



**Agenda**  
**Linn-Benton Loop Board Meeting**  
**Virtual Meeting**

Date: Tuesday, June 06, 2023  
 Time: 3:00 – 4:30 pm  
 Location: **Virtual Meeting**  
 Via Microsoft Teams: [CLICK HERE](#)  
 Meeting ID: 226 927 085 180  
 Passcode: N2iByR  
 Phone: [+1-872-242-8088](tel:+18722428088); 575 547 948#  
 Contact: Nick Meltzer, Transportation Program Manager, [nmeltzer@ocwcoq.org](mailto:nmeltzer@ocwcoq.org)

1. **3:00 Call to Order and Agenda Review** **Chair,  
Commissioner  
Pat Malone**
  
2. **3:05 Public Comment** **Chair**
  
3. **3:10 Minutes of February 28, 2023 (Attachment A)** **Chair**  
*Action Requested: Approval of meeting minutes.*
  
4. **3:15 Budget Reports (Attachments B1-B4)** **Barry Hoffman**
  - Quarterly budget (B1)
  - Year to date budget (B2)
  - Drawdown Reports (5307 and STIF) (B3-B4)*Action Requested: Information only.*
  
5. **3:30 FY2023-25 Budget Discussion (Attachment C)** **All**  
*Discussion on planning for FY2023-25 biennium and funding levels from partners. Fare update.*  
*Action Requested: Discussion*
  
6. **3:45 Ridership Reports (virtual)** **Nick  
Meltzer/Mary  
Bach-Jackson**  
*Preview of new ridership dashboard*  
*Action Requested: Discussion*
  
8. **4:00 Updates and Other Business** **All**
  - Mobility Hub Update
  - Summer passenger counts
  
9. **4:30 Adjournment** **Chair**
  - Next meeting August 29, 2023

## ATTENDANCE (FOR QUORUM PURPOSES)

Board Member	Alternate	Jurisdiction	Attendance
Sheldon Flom		Linn Benton Community College	
Pat Malone		Corvallis Area Metropolitan Planning Organization	
Roger Nyquist		Albany Area Metropolitan Planning Organization	
Hal Brauner		At-Large Member ( <i>non-voting position</i> )	

**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.

- *Loop Board Bylaws, Section 6: Meetings, Subsection c: Quorum*

**LINN-BENTON Loop Governing Board  
Hybrid Meeting  
Tuesday, February 28, 2023  
3:00 pm – 5:00 pm**

**DRAFT MINUTES**

<b>Board Member</b>	<b>Attendance</b>	<b>Jurisdiction</b>
Sheldon Flom	Yes	Linn Benton Community College
Pat Malone	Yes	Corvallis Area Metropolitan Planning Organization
Roger Nyquist	No	Albany Area Metropolitan Planning Organization
Hal Brauner	Yes	At-Large Member ( <i>non-voting position</i> )

**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*

**Guests:** Marilyn Smith, Brad Dillingham, Jennifer Boardman, Ken Bronson, Barry Hoffman, Tiffany Plemmons, and Andrew Knoll

**Staff:** Transportation Program Manager Nick Meltzer, Operations Supervisor Emma Chavez Sosa, and CED Administrative Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Chair Elections	<p>Staff Nick Meltzer opened Chair elections for the Loop Governing Board Members.</p> <p>Commissioner Pat Malone will continue as Chair and Sheldon Flom was nominated for the Vice Chair position.</p> <p>As decided by consensus, Pat Malone will continue as the Loop Governing Board Chair and Sheldon Flom is the newly elected Loop Board Vice Chair.</p>	<p><b>The Chair Commissioner Pat Malone called the meeting to order at 3:04 pm.</b></p> <p><b>As decided by consensus, Pat Malone will continue as the Loop Governing Board Chair and Sheldon Flom is the newly elected Loop Board Vice Chair.</b></p>
2. Public Comment	There were no members of the public who wished to provide public comments.	<b>There were no public comments.</b>
3. Minutes of November 29, 2022 (Attachment A)  <b>Action: Approval of Minutes</b>	Vice- Chair Sheldon Flom moved to approve The November 29, 2022; minutes as presented. The motion carried and the minutes were approved by consensus.	<b>The November 29, 2022, minutes were approved by consensus.</b>
4. FY2023 -2025 Budget Discussion  <b>Action: Discussion</b>	<p>Meltzer introduced the bi-annual budget discussion as the Loop budget is within the city of Albany's budget discussion.</p> <p>Barry Hoffman noted that the TAC meeting was early in the budget cycle so there wasn't very much to share with everyone. Hoffman shared that OSU and LBCC had the amounts for their partnership amounts for 2023-2024 OSU/LBCC partnership requests, it is \$135,900 and the 2024-2025 is \$140,000, which is essentially rising at a 3% pace. The partnerships eventually may not meet the needs of the program.</p> <p>Hoffman shared that with the amounts that will be entered for the next biennium will be a balanced budget even with the Loop expansion.</p>	

	<p>Hoffman noted that with amounts rising so greatly, the costs may start to outpace the revenues.</p> <p>Hoffman added that in this biennium, there will be a need to draw down or pledge the 5307 funds to go to operation funds again instead of putting it all away for capital projects.</p> <p>Hoffman noted that there are a few projects that already have capital funds pledged to the design phases of the LBCC hub, as well as to the transit operations facility design. Both of which are undergoing.</p> <p>Chair Commissioner Malone asked about a 3% increase for OSU and LBCC and what the right number is for combating inflation.</p> <p>Hoffman answered, stating that the concern would be if the budgets were out of balance, but it is uncertain of what the economy will do over the next few years. Additionally, the STIF program is uncertain over the next biennium as well.</p> <p>Vice-Chair Flom asked if Barry is comfortable with the 3% because of the reserve funds and the state funds from Linn County and Benton County.</p> <p>Hoffman confirmed that with the reserves, the 3% from the colleges, and the state funds from Linn and Benton County, match can be achieved and this biennium the budget will balance out.</p> <p>Meltzer noted that at the next Loop meeting there will be a more detailed budget with contributions and more detailed expenditures.</p> <p>Hoffman stated that during the May Board meeting, the budget could be shared.</p> <p>Meltzer noted that there could also be a Loop TAC and Board Meeting held in April if it works better for the budget.</p>	
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	<p>Chair Malone asked if the information could be presented near the first part of April.</p> <p>Hoffman noted that can be done, and the first part of April is a for sure budget that can be presented and a deadline that can be met.</p>	
<p>5. Budget and Ridership Reports (Attachments B1-B4, and C)</p> <p><b>Action: Information Only</b></p>	<p>Hoffman shared the quarterly reports for the budget and Ridership numbers.</p> <p>Hoffman noted that there was STIF Revenue brought in as reimbursement for the quarter. Hoffman added \$33,000 was spent on vehicle maintenance which is unusually high. Additionally, fuel for the quarter was also high at \$32,000.</p> <p>Hoffman shared the year-to-date report that shared the revenues and expenditures for the year to date.</p> <p>Vice-Chair Flom asked for clarification about the charges for the services of Loop.</p> <p>Hoffman noted that its revenue from the STIP is reimbursement-based. It is the expenses from the previous quarter but were received in this quarter.</p> <p>Hoffman added that for period 1 to period 6, the reimbursement shows up again, and is the same money being brought into the actual Loop operational budget. Hoffman shared that the STIP funds were put into their own budget as per state requests.</p> <p>Hoffman shared attachment C, which shows the old fund drawdowns for 2018-2019. Hoffman added that for 2021 is when the funds switched over to only budgeting capital funds, and there were projects pledged to that money that haven't been started yet.</p> <p>Hoffman shared the pledged amounts from Benton County and Linn County that were drawn down equally from each biennium as of January</p>	

	<p>2023, and there are still 6 months to go. The year-end projections are basically right on now as well.</p> <p>Tim Bates asked about using the STIF fund first, as unlike 5307 federal which have 5 years, the STIF funds have to be used before the biennium or they will go back into the pot.</p> <p>Hoffman agreed and noted that STIF funds can pay for expenses that aren't eligible for 5307 funds. Hoffman added that Jeff Babbitt has been very helpful to guide using the right funds for the right projects and operations.</p> <p>Chair Malone asked how long they have to use the funds before they expire.</p> <p>Hoffman confirmed that the funds have until the end of the current biennium.</p> <p>Hoffman shared the ridership report showing them route by route. Hoffman noted that in 2022-2023 the numbers have climbed up and above the COVID numbers and almost back to regular ridership levels.</p> <p>Hoffman shared all of the routes of the Loop buses, and what their ridership levels were. Hoffman added that the levels are encouraging.</p> <p>Vice-Chair Flom asked if the Loop bus would still run if the campuses were closed.</p> <p>Hoffman confirmed that in theory the buses will still run to the schools if the campuses are closed or on delay unless the roads are really bad, or if the situation is too risky.</p> <p>Hoffman shared with the board members that there are two connectors between the two colleges, one in the morning between the colleges, and the other in the evening between the two. Hoffman also noted that October is the busiest month for transit between the two colleges.</p>	
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	<p>Andrew Koll noted that he has tried the system, and asked about specific data on the runs for the Loop schedule.</p> <p>Hoffman noted that there is hourly service data, which is what the reports are derived from. Hoffman noted that ridership is noted by hour, and the peak hours are 7am or 8am and then again at 4pm for the peaks.</p> <p>Hoffman noted that at the next meeting the hourly data can be shared with the members that were interested in the refinements. Pat Malone asked about transit drivers for the Loop.</p> <p>Chair Malone asked about Barry's success in keeping drivers well enough to be considered close to fully staffed.</p> <p>Hoffman noted that the Loop is currently trying to hire more drivers for the ATS service expansion, however the issues are the lack of qualified candidates, or interest in driving itself. Hoffman added that there are advertisements out for substitute drivers, that are always present, there are also 4 full time positions with ATS (Albany Transit System) for transit driving available.</p> <p>Hoffman noted that the current driver staff are stable and seem to be happy so the loop service and ATS (Albany Transit System) service for the current schedule are able to be provided for. Hoffman added that the drivers are happy, because the group is just a collection of great people as staff.</p> <p>Chair Malone noted that it is essential to keep the workers happy so that drivers are not lost to competitors.</p>	
<p>6. Summer Service Levels</p> <p><b>Action: Information Only</b></p>	<p>Hoffman shared with the Loop Board Members the summer service levels for the Loop and the possible reduction of hours for the connector routes. Hoffman noted that the connector routes on Hwy 34 were not originally designed for summer seasons; however last year the summer season was still run with the connectors.</p>	



	<p>Hoffman added that not running the summer service could allow for employee reprieves, however the disadvantages would be reducing service. Hoffman shared that there are a lot of service hours but not a lot of ridership because of the low usage of the connectors during the summer season.</p> <p>Hoffman shared that at the TAC the fuel and maintenance would be saved, and a few drivers might be able to take off normal time off, but laying people off would not be wise. Hoffman noted that the TAC suggested running this summer and evaluate the ridership per service hours were, and discuss and plan for the next summer of the biennium.</p> <p>Hoffman shared that, if necessary, the connector routes would be the ones to cancel as they are the easiest to replace. Barry Hoffman also added that another option would be to only run 1 of the connectors such as the AM or the PM route instead of both.</p> <p>Hal Brauner noted he agreed with the TAC to look into what the summer will show data wise.</p> <p>Ken Bronson added that with the express running to LBCC, if it was summer the express didn't run though for the savings which is how it was run for the last 7 years.</p> <p>Meltzer agreed and also shared the idea of hourly service instead of half hour.</p> <p>Brauner suggested offering the full service for this next summer to see how it goes, and then evaluate from there for the next year. As there are some people who do rely on the service for transportation.</p> <p>Vice- Chair Flom asked why the service was run last year during the summer.</p>	
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	<p>Hoffman noted that the staff needed full time, and the system was so new that it seemed like the right thing to do during last summer’s time. Hoffman added however the ridership was down too only 1200 passengers during the summer months.</p> <p>Hoffman shared that if both connectors went away, then they would be forced to use the uniter. Hoffman also noted that during the TAC taking away services wouldn’t necessarily be wise.</p> <p>Vice-Chair Flom noted that watching costs, and looking at this for time to do maintenance could also be considered. Flom added that looking at numbers and deciding for the future would be the best course of action.</p> <p>Chair Malone noted that it would be nice to know what other options for the people using the service has. Malone added that using a survey to determine how critical the service is to their lives to add to the determining data would be a good idea.</p> <p>Hoffman noted that the East West connection from East Linn County to work and services in Corvallis, and then getting back from there, would account for some of the connector rides from the last year.</p> <p>Chair Malone noted that it would be helpful to get more information on how vital the service is, and the effects of dialing it back.</p> <p>Bronson noted that in the East Linn County, rather than running a Class B bus, but instead running a Class D or a van instead to provide service, but use the asset that more fits the situation. Bronson added that then the big-ticket item (the larger bus) could be serviced, while employees still received their scheduled hours.</p> <p>Chair Malone added to push for a survey so results can be looked into, and the Loop can move forward to make an informed decision.</p>	
<p>7. Updates and Other Business</p> <ul style="list-style-type: none"> <li>• Mobility Hub Update</li> </ul>	<p>Meltzer shared the Mobility Hub update with the Loop Members that the STIF application is working its way through the process with ODOT.</p>	

	<p>Meltzer noted that Jennifer Boardman also suggested the project as a congressional earmark for the construction grant.</p> <p>Chair Malone asked if the mobility hubs are being treated as a package.</p> <p>Meltzer noted that yes, they are being treated as one project and it is anticipated to use multiple funding sources to finish up the design stage. Staff Meltzer added that construction for the Mobility Hubs is aimed for 2024.</p> <p>Bates asked about the agreement with the Benton County STIP.</p> <p>Meltzer noted that Benton County had enough reserves to fully fund the OSU hub using the formula funding, which will be moving forward this summer and next fall. Meltzer shared that they are hoping to find congressional funding for both hubs, but for sure the OSU campus hub will be funded by Benton County and hopefully with the addition of STIF funding too.</p> <p>Chair Malone noted that this asset will help improve ridership as well through the whole system.</p> <p>Hoffman shared that the Loop did apply for a bus from the STIF Discretionary funds, and the match would come from Benton County and Linn County if the STIF grant is awarded. The new bus will replace a 2010 model that needs being replaced. Hoffman shared that STIF D will be decided for projects in March for the upcoming cycle.</p>	
8. Adjournment	The next Loop Governing Board meeting is scheduled for May 30, 2023.	Meeting adjourned at 4:18 pm by Chair Commissioner Pat Malone



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06:27:08

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FROM 2023 07 TO 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
<b>21340105 213 LINN-BENTON LOOP</b>							
21340105 420045 FTA SECTION 5307	-237,000	0	-237,000	-112,427.00		-124,573.00	47.4%
21340105 428200 LBCC PARTNERSHIP	-131,900	0	-131,900	.00		-131,900.00	.0%
21340105 428205 OSU PARTNERSHIP	-131,900	0	-131,900	.00		-131,900.00	.0%
21340105 435000 BUS FARES	-30,000	0	-30,000	.00		-30,000.00	.0%
21340105 435006 CHARGES FOR SERVICE: LOOP	-592,400	0	-592,400	-179,618.00		-412,782.00	30.3%
21340105 499050 BEGINNING BALANCE	0	0	0	24,417.02		-24,417.02	.0%
21340105 510010 WAGES & SALARIES	315,200	0	315,200	86,906.14		228,293.86	27.6%
21340105 520010 TEMPORARY EMPLOYEES	45,000	0	45,000	3,130.36		41,869.64	7.0%
21340105 530010 OVERTIME	20,000	0	20,000	7,436.33		12,563.67	37.2%
21340105 560001 EMPLOYER MEDICAL	179,600	0	179,600	32,375.41		147,224.59	18.0%
21340105 560005 EMPLOYER DENTAL	14,600	0	14,600	2,204.32		12,395.68	15.1%
21340105 560008 EMPLOYER VISION	5,500	0	5,500	851.48		4,648.52	15.5%
21340105 560010 EMPLOYER PAID BENEFITS	29,100	0	29,100	7,332.03		21,767.97	25.2%
21340105 560012 EMPLOYER PAID DEFERRED COM	2,100	0	2,100	668.58		1,431.42	31.8%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	3,300	0	3,300	722.99		2,577.01	21.9%
21340105 560016 EMPLOYER PAID WORKER'S COM	22,300	0	22,300	5,140.98		17,159.02	23.1%
21340105 560018 EMPLOYER PAID OREGON WBF	4,000	0	4,000	37.04		3,962.96	.9%
21340105 560020 PERS	110,600	0	110,600	25,541.58		85,058.42	23.1%
21340105 560030 HRA VEBA	12,400	0	12,400	.00		12,400.00	.0%
21340105 600115 INSURANCE & BONDS	6,200	0	6,200	18.13		6,181.87	.3%
21340105 600400 CONTRACTUAL SERVICES	4,200	0	4,200	943.56		3,256.44	22.5%
21340105 602300 SOFTWARE LICENSE FEES	700	0	700	.00		700.00	.0%
21340105 610005 ADVERTISING & PUBLICATIONS	1,100	0	1,100	-900.00		2,000.00	-81.8%
21340105 610075 CREDIT CARD FEES	500	0	500	.00		500.00	.0%
21340105 610100 DUPLICATION & FAX	1,500	0	1,500	193.20		1,306.80	12.9%
21340105 610130 EDUCATION & TRAINING	800	0	800	.00		800.00	.0%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	567.03		2,432.97	18.9%
21340105 610420 MEETINGS & CONFERENCES	600	0	600	.00		600.00	.0%
21340105 610425 MEMBERSHIPS & DUES	1,100	0	1,100	600.00		500.00	54.5%
21340105 610545 PRINTING & BINDING	1,600	0	1,600	.00		1,600.00	.0%
21340105 610750 UNIFORMS	1,000	0	1,000	146.92		853.08	14.7%
21340105 610800 VEHICLE FUEL CHARGES	92,500	0	92,500	32,796.87		68,998.28	25.4%
21340105 630000 ELECTRICITY	1,500	0	1,500	.00		1,500.00	.0%
21340105 630005 NATURAL GAS	200	0	200	60.91		139.09	30.5%
21340105 630010 TELEPHONE	3,000	0	3,000	92.51		2,907.49	3.1%
21340105 630400 WATER SERVICE	800	0	800	94.54		705.46	11.8%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	80.94		-80.94	.0%
21340105 630410 STORMWATER SERVICE CHARGES	200	0	200	46.35		153.65	23.2%

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06:27:10

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FROM 2023 07 TO 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 650015 MAINT: COMMUNICATION EQUIP	600	0	600	333.24		600.00	.0%
21340105 653600 MAINT: VEHICLE	89,400	0	89,400	83,242.82		15,481.56	82.7%
21340105 655100 MAINT: BUILDING	4,000	0	4,000	900.00		3,100.00	22.5%
21340105 660100 CS: BUILDING MAINTENANCE	4,000	0	4,000	1,000.11		2,999.89	25.0%
21340105 660200 CS: CENTRAL SERVICE	3,500	0	3,500	874.89		2,625.11	25.0%
21340105 660210 CS: FINANCE	20,900	0	20,900	5,224.89		15,675.11	25.0%
21340105 660211 CS: CITY MANAGER'S OFFICE	12,000	0	12,000	3,000.00		9,000.00	25.0%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	325.11		974.89	25.0%
21340105 660214 CS: HUMAN RESOURCES	8,700	0	8,700	2,175.00		6,525.00	25.0%
21340105 660215 CS: LABOR RELATIONS	500	0	500	124.89		375.11	25.0%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,500	0	1,500	375.00		1,125.00	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	8,100	0	8,100	2,025.00		6,075.00	25.0%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	25.11		74.89	25.1%
21340105 660800 CS: IT EQUIPMENT REPLACEME	500	0	500	125.01		374.99	25.0%
21340105 662500 PW: ADMINISTRATION	50,800	0	50,800	12,700.02		38,099.98	25.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	0	600	360.00		240.00	60.0%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	0	100	120.00		100.00	.0%
21340105 690000 RESERVE: OPERATING	5,200	0	5,200	.00		5,200.00	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	59,141.31		-40,068.54	.0%
TOTAL PUBLIC TRANSIT	0	0	0	59,141.31		-40,068.54	.0%
TOTAL REVENUES	-1,123,200	0	-1,123,200	-267,627.98		-855,572.02	
TOTAL EXPENSES	1,123,200	0	1,123,200	326,769.29		815,503.48	

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15:52:56

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ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>21340106 213 LINN-BENTON LOOP STIF</b>							
21340106 428120 STIF - LINN COUNTY	-324,000	0	-324,000	-89,809.00		-234,191.00	27.7%
21340106 428125 STIF - BENTON COUNTY	-324,000	0	-324,000	-89,809.00		-234,191.00	27.7%
21340106 499050 BEGINNING BALANCE	-81,500	0	-81,500	.00		-81,500.00	.0%
21340106 630506 CHARGES FOR SERVICE: LOOP	592,400	0	592,400	179,618.00		412,782.00	30.3%
21340106 690000 RESERVE: OPERATING	137,100	0	137,100	.00		137,100.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	.00		.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	.00		.00	.0%
TOTAL REVENUES	-729,500	0	-729,500	-179,618.00		-549,882.00	
TOTAL EXPENSES	729,500	0	729,500	179,618.00		549,882.00	

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
<b>21340105 213 LINN-BENTON LOOP</b>							
21340105 420045 FTA SECTION 5307	-237,000	163,138	-73,862	-201,283.00		127,421.00	272.5%
21340105 428200 LBCC PARTNERSHIP	-131,900	0	-131,900	-131,900.00		.00	100.0%
21340105 428205 OSU PARTNERSHIP	-131,900	0	-131,900	-131,900.00		.00	100.0%
21340105 435000 BUS FARES	-30,000	-12,966	-42,966	.00		-42,966.25	.0%
21340105 435006 CHARGES FOR SERVICE: LOOP	-592,400	-114,680	-707,080	-337,430.00		-369,650.00	47.7%
21340105 469015 MISCELLANEOUS REVENUE	0	262	262	.00		261.63	.0%
21340105 480100 INTEREST	0	468	468	-95.77		564.08	-20.5%
21340105 499050 BEGINNING BALANCE	0	0	0	-119,498.14		119,498.14	.0%
21340105 510010 WAGES & SALARIES	315,200	-32,489	282,711	249,848.98		32,862.29	88.4%
21340105 520010 TEMPORARY EMPLOYEES	45,000	39,332	84,332	6,429.15		77,902.70	7.6%
21340105 530010 OVERTIME	20,000	15,616	35,616	15,043.41		20,572.22	42.2%
21340105 540050 UNEMPLOYMENT CLAIMS	0	-7,866	-7,866	.00		-7,866.00	.0%
21340105 560001 EMPLOYER MEDICAL	179,600	8,580	188,180	96,340.13		91,839.46	51.2%
21340105 560005 EMPLOYER DENTAL	14,600	2,796	17,396	6,563.94		10,832.47	37.7%
21340105 560008 EMPLOYER VISION	5,500	764	6,264	2,544.48		3,719.68	40.6%
21340105 560010 EMPLOYER PAID BENEFITS	29,100	2,472	31,572	20,355.08		11,217.18	64.5%
21340105 560012 EMPLOYER PAID DEFERRED COM	2,100	441	2,541	1,567.40		973.85	61.7%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	3,300	229	3,529	2,025.87		1,502.67	57.4%
21340105 560016 EMPLOYER PAID WORKER'S COM	22,300	-6,859	15,441	14,199.08		1,241.96	92.0%
21340105 560018 EMPLOYER PAID OREGON WBF	4,000	1,962	5,962	101.13		5,861.17	1.7%
21340105 560020 PERS	110,600	27,077	137,677	76,623.79		61,053.20	55.7%
21340105 560030 HRA VEBA	12,400	-19,917	-7,517	14,320.67		-21,837.62	-190.5%
21340105 600115 INSURANCE & BONDS	6,200	-122	6,078	6,298.20		-219.87	103.6%
21340105 600400 CONTRACTUAL SERVICES	4,200	908	5,108	1,805.62		2,726.68	46.6%
21340105 602300 SOFTWARE LICENSE FEES	700	700	1,400	.00		1,400.00	.0%
21340105 610005 ADVERTISING & PUBLICATIONS	1,100	741	1,841	.00		1,812.38	1.6%
21340105 610075 CREDIT CARD FEES	500	500	1,000	.00		1,000.00	.0%
21340105 610100 DUPLICATION & FAX	1,500	642	2,142	429.28		1,712.23	20.0%
21340105 610130 EDUCATION & TRAINING	800	-305	495	525.00		-30.00	106.1%
21340105 610405 MATERIALS & SUPPLIES	3,000	-3,203	-203	2,074.15		-4,819.19*****%	
21340105 610420 MEETINGS & CONFERENCES	600	600	1,200	.00		1,200.00	.0%
21340105 610425 MEMBERSHIPS & DUES	1,100	350	1,450	600.00		850.00	41.4%
21340105 610545 PRINTING & BINDING	1,600	1,600	3,200	.00		3,200.00	.0%
21340105 610750 UNIFORMS	1,000	-803	197	307.92		-319.54	262.3%
21340105 610800 VEHICLE FUEL CHARGES	92,500	3,415	95,915	78,617.07		17,297.65	82.0%
21340105 630000 ELECTRICITY	1,500	1,500	3,000	.00		3,000.00	.0%
21340105 630005 NATURAL GAS	200	-6	194	154.32		3.66	98.1%
21340105 630010 TELEPHONE	3,000	2,108	5,108	559.66		4,548.44	11.0%

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FROM 2023 01 TO 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630400 WATER SERVICE	800	62	862	759.51		102.74	88.1%
21340105 630405 SEWER SERVICE CHARGES	0	-270	-270	242.34		-512.68	-89.6%
21340105 630410 STORMWATER SERVICE CHARGES	200	35	235	139.05		95.80	59.2%
21340105 650015 MAINT: COMMUNICATION EQUIP	600	-1,930	-1,330	333.24		-3,167.40	-138.2%
21340105 652800 SAFETY IMPROVEMENTS	0	-338	-338	.00		-338.34	.0%
21340105 653600 MAINT: VEHICLE	89,400	-10,227	79,173	128,296.58		-52,524.07	166.3%
21340105 655100 MAINT: BUILDING	4,000	-257	3,744	2,700.00		387.00	89.7%
21340105 660100 CS: BUILDING MAINTENANCE	4,000	0	4,000	3,000.17		999.83	75.0%
21340105 660200 CS: CENTRAL SERVICE	3,500	0	3,500	2,624.83		875.17	75.0%
21340105 660210 CS: FINANCE	20,900	0	20,900	15,674.83		5,225.17	75.0%
21340105 660211 CS: CITY MANAGER'S OFFICE	12,000	0	12,000	9,000.00		3,000.00	75.0%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	975.17		324.83	75.0%
21340105 660214 CS: HUMAN RESOURCES	8,700	0	8,700	6,525.00		2,175.00	75.0%
21340105 660215 CS: LABOR RELATIONS	500	0	500	374.83		125.17	75.0%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,500	0	1,500	1,125.00		375.00	75.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	27,000	0	27,000	20,250.00		6,750.00	75.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMN	200	180	380	.00		380.31	.0%
21340105 660700 CS: INFORMATION TECHNOLOGY	8,100	0	8,100	6,075.00		2,025.00	75.0%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	75.17		24.83	75.2%
21340105 660800 CS: IT EQUIPMENT REPLACEMENT	500	0	500	375.03		124.97	75.0%
21340105 662500 PW: ADMINISTRATION	50,800	0	50,800	38,100.06		12,699.94	75.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	200	800	635.00		165.00	79.4%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	100	200	120.00		80.00	60.0%
21340105 690000 RESERVE: OPERATING	5,200	0	5,200	.00		5,200.00	.0%
21340105 700170 FTA 5307 - SAFETY 1%	0	-374	-374	.00		-374.17	.0%
TOTAL 213 LINN-BENTON LOOP	0	64,167	64,167	-87,371.77		142,585.37	%
TOTAL PUBLIC TRANSIT	0	64,167	64,167	-87,371.77		142,585.37	%
TOTAL REVENUES	-1,123,200	36,222	-1,086,978	-922,106.91		-164,871.40	
TOTAL EXPENSES	1,123,200	27,945	1,151,145	834,735.14		307,456.77	



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FROM 2023 01 TO 2023 09

ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>21340106 213 LINN-BENTON LOOP STIF</b>							
21340106 428120 STIF - LINN COUNTY	-324,000	-98,090	-422,090	-168,715.00		-253,375.00	40.0%
21340106 428125 STIF - BENTON COUNTY	-324,000	-98,090	-422,090	-168,715.00		-253,375.00	40.0%
21340106 499050 BEGINNING BALANCE	-81,500	0	-81,500	-.21		-81,499.79	.0%
21340106 630506 CHARGES FOR SERVICE: LOOP	592,400	114,680	707,080	337,430.00		369,650.00	47.7%
21340106 670000 MISCELLANEOUS EXPENDITURES	0	-3,185	-3,185	.00		-3,184.52	.0%
21340106 690000 RESERVE: OPERATING	137,100	0	137,100	.00		137,100.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	-84,685	-84,685	-.21		-84,684.31	%
TOTAL PUBLIC TRANSIT	0	-84,685	-84,685	-.21		-84,684.31	%
TOTAL REVENUES	-729,500	-196,180	-925,680	-337,430.21		-588,249.79	
TOTAL EXPENSES	729,500	111,495	840,995	337,430.00		503,565.48	

Linn-Benton Loop FTA Section 5307 Grant Funds Remaining  
(Last Updated 4/27/23)

<u>Grant Year</u>	<u>Project</u>	<u>Match Ratio</u>	<u>Remaining Project Funds</u>	<u>FTA Match Required</u>	<u>Local Match Required</u>
<b>18-19</b>	FTA 5307 - Operations	50:50	933,866	466,933	466,933 as of 2/1/22
	Drawdown - 2/2/22		766,308	(83,779)	(83,779)
	Drawdown - 3/23/22		614,484	(75,912)	(75,912)
	Drawdown - 5/20/22		555,044	(29,720)	(29,720)
	Drawdown - 7/7/22		491,692	(31,676)	(31,676)
	Drawdown - 7/26/22		361,858	(64,917)	(64,917)
	Drawdown - 10/20/22		184,146	(88,856)	(88,856)
	Drawdown - 1/30/23		-	(92,073)	(92,073)
	<b>SUBTOTAL</b>		-	-	-
<b>19-20</b>	FTA 5307 - Operations	50:50	587,000	293,500	293,500 as of 2/1/22
	Drawdown - 4/27/23		411,606	(87,697)	(87,697)
	FTA 5307 - Preventive Maintenance	80:20	60,875	48,700	12,175 as of 2/1/22
	Drawdown - 1/30/23		35,432	(20,354)	(5,089)
	Drawdown - 4/27/23		470	(27,970)	(6,992)
<b>SUBTOTAL</b>		412,076	206,179	205,897	
<b>20-21</b>	FTA 5307 - Capital Project - TBD*	80:20	449,138	359,310	89,828 as of 2/1/22
	<b>SUBTOTAL</b>		449,138	359,310	89,828
<b>21-22</b>	FTA 5307 - Capital Project - TBD*	80:20	471,600	377,280	94,320 as of 7/1/22
	<b>SUBTOTAL</b>		471,600	377,280	94,320
<b>GRAND TOTAL</b>			<b>1,332,814</b>	<b>942,769</b>	<b>390,045</b>

\*Funds have been awarded, but the Linn-Benton Loop has not yet obligated the funds. These funds will be obligated when the Loop has determined the projects to assign the funding too.

**Linn-Benton Loop STIF Funds Remaining  
(Last Updated 4/27/23)**

<u>Fiscal Year</u>	<u>Project</u>	<u>Remaining Project Funds</u>
21-22/22-23	STIF - Benton County	\$675,000
	Drawdown 11/10/21	(\$14,450)
	Drawdown 2/8/22	(\$37,475)
	Drawdown 4/25/22	(\$90,105)
	Drawdown 7/26/22	(\$83,880)
	Drawdown 10/24/22	(\$78,906)
	Drawdown 1/27/23	(\$89,809)
	Drawdown 4/26/23	(\$102,144)
		<b>SUBTOTAL</b>
21-22/22-23	STIF - Linn County	\$675,000
	Drawdown 12/21/21	(\$5,075)
	Drawdown 2/8/22	(\$28,100)
	Drawdown 4/25/22	(\$108,855)
	Drawdown 7/26/22	(\$83,880)
	Drawdown 10/24/22	(\$78,906)
	Drawdown 1/27/23	(\$89,809)
	Drawdown 4/26/23	(\$102,144)
		<b>SUBTOTAL</b>
	<b>GRAND TOTAL</b>	<b>\$356,462</b>

Linn-Benton Loop 21340105

Fiscal Years 23-25

Budget 21-23	Object Code	Personnel	Budget 23-24	Budget 24-25	Total Biennial Budget 23-25	Difference (\$)	Difference (%)	Notes
<b>Personnel</b>								
\$ 617,200	510010	Wages & Salaries	\$ 476,300	\$ 476,300	\$ 952,600	\$ 335,400	54.3%	7 FTE Transit Operators, 1/3 Barry, 1/3 Kim,
90,000	520010	Temporary Employees	10,000	10,000	20,000	(70,000)	-77.8%	
40,000	530010	Overtime	20,000	20,000	40,000	-	0.0%	
-	540050	Unemployment Claims	6,000	6,000	12,000	12,000	undefined	Interdepartmental charge
335,800	560001	Employer Medical	225,900	225,900	451,800	116,000	34.5%	
27,300	560005	Employer Dental	15,200	15,200	30,400	3,100	11.4%	
10,300	560008	Employer Vision	6,000	6,100	12,100	1,800	17.5%	
57,200	560010	Employer Paid Benefits	47,500	47,500	95,000	37,800	66.1%	
4,100	560012	Employer Paid Def Comp	3,500	3,500	7,000	2,900	70.7%	
6,500	560014	Employer Paid LTD/Life	900	900	1,800	(4,700)	-72.3%	
43,800	560016	Employer Paid Workers Comp	28,000	28,100	56,100	12,300	28.1%	
6,100	560018	Employer Paid Oregon WBF	5,200	5,300	10,500	4,400	72.1%	
216,900	560020	PERS	157,100	157,200	314,300	97,400	44.9%	
-	560022	Employer Paid Oregon Family Leave	5,500	5,500	11,000	11,000	undefined	
24,800	560030	HRA Vebe	16,300	16,400	32,700	7,900	31.9%	Per Jeff's numbers/10% Temp. Empl.
\$ 1,480,000		<b>Personnel Subtotals</b>	\$ 1,023,400	\$ 1,023,900	\$ 2,047,300	\$ 567,300	38.3%	
<b>Materials &amp; Supplies</b>								
\$ 11,800	600115	Insurance & Bonds	\$ 8,500	\$ 8,500	\$ 17,000	\$ 5,200	44.1%	*
8,400	600400	Contractual Services	\$ 4,200	\$ 4,200	\$ 8,400	-	0.0%	Finance
1,400	602300	Software License Fees	1,500	1,500	3,000	1,600	114.3%	share of cartograph
2,200	610005	Advertising & Publication	1,100	1,100	2,200	-	0.0%	service change
3,000	610100	Duplication & Fax	1,500	1,500	3,000	-	0.0%	
1,000	610075	credit card fees	500	500	1,000	-	0.0%	
1,600	610130	Education & Training	1,000	1,000	2,000	400	25.0%	ET Worksheet
6,000	610405	Materials & Supplies	3,000	3,000	6,000	-	0.0%	*
1,200	610420	Meeting & Conferences	2,000	2,000	4,000	2,800	233.3%	MC Worksheet
2,200	610425	Memberships & Dues	1,100	1,100	2,200	-	0.0%	MD Worksheet
3,200	610545	Printing and Binding	1,600	1,600	3,200	-	0.0%	*
2,000	610750	Uniforms	1,000	1,000	2,000	-	0.0%	
185,000	610800	Vehicle Fuel Charges	133,300	133,300	266,600	81,600	44.1%	
3,000	630000	Electricity	1,500	1,500	3,000	-	0.0%	1/3 share based on this year
400	630005	Natural Gas	200	200	400	-	0.0%	1/3 share based on this year
6,000	630010	Telephone	3,000	3,000	6,000	-	0.0%	*
1,600	630400	Water Service	800	800	1,600	-	0.0%	1/3 share based on this year
-	630405	Sewer Service	300	400	700	700	undefined	1/3 share based on this year
400	630410	Stormwater Service Charge	200	200	400	-	0.0%	1/3 share based on this year
1,200	650015	Maint: Communications Equip	600	600	1,200	-	0.0%	
178,700	653600	Vehicle Maintenance	105,000	110,000	215,000	36,300	20.3%	*
8,000	655100	Maint: Building	4,000	4,000	8,000	-	0.0%	split with ATS; NAPR, Bus Barn
7,800	660100	CS: Building Maintenance	2,900	3,000	5,900	(1,900)	-24.4%	Finance
6,800	660200	CS: Administration	7,500	7,700	15,200	8,400	123.5%	Finance
40,800	660210	CS: Finance	23,800	23,900	47,700	6,900	16.9%	Finance
23,500	660211	CS: CMO	21,500	21,500	43,000	19,500	83.0%	Finance
2,600	660212	CS: Council	2,200	2,200	4,400	1,800	69.2%	Finance
17,500	660214	CS: HR	12,100	13,000	25,100	7,600	43.4%	Finance
1,000	660215	CS: Labor Relations	900	900	1,800	800	80.0%	Finance
2,900	660225	CS: Emergency	2,600	2,600	5,200	2,300	79.3%	Finance
54,000	660400	CS: Equipment Replacement	45,000	45,000	90,000	36,000	66.7%	Increased vehicle costs
400	660500	CS: Flexible Spending Admin Fee	-	-	-	(400)	0.0%	*
16,000	660700	CS: Information Technology Ser	9,000	9,000	18,000	2,000	12.5%	Finance
200	660701	CS: Phone Replacement	100	100	200	-	0.0%	Finance
1,000	660800	IT Equipment Replacement	500	500	1,000	-	0.0%	
100,000	662500	PW: Administration	76,500	76,600	153,100	53,100	53.1%	Jeff/Admin. Salary charges
1,200	665400	Physical Exams & Medical	600	600	1,200	-	0.0%	
200	670600	Safety Recognition Program	100	100	200	-	0.0%	
5,200	690000	Reserve: Operating	77,300	77,300	77,300	72,100	1386.5%	Establishing operational contingency
\$ 709,400		<b>Materials Subtotal</b>	\$ 481,200	\$ 565,000	\$ 1,046,200	\$ 336,800	47.5%	
<b>Capital</b>								
-	700000	Capital Equipment	-	-	-	-	0.0%	
\$ -		<b>Capital Subtotal</b>	\$ -	\$ -	\$ -	\$ -	0.0%	
\$ 2,189,400		<b>Budget Totals</b>	\$ 1,504,600	\$ 1,588,900	\$ 3,093,500	\$ 904,100		

### Linn-Benton Loop 21340105

Budget 21-23	Object Code	Revenues	Budget 23-24	Budget 24-25	Total Biennial Budget 23-25	Personnel Notes
-	420035	FTA Section 5310 Grant	-	-	-	IN STIF budget
-	420035	FTA Section 5310 Grant Linn County	-	-	-	IN STIF budget
183,000	420045	FTA Section 5307 Grant (AAMPO)	156,100	164,000	320,100	Albany MPO, 50/50 match burn existing
48,000	420045	FTA Section 5307 Grant PM (AAMPO)	42,000	44,000	86,000	80/20 Match 5307
-		FTA Section 5307 Capital		-	-	
183,000	420045	FTA Section 5307 Grant (CAMPO)	156,100	164,000	320,100	Corvallis MPO 50/50 Match burn existing
48,000	420045	FTA Section 5307 Grant PM (CAMPO)	42,000	44,000	86,000	80/20 Match 5307
-		FTA Section 5307 Capital		-	-	
-	428020	Special Transit Fund: Linn Co.			-	IN STIF budget
-	428025	Special Transit Fund: Benton Co.			-	IN STIF budget
-	428120	STIF Linn County Operating			-	IN STIF budget
-	428120	STIF Linn County preservation			-	IN STIF budget
-	428125	STIF Benton County Operating			-	IN STIF budget
-	428125	STIF Benton County preservation			-	IN STIF budget
-	428130	STIF Discretionary			-	IN STIF budget
260,000	428200	LBCC Partnership	135,900	140,000	275,900	LBCC partnership and pass program
260,000	428205	OSU Partnership	135,900	140,000	275,900	OSU partnership and pass program
43,000	435000	Bus Fares			-	no fares currently
1,158,900	435006	Charges for Service: Loop - STIF	776,500	829,500	1,606,000	IN STIF budget
-	480100	Interest			-	
-	492170	From Equipment Replacement	-	-	-	replace support vehicles
5,500	499050	Beginning Balance	123,500	-	123,500	
\$2,189,400		<b>Revenues Total</b>	<b>\$1,568,000</b>	<b>\$1,525,500</b>	<b>\$3,093,500</b>	

**Linn-Benton Loop STIF - 21340106**

**Fiscal Years 23-25**

Budget 21-23	Object Code	Personnel	Budget 24	23- Budget	24-25	Total Biennial Budget 23-25	Difference (\$) Biennium	Difference (%) Biennium	Notes
<b>Materials &amp; Supplies</b>									
\$ 1,158,900	630506	Charges for Service: LB Loop	\$ 776,500	\$	829,500	\$ 1,606,000	\$ 447,100	38.6% *	
218,600	690000	Reserve: Operating				-	(218,600)	0.0%	
\$ 1,377,500		Materials Subtotal	\$ 776,500	\$	829,500	\$ 1,606,000	\$ 228,500	16.6%	
<b>Capital</b>									
	- 700000	Capital Equipment		-	-	-	\$ -	0.0%	match to STIF discretionary grant
									Stif discretionary bus(moved \$900k to Loop Equip Repl)
\$ -		<b>Capital Subtotal</b>	\$ -	\$	-	\$ -	\$ -	0.0%	
\$ 1,377,500		<b>Budget Totals</b>	\$ 776,500	\$	829,500	\$ 1,606,000	\$ 228,500	16.6%	

Linn-Benton Loop STIF - 21340106

Fiscal Years 23-25

Budget 21-23	Object Code	Revenues	Budget 23-24	Budget 24-25	Total Biennial Budget	Difference (\$) Biennium	Notes
-	420045	FTA Section 5307	-	-	-	-	
648,000	428120	STIF: Linn Co preservation	45,000	54,000	99,000	(549,000)	
		STIF: Linn Co expanded loop	341,500	341,500	683,000	683,000	
648,000	428125	STIF: Benton Co preservation	45,000	54,000	99,000	(549,000)	
		STIF: Benton Co expanded loop	345,000	380,000	725,000	725,000	
		LC STIF Formula bus match		-	-	-	
		BC STIF Formula bus match		-	-	-	
		CAPITAL bus purchase		-	-	-	
-	480100	Interest	-	-	-	-	
81,500	499050	Beginning Balance	-	-	-	(81,500)	
\$ 1,377,500		<b>Revenues</b>	\$ 776,500	\$ 829,500	\$ 1,606,000	\$ 228,500	

moved to Loop Equip Repl \$90k  
 match to STIF discretionary grant moved to Loop Equip Repl \$90k  
 STIF Discretionary grant moved to Loop Equip Repl \$720k