



**Agenda**  
**Linn-Benton Loop Board**

Date: Tuesday, February 26, 2019  
 Time: 3:00 – 5:00 pm  
 Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR  
 Conference: 541-497-7311, pin #841  
 Contact: Phil Warnock, Community & Economic Development Director, (541) 924-8474

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|-----|--|--|
| 1.  | <b>3:00 Call to Order</b>  | <b>Phil Warnock,<br/>OCWCOG</b>          |
| 2.  | <b>3:05 Agenda Review</b>  | <b>Warnock</b>                           |
| 3.  | <b>3:10 Public Comment</b>   | <b>Warnock</b>                           |
| 4.  | <b>3:20 Election of Chair</b><br><i>Action Requested: Decision</i>   | <b>All</b>                               |
| 5.  | <b>3:30 Loop Intergovernmental Agreement (IGA) Amendment (Attachment A)</b><br><i>Action Requested: Decision</i>   | <b>Nick Meltzer,<br/>OCWCOG</b>          |
| 6.  | <b>3:40 Minutes of November 27, 2018 Meeting (Attachment B)</b><br><i>Action Requested: Approval of November 27, 2018 Meeting Minutes</i>  | <b>Chair</b>                             |
| 7.  | <b>3:45 Linn-Benton Loop Service Enhancement Plan Update (Attachment C)</b><br><i>Staff will provide an update on the Service Enhancement Plan and the Board will have an opportunity to review a Draft Plan.</i><br><br><i>Action Requested: Review Linn-Benton Loop Service Enhancement Plan</i> | <b>OCWCOG Staff</b>                      |
| 8.  | <b>4:15 Budget and Ridership Reports (Attachment D &amp; E)</b><br><i>Action Requested: Information Only</i>   | <b>Barry Hoffman,<br/>City of Albany</b> |
| 9.  | <b>4:30 Future Budgets</b>   | <b>Chris Bailey,<br/>City of Albany</b>  |
| 10. | <b>4:45 Other Business</b>   | <b>Chair</b>                             |
|     | <ul style="list-style-type: none"> <li>• <b>State Transportation Improvement Fund (STIF) Applications</b></li> <li>•</li> </ul>  |  |
| 11. | <b>5:00 Adjournment</b>  | <b>Chair</b>                             |

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 48 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or echavez@ocwcog.org.

**INTERGOVERNMENTAL AGREEMENT**  
**For the purpose of**  
**ESTABLISHING THE GOVERNANCE OF THE**  
**LINN-BENTON LOOP TRANSIT SERVICE**

This Agreement is made and entered into under the authority of ORS 190.010 and ORS 190.110, by and between the Albany Area Metropolitan Planning Organization, an Oregon ORS 190 intergovernmental entity (hereafter “AAMPO”), the Corvallis Area Metropolitan Planning Organization, an Oregon ORS 190 intergovernmental entity (hereafter “CAMPO”), and the Linn-Benton Community College (hereafter “LBCC”), to create the Linn-Benton Loop Board (hereafter “Board”) for governance and further between the newly established Board and the City of Albany, an Oregon Municipal Corporation, (hereafter “Albany”) for operation of the Linn-Benton Loop transit service (hereafter “Loop”). The entities will be referred to throughout this agreement by their individual acronyms, or individually as “Party”, or collectively as the “Parties” or, as to those entities who have established the new Board, the “Board”.

**1. Introduction**

The Loop is a fixed-route transit service providing public transportation between the cities of Albany and Corvallis. The transit service has been financed by federal dollars and contributions from the City of Albany, the City of Corvallis, Linn County, Oregon State University (hereafter OSU), LBCC, the Good Samaritan Medical Center, Benton County and Hewlett Packard. The primary funding partners of the Loop are currently AAMPO, CAMPO, LBCC and OSU. Additional funding support is provided by Linn County, Benton County, Good Samaritan Regional Medical Center and Hewlett Packard (HP). The Loop is currently operated by the City of Albany.

In 2013, members of the Policy Boards of AAMPO and CAMPO, representing the above mentioned cities and counties, expressed the importance of this service to their communities and renewed their commitment to provide the needed funds for the continuation of this intercity transit service. In 2014, the Chairs of AAMPO and CAMPO reviewed alternatives for governance and funding mechanisms for the Loop. On July 22, 2014, the Chairs of AAMPO and CAMPO discussed these alternatives with representatives of OSU and LBCC and collectively agreed to establish governance of the Loop with an intergovernmental agreement between the current primary funding partners. OSU participates as funding partner, but has declined representation on the policy making body created by this agreement and is not a party to this agreement.

ORS 190.010 and ORS 190.110 allows units of local government and state agencies to enter into agreements for the performance of any or all functions and activities that any party to the agreement, its officers, or agents have the authority to perform. All parties also maintain their individual authority to establish agreements for the management and operation of those services.

Pursuant to these statutes, the Parties agree to create a policy making body called the Linn-Benton Loop Board. The Parties agree to delegate their authority to make policy decisions for the Linn-Benton Loop to their appointed representatives. Further, the Parties agree to cooperate to meet all federal and state requirements regarding the conduct of Board responsibilities. This agreement shall be governed and construed in accordance with the laws of the State of Oregon.

## **2. Purpose**

The purpose of this Agreement is to establish governance for the Linn-Benton Loop to be referred to as the Linn-Benton Loop Board (hereafter Board) and to formalize the arrangement for operation of the Linn-Benton Loop by the City of Albany. The Board formed by this agreement is strictly limited to policy making and advisory functions, and shall not have the authority to make operational decisions, enter into contracts, or take any other action that is outside of this role.

### **Establishment of Linn Benton Loop Board**

## **3. Board Members, Terms of Office and Meetings**

3.1. The Board shall consist of one member of the AAMPO's Policy Board, one member of CAMPO's Policy Board, one representative from LBCC, and two Ex-officio members.

3.1.1. AAMPO's Policy Board is composed of representatives of the cities of Albany, Millersburg, Tangent and Jefferson, Linn County, Benton County and the Oregon Department of Transportation (ODOT). Each representative is designated to the AAMPO's Policy Board by his/her member agency and serves on the MPO until a successor is designated by his/her member agency.

3.1.2. CAMPO's Policy Board is composed of representatives of the cities of Corvallis, Philomath and Adair Village, Benton County and ODOT. Each representative is designated to the CAMPO's Policy

Board by his/her member agency and serves on the MPO until a successor is designated by his/her member agency.

- 3.1.3. LBCC's representative to the Board shall be the LBCC President or the designee of the President.
- 3.1.4. The Ex-officio members of the Board shall be the Executive Director of the Oregon Cascades West Council of Governments or the Executive Director's designee, and a representative of the Operator.
- 3.1.5. This agreement may be amended to include additional party(ies) upon consent of the Board.
- 3.2. The appointment of representatives from the CAMPO and AAMPO Policy Boards will be made by and according to the practices of those respective organizations. Representatives shall serve until a successor is appointed, but in no event beyond the representative's membership on the CAMPO or AAMPO Policy Board.
- 3.3. The appointment of the representative from LBCC shall be established by a designation letter from the president. The representative shall serve until a successor is appointed.
- 3.4. Parties may designate an alternative member to the Board.
- 3.5. The Board shall elect a Chair and Vice Chair at their first meeting, following the signing of the Agreement. Thereafter, the Board shall elect a Chair and Vice Chair at the first meeting of each calendar year. In the absence of the Chair, or upon her/his inability to act or serve, the Vice Chair shall have the powers of the Chair.
- 3.6. The Board's meetings shall be in compliance with the Public Meetings laws of the State of Oregon as set forth in ORS 192.640.
- 3.7. The Board's decision making process shall be according to the Board's By-Laws which will also define the rules for advance notice of the meeting, posting of the agendas, quorum requirement and the process of deliberation. The Board's By-Laws shall be adopted at the Board's first meeting.
- 3.8. The Board shall meet as needed, and not less than once yearly.

#### **4. Powers and Responsibilities**

- 4.1. Through this Agreement, the Board is authorized to provide policy direction and recommendations regarding the operation and performance of the Loop. The Board shall have the power to:
  - 4.1.1. Consistent with Federal and State law, review and comment on the annual budget of the Loop; recommend to the Parties that the Parties receive, appropriate and expend funds; and conduct all other business necessary to operate the Loop.
  - 4.1.2. Review and make recommendations regarding level of service, operation improvement and performance of the Loop.
  - 4.1.3. Seek, identify and recommend that the Parties accept new funding sources for the Loop.
  - 4.1.4. Establish and administer the policies of the Linn-Benton Loop.
  - 4.1.5. Sponsor and administer the development and implementation of plans, programs, projects and studies for the Loop.
  - 4.1.6. Designate an operator for the Loop. Such agreements can be made with any public or private entity, including any Party to this agreement.
- 4.2. The Board shall form a Linn-Benton Loop Technical Advisory Committee (TAC) to serve in an advisory capacity to the Board regarding Loop operations.
  - 4.2.1. The TAC shall be made up of representatives of jurisdictions, institutions, technical experts, the general public and other stakeholders.
  - 4.2.2. The Board shall develop bylaws for the TAC which may further specify the TAC's responsibilities and meeting schedule.
- 4.3. The Board may establish additional advisory committees or special purpose ad hoc committees as deemed necessary.
- 4.4. Unless specifically authorized by a unanimous affirmative vote of all members to the Board, and by written authorization of each member organization, the Board shall not authorize or issue Revenue Bonds.

## **5. Effectiveness, Amendment, Termination and Withdrawal**

- 5.1. This agreement and the formation of the Board shall be effective upon the signing of this Agreement by all the Parties herein mentioned.

- 5.2. Amendments to this agreement that are not prohibited by federal and state law may be made by action of the Board and ratification by the Parties. A proposed amendment must be provided in writing to all Parties at least thirty (30) days before the Board may make a decision on the issue.
- 5.3. Termination of the Loop service under this Agreement may not occur so long as any two Parties to this Agreement desire to continue. In the event that the Loop ceases to operate under this Agreement, the Board may designate an appropriate alternative provider for the continuation of service.
- 5.4. A Party may withdraw its participation under this Agreement at any time providing no less than 180 days advanced written notice to such termination to the Board. Withdrawal of individual Parties shall not terminate this agreement.
- 5.5. Termination of this Agreement requires the affirmative vote of all but one of the members, or the written agreement of all but one of the Parties.
- 5.6. In the event of termination of this Agreement consistent with the terms of 5.5, above, payment of any and all obligations and division of any and all assets of the Loop shall be conducted as follows:
  - 5.6.1. Division of any and all assets of the Loop acquired with federal funding shall be conducted in compliance with federal regulations.
  - 5.6.2. In the event of termination of the Agreement where there is a successor public entity that will conduct all of the activities of the Board, any and all authorities, assets, and liabilities, specifically including any debt incurred by the Board, remaining upon termination shall be transferred to the successor public entity. If a successor public entity has been identified to conduct some but not all of the Board's activities, then the Board shall allocate assets and liabilities between the successor public agency and the Parties to the Agreement. Allocation to Parties shall adhere to subsection 5.6.3, below.
  - 5.6.3. In the event of termination of the Agreement where there is no successor public entity, all assets and liabilities, specifically including any debt incurred by the Board, shall be distributed to the Parties that are members of the Board at the time of termination in proportion to the contribution of the Party in obtaining the asset or liability. If the contributions of the Parties in obtaining an asset or

incurring a liability cannot be determined, then that asset shall be sold or converted to cash and the cash shall be distributed to the Parties that are members of the Governing Board or the liability shall be divided among the Parties that are members of the Governing Board at the time of termination in shares proportionate to their cumulative past contributions to the Loop operations and assets. The parties specifically agree that the attribution of any asset acquired or liability incurred more than ten calendar years prior to the date of termination shall be considered incapable of determination.

- 5.6.4. By unanimous agreement of the Parties that are members of the Board, assets and liabilities may be disposed of, divided or distributed on a basis different from that established in this Section.
- 5.7. Pursuant to ORS 190.080(3) the Parties specifically direct any Operator, as signatory to this agreement, to affirmatively assume all responsibility for any obligation or liability arising from any agreement or contract between the Operator and any Party or third party. This agreement is entered into with the specific understanding that the parties of the MPOs have not assumed any obligations of the MPO and are not responsible in any manner whatsoever for any claims deficiencies, damages, or defaults on the part of the MPO.
- 5.8. Notwithstanding 5.7 above, should a court of competent jurisdiction determine that the parties have some responsibility for obligations or liabilities beyond the resources of the Operator to satisfy, pursuant to ORS 190.080(3), the Parties specifically provide: 1) for tort liabilities, to the extent required by the Oregon Tort Claims Act (but in no event in excess of the limits on claims as set out in the Oregon Tort Claims Act or Oregon Constitutional limits for that Party, each party assumes any liability that can be attributed to the acts of its agents, employees or officers); and (2) for contractual liabilities or obligations, the proportion of the incurred liability or obligation the Operator does not have resources to satisfy that is the same as the benefit gained by that Party from the Operator performing the activity leading to the liability or obligation.
- 5.9. If an MPO party to this agreement ceases to exist as a result of federal regulations, that MPO's membership on the Board shall default to the City(ies) from that metropolitan area providing funding for the operation and maintenance of the Loop. If more than one City from a defunct MPO provides funding for the operation and maintenance of the Loop, each of these Cities shall be permitted one representative, but at the option and agreement of these Cities, they may appoint one joint representative.

Agreement that City of Albany will Operate Loop

**6. Operation of the Loop**

- 6.1. The Parties and the City of Albany agree that the City of Albany shall operate and maintain the Loop according to policy direction provided by the Board, and shall be responsible for budget, appropriation, day to day operations, and all other actions permitted by law and required to perform this service.
- 6.2. The Board shall review the proposed budget for operation of the Loop, and may offer comment, recommendations or suggestions, but has no independent budgetary or purchasing authority.
- 6.3. The Board shall review the contributions of the Parties and other entities to the funding of the Loop and make recommendations to the City of Albany regarding routes and schedules.
- 6.4. The Board and the City of Albany will develop a memorandum of agreement sufficient to formalize agreements between the Parties, the Board, Albany, or member entities of the MPOs related to funding, operations, and ongoing expectations for continuing the Loop service.
- 6.5. Pursuant to ORS 190.010 and or ORS 190.080(3), as signatory to this agreement, the City of Albany affirmatively accepts the debts, liabilities and obligations arising from the operation, maintenance and management of the Loop, and agrees to defend, indemnify and hold the other Parties harmless from all claims. Nothing in this agreement shall be construed as a waiver of the tort claim limits set out in the Oregon Tort Claims act.
- 6.6. The City of Albany may terminate its operation of the Loop by providing 180 days written notice to the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by authorized officials on the dates indicated below:

AAMPO, by and through its Policy Board:

CAMPO, by and through its Policy Board:

By   
 \_\_\_\_\_  
 Roger Nyquist, Chair

By   
 \_\_\_\_\_  
 Rocky Sloan, Chair

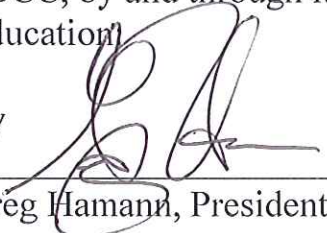
8/24/16  
 \_\_\_\_\_  
 Date

8/24/16  
 \_\_\_\_\_  
 Date



LBCC, by and through its Board of Education)

By

  
\_\_\_\_\_  
Greg Hamann, President

10-12-16  
\_\_\_\_\_  
Date

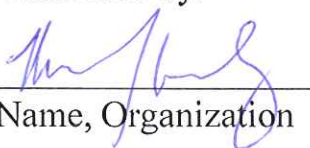
As the Operator, the City of Albany,  
by and through its City Manager:

By

  
\_\_\_\_\_  
Wes Hare, City Manager

10-18-16  
\_\_\_\_\_  
Date

Witnessed by:

, OCWCOG  
\_\_\_\_\_  
Name, Organization

10-18-16  
\_\_\_\_\_  
Date

**LINN-BENTON LOOP BOARD  
DRAFT MEETING MINUTES  
Tuesday, November 27, 2018  
3:00 – 5:00 pm**

Oregon Cascades West Council of Governments  
Upstairs Conference Room / 1400 Queen Ave. SE, Albany

**Board Members:** Bruce Clemetson, Hal Brauner, and Roger Nyquist

**Staff Members:** Barry Hoffman, Nick Meltzer, and Emma Chavez

**Guests Present:** Mark Bernard (at 3:38 pm), and Lee Lazaro

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order	The Chair, Councilor Hal Brauner, called the meeting to order.	<b>Meeting called to order at 3:01 pm.</b>
2. Agenda Review		<b>There were no changes to the agenda.</b>
3. Public Comment		<b>There were no public comments.</b>
4. Minutes of August 28, 2018 meeting		<b>Consensus by the Loop Board to approve the August 28, 2018 meeting minutes as written.</b>
5. Service Analysis Update	<p>Lee Lazaro provided an update on the Service Analysis Development Plan. He noted that the project kicked off in September. There is a Project Management Team that meets bi-weekly via teleconference.</p> <p>A workshop is scheduled for Tuesday, December 18<sup>th</sup> in Corvallis at the Fireside room, lunch will be provided. A survey was conducted with the assistance of OSU. The survey results will be available at the workshop. OSU students will also be providing their own analysis and recommendations from the survey results.</p> <p>To date, there are three project deliverables drafted by the consultants and reviewed by the Loop TAC. Those are; Tech Memo 1, Existing</p>	

	<p>Conditions and Needs Assessment; Tech Memo 2, Evaluation Framework; and Tech Memo 3, Funding Scan.</p> <p>Lastly, Lazaro noted that there is an updated scheduled. He stated that although the final plan may not be completed in time, some options need to be available in time for STIF funding. For Benton County, that is February 7, 2019.</p> <p>When asked when the due date for Linn County’s STIF applications, Commissioner Roger Nyquist advised that he was unsure of the exact date. He indicated that when he attended the OTC meeting on November 7<sup>th</sup>, the issue of readiness was discussed and the OTC advised that “the funds were not going anywhere.”</p>	
<p>6. Budget and Ridership Reports</p>	<p>Barry Hoffman provided the budget and ridership report. He advised that he had not noticed until today, that there are a couple of issues with the reports.</p> <p>The revenue sheet indicates a negative of over \$500 thousand dollars. He stated that this is likely due to a bus that had been purchased last fiscal year, and the city had yet to be reimbursed for. He will verify with finance and advise Emma Chavez of his finding so she can report back to the Loop Board. He noted that the expenditures however, are in line with expectations.</p> <p>Hoffman moved on to review the ridership reports. He stated that the September ridership is incorrect with it showing a 30% increase. He will verify with Kim Daniels on the numbers and send corrected information to Chavez.</p> <p>Hoffman went on to report that ridership has been robust. Drives are complaining of full busses but no passenger has been left behind. He advised that there is a big crush in the morning, while the return fluctuates. He is hoping that STIF funds will be used to address some of those issues.</p>	<p><b>Barry Hoffman will follow up with staff on the Ridership and Revenue reports. He will inform Emma Chavez of the finding, and Emma will forward the information to the Loop Board.</b></p>

<p>7. Benton and Linn County STIF Committees Progress Report</p> <p><b>Returned to this discussion at 3:38 when Mark Bernard attended the meeting.</b></p>	<p>Hoffman advised that he does not believe the Linn County STIF Committee has yet been formed or that they have met. He stated that as far as he knows, grant applications are due in February.</p> <p>Brauner advised that the Benton County STIF Committee is formed and has met four times, with a fifth meeting coming up on Monday. Benton County is not utilizing an existing committee, they set up a new committee made up of representatives from the Cities of Corvallis, Philomath, Adair, and Monroe. There is representation from OSU, LBCC, low-income population, bike-ped, CAMPO, and the State Rules Advisory Committee member. At its first meeting, members were educated on the revenue allocation targets. The targets were adopted at the last meeting and at its next meeting on December 3<sup>rd</sup>, they will look at the application process.</p> <p>Brauner advised that as Linn and Benton County move forward, they will need to know how they link to the Loop.</p> <p>Mark Bernard attended the meeting at 3:38 pm and was able to provide an update at a state level:</p> <p>Bernard advised that a solicitation went out at the end of last month for the Transit Network and Discretionary Funds. There are three different applications available, and a training will be available next Thursday. Due date for the applications is February 1<sup>st</sup>. They will be reviewed by the Qualified Entities and by the Area Commission on Transportation's.</p> <p>November 1<sup>st</sup> STIF Applications – There were 19 applications received. Some issues with the applications included; missing Bylaws and minutes, non-adopted minutes, project alignment with a local adopted Plans, and categorization of project.</p> <p>Brauner questioned what happens if the applications don't meet the requirements. Bernard advised that a notice will be generated and a</p>	
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	timeframe for correction. He advised that it's important to spend an appropriate amount of time when working on the applications.	
8. OCWCOG Staff Project Updates	<p>Electric Bus Study – Meltzer advised that he is working on an electric bus study for CAMPO. Meltzer has conducted interviews of agencies utilizing electric buses. He noted that the larger agencies are choosing to study the services more in depth, while the smaller agencies are simply choosing to go after the electric buses. Meltzer advised that for a small City like Corvallis, with a small service area; it could be a good place to implement full size, electric busses. Meltzer is working on a memo with his final results that will be completed in January. He is able to share that memo with the Loop Board, if that is desired.</p> <p>Hoffman advised that a big barrier that the City of Albany runs into when discussing electric busses, is that they do not have trained maintenance staff. He did note that there is a lot of young people coming out of college, ready to do the work; that there is a transition will eventually take place.</p> <p>Brauner questioned if Meltzer is looking into maintance in the study. Meltzer advised that he is. He said that there is maintance and infrastructure that needs to be considered when looking into electric busses. He noted that some agencies have manufacturers come and train their maintenance staff. He also noted that no one has seen the life span of an electric bus because no one has had one for that long. Additionally, he noted that utility rates are based on demand and that some transit agencies contract directly with utility companies.</p>	
9. Other Business	<p>Bruce Clemetson advised that this is his last meeting of the Loop Policy Board. The new LBCC representative will be Dave Henderson who has been officially appointed by the LBCC President.</p> <p>Clemetson also noted that the college is working with the City of Lebanon on a pass program.</p> <p>Nyquist questioned the status of Brauner as a member of the Loop Board. Brauner advised that the IGA states that it must be a CAMPO</p>	

	<p>Policy Board members, and the CAMPO Policy Board is made up of elected officials which he will no longer be once his term ends in December. Nyquist questioned if there was an alternative to this. Meltzer noted that the IGA may be updated to allow an at-large member. Nyquist requested for staff to begin working on this as long as Brauner was willing to continue to serve on the Loop Board. Brauner accepted, and members concurred.</p>	<p><b>Staff will bring an update to the IGA to the next Loop Board meeting in order to allow an At-Large member.</b></p>
10. Adjournment		<p><b>Meeting adjourned at 4:02 pm.</b></p>



# LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN

Draft Plan

February 2019







**LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN | DRAFT PLAN**  
Oregon Cascades West Council of Governments

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Cover photo: Linn-Benton Loop at the Corvallis Transit Center.

Source: City of Corvallis

## ACKNOWLEDGEMENTS

### **Linn-Benton Loop Governing Board**

Hal Brauner, City of Corvallis

Bruce Clemetsen, LBCC

Roger Nyquist, Linn County

### **Technical Advisory Committee (TAC)**

Chris Bailey, City of Albany

Tim Bates, City of Corvallis

Sarah Bronstein, Oregon State University

Barry Hoffman, City of Albany

Andrew Koll, Resident-at-large

Lisa Scherf, City of Corvallis

Mark Volmert, Linn County

### **Project Management Team**

Lee Lazaro, OCWCOG

Phil Warnock, OCWCOG

Nick Meltzer, OCWCOG

Dana Nichols, OCWCOG

Tarah Campi, OCWCOG

Emma Chavez, OCWCOG

### **Other Stakeholders**

Mark Bernard, ODOT

Ken Bronson, Linn Shuttle

James Feldmann, ODOT

Dave Henderson, LBCC

Deanna Merle Lloyd, OSU

M'Liss Runyon, LBCC

Ann Scheerer, OSU

OSU Fall 2018 SUS 304 Students

### **Consultant Team**

Jamey Dempster, Nelson\Nygaard

Oren Eshel, Nelson\Nygaard

Paul Leitman, Nelson\Nygaard

Maggie Derk, Nelson\Nygaard

Reah Flisakowski, DKS

## EXECUTIVE SUMMARY

The Albany and Corvallis areas are important centers in the Mid-Willamette Valley and serve as significant economic, educational centers of the region. Many people travel daily between the two cities, including residents, employers, visitors, and students. The links between the two cities are strong and future growth will further reinforce the symbiotic relationship in the region.

Public transportation is a key part of the region's transportation system: it provides a necessary link for people who do not have access to a vehicle, supports regional efforts to reduce the need for travel with a personal vehicle and for parking, and supports reductions in greenhouse gas emissions.

The Linn-Benton Loop (Loop) is the region's transit system that connects Albany and Corvallis. It has been in service for almost four decades, providing connections for students and employees to travel between the two cities.



Corvallis Transit Center is one of the busiest stops on the Linn-Benton Loop.

Source: City of Corvallis

**LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN | DRAFT PLAN**  
Oregon Cascades West Council of Governments

In 2019 public transportation providers in Oregon will begin receiving funds from the Statewide Transportation Improvement Fund (STIF), a transit-specific fund developed after passage of Oregon House Bill 2017 (known as Keep Oregon Moving). Linn and Benton Counties have each agreed to contribute \$300,000 annually from STIF allocation to improve service on the Loop.

In preparation of receiving these funds, this Service Development Plan (SDP) was developed to identify and prioritize service changes to the Loop. Recommendations include:

- Additional frequency of service on the busiest corridors when demand is highest
- Bi-directional service to enhance access and reduce travel times
- Extended service into the evening
- Maintaining service to most locations that are currently served. Service on 9th Street will be eliminated.

The Service Development Plan was developed through a collaboration with the Linn-Benton Loop Technical Advisory Committee (TAC), analysis of the existing system and historical data, an on-board survey of Loop passengers in October 2018, and a workshop with regional stakeholders and representatives in December 2018.



Stakeholders at the December 2018 workshop discuss the tradeoffs of proposed Loop service options.

Source: Nelson\Nygaard

Upon implementation of the recommended service changes the Linn-Benton Loop will provide reliable service for commuters, university students, and people making intercity connections at Albany Station. The Linn-Benton Loop will be composed of three routes:

- **Regional:** weekday and Saturday service between Oregon State University (OSU)/Downtown Transit Center, Linn-Benton Community College (LBCC) and Albany Station via Highway 34 and 99E
- **Campus Connector:** weekday service between OSU/Downtown Transit Center and LBCC via Highway 34

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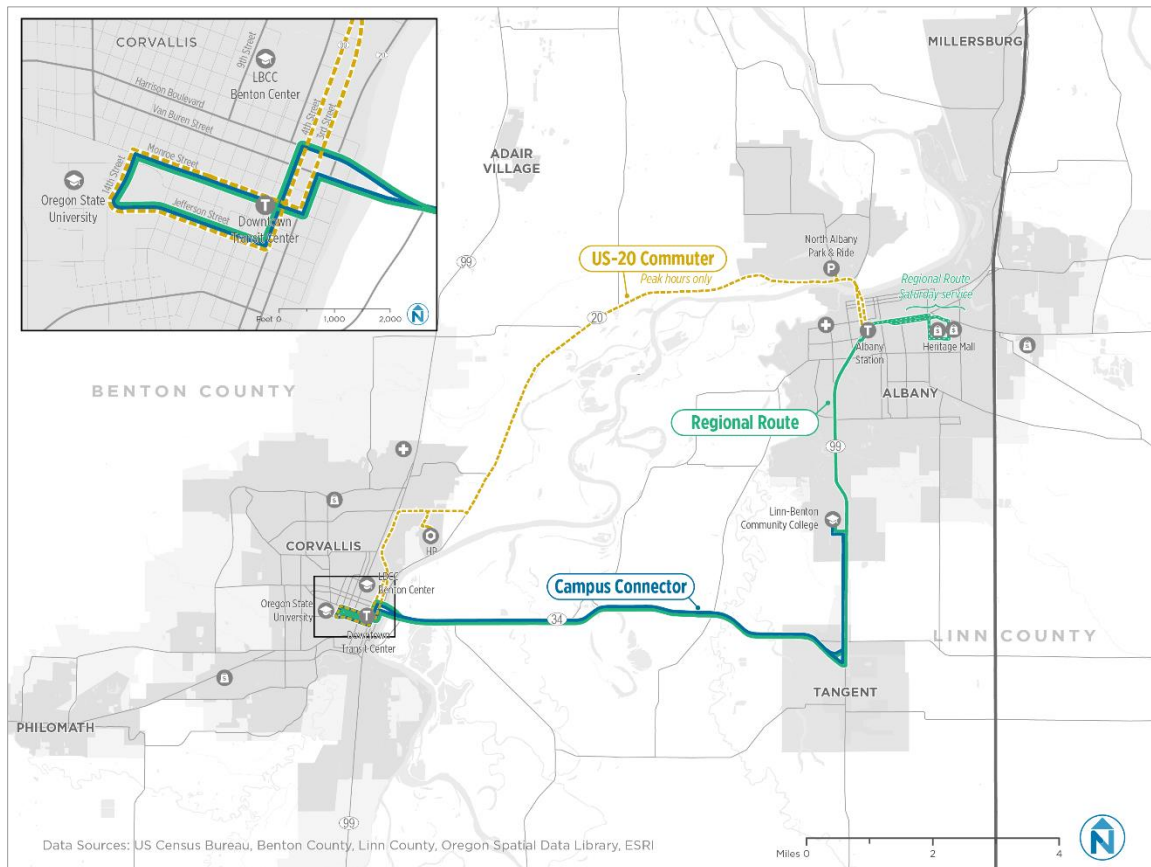
- **Highway 20 Commuter:** weekday peak-hour service between OSU/Downtown Transit Center and Albany Station via US-20

Routes and service characteristics and the regional transit network are shown in **Figure 1** and **Figure 2** respectively.

**Figure 1 Regional Transit Vision Routes**

Route	Service Days	Time of Year	Hours of Service	Frequency (min)	Vehicles
Regional Route ●	Monday-Friday	All year	6 am – 9 pm	75	1
	Saturday	All year	8 am – 6 pm	75	
US-20 Commuter ●	Monday-Friday	All year	6:30 – 9:30 am 4 – 7 pm	60	1
Campus Connector ●	Monday-Friday	OSU/LBCC academic term	7 – 10 am and 3:30 – 6 pm	60	2
			10 am – 3:30 pm	30	
		Semester breaks	7 am – 6 pm	60	

**Figure 2 Regional Transit Vision Network**



# 1 INTRODUCTION

The Loop is a public transportation partnership that links two communities to critical educational, employment, and activity centers. The Loop began operating in 1980 to provide transit service between Albany and Corvallis. Over the decades the route has expanded capacity on its busiest segments and is an integral part of the transit system in the region.

The Loop has financial, political, and public support from such a broad base of partners, including Linn and Benton Counties, LBCC, OSU, Hewlett-Packard, and Good Samaritan Regional Medical Center. Many regional partners and the public recognize there are opportunities to improve service and provide improved connectivity and access for people traveling between the two cities.



Source: Nelson\Nygaard

In 2019 public transportation providers in Oregon will begin receiving funds from the STIF, a transit-specific fund developed after passage of Oregon House Bill 2017 (known as Keep Oregon

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Moving). Linn and Benton Counties have each agreed to contribute \$300,000 annually from STIF allocation to improve service on the Loop.

This SDP provides the specific steps and service adjustments for the Loop to achieve a 10-year transit vision using the additional funds from STIF. Recommendations from the plan include additional frequency of service on the busiest corridors when demand is highest, bi-directional service to enhance access and reduce travel times, extended service into the evening, and maintaining service to all major locations that are currently served.

## PROCESS

The SDP was developed through a collaboration with the Linn-Benton Loop Technical Advisory Committee (TAC) based on an analysis of the existing system and historical data. Meeting with the TAC occurred monthly between September 2018 and February 2019.

Students at OSU SUS 304 Sustainability Assessment course conducted an on-board survey of Loop passengers in October 2018 over a week-long period. They collected 239 responses. The survey was used to understand the demographics of Loop passengers (including their affiliation with local colleges and income levels) and the type of service improvements they support the most.

In December 2018, regional stakeholders and representatives from regional transit providers attended a workshop to discuss the range of service changes that could be implemented on the Loop. The workshop was designed to understand participants' priorities and weigh the tradeoffs of different operating models. The result of the workshop was high-level service detail that included preferred frequency, alignment, and span.

Findings from technical analysis, input from TAC members, results from the on-board survey, and outcomes from the workshop were all used to develop the short-term Linn-Benton Loop transit vision.

## STRUCTURE OF PLAN

- **Chapter 2 – Issues and Opportunities:** describes the current transportation issues in the Albany-Corvallis region, and identifies the needs and other factors that make Loop service relevant to the region.
- **Chapter 3 – Transit Enhancements:** provides a detailed operating plan with specific actions that will move the Loop toward its transit vision.

## 2 ISSUES AND OPPORTUNITIES

This chapter presents key issues, findings, and opportunities for transit in the Albany and Corvallis areas, and in particular specific issues relating to the Linn-Benton Loop. These issues were identified through analysis, the on-board survey, and feedback from regional stakeholders.

The key findings are listed below, and presented in more detail on the following pages.

1. Commute trends indicate a demand for region transportation services.
2. Low-income populations in Linn and Benton Counties are increasing.
3. Most passengers on the Linn-Benton Loop live in households within incomes less than \$50,000.
4. The Loop serves two limited markets: commuters and LBCC students.
5. There is limited service for people traveling across the region on weekends.
6. People who depend on transportation in the late evening have unmet transit needs.
7. The Linn-Benton Loop is scheduled at frequencies that do not coordinate well with other regional schedules, presenting barriers for operations and passengers.
8. Ridership on the Linn-Benton Loop has remained relatively flat over the past several years, with a slight downward trajectory.
9. Most ridership on the Linn-Benton Loop is at LBCC, Downtown Corvallis, and OSU.
10. The top priorities for Linn-Benton Loop service improvements are improved frequency and later service in the evening.
11. Many of the region's transit agencies have unique brands and provide information independently of each other.

### 1. Commute trends indicate a demand for regional transportation services.

Current commute travel patterns indicate that approximately 5,700 workers travel between Corvallis or Philomath and Albany, Millersburg, or Tangent on a daily basis (see **Figure 3**).<sup>1,2</sup> The largest flow is from people who live in Albany, Millersburg, or Tangent and commute to jobs in Corvallis or Philomath. Between 2009 and 2015, the strongest growth in travel flows has been

---

<sup>1</sup> This data is based on the Longitudinal-Employer Household Dynamics (LEHD) data from 2015. It represents commute trips contained within the Corvallis, Albany, and Lebanon areas. Residents of communities outside the region who commute to jobs in the region, as well as employees that live in the region but commute to jobs outside the region (such as to Salem, Eugene, or Portland) are not included in these values.

<sup>2</sup> LEHD data include information from IRS records that are based on addresses provided by employers. Some work location addresses may not be for actual location of employment, but for corporate or main offices. Therefore someone who lives in Corvallis may be shown as commuting out of the city, even though they work for a company within Corvallis city limits or telecommute.

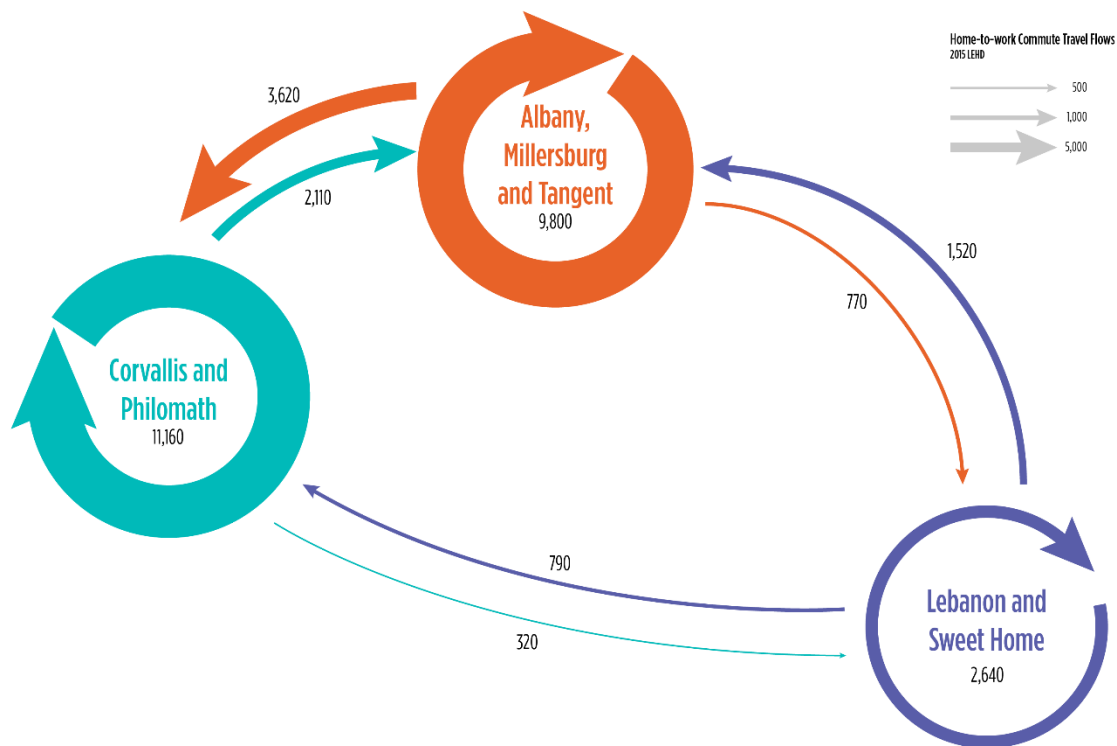


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from people who commute between Lebanon/Sweet Home and the Albany area (29% increase) and between Lebanon/Sweet Home and the Corvallis areas (23%). Growth in commutes between Albany and Corvallis also grew notably (22%).

As population and employment grows in Linn and Benton Counties, travel demand between major cities within the region is likely to continue increasing. Transit service will be a key part of the transportation mix to provide people an option to avoid driving and for people who do not have access to a private vehicle a means to travel between the cities. To accommodate future demand, transit services will need to operate more frequently and for longer periods of time.

**Figure 3 Regional Commute Flows (2015)**



Source: LEHD (2015)

## 2. Low-income populations in Linn and Benton Counties are increasing.

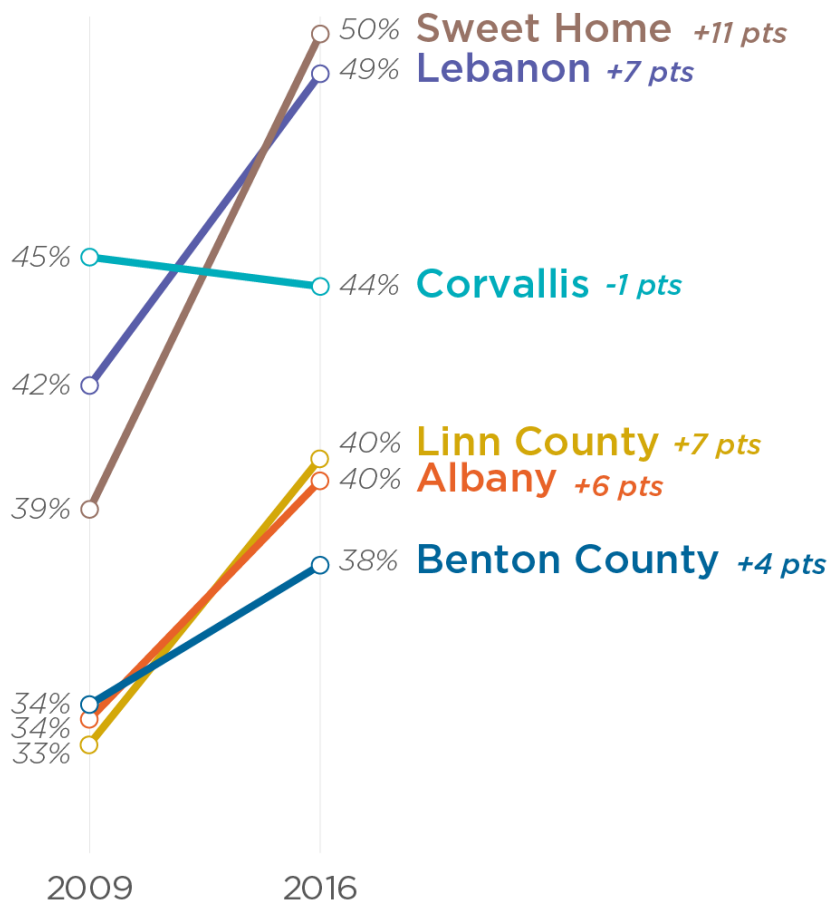
Low-income populations are defined by STIF as households below 200% of the federal poverty level.<sup>3</sup> Lebanon and Corvallis have the region's highest share of low-income households. Between 2009 and 2016, most jurisdictions saw increases in the percent of people defined as low-income (see **Figure 4**) and all jurisdictions experienced increases in the total number of households defined as low-income (see **Figure 5**). Geographically within the region, the density of low-income households at the Block Group level is highly concentrated in the region's cities (see **Figure 6**).

<sup>3</sup> STIF guidance on estimating low-income households recommends applying the percent of population classified as low-income to the number of households.

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Low-income households benefit most from affordable, accessible, and reliable transit options. Future transit demand will be influenced by where low-income individuals live and work. As low-income households increase in the region, demand for transit service is expected to grow.

**Figure 4** Percent of Households Defined as Low-Income (2009 to 2016)



Note: Low-income defined as people with incomes below 200% of the Federal Poverty Level.

Source: US Census Bureau, American Community Survey, 5-Year Estimates, 2005-09 to 2012-16, Table C17002

**Figure 5** Number of Low-Income Households

City / County	2009	2016	Change	Percent Change
Benton County	11,321	12,933	1,612	14.2%
Linn County	14,421	18,238	3,817	26.5%
Albany	6,236	7,841	1,605	25.7%
Corvallis	9,466	9,766	300	3.2%
Lebanon	2,405	3,257	852	35.4%
Sweet Home	1,283	1,770	487	40.0%

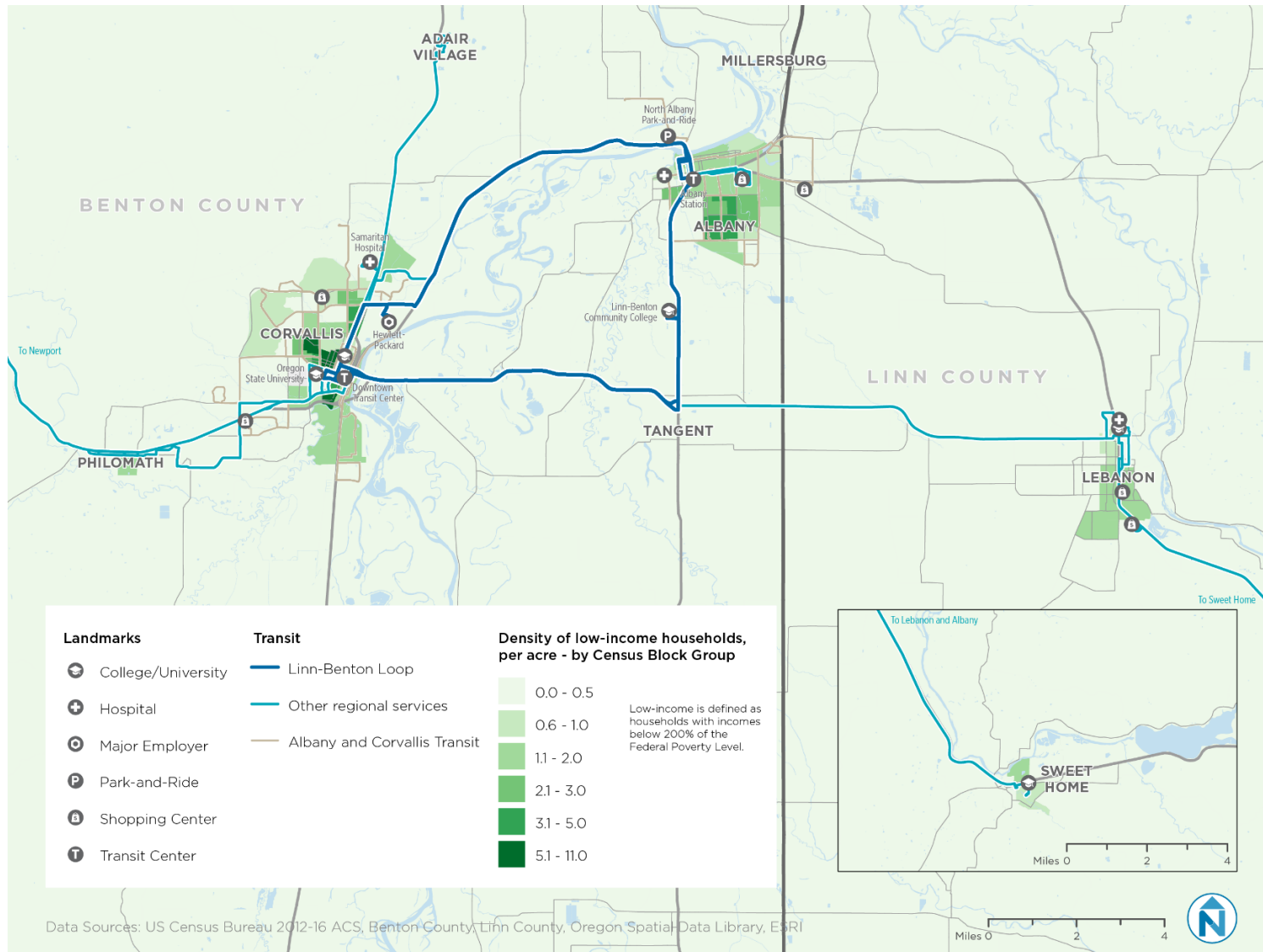
Note: Low-income households calculated by dividing the total number of people with incomes below 200% of the Federal Poverty Level by the average household size of occupied housing units.

Note: American Community Survey data is an estimate and values from smaller communities have a higher margin of error.

Source: US Census Bureau, American Community Survey, 5-Year Estimates, 2005-09 to 2012-16, Table C17002 and Table B25010

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**Figure 6 Density of Low-Income Households (by Census Block Group, 2016)**



Note: American Community Survey data is an estimate and values from rural areas or Census Block Groups with few people have a high margin of error.

Sources: US Census Bureau, American Community Survey, 5-Year Estimates, 2012-16, Table C17002 and B25010

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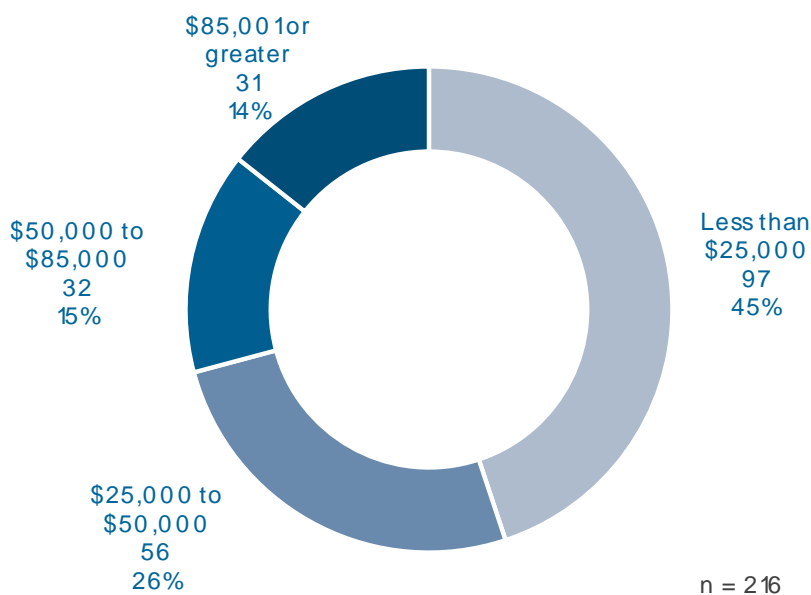
### 3. Most passengers on the Linn-Benton Loop live in households within incomes less than \$50,000.

The on-board survey of Linn-Benton Loop passengers in October 2018 asked respondents to indicate their household income. The most common response, representing 45% of surveyed passengers, was less than \$25,000. Another quarter of respondents live in households with incomes between \$25,000 and \$50,000 (see **Figure 7**).

The survey also asked respondents for the number of people who live in their household. If a respondent answered both of these questions<sup>4</sup>, their responses were compared to determine if they lived in a low-income household (i.e., incomes below 200% of the federal poverty level based on total household income and number of residents). Based on this evaluation, approximately 64% of respondents were classified as low-income.

Transit service provides an important option for people who lack the financial means to own or operate a vehicle. Approximately two-thirds of the Loop ridership is low-income, indicating the important role the Loop serves in connecting low-income individuals in the region.

**Figure 7 Household income of respondents**



### 4. The Loop serves two limited markets: commuters and LBCC students.

As a large region, travel needs in the Linn-Benton County area are diverse. The Loop, as currently designed, primarily serves commuters and students. However, travel between Corvallis and Albany includes more than just work week commuters, or students. People use the Loop to travel to and from work for non-traditional work shifts, to access healthcare facilities, and to go shopping and run errands.

<sup>4</sup> 216 respondents provided their household income. 211 respondents provided their household size. 196 respondents provided responses to both questions.

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There are needs for additional transportation services to support regional mobility for all trip types. More frequent service throughout the day and longer spans of service on weekends are potential service adjustments that would expand the utility of the Linn-Benton Loop for more people.

**5. There is limited service for people traveling across the region on weekends.**

The Loop currently provides most service during the weekday, with a focus on serving commuters and college students. However, weekend travel needs are also present in the region, including needed connections to weekend jobs, shopping centers, and medical facilities. In addition to limited number of trips, the Linn-Benton Loop service on Saturday operates in the counter-clockwise direction only.

Weekend trips are not well served because the limited frequency reduces the usefulness of the service for spontaneous trips. Additionally, the one-way direction results in out-of-direction travel for all passengers; but is greatest for passengers who only travel a relatively short distance. For example, consider a passenger who needs to travel from Albany Station to LBCC (a distance of approximately three miles). To make the journey on the Loop on Saturday, they would need to travel all the way to Corvallis, a trip that would take approximately one hour.

**6. People who depend on transportation in the late evening have unmet transit needs.**

Classes start as early as 6:20 am at OSU and at 7 am at LBCC – both before the Loop begins. The first Loop trip arrives (via US-20) at OSU at 7:05 am, and the first Loop trip arrives at LBCC at 7:25 am. Most students start classes later (between 8 and 9:30 am) and enrollment peaks at more than 10,000 students around 11 am. Class enrollment remains relatively high until after 5 pm when it begins to drop. Classes are in session on both campuses until after 9 pm.

The last trip from LBCC to Corvallis departs at 5:50 pm, and the last trip from OSU to Albany departs at 6:20 pm<sup>5</sup>. There are still more than 1,000 students actively in classes after service ends for the day.

**Figure 8** shows the total number of students enrolled in classes at both OSU and LBCC Main Campus by time of day. The span of Loop service at each campus is shown as the horizontal bars and faded backgrounds.

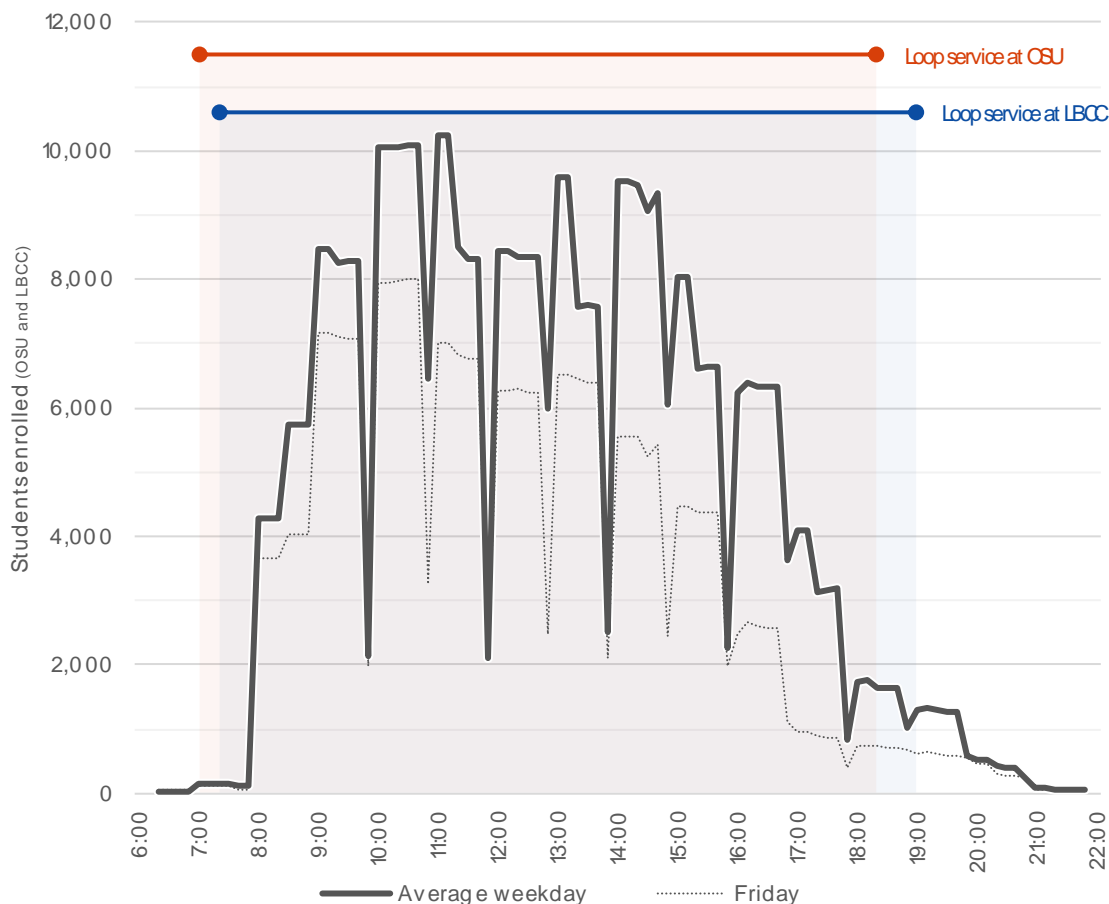
Service on the Linn-Benton Loop does not serve the needs of people who travel late in the evening, including students, faculty, staff, or other late evening non-university affiliated commuters. If these individuals lack access to a car, they may not have any dependable transportation from campus or work to return home. These limited hours may deter students and faculty at LBCC or OSU or regional employees from using the Loop.

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<sup>5</sup> The last direct trip from Corvallis to LBCC (via OR-34) departs the Downtown Transit Center at 4:35 pm. Passengers who catch the 6:20 pm trip can travel to LBCC via US-20 and Albany Station, with a 40-minute travel time.

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**Figure 8 Student Class Enrollment at OSU and LBCC by Time of Day**



Source: Oregon State University (Fall 2018); Linn-Benton Community College (Fall 2018)

**7. The Linn-Benton Loop is scheduled at frequencies that do not coordinate well with other regional schedules, presenting barriers for operations and passengers.**

Most Loop trips in the morning and afternoon, in addition to the express trips between LBCC and Downtown Corvallis, cycle in approximately 75 minutes. Service at this frequency makes it difficult for passengers to easily remember the schedule, connect with other services, and get to and from classes consistently.

Service every 75 minutes means individual stops are never served at the same minutes past the hour every hour. This requires passengers to consult a schedule to know when the next bus arrives and makes the service more difficult to remember or understand. Passengers typically find it easier to remember a single time every hour when the bus comes rather than individual arrival times throughout the day.

Both CTS and Albany Transit operate on a consistent schedule with pulses at their respective transit centers at the same times each hour. Because the Loop’s schedule does not match the local services, riders cannot connect to CTS or Albany Transit consistently. The lack of consistent

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connections between the Loop and each city's system limits how easily riders can make transit connections to access local destinations not directly served the Loop. Passengers who need to make connections and want to minimize their wait time must therefore travel at specific times throughout the day when connections are easiest.

Similar to connections to CTS and ATS, the Linn-Benton Loop does not coordinate well with class schedules at OSU and LBCC. The majority of classes at OSU and LBCC start or end hourly.<sup>6</sup> Loop service during the morning and evening does not coordinate well with the class schedules because of the mismatch in cycles. During the midday, Loop service is hourly and this provides greater consistency for students to use the Loop to travel to or from classes. At LBCC – which has classes that start or end approximately every 30 minutes – there is a slight mismatch between service and class schedules. For example, midday Loop buses arrive at LBCC 45 minutes after the hour, and depart at the top of the hour. Classes that begin at the top of the hour are well served on both ends of the class if students can get between the bus stop and the class in 10 minutes. Classes that start at 30 minutes past the hour and end at 20 minutes past the following hour require at least 40-45 minutes of wait time before and after the classes.

Hourly service would provide the greatest level of simplicity to passengers and allow the service to coordinate well with other transit providers and class schedules at the two colleges. However, if service were to operate hourly using existing cycle times, the Loop would require an additional bus and driver. Because the cycle time of the Loop trips are just over an hour, drivers would return to the starting point relatively soon after the previous trip had departed. Therefore, to maintain consistent hourly service, the drivers would need long layover times between runs. In short, the Loop's existing cycle time limits opportunities to increase frequency of service in ways that are financially and operationally efficient.

### **8. Ridership on the Linn-Benton Loop has remained relatively flat over the past several years, with a slight downward trajectory.**

Ridership on the Linn-Benton Loop has remained relatively flat between 2009–10 and 2017–18. Although ridership grew more than 20% above 2009–10 levels between 2011 and 2014, ridership has returned to its 2009–10 level, at approximately 110,000 boardings per year (see **Figure 9**).

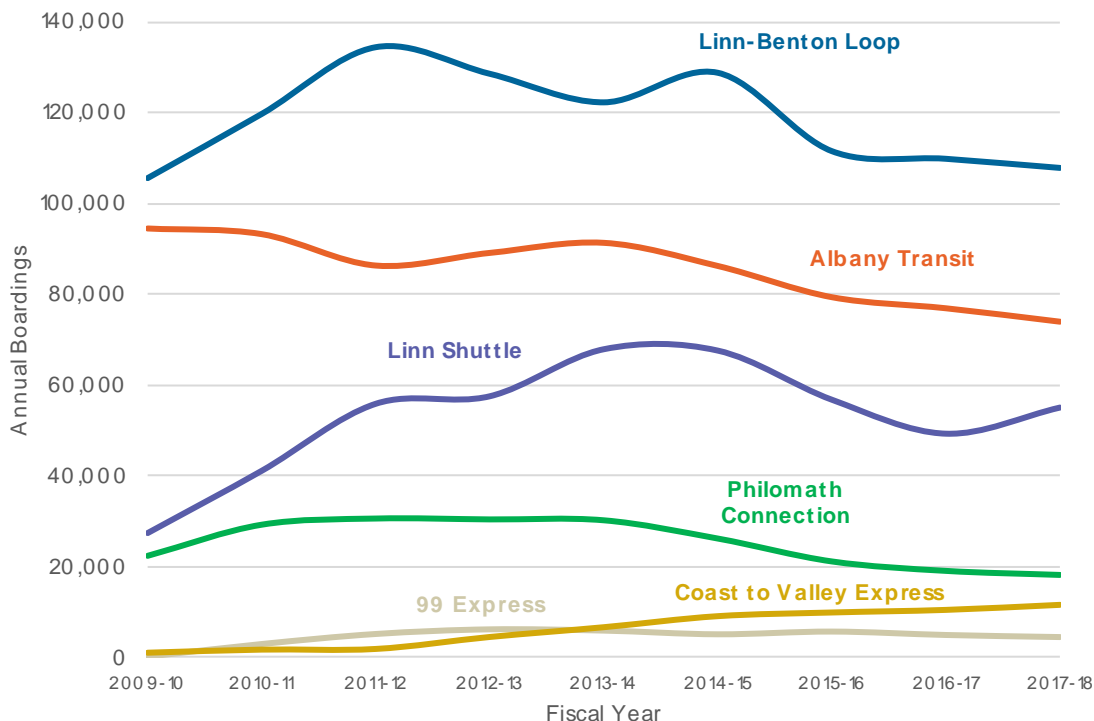
The Linn-Benton Loop has maintained strong ridership in the past decade, but has seen some small declines. These ridership trends are not consistent with the growth in the region's population, employment, and student enrollment. This suggests less transit use and reduced relevance of the Loop in the region's transportation system. However, as the Loop has not undergone significant changes in service for many years, this suggests service changes may be necessary to improve its usefulness for residents, employees, and students.

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<sup>6</sup> Most courses are scheduled from :00 to :50. Eighty-four percent (84%) of class enrollments at OSU, and 72% of class enrollments at LBCC are on this cycle. Three percent (3%) of class enrollments at OSU, and 12% of class enrollments at LBCC are in classes that start at a time other than the top of the hour.

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**Figure 9 Ridership Trends (FY 2009–10 to FY 2016–17)**



Sources: Benton County, Corvallis Transit System, Albany Transit System, Linn-Benton Loop

Note: Ridership on Corvallis Transit is not included because its ridership is almost ten times larger than the Linn-Benton Loop and does not compare well with the region's other transit services. Corvallis Transit served approximately 710,000 trips in 2009–10, 900,000 in 2010–11, and has ranged between 1,110,000 and 1,190,000 between 2011–12 and 2016–17.

### **9. Most ridership on the Linn-Benton Loop is at LBCC, Downtown Corvallis, and OSU.**

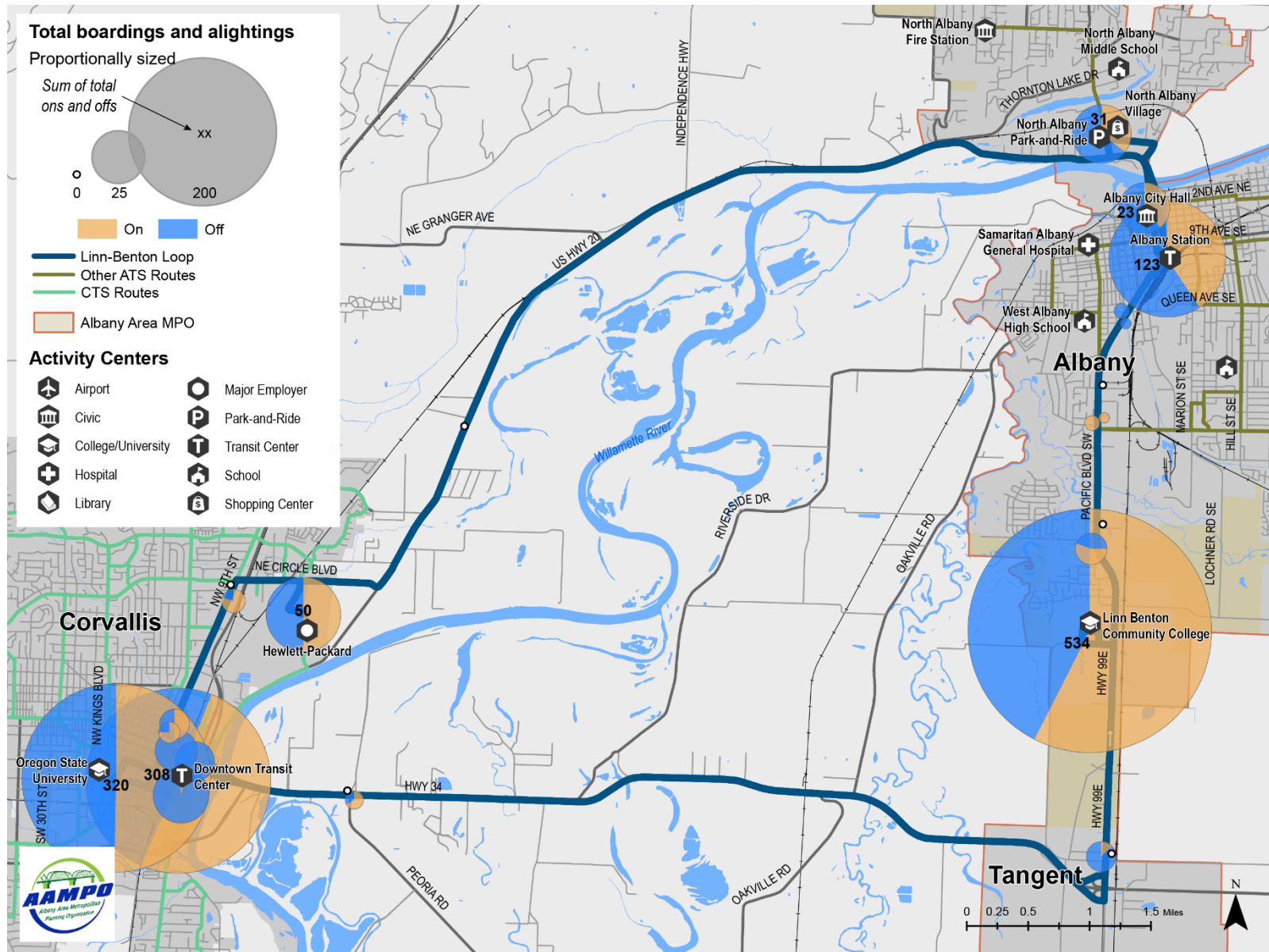
The Loop's busiest stops are at LBCC, Corvallis' Downtown Transit Center, and OSU (**Figure 10**). Other stops with relatively high ridership are Albany Station, Hewlett-Packard, and North Albany Park-and-Ride. Although these ridership patterns are a function of service (the Loop serves LBCC, Downtown Corvallis, and OSU all day, whereas the other stops are only served during peak hours), it demonstrates higher demand for transit service connecting LBCC and OSU.

With limited financial resources available, transit agencies typically provide service along corridors and in locations where the benefits of the service (i.e., providing access and/or generating ridership) are likely to be greatest based on a fixed amount of operational funds. In the case of the Linn-Benton Loop, service between LBCC and Downtown Corvallis via OR-34 has the highest demand and this corridor is more likely to generate ridership and provide access to regionally-significant destinations than US-20.



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Figure 10 Loop Weekday Ridership by Stop (Fall 2014)



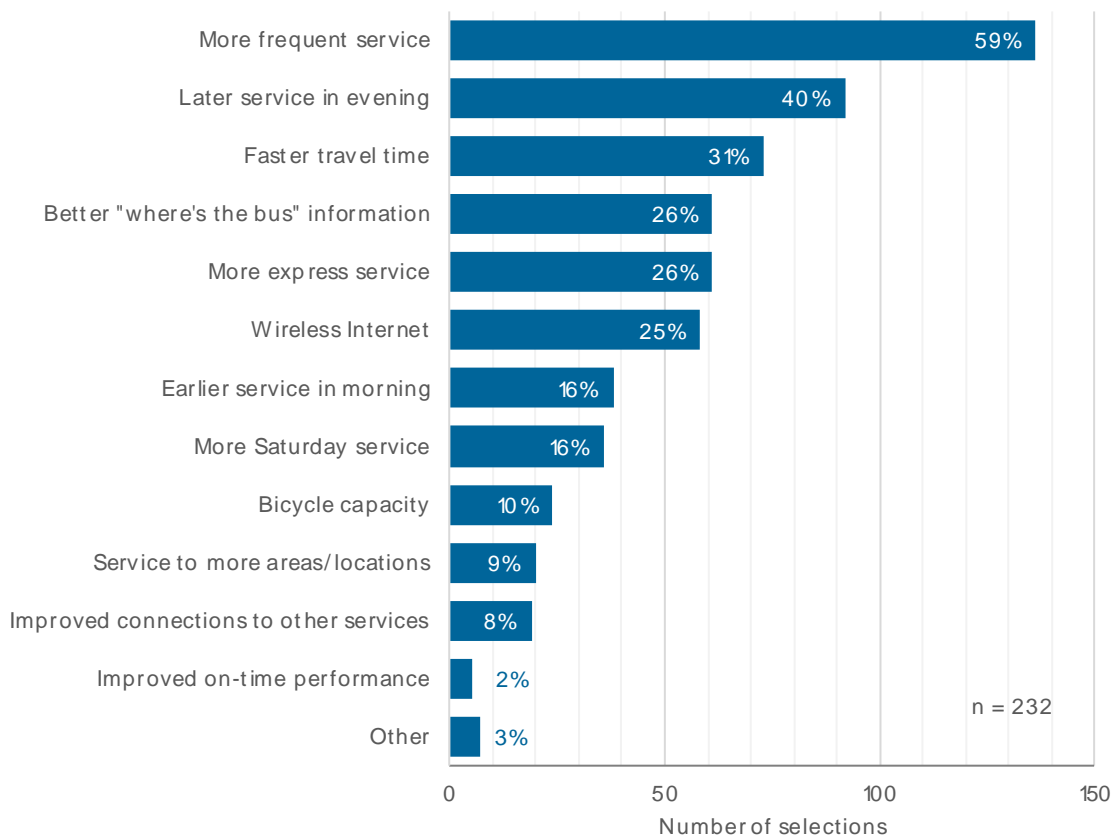
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**10. The top priorities for Linn-Benton Loop service improvements are improved frequency and later service in the evening.**

The on-board survey of Linn-Benton Loop passengers asked respondents to select their top three improvements that would encourage them to ride more often. Twelve options were provided and respondents were given the option to provide their own improvement if it was not listed. The results (**Figure 11**) indicate frequency, span of service, reduced travel time, and improved information were the most supported improvements. However, more frequent service was selected much more often – 19 percentage points higher than later evening service – indicating there is broad support for Loop buses to run more often throughout the day.

Earlier morning service, additional Saturday service, new service to more areas, and improved connections to other services were low on their list of priorities and suggests passengers prefer improvements to the existing services over adding service at times, on days and in places where none exist today (with the exception of later evening service). Faster travel time – selected by 31% of respondents – may be provided in coordination with more frequent service because reduced wait time at the start of a trip will reduce overall travel time, even without any increase in the speed of buses.

**Figure 11 Top Service Improvement Requests**



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**11. Many of the region’s transit agencies have unique brands and provide information independently of each other.**

Many agencies and transit services operate in the Linn-Benton region, including two urban transit systems and six regional or intercity routes – each with their own unique name and branding. Each agency provides their own maps, schedules, fare information, and contact information on their independent websites. Some agencies provide additional information that others do not, such as trip planners and service alerts. Additionally, each agency provides different fare types and has different costs for riders.

Inconsistent information and branding can make connections to and from the Linn-Benton Loop more confusing for transit riders, and particularly new or inexperienced ones. The transit rider experience could be improved with consistent information and branding across the region. This can be accomplished through a regional effort, which could range from small changes (e.g., each organization reorganizes their webpages so they are consistent), to larger changes (e.g., developing a unified brand for services across the region).

**Figure 12 Transit Brochures in the Linn-Benton Region**



## 3 TRANSIT ENHANCEMENTS

### OVERVIEW

This chapter describes the proposed 10-year vision for the Loop, including proposed route alignments, frequency, span, and days of service. This vision was established based on service requests from passengers, technical analysis, the workshop with regional stakeholders, and refinements based on feedback from the TAC.

The specific service improvements were grouped into four phases. Phases 1 through 3 are constrained within the expected operating budget determined through this planning project (\$1.3 million annually, or \$600,000 above today's estimated budget). Phase 4 includes additional service beyond this targeted annual budget, with the assumption that Linn Benton Loop partners could consider long-range service enhancements as conditions and funding allow.

**Figure 13** provides the operational and financial assumptions used to build the Linn-Benton Loop phasing.

**Figure 13 Assumptions**

Assumption	Value	Details
Weekday service days	252	5 days per week, 52 weeks per year, excluding eight holidays
Saturday service days	53	52 Saturdays per year, plus service on day after Thanksgiving
OSU/LBCC Fall-Spring session days	165	Based on 2018–19 academic calendar
OSU/LBCC Summer semester days	53	Based on 2019 Summer academic calendar
Average operating speed	25 mph	Based on Loop data. Speeds 17–30 mph, average 25.7 mph.
Revenue hour cost	\$150	2018–18 annual budget divided by annual revenue hours
Annual budget (2017–18)	\$700,000	2017–18 Loop budget (rounded)
Annual revenue hours (2017–18)	4,700	2017–18 Loop data (rounded)
Additional revenue from Oregon STIF	\$600,000	Estimated Qualified Entity commitment
Total scenario planning budget	\$1,300,000	Existing annual budget + Additional STIF revenue
Vehicles available for service	3	2 existing + 1 new (TAC input)

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## VISION

The Linn-Benton Loop in 2030 will continue to be a robust regional service connecting Albany and Corvallis, providing reliable service for commuters, university students, and people making intercity connections at Albany Station.

The Linn-Benton Loop will be composed of three routes:

- **Regional:** weekday and Saturday service between OSU/Downtown Transit Center, LBCC and Albany Station via Highway 34 and 99E
- **Campus Connector:** weekday service between OSU/Downtown Transit Center and LBCC via Highway 34
- **Highway 20 Commuter:** weekday peak-hour service between OSU/Downtown Transit Center and Albany Station via US-20

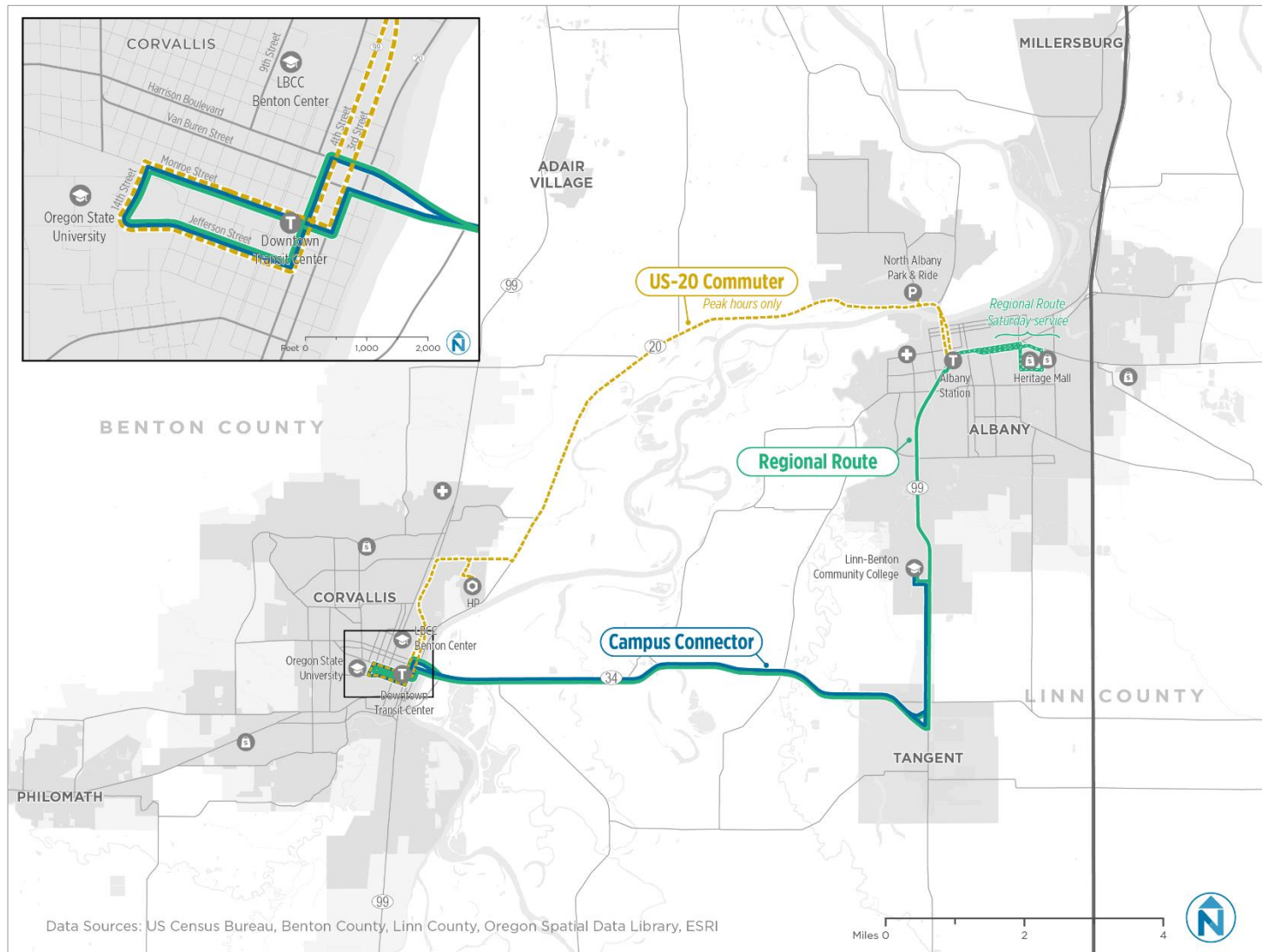
**Figure 14** lists the routes, and identifies key operations characteristics. **Figure 15** presents a map of the future system.

**Figure 14 Regional Transit Vision Routes**

Route	Service Days	Time of Year	Hours of Service	Frequency (min)	Vehicles
Regional Route ●	Monday-Friday	All year	6 am – 9 pm	75	1
	Saturday	All year	8 am – 6 pm	75	
US-20 Commuter ●	Monday-Friday	All year	6:30 – 9:30 am 4 – 7 pm	60	1
Campus Connector ●	Monday-Friday	OSU/LBCC academic term	7 – 10 am and 3:30 – 6 pm	60	2
			10 am – 3:30 pm	30	
		Semester breaks	7 am – 6 pm	60	

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Figure 15 Regional Transit Vision Map



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## PHASING

The vision will be implemented over 10 years in four phases. Service data are summarized in **Figure 16** and described in more detail below.

**Figure 16 Phasing Summary**

Service Data	Existing	Phase 1	Phase 2	Phase 3	Phase 4
<b>Frequency (min)</b>					
Loops	75	-	-	-	-
Express and Midday	60-75	-	-	-	-
Regional	-	-	75		
Campus Connector	-	-	60	30-60	
Academic Terms	-	-	60	30 peak / 60 off-peak	
Breaks and Summer	-	-	-	-	60
US-20 Commuter	-	-	60		
<b>Days of Service</b>					
Loops	Monday-Friday / Saturday		-	-	-
Express and Midday	Monday-Friday		-	-	-
Regional	-	-	Monday-Friday / Saturday		
Campus Connector	-	-	Monday-Friday		
Academic Terms	-	-	Monday-Friday		
Breaks and Summer	-	-	-	-	Monday-Friday
US-20 Commuter	-	-	Monday-Friday		
<b>Span</b>					
Loops	Weekdays: 6:30–10 am; 3–7 pm		-	-	-
Express and Midday	6:40 am – 5 pm	6:40 am – 9 pm	-	-	-
Regional	-	-	Weekdays: 6 am – 9 pm / Saturdays: 8 am – 6 pm		
Campus Connector	-	-	7 am – 6 pm		
Academic Terms	-	-	7 am – 6 pm	60-min service: 7-10 am; 3:30-6 pm 30-min service: 10 am – 3:30 pm	
Breaks and Summer	-	-	-	-	7 am – 6 pm
US-20 Commuter	-	-	6:30 – 9:30 am; 4 – 7 pm		
<b>Vehicles</b>					
Loops	Vehicle 1		-	-	-
Express and Midday	Vehicle 2		-	-	-
Regional	-	-	Vehicle 1		
Campus Connector	-	-	Vehicle 2	Vehicle 2 and 3	
Academic Terms	-	-	Vehicle 2	Vehicle 2 and 3	
Breaks and Summer	-	-	-	-	Vehicle 2
US-20 Commuter	-	-	Vehicle 3		

**LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN | DRAFT PLAN**  
Oregon Cascades West Council of Governments

## Phase 1

The first phase of the Linn-Benton Loop service enhancement will continue the current operating pattern of service with loop routes. However, service will be extended later in the day on the Afternoon Express to provide service for LBCC students who attend evening and night classes. Additionally, this phase will allocate funds for bus stop amenities, marketing, and administrative costs to support the future expansions that are expected to be implemented in later phases. This phase will also include the purchase of one new vehicle, which is expected to enter service at the start of Phase 2 in July 2022.

The following are the specific tasks within this phase:

- Extend Afternoon Express by four hours to provide bi-directional service between LBCC and Downtown Corvallis every hour (i.e., extend end of service from 5 to 9 pm).
- Purchase one 40-foot bus to expand active fleet from two to three vehicles. The new vehicle is expected to take 12-18 months to build and be ready for service.
- In coordination with ATS and CTS, identify potential bus stop improvements, including new shelters, seating, lighting, and bus stop signage. Prioritize improvements at the busiest stops and where service will continue to operate following Phase 2 implementation.
- Develop outreach strategy to educate existing and potential riders on service changes in future phases and to market improved frequency and new route structure.
- Develop a brand refresh to be introduced with Phase 2, including new name and logo. This change is intended to highlight the service changes and to drop the “Loop” designation to avoid confusion with new bi-directional services.
- Consider allocating funds into a reserve to support later capital purchases or to cover unforeseen operational or vehicle maintenance expenses.

## Phase 2

Following the acquisition of the third vehicle, Phase 2 will restructure the Linn-Benton Loop system into three routes that each operate independently. Service will be maintained at all locations where the Loop operates today, though frequency, span, and direction of service will change depending on location and time of day. This restructuring will allow service levels to be more easily adjusted in the future to respond to demand and service needs. The three routes are:

- **Regional:** service will operate bi-directionally between Albany Station and Downtown Corvallis/OSU via OR-99E, LBCC and OR-34. On weekdays it will operate for 15 hours per day from 6 am to 9 pm, with service every 75 minutes, using one vehicle. On Saturdays, it will operate for 10 hours, from 8 am to 6 pm with no service on US-20 or 9th Street
- **Campus Connector:** service will operate bi-directionally between LBCC and Downtown Corvallis/OSU via OR-34 on weekdays during OSU/LBCC academic term only (with no service during summer term or semester breaks). It will operate every 60 minutes for 11 hours between 7 am and 6 pm, with one vehicle.
- **US-20 Commuter:** service will operate bi-directionally between Albany Station and Downtown Corvallis/OSU via US-20, HP and OR-99. Service will operate on weekdays during peak hours only, with three bi-directional trips in the morning (6:30 to 9:30 am) and three in the evening (4 to 7 pm). This route will require one vehicle.



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Like in Phase 1, Phase 2 will allocate funds for marketing, bus stops, and administration costs. Additionally, Phase 2 will include the purchase of an expansion bus. This will create a full service and spare vehicle fleet independent of Albany Transit System, to increase reliability, safety, and state-of-good repair.

### **Phase 3**

Phase 3 continues the service established in Phase 2, with the Regional Route and US-20 Commuter continuing to operate as in Phase 2. The Campus Connector will increase service frequency from every 60 to 30 minutes between 10 am and 3:30 pm. This is when passenger load and demand between LBCC and Corvallis are greatest.

The Campus Connector hourly service will remain unchanged between 7 and 10 am, and between 3:30 and 6 pm. The route will operate when OSU and LBCC classes are in session, but not during winter and summer breaks. The vehicle for this 30-minute service will be the same that serves the US-20 Commuter route.

Phase 3 includes funds for marketing and administration. The funds for these tasks are less than in Phase 2 to accommodate the increased operating costs.

### **Phase 4**

Phase 4 is the last step to complete the 10-year transit vision. This phase's operational costs would exceed the additional \$600,000 STIF revenues planned, so additional revenue will be needed for implementation. In this phase, the Campus Connector will switch from academic term to year-round, including during OSU/LBCC semester breaks and summer term, with the 30-minute frequency of service only operating during the academic term.

## **FINANCIAL PLAN**

**Figure 17** provides the financial details of the Enhancement Plan, including the source of funds for operations, vehicles, and bus stops and the expected available budget.

Phase 4 is expected to be over budget by approximately \$144,000. To cover these cost overruns, potential funding sources to be considered are listed below. Each of these options will require analysis to determine consistency with local and state laws, effectiveness, and expected amount of revenues that could be generated:

- Employer payroll tax
- Gasoline tax
- Transit district property tax
- Local option sales tax
- Motor vehicle registration fee
- Utility fee
- Public-private partnerships

**LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN | DRAFT PLAN**  
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Figure 17 Expenditure Details (Fiscal Year Ending)

Fund	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	<i>Existing</i>	<i>Phase 1</i>	<i>Phase 2</i>	<i>Phase 2</i>	<i>Phase 3</i>	<i>Phase 3</i>	<i>Phase 4</i>	<i>Phase 4</i>	<i>Phase 4</i>	<i>Phase 4</i>	<i>Phase 4</i>
<b>Task 1: Operations</b>											
STIF Formula	-	\$151,450	\$450,550	\$450,550	\$586,675	\$586,675	\$586,675	\$586,675	\$586,675	\$586,675	\$586,675
Federal	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000
Other State	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Local	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000
Other	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$238,550	\$238,550	\$238,550	\$238,550	\$238,550
<b>Subtotal</b>	<b>\$695,000</b>	<b>\$846,450</b>	<b>\$1,145,550</b>	<b>\$1,145,550</b>	<b>\$1,281,675</b>	<b>\$1,281,675</b>	<b>\$1,425,225</b>	<b>\$1,425,225</b>	<b>\$1,425,225</b>	<b>\$1,425,225</b>	<b>\$1,425,225</b>
<b>Task 2: Vehicles</b>											
STIF Formula	-	\$88,000	-	\$88,000	-	-	-	-	-	-	-
Federal	-	\$352,000	-	\$352,000	-	-	-	-	-	-	-
Replacement	-	-	-	\$440,000	-	-	-	\$440,000	-	-	\$440,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$880,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$440,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$440,000</b>
<b>Task 3: Bus Stops, Marketing, and Administration (or reserve)</b>											
STIF Formula	-	\$60,550	\$149,450	\$61,450	\$13,325	\$13,325	\$13,325	\$13,325	\$13,325	\$13,325	\$13,325
<b>Subtotal</b>	<b>\$0</b>	<b>\$60,550</b>	<b>\$149,450</b>	<b>\$61,450</b>	<b>\$13,325</b>	<b>\$13,325</b>	<b>\$13,325</b>	<b>\$13,325</b>	<b>\$13,325</b>	<b>\$13,325</b>	<b>\$13,325</b>
<b>TOTAL</b>	<b>\$695,000</b>	<b>\$1,347,000</b>	<b>\$1,295,000</b>	<b>\$2,087,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,438,550</b>	<b>\$1,878,550</b>	<b>\$1,438,550</b>	<b>\$1,438,550</b>	<b>\$1,878,550</b>
<b>TOTAL</b> (excluding Federal Capital and Replacement)	<b>\$695,000</b>	<b>\$995,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,438,550</b>	<b>\$1,438,550</b>	<b>\$1,438,550</b>	<b>\$1,438,550</b>	<b>\$1,438,550</b>
<b>Budget</b>	<b>\$695,000</b>	<b>\$995,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>	<b>\$1,295,000</b>
<b>Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$143,550</b>	<b>-\$143,550</b>	<b>-\$143,550</b>	<b>-\$143,550</b>	<b>-\$143,550</b>

Note: All figures in constant 2018 dollars; Vehicle match is typically 20% in both federal and STIF Discretionary programs, but can be as low as 10% for projects serving low income communities.

## **FUTURE CONSIDERATIONS**

The funding amounts assumed in the phasing of the transit system is an estimate that could change in the future, based on increases or decreases in employment, wages, and taxpayer compliance rates in both Linn and Benton Counties. The lists below present an array of potential options for how to adjust service plans based on funding levels. The two counties and the Linn-Benton Loop Governing Board will need to work collaboratively to identify the service changes that make sense based on available funding, regional priorities, and how far along the region is to achieving the regional transit vision.

### **Additional funds available**

If there are additional funds available, the following are potential options that could be considered to expand service:

- Invest in a bus tracker and real-time arrival information software. Purchase real-time displays for busiest stops.
- Extend the Campus Connector and/or Regional Route to the Benton Center on weekdays.
- Extend the Regional Route to Heritage Plaza on weekdays.
- Extend the Regional Route to WinCo on Saturdays (or all week – Monday through Saturday).
- Add extra trips on the US-20 Commuter.
- During academic terms, expand the hours of the day when the Campus Connector operates every 30-minutes, rather than only between 9 am and 4 pm.
- Provide 30-minute frequency on the Campus Connector between 9 am and 4 pm all year, rather than only during the academic terms.
- Use three buses on the Regional Route to provide 30-minute frequencies between Albany Station and OSU/DTC. Eliminate the Campus Connector.
- Add Sunday service.

### **Insufficient funds available**

If there are insufficient funds to proceed with the next phase of the enhancement plan, the priority should always be to maintain service and defer additional enhancements until funding is available. However, if funding levels drop below operating costs, the following should be considered:

- Use local funds to provide stopgap funding (either public funds, or contributions from local/regional intuitions and businesses)
- Reduce frequency on the Campus Connector to every 60 minutes.
- Limit service on the Campus Connector to OSU/LBCC academic terms only.
- Terminate US-20 Commuter at HP or at 9th & Circle and ensure timed transfers to/from CTS.
- Eliminate or reduce frequency on the US-20 Commuter.
- Eliminate or reduce the Campus Connector and provide service on OR-34 and OR-99E with the Regional Route.

**LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN | DRAFT PLAN**  
Oregon Cascades West Council of Governments

- Eliminate or reduce service between LBCC and Albany Station and ensure timed transfers to/from ATS.
- Eliminate Saturday service to Heritage Plaza.

## CAPITAL ELEMENTS

Successfully implementing the service improvements depends upon investments in capital elements, including vehicles, bus stops, and real-time bus arrival infrastructure. These elements serve an important function in the transit system and improve the comfort and convenience of passengers.

### Vehicles

The vision requires the purchase of one additional vehicle for service (for a total of three buses for maximum service) and a second additional vehicle as a spare. The current fleet includes one 35-foot bus and one 40-foot bus. Due to high on-board loads, future vehicles should all be 40 feet in length to ensure sufficient capacity and reduce likelihood of pass-ups.

### Bus stops

Transit trips require at least some time spent waiting at a bus stop. Bus stop amenities should be provided at stops with the highest number of passenger boardings, with consideration for stops likely to serve more people with disabilities or older adults. Amenities include new shelters, seating, lighting, and bus stop signage. Real-time arrival displays should be included at major stops as well.

### Real-time arrival

Real-time arrival information helps passengers know when to expect the bus and studies have shown real-time arrival reduces perceived wait time by passengers.<sup>7</sup> At a basic level, real-time arrivals can be provided by telephone, text or an app-based system. Some agencies have invested in real-time arrival displays at bus stops that update automatically to show the wait time to the next several buses. This technology needs to be closely coordinated and integrated with neighboring transit areas like Corvallis Transit System and Albany Transit System, to maximize service delivery efficiency and coordination.

## MEASURING SUCCESS

The table in **Figure 18** presents the evaluation of the service enhancements through Phase 3, which is the last phase anticipated to have available funding to implement the vision. The metrics demonstrate an increase in span, increased frequency, more trips between most destination pairs, and improved connectivity.

The most notable result of the evaluation is the significant increase in trips available by market. Trips available by market is a number, which represents both access to people and jobs, as well as frequency. It multiplies the number of people or jobs within ¼ mile of stops on each route, by the number of trips. The numbers for each route were added together to represent the overall scenario totals.

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<sup>7</sup> Rabi Mishalani, Mark McCord and John Wirtz. "Passenger Wait Time Perceptions at Bus Stops: Empirical Results and Impact on Evaluating Real-Time Bus Arrival Information." *Journal of Public Transportation*, Vol. 9, No. 2, 2006. [https://www.nctr.usf.edu/jpt/pdf/JPT\\_9-2\\_Mishalani.pdf](https://www.nctr.usf.edu/jpt/pdf/JPT_9-2_Mishalani.pdf)

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The four metrics (population, jobs, low-income households, and students) all have significant changes, increasing between 121% and 182%. These values indicate that people, jobs, and households within ¼ mile of stops have much more frequent service than the existing service.

The number of people and jobs within ¼ mile of bus stops on weekdays in Phase 3 is expected to be slightly reduced from the existing service. This is a result of consolidating the routing in downtown Corvallis for consistency between routes and moving the Commuter service from 9th Street to Highway 20 to maintain consistent cycle times. Specific bus stop and route alignments should be further evaluated in detail before implementing expanded service; any adjustments to stop locations may impact these evaluation results. Access and coverage metrics on Saturday are reduced due to the elimination of service on US-20 and 9th Street.

**LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN | DRAFT PLAN**  
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**Figure 18 Service Evaluation**

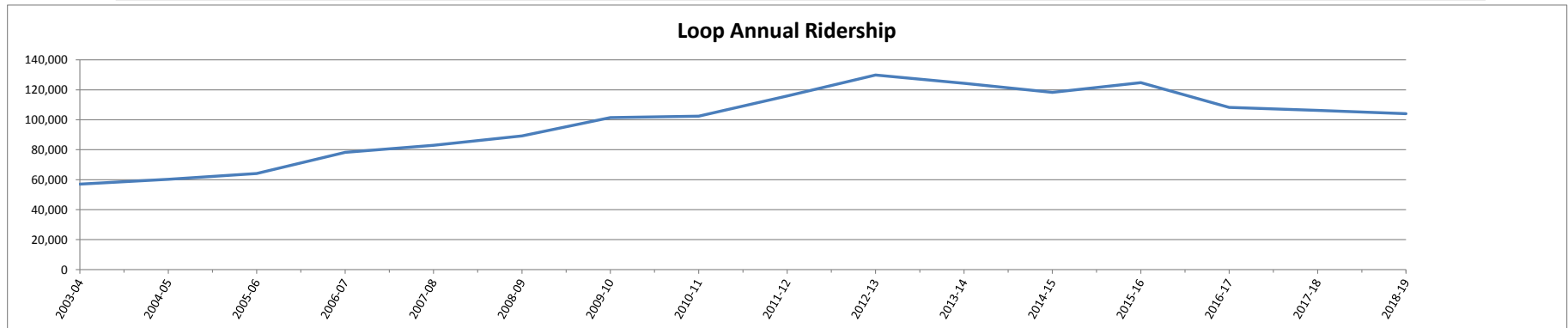
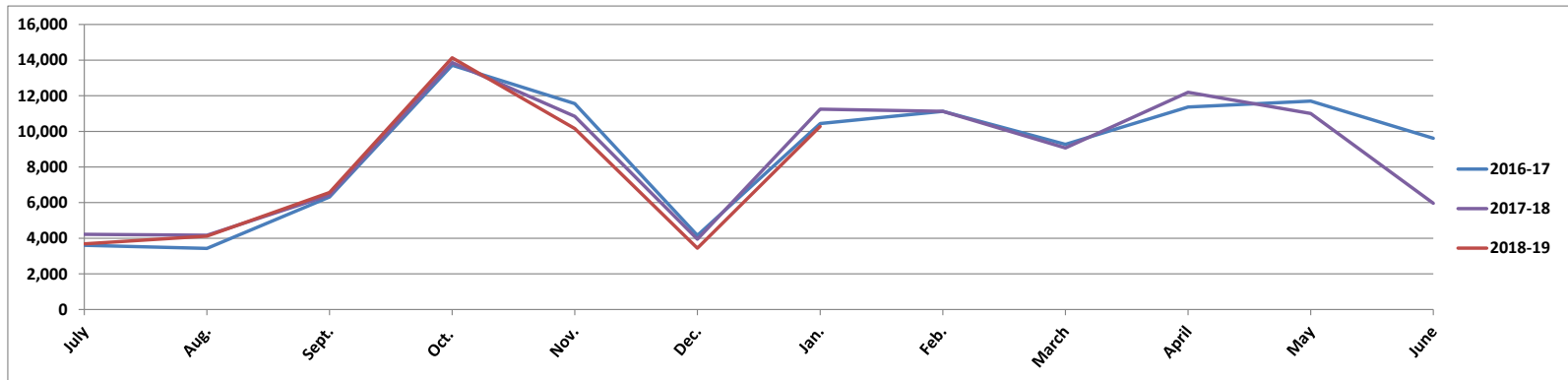
Category	Metric	Detail	Existing	Phase 3
Cost	Annual operating cost	-	\$ 695,250	\$ 1,281,700
Schedule and Frequency	Days of operation	-	Monday-Saturday	Monday-Saturday
	Service span (hours)	Monday-Friday	12.5	15
		Saturday	9	10
	Headway (minutes)	Monday-Friday	60-75	30-75
		Saturday	75	75
	Number of weekday vehicle trips connecting select destinations (trips in each direction)	North Albany Park-and-Ride to HP	3	6
		North Albany Park-and-Ride to LBCC	11 (including ATS)	8 (on ATS)
		LBCC to DTC	12	28
		LBCC to OSU	8	28
		Albany Station to DTC	6	18
Quality of Service	Travel times on weekdays between select destinations (in minutes)	North Albany Park-and-Ride to HP	15	15
		North Albany Park-and-Ride to LBCC	20 on Loop 30 on ATS	30 on ATS
		LBCC to DTC	25	25
		LBCC to OSU	25	25
		Albany Station to DTC	40	30
	Transit connectivity and integration (Percent of trips with connections to LB Loop within 20 minutes at LBCC, DTC or Albany Station based on conceptual schedules)	ATS	44%	50%
		CTS	24%	79%
		Linn Shuttle	37%	67%
Access and coverage	Population within ¼ mile of stops	Monday-Friday	9,600	6,300
		Saturday	7,700	7,400
	Low-income households within ¼ mile of stops	Monday-Friday	2,100	1,200
		Saturday	1,600	1,600
	Jobs within ¼ mile of stops	Monday-Friday	9,300	6,200
		Saturday	7,100	6,800
	Total weekday trips available by market (vehicle trips * market size)	Population	102,000	236,000
		Low-income households	15,000	36,000
		Jobs	99,000	219,000
Students		867,000	2,530,000	

LINN-BENTON LOOP  
WEEKDAY RIDERSHIP  
REGULAR LOOP PLUS LOOP EXPRESS  
2018 -2019

MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July	2,794	3,260	3,237	3,319	3,692	3,975	6,391	4,709	4,781	5,911	6,036	6,045	6,106	5,512	3,606	4,223	3,690	-533	-14.4%
Aug.	2,859	2,249	3,143	3,663	3,912	4,140	5,245	3,599	4,261	6,502	5,977	5,331	4,798	4,562	3,430	4,174	4,122	-52	-1.3%
Sept.	2,425	2,812	3,526	4,240	4,920	4,992	5,614	5,125	6,442	8,303	7,293	4,621	6,751	5,228	6,314	6,418	6,570	152	2.3%
Oct.	6,973	8,460	7,934	10,139	11,093	11,539	14,446	13,013	13,527	16,046	16,490	16,516	18,648	15,384	13,712	13,861	14,128	267	1.9%
Nov.	4,800	5,342	6,705	8,422	8,681	8,640	9,643	10,056	11,917	13,440	12,245	12,095	11,667	11,153	11,557	10,843	10,156	-687	-6.8%
Dec.	3,178	3,412	3,145	3,717	3,338	3,310	5,646	5,393	5,625	5,598	4,600	6,418	7,496	5,860	4,163	3,946	3,442	-504	-14.6%
Jan.	6,021	5,895	6,530	7,684	8,204	9,075	10,557	11,888	12,667	12,462	14,039	13,599	13,391	11,979	10,439	11,241	10,276	-965	-9.4%
Feb.	6,666	6,175	5,868	7,990	8,299	9,152	9,589	10,608	11,415	13,078	13,188	10,736	12,417	10,205	11,126	11,122		-11,122	0.0%
March	4,736	5,714	5,907	6,801	7,096	7,232	7,830	9,314	10,529	10,733	9,846	9,521	10,281	10,350	9,270	9,072		-9,072	0.0%
April	6,766	6,836	7,172	7,886	8,952	10,437	11,054	11,963	13,566	14,659	14,149	13,926	13,892	11,548	11,365	12,197		-12,197	0.0%
May	5,902	6,206	6,764	8,885	9,237	9,753	9,219	10,487	13,261	14,507	13,320	12,161	11,885	10,555	11,700	11,001		-11,001	0.0%
June	3,937	3,955	4,185	5,474	5,575	6,927	6,201	6,225	7,922	8,604	7,202	7,311	7,461	5,883	9,616	5,961		-5,961	0.0%
<b>Sub Total*</b>	<b>57,057</b>	<b>60,316</b>	<b>64,116</b>	<b>78,220</b>	<b>82,999</b>	<b>89,172</b>	<b>101,435</b>	<b>102,380</b>	<b>115,913</b>	<b>129,843</b>	<b>124,385</b>	<b>118,280</b>	<b>124,793</b>	<b>108,219</b>	<b>106,298</b>	<b>104,059</b>	<b>52,384</b>	-51,675	-98.6%
Saturday	0	0	0	0	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,871		-3,871	0.0%
<b>Grand Total</b>	<b>57,057</b>	<b>60,316</b>	<b>64,116</b>	<b>78,220</b>	<b>84,937</b>	<b>91,815</b>	<b>104,366</b>	<b>105,705</b>	<b>119,717</b>	<b>134,302</b>	<b>128,493</b>	<b>122,257</b>	<b>128,716</b>	<b>111,595</b>	<b>109,927</b>	<b>107,930</b>	<b>52,384</b>	-55,546	-106.0%

\*Reg Loop and Express Loop

\*\*Try Transit Week Occurs in October



LINN-BENTON LOOP  
LBCC PASS PROGRAM  
2018 - 2019

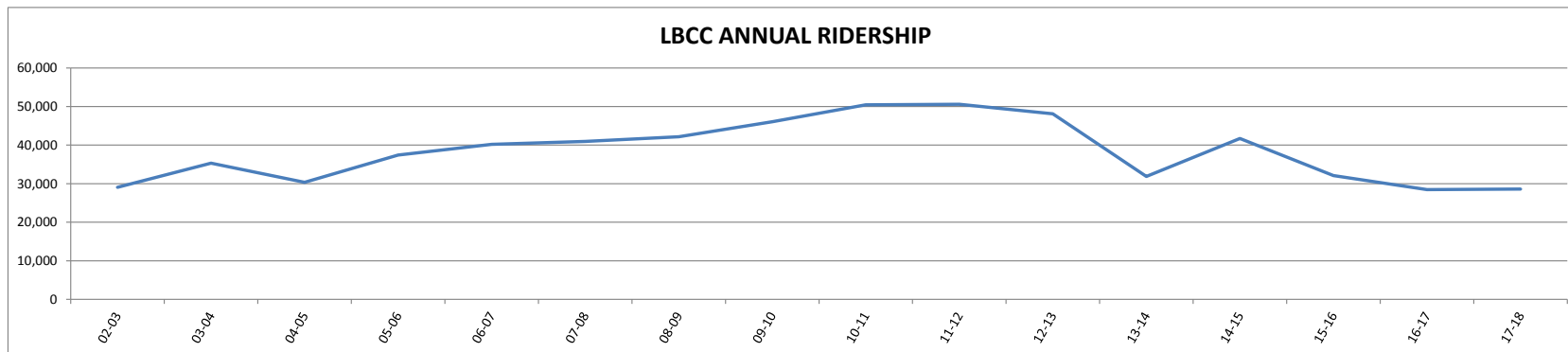
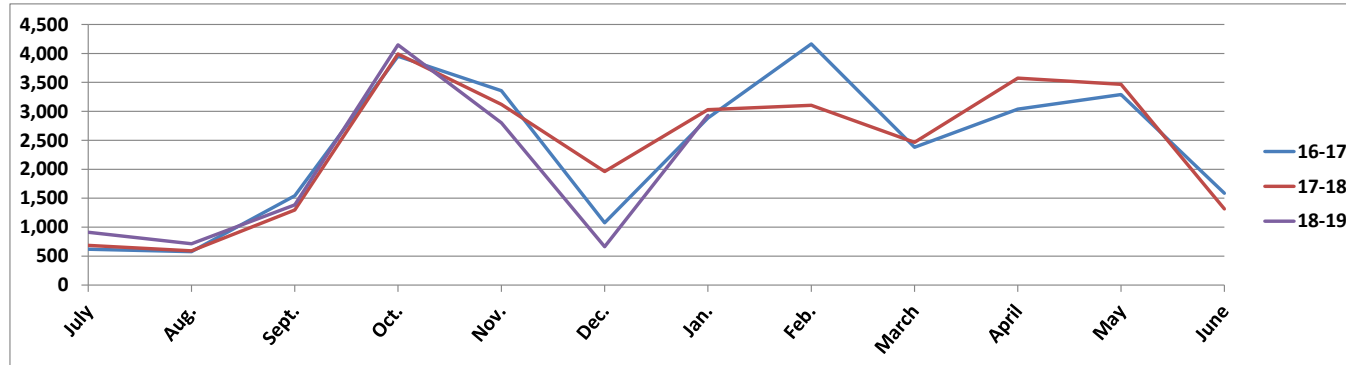
MONTH	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	+/-	Ratio
July	792	1,124	1,056	856	818	1,166	1,587	1,134	1,384	1,419	1,309	1,262	1,244	821	619	684	912	228	25.0%
Aug.	737	422	706	731	732	981	1,146	573	791	1,322	1,158	940	911	1,008	577	591	713	122	17.1%
Sept.	454	777	960	1,774	1,741	1,668	1,259	1,489	2,087	2,279	2,169	737	1,588	1,133	1,542	1,297	1,384	87	6.3%
Oct.	4,155	6,251	4,411	5,373	6,314	6,374	7,050	6,695	6,574	7,500	7,074	4,947	7,217	5,789	3,950	3,991	4,148	157	3.8%
Nov.	2,921	3,396	3,564	4,598	4,892	4,544	4,692	5,376	5,655	6,169	5,599	3,719	5,092	2,945	3,356	3,120	2,803	-317	-11.3%
Dec.	1,326	1,706	1,071	1,175	1,151	773	2,135	1,873	1,746	1,521	1,114	1,489	2,547	1,297	1,076	1,962	663	-1,299	-195.9%
Jan.	3,500	4,046	3,538	3,810	4,365	4,500	4,949	5,795	6,187	5,098	5,913	3,936	5,381	4,276	2,883	3,030	2,931	-99	-3.4%
Feb.	3,290	4,190	3,366	4,342	4,719	4,582	4,467	5,150	5,143	5,746	5,836	2,983	4,678	3,043	4,164	3,103		-3,103	0.0%
March	2,407	3,320	2,877	3,456	3,569	3,253	3,441	4,250	4,675	4,426	4,036	2,489	3,613	3,448	2,379	2,464		-2,464	0.0%
April	4,205	4,419	3,826	4,248	4,772	5,350	5,121	5,855	7,049	6,234	6,063	3,788	4,973	4,348	3,037	3,573		-3,573	0.0%
May	3,689	3,954	3,658	4,998	4,857	4,962	4,188	5,443	6,512	6,174	5,574	3,549	2,946	2,902	3,290	3,465		-3,465	0.0%
June	1,582	1,707	1,310	2,055	2,249	2,798	2,124	2,422	2,632	2,703	2,265	2,046	1,547	1,104	1,586	1,314		-1,314	0.0%
<b>TOTAL</b>	<b>29,058</b>	<b>35,312</b>	<b>30,343</b>	<b>37,416</b>	<b>40,179</b>	<b>40,951</b>	<b>42,159</b>	<b>46,055</b>	<b>50,435</b>	<b>50,591</b>	<b>48,110</b>	<b>31,885</b>	<b>41,737</b>	<b>32,114</b>	<b>28,459</b>	<b>28,594</b>	<b>13,554</b>	<b>-15,040</b>	<b>-46.8%</b>
Sat	0	0	0	0%	232	356	535	683	791	760	627	594	525	425	554	609		-69	-16.2%
<b>Grand Total</b>	<b>29,058</b>	<b>35,312</b>	<b>30,343</b>	<b>37,416</b>	<b>40,411</b>	<b>41,307</b>	<b>42,694</b>	<b>46,738</b>	<b>51,226</b>	<b>51,351</b>	<b>48,737</b>	<b>32,479</b>	<b>42,262</b>	<b>32,539</b>	<b>29,013</b>	<b>29,203</b>	<b>13,554</b>	<b>9,783</b>	<b>30.1%</b>

5 days averaged; passes not counted during Try Transit Week.

Sept 2002: College classes began approximately 2 weeks later than usual.

July 2003: Cut 4 runs.

Jan. 2004: 2 snow days + MLK day.

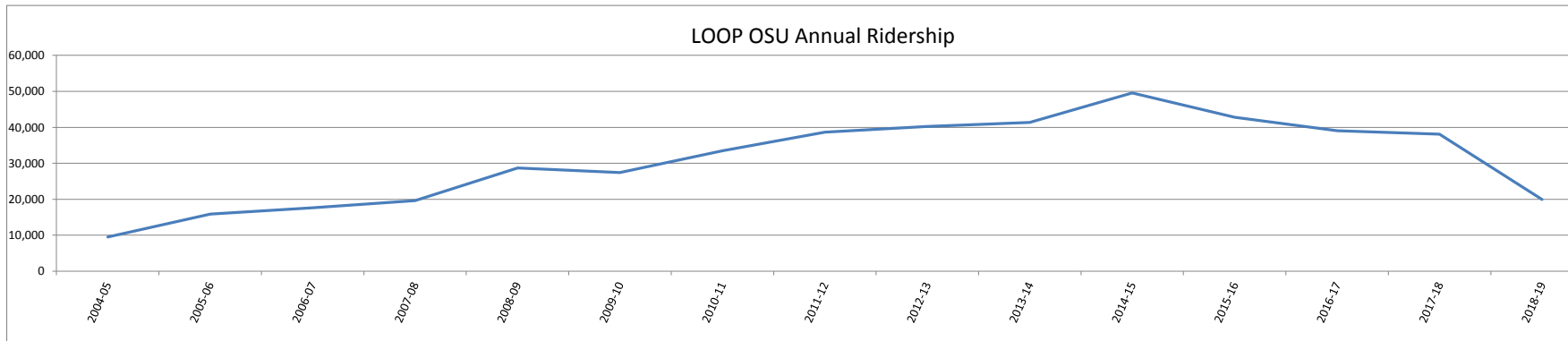
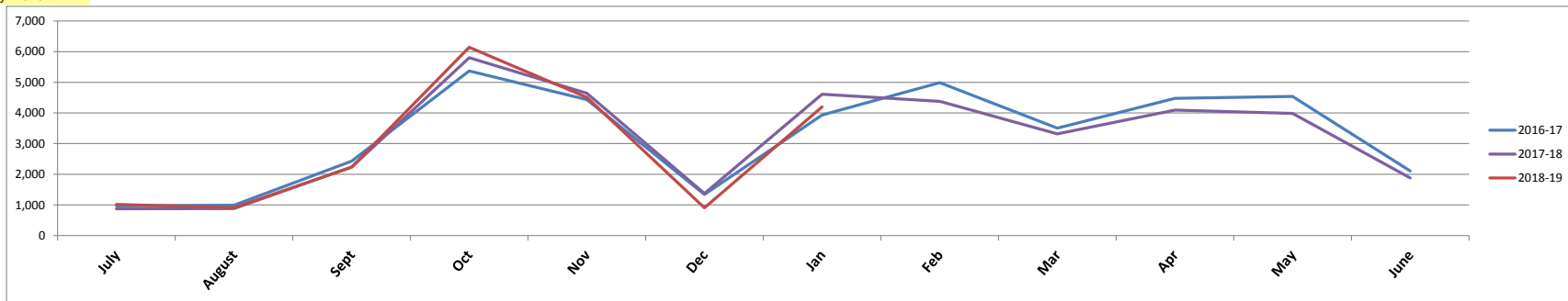




LINN-BENTON LOOP  
 OSU PASS PROGRAM  
 2018-2019

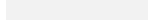
MONTH	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July	153	467	1,126	849	1,786	1,001	837	1,301	1,652	1,783	1,826	1,366	970	873	1,017	144	14.2%
August	564	590	854	869	1,262	662	849	1,390	1,582	1,439	1,337	1,202	988	880	909	29	3.2%
Sept	532	1,007	1,171	1,089	1,217	1,191	1,685	2,250	2,140	1,242	2,033	1,875	2,428	2,236	2,232	-4	-0.2%
Oct	1,068	1,866	2,278	2,308	3,962	3,841	4,295	5,071	5,717	6,213	7,959	6,872	5,370	5,802	6,142	340	5.5%
Nov	1,073	1,648	1,870	1,863	2,629	2,720	3,971	4,237	4,020	4,448	5,190	4,381	4,435	4,644	4,507	-137	-3.0%
Dec	488	730	705	719	1,379	1,259	1,587	1,297	1,239	2,035	2,770	1,893	1,343	1,372	906	-466	-51.4%
Jan	1,068	2,254	1,607	2,175	3,345	3,418	4,099	3,749	4,711	5,084	5,658	5,399	3,934	4,612	4,199	-413	-9.8%
Feb	975	1,615	1,623	2,092	3,108	3,046	3,499	4,123	4,619	3,949	5,223	4,890	4,991	4,379	4,379	-4,379	0.0%
Mar	832	1,230	1,320	1,546	2,185	2,553	2,986	3,080	3,111	3,206	4,235	4,345	3,505	3,318	3,318	-3,318	0.0%
Apr	1,064	1,577	1,885	2,227	3,355	3,476	4,191	4,943	4,992	5,005	6,259	4,864	4,476	4,094	4,094	-4,094	0.0%
May	1,029	1,822	2,045	2,238	2,842	2,942	3,529	4,763	4,443	4,362	4,647	4,038	4,540	3,984	3,984	-3,984	0.0%
June	661	1,102	1,168	1,621	1,654	1,335	1,931	2,440	2,036	2,588	2,442	1,636	2,107	1,881	1,881	-1,881	0.0%
<b>Sub Total</b>	<b>9,507</b>	<b>15,908</b>	<b>17,652</b>	<b>19,596</b>	<b>28,724</b>	<b>27,444</b>	<b>33,459</b>	<b>38,644</b>	<b>40,262</b>	<b>41,354</b>	<b>49,579</b>	<b>42,761</b>	<b>39,087</b>	<b>38,075</b>	<b>19,912</b>	<b>57,987</b>	<b>-91.2%</b>
Saturday	0	0%	502	400	592	600	639	834	814	743	771	771	581	709	709	709	0.0%
<b>Grand Total</b>	<b>9,507</b>	<b>15,908</b>	<b>18,154</b>	<b>19,996</b>	<b>29,316</b>	<b>28,044</b>	<b>34,098</b>	<b>39,478</b>	<b>41,076</b>	<b>42,097</b>	<b>50,350</b>	<b>43,532</b>	<b>39,668</b>	<b>38,784</b>	<b>19,912</b>	<b>3,864</b>	<b>-15.7%</b>

July 2004: Begin pass program  
 Try Transit



LINN-BENTON LOOP  
OSU PASS PROGRAM  
2018-2019

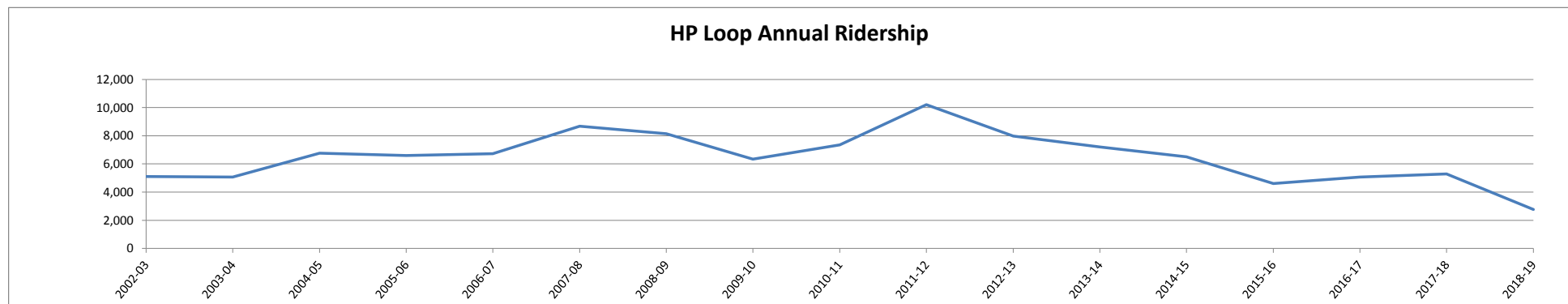
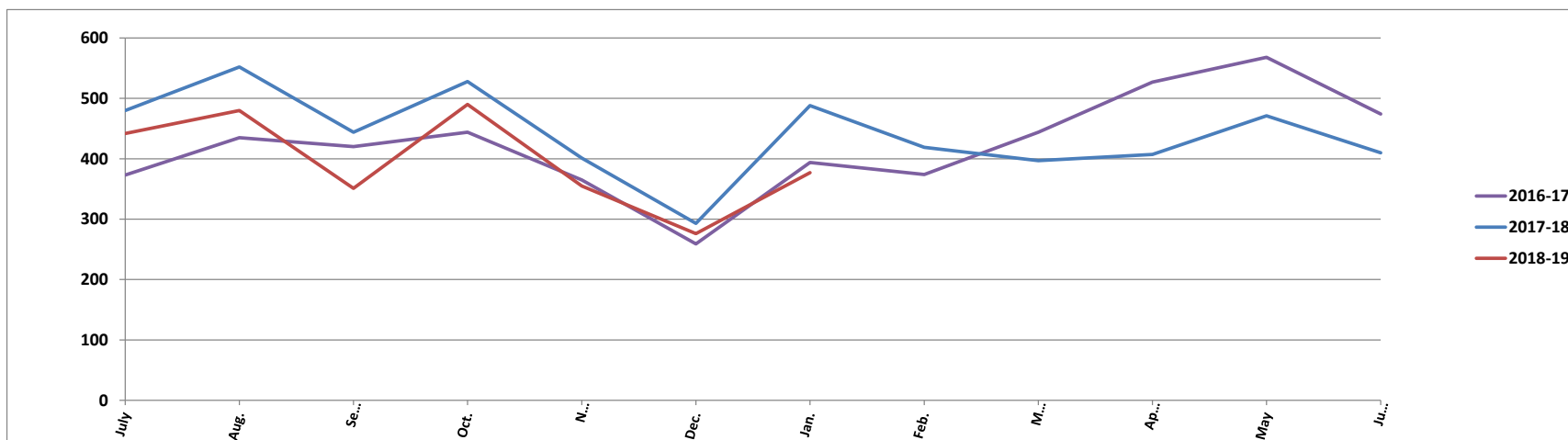
Attachment D



**LINN-BENTON LOOP  
HEWLETT PACKARD  
PASS PROGRAM  
2018-19**

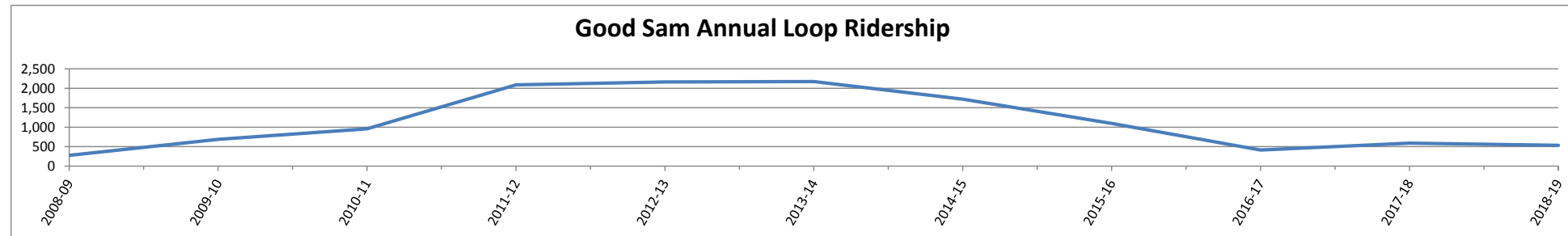
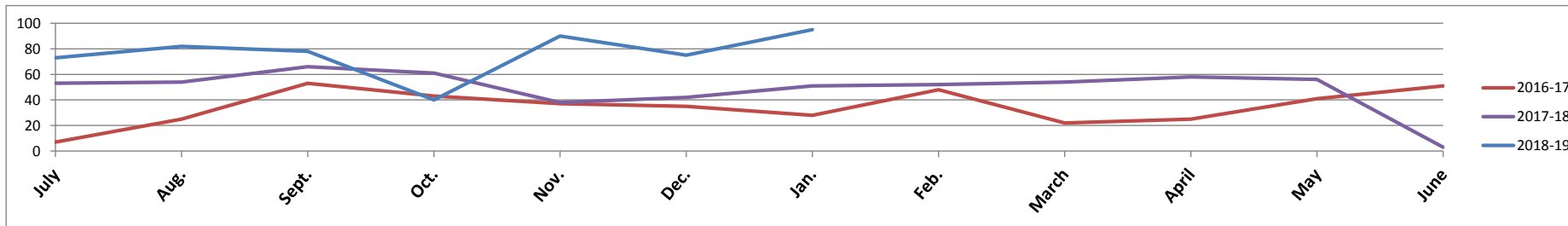
MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July	336	501	540	551	580	627	1,091	496	532	766	819	592	599	458	373	480	442	-38	-8.6%
Aug.	423	370	525	591	655	728	954	512	554	921	699	733	518	342	435	552	480	-72	-15.0%
Sept.	405	385	463	712	460	656	949	536	598	802	607	699	688	375	420	444	351	-93	-26.5%
Oct.	467	412	551	708	524	666	847	619	544	950	755	700	696	420	444	528	490	-38	-7.8%
Nov.	313	262	550	528	520	709	648	547	520	732	587	553	476	328	365	401	355	-46	-13.0%
Dec.	307	262	377	359	385	453	473	313	401	520	398	378	406	272	259	293	276	-17	-6.2%
Jan.	476	363	529	570	526	700	563	631	570	842	693	733	557	371	394	488	377	-111	-29.4%
Feb.	500	388	480	463	499	638	443	514	583	812	723	531	535	440	374	419		-419	0.0%
March	572	432	695	465	595	819	448	617	800	858	684	635	570	438	444	397		-397	0.0%
April	494	477	707	437	577	852	550	528	685	933	664	602	515	364	527	407		-407	0.0%
May	407	547	714	605	744	775	527	533	724	1,046	688	535	459	381	568	471		-471	0.0%
June	409	666	625	612	656	1,063	645	490	848	1,017	666	516	488	425	474	410		-410	0.0%
<b>Sub Total</b>	<b>5,109</b>	<b>5,065</b>	<b>6,756</b>	<b>6,601</b>	<b>6,721</b>	<b>8,686</b>	<b>8,138</b>	<b>6,336</b>	<b>7,359</b>	<b>10,199</b>	<b>7,983</b>	<b>7,207</b>	<b>6,507</b>	<b>4,614</b>	<b>5,077</b>	<b>5,290</b>	<b>2,771</b>	<b>8,061</b>	<b>-90.9%</b>
<b>Saturday</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>25</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>29</b>	<b>18</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>6</b>		<b>-6</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>5,109</b>	<b>5,065</b>	<b>6,756</b>	<b>6,601</b>	<b>6,726</b>	<b>8,711</b>	<b>8,144</b>	<b>6,347</b>	<b>7,365</b>	<b>10,228</b>	<b>8,001</b>	<b>7,211</b>	<b>6,512</b>	<b>4,619</b>	<b>5,088</b>	<b>5,296</b>	<b>2,771</b>	<b>-2,525</b>	<b>-91.1%</b>

July 2003: Cut 4 runs. Sept. 2003: Runs restored.



MONTH	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July		95	91	105	196	245	210	105	7	53	73	20	27.4%
Aug.		42	102	123	191	222	172	129	25	54	82	28	34.1%
Sept.		54	95	127	225	159	153	133	53	66	78	12	15.4%
Oct.		26	57	160	249	207	185	138	43	61	40	-21	-52.5%
Nov.	14	45	48	178	162	147	147	98	37	38	90	52	57.8%
Dec.	17	58	54	134	124	129	178	110	35	42	75	33	44.0%
Jan.	8	45	66	169	188	206	102	121	28	51	95	44	46.3%
Feb.	18	53	33	202	160	161	118	103	48	52		-52	0.0%
March	15	57	59	220	160	189	99	84	22	54		-54	0.0%
April	82	58	116	194	204	162	117	34	25	58		-58	0.0%
May	57	72	125	235	172	165	99	22	41	56		-56	0.0%
June	65	82	112	239	130	180	141	22	51	3		-3	0.0%
<b>Sub Total</b>	<b>276</b>	<b>687</b>	<b>958</b>	<b>2,086</b>	<b>2,161</b>	<b>2,172</b>	<b>1,721</b>	<b>1,099</b>	<b>415</b>	<b>588</b>	<b>533</b>	<b>1,121</b>	<b>-10.3%</b>
Saturday	3	2	5	16	34	14	11	11	13	2		<b>1,046</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>279</b>	<b>689</b>	<b>963</b>	<b>2,102</b>	<b>2,195</b>	<b>2,186</b>	<b>1,732</b>	<b>1,110</b>	<b>428</b>	<b>590</b>	<b>533</b>	<b>2,167</b>	<b>-10.7%</b>

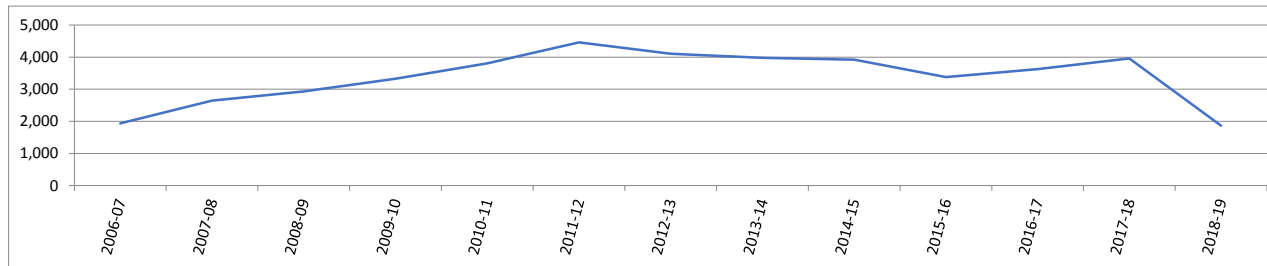
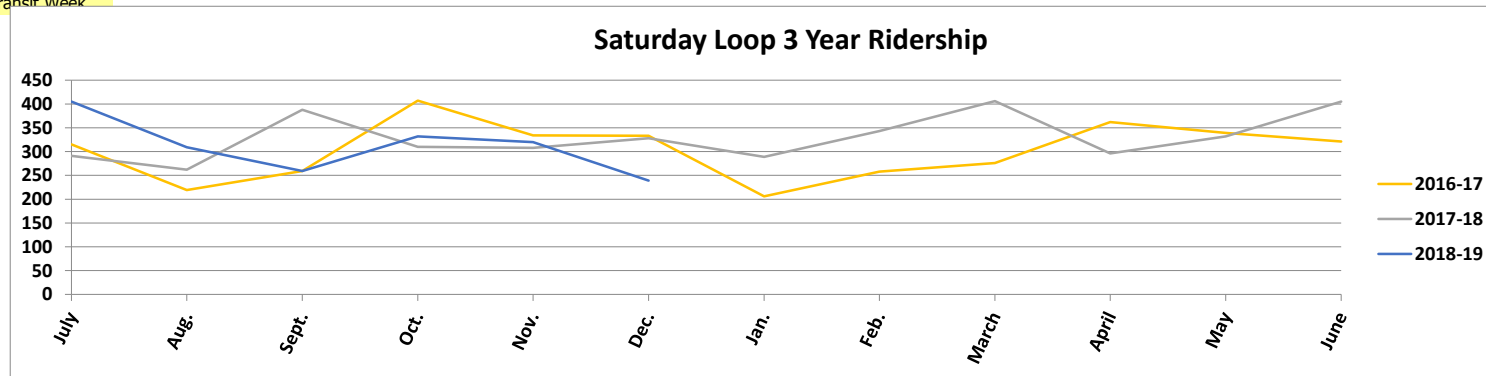
\*This does not include the Saturday Loop.



**LINN-BENTON LOOP  
SATURDAY SERVICE  
2018-2019**

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
<b>July</b>		93	147	160	250	356	252	262	274	195	315	291	405	114	28.1%
<b>Aug.</b>	90	245	241	227	235	339	267	400	353	325	219	262	309	47	15.2%
<b>Sept.</b>	185	229	227	209	294	323	494	324	317	247	259	388	259	-129	-49.8%
<b>Oct.</b>	212	171	239	303	349	497	321	307	436	375	407	310	332	22	6.6%
<b>Nov.</b>	165	217	334	388	350	366	318	444	346	282	334	308	320	12	3.8%
<b>Dec.</b>	199	226	184	161	180	353	407	232	244	239	333	328	239	-89	-37.2%
<b>Jan.</b>	160	175	358	356	331	354	265	309	344	314	206	289		-289	0.0%
<b>Feb.</b>	177	235	235	264	345	369	377	227	298	251	258	343		-343	0.0%
<b>March</b>	206	257	232	334	349	399	385	421	342	271	276	406		-406	0.0%
<b>April</b>	176	253	242	320	472	337	294	323	295	333	362	296		-296	0.0%
<b>May</b>	147	275	251	357	340	367	319	400	403	246	339	332		-332	0.0%
<b>June</b>	221	267	241	246	309	399	409	328	271	298	321	405		-405	0.0%
<b>Totals</b>	<b>1,938</b>	<b>2,643</b>	<b>2,931</b>	<b>3,325</b>	<b>3,804</b>	<b>4,459</b>	<b>4,108</b>	<b>3,977</b>	<b>3,923</b>	<b>3,376</b>	<b>3,629</b>	<b>3,958</b>	<b>1,864</b>	<b>-2,094</b>	<b>-112.3%</b>

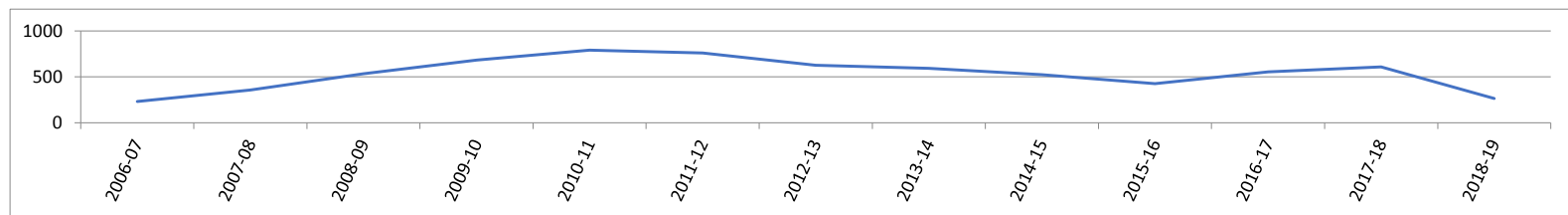
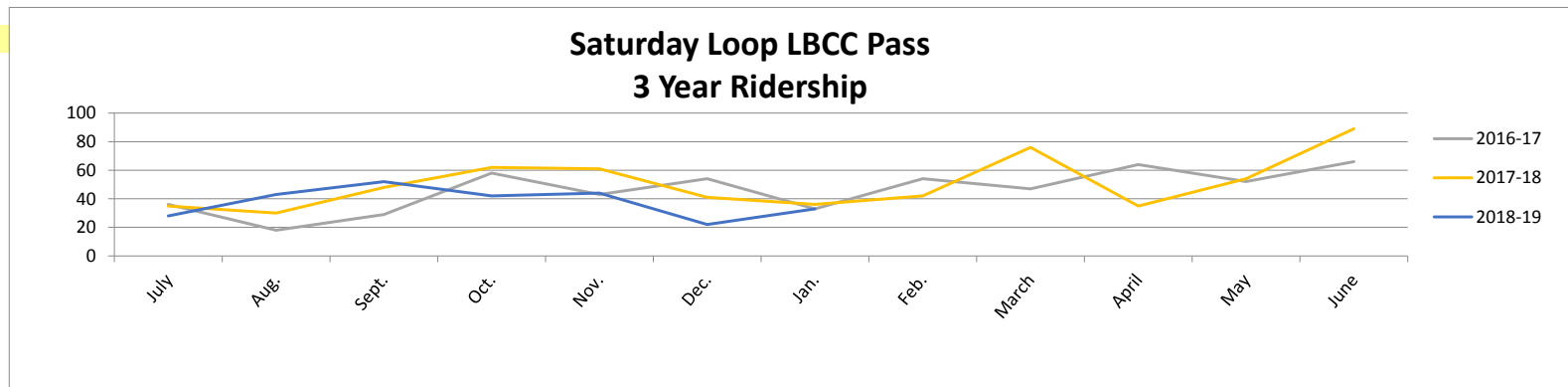
Oct. Try Transit Week



# LINN-BENTON LOOP LBCC PASS PROGRAM SATURDAY SERVICE 2018-2019

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
<b>July</b>		8	16	18	37	44	56	51	35	19	36	35	28	-7	-25.0%
<b>Aug.</b>	12	2	30	31	33	48	28	48	42	36	18	30	43	13	30.2%
<b>Sept.</b>	17	18	31	22	35	44	56	43	35	27	29	48	52	4	7.7%
<b>Oct.</b>	22	12	23	46	72	66	38	48	56	39	58	62	42	-20	-47.6%
<b>Nov.</b>	28	16	50	74	69	75	55	70	57	41	43	61	44	-17	-38.6%
<b>Dec.</b>	33	37	50	41	40	84	57	32	37	23	54	41	22	-19	-86.4%
<b>Jan.</b>	19	24	74	66	92	69	61	61	43	34	33	36	33	-3	-9.1%
<b>Feb.</b>	19	43	48	70	82	68	53	31	45	41	54	42		-42	0.0%
<b>March</b>	23	54	50	95	84	72	68	52	40	31	47	76		-76	0.0%
<b>April</b>	19	58	53	85	86	63	39	63	52	54	64	35		-35	0.0%
<b>May</b>	13	42	58	83	92	45	50	59	48	40	52	54		-54	0.0%
<b>June</b>	27	42	52	52	69	82	66	36	35	40	66	89		-89	0.0%
<b>Totals</b>	<b>232</b>	<b>356</b>	<b>535</b>	<b>683</b>	<b>791</b>	<b>760</b>	<b>627</b>	<b>594</b>	<b>525</b>	<b>425</b>	<b>554</b>	<b>609</b>	<b>264</b>	<b>-345</b>	<b>-130.7%</b>

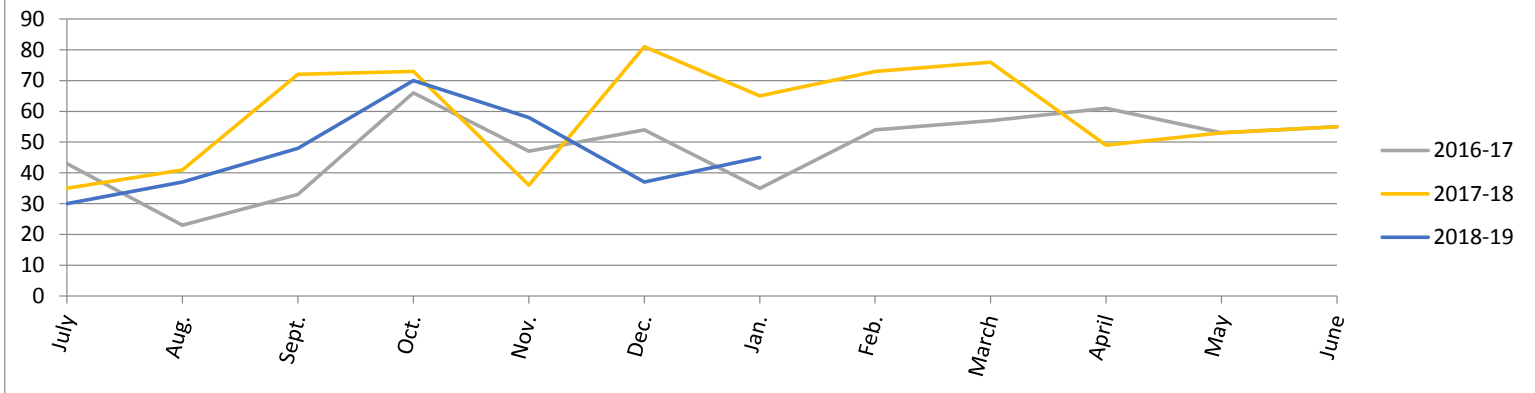
Oct. Try Transit Week



# LINN BENTON LOOP OSU PASS PROGRAM SATURDAY SERVICE 2018-2019

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July		19	35	27	21	37	38	40	34	39	43	35	30	-5	-16.7%
Aug.	15	37	46	28	47	37	45	75	42	58	23	41	37	-4	-10.8%
Sept.	50	23	30	32	69	62	123	72	64	41	33	72	48	-24	-50.0%
Oct.	48	24	44	59	65	125	89	51	80	50	66	73	70	-3	-4.3%
Nov.	52	24	50	53	78	65	54	98	92	38	47	36	58	22	37.9%
Dec.	45	30	27	32	18	47	74	43	52	37	54	81	37	-44	-118.9%
Jan.	69	28	89	92	59	68	50	71	61	71	35	65	45	-20	-44.4%
Feb.	64	36	48	51	62	69	70	37	55	10	54	73		-73	0.0%
March	45	40	43	62	48	81	98	78	80	66	57	76		-76	0.0%
April	43	28	52	57	81	60	61	72	72	61	61	49		-49	0.0%
May	25	53	73	83	60	91	52	48	88	35	53	53		-53	0.0%
June	46	58	55	24	31	92	60	58	51	42	55	55		-55	0.0%
<b>Totals</b>	<b>502</b>	<b>400</b>	<b>592</b>	<b>600</b>	<b>639</b>	<b>834</b>	<b>814</b>	<b>743</b>	<b>771</b>	<b>548</b>	<b>581</b>	<b>709</b>	<b>325</b>	<b>-384</b>	<b>-118.2%</b>

Oct. Try Transit Week

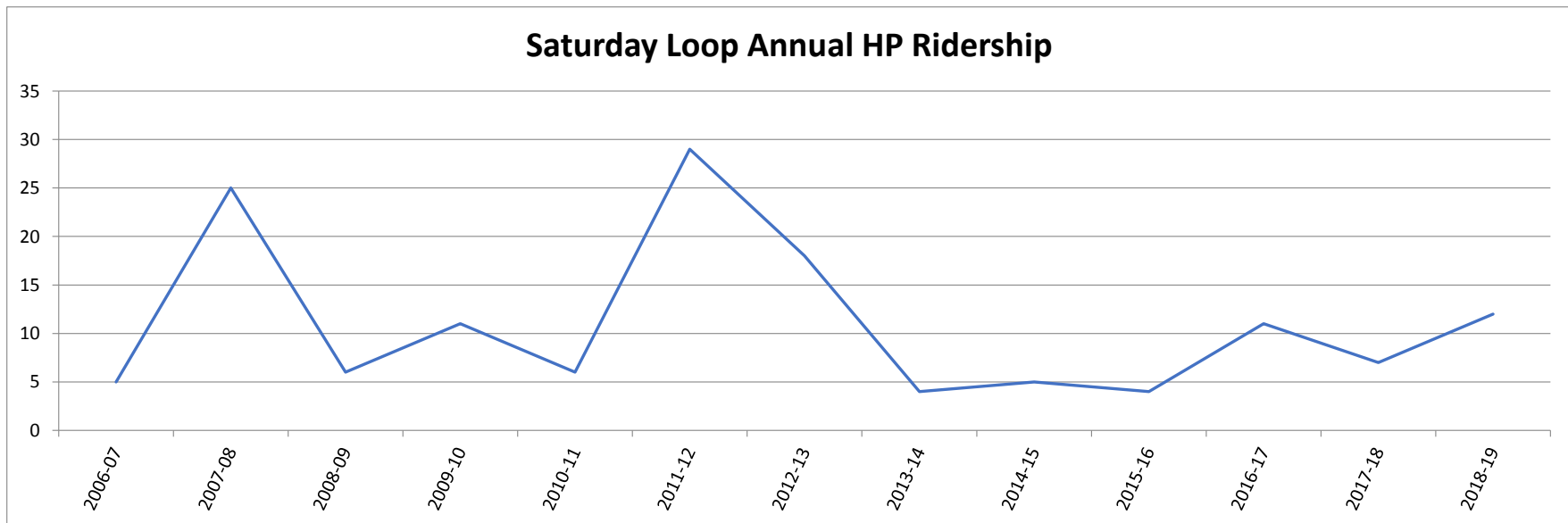


**Saturday Loop OSU Annual Ridership**



## LINN BENTON LOOP HP PASS PROGRAM SATURDAY SERVICE 2018-2019

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July		0	0	0	0	0	1	3	2	2	2	1	1	0	0.00%
Aug.	0	0	0	1	0	0	7	0	3	0	2	0	0	0	0.00%
Sept.	1	0	0	3	0	0	2	0	0	2	3	0	0	0	0.00%
Oct.	2	0	0	2	0	1	3	1	0	0	0	0	4	4	100.00%
Nov.	0	1	1	2	0	0	3	0	0	0	0	3	1	-2	-200.00%
Dec.	2	3	0	1	0	0	0	0	0	0	2	0	0	-2	0.00%
Jan.	0	5	4	0	0	1	1	0	0	0	2	0	6	-2	100.00%
Feb.	0	4	0	0	1	3	0	0	0	0	0	0		0	0.00%
March	0	6	0	0	0	6	0	0	0	0	0	0		0	0.00%
April	0	3	0	2	3	4	0	0	0	0	0	0		0	0.00%
May	0	2	1	0	2	9	0	0	0	0	0	2		2	0.00%
June	0	1	0	0	0	5	1	0	0	0	0	1		1	0.00%
<b>Totals</b>	<b>5</b>	<b>25</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>29</b>	<b>18</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>11</b>	<b>7</b>	<b>12</b>	<b>5</b>	<b>41.67%</b>

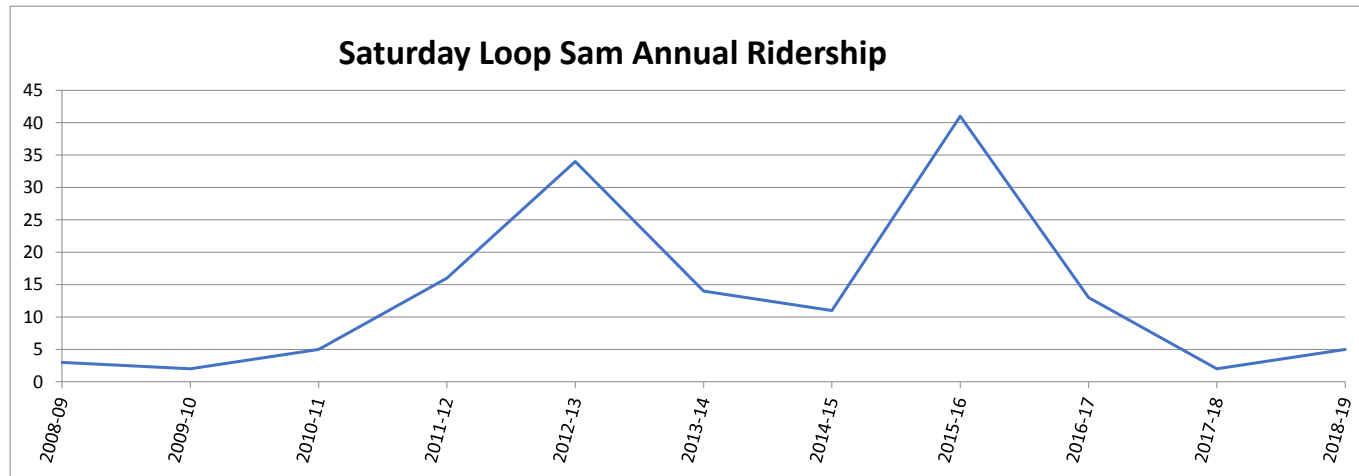




## LINN-BENTON LOOP SAMARITAN PASS PROGRAM SATURDAY SERVICE 2018-2019

MONTH	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	+/-	Ratio
July	0	0	2	0	0	3	2	2	2	0	3	3	100.00%
Aug.	0	0	0	0	4	4	1	6	1	0	0	0	0.00%
Sept.	0	0	0	0	3	0	1	6	0	0	1	1	100.00%
Oct.	0	0	2	0	3	2	2	3	0	0	0	0	0.00%
Nov.	1	0	0	2	3	3	0	10	4	0	1	1	100.00%
Dec.	0	0	0	3	3	1	0	1	4	0	0	-4	0.00%
Jan.	1	0	1	5	3	0	0	1	0	0	0	0	0.00%
Feb.	0	0	0	0	0	0	0	1	0	0		0	0.00%
March	1	0	0	4	5	0	0	3	0	2		2	0.00%
April	0	0	0	0	4	1	2	4	0	0		0	0.00%
May	0	0	0	1	5	0	2	3	2	0		-2	0.00%
June	0	2	0	1	1	0	1	1	0	0		0	0.00%
<b>Totals</b>	<b>3</b>	<b>2</b>	<b>5</b>	<b>16</b>	<b>34</b>	<b>14</b>	<b>11</b>	<b>41</b>	<b>13</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>0.6</b>

Oct. Try Transit Week

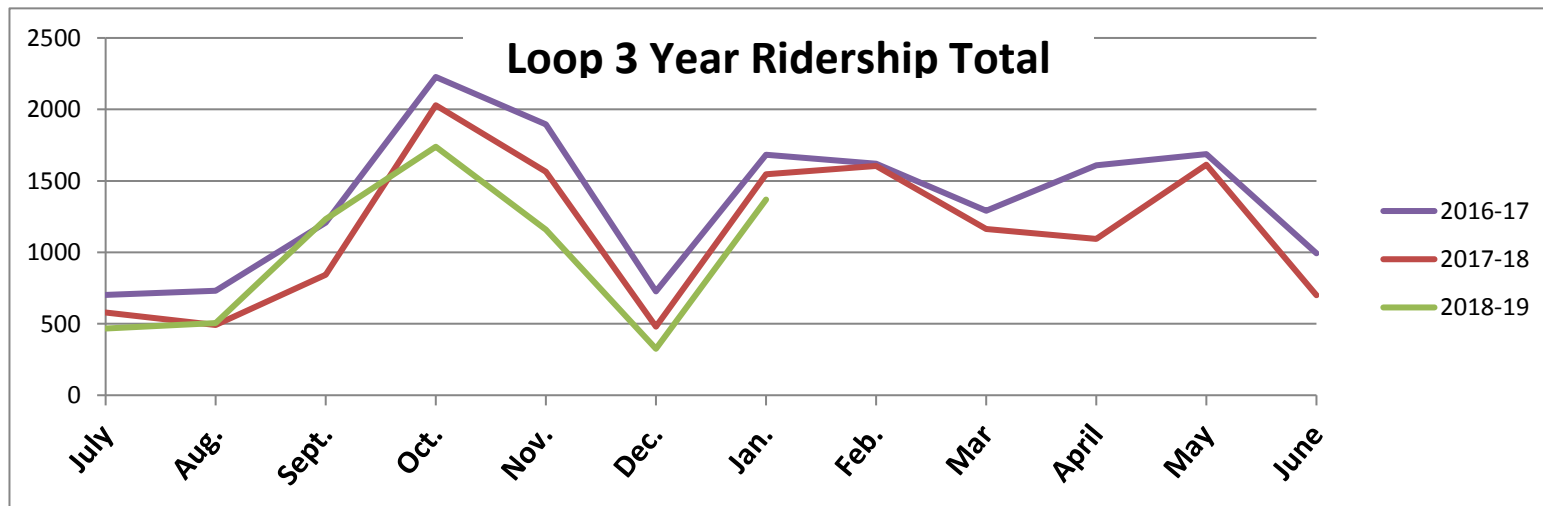


# LINN-BENTON LOOP

## LOOP EXPRESS

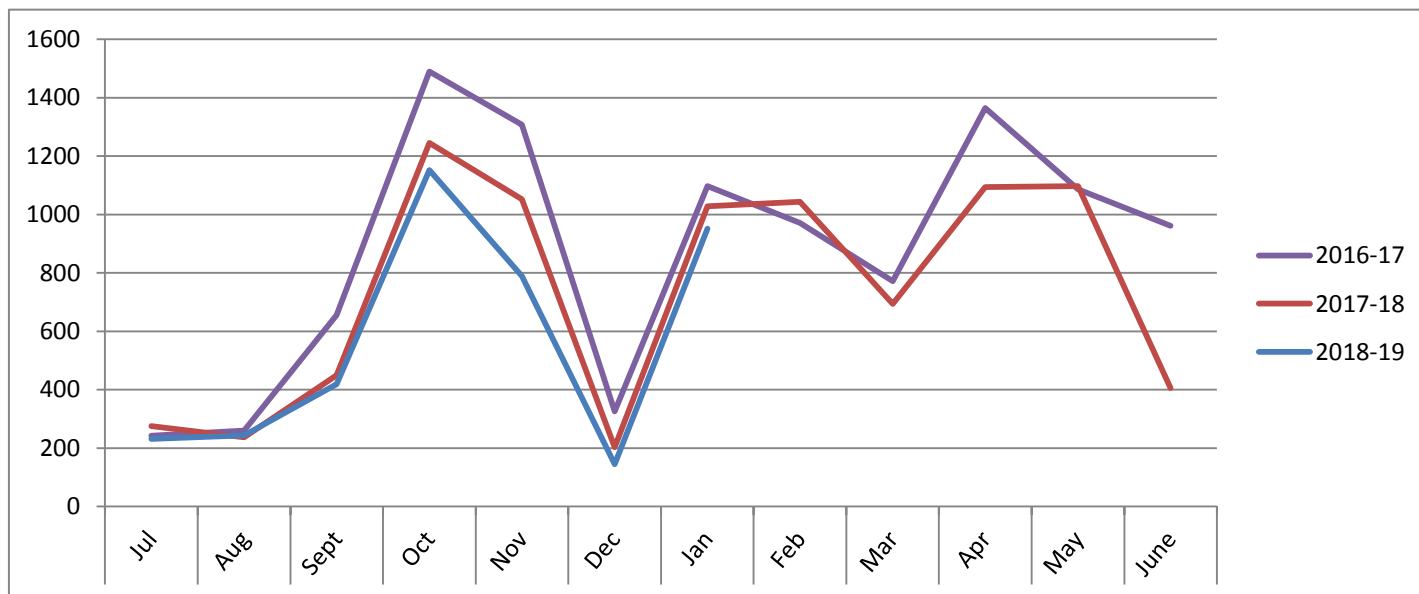
### 2018-2019

<b>MONTH</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>July</b>		754	822	702	578	466
<b>Aug.</b>		569	665	730	491	505
<b>Sept.</b>		317	987	1207	842	1233
<b>Oct.</b>	2,180	3,259	2365	2227	2029	1739
<b>Nov.</b>	1,892	2,019	1606	1895	1563	1158
<b>Dec.</b>	745	1,125	827	727	480	325
<b>Jan.</b>	2,180	2,221	1869	1682	1546	1369
<b>Feb.</b>	1,584	1,811	1790	1621	1604	
<b>Mar</b>	1,334	1,450	1519	1292	1163	
<b>April</b>	2,167	2,106	1847	1608	1094	
<b>May</b>	1,779	1,819	1554	1687	1613	
<b>June</b>	941	1,156	923	994	700	
<b>TOTAL</b>	<b>14,802</b>	<b>18,606</b>	<b>16,774</b>	<b>16,372</b>	<b>13,703</b>	<b>6,795</b>



# LOOP EXPRESS LBCC PROGRAM 2018-2019

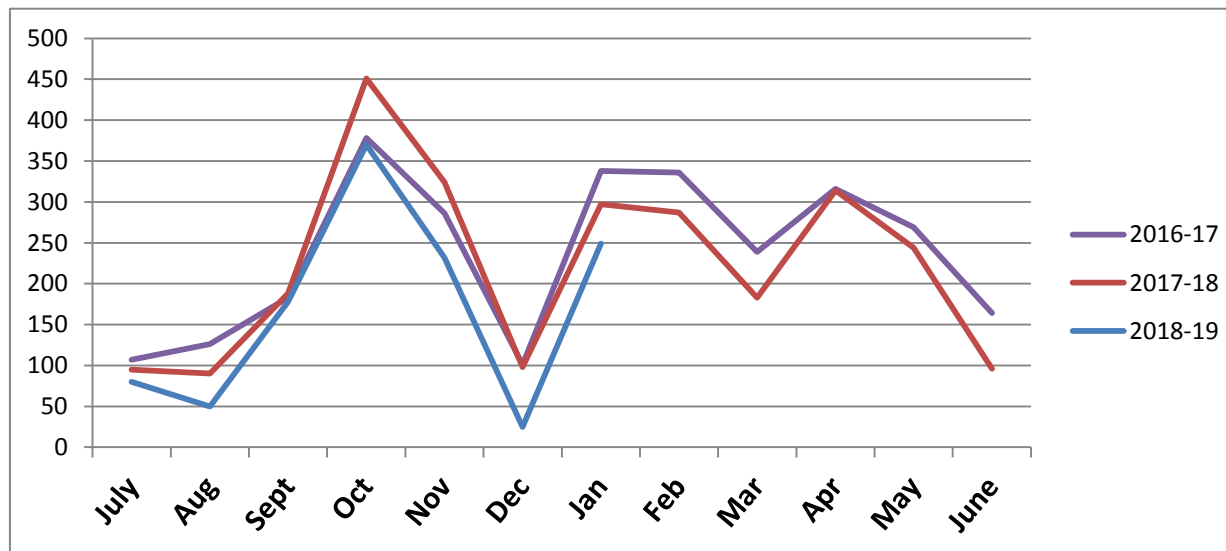
MONTH	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Jul		685	382	242	275	231
Aug		665	280	260	237	243
Sept		566	458	655	449	419
Oct	1,475	2,133	1488	1489	1245	1152
Nov	1,315	1,395	1019	1307	1052	789
Dec	433	691	425	325	203	145
Jan	1,342	1,525	1174	1097	1028	951
Feb	964	1,178	1137	971	1043	
Mar	791	908	843	772	694	
Apr	1,261	1,333	1201	1364	1094	
May	1,116	1,092	919	1086	1097	
June	509	604	376	961	406	
<b>TOTAL</b>	<b>9,206</b>	<b>12,775</b>	<b>9,702</b>	<b>10,529</b>	<b>8,823</b>	<b>3,930</b>



# LOOP EXPRESS OSU PROGRAM

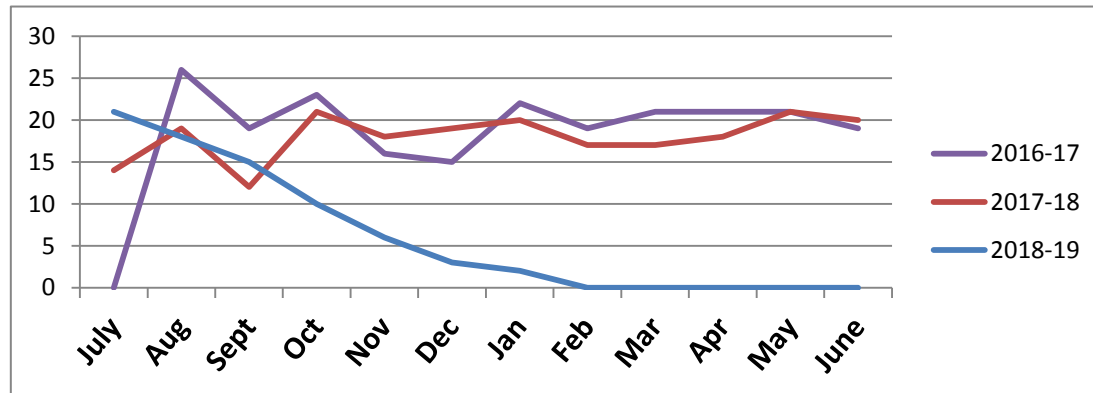
2018-2019

MONTH	-Benton	2014-15	2015-16	2016-17	2017-18	2018-19
July		328	245	107	95	80
Aug		329	202	126	90	50
Sept		189	267	183	188	178
Oct	524	737	596	378	451	370
Nov	420	423	429	286	324	232
Dec	180	247	171	101	98	25
Jan	590	573	459	338	297	249
Feb	447	432	392	336	287	
Mar	356	357	371	239	183	
Apr	620	548	410	316	314	
May	481	480	326	269	244	
June	242	256	133	164	96	
<b>TOTAL</b>	<b>3,860</b>	<b>4,899</b>	<b>4001</b>	<b>2843</b>	<b>2667</b>	<b>1184</b>



# LOOP EXPRESS SAMARITAN PROGRAM 2018-2019

MONTH	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
July		42	0	0	14	21
Aug		73	1	26	19	18
Sept		27	2	19	12	15
Oct		28	3	23	21	10
Nov		17	0	16	18	6
Dec		47	3	15	19	3
Jan		12	2	22	20	2
Feb	25	1	1	19	17	
Mar	30	0	3	21	17	
Apr	27	2	6	21	18	
May	30	0	4	21	21	
June	25	1	1	19	20	
<b>TOTAL</b>	<b>137</b>	<b>250</b>	<b>26</b>	<b>222</b>	<b>216</b>	<b>75</b>



FUND 213: Public Transit  
DEPT 50: Public Works  
PROG 1107: Linn-Benton Loop

City of Albany, Oregon  
Revenue/Expenditure Report

Print Date: 02/15/2019  
Period: 15 - JUNE ADJUSTED  
100.00% of Fiscal Year: 2019

ACCT# DESCRIPTION	Current Budget	Current Month	Year to date	Budget Balance	% Used
<b>General Revenues</b>					
42030 FTA Section 5310 Grant	27,500	-	12,490.00	15,010.00	45%
42045 FTA Section 5307	324,500	-	90,208.00	234,292.00	28%
42816 Special Transit Fund: Linn Co	17,000	-	8,160.00	8,840.00	48%
42817 Special Transit Fund: Benton Co	22,000	-	11,000.00	11,000.00	50%
42835 LBCC Partnership	117,300	-	117,300.00	-	100%
42836 OSU Partnership	117,300	-	117,300.00	-	100%
43301 Bus Fares	25,000	-	14,319.42	10,680.58	57%
48010 Interest	300	-	(959.27)	1,259.27	-320%
<b>Total General Revenues</b>	<b>650,900</b>	<b>-</b>	<b>369,818.15</b>	<b>281,081.85</b>	<b>57%</b>
<b>Transfers In</b>					
49308 From Albany Transit	-	-	100,000.00	(100,000.00)	-
<b>Total Transfers In</b>	<b>-</b>	<b>-</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>-</b>
<b>Beginning Balance</b>					
49905 Beginning Balance	25,000	-	(106,067.58)	131,067.58	-424%
<b>Total Beginning Balance</b>	<b>25,000</b>	<b>-</b>	<b>(106,067.58)</b>	<b>131,067.58</b>	<b>-424%</b>
<b>TOTAL REVENUES</b>	<b>675,900</b>	<b>-</b>	<b>363,750.57</b>	<b>312,149.43</b>	<b>53%</b>
<b>Personnel Services</b>					
51001 Wages & Salaries	236,200	-	124,228.89	111,971.11	53%
52001 Temporary Employees	25,000	-	3,997.08	21,002.92	16%
53001 Overtime	2,000	-	5,749.00	(3,749.00)	287%
56001 Employer Paid Benefits	210,000	-	90,261.42	119,738.58	43%
<b>Total Personnel Services</b>	<b>473,200</b>	<b>-</b>	<b>224,236.39</b>	<b>248,963.61</b>	<b>47%</b>
<b>Materials &amp; Services</b>					
60101 Contractual Services	3,600	-	1,855.01	1,744.99	52%
60211 Insurance & Bonds	5,500	-	4,994.09	505.91	91%
60216 Software License Fees	600	-	-	600.00	-
61006 Advertising & Publications	500	-	-	500.00	-
61010 Duplication & Fax	1,300	-	934.96	365.04	72%
61011 Education & Training	800	-	146.67	653.33	18%
61024 Materials & Supplies	3,000	-	2,128.96	871.04	71%
61026 Meetings & Conferences	300	-	-	300.00	-
61027 Memberships & Dues	500	-	400.00	100.00	80%
61033 Printing & Binding	800	-	615.00	185.00	77%
61040 Uniforms	500	-	-	500.00	-
61041 Vehicle Fuel Charges	40,000	-	17,745.82	22,254.18	44%
63006 Power & Light	300	-	685.36	(385.36)	228%
63007 Heating & Fuel	300	-	108.40	191.60	36%
63009 Telephone	1,000	-	549.49	450.51	55%
63011 Water Service	900	-	964.54	(64.54)	107%
63015 Stormwater Service Charges	500	-	64.26	435.74	13%
65006 Maint: Building	4,100	-	2,333.36	1,766.64	57%
65008 Maint: Communications Equipment	500	-	-	500.00	-
65513 Vehicle Maintenance	40,000	-	19,604.00	20,396.00	49%
66010 Central Service Charges	36,900	-	24,600.00	12,300.00	67%
66011 Equipment Replacement	7,300	-	4,866.64	2,433.36	67%
66014 Information Technology Services	8,100	-	5,400.00	2,700.00	67%
66015 IT Equipment Replacement	300	-	200.00	100.00	67%
66017 Public Works Administration Charges	25,400	-	13,218.10	12,181.90	52%
66030 Building Maintenance Charges	5,500	-	3,666.64	1,833.36	67%
66505 Physical Exams & Medicals	300	-	367.50	(67.50)	123%
66511 Flexible Spending Admin Fees	200	-	97.99	102.01	49%
67010 Safety Recognition Program	100	-	-	100.00	-
69015 Reserve: Operating	13,600	-	-	13,600.00	-
<b>Total Materials &amp; Services</b>	<b>202,700</b>	<b>-</b>	<b>105,546.79</b>	<b>97,153.21</b>	<b>52%</b>
<b>TOTAL EXPENDITURES</b>	<b>675,900</b>	<b>-</b>	<b>329,783.18</b>	<b>346,116.82</b>	<b>49%</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>33,967.39</b>		