

# Bend Metropolitan Planning Organization



**BMPO** Bend Metropolitan  
Planning Organization



## ***Proposed Budget*** ***Fiscal Year July 1, 2019 – June 30, 2020***

*As Approved by BMPO Budget Committee – April 2, 2019*  
*Review and Consideration for Adoption BMPO Policy Board –April 16, 2019*

# Bend Metropolitan Planning Organization

## ***Budget Fiscal Year 2019-20***

### **Budget Committee**

Gary Vodden, Citizen Member	Justin Livingston, City of Bend, MPO Chair
Janet Gregor, Citizen Member	Anthony DeBone, Deschutes County, MPO Vice Chair
Robin Vora, Citizen Member	Barbara Campbell, City of Bend
Andrew Davis, Citizen Member	Bob Townsend, Oregon Department of Transportation
Michel Bayard, Citizen Member	Chris Piper, City of Bend

### **BMPO Staff**

Tyler Deke, Manager  
Jovi Anderson, Program Technician  
Andrea Napoli, Senior Planner

### **City of Bend Finance Staff**

Sharon Wojda, Chief Financial Officer  
Melissa Bradley, Interim Budget & Financial Planning Manager  
Eric Baird, Financial Accountant

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**Resolution Number 2019-02**  
**Bend Metropolitan Planning Organization Policy Board**

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2019-20

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2019-20 budget as approved by the Budget Committee pursuant to ORS 294.456, and;

That the amount for the fiscal year beginning July 1, 2019, for the purpose shown below, is hereby appropriated as follows:

<b><u>Metropolitan Planning Organization (MPO) Fund</u></b>	
MPO Program	\$ 590,567
Interest Expense	1,050
Loan Repayment	70,000
Contingency	100,000
<b>Total</b>	<hr/>
<b>Requirements</b>	<b>\$ 761,617</b>

Adopted by the Bend Metropolitan Planning Organization the 16<sup>th</sup> day of April, 2019.

Yes:\_\_\_\_\_ No:\_\_\_\_\_ Abstain: \_\_\_\_\_

Authenticated by the Chair this 16<sup>th</sup> day of April, 2019.

\_\_\_\_\_  
Justin Livingston, Chair

Attest:

\_\_\_\_\_  
Tyler Deke, MPO Manager

## Budget Message

### Bend Metropolitan Planning Organization (BMPO) Overview

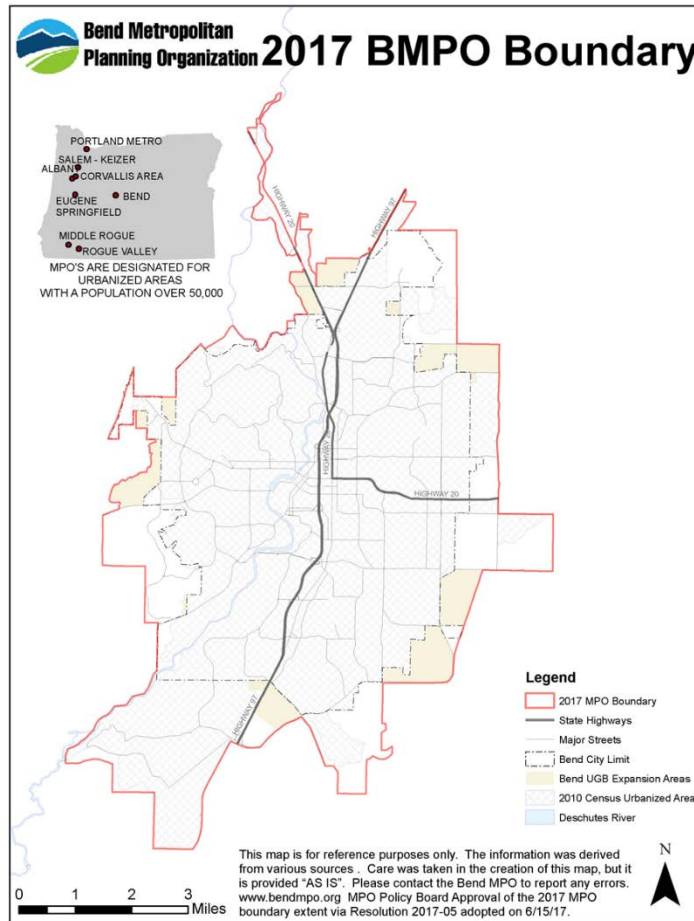
Based on the results of the year 2000 U.S. Census, the Bend Urbanized Area exceeded 50,000 population. Federal regulations (23 CFR part 450) require that a metropolitan planning organization (MPO) be designated for the area to conduct a continuing, cooperative and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals.

The Bend MPO 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 Bend MPO 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).

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



**Figure 1 BMPO Boundary Map**

- 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](http://www.bendoregon.gov/mpobudget).

**BMPO Major Transportation Planning Activity for Fiscal Year (FY) 2019-20**

<b>TASK</b>	<b>BMPO ACTION AND DATES</b>
<b>Metropolitan Transportation Plan (MTP)</b>	Adopt a 2040 MTP by September 2019  Create action plan for incorporating planning efforts that are not completed by September 2019 into MTP for 2020 work plan
<b>2018-2021 Metropolitan Transportation Improvement Program (MTIP)</b>	This document will be in effect concurrently with the 2021-2024 MTIP until the 21-24 MTIP is approved by Oregon Governor.
<b>2021-2024 MTIP</b>	Adopt the 21-24 MTIP in Spring 2020.
<b>2024-2027 MTIP</b>	Coordinate with partner agencies in Spring 2020
<b>Regional Transportation Strategies</b>	Monthly meetings and annual goal setting
<b>Data Development</b>	Enhance annual reporting of data in Bend MPO
<b>Annual Obligated Project Report</b>	Produce federally required report by 12/31/19
<b>Oregon Modeling Steering Committee (OMSC)</b>	Ongoing participation

**Table 1 Major Transportation Planning Activity FY 2019-20**

The Bend MPO FY 2019-20 Unified Planning Work Program provided additional detail to Table 1. This includes deliverables and coordinating agencies. The Draft FY 2019-20 UPWP document is available at [www.bendoregon.gov/mpobudget](http://www.bendoregon.gov/mpobudget).

**Bend MPO Activity Reductions or Deferrals**

Federal funding of MPO Planning Funds (PL) and Federal Transit Administration Funds (FTA 5303) to the Bend MPO decreased for several years, and then began increasing slightly in FY 2016-17. Funding in FY 2019-20 has surpassed the 2012-13 funding levels. The population for the Bend MPO has increased by 16% since the 2012-13 funding period. Population is the main determination for allocation PL and FTA 5303 funding allocation to the Bend MPO.

FY	PL/Match	5303	Total
2010-11	\$164,241	\$42,841	\$207,082
2011-12	\$164,241	\$42,850	\$207,091
2012-13	\$164,241	\$48,224	\$212,465
2013-14	\$150,710	\$55,730	\$206,440
2014-15	\$150,710	\$55,730	\$206,440
2015-16	\$153,993	\$44,734	\$198,727
2016-17	\$157,558	\$44,949	\$202,507
2017-18	\$161,476	\$46,359	\$207,835
2018-19	\$164,615	\$46,154	\$210,769
2019-20	\$181,948	\$47,265	\$229,213

**Figure 2 Historical Federal Funding for MPO Planning Funds (PL)**

The Policy Board has authorized use of some Surface Transportation Block Grant (STBG) funds to maintain the MPO budget. These authorized funds will go toward MPO staffing to hire a 0.6 FTE Limited Term Senior Planner, the MTP update, the US97 Bend Parkway Facility Plan, and the Deschutes County Intelligent Transportation System (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 2.1 to 3 FTE
  - Convert .6 Limited Term Senior Planner hired in February 2019 to full time or regular
  - Half time program coordinator to full time with MPO, currently funded 50% by the City of Bend Growth Management department
- Providing additional support on the many planning projects underway within the MPO area
- Implementation of planning efforts identified in the MTP

**MPO Coordination Role**

Most MPOs are not the actual implementing agencies for projects but must provide an overall coordination role in planning and programming funds for projects and operations. Because the Bend MPO boundary includes lands within the Bend UGB and areas just beyond, the coordinated planning efforts are primarily between the City of Bend, Cascades East Transit (CET), Deschutes County and Oregon Department of Transportation (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 Bend MPO 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 Bend MPO 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 Bend MPO**

Funding for the work of the Bend MPO 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 Bend MPO Policy Board has also allocated a small percentage of its discretionary federal Surface Transportation Block Grant funds to support the Bend MPO planning program. These funds require a 10.27% match. This funding is typically provided by the City of Bend with in-kind staff time and coordination with contracts for concurrent planning updates such as the TSP and MTP updates using the same analysis for planning. Additional future support for Bend MPO 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).

Bend MPO 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.

### **Bend MPO Work Summary for FY 2018-19**

Listed below are some of the tasks completed or started by the Bend MPO in FY 2018-19. Also listed are some projects that included significant MPO involvement.

#### **Tasks Completed FY 2018-19**

- Annual Listing of Obligated Funds report
- Update of the MPO/ODOT/Transit master agreement
- 2018-21 MTIP maintenance
- Distribution of 2018 STBG funding
- Completion of the US97 Freight Plan (ODOT led project – MPO manager served on TAC)
- Adoption of applicable performance measures to meet federal requirements
- Update of the Intergovernmental Agreement #32791 with ODOT/Bend
- MPO/Public Transportation Providers Agreement to identify coordination with agency processes and responsibilities



### **Additional Tasks Underway FY 2018-19**

- Update of Metropolitan Transportation Plan (to be completed by Sept 2019) in coordination with the City of Bend TSP update (joint consultant contract and one group of advisory committees)
- US97 Bend Parkway Facility Plan (ODOT led process using Bend MPO TAC and Policy Board)
- Initiating update of ITS Plan (ODOT led process with significant MPO funding)
- Initiating development of a Transportation Safety Action Plan
- Initiating development of the CET regional public transportation plan (CET led effort with significant MPO funding)
- Assisting with development of the City of Bend's bridge management program
- City of Bend greenhouse gas (GHG) inventory and GHG planning
- Coordination with ODOT Research Division for Non-Motorized Travel Activity Estimation and Crash Analysis in Bend MPO
- Coordinate with City staff on development and implementation of a multi-modal count program
- Coordination with ODOT to consider data warehousing options (ODOT led project)
- Serve as the small MPO representative on the Executive Committee of the Oregon Modeling Steering Committee, and serving on the Technical Tools Subcommittee, Modeling Program Coordination Subcommittee, and the Travel Survey Subcommittee
- Updates to the Policy Board and TAC bylaws (to be completed spring/summer 2019)
- Managing consultant contract to develop TBEST software for CET
- Public Participation Plan update (to be completed spring/summer 2019)
- Transportation data
  - Populating Tableau software
  - Acquiring and loading safety data
  - Install permanent counters
  - Continue utilizing 10 mobile counters that collect Pedestrian, Bicycle or Vehicle data.
- Transportation modeling support: land use development, plans and projects
- Title VI and Environmental Justice Plan update (to be completed summer 2019)

### **FY 2019-20 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 Bend MPO area during the project year from July 1, 2019 to June 30, 2020. This work program is known as the Unified Planning Work Program (UPWP). The FY 2019-20 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: Bend MPO Development and Program Management

Task 1 involves the coordination of all MPO activities necessary for daily operations, including program administration, coordination of the Bend MPO 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:

Task One		
FHWA PL Funding <sup>1</sup>	\$	80,000
FTA 5303		3,000
State Match for FHWA PL		18,783
In-Kind Local Match		4,136
Beginning Working Capital <sup>2</sup>		70,000
Loan from General Fund <sup>3</sup>		100,000
<b>Total Task 1<sup>4</sup></b>	<b>\$</b>	<b>275,919</b>
Percent of Total Budget		36%

<sup>1</sup> FHWA PL Funding: FHWA Metropolitan Planning Funds

<sup>2</sup> Beginning Working Capital from City loan received on June 30, 2019.

<sup>3</sup> 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, 2020 to cover charges in advance of grant reimbursement.

<sup>4</sup> 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:

Task Two		
FHWA PL Funding	\$	18,000
FTA 5303 Funding		12,000
STBG Funding		100,000
In-Kind Local Match		11,502
<b>Total Task 2</b>	<b>\$</b>	<b>141,502</b>
Percent of Total Budget		19%

### 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:

Task Three		
FHWA PL Funding	\$	66,105
FTA 5303 Funding		22,509
STBG Funding		150,000
In-Kind Local Match		18,247
<b>Total Task 3</b>	<b>\$</b>	<b>256,861</b>
Percent of Total Budget		34%

### 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 Bend MPO 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 2019-20, 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:

Task Four		
STBG Funding	\$	50,000
FTA 5303		10,000
ODOT Research Funding		25,000
In-Kind Local Match		2,335
<b>Total Task 4</b>	<b>\$</b>	<b>87,335</b>
Percent of Total Budget		11%

A summary of the FY 2019-20 Budget is shown on the following table and graphs.

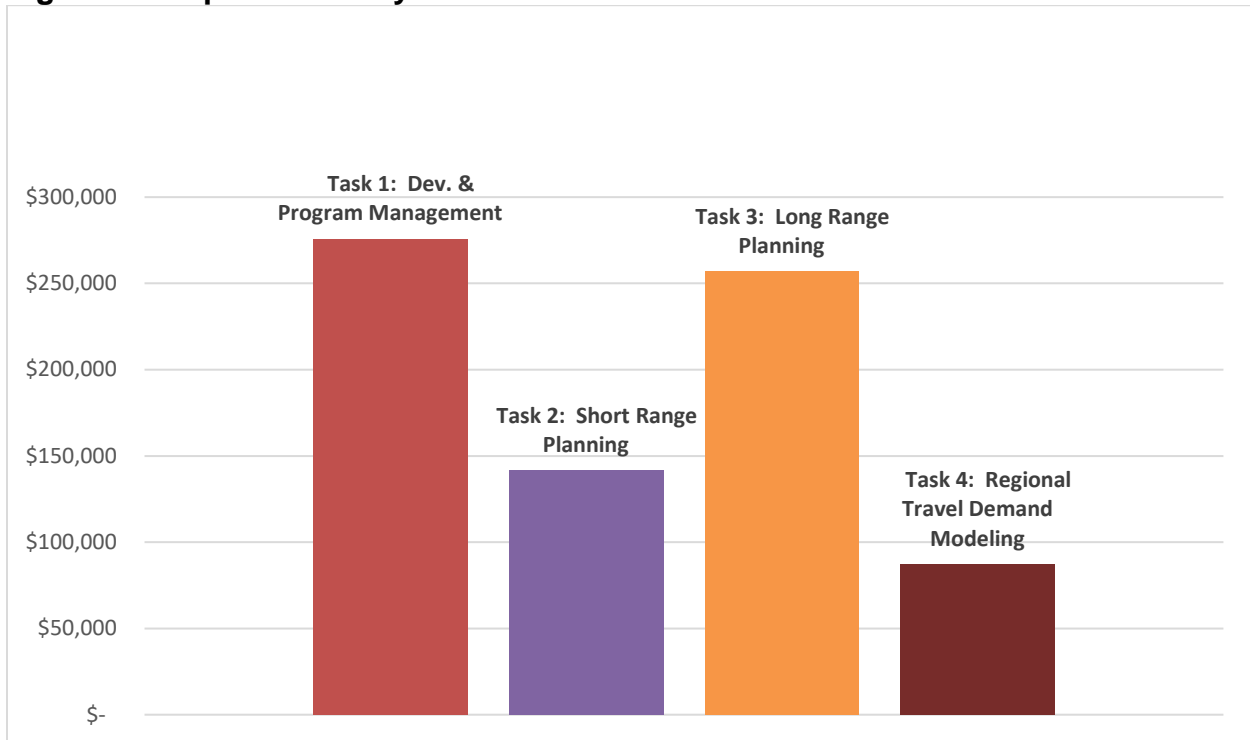
**Figure 3: Budget Summary Table**

<b>Fiscal Year 2019-20 Budget Summary</b>			
	<b>Resources</b>		<b>Appropriations</b>
Beg. Working Capital	\$ 70,000		
		<b>By Budget Category:</b>	
FHWA PL <sup>1</sup>		MPO Program	\$ 590,567
Federal Share	164,105	Interest Expense	1,050
State Match	18,783	Loan Repayment	70,000
Local Match <sup>2</sup>	-	Contingency	100,000
		<b>Total Budgeted Appropriations</b>	<b>\$ 761,617</b>
FTA Section 5303	47,509		
Local Match <sup>2</sup>	5,410		
ODOT Research Division	25,000		
		<b>By Task:</b>	
STBG - BMPO Planning	300,000	Task 1: Dev. & Program Management	\$ 275,919
Local Match <sup>2</sup>	30,810	Task 2: Short Range Planning	141,502
<b>Total Grant Funding</b>	<b>\$ 536,614</b>	Task 3: Long Range Planning	256,861
Total Match Funding	55,003	Task 4: Regional Travel Demand Modeling	87,335
City of Bend Loan	100,000		<b>\$ 761,617</b>
<b>Total Budgeted Resources</b>	<b>\$ 761,617</b>	<b>Total Budgeted Requirements</b>	<b>\$ 761,617</b>

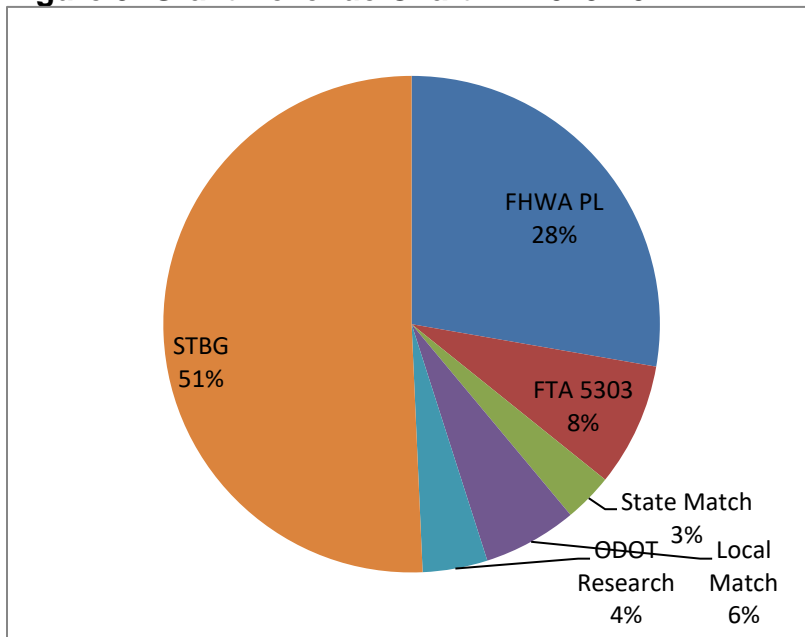
<sup>1</sup>. The FHWA PL funds and require a 10.27% local match. ODOT has traditionally met this match requirement with State funds.

<sup>2</sup>. 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 and project collaboration with the TSP update. See line 7 of Resources for the match estimate from City of Bend in the Line Item Budget on page 13.

**Figure 4: Requirements by Task FY 2019-20**



**Figure 5: Grant Revenue Chart FY 2019-20**



### **Significant Budget Changes from the Previous Year**

Bend MPO Policy Board approved STBG funding to add a 0.6 Limited Duration (LD) Senior Planner (3 days/week). This budget continues this funding for FY 2019-20. The FTA 5303 funds were reduced by \$15,000 to allow Cascades East Transit (CET) to pool these funds with a statewide effort to perform a federal requirement for a Transit Safety Plan. Each MPO in Oregon that serves a small transit agency was approached to fund this project. Most MPOs are contributing to this effort if the transit agency did not have the funding available.

### **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 details 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 2019-20 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, 2019 is available due to a temporary \$70,000 loan from the City of Bend expected on June 30, 2019.

#### *Federal Pass-through Grant - ODOT (Figure 5, 2)*

The funding sources referenced as FHWA PL, FTA Section 53030 and STBG – MPO planning are included in the federal pass through line item detail.

#### *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. Hard match for project costs from combining contracts to complete the MTP and Bend Transportation System Plan (TSP) are also listed in this line.

#### *Personnel Services (Figure 5, line 36)*

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The 2019-20 budget assumes 2.1 full time equivalents (FTE). 1.0 for the MPO Manager, 0.5 for the Program Coordinator and 0.6 for the LD Senior Planner.

Current monthly salary ranges for these positions are listed below (the salaries listed below reflect those for full time employees). New salary ranges will be established on July 1, 2019.

MPO Manager: \$6,682 to \$8,679  
Program Coordinator: \$4,560 to \$5,819  
Senior Planner: \$5,811 to \$7,546

*Professional Services – Other (Figure 5, line 37)*

The 2019-20 budget includes charges for administrative support from several City of Bend departments. Description of services provided are included below.

Information Technology: Provides general information technology support required by Bend MPO

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

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

Finance: Financial support, including billing and collection of grant reimbursement requests, accounts payable, payroll, and coordination of the annual audit and budgeting process

Purchasing: Provides contracting and procurement services

**Figure 5: Line Item Detail**

Account Description	FY 15-16 Actuals	FY 16-17 Actuals	FY 17-18 Actuals	FY 18-19 Adopted	FY 18-19 Projected	FY 19-20 Proposed	FY 19-20 Approved	FY 19-20 Adopted
Beginning Working Capital <sup>1</sup>	\$ 35,000	\$ 22,000	\$ 30,000	\$ 160,000	\$ 131,000	\$ 70,000	\$ 70,000	
Federal Pass-through Grant - ODOT	235,542	257,739	319,719	493,789	394,146	511,614	511,614	
State match for MPO's	15,815	23,904	40,439	16,906	16,906	18,783	18,783	
Intergovernmental Grant - Other	9,790	6,723	-	25,000	25,000	25,000	25,000	
Miscellaneous Revenue	550	45	81	1,050	-	-	-	
Loan from City of Bend General Fund <sup>2</sup>	22,000	30,000	131,000	70,000	70,000	100,000	100,000	
City of Bend In-Kind Match	7,200	16,597	24,387	27,798	27,798	36,220	36,220	
<b>Total Resources</b>	<b>\$ 325,897</b>	<b>\$ 357,008</b>	<b>\$ 545,626</b>	<b>\$ 794,543</b>	<b>\$ 664,850</b>	<b>\$ 761,617</b>	<b>\$ 761,617</b>	<b>\$ -</b>
<b>Requirements:</b>								
Regular Salaries	\$ 128,099	\$ 128,557	\$ 127,008	\$ 159,268	\$ 143,600	\$ 184,100	\$ 184,100	
Other Payouts	3,319	-	1,111	-	2,900	2,300	2,300	
Overtime	681	1,054	827	500	1,500	1,900	1,900	
FICA	9,704	9,521	2,944	10,500	-	-	-	
Social Security	-	-	5,297	1,244	9,200	11,700	11,700	
Medicare	-	-	1,239	291	2,200	2,800	2,800	
Unemployment	132	131	129	220	200	200	200	
Workers Compensation	-	-	50	68	100	100	100	
PERS & OPSRP	19,548	19,182	23,282	28,938	28,700	46,500	46,500	
PERS Debt Service	3,635	3,568	2,543	3,901	3,000	3,800	3,800	
Workers Compensation Insurance	220	191	107	396	300	600	600	
Disability Insurance	359	350	344	674	400	500	500	
Life Insurance	193	153	163	278	200	200	200	
High Deductible - Premium	17,971	18,490	19,023	29,668	23,500	33,100	33,100	
High Deductible - Deductible	5,951	5,897	5,764	10,000	6,400	8,500	8,500	
High Deductible - Coinsurance	1,983	1,284	3,460	2,400	2,300	2,300	2,300	
Dental Insurance - Premium	2,022	1,985	2,038	3,034	2,400	3,100	3,100	
Telemed Service	-	73	80	127	100	200	200	
OPEB Funding	3,027	2,979	2,483	4,546	2,500	5,600	5,600	
Section 125 Benefits	179	187	185	327	400	300	300	
Alternate Modes	60	60	177	100	400	400	400	
Employee Parking	-	-	-	-	-	-	-	
<b>Total Personnel Services</b>	<b>\$ 197,083</b>	<b>\$ 212,844</b>	<b>\$ 221,536</b>	<b>\$ 260,381</b>	<b>\$ 259,000</b>	<b>\$ 354,700</b>	<b>\$ 354,700</b>	<b>\$ -</b>
Professional Services - Legal	286	1,716	1,014	3,500	1,000	3,000	3,000	
Professional Services - Consulting	15,178	59,945	122,268	232,882	202,532	142,297	142,297	
Professional Services - Financial Audit	10,150	10,124	4,800	5,000	5,000	5,000	5,000	
Software Maintenance	-	400	400	1,083	800	800	800	
Professional Services - Other	34,193	32,000	27,500	27,100	27,100	38,600	38,600	
Postage	2	-	32	50	50	50	50	
Advertising	282	260	156	300	300	300	300	
Equipment <\$5000	-	-	-	300	300	300	300	
Office Supplies & Copiers	86	220	-	200	200	700	700	
Employee Costs	340	1,377	734	1,200	1,200	1,200	1,200	
Employee Costs - Optional Training	582	1,036	548	1,600	1,000	1,800	1,800	
Employee Costs - Licenses & Dues	2,159	1,678	1,003	1,800	1,500	1,200	1,200	
Community Education & Outreach	813	199	1,033	1,100	2,000	2,000	2,000	
Insurance Premium	-	2,029	2,088	2,420	2,100	2,400	2,400	
In-Kind Match	7,200	-	-	27,789	27,798	36,220	36,220	
<b>Total Materials and Services</b>	<b>\$ 71,272</b>	<b>\$ 110,984</b>	<b>\$ 161,576</b>	<b>\$ 306,324</b>	<b>\$ 272,880</b>	<b>\$ 235,867</b>	<b>\$ 235,867</b>	<b>\$ -</b>
Loan Repayment	35,000	22,000	30,000	160,000	131,000	70,000	70,000	
Interest	543	361	409	500	1,970	1,050	1,050	
Contingency	-	-	-	-	-	100,000	100,000	
<b>Total Requirements</b>	<b>\$ 303,897</b>	<b>\$ 346,189</b>	<b>\$ 413,521</b>	<b>\$ 727,205</b>	<b>\$ 664,850</b>	<b>\$ 761,617</b>	<b>\$ 761,617</b>	<b>\$ -</b>
Ending Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<sup>1</sup> 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 2019-20 Beginning Working Capital is the amount of the City of Bend loan anticipated on June 30, 2019.

<sup>2</sup> 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 2019-20 loan from the General Fund noted in line 6 is related to the loan anticipated on June 30, 2020.



## Acronyms/Glossary

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

**Bend MPO** 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.