



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

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

1. **2:30 Call to Order, Agenda Review and Introductions** **Chair, Catherine Rohan**
2. **2:35 Public Comment** **Chair**
3. **2:40 Minutes of August 3, 2021 (Attachment A)** **Chair**

Action Requested: Approval of meeting minutes

4. **2:45 Loop Marketing Update + Expansion** **Staff**
Share details of student outreach efforts, and Loop expansion. Full expansion expected mid-late November.

5. **3:00 Return to Fares** **Barry Hoffman**
Discussion of the Loop's (and ATS's) return to charging fares

Action Requested: Discussion

6. **3:20 Budget and Ridership Reports (Attachments B, C, D, E, F)** **Hoffman**
 - *FY21 budget year end report (B)*
 - *FY21 STIF budget year end report (C)*
 - *Quarterly budget, note: same as year to date budget at this time (D)*
 - *Quarterly STIF budget (E)*
 - *Ridership (F)*

Action Requested: Information only

7. **3:45 ATS progress on motions passed by Board** **Staff**
The Board, at their 8/31/21 meeting, passed two motions related to Loop finances and fiscal policy.
 1. *Comprehensive financial report from FY 2014 - FY 2021.*
 2. *Review and update fiscal policies, procedures and reporting requirements.*

Action Requested: Information only

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. | 4:00 | Local Service Coordination and Outreach
<i>Discussion of ongoing transit projects and schedule coordination with CTS, ATS, and the Linn Shuttle.</i>

<i>Action Requested: Discussion</i> | All |
| 9. | 4:15 | Updates and Other Business | All |
| 10. | 4:30 | Adjournment
<i>Next meeting January 7th, 2021</i> | Chair |

**LINN-BENTON Loop TAC Meeting
Teleconference
Tuesday, August 3, 2021
2:30 – 4:30**

MEETING MINUTES

TAC Members: Barry Hoffman, Tim Bates, Brad Dillingham, Mark Volmert, Mark Bernard, Catherine Rohan, Stephen Dobrinich, Sheldon Flom, and Ken Bronson
Staff: Jenny Glass and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order (2:33 pm)		<p>The Chair Catherine Rohan called the meeting to order at 2:33 pm.</p> <p>Introductions were conducted.</p>
2. Agenda Review (2:35 pm)	<p>Mark Volmert with Linn County Special Transportation requested to add a conversation on 5307 CARES funds. He stated that at the last meeting there was discussion as to whether there should be discussion with the Policy Board that if some of those funds should be considered for the Loop and how they would be utilized.</p> <p>Volmert would also like a discussion about Token Transit.</p>	<p>Agenda Item 10 updated to include the following topics:</p> <ul style="list-style-type: none"> • 5307 CARES Funds • Token Transit Discussion
3. Public Comments (2:37 pm)		<p>There were no public comments.</p>

<p>4. Minutes of May 4, 2021 (Attachment A) (2:38 pm)</p>	<p>Volmert thanked Clark for the thorough minutes.</p> <p>Volmert moved to approve the May 4, 2021 meeting minutes as presented. Sheldon Flom seconded the motion. Motion carried.</p>	<p>Minutes approved by consensus.</p>
<p>5. Budget and Ridership Reports (2:39 pm)</p>	<p>Budget Report</p> <p>Hoffman provided an overview of the Loop quarterly expenditure report noting that at the time the reported was generated on July 27th; the city budget was not finalized. The report includes actual expenditures and revenues. Total revenues for the quarter were \$290,903.20 and expenditures at \$203,823.11.</p> <p>Hoffman noted that page 5 of the report provides a snapshot of revenue and expenditures for the entire year. At the time the report was pulled; the 5307 revenues for June and July had yet to be received and all expenditures had yet to be entered. Once the revenues are received and entered in the system; that will bring the numbers to a positive balance.</p> <p>Hoffman brought members' attention to vehicle maintenance which came out higher than expected but fuel came out low and the two balanced each other. He stated that the city has been running older equipment longer than hoped, but the new buses have been put on the road now. For the new buses, maintenance is will be under warranty for the next couple of years.</p> <p>Flom asked if the buses will be paid for under this fiscal year or next year. Hoffman responded that they were paid for in the current fiscal year. In reviewing the report; Hoffmann noted that it is not reflected correctly because the STIF funds are now on a separate budget.</p>	<p>Staff to request a STIF Financial Report.</p>

	<p>Volmert noted that the budget does balance. He also noted that the city collect \$342,200 of 5307 grant funds and only spent \$301,199. Members discussed if this could be due to the CARES funds or the STIF funds received for the new busses. Hoffman clarified that both those pots of funds are not reflected in the report. Volmert stated that in order to balance the budget, the funds may need to be shown on this report because it does show the expense of those vehicles.</p> <p>Flom asked if the new buses are on a separate account, and what the \$171,513.42 capital expense is for. Hoffman stated that it's the transfer from capital equipment fund to pay the 20% share of buses. Volmert stated that the dollar amount makes sense but there should be a balance of that in the equipment replacement.</p> <p>Hoffman stated that he will need to look into this further with his financial Staff but could not comment any further until he does so. He will also request a STIF financial report for the Loop.</p> <p>Ridership Report</p> <p>The annual report shows the impacts of COVID and the dips in ridership. It is unknown what ridership will show in the coming school year. The Loop has not been collecting fairs or checking passes. Hoffman noted that Saturday ridership is only about 50% down year over year.</p> <p>Tim Bates asked if ridership has picked up since the requirement of masks was removed. Hoffman stated that there has been a slight increase in the past month but not significantly enough to compare it to normal. He went on to note that despite the Delta variant, things are going towards more of a normal and there is hope that students will begin using the service again.</p>	
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<p>6. Historical 5307 Funds Memo (Attachment B) (3:56 pm)</p>	<p>Rohan noted that the 5307 Funds Memo presented is not the version that will be forwarded to the memo. Staff has yet to incorporate feedback received from Volmert. Rohan went on to review the draft memo.</p> <p>The memo includes an overview of the Loop funding, provides grant amounts and historical funding. Rohan then reviewed the feedback received by Volmert.</p> <p>Page 2; last paragraph; changing line from “contributions by ATS and CTS rose too quickly for the amount of service the Loop could provide” to “contributions by ATS and CTS is too high in comparison to what ATS can be reimbursed”.</p> <p>Hoffman stated that he does not want any confusion on the reference of ATS and CTS, and the cities of Albany and Corvallis. He went on to note that had more service been operated and had the city had more expenses; the city could have reimbursed more of the planned reimbursed money. However, they could not operate more service because they were constrained by the amount of local funds available to operate more service. On top of being constrained by local funding; they were also constrained by the amount of equipment. The city captured all that it could capture within the year.</p> <p>Bates asked Steve Dobrinich if there should be mention of the MPOs in this section. Dobrinich replied that he did not see something that stood out; however, Staff can review this further and keep in mind to ensure the transit services, cities, and MPOs are referenced appropriately. Bates stated that he asked because CAMPO has given CTS permission (in a sense) to spend the funds therefore; the city receives the funds directly.</p>	<p>Motion 1 & 2 passed as noted.</p>
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	<p>Page 3, paragraph 2; Volmert questioned if this retroactively impacts expenses Albany claimed in 2014-2017.</p> <p>Hoffman reported that John Goldman, the previous Transportation Director's salary was partly paid out of the transit budget because Hoffman and Ted Frazier reported to Goldman. Goldman did some transit work but not a lot. What was found was that unless Goldman coded time to transit, it was not an eligible expense. The city had to pay back to the FTA what had been reimbursed for Goldman's time. To answer Volmert's questions; Hoffman said that if Volmert is referring to the Albany Transit System as well as the Linn-Benton Loop, then yes; it did impact the 2014-2017 expenses.</p> <p>Rohan asked if those actions are reflected in the year-end budgets reviewed earlier in the meeting. Hoffman answered that it should be but he needs to verify with his financial Staff on that.</p> <p>Flom asked Hoffman if he remembers what the amount was that needed to be reimbursed to the FTA. Assuming that the budget was not readjusted, it does not account for not withdrawing \$208,000 in the 5307 funds. Therefore, there is still a discrepancy in the budget.</p> <p>Volmert noted that in theory, the city's overhead needs to be paid for by local match. He then asked Hoffman whether his time will be eligible for reimbursement now that he has been promoted. Hoffman reported that all his time is spent in transit, therefore it will be eligible.</p> <p>Bates advised that the city could look back at years after Goldman's retirement and see the expense of the payment back to the FTA. Hoffman stated he does not know where the line item</p>	
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	<p>for those payments would be. Bates noted that it is possible that the city could have done a simple adjustment.</p> <p>Volmert asked whether given the complexities of 5307 and Goldman's reimbursement issue; is there someone such as a consultant that can help the city look at all its expenses to ensure they are properly coded, as well as to help and see if all eligible reimbursements are being coded correctly. Hoffman advised that financial staff has been pushing for the city to purchase a software program that could do that and get it federally approved. Volmert asked if the software would fall under 5307 reimbursement. Hoffman replied that if it was simply for the transit system and not citywide, it would. If it's for the entire city; it would not be justifiable for the total cost to be 5307. Volmert suggested for Hoffman to bring this up as a discussion with FTA partners.</p> <p>Page 3, request to add paragraph related to budgeted and actual expenditures and revenues, including end of year budget balances/not using all budgeted 5307 funds.</p> <p>Volmert noted that the funding memo is not quite as inclusive as he'd requested but it is very helpful and answers questions that have come up for the past six years. He went on to note that the memo still needs some more work before it goes to the Board.</p> <p>Mark Volmert made the following two motions:</p> <p>Motion 1 Request that Albany provide a comprehensive report, including an analysis of yearend financial statements, reconciling actual Linn-Benton Loop annual expenses and revenues for FY 2014 through FY 2021.</p>	
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	<p>Additional Context (provided by Mark Volmert): The intent of this motion is to provide a comprehensive report on the seven financial reports (FY 2014 through FY 2020) that were sent by ATS plus FY 2021. This review, coupled with the information previously forwarded regarding Section 5307 grant amounts and draw downs, will provide all partners with a comprehensive understanding of the financial status of the Linn-Benton Loop. This will set the foundation for future TAC and Policy Board review of budgets and other decisions including service levels.</p> <p>Motion 2 Request that Albany review its written fiscal policies, procedures and reporting requirements regarding the financial management of federal public transportation funds and Oregon Statewide Transportation Improvement Funds (STIF) and update them as appropriate to ensure there is clear direction in the future to address, among other items, the Section 5307 fund balance issues. Copies should be provided to all Linn-Benton Loop financial partners.</p> <p>Additional Context (provided by Mark Volmert): The intent of this motion is to ensure there is a clear understanding in the future about the financial status of the Linn-Benton Loop; and the confusion we have discussed during the past seven months is avoided. Yesterday there was some obvious confusion about whether Albany currently has written policies (and written procedures and reporting requirements); and the last time they were updated.</p> <p>Ken Bronson seconded the motion. Not all members agreed and continued discussion needed to be held.</p>	
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	<p>Flom noted that in his review of the budget, he has not found any yearend reports that show actuals and year over year comparisons. Flom stated that that information would be helpful. Flom advised that he supports the motion to receive baseline data moving forward that the TAC and Board can review.</p> <p>Hoffman commented that the Board discussed this at their last meeting and City Staff reported that they would provide fiscal yearend reports moving forward. Additionally, yearend reports cannot be produced until the fiscal year is closed. At this time, the city has yet to close the fiscal year. Those reports would be available closer to the September/October meetings. In addition to that, the City plans to begin providing a STIP report. Hoffman went on to state that he does not feel the City needs to create a new policy. Additionally, the City already does its own independent audit. To this, Volmert asked if the City has written policy relating to the financial reporting. Bates added that most entities do have written policies and it may be a matter of the city simply checking on this. Flom agreed with Hoffman that the TAC probably should not be writing policies. He went on to note that it would be helpful however, for the City to look at what policies are in place and share them with the TAC for review. Volmert stated that he is not suggestion that the TAC update the policies but rather receive them for review and make update suggestions.</p> <p>After discussion Mark agreed to change Motion 2 for Albany to “review and update as needed” (also noted above).</p> <p>ACTION ON MOTION 1: Motion Passed by majority vote. ACTION ON MOTION 2: Motion Passed by majority vote.</p>	
7. Loop Marketing Memo (4:01 pm)	Rohan reported that the Loop Marketing memo went out to members two weeks prior. Members provided feedback that have been incorporated into the memo.	

	<p>At the last TAC meeting, Staff and members held a brainstorming session about the Loop Marketing to assist with the development of the marketing strategy. Before reviewing the marketing strategy, Rohan asked if it is okay to refer to the Linn-Benton Loop as the “Loop”. Hoffman reported that this question came up before and after feedback received of riders, it was noted that people think of it as the Loop and Staff also refer to it as the Loop. Additionally, removing the “Linn” part of it removes the confusion with the Linn Shuttle which has occurred often times. Members discussed and agreed to refer to it as the “Loop”. Rohan moved on to review the marketing strategy which included Attachment D and E.</p> <p>Member Feedback:</p> <ul style="list-style-type: none"> • Ensure there is visual marketing of the expanding service of the Loop within the supporting transit programs • Ensure to get the message out to the general public via existing organizations (e.g. chambers, HP, etc.) • Newspapers adds are expensive and hard to gage what, if any contacts were getting • Suggestion to not write up an ad but rather as a “new story” and sending it out to the newspapers which often has success. It will only get out one time when the story is picked up but follow-up stories could also be submitted. <p>Members held a discussion on whether the Loop should remain fareless during the initial expansion of the Loop service, or if fares should begin to be collected.</p> <p>Member Feedback on Fareless/Not Fareless at Initiation of Expansion:</p> <ul style="list-style-type: none"> • If start fareless, could feel like the rug is pulled under when going back to paying fares 	
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	<ul style="list-style-type: none"> • Starting fareless could seem like a reduction in ridership/service when those who can't afford the fares refrain from riding once fares collection is initiated • The majority of riders are students who do not pay a fare, therefore starting fareless would not cause a great impact • May want to start collecting fares once the ridership numbers are in • Do a soft start and establish the new routes and fares but hold off on some of the community outreach until October/November • The amount of funds the Loop would lose by starting fareless is very small and not impactful • Due to COVID, may not be able to start collecting fares • If the Loop remains fareless, it would make it more difficult to define who is riding • Not collecting fares does not allow us to know the ridership demographics <p>Hoffmann virtually shared an example of what happens when fares are collected versus when they are not. For every dollar collected in fares, half of it is lost in ineligible reimbursement from FTA. This in turn means that less 5307 operating funds are reimbursed. Members continued the discussion.</p>	
8. Return to Fares (4:07 pm)		Discussed during previous agenda item.
9. Local Service Coordination and Outreach (4:28 pm)		Due to time constraint, this agenda item is tabled for the next meeting.
10. Updates and Other Business (X:XX pm)		Due to time constraint, this agenda item is

		tabled for the next meeting.
11. Adjournment		Meeting adjourned at 4:40 pm



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City of Albany, OR
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FROM 2021 01 TO 2021 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
21340105 213 LINN-BENTON LOOP							
21340105 420035 FTA SECTION 5310 GRANT	-27,500	0	-27,500	-28,320.00		820.00	103.0%
21340105 420045 FTA SECTION 5307	-342,200	0	-342,200	-350,512.00		8,312.00	102.4%
21340105 428020 SPECIAL TRANSIT FUND: LINN	-24,000	0	-24,000	-23,040.00		-960.00	96.0%
21340105 428025 SPECIAL TRANSIT FUND: BENT	-23,000	0	-23,000	-29,375.00		6,375.00	127.7%
21340105 428120 STIF - LINN COUNTY	-270,000	0	-270,000	.00		-270,000.00	.0%
21340105 428125 STIF - BENTON COUNTY	-270,000	0	-270,000	.00		-270,000.00	.0%
21340105 428130 STIF - DISCRETIONARY	-440,000	0	-440,000	.00		-440,000.00	.0%
21340105 428200 LBCC PARTNERSHIP	-124,400	0	-124,400	-124,400.00		.00	100.0%
21340105 428205 OSU PARTNERSHIP	-124,400	0	-124,400	-124,400.00		.00	100.0%
21340105 435000 BUS FARES	-27,000	0	-27,000	-25.50		-26,974.50	.1%
21340105 435006 CHARGES FOR SERVICE: LOOP	0	0	0	-23,800.00		23,800.00	.0%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-75.43		75.43	.0%
21340105 480100 INTEREST	-300	0	-300	-481.72		181.72	160.6%
21340105 490900 INTRAFUND TRANSFER IN	0	0	0	-61,062.42		61,062.42	.0%
21340105 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-.44		.44	.0%
21340105 499050 BEGINNING BALANCE	-8,300	0	-8,300	-6,781.25		-1,518.75	81.7%
21340105 510010 WAGES & SALARIES	252,200	64,582	316,782	150,250.98		166,530.56	47.4%
21340105 520010 TEMPORARY EMPLOYEES	46,200	8,821	55,021	4,970.05		50,051.06	9.0%
21340105 530010 OVERTIME	3,300	-1,200	2,100	304.82		1,795.30	14.5%
21340105 540050 UNEMPLOYMENT CLAIMS	800	129	929	8,337.51		-7,408.78	897.7%
21340105 560001 EMPLOYER MEDICAL	0	-28,315	-28,315	56,249.26		-84,563.82	198.7%
21340105 560005 EMPLOYER DENTAL	0	-2,180	-2,180	2,357.43		-4,537.17	108.2%
21340105 560008 EMPLOYER VISION	0	-893	-893	1,633.61		-2,526.78	182.9%
21340105 560010 EMPLOYER PAID BENEFITS	277,500	155,117	432,617	16,817.24		415,800.06	3.9%
21340105 560012 EMPLOYER PAID DEFERRED COM	0	0	0	490.09		-490.09	.0%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	0	0	0	642.18		-642.18	.0%
21340105 560016 EMPLOYER PAID WORKER'S COM	0	0	0	2,972.91		-2,972.91	.0%
21340105 560018 EMPLOYER PAID OREGON WBF	0	0	0	28.15		-28.15	.0%
21340105 560020 PERS	0	-27,465	-27,465	51,384.29		-78,849.69	187.1%
21340105 560030 HRA VEBA	0	-8,910	-8,910	13,474.70		-22,384.71	151.2%
21340105 600115 INSURANCE & BONDS	9,200	-471	8,729	8,547.62		181.81	97.9%
21340105 600400 CONTRACTUAL SERVICES	500	-791	-291	3,072.67		-3,363.42	%
21340105 610100 DUPLICATION & FAX	1,300	113	1,413	814.63		598.68	57.6%
21340105 610405 MATERIALS & SUPPLIES	3,000	1,022	4,022	6,907.29		-2,885.28	171.7%
21340105 610425 MEMBERSHIPS & DUES	0	0	0	600.00		-600.00	.0%
21340105 610545 PRINTING & BINDING	800	800	1,600	.00		1,600.00	.0%
21340105 610750 UNIFORMS	500	351	851	.00		850.80	.0%
21340105 610800 VEHICLE FUEL CHARGES	50,000	10,848	60,848	28,233.72		32,614.17	46.4%



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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630005 NATURAL GAS	0	0	0	186.62		-186.62	.0%
21340105 630010 TELEPHONE	0	0	0	332.87		-332.87	.0%
21340105 630400 WATER SERVICE	0	0	0	578.83		-578.83	.0%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	115.29		-115.29	.0%
21340105 630410 STORMWATER SERVICE CHARGES	0	0	0	141.12		-141.12	.0%
21340105 650015 MAINT: COMMUNICATION EQUIP	0	0	0	1,618.06		-1,618.06	.0%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	173.97		-173.97	.0%
21340105 653600 MAINT: VEHICLE	48,000	-43,791	4,209	109,946.20		-105,736.79	%
21340105 660200 CS: CENTRAL SERVICE	41,600	0	41,600	35,517.28		6,082.72	85.4%
21340105 660400 CS: EQUIPMENT REPLACEMENT	3,000	0	3,000	3,000.00		.00	100.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	32	232	128.42		104.04	55.2%
21340105 662500 PW: ADMINISTRATION	35,100	3,353	38,453	29,720.45		8,732.30	77.3%
21340105 665400 PHYSICAL EXAMS & MEDICALS	300	-74	226	385.00		-159.00	170.4%
21340105 690000 RESERVE: OPERATING	27,600	0	27,600	.00		27,600.00	.0%
21340105 700000 CAPITAL EQUIPMENT	880,000	0	880,000	171,513.42		708,486.58	19.5%
TOTAL 213 LINN-BENTON LOOP	0	131,079	131,079	-60,827.08		191,906.31	%
TOTAL PUBLIC TRANSIT	0	131,079	131,079	-60,827.08		191,906.31	%
TOTAL REVENUES	-1,681,100	0	-1,681,100	-772,273.76		-908,826.24	
TOTAL EXPENSES	1,681,100	131,079	1,812,179	711,446.68		1,100,732.55	



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	131,079	131,079	-60,827.08		191,906.31	%



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REPORT OPTIONS

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

Report title:

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Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/13

Include budget entries: N

Incl encumb/liq entries: N

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D

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ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
21340106 213 LINN-BENTON LOOP STIF							
21340106 428120 STIF - LINN COUNTY	0	0	0	-264,000.00		264,000.00	.0%
21340106 428125 STIF - BENTON COUNTY	0	0	0	-142,100.00		142,100.00	.0%
21340106 428130 STIF - DISCRETIONARY	0	0	0	-352,000.00		352,000.00	.0%
21340106 480100 INTEREST	0	0	0	-4,656.22		4,656.22	.0%
21340106 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-9.35		9.35	.0%
21340106 499050 BEGINNING BALANCE	0	0	0	-144,218.95		144,218.95	.0%
21340106 630506 CHARGES FOR SERVICE: LOOP	0	0	0	23,800.00		-23,800.00	.0%
21340106 700000 CAPITAL EQUIPMENT	0	0	0	880,000.00		-880,000.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	-3,184.52		3,184.52	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-3,184.52		3,184.52	.0%
TOTAL REVENUES	0	0	0	-906,984.52		906,984.52	
TOTAL EXPENSES	0	0	0	903,800.00		-903,800.00	



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FROM 2021 01 TO 2021 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-3,184.52		3,184.52	.0%



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REPORT OPTIONS

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

Report title:

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PP 06

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: Y

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/13

Include budget entries: N

Incl encumb/liq entries: N

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D

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FROM 2022 01 TO 2022 03

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
21340105 213 LINN-BENTON LOOP							
21340105 420045 FTA SECTION 5307	-225,000	0	-225,000	-41,414.00		-183,586.00	18.4%
21340105 428200 LBCC PARTNERSHIP	-128,100	0	-128,100	-128,100.00		.00	100.0%
21340105 428205 OSU PARTNERSHIP	-128,100	0	-128,100	-128,100.00		.00	100.0%
21340105 435000 BUS FARES	-13,000	0	-13,000	.00		-13,000.00	.0%
21340105 435006 CHARGES FOR SERVICE: LOOP	-566,500	0	-566,500	.00		-566,500.00	.0%
21340105 480100 INTEREST	0	0	0	-42.02		42.02	.0%
21340105 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-4.00		4.00	.0%
21340105 499050 BEGINNING BALANCE	-5,500	0	-5,500	-60,827.08		55,327.08	%
21340105 510010 WAGES & SALARIES	302,000	0	302,000	57,337.95		244,662.05	19.0%
21340105 520010 TEMPORARY EMPLOYEES	45,000	0	45,000	843.11		44,156.89	1.9%
21340105 530010 OVERTIME	20,000	0	20,000	981.75		19,018.25	4.9%
21340105 540050 UNEMPLOYMENT CLAIMS	0	0	0	6,992.00		-6,992.00	.0%
21340105 560001 EMPLOYER MEDICAL	156,200	0	156,200	26,307.17		129,892.83	16.8%
21340105 560005 EMPLOYER DENTAL	12,700	0	12,700	1,786.64		10,913.36	14.1%
21340105 560008 EMPLOYER VISION	4,800	0	4,800	728.81		4,071.19	15.2%
21340105 560010 EMPLOYER PAID BENEFITS	28,100	0	28,100	4,381.76		23,718.24	15.6%
21340105 560012 EMPLOYER PAID DEFERRED COM	2,000	0	2,000	333.42		1,666.58	16.7%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	3,200	0	3,200	551.24		2,648.76	17.2%
21340105 560016 EMPLOYER PAID WORKER'S COM	21,500	0	21,500	2,698.59		18,801.41	12.6%
21340105 560018 EMPLOYER PAID OREGON WBF	2,100	0	2,100	22.04		2,077.96	1.0%
21340105 560020 PERS	106,300	0	106,300	15,307.54		90,992.46	14.4%
21340105 560030 HRA VEBA	12,400	0	12,400	11,996.46		403.54	96.7%
21340105 600115 INSURANCE & BONDS	5,600	0	5,600	5,409.06		190.94	96.6%
21340105 600400 CONTRACTUAL SERVICES	4,200	0	4,200	699.34		2,924.67	30.4%
21340105 602300 SOFTWARE LICENSE FEES	700	0	700	.00		700.00	.0%
21340105 610005 ADVERTISING & PUBLICATIONS	1,100	0	1,100	.00		1,071.12	2.6%
21340105 610075 CREDIT CARD FEES	500	0	500	.00		500.00	.0%
21340105 610100 DUPLICATION & FAX	1,500	0	1,500	101.33		1,398.67	6.8%
21340105 610130 EDUCATION & TRAINING	800	0	800	.00		800.00	.0%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	569.68		-1,414.68	147.2%
21340105 610420 MEETINGS & CONFERENCES	600	0	600	.00		600.00	.0%
21340105 610425 MEMBERSHIPS & DUES	1,100	0	1,100	.00		1,100.00	.0%
21340105 610545 PRINTING & BINDING	1,600	0	1,600	.00		1,600.00	.0%
21340105 610750 UNIFORMS	1,000	0	1,000	1,271.47		-271.47	127.1%
21340105 610800 VEHICLE FUEL CHARGES	92,500	0	92,500	.00		88,569.42	4.2%
21340105 630000 ELECTRICITY	1,500	0	1,500	.00		1,500.00	.0%
21340105 630005 NATURAL GAS	200	0	200	10.86		152.73	23.6%
21340105 630010 TELEPHONE	3,000	0	3,000	121.57		2,878.43	4.1%



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FROM 2022 01 TO 2022 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630400 WATER SERVICE	800	0	800	205.90		594.10	25.7%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	33.37		-33.37	.0%
21340105 630410 STORMWATER SERVICE CHARGES	200	0	200	26.40		173.60	13.2%
21340105 650015 MAINT: COMMUNICATION EQUIP	600	0	600	394.37		-1,298.87	316.5%
21340105 653600 MAINT: VEHICLE	89,300	0	89,300	6,377.40		80,635.55	9.7%
21340105 655100 MAINT: BUILDING	4,000	0	4,000	900.00		3,100.00	22.5%
21340105 660100 CS: BUILDING MAINTENANCE	3,800	0	3,800	950.01		2,849.99	25.0%
21340105 660200 CS: CENTRAL SERVICE	3,300	0	3,300	825.00		2,475.00	25.0%
21340105 660210 CS: FINANCE	19,900	0	19,900	4,974.99		14,925.01	25.0%
21340105 660211 CS: CITY MANAGER'S OFFICE	11,500	0	11,500	2,874.99		8,625.01	25.0%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	324.99		975.01	25.0%
21340105 660214 CS: HUMAN RESOURCES	8,800	0	8,800	2,199.99		6,600.01	25.0%
21340105 660215 CS: LABOR RELATIONS	500	0	500	125.01		374.99	25.0%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,400	0	1,400	350.01		1,049.99	25.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	27,000	0	27,000	6,750.00		20,250.00	25.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	0	200	19.69		180.31	9.8%
21340105 660700 CS: INFORMATION TECHNOLOGY	7,900	0	7,900	1,974.99		5,925.01	25.0%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	24.99		75.01	25.0%
21340105 660800 CS: IT EQUIPMENT REPLACEME	500	0	500	125.01		374.99	25.0%
21340105 662500 PW: ADMINISTRATION	49,200	0	49,200	12,300.00		36,900.00	25.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	0	600	.00		600.00	.0%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	0	100	.00		100.00	.0%
21340105 700170 FTA 5307 - SAFETY 1%	0	0	0	374.17		-374.17	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	-177,904.03		165,695.62	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-177,904.03		165,695.62	.0%
TOTAL REVENUES	-1,066,200	0	-1,066,200	-358,487.10		-707,712.90	
TOTAL EXPENSES	1,066,200	0	1,066,200	180,583.07		873,408.52	



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FROM 2022 01 TO 2022 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-177,904.03		165,695.62	.0%



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Sequence 3	0	N	N	Budget Year: 2022
Sequence 4	0	N	N	Print totals only: N

Report title:

FLEXIBLE PERIOD REPORT
PP 06

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2021/ 1

To Yr/Per: 2021/13

Include budget entries: N

Incl encumb/liq entries: N

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D

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FROM 2022 01 TO 2022 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
<hr/>							
21340106 213 LINN-BENTON LOOP STIF							
21340106 428120 STIF - LINN COUNTY	-324,000	0	-324,000	.00		-324,000.00	.0%
21340106 428125 STIF - BENTON COUNTY	-324,000	0	-324,000	.00		-324,000.00	.0%
21340106 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-.21		.21	.0%
21340106 499050 BEGINNING BALANCE	0	0	0	-3,184.52		3,184.52	.0%
21340106 630506 CHARGES FOR SERVICE: LOOP	566,500	0	566,500	.00		566,500.00	.0%
21340106 670000 MISCELLANEOUS EXPENDITURES	0	0	0	3,184.52		-3,184.52	.0%
21340106 690000 RESERVE: OPERATING	81,500	0	81,500	.00		81,500.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	-.21		.21	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-.21		.21	.0%
TOTAL REVENUES	-648,000	0	-648,000	-3,184.73		-644,815.27	
TOTAL EXPENSES	648,000	0	648,000	3,184.52		644,815.48	



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FROM 2022 01 TO 2022 03

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



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REPORT OPTIONS

Sequence	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2022/ 1
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Print full GL account: N

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Print revenue as credit: Y

Print revenue budgets as zero: Y

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Double space: N

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From Yr/Per: 2021/ 1

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Include budget entries: N

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Sort by JE # or PO #: J

Detail format option: 1

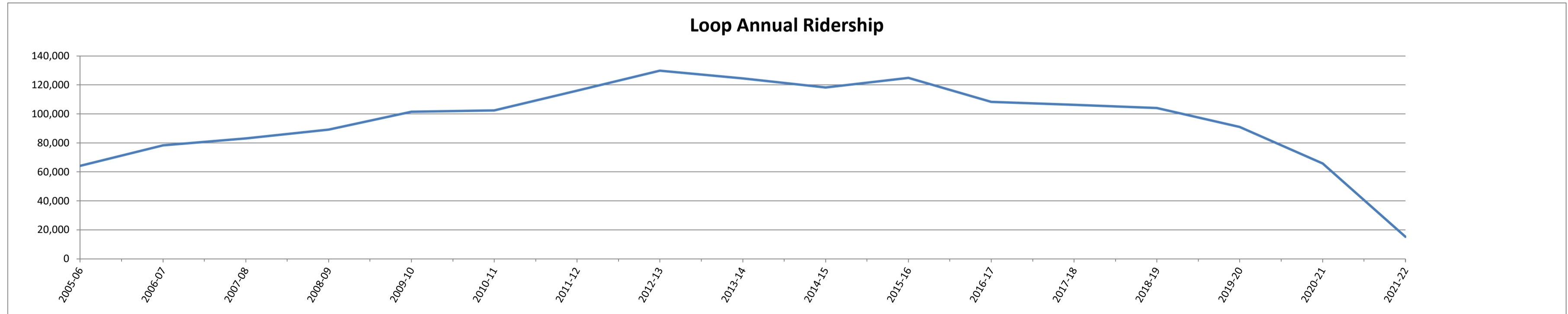
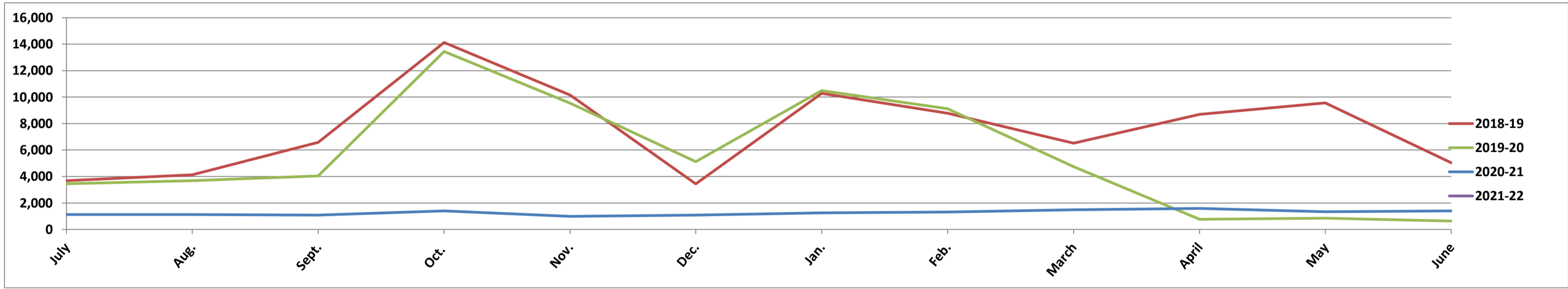
Multiyear view: D

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

MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	+/-	Ratio	
July	2,794	3,260	3,237	3,319	3,692	3,975	6,391	4,709	4,781	5,911	6,036	6,045	6,106	5,512	3,606	4,223	3,690	3,450	1,121	1,522	401	26.3%	
Aug.	2,859	2,249	3,143	3,663	3,912	4,140	5,245	3,599	4,261	6,502	5,977	5,331	4,798	4,562	3,430	4,174	4,122	3,680	1,121	1,405	284	20.2%	
Sept.	2,425	2,812	3,526	4,240	4,920	4,992	5,614	5,125	6,442	8,303	7,293	4,621	6,751	5,228	6,314	6,418	6,570	4,034	1,085	1,130	45	4.0%	
Oct.	6,973	8,460	7,934	10,139	11,093	11,539	14,446	13,013	13,527	16,046	16,490	16,516	18,648	15,384	13,712	13,861	14,128	13,447	1,398		-12,049	89.6%	
Nov.	4,800	5,342	6,705	8,422	8,681	8,640	9,643	10,056	11,917	13,440	12,245	12,095	11,667	11,153	11,557	10,843	10,156	9,539	986		-8,553	89.7%	
Dec.	3,178	3,412	3,145	3,717	3,338	3,310	5,646	5,393	5,625	5,598	4,600	6,418	7,496	5,860	4,163	3,946	3,442	5,129	1,082		-4,047	78.9%	
Jan.	6,021	5,895	6,530	7,684	8,204	9,075	10,557	11,888	12,667	12,462	14,039	13,599	13,391	11,979	10,439	11,241	10,276	10,500	1,245		-9,255	88.1%	
Feb.	6,666	6,175	5,868	7,990	8,299	9,152	9,589	10,608	11,415	13,078	13,188	10,736	12,417	10,205	11,126	11,122	8,787	9,113	1,313		-7,800	85.6%	
March	4,736	5,714	5,907	6,801	7,096	7,232	7,830	9,314	10,529	10,733	9,846	9,521	10,281	10,350	9,270	9,072	6,510	4,743	1,482		-3,261	68.8%	
April	6,766	6,836	7,172	7,886	8,952	10,437	11,054	11,963	13,566	14,659	14,149	13,926	13,892	11,548	11,365	12,197	8,687	762	1,586		824	-108.1%	
May	5,902	6,206	6,764	8,885	9,237	9,753	9,219	10,487	13,261	14,507	13,320	12,161	11,885	10,555	11,700	11,001	9,570	845	1,335		490	-58.0%	
June	3,937	3,955	4,185	5,474	5,575	6,927	6,201	6,225	7,922	8,604	7,202	7,311	7,461	5,883	9,616	5,961	5,039	632	1,392		760	-120.3%	
Sub Total*	57,057	60,316	64,116	78,220	82,999	89,172	101,435	102,380	115,913	129,843	124,385	118,280	124,793	108,219	106,298	104,059	90,977	65,874	15,146	4,057	-25,103	77.0%	
Saturday	0	0	0	0	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,871	3,894	3,078	1,920	1,920		-816	37.6%
Grand Total	57,057	60,316	64,116	78,220	84,937	91,815	104,366	105,705	119,717	134,302	128,493	122,257	128,716	111,595	109,927	107,930	94,871	68,952	17,066	5,977	-25,919	75.2%	

Morning/eve commuter

regular extended service began, Sept 20



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

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	+/-	Ratio
July		93	147	160	250	356	252	262	274	195	315	291	405	296	121	182	61	33.5%
Aug.	90	245	241	227	235	339	267	400	353	325	219	262	309	349	208	178	-30	-16.9%
Sept.	185	229	227	209	294	323	494	324	317	247	259	388	259	333	179	191	12	6.3%
Oct.	212	171	239	303	349	497	321	307	436	375	407	310	332	363	200		-163	-81.5%
Nov.	165	217	334	388	350	366	318	444	346	282	334	308	320	466	168		-298	-177.4%
Dec.	199	226	184	161	180	353	407	232	244	239	333	328	239	273	147		-126	-85.7%
Jan.	160	175	358	356	331	354	265	309	344	314	206	289	308	269	173		-96	-55.5%
Feb.	177	235	235	264	345	369	377	227	298	251	258	343	310	298	131		-167	-127.5%
March	206	257	232	334	349	399	385	421	342	271	276	406	424	175	162		-13	-8.0%
April	176	253	242	320	472	337	294	323	295	333	362	296	335	55	120		65	54.2%
May	147	275	251	357	340	367	319	400	403	246	339	332	325	85	175		90	51.4%
June	221	267	241	246	309	399	409	328	271	298	321	405	328	116	102		-14	-13.7%
Totals	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,958	3,894	3,078	1,886		-816	-1.6%

Oct. Try Transit Week

