
AGENDA
Bend Metropolitan Planning Organization
Policy Board

Date: September 20, 2022
Time: 12:00 – 1:30 pm
Location: Hybrid meeting

In-Person Location: Deschutes Services Center, 1300 NW Wall Street, Bend, DeArmond Room (1st Floor)

Virtual Option: Register for this meeting using the following link:
https://bendoregon-gov.zoom.us/webinar/register/WN_PVgfOVooQEKWrgoQ6lpWSw

After registering, you will receive a confirmation email with a link to joining the meeting

To join by Phone: 888-788-0099 (Toll Free), Enter webinar ID: 868 5328 5081 and Event Passcode: bmpo. *The ID and password are not typically required.*

To comment, use the "raise hand" feature and staff will call on you. Phone participants use *9

YouTube Stream Option: <https://youtu.be/RDcTaDzZ0OA>

Contact: Tyler Deke at (541)693-2113 or tdeke@bendoregon.gov

1. **Call to Order & Introductions** **Barb Campbell**
2. **Hybrid Meeting Guidelines** **Jovi Anderson**
3. **Public Comment** **Barb Campbell**

Action Items

4. **Meeting Minutes** **Barb Campbell**

Review and approve the August 16, 2022 Policy Board (**Attachment A**) draft meeting minutes.

Recommended Language for Motion: I move approval of the August 16, 2022 Policy Board draft meeting minutes as presented.

5. Transportation Safety Action Plan Grant Application..... Jovi Anderson & Tyler Deke

Background: The MPO is currently using ODOT grant funding to implement some components of the Transportation Safety Action Plans for Bend and Deschutes County. Additional grant funding is available to continue the work into 2023. Staff will review the work underway and the proposal for additional grant funding.

Attachments: MPO grant process document (**Attachment B**) and grant petition (**Attachment C**)

Action Requested: Consider approval of grant application for 2022-23

Recommended Language for Motion: I move approval for staff to submit a grant application for funding in federal fiscal year 2022-2023 to continue work to implement the Bend and Deschutes County Transportation Safety Action Plans and regional safety committee.

6. 2022-2023 Budget Adjustment.....Jovi Anderson

Background: The 2022-2023 budget was adopted in May 2022, but did not include the full funding allocation or loan repayment. This supplemental budget increases the Federal Highway Administration (FHWA) Metropolitan Planning (PL) funds and Federal Transit Administration (FTA) 5303 funds to align with Agreement No. 73000-0007935

These amendments are added to the Bend MPO FY23 Unified Planning Work Program (UPWP).

Attachments: Issue summary and Resolution 2022-05 to adopt the budget amendment (**Attachment D**). 2022-2023 Unified Planning Work Program (UPWP) Addendum (**Attachment E**). The adopted and proposed 2022-23 Budget and UPWP are posted on the BMPO website:

<http://www.bendoregon.gov/mpobudget>

Action Requested: Review and consider approval of the proposed budget amendment (via Resolution 2022-05)

Recommended Language for Motion: I move approval of the 2022-23 Supplemental Budget by way of Resolution 2022-05

7. Federal COVID Funding Tyler Deke

Background: The “Consolidated Appropriations Act, 2021” was approved in December 2020 and included significant COVID related funding. From that legislation, approximately \$1.5 million was allocated to the Bend MPO. Through discussions with the Chair and full Board over the past year, staff have investigated possible project options. Staff will provide an update on those project options.

Attachments: None. Information may be distributed at the meeting.

Action Requested: Discuss project options and provide direction to staff on next steps to spend the funds.

Information Items

8. Oregon Travel Study Tyler Deke

Background: Household travel data is an essential building block for travel models and to help us understand how travel patterns and choices change over time. In Oregon, the most recent surveys were conducted between 2008-2011, roughly coinciding with the 2010 Census. The next statewide survey is scheduled for spring and fall 2023. Staff will provide an overview of the study.

Attachments: Travel survey briefing (**Attachment F** – note this briefing is from 2019 and is being updated)

Action Requested: None. Information item.

9. Federal Infrastructure Funding Update Tyler Deke

Background: The federal Infrastructure Investment and Jobs Act (IIJA) became law in November 2021. The surface transportation component of the IIJA combines reauthorization of the FAST Act with a one-time transportation funding package. The IIJA will significantly increase funding to Oregon over the next 5 years. Staff will provide an update on local actions and potential impacts.

Attachments: None. Information may be distributed at the meeting.

Action Requested: None. Information item.

10. Other Business Barb Campbell

11. Public Comment Barb Campbell

12. Next Policy Board Meeting

The next meeting of the Policy Board is scheduled for October 18th at 12 noon

13. 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 Andrea Napoli no later than 24 hours in advance of the meeting at (541) 323-8545 or anapoli@bendoregon.gov. Providing at least 2 days-notice prior to the event will help ensure availability.



BMPO Bend Metropolitan
Planning Organization

Policy Board

Draft Minutes

August 16, 2022

Link to meeting: <https://youtu.be/nGrKzuiuIbTQ>

Present during the meeting (in person and online) were:

Policy Board Members: **BMPO Chair** Barb Campbell, Megan Perkins, Melanie Kebler, *Bend City Councilors*; **BMPO Vice-Chair** Phil Chang, *Deschutes County Commissioner*; Bob Townsend, *ODOT Region 4 Area Manager*

Policy Board Alternates: David Abbas, *City of Bend Transportation and Mobility Director*; Chris Doty, *Deschutes County Road Department Director*; Rick Williams, *ODOT Region 4 Principal Planner*; David Amiton, *ODOT Region 4 Planning Manager*

MPO Staff: Andrea Napoli, *Senior Planner*; Jovi Anderson, *Program Coordinator*

Visitors: Cameron Prow, *type Write II* (minutes consultant); Andrea Breault, *Cascades East Transit (CET)*; Dan Strauss; Dorinne Tye; Greg Bryant, *Bend MPO Technical Advisory Committee (TAC)*; Miranda Wells, *ODOT*

Media: None

(The 3 digits after a motion title show the number of member jurisdictions voting in favor/opposed/abstaining.)

1. **Call to Order and Introductions**

Chair Campbell called the regular meeting of the Bend Metropolitan Planning Organization (Bend MPO) Policy Board to order at 12:05 p.m., Tuesday, August 16, 2022, with a quorum of member jurisdictions present (3 of 3).

2. **Hybrid Meeting Guidelines**

Ms. Anderson reviewed the meeting guidelines.

3. **Public Comment**

None.

ACTION ITEMS

4. **Meeting Minutes**

Materials: July 19, 2022, Policy Board draft meeting minutes (Agenda Attachment A)

Motion 1 (3/0/0): Ms. Perkins moved approval of the July 19, 2022, Policy Board draft meeting minutes as presented. Mr. Chang seconded the motion which passed unanimously.

5. **2021-24 Metropolitan Transportation Improvement Program (MTIP) Amendments**

Materials: Summary of proposed MTIP amendments (Agenda Attachment B)

Ms. Anderson provided an overview of two proposed full MTIP amendments:

- Project Key 22442 (Sisters and Bend curb ramps) to add ADA (Americans with Disabilities Act) program funds to increase the Preliminary Engineering phase estimate by \$1,779,331 and the Right-of-Way phase estimate by \$760,284. Proposed project total: \$9,042,316. Project details available at: <https://gis.odot.state.or.us/tpt/projects/22442?search=22442>.

- Project Key 21582 (Bend Transit operations capital 2022) to update funding to match federal apportionment tables published for Bend at: <https://www.transit.dot.gov/funding/apportionments>. Proposed project total: \$3,060,904.

Ms. Anderson also presented five new projects for addition to the MTIP:

- Key 21940: CET Vehicle Replacement \$2,554,000
- Hawthorne Station Parking Lot Redesign in Bend..... 600,000
- CET Asset Management/Work Order Software (bus improvements)..... 144,000
- Key 22669: CET Enhanced Mobility Management 224,000
- Hawthorne Station On-Site Security..... 75,000

Total funding to be provided by ODOT discretionary grant awards \$3,597,000

Ms. Anderson reviewed public comments received on the proposed amendments.

Policy Board discussion covered whether fees could help offset the cost of improvements and who would build the curb ramps. Ms. Breault explained how CET funds will be used. Mr. Townsend summarized the contract award process for projects with federal funding.

Motion 2 (3/0/0): Ms. Kebler moved approval of the proposed amendments to the 2021-2024 MTIP as presented. Mr. Chang seconded the motion which passed unanimously.

INFORMATIONAL ITEMS

6. Bend North Corridor Project – Bicycling and Walking Update

Materials: None. Information about the system is available at <https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=21229>

Ms. Wells provided an overview of bicycling and walking improvements and a general project update. Her summary covered the project area, design-build approach, schedule, project team philosophy, and alternative mode highlights.

Policy Board concerns included right-of-way constraints, design components to encourage motorist compliance with speed limits, safe highway crossings, potential for mid-block crossings, improvements needed to support future growth, and availability of ODOT staff to provide information about this project to community groups.

7. Other Business

None.

8. Public Comment

None.

9. Next Policy Board Meeting

- September 20, 2022, 12 noon (**3rd** Tuesday) – hybrid meeting (in person and online)

10. Adjourn

With no further business, Chair Campbell adjourned the meeting at 1:04 p.m.

Bend Metropolitan Planning Organization

Petition to Apply for a Grant



BMPO Bend Metropolitan Planning Organization

Purpose: To provide Bend Metropolitan Planning Organization (BMPO) and Partner Agencies with a process, oversight and quality control for potential grant funding opportunities applied for by the BMPO.

Petition to Apply for grant – ALL Grants	
Responsible Party	Procedure
MPO Staff	1. Reviews grant requirements
	2. Prepares Petition to apply for grant
	3. Submits to MPO manager for approval
	4. MPO Specific Items for review: <ul style="list-style-type: none"> a) ODOT Funding Agreements state: MPO shall not enter into any subcontracts for any of the work scheduled under this agreement without obtaining prior written approval from ODOT. b) Determine if this project will require a Unified Planning Work Program amendment. c) Determine if this project would require an MPO Budget Amendment.
MPO Staff	5. Submits signed petition and documentation to City of Bend Finance for additional review.
Finance	6. Reviews petition, performs cost/benefit analysis, makes recommendations and determines proper signature level: <ul style="list-style-type: none"> • MPO Manager – Approval required on all Petitions to Apply • MPO Policy Board – Approval required on Petitions to Apply for Grants greater than \$20,000 OR with a cash match requirement that will impact the MPO budget.
Finance	7. Forwards to MPO Manager for approval
MPO Manager	8. Reviews / signs petition and returns to MPO Staff
MPO Staff	9. If approved by MPO Manager and grant is less than \$20,000 and no cash match is required – MPO Staff continues with grant application process <i>If \$20,000 or greater <u>OR</u> a cash match is required skip to step 13 below</i>
MPO Staff	10. Completes the grant application and submits the final grant application to Finance for review prior submitting to the granting agency
Finance	11. Reviews grant application for clarity, makes recommendations or approves
MPO Staff	12. Submits grant application to granting agency

Bend Metropolitan Planning Organization

Petition to Apply for a Grant



BMPO Bend Metropolitan
Planning Organization

Additional Steps for Grant \$20,000 or greater <u>OR</u> cash match is required – Requires MPO Policy Board Approval	
MPO Staff	<p>13. Reserve agenda for next Policy Board meeting.</p> <p>14. Prepares meeting materials for next MPO Policy Board meeting.</p>
MPO Policy Board	15. Reviews proposal information, makes determination and provides authority to apply
MPO Staff	16. If authorized by MPO Policy Board, MPO staff completes the grant application and submits the final grant application to Finance for review prior submitting to the granting agency
Finance	17. Reviews grant application for clarity, makes recommendations or approves
MPO Staff	18. Submits grant application to granting agency
MPO Staff	<p>19. If the grant is awarded, reserve an agenda item at the next MPO Policy Board meeting. The MPO Policy Board must authorize the MPO Manager to accept any grant award.</p> <p>20. Notify ODOT for determination of contracting/procurement requirements.</p> <p>21. Notify MPO Budget Liaison, as a budget and work plan adjustment requiring Policy Board approval may be necessary.</p> <p>22. Notify FHWA and FTA if any work program amendments will be required.</p> <p>23. Notify MPO Purchasing Liaison as all normal purchasing processes apply.</p>

Petition to Apply for a Grant

DATE: 9/20/2022	Staff Contact: Jovi Anderson
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GENERAL GRANT INFORMATION (Requesting Department)

Name of Grant:	Transportation Safety Division Funds			
Granting Agency:	Oregon Department of Transportation			
Grant application due by:	10/1/2022			
Type of Grant (Highlight one):	Federal	Fed Pass- through x	State	Private
Project Amount:	Grant Amount: 95,000			
If approved, funding would begin:	10/1/2022			
Funding would end:	9/30/2023			

Purpose of Grant:

The Bend Metropolitan Planning Organization (MPO) is seeking funding to continue transportation safety efforts in regional public meetings housed within the Central Oregon Area Commission on Transportation (COACT). This past year, we've expanded our geography to include the greater Central Oregon area (Deschutes, Jefferson & Crook counties) for community messaging. Our next step is to conduct a review and analysis of the latest crash data. This is needed to inform our communications and action items to ensure we implement relevant, non-infrastructure emphasis area improvements. to reduce fatal and serious injury crashes. Our focus will be to establish partnerships to mobilize community resources and spread the word about adopting a safe travel culture across Central Oregon. Lastly, we will work with partner agencies to create a funding strategy to continue safety committees and communications going forward.

Short term/long term impact (positive and negative) to MPO:

Staff constraint may be impacted. Program Coordinator role to manage the project with MPO Manager reviewing key milestones. Consultant work will be relied on. Procurement processes for these funds may require expanded contracting processes.

Other relevant information:

Adopted FY23 Bend MPO Unified Planning Work Program (UPWP) includes the following action items. No amendment to the fy23 Bend MPO UPWP is required.

Task 3, Subtask D of the FY23 Bend MPO UPWP

Bend Area Transportation Safety Action Plan

ODOT, the City of Bend, and the Bend MPO jointly funding development of a Transportation Safety Action Plan (TSAP) for the Bend area (completed October 2019). The plan includes an assessment of multi-modal safety conditions throughout the MPO area; countermeasures to reduce fatal and serious injury crashes; and performance measures to help monitor implementation. Deschutes County also developed a TSAP. Both plans include non-infrastructure components (e.g. education/outreach, enforcement). The ODOT Safety Division is providing partial

funding for several years to help with implementation of the non-infrastructure elements. Utilizing consultant support, the MPO initiated work on this project in January 2021 with work continuing into FY2022-23. This includes development of a communication safety plan and calendar. An ODOT grant was awarded in the amount of \$95,000 beginning on 10/1/2021 through 9/30/2022. With the development of the tools and events in phase one, the major goals of this project are to provide safety messaging and develop a transportation safety committee in our region tasked with prevention and reduction of fatal and serious injury crashes.

Previous Work Completed:

- TSAP finalized, October 2020
- Phase One TSAP Implementation completed October 2021

- Phase Two work completed in FFY22:
 - Development of a regional Transportation Safety Committee
 - Update and implement safety communications plan and calendar
 - Grant application to continue work into FY24 with a potential to partial fund the work with local agency funds from an intergovernmental agreement planned.

Deliverables:

- Phase Two FY23 work to be completed:
 - Development of a regional Transportation Safety Committee
 - Update and implement safety communications plan and calendar
 - Work with partner agencies to create and implement an Intergovernmental Agreement with dedicated funding to continue safety committees and communications plans Initiate update to TSAP with new crash data analysis and updated action items as identified in analysis and outreach
 - Conduct 2nd annual online safe travel survey to evaluate safety attitudes and behaviors; compare to 2021 results. Host 2nd Annual Safe Travel Summit.

In-Kind Match Sources Include:

Central Oregon Area Commission on Transportation time serving on the regional Transportation Safety Committee, MPO Policy Board and Technical Advisory Committee for additional outreach and review, Regional agencies for communication efforts to include public information officers and traffic officers within regional emergency service sectors.

Timeframe: 1st - 3rd Qtrs.

Bend Metropolitan Planning Organization

Petition to Apply for a Grant


BMPO Bend Metropolitan Planning Organization

FINANCIAL GRANT INFORMATION (Finance Department)

Amount of Local cash match required:	-	
Amount of Local in-kind match required:	\$19,000	
Source of Local match funds:	Local agency staff time from multiple cities and counties. Elected official and regional safety committee member time in meetings and on projects.	
Finance / Administrative needs:	Bend MPO Staff to submit invoices and required reporting	
Disbursement method:	Reimbursement Basis	Lump Sum Advance
Finance Staff Recommendation:	Approve Petition	Deny Petition

Additional Comments from Finance:

MPO Manager Approval
 (Required for all grant applications)

Date

NOTE: If grant is \$20,000 or more **OR** a cash match is required, an Issue Summary or Summary document and approved Petition to Apply for Grant form will also be submitted to the MPO Policy Board for Approval.

MPO Policy Board Approval Required	YES	NO
UPWP Amendment Required	YES	NO
Budget Amendment Required	YES	NO

If the grant is awarded, notify MPO staff to reserve an agenda item at the next MPO Policy Board meeting (the MPO Policy Board must authorize the MPO Manager to accept the award).

CC: Finance Department
 Purchasing Department
 ODOT Project Manager for MPO



Bend Metropolitan Planning Organization Fiscal Year (FY) 2023 Amendment Supplemental Budget September 2022

Issue Summary:

This supplemental budget adds funds to the Bend Metropolitan Planning Organization (MPO) FY23 Budget. This supplemental budget procedure is determined by the Oregon Revised Statutes (ORS) 294.471.

Recognize \$54,000 additional beginning working capital and increase expenditure appropriations in Debt Service by \$54,000 for the fiscal year 2022 year-end loan from the City of Bend. The grant funds awarded for MPO activities are received some time after the expenditures are incurred and will be sufficient to repay the loan. A promissory note was authorized on June 15, 2022 and was repaid on July 1, 2022.

Recognize \$29,500 in grant revenue that is available to all states under the Infrastructure Investment and Jobs Act (IIJA) from Federal Highway Administration (FHWA) and FTA. The additional apportioned funding is comprised of:

- \$15,800 Metropolitan Planning (PL) and \$1,800 State Match
- \$10,700 Federal Transit Administration (FTA) 5303 and \$1,200 In-Kind Match

Increase expenditure appropriations in materials & services by \$29,500 for consulting services (\$28,300) and adjusted match contributions (\$1,200) for existing projects.

The Unified Planning Work Program (UPWP) Administrative Amendment for Bend MPO fiscal year 2023 includes minor funding changes. The additional grant revenue above was added to the consultant expense and In-Kind Match for existing projects. Notification to the MPO Policy Board is required. No formal action or resolution is required for minor funding changes.

Budget Adjustment Summary:

Revenue Increase	Amount
Beginning Working Capital	\$54,000
Federal Pass-Through - FHWA Metropolitan Planning (PL) funds	15,800
State Match for PL funds	1,800

Federal Pass-Through - FTA Section 5303	10,700
FTA Section 5303 In-Kind Match Requirement	1,200
Total Revenue Increase	\$83,500
Expenditure Increase	
Debt Service	\$54,000
Consultant Services	28,300
In-Kind Match	1,200
Total Expenditure Increase	\$83,500

Action Requested:

Item 1:

Review and consider approval of the following resolution
FY2022-23 Supplemental Budget by way of Resolution 2022-05

Item 2:

Receive notice of administrative amendments to FY23 Bend MPO UPWP.

Link to review the full documents:

Bend MPO FY2023 Unified Planning Work Program and Budget documents are available here: www.bendoregon.gov/mpobudget

Comparison Budget Changes

Approved MPO FY23 Budget Summary:

Fiscal Year 2022-23 Budget Summary			
Resources		Requirements	
Beg. Working Capital/COVID Relief Funding ¹	1,500,900	By Budget Category (Rounded):	
FHWA PL ²		MPO Program	\$ 1,006,000
Federal Share	168,700	Loan Repayment	-
FTA Section 5303	51,600	Contingency	100,000
STBG - UPWP	355,800	COVID Relief Program	1,500,900
STBG - Fund Exchange ³	250,000		
ODOT Safety Funds	95,000		
Total Grant Funding	\$ 2,422,000	Total Budgeted Appropriations	\$ 2,606,900
FHWA PL ²		By Task:	
State Match	19,300	MPO Program	
FTA Local Match ⁴	6,000	Task 1: Dev. & Program Management	\$ 447,200
STBG Local Match - UPWP ⁴	40,600	Task 2: Short Range Planning	106,000
ODOT Safety Local Match ⁴	19,000	Task 3: Long Range Planning	350,900
Total Match Funding	\$ 84,900	Task 4: Modeling and Data Collection	201,900
City of Bend Loan	100,000	COVID Relief Program	
		Task 1: COVID Relief Funding	1,500,900
		Total Program	\$ 2,606,900
Total Budgeted Resources	\$ 2,606,900	Total Budgeted Requirements	\$ 2,606,900

Proposed MPO Supplemental Budget Summary:

Fiscal Year 2022-23 Budget Summary			
	Resources		Requirements
Beg. Working Capital	\$ 54,000		
COVID Relief Funding ¹	1,500,900	By Budget Category (Rounded):	
FHWA PL ²		MPO Program	\$ 1,035,500
Federal Share	184,600	Loan Repayment	54,000
FTA Section 5303	62,300	Contingency	100,000
STBG - UPWP	355,800	COVID Relief Program	1,500,900
STBG - Fund Exchange ³	250,000		
ODOT Safety Funds	95,000		
Total Grant Funding	\$ 2,502,600	Total Budgeted Appropriations	\$ 2,690,400
		By Task:	
FHWA PL ²		MPO Program	
State Match	21,000	Task 1: Dev. & Program Management	\$ 514,900
FTA Local Match ⁴	7,200	Task 2: Short Range Planning	113,000
STBG Local Match - UPWP ⁴	40,600	Task 3: Long Range Planning	356,100
ODOT Safety Local Match ⁴	19,000	Task 4: Modeling and Data Collection	205,500
Total Match Funding	\$ 87,800	COVID Relief Program	
City of Bend Loan	100,000	Task 1: COVID Relief Funding	1,500,900
		Total Program	\$ 2,690,400
Total Budgeted Resources	\$ 2,690,400	Total Budgeted Requirements	\$ 2,690,400

Resolution Number 2022-05
Bend Metropolitan Planning Organization Policy Board

A RESOLUTION AMENDING THE BUDGET FOR THE FISCAL YEAR 2022-2023

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

The Bend Metropolitan Planning Organization (MPO) adopted the 2022-2023 budget as approved by the Policy Board on April 19, 2022 pursuant to ORS 294.456, and;

The FY2022-23 Adopted Budget did not include the additional Metropolitan Planning (PL) and Federal Transit Agency 5303 funds and match amounts. Funds expended in FY2021-22 were added to the Short Term-Principal. These funds were not anticipated during the development of the FY2022-23 budget.

The Bend Metropolitan Planning Organization does hereby adopt the FY23 supplemental budget 2022-05 listed below:

Metropolitan Planning Organization (MPO) Fund		
MPO Program	\$	1,035,500
COVID Relief Program	\$	1,500,900
Total Program	\$	2,536,400
Loan Repayment		54,000
Contingency		100,000
Total Requirements	\$	2,690,400

Adopted by the Bend Metropolitan Planning Organization the 20th of September, 2022.

Yes: _____ No: _____

Authenticated by the Chair this 20th of September, 2022.

Barb Campbell, MPO Chair

Attest:

Tyler Deke, MPO Manager

2022-2023 Unified Planning Work Program Addendum September 20, 2022

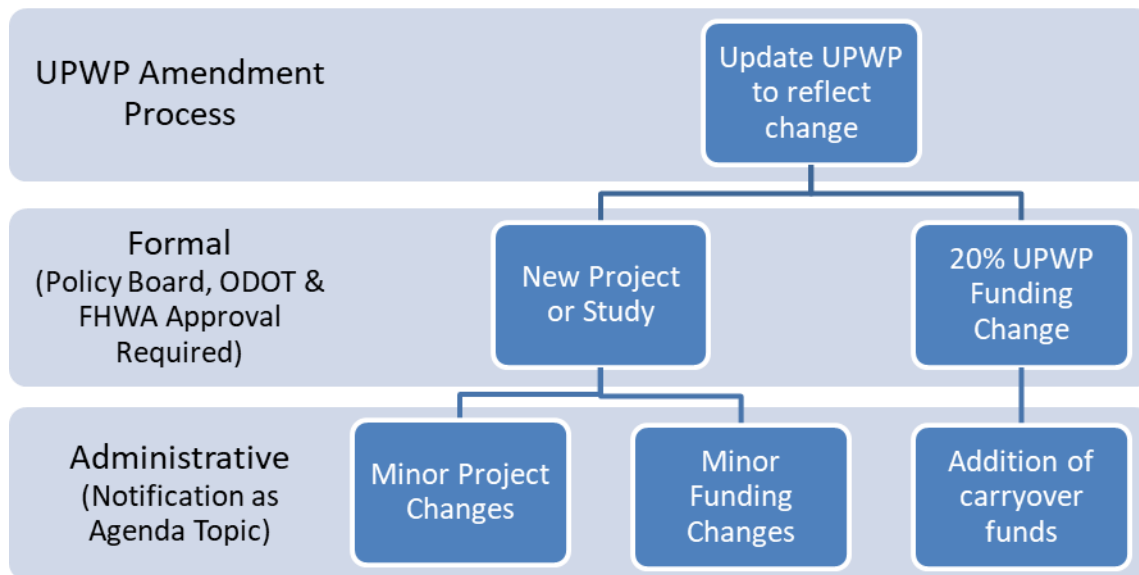


BMPO Bend Metropolitan
Planning Organization

The preparation of this report has been financed in part by funds from the U.S. Department of Transportation Federal Highway Administration and Federal Transit Administration, and the Oregon Department of Transportation. BMPO staff and members of the Policy Board and Technical Advisory Committee are solely responsible for the material contained herein. Please contact BMPO Staff at 541-693-2122 or 541-693-2113 for assistance with this document.

ADDENDUM TO THE ADOPTED FY22 BEND MPO UNIFIED PLANNING WORK PROGRAM (UPWP)

The following addendum to the adopted Bend MPO 2023 UPWP describes changes to action items, additional action items that are anticipated to occur within FY 2023 and revisions to estimated timelines, as needed. The remaining work items outlined in the adopted UPWP are proposed to remain as adopted, unless otherwise modified herein. The adopted UPWP can be found at www.bendoregon.gov/mpobudget



This addendum serves as an Administrative change and will be noticed as an agenda topic at the September 20, 2022 Policy Board meeting.

The 9/20/2022 Bend MPO FY2023 supplemental budget adds funds to the Bend Metropolitan Planning Organization (MPO) FY23 Budget. This supplemental budget procedure is determined by the Oregon Revised Statutes (ORS) 294.471.

Recognize \$54,000 additional beginning working capital and increase expenditure appropriations in Debt Service by \$54,000 for the fiscal year 2022 year-end loan from the City of Bend. The grant funds awarded for MPO activities are received some time after the expenditures are incurred and will be sufficient to repay the loan. A promissory note was authorized on June 15, 2022 and was repaid on July 1, 2022.

Updates to Funding Tables as shown here are considered minor funding changes:

Table 4: Task 1 Funding Resources as Amended September 2022

Beginning Working Capital	54,000
TASK ONE	
FHWA PL Funding	110,700
State Match for FHWA PL	14,700
FTA 5303 Funding	15,600
STBG - UPWP	195,700
In-Kind Local Match - UPWP ¹	24,200
Loan from General Fund ²	100,000
Total Task 1	514,900
Percent of MPO Program ³	47%

Table 4: Task 1 Funding Resources as Adopted April 2022

Task One	
FHWA PL Funding	\$ 101,200
State Match for FHWA PL	13,500
FTA 5303 Funding	12,900
STBG - UPWP	195,700
In-Kind Local Match - UPWP ¹	23,900
Loan from General Fund ²	100,000
Total Task 1	\$ 447,200
Percent of MPO Program ³	40.4%

Table 6: Task 2 Funding Resources as Amended September 2022

Task Two	
FHWA PL Funding	\$ 23,100
State Match for FHWA PL	2,600
FTA 5303 Funding	24,900
STBG - UPWP	53,400
In-Kind Local Match - UPWP	9,000
Total Task 2	\$ 113,000
Percent of MPO Program	10.2%

Table 6: Task 2 Funding Resources as Adopted April 2022

Task Two	
FHWA PL Funding	\$ 21,100
State Match for FHWA PL	2,400
FTA 5303 Funding	20,600
STBG - UPWP	53,400
In-Kind Local Match - UPWP	8,500
Total Task 2	\$ 106,000
Percent of MPO Program	9.6%

Table 8: Task 3 Funding Resources as Amended September 2022

Task Three	
FHWA PL Funding	\$ 23,100
State Match for FHWA PL	2,600
FTA 5303 Funding	15,600
STBG - UPWP	88,900
STBG - Fund Exchange ¹	100,000
ODOT Safety Funds ²	95,000
In-Kind Local Match - UPWP	11,900
ODOT Safety Local Match ³	19,000
Total Task 3	\$ 356,100
Percent of MPO Program	32.2%

Table 8: Task 3 Funding Resources as Adopted April 2022

Task Three	
FHWA PL Funding	\$ 21,100
State Match for FHWA PL	2,400
FTA 5303 Funding	12,900
STBG - UPWP	88,900
STBG - Fund Exchange ¹	100,000
ODOT Safety Funds ²	95,000
In-Kind Local Match - UPWP	11,600
ODOT Safety Local Match ³	19,000
Total Task 3	\$ 350,900
Percent of MPO Program	31.7%

Table 10: Task 4 Funding Resources as Amended September 2022

Task Four	
FHWA PL Funding	\$ 27,700
State Match for FHWA PL	1,100
STBG - Fund Exchange ¹	150,000
STBG - UPWP	17,800
FTA 5303 Funding	6,200
In-Kind Local Match - UPWP	2,700
Total Task 4	\$ 205,500
Percent of MPO Program	18.6%

Table 10: Task 4 Funding Resources as Adopted April 2022

Task Four	
FHWA PL Funding	\$ 25,300
State Match for FHWA PL	1,000
STBG - Fund Exchange ¹	150,000
STBG - UPWP	17,800
FTA 5303 Funding	5,200
In-Kind Local Match - UPWP	2,600
Total Task 4	\$ 201,900
Percent of MPO Program	18.2%

Table 15: Bend MPO Budget Summary as Amended September 2022

Fiscal Year 2022-23 Budget Summary			
	Resources		Requirements
Beg. Working Capital	\$ 54,000		
COVID Relief Funding ¹	1,500,900		
FHWA PL ²		By Budget Category (Rounded):	
Federal Share	184,600	MPO Program	\$ 1,035,500
FTA Section 5303	62,300	Loan Repayment	54,000
STBG - UPWP	355,800	Contingency	100,000
STBG - Fund Exchange ³	250,000	COVID Relief Program	1,500,900
ODOT Safety Funds	95,000		
Total Grant Funding	\$ 2,502,600	Total Budgeted Appropriations	\$ 2,690,400
FHWA PL ²		By Task:	
State Match	21,000	MPO Program	
FTA Local Match ⁴	7,200	Task 1: Dev. & Program Management	\$ 514,900
STBG Local Match - UPWP ⁴	40,600	Task 2: Short Range Planning	113,000
ODOT Safety Local Match ⁴	19,000	Task 3: Long Range Planning	356,100
Total Match Funding	\$ 87,800	Task 4: Modeling and Data Collection	205,500
City of Bend Loan	100,000	COVID Relief Program	
		Task 1: COVID Relief Funding	1,500,900
		Total Program	\$ 2,690,400
Total Budgeted Resources	\$ 2,690,400	Total Budgeted Requirements	\$ 2,690,400

Table 16: Bend MPO FY2022-23 Expenditures by Agreement with Match Rate As Amended September 2022

Task	UPWP ODOT/MPO Intergovernmental Agreement (IGA)							
	Federal Funds, PL	Federal Funds, STBG	Federal Funds, 5303	State and Local Match Rate	State Match	Local In-Kind Match 10.27%, 5303	Local In-Kind Match 10.27%, STBG	Subtotal IGA
MPO Program								-
1. Program Management	110,700	195,700	15,600	10.27%	14,700	1,800	22,400	360,900
2. Short Range Planning	23,100	53,400	24,900	10.27%	2,600	2,900	6,100	113,000
3. Long Range Planning	23,100	88,900	15,600	10.27%	2,600	1,800	10,100	142,100
4. Data & Analysis	27,700	17,800	6,200	10.27%	1,100	700	2,000	55,500
COVID Relief Program								-
1. COVID Relief Program	-	-	-		-	-	-	-
Total	\$ 184,600	\$ 355,800	\$ 62,300		\$ 21,000	\$ 7,200	\$ 40,600	\$ 671,500

Table 18: MPO Line-Item Budget for Fiscal Year 2022-23

Line No.	Account Description	FY22-23 Adopted Budget	FY22-23 Supplemental Budget Proposed 09/2022	FY22-23 Supplemental Changes 09/2022
1	Beginning Working Capital ¹	1,500,900	1,554,900	54,000
2	Federal Pass-through Grant - ODOT	921,100	947,600	26,500
3	State Match	19,300	21,100	1,800
4	COVID Relief Funding	-	-	-
5	Bend/Deschutes County In-Kind Match	65,600	66,800	1,200
6	Loan from City of Bend General Fund ²	100,000	100,000	-
7	Total Resources	\$ 2,606,900	\$ 2,690,400	
8	Requirements:			
9	Regular Salaries	\$ 269,800	\$ 269,800	\$ -
10	Other Payouts	5,000	5,000	-
11	Overtime	1,500	1,500	-
12	Social Security Tax	17,200	17,200	-
13	Medicare Tax	4,000	4,000	-
14	Unemployment	300	300	-
15	Workers Compensation	100	100	-
16	PERS IAP	16,600	16,600	-
17	PERS OPSRP	37,500	37,500	-
18	PERS Debt Service	5,500	5,500	-
19	Workers Compensation Insurance	1,800	1,800	-
20	Disability Insurance	700	700	-
21	Life Insurance	300	300	-
22	High Deductible - Premium	41,800	41,800	-
23	High Deductible - Deductible	10,000	10,000	-
24	High Deductible - Coinsurance	1,000	1,000	-
25	Dental Insurance - Premium	2,900	2,900	-
26	Telemed Service	100	100	-
27	OPEB Funding	4,000	4,000	-
28	Employee Parking	1,100	1,100	-
29	Section 125 Benefits	400	400	-
30	Alternate Modes	-	-	-
31	Total Personnel Services	\$ 421,600	\$ 421,600	
32	Professional Services - Legal	5,000	5,000	-
33	Professional Services - Consulting	439,000	465,500	26,500
34	Professional Services - Financial Audit	5,200	5,200	-
35	Software Maintenance	2,500	2,500	-
36	Postage	100	100	-
37	Advertising	700	700	-
38	Copiers	-	-	-
39	City of Bend Support, Interagency	53,600	53,600	-
40	Equipment	-	-	-
41	Technology Equipment	3,500	3,500	-
42	Mobile Device Services	500	500	-
43	Office Supplies	200	200	-
44	Employee Costs	900	900	-
45	Employee Costs - Training	1,500	1,500	-
46	Employee Costs - Licenses & Dues	2,500	2,500	-
47	Community Education & Outreach	1,200	1,200	-
48	Insurance Premium	2,400	2,400	-
49	In-Kind Match	65,600	68,600	3,000
50	Total Materials and Services	\$ 584,400	\$ 613,900	
51	Loan Repayment	-	54,000	54,000
52	COVID Relief Interagency Transfer	1,500,900	1,500,900	-
53	Contingency	100,000	100,000	-
54	Total MPO Program	\$ 1,106,000	\$ 1,189,500	
55	Total COVID Relief Program	\$ 1,500,900	\$ 1,500,900	\$ -
56	Ending Working Capital	\$ -	\$ -	

April 2019



The Oregon Modeling Steering Committee (OMSC) is preparing for an upcoming survey of household travel behavior.

A Briefing for Policy Makers

- Transportation funding, operational decisions and travel forecasts used for MPO and statewide planning all depend on real-world data for accuracy. Having confidence in our travel forecasts and an understanding of traveler behavior is important, since they are the basis for many public investment decisions.
- Household travel data is an essential building block for travel models. Household travel surveys provide details about travel behavior that is lacking in other data sources.
- Since household travel activities and demographics change over time, travel surveys are traditionally conducted about every 10 years. In Oregon, the most recent surveys were conducted between 2008-2011, roughly coinciding with the 2010 Census.
- With the 2020 Census on the horizon, the Oregon Modeling Steering Committee has begun planning for the next household travel survey.
- Essential data is currently lacking or outdated in some MPO areas. Where regions are experiencing rapid growth and increasing congestion, new travel surveys are needed to identify the behavioral forces creating these patterns.

“Transportation technology is evolving at a torrential pace. Just consider innovations since the last travel surveys were conducted in 2011: Uber and other ride-hailing services have become mainstream, vehicles are increasingly connected with each other, and it seems driverless vehicles are becoming closer to reality every day.

Personal travel is heavily influenced by changes in technology. That’s why conducting travel surveys on a regular basis is so important. Surveys allow us to understand how travel habits are changing over time. They provide the analytical foundation to measure the future impacts of changing travel behavior.”

—Jeff Frkonja, Metro, OMSC Vice Chairman

- Each metropolitan area in Oregon has unique characteristics. It is important to collect region-specific information so that travel forecasts reflect distinct travel behaviors in each area.
- MPO participation in the next survey is important, so information used to make future policy and investment decisions remains analytically valid.

OREGON TRAVEL AND ACTIVITY SURVEY

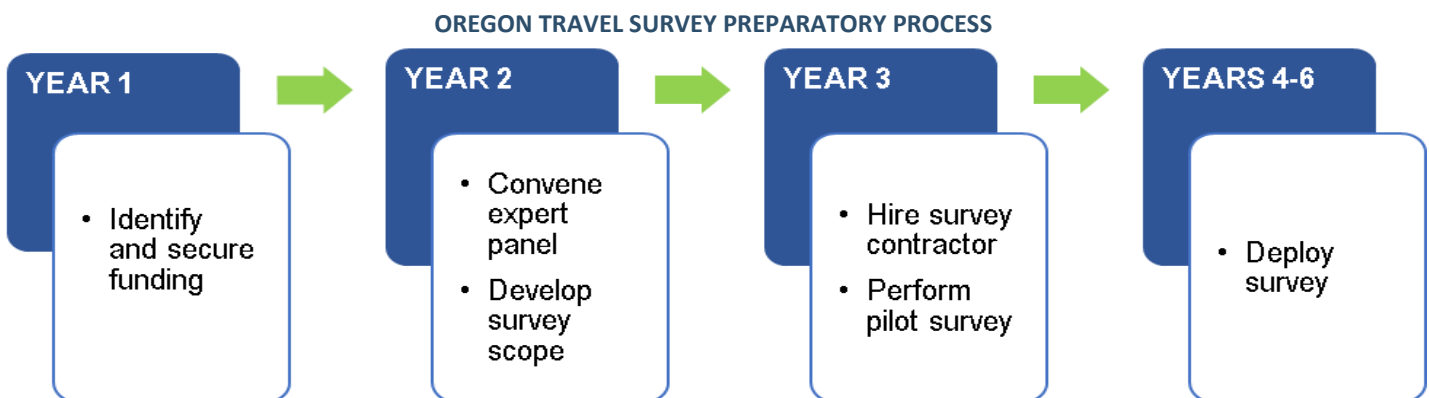


What information is typically collected? Volunteer participants are asked to record where, when, why, how, and with whom they travel.

How will the travel survey be accomplished? There are a variety of methods to collect household travel data, from written diaries to smartphone apps. Data collection methods and technologies are advancing every year. As part of the survey preparatory process, all modern options will be investigated and the method offering the best value for the cost will be selected.

Who will conduct the survey? Collecting and processing travel survey data is a specialized field. The OMSC is developing a plan to procure expert services for the survey. The goal is to balance the needs of OMSC partners while providing the highest return on the dollar.

What is the timeline? The preparatory process is anticipated to take approximately two to three years, as shown below. Ideally the survey will occur soon after the 2020 Census; however, the actual timing will depend on funding availability.



How much will it cost? The number of households will vary by MPO, and will be determined during the preparatory process. Cost depends on a variety of factors, such as the number of days data will be collected, the number of households surveyed, the level of customization needed for individual MPO areas, strategies used to recruit participating households, and many other considerations. Larger sample sizes are needed to develop new forecasting tools; smaller samples may be appropriate for updating current tools.

What about “big data”? Passive data extracted from a wide variety of anonymized sources such as credit card and cell phone data, administrative records, internet transactions and social media is not likely to answer all of our travel behavior questions and replace the need for travel surveys. While passive data may indicate past travel patterns, it has a limited ability to explain the essential “why” behind those patterns. Nonetheless, there may be a role for big data in helping to improve the cost-effectiveness of Oregon’s travel modeling program. The OMSC is currently examining the quality and reliability of passive data sources, to determine how they may be used to complement household travel surveys.

Since 1996, the OMSC has worked to improve the state-of-the-practice and promote state-of-the-art land use and transportation modeling in Oregon. Our mission is to ensure Oregon continues to have the right tools, skills and expertise needed to answer important questions about our transportation systems, land uses and economy.