

Regional Services Work Plan for the Concho Valley

State Planning Region 10

Background

The 78th Legislatures HB 3588 Article 13 creates opportunities and incentives for the coordination of public transportation throughout the state. The legislation changed the definition of public transportation. Public transportation "provider" and "service" now includes all providers with few exceptions receiving public funds (federal/state/local) to provide transit services to their clients. This new definition incorporates transit related activities of health and human service agencies to their clients. Legislation by the 78th Legislature also changed the flow of public transportation funds. All funding for transit related activities now flows through one state agency the Texas Department of Transportation (TXDOT). Additionally, the legislature requires various health and human services agencies to contract with the department for the provision of public transportation services. The legislation encourages regions to improve delivery of transportation services, cooperate and coordinate among agencies and programs, and requires the development of regional service plans.

The Need for Coordinated Services

Currently, several public and private transportation operators provide services to their clients in the Concho Valley Region. Although, services are available for an array of clientele and for a range of demonstrated needs, gaps in transportation service remain principally for the elderly and the special needs passengers in the region. The Concho Valley region encompasses approximately 16,000 square miles with roughly 148,564 in rural population. Transportation remains high on the list of either missing essentials or components needing improvement from various quality of life surveys and assessments in the region. Transportation remains a vital linkage to quality of life issues in the region. These issues include accessing health and human services and employment opportunities.

The Concho Valley Council of Governments and its members have historically approached coordination in the region with city, county and special district partnerships sharing responsibility and resources to provide as comprehensive a service as possible. Currently local county and city governments as well as special districts in the region contribute over 25% of the resources necessary to operate rural transit services for the Concho Valley.

In spite of this stalwart effort, gaps in services remain. Improvements in coordination in the Concho Valley region and hope for increased access and service come from other opportunities as well. One of those efforts is the pursuit of a multi-modal terminal facility in our region. Our region is currently engaged in a study to determine how a terminal can assist regional providers, city bus service and private carriers provide better service to their passengers more efficiently. Efficiency can be achieved by eliminating duplicated capital investments and encouraging greater passenger mobility through coordination.

Additionally, we are encouraged by our local governments and our TXDOT district office with a collective commitment toward identifying and pursuing additional opportunities for sharing resources and responsibilities with goals that will ultimately produce operational efficiencies and a vision that will allow for greater access to people in our communities.

Strategy for Developing Coordinated Regional Service Plans

In August of 2005, the Concho Valley Council of Governments (CVCOG) was selected by regional stakeholders as the lead agent to facilitate the planning effort in the Concho Valley region. The CVCOG's role as lead agent is to convene stakeholders, encourage consensus, facilitate meetings, and assist the community through a planning process that seeks efficiency and effectiveness, improves transit services and builds on effective working relationships. The CVCOG has engaged in a process of identifying stakeholders in the region, forming a planning committee of key stakeholders to provide oversight and direction for the planning activities, and developing a work plan with estimated costs to achieve our work plan goals.

The planning committee members will play an important role in the planning process and are drawn from the different spheres of influence in the community and will provide oversight and direction for the planning effort as well as assist in soliciting input from stakeholders for outreach activities, work plan elements and soliciting feedback from stakeholder community after tasks are completed. Each planning committee member will also serve as an advocate for their clients and represent a segment of users in our region as well as give technical assistance and perspectives on gaps in transportation services in each respective area, for each category of clientele identified, and for each individual agency's policies regarding services to clients as appropriate. In addition, the planning committee is responsible for estimating the anticipated level of resources needed for all planning elements and selecting responsible parties for all elements of the plan.

A work plan with individual tasks and schedule is provided as an overview of the activities to take place in the Concho Valley Region. The planning process is a traditional approach. It is our intention to complete as much of the outreach and planning oversight work with existing planning committee member agencies and staff resources including lead agency staff and other resources. A project manager or transportation planner will be hired on to facilitate timely completion of tasks and be supervised by one of the stakeholder agencies or lead agent. The technical portion of our planning effort to include portions of the data collection, a coordination review to include various models for coordination, and an implementation plan with schedule, we will seek the assistance of a third party technical consultant.

Work Plan – Work Flow Schedule

Time Frame	Task/Responsible Party	Strategy
Month 1	Task 1 - Oversight/Goals Planning Committee Oversight	<i>Planning Committee will:</i> <ul style="list-style-type: none"> • Draft Goals & Performance Objectives • Confirm & Refine Planning Strategy • Communications Strategy • Identify Examples of Coordination • Take to Stakeholders for Review & Input
Months 1-3	Task 2 – Stakeholder ID Planning Committee Stakeholder ID	<i>Planning Committee will:</i> <ul style="list-style-type: none"> • Identify Stakeholders • Identify Key Personnel in Agencies for Data Collection effort • Set Up Communication/Education Strategy • Create Data Base • Draft Reports and Meeting Minutes • Take to Stakeholders for Review & Input
Months 4-7	Task 3 – Data Collection Planning Committee/ Consultant Services	<i>Planning Committee with Consultant will:</i> Inventory Current Conditions <ul style="list-style-type: none"> • Transportation Services/HHS Services: • Services Provided/Area • Customers Served • Funding Un/Under-Served Needs <ul style="list-style-type: none"> • Demographics/Area • Services Needed • Identify overlaps and gaps • Take to Stakeholders for Review and Input
Months 6-8	Task 4 – Coordination Review Planning Committee/ Consultant Services	<i>Planning Committee with Consultant will:</i> <ul style="list-style-type: none"> • Evaluate current coordination efforts local and global • Identify New ways to share responsibilities and resources • Identify Benefits to Coordination • Identify Barriers to Coordination • Take to Stakeholders for Review and Input
Months 9-12	Task 5 – Action Plan Planning Committee/ Consultant Services	<i>Planning Committee with Consultant will:</i> <ul style="list-style-type: none"> • Identify how coordination is going to happen • Identify when coordination is going to happen • Identify How we will know when we are successful • Take to Stakeholders for Review and Input

Estimated Level of Effort Needed for Work Plan

Financial Resources Required for Work Plan - Estimated Cost By Task

Category	Task 1	Task 2	Task 3	Task 4	Task 5	TOTAL
	<i>Goals/Objectives Oversight</i>	<i>Stakeholder ID Communication</i>	<i>Info. Gather Inventory</i>	<i>Coordination Review</i>	<i>Action Plan</i>	
Agency Staff Outreach, Oversight Responsibility, Meetings, Communication						
						Hours
Total Direct Hours	700	1400				2100
Direct Labor & (ind./fri.) Costs	\$ 22,750	\$ 45,500				\$68,250
Direct Charges	\$ 651	\$ 224				\$ 875
In-Kind Charges	\$ 12,364	\$ 4,252				\$16,616
In-Kind Labor Hours	1550	360				1910
In-Kind Labor Costs	\$ 39,000	\$ 8,190				\$47,190
Total Agency Costs	\$74,765	\$58,166				\$132,931
Consultant Services for Data Gathering, Coordination Review, Action Plan						
Total Labor Costs			\$62,850	\$22,850	\$13,450	\$99,150
Grand Total Costs	\$74,765	\$58,166	\$62,850	\$22,850	\$13,450	\$232,081

Planning Budget Narrative

The total cost of the planning effort is approximately \$230,000. Tasks 3, 4, and 5 will be provided primarily by a consultant at an approximate cost of \$100,000. This reflects the tremendous data gathering, education and outreach, coordination review, and implementation plan effort needed to complete the work plan activities.

The remaining \$130,000 is divided up by approximately \$70,000 in direct labor costs and charges and \$60,000 in in-kind and donated labor costs and charges.

The in-kind labor costs and charges are the approximate level of effort currently provided and anticipated by lead agency staff, stakeholders, and planning committee members (currently 11 member planning committee) throughout the year to provide oversight and direction for the planning activities.

The direct labor costs and charges are the approximate costs for the anticipated need of a project manager (planner), and providing for associated costs of conducting business to a stakeholder agency sponsoring this activity.

Our vision is to look to future planning needs and plan for regional service planning activities beyond the first year planning effort and to carry through the tremendous effort of the first year with an agency and staff member(s) to facilitate institutionalizing this process in the Concho Valley Region.