



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

Date: Tuesday, February 1, 2022
Time: 2:30 – 4:30 pm
Location: **Via Zoom by clicking [HERE](#)**
Passcode: 2022
Via Phone: 1-669-900-9128
Meeting ID: 870 4642 1854
Passcode: 2022
Contact: Nick Meltzer, Transportation Manager, 541-758-1911

1. **2:30 Call to Order** **Chair,
Catherine
Rohan
Chair**

2. **2:35 2022 Chair and Vice Chair (Attachment A)** **Chair**
Action Requested: Decision on 2022 Chair and Vice Chair

3. **2:45 Agenda Review** **Chair**

4. **2:50 Public Comment** **Chair**

5. **3:00 Minutes of November 2, 2021 (Attachment B)** **Chair**
Action Requested: Approval of meeting minutes

6. **3:05 5307 Capital Funding** **Nick
Meltzer/Barry
Hoffman**
Discussion on potential projects to be funded through 5307 capital reserves (estimated \$736,590).
Action Requested: Discussion

7. **3:25 Budget and Ridership Reports (Attachments C, D, E)** **Hoffman**
 - Year to date budget (includes STIF)
 - Quarterly budget (includes STIF)
 - Ridership*Action Requested: Information only*

8. **3:45 Loop Financial Policies (Attachment F)** **Meltzer/ATS**
Review of ATS standard operating procedure for FTA reimbursement request process. Discussion of potential updates to fiscal policies, procedures and reporting requirements. Consideration of Loop Financial Committee.
Action Requested: Information and discussion

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.

9. **4:15 Historical Budget Report** **Meltzer/ATS**
Call for any remaining questions pertaining to Loop Budget from FY 2014 - FY 2021. This is a follow up on the motion passed by Policy Board at their 8/31/21 meeting.
- Action Requested:** *Call for questions*
10. **4:25 Updates and Other Business** **All**
- *Discussion of ongoing transit projects and schedule coordination with CTS, ATS, and the Linn Shuttle*
 - *Staff updates*
 - *ATS update on return to fares*
11. **4:30 Adjournment** **Chair**
Next meeting May 3rd, 2022

ATTENDENCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community College	
Sarah Bronstein	Oregon State University	
Barry Hoffman	City of Albany	
Tim Bates	City of Corvallis	
Ken Bronson	Linn County	
Brad Dillingham	Benton County	
Catherine Rohan	Albany Area Metropolitan Planning Organization	
Steve Dobrinich	Corvallis Area Metropolitan Planning Organization	
Andrew Koll	At Large Member	
Mark Bernard	Oregon Department of Transportation	

Quorum: Official action may be taken by the Linn-Benton Loop TAC when a quorum is present. A quorum shall exist when the majority of appointed voting members are present. A majority is half plus one of the members appointed. If a member is unable to participate in a meeting, that member may designate an alternate to participate in his/her place. The alternate should declare their status at the start of the meeting.

- Loop Technical Advisory Committee Bylaws, Section 6: Meetings, Subsection f: Quorum

LOOP TAC Chairmanship History

Bylaws, Section 5: Officers and Duties

- a. **Election:** A Chair and Vice Chair of the Linn-Benton Loop TAC shall be elected at the first regularly scheduled meeting of the calendar year and shall hold the office until their successors are selected. The Chair shall not serve for more than two consecutive years.
- b. **Responsibilities:** The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Chair shall also serve as a liaison between the Linn-Benton Loop TAC and the Board and any other advisory group as the need arises.
- c. **Absence:** The Vice Chair shall perform the duties of the Chair in his or her absence and other duties as the Chair may assign. In the event that both the Chair and Vice Chair cannot attend a meeting, staff will assume responsibility for conducting a meeting.

Loop TAC Chairmanship History

Year	Chair	Vice Chair
2017	Lee Lazaro (Benton County)	Bruce Clemetsen (LBCC)
2018	Lee Lazaro (Benton County)	Bruce Clemetsen (LBCC)
2019	Dana Nichols (AAMPO)	Tim Bates (City of Corvallis)
2020	Dana Nichols (AAMPO)	Tim Bates (City of Corvallis)
2021	Catherine Rohan (AAMPO)	Tim Bates (City of Corvallis)

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

MEETING MINUTES

TAC Members	Representing	Guests	Representing
Catherine Rohan	AAMPO	Kristin Preston	City of Albany
Steve Dobrinich	CAMPO	Jeff Babbitt	City of Albany
Sheldon Flom	LBCC	Candy Bliss	City of Albany
Sarah Bronstein	OSU	Jenny Glass	OCWCOG
Barry Hoffman	City of Albany		
Tim Bates	City of Corvallis		
Brad Dillingham	Benton County		
Mark Volmert	Linn County		
Mark Bernard	ODOT		
Andrew Koll	Member at-large		

Staff: Nick Meltzer, Katie Trebes

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order Agenda Review Introductions (2:33 pm)		<p>The Chair Catherine Rohan called the meeting to order at 2:33 pm.</p> <p>No changes to agenda.</p> <p>Introductions were conducted.</p>

2. Public Comments (2:36 pm)		There were no public comments.
3. Minutes of August 3, 2021 (Attachment A) (2:37 pm)	Sheldon Flom thanked the minutes taker for being thorough on the long meeting with a lot of content.	Minutes approved by consensus.
4. Loop Marketing Update + Expansion (2:37 pm)	<p>Barry, Nick, Catherine: Staff attended LBCC Welcome day with a bus in the parking lot, not as much foot traffic as hoped as the main activities were in the courtyard. Students were shown how to load a bike and able to ask questions and get information. Also attended OSU's Beaver Community Fair which had more interface time with students. Great public events.</p> <p>Barry has plans to continue the loop expansion late November. They have launched some new service and most folks were notified. They reinstated the express and added to the Campus Connector. That has been going well operationally. The first connector bus is seeing the majority of ridership and the second connector about half of that. They are slowly climbing in ridership. They did a fair job getting information out regarding changes using social airways, on the busses, and know that people are beginning to use the electronic ways to access the schedule like the website, CWRide, and the Transit App.</p> <p>As an interim schedule the Loop is holding off on printing paper schedules until the other services are also online. Great experiences using the app and knowing how long one has to wait or if the bus has already passed. They are receiving fewer phone calls with questions as more people use the app.</p> <p>Just hired the last driver now and will begin training today. Once training is complete the launch for the new service can happen along with more marketing to get the information out. More to come in the new business section of the meeting. Clarifying</p>	<p>Public outreach events have been held at LBCC and OSU. Limited expansion has already started with the Express and Campus Connector routes which are climbing in ridership.</p> <p>Riders are using digital platforms to access information. Once the full route changes are in effect new paper schedules will be printed and distributed. Additional outreach/marketing will also be conducted.</p>

	<p>question regarding the new driver – this is the last full time driver needed to fully staff the expanded service.</p> <p>Mark V. suggests marketing to Albany and Corvallis Chambers of Commerce to reach individual business explaining the importance of new service and get the information in their newsletters.</p>	
<p>5. Return to Fares</p>	<p>Barry: Consideration has been given to reinstating fares for ATS, the Loop, and Albany Call-A-Ride. Would like feedback from the TAC regarding implementing fare possibly winter term January 3, 2022. Having lived without fares, there is the possibility to not return to fares. There is a possibility to reduce ridership with the reintroduction of fares.</p> <p>Sheldon advised that 1/3rd of students are on campus. A lot of students do not have IDs. A new digital package has been purchased that will include digital IDs in the Fall of 2022 with an expiration date.</p> <p>Barry discussed ramifications to the budget to reinstitute or continue to forgo fares.</p> <p>Mark V. voiced concerns over the students paying fares due to lack of student IDs. Secondly, he'd like to defer to the City of Albany for the Loop to mirror ATS's fare policy.</p> <p>Sheldon agrees regarding the City Council's decision to implement fares should be followed by the Loop also. Regarding fares if COVID infections are going down perhaps reinstitute fares in Spring otherwise continue fareless to gain ridership.</p> <p>Tim discussed City of Philomath's fareless service receiving funding through STIF with ongoing support through increased ridership.</p>	<p>The Loop will remain fareless and continue the conversation at future meetings to determine if and when fare should be implemented.</p> <p>Linn and Benton County STIF funds can be used for fareless service.</p>

	<p>Barry advised the Linn County STIF committee may not be meeting right now, but he will look into it as an option. For the loop he would look to Benton and Linn County for STIF funding. There is an option to go easy on students allowing them to ride for free with advice to get their student ID if they do reinstitute fare. The Call-A-Ride fares provide 5-10% of the budget. The C-A-R fare requirement is directly tied to ATS's decision to collect fare. It is possible for ATS and CAR to have fare even with the Loop remaining fareless, though it makes sense for all 3 systems to start at the same time. There's nothing stopping the Loop from making a different decision.</p> <p>Mark B. assured that going fareless is a STIF eligible project as LTD has used funding for this.</p> <p>Mark V. advised that between Linn and Benton County they have a \$675,000 allocation. He believes that these funds could be used to cover fareless without requesting an amendment. Mark B. agrees that funds can be used to go fareless.</p> <p>Sheldon agrees fareless for this year makes sense, but would like to continue discussions to plan for next year.</p> <p>Barry explained partnerships with other organizations like LBCC, Samaritan, OSU, and HP. Sarah advised that OSU has already had conversations and made decisions regarding supporting a fareless transit system like CTS, OSU had continued contributing to make the system fareless for everyone. Clarifying question – partnerships with organizations are based on a level of potential ridership instead of a per person type of fee allowing these funds to be used as match for other expenses. Barry will be revisiting HP to establish contact regarding the partnership.</p>	
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	<p>The loop TAC recommendation is to remain fareless for now with a continued conversation for the Spring. If the Albany City Council decides to institute fares, the Loop TAC will revisit the subject.</p> <p>Sarah expressed interest to explore making the Loop fareless long term.</p> <p>Barry discussed becoming fareless as part of the future STIF plans. Mark B. assured that STIF funding isn't reimbursement based and is available for use and rolls over. Linn and Benton County STIF projects both provide flexibility to allow the money to be used broadly as needed. Continued discussion about allocation in STIF plan with consensus that the current STIF funding would not need to be amended to meet the needs this cycle.</p>	
<p>6. Budget and Ridership Reports (attachment B, C, D, E, F) (3:13 pm)</p>	<p>Barry explained budget attachments leaving a positive balance into the next fiscal biennium. STIF budget is separate and kept in its own account as an interest earning account that rolls into the next plan.</p> <p>Nick noted that TAC requested quarterly and year to date budgets. Because it's the first quarter they are one and the same.</p> <p>Discussion regarding challenges to hire and maintain bus drivers and salary increases related to future budgets. Mark V. suggests a salary study to help ensure drivers are being adequately compensated and can be budgeted for accordingly. Barry explained that staffing is the largest expenditure for the operating budget. Tim shared his experiences regarding staffing challenges. Mark V. suggests considering using students in some sort of program like the University of Davis to help older students obtain their CDL and certificates. Regional agencies have good</p>	<p>Quarterly and Year to Date budget were the same due to it being the 1st quarter.</p> <p>Ridership is increasing and expected to increase through the fall. Being fareless helps to promote and maintain ridership.</p>

	<p>relationships amongst each other and do support each other regarding hiring and sharing drivers.</p> <p>Discussion of ridership – increases over the same period last year before the kick off of the expansion. Ridership through the fall is expected to increase. Saturday ridership has remained steady over the last year and half.</p>	
<p>7. ATS Progress on Motions Passed by Board (3:38 pm)</p>	<p>Nick provided informational update:</p> <ul style="list-style-type: none"> • An email will be sent out requesting any questions the TAC has regarding the comprehensive financial report from FY 2014 to FY 2021 • Working with the City of Albany to prepare information to share at the next TAC meeting. <p>The discussion will be continued at the next meeting.</p>	<p>Please respond to an upcoming email with any remaining questions regarding the comprehensive financial report from FY 2014 to FY 2021.</p> <p>Discussion will resume at the next meeting.</p>
<p>8. Local Service Coordination and Outreach (3:39 pm)</p>	<p>Standing agenda item.</p> <p>Mark V. suggests the Loop to provide a presentation to the Albany and Corvallis City Councils as they've had a lot of turn over. Providing the councils with how unique and valuable the service is may give them a better understanding for future asks.</p> <p>Request for update regarding the mobility hub design grant between LBCC and OSU.</p> <p>Nick has two updates to provide. OSU and LBCC mobility hub RFP's are due tomorrow night and plan to review them next week with input from a broad range of people from different agencies and universities. Put a contract in place the end of November beginning of December. Steph Nappa will be leading the effort.</p>	<p>There may be value in presenting to Albany and Corvallis City Councils.</p> <p>Mobility Hub RFP will be reviewed within the next few weeks with a contract in place anticipated in December.</p> <p>Human Services Coordinated Plan for Benton, Lincoln, and Linn Counties will be</p>

	<p>Updating Human Services Coordinated plan for Benton, Lincoln and Linn Counties. Catherine will be leading that effort and an email will be going out in the next week or 2 to go out to let people know what to expect.</p> <p>Sarah – Brad reached out to OSU earlier this fall and was interested in operating the Coast to Valley to move the stop to another place on campus to allow one location to be used instead of two. We proposed that they update to the McNary Lot as a trial for that stop to co-locate all of the intercity services at that spot. Operational challenges have been identified and are being worked through currently.</p> <p>After the meeting Barry will share a preliminary draft of the expanded schedule, Look it over and absorb the changes to come and see the work in progress and provide feedback on.</p>	<p>starting within the next few weeks.</p> <p>The McNary Lot in Corvallis is being used as a trial stop with challenges being addressed.</p> <p>A preliminary draft of the expanded Loop schedule will be shared for feedback.</p>
<p>9. Updates and Other Business (3:49 pm)</p>	<p>Discussion about the future of Loop meetings: continue meeting virtually, get back to in person meeting at the Albany COG building, or a hybrid of the two.</p> <p>Next meeting is scheduled for February 1st, 2022</p>	<p>Consensus for a hybrid model with most meeting virtual and occasional in person meetings.</p>
<p>10. Meeting adjournment (3:55 pm)</p>		



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15:15:43

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FROM 2022 01 TO 2022 06

ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
213 PUBLIC TRANSIT		APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>								
21340105	213 LINN-BENTON LOOP							
21340105	420045 FTA SECTION 5307	-225,000	0	-225,000	-101,835.00		-123,165.00	45.3%
21340105	428200 LBCC PARTNERSHIP	-128,100	0	-128,100	-128,100.00		.00	100.0%
21340105	428205 OSU PARTNERSHIP	-128,100	0	-128,100	-128,100.00		.00	100.0%
21340105	435000 BUS FARES	-13,000	0	-13,000	-.75		-12,999.25	.0%
21340105	435006 CHARGES FOR SERVICE: LOOP	-566,500	0	-566,500	.00		-566,500.00	.0%
21340105	480100 INTEREST	0	0	0	-244.25		244.25	.0%
21340105	499000 BEGINNING BAL: PRIOR PER A	0	0	0	-4.00		4.00	.0%
21340105	499050 BEGINNING BALANCE	-5,500	0	-5,500	-60,827.08		55,327.08	%
21340105	510010 WAGES & SALARIES	302,000	0	302,000	148,014.80		153,985.20	49.0%
21340105	520010 TEMPORARY EMPLOYEES	45,000	0	45,000	2,481.80		42,518.20	5.5%
21340105	530010 OVERTIME	20,000	0	20,000	1,865.52		18,134.48	9.3%
21340105	540050 UNEMPLOYMENT CLAIMS	0	0	0	7,866.00		-7,866.00	.0%
21340105	560001 EMPLOYER MEDICAL	156,200	0	156,200	67,364.64		88,835.36	43.1%
21340105	560005 EMPLOYER DENTAL	12,700	0	12,700	4,522.67		8,177.33	35.6%
21340105	560008 EMPLOYER VISION	4,800	0	4,800	1,856.11		2,943.89	38.7%
21340105	560010 EMPLOYER PAID BENEFITS	28,100	0	28,100	11,324.42		16,775.58	40.3%
21340105	560012 EMPLOYER PAID DEFERRED COM	2,000	0	2,000	681.01		1,318.99	34.1%
21340105	560014 EMPLOYER PAID LTD/LIFE/AD&	3,200	0	3,200	1,373.68		1,826.32	42.9%
21340105	560016 EMPLOYER PAID WORKER'S COM	21,500	0	21,500	7,691.10		13,808.90	35.8%
21340105	560018 EMPLOYER PAID OREGON WBF	2,100	0	2,100	58.98		2,041.02	2.8%
21340105	560020 PERS	106,300	0	106,300	34,309.06		71,990.94	32.3%
21340105	560030 HRA VEBA	12,400	0	12,400	30,316.95		-17,916.95	244.5%
21340105	600115 INSURANCE & BONDS	5,600	0	5,600	5,591.49		8.51	99.8%
21340105	600400 CONTRACTUAL SERVICES	4,200	0	4,200	1,370.56		2,079.24	50.5%
21340105	602300 SOFTWARE LICENSE FEES	700	0	700	.00		700.00	.0%
21340105	610005 ADVERTISING & PUBLICATIONS	1,100	0	1,100	49.12		1,022.00	7.1%
21340105	610075 CREDIT CARD FEES	500	0	500	.00		500.00	.0%
21340105	610100 DUPLICATION & FAX	1,500	0	1,500	245.18		1,254.82	16.3%
21340105	610130 EDUCATION & TRAINING	800	0	800	.00		800.00	.0%
21340105	610405 MATERIALS & SUPPLIES	3,000	0	3,000	3,182.24		-2,629.74	187.7%
21340105	610420 MEETINGS & CONFERENCES	600	0	600	.00		600.00	.0%
21340105	610425 MEMBERSHIPS & DUES	1,100	0	1,100	750.00		350.00	68.2%
21340105	610545 PRINTING & BINDING	1,600	0	1,600	.00		1,600.00	.0%
21340105	610750 UNIFORMS	1,000	0	1,000	1,271.47		-549.47	154.9%
21340105	610800 VEHICLE FUEL CHARGES	92,500	0	92,500	23,163.03		69,336.97	25.0%
21340105	630000 ELECTRICITY	1,500	0	1,500	.00		1,500.00	.0%
21340105	630005 NATURAL GAS	200	0	200	23.78		139.81	30.1%
21340105	630010 TELEPHONE	3,000	0	3,000	184.24		2,815.76	6.1%



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FROM 2022 01 TO 2022 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630400 WATER SERVICE	800	0	800	535.10		264.90	66.9%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	104.44		-104.44	.0%
21340105 630410 STORMWATER SERVICE CHARGES	200	0	200	66.00		134.00	33.0%
21340105 650015 MAINT: COMMUNICATION EQUIP	600	0	600	394.37		-1,298.87	316.5%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	155.34		-155.34	.0%
21340105 653600 MAINT: VEHICLE	89,300	0	89,300	22,957.15		63,346.70	29.1%
21340105 655100 MAINT: BUILDING	4,000	0	4,000	1,800.00		1,543.50	61.4%
21340105 660100 CS: BUILDING MAINTENANCE	3,800	0	3,800	1,900.02		1,899.98	50.0%
21340105 660200 CS: CENTRAL SERVICE	3,300	0	3,300	1,650.00		1,650.00	50.0%
21340105 660210 CS: FINANCE	19,900	0	19,900	9,949.98		9,950.02	50.0%
21340105 660211 CS: CITY MANAGER'S OFFICE	11,500	0	11,500	5,749.98		5,750.02	50.0%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	649.98		650.02	50.0%
21340105 660214 CS: HUMAN RESOURCES	8,800	0	8,800	4,399.98		4,400.02	50.0%
21340105 660215 CS: LABOR RELATIONS	500	0	500	250.02		249.98	50.0%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,400	0	1,400	700.02		699.98	50.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	27,000	0	27,000	13,500.00		13,500.00	50.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	0	200	19.69		180.31	9.8%
21340105 660700 CS: INFORMATION TECHNOLOGY	7,900	0	7,900	3,949.98		3,950.02	50.0%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	49.98		50.02	50.0%
21340105 660800 CS: IT EQUIPMENT REPLACEME	500	0	500	250.02		249.98	50.0%
21340105 662500 PW: ADMINISTRATION	49,200	0	49,200	20,500.00		28,700.00	41.7%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	0	600	.00		600.00	.0%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	0	100	.00		100.00	.0%
21340105 700170 FTA 5307 - SAFETY 1%	0	0	0	374.17		-374.17	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	26,352.99		-35,051.13	.0%
21340106 213 LINN-BENTON LOOP STIF							
21340106 428120 STIF - LINN COUNTY	-324,000	0	-324,000	.00		-324,000.00	.0%
21340106 428125 STIF - BENTON COUNTY	-324,000	0	-324,000	-5,075.00		-318,925.00	1.6%
21340106 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-.21		.21	.0%
21340106 499050 BEGINNING BALANCE	0	0	0	-3,184.52		3,184.52	.0%
21340106 630506 CHARGES FOR SERVICE: LOOP	566,500	0	566,500	.00		566,500.00	.0%
21340106 670000 MISCELLANEOUS EXPENDITURES	0	0	0	3,184.52		-3,184.52	.0%
21340106 690000 RESERVE: OPERATING	81,500	0	81,500	.00		81,500.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	-5,075.21		5,075.21	.0%
TOTAL PUBLIC TRANSIT	0	0	0	21,277.78		-29,975.92	.0%
TOTAL REVENUES	-1,714,200	0	-1,714,200	-427,370.81		-1,286,829.19	
TOTAL EXPENSES	1,714,200	0	1,714,200	448,648.59		1,256,853.27	



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FROM 2022 01 TO 2022 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	21,277.78		-29,975.92	.0%



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REPORT OPTIONS

Sequence	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2022/ 1
Sequence 2	9	Y	N	To Yr/Per: 2022/ 6
Sequence 3	0	N	N	Budget Year: 2022
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: Y

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: N

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D



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FROM 2022 04 TO 2022 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
<hr/>							
21340105 213 LINN-BENTON LOOP							
21340105 420045 FTA SECTION 5307	-225,000	0	-225,000	-60,421.00		-164,579.00	26.9%
21340105 428200 LBCC PARTNERSHIP	-128,100	0	-128,100	.00		-128,100.00	.0%
21340105 428205 OSU PARTNERSHIP	-128,100	0	-128,100	.00		-128,100.00	.0%
21340105 435000 BUS FARES	-13,000	0	-13,000	-.75		-12,999.25	.0%
21340105 435006 CHARGES FOR SERVICE: LOOP	-566,500	0	-566,500	.00		-566,500.00	.0%
21340105 480100 INTEREST	0	0	0	-96.46		96.46	.0%
21340105 499050 BEGINNING BALANCE	-5,500	0	-5,500	.00		-5,500.00	.0%
21340105 510010 WAGES & SALARIES	302,000	0	302,000	90,676.85		211,323.15	30.0%
21340105 520010 TEMPORARY EMPLOYEES	45,000	0	45,000	1,638.69		43,361.31	3.6%
21340105 530010 OVERTIME	20,000	0	20,000	883.77		19,116.23	4.4%
21340105 540050 UNEMPLOYMENT CLAIMS	0	0	0	874.00		-874.00	.0%
21340105 560001 EMPLOYER MEDICAL	156,200	0	156,200	41,057.47		115,142.53	26.3%
21340105 560005 EMPLOYER DENTAL	12,700	0	12,700	2,736.03		9,963.97	21.5%
21340105 560008 EMPLOYER VISION	4,800	0	4,800	1,127.30		3,672.70	23.5%
21340105 560010 EMPLOYER PAID BENEFITS	28,100	0	28,100	6,942.09		21,157.91	24.7%
21340105 560012 EMPLOYER PAID DEFERRED COM	2,000	0	2,000	347.59		1,652.41	17.4%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	3,200	0	3,200	822.44		2,377.56	25.7%
21340105 560016 EMPLOYER PAID WORKER'S COM	21,500	0	21,500	4,992.51		16,507.49	23.2%
21340105 560018 EMPLOYER PAID OREGON WBF	2,100	0	2,100	36.94		2,063.06	1.8%
21340105 560020 PERS	106,300	0	106,300	19,001.52		87,298.48	17.9%
21340105 560030 HRA VEBA	12,400	0	12,400	18,320.49		-5,920.49	147.7%
21340105 600115 INSURANCE & BONDS	5,600	0	5,600	142.90		5,457.10	2.6%
21340105 600400 CONTRACTUAL SERVICES	4,200	0	4,200	671.22		3,354.57	20.1%
21340105 602300 SOFTWARE LICENSE FEES	700	0	700	.00		700.00	.0%
21340105 610005 ADVERTISING & PUBLICATIONS	1,100	0	1,100	49.12		1,050.88	4.5%
21340105 610075 CREDIT CARD FEES	500	0	500	.00		500.00	.0%
21340105 610100 DUPLICATION & FAX	1,500	0	1,500	51.45		1,448.55	3.4%
21340105 610130 EDUCATION & TRAINING	800	0	800	.00		800.00	.0%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	2,612.56		1,784.94	40.5%
21340105 610420 MEETINGS & CONFERENCES	600	0	600	.00		600.00	.0%
21340105 610425 MEMBERSHIPS & DUES	1,100	0	1,100	750.00		350.00	68.2%
21340105 610545 PRINTING & BINDING	1,600	0	1,600	.00		1,600.00	.0%
21340105 610750 UNIFORMS	1,000	0	1,000	.00		722.00	27.8%
21340105 610800 VEHICLE FUEL CHARGES	92,500	0	92,500	23,163.03		73,267.55	20.8%
21340105 630000 ELECTRICITY	1,500	0	1,500	.00		1,500.00	.0%
21340105 630005 NATURAL GAS	200	0	200	7.49		192.51	3.7%
21340105 630010 TELEPHONE	3,000	0	3,000	43.99		2,956.01	1.5%
21340105 630400 WATER SERVICE	800	0	800	193.04		606.96	24.1%



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FROM 2022 04 TO 2022 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630405 SEWER SERVICE CHARGES	0	0	0	47.38		-47.38	.0%
21340105 630410 STORMWATER SERVICE CHARGES	200	0	200	26.40		173.60	13.2%
21340105 650015 MAINT: COMMUNICATION EQUIP	600	0	600	.00		600.00	.0%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	155.34		-155.34	.0%
21340105 653600 MAINT: VEHICLE	89,300	0	89,300	16,579.75		72,011.15	19.4%
21340105 655100 MAINT: BUILDING	4,000	0	4,000	900.00		2,443.50	38.9%
21340105 660100 CS: BUILDING MAINTENANCE	3,800	0	3,800	950.01		2,849.99	25.0%
21340105 660200 CS: CENTRAL SERVICE	3,300	0	3,300	825.00		2,475.00	25.0%
21340105 660210 CS: FINANCE	19,900	0	19,900	4,974.99		14,925.01	25.0%
21340105 660211 CS: CITY MANAGER'S OFFICE	11,500	0	11,500	2,874.99		8,625.01	25.0%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	324.99		975.01	25.0%
21340105 660214 CS: HUMAN RESOURCES	8,800	0	8,800	2,199.99		6,600.01	25.0%
21340105 660215 CS: LABOR RELATIONS	500	0	500	125.01		374.99	25.0%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,400	0	1,400	350.01		1,049.99	25.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	27,000	0	27,000	6,750.00		20,250.00	25.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	0	200	.00		200.00	.0%
21340105 660700 CS: INFORMATION TECHNOLOGY	7,900	0	7,900	1,974.99		5,925.01	25.0%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	24.99		75.01	25.0%
21340105 660800 CS: IT EQUIPMENT REPLACEME	500	0	500	125.01		374.99	25.0%
21340105 662500 PW: ADMINISTRATION	49,200	0	49,200	8,200.00		41,000.00	16.7%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	0	600	.00		600.00	.0%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	0	100	.00		100.00	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	204,033.13		-200,522.86	.0%
21340106 213 LINN-BENTON LOOP STIF							
21340106 428120 STIF - LINN COUNTY	-324,000	0	-324,000	.00		-324,000.00	.0%
21340106 428125 STIF - BENTON COUNTY	-324,000	0	-324,000	-5,075.00		-318,925.00	1.6%
21340106 630506 CHARGES FOR SERVICE: LOOP	566,500	0	566,500	.00		566,500.00	.0%
21340106 690000 RESERVE: OPERATING	81,500	0	81,500	.00		81,500.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	-5,075.00		5,075.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	198,958.13		-195,447.86	.0%
TOTAL REVENUES	-1,714,200	0	-1,714,200	-65,593.21		-1,648,606.79	
TOTAL EXPENSES	1,714,200	0	1,714,200	264,551.34		1,453,158.93	



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FROM 2022 04 TO 2022 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	198,958.13		-195,447.86	.0%



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REPORT OPTIONS

Sequence	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2022/ 4
Sequence 2	9	Y	N	To Yr/Per: 2022/ 6
Sequence 3	0	N	N	Budget Year: 2022
Sequence 4	0	N	N	Print totals only: N

Report title:

FLEXIBLE PERIOD REPORT
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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: N

Sort by JE # or PO #: J

Detail format option: 1

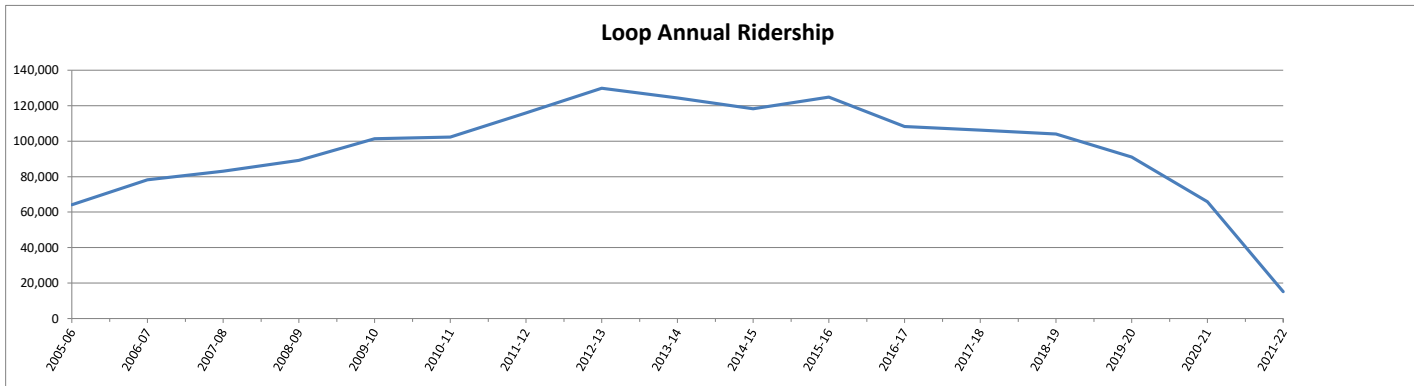
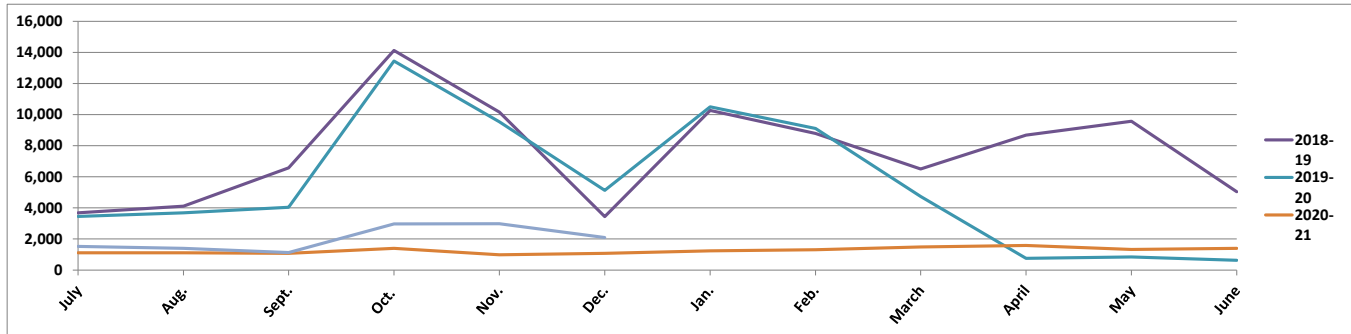
Multiyear view: D

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	2021-22	+/-	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	1,522	401	26.3%
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	1,405	284	20.2%
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	1,130	45	4.0%
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	2,966	1,568	52.9%
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	9,539	986	2,984	1,998	67.0%
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	2,088	1,006	48.2%
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	12,095	-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	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	14,015	-25,919	75.2%

US 20 Comm/Connector/Hrt to hub/Sat Loop

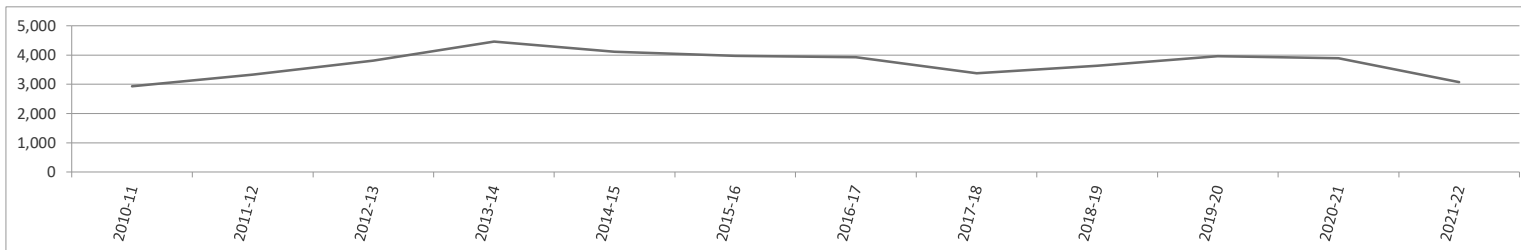
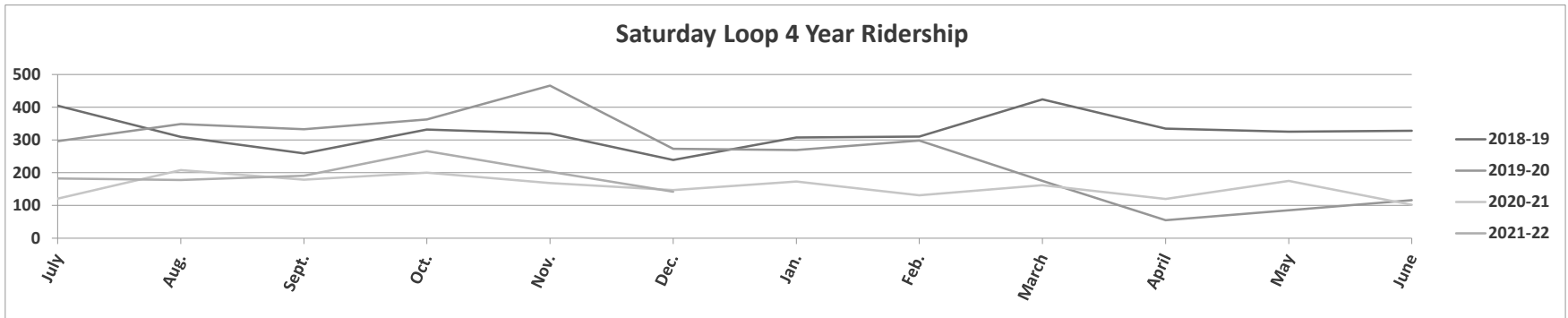
Regular extended service began, Sept28



**LINN-BENTON LOOP
SATURDAY SERVICE
2021-2022**

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	2021-22	+/-	Ratio
July		93	147	160	250	356	252	262	274	195	315	291	405	296	121	182	61	33.5%
Aug.	90	245	241	227	235	339	267	400	353	325	219	262	309	349	208	178	-30	-16.9%
Sept.	185	229	227	209	294	323	494	324	317	247	259	388	259	333	179	191	12	6.3%
Oct.	212	171	239	303	349	497	321	307	436	375	407	310	332	363	200	266	-163	-81.5%
Nov.	165	217	334	388	350	366	318	444	346	282	334	308	320	466	168	203	-298	-177.4%
Dec.	199	226	184	161	180	353	407	232	244	239	333	328	239	273	147	142	-126	-85.7%
Jan.	160	175	358	356	331	354	265	309	344	314	206	289	308	269	173		-96	-55.5%
Feb.	177	235	235	264	345	369	377	227	298	251	258	343	310	298	131		-167	-127.5%
March	206	257	232	334	349	399	385	421	342	271	276	406	424	175	162		-13	-8.0%
April	176	253	242	320	472	337	294	323	295	333	362	296	335	55	120		65	54.2%
May	147	275	251	357	340	367	319	400	403	246	339	332	325	85	175		90	51.4%
June	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



Standard Operating Procedure – FTA ECHO Drawdown Requests

5307 Grant Reimbursement Requests	
1. At least quarterly, within the Munis financial software system, run expenditure status and revenue status reports for the required time period(s). Reports should be run for Transit programs 21340100*, 21340105*, 21340110*. Additionally at year-end, after the final revenues and expenditures are audited and finalized, a year-end true-up needs to be made to account for any changes made that were made by the Finance department or auditors that could potentially impact the reimbursement requests that were processed for the prior fiscal year. (Follow steps 2-15 to true-up any changes and submit to ECHO).	<i>(Public Works Business Manager)</i>
2. Open the appropriate Excel spreadsheet for the applicable Transit Operating department and appropriate 5307 grant. Create a new tab in the spreadsheet and renumber to the next reimbursement request in the sequence.	<i>(Public Works Business Manager)</i>
3. In the Operation Management section, column titled Transit Expenses, input the all the expenses from the expenditure status report for the applicable Transit program.	<i>(Public Works Business Manager)</i>
4. In the column titled Less: 5310 Exp, input expenditures associated with the 5310 grant reimbursement funding, if applicable to the associated Transit program. These expenditures are reduced from the eligible costs for 5307 grant reimbursement.	<i>(Public Works Business Manager)</i>
5. In the column titled Less: Ineligible Costs: Internal Svc Chgs/Other, input expenditures associated with the ineligible costs (Central Service Charges, Equipment Replacement, Information Technology Services, IT Equipment Replacement, Public Works Administrative Charges, Building Maintenance Charges), if applicable to the associated Transit program. These expenditures are reduced from the eligible costs for 5307 grant reimbursement.	<i>(Public Works Business Manager)</i>
6. In the Operating Revenues section, input the all the revenues from the revenue status report for the applicable Transit program.	<i>(Public Works Business Manager)</i>
7. In Drawdown Calculation section, verify that the appropriate eligible costs are carrying down to the appropriate 5307 funding area, Operations (50/50), Operation (80/20), Capital-Maint (80/20), Capital (80/20) for the applicable program.	<i>(Public Works Business Manager)</i>
8. Once all calculations are verified, print out a copy of the Excel Spreadsheet.	<i>(Public Works Business Manager)</i>
9. Submit a copy of all documentation to the Transit Manager for review and approval signature.	<i>(Transit Manager)</i>
10. Once reviewed and approved by Transit Manager, package is forwarded to the Public Works Operations Director (ECHO approver) for their approval.	<i>(Public Works Director)</i>
11. After final approval by the Public Works Director, documentation is returned to Public Works Business Manager for entry into ECHO.	<i>(Public Works Business Manager)</i>
12. Once ECHO transaction has been processed, Public Works Business Manager notifies the Finance department that funding will be received within a few days and provides the appropriate revenue lines to code the grant revenues to.	<i>(Public Works Business Manager)</i>