



**Agenda
Linn-Benton Loop Board Meeting**

Date: Tuesday, March 31, 2020
Time: 3:00 – 5:00 pm
Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR
Contact: Nick Meltzer, Transportation Manager, 541-758-1911

1. **3:00 Call to Order** **Chair,
Commissioner
Pat Malone**

2. **3:05 Agenda Review** **Chair**

3. **3:10 Nomination of Officers** **Chair**

Bylaws; Section 4: Officers

- a. ***Election of Officers:** The Board shall elect a Chair and Vice Chair at its first meeting. Thereafter, the Board shall elect a Chair and Vice Chair at the first meeting of each calendar year. In the absence of the Chair, the Vice Chair shall have the powers of the Chair.*

***Action Requested:** Selection of Chair and Vice Chair*

4. **3:20 Public Comment** **Chair**

5. **3:25 Minutes of November 26, 2019 Joint Board and TAC Meeting (Attachment A)** **Chair**

***Action Requested:** Approval Minutes*

6. **3:30 Budget and Ridership Reports (Attachments B&C)** **Hoffman**

***Action Requested:** Information Only*

7. **3:50 Bylaws and Budget Approval (Attachment D & E)** **Hoffman/Staff**
There was discussion at the TAC meeting on whether the budget required approval by the Full Board each year. After checking the bylaws, staff determined the Board's "concurrence" on the annual budget is required

***Action Requested:** Concur on annual budget for the Linn Benton Loop, operated by Albany Transit*

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.

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| 8. | 4:10 | Future Transit Planning Opportunities <i>With MPO staff capacity and additional grant opportunities coming up, Board members can discuss long range projects for the Loop</i> | Chair |
| 9. | 5:00 | Adjournment | Chair |

**LINN-BENTON LOOP JOINT BOARD/TAC
DRAFT MEETING MINUTES**

Tuesday, November 26, 2019

3:00 – 5:00 pm

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

Board Members: Katie Winder (LBCC), Roger Nyquist (AAMPO), Pat Malone (CAMPO), Hal Brauner (At-Large)

TAC Members Present: Barry Hoffman, Chris Bailey, Ken Bronson, Sarah Bronstein, Andrew Koll, Tim Bates, Brad Dillingham, Lisa Scherf, and Mark Volmert (Phone)

Staff: Nick Meltzer, Phil Warnock, and Dana Nichols

| TOPIC | DISCUSSION | DECISION / CONCLUSION |
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| 1. Call to Order | | Meeting called to order by Commissioner Pat Malone at 3:09 pm. |
| 2. Agenda Review | | There were no changes to the agenda. |
| 3. Public Comment | | There were no public comments. |
| 4. Minutes of August 27, 2019 Meeting | Commissioner Malone moved to approve the minutes. Consensus on minute approval. | Consensus to approve the August 27, 2019 meeting minutes as written. |
| 5. Discussion of 2020 Meeting Schedule | Nichols stated that the quarterly TAC meeting was cancelled due to a lack of agenda topics. With that meeting cancelled, the TAC would then be looking at a 6 month hiatus between meetings. Volmert added that with the variety of new services we are offering, that seems like a long time to wait in between meetings. Can we come to agreement that if a quarterly meeting is cancelled, the TAC or Board be open to a phone meeting, or to meet in a following month? Brauner also suggested scheduling a special meeting for those in-between times. Warnock suggested that an update memo might be an appropriate way to keep members informed of topics that don't require action. | |

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| <p>6. Upcoming Service Enhancements</p> | <p>Hoffman handed out pamphlets for the upcoming service enhancement as well as the old schedule to compare the two. Hoffman stated that he was struggling to extend express hours when the express is somewhat limited. It was suggested to Hoffman by Bronstein that the Campus Connector can serve as the extension to start. The Evening Express is now absorbed into the Campus Connector.</p> <p>The service is expected to begin in January 2020, by the start of winter term. ATS is hiring and training drivers, and service can't begin until there are enough drivers for the new service. Malone asked how long it takes to train a driver. Hoffman responded that it depends on the individual, but generally a month.</p> <p>Hoffman stated to the group that this is their opportunity to comment on the proposed service changes, as well as the schedule pamphlet that was shared with the group. Malone stated that he thinks the pamphlet is well designed.</p> <p>Volmert stated that he is glad the service is extending into the evening. Ken and his board worked quickly to get the Linn Shuttle to LBCC. Volmert asked that this information be disseminated ahead of time for TAC/Board review. Volmert asked how many of the runs on the campus connector are new bus runs. Anything beyond 5 PM is new service. This clarified for Volmert that no additional buses are needed at this time.</p> <p>Bronstein thanks Hoffman for bringing the schedule to the group for review. She asked if there was a reason why the Morning Express is called out as its own service rather than as a component of the Campus Connector. Hoffman stated that the Development Plan ultimately leads us to getting rid of the Morning Express, however at this time, the timing doesn't line up very well without additional buses.</p> <p>Bates asked of the Morning Express: is the idea to getting people from LBCC to the Corvallis Transit Center, not OSU? Hoffman responded that the service is meant to assist students in getting between LBCC and Corvallis, but that it also helps students transfer for the Linn Shuttle as</p> | |
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| | <p>well. It helps people get to work before 8 am and also medical appointments, or other errands.</p> <p>Koll asked for clarification regarding the stop at HP or OSU on a Saturday. Hoffman stated that it might be possible to add the HP stop, but no OSU stop will be added.</p> <p>Koll also asked how the different routes will be identified on the bus. It will be electronic, with the name of the line. Bates added that the driver will also announce the route on board.</p> <p>Scherf made a comment that the schedule opens upside down. Printing needs to change to straighten this out.</p> <p>Winder also expressed thanks and excitement. This will allow LBCC to add additional evening classes to serve students. Bronson added that the Linn Shuttle stops at LBCC on the way in and out of town. She also worked with Hoffman to ensure the systems are working in tandem. Winder stated that there is some frustration from students because the bus arrives at “12:05” when classes start on the hour. Bronson stated that they have added additional routes to fill in the midday schedule – created with help from LBCC students, staff, and faculty.</p> <p>Winder also pointed out that the first run of the Campus Connector has some timing errors. Hoffman asked about the need for communication for transfers: CTS 4 & 7.</p> <p>Bates made a suggestion for the Campus Connector, which runs in both the AM and PM. When the schedule shows runs that are both morning and afternoon perhaps bold the PM time to help with clarification. Scherf was also glad the graphic stars to indicate transfers were removed.</p> <p>Koll asked about the expectation of delays of the schedule on the morning and evening routes. Hoffman responded that no changes can be made until new buses arrive. There is also enough layover with the Campus Connector that if a bus is running late it can catch up.</p> | |
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| | <p>When asked about timing of when the service will start and the publicity around it, Hoffman responded that he is hesitant to promote the service until there is a solid start date.</p> <p>Brauner commented that it's great to see improvements being made.</p> <p>Bailey asked how long it takes to get the new routes to the GTFS. Hoffman responded that Trillium can submit changes to Google within a day, but it takes a little longer for Google to actually upload the data and make it live.</p> <p>Koll asked for clarification regarding the latest run on the Campus Connector. It leaves Corvallis at 8:30 and gets to LBCC at 8:50. Barry stated the problem right now is that the driver's schedules don't work yet. 9 PM would be ideal, but at this time that change is not possible.</p> <p>Scherf commented that she will send edits regarding websites, etc to ATS offline.</p> | |
| 7. Budget and Ridership Reports | <p>Hoffman presented reports of the budget and ridership, as of September 2019, and noted that it looks different than previous reports as they have a new program, <i>Munis</i>.</p> <p>Everyone is seeing lower ridership across the board.</p> <p>Bates asked for clarification regarding the AAMPO CAMPO numbers, each contributed \$198,000 – 5307. Hoffman clarified that it's actually \$148,600.</p> <p>Scherf stated that it would be more transparent if the AAMPO and CAMPO contributions were listed separately. Bailey responded that they would have to make a different report to show the two separate accounts.</p> <p>Scherf asked if there's enough local match for that amount of money. Bailey stated that yes they build the budget to ensure there is proper match for each line item requiring it.</p> | |

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| | <p>Ridership: Hoffman pointed to Attachment C. Ridership is down. Possibly due to fuel prices, off time of year (no students). Hoffman asked if enrollment was down. Winder stated LBCC enrollment is down only a little. Bates added that OSU enrollment is also supposedly down.</p> <p>Meltzer commented that Saturday service has remained strong. Hoffman stated that a driver reported students are headed to the mall.</p> <p>Malone asked for a discussion on marketing and “filling up the bus” once the new service begins. Hoffman responded that marketing for the Loop hasn’t happened in many years. Malone stated that sometimes the hardest part is getting someone on the bus the first time, and having a good first impression. Hoffman also added that real-time bus information will also be useful.</p> <p>Volmert asked for overall numbers for all ridership across the board (Saturday, regular, etc.). Hoffman pointed out that the first table adds in Saturday, and it has historically been kept separate due to direction from the Board.</p> <p>Winder asked how the data is collected. Hoffman responded that the data is recorded at the point of entry by the driver. For dual enrolled students, the data may not be completely accurate since it depends on which pass the student shows. Winder also asked about the general public ridership.</p> <p>Bronson asked about STIF money, regarding the high school student requirement, if the Loop was counting. Bates asked how others were counting. Hoffman stated he thought you might be able to do actual counts, or extrapolate out based on a survey. Bates commented that it might be particularly difficult for a fareless system like Corvallis.</p> <p>Scherf asked again about match, specifically in regards to past minutes that reflect that additional funding from the schools was in the process of</p> | |
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| | <p>being requested. Bailey stated that she has been talking with Meredith at OSU, and will be talking with the new LBCC representative.</p> <p>Volmert summarized the funding from each source and stated that now may be the time to ask the schools for additional funding.</p> <p>Brauner talked about the historical context and stated that LBCC was usually willing to increase their contribution, but only to match what OSU was putting in. He also stated that it would be nice if the four large contributors all contributed the same amount.</p> <p>Bailey stated that they had requested an increase, at a stepped rate, but it wasn't possible for OSU at this time.</p> <p>Bates confirmed that CAMPO left \$198,600 available for the Loop, even though the budget only shows \$148,600. Volmert added that OSU needs to be encouraged to step up and contribute more money.</p> | |
| 9. Future Budgets – Continued Discussion | <p>Bailey stated that while this is what we've already begun talking about, they continue to work towards further parity between funders. Malone asked for continued information regarding the two schools.</p> <p>Volmert thanked Hoffman and Bailey for their work on the budget as Albany moves to a two-year budget cycle. He asked that we look at the Loop meeting schedule to ensure the budget moves in a timely manner from the Loop Board to the City. Bailey stated that because they moved to a biennial budget, the budget has already been approved for this year, and next. In the intervening year, there will be supplemental budget items that may need to change. The second year does include increased budgets from partners, but nothing is set in stone.</p> | |
| 10. Other Business | <p><u>Highway 20:</u> Volmert stated that Mark Bernard, ODOT, sent emails out requesting additional information on quarterly reports. Specifically asked about avoiding duplication on Highway 20. Volmert stated that the Loop has been running on HWY 20 for 30 years. Bernard has previously raised questions about HWY 20, and Volmert asked for comment from the Loop TAC and Board.</p> | |

Hoffman stated that the Loop has had service on HWY 20 between the Albany Transit Station and downtown Corvallis for nearly 30 years, in the same way. Hoffman doesn't see duplication of service, but rather other services operating on a different mission. The Loop serves the commuter population, as well as students. Other service on HWY 20 serves a different purpose, the Coast to Valley Express is not a commuter bus, but rather an intercity connector bus serving more long distance travel. Hoffman also pointed out that Bernard is asking Linn County to comment on a service that is primarily serving Benton County.

Warnock added that he was also unclear why Bernard was asking Linn County to report on this. Volmert stated that this quarterly report request is for all transportation programs services they offer. He said Bernard's email requested information about service coordination and an explanation about how programs have avoided duplication of transit service. Bronson added that they were asked a similar question, to defend that they are not duplicating service on HWY 99 E with ATS. Bronson explained the composition of the service they offer, and stated that the Linn Shuttle is a complimenting service to ATS, ensuring that all systems run more smoothly. Hoffman agreed that the Linn Shuttle is serving a different audience than ATS, at that location.

Scherf stated that CTS also got the same question. She added that with services expanding, this is a good question to continue to think about to ensure that services are not being duplicated.

Volmert noted that the use of Highway 20 is consistent with the recently adopted Linn-Benton Loop Service Development Plan and asked the group if anyone thinks the Loop duplicates service on HWY 20. Koll stated that he would challenge the Coast to Valley Express to provide the same service that the Loop does along HWY 20. Bailey stated that this might just be a standard question with a canned answer that we continue to consider as service expands. Members reaffirmed the importance of the Linn-Benton Loop's service on US 20 and the need to continue to work with all partners on their important efforts to provide

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| | <p>transit service that is coordinated and complimentary and is not duplicative.</p> <p><u>Marketing:</u> Volmert stated that another question from Bernard was in regards to marketing of the Loop. He made a suggestion for marketing of the new service and asked for comments from the TAC and Board.</p> <p>Meltzer stated that he thinks there are some recommendations in the Service Development Plan and that it might be a good topic for the next TAC meeting. Bronson added that COG is the perfect place to help coordinate efforts of the regional transit providers. He requested help with promotion of the services. Bronson added that a combined effort would be the best way to go. Volmert stated that the seamless transit project may also address some of these issues.</p> <p>Warnock summarized the request, saying that this might be a phased approach. He also asked for clarification from Volmert around the timing that he presented, if Bernard's question required timing. Volmert stated that he wanted to bring this conversation to the TAC at this time, but will look to other future conversations.</p> <p>Malone asked if this should be a future agenda item. Warnock stated that everyone could bring examples of what they're already working on and we can brainstorm how to expand marketing efforts.</p> <p>Volmert also asked that LBCC print a page in their class list dedicated to transportation. Winder acknowledged the request.</p> <p>Bronson also added that they received a new bus and will be doing an LBCC graphic. He asked Winder for three words to add to the bus.</p> | |
| 11. Adjournment | Adjourned at 4:55 pm. | |



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FROM 2019 04 TO 2019 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 510010 WAGES & SALARIES | 236,200 | 0 | 236,200 | 53,159.73 | | 183,040.27 | 22.5% |
| 21340105 520010 TEMPORARY EMPLOYEES | 25,000 | 0 | 25,000 | 2,045.85 | | 22,954.15 | 8.2% |
| 21340105 530010 OVERTIME | 2,000 | 0 | 2,000 | 2,625.03 | | -625.03 | 131.3% |
| 21340105 560010 EMPLOYER PAID BENEFITS | 210,000 | 0 | 210,000 | 42,629.08 | | 167,370.92 | 20.3% |
| 21340105 600115 INSURANCE & BONDS | 5,500 | 0 | 5,500 | 28.53 | | 5,471.47 | .5% |
| 21340105 600400 CONTRACTUAL SERVICES | 3,600 | 0 | 3,600 | 890.16 | | 2,709.84 | 24.7% |
| 21340105 602300 SOFTWARE LICENSE FEES | 600 | 0 | 600 | .00 | | 600.00 | .0% |
| 21340105 610005 ADVERTISING & PUBLICATIONS | 500 | 0 | 500 | .00 | | 500.00 | .0% |
| 21340105 610100 DUPLICATION & FAX | 1,300 | 0 | 1,300 | 479.45 | | 820.55 | 36.9% |
| 21340105 610130 EDUCATION & TRAINING | 800 | 0 | 800 | .00 | | 800.00 | .0% |
| 21340105 610405 MATERIALS & SUPPLIES | 3,000 | 0 | 3,000 | 1,020.25 | | 1,979.75 | 34.0% |
| 21340105 610420 MEETINGS & CONFERENCES | 300 | 0 | 300 | .00 | | 300.00 | .0% |
| 21340105 610425 MEMBERSHIPS & DUES | 500 | 0 | 500 | 400.00 | | 100.00 | 80.0% |
| 21340105 610545 PRINTING & BINDING | 800 | 0 | 800 | 520.00 | | 280.00 | 65.0% |
| 21340105 610750 UNIFORMS | 500 | 0 | 500 | .00 | | 500.00 | .0% |
| 21340105 610800 VEHICLE FUEL CHARGES | 40,000 | 0 | 40,000 | 9,279.96 | | 30,720.04 | 23.2% |
| 21340105 630000 ELECTRICITY | 300 | 0 | 300 | 184.44 | | 115.56 | 61.5% |
| 21340105 630005 NATURAL GAS | 300 | 0 | 300 | 47.62 | | 252.38 | 15.9% |
| 21340105 630010 TELEPHONE | 1,000 | 0 | 1,000 | 254.46 | | 745.54 | 25.4% |
| 21340105 630400 WATER SERVICE | 900 | 0 | 900 | 455.71 | | 444.29 | 50.6% |
| 21340105 630410 STORMWATER SERVICE CHARGES | 500 | 0 | 500 | 22.28 | | 477.72 | 4.5% |
| 21340105 650015 MAINT: COMMUNICATION EQUIP | 500 | 0 | 500 | .00 | | 500.00 | .0% |
| 21340105 653600 VEHICLE MAINTENANCE | 40,000 | 0 | 40,000 | 7,154.84 | | 32,845.16 | 17.9% |
| 21340105 655100 MAINT: BUILDING | 4,100 | 0 | 4,100 | 875.01 | | 3,224.99 | 21.3% |
| 21340105 660100 CS: BUILDING MAINTENANCE | 5,500 | 0 | 5,500 | 1,374.99 | | 4,125.01 | 25.0% |
| 21340105 660200 CS: CENTRAL SERVICE | 36,900 | 0 | 36,900 | 9,225.00 | | 27,675.00 | 25.0% |
| 21340105 660400 CS: EQUIPMENT REPLACEMENT | 7,300 | 0 | 7,300 | 1,824.99 | | 5,475.01 | 25.0% |
| 21340105 660500 CS: FLEXIBLE SPENDING ADMN | 200 | 0 | 200 | 42.79 | | 157.21 | 21.4% |
| 21340105 660700 CS: INFORMATION TECHNOLOGY | 8,100 | 0 | 8,100 | 2,025.00 | | 6,075.00 | 25.0% |
| 21340105 660800 CS: IT EQUIPMENT REPLACEMENT | 300 | 0 | 300 | 75.00 | | 225.00 | 25.0% |
| 21340105 662500 PW: ADMINISTRATION | 25,400 | 0 | 25,400 | 5,427.01 | | 19,972.99 | 21.4% |
| 21340105 665400 PHYSICAL EXAMS & MEDICALS | 300 | 0 | 300 | .00 | | 300.00 | .0% |
| 21340105 670600 SAFETY RECOGNITION PROGRAM | 100 | 0 | 100 | .00 | | 100.00 | .0% |
| 21340105 690000 RESERVE: OPERATING | 13,600 | 0 | 13,600 | .00 | | 13,600.00 | .0% |
| TOTAL 213 LINN-BENTON LOOP | 675,900 | 0 | 675,900 | 142,067.18 | | 533,832.82 | % |
| TOTAL PUBLIC TRANSIT | 675,900 | 0 | 675,900 | 142,067.18 | | 533,832.82 | % |
| TOTAL EXPENSES | 675,900 | 0 | 675,900 | 142,067.18 | | 533,832.82 | |



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FLEXIBLE PERIOD REPORT
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FROM 2019 04 TO 2019 06

| | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | ACTUALS | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 675,900 | 0 | 675,900 | 142,067.18 | | 533,832.82 | % |

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FROM 2019 04 TO 2019 06

| ACCOUNTS FOR: | ORIGINAL | TRANFRS/ | REVISED | ACTUALS | ENCUMBRANCES | AVAILABLE | PCT |
|--|----------|----------|----------|------------|--------------|-------------|--------|
| 213 PUBLIC TRANSIT | APPROP | ADJSTMTS | BUDGET | | | BUDGET | USED |
| <hr/> | | | | | | | |
| 21340105 213 LINN-BENTON LOOP | | | | | | | |
| 21340105 420035 FTA SECTION 5310 GRANT | -27,500 | 0 | -27,500 | -6,245.00 | | -21,255.00 | 22.7% |
| 21340105 420045 FTA SECTION 5307 | -324,500 | 0 | -324,500 | -58,815.00 | | -265,685.00 | 18.1% |
| 21340105 428020 SPECIAL TRANSIT FUND: LINN | -17,000 | 0 | -17,000 | -4,080.00 | | -12,920.00 | 24.0% |
| 21340105 428025 SPECIAL TRANSIT FUND: BENT | -22,000 | 0 | -22,000 | -5,500.00 | | -16,500.00 | 25.0% |
| 21340105 428200 LBCC PARTNERSHIP | -117,300 | 0 | -117,300 | .00 | | -117,300.00 | .0% |
| 21340105 428205 OSU PARTNERSHIP | -117,300 | 0 | -117,300 | .00 | | -117,300.00 | .0% |
| 21340105 435000 BUS FARES | -25,000 | 0 | -25,000 | -5,964.75 | | -19,035.25 | 23.9% |
| 21340105 480100 INTEREST | -300 | 0 | -300 | 141.13 | | -441.13 | 47.0% |
| 21340105 499050 BEGINNING BALANCE | -25,000 | 0 | -25,000 | .00 | | -25,000.00 | .0% |
| 21340105 510010 WAGES & SALARIES | 236,200 | 0 | 236,200 | 53,159.73 | | 183,040.27 | 22.5% |
| 21340105 520010 TEMPORARY EMPLOYEES | 25,000 | 0 | 25,000 | 2,045.85 | | 22,954.15 | 8.2% |
| 21340105 530010 OVERTIME | 2,000 | 0 | 2,000 | 2,625.03 | | -625.03 | 131.3% |
| 21340105 560010 EMPLOYER PAID BENEFITS | 210,000 | 0 | 210,000 | 42,629.08 | | 167,370.92 | 20.3% |
| 21340105 600115 INSURANCE & BONDS | 5,500 | 0 | 5,500 | 28.53 | | 5,471.47 | .5% |
| 21340105 600400 CONTRACTUAL SERVICES | 3,600 | 0 | 3,600 | 890.16 | | 2,709.84 | 24.7% |
| 21340105 602300 SOFTWARE LICENSE FEES | 600 | 0 | 600 | .00 | | 600.00 | .0% |
| 21340105 610005 ADVERTISING & PUBLICATIONS | 500 | 0 | 500 | .00 | | 500.00 | .0% |
| 21340105 610100 DUPLICATION & FAX | 1,300 | 0 | 1,300 | 479.45 | | 820.55 | 36.9% |
| 21340105 610130 EDUCATION & TRAINING | 800 | 0 | 800 | .00 | | 800.00 | .0% |
| 21340105 610405 MATERIALS & SUPPLIES | 3,000 | 0 | 3,000 | 1,020.25 | | 1,979.75 | 34.0% |
| 21340105 610420 MEETINGS & CONFERENCES | 300 | 0 | 300 | .00 | | 300.00 | .0% |
| 21340105 610425 MEMBERSHIPS & DUES | 500 | 0 | 500 | 400.00 | | 100.00 | 80.0% |
| 21340105 610545 PRINTING & BINDING | 800 | 0 | 800 | 520.00 | | 280.00 | 65.0% |
| 21340105 610750 UNIFORMS | 500 | 0 | 500 | .00 | | 500.00 | .0% |
| 21340105 610800 VEHICLE FUEL CHARGES | 40,000 | 0 | 40,000 | 9,279.96 | | 30,720.04 | 23.2% |
| 21340105 630000 ELECTRICITY | 300 | 0 | 300 | 184.44 | | 115.56 | 61.5% |
| 21340105 630005 NATURAL GAS | 300 | 0 | 300 | 47.62 | | 252.38 | 15.9% |
| 21340105 630010 TELEPHONE | 1,000 | 0 | 1,000 | 254.46 | | 745.54 | 25.4% |
| 21340105 630400 WATER SERVICE | 900 | 0 | 900 | 455.71 | | 444.29 | 50.6% |
| 21340105 630410 STORMWATER SERVICE CHARGES | 500 | 0 | 500 | 22.28 | | 477.72 | 4.5% |
| 21340105 650015 MAINT: COMMUNICATION EQUIP | 500 | 0 | 500 | .00 | | 500.00 | .0% |
| 21340105 653600 VEHICLE MAINTENANCE | 40,000 | 0 | 40,000 | 7,154.84 | | 32,845.16 | 17.9% |
| 21340105 655100 MAINT: BUILDING | 4,100 | 0 | 4,100 | 875.01 | | 3,224.99 | 21.3% |
| 21340105 660100 CS: BUILDING MAINTENANCE | 5,500 | 0 | 5,500 | 1,374.99 | | 4,125.01 | 25.0% |
| 21340105 660200 CS: CENTRAL SERVICE | 36,900 | 0 | 36,900 | 9,225.00 | | 27,675.00 | 25.0% |
| 21340105 660400 CS: EQUIPMENT REPLACEMENT | 7,300 | 0 | 7,300 | 1,824.99 | | 5,475.01 | 25.0% |
| 21340105 660500 CS: FLEXIBLE SPENDING ADMI | 200 | 0 | 200 | 42.79 | | 157.21 | 21.4% |
| 21340105 660700 CS: INFORMATION TECHNOLOGY | 8,100 | 0 | 8,100 | 2,025.00 | | 6,075.00 | 25.0% |

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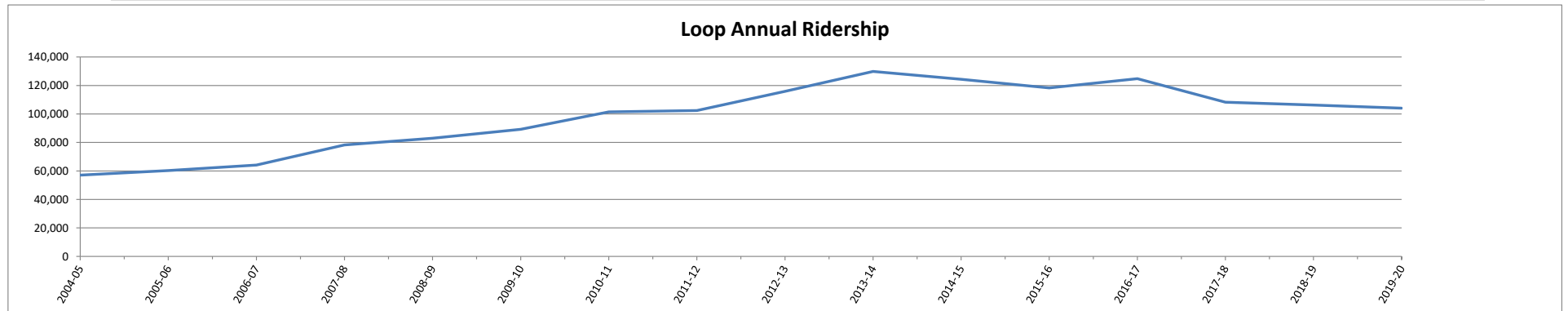
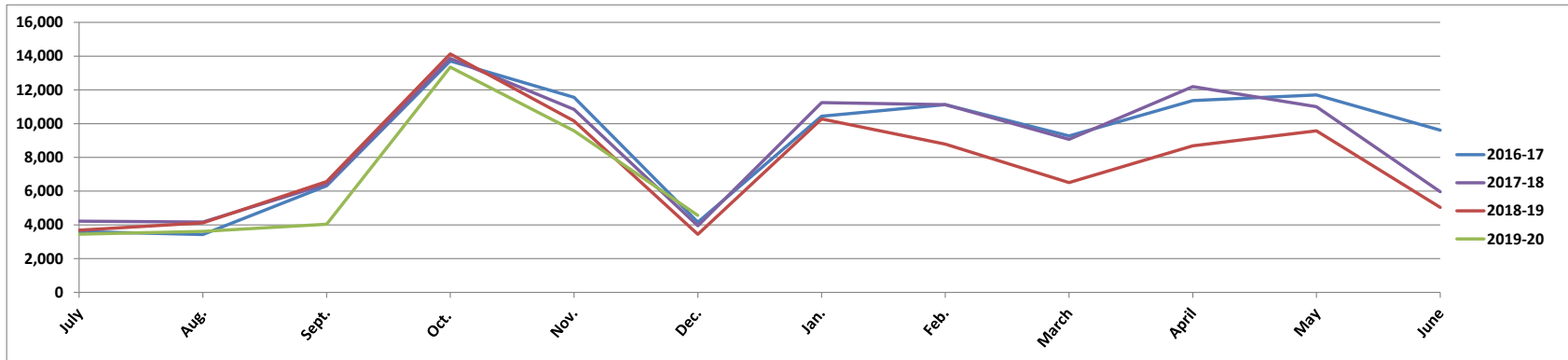
FROM 2019 04 TO 2019 06

| ACCOUNTS FOR: 213 PUBLIC TRANSIT | ORIGINAL APPROP | TRANFRS/ ADJSTMTS | REVISED BUDGET | ACTUALS | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|--|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| 21340105 660800 CS: IT EQUIPMENT REPLACEME | 300 | 0 | 300 | 75.00 | | 225.00 | 25.0% |
| 21340105 662500 PW: ADMINISTRATION | 25,400 | 0 | 25,400 | 5,427.01 | | 19,972.99 | 21.4% |
| 21340105 665400 PHYSICAL EXAMS & MEDICALS | 300 | 0 | 300 | .00 | | 300.00 | .0% |
| 21340105 670600 SAFETY RECOGNITION PROGRAM | 100 | 0 | 100 | .00 | | 100.00 | .0% |
| 21340105 690000 RESERVE: OPERATING | 13,600 | 0 | 13,600 | .00 | | 13,600.00 | .0% |
| TOTAL 213 LINN-BENTON LOOP | 0 | 0 | 0 | 61,603.56 | | -61,603.56 | .0% |
| TOTAL PUBLIC TRANSIT | 0 | 0 | 0 | 61,603.56 | | -61,603.56 | .0% |
| TOTAL REVENUES | -675,900 | 0 | -675,900 | -80,463.62 | | -595,436.38 | |
| TOTAL EXPENSES | 675,900 | 0 | 675,900 | 142,067.18 | | 533,832.82 | |

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 | +/- | 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 | -240 | -7.0% |
| 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 | 3,611 | -511 | -14.2% |
| 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 | -2,536 | -62.9% |
| 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 | 13,347 | -781 | -5.9% |
| 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 | 9,575 | -581 | -6.1% |
| 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 | 4,559 | 1,117 | 24.5% |
| Jan. | 6,021 | 5,895 | 6,530 | 7,684 | 8,204 | 9,075 | 10,557 | 11,888 | 12,667 | 12,462 | 14,039 | 13,599 | 13,391 | 11,979 | 10,439 | 11,241 | 10,276 | | -965 | -9.4% |
| Feb. | 6,666 | 6,175 | 5,868 | 7,990 | 8,299 | 9,152 | 9,589 | 10,608 | 11,415 | 13,078 | 13,188 | 10,736 | 12,417 | 10,205 | 11,126 | 11,122 | 8,787 | | -2,335 | -26.6% |
| 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 | | -2,562 | -39.4% |
| 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 | | -3,510 | -40.4% |
| 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 | | -1,431 | 0.0% |
| June | 3,937 | 3,955 | 4,185 | 5,474 | 5,575 | 6,927 | 6,201 | 6,225 | 7,922 | 8,604 | 7,202 | 7,311 | 7,461 | 5,883 | 9,616 | 5,961 | 5,039 | | -922 | 0.0% |
| 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 | 38,576 | -13,082 | -14.4% |
| 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 | | 23 | 0.0% |
| 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 | 38,576 | -13,059 | -13.8% |

*Reg Loop and Express Loop
**Try Transit Week Occurs in October



LINN-BENTON LOOP
LBCC PASS PROGRAM
2018 - 2019

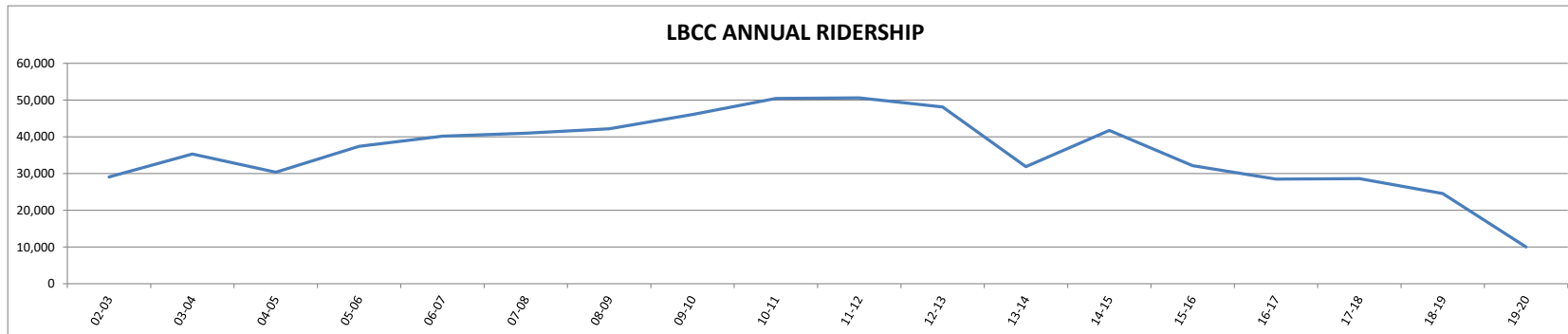
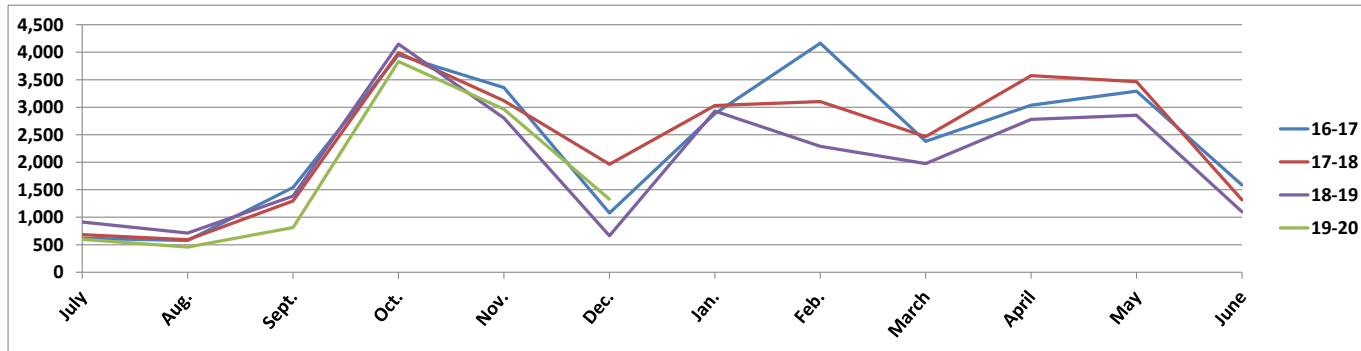
| MONTH | 02-03 | 03-04 | 04-05 | 05-06 | 06-07 | 07-08 | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | +/- | Ratio |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|
| 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 | -313 | -52.3% |
| Aug. | 737 | 422 | 706 | 731 | 732 | 981 | 1,146 | 573 | 791 | 1,322 | 1,158 | 940 | 911 | 1,008 | 577 | 591 | 713 | 458 | -255 | -55.7% |
| 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 | -571 | -70.2% |
| 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 | -317 | -8.3% |
| 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 | 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 | 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 | | -2,931 | 0.0% |
| 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 | | -2,288 | 0.0% |
| March | 2,407 | 3,320 | 2,877 | 3,456 | 3,569 | 3,253 | 3,441 | 4,250 | 4,675 | 4,426 | 4,036 | 2,489 | 3,613 | 3,448 | 2,379 | 2,464 | 1,974 | | -1,974 | 0.0% |
| April | 4,205 | 4,419 | 3,826 | 4,248 | 4,772 | 5,350 | 5,121 | 5,855 | 7,049 | 6,234 | 6,063 | 3,788 | 4,973 | 4,348 | 3,037 | 3,573 | 2,779 | | -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 | | -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 | | -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 | 9,996 | -4,043 | -12.6% |
| Sat | 0 | 0 | 0 | 0% | 232 | 356 | 535 | 683 | 791 | 760 | 627 | 594 | 525 | 425 | 554 | 609 | 486 | | -486 | #DIV/0! |
| 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 | 9,996 | 9,783 | 30.1% |

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

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

July 2003: Cut 4 runs.

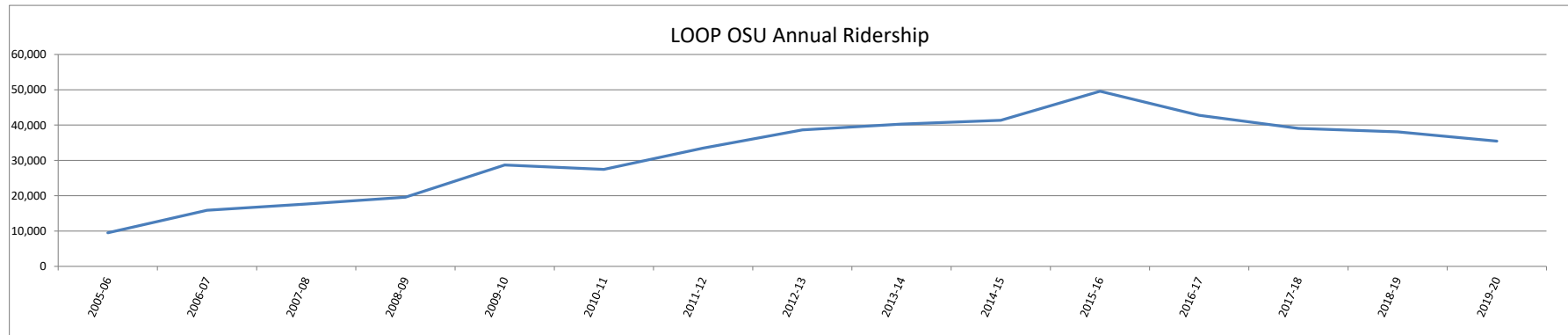
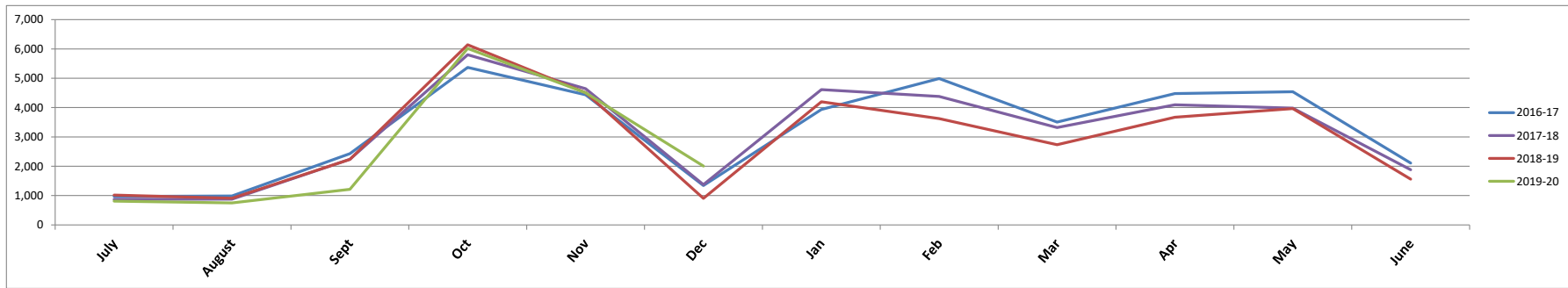
Jan. 2004: 2 snow days + MLK day.



LINN-BENTON LOOP
 OSU PASS PROGRAM
 2018-2019

| MONTH | 2004-05 | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | +/- | 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 | -207 | -25.6% |
| August | 564 | 590 | 854 | 869 | 1,262 | 662 | 849 | 1,390 | 1,582 | 1,439 | 1,337 | 1,202 | 988 | 880 | 909 | 750 | -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 | -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 | -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 | -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 | 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 | | -413 | -9.8% |
| Feb | 975 | 1,615 | 1,623 | 2,092 | 3,108 | 3,046 | 3,499 | 4,123 | 4,619 | 3,949 | 5,223 | 4,890 | 4,991 | 4,379 | 3,623 | | -756 | -20.9% |
| 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 | | -584 | -21.4% |
| 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 | | -422 | 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 | | -19 | 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 | | -320 | 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 | 15,295 | 73,542 | -7.4% |
| Saturday | 0 | 0% | 502 | 400 | 592 | 600 | 639 | 834 | 814 | 743 | 771 | 771 | 581 | 709 | 600 | | 109 | 0.0% |
| 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 | 15,295 | 3,864 | -15.7% |

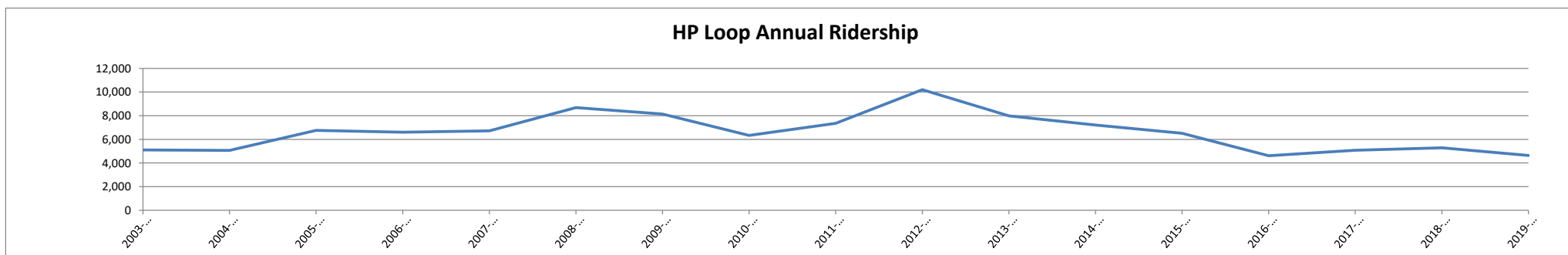
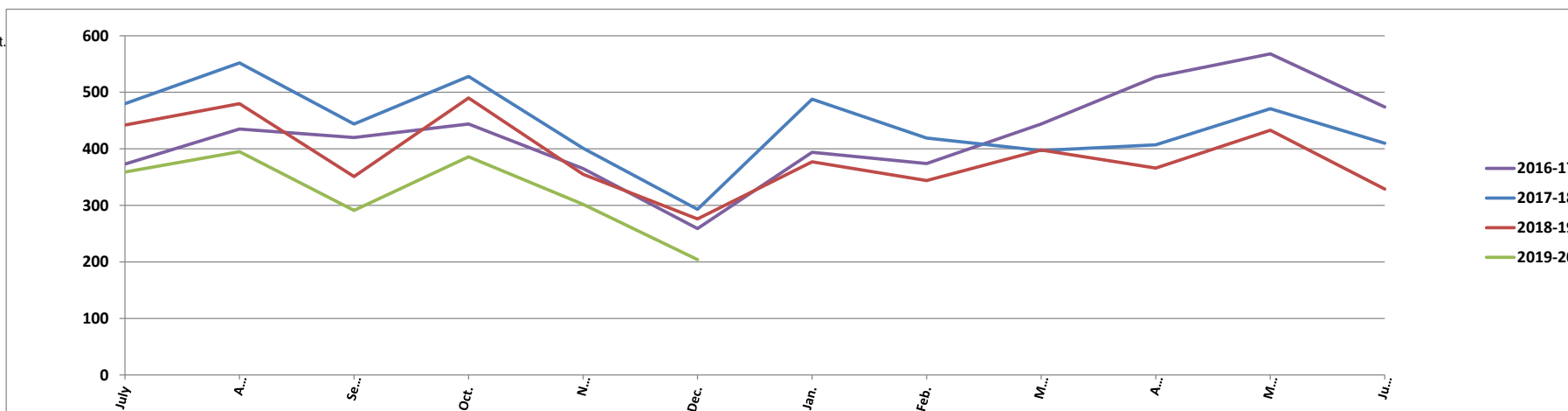
July 2004: Begin pass program
 Try Transit



LINN-BENTON LOOP
HEWLETT PACKARD
PASS PROGRAM
2019-20

| 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 | +/- | Ratio |
|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| July | 336 | 501 | 540 | 551 | 580 | 627 | 1,091 | 496 | 532 | 766 | 819 | 592 | 599 | 458 | 373 | 480 | 442 | 359 | -83 | -23.1% |
| Aug. | 423 | 370 | 525 | 591 | 655 | 728 | 954 | 512 | 554 | 921 | 699 | 733 | 518 | 342 | 435 | 552 | 480 | 395 | -85 | -21.5% |
| Sept. | 405 | 385 | 463 | 712 | 460 | 656 | 949 | 536 | 598 | 802 | 607 | 699 | 688 | 375 | 420 | 444 | 351 | 291 | -60 | -20.6% |
| Oct. | 467 | 412 | 551 | 708 | 524 | 666 | 847 | 619 | 544 | 950 | 755 | 700 | 696 | 420 | 444 | 528 | 490 | 386 | -104 | -26.9% |
| Nov. | 313 | 262 | 550 | 528 | 520 | 709 | 648 | 547 | 520 | 732 | 587 | 553 | 476 | 328 | 365 | 401 | 355 | 302 | -53 | -17.5% |
| Dec. | 307 | 262 | 377 | 359 | 385 | 453 | 473 | 313 | 401 | 520 | 398 | 378 | 406 | 272 | 259 | 293 | 276 | 204 | -72 | -35.3% |
| Jan. | 476 | 363 | 529 | 570 | 526 | 700 | 563 | 631 | 570 | 842 | 693 | 733 | 557 | 371 | 394 | 488 | 377 | | -111 | -29.4% |
| Feb. | 500 | 388 | 480 | 463 | 499 | 638 | 443 | 514 | 583 | 812 | 723 | 531 | 535 | 440 | 374 | 419 | 344 | | -75 | -21.8% |
| March | 572 | 432 | 695 | 465 | 595 | 819 | 448 | 617 | 800 | 858 | 684 | 635 | 570 | 438 | 444 | 397 | 398 | | 1 | 0.3% |
| April | 494 | 477 | 707 | 437 | 577 | 852 | 550 | 528 | 685 | 933 | 664 | 602 | 515 | 364 | 527 | 407 | 366 | | -41 | 0.0% |
| May | 407 | 547 | 714 | 605 | 744 | 775 | 527 | 533 | 724 | 1,046 | 688 | 535 | 459 | 381 | 568 | 471 | 433 | | -38 | 0.0% |
| June | 409 | 666 | 625 | 612 | 656 | 1,063 | 645 | 490 | 848 | 1,017 | 666 | 516 | 488 | 425 | 474 | 410 | 329 | | -81 | 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 | 1,937 | 9,931 | -14.0% |
| Saturday | 0 | 0 | 0 | 0 | 5 | 25 | 6 | 11 | 6 | 29 | 18 | 4 | 5 | 5 | 11 | 6 | 30 | | 24 | 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 | 1,937 | -625 | -13.4% |

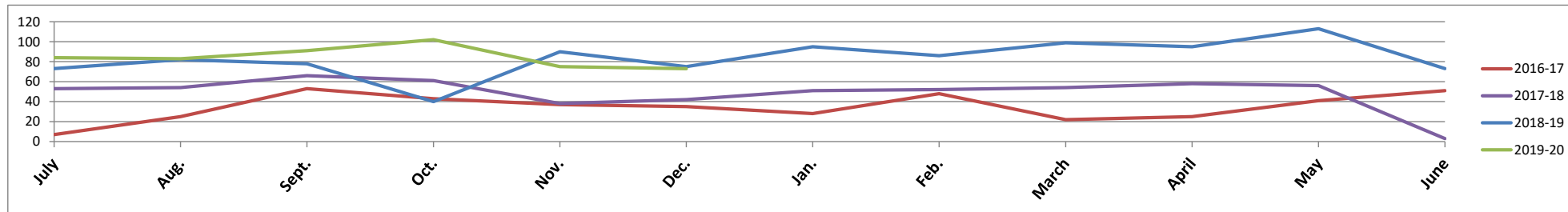
July 2003: Cut 4 runs. Sept. 2003: Runs restored.



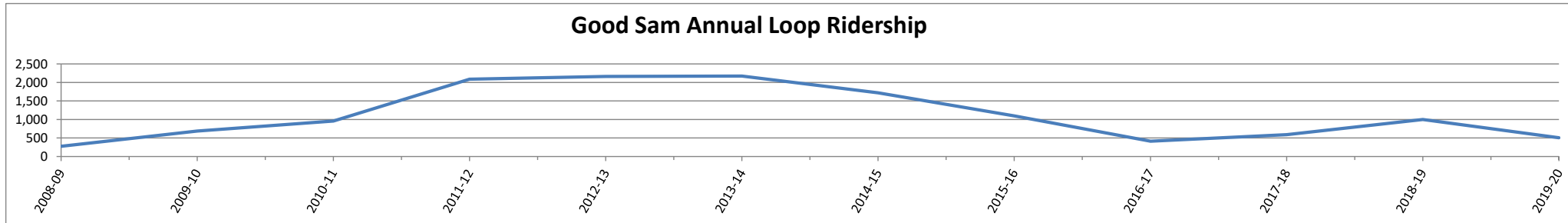
LINN-BENTON LOOP
SAMARITAN PASS PROGRAM
2019-2020

| 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 | +/- | Ratio |
|--------------------|------------|------------|------------|--------------|--------------|--------------|--------------|--------------|------------|------------|--------------|------------|--------------|--------------|
| July | | 95 | 91 | 105 | 196 | 245 | 210 | 105 | 7 | 53 | 73 | 84 | 11 | 13.1% |
| Aug. | | 42 | 102 | 123 | 191 | 222 | 172 | 129 | 25 | 54 | 82 | 83 | 1 | 1.2% |
| Sept. | | 54 | 95 | 127 | 225 | 159 | 153 | 133 | 53 | 66 | 78 | 91 | 13 | 14.3% |
| Oct. | | 26 | 57 | 160 | 249 | 207 | 185 | 138 | 43 | 61 | 40 | 102 | 62 | 60.8% |
| Nov. | 14 | 45 | 48 | 178 | 162 | 147 | 147 | 98 | 37 | 38 | 90 | 75 | -15 | -20.0% |
| Dec. | 17 | 58 | 54 | 134 | 124 | 129 | 178 | 110 | 35 | 42 | 75 | 73 | -2 | -2.7% |
| Jan. | 8 | 45 | 66 | 169 | 188 | 206 | 102 | 121 | 28 | 51 | 95 | | 44 | 46.3% |
| Feb. | 18 | 53 | 33 | 202 | 160 | 161 | 118 | 103 | 48 | 52 | 86 | | 34 | 39.5% |
| March | 15 | 57 | 59 | 220 | 160 | 189 | 99 | 84 | 22 | 54 | 99 | | 45 | 45.5% |
| April | 82 | 58 | 116 | 194 | 204 | 162 | 117 | 34 | 25 | 58 | 95 | | 37 | 0.0% |
| May | 57 | 72 | 125 | 235 | 172 | 165 | 99 | 22 | 41 | 56 | 113 | | 57 | 0.0% |
| June | 65 | 82 | 112 | 239 | 130 | 180 | 141 | 22 | 51 | 3 | 73 | | 70 | 0.0% |
| Sub Total | 276 | 687 | 958 | 2,086 | 2,161 | 2,172 | 1,721 | 1,099 | 415 | 588 | 999 | 508 | 1,587 | 41.1% |
| Saturday | 3 | 2 | 5 | 16 | 34 | 14 | 11 | 11 | 13 | 2 | 7 | | 1,933 | 0.0% |
| Grand Total | 279 | 689 | 963 | 2,102 | 2,195 | 2,186 | 1,732 | 1,110 | 428 | 590 | 1,006 | 508 | 3,520 | 41.4% |

*This does not include the Saturday Loop.



Good Sam Annual Loop Ridership

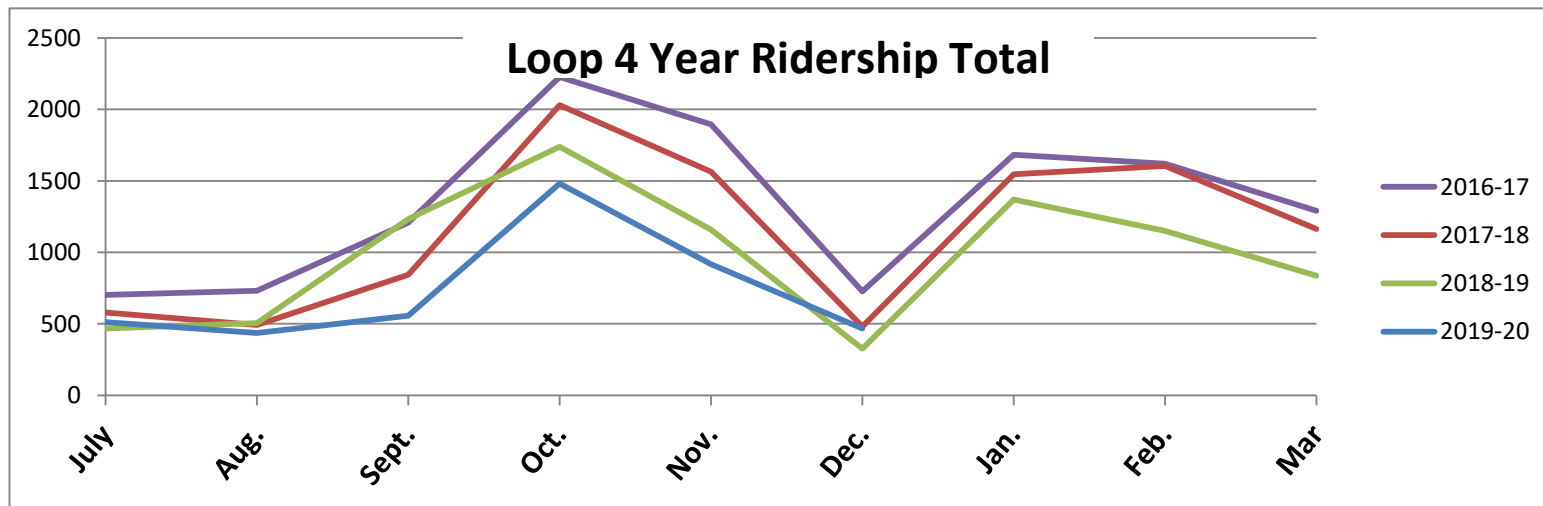


LINN-BENTON LOOP

LOOP EXPRESS

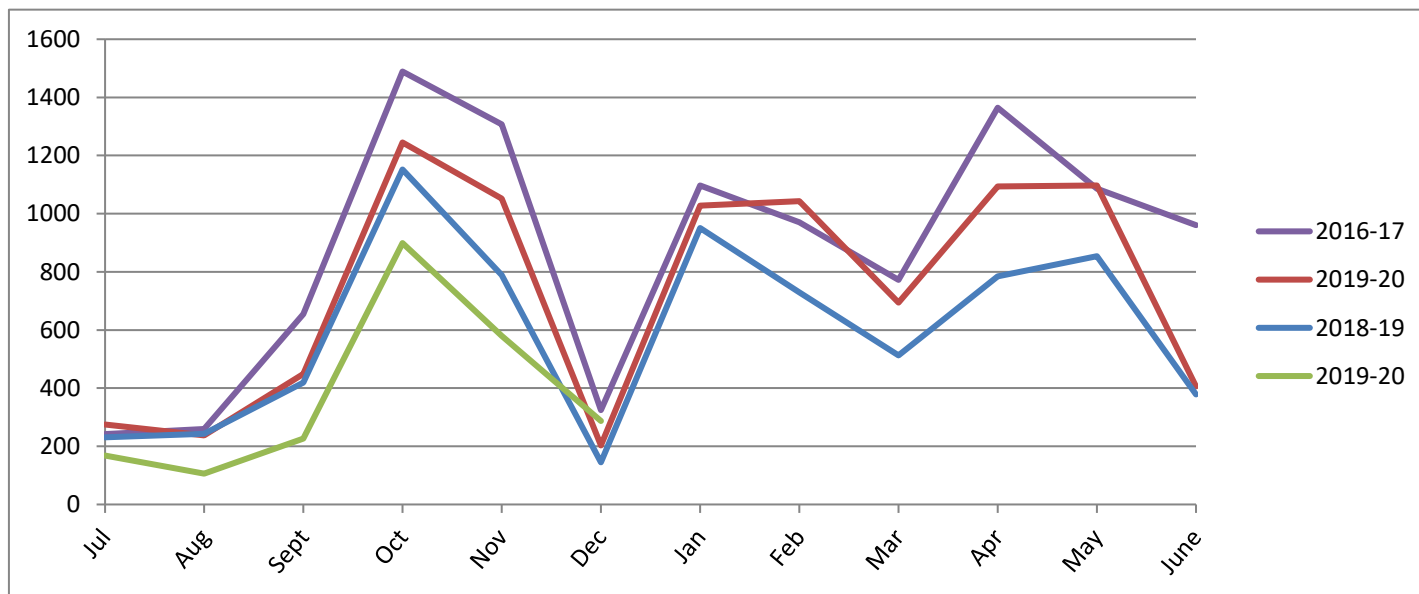
2019-2020

| MONTH | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| July | | 754 | 822 | 702 | 578 | 466 | 511 |
| Aug. | | 569 | 665 | 730 | 491 | 505 | 436 |
| Sept. | | 317 | 987 | 1207 | 842 | 1233 | 556 |
| Oct. | 2,180 | 3,259 | 2365 | 2227 | 2029 | 1739 | 1482 |
| Nov. | 1,892 | 2,019 | 1606 | 1895 | 1563 | 1158 | 918 |
| Dec. | 745 | 1,125 | 827 | 727 | 480 | 325 | 468 |
| Jan. | 2,180 | 2,221 | 1869 | 1682 | 1546 | 1369 | |
| Feb. | 1,584 | 1,811 | 1790 | 1621 | 1604 | 1150 | |
| Mar | 1,334 | 1,450 | 1519 | 1292 | 1163 | 837 | |
| April | 2,167 | 2,106 | 1847 | 1608 | 1094 | 1248 | |
| May | 1,779 | 1,819 | 1554 | 1687 | 1613 | 1237 | |
| June | 941 | 1,156 | 923 | 994 | 700 | 626 | |
| TOTAL | 14,802 | 18,606 | 16,774 | 16,372 | 13,703 | 11,893 | 4,371 |



LOOP EXPRESS LBCC PROGRAM 2019-2020

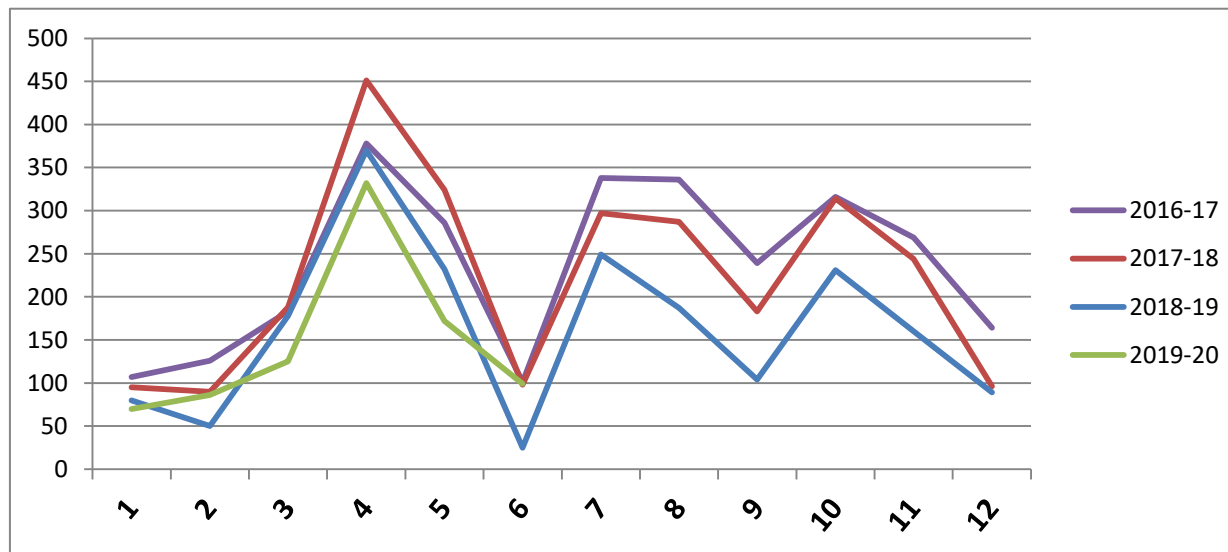
| MONTH | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2019-20 | 2018-19 | 2019-20 |
|--------------|--------------|---------------|--------------|---------------|--------------|--------------|--------------|
| Jul | | 685 | 382 | 242 | 275 | 231 | 168 |
| Aug | | 665 | 280 | 260 | 237 | 243 | 106 |
| Sept | | 566 | 458 | 655 | 449 | 419 | 227 |
| Oct | 1,475 | 2,133 | 1488 | 1489 | 1245 | 1152 | 899 |
| Nov | 1,315 | 1,395 | 1019 | 1307 | 1052 | 789 | 580 |
| Dec | 433 | 691 | 425 | 325 | 203 | 145 | 287 |
| Jan | 1,342 | 1,525 | 1174 | 1097 | 1028 | 951 | |
| Feb | 964 | 1,178 | 1137 | 971 | 1043 | 730 | |
| Mar | 791 | 908 | 843 | 772 | 694 | 513 | |
| Apr | 1,261 | 1,333 | 1201 | 1364 | 1094 | 784 | |
| May | 1,116 | 1,092 | 919 | 1086 | 1097 | 854 | |
| June | 509 | 604 | 376 | 961 | 406 | 378 | |
| TOTAL | 9,206 | 12,775 | 9,702 | 10,529 | 8,823 | 7,189 | 2,267 |



LOOP EXPRESS OSU PROGRAM

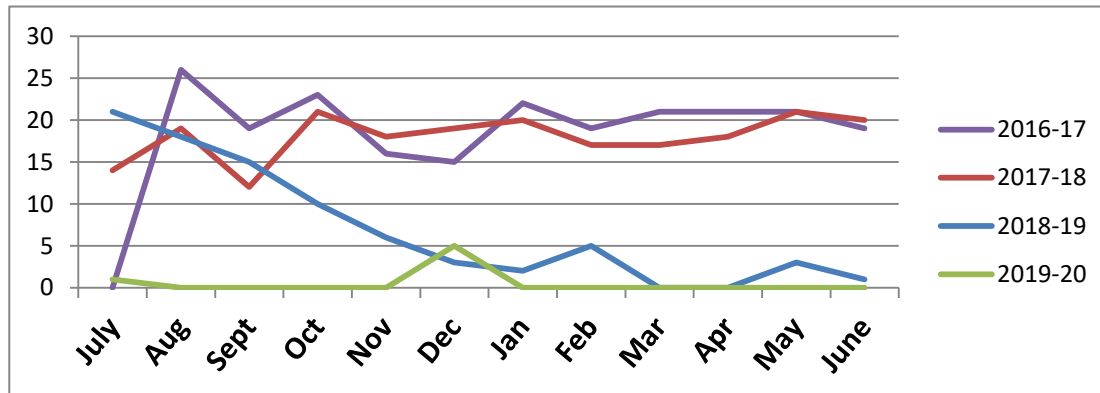
2019-2020

| MONTH | -Benton | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|--------------|--------------|--------------|-------------|-------------|-------------|-------------|------------|
| July | | 328 | 245 | 107 | 95 | 80 | 70 |
| Aug | | 329 | 202 | 126 | 90 | 50 | 86 |
| Sept | | 189 | 267 | 183 | 188 | 178 | 125 |
| Oct | 524 | 737 | 596 | 378 | 451 | 370 | 332 |
| Nov | 420 | 423 | 429 | 286 | 324 | 232 | 172 |
| Dec | 180 | 247 | 171 | 101 | 98 | 25 | 99 |
| Jan | 590 | 573 | 459 | 338 | 297 | 249 | |
| Feb | 447 | 432 | 392 | 336 | 287 | 187 | |
| Mar | 356 | 357 | 371 | 239 | 183 | 104 | |
| Apr | 620 | 548 | 410 | 316 | 314 | 231 | |
| May | 481 | 480 | 326 | 269 | 244 | 160 | |
| June | 242 | 256 | 133 | 164 | 96 | 89 | |
| TOTAL | 3,860 | 4,899 | 4001 | 2843 | 2667 | 1955 | 884 |



LOOP EXPRESS SAMARITAN PROGRAM 2019-2020

| MONTH | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
|--------------|------------|------------|-----------|------------|------------|-----------|----------|
| July | | 42 | 0 | 0 | 14 | 21 | 1 |
| Aug | | 73 | 1 | 26 | 19 | 18 | 0 |
| Sept | | 27 | 2 | 19 | 12 | 15 | 0 |
| Oct | | 28 | 3 | 23 | 21 | 10 | 0 |
| Nov | | 17 | 0 | 16 | 18 | 6 | 0 |
| Dec | | 47 | 3 | 15 | 19 | 3 | 5 |
| Jan | | 12 | 2 | 22 | 20 | 2 | |
| Feb | 25 | 1 | 1 | 19 | 17 | 5 | |
| Mar | 30 | 0 | 3 | 21 | 17 | 0 | |
| Apr | 27 | 2 | 6 | 21 | 18 | 0 | |
| May | 30 | 0 | 4 | 21 | 21 | 3 | |
| June | 25 | 1 | 1 | 19 | 20 | 1 | |
| TOTAL | 137 | 250 | 26 | 222 | 216 | 84 | 6 |



Bylaws for the Linn-Benton Loop Board

Section 1: Purpose

The purpose of these Bylaws is to define the operating procedures for the governing body of the Linn-Benton Loop transit service, according to the signed *Intergovernmental Agreement for the formation of the Linn-Benton Loop Governing Board* (hereafter IGA). In the case of any conflict between the IGA and these operating Bylaws, the IGA shall prevail.

Section 2: Name

The governing body of the Linn-Benton Loop shall be known as the Linn-Benton Loop Board (hereafter Board).

Section 3: Board Membership

- a. **Membership:** The Board's membership shall consist of one appointed representative for each Party to the IGA (hereafter Party). The Board Members are representatives of Albany Area Metropolitan Planning Organization (hereafter AAMPO), Corvallis Area Metropolitan Planning Organization (hereafter CAMPO) and Linn Benton Community College (hereafter LBCC). Representatives of the City of Albany and Oregon Cascades West Council of Governments (hereafter OCWCOG) serve as ex-officio members.
- b. **Tenure:** Representatives will serve until a new representative is appointed by the Party.
- c. **Vacancies:** Any vacancy on the Board shall be filled by the Party with the vacancy.
- d. **Alternates:** A Party may designate an Alternate member to the Board.
- e. **Additional Members:** Additional members may be added to the Board with an amendment to the IGA, and with unanimous consent of the Board.
- f. **Voting Members:** Voting members of the Board are representatives of AAMPO, CAMPO, and LBCC. Appointed Alternates may vote on behalf of appointed representatives.

Section 4: Officers

- a. **Election of Officers:** The Board shall elect a Chair and Vice Chair at its first meeting. Thereafter, the Board shall elect a Chair and Vice Chair at the first meeting of each calendar year. In the absence of the Chair, the Vice Chair shall have the powers of the Chair.

- b. **Terms of Office:** In order to facilitate rotation of officer positions among the jurisdictions, the Chair and Vice Chair are limited to serve one year of office.
- c. **Duties:** The Chair shall preside at and be responsible for the conduct at all meetings. The Chair shall be available for consultation by staff on the development of meeting agendas and shall also serve as a liaison with committees and advisory group as the need arises.
- d. **Alternates:** In the absence of the Chair from a Board meeting, his or her Alternate may sit only as a voting member of the Committee and the Vice Chair will preside over the meeting.

Section 5: Responsibilities

The Board is authorized to provide policy direction and recommendations regarding the operation and performance of the Linn-Benton Loop. The Board is not responsible for developing or managing the budget, making appropriations, or conducting day-to-day operations. The Board has no independent budgetary or purchasing authority. The Board shall have the power to:

- a. Consistent with Federal and State law, review and comment on the annual budget of the Loop; recommend to the Parties that the Parities receive, appropriate, and expend funds; and the conduct of other business necessary to operate the Loop.
- b. Review and make recommendations regarding level of service, operations, and performance of the Loop.
- c. Seek, identify, and recommend funding sources for the Loop.
- d. Establish and administer the policies of the Linn-Benton Loop.
- e. Sponsor and administer the development and implementation of plans, programs, projects and studies for the Loop.
- f. Designate an Operator for the Loop.
- g. Work with the Operator to develop memoranda of agreement related to funding, operations, and ongoing expectations for continuing the Loop service.

Section 6: Meetings

- a. **Frequency:** The Board shall meet at least quarterly or more frequently, if needed.

- b. **Notice of Meetings:** All Board meetings are open to the public and a public comment period shall be provided for at all meetings. Public notifications of Board meetings shall meet, at a minimum, the public notice requirements of the Public Meetings laws of the State of Oregon as set forth in ORS 192.640. No action may be taken unless all Board members are given notice. Notice of meetings to Board members may be given by means of electronic communication.
- c. **Quorum:** Board business may be conducted provided a quorum of members, or their Alternates, are in attendance. A quorum consists of a majority (2) of the Board. Board members may participate telephonically or by other means of electronic communication, provided the meeting is called to order at a public noticed meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.
- d. **Conduct:** Except as otherwise provided in these Bylaws or the IGA, Roberts Rules of Order shall be followed at all meetings. The Board and its committees shall follow the Public Meetings laws of the State of Oregon.
- e. **Decision Making:** Decisions are by consensus of all voting members.
- f. **Special Meetings:** Special or emergency meetings of the Board may be called by the Chair or by a majority of the members.
- g. **Development of Meeting Agendas:** Staff will consult with the Chair in preparation of meeting agendas. If prepared by staff, the agenda shall be reviewed by the Chair prior to distribution to the full Board. Agendas and related materials shall be distributed to Board members at least five days prior to a regularly scheduled meeting.
- h. **Cancellation:** Meetings may be cancelled if agenda items do not justify or a quorum cannot be achieved. Whenever possible, notice of cancellation or change of meeting date or time shall be at least five (5) days in advance of the regularly scheduled meeting and shall be sent to all members.

Section 7: Committees

The Board shall form a Linn-Benton Loop Technical Advisory Committee (TAC) and additional committees, as necessary, to serve in an advisory capacity to the Board. The Board shall decide membership of committees.

- a. **Technical Advisory Committee:** The Board shall establish a standing committee called the Linn-Benton Loop Technical Advisory Committee (TAC), which will serve in an

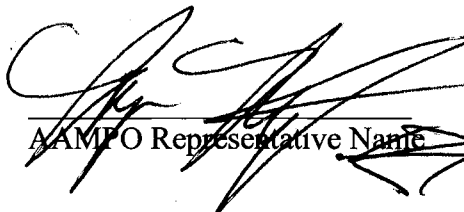
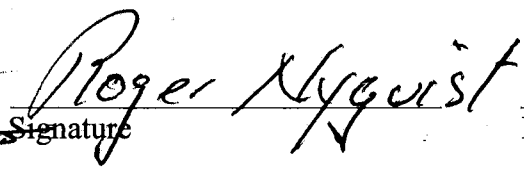
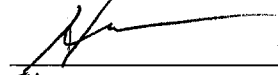
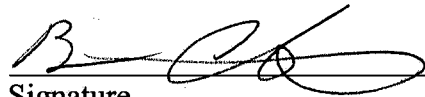
task or a standing committee for one or more work tasks. Any such committee will be advisory to the Board or the TAC as determined by the Board.

Section 7: Amendment of Bylaws

These Bylaws may be amended, repealed or new bylaws may be adopted by unanimous vote of the members at an official meeting of the Board.

Section 8: Effective Date

These Bylaws for the Linn-Benton Loop Board have been reviewed and approved by the Board, effective February 28, 2017.

| | | |
|---|--|----------------|
|  |  | <u>3/8/17</u> |
| <u>AAMPO Representative Name</u> | <u>Signature</u> | <u>Date</u> |
| <u>Hal Brauner</u> |  | <u>2/28/17</u> |
| <u>CAMPO Representative Name</u> | <u>Signature</u> | <u>Date</u> |
| <u>Bruce Clementson</u> |  | <u>2/28/17</u> |
| <u>LBCC Representative Name</u> | <u>Signature</u> | <u>Date</u> |

213: Public Transit
40: Public Works

City of Albany, Oregon
PROGRAM 40105: Linn-Benton Loop

| Acct # | Description | Actual FY 2017 | Actual FY 2018 | Year to Date FY 2019 | Budget FY 2019 | BN 2021 | | | Increase (Decrease) |
|---------------------------------|--------------------------------|-------------------|-------------------|-------------------------|-------------------|--------------------------|------------------|------------------|------------------------|
| | | | | | | Proposed Biennial Budget | | | |
| | | | | | | FY 2020 | FY 2021 | Total | |
| General Revenues | | | | | | | | | |
| 420035 | FTA Section 5310 Grant | 22,904 | 25,266 | 6,245 | 27,500 | 27,500 | 27,500 | 55,000 | 27,500 |
| 420045 | FTA Section 5307 | 210,759 | 107,963 | 58,815 | 324,500 | 333,200 | 342,200 | 675,400 | 350,900 |
| 420065 | FTA Section 5309 Grant | - | 348,600 | - | - | - | - | - | - |
| 428020 | Special Transit Fund: Linn | 16,320 | 16,320 | 4,080 | 17,000 | 24,000 | 24,000 | 48,000 | 31,000 |
| 428025 | Special Transit Fund: Benton | 22,000 | 22,000 | 5,500 | 22,000 | 23,000 | 23,000 | 46,000 | 24,000 |
| 428120 | STIF - Linn County | - | - | - | - | 12,500 | 270,000 | 282,500 | 282,500 |
| 428125 | STIF - Benton County | - | - | - | - | 12,500 | 270,000 | 282,500 | 282,500 |
| 428130 | STIF - Discretionary | - | - | - | - | - | 440,000 | 440,000 | 440,000 |
| 428200 | LBCC Partnership | 111,700 | 113,900 | 117,300 | 117,300 | 120,800 | 124,400 | 245,200 | 127,900 |
| 428205 | OSU Partnership | 111,700 | 113,900 | 117,300 | 117,300 | 120,800 | 124,400 | 245,200 | 127,900 |
| 428215 | Other Pass Programs | 2,000 | - | - | - | - | - | - | - |
| 435000 | Bus Fares | 24,984 | 24,410 | 11,365 | 25,000 | 26,000 | 27,000 | 53,000 | 28,000 |
| 435200 | Advertising Revenue | 214 | - | - | - | - | - | - | - |
| 469015 | Miscellaneous Revenue | - | 62 | - | - | - | - | - | - |
| 480100 | Interest | 1,209 | (1,381) | (959) | 300 | 300 | 300 | 600 | 300 |
| Total General Revenues | | 523,790 | 771,040 | 319,646 | 650,900 | 700,600 | 1,672,800 | 2,373,400 | 1,722,500 |
| Transfers In | | | | | | | | | |
| 492170 | From: Equipment Replacement | - | 72,208 | - | - | - | - | - | - |
| Total Transfers In | | - | 72,208 | - | - | - | - | - | - |
| Beginning Balance | | | | | | | | | |
| 499050 | Beginning Balance | 79,949 | 36,995 | (539,528) | 25,000 | - | 8,300 | - | (25,000) |
| Total Beginning Balance | | 79,949 | 36,995 | (539,528) | 25,000 | - | 8,300 | - | (25,000) |
| TOTAL REVENUES | | 603,739 | 880,243 | (219,882) | 675,900 | 700,600 | 1,681,100 | 2,373,400 | 1,672,800 |
| Personnel Services | | | | | | | | | |
| 510010 | Wages & Salaries | 191,724 | 203,929 | 103,661 | 236,200 | 237,600 | 252,200 | 489,800 | 253,600 |
| 520010 | Temporary Employees | 19,067 | 12,735 | 3,709 | 25,000 | 36,100 | 46,200 | 82,300 | 57,300 |
| 530010 | Overtime | 230 | 2,495 | 5,229 | 2,000 | 3,300 | 3,300 | 6,600 | 4,600 |
| 540050 | Unemployment Claims | - | - | - | - | 800 | 800 | 1,600 | 1,600 |
| 560010 | Employer Paid Benefits | 126,769 | 132,918 | 77,877 | 210,000 | 244,600 | 277,500 | 522,100 | 312,100 |
| Total Personnel Services | | 337,790 | 352,077 | 190,476 | 473,200 | 522,400 | 580,000 | 1,102,400 | 629,200 |
| Materials & Services | | | | | | | | | |
| 600115 | Insurance & Bonds | 5,385 | 5,067 | 4,994 | 5,500 | 8,800 | 9,200 | 18,000 | 12,500 |
| 600400 | Contractual Services | 3,357 | 2,977 | 1,129 | 3,600 | 500 | 500 | 1,000 | (2,600) |
| 602300 | Software License Fees | 636 | 3,745 | - | 600 | - | - | - | (600) |
| 610005 | Advertising & Publications | 251 | - | - | 500 | - | - | - | (500) |
| 610100 | Duplication & Fax | 1,303 | 1,139 | 677 | 1,300 | 1,300 | 1,300 | 2,600 | 1,300 |
| 610130 | Education & Training | 138 | 662 | 147 | 800 | - | - | - | (800) |
| 610405 | Materials & Supplies | 2,207 | 4,547 | 1,572 | 3,000 | 3,000 | 3,000 | 6,000 | 3,000 |
| 610420 | Meetings & Conferences | 314 | 134 | - | 300 | - | - | - | (300) |
| 610425 | Memberships & Dues | 900 | 763 | 400 | 500 | - | - | - | (500) |
| 610545 | Printing & Binding | - | 28 | 520 | 800 | 800 | 800 | 1,600 | 800 |
| 610750 | Uniforms | 559 | - | - | 500 | 500 | 500 | 1,000 | 500 |
| 610800 | Vehicle Fuel Charges | 27,583 | 32,028 | 12,206 | 40,000 | 40,000 | 50,000 | 90,000 | 50,000 |
| 630000 | Electricity | 1,059 | 2,241 | 292 | 300 | - | - | - | (300) |
| 630005 | Natural Gas | 207 | 203 | 64 | 300 | - | - | - | (300) |
| 630010 | Telephone | 1,350 | 1,010 | 503 | 1,000 | - | - | - | (1,000) |
| 630400 | Water Service | 558 | 824 | 916 | 900 | - | - | - | (900) |
| 630410 | Stormwater Service Charges | - | 106 | 50 | 500 | - | - | - | (500) |
| 650015 | Maint: Communication Equipment | - | - | - | 500 | - | - | - | (500) |
| 653600 | Vehicle Maintenance | 91,473 | 60,348 | 13,601 | 40,000 | 41,100 | 48,000 | 89,100 | 49,100 |
| 655100 | Maint: Building | 5,287 | 3,653 | 1,750 | 4,100 | - | - | - | (4,100) |
| 660100 | CS: Building Maintenance | 5,100 | 5,300 | 2,750 | 5,500 | - | - | - | (5,500) |
| 660200 | CS: Central Service | 30,400 | 33,100 | 18,450 | 36,900 | 38,500 | 41,600 | 80,100 | 43,200 |
| 660400 | CS: Equipment Replacement | 9,800 | 9,800 | 3,650 | 7,300 | 3,000 | 3,000 | 6,000 | (1,300) |
| 660500 | CS: Flexible Spending Admin | 164 | 165 | 84 | 200 | 200 | 200 | 400 | 200 |
| 660700 | CS: Information Technology | 6,400 | 6,700 | 4,050 | 8,100 | - | - | - | (8,100) |
| 660800 | CS: IT Equipment Replacement | 500 | 300 | 150 | 300 | - | - | - | (300) |
| 662500 | PW: Administration | 33,738 | 34,369 | 11,122 | 25,400 | 31,900 | 35,100 | 67,000 | 41,600 |
| 665400 | Physical Exams & Medicals | 285 | 271 | 273 | 300 | 300 | 300 | 600 | 300 |
| 670600 | Safety Recognition Program | - | - | - | 100 | - | - | - | (100) |
| 690000 | Reserve: Operating | - | - | - | 13,600 | 8,300 | 27,600 | 27,600 | 14,000 |
| Total Materials & Services | | 228,954 | 209,480 | 79,350 | 202,700 | 178,200 | 221,100 | 391,000 | 188,300 |
| Capital | | | | | | | | | |
| 700000 | Capital Equipment | - | 424,753 | - | - | - | 880,000 | 880,000 | 880,000 |
| Total Capital | | - | 424,753 | - | - | - | 880,000 | 880,000 | 880,000 |
| TOTAL EXPENDITURES | | 566,744 | 986,310 | 269,826 | 675,900 | 700,600 | 1,681,100 | 2,373,400 | 1,697,500 |