



MPO Supplemental Budget

March 15, 2022

Bend Metropolitan Planning Organization Fiscal Year 22 Supplemental Budget

Issue Summary:

This proposed supplemental budget adds funds to the Bend Metropolitan Planning Organization (MPO) Fiscal Year (FY) 22 Budget from Surface Transportation Block Grant (STBG) funds through the Oregon Department of Transportation (ODOT) Fund Exchange Program. The intent of these funds is to set up a multi-year consultant contract for work on the Bend Redmond Transportation Model, the Metropolitan Transportation Plan update, and other possible planning projects.

STBG Fund Exchange:

Bend MPO will use the STBG Fund exchange agreement with ODOT. By exchanging the funds, the MPO can use the City of Bend procurement process to secure consultant services. The fund exchange rate is 90 cents in state funds for every 1 dollar in federal funds. The MPO will exchange **\$173,951 in federal funds for \$153,556.67 in state funds.**

A Supplemental Budget for fiscal year (FY) 22 is needed to add these funds to the MPO budget.

Background:

Bend MPO receives an annual allocation of STBG funds. There is a reserve of these funds that has not been used. The amount of STBG funding in reserves for FY 20 is \$173,951.86. These federal funds will be exchanged for state funds.

Federal STBG	Local Match	Exchange rate	State STBG Funds
\$173,951.86	\$ -	90%	\$156,556.67

How do these funds get distributed?

The Oregon Department of Transportation has an agreement, found [here](#) with the Association of Oregon Counties and League of Oregon Cities that provides Federal Surface Transportation Block Grant (STBG) funds to Cities, Counties, and the state's small Metropolitan Planning Organizations (MPO). To find out more about the ODOT fund exchange program, visit

<https://www.oregon.gov/odot/LocalGov/Documents/2021%20Fund%20Exchange%20Overview.pdf>

Objectives:

Bend MPO will use the STBG Fund Exchange process to procure a service contract under the City of Bend process. The fund exchange benefits compared to keeping these funds federal are flexible funding, lower oversight costs, no local match requirement and cost efficiency for small projects.

Funding:

The STBG Fund exchange is on a reimbursement basis. MPO will seek a request for proposals for a multi-year contract to provide assistance with updates to the Bend Redmond Transportation Model, the Metropolitan Transportation Plan update and possibly other planning projects. Some of these funds may carry over to FY 23.

Action Requested:

Review and consider approval of the following resolutions.

- FY 22 Supplemental Budget by way of Resolution 2022-01

Suggested Motion Language:

I move to approve the Supplemental Budget for Bend MPO Fiscal Year 2022 to add STBG Fund Exchange Funding by way of Resolution 2022-01

Link to review the full documents:

Bend MPO approved, proposed and historical amendments to the Bend MPO FY 22 Unified Planning Work Program and Budget are available here: www.bendoregon.gov/mpobudget

Comparison Budget Changes

Approved MPO Supplemental Budget Summary:

Fiscal Year 2021-22 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 100,000		
		By Budget Category:	
FHWA PL ¹		MPO Program	\$ 720,000
Federal Share	168,700	Loan Repayment	100,000
FTA Section 5303	51,600	Contingency	100,000
STBG - BMPO Planning	269,200		
ODOT Safety Division Funding	145,000		
Total Grant Funding	\$ 634,500	Total Budgeted Appropriations	\$ 920,000
		By Task:	
FHWA PL ¹		Task 1: Dev. & Program Management	\$ 355,400
State Match	19,300	Task 2: Short Range Planning	91,500
FTA Local Match ²	5,900	Task 3: Long Range Planning	407,400
STBG Local Match ²	30,800	Task 4: Modeling and Data Collection	65,800
ODOT Safety In-kind Match ²	29,500		
Total Match Funding	\$ 85,500		\$ 920,000
City of Bend Loan	100,000		
			Variance Due to Rounding
Total Budgeted Resources	\$ 920,000	Total Budgeted Requirements	\$ 920,000

Proposed MPO Supplemental Budget Summary:

Fiscal Year 2021-22 Budget Summary (Supplemental Budget Proposed 3/2022)			
	Resources		Appropriations
Beg. Working Capital	\$ 100,000		
		By Budget Category:	
FHWA PL ¹		MPO Program	\$ 876,100
Federal Share	168,700	Loan Repayment	100,000
FTA Section 5303	51,600	Contingency	100,000
STBG - BMPO Planning	269,200		
STBG - BMPO Fund Exchange	156,600		
ODOT Safety Division Funding	145,000		
Total Grant Funding	\$ 791,100	Total Budgeted Appropriations	\$ 1,076,100
		By Task:	
FHWA PL ¹		Task 1: Dev. & Program Management	\$ 355,300
State Match	19,300	Task 2: Short Range Planning	91,500
FTA Local Match ²	5,900	Task 3: Long Range Planning	406,900
STBG Local Match ²	30,800	Task 4: Modeling and Data Collection	222,400
ODOT Safety In-kind Match ²	29,000		
Total Match Funding	\$ 85,000		\$ 1,076,100
City of Bend Loan	100,000		
Total Budgeted Resources	\$ 1,076,100	Total Budgeted Requirements	\$ 1,076,100

Proposed MPO Supplemental Budget Line Item Detail:

Account Description	FY21-22 Adopted Budget	FY21-22 Supplemental Budget 2021-04 10/19/2021	FY21-22 Supplemental Budget 2022-01 3/15/2022	FY21-22 Supplemental Budget 2022-01 3/15/2022
Beginning Working Capital ¹	\$ 100,000	\$ 100,000		\$ 100,000
Federal Pass-through Grant - ODOT	539,500	634,500	156,557	791,100
State match for MPO's & State Funds	19,300	19,300		19,300
Bend/Deschutes County In-Kind Match	42,400	66,200		66,200
Loan from City of Bend General Fund ²	100,000	100,000		100,000
Total Resources	\$ 801,200	\$ 920,000	\$ 156,557	\$ 1,076,557
Requirements:		\$ -		\$ -
Regular Salaries	\$ 254,000	\$ 254,000		\$ 254,000
Other Payouts	3,200	3,200		3,200
Overtime	1,500	1,500		1,500
Social Security Tax	16,100	16,100		16,100
Medicare Tax	3,800	3,800		3,800
Unemployment	300	300		300
Workers Compensation	100	100		100
PERS IAP	15,500	15,500		15,500
PERS OPSRP	38,100	38,100		38,100
PERS Debt Service	6,500	6,500		6,500
Workers Compensation Insurance	1,100	1,100		1,100
Disability Insurance	700	700		700
Life Insurance	300	300		300
High Deductible - Premium	40,900	40,900		40,900
High Deductible - Deductible	9,500	9,500		9,500
High Deductible - Coinsurance	1,900	1,900		1,900
Dental Insurance - Premium	3,000	3,000		3,000
Telemed Service	100	100		100
OPEB Funding	6,600	6,600		6,600
Employee Parking	500	500		500
Section 125 Benefits	300	300		300
Alternate Modes	300	300		300
Total Personnel Services	\$ 404,300	\$ 404,300	\$ -	\$ 404,300
Professional Services - Legal	5,000	5,000		5,000
Professional Services - Consulting	74,900	169,900	156,557	326,000
Professional Services - Financial Audit	5,200	5,200		5,200
Software Maintenance	2,500	2,500		2,500
Postage	100	100		100
Advertising	700	700		700
Copiers	100	100		100
InterAgency	53,600	53,600		53,600
Equipment	300	300		300
Technology Equipment	3,500	3,500		3,500
Mobile Device Services	500	500		500
Office Supplies	200	200		200
Employee Costs	1,500	1,500		1,500
Employee Costs - Training	1,500	1,500		1,500
Employee Costs - Licenses & Dues	1,700	1,700		1,700
Community Education & Outreach	800	800		800
Insurance Premium	2,400	2,400		2,400
In-Kind Match	42,400	66,166		66,200
Total Materials and Services	\$ 196,900	\$ 315,666	\$ 156,557	\$ 471,800
Loan Repayment	100,000	100,000		100,000
Contingency	100,000	100,000	-	100,000
Total Requirements	\$ 801,200	\$ 920,000	\$ -	\$ 1,076,100
	\$ -	\$ -		\$ -
Ending Working Capital	\$ -	\$ -		\$ -

Resolution Number 2022-01

Bend Metropolitan Planning Organization Policy Board

A RESOLUTION AMENDING THE BUDGET FOR FISCAL YEAR (FY) 2021-22

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

The Bend Metropolitan Planning Organization (MPO) adopted the FY 22 budget as approved by the Policy Board on April 20, 2021 and a Supplemental Budget on October 19, 2021 following ORS 294.456, and;

The FY22 Adopted Budget did not include Surface Transportation Block Grant Fund Exchange. These funds were not predicted during the development of the FY 22 budget. The Bend MPO does hereby adopt the supplemental budget 2022-01 listed below:

<u>Metropolitan Planning Organization (MPO) Fund</u>	
	2022-01
MPO Program	\$ 876,100
Loan Repayment	100,000
Contingency	100,000
Total Requirements	\$ 1,076,100

Adopted by the Bend Metropolitan Planning Organization the 15th of March, 2022.

Yes: _____

No: _____

Authenticated by the Chair this 15th of March, 2022.

Barb Campbell, Chair

Attest:

Tyler Deke, MPO Manager