
AGENDA
Bend Metropolitan Planning Organization
Budget Committee

Date: March 20, 2017
Time: 12:00 - 1:30 pm
Location: DeArmond Room, Deschutes Services Building
1300 NW Wall (Bend)
Contact: Tyler Deke, BMPO (541) 693-2113
Jovi Anderson, BMPO (541) 693-2122

1. Call meeting to Order and Introductions

2. Review Budget Committee Member Term Assignments & Officer Assignments

Background: The Oregon Revised Statutes (ORS Chapter 294) governing Municipal Financial Administration state that, "The appointive members of the budget committee shall be appointed for terms of three years. The terms shall be staggered so that one-third or approximately one-third of the terms of the appointive members end each year." The Statute also state that, "The budget committee, at its first meeting after its appointment, shall elect a chairperson...". Staff will discuss term assignments.

Attachment: Budget Committee roster (Attachment A)

Action Requested: Review of term assignments and appointment of the Committee Chair

3. Receive Budget Message

Background: Staff will provide an overview of the MPO work program, expected revenues, and proposed expenditures by major work task area and budget line item.

Attachments: Proposed 2017-2018 Budget (Attachment B)

Action Requested: Review and comment on Proposed Fiscal Year (FY) 2017-2018 Budget. Hold public hearing on Proposed FY 2017-2018 Budget. Make recommendation to BMPO Policy Board to approve the Proposed FY 2017-2018 Budget "as is" or with modifications.

Example motion for approval: I move that the Bend MPO Budget Committee approve and recommend MPO Policy Board approval of the Proposed Fiscal Year 2017-2018 Bend MPO Budget as presented.

Example motion for revision as discussed and approval: I move that the Bend MPO Budget Committee recommended changes are incorporated into the Fiscal Year 2017-2018 Bend MPO Budget and recommend MPO Policy Board approval of the Proposed Fiscal Year 2017-2018 Bend MPO Budget with those changes.

4. 2017-2018 BMPO Budget – Public Hearing & Adoption

The public hearing to adopt the 2017-2018 Budget is scheduled for April 20, 2017, at 4 pm. Advance public notice will be provided of the meeting and location.

5. Adjourn



Accessible Meeting/Alternate Format Notification

This meeting event/location is accessible. Sign or other language interpreter service, assistive listening devices, materials in alternate format, such as Braille, large print, electronic formats, or any other accommodations are available upon advance request at no cost. Please contact Jovita Anderson no later than 24 hours in advance of the meeting at (541) 693-2122, or janderson@bendoregon.gov. Providing at least 2 days-notice prior to the event will help ensure availability.

Bend MPO Budget Committee - 2017

Name	Term Start	Term End
<i>Citizen Members</i>		
Sheree MacRitchie	07/01/14	06/30/17
Robin Vora	07/01/14	06/30/17
David Quiros	07/01/15	06/30/18
Bill Wagner	07/01/15	06/30/18
Michel Bayard	07/01/15	06/30/18
<i>BMPO Policy Board Members</i>		
Gary Farnsworth, ODOT		
Anthony DeBone, Deschutes County		
Barb Campbell, City of Bend		
Nathan Boddie, City of Bend		
Bill Moseley, City of Bend		

Bend Metropolitan Planning Organization



BMPO Bend Metropolitan
Planning Organization

Proposed Budget
Fiscal Year July 1, 2017 – June 30, 2018
Recommendation for approval by the BMPO Budget Committee on 3/20/17
Review and Tentative Adoption by the BMPO Policy Board on 4/20/17

Bend Metropolitan Planning Organization

Budget Fiscal Year 2017-18

Budget Committee

Sheree MacRitchie, Citizen Member	Gary Farnsworth, ODOT
Bill Wagner, Citizen Member	Anthony DeBone, Deschutes County
Robin Vora, Citizen Member	Barbara Campbell, City of Bend
Michel Bayard, Citizen Member	Bill Moseley, City of Bend
David Quiros, Citizen Member	Sally Russell, City of Bend

BMPO Staff

Tyler Deke, Manager
Jovi Anderson, Program Technician

City of Bend Finance Staff

Sharon Wojda, Finance Director
Camilla Sparks, Interim Budget & Financial Planning Manager
Heidi Faller, Financial Accountant

Table of Contents

Resolution Number 2017-02..... 1

Budget Message..... 2

Bend Metropolitan Planning Organization (BMPO) Overview 2

BMPO Major Transportation Activity for Fiscal Year 2017-18 3

BMPO Activity Reductions or Deferrals 3

MPO Coordination Role..... 4

Funding Support to the BMPO..... 4

2017-18 Budget and Work Program 5

BMPO Work Summary for Fiscal Year 2016–17 5

Task 1: BMPO Development and Program Management..... 6

Task 2: Short Range Planning 6

Task 3: Long-Range Planning 7

Task 4: Travel Demand Modeling and Data Collection/Analysis 7

Figure 2 Budget Summary Table..... 8

Figure 3 Expenditures by Task..... 8

Figure 4 Grant Revenue Chart 9

Significant Budget Changes from the Previous Year 9

Financial Polices 9

Description of Line Item Budget..... 10

Figure 5 Line Item Detail..... 11

Acronyms/Glossary 12

Resolution Number 2017-02

Bend Metropolitan Planning Organization Policy Board

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2017-18

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2017-18 budget as approved by the Budget Committee pursuant to ORS 294.456, and;

That the amount for the fiscal year beginning July 1, 2017, for the purpose shown below, is hereby appropriated in the aggregate sum of \$433,636 as follows:

Metropolitan Planning Organization (MPO) Fund		
Personnel Services	\$	210,640
Materials & Services	\$	102,496
Interest Expense	\$	500
Loan Repayment	\$	70,000
Contingency	\$	50,000
Total Requirements	\$	433,636

Adopted by the Bend Metropolitan Planning Organization the 20th day of April, 2017.

Yes: _____ No: _____ Abstain: _____

Authenticated by the Chair this 20th day of April, 2017.

William Moseley, Chair

Attest:

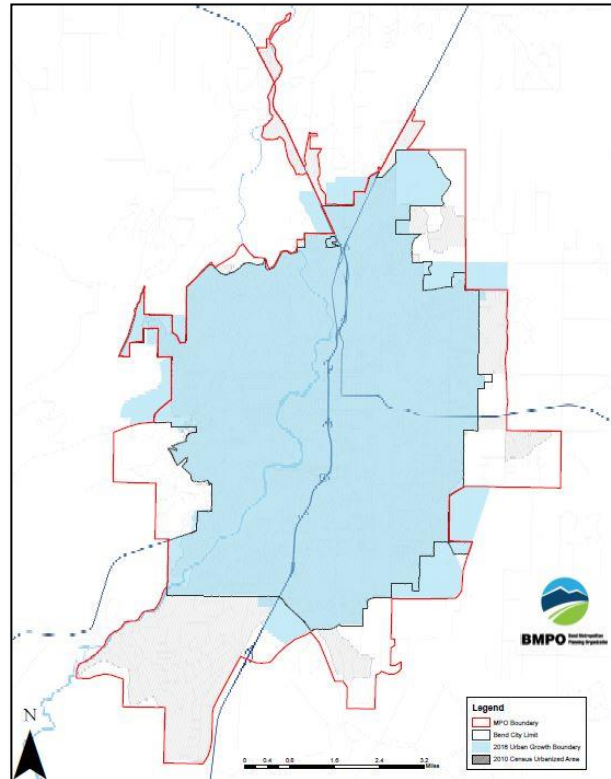
Tyler Deke, MPO Manager

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 City 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, 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 Map



Federal legislation and regulations 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 over the upcoming 4 years;
- 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 2017-18

There are several issues that need to be addressed during FY2017-2018, including:

- Begin the Metropolitan Transportation Plan (MTP) update to include findings and projects from local and regional planning projects. Specific tasks that will inform the update of the MTP include:
 - Coordination with the City of Bend Transportation System Plan (TSP) update
 - Transportation system work completed in the City of Bend Integrated Land Use and Transportation Plan (ILUTP)
 - Complete the development of the MPO Parking Plan that began in 2016-17 to comply with the Oregon Transportation Planning Rule requirements and inform City of Bend land use efficiency measures
 - Coordinate with the City of Bend as it updates its System Development Charge (SDC) methodology and project list
 - Coordinate with City of Bend as it updates its urban renewal plans, including the transportation components
 - Update the Transportation Demand Management, Freight, Aviation and Rail sections of the MTP to incorporate work completed in recent year
 - Complete the Transit Boardings Estimation and Simulation Tool (TBEST) project in coordination with Cascades East Transit (CET) to assist in the update of the Transit chapter of the MTP
 - Assist CET as it updates the Bend Public Transit Plan and the Regional Public Transit Plan
 - Develop and adopt performance measures as required in the Fixing America's Surface Transportation (FAST) Act
 - Coordinate with City Bridge Planning and Improvement Strategy
 - Incorporate findings from the Bend Parkway (US97) Facility Plan
 - Incorporate planning new planning factors required in the FAST Act, such as coordination and consideration of tourism
- Maintain the 2018-2021 MTIP
- Transition the City of Bend Safety Report to a full BMPO Safety Plan
- Coordinate with Oregon Department of Transportation (ODOT) Research Division for Non-Motorized Travel Activity Estimation and Crash Analysis in BMPO
- Coordinate multi-modal count program with City of Bend staff to assess current trends
- Update the Public Participation Plan
- Update the Title VI/Environmental Justice Plan
- Develop the 2017 Annual Obligated Project Report
- Coordinate with ODOT and City of Bend to develop an MPO transportation data warehouse
 - Develop annual reporting for safety and multimodal counts
 - Provide public access to available data
- Serve as the small MPO representative on the Executive Committee of the Oregon Modeling Steering Committee
- Participate in updates to the ODOT Public Transportation Plan and Freight Plan

BMPO Activity Reductions or Deferrals

Federal funding to the BMPO decreased for several years, and then increased slightly in FY2016-17. This funding (FHWA PL) will continue the slight increase in FY2017-18 of about 2.5%. The Policy Board has also authorized use of some Surface Transportation Block Group (STBG) funds to maintain the MPO budget. These funds will be used to initiate the MTP update. Other priorities may be delayed to ensure resources are available to complete the update to the MTP, including:

- Technical Advisory Committee: reduction in number of meetings

- Safety events such as “see and be seen” now coordinated by City of Bend or Commute Options staff
- Delays in updating the MPO website
- Reduction in participation in intergovernmental meetings
- Walk Friendly City, Safe Routes to School (SRTS) or other local project grant application assistance
- City bicycle and walking safety project, data analysis for project prioritization, event planning for open streets

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

- Advance work on the MTP update and provide more assistance to CET as it updates its long range plans
- Transportation network development mapping in Geographic Information Systems (GIS) to include bicycle and pedestrian system inventory (joint effort with City of Bend)

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, CET, Deschutes County and ODOT. This coordination is already occurring as each agency works within the realm of state requirements for transportation and land use planning and updating their respective planning documents. 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 begins to implement the Urban Growth Boundary adopted in 2016, 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 for the work of the BMPO is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and ODOT . FHWA and FTA allocate Metropolitan Planning funds and 5303 funds through ODOT to all MPOs in Oregon using an agreed upon formula. These funds require a local match. ODOT has traditionally met the FHWA match requirement with State funds. Match for the FTA funds is provided through in-kind support from the City of Bend and CET. In recent years, the BMPO Policy Board has also allocated a small percentage of its discretionary federal Surface Transportation Block Grant funds to support the BMPO planning program. 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 or ODOT Public Transit grants).

BMPO staff will continue to work with ODOT Transportation Planning Analysis Unit (TPAU) through the annual Unified Planning Work Program (UPWP) process to assess travel model needs for the upcoming fiscal year and beyond. Actual ODOT funding commitments are finalized through specific agreements. The BMPO will apply for and otherwise obtain these funds. BMPO and their subcontractors will carry out the tasks described in this UPWP.

2017-18 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, 2017 to June 30, 2018. This work program is known as the Unified Planning Work Program (UPWP). The 2017-18 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>.

BMPO Work Summary for Fiscal Year 2016–17

Listed below are some of the tasks completed or started by the Bend MPO in FY2016-17. Also listed are some projects that included significant MPO involvement.

Tasks Completed

- Bend-Redmond transportation model
- 2015-18 Metropolitan Transportation Improvement Program (MTIP) maintenance
- Development and adoption of 2018-21 MTIP
- Completion of Federal FY 2017 Annual Listing of Obligated Projects
- Updates to City of Bend urban renewal plans (transportation sections)
- Ongoing data management using Tableau software
- Update to ODOT Freight Plan to include critical urban freight corridor segments in the MPO area

Additional Tasks Underway

- Citywide parking study
- MPO boundary expansion to include the City of Bend UGB expansion areas
- Bylaws changes
- Parkway (US97) Facility Plan
- Significant interagency coordination – locally, regionally and at the state level

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, the Oregon Metropolitan Planning Organization Consortium (OMPOC) annual meeting in Bend, development of the annual work program and budget, and participation in statewide planning efforts

The funding sources for Task 1 are listed below:

FHWA PL Funding ¹	\$	127,303
OMPOC Funding ²	\$	1,500
Beginning Working Capital ³	\$	70,000
Loan from General Fund ⁴	\$	50,000
Total Task 1⁵	\$	248,803
Percent of Total Budget		57%

¹ FHWA PL Funding: FHWA Metropolitan Planning Funds

² OMPOC Funding: Reimbursed funds for expenses of the annual meeting in Bend. OMPOC is comprised of all MPOs in the State of Oregon.

³ Beginning Working Capital from city loan received on June 30, 2017.

⁴ Grant reimbursement revenues are typically received 1-2 months after expenditures are incurred and a year-end loan from the City of Bend is anticipated on June 30, 2018 to cover charges in advance of grant reimbursement..

⁵ The Task 1 budget also includes administrative costs (financial administration, general administration, facility management, computer information systems support and legal support), direct material and services (supplies, travel, printing), and paid leave (holidays, vacation and sick leave).

Task 2: Short Range Planning

This task covers short term activities including: Surface Transportation Block Grant (STBG) project programming, local technical assistance, participating on local, regional and statewide project committees, development and maintenance of the Metropolitan Transportation Improvement Program, development of the Annual Obligated Funding report, a possible update to the Regional Intelligent Transportation Systems (ITS) Plan, and possible bike share planning.

The funding sources for Task 2 are listed below:

FHWA PL Funding	\$	13,173
FTA 5303 Funding	\$	20,000
STBG Funding	\$	5,000
In-kind Local Match	\$	2,978
Total Task 2	\$	41,151
Percent of Total Budget		9%

Task 3: Long-Range Planning

Task 3 will include initiating work to update the Metropolitan Transportation Plan (MTP), completion of the Bend Parking Study, development of the US 97 (Bend Parkway) Facility Plan, and a possible update to the Bend Public Transportation Plan (work with CET). The MTP must be updated every 5 years¹ to comply with federal requirements. The next update is due by September 2019.

The funding sources for Task 3 are listed below:

FTA 5303 Funding	\$	25,000
STBG Funding	\$	70,269
In-kind Local Match	\$	7,217
Total Task 3	\$	102,486
Percent of Total Budget		24%

Task 4: 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. 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 may be used to assess scenarios reflecting land use and transportation alternatives. In FY2017-2018, 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 work with ODOT and FHWA to identify possible funding sources to develop a Safety Plan. Additionally, the MPO manager is serving on the Executive Committee of the Oregon Modeling Steering Committee² and multiple subcommittees.

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

FHWA PL Funding	\$	21,000
FTA 5303 Funding	\$	16,359
In-kind Local Match	\$	3,837
Total Task 4	\$	41,196
Percent of Total Budget		10%

A summary of the fiscal year 2017-18 Budget is shown on the following table and graphs.

¹ <https://www.fhwa.dot.gov/fastact/factsheets/metropolitanplanningfs.cfm>

² <https://www.oregon.gov/ODOT/TD/TP/pages/omsc.aspx>

Figure 2: Budget Summary Table

Fiscal Year 2017/18 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 70,000		
		By Budget Category:	
FHWA PL ¹ (3)NEW		Personnel Services	\$ 210,640
Federal Share	\$ 144,892	Materials & Services	\$ 102,496
State Match	\$ 16,584	Interest Expense	\$ 500
Local Match ²	\$ -	Loan Repayment	\$ 70,000
		Contingency	\$ 50,000
FTA Section 5303 (3)NEW	\$ 46,359	Total Budgeted Appropriations	\$ 433,636
Local Match ²	\$ 4,761		
FTA Section 5303 (3)30948	\$ 15,000	By Task:	
Local Match ²	\$ 1,541	Task 1: Dev. & Program Management	\$ 248,803
STBG (3)NEW	\$ 75,269	Task 2: Short Range Planning	\$ 41,151
Local Match ²	\$ 7,730	Task 3: Long Range Planning	\$ 102,486
Other Funding: OMPOC	\$ 1,500	Task 4: Regional Travel Demand Modeling	\$ 41,196
Total Grant Funding	\$ 313,636		
City of Bend Loan	\$ 50,000		\$ 433,636
Total Budgeted Resources	\$ 433,636	Total Budgeted Appropriations	433,636

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

². Local match for the FTA and STBG 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 7 of Resources for in-kind match estimate from City Growth Management Department in the Line Item Budget on page 11

³ NEW and 30948 refer to the funding agreement status for each funding source.

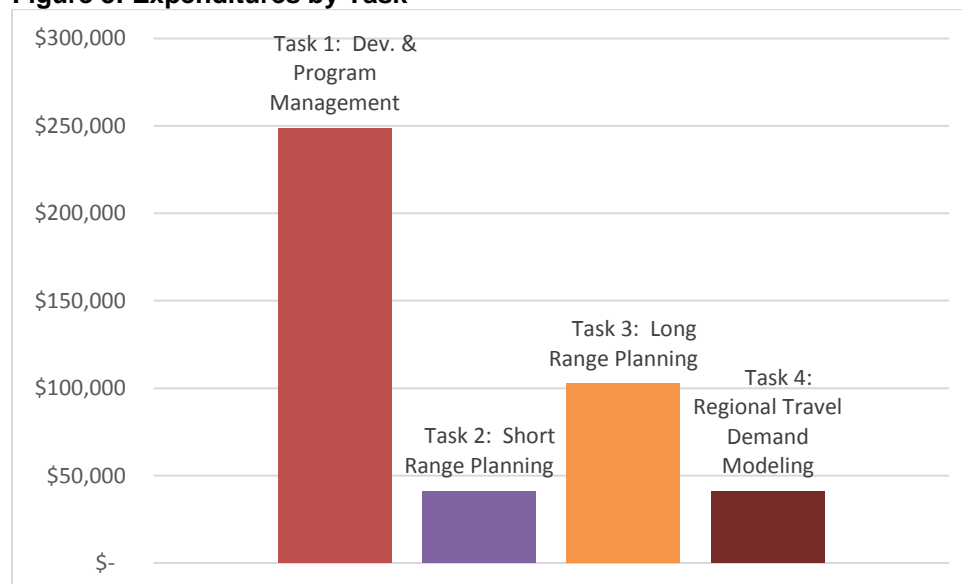
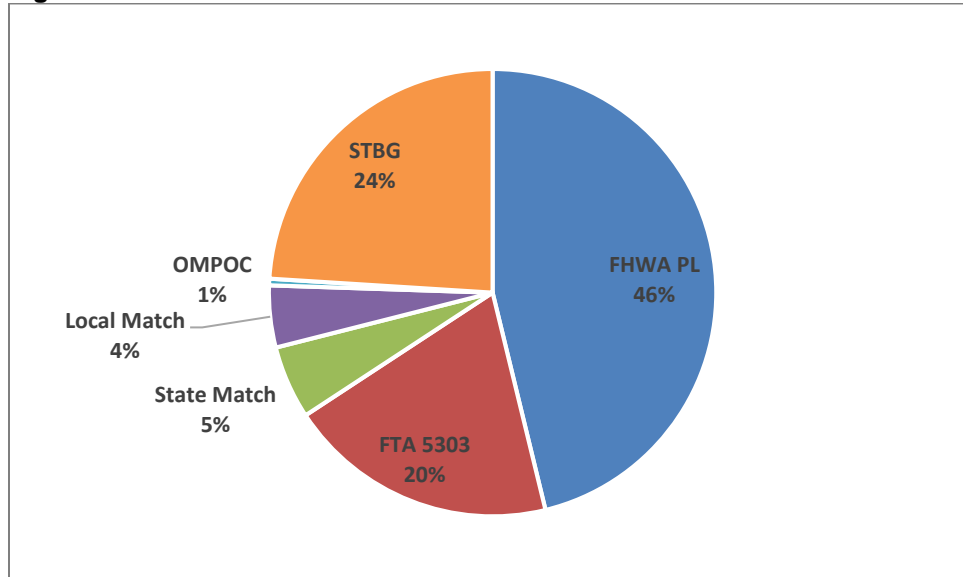
Figure 3: Expenditures by Task

Figure 4: Grant Revenue Chart

Significant Budget Changes from the Previous Year

Reduction of the “Professional Services-Consultant” (Figure 5, Line 33) in FY 17-18 does not include the same funding levels for these tasks that existed in the FY 2016-17 budget:

- MPO work plan for FY16-17 includes implementation of a MTP update. Bend MPO is required to have an adopted MTP by September 2019 to meet federal requirements and continue to receive federal funds. It is expected that the majority of the work in FY17-18 will be done by internal MPO staff with consultant work in FY16-17. If the consultant work is delayed to FY17-18, a budget amendment will be requested with the MPO policy board at a later date.
- TBEST transit planning software integration work is expected to be completed by the end of June 2017. This funding was dedicated in agreement 30948 as an additional work task indicated in the supplemental budget approved in August 2016.

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.

Part 450 of 23 CFR Chapter 1, Subchapter E 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 2017-18 is shown on the following table (“Figure 5”) and described below.

Beginning Working Capital (Figure 5, line 1)

Beginning Working Capital at July 1, 2017 is available due to a temporary \$70,000 loan from the City of Bend expected on June 30, 2017.

Transfers from In-kind Match (Figure 5, line 7)

The transfer pays for the 10.27% grant mandated match provided by the City of Bend Growth Management Director and additional staff in the Growth Management Department.

Personnel Services (Figure 5, line 30)

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The 2017-18 budget assumes 1.5 full time equivalents (FTE) - the MPO Manager and a .5 Program Technician.

FY 2016-17 monthly salary ranges for these positions are listed below:

Program Technician: \$4,236 to \$5,407

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

Professional Services – Other (Figure 5, line 36)

The 2017-18 budget includes administrative support charges to several City of Bend departments which were consolidated to this category in the 2016-2017 budget.. Description of services proved are included below.

Information Technology: Provides general information technology support required by BMPO

Facilities Management: Provides support for ongoing facility maintenance in BMPO occupied space

Administration and Human Resources: General administrative support provided by the City

Finance: Financial support, including invoicing, payroll, and coordination of the annual audit and budgeting process

Purchasing: Provides contracting services

City Attorney: Internal legal services as needed

Employee Costs (Figure 5, line 43)

Historically costs captured in this line item were categorized as Internal / External Meeting Expense, Mileage and Meals and Lodging. These expenses have been consolidated into the category of Employee Costs. These costs cover staff travel to statewide transportation meetings typically held in Eugene, Salem and Portland for statewide meetings.

Insurance Deductibles (Figure 5, line 48)

The MPO became aware that the City of Bend insurance policy did not adequately cover the MPO in 2016. Insurance coverage was obtained that met needs of the MPO as a separate entity.

Figure 5 Line Item Detail

Line No.	Account Description	FY 14-15 Actuals	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Projected	FY 17-18 Proposed	FY 17-18 Approved	FY 17-18 Adopted
Resources:								
1	Beginning Working Capital ¹	\$ 60,000	\$ 35,000	\$ 70,000	\$ 22,000	\$ 70,000		
2	Federal Pass-through DOT	425,199	235,542	289,990	289,990	281,520		
3	State match for MPO's	30,894	15,815	68,181	68,181	16,584		
4	Intergovernmental Grant - Other	19,794	9,790	-	-	-		
5	Miscellaneous Revenue	-	550	9,296	7,931	1,500		
6	Loan from General Fund ²	35,000	22,000	70,000	70,000	50,000		
7	Transfer from In-kind Match	13,933	7,200	30,125	30,125	14,032		
8	Total Resources	\$584,820	\$325,897	\$537,592	\$ 488,227	\$ 433,636		
9								
Requirements:								
11	Regular Salaries	156,021	128,099	134,054	132,000	135,700		
12	Other Payouts	1,454	3,319	-	-	-		
13	Overtime	84	681	-	1,000	800		
14	FICA	11,628	9,704	10,106	10,000	10,300		
15	Unemployment	156	132	134	200	200		
16	PERS & OPSRP	20,709	19,548	19,827	19,600	24,800		
17	PERS Debt Service	5,504	3,635	3,687	3,700	3,400		
18	Workers Compensation Ins	302	220	202	200	300		
19	Disability Insurance	436	359	374	400	500		
20	Life Insurance	238	193	207	200	200		
21	High Deductible - Premium	22,973	17,971	19,245	18,600	20,600		
22	High Deductible - Deductible	8,000	5,951	6,000	6,000	6,000		
23	High Deductible - Coinsurance	295	1,983	3,800	3,800	2,200		
24	Premium Dental Insurance	2,781	2,022	2,185	2,100	2,100		
25	Telemed Service	-	-	-	100	100		
26	OPEB Funding	4,044	3,027	3,000	3,100	2,600		
27	Employee Parking	-	-	-	-	540		
28	Section 125 Benefits	180	179	150	200	200		
29	Alternate Modes	180	60	-	100	100		
30	Total Personnel Services	\$234,985	\$197,082	\$202,971	\$ 201,300	\$ 210,640		
31								
32	Professional Services - Legal	1,950	286	1,000	500	1,000		
33	Professional Services - Consulting	172,932	7,978	120,806	125,502	35,381		
34	Professional Services - Financial Audit	9,942	10,150	11,000	10,200	11,000		
35	Software Maintenance	488	-	-	1,075	1,083		
36	Professional Services - Other	51,904	41,393	33,400	32,325	30,300		
37	Postage	9	2	100	25	300		
38	Advertising	443	282	500	300	500		
39	Copiers	-	-	500	-	-		
40	Long Distance	-	-	50	25	50		
41	Equipment <\$5000	-	-	300	-	300		
42	Office Supplies	236	86	350	100	350		
43	Employee Costs	-	340	650	1,500	800		
44	Employee Costs - Required Training	1,466	582	2,400	1,472	2,000		
45	Employee Costs - Licenses & Dues	872	2,159	1,500	1,588	1,800		
46	Employee Costs - Employee Parking	-	-	540	540	-		
47	Community Education & Outreach	202	813	1,100	350	1,100		
48	Insurance Deductibles	-	-	2,500	2,100	2,500		
49	In-Kind Match	13,993	7,200	17,125	17,125	14,032		
50	Total Materials & Services	\$254,437	\$ 71,272	\$193,821	\$ 194,727	\$ 102,496		
51								
52	Loan Repayment	60,000	35,000	70,000	22,000	70,000		
53	Interest	398	543	800	200	500		
54	Contingency	-	-	70,000	-	50,000		
55								
56	Total Requirements	\$549,820	\$303,897	\$537,592	\$ 418,227	\$ 433,636		
57								
58	Ending Working Capital	\$ 35,000	\$ 22,000	\$ -	\$ 70,000	\$ -		

¹ Line #1 represents the Beginning Working Capital from the City of Bend loan expected and/or received on June 30 of the prior fiscal year. For the proposed budget, the 2017-18 Beginning Working Capital is the amount of the City of Bend loan anticipated on June 30, 2017.

² Line #6 represents the loan amount expected and/or received on June 30 of the current fiscal year 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. For the proposed budget, the 2017-18 Loan from the General Fund noted in line 6 is related to the loan anticipated on June 30, 2018.

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 population density requirements, MPOs are designated for those areas by the governor. 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 provider.

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, public transportation, safety, rail, and research and technology programs. With its enactment, States and local governments are moving 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 public transit funding programs.

FTA 5303/5305 FTA Metropolitan Planning funds used for MPO and state 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.

FY Fiscal Year

GIS Geographic Information System

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.

ILUTP Integrated Land Use and Transportation Plan adopted in 2016 by the City of Bend. <http://www.bendoregon.gov/home/showdocument?id=28126>

MPO Metropolitan Planning Organization is a federally mandated and federally funded transportation policy-making organization that includes representatives from local government and 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 systems. ODOT manages driver licensing and vehicle registration programs, motor carrier operations, and transportation safety programs.

OMPOC Oregon Metropolitan Planning Organization Consortium is comprised of all MPOs in the State of Oregon tasked with providing a forum to address common needs, issues and solutions to transportation and land use challenges; 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. <http://www.ompoc.org>

PL Metropolitan Planning funds used for MPO planning

SRTS Safe Routes to School Program

STBG or STP Surface Transportation Block Grant Program, one of the major federal funding programs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc. The name of this program changed from STP to STBG in 2016. The processes and requirements of this funding did not change.

TAC Technical Advisory Committee advises the Bend MPO Policy Board. The committee is comprised of staff from local jurisdictions and includes two 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. <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 data 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 cities and counties.

UGB Urban Growth Boundary, an officially adopted and mapped line that separates an urban area from surrounding rural 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.