



Agenda
Linn-Benton Loop Technical Advisory Committee

Date: Tuesday, November 7, 2017
Time: 2:30 – 4:00 pm
Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR
Contact: Phil Warnock (541) 924-8474

1. **2:30 Call to Order & Introductions/Agenda Review** Chair, Lee Lazaro
2. **2:33 Public Comment** Chair
3. **2:35 Approval of August 8, 2017 Meeting Minutes (Attachment A)** Chair
Action Requested: Approval of Minutes
4. **2:40 Review of Loop Budget and Ridership Reports (Attachment B)** Chair
Action Requested: Information only
5. **2:55 Loop Service Analysis Scope Update (Attachment C)** Chair
Action Requested: Update on Loop Scope of Work
6. **3:20 Possible Funding for Loop Service Analysis: (Attachment D)** Chair
 - ODOT TGM Grant
 - ODOT TSP/TDP Planning Funds
 - Loop Member Contributions + AAMPO Rollover
 - Other?*Action Requested: Discussion only*
7. **3:45 Memorandum of Agreements (MOA) Update** Phil
Action Requested: Update on MOA
8. **3:55 Next Meeting and Future Agenda Items** Chair
Action Requested: Discussion only
9. **4:00 Adjourn** Chair

**LINN-BENTON LOOP TAC
DRAFT MINUTES**

**Tuesday, August 8, 2017
1:30 – 3:30 pm**

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

Board Members: Lee Lazaro, Arla Miller (phone), Mark Volmert, Sarah Bronstein, Tim Bates, Andrew Koll (at-large) Ali Bonakdar, and Tarah Campi

Staff Members: Barry Hoffman, Phil Warnock, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Agenda Review		The Chair, Lee Lazaro called the meeting to order at 1:32 pm. There were no changes to the agenda.
2. Public Comment		There were no public comments.
3. Approval of May 30, 2017 meeting minutes	Correction to Andrew Koll's name.	Consensus by the Loop TAC to approve the May 30, 2017 meeting minutes with correction.
4. Webpage and Communications Update	The Loop Webpage has been transferred to the City of Albany website. It is now live and the Loop Board and TAC minutes are uploaded to the new site. This was recently completed. Staff, Emma Chavez will follow up with an email to all members to provide the link to the new webpage. The COG Loop webpage continues to be active until the Loop Board approves the new webpage.	Discussion only

	<p>The Chair questioned Barry Hoffman on what the plans for the Loop and Express are for August 21st during the Total Eclipse. Hoffman noted that they will try to operate as normal and will adjust as needed.</p> <p>Mark Volmert stated that it is important to add the webpage and communications as part of the Memorandum of Agreement.</p> <p>Andrew Koll questioned if service changes would be posted on the Loop webpage. Barry answered that they would not be posted on the Loop Board and TAC webpage. However, they are posted as service advisories and on social media. Albany Transit does not have its own social media accounts but its content is promoted on the City of Albany's accounts.</p>	
5. Review of Loop Budget	<p>Barry Hoffman provided a review of the Loop Revenue and Expenditures for period 7/01/2016 through 6/30/2017. He noted that some revenues had yet to be posted when the report was pulled therefore the numbers would now differ. Hoffman also noted that the budget closed in early August.</p> <p>An overview of ridership was provided. It was noted that the economy has a great impact on ridership (lower gas prices lead to more people driving their cars vs. taking the bus), and that is noted on how ridership fluctuates throughout the years.</p> <p>Sarah Bronstein questioned why Saturday ridership was broken out separately. Hoffman answered that when the Saturday service began, it was important to keep track of its specific ridership. He stated that during the economic downturn, there were discussions to terminate the Saturday service and that the specific reports assists in making those determinations.</p> <p>On a separate note; Bronstein noted that there have been discussions between Hoffman and OSU staff in regards to how MOUs are managed and whether they will continue to be managed directly with the City or will they now be handled through the Loop Board. It was noted that</p>	Discussion only

	Agenda item 10, the MOA that is currently being developed by Loop staff will address that issue.	
6. Needs and Opportunities	<p>Hoffman expressed the need for a larger Loop plan to be developed, similar to the Albany TDP. He stated that advertising may cause demand that the Loop may not be able to handle.</p> <p>Volmert stated that approximately seven years ago a second bus ran behind the Loop for overcrowding. He questioned whether the bus took care of the overcrowding as expected. Hoffman stated that there is still overcrowding despite the additional bus. Volmert and Hoffman discussed that route alignment has not been reviewed in several years and that could be investigated as part of the Loop Plan.</p>	Discussion only
7. Loop Service Analysis Scope	<p>Volmert stated that with the new HB2017 Transportation Bill, the Loop could look at using the \$28,000 from AAMPO and request a similar match from CAMPO for a larger Service Analysis. He noted that HB2017 has additional funds earmarked for transit service developed that could also assist the Loop.</p> <p>Ali Bonakdar noted that any request for funds to CAMPO need to go from the Loop Board to the CAMPO Board. He stated that CAMPO is scheduled to work on their 2018-19 budget in early 2018.</p> <p>Volmert shared that Linn County expects to receive \$2.1 million through HB2017, \$300,000 per year. He stated that if members want to double service to the Loop, a higher request could be made to each County. The funds could be used for expansion of service. With this, he noted that the Service Analysis would need to be completely redeveloped considering that the funds would have doubled. He stated that if both MPOs provided \$28,000, and OSU and LBCC also provide funds, it's reasonable to expect a basic TDP could be developed for the Loop (Lebanon TDP cited as an example), looking at service enhancement and expansion.</p> <p>Bonakdar stated that it's important to note that the TAC is supposed to provide advice to the Policy Board and must follow the Board's priorities</p>	<p>By consensus, the TAC recommends to the Board for staff to redevelop the Service Analysis Scope of Work with an outline of \$50,000 and consider CAMPO and AAMPO to fund the efforts.</p> <p>Staff was requested to provide a draft analysis for review to the TAC within two weeks.</p>

	<p>as directed by them. Chair Lazaro stated that he doesn't think it is inappropriate to take a proposal to the Board.</p> <p>Volmert went on to state that a Transit District would not be doable for many reasons, including that if a Transit District was formed; funds that currently go to the Board of Commissioners would begin flowing to the Transit District instead. Additionally, he noted that it would impact compression and taxing agencies would be reduced.</p> <p>Chair Lazaro suggested asking the Board if there is a true need of looking at a Transit District at this time in light of the new Transportation Bill, or is it diverting from the current need. He noted that if it appears that once the rules are in place, and if there would be any advantage to creating a Transit District, the discussion could be revisited.</p> <p>Chair Lazaro reviewed the TAC's discussion on this issue, and requested consensus as follows:</p> <p>The TAC to recommend to the Board for staff to redevelop the Service Analysis Scope of Work with an outline of \$50,000 and consider CAMPO and AAMPO to fund the efforts. The effort also would look at latent demand among OSU / LBCC communities, with data-gathering by survey. Bronstein noted she is able to accommodate Loop-related survey questions at OSU; staff will consult with LBCC later.</p> <p>Ali Bonakdar moved to this motion, Barry Hoffman seconded. There was consensus by the Loop Technical Advisory Committee.</p>	
8. May Board Meeting Items Review	Discussed during previous agenda items (MOA and SOW). Chair Lazaro noted that he will be attending the Loop Board meetings to take notes and provide a debrief to the TAC.	Discussion only
9. Legislative Update	Chair Lazaro provided a brief legislative update.	Information only
10. Future Meeting Dates and Agenda Items	Staff was requested to send out a Doodle Poll for a standing meeting of the TAC prior to the Board meetings not to include the 2 nd or 4 th Tuesday of the month.	Staff to survey TAC for future standing meeting date/time.
11. Adjournment	Meeting adjourned at 3:33 pm.	

revstat.rpt
 10/26/2017 9:50AM
 Periods: 1 through 15

Revenue Status Report

City of Albany
 07/01/2017 through 6/30/2018

213 Public Transit
 50 Public Works
 1107 Linn-Benton Loop

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
42030 FTA Section 5310 Grant	27,500.00	6,516.00	6,516.00	20,984.00	23.69
42042 FTA Section 5309 Grant	348,600.00	0.00	0.00	348,600.00	0.00
42045 FTA Section 5307	316,200.00	0.00	0.00	316,200.00	0.00
42816 Special Transit Fund: Linn Co	17,000.00	4,080.00	4,080.00	12,920.00	24.00
42817 Special Transit Fund: Benton Co	22,000.00	0.00	0.00	22,000.00	0.00
42835 LBCC Partnership	113,900.00	0.00	0.00	113,900.00	0.00
42836 OSU Partnership	113,900.00	0.00	0.00	113,900.00	0.00
43301 Bus Fares	22,000.00	8,521.46	8,521.46	13,478.54	38.73
48010 Interest	300.00	-33.52	-33.52	333.52	-11.17
49041 From Capital Equipment Fund	71,400.00	0.00	0.00	71,400.00	0.00
49905 Beginning Balance	68,000.00	27,812.83	27,812.83	40,187.17	40.90
Total Public Transit	1,120,800.00	46,896.77	46,896.77	1,073,903.23	4.18
Grand Total	1,120,800.00	46,896.77	46,896.77	1,073,903.23	4.18

expstat.rpt
10/26/2017 9:45AM
Periods: 1 through 12

Expenditure Status Report

City of Albany
07/01/2017 through 6/30/2018

213 Public Transit
50 Public Works
1107 Linn-Benton Loop

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
51001 Wages & Salaries	230,800.00	51,346.96	51,346.96	0.00	179,453.04	22.25
52001 Temporary Employees	25,000.00	4,031.89	4,031.89	0.00	20,968.11	16.13
53001 Overtime	2,000.00	134.41	134.41	0.00	1,865.59	6.72
54005 Unemployment Claims	100.00	0.00	0.00	0.00	100.00	0.00
56001 Employer Paid Benefits	171,200.00	34,682.20	34,682.20	0.00	136,517.80	20.26
60101 Contractual Services	3,600.00	1,004.56	1,004.56	99.76	2,495.68	30.68
60211 Insurance & Bonds	4,800.00	4,902.72	4,902.72	0.00	-102.72	102.14
60216 Software License Fees	700.00	0.00	0.00	0.00	700.00	0.00
61006 Advertising & Publications	500.00	0.00	0.00	0.00	500.00	0.00
61010 Duplication & Fax	1,500.00	195.56	195.56	210.70	1,093.74	27.08
61011 Education & Training	800.00	0.00	0.00	0.00	800.00	0.00
61024 Materials & Supplies	3,000.00	741.82	741.82	300.20	1,957.98	34.73
61026 Meetings & Conferences	300.00	134.48	134.48	0.00	165.52	44.83
61027 Memberships & Dues	900.00	300.00	300.00	0.00	600.00	33.33
61033 Printing & Binding	800.00	0.00	0.00	0.00	800.00	0.00
61040 Uniforms	600.00	0.00	0.00	0.00	600.00	0.00
61041 Vehicle Fuel Charges	54,000.00	4,154.50	4,154.50	2,498.74	47,346.76	12.32
63006 Power & Light	1,000.00	96.62	96.62	0.00	903.38	9.66
63007 Heating & Fuel	200.00	15.82	15.82	6.00	178.18	10.91
63009 Telephone	1,000.00	208.50	208.50	0.00	791.50	20.85
63011 Water Service	800.00	0.00	0.00	0.00	800.00	0.00
63015 Stormwater Service Charges	500.00	0.00	0.00	0.00	500.00	0.00
65006 Maint: Building	4,100.00	978.67	978.67	0.00	3,121.33	23.87
65008 Maint: Communications Equipment	500.00	0.00	0.00	0.00	500.00	0.00
65513 Vehicle Maintenance	67,300.00	6,419.20	6,419.20	5,191.47	55,689.33	17.25
66010 Central Service Charges	33,100.00	8,274.99	8,274.99	0.00	24,825.01	25.00
66011 Equipment Replacement	9,800.00	2,450.01	2,450.01	0.00	7,349.99	25.00
66014 Information Technology Services	6,700.00	1,674.99	1,674.99	0.00	5,025.01	25.00
66015 IT Equipment Replacement	300.00	75.00	75.00	0.00	225.00	25.00
66017 Public Works Administration Charges	38,400.00	8,048.64	8,048.64	0.00	30,351.36	20.96

expstat.rpt
 10/26/2017 9:45AM
 Periods: 1 through 12

Expenditure Status Report

City of Albany
 07/01/2017 through 6/30/2018

213 Public Transit
 50 Public Works
 1107 Linn-Benton Loop

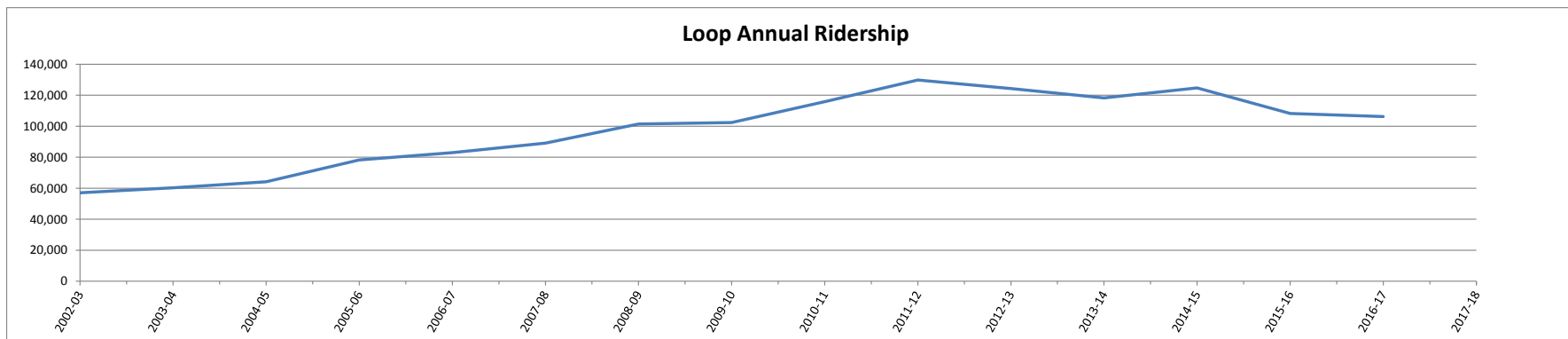
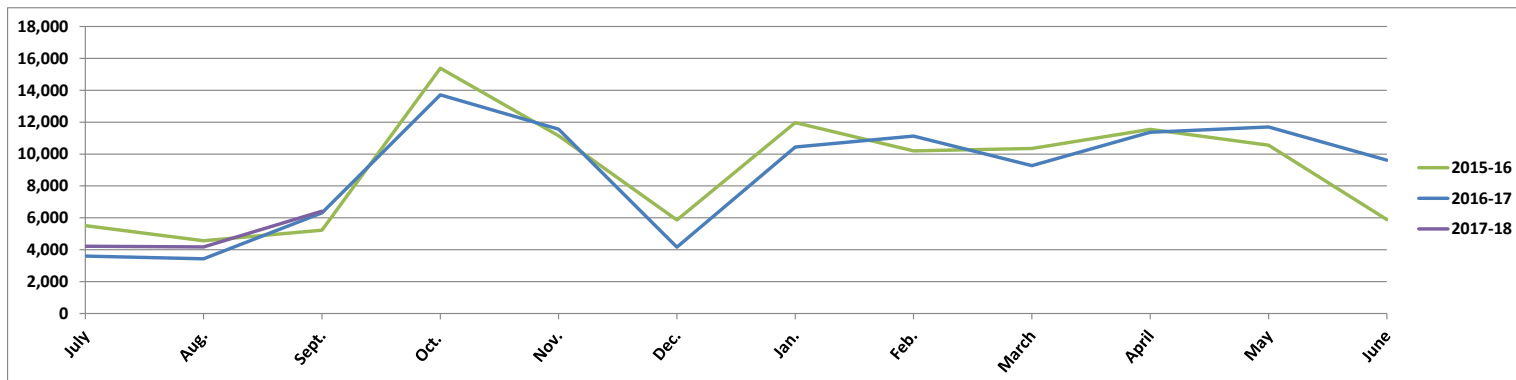
<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
66030 Building Maintenance Charges	5,300.00	1,325.01	1,325.01	0.00	3,974.99	25.00
66505 Physical Exams & Medicals	300.00	95.00	95.00	0.00	205.00	31.67
66511 Flexible Spending Admin Fees	200.00	42.15	42.15	0.00	157.85	21.08
67010 Safety Recognition Program	100.00	0.00	0.00	0.00	100.00	0.00
69015 Reserve: Operating	30,600.00	0.00	0.00	0.00	30,600.00	0.00
70005 Capital Equipment	420,000.00	0.00	0.00	0.00	420,000.00	0.00
Total Public Transit	1,120,800.00	131,333.70	131,333.70	8,306.87	981,159.43	12.46
Grand Total	1,120,800.00	131,333.70	131,333.70	8,306.87	981,159.43	12.46

LINN-BENTON LOOP
WEEKDAY RIDERSHIP
REGULAR LOOP PLUS LOOP EXPRESS
2016 -2017

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	+/-	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	617	17.1%
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	744	16.3%
Sept.	2,425	2,812	3,526	4,240	4,920	4,992	5,614	5,125	6,442	8,303	7,293	4,621	6,751	5,228	6,314	6,418	104	2.0%
Oct.	6,973	8,460	7,934	10,139	11,093	11,539	14,446	13,013	13,527	16,046	16,490	16,516	18,648	15,384	13,712		-13,712	-89.1%
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		-11,557	-103.6%
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		-4,163	-71.0%
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		-10,439	-87.1%
Feb.	6,666	6,175	5,868	7,990	8,299	9,152	9,589	10,608	11,415	13,078	13,188	10,736	12,417	10,205	11,126		-11,126	-109.0%
March	4,736	5,714	5,907	6,801	7,096	7,232	7,830	9,314	10,529	10,733	9,846	9,521	10,281	10,350	9,270		-9,270	-89.6%
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		-11,365	-98.4%
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		-11,700	-110.8%
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		-9,616	-163.5%
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		-1,921	-1.8%
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				
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	106,298			

Loop plus loop express

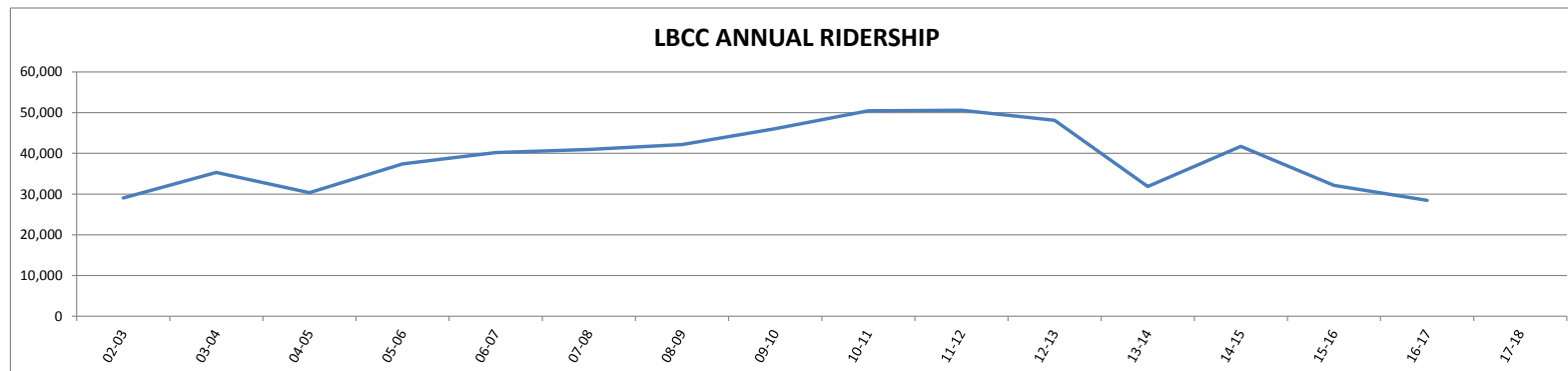
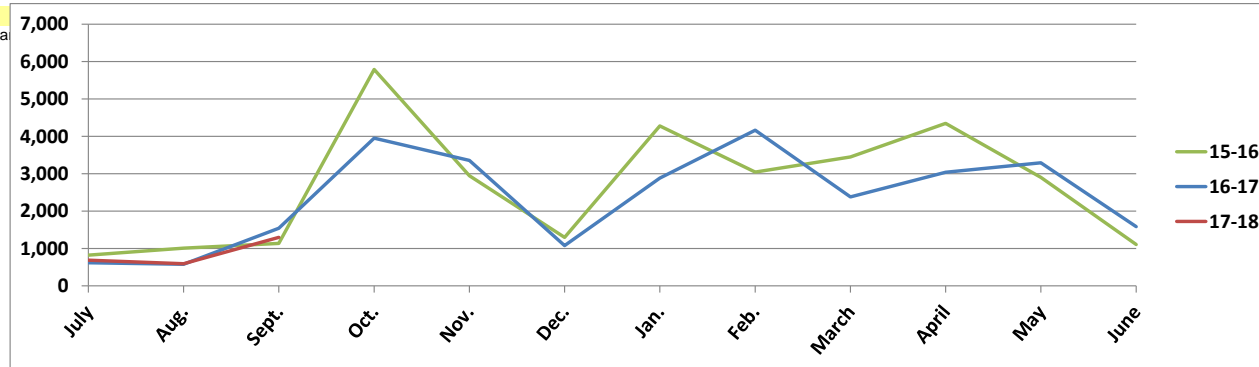
*Reg Loop and Express Loop
**Try Transit Week Occurs in October



LINN-BENTON LOOP
LBCC PASS PROGRAM
2016 - 2017

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	+/-	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	-202	-24.6%	
Aug.	737	422	706	731	732	981	1,146	573	791	1,322	1,158	940	911	1,008	577	591	-431	-42.8%	
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	409	36.1%	
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		-1,839	-31.8%	
Nov.	2,921	3,396	3,564	4,598	4,892	4,544	4,692	5,376	5,655	6,169	5,599	3,719	5,092	2,945	3,356		411	14.0%	
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		-221	-17.0%	
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		-1,393	-32.6%	
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		1,121	36.8%	
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		-1,069	-31.0%	
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		-1,311	-30.2%	
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		388	13.4%	
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		482	43.7%	
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		9,852		
Sat	0	0	0	0%	232	356	535	683	791	760	627	594	525	425					
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	28,459				

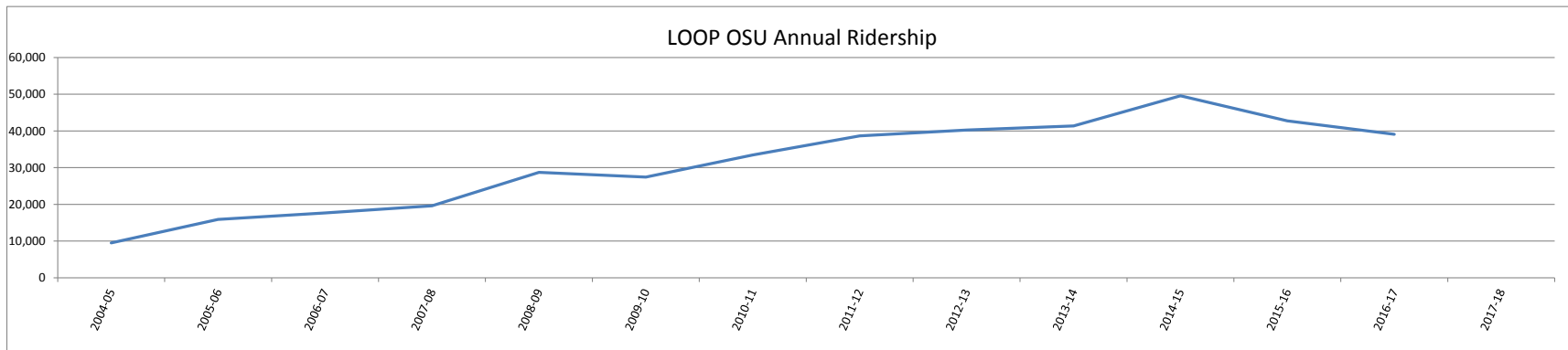
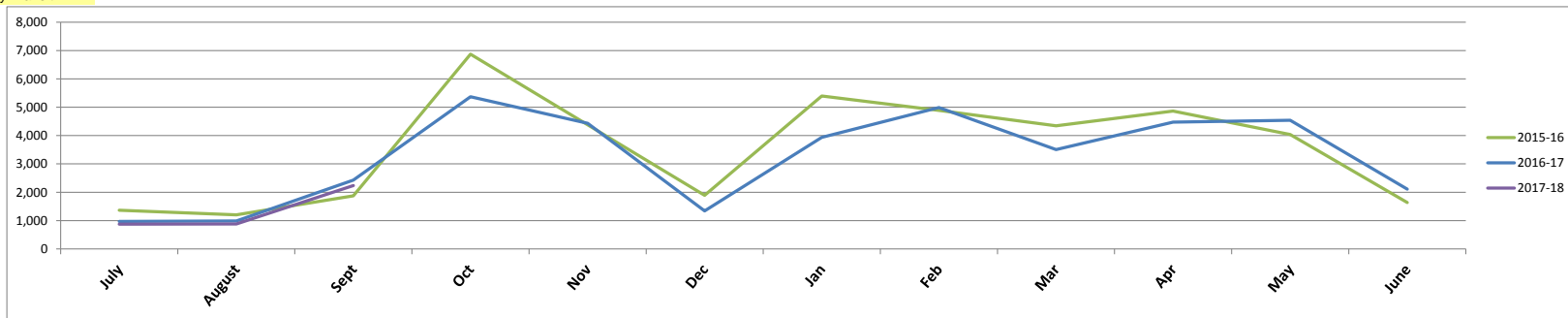
5 days averaged; passes not counted during Try Transit Week.
 Sept 2002: College classes began approximately 2 weeks later than
 July 2003: Cut 4 runs.
 Jan. 2004: 2 snow days + MLK day.



LINN-BENTON LOOP
OSU PASS PROGRAM
2016-2017

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	+/-	Ratio
July	153	467	1,126	849	1,786	1,001	837	1,301	1,652	1,783	1,826	1,366	970	873	-396	-29.0%
August	564	590	854	869	1,262	662	849	1,390	1,582	1,439	1,337	1,202	988	880	-214	-17.8%
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	553	29.5%
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		-1,502	-21.9%
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		54	1.2%
Dec	488	730	705	719	1,379	1,259	1,587	1,297	1,239	2,035	2,770	1,893	1,343		-550	-29.1%
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		-1,465	-27.1%
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		101	2.1%
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		-840	-19.3%
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		-388	-8.0%
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		502	12.4%
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		471	28.8%
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		3,674	-15.9%
Saturday	0	0%	502	400	592	600	639	834	814	743	771	771				
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	39,087			

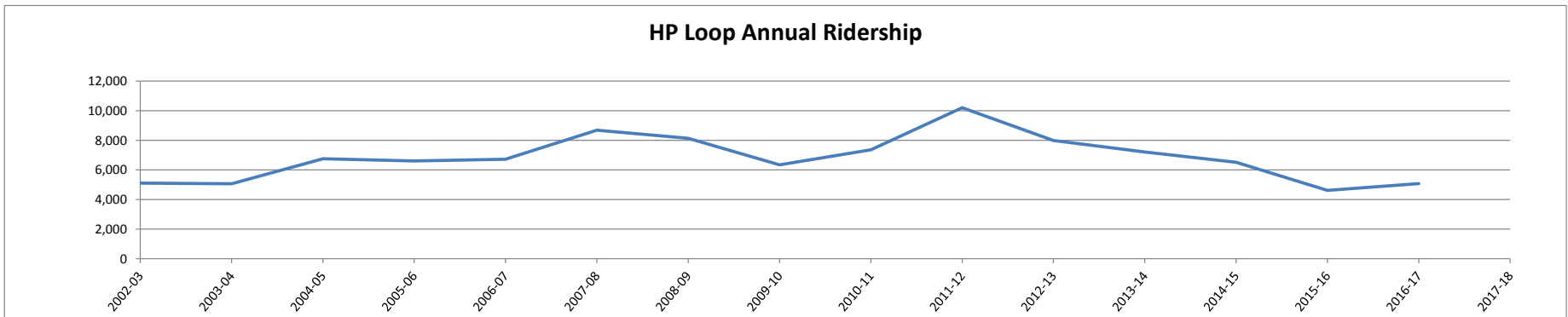
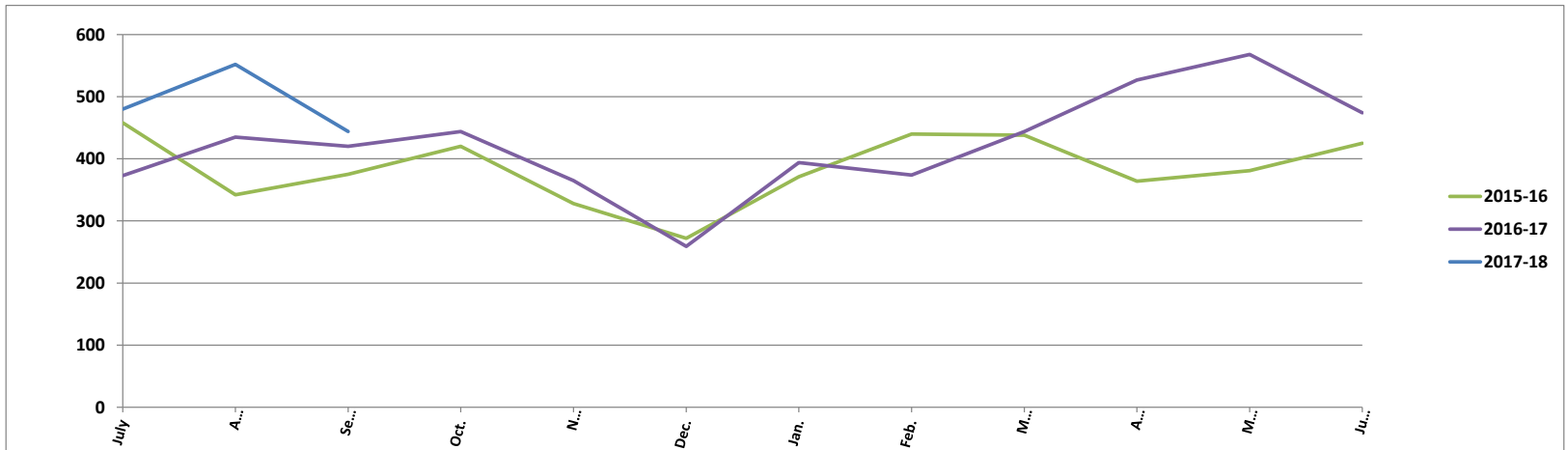
July 2004: Begin pass program
Try Transit



**LINN-BENTON LOOP
HEWLETT PACKARD
PASS PROGRAM
2016-2017**

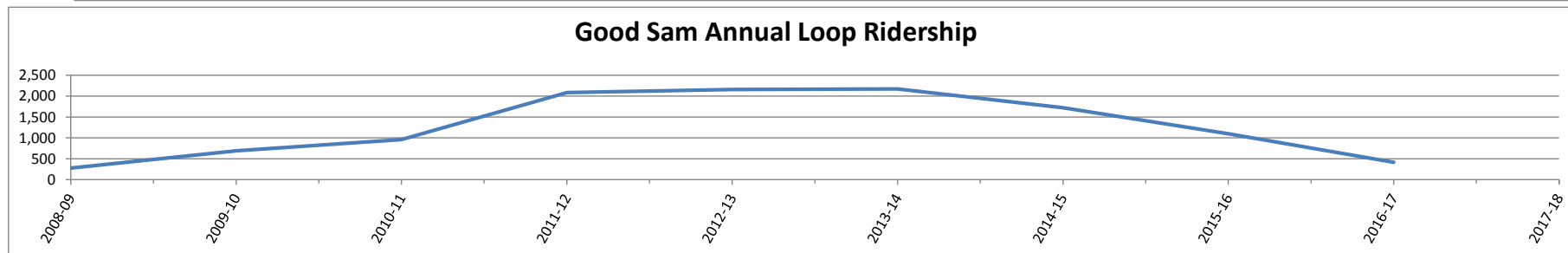
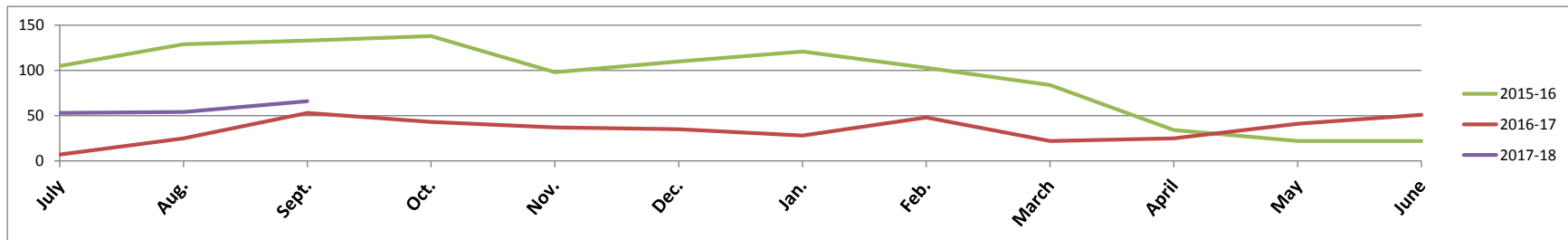
MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July	336	501	540	551	580	627	1,091	496	532	766	819	592	599	458	373	480	107	28.7%
Aug.	423	370	525	591	655	728	954	512	554	921	699	733	518	342	435	552	117	26.9%
Sept.	405	385	463	712	460	656	949	536	598	802	607	699	688	375	420	444	24	6.4%
Oct.	467	412	551	708	524	666	847	619	544	950	755	700	696	420	444		-444	-105.7%
Nov.	313	262	550	528	520	709	648	547	520	732	587	553	476	328	365		-365	-111.3%
Dec.	307	262	377	359	385	453	473	313	401	520	398	378	406	272	259		-259	-95.2%
Jan.	476	363	529	570	526	700	563	631	570	842	693	733	557	371	394		-394	-106.2%
Feb.	500	388	480	463	499	638	443	514	583	812	723	531	535	440	374		-374	-85.0%
March	572	432	695	465	595	819	448	617	800	858	684	635	570	438	444		-444	-101.4%
April	494	477	707	437	577	852	550	528	685	933	664	602	515	364	527		-527	-144.8%
May	407	547	714	605	744	775	527	533	724	1,046	688	535	459	381	568		-568	-149.1%
June	409	666	625	612	656	1,063	645	490	848	1,017	666	516	488	425	474		-474	-111.5%
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		463	9.1%
Saturday	0	0	0	0	5	25	6	11	6	29	18	4	5	5				
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				

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



MONTH	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July		95	91	105	196	245	210	105	7	53	46	657.1%
Aug.		42	102	123	191	222	172	129	25	54	29	116.0%
Sept.		54	95	127	225	159	153	133	53	66	13	24.5%
Oct.		26	57	160	249	207	185	138	43		-43	-100.0%
Nov.	14	45	48	178	162	147	147	98	37		-37	-100.0%
Dec.	17	58	54	134	124	129	178	110	35		-35	-100.0%
Jan.	8	45	66	169	188	206	102	121	28		-28	-100.0%
Feb.	18	53	33	202	160	161	118	103	48		-48	-100.0%
March	15	57	59	220	160	189	99	84	22		-22	-100.0%
April	82	58	116	194	204	162	117	34	25		-25	-100.0%
May	57	72	125	235	172	165	99	22	41		-41	-100.0%
June	65	82	112	239	130	180	141	22	51		-51	-100.0%
Sub Total	276	687	958	2,086	2,161	2,172	1,721	1,099	415		-242	
Saturday	3	2	5	16	34	14	11	11				
Grand Total	279	689	963	2,102	2,195	2,186	1,732	1,110	415			

*This does not include the Saturday Loop.

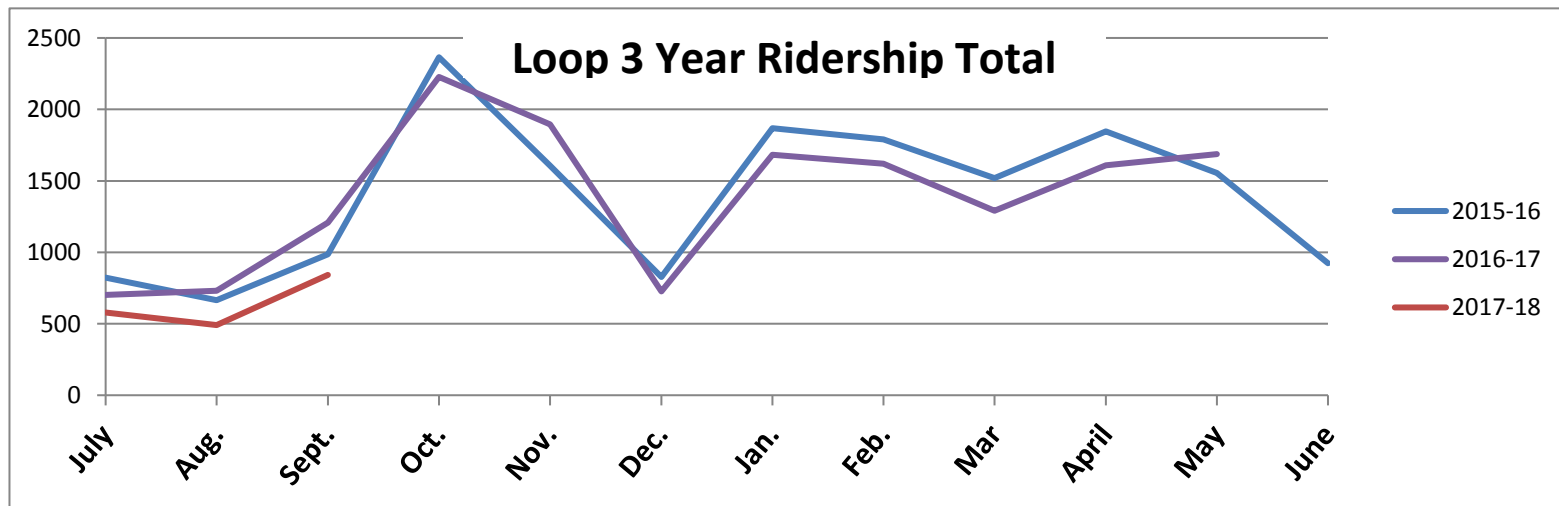


LINN-BENTON LOOP

LOOP EXPRESS

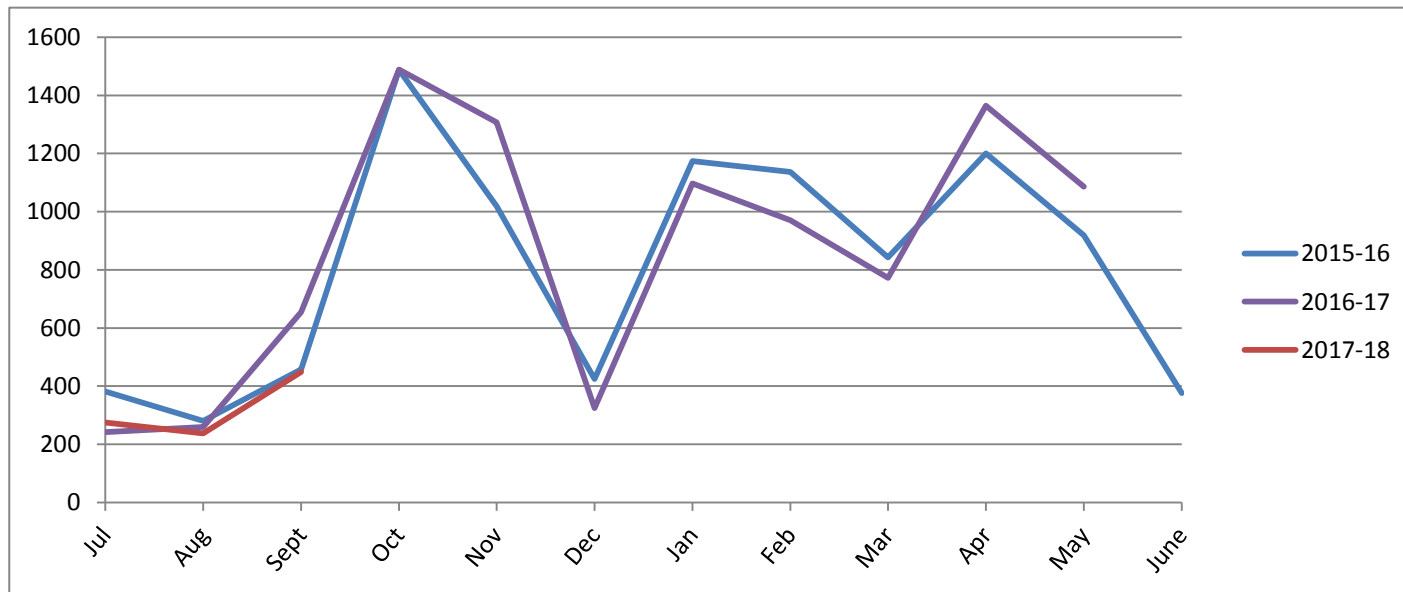
2017-2018

MONTH	2013-14	2014-15	2015-16	2016-17	2017-18
July		754	822	702	578
Aug.		569	665	730	491
Sept.		317	987	1207	842
Oct.	2,180	3,259	2365	2227	
Nov.	1,892	2,019	1606	1895	
Dec.	745	1,125	827	727	
Jan.	2,180	2,221	1869	1682	
Feb.	1,584	1,811	1790	1621	
Mar	1,334	1,450	1519	1292	
April	2,167	2,106	1847	1608	
May	1,779	1,819	1554	1687	
June	941	1,156	923		
TOTAL	14,802	18,606	16,774	15,378	1,911



LOOP EXPRESS LBCC PROGRAM 2017-2018

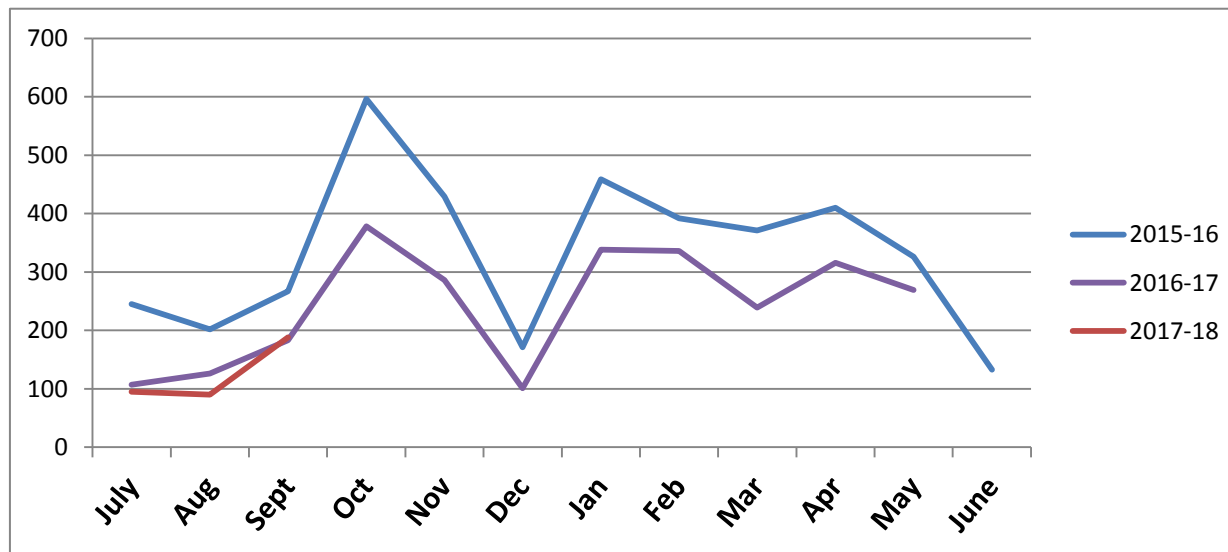
MONTH	2013-14	2014-15	2015-16	2016-17	2017-18
Jul		685	382	242	275
Aug		665	280	260	237
Sept		566	458	655	449
Oct	1,475	2,133	1488	1489	
Nov	1,315	1,395	1019	1307	
Dec	433	691	425	325	
Jan	1,342	1,525	1174	1097	
Feb	964	1,178	1137	971	
Mar	791	908	843	772	
Apr	1,261	1,333	1201	1364	
May	1,116	1,092	919	1086	
June	509	604	376		
TOTAL	9,206	12,775	9,702	9,568	



LOOP EXPRESS OSU PROGRAM

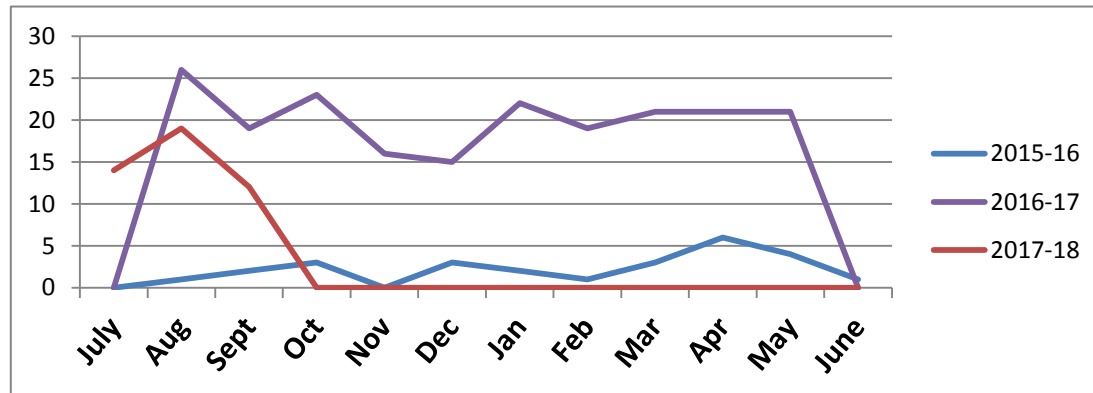
2016-2017

MONTH	-Benton	2014-15	2015-16	2016-17	2017-18
July		328	245	107	95
Aug		329	202	126	90
Sept		189	267	183	188
Oct	524	737	596	378	
Nov	420	423	429	286	
Dec	180	247	171	101	
Jan	590	573	459	338	
Feb	447	432	392	336	
Mar	356	357	371	239	
Apr	620	548	410	316	
May	481	480	326	269	
June	242	256	133		
TOTAL	3,860	4,899	4001	2679	



LOOP EXPRESS SAMARITAN PROGRAM 2016-2017

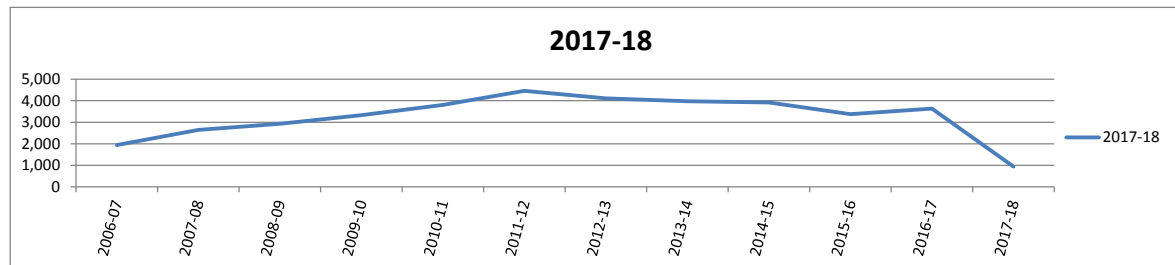
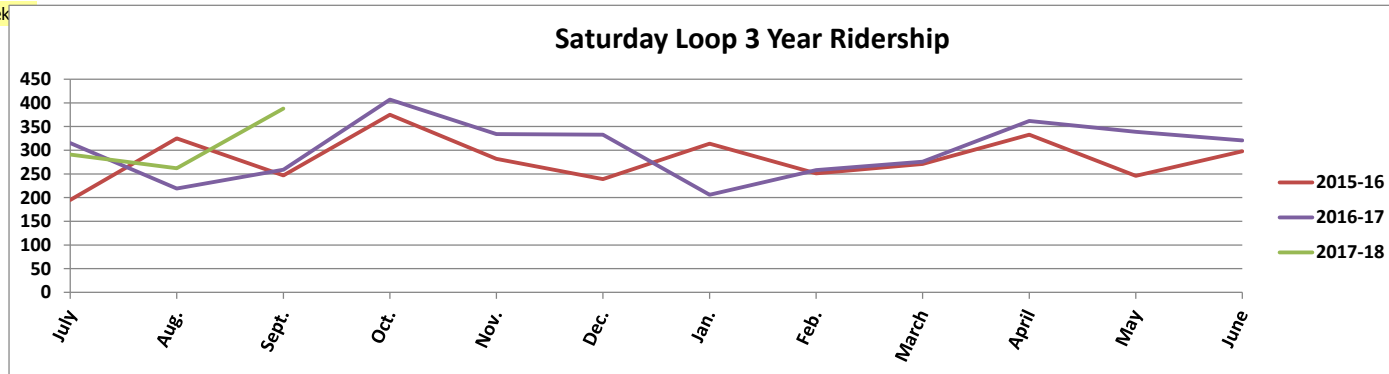
MONTH	2013-14	2014-15	2015-16	2016-17	2017-18
July		42	0	0	14
Aug		73	1	26	19
Sept		27	2	19	12
Oct		28	3	23	
Nov		17	0	16	
Dec		47	3	15	
Jan		12	2	22	
Feb	25	1	1	19	
Mar	30	0	3	21	
Apr	27	2	6	21	
May	30	0	4	21	
June	25	1	1		
TOTAL	137	250	26	203	45



**LINN-BENTON LOOP
SATURDAY SERVICE
2017-2018**

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July		93	147	160	250	356	252	262	274	195	315	291	-24	-7.6%
Aug.	90	245	241	227	235	339	267	400	353	325	219	262	43	19.6%
Sept.	185	229	227	209	294	323	494	324	317	247	259	388	129	49.8%
Oct.	212	171	239	303	349	497	321	307	436	375	407		-407	-100.0%
Nov.	165	217	334	388	350	366	318	444	346	282	334		-334	-100.0%
Dec.	199	226	184	161	180	353	407	232	244	239	333		-333	-100.0%
Jan.	160	175	358	356	331	354	265	309	344	314	206		-206	-100.0%
Feb.	177	235	235	264	345	369	377	227	298	251	258		-258	-100.0%
March	206	257	232	334	349	399	385	421	342	271	276		-276	-100.0%
April	176	253	242	320	472	337	294	323	295	333	362		-362	-100.0%
May	147	275	251	357	340	367	319	400	403	246	339		-339	-100.0%
June	221	267	241	246	309	399	409	328	271	298	321		-321	-100.0%
Totals	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	941	-2,688	

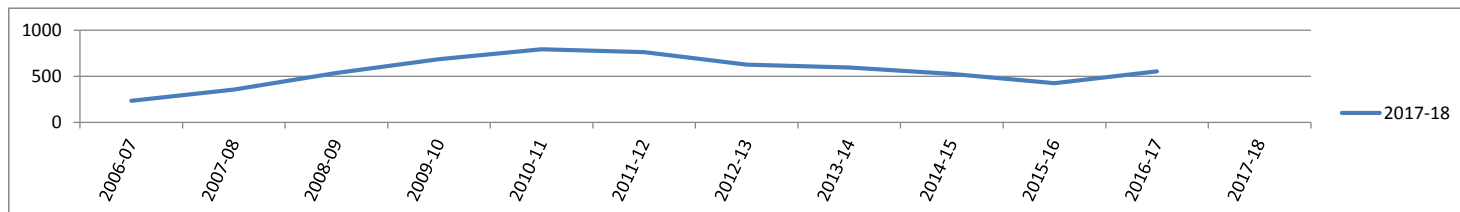
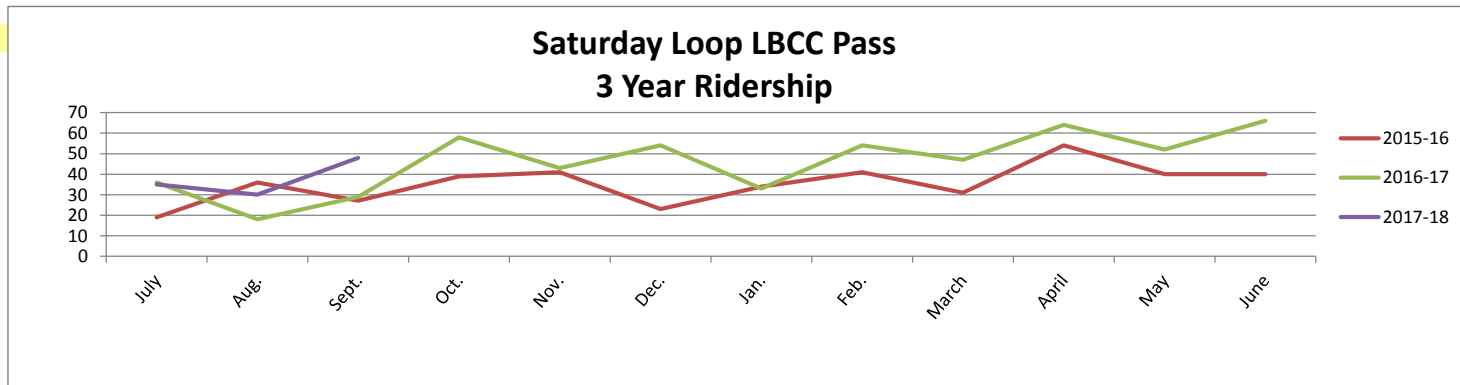
Oct. Try Transit Week



**LINN-BENTON LOOP
LBCC PASS PROGRAM
SATURDAY SERVICE 2016-2017**

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July		8	16	18	37	44	56	51	35	19	36	35	-1	-2.8%
Aug.	12	2	30	31	33	48	28	48	42	36	18	30	12	66.7%
Sept.	17	18	31	22	35	44	56	43	35	27	29	48	19	65.5%
Oct.	22	12	23	46	72	66	38	48	56	39	58		-58	-100.0%
Nov.	28	16	50	74	69	75	55	70	57	41	43		-43	-100.0%
Dec.	33	37	50	41	40	84	57	32	37	23	54		-54	-100.0%
Jan.	19	24	74	66	92	69	61	61	43	34	33		-33	-100.0%
Feb.	19	43	48	70	82	68	53	31	45	41	54		-54	-100.0%
March	23	54	50	95	84	72	68	52	40	31	47		-47	-100.0%
April	19	58	53	85	86	63	39	63	52	54	64		-64	-100.0%
May	13	42	58	83	92	45	50	59	48	40	52		-52	-100.0%
June	27	42	52	52	69	82	66	36	35	40	66		-66	-100.0%
Totals	232	356	535	683	791	760	627	594	525	425	554		129	47.2%

Oct. Try Transit Week

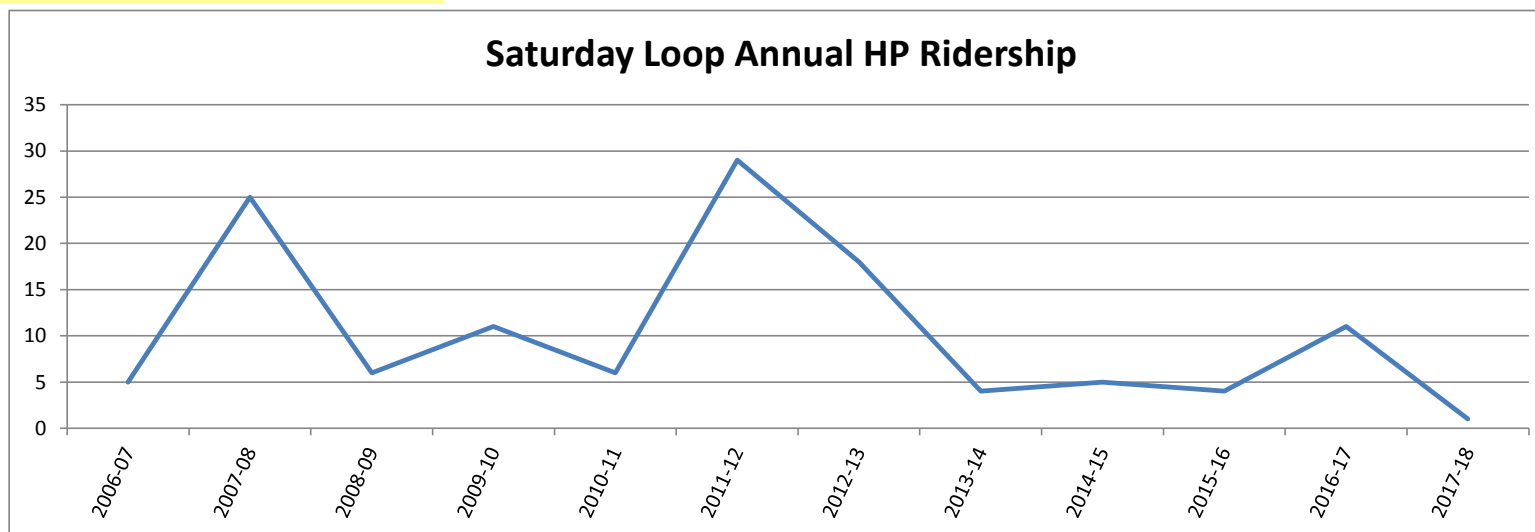


LINN BENTON LOOP HP PASS PROGRAM

SATURDAY SERVICE 2017-2018

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July		0	0	0	0	0	1	3	2	2	2	1	-1	-50.00%
Aug.	0	0	0	1	0	0	7	0	3	0	2	0	-2	-100.00%
Sept.	1	0	0	3	0	0	2	0	0	2	3	0	-3	-100.00%
Oct.	2	0	0	2	0	1	3	1	0	0	0		0	#DIV/0!
Nov.	0	1	1	2	0	0	3	0	0	0	0		0	#DIV/0!
Dec.	2	3	0	1	0	0	0	0	0	0	2		-2	-100.00%
Jan.	0	5	4	0	0	1	1	0	0	0	2		-2	-100.00%
Feb.	0	4	0	0	1	3	0	0	0	0	0		0	#DIV/0!
March	0	6	0	0	0	6	0	0	0	0	0		0	#DIV/0!
April	0	3	0	2	3	4	0	0	0	0	0		0	#DIV/0!
May	0	2	1	0	2	9	0	0	0	0	0		0	#DIV/0!
June	0	1	0	0	0	5	1	0	0	0	0		0	#DIV/0!
Totals	5	25	6	11	6	29	18	4	5	4	11	1	7	0.6363636

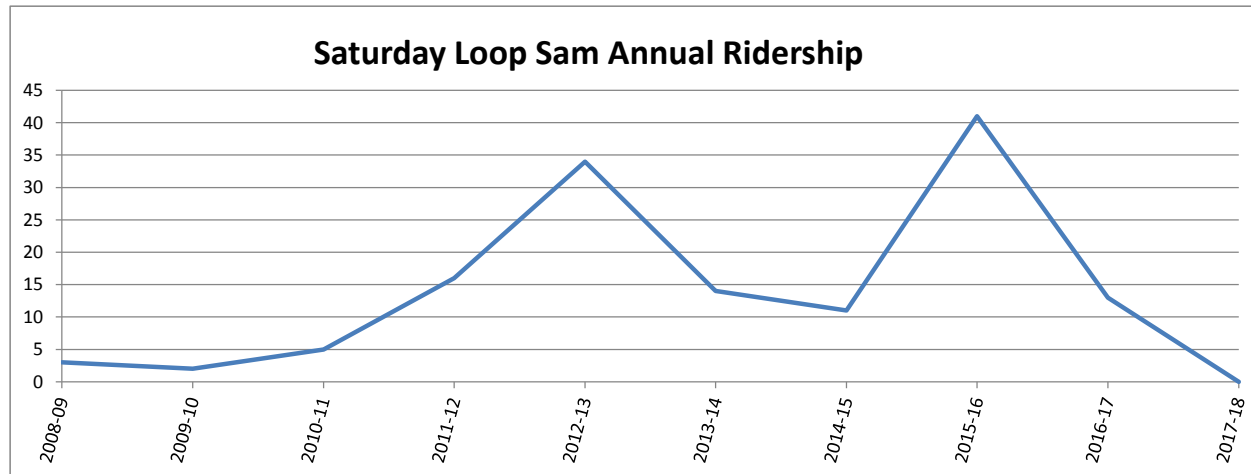
Oct. Try Transit Week



**LINN-BENTON LOOP
SAMARITAN PASS PROGRAM
SATURDAY SERVICE 2017-2018**

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

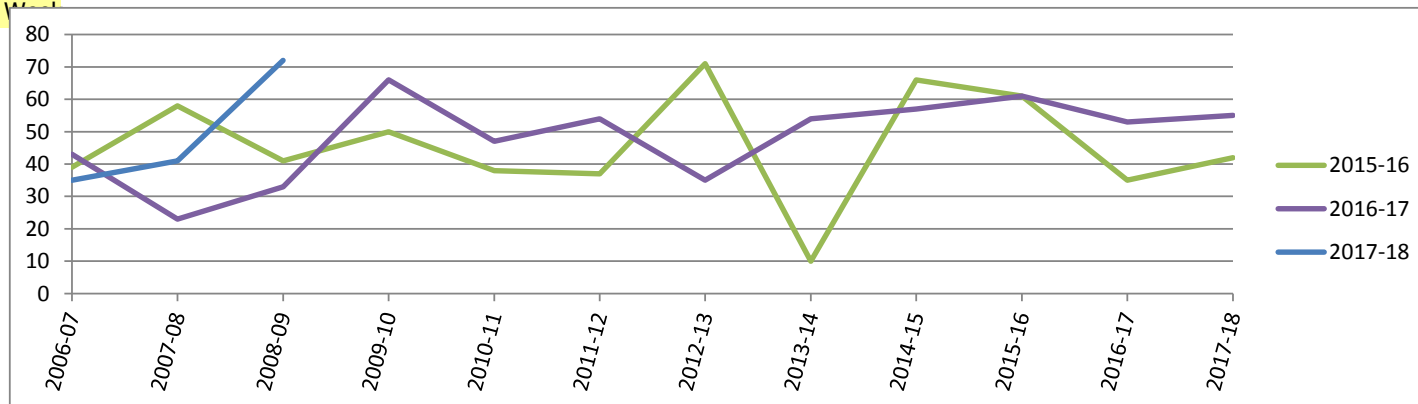
Oct. Try Transit Week



LINN BENTON LOOP OSU PASS PROGRAM SATURDAY SERVICE 2017-2018

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	+/-	Ratio
July		19	35	27	21	37	38	40	34	39	43	35	-8	-18.6%
Aug.	15	37	46	28	47	37	45	75	42	58	23	41	18	78.3%
Sept.	50	23	30	32	69	62	123	72	64	41	33	72	39	118.2%
Oct.	48	24	44	59	65	125	89	51	80	50	66		-66	-100.0%
Nov.	52	24	50	53	78	65	54	98	92	38	47		-47	-100.0%
Dec.	45	30	27	32	18	47	74	43	52	37	54		-54	-100.0%
Jan.	69	28	89	92	59	68	50	71	61	71	35		-35	-100.0%
Feb.	64	36	48	51	62	69	70	37	55	10	54		-54	-100.0%
March	45	40	43	62	48	81	98	78	80	66	57		-57	-100.0%
April	43	28	52	57	81	60	61	72	72	61	61		-61	-100.0%
May	25	53	73	83	60	91	52	48	88	35	53		-53	-100.0%
June	46	58	55	24	31	92	60	58	51	42	55		-55	-100.0%
Totals	502	400	592	600	639	834	814	743	771	548	581	148	33	5.7%

Oct. Try Transit Week





DRAFT

Oregon Cascades West Council of Governments (OCWCOG)
Corvallis Area MPO and Albany Area MPO

Request for Proposals Linn-Benton Loop Service Development Plan

Proposals will be accepted until Day/Date/Time

Proposals must be delivered to Oregon Cascades West Council of Governments
Attention: _____ 1400 Queen Avenue SE #201, Albany Oregon
97322.

Proposals may be forwarded by email to:

(Name) _____,

(Title) _____

Oregon Cascades West Council of Governments
Community and Economic Development
1400 SE Queen Ave, Suite 205
Albany OR, 97322
541-924-XXXX Direct 541-967-4651 fax
(email) | www.ocwcoq.org

or by U.S. Mail or hand delivered to OCWCOG, attention
_____, at 1400 Queen Avenue SE, Suite 201 Albany
Oregon 97322 as long as they are received by OCWCOG before the deadline.

(Note: We would recommend the contact be Emma Chavez, as the
administrative support person for the Loop Board and TAC, but that would be the
COG's decision.)

Oregon Cascades West Council of Governments, in accordance with the
provisions of Title VI of the Civil Rights Act of 1964 and subsequent regulations,
hereby notifies all interested parties that it will affirmatively ensure that all
contractors will be afforded full and fair opportunity to submit bids in response to
this invitation and will not be discriminated against on the grounds of race, color
or national origin.

Background

The Linn-Benton Loop has provided transit service to residents of Benton County
and Linn County for more than three decades. The City of Albany has provided
the transit service and previously administered federal, state and local grants
under the general guidance of a Linn-Benton Loop Commission. In 2016 a new
Governing Board was established for the Linn-Benton Loop. Governing Board

members reflect the six primary funding partners for the Loop service, as noted below. The Corvallis Area MPO (CAMPO) and the Albany Area MPO (AAMPO) staff the Governing Board and administer the Linn-Benton Loop's transit service; with the City of Albany serving as the operations contractor for the transit service. The Governing Board established a Technical Advisory Committee to advise the Governing Board and staff regarding operations and performance of the Linn-Benton Loop transit service.

The Linn-Benton Loop operates six days a week with service between Corvallis and Albany. The current route and schedule was essentially developed more than a decade ago. In 2013 an "Express Service" was developed and provides service five days a week, during school terms, between Corvallis and Linn-Benton Community College in Albany. A very important element of the "Express Service" is the connection with East Linn County, served by the Linn Shuttle with a connection to the Linn-Benton Loop at Linn-Benton Community College.

The 2016-2017 ridership was 110,000 including approximately 40,000 Oregon State University student/staff/faculty rides and 29,000 Linn-Benton Community College student/staff/faculty rides. The 2015-2016 ridership was 112,000. The ridership between 2011-2012 and 2014-2015 ranged between 118,000 and 130,000.

Operational funding is provided through the Linn-Benton Loop partner agencies, and consists primarily of Federal Section 5307 funds (allocated by the Corvallis Area MPO and the Albany Area MPO); Oregon State University funds; Linn-Benton Community College funds; state transit funds allocated by Benton County and Linn County; Federal Section 5310 funds; and ridership fares. Capital funding has, in the past decade, included Federal Section 5339 funds and federal stimulus (ARRA) funds, with local match funds provided by the Linn-Benton Loop partners.

With the approval of Oregon HB 2017 (State Transportation Improvement Fund) the operational funding for the Linn-Benton Loop could, conceptually, double in the near future, as STIF revenues begin to accrue beginning in 2018-2019.

The Linn-Benton Loop Governing Board requested the Corvallis MPO, the Albany Area MPO and the Linn-Benton Loop Technical Advisory Committee to review service needs and potential opportunities to increase transit service to meet these needs. Although this service analysis must include Oregon State University and Linn-Benton Community College, a primary focus will be the unmet needs and potential service opportunities of the general public; with an emphasis on residents with low income, consistent with HB 2017.

Objective

Oregon Cascades West Council of Governments (CAMPO/AAMPO) invites proposals from contractors to study ridership needs and opportunities in Corvallis and Albany that could be addressed by increased Linn-Benton Loop service;

review current service schedule strengths and deficiencies; and develop a recommended transit service delivery plan for the Linn-Benton Loop.

The desired product is a practical, short-term operations roadmap focused on routes and scheduling, at a sufficiently detailed level to be useful for project plan requirements envisioned to be required under HB 2017 rulemaking. It is envisioned that the road map will be used for up to five years; with a subsequent update developed which will include a comprehensive assessment of the delivery of the improved transit services by the Linn-Benton Loop and other transit programs supported with HB 2017 funds.

Summary

It is important to note the long list of transportation plans that have either been completed in the past few years or are currently being developed. These plans include: Update of Corvallis Area MPO Regional Transportation Plan; (Initial) Albany Area MPO Regional Transportation Plan; Corvallis Transportation System Plan; Benton County Transportation System Plan; Albany Transportation System Plan; Linn County Transportation System Plan; Benton County Coordinated Human Services-Public Transportation Plan; Linn County Coordinated Human Services-Public Transportation Plan; and Albany Transit Development Plan.

It is anticipated these documents will provide a substantial foundation for the Linn-Benton Loop Service Plan. The primary need is to develop specific route/schedule recommendations to address the public transit needs of the general public between Corvallis and Albany; while continuing to address the public transit needs of Oregon State and Linn-Benton Community College students and staff.

Longer-term planning and policy goals for the Linn-Benton Loop system, such as might be included in a transit development plan, are not within the scope of this project. If it appears necessary in the future to develop such a transit development plan, this may be addressed through a separate RFP at a future time.

Project Tasks

Task 1: Coordination with OCWCOG CAMPO/AAMPO staff (“COG”) and the Linn-Benton Loop Technical Advisory Committee (“TAC”) to collaborate on and to guide tasks

- Contractor will work with COG staff and the TAC to refine the work plan and develop a legal agreement.
- During the active phases of the project contractor will check-in with COG staff 2-5 times a month to discuss and collaborate on tasks. This may be in person, or by phone or email.

- At least once per month, per a schedule to be mutually determined, contractor will meet or teleconference with COG staff and members of a TAC workgroup to provide a project update, identify and resolve issues, and seek clarification and direction on project-related matters. A brief written agenda and simple action/decision minutes will be provided.
- Work with COG staff to obtain and review all related public transit plans/demographic information/transit ridership studies/other materials.
- Work with COG and the TAC to efficiently complete all tasks.

Task 2: Existing Conditions Memo

- Describe the existing public transit programs in Corvallis and Albany, which have or potentially offer connections to the Linn-Benton Loop. This section should be brief and focus on connectivity aspects.
- Identify those areas or sections of Linn and Benton Counties which are presently not served or are currently under-served by public transit and could potentially be served by an expansion of Linn-Benton Loop service or by increased connections of other transit services within the Linn-Benton Loop area. Areas of residents with low income and/or areas where transportation is a barrier to employment must specifically be identified.
- Review and describe recent on-board surveys for the Linn-Benton Loop, Linn Shuttle, Corvallis Transit System and Albany Transit System. Determine if additional on-board survey information is required.
- If required, and if authorized under contractor's agreement and so directed by COG, work with COG, TAC, and local partners to develop and conduct the survey. **In its response to this RFP the Contractor should provide a separate estimate of the cost of an on-board survey.**

Task 3: Analysis of Transit Needs

- A key component of the Linn-Benton Loop Service Plan is the transit needs assessment of potential riders. The Linn-Benton Governing Board, and the Benton County Board of Commissioners and Linn County Board of Commissioners, which will allocate HB 2017 funds, need to better understand the needs of residents within the Linn-Benton Loop potential service area who currently do not use public transit, and if/how improved transit service could address their transportation needs. (This includes the potential area served by better connections between local transit programs and the Linn-Benton Loop.)

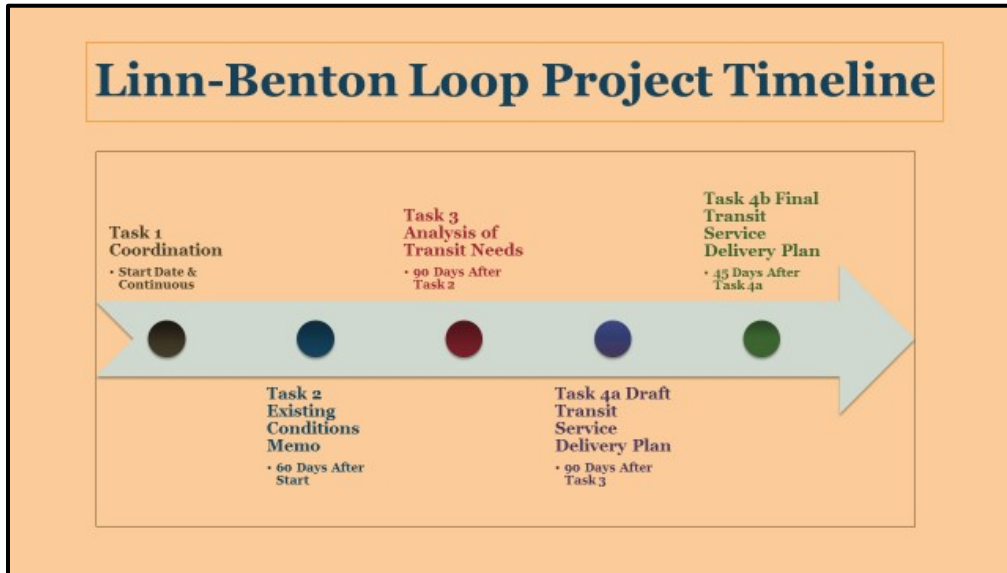
- In responding to this RFP, Contractor should generally describe how it will use existing demographic data, data from other current transit plans, college and university class schedules, community outreach efforts, and other means to develop and assess information about transit needs for the general public. The needs of low income residents, including employment needs, is particularly important in addressing the requirements of HB 2017.
- Other than the review of published class time schedules and staff work schedules for transit scheduling purposes, it is anticipated that a wider outreach to OSU and LBCC students/staff/faculty will not be the primary responsibility of the contractor. The two colleges may decide to survey their students/staff/faculty. If so, the contractor will need to work with the two colleges, provide limited consultation as requested on data needs and survey design, review the information collected by the two colleges, and incorporate the findings into the Linn-Benton Loop Service Plan.

Task 4: Transit Service Delivery Plan

- The development of a transit service delivery plan is the most important element of the Linn-Benton Loop Service Plan. The existing route/schedule (other than the “Express Service) was developed more than a decade ago and does not well serve the general public, and may not adequately address the scheduling needs of the two colleges.
- The Linn-Benton Loop Governing Board wants to “start from scratch” and review Linn-Benton Loop service options which (1) continue to serve the needs of OSU and LBCC students/staff/faculty; and (2) provide realistic, cost-effective and expanded transit options for the general public with an emphasis on low income residents.
- Contractor will develop service options which include routes, stop locations, route-length travel times, days of service, hours of operation, frequency of service, and vehicles required. It is very important to develop the service options in coordination with the existing routes/schedules of the Linn Shuttle, Albany Transit System and Corvallis Transit System. Where applicable, recommendations should be made where minor modifications to these routes/schedules might improve connectivity.
- Contractor will provide cost estimates for transit operations (driver, fuel, maintenance, etc.) and capital vehicle expenses, for the above service options. These should be at a sufficient level of refinement to be used in developing project plan budgets including information needed for HB 2017 requirements.

Estimated Project Timeline

The estimated project timeline shows elapsed time from the start of project, following execution of an agreement with the selected contractor. Actual dates can be determined in discussion with contractor, COG, and TAC.



Budget:

The consultant budget for this project is estimated to be \$40,000 - \$50,000.

Guidelines for Content of Proposal:

- Name of and overview of contractor's firm.
- Names(s) and contact information for the contractor.
- Project team members and their qualifications. It is expected that the personnel listed will serve as the team members assigned to this project.
- Statement of firm qualifications including successful completion of similar tasks, with particular emphasis on the development of transit service routes/schedules. Please include names and contact information for at least three professional references for whom similar work has been performed.
- Since this project utilizes Federal funds, the Contractor must follow all applicable Federal laws and regulations when performing the work. These provisions will be a part of the eventual legal agreement.

For additional information contact:

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