

Bend Metropolitan Planning Organization

Adopted Budget FY 2011-2012

BMPO Policy Board adoption on 5/19/11

May 19, 2011

Bend Metropolitan Planning Organization

Adopted Budget FY 2011-2012

Budget Committee

Michael Lovely, Citizen Member	Kathie Eckman, City of Bend
Bill Wagner, Citizen Member	Tom Greene, City of Bend
Kyle Kendall, Citizen Member	Mark Capell, City of Bend
Ed Payne, 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 and Financial Planning Manager

Resolution Number 2011-04

Resolution Number 2011-04

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2011-12
THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS
FOLLOWS:

To adopt the 2011-12 budget as approved by the Budget Committee within limits
as provided pursuant to ORS 294.435, and;

That the amount for the fiscal year beginning July 1, 2011, for the purpose shown

Below, is hereby appropriated in the aggregate sum of \$438,025 as follows:

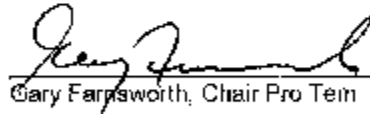
<u>Metropolitan Planning Organization (MPO) Fund</u>	
Expenditure Appropriations	\$378,025
Contingency	\$60,000
Fund Total	\$438,025

Adopted by the Bend Metropolitan Planning Organization the 19th day of May, 2011

Yes: 4

No: 0

Authenticated by the Chair Pro Tem this 19th day of May, 2011.

 5/26/11
Gary Farnsworth, Chair Pro Tem

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
- 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: 2011-2012

There are several priority issues that need to be addressed during FY 2012. The top priority item is to update the Metropolitan Transportation Plan (MTP) to consider the following items:

- Revised horizon forecast year
- US 97 Environmental Impact Study (EIS)
- Revised long-range funding forecast
- Transportation Planning Rule requirements (performance measures)
- State highway and local roadway mobility standards
- Updated public transportation plan and companion land use analysis
- Update Public Transit Plan (to be included in the MTP)

Other priority work items include:

- Adoption of the 2012-2015 Metropolitan Transportation Improvement Program (MTIP)
- Update of the Title VI & Environmental Justice Plan (to reflect 2010 Census data)
- Participation and tracking Oregon's climate change planning efforts
- Completed BMPO household travel survey, presentation of findings to MPO committees, and work plan to integrate the household survey data into the travel model
- Implementing the Public Participation Plan

- Participating in and tracking development of the EIS for the US97 corridor at the north end of the BMPO study area
- Revising the federal Surface Transportation Program (STP) funding methodology & programming of STP projects
- Development of Annual Listing of Obligated Projects
- Assisting Commute Options with Safe Routes to Schools applications
- Intelligent Transportation Systems (ITS) Plan maintenance and updates as necessary
- Road Users Safety Task Force – staffing support and materials support

Additional work items include:

- 2010-2013 MTIP adjustments and amendments as needed
- Project analyses using travel demand model in support of local projects
- Completion of sidewalk inventory for major roadway network
- Participating in and tracking development of the S Parkway Interchange Area Management Plan and associated project development work
- Program to collect, manage, and store traffic data
- Participation in Oregon Modeling Steering Committee (and its subcommittees)
- Land Use Reviews
- Working with Commute Options and other member agencies to maximize travel demand management opportunities
- Establishing protocols for use of the new travel demand model by the BMPO, city, county, state, and private entities
- Refining the file management procedures (hard copy and electronic copy) of the BMPO
- Development of the FY 2012-2013 Unified Planning Work Program (UPWP)

Current Trends

Current local trends include:

- Many transportation related projects requiring interagency coordination are either underway or on the horizon
- Increasing pressure on and demands for limited resources for transportation solutions including roadway projects, transit service, and multi-modal projects
- Projections for long term declines in federal transportation resources
- Possible new state and federal regulations associated with climate change

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 land area within the Bend Urban Growth Boundary and small areas just beyond, the coordinated planning efforts are primarily between the City of Bend, 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. Other support comes from BMPO member in-kind support. Additional support in the future may come from state (e.g. Transportation and Growth Management program) and federal grant programs (e.g. Sustainable Communities Grant Program).

Actual USDOT and ODOT funding commitments are finalized through specific Intergovernmental Agreements (IGAs). The BMPO will apply for and otherwise obtain these funds.

2011-2012 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, 2011 to June 30, 2012. This work program is known as the Unified Planning Work Program (UPWP). The 2011-2012 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.

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 various BMPO advisory committees, public participation efforts, participation in statewide committees, financial management, and development of the UPWP.

The funding sources for Task 1 are listed below:

Beginning Working Capital	60,000 ¹
City Loan June 30, 2012	60,000 ²
FHWA PL Funding	143,880
FTA Funding	64,988
Other Sources (Grant Awards)	975
In-kind Local Match	12,000
Total Task 1	341,843
Percent of Total Budget	78% ³

¹ Beginning Working Capital from city loan received on June 30, 2011.

² Loan amount received on June 30, 2012 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 It should be noted that the Task 1 budget also includes administrative costs (Beginning working capital, city loan, financial administration, general administration, building rent, and computer information systems support), and direct expenses (supplies, travel, printing, etc.). These items comprise a significant percentage (69%) 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 assistance with Safe Routes to Schools applications, 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	34,888
FTA Funding	3,000
Total Task 2	37,888
Percent of Total Budget	9%

Task 3: Long-Range Planning

The BMPO initiated development of the Metropolitan Transportation Plan (MTP) late in fiscal year 2005 and completed the MTP in June 2007. The MTP conforms to the transportation planning requirements as set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) legislation. Federal regulations require the MTP be updated at least every 5 years. To meet the requirement, the MTP must be updated by June 30, 2012. In addition to meeting federal requirements, some work will focus on compliance with the Oregon Transportation Planning Rule (TPR) requirements for metropolitan planning organizations.

The City of Bend expanded its urban growth boundary (UGB). The expansion was remanded by the Land Conservation and Development Commission (LCDC). Pending the outcomes of the remand, the final UGB will not be determined until FY 2012-13. The final UGB could have significant implications for the MTP. Given the uncertainty of the UGB, the MTP update will be comparatively minor in nature. Upon completion of the UGB expansion process, the MPO will initiate a major update to the MTP. The following items will be considered for the current update:

- To ensure consistency with federal planning requirements, the model horizon year will be extended to insure a minimum 20-year horizon. MPO staff will coordinate with ODOT staff and local agency staff to determine the best horizon year.
- Update the future deficiencies analysis, considering the following projects: US 97 North Corridor EIS, US 97/Murphy Interchange, and a possible bond funded roadway improvement program through the City of Bend.
- Update the financial analysis to include the revised revenue forecasts generated by ODOT (spring 2011)
- Update the project lists (financially constrained and illustrative)
- Update other MTP chapters as necessary (to be determined in consultation with the TAC, Policy Board, ODOT, FHWA, and FTA)
- Transportation Planning Rule work items
 - The adopted plan does not meet the per capita Vehicle Miles Traveled reduction requirement and must therefore identify alternative performance measures.
 - Development of the TPR mandated parking chapter.

- Transit Plan update (funded through a grant from the Oregon Transportation and Growth Management Program)
- Additionally, if time allows, MPO staff may initiate a process with City and ODOT staff to consider alternative mobility standards for the City and ODOT systems.

The 2010 Oregon Legislature passed Senate Bill 1059, a statewide, comprehensive bill aimed at reducing greenhouse gas emissions from transportation. Efforts are underway to:

- Develop a state-level strategy to reduce greenhouse gases from transportation
- Develop a toolkit to assist local governments and MPOs in reducing greenhouse gases from transportation
- Develop guidelines for scenario planning
- Develop transportation-related greenhouse gas reduction targets for MPO areas
- Conduct outreach and education to the public

In FY 2011-12, staff will continue to participate in these efforts. Additionally, staff will continue working with ODOT and DLCD staff to determine when, or if, the outcomes of this effort are incorporated into the local planning process.

The funding sources for Task 3 are listed below:

FHWA PL Funding	29,800
FTA Funding	5,000
Total Task 3	34,800
Percent of Total Budget	8%

*Task 3 costs include consultant costs associated with refinement of the 2007-2030 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. Development of the current Bend area travel demand model was completed in FY 2006-07. Work in FY 2011-12 will include an update of the travel model associated with the Metropolitan Transportation Plan update, and model support for various studies and modernization projects underway within the study area.

Household travel survey data is an important component of the model. The data now being used in Oregon travel models is more than 15 years old. ODOT, the Oregon Model Steering Committee (OMSC), and the state's MPOs are collecting new household survey data throughout Oregon. The Bend MPO household travel survey will be collected in April-June 2011. Cleaning and organizing the household travel data will occur in the 1st and 2nd quarters of FY 2011-12. Staff time will be dedicated to assisting with data clean-up and organization, presenting the data to MPO committees and other interested parties, using the data to assist with development of performance measures (Task 3), and working with ODOT to utilize the new data in the travel demand model.

This work task also includes collection, analysis, and storage of data in support of the MPO transportation planning efforts. In FY 2008-09, the MPO initiated a process to become the regional transportation data warehouse. Work initially focused on intersection turn data.

Currently, available intersection data is housed on the MPO website using a basic Google maps interface. The MPO is looking to ultimately store mid-block count data and possibly crash data. In FY 2010-11, the City of Bend hired a consultant team to develop a data collection and management program. Work on that project will continue into FY 2011-12.

In FY 2011-12, the MPO will continue working with City of Bend staff and their consultant team to develop a data collection, management and storage program. Upon completion of that project, a decision will be made on how to collect, manage, and store data, and ultimately, who will oversee that program. MPO staff will work with City staff and other local agency staff to make those decisions. In addition, a group comprised of staff from around the state began meeting in FY 2009-10 to evaluate options for transportation data management. Staff will continue to participate in that working group.

In a prior fiscal year, the MPO initiated work on a regional arterial and collector sidewalk inventory update. Work on this project will continue into FY 2011-12. Upon completion of the inventory, staff will work with member agencies to prioritize the missing segments. The intent is to better position the region for grant funding opportunities and better utilize available, but limited, local funds.

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

FHWA PL Funding	20,495
FTA Funding	3,000
Total Task 4	23,495
Percent of Total Budget	5%

A summary of the FY 2011-12 budget is shown on the following table and graphs.

Fiscal Year 2011/12 Budget Summary⁴			
	Funding Sources		Appropriations
Beg. Working Capital	60,000	By Budget Category:	
FHWA PL¹		Personal Services	226,175
Prior Year Authorizations:		Materials & Services	37,750
Federal Share	21,631	Interest Expense	800
State Match	2,475	Transfers to other funds	113,300
Current Year Authorizations:		Contingency	60,000
Federal Share	183,903		
State Match	21,054		438,025
FTA Section 5303³		By Task:	
Prior Year Authorization	33,188	Task 1: Dev. & Program Management	341,843
Current Year Authorization	42,800	Task 2: Short Range Planning	37,888
Other Sources (Grant Awards)	975	Task 3: Long Range Planning	34,800
Total Grant Funding	306,025	Task 4: Regional Travel Demand Modeling	23,495
City of Bend Loan	60,000		438,025
In-kind Local Match ²	12,000		
Total Budgeted Resources	438,025	Total Budgeted Appropriations	438,025

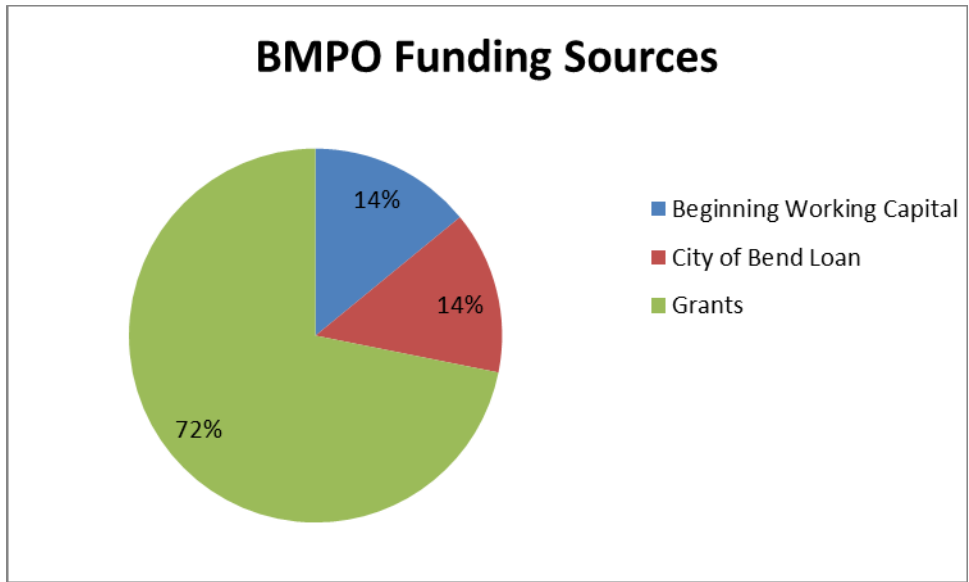
¹ The FHWA PL funds require a 10.27% local match. ODOT has traditionally met the local match requirement (10.27%) with State planning funds.

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 7 Transfer from Engineering for in-kind match estimate in the Line Item Budget on page 13.

³ The FTA funds are available over a 2-year period of time.

⁴ The numbers in the various tables may vary slightly due to rounding.

As shown in the above table, the 2011-12 budget includes both prior year and current funding authorizations. The 2011-12 work program includes significant work tasks and assumes nearly full expenditure of prior year authorizations. Future budgets will likely include only the funds available through current year authorizations, which are approximately \$248,000 in FY 2011-12. As a result, future budgets will reflect a reduction in expenditures from the proposed FY 2011-12 budget.



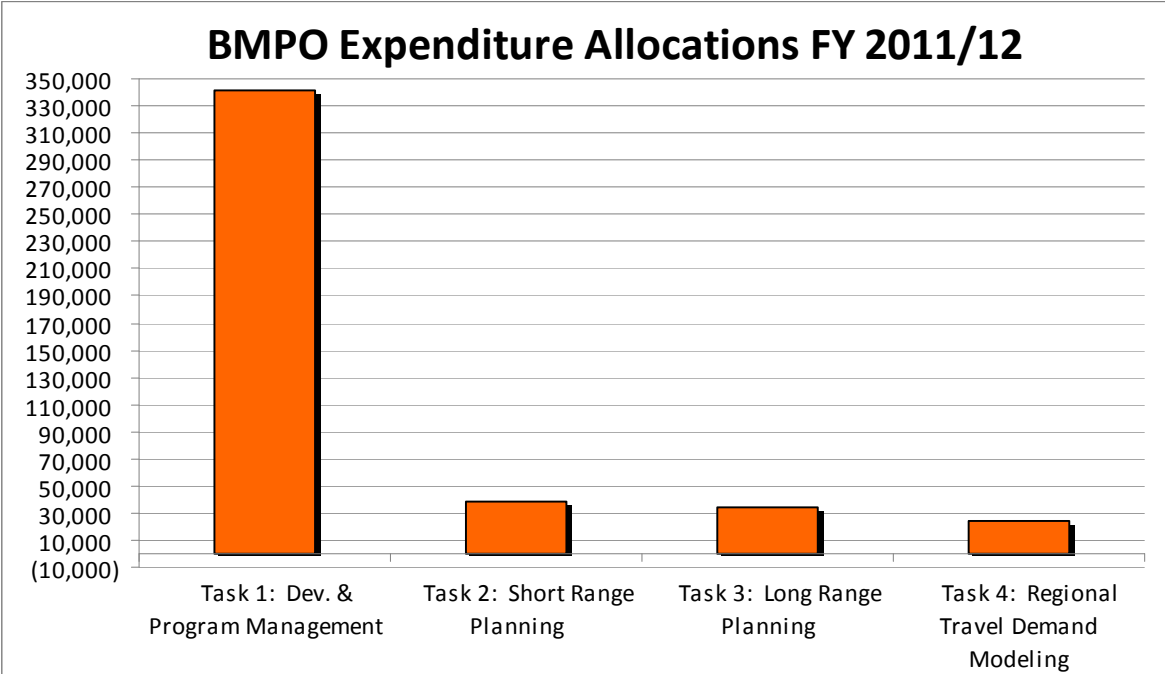
Budget Changes from the Previous Year

There are no significant changes from the previous year.

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 2011-12 is shown on the following table. A few of the line items are described below.

Beginning Working Capital

Beginning Working Capital at July 1, 2011 is available due primarily to a \$60,000 loan from the City of Bend on June 30, 2011.

Personal Services

Personal services include the salaries and other associated costs for the dedicated MPO staff members. The 2011-12 assumes 2.0 full time equivalents (FTE) - the MPO director and a technical support person.

Monthly salary ranges for these positions during FY 2011-12 are listed below:

Program Technician: \$3,631 to \$4,634

MPO Manager: \$5,431 to \$7,487

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

The 2011-12 budget includes transfers and allocations to several City departments. These transfers are briefly described below. Unless otherwise noted, transfers are included in the Task 1 budget.

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

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

Administration: 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

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

Public Works Administration: the transfer pays for support provided by public works administration, including human resources support and general administrative support

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

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

**Bend Metropolitan Planning Organization
Line Item Budget for Fiscal Year 2011/12**

Line No.	Account Description	Fiscal Year 2010/11					Fiscal Year 2011/12		
		FY 2008/09 Actuals	FY 2009/10 Actuals	Adopted Budget	Yr to Date Actuals *	YR-End Projection	Proposed Budget	Approved Budget	Adopted Budget
Resources									
1	Beginning Working Capital	\$ 26,649	\$ 32,000	\$ 55,000	\$ 50,000	\$ 50,000	\$ 60,000	\$ 60,000	\$ 60,000
2	MPO Grant	232,411	250,501	327,800	136,748	281,529	281,521	281,521	281,521
3	State Match for MPOs	19,171	22,849	26,700	11,788	26,022	23,529	23,529	23,529
4	Other Revenue Sources (Grant Awards)	-	3,025	2,500	4,540	8,565	975	975	975
		251,582	276,375	357,000	153,076	316,116	306,025	306,025	306,025
5	Interest on Investments	-	-	-	-	-	-	-	-
6	Purchase Discounts & Miscellaneous	-	681	-	-	-	-	-	-
7	Transfer from Engineering	-	11,682	-	-	12,000	12,000	12,000	12,000
8	Loan from City of Bend General Fund (1)	32,000	50,000	55,000	-	60,000	60,000	60,000	60,000
9	Total Resources	\$ 310,231	\$ 370,738	\$ 467,000	\$ 203,076	\$ 438,116	\$ 438,025	\$ 438,025	\$ 438,025
Expenditures									
Personal Services:									
10	Regular	135,082	141,929	147,332	108,152	145,700	145,859	145,859	145,859
11	Overtime	289	58	-	-	60	60	60	60
12	FICA	10,099	10,545	11,134	8,015	10,700	11,013	11,013	11,013
13	Oregon Unemployment	136	142	1,179	865	1,200	2,334	2,334	2,334
14	PERS & OPSRP	18,426	14,901	15,455	11,345	15,200	19,939	19,939	19,939
15	Disability Insurance	560	589	612	406	500	547	547	547
16	Health & Dental Insurance	28,733	32,089	34,455	25,431	34,000	18,144	18,144	18,144
17	Life Insurance	196	205	204	140	200	186	186	186
18	Workers Compensation Ins	270	262	171	209	300	297	297	297
19	PERS Debt Service	3,653	4,972	5,157	3,785	5,100	5,105	5,105	5,105
20	Alternate Modes	180	60	-	-	-	-	-	-
21	Section 125 Benefits	-	60	60	45	100	120	120	120
22	OPEB Funding	-	-	-	-	-	4,512	4,512	4,512
23	High Deduct-Premium	-	-	-	-	-	11,158	11,158	11,158
24	High Deduct-Deductible	-	-	-	-	-	4,000	4,000	4,000
25	Premium Dental Insurance	-	-	-	-	-	2,901	2,901	2,901
26	Total Personal Services	197,624	205,812	215,759	158,393	213,060	226,175	226,175	226,175
Materials & Services:									
27	Supplies	9	98	100	-	-	100	100	100
28	City Pd Employee Parking	756	374	-	-	-	-	-	-
29	Mileage Reimbursement	814	449	900	323	500	500	500	500
30	Meals and Lodging	2,189	1,564	1,800	1,027	1,800	1,400	1,400	1,400
31	Conferences and Seminars	1,530	1,215	800	3,669	4,000	1,000	1,000	1,000
32	Dues and Subscriptions	1,076	666	900	671	900	900	900	900
33	Printing/Copies	109	-	200	-	200	800	800	800
34	Advertising	1,075	1,582	500	3,340	3,800	1,500	1,500	1,500
35	Copier	2,141	278	800	665	1,300	1,300	1,300	1,300
36	Audit/Accounting Services	8,650	8,750	9,000	8,450	8,460	14,000	14,000	14,000
37	Legal	1,778	5,068	5,000	885	3,000	3,000	3,000	3,000
38	Consultants	15,051	10,759	122,000	34,707	35,544	12,850	12,850	12,850
39	Telephone - Long Distance	40	59	100	12	100	100	100	100
40	Postage	175	168	500	95	500	200	200	200
41	Office	185	157	300	37	300	100	100	100
42	Equipment < \$ 5,000	-	-	-	-	-	-	-	-
43	Total Materials & Services	35,578	31,187	142,900	53,881	60,404	37,750	37,750	37,750
44	Interest Expense	1,081	558	800	563	800	800	800	800
Transfers:									
45	Repayment of General Fund Loan (1)	25,000	32,000	55,000	50,000	50,000	60,000	60,000	60,000
46	Transfer - Information Tech	2,900	8,500	8,000	6,075	8,100	7,800	7,800	7,800
47	Transfer - Facilities Mgmt	3,100	1,700	8,400	4,125	5,500	6,000	6,000	6,000
48	Transfer - Administration	5,300	3,400	4,000	3,150	4,200	3,900	3,900	3,900
49	Transfer - Finance	1,300	4,700	6,000	4,725	6,300	5,800	5,800	5,800
50	Transfer - Risk Management	400	900	1,000	864	1,000	900	900	900
51	Allocation to PW Admin	-	20,300	18,700	12,375	16,500	14,800	14,800	14,800
52	Billed Svcs - Planning	-	-	-	-	-	-	-	-
53	Billed Svcs - Engineering	-	-	-	-	-	-	-	-
54	Transfer to BURA	-	-	-	-	-	-	-	-
55	Transfer - Information Tech	1,754	-	-	252	252	2,100	2,100	2,100
56	Transfer - Internal Engineering	4,200	11,682	-	-	12,000	12,000	12,000	12,000
57	Total Transfers	43,954	83,182	101,100	81,566	103,852	113,300	113,300	113,300
58	Contingency	-	-	6,441	-	-	60,000	60,000	60,000
59	Total Expenditures & Contingency	\$ 278,237	\$ 320,739	\$ 467,000	\$ 294,403	\$ 378,116	\$ 438,025	\$ 438,025	\$ 438,025

* YTD Actual as of 04/14/2011

(1) The General Fund loan shown on Line 8 reflects the estimated loan needed on June 30 of each fiscal year due to the reimbursement basis of the grant funding (the FY 2010-11 loan will be \$60,000). The Repayment of General Fund Loan shown on Line 45 reflects the loan repayment in July of the following fiscal year (the \$60,000 received on June 30, 2011 will be repaid in July of FY 2011-12). These are 0% interest loans.