
AGENDA
Bend Metropolitan Planning Organization
Budget Committee

Date: March 22, 2018
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. Visitor Comments

3. 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

4. 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 2018-2019 Budget (Attachment B)

Action Requested: Review and comment on Proposed Fiscal Year (FY) 2018-2019 Budget. Hold public hearing on Proposed FY 2018-2019 Budget. Make recommendation to BMPO Policy Board to approve the Proposed FY 2018-2019 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 2018-2019 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 2018-2019 Bend MPO Budget and recommend MPO Policy Board approval of the Proposed Fiscal Year 2018-2019 Bend MPO Budget with those changes.

5. 2018-2019 BMPO Budget – Public Hearing & Adoption

The public hearing to adopt the 2018-2019 Budget is scheduled for April 17, 2018, at 12:15 pm in the Deschutes Services Building 1300 NW Wall Street, Bend, Allen Meeting Room. Advance public notice will be provided of the meeting as required by budget law.

6. 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 3 days-notice prior to the event will help ensure availability.

Bend MPO Budget Committee - 2018		
Name	Term Start	Term End
<i>Citizen Members</i>		
David Quiros	07/01/15	06/30/18
Bill Wagner	07/01/15	06/30/18
Michel Bayard	07/01/15	06/30/18
Robin Vora	7/1/2017	6/30/2020
Gary Vodden	7/1/2017	6/30/2020
<i>2018 Policy Board Members</i>	Jurisdiction	
Sally Russell	City of Bend	
Bill Moseley	City of Bend	
Barb Campbell	City of Bend	
Tony DeBone	Deschutes County	
Amy Pfeiffer (Alternate)	Oregon Department of Transportation	

Bend Metropolitan Planning Organization



BMPO Bend Metropolitan
Planning Organization



Proposed Budget Fiscal Year July 1, 2018 – June 30, 2019

*Review by BMPO Budget Committee – March 22, 2018
Review and Consideration for Adoption by the BMPO Policy Board – April 17, 2018*

Bend Metropolitan Planning Organization

Budget Fiscal Year 2018-19

Budget Committee

Gary Vodden, Citizen Member	Gary Farnsworth, Oregon Department of Transportation
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
Cam Sparks, Budget & Financial Planning Manager
Heidi Faller, Financial Accountant

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Resolution Number 2018-04
Bend Metropolitan Planning Organization Policy Board

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2018-19

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2018-19 budget as approved by the Budget Committee pursuant to ORS 294.456, and;

That the amount for the fiscal year beginning July 1, 2018, for the purpose shown below, is hereby appropriated as follows:

<u>Metropolitan Planning Organization (MPO) Fund</u>		
Personnel Services	\$	216,660
Materials & Services		246,690
Interest Expense		500
Loan Repayment		70,000
Contingency		70,000
Total Requirements	\$	603,850

Adopted by the Bend Metropolitan Planning Organization the 17th day of April, 2018.

Yes: _____ No: _____ Abstain: _____

Authenticated by the Chair this 17th day of April, 2018.

Sally Russell, Chair

Attest:

Tyler Deke, MPO Manager

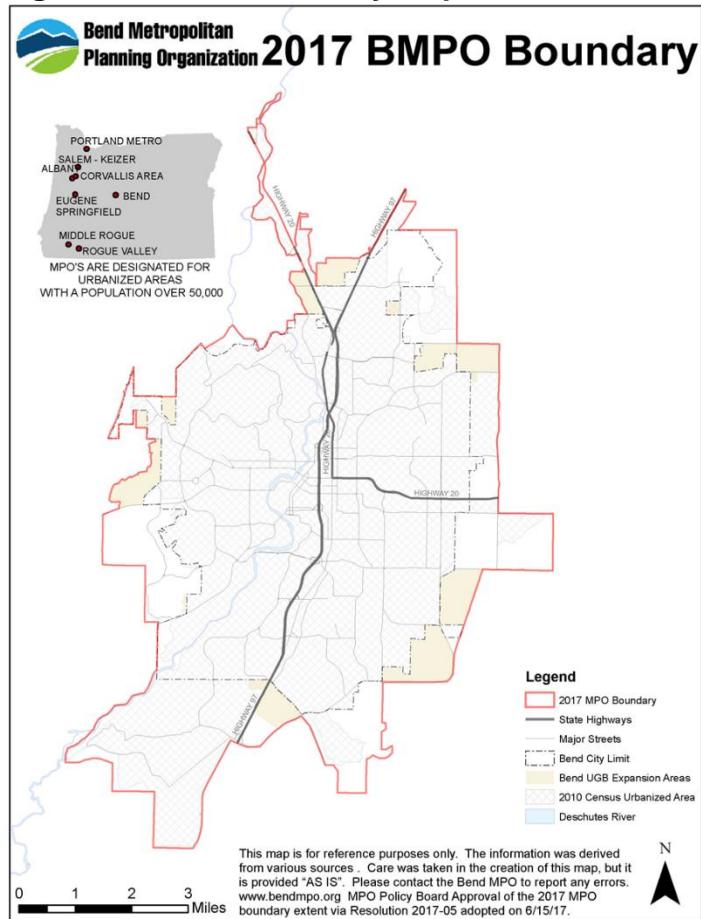
Budget Message

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 urbanized 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 Butler Market Road, and an area located northeast of the UGB (Juniper Ridge area).

Figure 1 BMPO Boundary Map



Federal legislation and regulations for MPOs includes direction for the following 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, cities and counties within MPOs have additional growth management and land use planning requirements. 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 2018-2019

There are several issues that need to be addressed during FY 2018-19, including:

- Continue work on the MTP update and 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)
 - Coordinate with City of Bend as it updates its System Development Charge (SDC) methodology and project list
 - Coordinate with City of Bend as it updates the transportation components of its urban renewal plans
 - Coordinate with City of Bend as it considers new funding options to implement its TSP priorities
 - Coordinate with Oregon Department of Transportation (ODOT) as it develops the US97 Bend Parkway Facility Plan
 - Coordinate with ODOT as it develops the US97 Freight Plan
 - Coordinate with Cascades East Transit (CET) as it develops a new regional public transportation plan
 - Coordinate with CET as it prepares the necessary planning documents to access the new public transportation funds (Statewide Transportation Improvement Fund) made available through Oregon House Bill (HB) 2017
 - Coordinate with City of Bend, Deschutes County and ODOT as they identify and prioritize projects for the All Roads Transportation System (ARTS) program
 - Coordinate with City of Bend, as necessary, as it identifies projects for the Safe Routes to Schools (SRTS) funding to be made available through Oregon HB 2017
 - Coordinate with Bend Park and Recreation District (BPRD) as it updates its comprehensive plan and identifies priority regional trails and access to regional parks
 - Team with ODOT Region 4 and ODOT Intelligent Transportation System (ITS) Unit to update the Deschutes County ITS Plan
 - Update the Walking, Bicycling, Transportation Demand Management, Freight, Aviation and Rail sections of the MTP

- Complete the TBEST (Transit Boardings Estimation and Simulation Tool) project in coordination with CET to assist in development of the regional public transportation plan and update the Transit chapter of the MTP
- Develop and adopt performance measures as required in the Fixing America's Surface Transportation (FAST) Act
- Coordinate with City of Bend Bridge Planning and Improvement Strategy
- Assess potential Title VI and Environmental Justice issues
- Incorporate planning emphasis areas, including transitioning to performance based planning and programming; promoting cooperation and coordination across MPO boundaries; and improving access to essential services
- Maintain the 2018-2021 MTIP and track the process for developing the 2021-2024 MTIP
- Transition the City of Bend Safety Report to a full BMPO Safety Plan
 - Using funding from ODOT Region 4, work with the City of Bend to develop a Transportation Safety Action Plan for the MPO area
 - Coordinate with 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
- Develop the 2018 Annual Obligated Funding Report
- Coordinate with ODOT and City of Bend to research development of a 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

BMPO Activity Reductions or Deferrals

Federal funding of MPO Planning Funds (PL) and Federal Transit Administration Funds (FTA 5303) to the BMPO decreased for several years, and then began increasing slightly in FY 2016-17. Funding in FY 2018-19 is still about 1% below FY 2012-13 levels.

Bend MPO Federal Funding PL and FTA 5303		
FY2016-17	FY 2017-18	FY 2018-19 (Proposed)
\$186,326	\$191,251	\$193,863

The Policy Board has authorized use of some Surface Transportation Block Grant (STBG) funds to maintain the MPO budget. These increased funds will go toward MPO staffing, the MTP update, the US97 Bend Parkway Facility Plan, and the Deschutes County ITS Plan update. Other priorities may be delayed to ensure resources are available to complete the update to the MTP, including:

- Reduced MPO generated public outreach such as newsletters or extensive website updates
- Reduced participation in intergovernmental meetings
- Local project grant application assistance deferred to local agency staff
- Data analysis for various local projects deferred to local agency staff

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

- Increasing staffing levels from 1.5 to 2.0 FTE
- Providing additional support on the many planning projects underway within the MPO area
- GIS transportation network development and enhancement (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 UGB adopted in 2016, a coordinated transportation planning effort will be vital to provide a transportation system that serves City residents as well as outlying residents 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 staff 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) staff 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 Budget.

BMPO Work Summary for Fiscal Year 2017-18

Listed below are some of the tasks completed or started by the Bend MPO in FY2017-18. Also listed are some projects that included significant MPO involvement.

Tasks Completed

- MPO boundary expansion to reflect the City of Bend UGB expansion
- 2018-21 MTIP maintenance
- Updates to City of Bend urban renewal plans (transportation sections)
- Development of Policy Board goals
- Assisting City of Bend with its parking studies
- Update to ODOT Freight Plan to include critical urban freight corridor segments in the MPO area

Additional Tasks Underway

- Updates to the Policy Board and Technical Advisory Committee (TAC) bylaws (to be completed Spring 2018)
- Ongoing data management using Tableau software
- Initiating update of MTP (to be completed by Sept 2019)
- US97 Bend Parkway Facility Plan (ODOT-led process using BMPO TAC and Policy Board as advisory committees)
- Annual Listing of Obligated Funds reports (Winter 2017-18)
- Initiating update of ITS Plan
- STGB funding process (Spring 2018)
- Managing consultant contract to develop TBEST software for CET
- Public Participation Plan update (to be completed Spring 2018)
- Statewide planning and committees
 - ODOT Transit Plan update (TAC member)
 - TSP Guidelines update (TAC member)
 - Transportation Planning Rule update, Rulemaking Advisory Committee
 - Oregon Modeling Steering Committee
 - Executive Committee
 - Modeling Program Coordination Subcommittee
 - Technical Tools Subcommittee
- Working with ODOT and other MPOs to update the MPO/ODOT/Transit master agreement
- Transportation data
 - Populating Tableau software
 - Acquiring and loading safety data
 - Installing 5 permanent multimodal counters
 - Purchasing and utilizing 10 mobile counters

- Transportation modeling support for land use development, plans and projects
- Title VI and Environmental Justice planning (Spring 2018)
- City of Bend greenhouse gas inventory – working with ODOT to provide data for the transportation component of the inventory (Spring/Summer 2018)
- City of Bend coordination
 - City of Bend TSP update
 - City of Bend System Development Charge methodology and project list
- CET regional public transportation plan development (work to start Spring 2018)

2018-19 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, 2018 to June 30, 2019. This work program is known as the Unified Planning Work Program (UPWP). The 2018-19 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, 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	\$	81,522
State Match for FHWA PL		16,906
Beginning Working Capital ²		70,000
Loan from General Fund ³		70,000
Total Task 1⁴	\$	238,428
Percent of Total Budget		39%

¹ FHWA PL Funding: FHWA Metropolitan Planning Funds

² Beginning Working Capital from City loan received on June 30, 2018.

³ 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, 2019 to cover charges in advance of grant reimbursement.

⁴ 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: STBG project programming, local technical assistance, participating on local, regional and statewide project committees,

development and maintenance of the Metropolitan Transportation Improvement Program and development of the Annual Obligated Funding report.

The funding sources for Task 2 are listed below:

FHWA PL Funding	\$	13,173
FTA 5303 Funding		21,154
STBG Funding		36,057
In-Kind Local Match		5,876
Total Task 2	\$	76,260
Percent of Total Budget		13%

Task 3: Long-Range Planning

Task 3 will include an update to the MTP, development of the US 97 (Bend Parkway) Facility Plan, update to the Deschutes County ITS Plan, and participating in the process to update the CET Regional Public Transportation Plan. The MTP must be updated every five years to comply with federal requirements. The next update is due by September 2019.

The funding sources for Task 3 are listed below:

FHWA PL Funding	\$	32,014
FTA 5303 Funding		25,000
FTA 5305 Funding		20,000
STBG Funding		144,226
In-Kind Local Match		17,766
Total Task 3	\$	239,006
Percent of Total Budget		40%

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 FY 2018-19, MPO staff will collect and organize updated crash data from ODOT (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. Additionally, the MPO manager is serving on the Executive Committee of the Oregon Modeling Steering Committee and multiple subcommittees.

The funding sources for Task 4 are listed below:

FHWA PL Funding	\$	21,000
ODOT Research Funding		25,000
In-Kind Local Match		4,156
Total Task 4	\$	50,156
Percent of Total Budget		8%

A summary of the 2018-19 Budget is shown on the following table and graphs.

Figure 2: Budget Summary Table

Fiscal Year 2018-19 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 70,000		
		By Budget Category:	
FHWA PL ¹		Personnel Services	\$ 216,660
Federal Share	147,709	Materials & Services	246,690
State Match	16,906	Interest Expense	500
Local Match ²	-	Loan Repayment	70,000
		Contingency	70,000
FTA Section 5303	46,154	Total Budgeted Appropriations	\$ 603,850
Local Match ²	5,283		
ODOT Research Division	25,000		
FTA 5305	20,000		
Local Match ²	4,000	By Task:	
STBG	180,283	Task 1: Dev. & Program Management	\$ 238,428
Local Match ²	18,515	Task 2: Short Range Planning	76,260
		Task 3: Long Range Planning	239,006
Total Grant Funding	\$ 463,850	Task 4: Regional Travel Demand Modeling	50,156
City of Bend Loan	70,000		\$ 603,850
Total Budgeted Resources	\$ 603,850	Total Budgeted Requirements	\$ 603,850

¹ The FHWA PL funds and require a 10.27% local match. ODOT has traditionally met this match requirement with State 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 of Bend Growth Management Department in the Line Item Budget on page 12.

Figure 3: Requirements by Task

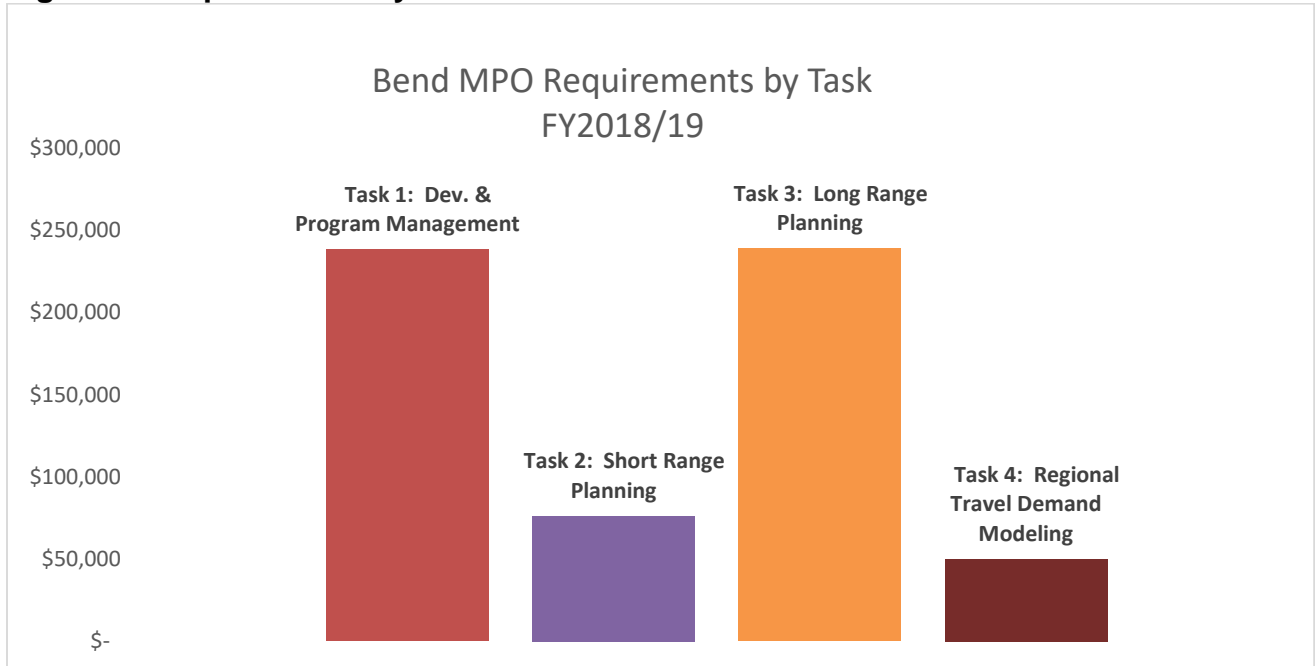
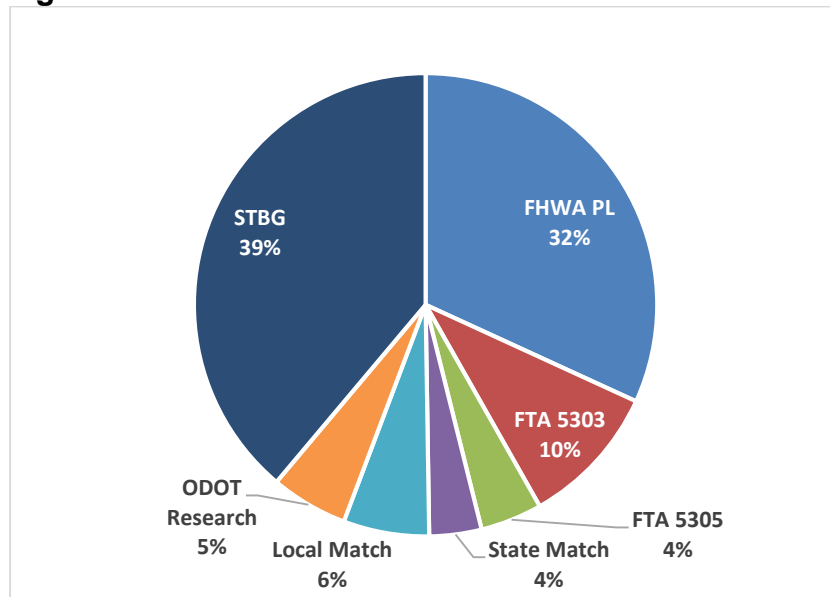


Figure 4: Grant Revenue Chart



Significant Budget Changes from the Previous Year

There are no significant changes from the FY 2017-18 budget.

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.

23 CFR Section 420.117 detail the requirement to show budgeted (approved) amounts and actual costs incurred

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 2018-19 is shown on the following table ("Figure 5") and, for some budget lines, described below.

Beginning Working Capital (Figure 5, line 1)

Beginning Working Capital at July 1, 2018 is available due to a temporary \$70,000 loan from the City of Bend expected on June 30, 2018.

City of Bend In-kind Match (Figure 5, line 7)

The grant mandated match for FTA and STBG funds is provided by the City of Bend Growth Management Director and additional staff in the Growth Management Department as an in-kind match.

Personnel Services (Figure 5, line 27)

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The 2018-19 budget assumes 1.5 full time equivalents (FTE) for the MPO Manager and a .5 Program Technician.

FY 2018-19 monthly salary ranges for these positions are listed below:

Program Technician: \$4,342 to \$5,542

MPO Manager: \$6,488 to \$8,426

Professional Services – Other (Figure 5, line 32)

The 2018-19 budget includes charges for administrative support from several City of Bend departments. 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

Figure 5: Line Item Detail

Line No.	Account Description	FY 15-16 Actuals	FY 16-17 Actuals	FY 17-18 Projected	FY 18-19 Proposed
1	Beginning Working Capital ¹	\$ 35,000	\$ 22,000	\$ 30,000	\$ 70,000
2	Federal Pass-through Grant - ODOT	235,542	257,739	382,354	394,146
3	State match for MPO's	15,815	23,904	16,584	16,906
4	Intergovernmental Grant - Other	9,790	6,723	25,000	25,000
5	Miscellaneous Revenue	550	45	1,500	-
6	Loan from City of Bend General Fund ²	22,000	30,000	70,000	70,000
7	City of Bend In-Kind Match	7,200	16,597	24,387	27,798
8	Total Resources	\$ 325,897	\$ 357,008	\$ 549,825	\$ 603,850
9	Requirements:				
10	Regular Salaries	\$ 131,417	\$ 128,557	\$ 135,700	\$ 139,200
11	Overtime	681	1,054	800	500
12	FICA	9,704	9,521	10,300	10,500
13	Unemployment	132	131	200	200
14	PERS & OPSRP	19,548	19,182	24,800	25,300
15	PERS Debt Service	3,635	3,568	3,400	3,500
16	Workers Compensation Insurance	220	191	300	300
17	Disability Insurance	359	350	500	600
18	Life Insurance	193	153	200	200
19	High Deductible - Premium	17,971	18,490	20,600	22,660
20	High Deductible - Deductible	5,951	5,897	6,000	6,000
21	High Deductible - Coinsurance	1,983	1,284	2,200	2,400
22	Dental Insurance - Premium	2,022	1,985	2,100	2,300
23	Telemed Service	-	73	100	100
24	OPEB Funding	3,027	2,979	2,600	2,600
25	Section 125 Benefits	179	187	200	200
26	Alternate Modes	60	60	100	100
27	Total Personnel Services	\$ 197,082	\$ 193,663	\$ 210,100	\$ 216,660
28	Professional Services - Legal	286	1,716	800	1,000
29	Professional Services - Consulting	15,178	43,348	173,116	175,739
30	Professional Services - Financial Audit	10,150	10,124	4,000	5,000
31	Software Maintenance	-	400	1,083	1,083
32	Professional Services - Other	34,193	32,000	27,500	27,100
33	Postage	2	-	50	50
34	Advertising	282	260	280	300
35	Equipment <\$5000	-	-	100	300
36	Office Supplies	86	220	200	200
37	Employee Costs	340	1,377	1,200	1,200
38	Employee Costs - Required Training	582	1,036	1,600	1,600
39	Employee Costs - Licenses & Dues	2,159	1,678	1,700	1,800
40	Community Education & Outreach	813	199	1,100	1,100
41	Insurance Premium	-	2,029	2,200	2,420
42	In-Kind Match	7,200	16,597	24,387	27,798
43	Total Materials and Services	\$ 71,272	\$ 110,984	\$ 239,316	\$ 246,690
44	Loan Repayment	35,000	22,000	30,000	70,000
45	Interest	544	361	409	500
46	Contingency				70,000
47	Total Requirements	\$ 303,897	\$ 327,008	\$ 479,825	\$ 603,850

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 2018-19 Beginning Working Capital is the amount of the City of Bend loan anticipated on June 30, 2018.

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 2018-19 loan from the General Fund noted in line 6 is related to the loan anticipated on June 30, 2019.

Acronyms/Glossary

All Roads Transportation System (ARTS) program is designed to address safety needs on all public roads in Oregon.

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.

Environmental Justice (EJ) means identifying and addressing disproportionately high and adverse effects of the agency's programs, policies, and activities on minority and low-income populations to achieve an equitable distribution of benefits and burdens. This includes the full and fair participation by all potentially affected communities in the transportation decision-making process.

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 for fiscal years 2016 through 2020 for highway, public transportation, safety, rail, and research and technology programs.
<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. For the purpose of this document, fiscal year is the state fiscal year from June to July.

GIS Geographic Information System

HB 2017 House Bill 2017 known as “Keep Oregon Moving”, passed into law in 2017, is a historic investment in Oregon’s transportation 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>

Intelligent Transportation System (ITS) Traffic management strategies involve operational approaches to improve traffic flows in locations with high levels of congestion. System efficiency strategies are designed to improve the operations of the existing transportation system, make better use of existing capacity, and encourage more fuel-efficient travel speeds.

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 and provides 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.

Tableau software is a tool that focuses on data visualization, dashboard views and data discovery <https://public.tableau.com/profile/bendmpo#!/>

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 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.