



# **Bend Metropolitan Planning Organization**

## **Policy Board Meeting**

### **May 19, 2020**

# Virtual Meeting Guidelines

## Committee Members

- ▶ You will be on mute when you first join the meeting
- ▶ Staff will present on each section
- ▶ Following the presentation of each section, committee members can use the chat function of hand raise function to let staff know if you have a comment or question
- ▶ Staff will call on each member and unmute them to hear their comments/questions
- ▶ Technical issues and assistance can be provided through email to [janderson@bendoregon.gov](mailto:janderson@bendoregon.gov) or calling (541) 550-0848

# Virtual Meeting Guidelines

## Members

- ▶ Members of the public will be muted during the meeting
  - ▶ Bend MPO is accepting written public comment at [tdeke@bendoregon.gov](mailto:tdeke@bendoregon.gov)
  - ▶ Comments received will be summarized during the meeting
- ▶ Presentation materials will be available at [www.bendmpo.org](http://www.bendmpo.org)

# Roll Call - Policy Board & Staff

## Policy Board

- ▶ Justin Livingston, City of Bend
- ▶ Anthony DeBone, Deschutes County
- ▶ Bob Townsend, ODOT Region 4
- ▶ Barb Campbell, City of Bend
- ▶ Chris Piper, City of Bend

## Bend Metropolitan Staff

- ▶ Tyler Deke, Manager
- ▶ Jovi Anderson, Program Coordinator
- ▶ Andrea Napoli, Senior Planner
- ▶ Cameron Prow (Type-Write II, Recorder)

Members of the public will not be part of the roll call. Meeting host will list out all other attendees.

# Agenda Items 2 & 3

- ▶ 2. Public Comment
- ▶ 3. Review and approve April 21, 2020  
Policy Board draft meeting minutes  
(Attachment A)

# Agenda Item 4

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

- ▶ Budget Committee met May 5, 2020
- ▶ Budget Committee recommended Policy Board approval of the proposed budget with a funding reduction
- ▶ Does Policy Board want to review the proposed budget?
- ▶ Action Requested: Hold public hearing and consider adoption of the 2020-2021
- ▶ Recommended Language for Motion: I move to adopt the Fiscal Year 2020-21 Approved Budget and make appropriations by means of Resolution 2020-02

# Agenda Item 5

## 5. 2020-2021 Unified Planning Work Program (UPWP) Adoption

- ▶ Detailed review of UPWP during January meeting with additional discussion during February meeting
- ▶ Budget Committee review on May 5
- ▶ Budget Committee recommended Policy Board approval of the proposed budget with a funding reduction
- ▶ Does Policy Board want to review the proposed UPWP?
- ▶ 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

# Agenda Item 6

## 6. Grant Application

- ▶ What is the Transportation and Growth Management (TGM) Program?
  - ▶ ODOT and DLCD joint grant program
  - ▶ Mission: *“To support community efforts to expand transportation choices...”*
  - ▶ Two grant categories: transportation planning projects, projects that integrate land use and transportation planning
  - ▶ Category 1, Purpose: *“...increase opportunities for walking, biking, and transit...”*
  - ▶ Competitive within ODOT regions, award amounts generally \$100,000 - \$250,000
  - ▶ TGM funding has been obtained for transportation and land use planning projects in Bend and throughout Central Oregon over the past 20 years

# What is Our Project?

- ▶ Mobility Hub Feasibility Study and Pilot Project
  - ▶ Mobility hubs identified in Bend TSP and CET Transit Master Plan - moving from transit 'hub-and-spoke' system to a more grid-based system
    - ▶ Using mobility hubs to cluster transportation choices and amenities at major transit stops / intersecting routes
      - ▶ Examples: Bikeshare, carshare, scootershare, rideshare, real-time signage, wayfinding, waiting area, micro-transit, EV charging
  - ▶ BMPO as applicant, but joint effort with City of Bend and CET
  - ▶ Conceptual planning work is complete, but questions remain about implementation and management
    - ▶ Outcome: A logical approach to development and implementation, and an identified pilot project

# What's Next?

- ▶ Coordinate with CET and City of Bend staff to develop application
- ▶ Return to Policy Board with more details and a draft letter of support (required for application)
- ▶ Schedule:
  - ▶ Full application packet due July 31
  - ▶ Awards in September
  - ▶ If awarded, project must be completed by Jan 2024
- ▶ Action Requested: Support development of an application

# Agenda Item 7

## 7. Technical Advisory Committee citizen members

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

# Agenda Items 8, 9 and 10

## 8. Public Comment

## 9. Next Policy Board Meeting

- ▶ The Steering Committee for the MTP and Bend TSP will hold a Policy Workshop on May 21 from 1-3 pm
- ▶ The next regular meeting of the Policy Board is scheduled for June 16, 2020 at 12 noon
- ▶ The final meeting of the Steering Committee for the MTP and Bend TSP is scheduled for June 18 from 1-4 pm

## 10. Adjourn

# Budget & UPWP Slides

# 2019-20: Key Accomplishments & Work Underway

- ▶ Bend Transportation Safety Action Plan
- ▶ Deschutes County Intelligent Transportation Systems Plan update
- ▶ 2021-24 Metropolitan Transportation Improvement Program (MTIP)
- ▶ Title VI Plan update
- ▶ 2040 Metropolitan Transportation Plan (phase 1 complete, phase 2 underway)
- ▶ Annual Listing of Obligated Funds report
- ▶ Title VI annual report
- ▶ 2018-21 MTIP maintenance
- ▶ Distribution of 2019 STBG funding
- ▶ Updates to the Policy Board and Technical Advisory Committee (TAC) bylaws



# 2019-20: Key Accomplishments & Tasks Underway (cont)

- ▶ US97 Parkway Study (ODOT-led process using BMPO Technical Advisory Committee & Policy Board) - completion summer 2020
- ▶ Transportation data (annual count program; permanent and mobile counters; ODOT research project; safety data)
- ▶ Update of Cascades East Transit (CET) Regional Transit Master Plan (CET-led process) - completion summer 2020
- ▶ Transportation modeling support (land use development, plans and projects)
- ▶ Statewide planning and committees
- ▶ Public Participation Plan update (summer 2020)
- ▶ US97 North Interchange Analysis (winter 2020)
- ▶ US97/Baker Rd interchange plan (fall 2021)



Counting program

# Budget History

## ► Historic budget totals

FY	PL/Match	5303	Total	Change	% Change
2011-12	\$164,241	\$42,850	\$207,091	\$9	0.0%
2012-13	\$164,241	\$48,224	\$212,465	\$5,374	2.6%
2013-14	\$150,710	\$55,730	\$206,440	(\$6,025)	-2.8%
2014-15	\$150,710	\$55,730	\$206,440	\$0	0.0%
2015-16	\$153,993	\$44,734	\$198,727	(\$7,713)	-3.7%
2016-17	\$157,558	\$44,949	\$202,507	\$3,780	1.9%
2017-18	\$161,476	\$46,359	\$207,835	\$5,328	2.6%
2018-19	\$164,615	\$46,154	\$210,769	\$2,934	1.4%
2019-20	\$181,948	\$47,265	\$229,213	\$18,444	8.8%
2020-21	\$171,642	\$51,505	\$223,147	(\$6,066)	-2.6%

PL = Federal Highway Administration funding  
 5303 = Federal Transit Administration funding

- Small decrease in funding for FY2020-21
- Population growth >20% since 2010
- Staff reduced from 2 FTE to 1.5 FTE in FY2015-16. Added temporary 0.8 FTE in spring 2019
- Supplementing budget with federal discretionary funding & one-time state grants

# FY2020-21: Changes, Opportunities & Issues



- ▶ Increased staffing
  - ▶ Complete more work in-house (less consultant support)
  - ▶ Work on delayed projects, complete components of plan update, and work on actions identified in various planning documents
  - ▶ Greater assistance to partners
- ▶ Planning projects completion
  - ▶ Implementation strategies?
  - ▶ Further refinement planning needed
- ▶ Large number of projects underway (planning, engineering, land development) - varying level of MPO involvement
- ▶ Data collection, storage and management

# FY2020-21: Changes, Opportunities & Issues (cont)

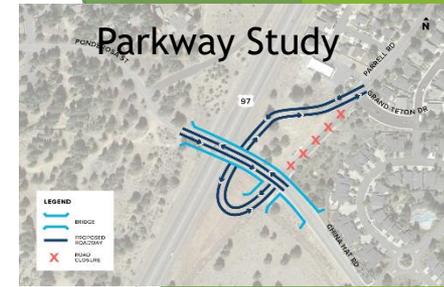
- ▶ Budget uncertainty?
  - ▶ Federal transportation legislation expires late 2020 - currently no path for reauthorization
  - ▶ Each transportation bill has included new requirements
  - ▶ Federal gas tax last increased in 1993
  - ▶ Future funding - stable? reduced? growth?
  - ▶ Potentially significant funding challenges for MPO partners (City of Bend, ODOT and CET)
    - ▶ Greater reliance on MPO resources (staffing and/or funding)?



# FY2020-21 Priorities

## Highest Priorities

- ▶ Metropolitan Transportation Plan update - phase 2
- ▶ Work with partners to develop implementation plans:
  - ▶ Transportation Safety Action Plan
  - ▶ Deschutes County Intelligent Transportation Systems Plan (ITS) Plan update
  - ▶ Bend Parkway (US 97) Facility Plan
  - ▶ Cascades East Transit Master Plan update
  - ▶ City of Bend TSP
- ▶ ODOT-led planning efforts:
  - ▶ US97 North Interchange Analysis
  - ▶ US97/Baker Rd interchange plan



# Task 1: Development & Program Management

- ▶ BMPO advisory committees
- ▶ Work Program & Budget development
- ▶ Coordination with statewide committees (staff & OMPOC)
- ▶ Public participation efforts
- ▶ Title VI & Environmental Justice analysis

<b>Task One</b>	
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 <sup>1</sup>	100,000
Loan from General Fund <sup>2</sup>	100,000
<b>Total Task 1</b>	<b>\$ 347,475</b>
Percent of Total Budget <sup>3</sup>	50%

<sup>1</sup> Beginning Working Capital from City loan received on June 30, 2020.

<sup>2</sup> 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.

<sup>3</sup> 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

- ▶ Metropolitan Transportation Improvement Program (MTIP)
- ▶ Annual Federal Funding Report
- ▶ Federal Surface Transportation Block Grant (STBG) funding management
- ▶ Interagency Coordination - Committees & Projects

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

# Task 3: Long Range Planning

- ▶ Metropolitan Transportation Plan update
- ▶ Work with partners to develop implementation plans:
  - ▶ Transportation Safety Action Plan
  - ▶ Deschutes County Intelligent Transportation Systems Plan (ITS) Plan update
  - ▶ Bend Parkway (US 97) Facility Plan
  - ▶ Cascades East Transit Master Plan update
  - ▶ City of Bend TSP
- ▶ ODOT-led planning efforts:
  - ▶ US97 North Interchange Analysis
  - ▶ US97/Baker Rd interchange plan

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

# Task 4: Travel Demand Modeling & Data Collection and Analysis

- ▶ Travel demand model, including support for local studies & projects
- ▶ Oregon Modeling Steering Committee
- ▶ Data collection & analysis
  - ▶ Safety/crash data
  - ▶ Transportation data collection & management (MPO, City & ODOT)

<b>Task Four</b>	
STBG Funding	\$ 48,180
FTA 5303 Funding	5,150
In-Kind Local Match	6,100
<b>Total Task 4</b>	<b>\$ 59,430</b>
Percent of Total Budget	9%

# Proposed 2020-21 Budget: Summary

Fiscal Year 2020-21 Budget Summary			
	Resources		Appropriations
Beg. Working Capital	\$ 100,000		
		<b>By Budget Category:</b>	
FHWA PL <sup>1</sup>		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
<b>Total Grant Funding</b>	<b><u>\$ 446,400</u></b>	<b>Total Budgeted Appropriations</b>	<b><u>\$ 697,500</u></b>
		<b>By Task:</b>	
FHWA PL <sup>1</sup>		Task 1: Dev. & Program Management	\$ 347,475
State Match	17,600	Task 2: Short Range Planning	82,485
FTA Local Match <sup>2</sup>	5,900	Task 3: Long Range Planning	208,110
STBG Local Match <sup>2</sup>	27,600	Task 4: Regional Travel Demand Modeling	59,430
<b>Total Match Funding</b>	<b><u>\$ 51,100</u></b>		<b><u>\$ 697,500</u></b>
City of Bend Loan	100,000		
<b>Total Budgeted Resources</b>	<b>\$ 697,500</b>	<b>Total Budgeted Requirements</b>	<b>\$ 697,500</b>

<sup>1</sup> The FHWA PL funds and require a 10.27% local match. ODOT has traditionally met this match requirement with State funds.

<sup>2</sup> Local match for the FTA and STBG funds can be provided as hard match or through “in-kind” services.

# Proposed 2020-21 Budget: 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 <sup>1</sup>	\$ 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 <sup>2</sup>	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	<b>Total Resources</b>	<b>\$ 521,239</b>	<b>\$ 568,574</b>	<b>\$ 825,001</b>	<b>\$ 748,940</b>	<b>\$ 776,500</b>	<b>\$ 697,500</b>	<b>\$ -</b>
10	<b>Requirements:</b>							
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	<b>Total Personnel Services</b>	<b>\$ 198,254</b>	<b>\$ 227,559</b>	<b>\$ 413,819</b>	<b>\$ 310,900</b>	<b>\$ 391,300</b>	<b>\$ 388,700</b>	<b>\$ -</b>
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	<b>Total Materials and Services</b>	<b>\$ 161,576</b>	<b>\$ 154,015</b>	<b>\$ 240,132</b>	<b>\$ 282,040</b>	<b>\$ 185,200</b>	<b>\$ 108,800</b>	<b>\$ -</b>
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	<b>Total Requirements</b>	<b>\$ 390,239</b>	<b>\$ 512,574</b>	<b>\$ 825,001</b>	<b>\$ 648,940</b>	<b>\$ 776,500</b>	<b>\$ 697,500</b>	<b>\$ -</b>
58								
59	Ending Working Capital	\$ 131,000	\$ 56,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -