Doug Knight, City of Bend
Michel Bayard, Citizen Member	Barb Campbell, City of Bend
David Quiros, Citizen Member	Nathan Boddie, City of Bend

BMPO Staff

Tyler Deke, Manager
Jovi Anderson, Program Technician

City of Bend Finance Staff

Sharon Wojda, Finance Director
Bob Blyth, Budget & Financial Planning Manager
Heidi Faller, Financial Accountant
Tara Lewellen, Senior Financial Analyst

Table of Contents

Resolution Number 2016-001	1
Budget Message	2
Bend Metropolitan Planning Organization (BMPO) Overview	2
Figure 1 Bend MPO Boundary	2
BMPO Major Transportation Activity for Fiscal Year 2016-17	3
BMPO Activity Reductions or Deferrals	3
MPO Coordination Role	4
Funding Support to the BMPO	4
2016-17 Budget and Work Program	4
Task 1: BMPO Development and Program Management	5
Task 2: Short Range Planning	5
Task 3: Long-Range Planning	6
Task 4: Regional Travel Demand Modeling and Data Collection/Analysis	6
Figure 2 Budget Summary Table	7
Figure 3 Expenditures by Task	7
Figure 4 Grant Revenue Source Chart	7
Significant Budget Changes from the Previous Year	8
Financial Policies	8
Description of Line Item Budget	9
Figure 5 Line Item Detail	10
Acronyms/Glossary	11

Resolution Number 2016-01
Bend Metropolitan Planning Organization Policy Board

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2016-17

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2016-17 budget as approved by the Budget Committee and revised by staff after the budget committee meeting within limits as provided pursuant to ORS 294.456, and;

That the amount for the fiscal year beginning July 1, 2016, for the purpose shown below, is hereby appropriated in the aggregate sum of \$464,096 as follows:

<u>Metropolitan Planning Organization (MPO) Fund</u>	
Personnel Services	202,971
Materials & Services	120,325
Interest Expense	800
Loan Repayment	70,000
Contingency	70,000
Total Requirements	\$464,096

Adopted by the Bend Metropolitan Planning Organization the 16th day of May, 2016.

Yes: 4 No: 0

Authenticated by the Chair this 16th day of May, 2016.



Anthony DeBone, Chair

Attest:



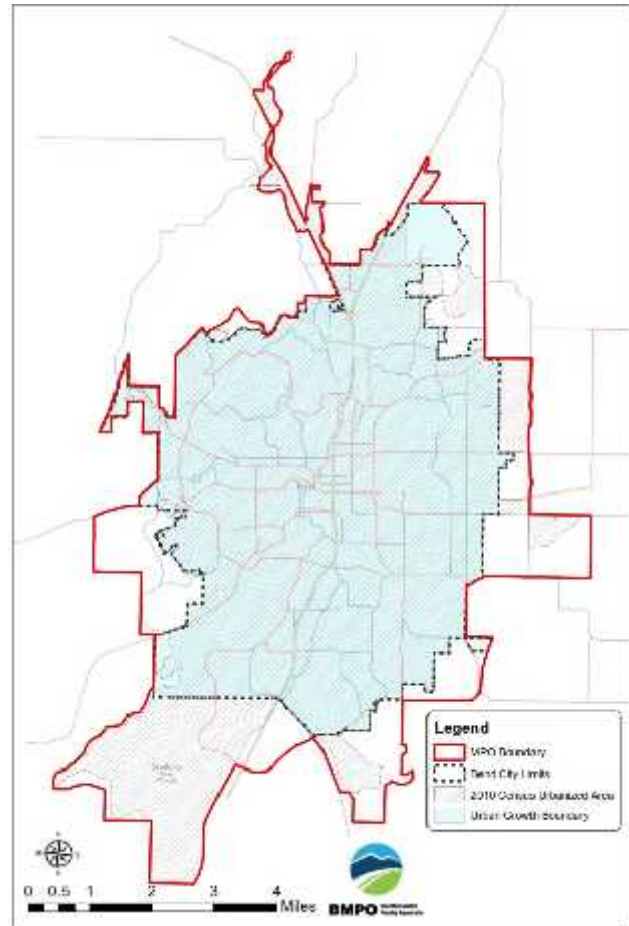
Tyler Deke, MPO Manager

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), other 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 over the next twenty years. The areas included in the BMPO that lie outside of the UGB include 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.

Figure 1 Bend MPO Boundary



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. For more details or past budget materials visit the Bend MPO web page at www.bendoregon.gov/mpobudget.

BMPO Major Transportation Activity for Fiscal Year 2016-17

There are several issues that need to be addressed during FY2016-17, including:

- Develop scope of work to update the Metropolitan Transportation Plan to include findings and projects from other local and regional planning projects (e.g. Bend Urban Growth Boundary expansion, Bend Central Westside Plan, Bend Parkway Study)
- Develop Parking Plan to comply with Transportation Planning Rule requirements and to help the City of Bend implement its land use efficiency measures
- Address Fixing America's Surface Transportation Act, or "FAST Act" requirements (e.g. performance measures)
- Update the Transportation Safety Report
- Participate in the many planning and project development projects underway in the Bend area
- Develop 2018-2021 Metropolitan Transportation Improvement Program
- Update the Public Participation Plan
- Update the Title VI/Environmental Justice Plan and complete an assessment of the Metropolitan Transportation Improvement Program and Metropolitan Transportation Plan

BMPO Activity Reductions or Deferrals

Federal funding for MPO work declined in FY2015-16 and will increase slightly in FY2016-17. To compensate for the funding reduction, the following work items will be reduced or delayed:

- Safety Report update delayed to the 4th quarter of FY2015-2016 with a majority of the effort moved to FY2016-17
- Citizens Advisory Committee (CAC): the CAC was disbanded in FY2015-16. The Technical Advisory Committee (TAC) was modified to include 2 citizen members.
- Technical Advisory Committee: reduction in number of meetings
- Safety events such as "see and be seen" now coordinated by City of Bend staff
- Reduced public outreach such as newsletters or executive summary reports of completed planning documents or extensive website updates
- Reduced participation in Intergovernmental/Interagency meetings
- Road Users Safety Task Force now coordinated by City of Bend staff

If additional funding were available, the MPO would participate in and potentially provide funding for the following activities:

- Implementation of the TBEST (Transit Boarding Estimation and Simulation Tool) software for Cascades East Transit (CET). The software implementation will be led by CET and the Oregon Department of Transportation (ODOT). TBEST is a multi-faceted GIS-based modeling, planning and analysis tool which integrates socio-economic, land use, and transit network data into a single platform for scenario-based transit ridership estimation and analysis.
- Transition the Safety Report to a full Safety Plan
- US 97 (Bend Parkway) Facility Plan (multi-phase study to assess various issues)
- Engaging in a more active role in the major planning projects underway in the region, including the Bend UGB process and Central Westside Plan

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 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 2016-17, 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 in addition to being directed to help fund transit and streets. Prior to 2012-13, STP funds were allocated solely to City of Bend street preservation work. 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 annual Intergovernmental Agreements (IGAs).

2016-17 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, 2016 to June 30, 2017. This work program is known as the Unified Planning Work Program (UPWP). The 2016-17 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, federal Title VI and Environmental Justice planning, and participation in statewide planning efforts.

The funding sources for Task 1 are listed below:

FHWA PL Funding	\$157,558
FTA 5303 Funding	1,394
OMPOC Funding	800
In-kind Local Match	150
Beginning Working Capital ¹	70,000
Loan from General Fund ²	70,000
Total Task 1³	\$299,902
Percent of Total Budget	65%

¹- Beginning Working Capital from city loan received on June 30, 2016.

²- Loan amount received on June 30, 2017 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).

Task 2: Short Range Planning

This task covers short term activities including federal Surface Transportation Program (STP) project programming, development of the Annual Listing of Transportation Projects with Obligated Federal Funding, local technical assistance, participating in local projects, and development and maintenance of the Metropolitan Transportation Improvement Program.

The funding sources for Task 2 are listed below:

FTA 5303 Funding	\$42,960
In-kind Local Match	4,920
Total Task 2	\$47,880
Percent of Total Budget	10%

Task 3: Long-Range Planning

Task 3 includes development and maintenance of the Metropolitan Transportation Plan (MTP). In FY2016-17, MPO staff will develop the scope of work to update the MTP. Work on the MTP update will start in FY2017-18. The MTP must be updated every 5 years¹ to comply with federal requirements. Additional projects in the task include the citywide portion of the Bend Parking Study, US 97 (Bend Parkway) Facility Plan, Public Transit Planning, Climate change initiatives and the TRIP 97² planning effort.

The funding sources for Task 3 are listed below:

FTA 5303 Funding	\$595
STP Funding	69,539
In-kind Local Match	7,168
Total Task 3	\$77,302
Percent of Total Budget	17%

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 and data collection and analysis. In FY2016-17, the MPO will utilize the new Bend-Redmond travel demand model to review the project recommendations in the 2040 MTP. Staff will also establish a data and file management structure for all model-related files. Several non-MPO led projects (e.g. corridor studies, modernization projects, land use planning studies) are typically under way in the BMPO study area. To varying degrees, these projects all make use of the travel demand model. The travel demand model will be used to assess scenarios reflecting land use and transportation alternatives. In FY2016-17, MPO staff will collect and organize new crash data (to include vehicle, bicycle and pedestrian crashes), update the safety report, and continue to provide data support and assistance with development of crash analyses. This information will be used to address the federal safety performance measures, prioritize projects 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:

FTA 5305 Funding	\$9,052
STP Funding	25,073
In-kind Local Match	4,887
Total Task 4	\$39,012
Percent of Total Budget	8%

¹ <http://www.fhwa.dot.gov/map21/factsheets/mp.cfm>

² <http://www.trip97.com/>

A summary of the fiscal year 2016-17 budget is shown on the following table and graphs

Figure 2 Budget Summary Table

Fiscal Year 2016-17 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 70,000		
By Budget Category:			
FHWA PL ¹		Personnel Services	\$ 202,971
Federal Share	\$ 141,377	Materials & Services	\$ 120,325
State Match	\$ 16,181	Interest Expense	\$ 800
Local Match	\$ -		
		Loan Repayment	\$ 70,000
FTA Section 5303	\$ 44,949	Contingency	\$ 70,000
Local Match ²	\$ 5,145	Total Budgeted Appropriations	\$ 464,096
FTA Section 5305	\$ 9,052		
Local Match ²	\$ 2,263	By Task:	
STP	\$ 94,612	Task 1: Dev. & Program Management	\$ 299,902
Local Match ²	\$ 9,717	Task 2: Short Range Planning	\$ 47,880
Other Sources-OMPOC	\$ 800	Task 3: Long Range Planning	\$ 77,302
Total Grant Funding	\$ 324,096	Task 4: Regional Travel Demand Modeling	\$ 39,012
City of Bend Loan	\$ 70,000		\$ 464,096
Total Budgeted Resources	\$ 464,096	Total Budgeted Appropriations	\$ 464,096

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 and STP 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 10.

Figure 3 Expenditures by Task

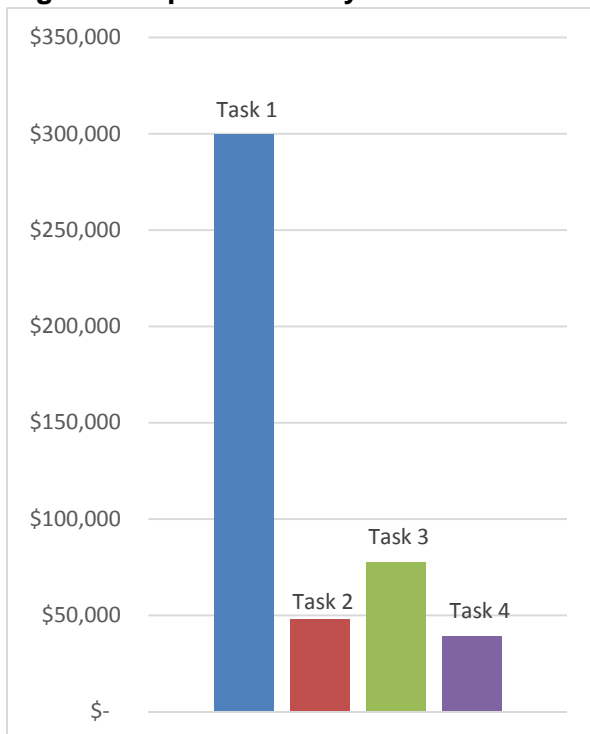
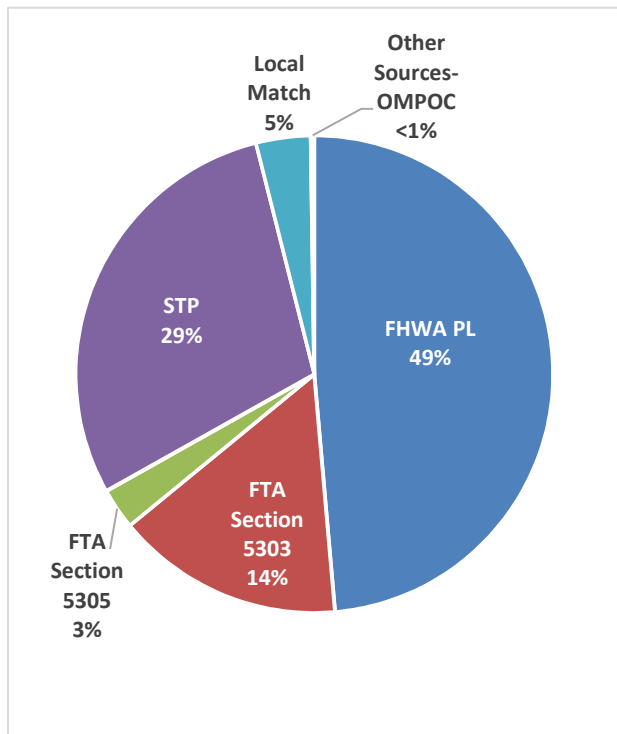


Figure 4 Grant Revenue Chart



Significant Budget Changes from the Previous Year

The BMPO budget has historically included transfers and allocations to several City of Bend departments (Figure 5, lines 59-71). In 2016-17 the transfers and allocations are consolidated and accounted for in the professional services line of the materials and services category (Figure 5, line 44).

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 2016-17 is shown on the following table. A few of the line items are described below.

Beginning Working Capital

Beginning Working Capital at July 1, 2016 (line 1) is available due to a temporary \$70,000 loan from the City of Bend on June 30, 2016.

Personnel Services

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The 2016-17 budget assumes 1.5 full time equivalents (FTE) - the MPO manager and a half-time technical support person.

Current monthly salary ranges for these positions are listed below:

Program Technician: \$4,067 to \$5,190

MPO Manager: \$6,299 to \$8,181

Professional Services – Other

The 2016-17 budget includes transfers and allocations to several City of Bend departments which have been consolidated (Figure 5, line 44). These services are briefly described below. Unless otherwise noted, transfers are included in the Task 1 budget. In past years, these costs were shown separately (Figure 5, lines 59-71).

Information Technology: pays for on-going computing costs

Facilities Management: pays for facilities maintenance and operating expenses

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

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

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

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

Transfers from In-kind Match: the transfer pays for the 10.27% grant mandated match provided by the City of Bend Director and additional staff in the Growth Management Department (Figure 5, line 8)

Figure 5 Line Item Detail

Bend MPO Proposed Budget 2016/2017								
Line No.	Account Description	FY13/14	FY14/15	FY 2015/16			FY 16/17	
		Actuals	Actuals	Adopted	YTD	Projected	Proposed	Approved
1	Resources:				(4/17/16)		4/25/16 Budget Committee	5/16/16 Budget Hearing
2	Beginning Working Capital,	50,000	60,000	60,000	35,000	35,000	70,000	70,000
3	Federal Passthrough DOT	297,242	425,199	275,912	180,575	272,012	289,990	289,990
4	ODOT Grant	-	-	-	-	-	-	-
5	State Match for MPO's	15,195	30,894	15,815	11,097	15,815	16,181	16,181
6	Intergovernmental	300	19,794	13,640	8,019	9,790	-	-
7	Donations/Contributions	200	-	-	-	-	-	-
8	Other Miscellaneous	468	-	2,000	550	2,000	800	800
9	Transfer from In-kind Match	13,933	13,933	7,200	-	7,200	17,125	17,125
10	Loan from General Fund,	60,000	35,000	70,000	-	-	70,000	70,000
11	Total Resources	437,338	584,820	444,567	235,241	341,817	464,096	464,096
12								
13	Requirements:							
14	Regular Salaries	151,223	156,021	132,108	96,585	132,108	134,054	134,054
15	Other Payouts	726	1,454	-	2,526	-	-	-
16	Overtime	-	84	-	180	-	-	-
17	FICA	11,200	11,628	9,956	7,278	9,956	10,106	10,106
18	Unemployment	730	156	132	99	132	134	134
19	PERS & OPSRP	19,920	20,709	19,539	14,665	19,539	19,827	19,827
20	Disability Insurance	424	436	368	270	368	374	374
21	Life Insurance	235	238	204	146	204	207	207
22	Workers Compensation Ins	299	302	201	167	201	202	202
23	PERS Debt Service	5,318	5,504	3,633	2,727	3,633	3,687	3,687
24	Alternate Modes	-	180	-	60	-	-	-
25	Section 125 Benefits	185	180	150	134	150	150	150
26	OPEB Funding	4,044	4,044	3,000	2,275	3,000	3,000	3,000
27	High Deduct-Premium	23,625	22,973	18,173	13,488	18,173	19,245	19,245
28	High Deduct-Deductible	8,000	8,000	6,000	4,490	6,000	6,000	6,000
29	High Deduct-Coinsurance	78	295	3,800	1,703	3,800	3,800	3,800
30	Premium Dental Insurance	2,790	2,781	2,081	1,521	2,081	2,185	2,185
31	Personnel Services	228,797	234,985	199,345	148,314	199,345	202,971	202,971
32								
33	Internal Meeting Expenses	-	-	50	-	-	50	50
34	City Pd Employee Parking	-	-	540	-	540	540	540
35	Mileage Reimbursement	573	554	600	11	600	600	600
36	Meals & Lodging	761	376	2,250	170	1,250	1,200	1,200
37	Conferences & Seminars	590	536	1,875	251	1,675	1,200	1,200
38	Dues & Subscriptions	812	872	1,000	2,159	2,200	1,500	1,500
39	Printing & Copies	60	86	100	86	100	100	100
40	Advertising	927	443	2,000	-	2,000	500	500
41	Copier	607	-	500	-	500	500	500
42	Audit/Accounting Services	9,605	9,942	10,000	10,150	10,000	11,000	11,000
43	Outside Legal Services	392	1,950	2,500	286	500	1,000	1,000
44	Consultants	29,816	186,925	41,897	11,607	38,047	47,310	47,310
45	Professional Services - Other	-	-	-	-	-	33,400	33,400
46	External Meeting Expense	255	202	2,300	667	750	1,100	1,100
47	Insurance Premium - Liability	-	-	-	-	-	2,500	2,500
48	Telephone-Long Distance	-	-	50	-	50	50	50
49	Postage	7	9	100	2	100	100	100
50	Office Supplies	100	150	250	-	250	250	250
51	Equipment under \$5000	-	-	300	-	-	300	300
52	Material and Services	44,505	202,045	66,312	25,389	58,562	103,200	103,200
53								
54	Interest on General Fund Loan	376	398	800	471	800	800	800
55	Interest	376	398	800	471	800	800	800
56								
57	Loan Repayment-Gen Fund	50,000	60,000	60,000	35,000	35,000	70,000	70,000
58	Loan Repayment	50,000	60,000	60,000	35,000	35,000	70,000	70,000
59								
60	Transfer-Risk Management	800	800	800	600	800	-	-
61	Transfer-Information Tech	10,500	10,500	10,300	7,725	10,300	-	-
62	Transfer-Facility Management	10,500	10,500	10,500	7,875	10,500	-	-
63	Transfer-Admin & HR	5,200	5,200	5,200	3,900	5,200	-	-
64	Transfer-Finance	3,700	3,700	3,700	2,775	3,700	-	-
65	Transfer - Purchasing	900	900	900	675	900	-	-
66	Transfer-Insurance Fund	600	600	600	518	600	-	-
67	Allocation-Engineering	4,500	4,500	-	-	-	-	-
70	Transfer - Planning/MTP by City Staff	2,644	1,271	7,800	-	7,800	-	-
71	Transfer-Information Tech	383	488	910	1,999	910	-	-
72	Transfer-Internal Local Match	13,933	13,933	7,400	-	7,400	17,125	17,125
73	Total Interagency Charges	53,660	52,392	48,110	26,067	48,110	17,125	17,125
74								
75	Contingencies	60,000	35,000	70,000	-	70,000	70,000	70,000
76	Total Contingencies	60,000	35,000	70,000	-	70,000	70,000	70,000
77								
78	Total Requirements	437,338	584,820	444,567	235,241	411,817	464,096	464,096
79								
80	Ending Working Capital	-	-	-	-	(70,000)	-	-

1- Beginning Working Capital from city loan received on June 30, 2016.

2- Loan amount received on June 30, 2017 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.

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.

CET Cascades East Transit, Central Oregon's regional public transportation services.

FAST Act On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act". The FAST Act is the first Federal law in over ten years to provide long-term funding certainty for surface transportation. The FAST Act authorizes \$305 billion over fiscal years 2016 through 2020 for highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, research, technology and statistics programs. With its enactment, States and local governments may now move forward with critical transportation projects, like improved highways and enhanced transit systems, with the confidence that they will have a Federal partner over the long term. <https://www.transportation.gov/fastact/>.

FHWA 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, a division of the U.S. Department of Transportation which administers the federal program of financial assistance to public transit.

FTA 5303/5305 FTA Metropolitan Planning funds 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.

MPO Metropolitan Planning Organization is a federally mandated and federally funded transportation policy-making organization in the United States that is made up of representatives from local government and governmental transportation authorities.

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 Capital Improvement 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.

OMPOC Oregon Metropolitan Planning Organization Consortium is a group of all MPOs in the State of Oregon tasked with providing a forum for Oregon's MPOs to address common needs, issues and solutions to transportation and land use challenges facing Oregon's metropolitan regions and surrounding areas; provide recommendations for individual action of Oregon MPOs on issues of common interest; advocate for Oregon MPO policy, regulatory and funding interests at the state and federal level.

PL Metropolitan Planning funds used for MPO planning

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.

TAC Technical Advisory Committee advised the Bend MPO Policy Board. The committee is made up of staff from local jurisdictions and citizens.

TBEST Transit Boarding Estimation and Simulation Tool, software for Cascades East Transit

Title VI/Environmental Justice Program The scope of this program is to ensure that transportation programs and services are accessible and provided uniformly, and to avoid adverse and disproportionate impacts by considering the populations impacted by transportation projects. This is primarily accomplished through inclusive public participation, outreach, and the consideration of all factors and measures that provide for a context sensitive solution.

<http://www.bendoregon.gov/index.aspx?page=126>

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.

USDOT The United States Department of Transportation is a federal Cabinet department of the U.S. government concerned with transportation. It was established by an act of Congress on October 15, 1966, and began operation on April 1, 1967.