



**Agenda
Linn-Benton Loop TAC Meeting
Remote Only**

Date: Tuesday, August 3, 2021
Time: 2:30 – 4:30 pm
Location: **Via Zoom by clicking [HERE](#)**
Passcode: 2020
Via Phone: 1-669-900-9128
Meeting ID: 852 4799 9349
Passcode: 2020
Contact: Nick Meltzer, Transportation Manager, 541-758-1911

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|-----------|-------------|--|-------------------------------|
| 1. | 2:30 | Call to Order | Chair, Catherine Rohan |
| 2. | 2:35 | Agenda Review | Chair |
| 3. | 2:40 | Public Comment | Chair |
| 4. | 2:45 | Minutes of May 4, 2021 (Attachment A) | Chair |

Action Requested: Approval of meeting minutes

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|-----------|-------------|--|----------------------|
| 5. | 2:50 | Budget and Ridership Reports (Attachment B & C) | Barry Hoffman |
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Action Requested: Information only
Budget note: May has been submitted, but not yet accrued back by Finance and totaled \$29,872. This will bring the YTD to a positive balance of \$23,208, prior to June's reimbursement request. June's expenditures are still being finalized, thus there isn't an exact reimbursement calculated yet. May and June reimbursements have not come in yet.

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| 6. | 3:10 | Historical 5307 Funds memo (Attachment D) | Chair |
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At the direction of the Board, staff prepared the attached memo summarizing how the Loop has used and intends to use 5307 funds.

Action Requested: Feedback and agreement to forward to Board

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| 7. | 3:25 | Loop Marketing memo (Attachment E) | Chair |
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Staff developed a marketing strategy for the Loop's forthcoming expansion.

Action Requested: Discussion, feedback, and identification of next steps for all Loop TAC members

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| 8. | 3:50 | Return to Fares
<i>Discussion of the Loop's (and ATS's) return to charging fares.
Suggestion of 9/7, the day after Labor Day.</i>

<i>Action Requested: Discussion</i> | Hoffman |
| 9. | 4:05 | Local Service Coordination and Outreach
<i>Discussion of ongoing transit projects and schedule
coordination with CTS, ATS, and the Linn Shuttle.</i>

<i>Action Requested: Discussion</i> | All |
| 10. | 4:15 | Updates and Other Business | All |
| 11. | 4:30 | Adjournment | Chair |

LINN-BENTON Loop TAC Meeting
Teleconference
Tuesday, May 4, 2021
2:30 – 4:30

MEETING MINUTES

TAC Members: Tim Bates, Mark Bernard, Ken Bronson, Sarah Bronstein, Brad Dillingham, Steve Dobrinich, Sheldon Flom, Barry Hoffman, Andrew Koll, Catherine Rohan, & Mark Volmert
Staff: Nick Meltzer & C. Clark

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order (2:33 pm)		The Chair continued with the meeting at 2:33 pm.
2. Agenda Review (2:34 pm)		There were no changes to the agenda.
3. Public Comments (2:34 pm)		There were no public comments.
4. Minutes of March 9, 2021 (Attachment A) (2:34 pm)	<p>Nick sent out an email that had Mark Volmert's changes. Volmert added a thanks towards Clark for their minutes taking during the difficulty with Zoom and the amount of people during the meetings.</p> <p>Mark Volmert continued to mention Mark Bernard's email response about the STIF grants clarification. Volmert suggests to remove the second sentence, on page 5, and to delete it to avoid future confusion.</p>	Minutes were approved with the adjustments mentioned in the emails prior to the meeting.

	<p>Catherine Rohan and Mark Bernard echoed the thanks towards Clark for the minutes and continued to discuss the STIF program and encourages people to apply for it.</p> <p>Catherine Rohan moved to approve the minutes with the input that both Mark Volmert and Mark Bernard commented on. Bernard seconded the movement.</p>	
<p>5. Budget and Ridership Reports (2:39 pm)</p>	<p>Barry Hoffman commented about the STIF projects and the 5311F. He said that if there is an opportunity to apply for application, the Loop is able to “test the waters”, with some direction from the TAC to the Board.</p> <p>Barry Hoffman addressed why the ridership and budget reports weren’t in the packet. Mark Volmert asked for the budget and ridership reports to be emailed to the TAC. Barry Hoffman said it is best to send everyone what the Board saw with the budget. Nick Meltzer offered to work with Hoffman to get the documents sent out to the TAC.</p> <p>Barry Hoffman shared the budget for the TAC to view through the share screen feature. The budget is at the end of the 3rd quarter. The report was pulled on April 12th, it is for January through March. The expenses exceeded the Loop’s revenues in this quarter, but the Loop did receive the 5307 reimbursement from the previous quarters. The Loop is still fareless due to COVID and so there are no fare revenue. LBCC and OSU have already paid their share of the STIF grants, which is about the new buses.</p> <p>Sarah Bronstein asked about not seeing anything on the actuals line. Barry Hoffman said it won’t show up in this quarter because it’s not a full year report. Sheldon Flom mentioned that at the last TAC meeting, we discussed changing the format of the quarterly</p>	

	<p>budget reports because it doesn't tell much without a year to date report's context. Hoffman agreed and offered to send out the year to date report along with budget and ridership reports to the rest of the TAC.</p> <p>Barry Hoffman continued to highlight the increase of maintenance this quarter, which is unusual. Hoffman mentioned that the new buses are here, however the allocation of the actual expenses won't show up until the end of the year.</p> <p>Mark Volmert asked about the COVID related expenses. Barry Hoffman replied that the 5307 COVID related expenses are different because operations related expenses after January 2020 would be eligible as a COVID expense. Some specific things that were bought were barriers for drivers and cleaning tools. Expenses were shared with ATS. It was paid by the operating budget and reimbursed by CARES or FEMA funds.</p> <p>Mark Volmert asked about the 5307 funds that got moved, and if we should do some type of request from Corvallis so that the CARES COVID funds would be shared equally between Corvallis and ATS. Barry Hoffman said that there weren't any CARES funds pledged to the Loop, only ATS and Corvallis. If the Loop budget paid for it, there would be some reimbursement but it becomes complex when moving through the continuation of COVID expenses. Volmert added at it would be worth figuring it out, for fairness sake, since COVID expenses will continue in the coming months. Volmert asked about a conversation, before the August TAC meeting to discuss the complexities of making this an actuality for it to be fair for Corvallis.</p> <p>Tim Bates said that for OSU and LBCC, there is no local match, and so Sarah Bronstein and Sheldon Flom do not have to worry</p>	
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about it because they are 100% federal match. Bates said that the question is now about why Albany got the amount that they got, and if that number included the Loop budget along with the ATS budget. Barry Hoffman said it is all combined into one report. Bates continued that they will have to check with FTA and to have that conversation with Albany to figure out how those funds were appropriated because this is different from a regular 5307 allocation. Hoffman said the Loop didn't plan on using CARES funds for operation when they planned the budget. If the Loop was in a situation where they needed that revenue, they would come together to figure it out, but didn't plan for needing that funding. Bates offered to talk with Hoffman, and call the FTA to discuss it more in detail after the meeting.

Mark Volmert and Barry Hoffman had a discussion on potential use of how 5307 CARES funds could have been used in the past.

Tim Bates said that Albany and Corvallis both got CARES and ARP but did not get SERSA funding.

Barry Hoffman brought up the Ridership Reports up next. He showed the difference from last year's March ridership, and it has been consistent around 1,100 riders without students and fareless. Hoffman mentioned that the new real time system is being used and has received positive responses. He continued to state that May-July are the slow months, and hopes that in September there will be an increase of ridership. Since riders are still not showing a pass, there is no way to track which riders are students, which is why the reports show 0 on ridership types.

Mark Volmert asked about vehicle capacity and the new distancing mandates from the State. Due to the Loop being directly affected by the student population, he encouraged ATS,

	<p>CTS, and the Loop to consider the increase of ridership once the students come back in the fall.</p> <p>Sheldon Flom said that with his conversations, there is talk about the restrictions going away around June and July. That the requirements are going to become recommendations, besides the face masks. LBCC is expecting to have about 50% of the classes be in person, and the student numbers would be similar to 2019, and not 2020.</p> <p>Barry Hoffman said that there has been concern about meeting ridership demand. If the restrictions stay in place, it would be more difficult to meet that demand. However, easing the restrictions would help significantly with meeting that demand, even if it's only at 50% of ridership. Also, if there is an increase of ridership, the Loop now has two new buses but the difficulty is finding qualified bus drivers. Sheldon Flom mentioned that there are now permanent rules from OSHA that lasts for 6 months with restrictions.</p> <p>Catherine Rohan mentioned the time and asked to continue to the next item.</p>	
6. Loop Marketing Discussion (3:20 pm)	<p>Catherine Rohan discussed the new features and expanded service for the Loop and how the TAC would like to market those services to students and other community members. Nick Meltzer mentioned that this conversation started at the end of 2019. The general theme is that there is expanded Loop service this fall and want to discuss what is currently happening for the advertising for that expansion.</p> <p>Sarah Bronstein brought up what she is currently doing for the marketing for the Loop through OSU. OSU usually does a big</p>	

	<p>marketing push for incoming students during the summer, and this year all of the new student orientation will be delivered remotely and have designed a website specifically for student transportation. Before COVID, there was a lot of in person events and tabling, and Bronstein anticipates there will be some events this year.</p> <p>Barry Hoffman said that there usually is a flyer that gets sent out to potential students, but he is cautious to advertise the expansion of service because there hasn't been new drivers for those buses yet.</p> <p>Sarah Bronstein mentioned that the message should be less about the quantity of service but more focused on the safety of the travel and its ability to get riders to their destination. To let people know that transit is there, safe, and reliable to get people to campus. She felt that it is more important to get people to recognize that transit is still here and it's safe to use. And also to emphasize that transit is easy to use, and referenced the Seamless project.</p> <p>Mark Volmert wanted to emphasize the message that OSU students don't need a car. Sarah Bronstein said OSU already does that and have found new ways to reach parents for this coming fall term.</p> <p>Brad Dillingham said that BAT is struggling to find qualified drivers as well, and he is working with Cynda to set up the schedules so that it is an easy transition when a new driver comes along.</p> <p>Barry Hoffman emphasized that the message should be "Loop is here" and bring up the expanded service through news articles.</p>	
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Sarah Bronstein said that we should be clear on where to send students to the Loop. Barry Hoffman said that is part of the goal for CWRide, for everyone to see the options for transit from the coast to the valley. Bronstein referenced that Hoffman's riders are using the real time data, and how they are using it. Hoffman said they mostly use the website. Mark Volmert added that the CWRide option is a good option for this because it does include the OSU and everywhere else they might want to travel within the valley. Nick Meltzer said that CWRide is to be a gateway to everyone's service, where we can link everyone's website on that one page. It's accessible via mobile device and also through 3rd party apps such as the Transit app. Meltzer asked the group on their opinion on the "right way" to reach out and market it. Sheldon Flom said that LBCC's students would benefit from direct advertisement and specifically mention the app.

Sarah Bronstein asked about the CWRide website and its connection to the mobile app. Nick Meltzer said we can add a mention about the Transit app on the website. There is no future vision for a single CWRide app, the website is designed to work through one's smart phone's browser.

Barry Hoffman emphasized that everyone in the region now has live data, it can be placed in any app because that data is provided through Swiftly, and the Transit app is the one that is currently doing it for this region.

Nick Meltzer asked about an in person marketing campaign to hand out flyers and give people information next to a bus. Sarah Bronstein said this would be valuable if there are other in person events. Catherine Rohan said that this would give people who are unfamiliar with the bus the opportunity to get to know the routine. Mark Volmert liked this idea as well. Tim Bates added they have

done this before and it was a very popular event. Bates noted that the Beaver Fair has grown so much since then and liked the idea of using the new Loop bus for this event. Sheldon Flom liked the idea as well, and think it'll help a lot of students returning, such as showing how to load a bike.

Barry Hoffman said that this is a possibility because the buses are already here. The most difficult thing about this plan is having someone drive it. However, in September there is a better chance of it. Hoffman said that an element of this should be breaking the barrier and let people know you can ask the bus driver questions. He continued that besides the drivers, the only thing they need is a two way radio. The new buses have automatic announcements for the upcoming stops.

Sarah Bronstein mentioned that the OSU shuttle isn't running right now, but they will be and she'd be willing to put up ads about the Transit app and the Loop. Nick Meltzer offered to help pay for the posters for that.

Ken Bronstein said that on behalf of Linn Shuttle, a little bit of promotion of the Shuttle at LBCC and OSU would be helpful, and would be willing to put a Shuttle bus on campus as well.

Nick Meltzer mentioned the idea that Catherine Rohan had, to "Check out the Loop, Take a Scoop – free ice cream scoops for download the app." Meltzer continued that having a newspaper story, such as having a high profile person ride the bus, could get some press attention. Sarah Bronstein said that getting the new OSU president to ride the bus would be a good option. Mark Volmert said the new police chief is another person to think about for this too.

	<p>Catherine Rohan said that it sounds like there are a lot of options to pursue and it is exciting stuff. She concludes the conversation to move onto the next agenda item.</p>	
<p>7. Historical 5307 Fund Discussion Update (Attachment B) (3:57pm)</p>	<p>Nick Meltzer reviewed Attachment B and gave context that the Board wanted more information about the historical elements of the 5307 funds. Meltzer said that the resulting memo will be brought to the TAC before it is brought to the Board.</p> <p>Sarah Bronstein asked if the Board went with the budgeting suggestion that the TAC proposed, and Nick Meltzer confirmed that they did.</p> <p>Mark Volmert asked by August 1st to get the report to get a look at it before it is discussed at the TAC meeting. Tim Bates said they will bring people into the discussion once more information is available.</p>	
<p>8. Local Service Coordination and Outreach (4:01 pm)</p>	<p>Barry Hoffman said that the Loop is already coordinating with ATS. The Loop routes and its expansion was decided in 2019 and those routes haven't significantly changed since then. The timing, schedule and coordination is the last element, with the Linn Shuttle, CTS and BAT. There is expansion with the Linn Shuttle, and they will set what they want first, and then work with Ken Bronson work with the Loop's expansion. Route timing/scheduling is very important to connect with other transit agencies.</p> <p>Mark Volmert emphasized the importance to minimize wait times for the students at LBCC and OSU so students don't have to wait an hour or more after their classes get out.</p>	

	<p>Brad Dillingham mentioned that he and Cynda are working on their schedules as well. He is able to adjust their schedules to what the Loop does after the fact.</p> <p>Catherine Rohan concluded that this will be a standing item for future meetings.</p>	
<p>9. Updates and Other Business (4:07 pm)</p>	<p>Mark Volmert brought up the two new buses and their costs, and asked Nick Meltzer about the STIF discretionary grant for the two transit hubs.</p> <p>Nick Meltzer mentioned that he reviewed the scope of work but hasn't seen an agreement yet on the grant. He said they kick in around January 1st, but in terms of match, in Benton County for OSU, they identified match for the mobility hub as one of their formula fund projects, and it is important to think about match for the Linn County/LBCC hub which should have a follow up conversation with Sheldon Flom to figure out what makes sense for that. Mark Volmert wanted to add AAMPO and CAMPO, and to look at everyone's shared partnerships.</p> <p>Sarah Bronstein asked for confirmation on when those projects would start. Nick Meltzer said that in July, there will be a consultant to do the design, then there will be an RFP for the project at the COG, and a kick-off meeting will occur sometime this fall around September/October. Bronstein said she would love to be involved in that process.</p> <p>Barry Hoffman shared photos of one of the new buses, and discussed the process of gaining funding for them. It is funded through in part of the city, county, and state. There are four new buses, two for ATS and two for the Loop.</p>	<p>Informational discussion only.</p>

	<p>Mark Volmert thanked Barry Hoffman for all the work he has done to get these buses. Brad Dillingham asked Hoffman about the operating schedule that the Loop is currently running. Hoffman said that the September 2020 is the most current schedule. However, the schedule will be changing with the expanded service.</p> <p>Barry Hoffman said that with the bridge out, there is added time to the routes. While his drivers have been able to adjust and work with it fairly well, when the fall term starts, the 15th and HWY 34 stoplight will be “a disaster” and we’ll need to plan for it. He mentioned that he expects the bridge to be built within 5 years, instead of just 3.</p>	
9. Adjournment (4:28 pm)	Catherine Rohan thanked the TAC and staff, and adjourned the meeting.	Meeting adjourned at 4:28 pm.

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07:45:32City of Albany, OR
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FROM 2021 10 TO 2021 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
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21340105 213 LINN-BENTON LOOP							
21340105 420035 FTA SECTION 5310 GRANT	-27,500	0	-27,500	-14,160.00	.00	-13,340.00	51.5%
21340105 420045 FTA SECTION 5307	-342,200	0	-342,200	-192,237.00	.00	-149,963.00	56.2%
21340105 428020 SPECIAL TRANSIT FUND: LINN	-24,000	0	-24,000	-11,520.00	.00	-12,480.00	48.0%
21340105 428025 SPECIAL TRANSIT FUND: BENT	-23,000	0	-23,000	-11,750.00	.00	-11,250.00	51.1%
21340105 428120 STIF - LINN COUNTY	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
21340105 428125 STIF - BENTON COUNTY	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
21340105 428130 STIF - DISCRETIONARY	-440,000	0	-440,000	.00	.00	-440,000.00	.0%
21340105 428200 LBCC PARTNERSHIP	-124,400	0	-124,400	.00	.00	-124,400.00	.0%
21340105 428205 OSU PARTNERSHIP	-124,400	0	-124,400	.00	.00	-124,400.00	.0%
21340105 435000 BUS FARES	-27,000	0	-27,000	.00	.00	-27,000.00	.0%
21340105 480100 INTEREST	-300	0	-300	-173.78	.00	-126.22	57.9%
21340105 492170 FROM: EQUIPMENT REPLACEMENT	0	0	0	-61,062.42	.00	61,062.42	.0%
21340105 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-.44	.00	.44	.0%
21340105 499050 BEGINNING BALANCE	-8,300	0	-8,300	.44	.00	-8,300.44	.0%
21340105 510010 WAGES & SALARIES	252,200	0	252,200	30,970.96	.00	221,229.04	12.3%
21340105 520010 TEMPORARY EMPLOYEES	46,200	0	46,200	943.09	.00	45,256.91	2.0%
21340105 530010 OVERTIME	3,300	0	3,300	.00	.00	3,300.00	.0%
21340105 540050 UNEMPLOYMENT CLAIMS	800	0	800	8,310.27	-34.51	-7,475.76	%
21340105 560001 EMPLOYER MEDICAL	0	0	0	13,917.75	.00	-13,917.75	.0%
21340105 560005 EMPLOYER DENTAL	0	0	0	958.12	.00	-958.12	.0%
21340105 560008 EMPLOYER VISION	0	0	0	407.16	.00	-407.16	.0%
21340105 560010 EMPLOYER PAID BENEFITS	277,500	0	277,500	2,394.13	.00	275,105.87	.9%
21340105 560012 EMPLOYER PAID DEFERRED COM	0	0	0	202.29	.00	-202.29	.0%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	0	0	0	260.94	.00	-260.94	.0%
21340105 560016 EMPLOYER PAID WORKER'S COM	0	0	0	1,627.21	.00	-1,627.21	.0%
21340105 560018 EMPLOYER PAID OREGON WBF	0	0	0	11.45	.00	-11.45	.0%
21340105 560020 PERS	0	0	0	10,761.15	.00	-10,761.15	.0%
21340105 560030 HRA VEBA	0	0	0	3,000.00	.00	-3,000.00	.0%
21340105 600115 INSURANCE & BONDS	9,200	0	9,200	225.08	3,200.49	5,774.43	37.2%
21340105 600400 CONTRACTUAL SERVICES	500	0	500	10.20	186.02	303.78	39.2%
21340105 610005 ADVERTISING & PUBLICATIONS	0	0	0	.00	28.88	-28.88	.0%
21340105 610100 DUPLICATION & FAX	1,300	0	1,300	200.29	.00	1,099.71	15.4%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	-3,845.19	3,306.77	3,538.42	17.9%
21340105 610545 PRINTING & BINDING	800	0	800	.00	.00	800.00	.0%
21340105 610750 UNIFORMS	500	0	500	.00	.00	500.00	.0%
21340105 610800 VEHICLE FUEL CHARGES	50,000	0	50,000	9,623.45	.00	40,376.55	19.2%
21340105 630005 NATURAL GAS	0	0	0	21.28	.00	-21.28	.0%
21340105 630010 TELEPHONE	0	0	0	82.40	.00	-82.40	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630400 WATER SERVICE	0	0	0	73.47	.00	-73.47	.0%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	28.89	.00	-28.89	.0%
21340105 630410 STORMWATER SERVICE CHARGES	0	0	0	39.60	.00	-39.60	.0%
21340105 650015 MAINT: COMMUNICATION EQUIP	0	0	0	-1,102.65	.00	1,102.65	.0%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	-3,442.50	.00	3,442.50	.0%
21340105 653600 MAINT: VEHICLE	48,000	0	48,000	43,010.89	3,667.37	1,321.74	97.2%
21340105 660200 CS: CENTRAL SERVICE	41,600	0	41,600	10,399.97	.00	31,200.03	25.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	3,000	0	3,000	592.93	.00	2,407.07	19.8%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	0	200	28.83	.00	171.17	14.4%
21340105 662500 PW: ADMINISTRATION	35,100	0	35,100	2,473.23	.00	32,626.77	7.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	300	0	300	125.00	.00	175.00	41.7%
21340105 690000 RESERVE: OPERATING	27,600	0	27,600	.00	.00	27,600.00	.0%
21340105 700000 CAPITAL EQUIPMENT	880,000	0	880,000	171,513.42	-973,700.50	1,682,187.08	91.2%
TOTAL 213 LINN-BENTON LOOP	0	0	0	12,919.91	-963,345.48	950,425.57	.0%
TOTAL PUBLIC TRANSIT	0	0	0	12,919.91	-963,345.48	950,425.57	.0%
TOTAL REVENUES	-1,681,100	0	-1,681,100	-290,903.20	.00	-1,390,196.80	
TOTAL EXPENSES	1,681,100	0	1,681,100	303,823.11	-963,345.48	2,340,622.37	



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	12,919.91	-963,345.48	950,425.57	.0%



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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2021/10
Sequence 2	9	Y	N	To Yr/Per: 2021/13
Sequence 3	0	N	N	Budget Year: 2021
Sequence 4	0	N	N	Print totals only: N

Report title:

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Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/13

Include budget entries: N

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
21340105 213 LINN-BENTON LOOP							
21340105 420035 FTA SECTION 5310 GRANT	-27,500	0	-27,500	-28,320.00	.00	820.00	103.0%
21340105 420045 FTA SECTION 5307	-342,200	0	-342,200	-301,199.00	.00	-41,001.00	88.0%
21340105 428020 SPECIAL TRANSIT FUND: LINN	-24,000	0	-24,000	-23,040.00	.00	-960.00	96.0%
21340105 428025 SPECIAL TRANSIT FUND: BENT	-23,000	0	-23,000	-29,375.00	.00	6,375.00	127.7%
21340105 428120 STIF - LINN COUNTY	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
21340105 428125 STIF - BENTON COUNTY	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
21340105 428130 STIF - DISCRETIONARY	-440,000	0	-440,000	.00	.00	-440,000.00	.0%
21340105 428200 LBCC PARTNERSHIP	-124,400	0	-124,400	-124,400.00	.00	.00	100.0%
21340105 428205 OSU PARTNERSHIP	-124,400	0	-124,400	-124,400.00	.00	.00	100.0%
21340105 435000 BUS FARES	-27,000	0	-27,000	-25.50	.00	-26,974.50	.1%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-75.43	.00	75.43	.0%
21340105 480100 INTEREST	-300	0	-300	-452.25	.00	152.25	150.8%
21340105 492170 FROM: EQUIPMENT REPLACEMEN	0	0	0	-61,062.42	.00	61,062.42	.0%
21340105 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-.44	.00	.44	.0%
21340105 499050 BEGINNING BALANCE	-8,300	0	-8,300	-6,781.25	.00	-1,518.75	81.7%
21340105 510010 WAGES & SALARIES	252,200	64,582	316,782	150,250.98	.00	166,530.56	47.4%
21340105 520010 TEMPORARY EMPLOYEES	46,200	8,821	55,021	4,970.05	.00	50,051.06	9.0%
21340105 530010 OVERTIME	3,300	-1,200	2,100	304.82	.00	1,795.30	14.5%
21340105 540050 UNEMPLOYMENT CLAIMS	800	129	929	8,337.51	.00	-7,408.78	897.7%
21340105 560001 EMPLOYER MEDICAL	0	-28,315	-28,315	56,249.26	.00	-84,563.82	198.7%
21340105 560005 EMPLOYER DENTAL	0	-2,180	-2,180	2,447.48	.00	-4,627.22	112.3%
21340105 560008 EMPLOYER VISION	0	-893	-893	1,633.61	.00	-2,526.78	182.9%
21340105 560010 EMPLOYER PAID BENEFITS	277,500	155,117	432,617	16,817.26	.00	415,800.04	3.9%
21340105 560012 EMPLOYER PAID DEFERRED COM	0	0	0	490.09	.00	-490.09	.0%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	0	0	0	642.18	.00	-642.18	.0%
21340105 560016 EMPLOYER PAID WORKER'S COM	0	0	0	4,184.54	.00	-4,184.54	.0%
21340105 560018 EMPLOYER PAID OREGON WBF	0	0	0	28.15	.00	-28.15	.0%
21340105 560020 PERS	0	-27,465	-27,465	51,384.29	.00	-78,849.69	187.1%
21340105 560030 HRA VEBA	0	-8,910	-8,910	13,474.70	.00	-22,384.71	151.2%
21340105 600115 INSURANCE & BONDS	9,200	-471	8,729	8,391.94	3,200.49	-2,863.00	132.8%
21340105 600400 CONTRACTUAL SERVICES	500	-791	-291	3,072.67	762.01	-4,125.43	%
21340105 610005 ADVERTISING & PUBLICATIONS	0	0	0	.00	28.88	-28.88	.0%
21340105 610100 DUPLICATION & FAX	1,300	113	1,413	796.55	.00	616.76	56.4%
21340105 610405 MATERIALS & SUPPLIES	3,000	1,022	4,022	5,977.72	3,374.57	-5,330.28	232.5%
21340105 610425 MEMBERSHIPS & DUES	0	0	0	600.00	.00	-600.00	.0%
21340105 610545 PRINTING & BINDING	800	800	1,600	.00	.00	1,600.00	.0%
21340105 610750 UNIFORMS	500	351	851	.00	.00	850.80	.0%
21340105 610800 VEHICLE FUEL CHARGES	50,000	10,848	60,848	25,033.23	.00	35,814.66	41.1%

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FLEXIBLE PERIOD REPORT
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FROM 2021 01 TO 2021 13

ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21340105 630005 NATURAL GAS	0	0	0	180.49	36.41	-216.90	.0%
21340105 630010 TELEPHONE	0	0	0	332.87	.00	-332.87	.0%
21340105 630400 WATER SERVICE	0	0	0	578.83	.00	-578.83	.0%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	115.29	.00	-115.29	.0%
21340105 630410 STORMWATER SERVICE CHARGES	0	0	0	141.12	.00	-141.12	.0%
21340105 650015 MAINT: COMMUNICATION EQUIP	0	0	0	1,618.06	1,504.50	-3,122.56	.0%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	173.97	.00	-173.97	.0%
21340105 653600 MAINT: VEHICLE	48,000	-43,791	4,209	107,449.06	5,441.32	-108,680.97	%
21340105 660200 CS: CENTRAL SERVICE	41,600	0	41,600	41,600.00	.00	.00	100.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	3,000	0	3,000	3,000.00	.00	.00	100.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	32	232	128.42	.00	104.04	55.2%
21340105 662500 PW: ADMINISTRATION	35,100	3,353	38,453	23,491.22	.00	14,961.53	61.1%
21340105 665400 PHYSICAL EXAMS & MEDICALS	300	-74	226	385.00	.00	-159.00	170.4%
21340105 690000 RESERVE: OPERATING	27,600	0	27,600	.00	.00	27,600.00	.0%
21340105 700000 CAPITAL EQUIPMENT	880,000	0	880,000	171,513.42	.00	708,486.58	19.5%
TOTAL 213 LINN-BENTON LOOP	0	131,079	131,079	6,663.49	14,348.18	110,067.56	16.0%
TOTAL PUBLIC TRANSIT	0	131,079	131,079	6,663.49	14,348.18	110,067.56	16.0%
TOTAL REVENUES	-1,681,100	0	-1,681,100	-699,131.29	.00	-981,968.71	
TOTAL EXPENSES	1,681,100	131,079	1,812,179	705,794.78	14,348.18	1,092,036.27	



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City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06

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FROM 2021 01 TO 2021 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	131,079	131,079	6,663.49	14,348.18	110,067.56	16.0%



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City of Albany, OR
FLEXIBLE PERIOD REPORT
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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2021/ 1
Sequence 2	9	Y	N	To Yr/Per: 2021/13
Sequence 3	0	N	N	Budget Year: 2021
Sequence 4	0	N	N	Print totals only: N

Report title:

FLEXIBLE PERIOD REPORT
PP 06

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/13

Include budget entries: N

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

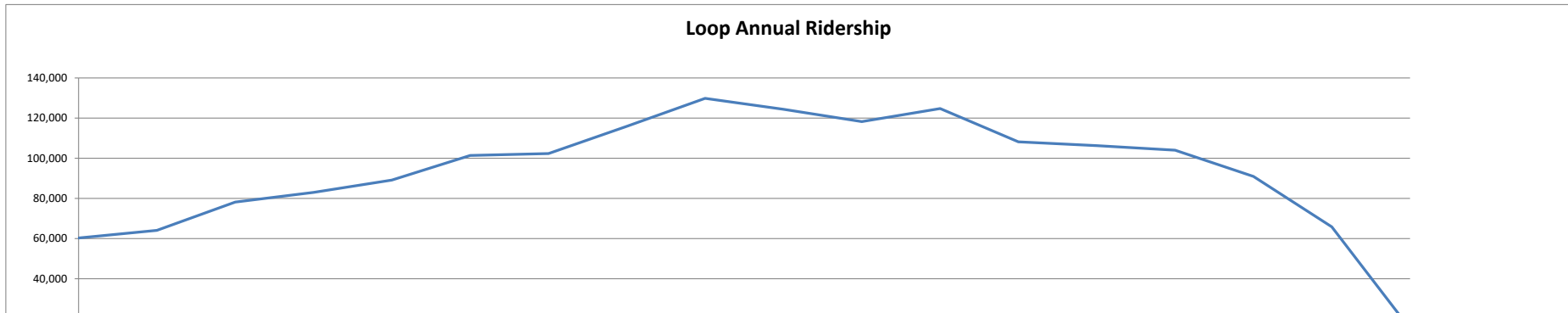
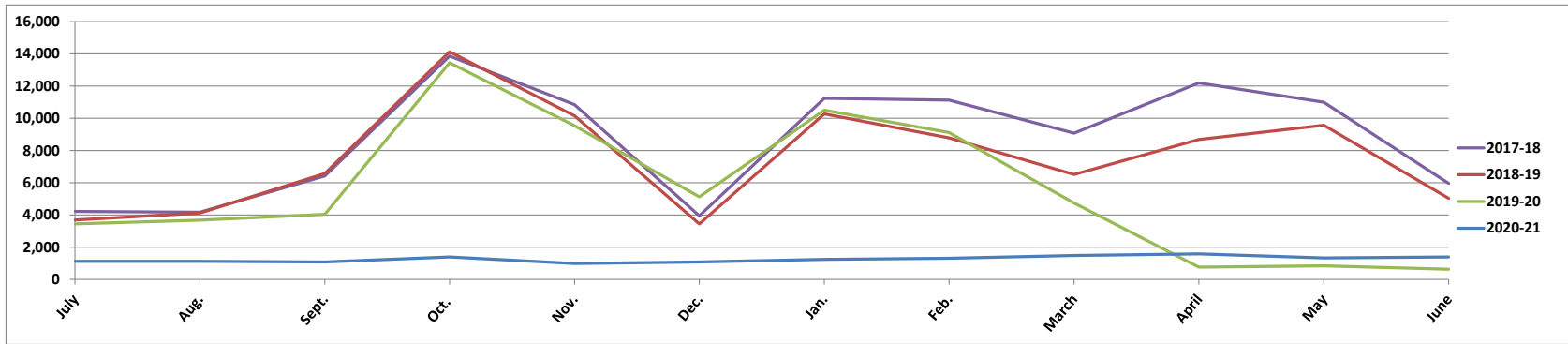
Multiyear view: D

LINN-BENTON LOOP
WEEKDAY RIDERSHIP
REGULAR LOOP PLUS LOOP EXPRESS
2019 -2020

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	2019-20	2020-21	+/-	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	3,450	1,121	-2,329	67.5%
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	3,680	1,121	-2,559	69.5%
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	4,034	1,085	-2,949	73.1%
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	13,447	1,398	-12,049	89.6%
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	9,539	986	-8,553	89.7%
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	5,129	1,082	-4,047	78.9%
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	10,500	1,245	-9,255	88.1%
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	8,787	9,113	1,313	-7,800	85.6%
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	6,510	4,743	1,482	-3,261	68.8%
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	8,687	762	1,586	824	-108.1%
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	9,570	845	1,335	490	-58.0%
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	5,039	632	1,392	760	-120.3%
Sub Total*	57,057	60,316	64,116	78,220	82,999	89,172	101,435	102,380	115,913	129,843	124,385	118,280	124,793	108,219	106,298	104,059	90,977	65,874	15,146	-25,103	77.0%
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	3,894	3,078	1,920	-816	37.6%
Grand Total	57,057	60,316	64,116	78,220	84,937	91,815	104,366	105,705	119,717	134,302	128,493	122,257	128,716	111,595	109,927	107,930	94,871	68,952	17,066	-25,919	75.2%

Regular extended service began, Sept28

Morning/Evening commuter



**LINN-BENTON LOOP
LBCC PASS PROGRAM
2018 - 2019**

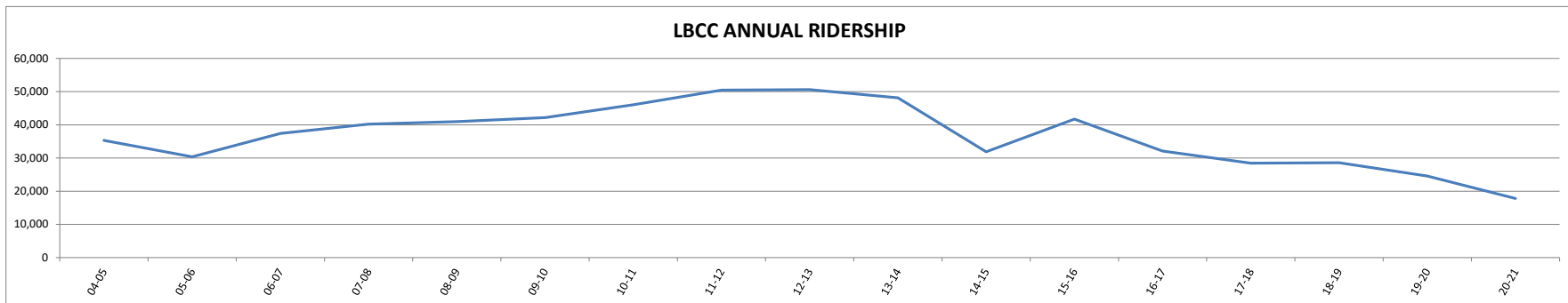
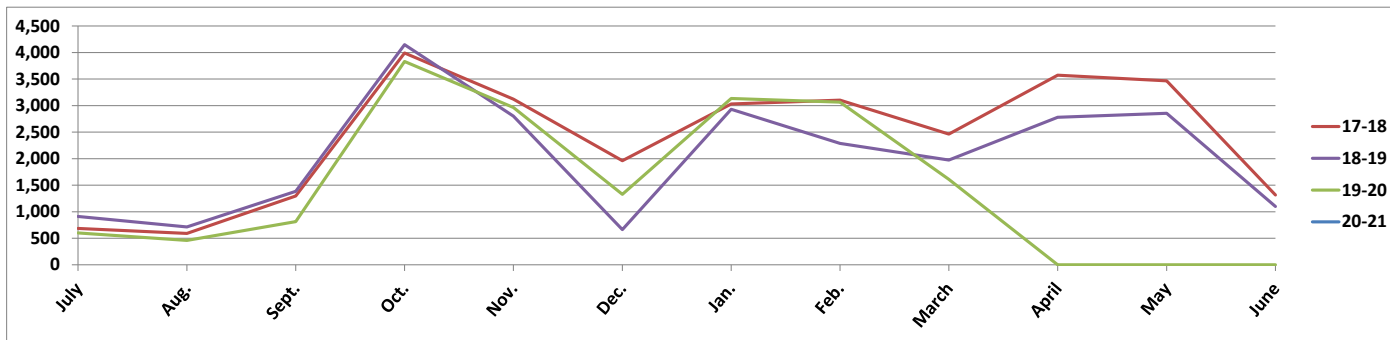
MONTH	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	+/-	Ratio	
July	792	1,124	1,056	856	818	1,166	1,587	1,134	1,384	1,419	1,309	1,262	1,244	821	619	684	912	599	0	-599	0.0%	
Aug.	737	422	706	731	732	981	1,146	573	791	1,322	1,158	940	911	1,008	577	591	713	458	0	-458	0.0%	
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	813	0	-813	0.0%	
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	3,831	0	-3,831	0.0%	
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	2,966	0	163	5.5%	
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	1,329	0	666	50.1%	
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	3,134	0	203	6.5%	
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	2,288	3,065	0	777	25.4%	
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	1,974	1,610	0	-364	-22.6%	
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	2,779	0	0	-2,779	-28.6%	
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	2,856	0	0	-2,856	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	1,100	0	0	-1,100	0.0%	
TOTAL	29,058	35,312	30,343	37,416	40,179	40,951	42,159	46,055	50,435	50,591	48,110	31,885	41,737	32,114	28,459	28,594	24,551	17,805	0	-6,746	-37.9%	
Sat	0	0	0	0%	232	356	535	683	791	760	627	594	525	425	554	609	486	376	0	0	-110	-29.3%
Grand Total	29,058	35,312	30,343	37,416	40,411	41,307	42,694	46,738	51,226	51,351	48,737	32,479	42,262	32,539	29,013	29,203	25,037	18,181	0	-6,856	-37.7%	

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.

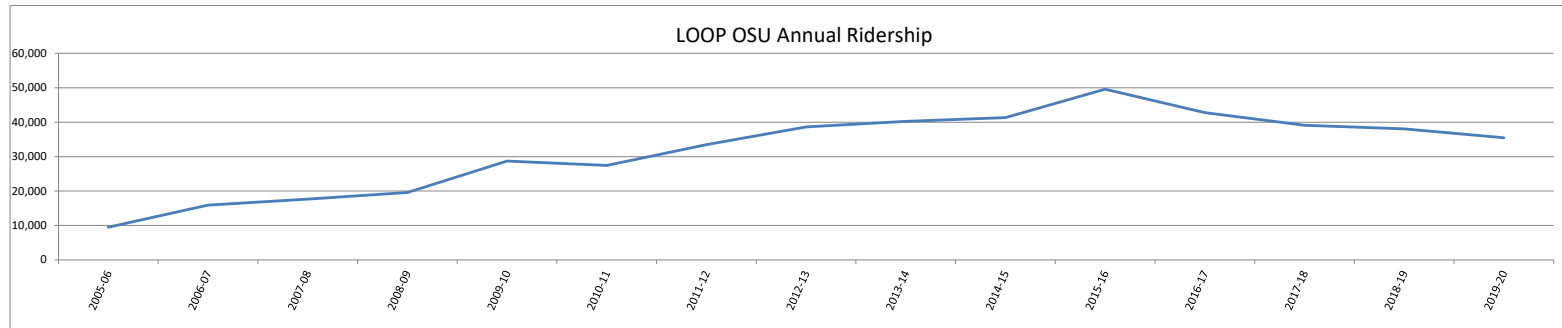
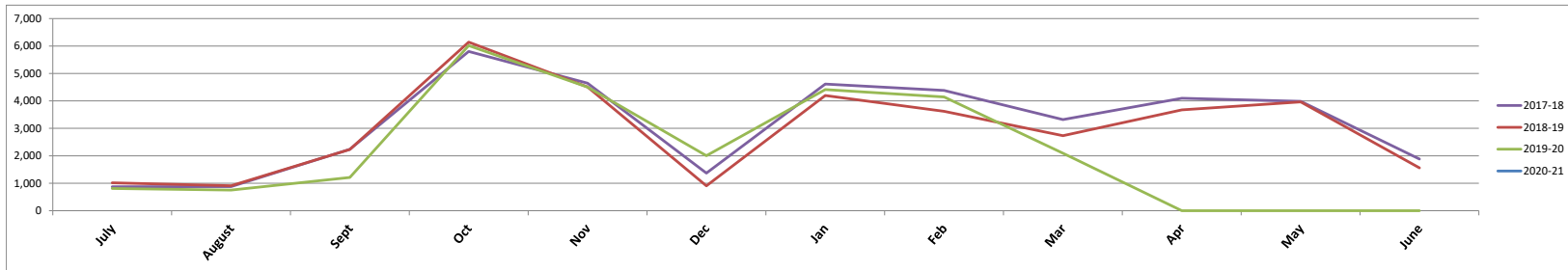
Jan. 2004: 2 snow days + MLK day.



LINN-BENTON LOOP
 OSU PASS PROGRAM
 2020-2021

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	2019-20	20-21	+/-	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	810	0	-810	#DIV/0!
August	564	590	854	869	1,262	862	849	1,390	1,582	1,439	1,337	1,202	988	880	909	750	0	-159	-21.2%
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	1,212	0	-1,020	-84.2%
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	6,016	0	-126	-2.1%
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	4,503	0	-4	-0.1%
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	2,004	0	1,098	54.8%
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	4,411	0	212	4.8%
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	3,623	4,144	0	521	12.6%
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	2,734	2,096	0	-638	-30.4%
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	3,672	0	0	-3,672	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	3,965	0	0	-3,965	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	1,561	0	0	-1,561	0.0%
Sub Total	9,507	15,908	17,652	19,596	28,724	27,444	33,459	38,644	40,262	41,354	49,579	42,761	39,087	38,075	35,467	25,946	0	73,542	100.0%
Saturday	0	0%	502	400	592	600	639	834	814	743	771	771	581	709	600	512	0	-88	-17.2%
Grand Total	9,507	15,908	18,154	19,996	29,316	28,044	34,098	39,478	41,076	42,097	50,350	43,532	39,668	38,784	36,067	26,458	0	-9,609	-36.3%

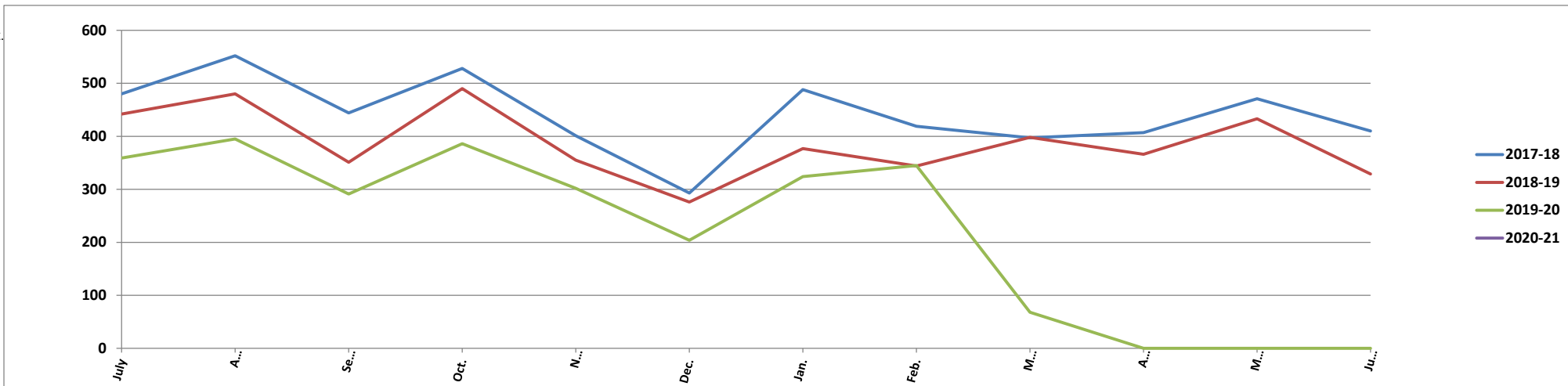
July 2004: Begin pass program
 Try Transit



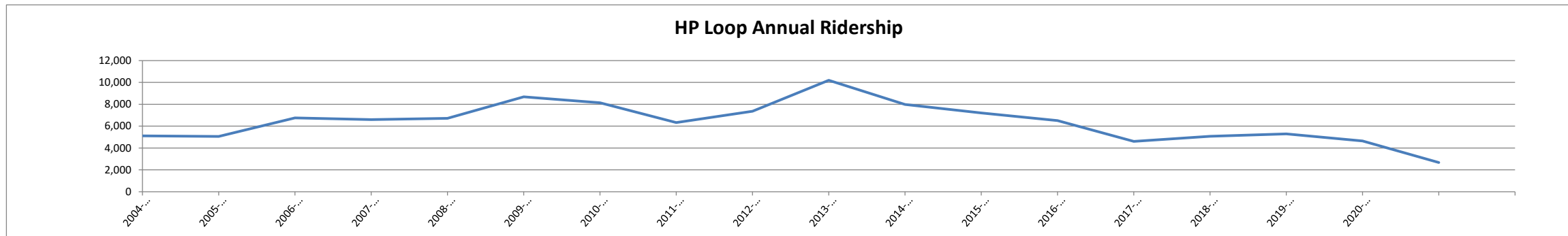
**LINN-BENTON LOOP
HEWLETT PACKARD
PASS PROGRAM
2020-21**

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	2019-20	2020-21	+/-	Ratio
July	336	501	540	551	580	627	1,091	496	532	766	819	592	599	458	373	480	442	359	0	-359	#DIV/0!
Aug.	423	370	525	591	655	728	954	512	554	921	699	733	518	342	435	552	480	395	0	-85	-21.5%
Sept.	405	385	463	712	460	656	949	536	598	802	607	699	688	375	420	444	351	291	0	-60	-20.6%
Oct.	467	412	551	708	524	666	847	619	544	950	755	700	696	420	444	528	490	386	0	-104	-26.9%
Nov.	313	262	550	528	520	709	648	547	520	732	587	553	476	328	365	401	355	302	0	-53	-17.5%
Dec.	307	262	377	359	385	453	473	313	401	520	398	378	406	272	259	293	276	204	0	-72	-35.3%
Jan.	476	363	529	570	526	700	563	631	570	842	693	733	557	371	394	488	377	324	0	-53	-16.4%
Feb.	500	388	480	463	499	638	443	514	583	812	723	531	535	440	374	419	344	345	0	1	0.3%
March	572	432	695	465	595	819	448	617	800	858	684	635	570	438	444	397	398	68	0	-330	-485.3%
April	494	477	707	437	577	852	550	528	685	933	664	602	515	364	527	407	366	0	0	-366	0.0%
May	407	547	714	605	744	775	527	533	724	1,046	688	535	459	381	568	471	433	0	0	-433	0.0%
June	409	666	625	612	656	1,063	645	490	848	1,017	666	516	488	425	474	410	329	0	0	-329	0.0%
Sub Total	5,109	5,065	6,756	6,601	6,721	8,686	8,138	6,336	7,359	10,199	7,983	7,207	6,507	4,614	5,077	5,290	4,641	2,674		-2,243	-73.6%
Saturday	0	0	0	0	5	25	6	11	6	29	18	4	5	5	11	6	30	40		10	0.0%
Grand Total	5,109	5,065	6,756	6,601	6,726	8,711	8,144	6,347	7,365	10,228	8,001	7,211	6,512	4,619	5,088	5,296	4,671	2,714		2,714	-72.1%

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



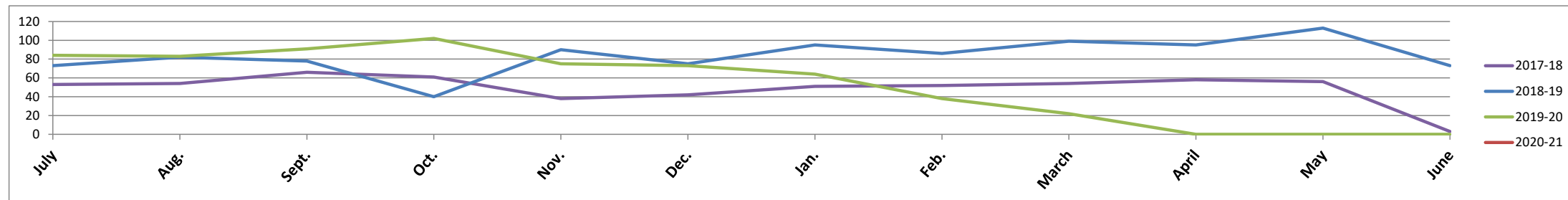
HP Loop Annual Ridership



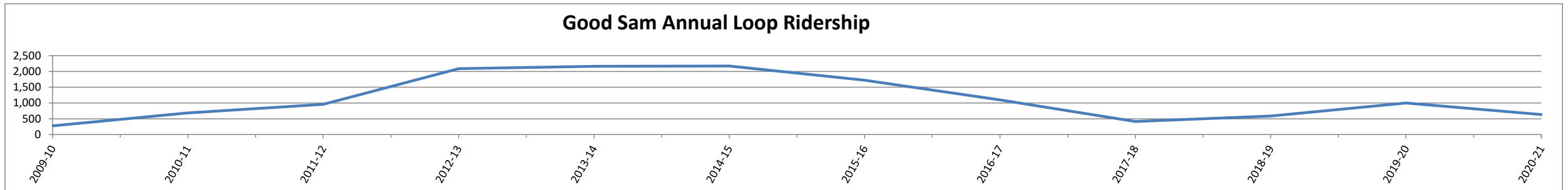
**LINN-BENTON LOOP
SAMARITAN PASS PROGRAM
2019-2020**

MONTH	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	+/-	Ratio
July		95	91	105	196	245	210	105	7	53	73	84	0	-84	#DIV/0!
Aug.		42	102	123	191	222	172	129	25	54	82	83	0	1	1.2%
Sept.		54	95	127	225	159	153	133	53	66	78	91	0	13	14.3%
Oct.		26	57	160	249	207	185	138	43	61	40	102	0	62	60.8%
Nov.	14	45	48	178	162	147	147	98	37	38	90	75	0	-15	-20.0%
Dec.	17	58	54	134	124	129	178	110	35	42	75	73	0	-2	-2.7%
Jan.	8	45	66	169	188	206	102	121	28	51	95	64	0	-31	-48.4%
Feb.	18	53	33	202	160	161	118	103	48	52	86	38	0	-48	-126.3%
March	15	57	59	220	160	189	99	84	22	54	99	22	0	-77	-350.0%
April	82	58	116	194	204	162	117	34	25	58	95	0	0	-95	0.0%
May	57	72	125	235	172	165	99	22	41	56	113	0	0	-113	0.0%
June	65	82	112	239	130	180	141	22	51	3	73	0	0	-73	0.0%
Sub Total	276	687	958	2,086	2,161	2,172	1,721	1,099	415	588	999	632		-462	-58.1%
Saturday	3	2	5	16	34	14	11	11	13	2	7	5		-840	-40.0%
Grand Total	279	689	963	2,102	2,195	2,186	1,732	1,110	428	590	1,006	637		-1,302	-57.9%

*This does not include the Saturday Loop.



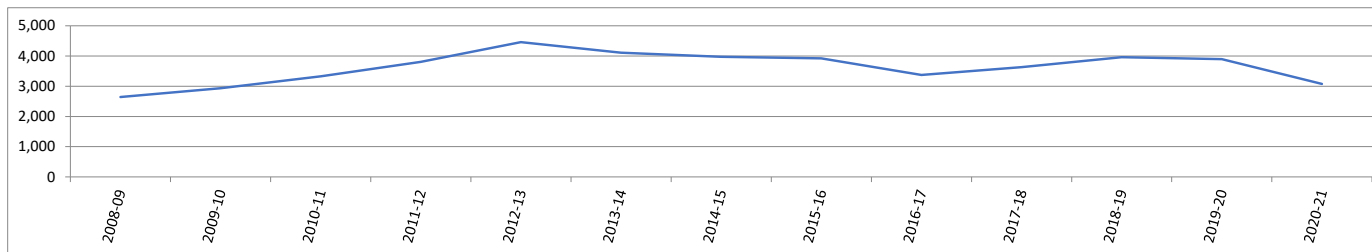
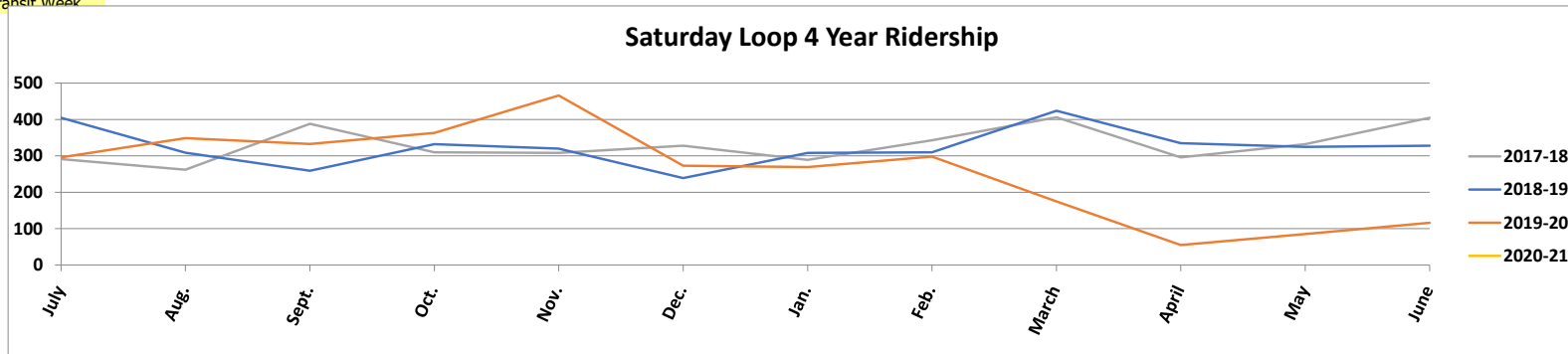
Good Sam Annual Loop Ridership



LINN-BENTON LOOP SATURDAY SERVICE 2020-2021

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	2019-20	2020-21	+/-	Ratio
<i>July</i>		93	147	160	250	356	252	262	274	195	315	291	405	296	121	-175	-144.6%
<i>Aug.</i>	90	245	241	227	235	339	267	400	353	325	219	262	309	349	208	-141	-67.8%
<i>Sept.</i>	185	229	227	209	294	323	494	324	317	247	259	388	259	333	179	-154	-86.0%
<i>Oct.</i>	212	171	239	303	349	497	321	307	436	375	407	310	332	363	200	-163	-81.5%
<i>Nov.</i>	165	217	334	388	350	366	318	444	346	282	334	308	320	466	168	-298	-177.4%
<i>Dec.</i>	199	226	184	161	180	353	407	232	244	239	333	328	239	273	147	-126	-85.7%
<i>Jan.</i>	160	175	358	356	331	354	265	309	344	314	206	289	308	269	173	-96	-55.5%
<i>Feb.</i>	177	235	235	264	345	369	377	227	298	251	258	343	310	298	131	-167	-127.5%
<i>March</i>	206	257	232	334	349	399	385	421	342	271	276	406	424	175	162	-13	-8.0%
<i>April</i>	176	253	242	320	472	337	294	323	295	333	362	296	335	55	120	65	54.2%
<i>May</i>	147	275	251	357	340	367	319	400	403	246	339	332	325	85	175	90	51.4%
<i>June</i>	221	267	241	246	309	399	409	328	271	298	321	405	328	116	102	-14	-13.7%
Totals	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,958	3,894	3,078	1,886	-816	-1.6%

Oct. Try Transit Week



MEMORANDUM

Linn Benton Loop



Date: July 13, 2021
To: Linn Benton Loop Technical Advisory Committee
From: Catherine Rohan, Loop TAC Chair, and Nick Meltzer, Loop Staff
Re: Historical 5307 Funding

At the March 23rd Linn Benton Loop Board meeting, staff discussed historical carryover, allocation, and spending down of Federal Transit Administration (FTA) 5307 funds. During the meeting, the Loop Board directed Loop staff and the Technical advisory Committee (TAC) to provide a more thorough overview of the historical fund drawdown, as well as a more detailed explanation on how the carryover 5307 funds grew to such a high level. This memo attempts to further clarify the Loop's historical 5307 funds. Information in this memo was compiled from Loop budget documents and correspondence with Jeff Babbitt, City of Albany Public Works Business Manger as well as other City of Albany transit staff.

Overview of Loop Funding

The Linn Benton Loop is funded through a combination of local contributions, FTA 5307 funds, fare revenue, and Special Transportation Fund/Statewide Transportation Improvement Fund funding.

The Albany Area Metropolitan Planning Organization (AAMPO) and the Corvallis Area Metropolitan Planning Organization (CAMPO) enable the region to access 5307 funds by designating fund recipients. Once designated, recipients receive 5307 funding from the Federal Transit Administration (FTA), not the MPO, by requesting reimbursement of funds spent on qualified expenses.

Corvallis Transit System (CTS) is CAMPO's designated recipient and Albany Transit System (ATS) is AAMPO's designated recipient. In this sense, it is CTS and ATS that set aside 5307 funds for Loop operations. Note that CTS must annually submit a letter to the Oregon Governor's office requesting a portion of CTS's 5307 be designated to the City of Albany for the purpose of Loop operations and maintenance. Most (usually 80%) of the contributed 5307 funds are used for operations expenses, a small portion are used for preventative maintenance. See Table 1 for an exact breakdown of 5307 allocation dating back to 2014, when AAMPO and CAMPO began contributing 5307 funds to the Loop.

As the total 5307 allotment towards metropolitan regions increases over time to account for inflation and population growth, CTS and ATS agreed to also increase their contribution each year. Note, the amounts listed in the "Actual 5307 Grant Amount" row represents an equal amount contributed by each transit agency. Or in other words, each agency contributed half the Actual 5307 Grant Amount.

Table 1: Historical 5307 Operations and Preventative Maintenance Breakdown

	YEAR							
	2014	2015	2016	2017	2018	2019	2020	2021
Actual 5307 Grant amount	\$250,000	\$278,600	\$300,000	\$307,860	\$316,200	\$324,480	\$397,200	\$342,200
5307 Operations	\$ 228,400	\$ 251,600	\$ 264,000	\$ 271,860	\$ 280,200	\$ 288,480	\$ 365,200	\$ 293,500
5307 Preventative Maintenance	\$ 21,600	\$ 27,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 32,000	\$ 48,700
	\$250,000	\$278,600	\$300,000	\$307,860	\$316,200	\$324,480	\$397,200	\$342,200



The Linn Benton Loop TAC and Policy Board are staffed in-kind by the Albany Area MPO and Corvallis Area MPO

As with most federal funding, there are rules and limitations on how 5307 funds can be spent. Most importantly, 5307 funds are reimbursement based. This means local funding (non-federal) must be expended first and *then* federal funds can reimburse *most* expenses. 5307 operations funds have a 50/50 match, meaning that for every \$100 of local funds spent on reimbursement-eligible Loop operations, the Loop receives \$50 in 5307 funds (50% of the total expenditure). 5307 preventative maintenance funds have an 80/20 match, meaning that for every \$100 of local funds spent on reimbursement-eligible Loop preventative maintenance, the Loop receives \$80 in 5307 funds (80% of the total expenditure). It is important to note that not all expenses are eligible for 5307 reimbursement, these expenses are paid by local funds only.

5307 funding is disbursed by FTA to designated recipients after eligible expenses are submitted. This means that while ATS and CTS allocate 5307 funds each year, it is not a direct transfer of money. Each agency communicates to FTA how much of their annual allotment they are contributing towards the Loop, and the FTA designates these dollar amounts as allocated toward their assigned purpose (Loop operations, or Loop preventive maintenance) in separate accounts. The City of Albany, as the Loop operator, then draws down the funds over the course of the year.

The Federal Transit Administration allows transit agencies to carry over unused funds into subsequent years, generally for up to five years. This means that the total 5307 funds available for drawdown each year can be more than the contribution by ATS and CTS in that year.

Historical 5307 Funding

CAMPO, AAMPO and their designated recipients have contributed 5307 funds to the Loop since the inception of the Loop Board in 2014, which is shortly after AAMPO formed in 2013. Table 2 details these yearly contributions (referred to as “grants” by public transportation professionals).

Table 2: Historical 5307 Funds

	2014	2015	2016	2017	2018	2019	2020	2021	
ATS Estimated 5307 Grant amount	\$250,000	\$ 278,600	\$294,600	\$307,800	\$316,200	\$324,500	\$333,200	\$342,200	
Actual 5307 Grant amount	\$250,000	\$ 278,600	\$300,000	\$307,860	\$316,200	\$324,480	\$397,200	\$342,200	
Annual Captured 5307 funds	\$206,080	\$ 188,285	\$205,909	\$210,759	\$107,963	\$183,736	\$293,336		
Annual Uncaptured 5307 funds	\$ 43,920	\$ 90,315	\$ 94,091	\$ 97,101	\$208,237	\$140,744	\$103,864	\$342,200	
Money in grant/s at YEAR END	2014 Grant	\$ 43,920	Closed	Closed	Closed	Closed	Closed	Closed	
	2015 Grant	0	\$ 134,235	Closed	Closed	Closed	Closed	Closed	
	2016 Grant	0	0	\$228,326	Closed	Closed	Closed	Closed	
	2017 Grant	0	0	0	\$325,427	\$217,464	Closed	Closed	
	2018 Grant	0	0	0	0	\$316,200	\$349,928	Closed	
	2019 Grant	0	0	0	0	0	\$324,480	\$381,072	
	2020 Grant	0	0	0	0	0	0	\$397,200	
	2021 Grant	0	0	0	0	0	0	0	\$342,200
	Sum open grants/uncaptured 5307	\$ 43,920	\$ 134,235	\$228,326	\$325,427	\$533,664	\$674,408	\$778,272	

As can be seen in the *Annual Uncaptured 5307 funds* line in Table 2, there have been years in which the Loop did not capture the total 5307 grant amount for that year. Since 2014, the Loop has consistently rolled over portions of prior years’ grants. While maintaining some uncaptured 5307 funds as a cushion against unknown federal funding fluctuations is beneficial, the Loop’s cumulative uncaptured 5307 funds are in excess of Albany staff’s comfortable cushion suggestion of \$225,000 (nine months of reimbursement). One explanation for this is that the agreed contribution by ATS and CTS rose too quickly for the amount of service the Loop could provide. The amount of service the Loop could provide is limited by the amount of local funding which can then be reimbursed. The service level has also been limited by the number of buses including backups in the fleet.

In 2018, Albany learned that expenses previously believed to be eligible for reimbursement were in fact not eligible expenses. As a result, the City of Albany had to adjust the reimbursement calculations for the Loop which resulted in a marked increase in uncaptured funds. This amount has consistently carried over each year since 2018.

Recognizing 5307 Fund Buildup

An inquiry by Linn County in the spring of 2020 prompted Albany staff to review historical 5307 contributions and drawdowns. When Albany staff initially communicated to the TAC regarding the buildup of 5307 funds, there was some surprise and concern regarding how the buildup came to be, especially since the Loop presented a balanced budget at the end of each fiscal year. As mentioned above, and explained by Albany staff, the Loop has consistently captured a smaller amount of 5307 funds than reflected in their budget, resulting in the buildup of 5307 funds available to be drawn down at the FTA. Furthermore, the buildup of 5307 funds from prior years has not been reflected in the budgets because these 5307 funds are in fact not a part of the City of Albany budget but exist in an account at the FTA. Albany staff draws 5307 funds from the FTA account quarterly, when they submit a reimbursement request.

Next Steps

Once Albany staff and the Loop TAC recognized the historical buildup of 5307 funds, Albany staff agreed to report out on 5307 contributions and drawdowns annually. In addition, Albany will provide year-to-date expenditure reports for the Loop TAC and Board at each meeting, supplementing the quarterly reports Albany staff already provides. The year-to-date expenditure reports more clearly show the total 5307 funds captured and allow for easier comparison to the total 5307 grant amount. The annual discussion on existing 5307 amounts will correlate with the annual contributions by ATS and CTS.

The 5307 contribution from CTS and ATS (CAMPO and AMPO) for FFY 2022 and 2023 will be designated to capital projects in the STIP, and therefore the operation of the Loop will draw down from the historical buildup of 5307 funding.

The capital projects that are likely to be included are the purchase of replacement buses for the Loop, The Albany Transit Operations Facility project, where the Loop buses will be housed and maintained, and the transit hub project at LBCC.



MEMORANDUM

Linn Benton Loop

Date: July 8, 2021
To: Linn Benton Loop Technical Advisory Committee
From: Catherine Rohan, AAMPO Staff
Re: Draft Loop Expansion Marketing

At the May 4th Linn Benton Loop TAC meeting, TAC members discussed how to market the Loop's forthcoming service expansion to new and existing Loop riders. The TAC brainstormed a number of ideas, which are expanded upon below.

Overview of market strategy

The Loop will be expanding service in early Fall 2021, utilizing two new buses that will increase the daily weekday number of trips between Albany and Corvallis. While the service expansion is exciting to transit providers, current and future riders will likely not react to the expansion with the same level of enthusiasm. New riders, in particular, won't recognize the expansion, having never taken The Loop pre-expansion. Existing riders will generally continue to ride as they have, but will likely appreciate the added flexibility additional trips provide, even if they never use them. For these reasons, staff suggest marketing The Loop *service* and not The Loop *expansion*.

To that end, staff identified the following key tenants to Loop *service* that riders are interested in:

- Service location: Where can I go?
- Service frequency: When can I go?
- Service cost: How much does it cost?
- Service transparency & ease of use
 - Where is my bus?
 - When will my bus will arrive?
 - Can I buy a ticket?

These tenants are incorporated into all Loop service marketing efforts. Marketing efforts fall into one of three categories; 1) electronic communication, 2) physical signs, and 3) in-person events. Some of these efforts are geared towards students while others are broader, targeting all current and future transit riders. Each category is expanded upon below.

Electronic Communication

Electronic communication includes e-newsletters and social media like Instagram and Facebook. Staff propose to create a simple social media post like the ones below to be used on Instagram and Facebook. Posts can be geared towards the general public or LBCC and OSU students. The post will be shared with organizations, identified [HERE](#), via email with suggested text to include in the post. If an organization has an e-newsletter or bulletin, staff may also send them text to include in the publication.

Many cities, counties, and community service providers have e-newsletters and social media followings. Unfortunately not all organizations may want to post on behalf of The Loop. For this reason, staff suggest that the request come from the Loop partner (ATS, CTS, LBCC, and OSU) most closely tied to the identified organizations.



The Linn Benton Loop TAC and Policy Board are staffed in-kind by the Albany Area MPO and Corvallis Area MPO

Estimated cost: None

Image 1: Example social media post (general audience)



**Make it easy, take
The Loop Bus**

- Corvallis ↔ Albany**
With stops along 99E, 34 & Hwy20
- X trips a day**
X direct trips between LBCC & OSU
- \$1.50 bus fares**
Free for LBCC & OSU students
- Real time bus location**
taketheloop.com



Image 2: Example social media post (general audience)



**Make it *easy*, take
The Loop Bus**

- Corvallis ↔ Albany**
With stops along 99E, 34 & Hwy20
- X trips a day**
X direct trips between LBCC & OSU
- \$1.50 bus fares**
Free for LBCC & OSU students
- Real time bus location**
taketheloop.com



Image 3: Example social media post (student audience)

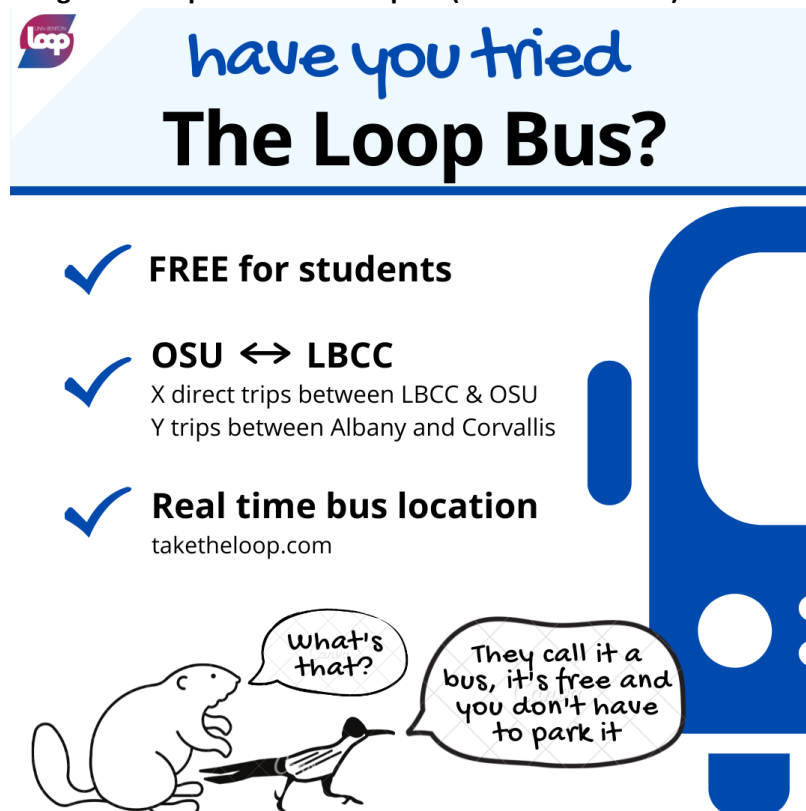



**Make it easy, take
The Loop Bus**

- ✓ **Free for students**
- ✓ **OSU ↔ LBCC**
X direct trips between LBCC & OSU
Y trips between Albany and Corvallis
- ✓ **Real time bus location**
taketheloop.com
- ✓ **For regional transit visit**
CWRide.org

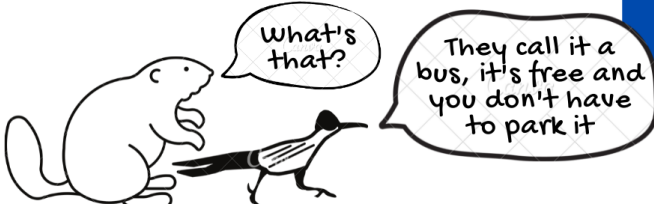


Image 4: Example social media post (student audience)




 **have you tried
The Loop Bus?**

- ✓ **FREE for students**
- ✓ **OSU ↔ LBCC**
X direct trips between LBCC & OSU
Y trips between Albany and Corvallis
- ✓ **Real time bus location**
taketheloop.com



What's that?

They call it a bus, it's free and you don't have to park it



Physical Signs


Physical signs are double sided 24" x 18" yard signs with stakes that can be placed in the ground. A mock up is shown below. Note that the QR code in the upper right corner does not link to anything, but could link to the Loop website or the CWRide website. Staff recommend placing physical signs promoting The Loop around existing bus stops and at pedestrian heavy areas around The Loop service area. Signs at CTS, ATS, Beaver Bus, and Linn Shuttle stops alert existing riders to a potential new route. The signs also have a "captured" audience as riders wait for their bus. Signs in pedestrian heavy areas will be seen by lots of people, though a limited number may stop to read the finer details. Physical signs can also be placed outside community organizations, though The Loop would need to obtain their permission to post a sign first.






A detailed list of sign locations will be needed so that; 1) we can order the correct number of signs and 2) we know where to collect signs from after marketing has concluded. Transit staff and TAC knowledge will be key when deciding which bus stops and other locations physical signs should be placed at.


Estimated cost: \$13/sign for 20 signs = \$260. Price per sign drops as order size increases.

Image 5: Example yard sign, 24" x 18"

LOOP BUS!



-  **Corvallis ↔ Albany**
With stops along 99E, 34 & Hwy 20
-  **X trips a day**
X direct trips between LBCC & OSU
-  **\$1.50 bus fares**
Free for LBCC & OSU students
-  **Real time info & tickets**
Visit cwrideride.org or scan the QR code 

 The Linn-Benton Loop is operated by Albany Transit System, a division of the City of Albany. More information about The Loop can be found at <https://loop.cityofalbany.net/> or by calling (541) 917-7667.

Additional considerations: Physical signs could be expanded to include table tents at libraries, campus eateries, and other locations. It may also be possible to place marketing material in buses (specifically on the overhead advertising area).

In-person Events

While in-person events are currently limited, it is likely that they will resume in some capacity by the fall. A Loop specific in-person event would likely not draw many people, so coordinating timing with a larger

event is recommended. Both OSU and LBCC hold new-student/welcome back to campus events in the fall that The Loop could partake in. Albany and Corvallis are also planning for fall events, including the following.

- [Albany River Rhythms](#)
- [Albany Northwest Air and Arts Festival](#)
- [Albany Summer Sounds](#)
- [Albany Farmers Market](#)
- [Corvallis C3 Summer Concert Series](#)
- [Corvallis Farmers Market](#)

The TAC was particularly interested in coordinating with OSU and LBCC events given that The Loop traditionally serves a large student population. Members thought bringing a bus to an on-campus event would spark interest from students by providing them a low stress opportunity to get on and off the bus, chat with a bus driver, learn about the multi-county [CW Ride](#) site, learn about trip planning and real time bus locating in the [Transit](#) app, and discover how to buy (non-Loop) tickets through the [Token Transit](#) app. Having an incentive, like food, would likely increase students' interest in exploring the bus and transit options. A "Check out The Loop, get a scoop" ice-cream incentive is one suggestion, with students walking through the bus and downloading the Transit app in exchange for a scoop of ice-cream or popsicle.

On-Campus event logistics: At the May 4th Loop TAC meeting, Barry Hoffman suggested that he would be able to spare a bus for on-campus events but that finding a driver the staff the bus would be more difficult. Tim Bates said that he would be able to find someone to staff the bus if Barry was unable to. Ensuring the bus is parked near the event is also critical, staff suggest parking in a conspicuously "non-bus" space to signal to students that the bus is part of the event, and not simply on break or waiting to take off.

Estimated cost: Rough estimate of \$500 for a large cooler with dry ice and popsicles. Alternatively, coupons for a free ice cream at a local ice cream parlor could also be purchased and handed out. Coupons would be less cumbersome, but may not interest students as much as an on the spot incentive.

Next Steps

Staff are requesting feedback about the draft marketing strategy presented above. The following questions, from general to specific, can help guide feedback.

- 1) Is the message of Loop *service* (and four key tenants) appropriate?
- 2) Are the three strategies presented here (social media, physical postings, in-person events) an adequate mix of marketing methods?
- 3) Do the strategies adequately reach the intended audiences?
 - a. If not, what can we do to reach that audience?
- 4) Are there any specific suggestions regarding any of the three strategies listed here?