
AGENDA

Bend Metropolitan Planning Organization Budget Committee

Date: April 26, 2023

Time: 11:30 am - 1:00 pm

Location: There will be in-person and virtual options for participants – see below

In-Person Location: Bend City Hall, Board Room (access the Board Room on the SW corner of City Hall off Louisiana Street), [710 NW Wall Street, Bend](#)

Virtual Participation information: To attend virtually using your computer or tablet, please register for this meeting using the following link: https://bendoregon.gov.zoom.us/webinar/register/WN_IW5QBLL4R6awoGNFOSB6vg

After registering, you will receive a confirmation email about joining the webinar.

YouTube Stream Option: <https://youtube.com/live/joN6zrWKPuE?feature=share>

Phone Option: 1-888-788-0099, Webinar ID: 858 2916 9373, Passcode: bmpo

You can comment while viewing the Zoom live meeting by raising your virtual hand. Phone participants use *9 to raise your hand.

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

1. **Call meeting to Order and Introductions Barb Campbell, BMPO Chair**
2. **Visitor Comments Barb Campbell**
3. **Review Budget Committee Member Term Assignments & Chair Assignment Barb Campbell**

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 MPO staff

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 2023-2024 Budget (**Attachment B**).

Action Requested: Review and comment on Proposed Fiscal Year (FY) 2023-2024 Budget. Hold public hearing on Proposed FY 2023-2024 Budget. Make recommendation to BMPO Policy Board to approve the Proposed FY 2023-2024 Budget as is or with modifications.

Sample motion for approval: I move approval and recommend MPO Policy Board adoption of the proposed Fiscal Year 2023-2024 Bend MPO Budget as presented.

Sample motion for revision as discussed and approval: I move approval of the proposed Fiscal Year 2023-2024 budget with the recommended changes and recommend MPO Policy Board approval of the proposed Fiscal Year 2023-2024 budget with those changes.

5. 2023-2024 BMPO Budget – Public Hearing & Adoption Barb Campbell

The public hearing to adopt the FY 2023-2024 Budget is scheduled for May 19, 2023, at 12:00 pm. Advance public notice will be provided of the meeting as required by budget law.

6. Adjourn



Accessible Meeting Information

This meeting event and location are accessible. Sign 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. Please contact Andrea Napoli at (541) 323-8545 or anapoli@bendoregon.gov. Providing at least 3 days’ notice prior to the event will help ensure availability.

Bend MPO Budget Committee - 2023		
Name	Term Start	Term End
<i>Community Members</i>		
Chuck Arnold	07/01/21	06/30/24
Janet Gregor	07/01/21	06/30/24
Aryn Seiler	06/30/22	06/30/25
Greg Bryant	7/1/2020	06/30/23
Brian Potwin	7/1/2020	06/30/23
<i>2023 Policy Board Members</i>		
	Jurisdiction	
Mike Riley	City of Bend	
Ariel Mendez	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 Metropolitan Planning Organization (MPO) Budget
Fiscal Year July 1, 2023 – June 30, 2024**

**Bend MPO Budget Committee – April 26, 2023
Bend MPO Policy Board – May 19, 2023**

**Bend Metropolitan Planning Organization
Budget**

Fiscal Year 2023-24

Budget Committee Members

Aryn Seiler, Community Member	Barbara Campbell, City of Bend, MPO Chair
Janet Gregor, Community Member	Ariel Mendez, City of Bend
Charles Arnold, Community Member	Mike Riley, City of Bend
Brian Potwin, Community Member	Phil Chang, Deschutes County, MPO Vice Chair
Greg Bryant, Community Member	Bob Townsend, Oregon Department of Transportation

Bend MPO Staff

Tyler Deke, Manager
Andrea Napoli, Senior Planner

City of Bend Finance Staff

Janette Townsend, Finance Director
Tory Carr, Senior Budget & Financial Analyst

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Resolution Number 2023-02**Bend Metropolitan Planning Organization Policy Board**

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2023-24

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2023-24 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, 2023, for the purpose shown below, is hereby appropriated as follows:

Metropolitan Planning Organization (MPO) Fund	
MPO Program	\$ 930,400
COVID Relief Program	1,180,900
Total Program	\$ 2,111,300
Loan Repayment	100,000
Contingency	100,000
Total Requirements	\$ 2,311,300

Adopted by the Bend Metropolitan Planning Organization on the 19th day of May, 2023.

Yes: _____ No: _____ Abstain: _____

Authenticated by the Chair this 19th day of May, 2023.

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 upcoming 2023-2024 fiscal year and includes information about the day-to-day activities performed by the Bend 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 Bend MPO Policy Board.

Bend MPO Overview

Based on the results of the year 2000 U.S. Census, the Bend Urbanized Area exceeded 50,000 population. This population threshold resulted in the establishment of the Bend MPO. The Code of Federal Regulations (Title 23, part 450) requires that an 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 Bend MPO area;
- Develop and maintain a Metropolitan Transportation Improvement Program (MTIP), which identifies scopes, budgets, and timing for projects to be delivered within the Bend MPO over the upcoming 4 years;
- Coordinate transportation decisions among local jurisdictions, state agencies, and area transit operators;
- Develop an annual Unified Planning Work Program (UPWP); and

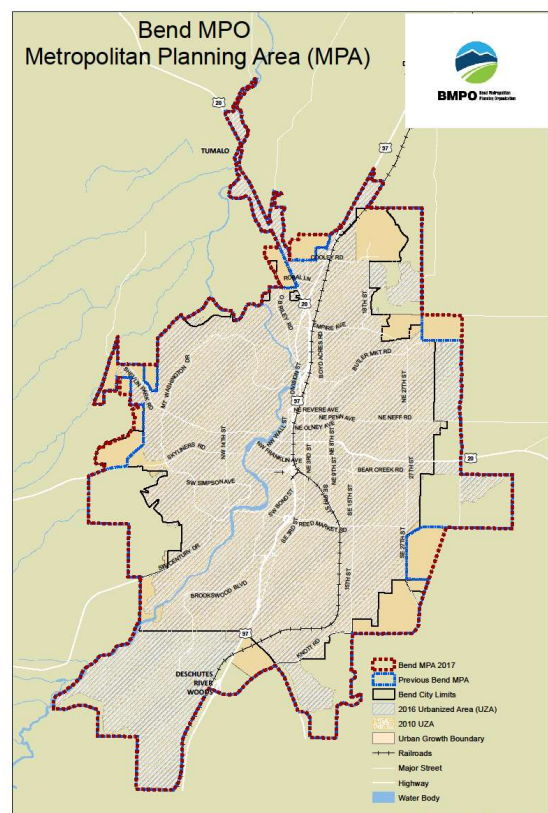


Figure 1: Bend MPO Boundary Map

- Involve the public and all significantly affected sub-groups in the functions listed above.

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 implementing agencies for projects. MPOs 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, 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 is comprised of three City Councilors, one County Commissioner, and one representative from ODOT. The Bend MPO Policy Board can aid in setting transportation planning policies and priorities for each jurisdiction as coordinated through Bend MPO efforts. For example, as the City of Bend implements the Transportation System Plan (TSP), 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) 2023-24

The Bend MPO Unified Planning Work Program (UPWP) document provides additional details in Figure 2. This includes deliverables and coordinating agencies. The adopted FY 2022-23 and Draft FY 2023-24 UPWP documents are available at www.bendoregon.gov/mpobudget. There is a 21-day public notice period for the draft UPWP.

Figure 2: Major Transportation Planning Activity Table FY 2023-24

Task	Deliverables	Coordinating Partners	MPO Action and Dates
Annual Obligated Funding Report	<ol style="list-style-type: none"> 1. Develop 2023 Annual Obligated Project Report 2. Comply with federal guidelines for reporting 	<ul style="list-style-type: none"> • MPO Policy Board and Technical Advisory committees • FHWA • FTA • ODOT • CET 	Produce report by 12/31/23

Task	Deliverables	Coordinating Partners	MPO Action and Dates
Census 2020	<ol style="list-style-type: none"> 1. MPO boundary adjustments 2. Updates to federal road classifications 3. PL and 5303 funding distribution updated formula 	<ul style="list-style-type: none"> • City of Bend • Deschutes County • ODOT 	To be completed in FY23-24
COVID Relief Funding	<ol style="list-style-type: none"> 1. Programmed project(s) 2. Funding agreements for sub recipients 	<ul style="list-style-type: none"> • ODOT • City of Bend • Deschutes County • CET • BPRD 	To be completed in FY23-24
Federal Carbon Reduction Program	<ol style="list-style-type: none"> 1. Convene work group to identify possible project and program priorities for the MPO area 2. Assist applicants 	<ul style="list-style-type: none"> • City of Bend • CET • ODOT • Deschutes County 	Work convened 3 rd quarter of FY22-23. Policy Board endorsement of applications expected 4 th quarter of FY22-23. Additional meetings expected in FY23-24
Household Travel Survey	<ol style="list-style-type: none"> 1. Active participation in survey plan development process, including schedule development and public outreach 	<ul style="list-style-type: none"> • OMSC • Lane Council of Governments (LCOG) • Metro (Portland) 	Ongoing Summer 2023 to Spring 2025
Metropolitan Transportation Plan (MTP)	<ol style="list-style-type: none"> 1. Updated MTP chapters 2. Adopted MTP 3. Travel demand model update 	<ul style="list-style-type: none"> • MPO Policy Board and Technical Advisory committees • Federal Highway Administration (FHWA) 	Ongoing MTP amendments, update to be completed early FY24-25

Task	Deliverables	Coordinating Partners	MPO Action and Dates
		<ul style="list-style-type: none"> • Federal Transit Administration (FTA) • ODOT 	
Metropolitan Transportation Improvement Program (MTIP)	<ol style="list-style-type: none"> 1. Maintenance and amendments to the 2021-24 and 2024-27 MTIP 2. Participation in quarterly MTIP/STIP meetings 	<ul style="list-style-type: none"> • FHWA • FTA • ODOT • Oregon MPOs • CET • City of Bend • BPRD • Deschutes County 	Ongoing maintenance, quarterly STIP/MTIP meetings, MTIP management
Oregon Modeling Statewide Collaborative (OMSC)	<ol style="list-style-type: none"> 1. Participation in the bi-annual meetings of Oregon Model Statewide Collaborative Policy Committee 2. Participation in meetings of the Executive Committee (about 4 meetings per year) 3. Participation in subcommittee meetings (MPC, Technical Tools and Travel Survey) 	<ul style="list-style-type: none"> • ODOT • FHWA 	Ongoing July 2023 to June 2025
Regional Transportation Strategies	<ol style="list-style-type: none"> 1. Attendance and participation at appropriate meetings, and technical assistance as appropriate. 2. Consultation as needed with TAC and Policy Board on issues that may impact MPO plans or policies. 	<ul style="list-style-type: none"> • ODOT • COIC • CET • City of Bend • Commute Options • Deschutes County • Oregon APA 	Ongoing July 2023 to June 2025

Task	Deliverables	Coordinating Partners	MPO Action and Dates
Safety Implementation Plan	<ol style="list-style-type: none"> 1. Update crash data analysis in Bend MPO region 2. Work with partner agencies to create and implement an Intergovernmental Agreement with dedicated funding to continue safety committees and communications plans 3. Initiate update to TSAP with new crash data analysis and updated action items as identified in analysis and outreach 	<ul style="list-style-type: none"> • ODOT • City of Bend • City of Redmond • Deschutes County 	Ongoing July 2023 to June 2025
Surface Transportation Block Grant (STBG) Funds Management	<ol style="list-style-type: none"> 1. Funding agreements, if necessary, for recipients 2. Programmed projects <ol style="list-style-type: none"> 1. Modifications to projects if necessary 2. Next call for projects in 2025 	<ul style="list-style-type: none"> • MPO partner agencies and committees 	Funding agreement assistance in the 1st and 2nd quarters of FY24; project delivery in award year
Transit Planning	<ol style="list-style-type: none"> 1. Assist CET, as needed. 	<ul style="list-style-type: none"> • CET • City of Bend 	Technical assistance in FY 23-24

Task	Deliverables	Coordinating Partners	MPO Action and Dates
Travel Model	<ol style="list-style-type: none"> 1. Work program, schedule and updates the 2040 model scenario to reflect outcomes of various planning efforts 2. Work program, schedule and development of 2045 model scenario for use in MTP update 3. Develop process to annually update the travel model to reflect significant land use and transportation system updates 	<ul style="list-style-type: none"> • ODOT • CET • City of Bend • City of Redmond • Deschutes County 	Ongoing July 2023 to June 2024
US20 Refinement Plan	<ol style="list-style-type: none"> 1. Refinement Plan for US20 (Greenwood Ave) from 3rd Street to Powell Butte Highway 	<ul style="list-style-type: none"> • City of Bend • ODOT 	To be completed in FY24-25
US97/Reed Market Rd Plan	<ol style="list-style-type: none"> 1. Plan for the US97/Reed Mkt Rd interchange, Reed Market Rd from Bond St to 4th St, and 3rd St from Cleveland Ave to Brosterhous Rd 	<ul style="list-style-type: none"> • City of Bend • ODOT 	To be completed in FY23-24

Bend MPO Activity Reductions or Deferrals

Over the past decade, federal funding (FHWA PL and FTA 5303) to the Bend MPO has 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 maintain the Bend MPO budget, the Policy Board has authorized use of Surface Transportation Block Grant (STBG) funds which are included in the 2021-2024 MTIP. These STBG funds are identified to 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 MTP 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 may be delayed or altered to ensure resources are available to complete priority projects. Each year, the budget document will rely on strategic priorities to balance a growing workload due to the growth in our region and fluctuating funding levels.

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

- Data analysis for various local projects and performance measures
- Expanded and enhanced public engagement options for ongoing and specific MPO work items
- Accelerate work on expected work items identified in the MTP
- Providing additional support for current and upcoming planning and analysis projects underway within the MPO area
- Geographic Information System (GIS) transportation data development and enhancement

ODOT Funding Support to the Bend MPO

Funding from FHWA, FTA, and ODOT supports the Bend MPO planning program. FHWA allocates Metropolitan Planning (FHWA PL funds through ODOT to the Bend MPO) by a formula that consists of 89.73% federal funds and 10.27% local match. ODOT has traditionally met the local match requirement (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 continue to expand consultant support services for travel modeling support. Such an agreement intends to reduce work demands on MPO and TPAU staff. These agreements may need to be

processed through ODOT or utilize the STBG Fund Exchange program.

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

BMPO Work Summary for Fiscal Year 2023

Listed below are some of the tasks completed or started by the Bend MPO in FY 2023. Also listed are some projects that included significant MPO involvement.

Tasks Completed

- ✓ Annual Listing of Obligated Funds report
- ✓ 2021-24 MTIP maintenance
- ✓ Development of the 2024-2027 MTIP Project list
- ✓ Title VI annual report
- ✓ Second round of STBG funding applications processed
- ✓ Updates and edits to the MPO web pages
- ✓ Transportation Safety Action Plan implementation continued
- ✓ Mobility Hubs Feasibility Study
- ✓ Development of 2019 travel model scenario
- ✓ Development of 2019 peak season travel model scenario
- ✓ Multi-modal volume count collection and summary reports
- ✓ Public Participation Plan update
- ✓ US97 North Interchange Study
- ✓ US97/Baker Road Interchange Area Management Plan (project started December 2020)
- ✓ MPO representation on various transportation-related committees/groups, including:
 - Served as alternate on the Oregon Transportation Plan update policy committee
 - Served on ODOT committee to develop program for federal Carbon Reduction Funding

Additional Tasks Underway

- Bend Transportation Safety Action Plan Implementation – phase 2
- US20 Facility Plan (ODOT led process)
- US97/Reed Market Road/3rd Street Operations Study (ODOT led process)
- Updates to the 2040 travel model scenario
- Coordination with City of Bend staff on 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 Statewide Collaborative, and serving on the Policy

- Committee, Technical Tools Subcommittee, Modeling Program Coordination Subcommittee, Travel Survey Subcommittee, Emerging Technologies work group and CFEC work group
- Household travel survey development and pilot survey testing (full survey implementation expected in fall 2023 and spring 2024)
 - ActivitySim model development (two consultants under contract)
 - Updates to MPO Bylaws
 - Updates to MPO-City of Bend agreement
 - MPO representation on various transportation-related committees/groups, including:
 - Serving as alternate on DEQ Employee Commute Option rule-making advisory committee
 - Transportation modeling support: land use development, plans and projects
 - Bend MPO representation on various transportation-related committees/groups

FY 2023-24 Budget and Work Program

The Bend MPO is required to develop an annual work program (officially known as the Unified Planning Work Program [UPWP]) that identifies all transportation and related planning activities that will be undertaken within the Bend MPO area during the project year from July 1, 2023 to June 30, 2025. The UPWP and Budget document are prepared and revised in tandem. The 2023-2025 UPWP contains five major work tasks. Those tasks and budgets are briefly described on the following pages. More detailed information will be available on April 28th, 2023 at <http://www.bendoregon.gov/mpobudget> in the 2023-2025 UPWP.

MPO Work Program

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 BMPO committees; public involvement and equity efforts; financial management; and Oregon Metropolitan Planning Organization Consortium (OMPOC) meeting in Bend; 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	\$ 117,000
State Match for FHWA PL	14,800
FTA 5303 Funding	16,400
STBG - UPWP	114,600
In-Kind Local Match - UPWP ¹	15,000
Beginning Working Capital ¹	100,000
Loan from General Fund ²	100,000
Total Task 1	\$ 477,800
Percent of MPO Program ³	29.7%

¹ In-Kind Local Match – UPWP refers to the in-kind match required for FTA 5303 and STBG – UPWP funding included in the UPWP ODOT/MPO Intergovernmental Agreement. In-Kind match sources are listed in each subtask.

² 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, 2024 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 materials 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: Performance Measures, 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	\$ 24,400
State Match for FHWA PL	2,700
FTA 5303 Funding	26,200
STBG - UPWP	31,300
In-Kind Local Match - UPWP	6,600
Total Task 2	\$ 91,200
Percent of MPO Program	9.7%

Task 3: Long-Range Planning

Task 3 includes work to update the MTP, develop a schedule to implement actions and additional planning work identified in the MTP (e.g. corridor or area studies), development of the US20 Refinement Plan, development of the US97/Reed Market Rd interchange area 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, completing the US97/Baker Road IAMP, and assisting the City of Bend as it addresses Oregon's climate change planning and rulemaking.

The funding sources for Task 3 are listed below:

Task Three	
FHWA PL Funding ¹	\$ 24,400
State Match for FHWA PL	2,700
FTA 5303 Funding	16,400
STBG - UPWP	52,100
STBG - Fund Exchange ²	120,000
ODOT Safety Funds ³	95,000
In-Kind Local Match - UPWP	7,800
ODOT Safety Local Match ⁴	19,000
Total Task 3	\$ 337,400
Percent of MPO Program	36.1%

¹ The IJJA/BiL § 11206 (Increasing Safe and Accessible Transportation Options) requires States and Metropolitan Planning Organizations to expend not less than 2.5 percent of PL funds on Complete Streets planning activities (see BIL § 11206(b)). The PL funding work satisfies this requirement with Task 3, Subtasks A and D. MPO staff time for these tasks are provided by PL funding. 2.5% of the full PL funding for the full UPWP.

² The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements. These funds are eligible for local procurement processes without being constrained by federal requirements of a certified fiscal agency.

³ ODOT Safety Funds are carried over from FY22 for safety work as identified in Task 3, Subtask D.

⁴ ODOT safety grant funds require a 20% in-kind match

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 BMPO 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.

There is more \$450 million of transportation projects programmed in the MPO area in the 2022-2027 period. 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 2021 about coordinating roadway closures and detours with ODOT, the City of Bend and Deschutes County. One outcome of this coordination was development of a new travel model scenario. Additionally, the RITIS transportation data information system may be used to assess and modify detour coordination and routing. As these discussions progress, there will clarify about roles and responsibilities.

MPO staff maintain multi-modal volume data (from the city of Bend and ODOT) and crash data (from ODOT). 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.

The funding sources for Task 4 are listed below:

Task Four	
FHWA PL Funding	\$ 29,200
State Match for FHWA PL	1,100
STBG - Fund Exchange ¹	180,000
STBG - UPWP	10,400
FTA 5303 Funding	6,400
In-Kind Local Match - UPWP	1,900
Total Task 4	\$ 229,000
Percent of MPO Program	24.5%

¹ The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements. These funds are eligible for local procurement processes without being constrained by federal requirements of a certified fiscal agency.

COVID Relief Program

Task 1: COVID Relief Program

This program is for the federal COVID relief funding. The Bend MPO received \$1,500,900 from the Coronavirus Response and Relief Supplemental Appropriations Act Funds. These funds are included as the beginning working capital for FY 24. ODOT received the federal funds and transferred the funds to counties, cities and small MPOs. Distribution of the funds was based on the established allocation agreement between ODOT, the League of Oregon Cities, and the Association of Oregon Counties.

The purpose of the HIP-CRRSAA or COVID Relief Funding is to provide funding to address coronavirus disease 2019 (COVID-19) impacts related to Highway Infrastructure

Programs.

Visit this link for more detail:

https://www.oregon.gov/odot/STIP/Pages/COVID_Relief_Funding.aspx

The funds will be directed to local jurisdictions through an interagency transfer and will be processed through a public process with Bend MPO Policy Board deliberations and decisions. The Bend MPO TAC and Policy Board will develop a process to allocate these funds in FY24. The MPO must program the funds by September 2024, and the project(s) must be complete by 2029.

Task One	
COVID Relief Funding	\$ 1,180,900

Summaries of the FY 2023-24 Budget are shown with the following figures.

Figure 3: Budget Summary Table

Fiscal Year 2023-24 Budget Summary			
Resources		Requirements	
Beg. Working Capital/COVID Relief Funding ¹	1,280,900		
FHWA PL ²		By Budget Category (Rounded):	
Federal Share	195,000	MPO Program	\$ 935,400
FTA Section 5303	65,400	Loan Repayment	100,000
STBG - UPWP	208,400	Contingency	100,000
STBG - Fund Exchange ³	300,000	COVID Relief Program	1,180,900
ODOT Safety Funds	95,000		
Total Grant Funding	\$ 2,144,700	Total Budgeted Appropriations	\$ 2,316,300
FHWA PL ²		By Task:	
State Match	21,300	MPO Program	
FTA Local Match ⁴	7,400	Task 1: Dev. & Program Management	\$ 477,800
STBG Local Match - UPWP ⁴	23,900	Task 2: Short Range Planning	91,200
ODOT Safety Local Match ⁴	19,000	Task 3: Long Range Planning	337,400
Total Match Funding	\$ 71,600	Task 4: Modeling and Data Collection	229,000
City of Bend Loan	100,000	COVID Relief Program	
		Task 1: COVID Relief Funding	1,180,900
		Total Program	\$ 2,316,300
Total Budgeted Resources	\$ 2,316,300	Total Budgeted Requirements	\$ 2,316,300

¹ COVID Relief Program funding is a one-time allocation based on the Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Appropriations Act, 2021. This funding is considered beginning working capital due to being received in FY 2021-22. There are no match requirements for these funds. See COVID Relief Program, Task One in the UPWP for additional information.

² The FHWA PL funds are awarded at 89.73% with a requirement for a 10.27% local match. ODOT provides this match requirement with State funds under the ODOT-MPO annual funding agreement. The IJA/BI § 11206 (Increasing Safe and Accessible Transportation Options) requires States and Metropolitan Planning Organizations to expend not less than 2.5 percent of PL funds on Complete Streets planning activities (see BIL § 11206(b)). The PL funding work satisfies this requirement with Task 3, Subtasks A and D. MPO staff time for these tasks are provided by PL funding. 2.5% of FY24 PL funding equals \$4,853.

³ The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements. These funds are eligible for local procurement processes without being constrained by federal requirements of a certified fiscal agency.

⁴ Local match for the FTA, ODOT Safety Division and STBG-Federal 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 Local Partners In-Kind Match in the Line Item Budget, Figure 6.

Figure 4: Requirements by MPO and COVID Relief Programs Chart FY 2023-24

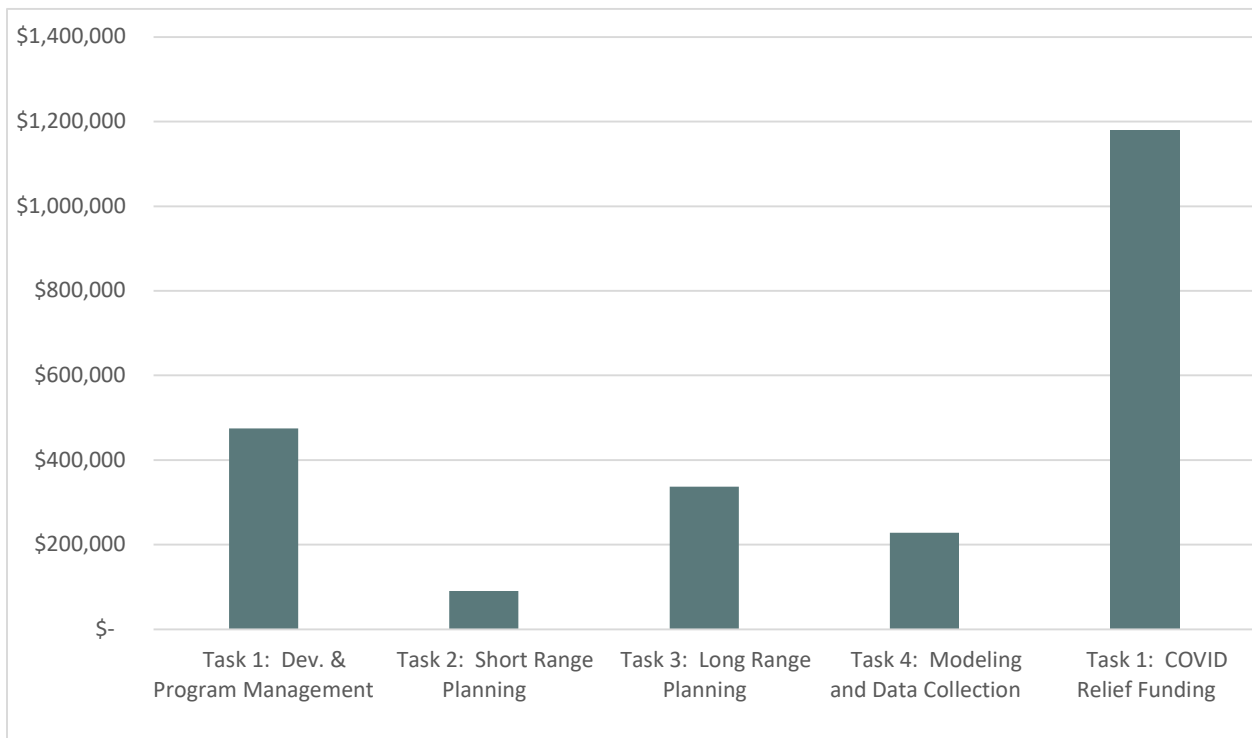
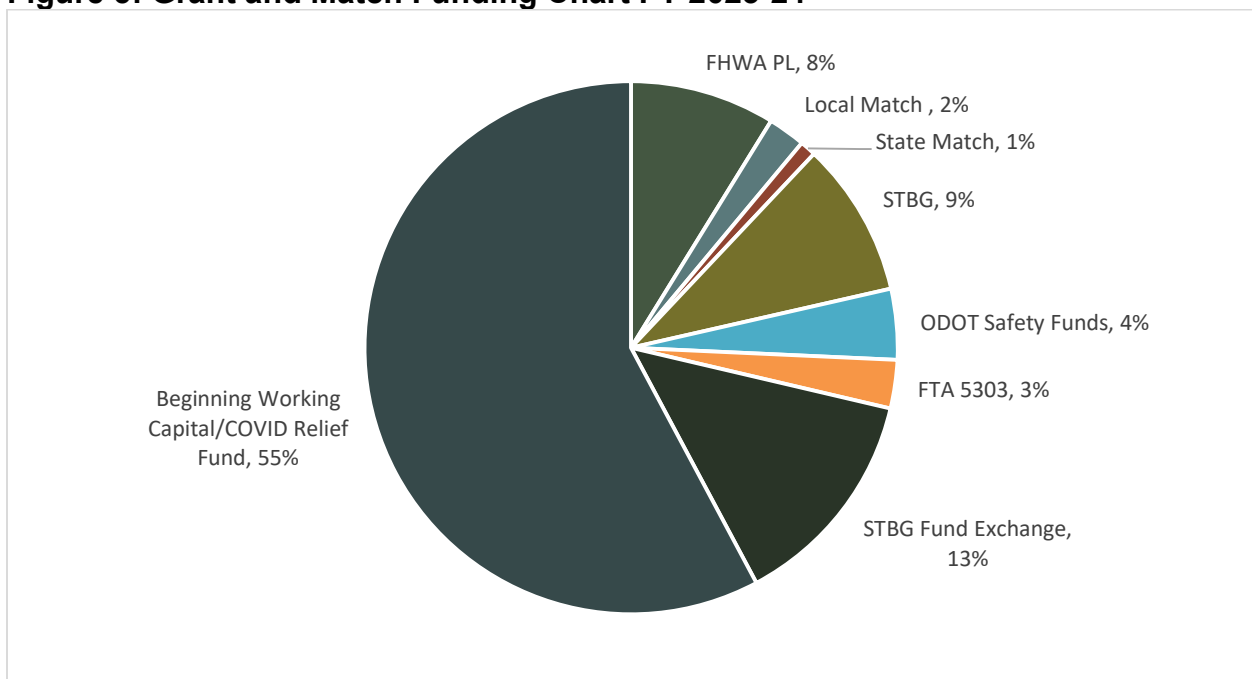


Figure 5: Grant and Match Funding Chart FY 2023-24



Significant Budget Changes from the Previous Year

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 grant was awarded in FY22 and no funds were expended in FY22. The grant funding is expected to continue through the first quarter of FY 2023-24 ending by 9/30/2023. The Bend MPO may request to extend the funds until 9/30/2024. Additional details about this project are provided at www.bendoregon.gov/transportationsafety.

COVID Relief Interagency Transfer (Figure 6, Line 51)

Bend MPO Policy Board will discuss, deliberate, and transfer these funds in FY 2023-24 as determined to meet the needs of the community within the intent of the funds. These decisions will be made in public meetings with an opportunity for community comment. To follow this process, sign up to receive Bend MPO Policy Board meeting materials at www.bendoregon.gov and subscribe to e-news.

Financial Policies

The Bend MPO relies on the federal framework for handling and distributing funding. This framework is detailed under Title 23 (Highways) and Title 49 (Transit) of the Code of Federal Regulations. 23 CFR Section 420.117 detail the requirement to show budgeted (approved) amounts and actual costs incurred. Part 450 of 23 CFR Chapter 1, Subchapter E and Part 613 of 49 CFR detail the requirements for metropolitan transportation planning and programming process.

Description of Line Item Budget

The line-item budget for FY 2023-24 is shown in Figure 6. Descriptions for significant budget lines are provided below.

Beginning Working Capital (Figure 6, line 1)

Beginning Working Capital on July 1, 2023, is available due to receipt of COVID Relief Funds and a year end loan from the City of Bend.

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

The funding sources referenced as FHWA PL, FTA Section 5303, STBG – UPWP, STBG – Fund Exchange, and ODOT Safety Funds – MPO planning is included in the federal pass-through line item detail.

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

The required match for FTA 5303 and STBG federal 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 local projects in collaboration with the MPO and our partners. ODOT Safety Division Funding requires a match that is provided by the City of Bend, Deschutes County, and other partners involved in the grant project.

Personnel Services (Figure 6, line 32)

Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The FY 2023-24 budget assumes 2.8 full-time equivalents. 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 in FY 2022-23).

MPO Manager: \$7,899 to \$10,260
Program Coordinator: \$5,472 to \$6,984
Senior Planner: \$6,870 to \$8,921

City of Bend Support, Interagency (Figure 6, line 39)

The FY 2023-24 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. 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

Procurement: Provides contracting and procurement services

Figure 6: Line Item Detail

Line No.	Account Description	FY22-23 Revised Budget	FY22-23 Actuals as of 4/18/23	FY22-23 Year End Projection	FY23-24 Proposed Budget
1	Beginning Working Capital ¹	\$ 1,554,900	\$ 1,554,540	\$ 1,554,500	\$ 1,280,900
2	Federal Pass-through Grant - ODOT	947,600	254,332	956,800	853,900
3	State Match	21,100	21,119	21,100	21,300
4	Bend/Deschutes County In-Kind Match	66,800	-	78,700	50,300
5	Loan from City of Bend General Fund ²	100,000	-	100,000	100,000
6	Miscellaneous Revenue	-	20,171	26,500	-
7	Total Resources	\$ 2,890,400	\$ 1,870,162	\$ 2,757,600	\$ 2,318,300
8	Requirements:				
9	Regular Salaries	\$ 269,800	\$ 207,151	\$ 255,500	\$ 289,000
10	Other Payouts	5,000	15,324	17,600	6,900
11	Overtime	1,500	1,164	1,500	1,500
12	Social Security Tax	17,200	13,575	16,800	18,300
13	Medicare Tax	4,000	3,175	3,800	4,300
14	Unemployment	300	223	300	300
15	Workers Compensation	100	78	100	100
16	OR Paid Leave	-	327	600	1,200
17	FERS IAP	16,600	12,623	16,300	17,800
18	FERS OPSRP	37,500	28,589	37,200	43,400
19	FERS Debt Service	5,500	6,311	7,500	5,200
20	Workers Compensation Insurance	1,800	952	1,200	1,400
21	Disability Insurance	700	558	800	800
22	Life Insurance	300	259	300	300
23	High Deductible - Premium	41,800	25,062	36,700	44,100
24	High Deductible - Deductible	10,000	6,134	9,000	10,000
25	High Deductible - Coinsurance	1,000	2,035	2,400	1,500
26	Dental Insurance - Premium	2,900	1,960	2,900	3,400
27	Telemed Service	100	75	100	100
28	OPEB Funding	4,000	2,915	4,000	5,200
29	Deferred Compensation	-	849	1,500	3,100
30	Employee Parking	1,100	534	700	1,100
31	Section 125 Benefits	400	153	300	400
32	Total Personnel Services	\$ 421,800	\$ 330,028	\$ 418,100	\$ 468,400
33	Professional Services - Legal	5,000	2,397	5,000	10,000
34	Professional Services - Consulting	467,300	20,470	526,400	339,300
35	Professional Services - Financial Audit	5,200	5,400	5,600	5,800
36	Software Maintenance	2,500	802	1,500	1,700
37	Postage	100	13	100	100
38	Advertising	700	-	700	700
39	City of Bend Support, Interagency	53,600	40,199	53,600	57,800
40	Technology/Equipment	3,500	-	3,500	-
41	Mobile Device Services	500	403	500	500
42	Office Supplies	200	169	200	200
43	Employee Costs	900	86	900	900
44	Employee Costs - Training	1,500	494	1,500	1,500
45	Employee Costs - Licenses & Dues	2,500	1,614	2,500	2,500
46	Community Education & Outreach	1,200	363	1,200	2,000
47	Insurance Premium	2,400	2,648	2,700	2,700
48	In-Kind Match	66,800	-	78,700	50,300
49	Total Materials and Services	\$ 813,900	\$ 76,068	\$ 884,800	\$ 478,000
50	Loan Repayment	54,000	54,000	54,000	100,000
51	COVID Relief Interagency Transfer	1,500,900	-	320,000	1,180,900
52	Contingency	100,000	-	-	100,000
53	Total MPO Program	\$ 1,188,500	\$ 468,084	\$ 1,478,700	\$ 2,318,300
54	Total COVID Relief Program	\$ 1,600,900	\$ -	\$ 320,000	\$ 1,180,900
55	Ending Working Capital	\$ -	\$ 1,411,078	\$ 1,280,900	\$ -

See Appendix A on page 26 for a larger font version of Figure 6 for enhanced readability or use this link to view online: <http://www.bendoregon.gov/mpobudget>

¹ Line 1 represents the Beginning Working Capital for the MPO fund. For the proposed budget, the 2023-24 Beginning Working Capital is the amount of the COVID Relief funding and the year end loan from the City of Bend.

² Line 5 represents the loan amount expected and/or received on June 30, 2023, 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 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.

COACT Central Oregon Area Commission on Transportation, COACT was formed in 1998 to serve as a forum for the discussion, understanding, and coordination of transportation issues affecting the Central Oregon region. COACT membership includes representatives from each Central Oregon City and County government, ODOT, the Confederated Tribes of Warm Springs, the private sector and various regional organizations.

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”: Federal-aid Highway Program; and Federal Lands Highway Program.

FHWA PL Metropolitan Planning Funds as defined by as the Metropolitan Planning Program. Review the FHWA fact sheet here: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/metro_planning.cfm.

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

FTA 5303 Planning funds used for MPO and state transit planning. These funds are sub-allocated by states to MPOs by a formula that considers each MPO’s urbanized area population, their individual planning needs, and a minimum distribution. Review the FTA website here: <https://www.transit.dot.gov/funding/grants/metropolitan-statewide-planning-and-nonmetropolitan-transportation-planning-5303-5304>

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 consist of several part time positions.

FY Fiscal Year. For the purpose of this document, fiscal year is the state fiscal year from July through June.

GIS Geographic Information System

IAMP Interchange Area Management Plan is a long-term (20+ year) transportation facility plan for a highway interchange. This link is for the US97/Baker Road IAMP project: <https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=US97BakerRd>

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. Link to webpage: <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/its-plan>

MTP Metropolitan Transportation Plan, the 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area. Link to webpage: <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/metropolitan-transportation-plan>

MTIP Metropolitan Transportation Improvement Program, an MPO's Capital Improvement Program, which identifies project, budgets and timing for delivery within the MPO. Link to webpage: <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/mtip-and-annual-project-report>

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. Link to webpage: <https://www.oregon.gov/odot/LocalGov/Pages/Funding.aspx>

TAC Technical Advisory Committee advises the Bend MPO Policy Board. The committee is comprised of staff from local jurisdictions and includes two citizens. Link

to webpage: <https://www.bendoregon.gov/government/committees/mpo-technical-advisory-committee>

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. <https://www.bendoregon.gov/government/departments/bend-metro-planning-organization/plans-and-programs/public-participation-your-rights>

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.

TPAU The Oregon Department of Transportation (ODOT) Transportation Planning and Analysis Unit (TPAU) analyzes the long-range effects of transportation decisions on travel behavior, transportation system performance, land use and the economy, to help inform investment decisions at state, regional and local levels. TPAU provides essential analysis and technical support for other divisions and units within ODOT, as well as other public agencies and external customers.

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. Link to Bend TSP Plan Page: <https://www.bendoregon.gov/city-projects/transportation-system-plan>

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. Link to Bend UGB Project Page: <https://www.bendoregon.gov/government/departments/growth-management/urban-growth-boundary-remand>

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. The FHWA and FTA rules are provided here: <https://www.fhwa.dot.gov/legsregs/directives/fapg/Cfr450c.htm>

Appendix A: Figure 6 Line Item Detail – Sized for Readability

Line No.	Account Description	FY22-23 Revised Budget	FY22-23 Actuals as of 4/19/23	FY22-23 Year End Projection	FY23-24 Proposed Budget
1	Beginning Working Capital ¹	\$ 1,554,900	\$ 1,564,540	\$ 1,564,500	\$ 1,280,900
2	Federal Pass-through Grant - ODOT	947,600	264,332	966,800	863,800
3	State Match	21,100	21,119	21,100	21,300
4	Bend/Deschutes County In-Kind Match	66,800	-	78,700	50,300
5	Loan from City of Bend General Fund ²	100,000	-	100,000	100,000
6	Miscellaneous Revenue	-	20,171	26,500	-
7	Total Resources	\$ 2,690,400	\$ 1,870,162	\$ 2,757,600	\$ 2,316,300
8	Requirements:				
9	Regular Salaries	\$ 269,800	\$ 207,151	\$ 256,500	\$ 289,000
10	Other Payouts	5,000	15,324	17,600	6,900
11	Overtime	1,500	1,164	1,500	1,500
12	Social Security Tax	17,200	13,575	16,800	18,300
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49	Total Materials and Services	\$ 613,900	\$ 75,058	\$ 684,600	\$ 476,000
50	Loan Repayment	54,000	54,000	54,000	100,000
51	COVID Relief Interagency Transfer	1,500,900	-	320,000	1,180,900
52	Contingency	100,000	-	-	100,000
53	Total MPO Program	\$ 1,189,500	\$ 459,084	\$ 1,476,700	\$ 2,316,300
54	Total COVID Relief Program	\$ 1,500,900	\$ -	\$ 320,000	\$ 1,180,900
55	Ending Working Capital	\$ -	\$ 1,411,078	\$ 1,280,900	\$ -