
AGENDA
Bend Metropolitan Planning Organization
Budget Committee

Date: March 23, 2021
Time: 12:00 - 1:30 pm
Location: Virtual meeting. Participation information is provided below:

Link to join this virtual meeting:	Register in advance for this meeting: https://bendoregon.gov.zoom.us/webinar/register/WN_zYV9pFctT9WwV35chy8zVw Passcode: bmpo
Phone option:	Call the number below and enter the access code. United States Toll Free: 1-888 788 0099 Access code: 941 2400 8007
YouTube Option:	YouTube Livestream or watch later: https://youtu.be/cGIJ-QGFBlw
Proposed Budget Webpage Link:	www.bendoregon.gov/mpobudget

Contact: Tyler Deke, BMPO (541) 693-2113 (office), 541-633-9298 (mobile) or tdeke@bendoregon.gov

1. Call meeting to Order and Introductions

2. Visitor Comments

3. Review Budget Committee Member Term Assignments & Chair Assignment

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 and ask the Committee to appoint a Chair.

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 2021-2022 Budget (Attachment B)

Action Requested: Review and comment on Proposed Fiscal Year (FY) 2021-2022 Budget. Hold public hearing on Proposed FY 2021-2022 Budget. Make recommendation to BMPO Policy Board to approve the Proposed FY 2021-2022 Budget as is or with modifications.

Sample motion for approval: I move approval and recommend MPO Policy Board adoption of the proposed Fiscal Year 2021-2022 Bend MPO Budget as presented.

Sample motion for revision as discussed and approval: I move approval of the proposed Fiscal Year 2021-2022 budget with the recommended changes and recommend MPO Policy Board approval of the proposed Fiscal Year 2021-2022 budget with those changes.

5. 2021-2022 BMPO Budget – Public Hearing & Adoption

The public hearing to adopt the FY 2021-2022 Budget is scheduled for April 20, 2021, at 11:30 am. Advance public notice will be provided of the meeting as required by budget law.

6. Adjourn



Accessible Meeting/Alternate Format Notification

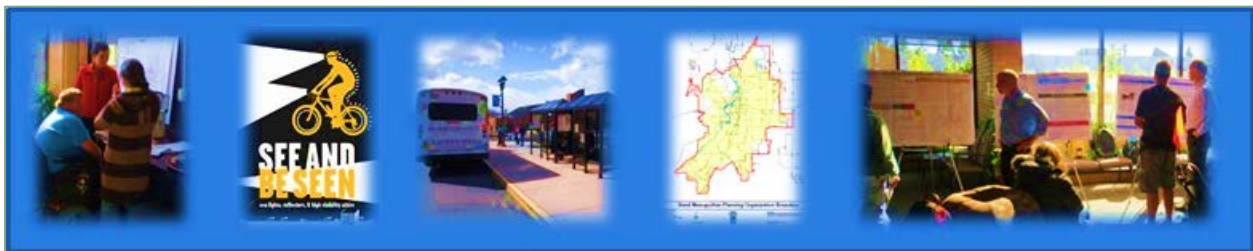
The Bend MPO is devoted to creating public meeting events, materials and communications that are accessible. If additional formatting or a physical location is requested, please contact Jovi Anderson at (541) 693-2122, janderson@bendoregon.gov and/or TTY (541) 389-2245. Providing at least 3 days' notice prior to the event or end of comment period will help ensure availability of services requested. 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 - 2021		
Name	Term Start	Term End
<i>Citizen Members</i>		
Andrew Davis	07/01/18	06/30/21
Janet Gregor	07/01/18	06/30/21
Don Moore	07/01/19	06/30/22
Greg Bryant	7/1/2020	06/30/23
Brian Potwin	7/1/2020	06/30/23
<i>2021 Policy Board Members</i>	Jurisdiction	
Megan Perkins	City of Bend	
Rita Schenkelburg	City of Bend	
Barb Campbell	City of Bend	
Phil Chang	Deschutes County	
Bob Townsend	ODOT	

Bend Metropolitan Planning Organization



BMPO Bend Metropolitan
Planning Organization



**Proposed Bend MPO Budget
Fiscal Year July 1, 2021 – June 30, 2022**

**Bend MPO Budget Committee – March 23, 2021
Bend MPO Policy Board – April 20, 2021**

**Bend Metropolitan Planning Organization
Budget**

Fiscal Year 2021-22

Budget Committee Members

Don Moore, Citizen Member	Barbara Campbell, City of Bend, MPO Chair
Janet Gregor, Citizen Member	Megan Perkins, City of Bend, MPO Vice Chair
Andrew Davis, Citizen Member	Rita Schenkelberg, City of Bend
Brian Potwin, Citizen Member	Phil Chang, Deschutes County
Greg Bryant, Citizen Member	Bob Townsend, Oregon Department of Transportation

Bend MPO Staff

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

City of Bend Finance Staff

Sharon Wojda, Chief Financial Officer
Melissa Hodnett, Budget & Financial Planning Manager
Cristel Taylor, Senior Budget & Financial Analyst

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Resolution Number 2021-02**Bend Metropolitan Planning Organization Policy Board**

A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2021-22

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2021-22 budget as approved by the Budget Committee pursuant to ORS 294.900 to 294.930, and;

That the amount for the fiscal year beginning July 1, 2021, for the purpose shown below, is hereby appropriated as follows:

Metropolitan Planning Organization (MPO) Fund		
MPO Program	\$	601,200
Loan Repayment		100,000
Contingency		100,000
Total Requirements	\$	801,200

Adopted by the Bend Metropolitan Planning Organization the 20th day of April, 2021.

Yes: _____ No: _____ Abstain: _____

Authenticated by the Chair this 20th day of April, 2021.

Barb Campbell, Chair

Attest:

Tyler Deke, MPO Manager

Budget Message

The Bend Metropolitan Planning Organization (MPO) budget document provides information about the priorities the Bend MPO Policy Board has set to be accomplished during the fiscal year and includes information about the day-to-day activities performed by the MPO. The Budget is foremost a financial plan, providing a numerical road map that matches resources available with the spending priorities established through policy direction and goals established by the MPO Policy Board.

Bend Metropolitan Planning Organization (Bend MPO) Overview

Based on the results of the year 2000 U.S. Census, the Bend Urbanized Area exceeded 50,000 population. Federal regulations, Title 23 Code of Federal Regulations (CFR) part 450 require that a 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 community development and social goals.

The Bend MPO boundary includes the area within the City of Bend 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 include 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 scopes, budgets and timing for projects to be delivered 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 significantly affected sub-groups in the functions listed above.

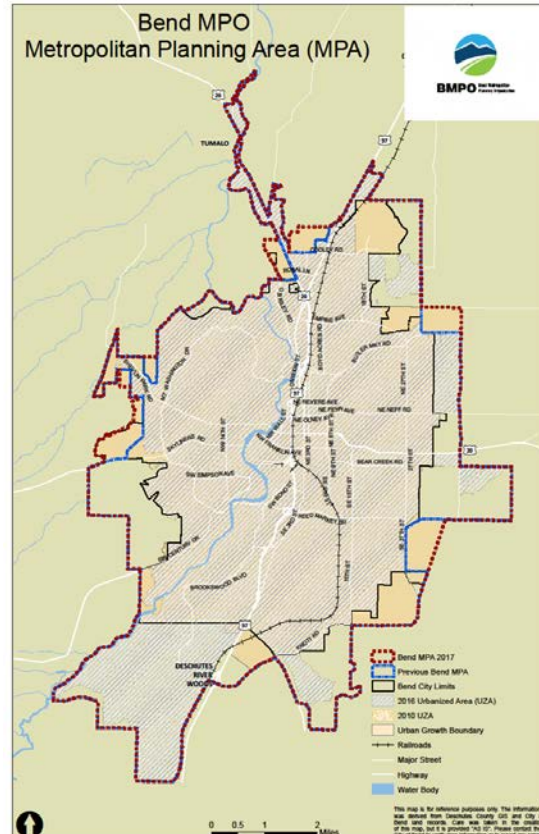


Figure 1: BMPO Boundary Map

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.

MPO Coordination Role

Most MPOs are not the actual implementing agencies for projects but 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 the 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, coordination often only occurs 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 and priorities for each jurisdiction as coordinated through Bend MPO efforts. For example, as the City of Bend begins to implement the Transportation System Plan, a coordinated planning effort will be vital to provide a system that serves City residents as well as outlying residents who rely on Bend for a multitude of services.

Bend MPO Major Transportation Planning Activities for Fiscal Year (FY) 2021-22

The Bend MPO Unified Planning Work Program (UPWP) document provides additional details to Figure 2. This includes deliverables and coordinating agencies. The Adopted FY 2020-21 and Draft FY 2021-22 UPWP documents are available at www.bendoregon.gov/mpobudget.

Figure 2: Major Transportation Planning Activity Table FY 2021-22

Task	MPO Action and Dates
Mobility Hub Study	Completion date to be determined
US97/Baker Rd Intersection Access Management Plan (IAMP)	Completion date to be determined
Metropolitan Transportation Plan (MTP)	Prioritized plan for implementing identified actions in MTP in FY 2021-22
2021-2024 Metropolitan Transportation Improvement Program (MTIP)	Ongoing work throughout FY 2021-22
2024-2027 MTIP	Coordinate with partner agencies throughout FY 2021-22 (adoption spring 2023)
Data Development	Enhance annual reporting of data in Bend MPO
Annual Obligated Funding Report	Produce report by 12/31/21
Oregon Modeling Steering Committee (OMSC)	Ongoing participation
Strategic Plan	Produce report by summer 2021
Transit Planning	Technical assistance in FY 2021-22
Travel model	Develop new 2019 base year model scenario and ongoing participation in discussions about transitioning model to a new software platform

Bend MPO Activity Reductions or Deferrals

Over the past decade, Federal Highway Administration (FHWA) Metropolitan Planning (PL) federal funds and Federal Transit Authority (FTA) funds to the MPO have fluctuated, including funding decreases in some years. Even in years of increased funding, the funding needed for the Bend MPO work program has exceeded available funding. To account for this discrepancy, the Policy Board has authorized use of some Surface Transportation Block Grant (STBG) funds to maintain the MPO budget and are included in the 2021-2024 MTIP. These STBG funds support increased staffing, and to support specific planning projects. The Bend MPO is the only non-Transportation Management Area (TMA) in Oregon that uses some of its STBG funding to support planning projects. These funds have been used for the Bend MPO Metropolitan Transportation Plan update, the US97 Bend Parkway Facility Plan, the Deschutes County Intelligent Transportation System (ITS) Plan update, the Transportation Safety Action Plan and for Bend MPO staffing. To account for these funding fluctuations and increasing workloads, some work items have been delayed or altered to ensure resources are available to complete priority projects. Impacted items include:

- Reduced MPO public outreach materials such as newsletters
- 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:

- Expanded and enhanced public engagement options for on-going and specific MPO work items
- Accelerate work on expected work items identified in the MTP and US97 Parkway Study
- Providing additional support for current and upcoming planning and analysis projects underway within the MPO area
- Geographic Information System (GIS) transportation network development and enhancement (joint effort with City of Bend)

ODOT Funding Support to the Bend MPO

Funding from Federal Highway Administration (FHWA), Federal Transit Agency (FTA), and ODOT supports the Bend MPO planning program. FHWA allocates Metropolitan Planning funds through ODOT to the Bend MPO by formula that consists of 89.73% federal funds and 10.27% local match. ODOT has traditionally met the local match requirement for the Metropolitan Planning funds (10.27%) with State planning funds. Additional Bend MPO support comes from FTA 5303 planning funds and Bend MPO member in-kind support. Additional future support for Bend MPO planning projects could come from state or federal grant programs (e.g. ODOT Transportation Safety Division, Transportation and Growth Management Program).

Bend MPO staff will continue to work with the ODOT Transportation Planning Analysis Unit (TPAU) through the annual UPWP process to assess travel model needs for the

upcoming fiscal year and beyond. Additionally, the Bend MPO will be seeking on-call consultant support services for travel modeling support. The intention of such an agreement is to reduce work demands on MPO and TPAU staff. These agreements may need to be processed through ODOT as the MPO funding agreement limits internal procurement of most planning services that use the FHWA, FTA and ODOT Funds

Actual ODOT funding commitments are finalized through specific Intergovernmental Agreements (IGA). Bend MPO and their subcontractors will carry out the tasks described in this UPWP.

Bend MPO Work Summary for FY 2020-21

Listed below are some of the tasks completed or started by the Bend MPO in FY2020-21. Also listed are some projects that included significant MPO involvement.

Tasks Completed

- Annual Listing of Obligated Funds report
- 2021-24 MTIP maintenance
- 2040 MTP amendment
- Title VI annual report
- Created STBG funding distribution process
- Distribution of 2020-2024 STBG funding
- Created grant application and external letters of support processes
- CET Transit Master Plan (CET led effort, MPO was a funding partner)
- City of Bend Transportation System Plan (TSP) update (City TSP and MPO MTP updates used a single consultant team and a combined public process, MPO was a funding partner)
- US97 North Interchange analysis
- Coordination with ODOT Research Division for Non-Motorized Travel Activity Estimation and Crash Analysis in Bend MPO

Additional Tasks Underway

- Bend Transportation Safety Action Plan Implementation
- US97 Bend Parkway Facility Plan (ODOT led process, MPO is a funding partner, process is using Bend MPO Technical Advisory Committee (TAC) and Policy Board)
- Coordination with City of Bend staff on implementation of a multi-modal count program
- Public Participation Plan update
- 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 Policy Committee, Technical Tools Subcommittee, Modeling Program Coordination

- Subcommittee, Travel Survey Subcommittee, and Emerging Technologies work group
- MPO representation on various transportation-related committees/groups
 - Transportation data reporting through COVID-19
 - Transportation modeling support: land use development, plans and projects
 - US97/Baker Road Interchange Area Management Plan (project started December 2020)

FY 2021-22 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, 2021 to June 30, 2022. This work program is the UPWP. The UPWP and MPO Budget document are prepared and revised in tandem. The FY 2021-22 UPWP contains four major work tasks. Those tasks and budgets are briefly described on the following pages. Further and more detailed information is available in the FY 2021-22 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 committees; public involvement efforts; financial management; Oregon Metropolitan Planning Organization Consortium (OMPOC) annual meeting in Bend or travel expenses for board members to attend other venues, if in person; development of the annual work program and budget; and participation in quarterly meetings of MPO, ODOT, and FHWA staff.

The funding sources for Task 1 are listed below:

Task One	
FHWA PL Funding	\$ 126,500
FTA 5303	12,500
State Match for FHWA PL	14,500
In-Kind Local Match	1,400
Beginning Working Capital ¹	100,000
Loan from General Fund ²	100,000
Total Task 1	\$ 354,900
Percent of Total Budget ³	44.3%

¹Beginning Working Capital from City loan received on June 30, 2021.

²Grant 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, 2022 to cover charges in advance of grant reimbursement.

³ The Task 1 budget also includes administrative costs (financial administration, general administration, facility management, computer information systems support and legal support), direct material and services (supplies, travel, printing), and paid leave (holidays, vacation and sick leave).

Task 2: Short Range Planning

This task covers short term activities including: Surface Transportation Block Grant (STBG) project programming, participating on local, regional and statewide project committees, development and maintenance of the MTIP, and development of the Annual Obligated Funding report. The funding sources for Task 2 are listed below:

Task Two	
FHWA PL Funding	\$ 21,100
State Match for FHWA PL	2,400
FTA 5303 Funding	20,000
STBG Funding	40,400
In-Kind Local Match	6,900
Total Task 2	\$ 90,800
Percent of Total Budget	11.3%

Task 3: Long-Range Planning

Task 3 includes work to develop a schedule to implement actions and additional planning work identified in the MTP (e.g. corridor or area studies), finish the US 97 (Bend Parkway) Facility Plan, develop a schedule to implement actions and additional planning work identified in the Parkway Plan, develop a schedule to implement actions and additional planning work identified in the Deschutes County ITS Plan, implementing some of the non-engineering components of the Bend Area Transportation Safety Action Plan, work with CET to develop a schedule to implement actions and additional planning work identified in the CET Transit Master Plan, identifying next steps for the US97 North Interchange study, completing the US97/Baker Road IAMP, making significant progress on the Bend Mobility Hubs Study, and active tracking and engagement in climate change related planning and rulemaking.

The funding sources for Task 3 are listed below:

Task Three	
FHWA PL Funding	\$ 21,100
State Match for FHWA PL	2,400
FTA 5303 Funding	12,500
STBG Funding	175,000
ODOT Safety Funds	51,600
In-Kind Local Match	27,400
Total Task 3	\$ 290,000
Percent of Total Budget	36.2%

Task 4: Modeling and Data Collection

This task is focused on the regional travel demand model and data collection, analysis and development. Many non-MPO led plans and projects (e.g. corridor studies, capital projects, land use planning studies and land use developments) are 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 can be used to assess scenarios reflecting land use and transportation alternatives. The model geography extends to and includes the City of Redmond and some outlying areas. The model is also heavily used for projects in that area.

Work was initiated in early 2021 to develop a new 2019 base year scenario. Development of this scenario will extend in FY2021-22. Staff from ODOT, the MPO and local jurisdictions will determine if there is a need for a new future year scenario. MPO and ODOT TPAU staff will create a model development plan to determine if the Bend Redmond model will be transitioned to a new platform. ODOT and MPO staff will work to develop a process to track necessary model changes, including land use updates.

There is more \$450 million of transportation projects programmed in the Bend MPO area. The City of Bend also has significant water and sewer system projects programmed during those years. These projects will cause significant construction impacts throughout the MPO for multiple years. Initial discussions started in early 2020 about coordinating roadway closures and detours with ODOT, the City of Bend and Deschutes County. This

coordination effort may require development of a new transportation tool. The tool would with detour coordination and routing. The role of the MPO is not yet determined. As these discussions progress, there will clarity about roles and responsibilities. If the MPO is involved, it may require amendments to the UPWP and budget.

MPO staff maintain multi-modal volume data (from the city of Bend and ODOT) and crash data (from ODOT) using Tableau or other data visualization tools. MPO staff will continue to provide data support and assistance to agency partners. ODOT is leading an effort to develop a regional data warehouse. The MPO will continue to be actively engaged in that effort.

Additionally, the MPO manager serves on the Executive Committee of the Oregon Modeling Steering Committee and several of its subcommittees. Work on a new household travel survey (a statewide effort) will begin in FY 2021-22

The funding sources for Task 4 are listed below:

Task Four	
STBG Funding	\$ 53,800
FTA 5303 Funding	5,000
In-Kind Local Match	6,700
Total Task 4	\$ 65,500
Percent of Total Budget	8.2%

A summary of the FY 2021-22 Budget is shown with the following figures.

Figure 3: Budget Summary Table

Fiscal Year 2021-22 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 100,000		
		By Budget Category:	
FHWA PL ¹		MPO Program	\$ 601,200
Federal Share	168,700	Loan Repayment	100,000
FTA Section 5303	50,000	Contingency	100,000
STBG - BMPO Planning	269,200		
ODOT Safety Division Funding	51,600		
Total Grant Funding	<u>\$ 539,500</u>	Total Budgeted Appropriations	<u>\$ 801,200</u>
		By Task:	
FHWA PL ¹		Task 1: Dev. & Program Management	\$ 354,900
State Match	19,300	Task 2: Short Range Planning	90,800
FTA Local Match ²	5,700	Task 3: Long Range Planning	290,000
STBG Local Match ²	30,800	Task 4: Modeling and Data Collection	65,500
ODOT Safety In-kind Match ²	5,900		
Total Match Funding	<u>\$ 61,700</u>		<u>\$ 801,200</u>
City of Bend Loan	100,000		
Total Budgeted Resources	\$ 801,200	Total Budgeted Requirements	\$ 801,200

¹ The FHWA PL funds are awarded at 89.73% with a requirement for a 10.27% local match. ODOT has traditionally met this match requirement with State funds.

² Local match for the FTA, ODOT Safety Division 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. See line 4 of Resources for the match estimate from the Bend/Deschutes County In-Kind Match in the Line Item Budget on page 17.

Figure 4: Requirements by Task Chart FY 2021-22

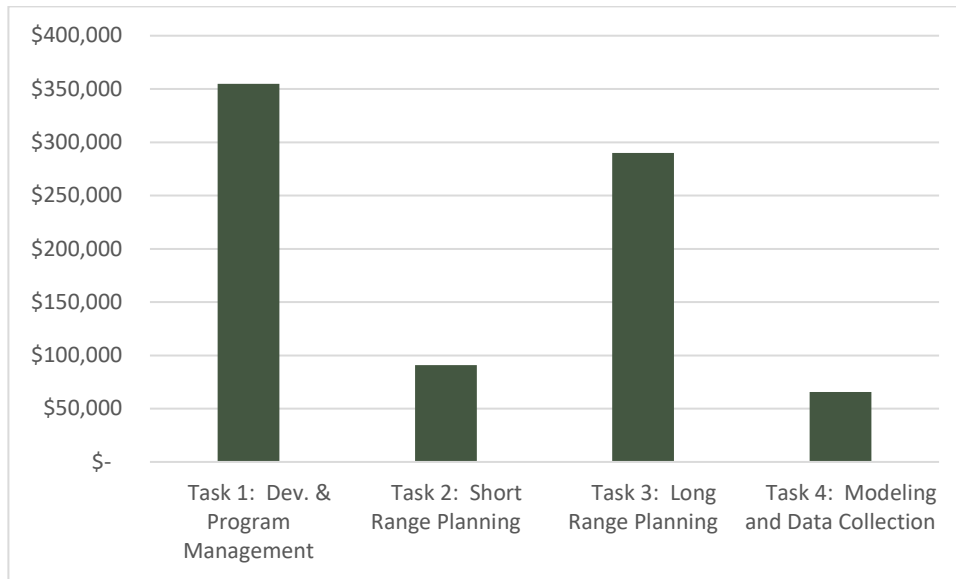
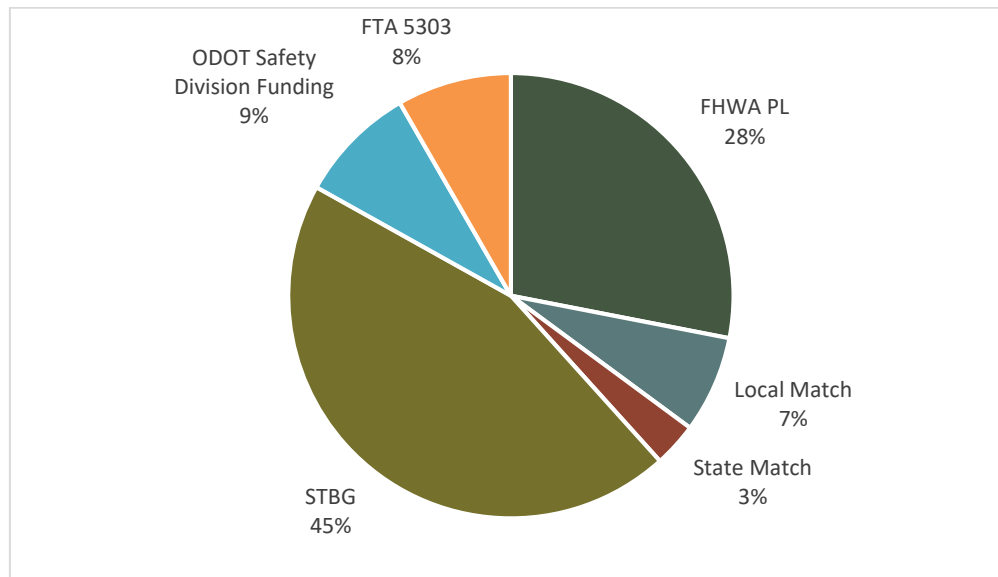


Figure 5: Grant and Match Funding Chart FY 2021-22



Significant Budget Changes from the Previous Year

In FY 2019-20, Bend MPO Policy Board approved STBG funding for a Senior Planner position as a limited term employee. The proposed budget continued this position at 0.8 FTE in FY 2021-22, and makes the position permanent.

Resources (*Figure 6, Line 2*) include ODOT Safety Division funding to implement non-infrastructure action items addressed in the Transportation Safety Action Plans for Bend and Deschutes County. This work is expected to continue through the first quarter of FY 2021-22, ending by 9/30/2021. A grant was awarded in FY 2020-21 and a supplement budget action by way of Resolution 2020-04 added funds to the FY 2020-21 MPO Budget. This funding continues in FY 2021-22. Additional details about this project are provided at www.bendoregon.gov/transportationsafety

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 the metropolitan transportation planning and programming processes.

Description of Line Item Budget

The line item budget for FY2021-22 is shown in Figure 6. Descriptions for some budget lines are provided below.

Beginning Working Capital (Figure 6, line 1)

Beginning Working Capital on July 1, 2021 is available due to a short term \$100,000 loan from the City of Bend expected on June 30, 2021.

Federal Pass-through Grant - ODOT (Figure 6, line 2)

The funding sources referenced as FHWA PL, FTA Section 5303, ODOT Safety Division Funding and STBG – MPO planning are included in the federal pass through line item detail.

Bend/Deschutes County In-Kind Match (Figure 6, line 4)

The required match for FTA, and STBG funds is provided by the City of Bend and other jurisdictions within the MPO as an in-kind match. Other match sources may be from project costs from combining contracts to complete the MTP and Bend Transportation System Plan (TSP). ODOT Safety Division Funding requires a match that is provided by City of Bend, Deschutes County and other partners involved in the grant project.

Personnel Services (Figure 6, line 30)

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The FY 2021-22 budget assumes 2.8 full time equivalents (FTE). 1.0 for the MPO Manager, 1.0 for the Program Coordinator and 0.8 for the 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, 2021.

MPO Manager: \$6,952 to \$9,030

Program Coordinator: \$4,828 to \$6,162

Senior Planner: \$6,046 to \$7,851

InterAgency (Figure 6, line 38)

The FY 2021-22 budget includes charges for administrative support from several City of Bend departments. These charges are revised every two years as the City of Bend budget is updated. The FY 2021-22 budget includes an increase from 1.5 FTE to 2.8 FTE resulting in higher costs for services. Descriptions 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 6: Line Item Detail

Line No.	Account Description	FY18-19 Actuals	FY19-20 Actuals	FY20-21 Adopted	3-15-2021 FY20-21 Actuals	FY20-21 Year End Projections	FY21-22 Proposed Budget	FY21-22 Approved Budget	FY21-22 Adopted Budget
1	Beginning Working Capital ¹	\$ 131,000	\$ 56,000	\$ 100,000	\$ 57,000	\$ 57,000	\$ 100,000		
2	Federal Pass-through Grant - ODOT	344,463	408,160	541,400	223,497	520,000	539,500		
3	State match for MPO's	37,111	18,096	17,600	18,438	18,600	19,300		
4	Bend/Deschutes County In-Kind Match	-	28,038	52,500	-	33,500	42,400		
5	Loan from City of Bend General Fund ²	56,000	57,000	100,000	-	100,000	100,000		
6	Total Resources	\$ 568,574	\$ 567,294	\$ 811,500	\$ 298,935	\$ 729,100	\$ 801,200	\$ -	\$ -
7	Requirements:								
8	Regular Salaries	\$ 149,034	199,062	\$ 243,100	\$ 166,632	\$ 241,500	\$ 254,000		
9	Other Payouts	1,979	1,920	2,000	4,003	4,000	3,200		
10	Overtime	2,581	1,649	-	1,206	800	1,500		
11	Social Security Tax	9,234	12,155	15,300	10,291	15,100	16,100		
12	Medicare Tax	2,160	2,843	3,600	2,407	3,500	3,800		
13	Unemployment	154	203	200	172	200	300		
14	Workers Compensation	83	96	100	72	100	100		
15	PERS IAP	7,935	11,349	14,800	10,091	14,800	15,500		
16	PERS OPSRP	16,129	29,811	39,900	24,252	35,600	38,100		
17	PERS Debt Service	2,645	3,783	4,900	3,364	4,900	6,500		
18	Workers Compensation Insurance	265	749	800	694	1,000	1,100		
19	Disability Insurance	347	507	700	451	700	700		
20	Life Insurance	164	220	300	176	300	300		
21	High Deductible - Premium	20,807	24,960	35,600	24,012	34,700	40,900		
22	High Deductible - Deductible	5,591	7,460	12,000	6,587	9,500	9,500		
23	High Deductible - Coinsurance	2,223	721	3,000	221	400	1,900		
24	Dental Insurance - Premium	2,057	2,145	4,700	1,989	2,900	3,000		
25	Telemed Service	81	119	200	100	100	100		
26	OPEB Funding	3,099	4,568	5,600	3,757	5,600	6,600		
27	Employee Parking	645	1,303	1,100	357	500	500		
28	Section 125 Benefits	182	250	300	218	300	300		
29	Alternate Modes	164	109	500	-	-	300		
30	Total Personnel Services	\$ 227,559	\$ 305,982	\$ 388,700	\$ 261,052	\$ 376,500	\$ 404,300	\$ -	\$ -
31	Professional Services - Legal	750	420	2,500	5,000	5,000	5,000		
32	Professional Services - Consulting	113,595	66,846	115,000	105,234	105,300	74,900		
33	Professional Services - Financial Audit	4,900	5,000	5,100	5,250	5,250	5,200		
34	Software Maintenance	400	400	800	400	1,100	2,500		
35	Postage	12	8	100	5	100	100		
36	Advertising	286	621	300	192	700	700		
37	Copiers	-	-	100	-	100	100		
38	InterAgency	27,100	38,600	38,600	25,740	38,450	53,600		
39	Equipment	-	-	300	-	-	300		
40	Technology Equipment	-	-	-	-	-	3,500		
41	Mobile Device Services	-	-	-	-	300	500		
42	Office Supplies	-	-	200	-	100	200		
43	Employee Costs	467	1,370	900	-	300	1,500		
44	Employee Costs - Training	1,443	2,321	1,500	-	500	1,500		
45	Employee Costs - Licenses & Dues	1,003	1,653	1,700	1,093	1,700	1,700		
46	Community Education & Outreach	2,005	976	800	-	800	800		
47	Insurance Premium	2,055	2,063	2,400	2,167	2,400	2,400		
48	In-Kind Match	-	28,038	52,500	-	33,500	42,400		
49	Total Materials and Services	\$ 154,016	\$ 148,316	\$ 222,800	\$ 145,081	\$ 195,600	\$ 196,900	\$ -	\$ -
50	Loan Repayment	131,000	56,000	100,000	57,000	57,000	100,000		
51	Contingency	-	-	100,000	-	-	100,000		
52	Total Requirements	\$ 512,575	\$ 510,298	\$ 811,500	\$ 463,133	\$ 629,100	\$ 801,200	\$ -	\$ -
53									
54	Ending Working Capital	\$ 56,000	\$ 57,000	\$ -	\$ (164,198)	\$ 100,000	\$ -	\$ -	\$ -

¹ Line 1 represents the Beginning Working Capital from the City of Bend loan expected and/or received on June 30 of the prior fiscal year. For the proposed budget, the FY 2021-22 Beginning Working Capital is the amount of the City of Bend loan anticipated on June 30, 2021.

² Line 5 represents the loan amount expected and/or received on June 30 of the fiscal year to cover reimbursements not received by the end of the fiscal year. Grant reimbursement revenues are typically received 1-2 months after expenditures are incurred.

Acronyms/Glossary

Bend MPO 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.

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 Metropolitan Planning Funds. Comprise the majority of MPO funding.

FTA Federal Transit Administration, a division of the U.S. Department of Transportation that administers the public transit funding programs.

FTA 5303/5305 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

IGA Intergovernmental Agreement, 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.

Intelligent Transportation System (ITS) Plan A plan that evaluates the region's information, communication and technology systems to determine future needs. The Plan focuses on technology to improve traffic flow and aims to provide an efficient, reliable and safe system for all modes of transportation in Deschutes County.

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 operating and maintaining 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>

STBG 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 Surface Transportation Program (STP) to STBG in 2016. The processes and requirements of this funding did not change.

Tableau A 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.

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>

TMA Transportation Management Area An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of the U.S. Department of Transportation (DOT), is called a Transportation Management Area (TMA). TMAs must be certified by the Secretary of DOT as being in compliance with federal requirements.

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.