AGENDA
Bend Metropolitan Planning Organization
Policy Board

Date: **May 19, 2020**
Time: **12:00 - 1:00 pm**
Location: **Virtual meeting. Participation information is provided below:**

To attend using your computer or tablet, please use this link:

https://bendoregon.webex.com/bendoregon/onstage/g.php?MTID=ea5e6f34f1a0b5878a66321e73095b6f1

Call in Option: 1-855-282-6330, Access Code: 963 960 506

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

1. **Call to Order & Introductions**

2. **Public Comment**

Action Items

3. **Review and approve April 21, 2020 Policy Board meeting minutes (Attachment A)**

   Recommended Language for Motion: I move approval of the April 21, 2020 draft meeting minutes as presented.

4. **2020-2021 Approved Budget Public Hearing and Adoption**

   Background: Staff will provide an overview of the Budget Committee approved budget for the fiscal year July 1, 2020 to June 30, 2021, including a summary of major work tasks and funding sources. The purpose of the hearing is to review the approved budget, receive comment, and adopt the approved budget. A public meeting of the Budget Committee was held May 5. The Budget Committee recommended Policy Board approval of the proposed budget.

   Attachments: *Resolution 2020-02 to adopt the budget (**Attachment B**)
   *BMPO Approved Budget FY2020-21 (**Attachment C**)

   The 2020-2021 Approved Budget is also posted on the BMPO website: http://www.bendoregon.gov/mpobudget
   The direct link to the Approved Budget document: https://www.bendoregon.gov/home/showdocument?id=46322

Action Requested: Hold public hearing and consider adoption of the 2020-2021 Approved Budget (via Resolution 2020-02)

Recommended Language for Motion: I move to adopt the Fiscal Year 2020-21 Approved Budget and make appropriations by means of Resolution 2020-02.

5. 2020-2021 Unified Planning Work Program Adoption

Background: The Unified Planning Work Program (UPWP) outlines all planning activities to be undertaken in the BMPO area each fiscal year. ODOT, Federal Highway Administration, Federal Transit Administration, BMPO Policy Board and the Technical Advisory Committee have reviewed the draft 2020-21 UPWP.

Attachments: *Resolution 2020-03 to adopt the UPWP (**Attachment D**)
The draft 2020-21 UPWP is posted on the BMPO website:
http://www.bendoregon.gov/mpobudget

The direct Link to the proposed 2020-21 UPWP:
https://www.bendoregon.gov/home/showdocument?id=46326

Action Requested: Review and consider adoption of the draft 2020-21 UPWP (via Resolution 2020-03)

Recommended Language for Motion: I move to adopt the 2020-21 Unified Planning Work Program by means of Resolution 2020-03

Information & Discussion Items

6. Grant application

Background: The Transportation and Growth Management (TGM) program is a grant program administered jointly by ODOT and DLCD. The overarching goal of the program is to better link transportation and land use planning. TGM funding has been obtained for transportation and land use planning projects in Bend and throughout Central Oregon over the past 20 years. The MTP, Bend TSP and Cascades East Transit (CET) Master Plan identify potential mobility hubs as a way to accommodate new mobility options and enhance public transportation services. Staff would like to submit an application to further evaluate and plan for mobility hubs. Staff will briefly discuss the potential application.

Attachments: None. Information will be shared during the meeting.

Action Requested: Consider support to submit an application

7. Technical Advisory Committee citizen members

Background: The Policy Board amended the Technical Advisory Committee (TAC) Bylaws in 2019. The amendments included language about the selection and terms of the citizen members. Staff would like to initiate the process to seek new citizen members. Staff will briefly discuss the process and potential schedule.

Attachments: None. Information may be shared during the meeting.

Action Requested: Consider initiating the process to seek new citizen members

8. **Public Comment**

9. **Next Policy Board Meeting**

   The next regular meeting of the Policy Board is scheduled for June 16, 2020 at 12 noon

   The Steering Committee for the MTP and Bend TSP will hold a Policy Workshop on May 21 from 1-3 pm

   The final meeting of the Steering Committee for the MTP and Bend TSP will meet on June 18 from 1-4 pm

10. **Adjourn**

Additional Attachments

- Bend to Lava Lands path support letter **(Attachment E)**

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 Jovita Anderson no later than 24 hours in advance of the meeting at (541) 693-2122, or janderson@bendoregon.gov. Providing at least 2 days-notice prior to the event will help ensure availability.

Attachment A

BEND METROPOLITAN PLANNING ORGANIZATION
POLICY BOARD
DRAFT Minutes
April 21, 2020
Deschutes Services Center, 1300 NW Wall Street, 1st Floor – DeArmond Room, Bend, Oregon

Policy Board Members Present
Bend City Council: **Chair** Justin Livingston, Barb Campbell, Chris Piper
Deschutes County Commission: **Vice-Chair** Anthony DeBone
Oregon Department of Transportation (ODOT): Bob Townsend

Policy Board Alternates
County: Chris Doty, *Deschutes County Road Department Director*

MPO Staff: Tyler Deke, *Manager;* Jovi Anderson, *Program Coordinator;* Andrea Napoli, *Senior Planner;* Cameron Prow, TYPE-*Write* II

Visitors: David Amiton, *ODOT Region 4 Planning Manager;* Don Moore, *MPO Budget Committee;* Gary Vodden, *MPO Budget Committee;* Lydia Hill, *City of Bend Finance Department*

Media: None

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

1. Call to Order – Introductions
Chair Livingston called the regular meeting of the Bend Metropolitan Planning Organization (Bend MPO) Policy Board to order at 12:04 p.m. on Tuesday, April 21, 2020, with a quorum of member jurisdictions present (3 of 3).

2. Public Comment
None.

ACTION ITEMS
3. Review/Approve Policy Board Minutes
Data: February 18, 2020 (Agenda Attachment A)

Motion 1 (3/0/0): Mr. Piper moved approval of the February 18, 2020, draft meeting minutes as presented. Mr. DeBone seconded the motion which passed unanimously.

4. 2018-2021 Metropolitan Transportation Improvement Program Amendment
Data: PowerPoint, Statewide Transportation Improvement Program Amendment Project Summary for (Agenda Attachment B),

Mr. Deke discussed the background of the proposed amendment to move design funding for the US97 to US20 Sisters Bridge (Key 21758) from the 2021-2024 MTIP to the 2018-2021 MTIP.

Mr. Townsend provided additional details about this major ODOT project. The full project was included in the draft 2021-2024 MTIP.

Mr. DeBone requested, and received, clarification about the purpose of the proposed MTIP amendment and how this project would fit with other North Corridor projects.

Motion 2 (3/0/0): Mr. DeBone moved approval of the proposed amendment to the 2018-2021 Metropolitan Transportation Improvement Program as presented. Mr. Townsend seconded the motion which passed unanimously.

5. 2021-2024 Metropolitan Transportation Improvement Program Adoption

Data: PowerPoint, Resolution 2020-01 to adopt the 2021-24 MTIP (Agenda Attachment C)

Mr. Deke reviewed the background, proposed Surface Transportation Block Grant (STBG) multi-year funding allocation, performance measures, funding summary, project list, and timeline. Federally funded and locally funded projects anticipated by local agencies and ODOT were included in the MTIP. Due to a one-year overlap, the 2018-2021 MTIP and the 2021-2024 MTIP would both be active until September/October 2020. He asked if the Policy Board wanted to reserve any funds to address potential shortfalls due to COVID-19.

Ms. Anderson reported no comments had been received on the draft 2021-2024 MTIP.

Policy Board concerns included projects that could be delayed (household survey), if CARES Act funding should be included, source of Local Total funds, completing priority projects as scheduled, and strategies to set aside funding in 2020 and perhaps 2021. Following discussion, Policy Board members generally agreed that reserving funds to address potential shortfalls due to COVID-19 was a good idea.

Chair Livingston directed staff to present options for fiscal year 2020-2021 at the Budget Committee meeting. Chair Livingston also directed staff to present specific 2020-2021 funding recommendations for approval at the next Policy Board meeting.

Motion 3 (3/0/0): Mr. Piper moved to adopt the 2021-2024 Metropolitan Transportation Improvement Program by means of Resolution 2020-01. Mr. DeBone seconded the motion which passed unanimously.

INFORMATION ITEMS

6. Surface Transportation Block Grant Funds

Data: Status update slide (Agenda Attachment D)
Action: Continue discussion about distribution of STBG funding.

Ms. Napoli provided an update on developing a funding process for "other" projects. In response to the Policy Board's request for clarification on what "other" projects would be included, a Technical Advisory Committee workgroup was formed . At its first meeting on April 1, 2020, the TAC workgroup developed draft project funding criteria. These criteria were based on the City TSP (Transportation System Plan) and the MPO MTP (Metropolitan Transportation Plan) goals and objectives adopted by the Steering Committee in 2018. The TAC workgroup is finalizing criteria language and developing a ranking process. She will present the draft funding process to the Policy Board after review by the full MPO TAC. She outlined the proposed TAC role in this funding process going forward.

All Policy Board members agreed with the STBG decision process proposed by staff.

7. Other Business

None.

8. Public Comment

None.

9. Future Policy Board Meetings

- May 5 (Tuesday), 2020, 12 noon: Budget Committee
- May 19 (Tuesday), 2020, 12 noon: Policy Board

10. Adjourn

Motion 4 (3/0/0): Ms. Campbell moved to adjourn. Mr. Livingston seconded the motion which passed unanimously.

With no further business, Chair Livingston adjourned the meeting at 12:50 p.m.

Attachment B

Resolution Number 2020-02
Bend Metropolitan Planning Organization Policy Board

A RESOLUTION ADOPTING THE BUDGET FOR THE FISCAL YEAR 2020-21

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2020-21 budget as approved by the Budget Committee pursuant to ORS 294.456, and;

That the amount for the fiscal year beginning July 1, 2020, for the purpose shown below, is hereby appropriated as follows:

Metropolitan Planning Organization (MPO) Fund	
MPO Program	$ 497,500
Loan Repayment	100,000
Contingency	100,000
Total Requirements	**$ 697,500**

Adopted by the Bend Metropolitan Planning Organization the 19th day of May, 2020.

Yes:_____ No:____ Abstain: _____

Authenticated by the Chair this 19th day of May, 2020.

_____
Justin Livingston, Chair

Attest:

_____
Tyler Deke, MPO Manager

Attachment C

Bend Metropolitan Planning Organization

BMPO Bend Metropolitan Planning Organization

Proposed BMPO Budget
Fiscal Year July 1, 2020 – June 30, 2021

BMPO Budget Committee Approved – May 5, 2020
Public Hearing scheduled with BMPO Policy Board – May 19, 2020

Bend Metropolitan Planning Organization
Budget
Fiscal Year 2020-21

Budget Committee

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

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

City of Bend Finance Staff
Sharon Wojda, Chief Financial Officer
Melissa Bradley, Budget & Financial Planning Manager
Lydia Hill, Senior Budget & Financial Analyst

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Resolution Number 2020-02

Bend Metropolitan Planning Organization Policy Board

A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2020-21

THE BEND METROPOLITAN PLANNING ORGANIZATION DOES RESOLVE AS FOLLOWS:

To adopt the fiscal year 2020-21 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, 2020, for the purpose shown below, is hereby appropriated as follows:

Metropolitan Planning Organization (MPO) Fund	
MPO Program	$ 497,500
Loan Repayment	100,000
Contingency	100,000
Total Requirements	**$ 697,500**

Adopted by the Bend Metropolitan Planning Organization the 19th day of May, 2020.

Yes:_____ No:____ Abstain: _____

Authenticated by the Chair this 19th day of May, 2020.

_____
Justin Livingston, Chair

Attest:

_____
Tyler Deke, MPO Manager

Budget Message

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

Bend Metropolitan Planning Organization (BMPO) Overview

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

The Bend MPO boundary includes the area within the City of Bend Urban Growth Boundary (UGB), other areas designated as urbanized areas by the 2010 Census as well as areas that may be annexed into the City to accommodate growth and anticipated development over the next twenty years. The areas included in the Bend MPO that lie outside of the UGB include the unincorporated community of Tumalo, the area generally described as Deschutes River Woods and the Woodside Ranch area to the south, an area east of the UGB from Stevens Road to Butler Market Road, and an area located northeast of the UGB (Juniper Ridge area).

Federal legislation and regulations for MPOs include direction for the following goals:

- Develop and maintain a Metropolitan Transportation Plan (MTP), the 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area;
- Develop and maintain a Metropolitan Transportation Improvement Program (MTIP), which identifies scopes, budgets and timing for projects to be delivered within the MPO over the upcoming 4 years;
- Coordinate transportation decisions among local jurisdictions, state agencies, and area transit operators;
- Develop an annual work program; and
- Involve the general public and all significantly affected sub-groups in the functions listed above.

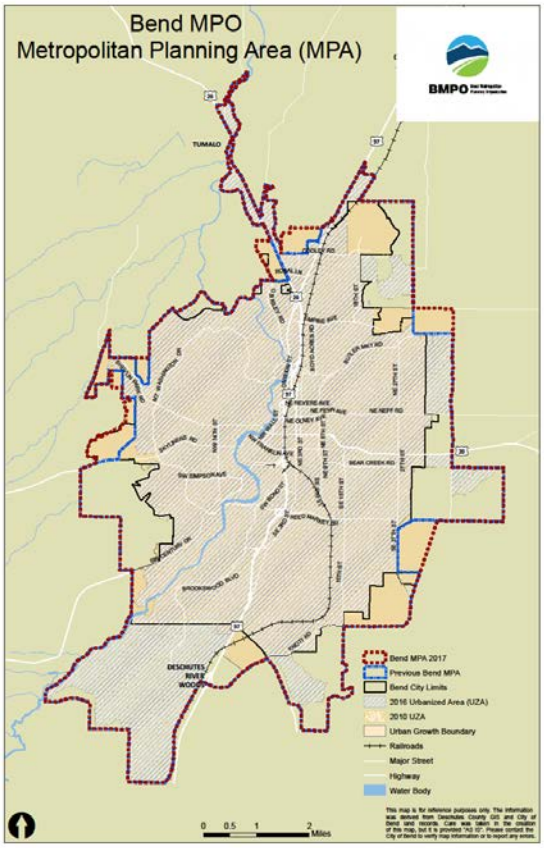

Figure 1: BMPO Boundary Map

In Oregon, cities and counties within MPOs have additional growth management and land use planning requirements. For more details or past budget materials visit the Bend MPO web page at www.bendoregon.gov/mpobudget.

MPO Coordination Role

Most MPOs are not the actual implementing agencies for projects but must provide an overall coordination role in planning and programming funds for projects and operations. Because the Bend MPO boundary includes lands within the Bend UGB and areas just beyond, the coordinated planning efforts are primarily between the City of Bend, Cascades East Transit (CET), Deschutes County and the Oregon Department of Transportation (ODOT). This coordination is already occurring as each agency works within the realm of state requirements for transportation and land use planning and updating their respective planning documents. Nonetheless, coordination often only occurs on a project-by-project basis between staff, planners and engineers. The Bend MPO Policy Board, comprised of three City Councilors, one County Commissioner and one representative from ODOT, is able to aid in setting transportation planning policies for each jurisdiction as coordinated through Bend MPO efforts. For example, as the City of Bend begins to implement the UGB adopted in 2016, a coordinated transportation planning effort will be vital to provide a transportation system that serves City residents as well as outlying residents who rely on Bend for a multitude of services.

BMPO Major Transportation Planning Activities for Fiscal Year (FY) 2020-21

The Bend MPO Unified Planning Work Program (UPWP) document provides additional details to Figure 2. This includes deliverables and coordinating agencies. The Adopted FY 2019-20 and Draft FY 2020-21 UPWP document is available at www.bendoregon.gov/mpobudget.

Figure 2: Major Transportation Planning Activity Table FY 2020-21

Task or Project	BMPO Action and Dates
Metropolitan Transportation Plan (MTP)	Adopt a 2040 MTP phase 2 by September 2020 Create action plan for incorporating planning efforts that are not completed by September 2019 into MTP for 2021 work plan
2018-2021 & 2021-2024 Metropolitan Transportation Improvement Program (MTIP)	The 2018-21 MTIP will be in effect concurrently with the 2021-24 MTIP until the 2021-24 MTIP is approved by FHWA and FTA
2024-2027 MTIP	Coordinate with partner agencies winter/spring 2021 in development of document.
BMPO Data Development	Enhance annual reporting of data in Bend MPO
Annual Obligated Project Report	Produce federally required report by 12/31/20
Oregon Modeling Steering Committee (OMSC)	Ongoing participation
BMPO Strategic Plan	Produce report by 10/31/20

Bend MPO Activity Reductions or Deferrals

Over the past decade, federal funding (Federal Highway Administration transportation planning referenced as "PL" and Federal Transit Administration Section 5303 transit planning) to the BMPO has fluctuated, including funding decreases in some years. After several years of slowly increasing funding, federal funding for PL and 5303 in FY 2020-21 will decrease by about 4% compared to FY 2019-20. Even in years of increased funding, the funding needed for the BMPO work program has exceeded available funding. Because the PL and 5303 funds do not fully support MPO requirements each budget year, the Policy Board has authorized use of some Surface Transportation Block Grant (STBG) funds for several years to maintain the MPO budget, maintain and increase staffing, and to support specific planning projects. The Bend MPO, unlike many other Non-Transportation Management Area (TMA) MPOs in the state, uses a significant percentage of available STBG funding to support planning projects. The STBG 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, the Cascades East Transit Master Plan and for MPO staffing. To account for these funding fluctuations and an ever-increasing workload, some work items have been delayed or altered to ensure resources are available to complete priority projects. Impacted items include:

- Reduced MPO public outreach materials such as newsletters or extensive website updates
- Reduced participation on intergovernmental committees (with increased staffing, the MPO is now more actively engaged in some external committees)
- Local project grant application assistance deferred to local agency staff (with increased staffing, MPO may be able to re-establish assistance)
- Data analysis for various local projects deferred to local agency staff

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

- Accelerate work on expected work items to be identified in the MTP, US97 Parkway Study, Cascades East Transit (CET) Master Plan and Bend TSP
- Providing additional support for current and upcoming planning and analysis projects underway within the MPO area
- Geographic Information System (GIS) transportation network development and enhancement (joint effort with City of Bend)

Funding Support to the Bend MPO

Funding from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ODOT supports the BMPO planning program. FHWA allocates Metropolitan Planning (PL) funds through ODOT to the BMPO by 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 BMPO support comes from FTA 5303 planning funds and BMPO member in-kind support. Additional future support for BMPO planning projects could come from state or federal grant programs (e.g. ODOT Traffic Records Coordinating Committee grants, ODOT Research grants, Transportation

and Growth Management Program grants, ODOT Public Transit grants).

BMPO 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 BMPO will be seeking on-call consultant support services for travel modeling support. The intention of such an agreement is to reduce work demands on MPO and TPAU staff.

Actual ODOT funding commitments are finalized through specific Intergovernmental Agreement (IGAs). BMPO and its subcontractors will carry out the tasks described in this UPWP.

BMPO Work Summary for FY 2019-20

Listed below are some of the tasks completed or started by the Bend MPO in FY 2019-20 and continuing in FY 2020-21.

Tasks Completed

- Annual Listing of Obligated Funds report
- 2021-24 MTIP development and adoption
- 2040 MTP development and adoption (phase 1)
- Title VI Plan update
- Title VI annual report
- Bend Transportation Safety Action Plan
- 2018-21 MTIP maintenance
- Distribution of 2019 STBG funding
- Updates to the Policy Board and Technical Advisory Committee (TAC) bylaws

MPO-Lead Tasks Ongoing

- 2040 MTP development (phase 2)
- Coordination with ODOT Research Division for Non-Motorized Travel Activity Estimation and Crash Analysis in BMPO
- Serve as the small MPO representative on the Executive Committee of the Oregon Modeling Steering Committee, and serving on the Policy Committee, Technical Tools Subcommittee, Modeling Program Coordination Subcommittee, Travel Survey Subcommittee, Greenhouse Gas Subcommittee and Emerging Technologies work group
- Public Participation Plan update (to be completed summer 2020)
- MPO representation on various transportation-related committees/groups
- Transportation data
  - Populating Tableau software
  - Acquiring and loading safety data
  - Maintaining 5 permanent counters
  - Utilizing 10 mobile counters
- Transportation modeling support: land use development, plans and projects

Tasks Ongoing with Coordinating Agencies

- US97 Bend Parkway Facility Plan [1]
- ITS Plan update [1]
- CET Transit Master Plan [2]
  - ✓ Regional public transportation plan development
  - ✓ Bend area public transportation plan development
- City of Bend TSP update [3]
- Coordination with ODOT Research Division for Non-Motorized Travel Activity Estimation and Crash Analysis in BMPO [4]
- Coordination with City of Bend staff on implementation of a multi-modal count program
- Coordination with ODOT to consider data warehousing options [5]
- US97 North Interchange analysis (project started spring 2020)
- US97/Baker Road Interchange Area Management Plan (project start date TBD, estimated in spring 2020)

FY 2020-21 Budget and Work Program

The Bend MPO is required to develop an annual work program that identifies all transportation and related planning activities that will be undertaken within the Bend MPO area during the project year from July 1, 2020 to June 30, 2021. This work program is UPWP. The FY 2020-21 UPWP contains four major work tasks. Those tasks and budgets are briefly described on the following pages. Further information on specific work tasks is available in the UPWP at http://www.bendoregon.gov/mpobudget

Task 1: Bend MPO Development and Program Management

Task 1 involves the coordination of all MPO activities necessary for daily operations, including program administration; coordination of the BMPO committees; public involvement efforts; Title VI planning; financial management; the Oregon Metropolitan Planning Organization Consortium (OMPOC) annual meeting in Bend; development of the annual work program and budget; and participation in quarterly meetings of MPO, ODOT, and FHWA staff.

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[1] ODOT led process, MPO is a funding partner, process using BMPO TAC and Policy Board

[2] CET led effort, MPO is a funding partner

[3] City TSP and MPO MTP updates are using a single consultant team and a combined public process, MPO is a funding partner

[4] ODOT Grant funding ended as of 12-2019. Additional work on this project will be jointly funded by MPO and City of Bend

[5] ODOT lead process, MPO is a funding partner

The funding sources for Task 1 are listed below:

Task One	
FHWA PL Funding	$ 115,500
FTA 5303	12,875
State Match for FHWA PL	17,600
In-Kind Local Match	1,500
Beginning Working Capital[1]	100,000
Loan from General Fund[2]	100,000
Total Task 1	**$ 347,475**
Percent of Total Budget[3]	50%

[1] Beginning Working Capital from City loan received on June 30, 2020.
[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, 2021 to cover charges in advance of grant reimbursement.
[3] The Task 1 budget also includes administrative costs (financial administration, general administration, facility management, computer information systems support and legal support), direct material and services (supplies, travel, printing), and paid leave (holidays, vacation and sick leave).

Task 2: Short Range Planning

This task covers short term activities including: Surface Transportation Block Grant (STBG) project programming, participating on local, regional and statewide project committees, development and maintenance of the MTIP, and development of the Annual Obligated Funding report.

The funding sources for Task 2 are listed below:

Task Two	
FHWA PL Funding	$ 19,250
FTA 5303 Funding	20,600
STBG Funding	36,135
In-Kind Local Match	6,500
Total Task 2	**$ 82,485**
Percent of Total Budget	12%

Task 3: Long-Range Planning

Task 3 includes work to finish phase 2 of the MTP update, develop a schedule to implement actions and additional planning work identified in the MTP (e.g. corridor or area studies), finish the US 97 (Bend Parkway) Facility Plan, develop a schedule to implement actions and additional planning work identified in the Parkway Plan (e.g. alternate mobility standards, corridor studies), develop a schedule to implement actions and additional planning work identified in the Deschutes County ITS Plan, implementing the non-

engineering components of the Bend Area Transportation Safety Action Plan, working with CET to develop a schedule to implement actions and additional planning work identified in the CET Regional Public Transportation Plan.

The funding sources for Task 3 are listed below:

Task Three	
FHWA PL Funding	$ 19,250
FTA 5303 Funding	12,875
STBG Funding	156,585
In-Kind Local Match	19,400
Total Task 3	**$ 208,110**
Percent of Total Budget	30%

Task 4: Travel Demand Modeling and Data Collection/Analysis

Task 4 is focused on the regional travel demand model maintenance 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.

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	
STBG Funding	$ 48,180
FTA 5303 Funding	5,150
In-Kind Local Match	6,100
Total Task 4	**$ 59,430**
Percent of Total Budget	9%

A summary of the FY 2020-21 Budget is shown with the following figures.

Figure 3: Budget Summary Table

Fiscal Year 2020-21 Budget Summary			
	Resources		**Appropriations**
Beg. Working Capital	$ 100,000		
		By Budget Category:	
FHWA PL[1]		MPO Program	$ 497,500
Federal Share	154,000	Interest Expense	-
FTA Section 5303	51,500	Loan Repayment	100,000
STBG - BMPO Planning	240,900	Contingency	100,000
Total Grant Funding	**$ 446,400**	**Total Budgeted Appropriations**	**$ 697,500**
		By Task:	
FHWA PL[1]		Task 1: Dev. & Program Management	$ 347,475
State Match	17,600	Task 2: Short Range Planning	82,485
FTA Local Match [2]	5,900	Task 3: Long Range Planning	208,110
STBG Local Match [2]	27,600	Task 4: Regional Travel Demand Modeling	59,430
Total Match Funding	**$ 51,100**		**$ 697,500**
City of Bend Loan	100,000		
Total Budgeted Resources	**$ 697,500**	**Total Budgeted Requirements**	**$ 697,500**

[1.] The FHWA PL funds are awarded at 89.73% with a requirement for a 10.27% local match. ODOT has traditionally met this match requirement with State funds.
[2.] Local match for the FTA and STBG funds can be provided as hard match or through “in-kind” services. It is anticipated that the local match requirement will be met through in-kind services from local agency staff and project collaboration with the TSP update. See line 7 of Resources for the match estimate from the City of Bend in the Line Item Budget on page 13.

Figure 4: Requirements by Task Chart FY 2020-21

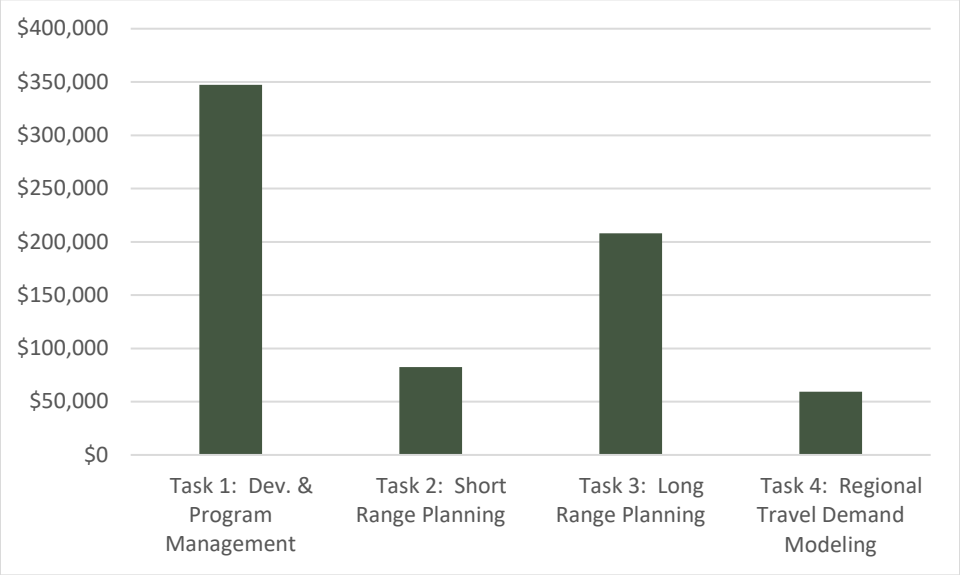
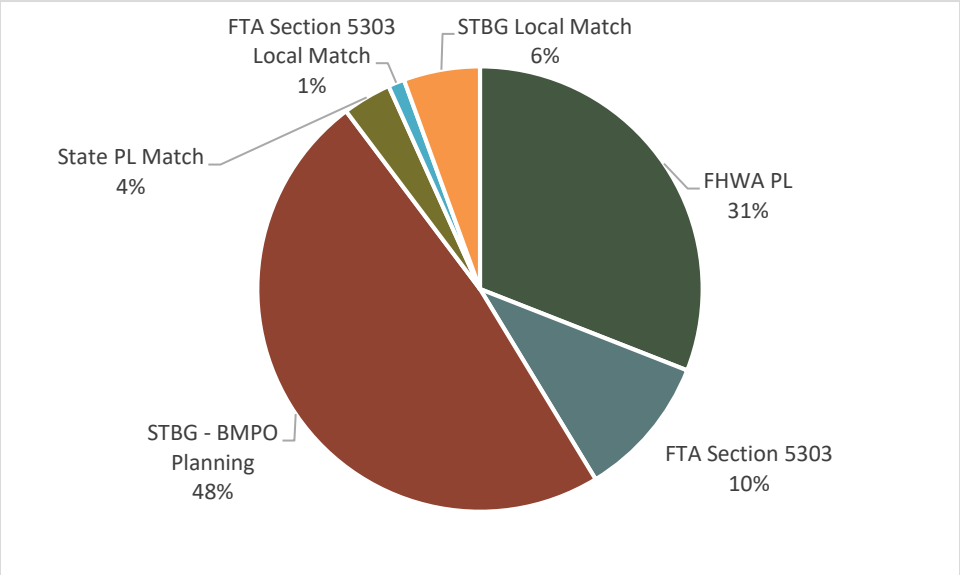


Figure 5: Grant and Match Funding Chart FY 2020-21



Significant Budget Changes from the Previous Year

Bend MPO receives funding from PL and 5303 funds based on an allocation agreement methodology developed by the state's MPOs and ODOT. This allocation agreement takes in population and air quality requirements for all MPOs in Oregon. This funding is the base for the MPO budget.

Despite the decline in federal funding, the Bend MPO is authorized by the Policy Board to utilize a portion of the annual STBG funding allocation to fill in the remaining Bend MPO budget needs. The STBG funds enable the Bend MPO to maintain and grow staffing requirements in order to complete tasks identified in the Budget and Unified Planning Work Program.

The Program Coordinator was funded 50% from MPO and 50% from City of Bend in FY 2019-20. The Program Coordinator focused 50% of her time on City specific projects. In FY 2020-21, this position will be 100% MPO funded. The Program Coordinator will be executing projects such as MTP plan update mapping and document publishing, performance measure reporting, and increase public outreach which decreases the contract costs in Materials & Services.

In FY 2019-20, Bend MPO Policy Board approved STBG funding to increase the Senior Planner position from 0.6 FTE to 0.8 (4 days/week). The budget continues this position at 0.8 FTE in FY 2020-21.

Financial Polices

The Bend MPO relies on the federal framework for handling and distributing funding. This framework is detailed under Title 23 (Highways) and Title 49 (Transit) of the Code of Federal Regulations. 23 CFR Section 420.117 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 2020-21 is shown on Figure 6. Descriptions for some budget lines are provided below.

Beginning Working Capital (Figure 6, line 1)

Beginning Working Capital on July 1, 2020 is available due to a short term $100,000 loan from the City of Bend expected on June 30, 2020.

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

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

City of Bend In-kind Match (Figure 6, line 7)

The grant mandated match for FTA and STBG funds is provided by the City of Bend and other jurisdictions within the MPO as an in-kind match. Other match sources may be from project costs from combining contracts to complete the MTP and Bend Transportation System Plan (TSP).

Personnel Services (Figure 6, line 36)
Personnel services include the salaries and other associated costs for the dedicated MPO staff members. The FY 2020-21 budget assumes 2.8 full time equivalents (FTE). 1.0 for the MPO Manager, 1.0 for the Program Coordinator and 0.8 for the Senior Planner.

Current monthly salary ranges for these positions are listed below (the salaries listed below reflect those for full time employees). New salary ranges will be established on July 1, 2020.

MPO Manager: $6,816 to $8,852
Program Coordinator: $4,696 to $5,994
Senior Planner: $5,928 to 7,697

InterAgency (Figure 6, line 43)
The FY 2020-21 budget includes charges for administrative support from several City of Bend departments. Description of services proved are included below.

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

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

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

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

Purchasing: Provides contracting and procurement services

Figure 6: Line Item Detail

Line No.	Account Description	FY17-18 Actuals	FY18-19 Actuals	FY19-20 Adopted Budget	FY19-20 Projected	FY20-21 Proposed Budget	FY20-21 Approved	FY20-21 Adopted
1	Beginning Working Capital[1]	$ 30,000	$ 131,000	$ 70,000	$ 56,000	$ 100,000	$ 100,000	
2	Federal Pass-through Grant - ODOT	319,719	344,463	570,733	565,157	517,300	446,400	
3	State match for MPO's	40,439	37,111	18,783	27,783	17,600	17,600	
4	Intergovernmental Grant - Other	-	-	25,000	-	-	-	
5	Miscellaneous Revenue	81	-	-	-	-	-	
6	Loan from City of Bend General Fund[2]	131,000	56,000	100,000	100,000	100,000	100,000	
7	Interfund Charge	-	-	-	-	-	-	
8	City of Bend In-Kind Match	-	-	40,485	-	41,600	33,500	
9	**Total Resources**	**$ 521,239**	**$ 568,574**	**$ 825,001**	**$ 748,940**	**$ 776,500**	**$ 697,500**	**$ -**
10	***Requirements:***							
11	Regular Salaries	$ 127,008	$ 149,034	$ 203,070	$ 199,400	$ 243,100	$ 243,100	
12	Other Payouts	1,111	1,979	2,300	2,000	2,000	2,000	
13	Overtime	827	2,581	1,900	2,500	2,600	-	
14	FICA	2,944	-	-	-	-	-	
15	Social Security Tax	5,297	9,234	15,816	12,200	15,300	15,300	
16	Medicare Tax	1,239	2,160	3,763	2,900	3,600	3,600	
17	Unemployment	129	154	266	300	200	200	
18	Workers Compensation	50	83	897	200	100	100	
19	PERS & OPSRP	7,346	-	46,500	-	-	-	
20	PERS IAP	5,274	7,935	15,384	11,400	14,800	14,800	
21	PERS Tier 1/Tier 2	-	-	12,900	-	-	-	
22	PERS OPSRP	10,662	16,129	32,956	30,700	39,900	39,900	
23	PERS Debt Service	2,543	2,645	5,128	3,800	4,900	4,900	
24	Workers Compensation Insurance	107	265	651	800	800	800	
25	Disability Insurance	344	347	678	600	700	700	
26	Life Insurance	163	164	244	300	300	300	
27	High Deductible - Premium	19,023	20,807	44,340	25,400	35,600	35,600	
28	High Deductible - Deductible	5,764	5,591	11,500	7,500	12,000	12,000	
29	High Deductible - Coinsurance	3,460	2,223	2,510	1,700	3,000	3,000	
30	Dental Insurance - Premium	2,038	2,057	4,295	2,200	4,700	4,700	
31	Telemed Service	80	81	248	200	200	200	
32	OPEB Funding	2,483	3,099	7,350	4,600	5,600	5,600	
33	Employee Parking	-	645	360	1,600	1,100	1,100	
34	Section 125 Benefits	185	182	363	300	300	300	
35	Alternate Modes	177	164	400	300	500	500	
36	**Total Personnel Services**	**$ 198,254**	**$ 227,559**	**$ 413,819**	**$ 310,900**	**$ 391,300**	**$ 388,700**	**$ -**
37	Professional Services - Legal	1,014	750	3,000	2,800	2,500	2,500	
38	Professional Services - Consulting	122,268	113,595	142,297	223,026	84,500	20,000	
39	Professional Services - Financial Audit	4,800	4,900	5,000	5,000	5,100	5,100	
40	Software Maintenance	400	400	800	800	800	800	
41	Postage	32	12	50	50	100	100	
42	Advertising	156	286	300	350	300	300	
43	Copiers	-	-	500	50	100	100	
44	InterAgency	27,500	27,100	38,600	38,600	38,600	38,600	
45	Equipment < Capital Threshold	-	-	300	50	300	300	
46	Office Supplies	-	-	200	200	200	200	
47	Employee Costs	734	467	1,200	1,800	1,800	900	
48	Employee Costs - Training	548	1,443	1,800	3,700	3,000	1,500	
49	Employee Costs - Licenses & Dues	1,003	1,003	1,200	1,750	1,700	1,700	
50	Community Education & Outreach	1,033	2,005	2,000	1,800	2,200	800	
51	Insurance Premium	2,088	2,055	2,400	2,064	2,400	2,400	
52	In-Kind Match	-	-	40,485	-	41,600	33,500	
53	**Total Materials and Services**	**$ 161,576**	**$ 154,015**	**$ 240,132**	**$ 282,040**	**$ 185,200**	**$ 108,800**	**$ -**
54	Loan Repayment	30,000	131,000	70,000	56,000	100,000	100,000	
55	Interest	409	-	1,050	-	-	-	
56	Contingency	-	-	100,000	-	100,000	100,000	
57	**Total Requirements**	**$ 390,239**	**$ 512,574**	**$ 825,001**	**$ 648,940**	**$ 776,500**	**$ 697,500**	**$ -**
58								
59	Ending Working Capital	**$ 131,000**	**$ 56,000**	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**

[1] Line 1 represents the Beginning Working Capital from the City of Bend loan expected and/or received on June 30 of the prior fiscal year. For the proposed budget, the 2020-21 Beginning Working Capital is the amount of the City of Bend loan anticipated on June 30, 2020.

[2] Line 6 represents the loan amount expected and/or received on June 30 of the fiscal year to cover reimbursements not received by the end of the fiscal year. Grant reimbursement revenues are typically received 1-2 months after expenditures are incurred.

Acronyms/Glossary

Bend MPO Bend Metropolitan Planning Organization, the federally designated regional transportation planning organization for Bend. When cities reach a population of 50,000 and also meet population density requirements, MPOs are designated for those areas by the governor. The Bend Metropolitan Planning Organization represents a geographic area slightly larger than the City of Bend.

CET Cascades East Transit, Central Oregon's regional public transportation provider.

FHWA Federal Highway Administration, a division of the U.S. Department of Transportation that specializes in highway transportation. The Administration's major activities are grouped into two "programs": the Federal-aid Highway Program; and the Federal Lands Highway Program.

FHWA PL Metropolitan Planning Funds. Comprise the majority of MPO funding.

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

FTA 5303/5305 Planning funds used for MPO and state planning.

FTE Full Time Equivalent, staffing levels are measured in FTE's to give a consistent comparison from year to year. In most instances an FTE is one full time position filled for the entire year, however, in some instances an FTE may actually consist of several part time positions.

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

GIS Geographic Information System

HB 2017 House Bill 2017 known as "Keep Oregon Moving", passed into law in 2017, is a bill that will provide significant investment in Oregon's transportation system.

IGA Intergovernmental Agreement, a formally adopted agreement between units of government that articulates the respective roles, duties and responsibilities of the agencies that are party to the agreement.

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

MTP Metropolitan Transportation Plan, the 20-year transportation plan for defining transportation improvement strategies and policies for the MPO area.

MTIP Metropolitan Transportation Improvement Program, an MPO's Capital Improvement Program, which identifies project scopes, budgets and timing for delivery within the MPO.

ODOT Oregon Department of Transportation is responsible for operating and maintaining Oregon's system of highways and bridges, public transportation services, rail passenger and freight systems, and bicycle and pedestrian systems. ODOT manages driver licensing and vehicle registration programs, motor carrier operations, and transportation safety programs.

OMPOC Oregon Metropolitan Planning Organization Consortium is comprised of all MPOs in the State of Oregon and provides a forum to address common needs, issues and solutions to transportation and land use challenges; provide recommendations for individual action of Oregon MPOs on issues of common interest; advocate for Oregon MPO policy, regulatory and funding interests at the state and federal level. http://www.ompoc.org

STBG or STP Surface Transportation Block Grant Program, one of the major federal funding programs. Funding may be used for planning, roadway construction, transit capital projects, carpool projects, etc. The name of this program changed from Surface Transportation Program (STP) to STBG in 2016. The processes and requirements of this funding did not change.

Tableau A software is a tool that focuses on data visualization, dashboard views and data discovery https://public.tableau.com/profile/bendmpo#!/

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

Title VI The scope of this program is to ensure that transportation programs and services are accessible and provided uniformly, and to avoid adverse and disproportionate impacts by considering the populations impacted by transportation projects. http://www.bendoregon.gov/index.aspx?page=126

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

TSP Transportation System Plan, a 20-year plan for transportation facilities that are planned, developed, operated and maintained in a coordinated manner to supply continuity of movement between modes, and within and between cities and counties.

UGB Urban Growth Boundary, an officially adopted and mapped line that separates an urban area from surrounding rural lands. All cities in Oregon are required to have a 20-year supply of land for housing and employment in their Urban Growth Boundary.

UPWP Unified Planning Work Program, a federally required annual report describing the MPO's transportation work program and budget, and detailing the various local, state and federal funding sources that will be used.

Attachment D

Resolution Number 2020-03
Bend Metropolitan Planning Organization Policy Board

For the Purpose of Adopting the Fiscal Year 2020-2021 Unified Planning Work Program for the Bend Metropolitan Planning Organization

WHEREAS, the US Department of Commerce, Bureau of Census has declared that the City of Bend and the adjoining areas in Deschutes County form an Urbanized Area, named the Bend Urbanized Area; and

WHEREAS, the US Department of Transportation and the Oregon Department of Transportation (ODOT) have designated representatives of the said areas, together with a representative of ODOT, as the Bend Metropolitan Planning Organization (BMPO) to carry out the Metropolitan Transportation Planning Process; and

WHEREAS, the Metropolitan Planning Organization must prepare an annual Unified Planning Work Program (UPWP) that identifies program activities and expenditures; and

WHEREAS, the BMPO has developed a UPWP for fiscal year 2020-2021, in coordination with US DOT and ODOT and in compliance with all applicable federal and state requirements; and

WHEREAS, the Bend Metropolitan Planning Organization Policy Board did review and comment on the UPWP for fiscal year 2020-2021;

NOW, THEREFORE, BE IT RESOLVED, that the Policy Board of the Bend MPO approves and adopts the BMPO UPWP for fiscal year 2020-2021.

Adopted by the Bend Metropolitan Planning Organization the 19th day of May, 2020.

Yes: ___ No: ____ Abstain: ____

Authenticated by the Chair this 19th day of May, 2020.

_____
Justin Livingston, Chair

Attest:

_____
Tyler Deke, MPO Manager

BEND METROPOLITAN PLANNING ORGANIZATION
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www.bendmpo.org

BMPO Bend Metropolitan Planning Organization

JUSTIN LIVINGSTON, CHAIR
City of Bend Council

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CHRIS PIPER
City of Bend Council

TYLER DEKE, AICP
Manager

JOVI ANDERSON
Program Coordinator

ANDREA NAPOLI, AICP
Senior Planner

April 1, 2020

Kevin Larkin, District Ranger
Bend-Fort Rock Ranger District
63095 Deschutes Market Road
Bend, OR 97701

RE: Bend Lava Lands Paved Path

Dear Mr. Larkin,

Thank you for providing an opportunity to comment on the proposal to construct a non-motorized paved path from Bend to Lava Lands Visitor Center. Below are our comments.

We support the United States Forest Service's (USFS) proposal to improve the connectivity between Bend and Lava Lands Visitor Center by providing a 10 foot paved path. There is a long-standing desire by many in the region to find routes other than U.S. 97 to travel between Bend and the Lava Lands Visitors Center, and further south to the Sunriver area.

By knitting together an improved network of USFS trails and roads, the proposed improvements will benefit cyclists and walkers who wish to travel from Bend to Lava Lands without having to us a high-volume, high-speed roadway (US 97).

This project is a great next step to improving non-motorized links between Bend and the Sunriver area. We encourage the USFS to work with Deschutes County, the City of Bend, and the Bend Park and Recreation District to identify an appropriate route or routes for non-motorized access to the northern trailhead area from the neighborhoods in southern Bend and the surrounding unincorporated areas of Deschutes County. Thank you again for providing an opportunity to provide comment on this important project. Please contact me if you have any questions.

Sincerely,

Justin Livingston, Chair

c: BMPO Policy Board, BMPO Technical Advisory Committee